

**REGULAR MEETING
VIGO COUNTY PUBLIC LIBRARY
680 Poplar Street
Terre Haute, IN 47807
Monday, September 18, 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 August 21, 2023, Regular Meeting**
- 4. Consideration of Minutes of September 5, 2023, Special 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**
 - A. Adoption of 2024 Library Budget
- 9. New Business**
- 10. Suggestions from the Staff, Board or Public for Action or Study**
- 11. Next Regular Meeting:** Monday, October 16, 2023, at 5:30 p.m., Main Library.
- 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 21st day of August 2023, the following persons were present:

Library Board Members Present: Terry W. Jones, President; James M. Young, Vice President; Christi A. Fenton, Secretary; and Valentine K. Muyumba.

Library Board Members Absent: Stacy D. Killion and Brian L. Cain.

Library Staff: Kristi Howe, Dennis Shepard, Amy Gibson, Heather Rayl, Jeanette Bouchie, Brandy Bridgewater, Jeff Crews, LeRaye Cameron, Shaleena Barker, and Rob Fox.

Others: None.

Mr. Jones and Ms. Howe thanked Mrs. Goulding for her commitment to the Library's mission and outstanding service on the board for the last 9 years. Mrs. Goulding thanked the VCPL Board of Trustees, Executive Director, and VCPL Staff and shared that it was an honor to serve and learn about the power of public libraries in the lives of the citizens they serve.

PUBLIC INPUT ON ACTION ITEMS - None.

CONSIDERATION OF REGULAR MEETING MINUTES

A motion to approve the minutes as written for the July 17, 2023, Regular Meeting, made by Muyumba, seconded by Young, passed.

CONSIDERATION OF BUDGET COMMITTEE MEETING MINUTES

A motion to approve the minutes as written for the August 7, 2023, Budget Committee Meeting, made by Muyumba, seconded by Fenton, passed.

TREASURER'S REPORT

Monthly Cash Statement

Dennis Shepard presented the Cash Statement dated August 5, 2023 (copy attached to official minutes).

Claims and Payroll

Mr. Shepard presented the Month End Claims dated July 31, 2023, in the amount of \$42,118.35 (Library Operating, \$40,033.30; Gift Fund, \$1,663.25; Grants, \$421.80) Library Operating Claims dated August 21, 2023, in the amount of \$92,301.53 (Library Operating Fund, \$92,227.31, \$0; Grants, \$74.22). (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

Special Claims

Mr. Shepard presented two special claims. The first claim dated July 31, 2023, for \$46,648.03 and the second claim dated August 21, 2023, for \$89,884.99 to Keymark Construction for the 12 Points project. 2

Gift Fund Report

Mr. Shepard presented the Gift Fund report dated July 31, 2023, for \$54,891.31.

Approval of Treasurer's Report

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

REPORTS TO THE LIBRARY BOARD – None.

DIRECTOR'S REPORT

Ms. Howe commented on her written report.

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

OLD BUSINESS - None.

NEW BUSINESS

Election of Officers

Mr. Jones presented the following 2023-2024 slate of officers for consideration: Mr. Jones, President; Mr. Young, Vice President; and Dr. Fenton, Secretary.

A motion to approve the 2023-2024 slate of officers as presented, made by Muyumba, seconded by Fenton, passed.

Election of Treasurer

A motion to appoint Dennis Shepard as Treasurer, made by Fenton, seconded by Muyumba, passed.

Renewal of Treasurer's Official Bond

A motion to approve the renewal of the Treasurer's bond for Dennis Shepard, made by Muyumba, seconded by Young, passed.

Presentation of 2024 Library Budget and Permission to Advertise

A motion giving permission to advertise the 2024 Library Budget, made by Fenton, seconded by Young, passed. (Copy of the Notice to Taxpayers, Budget Form 1 and 2 attached to official minutes.)

Resolution on Safe Deposit Box

A motion to approve the Resolution on Safe Deposit Box, made by Muyumba, seconded by Fenton, passed. (Copy of Resolution on Safe Deposit Box attached to official minutes.)

Resolutions on Depository Signatures

A motion to approve the Resolution on Depository Signatures for First Financial Bank and The Hometown Savings Bank made by Young, seconded by Muyumba, passed. (Copy of Resolutions on Depository Signatures attached to official minutes.)

Commitment to Join Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2024, through June 30, 2025

A motion to commit to joining the Consortium, made by Muyumba, seconded by Young, passed.

2023 – 2024 Health Insurance Contract Renewal

Due to prohibitively higher premium costs should VCPL remain with Anthem, Library Administration sought multiple proposals for alternatives and recommends medical plans, including a PPO and HDHP, from UHC – United Healthcare and vision plans from Guardian (the existing VCPL dental provider).

A motion to approve the 2023 – 2024 premium sharing rates as presented for medical plans with UHC and vision and dental plans with Guardian, made by Fenton, seconded by Young, passed.

SUGGESTIONS FROM THE BOARD, STAFF, OR PUBLIC FOR ACTION OR STUDY - None.

NEXT MEETING

Special Board Meeting, Public Hearing on 2024 Library Budget, September 5, 2023, at 5:30 p.m., Main Library.

Regular Meeting, September 18, 2023, at 5:30 p.m. at Main Library.

ADJOURNMENT

A motion to adjourn the meeting made by Fenton, seconded by Young, passed. The meeting was adjourned at 6:18 p.m.

Terry W. Jones, President

James M. Young, Vice President

Christi A. Fenton, Secretary

Valentine K. Muyumba, Board Member

Stacy D. Killion, Board Member

Brian L. Cain, Board Member

VACANT

At the Special Meeting of the Vigo County Public Library Board at the Vigo County Public Library, 680 Poplar Street, at 5:30 p.m. on the 5th day of September 2023, the following persons were present:

Library Board Members Present: Terry W. Jones, President; James M. Young, Vice President; Christi A Fenton, Secretary; Valentine K. Muyumba, and Stacy D. Killion, and George L. Heubel.

Library Board Members Absent: Brian L. Cain.

Library Staff Present: Kristi Howe; Dennis Shepard; Amy Gibson; Brandy Bridgewater, Rob Fox, and Shaleena Barker.

Others: None.

PUBLIC INPUT ON ACTION ITEMS

No public input.

PUBLIC HEARING ON 2024 LIBRARY OPERATING BUDGET

Mr. Jones opened the public hearing for discussion of the 2024 Library Budget. There were no questions or comments from Board members or public. Mr. Jones declared the public hearing closed.

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

There were no suggestions.

NEXT MEETING

Regular Meeting, Monday, September 18, 2023, 5:30 p.m., Main Library. (Adoption of 2024 Library Budget).

ADJOURNMENT

A motion to adjourn the meeting made by Fenton, seconded by Young, passed. The meeting was adjourned at 5:32 p.m.

Terry W. Jones, President

James M. Young, Vice President

Christi A Fenton, Secretary

Valentine K. Muyumba, Board Member

ABSENT

Stacy D. Killion, Board Member

Brian L. Cain, Board Member

George L. Heubel, Board Member

Cash Statement
 Vigo County Public Library
 August 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	6,377,715.69 6,386,598.53	145,929.89 5,163,513.19	659,873.91 5,686,340.05	5,863,771.67	(513,944.02) (522,826.86)
Cash Gift Fund 200-00-1010	54,891.31 50,396.42	3,133.65 36,716.58	1,272.23 30,360.27	56,752.73	1,861.42 6,356.31
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	(404.69) (11,997.55)	0.00 21,883.13	1,057.81 11,348.08	(1,462.50)	(1,057.81) 10,535.05
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	373.30 1,352.89	72,692.46 631,240.56	73,096.92 632,624.61	(31.16)	(404.46) (1,384.05)

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
27341	PROVIDENCE FOOD PANTRY	100	Check	150.00	56804	HUNGER BUST FUN RUN SPONSORSHII
27335	BP IMAGING SOLUTIONS	100	Check	2,547.00	56805	VIEWSCAN MAINTENANCE RENEWAL
26068	COMMON GROUND YOGA	100	Check	420.00	56806	YOGA CLASSES ON VCPL LAWN
*27336	HISTORIC MAP WORKS ONLINE	100	Check	1,066.00	56807	DATABASE RENEWAL
27412	TONEY, KRIS	100	Check	21.38	56808	REIMBURSEMENT FOR PROGRAM SUPP
					Total Count:	5
					Total Amount:	4,204.38
27315	ADP INC - AUTOPAY II	100	ACH	796.45	8639	PAYROLL SERVICES
*27182	ADP SCREENING & SELECTION	100	ACH	204.58	8640	BACKGROUND SCREENINGS
27307	AMAZON.COM LLC	100	ACH	188.96	8641	RUBIKS CUBES FOR FAMILY LEARNING
27308	AMAZON.COM LLC	100	ACH	6.99	8642	CALENDAR FOR YS MANAGER
27309	AMAZON.COM LLC	100	ACH	12.92	8643	CIRC PRINT MATERIAL
27310	AMAZON.COM LLC	100	ACH	229.96	8644	DVD/VIDEO MATERIAL
27313	AMAZON.COM LLC	100	ACH	318.85	8645	VIDEO GAMES
27314	AMAZON.COM LLC	100	ACH	44.03	8646	CIRC PRINT MATERIAL
27326	AMAZON.COM LLC	100	ACH	48.97	8647	CIRC PRINT MATERIAL
27331	AMAZON.COM LLC	100	ACH	16.95	8648	CIRC PRINT MATERIAL
27333	AMAZON.COM LLC	100	ACH	22.90	8649	VIDEO GAMES
27334	AMAZON.COM LLC	100	ACH	64.81	8650	DVD/VIDEO MATERIAL
27342	AMAZON.COM LLC	100	ACH	54.99	8651	VIDEO GAMES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
27343	AMAZON.COM LLC	100	ACH	76.36	8652	VIDEO GAMES
27350	AMAZON.COM LLC	100	ACH	12.87	8653	CIRC PRINT MATERIAL
27351	AMAZON.COM LLC	100	ACH	23.98	8654	CIRC PRINT MATERIAL
27352	AMAZON.COM LLC	100	ACH	48.99	8655	DVD/VIDEO MATERIAL
27353	AMAZON.COM LLC	100	ACH	15.49	8656	LAPTOP BAG FOR LUKE
27365	AMAZON.COM LLC	100	ACH	8.44	8657	CIRC PRINT MATERIAL
27373	AMAZON.COM LLC	100	ACH	317.61	8658	DVD/VIDEO MATERIAL
27374	AMAZON.COM LLC	100	ACH	73.19	8659	CIRC PRINT MATERIAL
27375	AMAZON.COM LLC	100	ACH	37.87	8660	CIRC PRINT MATERIAL
27390	AMAZON.COM LLC	100	ACH	8.99	8661	CIRC PRINT MATERIAL
27391	AMAZON.COM LLC	100	ACH	8.89	8662	CIRC PRINT MATERIAL
27392	AMAZON.COM LLC	100	ACH	10.59	8663	CIRC PRINT MATERIAL
27393	AMAZON.COM LLC	100	ACH	25.52	8664	LYSOL WIPES
27398	AMAZON.COM LLC	100	ACH	35.95	8665	CIRC PRINT MATERIAL
27399	AMAZON.COM LLC	100	ACH	14.99	8666	CIRC PRINT MATERIAL
27400	AMAZON.COM LLC	100	ACH	24.60	8667	CIRC PRINT MATERIAL
27318	BAKER & TAYLOR INC	100	ACH	3,425.21	8668	CIRC PRINT MAT, AUD REC BOOKS
27385	BAKER & TAYLOR INC	100	ACH	1,307.34	8669	CIRC PRINT MATERIAL
27397	DEMCO, INC	100	ACH	396.13	8670	MYLAR AND LAMINATE
27324	E-Z CLEAN INC	100	ACH	368.09	8671	CLEANING SUPPLIES
27325	E-Z CLEAN INC		ACH	23.37	8672	SUPPLIES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		100				
27389	E-Z CLEAN INC		ACH	861.63	8673	CLEANING SUPPLIES
		100				
*27317	EBSCO INFORMATION SERVICE		ACH	7.26	8675	NEWSPAPERS, REF MATERIAL SERIAL
		100				
27378	EPROMOS		ACH	917.50	8676	FLD DRAWSTRING BAGS
		200				
27357	EXPRESS SERVICES INC		ACH	1,074.08	8677	PART TIME STAFFING
		100				
27319	GALE/CENGAGE LEARNING		ACH	29.24	8678	CIRC PRINT MATERIAL
		100				
27384	GALE/CENGAGE LEARNING		ACH	443.83	8679	CIRC PRINT MATERIAL
		100				
*27379	INDIANA LIBRARY FEDERATION		ACH	144.00	8680	ANNUAL CONFERENCE REGISTRATION
		100				
*27380	INDIANA LIBRARY FEDERATION		ACH	180.00	8681	ANNUAL CONFERENCE REGISTRATION
		100				
*27381	INDIANA LIBRARY FEDERATION		ACH	144.00	8682	ANNUAL CONFERENCE REGISTRATION
		100				
*27382	INDIANA LIBRARY FEDERATION		ACH	144.00	8683	ANNUAL CONFERENCE REGISTRATION
		100				
*27383	INDIANA LIBRARY FEDERATION		ACH	180.00	8684	ANNUAL CONFERENCE REGISTRATION
		100				
*27395	INDIANA LIBRARY FEDERATION		ACH	70.00	8685	M.HOWES YOUTH SERVICES CONFERENCE
		100				
*27410	INDIANA LIBRARY FEDERATION		ACH	180.00	8686	ANNUAL CONFERENCE REGISTRATION
		100				
27320	MIDWEST TAPE		ACH	1,005.99	8687	DVD/VIDEO MATERIAL
		100				
27387	MIDWEST TAPE		ACH	2,476.93	8688	DVD/VIDEO MATERIAL
		100				
*27406	ORACLE ELEVATOR COMPANY		ACH	1,196.65	8689	ELEVATOR MAINTENANCE SEMI-ANNUAL
		100				
*27407	RICE*HOPE		ACH	3.00	8690	CONVENTION CENTER PARKING REIMBURSEMENT
		100				
27386	RICOH USA INC		ACH	1,458.78	8691	COPIER LEASE
		100				
*27311	SISK*CARRIE		ACH	1,500.00	8692	SUMMER 2023 TUITION REIMBURSEMENT
		100				
*27312	SISK*CARRIE		ACH	67.94	8693	SUMMER 2023 TEXTBOOK REIMBURSEMENT
		100				

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
27329	SMITH'S SMALL ENGINES	100	<i>ACH</i>	22.50	8694	PULL CORD REPAIR ON EDGER WEST E
						Total Count: 55 Total Amount: 20,383.16
27316	CENTER POINT LARGE PRINT	100	<i>E-pay</i>	330.18	10185	CIRC PRINT MATERIAL
27327	MACE FORD	100	<i>E-pay</i>	191.98	10186	LIFTGATE LATCH AND HANDLE
*27328	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	12.40	10187	LAUNDERING OF MAINTENANCE RAGS
*27332	MIDLAND PAPER COMPANY INC	100	<i>E-pay</i>	310.00	10188	SUPPLIES FOR LARGE FORMAT PRINTE
27347	OFFICE DEPOT	100	<i>E-pay</i>	41.27	10189	OFFICE SUPPLIES
*27348	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	28.21	10190	12 POINTS SEWAGE BILLING
*27349	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	28.21	10191	MAIN SEWAGE BILLING
*27354	REPUBLIC SERVICES OF WEST	100	<i>E-pay</i>	439.40	10192	MAIN TRASH SERVICE
*27355	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	28.21	10193	LAUNDERING OF MAINTENANCE RAGS
*27356	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	12.00	10194	LAUNDERING OF MAINTENANCE RAGS
*27359	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	1,044.90	10195	MAIN WATER SERVICE
*27360	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	327.10	10196	MAIN IRRIGATION SERVICE
27361	T-MOBILE USA, INC.	100	<i>E-pay</i>	200.90	10197	WEST HOTSPOT DATA
27362	T-MOBILE USA, INC.	100	<i>E-pay</i>	977.81	10198	MAIN HOTSPOT DATA
*27323	CAPITAL ONE	100	<i>E-pay</i>	123.09	10199	PROGRAM SUPPLIES
*27254	VISA CARD SERVICES	100 200	<i>E-pay</i>	3,789.62	10200	VARIOUS SUPPLIES, TRAVEL, REGISTR.
27370	VERIZON - WIRELESS	100	<i>E-pay</i>	136.68	10201	PHONE SERVICE

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
27371	JOINK LLC	100	E-pay	275.00	10202	MONTHLY CLOUD BACKUP
*27372	COURTESY CLEANING CENTEF	100	E-pay	30.54	10203	LAUNDERING OF MAIN TABLECLOTHS
*27376	TABCO PRINTING & PROMOTIC	100	E-pay	72.00	10204	NAME BADGES AND BUSINESS CARDS
*27377	TABCO PRINTING & PROMOTIC	100	E-pay	172.00	10205	NAME BADGES AND BUSINESS CARDS
27388	SHERWIN-WILLIAMS	100	E-pay	268.14	10206	DORIC WHITE PAINT WALL AND FRME F
*27394	COURTESY CLEANING CENTEF	100	E-pay	12.00	10207	LAUNDERING OF WEST TABLECLOTHS
27396	CINTAS CORPORATION	100	E-pay	36.39	10208	MAIN CABINET SERVICE
27193	SAM'S CLUB DIRECT	100	E-pay	56.76	10209	SNACKS FOR PROGRAMS
27405	OFFICE DEPOT	100	E-pay	131.75	10210	OFFICE SUPPLIES
27411	ENA	276	E-pay	983.59	10211	INTERNET SERVICE

Total Count: **27**
Total Amount: **10,060.13**

Grand Total Fund 100:	32,391.85
Grand Total Fund 200:	1,272.23
Grand Total Fund 201:	0.00
Grand Total Fund 203:	0.00
Grand Total Fund 276:	983.59
Grand Total Fund 300:	0.00
Grand Total Fund 400:	0.00
Grand Total Fund 800:	0.00

Grand Total Count:	87
Grand Total Amount:	34,647.67

Executive Director
Kristi Howe

VISA - AUGUST- MONTHLY TOTAL			PAY 08/31/2023	
DATE	PO#	VENDOR	DESCRIPTION	AMOUNT
KRISTI HOWE		XXXX XXXX XXXX 3729		
ADM TOTAL				0.00
DENNIS SHEPARD		XXXX XXXX XXXX 6317		
7/31/2023	231373	GOOGLE	GOOGLE WORKSPACE	156.00
8/1/2023	230974	FACEBOOK	SUMMER READING PROMO: JULY 1-JULY 15	200.00
7/29/2023	230501	MAILCHIMP	EMAIL MARKETING ANNUAL SUBSCRIPTION	100.00
8/9/2023	231419	AMERICAN LIBRARY ASSOCIATION STORE	BANNED BOOK WEEK PROMOTIONAL MATERIALS	93.60
8/11/2023	231434	ONLINE LABELS	LIBRARY CARD SIGN UP STICKERS	153.62
8/14/2023	231450	THE TERMINAL PUBLIC HOUSE	LUNCH FOR NEW EMPLOYEE ORIENTATIONS	89.42
8/1/2023	230965	GOOGLE	SUMMER READING YOUTUBE PROMO	198.75
8/8/2023	231309	FACEBOOK	FAMILY LEARNING DAY PROMOTION	75.00
8/21/2023	231309	FACEBOOK	FAMILY LEARNING DAY PROMOTION	6.72
8/21/2023	231309	FACEBOOK	FAMILY LEARNING DAY PROMOTION	2.76
8/19/2023	231309	FACEBOOK	FAMILY LEARNING DAY PROMOTION	75.00
DENNIS S TOTAL				1150.87
BRANDY BRIDGEWATER		XXXX XXXX XXXX 1093		
7/24/2023	231140	BANNERS.COM	MESH OUTDOOR BANNER FOR FRIENDS	114.72
7/27/2023	231324	PUBLIC LIBRARY ASSOCIATION	WEBINAR REGISTRATION	158.00
7/25/2023	231216	PROSERV BUSINESS PRODUCTS	ILL STICKER LABELS	457.64
8/2/2023	NA	AMERICAN AED	REFUND FOR CANCELLED ORDER S01149698	-186.00
8/2/2023	231374	AED SUPERSTORE	AED REPLACEMENT BATTERY	199.02
8/1/2023	230332	ICONIC DIGITAL MARKETING	ANNUAL WEBSITE MAINTENANCE PLAN	355.50
8/7/2023	231399	BEST BUY	SSD DRIVES FOR MAINT	59.97
8/8/2023	231398	DOLLAR TREE STORES	CLOCHE	29.99
8/9/2023	231321	MINECRAFT.NET	MINECRAFT GAMES	256.72
8/18/2023	231475	INDIANA STATE LIBRARY	REGISTRATION FOR DIFFERENCE IS YOU CONFERENCE	122.58
8/19/2023	231495	TECH SOUP	MONTHLY CLOUD SOLUTIONS LICENSE	240.00

8/21/2023	231472	AMERICAN LIBRARY ASSOCIATION	RDA TOOLKIT SUBSCRIPTION	210.79
BRANDY TOTAL				2018.93
HEATHER RAYL XXXX XXXX XXXX 6325				
7/27/2023			NEW EMPLOYEE ORIENTATION LUNCH	
	231354	SUBWAY		107.95
8/9/2023	231420	WALGREENS	TERRE HAUTE BOARD GAME	19.99
HEATHER TOTAL				127.94
VIGO CO PUBLIC LIBRARY XXXX XXXX XXXX 4648				
8/2/2023	231258	RURAL KING	SAND SUPPLIES	52.30
8/15/2023	231454	MENARDS	METAL STUDS AND PVC PIPE	396.94
8/16/2023	231466	WISEPIES PIZZA AND SUBS	NEW EMPLOYEE ORIENTATION LUNCH	42.64
VIGO TOTAL				491.88
GRAND TOTAL				3789.62

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*27529	INDIANA DEPARTMENT OF WOI	100	<i>Check</i>	1,085.00	56810	UNEMPLOYMENT COMPENSATION ACC
27509	TERRE HAUTE CPR	100	<i>Check</i>	1,360.00	56811	STAFF CPR/FIRST AID TRAINING
*27530	UNION HOSPITAL CENTER FOR	100	<i>Check</i>	50.00	56812	EMPLOYEE SCREENING
					Total Count:	3
					Total Amount:	2,495.00
27454	ADP INC - AUTOPAY II	100	<i>ACH</i>	769.65	8696	PAYROLL SERVICES
27413	AMAZON.COM LLC	100	<i>ACH</i>	25.48	8697	COSTUME WORKSHOP SUPPLIES
27414	AMAZON.COM LLC	100	<i>ACH</i>	9.99	8698	CIRC PRINT MATERIAL
27417	AMAZON.COM LLC	100	<i>ACH</i>	37.33	8699	CIRC PRINT MATERIAL
27418	AMAZON.COM LLC	100	<i>ACH</i>	17.99	8700	CIRC PRINT MATERIAL
27419	AMAZON.COM LLC	100	<i>ACH</i>	56.71	8701	ROSEBOX MUSIC FESTIVAL SUPPLIES
27420	AMAZON.COM LLC	100	<i>ACH</i>	12.99	8702	CIRC PRINT MATERIAL
27421	AMAZON.COM LLC	100	<i>ACH</i>	8.99	8703	CALENDAR FOR PR MANAGER
27422	AMAZON.COM LLC	200	<i>ACH</i>	61.87	8704	FRIENDS FACEPAINTING SUPPLIES FOR
27424	AMAZON.COM LLC	100	<i>ACH</i>	32.95	8705	#2 MAILERS
27429	AMAZON.COM LLC	100	<i>ACH</i>	53.48	8706	DVD/VIDEO MATERIAL
27430	AMAZON.COM LLC	100	<i>ACH</i>	29.95	8707	#6 MAILERS
27455	AMAZON.COM LLC	100	<i>ACH</i>	327.76	8708	DVD/VIDEO MATERIAL
27456	AMAZON.COM LLC	100	<i>ACH</i>	15.51	8709	CIRC PRINT MATERIAL
27457	AMAZON.COM LLC	100	<i>ACH</i>	215.91	8710	HOTSPOT CASES, LAMINATING TAGS, C

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
27458	AMAZON.COM LLC	100	ACH	19.99	8711	DVD/VIDEO MATERIAL
27459	AMAZON.COM LLC	100	ACH	133.31	8712	CIRC NON PRINT PHYSICAL MATERIALS
27460	AMAZON.COM LLC	100	ACH	38.89	8713	CLASSIFICATION FOLDERS FOR HR
27461	AMAZON.COM LLC	100	ACH	96.72	8714	PUBLIC USE HEADPHONES AND HOLE P
27462	AMAZON.COM LLC	100	ACH	14.89	8715	CIRC PRINT MATERIAL
27463	AMAZON.COM LLC	100	ACH	15.98	8716	ROCKS FOR MANDALA PROGRAM
27464	AMAZON.COM LLC	100	ACH	22.08	8717	CIRC PRINT MATERIAL
27465	AMAZON.COM LLC	100	ACH	15.95	8718	CIRC PRINT MATERIAL
27466	AMAZON.COM LLC	100	ACH	15.67	8719	CIRC PRINT MATERIAL
27467	AMAZON.COM LLC	100	ACH	20.28	8720	CIRC PRINT MATERIAL
27468	AMAZON.COM LLC	100	ACH	39.99	8721	DVD/VIDEO MATERIAL
27469	AMAZON.COM LLC	100	ACH	272.90	8722	PROGRAMMING SUPPLIES
27470	AMAZON.COM LLC	100	ACH	15.99	8723	CIRC PRINT MATERIAL
27471	AMAZON.COM LLC	100	ACH	52.13	8724	CIRC PRINT MATERIAL
27472	AMAZON.COM LLC	100	ACH	20.81	8725	CIRC PRINT MATERIAL
27473	AMAZON.COM LLC	100	ACH	21.10	8726	CIRC PRINT MATERIAL
27474	AMAZON.COM LLC	100	ACH	35.02	8727	PROG SUPPLIES FOR TEA FOR TEENS
27536	AMAZON.COM LLC	100	ACH	67.40	8728	SEPT BOOK CLUB BOOKS
27537	AMAZON.COM LLC	100	ACH	59.98	8729	DVD/VIDEO MATERIAL
27539	AMAZON.COM LLC	100	ACH	25.36	8730	USB DRIVES FOR WEST
27540	AMAZON.COM LLC	100	ACH	185.69	8731	MURDER MYSTERY DINNER DECOR

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
27541	AMAZON.COM LLC	100	ACH	139.13	8732	LAMINATING POUCHES AND RECEIPT P
27542	AMAZON.COM LLC	100	ACH	79.98	8733	VIDEO GAMES
27543	AMAZON.COM LLC	100	ACH	99.98	8734	VIDEO GAMES
27544	AMAZON.COM LLC	100	ACH	17.99	8735	CIRC PRINT MATERIAL
27545	AMAZON.COM LLC	100	ACH	9.99	8736	CIRC PRINT MATERIAL
27546	AMAZON.COM LLC	100	ACH	18.95	8737	CIRC PRINT MATERIAL
27552	AMAZON.COM LLC	100	ACH	321.58	8738	3D PRINTER FILAMENT
27553	AMAZON.COM LLC	100	ACH	32.66	8739	3D PRINTER FILAMENT
27558	B & H PHOTO ELECTRONICS	100	ACH	30.40	8740	ELECTRONICS SUPPLIES FOR PROGRA
27475	BAKER & TAYLOR INC	100 200	ACH	2,985.84	8741	CIRC PRINT MAT, AUD REC BOOKS
27476	BAKER & TAYLOR INC	100	ACH	4,529.26	8742	CIRC PRINT MATERIAL
27477	BOOK DEPOT	100 200	ACH	1,580.65	8743	HALLOWEEN BOOKS
*27478	CULLIGAN WATER CONDITIONI	100	ACH	36.50	8744	WEST COOLER RENTAL
*27479	CULLIGAN WATER CONDITIONI	100	ACH	11.00	8745	MAIN COOLER RENTAL
27480	E-Z CLEAN INC	100	ACH	89.82	8746	CLEANING SUPPLIES
27481	E-Z CLEAN INC	100	ACH	44.91	8747	GENERAL SUPPLIES
*27482	EBSCO INFORMATION SERVI	100	ACH	9,867.00	8748	NOVELIST ANNUAL SUBSCRIPTION
27423	EXPRESS SERVICES INC	100	ACH	934.34	8749	PART TIME STAFFING
27483	EXPRESS SERVICES INC	100	ACH	876.80	8750	PART TIME STAFFING
27555	EXPRESS SERVICES INC		ACH	701.44	8751	PART TIME STAFFING

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		100				
27484	GALE/CENGAGE LEARNING		ACH	406.34	8752	CIRC PRINT MATERIAL
		100				
*27486	INDIANA LIBRARY FEDERATION		ACH	245.00	8754	ANNUAL CONFERENCE REGISTRATION
		100				
27432	KIRBY RISK CORPORATION		ACH	40.50	8755	OUTDOOR RECEPTACLE COVER
		100				
27487	MANHATTAN SHORT INC.		ACH	600.00	8756	MANHATTAN SHORT FILM FESTIVAL
		100				
27488	MIDWEST TAPE		ACH	8,458.21	8757	HOOPLA AUGUST INVOICE
		100				
27489	MIDWEST TAPE		ACH	1,806.96	8758	DVD/VIDEO MATERIAL
		100				
27547	NEW AVENUES		ACH	166.24	8759	ALA CARTE ADMIN FEE
		100				
27548	NEW AVENUES		ACH	90.00	8760	CLINICAL HOURS
		100				
27490	PAYPAL INC		ACH	19.95	8761	MONTHLY PAYFLOW LINK
		100				
27491	PITNEY BOWES		ACH	97.80	8762	POSTAGE LEASE
		100				
*27532	SNYDER*LOLA		ACH	1,492.50	8763	MOVING EXPENSE REIMBURSEMENT
		100				
*27533	SNYDER*LOLA		ACH	131.32	8764	MILEAGE REIMBURSEMENT
		100				
27364	STAPLES BUSINESS CREDIT		ACH	399.98	8765	MESH OFFICE CHAIRS FOR LENDING
		100				
*27493	UNIQUE MANAGEMENT SERVIC		ACH	484.10	8766	PLACEMENTS
		100				
*27494	UNIQUE MANAGEMENT SERVIC		ACH	863.81	8767	NOTICES
		100				
*27415	WADSWORTH*ASHLEY		ACH	16.66	8768	MILEAGE REIMBURSEMENT
		100				
27495	WAGeworks, INC.		ACH	168.82	8769	COBRA MONTHLY FEE
		100				
27431	WEAS ENGINEERING INC		ACH	491.72	8770	WATER TREATMENT MANAGEMENT
		100				

Total Count: 74
Total Amount: 41,254.82

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*27425	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	15.19	10212	LAUNDERING OF MAINTENANCE RAGS
27428	CARRIER CORPORATION	100	<i>E-pay</i>	1,259.25	10213	FLOW SWITCH
*27450	TOWN OF WTH WATER & SEWE	100	<i>E-pay</i>	75.28	10230	WEST WATER SERVICE
*27451	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	58.26	10231	PRIVATE FIRE SERVICE
27452	WEX BANK	100	<i>E-pay</i>	189.63	10232	FUEL
27453	OVERDRIVE	100	<i>E-pay</i>	9,000.00	10233	SEPT MONTHLY CONTENT DEPOSIT
27496	ACTION PEST CONTROL, INC	100	<i>E-pay</i>	165.00	10234	PEST CONTROL MONTHLY
27497	CENTER POINT LARGE PRINT	100	<i>E-pay</i>	48.54	10235	CIRC PRINT MATERIAL
*27498	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	21.92	10236	LAUNDERING OF MAINTENANCE RAGS
27499	ENA	100	<i>E-pay</i>	659.20	10237	VOICE SERVICE
*27500	HANOVER INSURANCE GROUP	100	<i>E-pay</i>	12,575.75	10238	COMMERCIAL INSURANCE POLICY
27501	HOBBY LOBBY	100	<i>E-pay</i>	23.92	10239	PROGRAMMING SUPPLIES
*27258	LOWE'S COMMERCIAL SERVICI	100	<i>E-pay</i>	69.88	10240	MAINTENANCE SUPPLIES
*27504	MIDLAND PAPER COMPANY INC	100	<i>E-pay</i>	295.00	10241	SUPPLIES FOR LARGE FORMAT PRINTE
27505	OFFICE DEPOT	100	<i>E-pay</i>	1,207.83	10242	OFFICE SUPPLIES
27510	THE TRASH MAN	100	<i>E-pay</i>	135.00	10243	WEST TRASH SERVICE
27527	ACTION PEST CONTROL, INC	100	<i>E-pay</i>	80.00	10244	WEST MONTHLY PEST CONTROL
27531	FRONTIER	100	<i>E-pay</i>	69.18	10245	WEST PHONE SERVICE
27534	OFFICE DEPOT	100	<i>E-pay</i>	186.73	10246	OFFICE SUPPLIES
27535	CENTERPOINT ENERGY	100	<i>E-pay</i>	22.21	10247	WEST GAS SERVICE
*27550	COURTESY CLEANING CENTEF		<i>E-pay</i>	44.18	10248	LAUNDERING OF MAINTENANCE RAGS

<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>
*27551	YOUR AUTOMATIC DOOR COM	100	<i>E-pay</i>	278.00	10249	SOUTH ADA DOOR REPAIR
27554	OVERDRIVE	100	<i>E-pay</i>	5,000.00	10250	CONTENT CREDIT DEPOSIT
*27556	DUKE ENERGY *	100	<i>E-pay</i>	777.16	10251	WEST ELECTRIC SERVICE
*27557	DUKE ENERGY *	100	<i>E-pay</i>	14,093.06	10252	MAIN ELECTRIC SERVICE
27559	MACE FORD	100	<i>E-pay</i>	84.99	10253	LIFTGATE LATCH RELEASE

Total Count: 26
Total Amount: 46,435.16

<i>Grand Total Fund 100:</i>	88,369.50
<i>Grand Total Fund 200:</i>	1,815.48
<i>Grand Total Fund 201:</i>	0.00
<i>Grand Total Fund 203:</i>	0.00
<i>Grand Total Fund 276:</i>	0.00
<i>Grand Total Fund 300:</i>	0.00
<i>Grand Total Fund 400:</i>	0.00
<i>Grand Total Fund 800:</i>	0.00

Grand Total Count:	103
Grand Total Amount:	90,184.98

Executive Director
Kristi Howe

Payroll Payable
Voucher Register

Vigo County Public Library
For Period August -2023

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
8/4	Pay#16	Gross Payroll	\$ 134,743.39	\$ 134,743.39	ACH	
8/4	Pay#16	FICA	\$ 9,818.16	\$ 9,818.16	ACH	
8/4	Pay#16	PERF	\$ 17,562.78	\$ 17,562.78	ACH	
8/18	Pay#17	Gross Payroll	\$ 136,777.70	\$ 136,777.70	ACH	
8/18	Pay#17	FICA	\$ 9,955.65	\$ 9,955.65	ACH	
8/18	Pay#17	PERF	\$ 17,621.88	\$ 17,621.88	ACH	
8/18	Pay#17	Anthem	\$ 84,266.94	\$ 84,266.94	ACH	
8/18	Pay#17	Guardian	\$ 6,492.01	\$ 6,492.01	ACH	
		Gross Payroll	\$ -	\$ -	ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

Total library cost			\$ 417,238.51			
August	Pays 16 & 17	Nationwide	\$ 1,526.80	\$ 1,526.80	ACH	Staff withholding
August	Pays 16 & 17	Garnishments	\$ -	\$ -	ACH	Staff withholding
August	Pays 16 & 17	Garnishment Reimbur	\$ -	\$ -	ACH	Staff withholding
August	Pays 16 & 17	AFLAC	\$ 773.04	\$ 773.04	ACH	Staff withholding
August	Pays 16 & 17	United Way	\$ 402.00	\$ 402.00	ACH	Staff withholding
August	Pays 16 & 17	Anthem	\$ 10,018.16	\$ 10,018.16	ACH	Staff withholding
August	Pays 16 & 17	HSA adj.		\$ -	ACH	Staff withholding
August	Pays 16 & 17	Guardian	\$ 831.74	\$ 831.74	ACH	Staff withholding
August	Pays 16 & 17	Boston Mutual	\$ 678.72	\$ 678.72	ACH	Staff withholding
August	Pays 16 & 17	Fed Tax	\$ 20,085.04	\$ 20,085.04	ACH	Staff withholding
August	Pays 16 & 17	State Tax	\$ 8,337.13	\$ 8,337.13	ACH	Staff withholding
August	Pays 16 & 17	Local Tax	\$ 5,058.50	\$ 5,058.50	ACH	Staff withholding
August	Pays 16 & 17	FICA	\$ 19,773.77	\$ 19,773.77	ACH	Staff withholding
August	Pays 16 & 17	Vol. PERF	\$ 5,207.56	\$ 5,207.56	ACH	Staff withholding
Staff Cost			\$ 72,692.46	\$ 72,692.46		

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.

September 18, 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 \$ 417,238.51

Dated this 18th day of September 2023 .

Terry W. Jones, Board President

James M. Young, Board Vice President

Christi A. Fenton, Board Secretary

Valentine K. Muyumba, Board Member

Brian L. Cain, Board Member

Stacy D. Killion, Board Member

George L. Heubel, 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>
*27344	EARL RODGERS & ASSOCIATE:	100	<i>ACH</i>	26,822.33	8674	BATHROOM RENOVATIONS AT MAIN

Total Count: **1**
Total Amount: **26,822.33**

<i>Grand Total Fund 100:</i>	26,822.33
<i>Grand Total Fund 200:</i>	0.00
<i>Grand Total Fund 800:</i>	0.00
<i>Grand Total Fund 400:</i>	0.00
<i>Grand Total Fund 203:</i>	0.00
<i>Grand Total Fund 276:</i>	0.00
<i>Grand Total Fund 201:</i>	0.00
<i>Grand Total Fund 300:</i>	0.00

Grand Total Count:	1
Grand Total Amount:	26,822.33

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>
27485	HOLDER DESIGN, INC	100	ACH	3,000.00	8753	ADDTNL CHARGES 12 POINTS DESIGN

Total Count: 1
Total Amount: 3,000.00

<i>Grand Total Fund 100:</i>	3000.00
<i>Grand Total Fund 200:</i>	0.00
<i>Grand Total Fund 800:</i>	0.00
<i>Grand Total Fund 400:</i>	0.00
<i>Grand Total Fund 203:</i>	0.00
<i>Grand Total Fund 276:</i>	0.00
<i>Grand Total Fund 201:</i>	0.00
<i>Grand Total Fund 300:</i>	0.00

Grand Total Count:	1
Grand Total Amount:	3,000.00

Executive Director
Kristi Howe

August 31, 2023

Gift Fund Balances

2023

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 1,187.58	Unrestricted Use	Admin.
64-SPC	\$ 5,591.58	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	\$ 7,114.46	Unrestricted Use	Admin.
70- West Emily's Garden	\$ 173.36	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,456.33	Support of West Branch	Admin.
72-Friends	\$ 5,131.97	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.
95-12 Points	\$ 435.00	Support of 12 Points	Admin.
96-Fundraiser	\$ 770.44	Buy a Book	Admin.
TOTAL	\$ 56,752.73		

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD SEPTEMBER 18, 2023

ADULT SERVICES

JOB SEEKERS

Adult Services Librarians Bonnie McNair and Melinda Belles created *The Modern Job Search* program, and Adult Services Manager Jeanette Bouchie presented it to CODA and Oxford House residents. A total of 32 job seekers attended these programs.

LIBRARY TOUR



On August 10, Dr. Park, professor at ISU Bayh School of Education, brought 17 students for a tour of the Vigo County Public Library.

One student from South Korea commented, "I can't believe this! Our libraries only have books!" All 17 ISU students obtained library cards.

FEEDBACK

A group of Cobblestone residents visited VCPL in August and their activity coordinator sought out staff to pass along appreciation for Adult Services Librarians Melinda Belles and Hayley Hart.

Melinda and Haley visit Cobblestone and other senior communities with their *Reflections* program. The visitors credited them with stoking their desire for library cards and indicated that the primary reason the group made the trek to the Library was because of how well Melinda and Hayley promoted VCPL.

COMMUNICATIONS

FAMILY LEARNING DAY PROMOTIONAL MATERIALS



The Family Learning Day marketing blitz officially began in late July as hundreds of postcards were distributed throughout the community via the Library outreach efforts, including the Vigo County School Corporation Open Houses in early August. This year's promotion features a photograph of two smiling participants who attended the 2022 Family Learning Day. Their proud mom, Sandrise Bady, was quick to tag the Library and post the image on social media.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD SEPTEMBER 18, 2023

SOCIAL MEDIA ENGAGEMENT INCREASES

VCPL Facebook posts saw engagement rates go up 4% over August 2022. The August 2023 post with the most reactions featured VCPL staff welcoming students at Back-to-School Open Houses by distributing new books!

LOCAL HISTORY DOMINATES FACEBOOK ENGAGEMENT

Local history is always well-received among the Library's Facebook audience and August's posts were no exception! In early August, a post about Terre Haute native Tommy "The Bionic Man" John was created at the prompting of Special Collections Manager David Kite, who notified the PR team that John was being honored at a Terre Haute REX Baseball game.

The Special Collections Department and PR combined efforts again to reply to the popular local blog *Haute Happenings* with historic photographs of Deming Park Zoo.

Social media followers enjoyed seeing images from a Special Collections Department's display that featured the board game *All About Terre Haute* and was designed in response to the release and popularity of *Terre Haute-opoly*.

PROGRAMS AND EVENTS

AUGUST OUTREACH EVENTS

Targeted outreach continues as VCPL staff works to connect with community members who might be unaware of Library services. Staff attended 7 outreach events and interacted with 993 future library customers!

VCPL VISITS VCSC OPEN HOUSES

VCPL staff attended all Vigo County School Corporation (VCSC) Open Houses distributing 2,589 books and interacting with 5,299 people. The majority of these open house events were concentrated within a three-day window, August 8 to August 10, with an additional four open houses held on later dates in August. To attend all



events, staff from myriad departments joined in, hosting tables at the schools, chatting with parents, and enthusiastically welcoming students by distributing new books! Staff heard repeatedly from community members about how impressed they were to see VCPL at their child's open house and how pleased they were to see that we were providing books to so many students in Vigo County.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD SEPTEMBER 18, 2023

WIC'S WORLD BREASTFEEDING WEEK CELEBRATION

On August 3, VCPL staff participated in the World Breastfeeding Week Celebration hosted at Deming Park by Western Indiana Community Action Agency and Indiana WIC. Staff provided information about Library services for parents and children while handing out brand-new water bottles and lunch boxes for those in attendance.

VCPL AT BACK-TO-SCHOOL EVENTS

The League of Terre Haute supplied children at the Terre Haute Boys and Girls Club summer camp with new outfits and backpacks for school on August 3. They invited the VCPL to attend and offer free books to the children. Staff provided 75 free books for the students to add to their home collections.

12 Points Revitalization held a back-to-school-themed First Friday on August 4. VCPL staff engaged with families and provided fun learning activities for them to take home such as puzzles, matching games, and STEM-building activities.

Terre Haute Farmers Market held a Back to School Bash on August 5. VCPL staff attended and passed out free books to those in attendance. Attendees expressed their love for the Library and there were many excited little ones ready to read their new book once they got home.

ARTVENTURE: WEAVING

On August 5, VCPL participated in *ARTventure*, an art adventure with the Community School of the Arts, Montessori Academy of Terre Haute, Swope Art Museum, White Violet Center for Eco-Justice, and Emily Bennett Studio. Participants had the opportunity to learn about different equipment and tools used in the process of spinning and weaving fiber. VCPL staff held an hourly story time where attentive children delighted in stories about a mischievous sheep who didn't follow the rules.



EXPERIENCE TERRE HAUTE SHOWCASE

On August 20, VCPL staff attended the *Experience Terre Haute Showcase* at ISU, designed for incoming freshman to learn about community organizations. Staff provided students with an opportunity to get a library card and information about the resources that VCPL could provide for them, with an emphasis on the digital services students could use from campus. Many students were excited to learn that they were eligible for VCPL Library Cards. They were even more excited to learn that VCPL offers Hoopla and Libby, and 37 students signed up for cards that day. In the week after the event, there was a surge in new users on both Libby and Hoopla that VCPL is attributing to the new students and their enthusiasm for the digital resources.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD SEPTEMBER 18, 2023

SPECIAL COLLECTIONS

WEST VIGO TIMES



The West Vigo Times ended its fourteen-year publication in August 2023. Editor Gary Strohm graciously donated bound copies to VCPL Archives in the Special Collections Department.

The West Vigo Times was an important contributor to the history of West Terre Haute, and the newspaper's donation to the Library will ensure its place in Vigo County's cultural heritage. The Special Collections Department thanks Gary Strohm for his trust that VCPL will safeguard this piece of history.

WEST BRANCH

A VISIT TO THE WILL CENTER

On Wednesday, August 9, West Branch Assistant Shelley Jackson and Adult Services Librarian Sharon McConnell visited the WILL Center to talk about library services. The WILL Center is a non-profit advocacy group that is run by and for people with disabilities. While there, Shelley and Sharon explained the process of obtaining a library card, the various programs and services offered by the library, and the types of materials that one can check out. The group enjoyed learning that the Library carries more than just books and were especially intrigued by the various kits available. They also praised the outreach program; one member said it was a literal lifesaver when she was homebound a few years ago and the librarians always did a great job selecting her materials. The meeting ended with one member expressing his admiration for the monthly newsletter and its readability, especially for people with low vision like himself.

YOUTH SERVICES

ANNUAL YOUTH SERVICES CONFERENCE

Youth Services Librarian Megan Howes and the Indiana Library Federation Youth Services Division committee have been hard at work for the past ten months planning the annual Youth Services Conference! Megan has led the team in organizing the venue, speakers, vendors, and sponsors for the event. On August 14, more than 150 Youth Services Librarians gathered at the Indianapolis Public Library for a day of professional development and networking. There were sessions on using puppets in storytime with young children, cooking programs, science programs for young children, and much more!

Indianapolis Illustrator Michele Wood, who has won a Newbery Medal Honor and a Coretta Scott King Illustrator Award for her work, was the keynote speaker, and she talked about what inspired her art and her work. Before the conference, attendees had the opportunity to visit the Kurt Vonnegut Museum in Indianapolis and network with colleagues. Attendees enjoyed exploring the venue and learning more at

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DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD SEPTEMBER 18, 2023

the sessions, and vendors mentioned that they loved having the opportunity to make connections with other professionals. Megan is looking forward to helping her team put together another conference next year!

PERSONNEL CHANGES

EMPLOYMENT

Binns, Kody L. - Hired for the full-time non-exempt position of Lending Services Delivery Clerk in the Lending Services Department effective September 15, 2023.

Raubuck, Jareb I. - Hired for the part-time non-exempt position of Lending Services Clerk in the Lending Services Department effective September 15, 2023.

CHANGE IN STATUS

Jennermann, Alexander B. - 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 September 4, 2023.

RETIREMENT

Brough, Terri L. - Retirement from the full-time non-exempt position of Technical Services Technician in the Technical Services Department effective September 1, 2023.

Respectfully submitted,

Kristi J. Howe

9/11/23 AG

	August-23	August-22		YTD 2023	YTD 2022	
Print Circulation	19,945	20,439	-2.4%	152,335	159,226	-4.3%
A/V Circulation	7,148	7,003	2.1%	52,248	54,367	-3.9%
Misc	290	234	23.9%	2,419	2,012	20.2%
Electronic Devices	68	58	17.2%	492	519	-5.2%
TOTAL	27,451	27,734	-1.0%	207,494	216,124	-4.0%

	August-23	August-22		YTD 2023	YTD 2022	
Overdrive						
E-book	7,064	6,284	12.4%	7,064	6,284	12.4%
E-audiobook	5,184	3,538	46.5%	5,184	3,538	46.5%
E-Magazines	367	261	40.6%	367	261	40.6%
E-Music	0	0	NULL	0	0	NULL
E-video	0	1	-100.0%	0	1	-100.0%
TOTAL	12,615	10,084	25.1%	12,615	10,084	25.1%

	August-23	August-22		YTD 2023	YTD 2022	
Hoopla						
E-audiobook	2,086	1,648	26.6%	2,086	1,648	26.6%
Bingepasses	35	8	337.5%	35	8	337.5%
E-Books	1,005	747	34.5%	1,005	747	34.5%
E-Comics	235	260	-9.6%	235	260	-9.6%
E-music	161	118	36.4%	161	118	36.4%
E-video movie	286	221	29.4%	286	221	29.4%
E-video TV	171	131	30.5%	171	131	30.5%
TOTAL	3,979	3,133	27.0%	3,979	3,133	27.0%

	August-23	August-22		YTD 2023	YTD 2022	
Reference [fact-finding]	2,354	3,904	-39.7%	20,219	26,673	-24.2%

MATERIALS ADDED TO COLLECTION

Purchased Items	August-23	YTD 2023
Book	1,280	8,580
Video	291	2,598
Video Game	43	286
Music CD	0	36
Audio Book	10	132
Misc	21	232
TOTAL	1,645	11,864

Donated Items	August-23	YTD 2023
Book	229	435
Video	0	0
Video Game	0	0
Music CD	0	0
Audio Book	0	0
Misc	0	0
TOTAL	229	435

New Items Ordered	August-23	YTD 2023
Book	726	8,601
Video	360	1,819
Video Game	49	300
Music CD	0	14
Audio Book	0	131
Misc	0	68
TOTAL	1,135	10,933

New Items Received	August-23	YTD 2023
Book	1,208	7,070
Video	348	1,687
Video Game	28	231
Music CD	0	13
Audio Book	8	135
Misc	1	62
TOTAL	1,593	9,198

TAKE & MAKE KITS DISTRIBUTED	August-23	August-22		YTD 2023	YTD 2022	
Early Literacy (ISL: 0-5 yrs)	0	45	-100.0%	0	344	-100.0%
Children (ISL: 6-11 yrs)	0	48	-100.0%	0	396	-100.0%
Teens (ISL: 12-18yrs)	0	30	-100.0%	0	249	-100.0%
Adults (ISL: 19 + yrs)	0	45	-100.0%	101	290	-65.2%
General (all ages)	0	0	NULL	239	0	NULL
TOTAL	0	168	-100.0%	340	1279	-73.4%

ON-SITE PROGRAMS	August-23	August-22		YTD 2023	YTD 2022	
Early Literacy programs/events/classes	15	4	275.0%	109	97	12.4%
Youth programs/events/classes	4	9	-55.6%	79	38	107.9%
Teen programs/events/classes	8	5	60.0%	71	35	102.9%
Adult programs/events/classes	15	8	87.5%	132	146	-9.6%
Family/general	13	0	NULL	128	84	52.4%
TOTAL	55	26	111.5%	519	400	29.8%

ON-SITE ATTENDANCE	August-23	August-22		YTD 2023	YTD 2022	
Early Literacy attendance	343	39	779.5%	1,737	1,160	49.7%
Youth attendance	55	222	-75.2%	1,373	1,271	8.0%
Teen attendance	32	17	88.2%	356	155	129.7%
Adult attendance	122	108	13.0%	2,566	1,888	35.9%
Family/general attendance	156	0	NULL	2,505	632	296.4%
TOTAL	708	386	83.4%	8,537	5,106	67.2%

OFF-SITE PROGRAMS	August-23	August-22		YTD 2023	YTD 2022	
Early Literacy attendance	0	0	NULL	0	0	NULL
Youth outreach	0	0	NULL	21	4	425.0%
Teen outreach	0	0	NULL	2	1	100.0%
Adult outreach	14	11	27.3%	90	36	150.0%
Family outreach	1	1	0.0%	7	5	40.0%
Participation in Community Events	36	3	1100.0%	57	8	612.5%
TOTAL	51	15	240.0%	177	54	227.8%

OFF-SITE ATTENDANCE	August-23	August-22		YTD 2023	YTD 2022	
Early Literacy attendance	0	0	NULL	0	0	NULL
Youth outreach attendance	0	0	NULL	303	210	44.3%
Teen outreach attendance	0	0	NULL	11	9	22.2%
Adult outreach attendance	241	142	69.7%	1,329	651	104.1%
Family outreach attendance	118	64	84.4%	684	940	-27.2%
Community Events Interactions	6,292	676	830.8%	10,320	1,126	816.5%
TOTAL	6,651	882	654.1%	12,647	2,936	330.8%

	August-23	August-22		YTD 2023	YTD 2022	
Web Site Hits	15,808	21,173	-25.3%	89,506	158,492	-43.5%
Mobile App Visits	61	490	-87.6%	672	4,544	-85.2%
Computer Users	4,220	4,304	-2.0%	30,570	28,233	8.3%
Subscription Databases	8,829	7,849	12.5%	66,476	67,084	-0.9%
ILL provided to other Libraries	307	201	52.7%	1,993	1,455	37.0%
ILL received from other Libraries	109	191	-42.9%	617	1,194	-48.3%

	August-23	August-22		YTD 2023	YTD 2022	
Adult materials deliveries	30	24	25.0%	192	206	-6.8%
Youth materials deliveries	15	14	7.1%	136	129	5.4%
TOTAL	45	38	18.4%	328	335	-2.1%

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)
 Approved by the State Board of Accounts, 2015
 Prescribed by the Department of Local Government Finance

Budget Form No. 4
 Generated 9/14/2023 3:57:07 PM

Ordinance / Resolution Number:

Be it ordained/resolved by the **Vigo County Public Library Board** that for the expenses of **VIGO COUNTY PUBLIC LIBRARY** for the year ending December 31, **2024** the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of **VIGO COUNTY PUBLIC LIBRARY**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the **Vigo County Public Library Board**.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
Vigo County Public Library Board	Library Board	09/18/2023

Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0101	GENERAL	\$10,364,495	\$8,106,779	0.2200
		\$10,364,495	\$8,106,779	0.2200

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)
 Approved by the State Board of Accounts, 2015
 Prescribed by the Department of Local Government Finance

Budget Form No. 4
 Generated 9/14/2023 3:57:07 PM

Name		Signature
Terry W. Jones	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Valentine K. Muyumba	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Stacy D. Killion	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
James M. Young	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Brian L. Cain	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
George L. Heubel	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Christi A. Fenton	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	

ATTEST

Name	Title	Signature
Christi A. Fenton	Secretary	

In accordance with IC 6-1.1-17-16(k), we state our intent to issue debt after December 1 and before January 1 Yes No

In accordance with IC 6-1.1-17-16(k), we state our intent to file a shortfall appeal after December 1 and before December 31 Yes No