

**REGULAR MEETING  
VIGO COUNTY PUBLIC LIBRARY  
680 Poplar Street  
Terre Haute, IN 47807  
Monday, August 21, 2023, 5:30 PM**

**A G E N D A**

1. **Call to Order and Roll Call of Members**
2. **Public Input on Action Items**
3. **Consideration of Minutes of July 17, 2023, Regular Meeting**
4. **Consideration of Minutes of August 7, 2023, Budget Committee Meeting**
5. **Treasurer's Report**
  - A. Monthly Financial Statement
  - B. Claims and Payroll
  - C. Special Claims
  - D. Gift Fund Report
6. **Reports to the Library Board**
7. **Director's Report**
8. **Old Business**
9. **New Business**
  - A. Election of Officers: President, Vice President, and Secretary
  - B. Election of Treasurer
  - C. Renewal of Treasurer's Official Bond
  - D. Presentation of 2024 Library Budget and Permission to Advertise
  - E. Resolution on Safety Deposit Box
  - F. Resolutions on Depository Signatures
  - G. Commitment to Join Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2024, through June 30, 2025
  - H. 2023 - 2024 Health Insurance Contract Renewal
10. **Suggestions from the Staff, Board or Public for Action or Study**
11. **Next Meeting:** Special Meeting, Tuesday, September 5, 2023, 5:30 PM, Main Library (Public Hearing on 2024 Library Budget). Regular Meeting, Monday, September 18, 2023, 5:30 PM, Main Library (Adoption of 2024 Library Budget).
12. **Adjournment**

At the Regular Meeting of the Vigo County Public Library Board at the Vigo County Public Library, 680 Poplar Street at 5:30 p.m. on the 17<sup>th</sup> day of July 2023, the following persons were present:

Library Board Members Present: Terry W. Jones, President; Olivia K. Goulding, Vice President; Valentine K. Muyumba; James M. Young; Stacy D. Killion and Brian L. Cain.

Library Board Members Absent: Christi A. Fenton.

Library Staff: Kristi Howe, Dennis Shepard, Amy Gibson, David Kite, Lauren Elyea, Anthony Suggs, Jeanette Bouchie, Heather Rayl, Chelsea Howard, Carey LaBella, Brandy Bridgewater, and Curt Huffman.

Others: Brittany Mackey; Marsha Mackey; Jenny Ferres; Jimmy Caldwell; Carolyn S. Wilson; Joe F. Wilson; Meg Merrill; Raven Long; Deidre Mahan; Betty Martin; Sister Dorothy Rasche, Connecting Link; Annette Franklin; Kathryn Larimer; Matt Larimer, Terre Haute Vice News; and 2 guests whose names were not legible.

**PUBLIC INPUT ON ACTION ITEMS - None.**

**CONSIDERATION TO AMEND PREVIOUSLY ADOPTED MINUTES OF JANUARY 17, 2023, REGULAR MEETING**

A motion to amend the previously adopted January 17, 2023, regular meeting minutes to correct the Special Claim amount from \$70,500 to \$3,400 for the SBOA Audit Examination Fee, made by Killion, seconded by Young, passed.

**CONSIDERATION OF REGULAR MEETING MINUTES**

A motion to approve the minutes as written for the June 19, 2023, regular meeting, made by Muyumba, seconded by Goulding, passed.

**TREASURER'S REPORT**

**Monthly Cash Statement**

Dennis Shepard presented the Cash Statement period dates July 10, 2023 (copy attached to official minutes).

**Claims and Payroll**

Mr. Shepard presented the Month End Claims dated June 30, 2023, in the amount of \$73,199.68 (Library Operating, \$71,584.42; Gift Fund, \$819.26; Grants, \$796.00) Library Operating Claims dated July 17, 2023, in the amount of \$134,888.29 (Library Operating Fund, \$131,206.51, Gift Fund, \$2,316.49; Grants, \$1,365.29) (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

**Special Claims**

Mr. Shepard presented a special claim totaling \$7,558.86 to Holder Design, Inc. of which \$2,244.00 was for the restroom renovation at the Main Library and \$5,314.86 was charges for the 12 Points design.

**Gift Fund Report**

Mr. Shepard presented the Gift Fund report dated June 30, 2023, for \$60,089.04.

**Approval of Treasurer's Report**

A motion to approve the Treasurer's Report, made by Young, seconded by Cain, passed.

**REPORTS TO THE LIBRARY BOARD**

**Special Collections Update**

Special Collections Manager David Kite provided an overview of the environmental study conducted in archives and steps they are taking to improve the infrastructure and tools to house archival material.

**DIRECTOR'S REPORT**

Ms. Howe commented on her written report.

Ms. Howe noted that work on VCPL's 2024 budget continues. Ms. Howe also continues to serve as a member of the Indiana Library Federation's Budget Tactical Team, providing training and one-on-one counseling to library directors, business managers, and trustees in need of assistance.

A motion approving the Director's Report made by Goulding, seconded by Muyumba, passed. (Copy of Director's Report attached to official minutes.)

**OLD BUSINESS** - None.

**NEW BUSINESS** – None.

**SUGGESTIONS FROM THE BOARD, STAFF, OR PUBLIC FOR ACTION OR STUDY**

4 guests, who stated they were residents of the 12 Points neighborhood, voiced concerns about the design for the 12 Points Branch. They indicated they did not support services at the 12 Points branch designed for the homeless, specifically the space for the washer, dryer, and shower.

8 guests, which included 4 people who stated they were from the 12 Points neighborhood, shared their appreciation for the Board's vision. One of the guests cited that the design for the 12 Points branch aligned with VCPL's Strategic Plan to proactively reduce barriers to meet the unmet needs of the community and continue to serve as a model for other public libraries.

Mr. Jones closed the discussion and thanked the attendees for sharing their opinions.

**NEXT MEETING**

Budget Committee Meeting, August 7, 2023, at 2:00 p.m., Main Library.

Regular Meeting, August 21, 2023, at 5:30 p.m. at Main Library.

**ADJOURNMENT**

A motion to adjourn the meeting made by Killion, seconded by Young, passed. The meeting was adjourned at 6:15 p.m.

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Terry W. Jones, President

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Olivia K. Goulding, Vice President

**ABSENT**

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Christi A. Fenton, Secretary

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Valentine K. Muyumba, Board Member

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James M. Young, Board Member

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Stacy D. Killion, Board Member

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Brian L. Cain, Board Member

AG 8/17/23

President Jones called the Budget Committee Meeting to order at the Vigo County Public Library, One Library Square at 2:00 p.m. on the 7<sup>th</sup> day of August 2023, and the following persons were present:

**BUDGET COMMITTEE MEMBERS PRESENT:** Terry W. Jones, President; Olivia K. Goulding, Vice President; Brian L. Cain, Board Member; Kristi Howe, Executive Director; Dennis Shepard, Director of Support Services; and Brandy Bridgewater, Business Office Manager.

**OTHERS (PUBLIC):** None.

**PRESENT FIRST DRAFT OF 2024 OPERATING BUDGET**

Ms. Howe and Mr. Shepard presented the first draft of the Vigo County Public Library's 2024 Budget.

**ADJOURNMENT**

A motion to adjourn the meeting made by Goulding, seconded by Cain, passed. The meeting was adjourned at 3:13 p.m.

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Terry W. Jones, President

AG 8/15/23

Cash Statement  
 Vigo County Public Library  
 July 2023

Account Title Number	Beginning MTD Balance YTD Balance	MTD Debits YTD Debits	MTD Credits YTD Credits	Ending Balance	MTD Change YTD Change
Cash Library Operating Fund 100-01-1010	6,861,456.98 6,386,598.53	145,868.56 5,017,583.30	629,609.85 5,026,466.14	6,377,715.69	(483,741.29) (8,882.84)
Cash Gift Fund 200-00-1010	60,089.04 50,396.42	336.56 33,582.93	5,534.29 29,088.04	54,891.31	(5,197.73) 4,494.89
Cash Rainy Day Fund 201-00-1010	1,748,249.16 1,748,249.16	0.00 0.00	0.00 0.00	1,748,249.16	0.00 0.00
Cash Grants 276-00-1010	1,382.40 (11,997.55)	0.00 21,883.13	1,787.09 10,290.27	(404.69)	(1,787.09) 11,592.86
Cash Public Library Access Car 800-00-1010	0.00 65.00	0.00 130.00	0.00 195.00	0.00	0.00 (65.00)
Cash-Payroll Withholdings 803-00-1010	591.68 1,352.89	72,787.35 558,548.10	73,005.73 559,527.69	373.30	(218.38) (979.59)

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*27011	BUTTA'S BETTER BBQ LLC*	200	Check	170.00	56799	LUNCH FOR MANAGER'S MEETING
						Total Count: 1 Total Amount: 170.00
*27016	ADP INC - AUTOPAY II*	100	ACH	278.80	8486	PAYROLL SERVICES
*27082	ADP INC - AUTOPAY II*	100	ACH	785.73	8487	PAYROLL SERVICES
*26969	ADP SCREENING & SELECTION	100	ACH	65.74	8488	BACKGROUND SCREENING
*27017	AMAZON.COM LLC*	100	ACH	178.27	8489	CIRC NON-PRINT PHYSICAL MATERIALS
*27018	AMAZON.COM LLC*	100	ACH	231.97	8490	DVD/VIDEO MATERIAL
*27019	AMAZON.COM LLC*	100	ACH	103.53	8491	DVD/VIDEO MATERIAL
*27020	AMAZON.COM LLC*	100	ACH	286.25	8492	DVD/VIDEO MATERIAL
*27021	AMAZON.COM LLC*	100	ACH	189.91	8493	DVD/VIDEO MATERIAL
*27022	AMAZON.COM LLC*	100	ACH	142.73	8494	DVD/VIDEO MATERIAL
*27023	AMAZON.COM LLC*	100	ACH	111.76	8495	OUTREACH PRIZE WHEEL PRIZES
*27024	AMAZON.COM LLC*	100	ACH	15.95	8496	CIRC PRINT MATERIAL
*27025	AMAZON.COM LLC*	100	ACH	10.09	8497	CIRC PRINT MATERIAL
*27026	AMAZON.COM LLC*	100	ACH	22.18	8498	OUTREACH ITEMS AND PRIZES
*27032	AMAZON.COM LLC*	100	ACH	55.55	8499	OUTREACH GIVEAWAYS
*27045	AMAZON.COM LLC*	100	ACH	18.99	8500	FOAM DICE
*27046	AMAZON.COM LLC*	100	ACH	123.16	8501	CIRC NON-PRINT PHYSICAL MATERIALS
*27047	AMAZON.COM LLC*	100	ACH	329.20	8502	DVD/VIDEO MATERIAL

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*27048	AMAZON.COM LLC*	100	ACH	15.38	8503	DVD/VIDEO MATERIAL
*27049	AMAZON.COM LLC*	100	ACH	13.39	8504	DVD/VIDEO MATERIAL
*27056	AMAZON.COM LLC*	100	ACH	28.47	8505	CIRC PRINT MATERIAL
*27057	AMAZON.COM LLC*	100	ACH	799.19	8506	OFFICE CHAIRS
*27069	AMAZON.COM LLC*	100	ACH	94.87	8507	DVD/VIDEO MATERIAL
*27071	AMAZON.COM LLC*	100	ACH	16.95	8508	CIRC PRINT MAT AND AUD REC BOOKS
*27074	AMAZON.COM LLC*	100	ACH	14.71	8509	CIRC PRINT MATERIAL
*27077	AMAZON.COM LLC*	100	ACH	19.93	8510	VIDEO GAMES
*27078	AMAZON.COM LLC*	100	ACH	240.80	8511	ART HACKS SUPPLIES
*27079	AMAZON.COM LLC*	100	ACH	86.95	8512	WEST BLOCK PARTY PRIZES
*27080	AMAZON.COM LLC*	100	ACH	10.79	8513	CIRC PRINT MATERIAL
*27081	AMAZON.COM LLC*	100	ACH	37.03	8514	DVD/VIDEO MATERIAL
*27087	AMAZON.COM LLC*	100	ACH	181.29	8515	DVD/VIDEO MATERIAL
*27088	AMAZON.COM LLC*	100	ACH	29.95	8516	THANK YOU BAGS FOR BACK TO SCHO
*27089	AMAZON.COM LLC*	100	ACH	29.96	8517	SWITCH GAME CASE HOLDERS
*27091	AMAZON.COM LLC*	100	ACH	19.95	8518	CIRC PRINT MAT AND AUD REC BOOKS
*27096	AMAZON.COM LLC*	100	ACH	299.95	8519	CIRC PRINT MAT AND VIDEO GAMES
*27097	AMAZON.COM LLC*	100	ACH	26.09	8520	PLANNER FOR ADMIN
*27098	AMAZON.COM LLC*	100	ACH	80.52	8521	SUPPLIES FOR OPEN HOUSES, ART HA
*27099	AMAZON.COM LLC*	100	ACH	152.76	8522	CIRC NON-PRINT PHYSICAL MATERIALS
*27100	AMAZON.COM LLC*	100	ACH	12.47	8523	CIRC PRINT MATERIAL

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*27101	AMAZON.COM LLC*	100	ACH	22.53	8524	FLUORESCENT COVERS
*27102	AMAZON.COM LLC*	200	ACH	205.77	8525	FLD PRIZES & SUPPLIES
*27103	AMAZON.COM LLC*	100	ACH	18.99	8526	DVD/VIDEO MATERIAL
*27107	AMAZON.COM LLC*	100	ACH	17.99	8527	CIRC PRINT MATERIAL
*27118	AMAZON.COM LLC*	100	ACH	12.99	8528	CIRC NON-PRINT PHYSICAL MATERIALS
*27119	AMAZON.COM LLC*	100	ACH	174.32	8529	CIRC NON-PRINT PHYSICAL MATERIALS
*27120	AMAZON.COM LLC*	100	ACH	45.97	8530	CHANGING PAD COVERS
*27121	AMAZON.COM LLC*	100	ACH	17.99	8531	CIRC PRINT MAT AND AUD REC BOOKS
*27122	AMAZON.COM LLC*	100	ACH	26.08	8532	CIRC PRINT MAT AND AUD REC BOOKS
*27123	AMAZON.COM LLC*	100	ACH	66.68	8533	CIRC PRINT MAT AND AUD REC BOOKS
*27124	AMAZON.COM LLC*	100	ACH	33.99	8534	CIRC PRINT MATERIAL
*27125	AMAZON.COM LLC*	100	ACH	14.99	8535	CIRC PRINT MATERIAL
*27013	BAKER & TAYLOR INC*	100	ACH	3,380.51	8536	CIRC PRINT MATERIAL, AUD REC BOOK
*27073	BAKER & TAYLOR INC*	100	ACH	1,155.00	8537	FIRST LOOK CARTS
*27095	BAKER & TAYLOR INC*	100	ACH	3,137.76	8538	CIRC PRINT MAT, AUD REC BOOKS
*27034	BOOK DEPOT*	100	ACH	3,362.43	8539	BOOKS FOR VCSC OPEN HOUSES
*27126	BOOK DEPOT*	100	ACH	1,494.77	8540	BOOKS FOR VCSC OPEN HOUSES
*27086	BURNS*DEBRA	100	ACH	20.00	8541	REIMBURSEMENT FOR REFUELING VCF
*27033	DEMCO, INC*	100	ACH	107.52	8542	TEEN SPACE PASSIVE ACTIVITIES
*27037	E-Z CLEAN INC*	100	ACH	848.81	8543	GENERAL SUPPLIES

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*27038	E-Z CLEAN INC*	100	ACH	411.85	8544	PAPER PRODUCTS,MOP SUPPLIES,DISI
*27039	EXPRESS SERVICES INC*	100	ACH	878.44	8545	PART TIME STAFFING
*27116	EXPRESS SERVICES INC*	100	ACH	876.80	8546	PART TIME STAFFING
*27090	FRANKS*LARAINÉ	100	ACH	40.08	8547	MILEAGE REIMBURSEMENT
*27093	GALE/CENGAGE LEARNING*	100	ACH	570.53	8548	CIRC PRINT MATERIAL
*27127	GIBSON*AMY	100	ACH	131.71	8549	MILEAGE REIMBURSEMENT
*27012	MIDWEST TAPE*	100	ACH	266.73	8555	DVD/VIDEO MATERIAL
*27092	MIDWEST TAPE*	100	ACH	1,203.22	8556	DVD/VIDEO MATERIAL
*27117	RICOH USA INC*	100	ACH	1,458.78	8557	COPIER LEASE
					Total Count:	67
					Total Amount:	25,164.44
*27010	COURTESY CLEANING CENTEF	100	E-pay	13.64	10091	LAUNDERING OF MAINTENANCE RAGS
*27015	B & S PLUMBING & HEATING IN	100	E-pay	225.00	10092	SERVER ROOM A/C ISSUE
*27027	COURTESY CLEANING CENTEF	100	E-pay	17.98	10093	LAUNDERING OF MAINTENANCE RAGS
*27035	INDIANA AMERICAN WATER CC	100	E-pay	31.41	10094	12 POINTS WATER SERVICE
*27036	JOINK LLC*	100	E-pay	275.00	10095	MONTHLY CLOUD BACKUP
*27040	NEXSTAR BROADCASTING*	100	E-pay	250.00	10096	SUMMER READING PROMO
*27041	NEXSTAR BROADCASTING*	100	E-pay	250.00	10097	SUMMER READING PROMO
*27042	NEXSTAR BROADCASTING*	100	E-pay	500.00	10098	SUMMER READING PROMO
*27043	OFFICE DEPOT*	100	E-pay	3.72	10099	OFFICE SUPPLIES
*27044	OFFICE DEPOT*		E-pay	293.62	10100	OFFICE SUPPLIES

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
		100				
*26942	VISA CARD SERVICES		<i>E-pay</i>	<b>6,944.70</b>	<b>10102</b>	VARIOUS SUPPLIES, TRAVEL, REGISTR.
		100				
		200				
		276				
*27072	YOUR AUTOMATIC DOOR COM		<i>E-pay</i>	<b>1,137.10</b>	<b>10103</b>	OPERATOR REPLACEMENT ADA DOOR
		100				
*27031	CAPITAL ONE		<i>E-pay</i>	<b>155.23</b>	<b>10104</b>	PROGRAM SUPPLIES
		100				
*27076	REPUBLIC SERVICES OF WEST		<i>E-pay</i>	<b>428.11</b>	<b>10105</b>	MAIN TRASH SERVICE
		100				
*27083	COURTESY CLEANING CENTEF		<i>E-pay</i>	<b>12.00</b>	<b>10106</b>	LAUNDERING OF MAINTENANCE RAGS
		100				
*27084	COURTESY CLEANING CENTEF		<i>E-pay</i>	<b>18.91</b>	<b>10107</b>	LAUNDERING OF MAINTENANCE RAGS
		100				
*27085	COURTESY CLEANING CENTEF		<i>E-pay</i>	<b>28.83</b>	<b>10108</b>	LAUNDERING OF MAINTENANCE RAGS
		100				
*27094	CENTER POINT LARGE PRINT*		<i>E-pay</i>	<b>327.18</b>	<b>10109</b>	CIRC PRINT MATERIAL
		100				
*27105	LAKESHORE LEARNING MATEF		<i>E-pay</i>	<b>251.85</b>	<b>10110</b>	ADVENTURE DRESS UP TRUNK
		276				
*27108	T-MOBILE USA, INC.*		<i>E-pay</i>	<b>962.96</b>	<b>10111</b>	MAIN HOTSPOT DATA
		100				
*27109	T-MOBILE USA, INC.*		<i>E-pay</i>	<b>223.45</b>	<b>10112</b>	WEST HOTSPOT DATA
		100				
*27110	VERIZON - WIRELESS*		<i>E-pay</i>	<b>136.66</b>	<b>10113</b>	PHONE SERVICE
		100				
*27111	CITY OF TERRE HAUTE SEWAC		<i>E-pay</i>	<b>28.21</b>	<b>10114</b>	12 PTS SEWAGE BILLING
		100				
*27112	CITY OF TERRE HAUTE SEWAC		<i>E-pay</i>	<b>1,841.74</b>	<b>10115</b>	MAIN SEWAGE BILLING
		100				
*27104	SAM'S CLUB DIRECT*		<i>E-pay</i>	<b>1,079.71</b>	<b>10116</b>	PROGRAM SUPPLIES
		100				
		200				
*27114	INDIANA AMERICAN WATER CC		<i>E-pay</i>	<b>995.43</b>	<b>10117</b>	MAIN WATER SERVICE
		100				
*27115	INDIANA AMERICAN WATER CC		<i>E-pay</i>	<b>351.47</b>	<b>10118</b>	MAIN IRRIGATION SERVICE
		100				

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check #</i> <i>ACH #</i> <i>EFT #</i>	<i>Description</i>
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<i>Grand Total Fund 100:</i>	<b>40,033.30</b>
<i>Grand Total Fund 200:</i>	<b>1,663.25</b>
<i>Grand Total Fund 201:</i>	<b>0.00</b>
<i>Grand Total Fund 203:</i>	<b>0.00</b>
<i>Grand Total Fund 276:</i>	<b>421.80</b>
<i>Grand Total Fund 300:</i>	<b>0.00</b>
<i>Grand Total Fund 400:</i>	<b>0.00</b>
<i>Grand Total Fund 800:</i>	<b>0.00</b>

Grand Total Count:	<b>95</b>
Grand Total Amount:	<b>42,118.35</b>

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Executive Director  
Kristi Howe

VISA - JULY- MONTHLY TOTAL			PAY 07/31/2023	
DATE	PO#	VENDOR	DESCRIPTION	AMOUNT
<b>KRISTI HOWE</b>		<b>XXXX XXXX XXXX 3729</b>		
6/25/2023	230146	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	19.60
<b>ADM TOTAL</b>				19.60
<b>DENNIS SHEPARD</b>		<b>XXXX XXXX XXXX 6317</b>		
6/30/2023	231163	GOOGLE	GOOGLE WORKSPACE	143.52
6/29/2023	230501	MAILCHIMP	EMAIL MARKETING ANNUAL SUBSCRIPTION	100.00
7/13/2023	231256	ONLINE LABELS	RETURN ADDRESS LABELS FOR OLD ENVELOPES	292.72
6/30/2023		FACEBOOK	SUMMER READING PROMO	241.27
7/1/2023	230965	GOOGLE	SUMMER READING YOUTUBE AD PROMO	149.08
7/20/2023	230975, 230973	FACEBOOK	SUMMER READING PROMO	215.99
7/22/2023	231278	NAMECHEAP	DOMAIN RENEWAL- VIGOLIBRARY AND VOTEVIGO	322.56
<b>DENNIS S TOTAL</b>				1465.14
<b>BRANDY BRIDGEWATER</b>		<b>XXXX XXXX XXXX 1093</b>		
6/26/2023	231127	APPLE	APPLE DEVELOPER MEMBERSHIP	105.93
6/29/2023	231150	MAKEDO	MAKEDO CONSTRUCTION KITS	187.00
6/29/2023	231146	IKEA	DRAWING PAPER ROLL	31.97
7/5/2023	231059	DOLLAR TREE STORES	PRIZES FOR BINGO	30.76
7/1/2023	230332	ICONIC DIGITAL MARKETING	ANNUAL WEBSITE MAINTENANCE PLAN	355.50
7/3/2023	231169	TAYDA ELECTRONICS	ELECTRONICS COMPONENTS	120.51
7/3/2023	231149	MINDWARE	KEVA PLANKS	167.94
7/3/2023	231131	CRICUT	CRICUT MUG PRESS	179.99
7/3/2023	231168	JLPCB	ELECTRONICS COMPONENTS	155.57
7/7/2023	231207	HOME SCIENCE TOOLS	LCD MICROSCOPE	169.95
7/19/2023	231283	MIDEER	COLORING ROLLS	32.37
7/19/2023	231302	TECHSOUP	MONTHLY CLOUD SOLUTIONS LICENSE	240.00
<b>BRANDY TOTAL</b>				1777.49
<b>HEATHER RAYL</b>		<b>XXXX XXXX XXXX 6325</b>		
6/28/2023	231121	OCULUS VR	VR GAMES	96.21
<b>HEATHER TOTAL</b>				96.21
<b>VIGO CO PUBLIC LIBRARY</b>		<b>XXXX XXXX XXXX 4648</b>		
6/27/2023	231078	FEDERAL COFFEE AND FINE FOODS	GIFT CARDS FOR WINTER READING	250.00

<b>6/27/2023</b>	<b>231077</b>	<b>LITTLE BEAR COFFEE CO.</b>	<b>GIFT CARDS FOR ESCAPE ROOM AND WINTER READING CLUB</b>	<b>281.00</b>
<b>7/11/2023</b>	<b>230977</b>	<b>DOLLAR TREE STORES</b>	<b>TABLECLOTH</b>	<b>5.26</b>
<b>7/22/2023</b>	<b>231326</b>	<b>GETTYIMAGES</b>	<b>STOCK PHOTO ANNUAL SUBSCRIPTION</b>	<b>3050.00</b>
<b>VIGO TOTAL</b>				<b>3586.26</b>
<b>GRAND TOTAL</b>				<b>6944.70</b>

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*27278	KJB THEATERS*	100	Check	180.00	56800	SR POPCORN
*27262	INDIANA DEPARTMENT OF WOI	100	Check	868.00	56801	UNEMPLOYMENT COMPENSATION 1334
*27233	INDIANA STATE LIBRARY FOUN	100	Check	350.00	56802	INDIPRES ANNUAL MEMBERSHIP
*27180	SCHOOL SPECIALTY MARKETP	276	Check	74.22	56803	FOSSIL EXPLORER KIT
						Total Count: 4
						Total Amount: 1,472.22
*27220	ADP INC - AUTOPAY II*	100	ACH	769.65	8559	PAYROLL SERVICES
*27275	ADP INC - AUTOPAY II*	100	ACH	275.40	8560	PAYROLL SERVICES
*27135	AMAZON.COM LLC*	100	ACH	17.49	8561	VIDEO GAMES
*27156	AMAZON.COM LLC*	100	ACH	65.97	8562	CASE FOR SWITCH GAME STORAGE
*27157	AMAZON.COM LLC*	100	ACH	19.82	8563	CIRC NON-PRINT PHYSICAL MATERIALS
*27158	AMAZON.COM LLC*	100	ACH	109.86	8564	DVD/VIDEO MATERIAL
*27159	AMAZON.COM LLC*	100	ACH	95.00	8565	VIDEO GAMES
*27160	AMAZON.COM LLC*	100	ACH	20.99	8566	ART HACKS SUPPLIES
*27161	AMAZON.COM LLC*	100	ACH	34.93	8567	GORILLA MOUNTING TAPE FOR PR
*27162	AMAZON.COM LLC*	100	ACH	119.76	8568	DVD/VIDEO MATERIAL
*27163	AMAZON.COM LLC*	100	ACH	7.99	8569	CIRC PRINT MATERIAL
*27164	AMAZON.COM LLC*	100	ACH	14.98	8570	CIRC PRINT MATERIAL
*27196	AMAZON.COM LLC*	100	ACH	10.99	8571	CIRC PRINT MATERIAL
*27205	AMAZON.COM LLC*	100	ACH	15.36	8572	AA BATTERIES

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*27213	AMAZON.COM LLC*	100	ACH	29.99	8573	DVD/VIDEO MATERIAL
*27215	AMAZON.COM LLC*	100	ACH	9.89	8574	CIRC PRINT MATERIAL
*27216	AMAZON.COM LLC*	100	ACH	316.29	8575	3D PRINTING FILAMENT RESTOCK
*27217	AMAZON.COM LLC*	100	ACH	15.20	8576	CIRC PRINT MATERIAL
*27224	AMAZON.COM LLC*	100	ACH	103.83	8577	CART SUPPLIES/SDS BOOK
*27225	AMAZON.COM LLC*	100	ACH	28.99	8578	BACK TO SCHOOL CLICKERS
*27226	AMAZON.COM LLC*	100	ACH	60.44	8579	LAMINATING SHEETS
*27244	AMAZON.COM LLC*	100	ACH	136.78	8580	FILAMENT FOR 3D PRINTER
*27245	AMAZON.COM LLC*	100	ACH	39.99	8581	DVD/VIDEO MATERIAL
*27246	AMAZON.COM LLC*	100	ACH	16.99	8582	CIRC PRINT MATERIAL
*27247	AMAZON.COM LLC*	100	ACH	22.16	8583	CIRC PRINT MATERIAL
*27248	AMAZON.COM LLC*	100	ACH	11.73	8584	CIRC PRINT MATERIAL
*27250	AMAZON.COM LLC*	100	ACH	9.24	8585	CIRC PRINT MATERIAL
*27264	AMAZON.COM LLC*	100	ACH	11.71	8586	CIRC PRINT MATERIAL
*27271	AMAZON.COM LLC*	100	ACH	153.24	8587	GAME CONTROLLERS
*27272	AMAZON.COM LLC*	100	ACH	134.33	8588	HALLOWEEN BACKDROPS & GAMES
*27273	AMAZON.COM LLC*	100	ACH	124.10	8589	BOARD GAMES FOR PROGRAMS
*27274	AMAZON.COM LLC*	100	ACH	6.49	8590	AWARD FOR TOURNAMENT
*27277	AMAZON.COM LLC*	100	ACH	59.98	8591	DVD/VIDEO MATERIAL
*27280	AMAZON.COM LLC*	100	ACH	119.98	8592	VIDEO GAMES
*27281	AMAZON.COM LLC*	100	ACH	99.60	8593	CIRC PRINT MATERIAL

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*27282	AMAZON.COM LLC*	100	ACH	40.01	8594	CIRC PRINT MATERIAL
*27283	AMAZON.COM LLC*	100	ACH	38.94	8595	HALLOWEEN ART SUPPLIES
*27284	AMAZON.COM LLC*	100	ACH	23.90	8596	HALLOWEEN ART SUPPLIES
*27285	AMAZON.COM LLC*	100	ACH	616.91	8597	1000 BOOKS BEFORE KINDERGARTEN :
*27296	AMAZON.COM LLC*	100	ACH	92.31	8598	CIRC PRINT MATERIAL
*27299	AMAZON.COM LLC*	100	ACH	25.49	8599	CIRC PRINT MATERIAL
*27300	AMAZON.COM LLC*	100	ACH	1.16	8600	CIRC PRINT MATERIAL
*27165	BAKER & TAYLOR INC*	100	ACH	4,352.26	8601	CIRC PRINT MATERIAL AND AUD REC B
*27208	BAKER & TAYLOR INC*	100	ACH	3,988.12	8602	CIRC PRINT MAT, AUD REC BOOKS
*27257	BAKER & TAYLOR INC*	100	ACH	5,567.74	8603	CIRC PRINT MATERIAL
*27259	BRIDGEWATER*BRANDY	100	ACH	500.00	8604	SUMMER 2023 TUITION REIMBURSEMEI
*27260	BRIDGEWATER*BRANDY	100	ACH	110.67	8605	SUMMER 2023 TEXTBOOK REIMBURSEI
*27166	CULLIGAN WATER CONDITIONI	100	ACH	24.50	8606	WEST COOLER RENTAL
*27167	CULLIGAN WATER CONDITIONI	100	ACH	236.00	8607	MAIN COOLER RENTAL
*27136	DEMCO, INC*	100	ACH	370.20	8608	LAMINATE
*27211	E-Z CLEAN INC*	100	ACH	242.84	8609	PAPER PRODUCTS,MOP SUPPLIES,DISI
*27249	E-Z CLEAN INC*	100	ACH	819.44	8610	SUPPLIES
*27276	EARL RODGERS & ASSOCIATE:	100	ACH	585.00	8611	INSTALL DOOR HOLD/STOPS IN YS
*27221	EPROMOS*	100	ACH	1,053.61	8612	BRANDED PROMOTIONAL ITEMS
*27201	EXPRESS SERVICES INC*	100	ACH	876.80	8613	PART TIME STAFFING

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*27251	EXPRESS SERVICES INC*	100	ACH	876.80	8614	PART TIME STAFFING
*27302	EXPRESS SERVICES INC*	100	ACH	701.44	8615	PART TIME STAFFING
*27168	GALE/CENGAGE LEARNING*	100	ACH	518.03	8616	CIRC PRINT MATERIAL
*27209	GALE/CENGAGE LEARNING*	100	ACH	74.97	8617	CIRC PRINT MATERIAL
*27169	GRAHAM FEED COMPANY*	100	ACH	478.80	8618	40# SALT PELLETS FOR WATER SOFTEN
*27291	INDUSTRIAL SUPPLY COMPAN'	100	ACH	9.02	8619	TOILET FLANGE O RING
*27269	INVENGO AMERICAN CORP*	100	ACH	5,638.00	8620	FE TECH MAINT RENEWAL
*27202	MIDWEST COMMUNICATIONS, I	100	ACH	680.00	8623	SUMMER READING PROMO
*27203	MIDWEST COMMUNICATIONS, I	100	ACH	850.00	8624	SUMMER READING PROMO
*27170	MIDWEST TAPE*	100	ACH	1,007.65	8625	DVD/VIDEO MATERIAL
*27210	MIDWEST TAPE*	100	ACH	1,421.04	8626	DVD/VIDEO MATERIAL
*27232	MIDWEST TAPE*	100	ACH	8,108.24	8627	HOOPLA JULY INVOICE
*27227	NEW AVENUES*	100	ACH	166.24	8628	ALA CARTE ADMIN FEE
*27252	NEW AVENUES*	100	ACH	90.00	8629	CLINICAL HOURS
*27171	PAYPAL INC*	100	ACH	19.95	8630	MONTHLY PAYFLOW LINK
*27292	REEL FILM PRODUCTION LLC*	100	ACH	2,875.00	8631	FILM DIGITIZATION
*27261	RICOH USA INC*	100	ACH	2,727.28	8632	COPIER LEASE
*27293	TEAM TECH*	100	ACH	720.00	8633	UPDATES TO AV PANELS
*27222	UNIQUE MANAGEMENT SERVIC	100	ACH	793.02	8634	NOTICES
*27223	UNIQUE MANAGEMENT SERVIC	100	ACH	339.90	8635	PLACEMENTS
*27212	WAGeworks, INC.*	100	ACH	168.82	8636	COBRA MONTHLY FEE

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*27172	WEAS ENGINEERING INC*	100	<i>ACH</i>	491.72	8637	WATER TREATMENT MANAGEMENT
						Total Count: 77 Total Amount: 51,410.96
*27131	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	12.00	10119	LAUNDERING OF WEST TABLECLOTHS
*27132	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	77.50	10120	LAUNDERING OF MAINTENANCE RAGS
*27133	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	42.94	10121	LAUNDERING OF MAINTENANCE RAGS
*27137	COMPUTYPE*	100	<i>E-pay</i>	932.82	10122	SPINE LABEL KITS 3 ROLLS/KIT
*27155	WEX BANK*	100	<i>E-pay</i>	242.27	10139	FUEL
*27173	ACTION PEST CONTROL, INC*	100	<i>E-pay</i>	325.00	10140	K9 SERVICE CALL
*27174	ACTION PEST CONTROL, INC*	100	<i>E-pay</i>	165.00	10141	PEST CONTROL MONTHLY
*27175	CINTAS CORPORATION*	100	<i>E-pay</i>	85.17	10142	MAIN CABINET SERVICE
*27176	DICK MCCALISTER & SONS INC	100	<i>E-pay</i>	425.00	10143	ROTO STAFF RESTROOMS
*27177	OFFICE DEPOT*	100	<i>E-pay</i>	977.41	10144	OFFICE SUPPLIES
*27178	OFFICE DEPOT*	100	<i>E-pay</i>	145.28	10145	OFFICE SUPPLIES
*27179	TABCO PRINTING & PROMOTIC	100	<i>E-pay</i>	880.00	10146	LIBRARY KEY TAG CARDS
*27195	TOWN OF WTH WATER & SEWE	100	<i>E-pay</i>	73.96	10147	WEST WATER SERVICE
*27197	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	12.00	10148	LAUNDERING OF MAINTENANCE RAGS
*27198	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	18.65	10149	LAUNDERING OF MAINTENANCE RAGS
*27199	CROWN ELECTRIC, INC*	100	<i>E-pay</i>	1,997.50	10150	REPLACE(3) CONTACTORS STORM DAM
*27200	CROWN ELECTRIC, INC*	100	<i>E-pay</i>	92.50	10151	BREAKER CHECK WATER SOFTENER
*27204	ENA*		<i>E-pay</i>	552.00	10152	VOICE SERVICE

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
		100				
*27207	DLC MEDIA, INC.*	100	<i>E-pay</i>	500.00	10153	SUMMER READING PROMO
		100				
*27206	DLC MEDIA, INC.*	100	<i>E-pay</i>	500.00	10154	SUMMER READING PROMO
		100				
*26987	LOWE'S COMMERCIAL SERVI	100	<i>E-pay</i>	158.13	10155	MAINTENANCE SUPPLIES
		100				
*27218	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	58.26	10156	PRIVATE FIRE SERVICE
		100				
*27219	RA-COMM INC*	100	<i>E-pay</i>	320.00	10157	EARBUD FOR BLUETOOTH RADIO
		100				
*27228	CINTAS CORPORATION*	100	<i>E-pay</i>	29.49	10158	WEST CABINET SERVICE
		100				
*27230	OFFICE DEPOT*	100	<i>E-pay</i>	202.60	10159	PAPER AND CARDSTOCK FOR PR
		100				
*27231	OFFICE DEPOT*	100	<i>E-pay</i>	38.30	10160	PAPER AND CARDSTOCK FOR PR
		100				
*27234	OVERDRIVE*	100	<i>E-pay</i>	9,000.00	10161	AUGUST MONTHLY CONTENT DEPOSIT
		100				
*27235	ORKIN PEST CONTROL*	100	<i>E-pay</i>	79.86	10162	WEST MONTHLY PEST CONTROL- AUGU
		100				
*27236	CENTERPOINT ENERGY*	100	<i>E-pay</i>	21.39	10163	WEST GAS SERVICE
		100				
*27237	FUN EXPRESS, LLC*	100	<i>E-pay</i>	10.64	10164	SRP ESCAPE ROOM SUPPLIES
		100				
*27238	FUN EXPRESS, LLC*	100	<i>E-pay</i>	29.29	10165	SRP ESCAPE ROOM SUPPLIES
		100				
*27239	FUN EXPRESS, LLC*	100	<i>E-pay</i>	282.75	10166	SR PRIZES READING
		100				
*27240	FUN EXPRESS, LLC*	100	<i>E-pay</i>	48.02	10167	MASK BLANKS
		100				
*27242	FRONTIER*	100	<i>E-pay</i>	66.59	10168	WEST PHONE SERVICE
		100				
*27243	TASB, INC.*	100	<i>E-pay</i>	4,000.00	10169	BOARDBOOK SUBSCRIPTION SEPT 23-/
		100				
*27255	DUKE ENERGY *	100	<i>E-pay</i>	777.42	10170	WEST ELECTRIC SERVICE
		100				
*27256	DUKE ENERGY *	100	<i>E-pay</i>	13,400.13	10171	MAIN ELECTRIC SERVICE
		100				
*27263	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	26.97	10172	LAUNDERING OF MAINTENANCE RAGS

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*27268	WTHI TELEVISION*	100	<i>E-pay</i>	1,000.00	10173	SUMMER READING PROMO
*27270	ACTION PEST CONTROL, INC*	100	<i>E-pay</i>	165.00	10174	PEST CONTROL MONTHLY
*27286	OFFICE DEPOT*	100	<i>E-pay</i>	4.83	10175	OFFICE SUPPLIES
*27287	OFFICE DEPOT*	100	<i>E-pay</i>	112.35	10176	OFFICE SUPPLIES
*27288	NEXSTAR BROADCASTING*	100	<i>E-pay</i>	250.00	10177	SUMMER READING PROMO
*27289	NEXSTAR BROADCASTING*	100	<i>E-pay</i>	250.00	10178	SUMMER READING PROMO
*27290	NEXSTAR BROADCASTING*	100	<i>E-pay</i>	500.00	10179	SUMMER READING PROMO
*27294	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	33.17	10180	LAUNDERING OF MAINTENANCE RAGS
*27295	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	20.00	10181	LAUNDERING OF MAINTENANCE RAGS
*27297	FUN EXPRESS, LLC*	100	<i>E-pay</i>	61.91	10182	HALLOWEEN GAMES & TRUCK KITS
*27301	DUKE ENERGY *	100	<i>E-pay</i>	382.29	10183	12 POINTS ELECTRIC SERVICE
*27305	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	31.96	10184	12 POINTS WATER SERVICE

Total Count: **50**  
Total Amount: **39,418.35**

Grand Total Fund 100:	<b>92,227.31</b>
Grand Total Fund 200:	<b>0.00</b>
Grand Total Fund 201:	<b>0.00</b>
Grand Total Fund 203:	<b>0.00</b>
Grand Total Fund 276:	<b>74.22</b>
Grand Total Fund 300:	<b>0.00</b>
Grand Total Fund 400:	<b>0.00</b>
Grand Total Fund 800:	<b>0.00</b>

Grand Total Count:	<b>131</b>
Grand Total Amount:	<b>92,301.53</b>

Executive Director  
Kristi Howe

Payroll Payable  
Voucher Register

Vigo County Public Library  
For Period July -2023

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
7/7	Pay#14	Gross Payroll	\$ 135,739.84	\$ 135,739.84	ACH	
7/7	Pay#14	FICA	\$ 9,889.54	\$ 9,889.54	ACH	
7/7	Pay#14	PERF	\$ 17,487.41	\$ 17,487.41	ACH	
7/21	Pay#15	Gross Payroll	\$ 137,144.10	\$ 137,144.10	ACH	
7/21	Pay#15	FICA	\$ 9,957.73	\$ 9,957.73	ACH	
7/21	Pay#15	PERF	\$ 17,862.38	\$ 17,862.38	ACH	
7/21	Pay#15	Anthem	\$ 75,371.39	\$ 75,371.39	ACH	
7/21	Pay#15	Guardian	\$ 5,569.89	\$ 5,569.89	ACH	
		Gross Payroll	\$ -	\$ -	ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

Total library cost			\$ 409,022.28			
July	Pays 14 & 15	Nationwide	\$ 1,526.80	\$ 1,526.80	ACH	Staff withholding
July	Pays 14 & 15	Garnishments	\$ -	\$ -	ACH	Staff withholding
July	Pays 14 & 15	Garnishment Reimbur	\$ -	\$ -	ACH	Staff withholding
July	Pays 14 & 15	AFLAC	\$ 773.04	\$ 773.04	ACH	Staff withholding
July	Pays 14 & 15	United Way	\$ 492.00	\$ 492.00	ACH	Staff withholding
July	Pays 14 & 15	Anthem	\$ 10,236.98	\$ 10,236.98	ACH	Staff withholding
July	Pays 14 & 15	HSA adj.		\$ -	ACH	Staff withholding
July	Pays 14 & 15	Guardian	\$ 840.28	\$ 840.28	ACH	Staff withholding
July	Pays 14 & 15	Boston Mutual	\$ 678.72	\$ 678.72	ACH	Staff withholding
July	Pays 14 & 15	Fed Tax	\$ 19,805.87	\$ 19,805.87	ACH	Staff withholding
July	Pays 14 & 15	State Tax	\$ 8,392.98	\$ 8,392.98	ACH	Staff withholding
July	Pays 14 & 15	Local Tax	\$ 5,093.33	\$ 5,093.33	ACH	Staff withholding
July	Pays 14 & 15	FICA	\$ 19,847.27	\$ 19,847.27	ACH	Staff withholding
July	Pays 14 & 15	Vol. PERF	\$ 5,100.08	\$ 5,100.08	ACH	Staff withholding
Staff Cost			\$ 72,787.35	\$ 72,787.35		

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 IC5-11-10-1,6.

August 21, 2023

Date

\_\_\_\_\_  
Dennis L. Shepard Jr., Fiscal Officer

ALLOWANCE OF PAYROLL PAYABLE VOUCHERS

(ICS-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 voucher listing and the foregoing accounts payable register, consisting of 2 page(s), and except for the vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$ 409,022.28

Dated this 21st day of August 2023 .

\_\_\_\_\_  
Terry W. Jones, Board President

\_\_\_\_\_  
Vacant, Board Vice President

\_\_\_\_\_  
Christi A. Fenton, Board Secretary

\_\_\_\_\_  
Valentine K. Muyumba, Board Member

\_\_\_\_\_  
Brian L. Cain, Board Member

\_\_\_\_\_  
Stacy D. Killion, Board Member

\_\_\_\_\_  
James M.Young, Board Member

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
*27050	KEYMARK CONSTRUCTION*	100	<i>ACH</i>	<b>26,603.25</b>	<b>8550</b>	CHANGE ORDER 9 - 12 PTS REMODEL
*27051	KEYMARK CONSTRUCTION*	100	<i>ACH</i>	<b>1,153.60</b>	<b>8551</b>	CHANGE ORDER 22 - 12 PTS REMODEL
*27052	KEYMARK CONSTRUCTION*	100	<i>ACH</i>	<b>4,959.36</b>	<b>8552</b>	CHANGE ORDER 21 - 12 POINTS REMO
*27053	KEYMARK CONSTRUCTION*	100	<i>ACH</i>	<b>2,017.12</b>	<b>8553</b>	CHANGE ORDER 23 - 12 POINTS REMO
*27054	KEYMARK CONSTRUCTION*	100	<i>ACH</i>	<b>11,914.70</b>	<b>8554</b>	12 POINTS REMODELING

Total Count: **5**  
Total Amount: **46,648.03**

<i>Grand Total Fund 100:</i>	<b>46,648.03</b>
<i>Grand Total Fund 200:</i>	<b>0.00</b>
<i>Grand Total Fund 800:</i>	<b>0.00</b>
<i>Grand Total Fund 400:</i>	<b>0.00</b>
<i>Grand Total Fund 203:</i>	<b>0.00</b>
<i>Grand Total Fund 276:</i>	<b>0.00</b>
<i>Grand Total Fund 201:</i>	<b>0.00</b>
<i>Grand Total Fund 300:</i>	<b>0.00</b>

Grand Total Count:	<b>5</b>
Grand Total Amount:	<b>46,648.03</b>

Executive Director  
Kristi Howe

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
*27303	KEYMARK CONSTRUCTION*	100	<i>ACH</i>	<b>44,248.56</b>	<b>8621</b>	CHANGE ORDER 25
*27304	KEYMARK CONSTRUCTION*	100	<i>ACH</i>	<b>45,636.43</b>	<b>8622</b>	12 POINTS REMODELING

Total Count: **2**  
Total Amount: **89,884.99**

<i>Grand Total Fund 100:</i>	<b>89,884.99</b>
<i>Grand Total Fund 200:</i>	<b>0.00</b>
<i>Grand Total Fund 800:</i>	<b>0.00</b>
<i>Grand Total Fund 400:</i>	<b>0.00</b>
<i>Grand Total Fund 203:</i>	<b>0.00</b>
<i>Grand Total Fund 276:</i>	<b>0.00</b>
<i>Grand Total Fund 201:</i>	<b>0.00</b>
<i>Grand Total Fund 300:</i>	<b>0.00</b>

Grand Total Count:	<b>2</b>
Grand Total Amount:	<b>89,884.99</b>

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Executive Director  
Kristi Howe

**July 31, 2023**

**Gift Fund Balances**

**2023**

<b>FUND</b>	<b>AMOUNT</b>	<b>PURPOSE</b>	<b>APPROVAL</b>
00-General	\$ 811.59	Unrestricted Use	Admin.
64-SPC	\$ 5,539.58	Support of SPC	Admin.
65-Big Read	\$ 450.00	Big Read	Admin.
66-YS	\$ 4,403.18	Support of YS	Admin.
67-WVCF Endowment	\$ 535.00	Support of Strategic Plan Goals	Admin.
68-Crackerbarrel	\$ -	Support of Crackerbarrel	Admin.
69-Wright Foundation	\$ 5,160.13	Unrestricted Use	Admin.
70- West Emily's Garden	\$ 173.36	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,441.33	Support of West Branch	Admin.
72-Friends	\$ 6,102.87	Support of Pre-Approved Programs/Initiatives	Admin.
73-WVLC	\$ -	Support of LLC Literacy Events	Admin.
74-Wiley Cupola	\$ 1,778.00	Maintenance of Cupola	Admin.
75-Wiley Memorial	\$ 20,130.68	Maintenance of Memorial	Admin.
77-WVCF Meeks	\$ 1,292.00	Childrens Literature	Admin.
81-Community Connections	\$ 216.95	Support of Community Connections	Admin.
83-Kiwanis Ys	\$ 234.53	Childrens Book Label Commemorating Speakers	Admin.
85-Phillips	\$ 3,305.47	Support of LLC and Archives	Admin.
87-Cox	\$ 646.48	Hearing Impaired Support	Admin.
89-Christmas in the Park	\$ 565.09	Christmas in the Park	Admin.
92-Marketing	\$ 945.05	Unrestricted Use	Admin.
93-Programming and Events	\$ 250.00	Support of Programming and Events	Admin.
94-TH Econ.Dev.	\$ 139.58	Adult Nonfiction Commemorating Speakers	Admin.
96-Fundraiser	\$ 770.44	Buy a Book	Admin.
<b>TOTAL</b>	<b>\$ 54,891.31</b>		

# DIRECTOR’S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD AUGUST 21, 2023

## SCHEDULE OF CLOSINGS

January 2024 through January 2025 schedule of planned closings for the Vigo County Public Library is provided below:

New Year’s Day	Monday	January 1, 2024
Martin Luther King Jr. Day	Monday	January 15, 2024
Easter	Sunday	March 31, 2024
VCPL Spring Staff Institute	Friday	April 26, 2024
Sunday before Memorial Day	Sunday	May 26, 2024
Memorial Day	Monday	May 27, 2024
Juneteenth	Wednesday	June 19, 2024
Independence Day	Thursday	July 4, 2024
Sunday before Labor Day	Sunday	September 1, 2024
Labor Day	Monday	September 2, 2024
VCPL Fall Staff Institute	Friday	October 18, 2024
Veterans Day	Monday	November 11, 2024
Thanksgiving Eve - close at 6:00 p.m.	Wednesday	November 27, 2024
Thanksgiving Day	Thursday	November 28, 2024
Christmas Eve	Tuesday	December 24, 2024
Christmas Day	Wednesday	December 25, 2024
New Year’s Eve	Tuesday	December 31, 2024
New Year’s Day	Wednesday	January 1, 2025

## ADULT SERVICES

### SUMMER READING PROGRAM



Adult Services staff helped families celebrate *All Together Now* with several programs. Adult Services Librarian Sharon McConnell helped 17 participants “Escape the County Fair” in a fair-themed escape room.

Attendees who successfully navigated the puzzles and challenges were rewarded with a trophy, book, and popcorn.

In addition, families enjoyed the movie *A Man Called Otto* and were given the opportunity to watch *Hidden Figures* and discuss how it compares to the book.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD AUGUST 21, 2023

## ESL

The VCPL ESL Family Nights often play a vital role in fostering meaningful relationships among new members of the community. The significance of these gatherings, along with the resultant bonds and sense of belonging they cultivate, is exemplified by this photograph. The image captures an instance where a family from our ESL group travelled to France, where they sought out and paid a visit to a former ESL group member who now resides in Europe. This encounter highlights the power of creating connections and cultivating enduring friendships through our library programs.



## JOB SEEKERS



On July 31, five participants explored hands-on learning and professional growth with Ivy Tech Apprenticeships Manager Deanne Wilson. She answered questions from attendees about market demand, prospective earnings, and how to find apprenticeship opportunities.

## CUSTOMER FEEDBACK

A customer in town visiting youngsters was very excited when she learned about the Summer Reading Program. *“The library is the best place ever,”* she exclaimed.

Adult Services Assistant Librarian Victoria Acuff was complimented on her display celebrating African American Music History Month. The customer said he spent nearly half an hour looking it over.

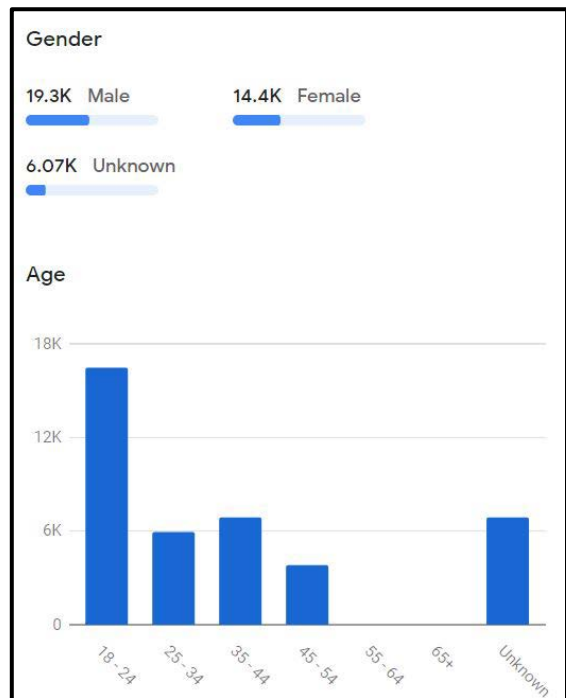
In the suggestion box: *“The Library is awesome! All the librarians are so helpful and friendly. Thank you for your hard work.”*

Adult Services Librarian Meghan Salinas has been teaching English-Language-Learner classes for international nurses at Union Hospital. Coordinator Jamie Readinger commented, *“I’m always very proud of our library!”*

## COMMUNICATIONS

### NEW MARKETING AVENUE BOOSTS ENGAGEMENT, REACHES NEW DEMOGRAPHIC

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD AUGUST 21, 2023



On June 1, the Communications team released a paid advertisement on a new platform: Google Ads. Google Ads can appear on many platforms within the Google product line; this ad was focused entirely on YouTube advertising. The 18-second video ad focused on the Library’s annual Summer Reading Program with the intent to increase awareness of the two-month program by using multi-stream marketing. The ad ran for sixty-one days and was viewed 24,500 times. In total, viewers watched the ad for more than 118 hours—and 62% of those viewers watched the entire ad! The ad was also watched by 19,300 male-identified viewers, an audience often missed in the Library’s traditional marketing channels. Additionally, 16,500 viewers were between the ages of 18 and 24, another audience with which the Library wishes to establish more connections.

## FACEBOOK ENGAGEMENT DOUBLES FOR JULY 2023

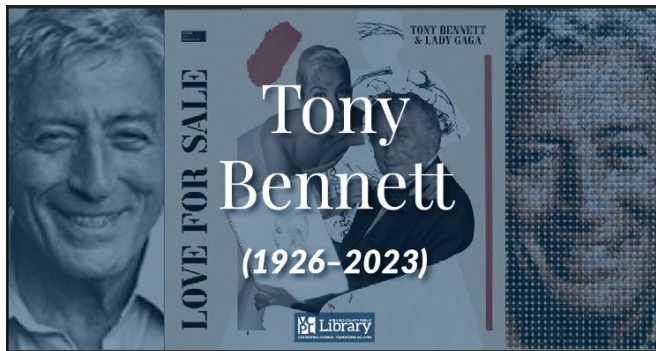
Engagement in social media is measured as the comparison between the number of people who interacted with a post divided by the number of people who viewed a post. In July 2022, the Library’s Facebook page enjoyed 40,951 impressions with a 2% overall engagement rate.

In July 2023, the Library’s Facebook account more than doubled last year’s impressions and engagement rate—receiving 101,825 impressions (nearly a 60% increase) and a 4.5% engagement rate. The interactions that fuel engagement, including likes, comments, shares, and other interactions with a post, also increased dramatically. In 2022, there were only 854 total interactions on Facebook posts, while in July 2023, the Library saw 4604 interactions, an 81% increase.

This steep increase can be credited to several things, including paid advertisements on Facebook. Photos of our staff at community outreach events are always very popular, with posts generating between 783 and 2025 organic - or non-paid - impressions and up to 14% engagement.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD AUGUST 21, 2023

## TONY BENNETT TOPS VCPL SOCIAL MEDIA CHARTS IN JULY



The death of beloved singer Tony Bennett sparked interest in the Library's Facebook community, becoming the top post of the month with 7,380 organic impressions and a 4.6% engagement rate. Along with local history, the passing of celebrities and important people of interest has proven to drive high impressions as the announcement is often shared multiple times.

## NEWSLETTER REDESIGN EASY-TO-READ FOR LOW-VISION CUSTOMERS

On Wednesday, August 9, Adult Services Librarian Sharon McConnell and West Branch Assistant Shelley Jackson took several August newsletters with them for a presentation at the WILL Center, where they received positive feedback—including from one gentleman with low vision who praised the newsletter as being easy-to-read thanks to the font size. The layout and overall look of the newsletter were also complimented.

Communications chose to update the look of the newsletter after the completion of Summer Reading Program, aiming for a more contemporary, cleaner, and simpler broken-grid layout.



## PROGRAMS AND EVENTS

### FIRST FRIDAYS AT 12 POINTS

On July 7, VCPL staff members Alison Weaver, LeRaye Cameron, and Hope Rice participated in the *First Friday* event in 12 Points. The 12 Points Revitalization Initiative just launched their *First Friday* events this summer and the VCPL is excited to participate and have a presence within the community there.



VCPL staff interacted with 87 individuals while promoting summer reading and spinning the wheel for a fun prize. VCPL remains committed to actively contributing to the 12 Points community through such positive and engaging events while eagerly awaiting the opening of the 12 Points branch.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD AUGUST 21, 2023

## RAINBOW MARKET PLACE



Carey LaBella and Lauren Elyea took VCPL's giant yard games on the road to the Terre Haute Pride Center's *Rainbow Market Place* on July 14. Participants had a blast interacting with the giant Connect 4, giant Jenga, and cornhole. VCPL staff interacted with more than 100 individuals while providing information about the Summer Reading Program.

## BLUEBERRY FESTIVAL

VCPL staff members Arielle Craig, Victoria Acuff, Sloane Conley, Amy Gibson, and Janet Hatcher joined Terre Foods Cooperative Market for their 14<sup>th</sup> Annual Blueberry Festival. Staff provided fun activities for participants after they were done enjoying their blueberry sundaes. VCPL staff interacted with 147 individuals.



## CRITICAL CONVERSATIONS



On July 18, VCPL hosted its second workshop with the Peace Learning Center titled *Critical Conversations*. Attended by twenty community members and VCPL staff, the two-hour session focused on developing essential communication skills to engage in constructive dialogue with individuals from diverse backgrounds. Rooted in the principles of Social and Emotional Learning (SEL) with an equity focus, the workshop

provided participants with insights into addressing issues of identity and bias through healthy dialogue. Attendees actively practiced interrupting bias, prejudice, and bigotry, fostering a more empathetic and inclusive community. The transformative workshop encouraged self-awareness and equipped participants to approach conversations with openness and respect.

## WE LIVE EVENT



Alison Weaver, Kateri Tuttle, and Hope Rice participated in the *We Live Event* hosted by the Hamilton Center. This community event was a back-to-school bash where participants had the opportunity to receive free haircuts, school supplies, and bike giveaways. VCPL provided free school supplies and large yard games for a total of 449 individuals!

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD AUGUST 21, 2023

## SUMMER READING SUCCESS



Through the implementation of targeted outreach efforts and collaboration with local summer camps, VCPL achieved remarkable success in this year's Summer Reading program. A total of 2,603 individuals were registered and collectively logged an impressive 1,974,193 minutes

of reading. The program's success can be attributed to the unwavering enthusiasm and dedication exhibited by all VCPL staff.

Participants wholeheartedly embraced the Summer Reading program, expressing their genuine enthusiasm for its offerings. One community member, Ashlee Vitz, conveyed their appreciation, stating, "Thanks for hosting such a great program. We had lots of great adventures together this Summer, and I learned a ton about Terre Haute that I never knew!"

The theme for this year's Summer Reading program, *All Together Now*, played a pivotal role in its design by the Programming and Events department. The program thoughtfully incorporated opportunities for participants to learn about their community, actively participate in community events, and collaboratively work towards making their community the ideal place to be. This dedication to fostering community engagement and connection has further contributed to the program's resounding success.

## SPECIAL COLLECTIONS

### NOTES OF APPRECIATION

Customer Louis Hubble sent the following note in a thank you card to SPC: *This is just a small card with a Big Thank You!!! You all have been a great help to me. What a great department you have here.*

After helping a patron with a research request in July, Sloane Conley received the following email: *This is great, thank you so much! There is really no way to thank you adequately, Sloane. I don't know that you can possibly imagine how much you've accomplished and just how deeply and genuinely grateful we are! Everything you've done is a blessing to me and our families and you've been a Godsend!! Your skill sets, enthusiasm, and willingness to be of help, in all ways possible, is outstanding and speaks well of your character! I mean every word, from the bottom of my heart ❤️. Sincerely Jann L'Enfant*

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD AUGUST 21, 2023

## TECH TEAM

### JOURNEY TO THE MOON SUMMER SPACE CAMP



Tech Team members Chelsea Howard and Erin Mutchler worked with families on engineering challenges inspired by NASA's Artemis Project during the Journey to the Moon Summer Space Camp. During the space camp, the community was invited to work together to create launch platforms that could bear weight, crew modules that could safely handle gravity forces during drop tests, and heat shields that could protect precious cargo (chocolate!). The program had more than 150 participants across the month, ranging from 5 to 85 years old. Emerson, an 11-year-old participant remarked, *Thank you very much. You are STELLAR!*, in a card she created for staff of the program.

### COLLABORATION WITH ARTIST BILL WOLFE



Tech Team Members Matt Beckham, Chelsea Howard, and Erin Mutchler had an incredible opportunity to work with local artist, Bill Wolfe, known for the Max Ehrmann and Larry Bird sculptures among many other works in downtown Terre Haute. Mr. Wolfe had a bust of Ernie Pyle, originally created by Jo Davidson, to utilize as a reference for a piece he is creating for the Ernie

Pyle Museum in Dana, Indiana. His dilemma? He could only borrow the bust for a day! On that special day, Tech Team members utilized the 3D scanner to capture 170 images at different angles. The scanned images were then used to create a 3D rendering so the Tech Team could print a replica of the bust for Mr. Wolfe to reference as he creates his new piece.

## WEST BRANCH

### GAMER'S ALLIANCE

Throughout June and July, West Branch Assistant Aaron Hart hosted Gamer's Alliance, where youth from the community gathered to play cooperatively or challenge each other to video game competitions.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD AUGUST 21, 2023

Not only did this provide opportunities for friends to stay connected during summer months, but it also let kids and teens experience entertainment systems unavailable to them at home. The definition of "Gamer" was expanded as the Summer progressed, and families were given opportunities to work together by introducing physical puzzles to the program as well.



## WEST T FEST

On July 29, West Terre Haute Hometown Holiday committee and the West Vigo Community Center presented the West T Fest, an outdoor block party. West Branch Assistants Aaron Hart and Shelley Jackson and West Branch Manager Luke Gentry joined in, hosting a tent with a paper kite art project and one-hole mini golf where kids of all ages could win prizes. The West Branch staff was able to interact with 258 people during the event, helping the community to connect with their Library.

## YOUTH SERVICES

### ART EXPLORERS

Art Explorers was a well-attended children's program with more than 50 participants ranging in ages from infant to 12 years old. Six stations were set up to allow children to experiment using different kinds of brushes, mixing colors to make new shades, sculpting with play doh, and creating chalk drawings. Allowing children free play with creative materials promotes imagination and experimental thinking. Children got messy and had fun, and several caregivers asked for information on how to do some of the stations in their own homes.

### TEEN COMMUNITY HOUR



VCPL teens had the chance to give back to their community by making pet beds and cat toys and then donating them to the Terre Haute Humane Society. The Teen Community Hour was created to complement the Summer Reading program theme of *All Together Now* and provided teens with an opportunity to help the community they live in and increase both self-pride and community pride.

### STORYTIMES

Storytimes help children build early literacy skills and demonstrate and teach their caregivers how to support those skills in daily life. July brought a lot of families to the Youth Services storytimes – more than 350 people attended! All ages enjoyed singing songs, dancing, listening to stories, and learning about numbers, letters, shapes, and colors.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD AUGUST 21, 2023

Each storytime ends with an open play session, and one caregiver shared that the experience had not only given her grandchild a new best friend, but also helped her overcome some social and separation anxiety.

## OUTREACH EVENTS



Youth Services participated in two large outreach events in July. The first event was the Terre Haute Community Band's Children's Concert where staff handed out free books featuring music and musicians and promoted the Library's Summer Reading Program, other library programs, and various library resources. Several caregivers appreciated that the books were all related to exploring music, and kids were observed reading their books before the concert started.



VCPL was also invited to attend Vivid Smiles' Back-to-School event where VCPL provided a free book and a blank notebook for each backpack that was given away. VCPL staff hosted a table that provided pencils, erasers, and folders for attendees. Many families in the school corporation struggle with providing school supplies for their students, and events like this help bridge the gap.

## PERSONNEL CHANGES

### CHANGE IN STATUS

Hackert, Lauren N. - Change in status from the part-time non-exempt position of Lending Services Clerk to the full-time non-exempt position of Lending Services Clerk in the Lending Services Department effective August 21, 2023.

Kuhn, Karmon J. - Change in status from the part-time non-exempt position of Lending Services Clerk to the full-time non-exempt position of Lending Services Clerk in the Lending Services Department effective August 21, 2023.

### EMPLOYMENT

Snyder, Lola E. - Hired for the full-time non-exempt position of Youth Services Manager in the Youth Services Department effective August 14, 2023.

Barker, Shaleena S. - Hired for the full-time non-exempt position of Public Relations Manager in the Public Relations Department effective August 14, 2023.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD AUGUST 21, 2023

Jennermann, Alexander B. - Hired for the part-time non-exempt position of Lending Services Clerk in the Lending Services Department effective August 16, 2023.

Nelson, Elizabeth A. - Hired for the full-time non-exempt position of West Branch Assistant Librarian at the West Branch Library effective July 27, 2023.

## RESIGNATION

Roberts, Emma V. - Resignation from the part-time non-exempt position of Lending Services Clerk in the Lending Services Department effective July 28, 2023.

Downs, Rose R. - Resignation from the full-time non-exempt position of Lending Services Clerk in the Lending Services Department effective July 28, 2023.

Jones, Kaylynn A. - Resignation from the full-time non-exempt position of Lending Services Clerk in the Lending Services Department effective August 23, 2023.

Respectfully submitted,

Kristi J. Howe

8/15/23 AG

	July-23	July-22		YTD 2023	YTD 2022	
Print Circulation	21,017	21,938	-4.2%	132,390	138,787	-4.6%
A/V Circulation	7,346	6,839	7.4%	45,100	47,364	-4.8%
Misc	365	286	27.6%	2,129	1,778	19.7%
Electronic Devices	57	65	-12.3%	424	461	-8.0%
<b>TOTAL</b>	<b>28,785</b>	<b>29,128</b>	<b>-1.2%</b>	<b>180,043</b>	<b>188,390</b>	<b>-4.4%</b>

	July-23	July-22		YTD 2023	YTD 2022	
Overdrive						
E-book	7,983	6,443	23.9%	50,049	38,628	29.6%
E-audiobook	5,018	3,438	46.0%	31,749	21,319	48.9%
E-Magazines	406	301	34.9%	2,315	2,377	-2.6%
E-Music	0	0	null	0	0	null
E-video	0	4	-100.0%	0	45	-100.0%
<b>TOTAL</b>	<b>13,407</b>	<b>10,186</b>	<b>31.6%</b>	<b>84,113</b>	<b>62,369</b>	<b>34.9%</b>

	July-23	July-22		YTD 2023	YTD 2022	
Hoopla						
E-audiobook	1,968	1,518	29.6%	12,708	11,199	13.5%
Bingepasses	31	14	121.4%	110	140	-21.4%
E-Books	929	731	27.1%	6,144	4,965	23.7%
E-Comics	167	151	10.6%	1,095	1,795	-39.0%
E-music	157	159	-1.3%	1,021	1,031	-1.0%
E-video movie	238	219	8.7%	1,551	1,375	12.8%
E-video TV	149	167	-10.8%	1,141	1,150	-0.8%
<b>TOTAL</b>	<b>3,639</b>	<b>2,959</b>	<b>23.0%</b>	<b>23,770</b>	<b>21,655</b>	<b>9.8%</b>

	July-23	July-22		YTD 2023	YTD 2022	
Reference [fact-finding]	2,241	3,920	-42.8%	17,865	22,769	-21.5%

**MATERIALS ADDED TO COLLECTION**

Purchased Items	July-23	YTD 2023
Book	947	7,300
Video	175	2,307
Video Game	53	243
Music CD	2	36
Audio Book	26	122
Misc	4	211
<b>TOTAL</b>	<b>1,207</b>	<b>10,219</b>

Donated Items	July-23	YTD 2023
Book	123	206
Video	0	0
Video Game	0	0
Music CD	0	0
Audio Book	0	0
Misc	0	0
<b>TOTAL</b>	<b>123</b>	<b>206</b>

New Items Ordered	July-23	YTD 2023
Book	867	7,875
Video	263	1,459
Video Game	66	251
Music CD	0	14
Audio Book	11	131
Misc	39	68
<b>TOTAL</b>	<b>1,246</b>	<b>9,798</b>

New Items Received	July-23	YTD 2023
Book	1,029	5,862
Video	80	1,339
Video Game	45	203
Music CD	1	13
Audio Book	27	127
Misc	41	61
<b>TOTAL</b>	<b>1,223</b>	<b>7,605</b>

<b>TAKE &amp; MAKE KITS DISTRIBUTED</b>	<b>July-23</b>	<b>July-22</b>		<b>YTD 2023</b>	<b>YTD 2022</b>	
Early Literacy (ISL: 0-5 yrs)	0	48	-100.0%	0	299	-100.0%
Children (ISL: 6-11 yrs)	0	66	-100.0%	0	348	-100.0%
Teens (ISL: 12-18yrs)	0	30	-100.0%	0	219	-100.0%
Adults (ISL: 19 + yrs)	25	20	25.0%	101	245	-58.8%
General (all ages)	0	0	null	239	0	null
<b>TOTAL</b>	<b>25</b>	<b>164</b>	<b>-84.8%</b>	<b>340</b>	<b>1111</b>	<b>-69.4%</b>

<b>ON-SITE PROGRAMS</b>	<b>July-23</b>	<b>July-22</b>		<b>YTD 2023</b>	<b>YTD 2022</b>	
Early Literacy programs/events/classes	15	13	15.4%	94	93	1.1%
Youth programs/events/classes	13	9	44.4%	75	29	158.6%
Teen programs/events/classes	18	7	157.1%	63	30	110.0%
Adult programs/events/classes	23	7	228.6%	117	138	-15.2%
Family/general	24	6	300.0%	115	84	36.9%
<b>TOTAL</b>	<b>93</b>	<b>42</b>	<b>121.4%</b>	<b>464</b>	<b>374</b>	<b>24.1%</b>

<b>ON-SITE ATTENDANCE</b>	<b>July-23</b>	<b>July-22</b>		<b>YTD 2023</b>	<b>YTD 2022</b>	
Early Literacy attendance	249	170	46.5%	1,394	1,121	24.4%
Youth attendance	66	189	-65.1%	1,318	1,049	25.6%
Teen attendance	53	54	-1.9%	324	138	134.8%
Adult attendance	355	194	83.0%	2,444	1,780	37.3%
Family/general attendance	793	215	268.8%	2,349	632	271.7%
<b>TOTAL</b>	<b>1,516</b>	<b>822</b>	<b>84.4%</b>	<b>7,829</b>	<b>4,720</b>	<b>65.9%</b>

<b>OFF-SITE PROGRAMS</b>	<b>July-23</b>	<b>July-22</b>		<b>YTD 2023</b>	<b>YTD 2022</b>	
Early Literacy attendance	0	0	null	0	0	null
Youth outreach	1	0	null	21	4	425.0%
Teen outreach	0	1	-100.0%	2	1	100.0%
Adult outreach	8	8	0.0%	76	25	204.0%
Family outreach	2	0	null	6	4	50.0%
Participation in Community Events	6	4	50.0%	19	12	58.3%
<b>TOTAL</b>	<b>17</b>	<b>13</b>	<b>30.8%</b>	<b>124</b>	<b>46</b>	<b>169.6%</b>

<b>OFF-SITE ATTENDANCE</b>	<b>July-23</b>	<b>July-22</b>		<b>YTD 2023</b>	<b>YTD 2022</b>	
Early Literacy attendance	0	0	null	0	0	null
Youth outreach attendance	15	0	null	303	210	44.3%
Teen outreach attendance	0	9	-100.0%	11	9	22.2%
Adult outreach attendance	211	129	63.6%	1,088	509	113.8%
Family outreach attendance	146	0	null	566	876	-35.4%
Community Events Interactions	804	884	-9.0%	3,433	2,010	70.8%
<b>TOTAL</b>	<b>1,176</b>	<b>1,022</b>	<b>15.1%</b>	<b>5,401</b>	<b>3,614</b>	<b>49.4%</b>

	<b>July-23</b>	<b>July-22</b>		<b>YTD 2023</b>	<b>YTD 2022</b>	
Web Site Hits	15,904	24,555	-35.2%	73,698	137,319	-46.3%
Mobile App Visits	73	553	-86.8%	611	4,054	-84.9%
Computer Users	4,301	3,799	13.2%	26,350	23,929	10.1%
Subscription Databases	10,816	7,583	42.6%	57,647	59,235	-2.7%
ILL provided to other Libraries	225	142	58.5%	1,686	1,254	34.4%
ILL received from other Libraries	54	137	-60.6%	508	1,003	-49.4%

	<b>July-23</b>	<b>July-22</b>		<b>YTD 2023</b>	<b>YTD 2022</b>	
Adult materials deliveries	25	24	4.2%	162	182	-11.0%
Youth materials deliveries	21	12	75.0%	121	115	5.2%
<b>TOTAL</b>	<b>46</b>	<b>36</b>	<b>27.8%</b>	<b>283</b>	<b>297</b>	<b>-4.7%</b>



**PUBLIC OFFICIAL BOND**  
 State Form 55947 (11-15)  
 Approved by State Board of Accounts, 2015  
 INDIANA DEPARTMENT OF INSURANCE

Bond number 999028999

Dennis L. Shepard, Jr., as Principal, and  
The Ohio Casualty Insurance Company, as Surety, as well as all heirs, executors, and  
 administrators of the Principal and Surety, are bound, jointly and severally, to the **State of Indiana**, in the  
 amount of \$250,000.00, if subparagraphs (b) is violated. In all other respects, the following  
 conditions apply to this Public Official Bond.

- a) The Principal is duly elected, commissioned, appointed, or employed as Director of Support Services/  
Treasurer for Vigo County Public Library  
for \_\_\_\_\_ in the State of Indiana.
- b) The Principal shall faithfully perform and fulfill his or her duties of the position named in subparagraph  
(a); including compliance with IC 5-11 and paying over on demand to the persons entitled or authorized  
to receive the same, all moneys that may come into his or her hands during the term of this Public  
Official Bond.
- c) The term of this Public Official Bond is for a one (1) year term beginning on the 1st day of  
January, 2023 and ending on the 31st day of December, 2023.
- d) This Public Official Bond cannot be continued, extended, or renewed as provided by IC 5-4-1-18(m).
- e) This Public Official Bond complies with IC 5-4-1-18, and any conflict between this bond and the Indiana  
Code shall be resolved in favor of the statutory provisions.
- f) The Legislature may change, modify, or repeal any relevant law now in force and exact and all laws  
during the existence of this Public Official Bond, but this Public Official Bond will remain in full force and  
effect, except for that which was directly altered by the change in law.

The Ohio Casualty Insurance Company                      Dennis L. Shepard, Jr.

175 Berkeley Street    1591 W. Indian Meadow Drive

Boston, MA 02116    Terre Haute, IN 47808

Timothy A. Mikolajewski  
 Attorney in Fact  
 Timothy A. Mikolajewski

By Dennis L. Shepard, Jr.  
 Dennis L. Shepard, Jr.



Accepted and approved this 2<sup>nd</sup> day of NOVEMBER, 2022

OATH OF OFFICE

State of Indiana  
County of Vigo

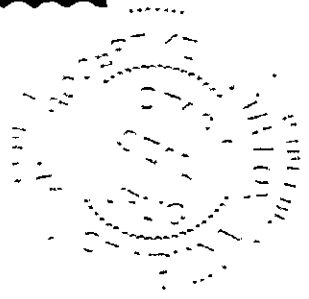
I, Dennis L. Shepard, Jr., do solemnly swear (or affirm) that I will support, protect and defend the Constitution of The United States and the Constitution of the State of Indiana, and that I will discharge the duties of my office of Director of Support Services/ Treasurer for Vigo County Public Library with fidelity; that I have not paid or contributed, or promised to pay or contribute, either directly or indirectly, any money or other valuable thing to procure my nomination or election (or appointment), except for necessary and proper expenses expressly authorized by law; that I have not knowingly violated any election law of this State, or procured it to be done by others in my behalf; that I will not knowingly receive, directly or indirectly, any money or other valuable thing for the performance or non-performance of any act or duty pertaining to my office than the compensation allowed by law. So help me God.

Dennis L. Shepard Jr.

Sworn to and subscribed before me this 2nd day of November, A.D. 2022

Robert Kenneth Fox

ROBERT KENNETH FOX  
Notary Public - Seal  
Vigo County - State of Indiana  
Commission Number 619543  
My Commission Expires Jul. 13, 2026





This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

The Ohio Casualty Insurance Company
POWER OF ATTORNEY

Principal: Dennis L. Shepard, Jr.
Agency Name: ONI Risk Partners, Inc
Bond Number: 999028999
Obligee: State of Indiana, State House
Bond Amount: (\$250,000.00) Two Hundred Fifty Thousand Dollars And Zero Cents

KNOW ALL PERSONS BY THESE PRESENTS: that The Ohio Casualty Insurance Company, a corporation duly organized under the laws of the State of New Hampshire (herein collectively called the "Company"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint Timothy A. Mikolajewski in the city and state of Seattle, WA, each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Company in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Company and the corporate seal of the Company has been affixed thereto this 26th day of September, 2016.



The Ohio Casualty Insurance Company
By: David M. Carey, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 26th day of September, 2016, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of The Ohio Casualty Insurance Company and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-law and Authorizations of The Ohio Casualty Insurance Company, which is now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature or electronic signatures of any assistant secretary of the Company or facsimile or mechanically reproduced or electronic seal of the Company, wherever appearing upon a certified copy of any power of attorney or bond issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, of The Ohio Casualty Insurance Company do hereby certify that this power of attorney executed by said Company is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Company this 21st day of October, 2022.



By: Renee C. Llewellyn, Assistant Secretary

# Budget Form 1 - Budget Estimate

Year: 2024 County: Vigo Unit: Vigo County Public Library

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4111	Salary of Exec. Director	\$122,054	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4112	Salary of Dept. Directors	\$263,648	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4113	Salary of Librarians	\$1,050,493	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4114	Salary of Support Staff	\$2,153,257	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4115	Wages of Hourly	\$151,099	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4116	Salary of Maintenance	\$287,241	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4117	Wages of Hrly Maintenance	\$42,102	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4118	Overtime	\$14,500	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4119	Sunday Pay	\$80,500	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4121	Employer's share FICA	\$318,796	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4122	Unemployment Compensation	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4123	Employer's Contribution PERF	\$569,522	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4124	Employer's Contribution-Group Insurance	\$1,518,303	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4125	Employer's Contribution-Dental Insurance	\$85,747	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4126	Employer's Contribution-Vision Insurance	\$12,905	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4127	Employer's Contribution-Life Insurance	\$29,452	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4128	Separation Payout	\$85,555	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4129	Other Benefits	\$74,700	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Office Supplies	4213	Other Office Supplies	\$28,875	\$0

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Operating Supplies	4221	Cleaning and Sanitation Supplies	\$9,500	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Operating Supplies	4222	Fuel, Oil and Lubricants	\$3,600	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Operating Supplies	4223	Operating Supplies and Parts	\$37,950	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Repair and Maintenance Supplies	4231	Building Materials and Supplies	\$2,100	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Repair and Maintenance Supplies	4235	Grounds Maintenance Supplies	\$8,000	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	4241	Materials Preparation	\$57,500	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	4243	Audio-Visual Supplies	\$650	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	4244	Computer Supplies	\$4,870	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	4245	Other Library Supplies	\$287,846	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	4246	Staff Development Materials	\$6,150	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	4311	Consulting Services	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	4312	Engineering & Archit. Services	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	4313	Legal Services	\$12,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	4314	Other Professional Services	\$573,353	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	4334	Digitization	\$15,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	4321	Telephone & Internet Services	\$45,560	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	4322	Postage	\$4,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	4323	Traveling Expenses	\$11,350	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	4324	Professional Meetings	\$18,750	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	4325	Freight & Shipping	\$20,760	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Printing and Advertising	4331	Advertising & Publication of Notices	\$95,000	\$0

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Insurance	4341	Official Bonds	\$3,075	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Insurance	4342	Other Insurance	\$74,100	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	4351	Gas	\$7,500	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	4352	Electricity	\$283,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	4353	Water	\$18,500	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	4354	Waste Disposal Services	\$19,980	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance	4361	Building/structures repairs	\$250,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance	4362	Software Maintenance contracts	\$99,260	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance	4363	Maintenance Contracts	\$56,550	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Rentals	4372	Equipment Rental	\$200	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Rentals	4373	Lease/rental contracts	\$43,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4301	Downloadable E-Material	\$140,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4302	Databases	\$183,200	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4303	YP E-Materials	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4307	Ciculating Educational Access	\$800	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4310	Software Licensing	\$30,786	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4391	Dues	\$14,825	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4392	Taxes & Assessments	\$175	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4395	Petty Cash Funds	\$650	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4396	Bank fees	\$2,035	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4397	Refunds	\$60	\$0

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4398	Cash Drawer discrepancies	\$50	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Machinery, Equipment, and Vehicles	4440	Furniture/Equip Major	\$67,000	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Machinery, Equipment, and Vehicles	4441	Furniture/Equip Minor	\$648,451	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4442	Circulating Equipment	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4443	Public Access Technology	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4460	Circ. Non Print Physical	\$8,000	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4461	Circulating Print Material	\$177,000	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4462	Reference Print Material	\$4,000	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4463	YS Circ. Print Material	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4471	Magazines	\$10,735	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4472	Newspapers	\$9,175	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4473	Reference Material Serials	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4481	DVD/Video Material	\$86,000	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4482	Audio Recorded Music	\$700	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4483	Microfilm	\$15,000	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4485	Audio Recorded Books	\$8,000	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4114	Salary-Support Staff	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4116	Salary-Maint. Staff	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4117	Hourly Maintenance	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4121	FICA	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4123	PERF	\$0	\$0

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4124	Health Insurance	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4125	Dental Insurance	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4126	Vision Insurance	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4127	Life Insurance	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4213	Office Supplies	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4312	Engineering/Archit Services	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4314	Other Prof Services	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4324	Meeting/Conf Registration	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4331	Advertising/Pub Notice	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4361	Bldgs/Struct Repair contracts	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4440	Furniture/Equip Major	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4441	Furniture/Equip Minor	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4461	Circ. Print Material	\$0	\$0
<b>0101 - GENERAL Total</b>						<b>\$10,364,495</b>	<b>\$0</b>
<b>UNIT TOTAL</b>						<b>\$10,364,495</b>	<b>\$0</b>

# Budget Form 2 - Estimate of Miscellaneous Revenue

Year: 2024 County: Vigo Unit: 0229 - Vigo County Public Library

Fund	Revenue Code	Revenue Name	July 1 - December 31, 2023	January 1 - December 31, 2024
0101 - GENERAL	R112	Financial Institution Tax distribution	\$37,990	\$75,980
0101 - GENERAL	R114	Motor Vehicle/Aircraft Excise Tax Distribution	\$240,030	\$480,060
0101 - GENERAL	R135	Commercial Vehicle Excise Tax Distribution (CVET)	\$15,930	\$31,860
0101 - GENERAL	R138	Local Income Tax (LIT) Certified Shares	\$530,192	\$1,325,483
0101 - GENERAL	R409	Document and Copy Fees	\$450	\$900
0101 - GENERAL	R423	Other Charges for Services, Sales, and Fees	\$2,300	\$4,600
0101 - GENERAL	R503	Other Fines and Forfeitures	\$6,000	\$12,000
0101 - GENERAL	R902	Earnings on Investments and Deposits	\$123,000	\$246,000
		<b>GENERAL</b>	<b>\$955,892</b>	<b>\$2,176,883</b>
		<b>0229 - VIGO COUNTY PUBLIC LIBRARY Total</b>	<b>\$955,892</b>	<b>\$2,176,883</b>

## NOTICE TO TAXPAYERS

The **Notice to Taxpayers** is available online at [www.budgetnotices.in.gov](http://www.budgetnotices.in.gov) or by calling (888) 739-9826.

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at **680 Poplar St. Terre Haute, IN 47807**.

Notice is hereby given to taxpayers of **VIGO COUNTY PUBLIC LIBRARY, Vigo County, Indiana** that the proper officers of **Vigo County Public Library** will conduct a public hearing on the year **2024** budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of **Vigo County Public Library** not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, **Vigo County Public Library** shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of **Vigo County Public Library** will meet to adopt the following budget:

Public Hearing Date	Tuesday, September 5, 2023
Public Hearing Time	5:30 PM
Public Hearing Location	680 Poplar St. Terre Haute, IN 47807

Adoption Meeting Date	Monday, September 18, 2023
Adoption Meeting Time	5:30 PM
Adoption Meeting Location	680 Poplar St. Terre Haute, IN 47807

Estimated Civil Max Levy	\$8,106,779
Est. Fire Max Levy	\$0
Est. Fire Territory Max Levy	\$0
Est. School Operations Max Levy	\$0
Property Tax Cap Credit Estimate	\$1,748,000

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy	6 Levy Percentage Difference (Column 3 / Column 5)
0101-GENERAL	\$10,364,495	\$8,106,779	\$0	\$7,794,806	4.00%
Totals	\$10,364,495	\$8,106,779	\$0	\$7,794,806	

# RESOLUTION ON SAFE DEPOSIT BOX

## Vigo County Public Library

**WHEREAS** the Vigo County Public Library has certain securities and records that require safekeeping which cannot be provided within the present building, and

**WHEREAS** a safe deposit box at the First Financial Bank of Terre Haute will meet those safekeeping needs,

**THEREFORE, BE IT RESOLVED** that safe deposit box space be procured from the said First Financial Bank and that two members of the Board of Trustees and two members of the Library Staff be listed as authorized representatives of the Board with the stipulation that the signatures of at least two of the four persons authorized shall be required for access to the safe deposit box, at least one of whom shall be a Board Member, and

**BE IT FURTHER RESOLVED** that Board Members, Terry W. Jones and Dr. Christi A. Fenton and Staff Members, Brandy L. Bridgewater, and Dennis L. Shepard Jr., are hereby authorized and directed to procure said safe deposit box from said First Financial Bank at regular and ordinary bank rates and to execute all necessary documents to procure the same.

**President** \_\_\_\_\_

**Secretary** \_\_\_\_\_

ADOPTED by the Board of Trustees of the Vigo County Public Library on the 21st day of August 2023.

**AYE**

**NAY**

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**VIGO COUNTY PUBLIC  
LIBRARY BOARD OF  
TRUSTEES**

**RESOLUTION ON DEPOSITORY SIGNATURES**

**BE IT RESOLVED**, that the **FIRST FINANCIAL BANK** of Terre Haute, Indiana, as a designated depository of this political subdivision be, and it is hereby requested, authorized and directed to honor checks, drafts, warrants, or other orders for payment of money drawn in this political subdivision's name when bearing the actual signatures or the properly impressed machine signatures (specimens thereof which are on file with said bank) of all the following officers:

PRESIDENT \_\_\_\_\_  
Terry W. Jones

SECRETARY \_\_\_\_\_  
Dr. Christi A. Fenton

TREASURER \_\_\_\_\_  
Dennis L. Shepard Jr.

The **FIRST FINANCIAL BANK** of Terre Haute shall be entitled to honor and to charge this political subdivision for such checks, drafts, warrants, or other orders for payment when duly authorized in accordance with the above.

**DULY ADOPTED** by the Board of Trustees of the Vigo County Public Library at its regularly scheduled meeting held on the 21st day of August 2023, at which meeting a quorum was present.

**AYE**

**NAY**

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**VIGO COUNTY PUBLIC  
LIBRARY BOARD OF  
TRUSTEES**

**RESOLUTION ON DEPOSITORY SIGNATURES**

**BE IT RESOLVED**, that **THE HOMETOWN SAVINGS BANK** of Terre Haute, Indiana, as a designated depository of this political subdivision be, and it is hereby requested, authorized and directed to honor checks, drafts, warrants, or other orders for payment of money drawn in this political subdivision's name when bearing the actual signatures of all the following officers:

PRESIDENT \_\_\_\_\_  
Terry W. Jones

SECRETARY \_\_\_\_\_  
Dr. Christi A. Fenton

TREASURER \_\_\_\_\_  
Dennis L. Shepard Jr.

**THE HOMETOWN SAVINGS BANK** of Terre Haute shall be entitled to honor and to charge this political subdivision for such checks, drafts, warrants, or other orders for payment when duly authorized in accordance with the above.

**DULY ADOPTED** by the Board of Trustees of the Vigo County Public Library at its regularly scheduled meeting held on the 21st day of August 2023, at which meeting a quorum was present.

**AYE**

**NAY**

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**COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR  
PUBLIC LIBRARY INTERNET ACCESS for  
FUNDING YEAR JULY 1, 2024 THROUGH JUNE 30, 2025**

WHEREAS, the board of the Vigo County Public Library has determined that it is beneficial to its operations to join the Indiana State Library Consortium for Public Library Internet Access; and

WHEREAS, the board recognizes that being part of the Indiana State Library Consortium for Public Library Internet Access requires following certain rules, including:

1. Filtering all computers in order to receive the e-Rate discount on vendor invoices (If the library chooses not to filter, they can be in the consortium and not receive e-rate discount, but may be eligible for reimbursement from Broadband Connectivity Grant Fund.);
2. ensuring that the total cost of non e-Rate services is included in at least one fund budget;
3. assuming financial responsibility for non e-Rate portion that may not be covered by the Broadband Connectivity Grant Fund;
4. working with AdTec in the filing of all forms, except Form 470, with the Universal Service Administrative Company Schools & Libraries Division; and

WHEREAS, the board acknowledges that by joining the Indiana State Library Consortium for Public Library Internet Access it receives certain benefits and that by opting out of the consortium, or by failing to abide by the Consortium rules, the library will lose the benefits.

NOW THEREFORE BE IT RESOLVED that the library shall be a member of the Indiana State Library Consortium for Public Library Internet Access and, as a member, the library shall abide by the rules of the Indiana State Library Consortium for Public Library Internet Access.

DULY ADOPTED by the Board of Trustees of the Vigo County Public Library at its regular meeting held on the 21st day of August, 2023, at which meeting a quorum was present.

NAY

AYE

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ATTEST:

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Secretary