MONON TOWN & TOWNSHIP PUBLIC LIBRARY
Regular Meeting of the Board of Trustees
September 14, 2026

CALL TO ORDER:

MINUTES:

TREASURER REPORT:

APPROVAL OF BILLS:

DIRECTOR'S REPORT:

OLD BUSINESS:

IDEM

NEW BUSINESS:

Meeting Room & Property Use Policy

2027 Salary Schedule and Pay Range

Resolution to join the State Consortium for Public Library Internet Access
Library Policies: Meeting Room & Property Use Policy

2027 BUDGET HEARING: 6:30pm

TRANSFERS/APPROPRIATIONS:

ADJOURNMENT:

Library Board Members

Tyler Worrell - President
Appointed by White County Council
01/06/2025 -Term expires 12/31/2029

Jennifer Annis - Treasurer
Appointed by White County Commissioners
02/17/2012 -Term expires 11/22/2028

Desi Kyle – Vice President
Appointed by North White School Board
12/14/2015 - Term expires 12/31/2027

Stanley Minnick – Secretary
Appointed by North White School Board
01/01/2023 -Term expires 12/31/2026

Bobbi Jo Fagerlind - Member
Appointed by Monon Town Council
01/01/2026 -Term expires 12/31/2029

Benjamin Cook - Member
Appointed by North White School Board
01/13/2025 -Term expires: 3/11/2030

Joanne Mosher – Member
Appointed by Monon Township Board
01/01/2026 – Term expires 12/31/2030

Monon Town and Township Public Library Board of Trustees Meeting
August 17, 2026, 6PM

Present: Jen Casey, Tyler Worrell, Desi Kyle, Jennifer Annis, Stanley Minnick, Joanne Mosher, Ben Cook
Absent: Bobbi Jo Fagerlind

Call to Order: Called to order by President, Tyler Worrell at 6:07p.m.

Board Meeting Minutes – Stanley Minnick made a motion to approve the July 2026 Board Meeting minutes. Desi Kyle seconded the motion. All present were in favor. The motion passed.

Finances/Treasurer's Report – Jennifer Annis made the motion to accept the financial reports. Stanley Minnick seconded the motion. All present were in favor. The motion passed. The Claims Register will be signed at the September Board Meeting.

Librarian's report-
Jen worked on the 2027 Budget and the Salary Schedule. A draft of the will be included in the Board packet. Jen met with the Department of Local Government Finance representative, Anna Culy, for a Budget Review.

The library received an "Access to Public Records" request from Journalist, Cate Charron, with the Indy Star, for the Materials Selection Policy, Procedure for Handling Protests of Materials, and Materials Reconsideration Form.

Jen created a Monon Library logo to use for marketing and for the website. She also opened a budget in OverDrive for a Cost-per-Circ account.

Issues with the internet being down all day on Wednesday July 22, led to discussions with Lightstream (our landline phone provider), Zayo (our internet and wireless provider), and AVC (our system management company). We will discuss moving the phones from the current unsupported landlines to VoIP soon.

Edith Montoya:
Preschool Storytime met twice during the month of July.
The Library Club met three times during the month of July.

Summer Reading:
Total sign-ups: 26
Total that completed all Summer Reading Challenges: 17

Childrens:
Roz Puppets- 18

Book Party- 3
Animal Tales- 21
Cranes over Indiana- 10
White County 4H Fair- (Reading & Button making) - 25

Teens:
Teen Group- 5

Adults:
Wetlands and Cranes- 3
Mason Tea Light Art: 4

Personnel Report – NONE

Old Business –

a. IDEM Request for access to the building
   Jen shared information about the IDEM email request of allowing Creek Run to do some testing of the library due to a gasoline leak at Family Express. The Board discussed options for complying with the request.

New Business –

a. Library Policies: Meeting Room & Property Use Policy: Ben Cook made a motion to table the vote until the September Board meeting. Jennifer Annis seconded the motion. All present were in favor. The motion passed.
b. 2027 Budget Draft: A draft of the budget was presented.

Ben Cook made a motion to adjourn the meeting at 7:06 p.m. Stan Minnick seconded the motion. All present were in favor, and the motion passed.

The next scheduled meeting will be Monday, September 14, 2026 at 6:00 p.m.

_____
Tyler Worrell, President

_____
Stan Minnick, Secretary

Register Of Claims

Monon Town & Township Public Library

Report Date: From **08/01/26** *To* **08/31/26**

Warrant Number	*Claim Number*	*Name of Claimant*	*Fund*	*Account*	*Amount*	*Date*	*Explanation*
0	245	LIGHTSTREAM	Operating	Communication and Transportati	$166.53	08/15/26	
				Total this claim	$166.53		
0	231	Standard Insurance Company	Operating	Employee Benefits	$26.70	08/15/26	
				Total this claim	$26.70		
0	232	PERF	PERF	Payroll Withholding	$0.00	08/15/26	PERF Deposit
			Operating	Employee Benefits	$994.35		
				Total this claim	$994.35		
0	233	Payroll	Operating	Salary of Librarian	$4,738.15	08/15/26	PAYROLL
			Operating	Salary of Assistants	$3,339.15		
			Operating	Salary of Custodian	$244.00		
				Total this claim	$8,321.30		
0	242	Payroll	Operating	Salary of Assistants	$137.28	08/15/26	PAYROLL
				Total this claim	$137.28		
0	230	Annie Horton Grant Fund/Library	Annie Horton Advised F	Interfund Transfers	$10.00	08/05/26	Kendra Marcum - Honey Creek Twp $10 fee
				Total this claim	$10.00		
0	244	Anthem Blue Cross Blue Shield	Operating	Employee Benefits	$2,196.34	08/15/26	
				Total this claim	$2,196.34		
0	259	Alliance Bank	Operating	Other Services and Charges	$12.16	08/31/26	Direct Deposit charge
				Total this claim	$12.16		

Printed on Wednesday, September 2, 2026

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	250	VISA	Operating	Cleaning and Sanitation Supplie	$115.17	08/31/26	
			Operating	Library Supplies	$767.50		
			Operating	Books	$164.05		
			Carnegie Libraries 250	Carnegie Libraries 250	$33.98		
				Total this claim	$1,080.70		
0	258	Indiana Dept. of Revenue	STATE	Payroll Withholding	$508.06	08/31/26	State and County Tax Deposit
			COUNTY	Payroll Withholding	$382.56		
				Total this claim	$890.62		
0	257	Internal Revenue Service	FEDERAL	Payroll Withholding	$1,235.13	08/31/26	Federal Tax Deposit
			FICA	Payroll Withholding	$1,025.06		
			MEDICARE	Payroll Withholding	$239.72		
			Operating	Employee Benefits	$1,025.06		
			Operating	Employee Benefits	$239.72		
				Total this claim	$3,764.69		
0	256	Payroll	Operating	Salary of Librarian	$4,738.15	08/31/26	PAYROLL
			Operating	Salary of Assistants	$3,140.26		
			Operating	Salary of Custodian	$196.00		
				Total this claim	$8,074.41		
0	252	Annie Horton Grant Fund/Library	Annie Horton Advised F	Interfund Transfers	$10.00	08/24/26	Amy Allen - Honey Creek Twp $10 fee
				Total this claim	$10.00		
0	255	PERF	PERF	Payroll Withholding	$0.00	08/31/26	PERF Deposit
			Operating	Employee Benefits	$990.70		
				Total this claim	$990.70		
0	243	NIPSCO	Operating	Utility Services	$1,429.70	08/15/26	
				Total this claim	$1,429.70		
24491	234	AVC Technology Corporation	Operating	Other Services and Charges	$1,316.88	08/15/26	
				Total this claim	$1,316.88		
24492	235	Cardinal Office Products	Operating	Other Services and Charges	$95.00	08/15/26	Ricoh color printer
				Total this claim	$95.00		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
24493	236	hoopla/Midwest Tape LLC	Operating	E Book Services & Hoopla	$192.40	08/15/26	
				Total this claim	$192.40		
24494	237	Ingram Library Services	Operating	Books	$286.55	08/15/26	
				Total this claim	$286.55		
24495	238	Midwest Tape, LLC	Operating	Nonprint Materials	$174.42	08/15/26	
				Total this claim	$174.42		
24496	239	Monon Utilities	Operating	Utility Services	$93.63	08/15/26	
				Total this claim	$93.63		
24497	240	WhenToWork, LLC	Operating	Other Services and Charges	$220.00	08/15/26	Scheduling
				Total this claim	$220.00		
24498	241	Zayo Education, LLC	State Technology Fund	Other	$52.08	08/15/26	
				Total this claim	$52.08		
24500	246	J. Bauman Construction	Carnegie Libraries 250	Carnegie Libraries 250	$430.00	08/31/26	Hang U.S. Flag from ceiling
				Total this claim	$430.00		
24501	247	Herald Journal	Operating	Periodicals and Newspapers	$104.00	08/31/26	1 year subscription
				Total this claim	$104.00		
24502	248	Ingram Library Services	Operating	Books	$309.59	08/31/26	
				Total this claim	$309.59		
24503	249	Midwest Tape, LLC	Operating	Nonprint Materials	$74.97	08/31/26	
				Total this claim	$74.97		
24504	251	CENGAGE Learning/ Gale	Operating	Books	$32.80	08/31/26	
				Total this claim	$32.80		
24505	253	Petty Cash	Operating	Cleaning and Sanitation Supplie	$8.25	08/31/26	Laundry
				Total this claim	$8.25		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
24506	254	Center Point Large Print	Operating	Books	$53.89	08/31/26	
				Total this claim	$53.89		

Total Amount of Claims **$31,549.94**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, September 2, 2026

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **$31,549.94**

Date this_____day of _____,20_____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 01/01/98.

Appropriation Report for 100 Operating

Monon Town & Township Public Library

Report Date: From **08/01/26** *To* **08/31/26**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.01 Salary of Librarian	$138,900.00	$0.00	$138,900.00	$9,476.30	$61,732.22	$77,167.78	55.6
1.02 Salary of Assistants	$75,000.00	$0.00	$75,000.00	$6,616.69	$49,784.13	$25,215.87	33.6
1.03 Salary of Custodian	$7,310.00	$0.00	$7,310.00	$440.00	$3,499.52	$3,810.48	52.1
1.04 Employee Benefits	$71,800.00	$0.00	$71,800.00	$5,472.87	$38,540.60	$33,259.40	46.3
Subtotal	*$293,010.00*		$293,010.00	$22,005.86	$153,556.47	$139,453.53	47.6
2. Supplies							
2.02 Cleaning and Sanitation Supplies	$2,900.00	$0.00	$2,900.00	$123.42	$903.69	$1,996.31	68.8
2.04 Library Supplies	$8,400.00	$0.00	$8,400.00	$767.50	$2,467.68	$5,932.32	70.6
Subtotal	*$11,300.00*		$11,300.00	$890.92	$3,371.37	$7,928.63	70.2
3. Other Services and Charge							
3.01 Professional Services	$2,200.00	$0.00	$2,200.00	$0.00	$0.00	$2,200.00	100.0
3.02 Communication and Transportation	$12,000.00	$0.00	$12,000.00	$166.53	$1,487.68	$10,512.32	87.6
3.03 Printing and Advertising	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
3.04 Library Insurance	$9,315.00	$0.00	$9,315.00	$0.00	$0.00	$9,315.00	100.0
3.05 Utility Services	$23,000.00	$0.00	$23,000.00	$1,523.33	$10,534.37	$12,465.63	54.2
3.06 Repairs and Maintenance	$24,840.00	$0.00	$24,840.00	$0.00	$15,382.47	$9,457.53	38.1
3.07 Rentals	$125.00	$0.00	$125.00	$0.00	$25.00	$100.00	80.0
3.08 Dues, Interest, Taxes	$1,550.00	$0.00	$1,550.00	$0.00	$40.00	$1,510.00	97.4
3.09 Other Services and Charges	$31,500.00	$0.00	$31,500.00	$1,644.04	$18,536.55	$12,963.45	41.2
3.1 Transfer to Library Improvement Reserve	$5,000.00	$0.00	$5,000.00	$0.00	$0.00	$5,000.00	100.0
3.11 E Book Services & Hoopla	$6,360.00	$0.00	$6,360.00	$192.40	$1,173.10	$5,186.90	81.6

Printed on *Wednesday, September 2, 2026*

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
	Subtotal	*$116,390.00*		$116,390.00	$3,526.30	$47,179.17	$69,210.83	59.5
4.	*Capital Outlays*							
4.02	Furniture and Equipment	$16,500.00	$0.00	$16,500.00	$0.00	$3,342.23	$13,157.77	79.7
4.03	Books	$25,000.00	$0.00	$25,000.00	$846.88	$10,960.66	$14,039.34	56.2
4.04	Periodicals and Newspapers	$3,625.00	$0.00	$3,625.00	$104.00	$280.90	$3,344.10	92.3
4.05	Nonprint Materials	$13,000.00	$0.00	$13,000.00	$249.39	$1,659.63	$11,340.37	87.2
	Subtotal	*$58,125.00*		$58,125.00	$1,200.27	$16,243.42	$41,881.58	72.1
	Grand Total	$478,825.00	$0.00	$478,825.00	$27,623.35	$220,350.43	$258,474.57	54.0

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 01/01/98.

Appropriation Report for 201 Rainy Day Fund

Monon Town & Township Public Library

Report Date: From **08/01/26** *To* **08/31/26**

Account # Description		*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services								
1.04 Employee Benefits		$3,500.00	$0.00	$3,500.00	$0.00	$0.00	$3,500.00	100.0
	Subtotal	*$3,500.00*		$3,500.00	$0.00	$0.00	$3,500.00	100.0
3. Other Services and Charge								
3.06 Repairs and Maintenance		$25,000.00	$0.00	$25,000.00	$0.00	$0.00	$25,000.00	100.0
	Subtotal	*$25,000.00*		$25,000.00	$0.00	$0.00	$25,000.00	100.0
Grand Total		$28,500.00	$0.00	$28,500.00	$0.00	$0.00	$28,500.00	100.0

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 01/01/98.

Appropriation Report for 400 Library Improvement Reserve Fund

Monon Town & Township Public Library

Report Date: From **08/01/26** *To* **08/31/26**

Account # Description		*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services								
1.04 Employee Benefits		$2,710.00	$0.00	$2,710.00	$0.00	$0.00	$2,710.00	100.0
	Subtotal	*$2,710.00*		$2,710.00	$0.00	$0.00	$2,710.00	100.0
3. Other Services and Charge								
3.06 Repairs and Maintenance		$26,000.00	$0.00	$26,000.00	$0.00	$0.00	$26,000.00	100.0
	Subtotal	*$26,000.00*		$26,000.00	$0.00	$0.00	$26,000.00	100.0
	Grand Total	$28,710.00	$0.00	$28,710.00	$0.00	$0.00	$28,710.00	100.0

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 01/01/98.

Financial Report
Monon Town & Township Public Library

Report Dates = 08/01/26 *to* 08/31/26

Fund		Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. General							
100	Operating	$668,489.12	$27,623.35	$320,350.43	$17,764.04	$312,049.98	$660,188.67
	Subtotal	*$668,489.12*	*$27,623.35*	*$320,350.43*	*$17,764.04*	*$312,049.98*	$660,188.67
2. Special Revenue							
200	Memorial/Gift Fund	$4,656.69	$0.00	$250.64	$3.04	$338.16	$4,744.21
201	Rainy Day Fund	$413,699.25	$0.00	$0.00	$621.54	$52,914.17	$466,613.42
203	Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
226	State Technology Fund Grant Fund	$1,904.18	$52.08	$364.56	$0.00	$0.00	$1,539.62
230	Reserved for Other Gift/Memorial -Restricted	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
265	Carnegie Libraries 250	$0.00	$463.98	$7,340.57	$0.00	$10,000.00	$2,659.43
274	Annie Horton Advised Fund Grant/Library Cards	$950.00	$20.00	$60.00	$0.00	$0.00	$890.00
275	Carroll White REMC Community	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
276	Annie Horton Advisory Grant Fund	$2,010.18	$0.00	$480.00	$0.00	$0.00	$1,530.18
277	Indiana Humanities Grant Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
278	CARES Grant Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
279	ARPA Grant Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
280	LSTA Grant Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
281	Community Foundation of White County	$2,122.50	$0.00	$0.00	$0.00	$0.00	$2,122.50
282	Patsy Raver Fund	$12,169.81	$0.00	$4,843.42	$0.00	$0.00	$7,326.39
	Subtotal	*$437,512.61*	*$536.06*	*$13,339.19*	*$624.58*	*$63,252.33*	$487,425.75
4. Capital Projects							
400	Library Improvement Reserve Fund	$398,401.94	$0.00	$0.00	$215.86	$51,733.44	$450,135.38
	Subtotal	*$398,401.94*	*$0.00*	*$0.00*	*$215.86*	*$51,733.44*	$450,135.38
5. Clearing							
800	PLAC Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
801	Evergreen Indiana Pass Through Fund	$84.20	$0.00	$20.99	$19.75	$40.75	$103.96
802	Payroll fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
803	FEDERAL	$0.00	$1,235.13	$8,698.29	$1,235.13	$8,698.29	$0.00
804	FICA	$0.00	$1,025.06	$7,131.06	$1,025.06	$7,131.06	$0.00
805	MEDICARE	$0.00	$239.72	$1,667.74	$239.72	$1,667.74	$0.00
806	STATE	$0.00	$508.06	$3,605.46	$508.06	$3,605.46	$0.00
807	COUNTY	$0.00	$382.56	$2,570.52	$382.56	$2,570.52	$0.00
808	PERF	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
809	Other	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
810	Transfer Fund	$0.00	$0.00	$5,000.00	$0.00	$5,000.00	$0.00
	Subtotal	*$84.20*	*$3,390.53*	*$28,694.06*	*$3,410.28*	*$28,713.82*	$103.96
Grand Total		$1,504,487.87	$31,549.94	$362,383.68	$22,014.76	$455,749.57	$1,597,853.76

Total all banks = $1,597,853.76

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 01/01/98.

Printed On Wednesday, September 2, 2026

Bank Balances

Date Printed: 09/02/26

Monon Town & Township Public Library

Report Dates = 08/01/26 to 08/31/26

	Bank	Start of Year	Start of Month	Receipts this Month	Vouchers thisMonth	EOM Balance
1	Alliance Bank 008-092-6	$360,619.83	$354,453.78	$21,103.46	$31,549.94	$344,007.30
2	Alliance Bank 93548	$392,246.00	$444,738.44	$695.44	$0.00	$445,433.88
3	Alliance Bank 93556	$291,581.58	$348,156.26	$215.86	$0.00	$348,372.12
4	Alliance Bank 1000	$360,040.46	$360,040.46	$0.00	$0.00	$360,040.46
5	Bank of Wolcott 1001	$100,000.00	$100,000.00	$0.00	$0.00	$100,000.00
	Total all banks =	$1,504,487.87	$1,607,388.94	$22,014.76	$31,549.94	**$1,597,853.76**

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 01/01/98.

Monon Town & Township Public Library

Report Dates = **08/01/26** *to* **08/31/26**

Receipt Summaries for : 100 Operating

Account		*This Month*	*YTD*
110	LIBERTY TOWNSHIP CARDS		$2,850.00
130	FINES AND FEES	$81.25	$782.51
132	COPIES	$221.55	$1,136.35
150	LOF PROPERTY TAXES		$141,454.40
152	LOCAL INCOME TAX (LIT)	$16,005.08	$153,920.64
153	LOF MISC RECEIPT	$390.56	$390.56
154	LOF LICENSE EXCISE		$6,735.36
155	LOF FINANCIAL INSTITUTION TAX		$120.00
156	LOF SAVINGS INTEREST	$70.86	$211.41
157	LOF INTEREST FROM CD	$965.49	$3,607.11
158	LOF CHECKING INTEREST	$9.25	$54.54
159	LOF CVET		$670.00
405	LIRF SAVINGS INTEREST		$57.10
701	INTERFUND TRANSFER	$20.00	$60.00
		$17,764.04	$312,049.98

Receipt Summaries for : 200 Memorial/Gift Fund

Account		*This Month*	*YTD*
302	MEMORIAL FUND RECEIPT		$270.00
303	MEMORIAL GIFT FUND INTEREST	$3.04	$68.16
		$3.04	$338.16

Receipt Summaries for : 201 Rainy Day Fund

Account		*This Month*	*YTD*
156	LOF SAVINGS INTEREST		$18.12
701	INTERFUND TRANSFER		$50,000.00
923	RAINY DAY INTEREST	$201.87	$587.60
924	RAINY DAY INTEREST FROM CD	$419.67	$2,308.45
		$621.54	$52,914.17

Receipt Summaries for : 265 Carnegie Libraries 250

Account		*This Month*	*YTD*
968	Carnegie Libraries 250		$10,000.00

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 01/01/98.

Printed On Wednesday, September 2, 2026

		$10,000.00

Receipt Summaries for : 400 Library Improvement Reserve F

Account		This Month	YTD
405	LIRF SAVINGS INTEREST	$215.86	$475.60
406	LIRF INTEREST FROM CD		$1,257.84
701	INTERFUND TRANSFER		$50,000.00
		$215.86	$51,733.44

Receipt Summaries for : 801 Evergreen Indiana Pass Throug

Account		This Month	YTD
961	EVERGREEN INDIANA RECEIPT	$19.75	$40.75
		$19.75	$40.75

Receipt Summaries for : 803 FEDERAL

Account		This Month	YTD
400	Payroll Withholdings	$1,235.13	$8,698.29
		$1,235.13	$8,698.29

Receipt Summaries for : 804 FICA

Account		This Month	YTD
400	Payroll Withholdings	$1,025.06	$7,131.06
		$1,025.06	$7,131.06

Receipt Summaries for : 805 MEDICARE

Account		This Month	YTD
400	Payroll Withholdings	$239.72	$1,667.74
		$239.72	$1,667.74

Receipt Summaries for : 806 STATE

Account		This Month	YTD
400	Payroll Withholdings	$508.06	$3,605.46
		$508.06	$3,605.46

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 01/01/98.

Receipt Summaries for :	807	COUNTY	
Account		*This Month*	*YTD*
400	Payroll Withholdings	$382.56	$2,570.52
		$382.56	$2,570.52

Receipt Summaries for :	810	Transfer Fund	
Account		*This Month*	*YTD*
702	INTERBANK TRANSFER		$5,000.00
			$5,000.00

Collection Area	August 2026 Circulation	August 2025 Circulation	August 2024 Circulation
dult Fiction	191	125	241
Adult Non-Fiction	19	53	59
Adult/Juvenile DVDs/Videos	53	111	157
Adult/Juvenile Audiobooks	3	19	8
Magazines	17	16	33
Juvenile Fiction	112	246	160
Juvenile Non-Fiction	3	37	22
Young Adult/Teen	12	13	25
Video Games	8	4	12
Hoopla	79	66	43
Overdrive (ebooks/e-audio)	333	392	349
Hotspots	19	10	5
Library of Things	4	2	5
Spanish items	0	1	0
Total Circulation (# of checkouts)	853	1095	1119

Director Report, Jen Casey

Jen completed and posted the library's 2027 Budget to Gateway for the Public Notice Hearing. Budget adoption will take place at the Board Meeting in October. Jen has also put together the 2027 Salary Schedule and Pay Ranges for review. These are included in the Board packet.

Under Indiana Administrative Code (590 IAC 6-1-5) and Indiana Code (IC § 36-12-1-12), the Library Board is legally required to establish, maintain, and regularly review the operational policies of the library. To maintain our status as a compliant public library eligible for state funding, Jen has created an Annual Board Policy Review schedule. It will be included in the Board packet. As requested, the Board will receive the policy the month before the Board Meeting where the policy will be on the agenda.

Jen has continued to communicate with Lauren Welsh at the Indiana Department of Environmental Management requesting some changes to the agreement and the outside testing location. A draft of the agreement with the changes is included in the Board packet.

Six laptops were purchased for the Coding programs that will begin in October. Franklin will be assisting Edith with these programs. For Library Card Signup Month, $50 gift cards were purchased from six local businesses for a drawing to be held at the end of September. We hope with daily entries, we will see an increase in library visitors, and in new library cards. Edith and Barbara created and ordered "I Love my Library" yard sign to be given away this month. Both the gift cards and yard signs were paid for by the Carnegie grant.

Meetings: In August, Jen attended the New Director Workshop with the State Library and the monthly Monon Chamber of Commerce meeting.

Upcoming: October 31st, 6-7pm will be Trunk-or-Treat event. Jen will be meeting with other county Library Directors to discuss changes to the Local Income Tax legislation (LIT makes up 43.6% of the Monon library budget). Hispanic Heritage Month is September 15-October 15. Edith and Jen have been making plans for a celebration event at the library. Jen is looking into purchasing new filtered water fountains. Jen and Edith are looking at purchasing active-play furniture for the Children's Department.

Children & Teen

The Children's Department will be adding a Girls Who Code program, for 3rd – 5th grade, every other Friday and an additional program, for 6th – 12th grade, one Saturday a month. Boys are welcome, with the understanding that the curriculum, mentorship focus, and culture are built around empowering girls and addressing their underrepresentation in computer science. We are also adding a Lego Builders program for both boys and girls in grades 2nd and up, every other Friday.

Adult

Crochet Club: August 26th: 4 attended

Outreach

W.I.C. invited the library to be part of their Breastfeeding Celebration at the Monon Health Clinic on August 10, 2026,10:00 am – 11:45 am. Edith read to three children and interacted with thirteen. Flyers, Event Calendars, Pens & Pencils, and Bookmarks were distributed.

Books: *Flowers for Mama* by: Deborah Freedmon

All I Want to Do is Swim by: Marilyn Singer

Mama Feeds Me All the Colors by: Duopress Lab.

Girls Scout sign up: August 19th: 4 attended

Temporary Access Agreement
(IDEM Access)

This Temporary Access Agreement ("Agreement") dated as of the _____ day of _____, 2026, is entered into by Family Express Corporation ("Family Express") and Monon Town and Township Public Library ("Owner") to address the rights and responsibilities of both parties concerning the needs of Family Express to gain temporary access onto Owner's Property for certain inspection/testing purposes.

RECITALS

A. Owner owns property at 427 North Market Street, PO Box 305, Monon, Indiana ("Property").

B. Family Express (or an affiliate of Family Express) owns property at 429 North Market Street, Monon, Indiana.

C. As part of the overall due diligence and general business practices of Family Express, it would like to inspect and conduct certain investigation and/or remediation on Owner's Property as more specifically described below. All relevant investigation and/or remediation activities described below will be completed by the environmental consultant to Family Express (Creek Run LLC).

D. Owner consents to such investigation and/or remediation consistent with the terms of this Agreement.

Wherefore, the parties agree as follows:

1. **Right of Entry.** Owner permits Family Express, through its ~~employees,~~ designees and agents, to enter and go on to Owner's Property to visually inspect the grounds, take photographs, remove surface samples of dirt, and conduct other (noninvasive) activities. In addition, Family Express, through its ~~employees,~~ designees and agents, shall be entitled to conduct indoor air surveys; chemical inventory; indoor air, ambient air, sewer conduit, and/or exterior soil gas vapor monitoring, and if later determined to be necessary ~~and approved~~ by the Indiana Department of Environmental Management (IDEM) and approved by IDEM and Owner,~~; indoor air surveys; chemical inventory; indoor air, ambient air, sewer conduit, sub-slab and/or crawl space vapor monitoring; and/or~~ other activities deemed necessary to comply with applicable state, federal, and local regulations. Air sampling will be conducted utilizing 1-Liter or 6-Liter stainless steel Summa canisters, equipped with a negative pressure regulator, and will be collected for periods ranging from approximately 5-minutes to approximately 24-hour period (pending sample location/purpose). All technical data and analytical results derived from the sampling event will be provided to you upon completion of investigation activities. The Owner shall not be liable for any theft or damage to any equipment used during sampling or monitoring events conducted on the Property.

2. **Designee.** Upon signing this Agreement, Owner shall designate an individual to which Family Express shall coordinate all of its activities ("Owner's Designee"). The individual named after Owner's signatures shall be the Owner's Designee; provided, however, Owner may change the Owner's Designee by providing written notice to Family Express. Prior to commencement of any activities, Family Express, through its designees and agents, shall advise the Owner's Designee of the general dates, times and nature of the inspection/testing. During the dates and times disclosed to Owner's Designee,

Family Express, through its ~~employees,~~ designees and agents, shall have reasonable access to Owner's Property to conduct the inspection/testing. Family Express, through its designees and agents, will give Owner 24 hours advance notice of work on Owner's Property and Construction of improvements shall not unreasonably restrict ingress and egress over Owner's Property or Owner's operations.

3. **Condition of Property.** Upon completion of ~~its~~ inspection/testing, Family Express, through its designees and agents, shall return Owner's Property back to its condition immediately prior to Family Express' activities.

4. **Termination.** This Agreement shall expire upon completion of the inspection/testing or 180 days after approval to remove is granted by governing regulatory agencies, whichever is first.

5. **Indemnification.** Family Express will indemnify and hold harmless Owner from any liability to the extent arising out of or resulting from the activity of Family Express performed under this Agreement, through its ~~employees,~~ designees and agents; provided, however, that the foregoing indemnification shall exclude any claims or liabilities arising out of or resulting from the actions, omissions, negligence or willful misconduct of Owner, its employees or agents.

6. **Miscellaneous.** The individuals executing this Agreement represent that each has the requisite authority to sign on behalf of the specific party. This Agreement constitutes the entire agreement between the parties. All prior agreements, oral or otherwise, between and among the parties are hereby rescinded and rendered null and void. This Agreement may not be modified or amended except by writing executed after the date hereof by both parties. This Agreement shall be governed by the laws of the State of Indiana, the principal place of business of Family Express. Any action to enforce any provision of this Agreement shall be resolved in Indiana. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective personal representatives, heirs, successors and assigns.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date hereinabove set forth.

Family Express

213 S. State Road 49
Valparaiso, Indiana 46383

Keith Slater
Printed

Signature

Property Owner Representative

427 North Market Street, PO Box 305
Monon, Indiana 47959

Owner's Designee Printed

Owner's Designee Signature

Date

Date

Monon
Town & Township
Public Library

427 N. Market Street, Monon, IN 47959
PO Box 305
Phone: (219) 253-6517
Fax: (219) 253-8373

2026-27 Policy Review Calendar

POLICIES	REVIEW	VOTE	NOTES
Board Bylaws	December	January	
Purchasing Policy, Finance Policy, Credit Card Policy, Gift & Donation Policy	January	February	
Internet Acceptable Use Policy, Video Surveillance Policy	February	March	
Collection Development Policy, Confidentiality of Library Records Policy, Circulation & Schedule of Fees	March	April	
Code of Conduct Policy	April	May	
Capitalization & Fixed Assets	May	June	
Disaster Recovery Plan	June	July	
Personnel Policy	July	August	
Meeting Room & Property Use Policy	August	September	
Library Budget, Salary Schedule	September	October	
Annual Holiday Schedule	October	November	
Strategic Plan & Technology Schedule	November	December	

2027 Salary Schedule and Pay Ranges

Jen Casey, Library Director –
$5000 increase for 2027 to $65,000*
*Unable to complete the full objective of in-house technology management due to a three-year contract with AVC that was approved by the Library Board in October of 2025. I have taken over as much of the technology management as I can, but cannot get rid of the monthly AVC charge.

The starting salary is determined by the Board upon hire based on qualifications. A cost-of-living adjustment will be determined each year. This position requires certification from the Indiana State Library. The certification cost is $50 every five years. The library will pay the fee using the gift fund.

Barbara Rayburn, Business Manager –
4% increase for 2027 to $55,855.80*
*A stipend for $1954.95 will be paid on January 15, 2026 and June 15, 2026. This stipend totals 3909.91 yearly (7% of salary). This stipend will be paid until Barbara no longer works full time or 35 hours per week.

The starting salary is determined by the Library Director in accordance with the Salary Schedule and based on the Job Description and qualifications. A cost-of-living adjustment will be determined each year. This position requires certification from the Indiana State Library. The certification cost is $50 every five years. The library will pay the fee using the gift fund.

Edith Montoya, Program Coordinator –
15% increase for 2027 to $28,264.60*
*Edith has taken on the role of Youth Librarian, Adult Librarian, and Outreach Librarian and should see her salary increase reflect the increase in workload.

The starting salary is determined by the Library Director in accordance with the Salary Schedule and based on the Job Description and qualifications. A cost-of-living adjustment will be determined each year. This position requires certification from the Indiana State Library. The certification cost is $50 every five years. The library will pay the fee using the gift fund.

Adult Services Librarian –
$18.00/hour - $31.00/hour*
*Holding $40,000 in budget

The starting salary is determined by the Library Director in accordance with the Salary Schedule and based on the Job Description and qualifications. A cost-of-living adjustment will be determined each year. This position requires certification from the Indiana State Library. The certification cost is $50 every five years. The library will pay the fee using the gift fund.

Library Assistant –
$12.50 - $18.50/hour

The starting salary is determined by the Library Director in accordance with the Salary Schedule and based on the Job Description and qualifications. A cost-of-living adjustment will be determined each year.

1. Arturo Castillo – 4% increase for 2027 to $13.50
2. Peggy Pierce – 4% increase for 2027 to $14.33
3. Franklin Mejia-Ramirez – 15% increase for 2027 to $13.16*
   *This increase will get the pay closer to comparable entry positions in the community.

Ana Morales, Custodian –
4% increase for 2027 to $16.64/hour

Annie Morales, Student Intern –
4% increase for 2027 to $9.73/hour

Salary Costs for 2027

PAY GRADE	POSITION	MIN	2026	increase	2027	MAX	HRS	2027 YEARLY
10	LIBRARY DIRECTOR (LC-1)	$27.47	$32.97	$5,000	$35.71	$48.00	35.0	$65,000.00
9	BUSINESS MANAGER (LC-6)	$18.00	$29.51	4%	$30.69	$31.00	35.0	$55,855.80
8	LIBRARIAN (LC-3)	$18.00				$31.00		$40,000.00
6	COORDINATOR (LC-6)	$15.50	$13.50	15%	$15.53	$25.00	35.0	$28,264.60
5	LIBRARY ASSISTANT (FT)	$12.50	$12.98	4%	$13.50	$18.50	35.0	$24,570.00
4	LIBRARY ASSISTANT (PT)	$12.50	$13.78	4%	$14.33	$18.50	7.5	$5,588.70
4	LIBRARY ASSISTANT (PT)	$12.50	$11.44	15%	$13.16	$18.50	20.0	$13,686.40
3	CUSTODIAN (PT)	$12.00	$16.00	4%	$16.64	$18.00	10.0	$8,652.80
2	CLERK (PT)	$10.00				$16.00		$0.00
1	STUDENT INTERN (PT)	$9.00	$9.36	4%	$9.73	$11.50	12.0	$6,071.52

Full-time TOTAL=

$213,690.40

Part-time TOTAL=

$33,999.42

Salary TOTAL=

$247,689.82

$70,000.00 Benefits

$317,689.82

PAY GRADE	POSITION	MIN	MAX
9	LIBRARY DIRECTOR (LC-1)	$27.47	$48.00
8	BUSINESS MANAGER (LC-6)	$18.00	$31.00
7	LIBRARIAN MLS (LC-3)	$18.00	$31.00
6	PROGRAM COORDINATOR (LC-6)	$15.50	$25.00
5	LIBRARIAN NON-MLS (LC-6)	$13.50	$20.00
4	LIBRARY ASSISTANT	$12.50	$18.50
3	CUSTODIAN (PT)	$12.00	$18.00
2	LIBRARY CLERK (PT)	$10.00	$16.00
1	STUDENT INTERN (PT)	$9.00	$11.50

Monon Town & Township Public Library 2027 Annual Budget

CATEGORY	Changes from Draft	2027 OPERATING AMOUNT	RAINY DAY	LIRF
PERSONNEL SERVICE				
Salaried Staff		$220,000.00		
Hourly Staff		$40,000.00		
Employee Benefits	**RD $14,000 ↓**	$70,000.00		
PERSONNEL SERVICE TOTAL		**$330,000.00**		
SUPPLIES				
Cleaning Supplies		$3,000.00		
Library Supplies		$5,000.00		
SUPPLIES TOTAL		**$8,000.00**		
OTHER SERVICES AND CHARGES				
Professional Services		$2,000.00		
Communication and Transportation		$5,000.00		
Printing and Advertising		$250.00		
Library Insurance		$6,500.00		
Utility Services		$20,000.00		
Repairs and Maintenance		$20,000.00		$30,000.00
Rentals	**$300 ↑**	$500.00		
Dues, Interest, and Taxes		$1,500.00		
Other Services and Charges	**$35,000 ↓ RD $5,000 ↑**	$33,000.00	$5,000.00	
Transfer to LIRF	**$21,566 ↓**	$5,000.00		
eBook Services and Hoopla	**$10,000 ↑**	$16,000.00		
OTHER SERVICES AND CHARGES TOTAL		**$109,750.00**	**$5,000.00**	**$30,000.00**
CAPITAL OUTLAYS				
Furniture and Equipment	**$10,000 ↑**	$26,000.00		
Books	**$24,000 ↑**	$26,000.00		
Periodicals and Newspapers	**$2,000 ↑**	$2,366.00		
Nonprint Materials	**$12,000 ↑**	$15,000.00		
CAPITAL OUTLAYS TOTAL		**$69,366.00**		
BUDGET TOTAL		**$517,116.00**	**$5,000.00**	**$30,000.00**
				$552,116.00

NOTICE TO TAXPAYERS OF ADDITIONAL APPROPRIATIONS

Notice is hereby given the taxpayers of Monon Town and Township Public Library, White County, Indiana that the proper legal officers will consider the following additional appropriations in excess of the budget for the current year at their regular meeting place at 427 N. Market St., Monon, IN, at 6 o'clock p.m., on the 12th day of October, 2026.

FUND INFORMATION			
Fund Name: Other Special Revenue			
Budget Classification	**Account Name**	**Account Number**	**Additional Amount Requested**
Personal Services			$
Supplies			$
Other Services and Charges	**Gift Fund - Unrestricted**	200	$ 2000.00
Township Assistance			$
Debt Service			$
Capital Outlays			$
Other Services and Charges			
		Fund Total:	2000.00

Taxpayers appearing at the meeting shall have a right to be heard on the additional appropriation(s).

Fiscal Officer	
Date	

Do not advertise the following Instructional Note

Appropriations to be reduced should be named in the published notice; set out separately and not co-mingled with the additional appropriations being requested. The resolution/ordinance adopted by the governing body must separately list each appropriation by fund and classification.