

**REGULAR MEETING
VIGO COUNTY PUBLIC LIBRARY
680 Poplar Street
Terre Haute, IN 47807
Monday, February 19, 2024, 5:30 PM**

A G E N D A

1. **Call to Order and Roll Call of Members**
 - A. Welcome New Board Member Tiffany Cherry
2. **Public Input on Action Items**
3. **Consideration of Minutes of January 16, 2024, Regular Meeting**
4. **Consideration of Minutes of the January 16, 2024, Board of Finance 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**
 - A. 12 Points Collection Plans ~ Lauren Elyea
7. **Director's Report**
8. **Old Business**
9. **New Business**
 - A. State Board of Accounts 2023 Annual Report
 - B. Indiana State Library 2023 Annual Report
 - C. Resolution to Establish Non-Resident Fees
10. **Suggestions from the Staff, Board or Public for Action or Study**
11. **Next Regular Meeting:** Monday, March 18, 2024 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 West Branch, 125 North Church Street, West Terre Haute, at 5:30 p.m. on the 16th day of January 2024, the following persons were present:

Library Board Members Present: James M. Young, Vice President; Stacy D. Killion, Brian L. Cain, and George L. Heubel.

Library Board Members Absent: Terry W. Jones, President; Christi A. Fenton, Secretary.

Library Staff: Kristi Howe, Dennis Shepard, Amy Gibson, Brandy Bridgewater, Heather Rayl, Luke Gentry, Rob Fox, and Lauren Elyea.

Others: none.

PUBLIC INPUT ON ACTION ITEMS

None.

CONSIDERATION OF REGULAR MEETING MINUTES

A motion to approve the minutes as written for the December 18, 2023, Regular Meeting, made by Killion, seconded by Heubel, passed.

TREASURER'S REPORT

Monthly Cash Statement

Dennis Shepard presented the Cash Statement dated January 12, 2024 (copy attached to official minutes).

Claims and Payroll

Mr. Shepard presented the Month End Claims dated December 29, 2023, in the amount of \$113,553.84 (Library Operating, \$111,238.27; Gift Fund, \$470.78; Grants, \$1,844.79) Library Operating Claims dated January 16, 2024, in the amount of \$29,826.90 (Library Operating Fund, \$28,727.27; Gift Fund, \$31.30; Grants, \$1,003.33; PLAC, \$65.00). (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

Special Claims

Mr. Shepard presented a special claim dated December 29, 2023, for \$211,561.47 to Keymark Construction for change orders to the 12 Points project and payment for work completed.

Mr. Shepard presented a special claim dated December 29, 2023, for \$4,291.00 to the Treasurer of the State for the SBOA Audit Examination Fee.

Gift Fund Report

Mr. Shepard presented the Gift Fund report dated December 31, 2023, for \$70,043.77.

Approval of Treasurer's Report

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

REPORTS TO THE LIBRARY BOARD

West Branch ~ Luke Gentry

West Branch Librarian Luke Gentry provided an overview of events and programs available at the West Branch, and highlighted how staff are effectively addressing the needs of the community and continuing to build community partnerships.

DIRECTOR'S REPORT

Ms. Howe commented on her written report, and noted that the report includes a request to serve alcoholic beverages provided by a licensed caterer to those 21 and older during the afterhours event, *Shelved Under Murder: A Rare Books Mystery*, on January 26 from 7:00 – 9:00 p.m.

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

OLD BUSINESS

None.

NEW BUSINESS

- **Resolution to Pay Bills with Prior Approval**
- **Resolution to Encumber Funds**
- **Resolution to Transfer Appropriations within the Library Operating Fund with Prior Approval**
- **Resolution Authorizing Advance Payment Purchase Orders**
- **Resolution on Surplus Property**

A motion to approve the 5 Resolutions above, made by Heubel, seconded by Killion, passed. (A copy of each resolution is attached to the official minutes.)

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

None.

NEXT MEETING

Regular Meeting, Monday, February 19, 2024, at 5:30 p.m., Main Library.

ADJOURNMENT

Vice President James M. Young adjourned the meeting at 6:12 p.m.

ABSENT

Terry W. Jones, President

James M. Young, Vice President

ABSENT

Christi A. Fenton, Secretary

VACANT

VACANT, Board Member

Stacy D. Killion, Board Member

Brian L. Cain, Board Member

George L. Heubel, Board Member

AG 1/25/24

At the meeting of the Vigo County Public Library Board of Finance at the Vigo County Public Library West Branch, 125 North Church Street, West Terre Haute, at 6:13 p.m. on the 16th day of January 2024, the following persons were present:

Library Board Members Present: James M. Young, Vice President; Stacy D. Killion, Brian L. Cain, and George L. Heubel.

Library Board Members Absent: Terry W. Jones, President; Christi A. Fenton, Secretary.

Library Staff: Kristi Howe, Dennis Shepard, Amy Gibson, Brandy Bridgewater, Heather Rayl, Luke Gentry, Rob Fox, and Lauren Elyea.

Others: none.

ELECTION OF OFFICERS

A motion to designate James M. Young as President, Stacy Killion as Vice President, and Brian Cain as Secretary for the Board of Finance Officers, made by Killion, seconded by Heubel, motion passed.

INVESTMENT POLICY

The Investment Policy was presented for annual review, with no changes from the previous year.

A motion to approve the Investment Policy for the policy manual made by Cain, seconded by Heubel, motion passed. (Copy of Investment Policy attached to official minutes.)

INVESTMENT REPORT

Dennis Shepard presented the written report. Mr. Shepard verified that all staff who handle money and all Board of Trustee members are required to complete an Internal Control training and sign an acknowledgement form, which is kept on file and available for inspection.

A motion to accept the Investment Report made by Heubel, seconded by Cain, motion passed. (Copy of Investment Report attached to official minutes.)

RESOLUTION ON DEPOSITORY SIGNATURES

A motion to approve the Resolution on Depository Signatures for Old National Bank made by Killion, seconded by Heubel, motion passed. (Copy of Resolution on Depository Signatures attached to official minutes.)

NEXT MEETING

The next meeting of the Board of Finance will be January 21, 2025, at the West Branch Library, immediately following the regular Library Board meeting.

ADJOURNMENT

President James M. Young adjourned the meeting at 6:25 p.m.

James M. Young, President

Stacy D. Killion, Vice President

ABSENT

Brian L. Cain, Secretary

Terry W. Jones, Board Member

ABSENT

Christi A Fenton, Board Member

George L. Heubel, Board Member

VACANT

VACANT, Board Member

AG 1/25/24

Cash Statement
 Vigo County Public Library
 December 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	4,005,656.56 6,386,598.53	2,980,402.75 8,646,474.80	1,199,304.23 9,246,318.25	5,786,755.08	1,781,098.52 (599,843.45)
Cash Gift Fund 200-00-1010	51,925.33 50,396.42	19,619.21 70,258.40	1,500.77 50,611.05	70,043.77	18,118.44 19,647.35
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	(10,019.81) (11,997.55)	810.22 22,693.35	3,116.38 23,021.77	(12,325.97)	(2,306.16) (328.42)
Cash-WVCF Creating a Better To 277-00-1010	10,000.00 0.00	0.00 10,000.00	0.00 0.00	10,000.00	0.00 10,000.00
Cash-UW Neighborhood Improve 278-00-1010	5,000.00 0.00	0.00 5,000.00	0.00 0.00	5,000.00	0.00 5,000.00
Cash-WVCF Impact Grant 279-00-1010	25,000.00 0.00	0.00 25,000.00	14,400.00 14,400.00	10,600.00	(14,400.00) 10,600.00
Cash Public Library Access Car 800-00-1010	0.00 65.00	65.00 195.00	0.00 195.00	65.00	65.00 0.00
Cash-Payroll Withholdings 803-00-1010	48.04 1,352.89	72,785.92 954,819.28	72,779.87 956,118.08	54.09	6.05 (1,298.80)

Cash Statement
 Vigo County Public Library
 January 2024

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	5,786,755.08 5,786,755.08	152,440.26 152,440.26	756,582.93 756,582.93	5,182,612.41	(604,142.67) (604,142.67)
Cash Gift Fund 200-00-1010	70,043.77 70,043.77	4,237.51 4,237.51	1,411.31 1,411.31	72,869.97	2,826.20 2,826.20
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	(12,325.97) (12,325.97)	0.00 0.00	1,003.33 1,003.33	(13,329.30)	(1,003.33) (1,003.33)
Cash-WVCF Creating a Better To 277-00-1010	10,000.00 10,000.00	0.00 0.00	0.00 0.00	10,000.00	0.00 0.00
Cash-UW Neighborhood Improve 278-00-1010	5,000.00 5,000.00	0.00 0.00	5,000.00 5,000.00	0.00	(5,000.00) (5,000.00)
Cash-WVCF Impact Grant 279-00-1010	10,600.00 10,600.00	0.00 0.00	0.00 0.00	10,600.00	0.00 0.00
Cash Public Library Access Car 800-00-1010	65.00 65.00	65.00 65.00	65.00 65.00	65.00	0.00 0.00
Cash-Payroll Withholdings 803-00-1010	54.09 54.09	74,905.93 74,905.93	74,313.37 74,313.37	646.65	592.56 592.56

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*28641	FEDERAL COFFEE AND FINE F	100	<i>Check</i>	200.00	56861	COFFEE PROGRAM
28661	SARATOGA RESTAURANT	200	<i>Check</i>	300.00	56862	BAR FOR SHELVED UNDER MURDER
28690	FREITAG-WEINHARDT INC	100	<i>Check</i>	643.39	56863	BEARING REPLACEMENT _COOLING TC
28727	PRAIRIE PRESS	100	<i>Check</i>	64.99	56864	NEWSPAPER
*28645	SOUTHWEST SOLUTIONS GRO	100	<i>Check</i>	2,951.46	56865	ART STORAGE RACKS
*28699	SPACE MANAGEMENT INSTALL	100	<i>Check</i>	500.00	56866	REPAIR TO MEETING ROOM WALL TRAC
					Total Count:	6
					Total Amount:	4,659.84
28634	ADP INC - AUTOPAY II	100	<i>ACH</i>	480.80	9317	PAYROLL SERVICES
28660	ADP INC - AUTOPAY II	100	<i>ACH</i>	769.65	9318	PAYROLL SERVICES
28630	ADTEC INC	100	<i>ACH</i>	575.00	9319	E-RATE CONSULTING FEE - CAT 2
28636	AMAZON.COM LLC	100	<i>ACH</i>	12.99	9320	CIRC PRINT MATERIAL
28637	AMAZON.COM LLC	100	<i>ACH</i>	30.00	9321	CIRC PRINT MATERIAL
28638	AMAZON.COM LLC	100	<i>ACH</i>	20.00	9322	CIRC PRINT MATERIAL
28655	AMAZON.COM LLC	100	<i>ACH</i>	29.50	9323	CIRC PRINT MATERIAL
28656	AMAZON.COM LLC	100	<i>ACH</i>	26.39	9324	MARS LANDING SURVIVAL KIT FOR DISI
28657	AMAZON.COM LLC	200	<i>ACH</i>	120.70	9325	PROPS FOR MURDER MYSTERY
28663	AMAZON.COM LLC	100	<i>ACH</i>	199.85	9326	FIRST AID SUPPLIES
28664	AMAZON.COM LLC	100	<i>ACH</i>	249.80	9327	DVD/VIDEO MATERIAL
28665	AMAZON.COM LLC	100	<i>ACH</i>	74.76	9328	COFFEE CUPS FOR HOSPITALITY TABLI

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
28666	AMAZON.COM LLC	100	ACH	32.95	9329	#2 BUBBLE MAILERS
28680	AMAZON.COM LLC	100	ACH	49.00	9330	CIRC PRINT MATERIAL
28681	AMAZON.COM LLC	100	ACH	29.97	9331	CIRC PRINT MATERIAL
28701	AMAZON.COM LLC	100	ACH	15.99	9332	CLIP-ON RING LIGHT
28702	AMAZON.COM LLC	100	ACH	5.00	9333	WHITE BOARD FOR PR- PRICE INC ON F
28710	AMAZON.COM LLC	100	ACH	70.87	9334	BATTERY HOLDER PARTS, EMERGENC'
28711	AMAZON.COM LLC	100	ACH	8.90	9335	FEBRUARY MAKER HOUR AMAZON SUF
28715	AMAZON.COM LLC	100	ACH	97.90	9336	CIRC PRINT MATERIAL
28716	AMAZON.COM LLC	100	ACH	17.04	9337	CIRC PRINT MATERIAL
28721	AMAZON.COM LLC	100	ACH	11.49	9338	SILVER PENS
28722	AMAZON.COM LLC	100	ACH	553.79	9339	PROGRAM SUPPLIES
28733	AMAZON.COM LLC	100	ACH	50.38	9340	HOT CHOCOLATE MIX FOR HOSPITALIT
28705	B & H PHOTO ELECTRONICS	100	ACH	126.75	9341	NEW TRIPOD FOR CAMERA
28646	BAKER & TAYLOR INC	100	ACH	1,393.98	9342	CIRC PRINT MATERIAL, AUD REC BOOK
28668	BAKER & TAYLOR INC	100	ACH	1,410.06	9343	CIRC PRINT MATERIAL, AUD REC BOOK
28712	BAKER & TAYLOR INC	100	ACH	695.00	9344	TS360 REVIEWS
28730	BAKER & TAYLOR INC	100	ACH	1,674.96	9345	CIRC PRINT MATERIAL, AUD REC BOOK
*28720	COX ZWERNER GAMBILL & SUL	100	ACH	280.00	9346	LEGAL SERVICES
28726	E-Z CLEAN INC	100	ACH	124.42	9347	CLEANING AND OTHER SUPPLIES
28642	GALE/CENGAGE LEARNING	100	ACH	3,996.75	9348	CHILTON PAYMENT NUMBER 2
28728	GALE/CENGAGE LEARNING	100	ACH	28.49	9349	CIRC PRINT MATERIAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*28669	INDIANA LIBRARY FEDERATION	100	ACH	80.00	9350	ALISON ILF MEMBERSHIP
*28695	INDIANA LIBRARY FEDERATION	100	ACH	100.00	9351	ILF RENEWAL FOR SEAN
*28739	INDIANA LIBRARY FEDERATION	100	ACH	80.00	9352	CAREY LABELLA MEMBERSHIP TO ILF
28644	MIDWEST TAPE	100	ACH	6,992.49	9354	HOOPLA DECEMBER INVOICE
28667	MIDWEST TAPE	100	ACH	56.22	9355	DVD/VIDEO MATERIAL
28729	MIDWEST TAPE	100	ACH	1,118.88	9356	DVD/VIDEO MATERIAL
28629	NEW AVENUES	100	ACH	166.24	9357	ALA CARTE ADMIN FEE
28672	OCLC INC	100	ACH	79,409.32	9358	CATALOGING/ILL ANNUAL INVOICE
*28628	ORACLE ELEVATOR COMPANY	100	ACH	30,600.00	9359	DOOR OPERATOR REPLACEMENT
*28671	PROQUEST INFO & LEARNING I	100	ACH	2,386.79	9360	DIGITAL SANBORN MAPS DATABASE RE
28682	RICOH USA INC	100	ACH	1,769.28	9361	COPIER LEASE
28745	RICOH USA INC	100	ACH	1,613.66	9362	COPIER LEASE
28746	RICOH USA INC	100	ACH	450.94	9363	COPIER LEASE
*28649	SISK*CARRIE	100	ACH	1,500.00	9364	WINTER 2023 TUITION REIMBURSEMEN
*28650	UNITED WAY OF WABASH VALL	100	ACH	500.00	9365	TABLE FOR ANNUAL MEETING
28627	ZOOBEAN	100	ACH	3,495.00	9366	BEANSTACK SUBSCRIPTION
Total Count:						49
Total Amount:						143,581.95
28631	ACTION PEST CONTROL, INC	100	E-pay	325.00	10549	K-9 SERVICE CALL
*28632	DUKE ENERGY *	100	E-pay	15,985.79	10550	MAIN ELECTRIC SERVICE
*28633	DUKE ENERGY *		E-pay	419.83	10551	WEST ELECTRIC SERVICE

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		100				
*28635	NORM'S MIRROR IMAGE GLAS	100	<i>E-pay</i>	462.08	10552	REPLACE WEST BRANCH WINDOW
		100				
*28640	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	31.96	10553	12 POINTS WATER SERVICE
		100				
*28651	DUKE ENERGY *	100	<i>E-pay</i>	1,230.95	10554	12 POINTS ELECTRIC SERVICE
		100				
*28658	NATIONAL BUSINESS FURNITU	100	<i>E-pay</i>	1,058.74	10555	FURNITURE FOR PROGRAMMING OFFIC
		100				
*28659	REPUBLIC SERVICES OF WEST	100	<i>E-pay</i>	417.52	10556	MAIN TRASH SERVICE
		100				
28678	ACTION PEST CONTROL, INC	100	<i>E-pay</i>	475.00	10557	K9 SERVICE CALL
		100				
28685	OFFICE DEPOT	100	<i>E-pay</i>	14.20	10558	OFFICE SUPPLIES
		100				
28686	OFFICE DEPOT	100	<i>E-pay</i>	13.98	10559	OFFICE SUPPLIES
		100				
28687	OFFICE DEPOT	100	<i>E-pay</i>	4.27	10560	OFFICE SUPPLIES
		100				
28688	OFFICE DEPOT	100	<i>E-pay</i>	665.74	10561	OFFICE SUPPLIES
		100				
28689	OVERDRIVE	100	<i>E-pay</i>	9,750.00	10562	JAN MONTHLY DEPOSIT
		100				
28691	CROWN ELECTRIC, INC	100	<i>E-pay</i>	1,580.50	10563	CIRCUIT FOR NEW PR COPIER
		100				
*28692	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	20.15	10564	LAUNDERING OF MAIN RAGS AND TABL
		100				
*28693	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	21.70	10565	LAUNDERING OF MAIN RAGS AND TABL
		100				
*28694	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	26.35	10566	LAUNDERING OF MAIN RAGS AND TABL
		100				
28700	ACTION PEST CONTROL, INC	100	<i>E-pay</i>	84.00	10567	WEST PEST CONTROL MONTHLY
		100				
28703	T-MOBILE USA, INC.	100	<i>E-pay</i>	152.87	10568	WEST HOTSPOT DATA
		100				
28704	T-MOBILE USA, INC.	100	<i>E-pay</i>	1,010.86	10569	MAIN HOTSPOT DATA
		100				
*28708	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	478.71	10570	MAIN SEWAGE BILLING
		100				
*28709	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	46.23	10571	12 POINTS SEWAGE BILLING 12
		100				

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*28713	COURTESY CLEANING CENTEF	100	E-pay	59.75	10572	LAUNDERING OF MAIN RAGS AND TABL
*28717	TABCO PRINTING & PROMOTIC	100	E-pay	247.50	10573	FACILITES ORDER
*28718	INDIANA AMERICAN WATER CC	100	E-pay	29.16	10574	MAIN IRRIGATION SERVICE
*28626	CAPITAL ONE	100	E-pay	28.97	10575	PROGRAM SUPPLIES
*28723	TABCO PRINTING & PROMOTIC	200	E-pay	461.73	10576	STAFF LOGO WEAR ORDER
28724	JOINK LLC	100	E-pay	275.00	10577	MONTHLY CLOUD BACKUP
*28725	COURTESY CLEANING CENTEF	100	E-pay	47.80	10578	LAUNDERING OF MAIN RAGS AND TABL
28731	CENTER POINT LARGE PRINT	100	E-pay	565.68	10579	CIRC PRINT MATERIAL
28732	INFOUSA MARKETING, INC	100	E-pay	740.00	10580	REF PRINT MATERIAL
28683	SAM'S CLUB DIRECT	100	E-pay	147.56	10581	PROGRAM SUPPLIES
*28735	COURTESY CLEANING CENTEF	100	E-pay	21.70	10582	LAUNDERING OF MAIN RAGS AND TABL
*28676	VISA CARD SERVICES	100 200	E-pay	3,427.63	10583	VARIOUS SUPPLIES, TRAVEL, REGISTR.
28738	VERIZON - WIRELESS	100	E-pay	175.31	10584	PHONE SERVICE

Total Count: **36**
Total Amount: **40,504.22**

Grand Total Fund 100:	187,366.00
Grand Total Fund 200:	1,380.01
Grand Total Fund 201:	0.00
Grand Total Fund 203:	0.00
Grand Total Fund 276:	0.00
Grand Total Fund 300:	0.00
Grand Total Fund 400:	0.00
Grand Total Fund 800:	0.00

Grand Total Count:	91
Grand Total Amount:	188,746.01

Executive Director
Kristi Howe

VISA - JANUARY- MONTHLY TOTAL			PAY 1/31/2024	
DATE	PO#	VENDOR	DESCRIPTION	AMOUNT
KRISTI HOWE		XXXX XXXX XXXX 3729		
12/27/2023	230146	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	22.58
1/18/2024	240154	INDIANA CHAMBER OF COMMERCE	LEGISLATIVE DIRECTORY APP	9.99
1/12/2024	240048	INDIANA LIBRARY FEDERATION	ANNUAL MEMBERSHIP DUES- K HOWE	120.00
ADM TOTAL				152.57
DENNIS SHEPARD		XXXX XXXX XXXX 6317		
12/31/2023	240045	GOOGLE	GOOGLE WORKSPACE	156.00
12/29/2023	230501	MAILCHIMP	EMAIL MARKETING ANNUAL SUBSCRIPTION	100.00
12/31/2023	232299	GOOGLE	GOOGLE AD FOR SHELVED UNDER MURDER MYSTERY	102.44
1/9/2024	240118	ONLINE LABELS	ONLINE LABELS ORDER FOR PR	24.34
DENNIS S TOTAL				382.78
BRANDY BRIDGEWATER		XXXX XXXX XXXX 1093		
1/9/2024	240047	INBIZ	NOTARY FEE- A CARSON	74.37
1/9/2024	240046	INBIZ	NOTARY BACKGROUND CHECK- A CARSON	15.70
12/21/2023	232314-R	AED SUPERSTORE	AED REPLACEMENT BATTERY	186.00
12/28/2023	232298-R	INBIZ	LGENTRY CONTINUING NOTARY ED	49.37
12/28/2023	232337	AMERICAN AED	AED REPLACEMENT BATTERIES	372.00
1/16/2024	240094	AMERICAN ASSOCIATION OF NOTARIES	NOTARY RECORD JOURNALS	31.85
1/17/2024	240089	INBIZ	NOTARY CONTINUING ED	49.37
1/22/2024	240134	IN DEPT OF HOMELAND SECURITY	BOILER PERMIT	27.68
1/18/2024	240107	ONLINE LABELS	STICKERS FOR COMMUNITY READ	239.64
1/1/2024	240121	ICONIC DIGITAL MARKETING	MONTHLY FEE	355.50
1/17/2024	240116	PURDUE EXTENSION	MASTER GARDENER'S REGISTRATION- J RAUBUCK	185.00
1/11/2024	240132	RAINBOW SYMPHONY	SOLAR GLASSES AND VIEWERS	620.00
1/19/2024	240117	TECH SOUP GLOBAL	MONTHLY CLOUD SOLUTIONS LICENSE	270.00
BRANDY TOTAL				2476.48
HEATHER RAYL		XXXX XXXX XXXX 6325		

1/11/2024	240100	WALGREENS	12 POINTS TIME CAPSULE SUPPLIES	23.61
1/11/2024	240101	HOBBY LOBBY	12 POINTS TIME CAPSULE SUPPLIES	36.18
HEATHER TOTAL				59.79
VIGO CO PUBLIC LIBRARY		XXXX XXXX XXXX 4648		
1/12/2024	240049	GFS MARKETPLACE	HOSPITALITY SUPPLIES	252.15
1/4/2024	232338	NAMECHEAP	VCPL DOMAIN NAMES	103.86
VIGO TOTAL				356.01
GRAND TOTAL				3427.63

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
28835	SQUARE DONUTS	200	Check	75.30	56867	CRACKERBARREL DONUTS
28647	TSS TRANSFORMATION	100	Check	250.00	56868	UNVEILING PURPOSE PROGRAM
28903	ARTS ILLIANA	100	Check	1,000.00	56869	SPONSORING INTENTIONALLY BLACK F
*28904	BIG JACK'S SMALL ENGINE PAF	100	Check	370.00	56870	SNOW PLOW CUTTING EDGES REPLAC
*28891	GANNETT HOLDINGS LLC OHIC	100	Check	107.88	56871	NEWSPAPERS
*28831	INDIANA ARCHIVES & RECORD	100	Check	175.00	56872	MIC/SERIALS
28797	JACOB-DIETZ, INC.	100	Check	360.00	56873	ANNUAL FIRE SPRINKLER INSPECTION
28887	MEDIBAG CO. INC.	100	Check	400.00	56874	VCPL FEATURED ON MEDIBAG
*28830	UNION HOSPITAL CENTER FOF	100	Check	50.00	56875	EMPLOYEE SCREENING
*28883	WABASH VALLEY LOCK & KEY I	100	Check	24.30	56876	WEST KEY AND RAINBIRD KEY COPIES
					Total Count:	10
					Total Amount:	2,812.48
28902	ADP INC - AUTOPAY II	100	ACH	477.40	9368	PAYROLL SERVICES
28843	ADP INC - AUTOPAY II	100	ACH	769.65	9369	PAYROLL SERVICES
28928	ADP INC - AUTOPAY II	100	ACH	710.70	9370	PAYROLL SERVICES
28759	AMAZON.COM LLC	100	ACH	39.94	9371	SPEED BUILD PROGRAM
28760	AMAZON.COM LLC	100	ACH	14.99	9372	PROGRAM SUPPLIES
28761	AMAZON.COM LLC	100	ACH	23.46	9373	CIRC PRINT MATERIAL
28762	AMAZON.COM LLC	100	ACH	346.98	9374	DVD/VIDEO MATERIAL
28763	AMAZON.COM LLC	100	ACH	112.40	9375	PROGRAM AND OFFICE SUPPLIES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
28795	AMAZON.COM LLC	100	ACH	248.97	9376	OFFICE CHAIR
28796	AMAZON.COM LLC	100	ACH	62.94	9377	COMM READ BARBIE ITEMS
28805	AMAZON.COM LLC	100	ACH	69.06	9378	DVD/VIDEO MATERIAL
28806	AMAZON.COM LLC	100	ACH	18.70	9379	CABLE FOR AV CART
28807	AMAZON.COM LLC	100 276	ACH	53.04	9380	IF/THEN GRANT SUPPLIES
28808	AMAZON.COM LLC	100	ACH	136.76	9381	OFFICE SUPPLIES
28809	AMAZON.COM LLC	100	ACH	32.10	9382	D AND AA BATTERIES
28844	AMAZON.COM LLC	100	ACH	10.99	9383	CIRC PRINT MATERIAL
28845	AMAZON.COM LLC	100	ACH	118.64	9384	CIRC PRINT MATERIAL
28846	AMAZON.COM LLC	100	ACH	27.48	9385	CIRC PRINT MATERIAL
28847	AMAZON.COM LLC	100	ACH	13.99	9386	CIRC PRINT MATERIAL
28848	AMAZON.COM LLC	100	ACH	16.39	9387	CIRC PRINT MATERIAL
28849	AMAZON.COM LLC	100	ACH	15.16	9388	CIRC PRINT MATERIAL
28855	AMAZON.COM LLC	100	ACH	277.98	9389	DVD/VIDEO MATERIAL
28856	AMAZON.COM LLC	100	ACH	24.99	9390	REF MATERIAL
28857	AMAZON.COM LLC	100	ACH	24.49	9391	CIRC PRINT MATERIAL
28869	AMAZON.COM LLC	100	ACH	253.82	9392	3D PRINTER FILAMENT
28870	AMAZON.COM LLC	200	ACH	260.34	9393	CR PROGRAM MATERIALS
28871	AMAZON.COM LLC	100	ACH	52.87	9394	KEY RINGS, FUSES, POINTER
28872	AMAZON.COM LLC	100	ACH	17.95	9395	REF MATERIAL
28876	AMAZON.COM LLC		ACH	18.69	9396	CIRC PRINT MATERIAL

<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>
		100				
28877	AMAZON.COM LLC		<i>ACH</i>	19.93	9397	CIRC PRINT MATERIAL
		100				
28878	AMAZON.COM LLC		<i>ACH</i>	19.22	9398	CIRC NON PRINT PHYSICAL MATERIALS
		100				
28894	AMAZON.COM LLC		<i>ACH</i>	79.87	9399	DVD/VIDEO MATERIAL
		100				
28895	AMAZON.COM LLC		<i>ACH</i>	68.48	9400	FILTERS,STEAMBONNETS,WK GLOVE, S
		100				
28896	AMAZON.COM LLC		<i>ACH</i>	26.11	9401	CR PROGRAM MATERIALS
		200				
28897	AMAZON.COM LLC		<i>ACH</i>	12.49	9402	CIRC PRINT MATERIAL
		100				
28898	AMAZON.COM LLC		<i>ACH</i>	14.39	9403	CIRC PRINT MATERIAL
		100				
28899	AMAZON.COM LLC		<i>ACH</i>	25.54	9404	CIRC PRINT MATERIAL
		100				
28900	AMAZON.COM LLC		<i>ACH</i>	143.80	9405	CIRC PRINT MATERIAL
		100				
28901	AMAZON.COM LLC		<i>ACH</i>	21.76	9406	CIRC PRINT MATERIAL
		100				
28905	AMAZON.COM LLC		<i>ACH</i>	14.32	9407	CIRC PRINT MATERIAL
		100				
28906	AMAZON.COM LLC		<i>ACH</i>	17.46	9408	CIRC PRINT MATERIAL
		100				
28907	AMAZON.COM LLC		<i>ACH</i>	12.99	9409	CIRC PRINT MATERIAL
		100				
28910	AMAZON.COM LLC		<i>ACH</i>	155.81	9410	DVD/VIDEO MATERIAL
		100				
28915	AMAZON.COM LLC		<i>ACH</i>	167.44	9411	ACRYLIC PAINT FOR PROGRAMMING
		100				
28916	AMAZON.COM LLC		<i>ACH</i>	59.99	9412	DVD/VIDEO MATERIAL
		100				
28917	AMAZON.COM LLC		<i>ACH</i>	28.99	9413	CIRC PRINT MATERIAL
		100				
28918	AMAZON.COM LLC		<i>ACH</i>	12.99	9414	CIRC PRINT MATERIAL
		100				
28919	AMAZON.COM LLC		<i>ACH</i>	12.52	9415	CIRC PRINT MATERIAL
		100				
28920	AMAZON.COM LLC		<i>ACH</i>	11.90	9416	CIRC PRINT MATERIAL
		100				

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
28925	AMAZON.COM LLC	100	ACH	17.99	9417	CONSTELLATION HOOP ART AMAZON
28926	AMAZON.COM LLC	100	ACH	7.95	9418	CIRC PRINT MATERIAL
28927	AMAZON.COM LLC	100	ACH	68.45	9419	#2 AND #4 BUBBLE MAILERS
28834	BAKER & TAYLOR INC	100	ACH	2,117.18	9420	CIRC PRINT MATERIAL
28892	BAKER & TAYLOR INC	100	ACH	2,888.57	9421	CIRC PRINT MATERIAL
*28810	CULLIGAN WATER CONDITIONI	100	ACH	36.50	9422	WEST COOLER RENTAL
28852	DEMCO, INC	100	ACH	3,864.54	9423	DEMCO TEEN DISPLAY
28752	E-Z CLEAN INC	100	ACH	74.11	9424	JANITORIAL SUPPLIES
28811	E-Z CLEAN INC	100	ACH	87.91	9425	SUPPLIES
28812	E-Z CLEAN INC	100	ACH	263.73	9426	CLEANING AND OTHER SUPPLIES
28813	E-Z CLEAN INC	100	ACH	1,286.20	9427	JANITORIAL SUPPLIES
28814	E-Z CLEAN INC	100	ACH	87.91	9428	SUPPLIES
28841	E-Z CLEAN INC	100	ACH	762.45	9429	BATTERY CHARGER FOR WALKBEHIND
28833	GALE/CENGAGE LEARNING	100	ACH	988.88	9430	CIRC PRINT MATERIAL
28890	GALE/CENGAGE LEARNING	100	ACH	76.47	9431	CIRC PRINT MATERIAL
28921	HANK METZGER LANDSCAPE	100	ACH	150.00	9432	IRRIGATION SERVICE
28815	HOWARD, CHELSEA	100	ACH	20.00	9433	REIMBURSEMENT FOR PARKING STATE
28816	HOWARD, CHELSEA	100	ACH	73.50	9434	MILEAGE REIMBURSEMENT
*28750	HOWE*KRISTI	100	ACH	75.46	9435	MILEAGE REIMBURSEMENT FOR STATE
*28751	HOWE*KRISTI		ACH	30.00	9436	REIMBURSEMENT FOR PARKING ILF ST

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		100				
*28792	INDIANA LIBRARY FEDERATION	100	<i>ACH</i>	4,718.33	9437	2024 LIBRARY MEMBERSHIP
28832	MIDWEST TAPE	100	<i>ACH</i>	2,092.70	9438	DVD/VIDEO MATERIAL
28866	MIDWEST TAPE	100	<i>ACH</i>	5,739.44	9439	HOOPLA JANUARY INVOICE
28886	NEW AVENUES	100	<i>ACH</i>	166.24	9440	ALA CARTE ADMIN FEE
28828	PAYPAL INC	100	<i>ACH</i>	19.95	9441	MONTHLY PAYFLOW LINK
28908	PITNEY BOWES	100	<i>ACH</i>	97.80	9442	POSTAGE LEASE
*28839	UNIQUE MANAGEMENT SERVIC	100	<i>ACH</i>	782.80	9443	PLACEMENTS
*28840	UNIQUE MANAGEMENT SERVIC	100	<i>ACH</i>	707.24	9444	NOTICES
28842	WAGeworks, INC.	100	<i>ACH</i>	168.82	9445	COBRA MONTHLY FEE
28800	WEAS ENGINEERING INC	100	<i>ACH</i>	491.72	9446	WATER TREATMENT MANAGEMENT
						Total Count: 79
						Total Amount: 33,139.71
28753	OFFICE DEPOT	100	<i>E-pay</i>	2.52	10585	OFFICE SUPPLIES
28754	OFFICE DEPOT	100	<i>E-pay</i>	21.80	10586	OFFICE SUPPLIES
28755	OFFICE DEPOT	100	<i>E-pay</i>	8.07	10587	OFFICE SUPPLIES
*28779	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	59.75	10603	LAUNDERING OF MAIN RAGS AND TABL
*28780	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	47.80	10604	LAUNDERING OF MAIN RAGS AND TABL
*28781	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	35.85	10605	LAUNDERING OF MAIN RAGS AND TABL
*28782	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	47.80	10606	LAUNDERING OF MAIN RAGS AND TABL
*28783	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	10.80	10607	LAUNDERING OF MAIN RAGS AND TABL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*28784	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	59.75	10608	LAUNDERING OF MAIN RAGS AND TABL
*28785	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	59.75	10609	LAUNDERING OF MAIN RAGS AND TABL
*28786	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	59.75	10610	LAUNDERING OF MAIN RAGS AND TABL
*28787	DICK MCCALISTER & SONS INC	100	<i>E-pay</i>	250.00	10611	MECHANICAL ROOM DRAIN AUGERED
*28788	B & S PLUMBING & HEATING IN	100	<i>E-pay</i>	299.81	10612	REPLACE BOILER RELIEF VALVE
*28789	B & S PLUMBING & HEATING IN	100	<i>E-pay</i>	102.31	10613	REPAIR PIPE IN CEILING
28798	FUN EXPRESS, LLC	200	<i>E-pay</i>	194.24	10616	CR SIGNS & DECOR
28801	ACTION PEST CONTROL, INC	100	<i>E-pay</i>	165.00	10618	MAIN MONTHLY PEST CONTROL
28804	WEX BANK	100	<i>E-pay</i>	142.01	10620	FUEL SERVICE
28817	ENA	276	<i>E-pay</i>	1,003.33	10621	INTERNET SERVICE
*28820	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	19.69	10622	LAUNDERING OF MAIN RAGS AND TABL
*28821	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	18.60	10623	LAUNDERING OF MAIN RAGS AND TABL
*28822	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	7.50	10624	LAUNDERING OF MAIN RAGS AND TABL
*28823	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	13.95	10625	LAUNDERING OF MAIN RAGS AND TABL
*28824	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	23.90	10626	LAUNDERING OF MAIN RAGS AND TABL
*28825	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	12.00	10627	LAUNDERING OF WEST TABLECLOTHS
*28826	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	58.26	10628	PRIVATE FIRE SERVICE
*28829	TOWN OF WTH WATER & SEWE	100	<i>E-pay</i>	74.57	10630	WEST WATER SERVICE
28838	CENTERPOINT ENERGY	100	<i>E-pay</i>	362.52	10631	WEST GAS SERVICE
*28850	TRIBUNE STAR PUBLISHING CC	100	<i>E-pay</i>	757.18	10632	STICKY NOTE PROGRAM
28851	OVERDRIVE	100	<i>E-pay</i>	9,750.00	10633	FEB MONTHLY DEPOSIT

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*28853	MIDLAND PAPER COMPANY INC	100	<i>E-pay</i>	346.12	10634	MATERIALS FOR LARGE FORMAT PRINT
*28854	MIDLAND PAPER COMPANY INC	100	<i>E-pay</i>	131.08	10635	MATERIALS FOR LARGE FORMAT PRINT
*28860	LOWE'S COMMERCIAL SERVICI	100	<i>E-pay</i>	1,493.93	10637	MAINTENANCE SUPPLIES
28707	BAESLERS MARKET	100 200	<i>E-pay</i>	294.36	10638	PROGRAM SUPPLIES
*28865	TABCO PRINTING & PROMOTIC	100	<i>E-pay</i>	168.00	10639	ALUMINUM SIGNS
*28867	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	513.67	10640	MAIN WATER SERVICE
28868	ENA	100	<i>E-pay</i>	638.32	10641	VOICE SERVICE
*28874	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	13.95	10642	LAUNDERING OF MAIN RAGS AND TABL
28875	CROWN ELECTRIC, INC	100	<i>E-pay</i>	4,025.00	10643	IR REPAIRS & RETEST
28893	FUN EXPRESS, LLC	100	<i>E-pay</i>	29.94	10644	MESSENGER BAGS
*28909	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	15.50	10645	LAUNDERING OF MAIN RAGS AND TABL
*28913	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	94.40	10646	LAUNDERING OF MAIN RAGS AND TABL
28914	OFFICE DEPOT	100	<i>E-pay</i>	32.60	10647	OFFICE SUPPLIES
*28922	DUKE ENERGY *	100	<i>E-pay</i>	16,045.24	10648	MAIN ELECTRIC SERVICE
*28923	DUKE ENERGY *	100	<i>E-pay</i>	411.40	10649	WEST ELECTRIC SERVICE
*28924	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	31.41	10650	12 POINTS WATER SERVICE
28929	OFFICE DEPOT	100	<i>E-pay</i>	292.25	10651	PAPER FOR PR

Total Count: **46**
Total Amount: **38,245.68**

<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>	72,536.87
<i>Grand Total Fund 200:</i>	612.96
<i>Grand Total Fund 201:</i>	0.00
<i>Grand Total Fund 203:</i>	0.00
<i>Grand Total Fund 276:</i>	1,048.04
<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:	135
Grand Total Amount:	74,197.87

Executive Director
Kristi Howe

**Payroll Payable
Voucher Register**

Vigo County Public Library

For Period January -2024

Page 1 of 2 Pages

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
1/5	Pay#1	Gross Payroll	\$ 141,447.27	\$ 141,447.27	ACH	
1/5	Pay#1	FICA	\$ 10,258.33	\$ 10,258.33	ACH	
1/5	Pay#1	PERF	\$ 18,704.18	\$ 18,704.18	ACH	
1/19	Pay#2	Gross Payroll	\$ 139,500.94	\$ 139,500.94	ACH	
1/19	Pay#2	FICA	\$ 10,085.97	\$ 10,085.97	ACH	
1/19	Pay#2	PERF	\$ 18,502.89	\$ 18,502.89	ACH	
1/19	Pay#2	UHC	\$ 71,892.98	\$ 71,892.98	ACH	
1/19	Pay#2	Guardian	\$ 6,476.20	\$ 6,476.20	ACH	
		Gross Payroll	\$ -	\$ -	ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

		Total library cost	\$ 416,868.76			
January	Pays 1 & 2	Nationwide	\$ 1,559.10	\$ 1,559.10	ACH	Staff withholding
January	Pays 1 & 2	Garnishments	\$ 561.00	\$ 561.00	ACH	Staff withholding
January	Pays 1 & 2	Garnishment Reim	\$ -	\$ -	ACH	Staff withholding
January	Pays 1 & 2	AFLAC	\$ 1,354.26	\$ 1,354.26	ACH	Staff withholding
January	Pays 1 & 2	United Way	\$ 427.00	\$ 427.00	ACH	Staff withholding
January	Pays 1 & 2	UHC	\$ 9,410.00	\$ 9,410.00	ACH	Staff withholding
January	Pays 1 & 2	HSA adj.		\$ -	ACH	Staff withholding
January	Pays 1 & 2	Guardian	\$ 1,410.66	\$ 1,410.66	ACH	Staff withholding
January	Pays 1 & 2	Boston Mutual	\$ 652.18	\$ 652.18	ACH	Staff withholding
January	Pays 1 & 2	Fed Tax	\$ 19,813.43	\$ 19,813.43	ACH	Staff withholding
January	Pays 1 & 2	State Tax	\$ 8,348.39	\$ 8,348.39	ACH	Staff withholding
January	Pays 1 & 2	Local Tax	\$ 5,277.86	\$ 5,277.86	ACH	Staff withholding
January	Pays 1 & 2	FICA	\$ 20,344.26	\$ 20,344.26	ACH	Staff withholding
January	Pays 1 & 2	Vol. PERF	\$ 5,747.79	\$ 5,747.79	ACH	Staff withholding
		Staff Cost	\$ 74,905.93	\$ 74,905.93		

**Payroll Payable
Voucher Register**

Vigo County Public Library

For Period January -2024

Page 1 of 2 Pages

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.

February 19, 2024

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 \$ 416,868.76

Dated this 19th day of February 2024 .

Terry W. Jones, Board President

James M. Young, Board Vice President

Christi A. Fenton, Board Secretary

Vacant

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>
28748	KEYMARK CONSTRUCTION	100	<i>ACH</i>	123,697.72	9353	12 POINTS REMODELING AND CHANGE

Total Count: **1**
Total Amount: **123,697.72**

<i>Grand Total Fund 100:</i>	118,697.72
<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 278:</i>	5000.00
<i>Grand Total Fund 201:</i>	0.00
<i>Grand Total Fund 300:</i>	0.00

Grand Total Count:	1
Grand Total Amount:	123,697.72

Executive Director
Kristi Howe

January 1, 2024

Gift Fund Balances

2024

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 817.93	Unrestricted Use	Admin.
64-SPC	\$ 5,808.58	Support of SPC	Admin.
65-Big Read	\$ 3,950.00	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	\$ 188.70	Support of Crackerbarrel	Admin.
69-Wright Foundation	\$ 8,066.70	Unrestricted Use	Admin.
70- West Emily's Garden	\$ -	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,187.14	Support of West Branch	Admin.
72-Friends	\$ 18,149.38	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	\$ 13.92	Childrens Literature	Admin.
81-Community Connections	\$ 216.95	Support of Community Connections	Admin.
83-Kiwanis Ys	\$ -	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	\$ 766.79	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	\$ 800.00	Support of 12 Points	Admin.
96-Fundraiser	\$ 770.44	Buy a Book	Admin.
TOTAL	\$ 72,869.97		

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD FEBRUARY 19, 2024

ADULT SERVICES

For those who are unable to travel due to medical or transportation issues, connecting to the world virtually is extremely important. Adult Services Librarian Sharon McConnell has been working with local senior communities to reduce barriers and enable residents to better access digital resources. She has introduced the Traveling Tech Station for that purpose and recently began collaborating with Providence Health Care to provide classes on Microsoft programs and Google applications. Feeling connected to others and the world around us is one of the most important factors in maintaining physical, mental, and emotional health and is of tremendous importance in improving quality of life.

Seeking employment isn't always easy, especially if you haven't had experiences or opportunities to learn about workplace professional standards and what is expected of a job candidate. To help meet this need in the community, Adult Services librarians have been conducting "Job Seekers" sessions at Recovery Café, a peer-recovery community for those battling addiction. Participants learned about communication etiquette and how to market themselves to prospective employers. Upcoming sessions will cover dressing for success and interviewing for a job.

ISU Professor Dr. Yong Joon Park frequently brings education students from abroad into the Vigo County Public Library to showcase resources available to the community. Most of the students are from Korea and have expressed astonishment at how different VCPL is from the libraries in their home country, which are strictly for reading. During their latest visit in January, students were especially interested in Haute Create, the Youth Services Department, and Special Collections.

The "Sweet Reads Book Club," conducted by the Adult Services Department, is helping meet two community needs – fostering a sense of connection and featuring and supporting local business. The discussion group meets monthly at Amosami Cheesecake Company located at 1283 Lafayette Avenue. Participants enjoy sharing their thoughts and perspectives about books of varying genres while seeing more of what Terre Haute has to offer in the way of businesses and entertainment. One attendee emailed the Adult Services department to express how much she enjoyed the book club and stated that she was looking forward to future meetings.

Adult Services Librarian Meghan Salinas has developed a program titled "DIY Sip & Share" that gives participants the opportunity to explore their creativity while enjoying a sense of community with their fellow artists and crafters. During the January session, numerous participants presented the scarves they crafted using looms from a previous program. They spoke of how much they appreciated being able to showcase their creations. One guest shared that she gifted handmade scarves to each family member for Christmas. Others have begun crafting blankets, further demonstrating the positive impact and lasting inspiration this program can achieve.

SPECIAL COLLECTIONS SHELVING UPGRADE

Special Collections houses many examples of framed photographs and artwork. This artwork has always been stored on plywood shelving without vertical supports, which has made it difficult to access individual artwork without frequently moving multiple pieces. In January, Special Collections was able to upgrade the shelving to specially designed art storage racks with steel rods to hold the artwork upright and

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD FEBRUARY 19, 2024

secure. This improves the ability of Special Collections staff to find and access artwork, as well as safely return it to its designated location.

The first picture to the right shows the original storage shelf and how artwork was stored in the past, while the second photo shows the new shelving with the artwork stored appropriately.



VCPL VISITS STATEHOUSE & TECH TEAM HIGHLIGHTS TECHNOLOGY

10 VCPL staff members visited the Indiana Statehouse during the Indiana Library Federation's Statehouse Day on January 23. In addition to meeting with legislators and sharing information about library services, members of the VCPL Tech Team highlighted some of the technology equipment offered to Vigo County residents.



State Legislators, as well as Statehouse employees, lobbyists, and citizen-visitors, were invited to try the Pancake Bot, take a virtual reality tour of the International Space Station, and snap photos in front of the green screen featuring Taylor Swift, the Indianapolis Colts team, or even Mario Andretti at the Indianapolis Motor Speedway. Attendees were astonished by the diverse technologies being offered to the community and expressed enthusiasm for how libraries are shifting in the age of technology.

YOUTH SERVICES



On Saturday, January 24, Youth Services hosted *Lego® Madness*, an event coordinated by Youth Services Assistant Matt Shattuck. 186 participants attended throughout the day and were treated to hands-on experiences with multiple types of *Lego®* building bricks, coloring pages, stamp art, and a *Lego®* bracelet craft. Many families were observed building together and creating amazing things.

For February, Youth Services Librarian Em Thomas created a Post Office. This dramatic play area includes postal vocabulary and job tags, dress-up accessories, packages, “letters” to mail in a large blue mailbox, and two mail trucks made from cardboard boxes to ensure the mail gets to the addressee on time. Dramatic play offers children the opportunity to stretch their imaginations as well as promote early literacy. The station provides opportunities for children to engage in several of the pillars of early literacy outlined in *Every Child Ready to Read* program.



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DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD FEBRUARY 19, 2024

PERSONNEL CHANGES

EMPLOYMENT

Dickison, Arianna C. - Hired for the full-time non-exempt position of Facilities Assistant in the Facilities Department effective January 30, 2024.

Mahdi, Kehkashan F. - Hired for the full-time non-exempt position of Lending Services and Backup Delivery Clerk in the Lending Services Department effective February 16, 2024.

Richey, Jamie M. - Hired for the full-time non-exempt position of Youth Services Assistant Librarian in the Youth Services Department effective February 16, 2024.

RESIGNATION

Phillips, Amanda E. - Resignation from the full-time non-exempt position of Youth Services Librarian in the Youth Services Department effective February 9, 2024.

Respectfully submitted,

Kristi J. Howe

2/12/24 AG

	January-24	January-23		YTD 2024	YTD 2023	
Print Circulation	18,003	18,660	-3.5%	18,003	18,660	-3.5%
A/V Circulation	5,729	6,303	-9.1%	5,729	6,303	-9.1%
Misc	320	209	53.1%	320	209	53.1%
Electronic Devices	61	67	-9.0%	61	67	-9.0%
TOTAL	24,113	25,239	-4.5%	24,113	25,239	-4.5%

	January-24	January-23		YTD 2024	YTD 2023	
Overdrive						
E-book	8,254	6,853	20.4%	8,254	6,853	20.4%
E-audiobook	6,210	4,220	47.2%	6,210	4,220	47.2%
E-Magazines	1,295	423	206.1%	1,295	423	206.1%
E-Music	0	0	null	0	0	null
E-video	0	0	null	0	0	null
TOTAL	15,759	11,496	37.1%	15,759	11,496	37.1%

	January-24	January-23		YTD 2024	YTD 2023	
Hoopla						
E-audiobook	1,588	1,689	-6.0%	1,588	1,689	-6.0%
Bingepasses	31	10	210.0%	31	10	210.0%
E-Books	675	934	-27.7%	675	934	-27.7%
E-Comics	93	138	-32.6%	93	138	-32.6%
E-music	91	153	-40.5%	91	153	-40.5%
E-video movie	163	208	-21.6%	163	208	-21.6%
E-video TV	101	150	-32.7%	101	150	-32.7%
TOTAL	2,742	3,282	-16.5%	2,742	3,282	-16.5%

	January-24	January-23		YTD 2024	YTD 2023	
Reference [fact-finding]	2,340	3,253	-28.1%	2,340	3,253	-28.1%

MATERIALS ADDED TO COLLECTION

Purchased Items	January-24	YTD 2024
Book	565	565
Video	179	179
Video Game	10	10
Music CD	2	2
Audio Book	10	10
Misc	27	27
TOTAL	793	793

Donated Items	January-24	YTD 2024
Book	110	110
Video	0	0
Video Game	0	0
Music CD	0	0
Audio Book	0	0
Misc	1	1
TOTAL	111	111

New Items Ordered	January-24	YTD 2024
Book	926	926
Video	265	265
Video Game	19	19
Music CD	0	0
Audio Book	0	0
Misc	7	7
TOTAL	1,217	1,217

New Items Received	January-24	YTD 2024
Book	626	626
Video	124	124
Video Game	8	8
Music CD	0	0
Audio Book	4	4
Misc	2	2
TOTAL	764	764

ON-SITE PROGRAMS	January-24	January-23		YTD 2024	YTD 2023	
Early Literacy programs/events/classes	22	15	46.7%	22	15	46.7%
Youth programs/events/classes	17	11	54.5%	17	11	54.5%
Teen programs/events/classes	9	12	-25.0%	9	12	-25.0%
Adult programs/events/classes	18	10	80.0%	18	10	80.0%
Family/general	16	16	0.0%	16	16	0.0%
TOTAL	82	64	28.1%	82	64	28.1%

ON-SITE ATTENDANCE	January-24	January-23		YTD 2024	YTD 2023	
Early Literacy attendance	338	245	38.0%	338	245	38.0%
Youth attendance	203	150	35.3%	203	150	35.3%
Teen attendance	29	50	-42.0%	29	50	-42.0%
Adult attendance	676	107	531.8%	676	107	531.8%
Family/general attendance	439	582	-24.6%	439	582	-24.6%
TOTAL	1,685	1,134	48.6%	1,685	1,134	48.6%

OFF-SITE PROGRAMS	January-24	January-23		YTD 2024	YTD 2023	
Early Literacy attendance	1	0	null	1	0	null
Youth outreach	1	4	-75.0%	1	4	-75.0%
Teen outreach	0	0	null	0	0	null
Adult outreach	10	9	11.1%	10	9	11.1%
Family outreach	0	0	null	0	0	null
Participation in Community Events	1	0	null	1	0	null
TOTAL	13	13	0.0%	13	13	0.0%

OFF-SITE ATTENDANCE	January-24	January-23		YTD 2024	YTD 2023	
Early Literacy attendance	13	0	null	13	0	null
Youth outreach attendance	4	48	-91.7%	4	48	-91.7%
Teen outreach attendance	0	0	null	0	0	null
Adult outreach attendance	169	154	9.7%	169	154	9.7%
Family outreach attendance	0	0	null	0	0	null
Community Events Interactions	39	0	null	39	0	null
TOTAL	225	202	11.4%	225	202	11.4%

	January-24	January-23		YTD 2024	YTD 2023	
Web Site Hits	17,180	9,877	73.9%	17,180	9,877	73.9%
Computer Users	3,915	3,795	3.2%	3,915	3,795	3.2%
Subscription Databases	6,130	5,516	11.1%	6,130	5,516	11.1%
ILL provided to other Libraries	255	237	7.6%	255	237	7.6%
ILL received from other Libraries	105	79	32.9%	105	79	32.9%

	January-24	January-23		YTD 2024	YTD 2023	
Adult materials deliveries	33	25	32.0%	33	25	32.0%
Youth materials deliveries	11	18	-38.9%	11	18	-38.9%
TOTAL	44	43	2.3%	44	43	2.3%

**Vigo County Public Library, Vigo County, Indiana
Cash & Investments Combined Statement - 2023**

	Local Fund Number	Local Fund Name	Beg Cash & Inv Bal Jan. 1, 2023	Receipts	Disbursements	End Cash & Inv Bal Dec. 31, 2023
Governmental Activities	100	Library Operating	\$6,386,598.53	\$8,530,752.00	\$9,130,595.45	\$5,786,755.08
	200	Gift	\$50,396.42	\$58,085.06	\$38,437.71	\$70,043.77
	201	Rainy Day	\$1,748,249.16	\$0.00	\$0.00	\$1,748,249.16
	276	Grants, Misc.	-\$11,997.55	\$16,883.13	\$17,211.55	-\$12,325.97
	277	Grants, WVCF	\$0.00	\$10,000.00	\$0.00	\$10,000.00
	278	Grants, UW	\$0.00	\$5,000.00	\$0.00	\$5,000.00
	279	Grant, WVCF Impact	\$0.00	\$25,000.00	\$14,400.00	\$10,600.00
	800	Plac Card	\$65.00	\$195.00	\$195.00	\$65.00
	803	Pay Control	\$1,352.89	\$954,819.28	\$956,118.08	\$54.09
		Total All Funds	\$8,174,664.45	\$9,600,734.47	\$10,156,957.79	\$7,618,441.13

VIGO COUNTY PUBLIC LIBRARY

Indiana Public Library Annual Report 2023

	CURRENT YEAR	PREVIOUS YEAR
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1 - General Information

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

Please provide the most current information available.

01-001 Survey contact	Amy Gibson	<i>Amy Gibson</i>
01-002 Preparer's phone number	(812) 645-3624	<i>(812) 645-3624</i>
01-003 Time zone in which the library's administrative entity is located	Eastern Time	<i>Eastern Time</i>
01-004 Library name	VIGO COUNTY PUBLIC LIBRARY	<i>VIGO COUNTY PUBLIC LIBRARY</i>
01-005 Library class	A	<i>A</i>
01-006 Library director	Kristi J. Howe	<i>Kristi J. Howe</i>
01-007 Street address	680 POPLAR STREET	<i>ONE LIBRARY SQUARE</i>
01-008 City	TERRE HAUTE	<i>TERRE HAUTE</i>
01-009 ZIP code	47807	<i>47807</i>
01-010 Is the mailing address the same as the address listed above?	No	<i>No</i>
01-011 Mailing address	680 POPLAR STREET	<i>680 POPLAR STREET</i>
01-012 Mailing city	TERRE HAUTE	<i>TERRE HAUTE</i>
01-013 Mailing ZIP code	47807	<i>47807</i>
01-014 Congressional district number	8	<i>8</i>
01-015 Phone	(812) 232-1113	<i>(812) 232-1113</i>

01-016 Fax	(812) 235-1439	<i>(812) 235-1439</i>
01-017 Does your library have an answering machine, voicemail or other similar technology?	Yes	<i>Yes</i>
01-018 Library URL	vigolibrary.org	<i>vigolibrary.org</i>
01-019 Public library email address or a means of electronic contact listed on the library's website	questions@vigolibrary.org	<i>questions@vigo.lib.in.us</i>

Building Questions

01-020 Year the current central library was built	1979	<i>1979</i>
01-021 Year of the most recent structural addition or alteration to the current central library	2017	<i>2017</i>
01-022 Square footage of the central library	78,570	<i>78,570</i>
01-023 Click here to complete the central library daily hours.		

This link will take you to a table where you can record the typical hours that the central library is open.

Please enter the hours in the following format: XX:XX AM or XX:XX PM. Please enter the hours that the library is open during a typical week. These are the hours which will be made available online at <https://www.in.gov/library/pldirectory.htm> and updated as you notify us of changes.

01-023a If your central library has non-standard schedule that cannot be correctly entered into the above form, please provide those hours here. For example, if your library closes for an hour for lunch, or if you have a special winter schedule, report that here.

01-038 Total number of hours the central library is open during a typical week	70	<i>70</i>
01-039 Total number of hours per week the central library is open after 5:00 PM	13	<i>13</i>
01-040 Total number of hours per week the central library is open on Saturday	8	<i>8</i>
01-041 Total number of hours per week the central library is open on Sunday	4	<i>4</i>
01-042 Number of weeks per year the central library was open in 2023	52	<i>52</i>
01-043 Total public service hours the central library was open in 2023	3,640.00	<i>3,530.0</i>

Internet Access

01-044	What type of internet access is available in the central library?	Fiber Optic	<i>Fiber Optic</i>
01-045	Select the nearest download speed of internet access in the central library.	500 Mbps - 1 Gbps	<i>500 Mbps - 1 Gbps</i>

Branch Information

01-200	Total number of branches (<i>If this answer = 0, skip questions 01-200a through 01-237</i>)	1	<i>1</i>
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Individual Branch Information

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

01-200a	Branch name	WEST BRANCH LIBRARY	<i>WEST BRANCH LIBRARY</i>
01-201a	Branch street address	125 NORTH CHURCH STREET	<i>125 NORTH CHURCH STREET</i>
01-202a	Branch city	WEST TERRE HAUTE	<i>WEST TERRE HAUTE</i>
01-203a	Branch county	VIGO	<i>VIGO</i>
01-204a	Branch ZIP	47885	<i>47885</i>
01-205a	Is the mailing address the same as the address listed above?	No	<i>No</i>
01-206a	Branch mailing address	680 Poplar Street, Terre Haute, IN 47807	<i>1 Library Square, Terre Haute, IN 47807</i>
01-207a	Phone	(812) 235-2121	<i>(812) 235-2121</i>
01-208a	Fax	(812) 478-9602	<i>(812) 478-9602</i>
01-209a	Year built	2001	<i>2001</i>
01-210a	Year of the most recent structural addition or alteration to branch building	2016	<i>2016</i>
01-211a	Square footage of branch	5,000	<i>5,000</i>

01-212a	Number of weeks per year individual branch was open in 2023	52	52
01-213a	Monday opening time	12:00 PM	12:00 PM
01-214a	Monday closing time	8:00 PM	8:00 PM
01-215a	Tuesday opening time	10:00 AM	10:00 AM
01-216a	Tuesday closing time	6:00 PM	6:00 PM
01-217a	Wednesday opening time	12:00 PM	12:00 PM
01-218a	Wednesday closing time	8:00 PM	8:00 PM
01-219a	Thursday opening time	10:00 AM	10:00 AM
01-220a	Thursday closing time	6:00 PM	6:00 PM
01-221a	Friday opening time	10:00 AM	10:00 AM
01-222a	Friday closing time	6:00 PM	6:00 PM
01-223a	Saturday opening time		
01-224a	Saturday closing time		
01-225a	Sunday opening time		
01-226a	Sunday closing time		
01-227a	Total open hours for the branch library during a typical week.	40	40
01-228a	Total public service hours the branch was open in 2023 (manually compute 01-212a x 01-227a)	2,022	1,978
01-229a	What type of internet access is available in the branch library?	Fiber Optic	Fiber Optic

01-230a	Select the nearest download speed of internet access in the branch library	500 Mbps - 1 Gbps	<i>500 Mbps - 1 Gbps</i>
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01-231	Total annual public service hours of all branches	2,022.00	1,978.00
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Bookmobile Information

01-300	Total number of bookmobiles <i>(If this answer = 0, skip questions 01-301a through 01-312)</i>	0	0
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Individual Bookmobile Information

01-301a Bookmobile name

01-302a Street address

01-303a City

01-304a County

01-305a ZIP

01-306a Is the bookmobile's mailing address the same as the address listed above?

01-307a Mailing address

01-308a Phone

01-309a Total number of hours the bookmobile is open during a typical week

01-310a Number of weeks per year the bookmobile is open

01-311a Total public service hours the bookmobile was open in 2023 (manually calculate 01-309a x 01-310a)

01-312	Total annual public service hours of all bookmobiles	0.00	0.00
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01-500 **Total system public service hours per year** 5,662.00 5,508.00

2 - Registrations

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

02-001	Total number of resident registered users	29,715	23,077
02-002	Total number of users from contracting areas	N/A	N/A
02-003	Total number of paid non-resident registered users	103	110
02-004	Total number of non-resident cards issued to student users	78	16
02-005	Total non-resident cards issued to school employees	11	6
02-006	Total number of non-resident cards issued to library employees	6	8
02-007	Total number of all non-resident registered users	198	
02-008	Total number of registered users	29,913	23,187
02-009	Total number of reciprocal users	652	379
02-010	Total number of PLAC users	13	9
02-011	Amount of non-resident fee	\$75.00	\$65.00
02-012	Date the library board adopted this fee	2/23/23	02/17/2020
02-013	Does your library annually purge or mark inactive accounts for those patrons who have not used their accounts for the last three (3) years and do not owe materials, fines, or fees to the library?	Yes	Yes
02-014	As of the end of the reporting period, does the library charge overdue fines (not replacement costs) to any users when they fail to return physical print materials by the date due?	No	No

3 - Libraries and Political Subdivisions

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

If your library district is located in more than one county or is a county contractual, please list information for both counties or library and contractual division.

2020 Census figures are used for all calculations

03-001	Name of primary county	Vigo	<i>VIGO</i>
03-002	Total assessed valuation for library district	\$4,335,264,918	<i>\$4,335,264,918</i>
03-003	Operating tax rate	.1798	<i>.1798</i>
03-004	Source year for data	2023	<i>2022</i>
03-005	Debt fund tax rate	N/A	<i>N/A</i>
03-006	LCPF tax rate	N/A	<i>N/A</i>
03-007	Did your library roll the LCPF into the operating tax rate?	N/A	<i>N/A</i>
03-008	Name of additional county	N/A	<i>N/A</i>
03-009	Total assessed valuation for additional county	N/A	<i>N/A</i>
03-010	Operating tax rate for additional county	N/A	<i>N/A</i>
03-011	Debt fund tax rate	N/A	<i>N/A</i>
03-012	LCPF tax rate	N/A	<i>N/A</i>
03-013	Total district population taxed for library service	106,153	<i>106,153</i>
03-013a	Total district population served by contract	0	
03-014	Total district population served (sum of taxed and contracting units)	106,153	<i>106,153</i>
03-015	Political subdivision name	Vigo County	<i>Vigo County</i>
03-016	Population served by taxation. (If the subdivision is served by contract, this line will be blank.)	106,153	<i>106,153</i>
03-017	Population served by contract. (If the subdivision is served by taxation, this line will be blank.)		
03-018	Were there any changes to your library's service area?	No	<i>No</i>
	(Changes may include annexations, mergers, or changes to contracts.)		
03-019	If the answer to 03-018 is YES, please explain		

4 - Operating Revenue

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

Local Government Revenue

04-001	Property tax or CEDIT income from library tax rate	\$6,130,220	\$5,798,459
04-002	Miscellaneous income taxes or LIT (Local Income Tax)	\$1,515,732	\$1,258,953
04-003	Contractual revenue received for service	\$0	\$0
04-004	Total local government revenue	\$7,645,952	\$7,057,412

State Government Revenue

04-005	Financial Institutions Tax (FIT)	\$75,360	\$87,616
04-006	License Vehicle Excise Tax	\$459,378	\$469,075
04-007	Commercial Vehicle Excise Tax (CVET)	\$34,088	\$32,805
04-008	Broadband Connectivity Grant	\$12,883	\$13,163
04-009	Other state revenue	\$0	\$0
04-010	Source(s):	N/A	N/A
04-011	Total state revenue	\$581,709	\$602,659

Federal Government Revenue

04-012	LSTA grants	\$0	\$0
04-013	Other federal revenue (including ARPA funds)	\$0	\$47,135
04-014	Source(s):	N/A	<i>ARPA and NEA Big Read Grant</i>
04-015	Total federal revenue	\$0	\$47,135

Other Revenue

04-016	PLAC reimbursement	\$0	
04-017	Fines and fees	\$12,637	\$13,009
04-018	Interest on investments	\$0	\$0
04-019	Gift receipts	\$58,085	\$31,185
04-020	Private and public foundation grants	\$44,000	\$0

04-021	Miscellaneous revenue	\$303,337	\$82,087
04-022	Source(s):	Checking interest, petty cash receipt, flash drives, surplus property, account verification, jamex coin collection, anthem refund of premium, scrap, duke energy refund	<i>Checking interest, petty cash receipt, flash drives, earbuds, totes, Jamax coin collection, contest award, surplus property, PLAC Card Sales</i>
04-023	Total other revenue	\$418,059	\$126,281
04-024	Total operating revenue	\$8,645,720	\$7,833,487

5 - Operating Fund Expenditures

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

Staff and Supplies

05-001	Salaries/wages of all library staff	\$3,586,076	\$3,651,571
05-002	Employee benefits	\$1,861,422	\$1,768,593
05-003	Other personal services	\$0	\$0
05-004	Total personal services	\$5,447,498	\$5,420,164
05-005	Total staff expenditures	\$5,447,498	\$5,420,164
05-006	Total supplies	\$259,383	\$233,187

Other Services and Charges

05-007	Professional services	\$476,921	\$573,834
05-008	Communication and transportation	\$51,390	\$68,512
05-009	Printing and advertising	\$26,066	\$38,828
05-010	Insurance	\$65,910	\$62,416
05-011	Utility services	\$226,241	\$274,022
05-012	Repairs and maintenance	\$1,897,473	\$144,612
05-013	Rentals	\$62,658	\$49,706
05-014	Debt service	\$0	\$0
05-015	Lease rental	\$0	\$0

05-016	Other	\$10,939	\$12,551
05-017	Total of other services and charges	\$2,817,598	\$1,224,481
<u>Capital Outlays from Operating Fund Expenditures</u>			
05-018	Land	\$0	\$0
05-019	Buildings	\$0	\$123,759
05-020	Improvements other than buildings	\$0	\$0
05-021	Furniture and equipment	\$42,627	\$204,504
05-022	Capital outlays for public access computers, e-readers and electronic media devices. DO NOT REPORT in Q05-021	\$0	\$25,967
<u>Library Materials - Operating Fund Expenditures</u>			
05-023	Books	\$151,611	\$178,584
05-024	Periodicals and newspapers	\$15,563	\$17,363
05-025	Audio/Visual materials, microforms, and other non-printed, physical materials	\$65,582	\$93,504
05-026	E-books, electronic collections, and database licensing/purchase/lease expenditures	\$305,851	\$319,606
05-027	Electronic physical format, including Playaways and e-book readers	\$24,884	\$21,439
<u>Library Materials - Non-Operating Fund Expenditures</u>			
05-028	Books	\$238	\$1,164
05-029	Periodicals and newspapers	\$0	\$0
05-030	Audio/Visual materials, microforms, and other non-printed, physical materials	\$0	\$163
05-031	E-book and electronic database licensing/purchase/lease expenditures	\$0	\$0
05-032	Electronic physical format, including Playaways and e-book readers	\$0	\$0
05-033	Total expenditures for print materials	\$167,412	\$197,111
05-034	Total expenditures for electronic materials	\$330,735	\$341,045
05-035	Total expenditures for other materials	\$65,582	\$93,667
05-036	Total expenditures for collections	\$563,729	\$631,823
05-037	Total operating fund capital outlays	\$300,267	\$665,120

05-038	Total operating fund expenditure for collection development	\$563,491	\$656,463
05-039	Total non-operating fund expenditure for collection development	\$238	\$1,327
05-040	Public access computers, e-readers and electronic media devices from all non-operating funds	\$0	\$0
05-041	Total operating fund expenditures	\$9,130,597	\$7,862,558
05-042	Other operating expenditures	\$3,119,608	\$1,811,898
05-043	Total operating expenditures	\$9,130,835	\$7,863,885
05-044	Total capital fund expenditures	\$0	\$0

Non-Resident Fee Standard

05-045	Total collection expenditures	\$563,729	\$657,790
05-046	Total 2022 operating expenditures per capita	\$74.07	\$59.54
05-047	Difference between 2022 OE per capita and non-resident fee (subtract Q02-011 from Q05-046). If the output is a positive number, then your library's non-resident fee needs to be raised to match or exceed the operating expenditure per capita at the next scheduled board meeting.	\$-0.93	\$-5.46
05-047a	Does your library's non-resident fee meet the standard? (Select YES if 05-047 is a negative number; Select NO if 05-047 is a positive number)	Yes	Yes
05-048	Total 2023 operating expenditures per capita. PLEASE MAKE SURE YOUR 2024 NON-RESIDENT FEE IS EQUAL OR GREATER THAN THIS AMOUNT	86.01	74.07

Collection Development Standard

05-049	Collection development expenditure (from all funds) as a percentage of operating fund expenditure	6.1%	8.3%
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6 - Capital Revenue

Grayed boxes are either prefilled, locked, or automatic calculations.

06-001	Local government capital revenue	\$0	\$0
06-002	State government capital revenue	\$0	\$0

06-003	Federal government capital revenue	\$0	\$0
06-004	Other capital revenue	\$0	\$0
06-005	Total capital revenue	\$0	\$0

7 - Employment Data

Questions relating to standards are in bolded blue font.

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not.

All Librarians

07-001	Total number of all librarians	33.00	36.00
07-002	Total number of paid hours per week for all librarians	1,300	1,375
07-003	FTE for all librarians	32.50	34.38

ALA-MLS Librarians

07-004	How many of the librarians reported in 07-001 have an ALA-MLS degree?	20.00	20.00
07-005	Total number of paid hours per week for all ALA-MLS librarians	800	775
07-006	FTE for all ALA-MLS librarians	20.00	19.38

All Other Staff

07-007	Total number of all other paid staff	49.00	49.00
07-008	Total number of paid hours per week for all other paid staff	1,771	1,841.5
07-009	FTE for all other paid staff	44.28	46.04
07-010	Total number of all paid staff	82.00	85.00
07-011	Total hours paid per week for all paid staff	3,071.00	3,216.50
07-012	FTE for all paid staff	76.78	80.42
07-013	Number of hours per week considered to be full-time employment in your library	40	40

8 - Library Service and Technology

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations.

Interlibrary Loans

08-001	Number of interlibrary loan items (including photocopies) your library has provided to other libraries	1,607	1,116
08-002	Evergreen transits to other libraries. Number will be supplied by the Indiana State Library	0	0
08-003	SRCS materials provided to other libraries. Number will be supplied by the Indiana State Library	1,122	1,123
08-004	Total number of loans provided to other libraries	2,729	2,239
08-005	Number of interlibrary loan items (including photocopies) your library has borrowed from other libraries	240	302
08-006	Evergreen transits received from other libraries. Number will be supplied by the Indiana State Library	0	0
08-007	SRCS materials received from other libraries. Number will be supplied by the Indiana State Library	800	1,204
08-008	Total number of loans received from other libraries	1,040	1,506
08-009	Net lending rate	2.62	1.49

Programs

A program is any planned event which introduces the attendees to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. They may also provide cultural, recreational, or educational information, often designed to meet a specific social need.

Live (Synchronous) In-Person, Onsite Program Sessions

08-010	Number of in-person, onsite children's programs for ages 0-5	156	135
08-011	Number of in-person, onsite children's programs for ages 6-11	154	108
08-012	Number of in-person, onsite young adult programs	106	61
08-013	Number of in-person, onsite adult programs	174	184
08-014	Number of in-person, onsite general interest (all ages) programs	186	141
08-015	Total number of live, in-person, onsite program sessions	776	629

Live (Synchronous) In-Person, Offsite Program Sessions

08-016	Number of in-person, offsite children's programs for ages 0-5	0	1
08-017	Number of in-person, offsite children's programs for ages 6-11	21	18
08-018	Number of in-person, offsite young adult programs	2	4
08-019	Number of in-person, offsite adult programs	141	62
08-020	Number of in-person, offsite general interest (all ages) programs	11	7
08-021	Total number of live, in-person, offsite program sessions	175	92

Live (Synchronous) Virtual Program Sessions

Live, virtual programs are conducted via a Web conferencing or Webinar platform such as Facebook, YouTube, or Zoom, during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time.

08-022	Number of live, virtual children's programs for ages 0-5	0	1
08-023	Number of live, virtual children's programs for ages 6-11	1	4
08-024	Number of live, virtual young adult programs	0	0
08-025	Number of live, virtual adult programs	12	19
08-026	Number of live, virtual general interest (all ages) programs	0	0
08-027	Total number of live, virtual programs	13	24

Attendance - Live (Synchronous) In-Person, Onsite Program Sessions

08-028	Attendance at in-person, onsite children's programs for ages 0-5	3,764	1,511
08-029	Attendance at in-person, onsite children's programs for ages 6-11	3,579	3,048
08-030	Attendance at in-person, onsite young adult programs	649	319
08-031	Attendance at in-person, onsite adult programs	1,960	3,633
08-032	Attendance at in-person, onsite general interest (all ages) programs	6,506	4,663

08-033 **Total attendance at live, in-person, onsite programs** 16,458 13,174

Attendance - Live (Synchronous), In-Person, Offsite Program Sessions

08-034 Attendance at in-person, offsite children's programs for ages 0-5 0 4

08-035 Attendance at in-person, offsite children's programs for ages 6-11 419 287

08-036 Attendance at in-person, offsite young adult programs 34 18

08-037 Attendance at in-person, offsite adult programs 1,888 1,032

08-038 Attendance at in-person, offsite general interest (all ages) programs 2,954 1,215

08-039 **Total attendance at live, in-person, offsite programs** 5,295 2,556

Attendance - Live (Synchronous) Virtual Program Sessions

08-040 Attendance at live, virtual children's programs for ages 0-5 as counted by participant devices 0 12

08-040a Attendance at live, virtual children's programs for ages 0-5 as counted by participants (optional) N/A N/A

08-041 Attendance at live, virtual children's programs for ages 6-11 as counted by participant devices 5 60

08-041a Attendance at live, virtual children's programs for ages 6-11 as counted by participants (optional) N/A N/A

08-042 Attendance at live, virtual young adult programs as counted by participant devices 0 0

08-042a Attendance at live, virtual young adult programs as counted by participants (optional) N/A N/A

08-043 Attendance at live, virtual adult programs as counted by participant devices 84 262

08-043a Attendance at live, virtual adult synchronous programs as counted by participants (optional) N/A N/A

08-044	Attendance at live, virtual general (all ages) programs as counted by participant devices	0	0
08-044a	Attendance at live, virtual general (all ages) programs as counted by participants (optional)	N/A	N/A
08-045	Total attendance at live, virtual programs as counted by participant devices	89	334
08-045a	Total attendance at synchronous virtual programs as counted by participants (optional)	0	0
Additional Programming Totals by Type and Audience			
08-046	Total number of live children's programs for ages 0-5 (in-person and synchronous virtual)	156	137
08-047	Total number of live children's programs for ages 6-11 (in-person and synchronous virtual)	176	130
08-048	Total number of live young adult programs (in-person and synchronous virtual)	108	65
08-049	Total number of all live programs (in-person and synchronous virtual)	964	745
08-050	Total attendance at in-person children's programs for ages 0-5	3,764	1,515
08-051	Total attendance at in-person children's programs for ages 6-11	3,998	3,335
08-052	Total attendance at in-person young adult in-person programs	683	337
08-053	Total attendance at all in-person programs	21,753	15,730
08-054	Total attendance at live children's programs for ages 0-5 (in-person and synchronous virtual)	3,764	1,527
08-055	Total attendance at live children's programs for ages 6-11 (in-person and synchronous virtual)	4,003	3,395
08-056	Total attendance at live young adult programs (in-person and synchronous virtual)	683	337
08-057	Total attendance at all live programs (includes in-person and synchronous virtual)	21,842	16,064
Recorded (Asynchronous) Program Presentations			
08-058	Total number of recorded (asynchronous) program presentations	2	20
08-059	Total view of recorded (asynchronous) program presentations	16	1,019

Children's Reading Program

08-060	How many weeks of a Children's Reading Program did your library offer at each fixed location?	9	9
08-061	Total number of non-library sponsored programs	1,199	629
08-062	Total attendance at non-library sponsored programs	17,888	6,539
08-063	Total number of annual visits to the library	266,107	219,787
08-063a	Library visits reporting method	CT - Annual Count	<i>CT - Annual Count</i>
08-064	Total number of reference transactions in 2023	29,142	38,062
08-064a	Reference transactions reporting method	CT - Annual Count	<i>CT - Annual Count</i>
08-065	Instructional reference services (optional)	1,119	4,170
<u>Electronic Collections (includes Licensed Databases)</u>			
08-066	Number of state-licensed databases (INSPIRE databases)	66	79
08-067	Number of local and other licensed databases (not INSPIRE)	31	25

08-068 Name(s) of public use/commercial databases to which the library subscribes

Access Newspaper Archive
AtoZ Databases Comics Plus
NovellList Foundation
Directory Grants to
Individuals AU - Civil War in
Words and Deeds AU-
Histories and Atlases - Indiana
AU-Histories and Atlases-
Illinois AU-Histories and
Atlases-Michigan AU-
Histories and Atlases-Ohio
AU-Histories and Atlases-
Pennsylvania Gale - Chilton's
Gale - Legal Forms Gale
Courses Historic Map Works
Hoopla Access Video on
Demand Niche Academy
Ancestry Historical
Newspapers: Indiana
Collection Recent
Newspapers: U.S. Major
Dailies Heritage Quest
Sanborn Maps Fold3
ResumeMaker Pro
Tumblebooks Value Line AtoZ
Food America AtoZ world
Food Overdrive

*Response has
been entered.*

08-069 Total electronic collections/databases

97

104

Public Computers

08-070 Number of uses (sessions) of public internet computers in 2023

45,258

41,721

08-070a Reporting method for number of uses of public internet computers

CT - Annual Count

*CT - Annual
Count*

08-071 Number of wireless internet uses per year

39,150

41,721

08-071a Reporting method for wireless sessions

CT - Annual Count

*CT - Annual
Count*

08-072 Number of public internet computers system-wide

76

72

08-073 Number of staff computers

119

125

08-074 Number of website visits

146,357

218,999

Library System Automation

08-075 Name of your library's automated bookkeeping system (If you do not have one, enter "N/A")

BUCS

BUCS

08-076 **Brand and version of Integrated Library System**Syrsi Dynix Symphony,
Version 3.7.1*Syrsi Dynix
Symphony,
Version 3.7.1*

9 - Circulation and Holdings

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

09-001	Circulation of physical items	300,878	312,859
09-002	Use of electronic materials (<i>e.g., e-books circulated or electronic materials downloaded annually</i>)	192,297	112,894
09-003	Successful retrieval of electronic information (<i>e.g., electronic material usage or views not meeting the definition of circulation and not otherwise reported in 09-002</i>)	61,190	56,959
09-004	Total electronic content use	253,487	169,853
09-005	Circulation of all children's physical materials	110,497	117,287
09-006	Circulation of other physical items	13,057	7,916
09-007	Total circulation of all materials	493,175	425,753
09-008	Total collection use	554,365	482,712
09-009	Total in-house usage of materials	6,153	5,504

Selected Holdings

09-010	Books (print)	113,023	115,478
09-011	Does the library belong to an e-book consortium?	Yes	Yes
09-012	Name of e-book consortium	Indiana Digital Library	<i>Indiana Digital Library</i>
09-013	E-books (LOCAL HOLDINGS)	8,773	8,366
09-014	E-books (CONSORTIUM HOLDINGS)	499,852	473,423
09-015	E-books (TOTAL)	508,625	481,789
09-016	Video materials - physical units	14,304	14,347
09-017	Video materials - downloadable units (LOCAL HOLDINGS)	0	0
09-018	Video materials - downloadable units (CONSORTIUM HOLDINGS)	0	0

09-019	Video materials - downloadable units (TOTAL)	0	0
09-020	Audio materials - physical units	5,429	5,772
09-021	Audio materials - downloadable units (LOCAL HOLDINGS)	4,528	3,691
09-022	Audio materials - downloadable units (CONSORTIUM HOLDINGS)	206,425	176,796
09-023	Audio materials - downloadable units (TOTAL)	210,953	180,487
09-024	Current print serial subscriptions	267	206
09-025	Does your library circulate hotspots?	Yes	Yes
09-026	Other circulating physical items	2,385	2,137
09-027	Total physical items in collection (09-010 + 09-016 + 09-020 + 09-026)	135,141	137,734

10 - Library Board

Enter the most current information available for all members. If the position is vacant, please enter VACANT as the last name. Contact LDO with updates throughout the year.

10-0001	Position: President	President	<i>President</i>
10-0002	First name	Terry	<i>Terry</i>
10-0003	Middle initial/name	W.	<i>W.</i>
10-0004	Last name	Jones	<i>Jones</i>
10-0005	Home address	123 Monterey Avenue	<i>1609 6th Ave.</i>
10-0006	City	Terre Haute	<i>Terre Haute</i>
10-0007	ZIP code	47803	<i>47807</i>
10-0008	Email address	t8jones@msn.com	<i>t8jones@msn.com</i>
10-0009	Appointing authority	Vigo County Commissioners	<i>Vigo County Commissioners</i>
10-0010	Date term expires	7/20/2024	<i>7/20/2024</i>

10-0011	Number of consecutive terms	3	3
10-0012	Date of initial appointment	06/27/2012	06/27/2012
10-0101	Position: Vice President	Vice President	<i>Vice President</i>
10-0102	First name	James	<i>Olivia</i>
10-0103	Middle initial/name	M.	<i>K.</i>
10-0104	Last name	Young	<i>Goulding</i>
10-0105	Home address	2410 N. 10th Street	<i>2306 N. 10th Street</i>
10-0106	City	Terre Haute	<i>Terre Haute</i>
10-0107	ZIP code	47804	<i>47804</i>
10-0108	Email address	jmy@vigoschools.org	<i>chess.olivia@gmail.com</i>
10-0109	Appointing authority	School Board	<i>Vigo County Commissioners</i>
10-0110	Date term expires	7/31/27	<i>7/9/23</i>
10-0111	Number of consecutive terms	2	2
10-0112	Date of initial appointment	07/15/2019	<i>7/09/15</i>
10-0201	Position: Secretary	Secretary	<i>Secretary</i>
10-0202	First name	Christi	<i>Christi</i>
10-0203	Middle initial/name	A.	<i>A.</i>
10-0204	Last name	Fenton	<i>Fenton</i>

10-0205	Home address	1481 Watermark Court	<i>1481 Watermark Court</i>
10-0206	City	Terre Haute	<i>Terre Haute</i>
10-0207	ZIP code	47803	<i>47803</i>
10-0208	Email address	christifenton9@gmail.com	<i>caf@vigoschools.org</i>
10-0209	Appointing authority	School Board	<i>School Board</i>
10-0210	Date term expires	8/31/2025	<i>8/31/2025</i>
10-0211	Number of consecutive terms	3	<i>2</i>
10-0212	Date of initial appointment	03/10/2014	<i>6/26/2017</i>
10-0301	Position: Treasurer (Boards may have either a treasurer or treasurer/employee, but not both)	Treasurer	<i>Treasurer</i>
10-0302	First name	N/A	<i>N/A</i>
10-0303	Middle initial/name		
10-0304	Last name	N/A	<i>N/A</i>
10-0305	Home address	N/A	<i>N/A</i>
10-0306	City	N/A	<i>N/A</i>
10-0307	ZIP code	N/A	<i>N/A</i>
10-0308	Email address	N/A	<i>N/A</i>
10-0309	Appointing authority	N/A	<i>N/A</i>
10-0310	Date term expires	N/A	<i>N/A</i>

10-0311	Number of consecutive terms		<i>N/A</i>
10-0312	Date of initial appointment	<i>N/A</i>	<i>N/A</i>
10-0401	Position: Treasurer / Employee (Boards may have either a treasurer or treasurer/employee, but not both)	Treasurer / Employee	<i>Treasurer / Employee</i>
10-0402	First name	Dennis	<i>Dennis</i>
10-0403	Middle initial/name	Lee	<i>Lee</i>
10-0404	Last name	Shepard Jr.	<i>Shepard Jr.</i>
10-0405	Home address	1591 W. Indian Meadows Dr	<i>1591 W. Indian Meadows Dr</i>
10-0406	City	Terre Haute	<i>Terre Haute</i>
10-0407	ZIP code	47803	<i>47803</i>
10-0408	Email address	dshepard@vigolibrary.org	<i>dshepard@vigo.lib.in.us</i>
10-0409	Appointing authority		
10-0410	Date term expires		
10-0411	Number of consecutive terms		
10-0412	Date of initial appointment		
10-0501	Position: Member	Member	<i>Member</i>
10-0502	First name	George	<i>James</i>
10-0503	Middle initial/name	L.	<i>M</i>
10-0504	Last name	Heubel	<i>Young</i>

10-0505	Home address	1438 Woodley Avenue	<i>2410 N. 10th Street</i>
10-0506	City	Terre Haute	<i>Terre Haute</i>
10-0507	ZIP code	47804	<i>47804</i>
10-0508	Email address	heub45@msn.com	<i>jmy@vigoschools.org</i>
10-0509	Appointing authority	County Commissioners	<i>Vigo County School Board</i>
10-0510	Date term expires	08/08/2027	<i>7/31/2023</i>
10-0511	Number of consecutive terms	1	<i>1</i>
10-0512	Date of initial appointment	08/08/2023	<i>07/15/2019</i>
10-0601	Position: Member	Member	<i>Member</i>
10-0602	First name	Stacy	<i>Stacy</i>
10-0603	Middle initial/name	D.	<i>D.</i>
10-0604	Last name	Killion	<i>Killion</i>
10-0605	Home address	8084 Mandy Jo Ct	<i>8084 Mandy Joe Ct</i>
10-0606	City	Terre Haute	<i>Terre Haute</i>
10-0607	ZIP code	47805	<i>47805</i>
10-0608	Email address	stacy.killion@vigoschools.org	<i>stacy.killion@vigoschools.org</i>
10-0609	Appointing authority	Vigo County School Board	<i>Vigo County School Board</i>
10-0610	Date term expires	8/31/25	<i>8/31/25</i>
10-0611	Number of consecutive terms	1	<i>1</i>

10-0612	Date of initial appointment	9/1/21	9/1/21
10-0701	Position: Member	Member	Member
10-0702	First name	Tiffany	Valentine
10-0703	Middle initial/name	D.	K.
10-0704	Last name	Cherry	Muyumba
10-0705	Home address	2213 Spruce Street	1760 S. 34th Street
10-0706	City	Terre Haute	Terre Haute
10-0707	ZIP code	47807	47803
10-0708	Email address	tjjcherry@gmail.com	valentine.muyumba@indstate.e
10-0709	Appointing authority	County Council	Vigo County Council
10-0710	Date term expires	12/31/2027	12/31/2023
10-0711	Number of consecutive terms	1	3
10-0712	Date of initial appointment	1/1/2024	9/9/07
10-0801	Position: Member	Member	Member
10-0802	First name	Brian	Brian
10-0803	Middle initial/name	L.	
10-0804	Last name	Cain	Cain
10-0805	Home address	4166 Golf Bag Lane	119 S. 7th Street, Apt 203
10-0806	City	Terre Haute	Terre Haute

10-0807	ZIP code	47802	47807
10-0808	Email address	brian.cain@viribuswm.com	<i>brian.cain@viribuswm.com</i>
10-0809	Appointing authority	Vigo County Council	<i>Vigo County Council</i>
10-0810	Date term expires	12/31/2024	<i>12/31/2024</i>
10-0811	Number of consecutive terms	1	<i>1</i>
10-0812	Date of initial appointment	2/14/23	<i>2/14/23</i>
10-0901	Position: Member	Member	<i>Member</i>
10-0902	First name		
10-0903	Middle initial/name		
10-0904	Last name		
10-0905	Home address		
10-0906	City		
10-0907	ZIP code		
10-0908	Email address		
10-0909	Appointing authority		
10-0910	Date term expires		
10-0911	Number of consecutive terms		
10-0912	Date of initial appointment		
10-1001	Position: Member	Member	<i>Member</i>

10-1109	Appointing authority		
10-1110	Date term expires		
10-1111	Number of consecutive terms		
10-1112	Date of initial appointment		
10-1201	Position: Member	Member	<i>Member</i>
10-1202	First name		
10-1203	Middle initial/name		
10-1204	Last name		
10-1205	Home address		
10-1206	City		
10-1207	ZIP code		
10-1208	Email address		
10-1209	Appointing authority		
10-1210	Date term expires		
10-1211	Number of consecutive terms		
10-1212	Date of initial appointment		
10-0991	What day of the month is the regular library board meeting?	3rd Monday	<i>3rd Monday</i>
10-0992	What is the time of the regular library board meeting?	5:30 p.m.	<i>5:30 PM</i>

11 - Salary Section

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

11-001	Annual salary of the director	\$122,054	<i>\$118,499</i>
11-002	Does the library director have an employment contract?	No	<i>No</i>
11-003	What is the current level of certification held by the library director?	LC 1	<i>LC 1</i>
11-004	Job Title - Assistant or Associate Director		<i>Assistant Director</i>
11-005	Certification level	LC 1	<i>LC 1</i>
11-006	Minimum hourly wage	\$28.09	<i>\$27.81</i>
11-007	Maximum hourly wage	\$47.81	<i>\$47.33</i>
11-008	Job Title - Department Head, Manager or Supervisor		<i>Department Head</i>
11-009	Certification level	LC 4	<i>LC 4</i>
11-010	Minimum hourly wage	\$23.17	<i>\$22.94</i>
11-011	Maximum hourly wage	\$37.95	<i>\$37.57</i>
11-012	Job Title - Branch Head		<i>Branch Head</i>
11-013	Certification level	LC 4	<i>LC 4</i>
11-014	Minimum hourly wage	\$23.17	<i>\$22.94</i>
11-015	Maximum hourly wage	\$37.95	<i>\$37.57</i>
11-016	Job Title - Administrative Assistant		<i>Administrative Assistant</i>
11-017	Certification level	None required	<i>None required</i>
11-018	Minimum hourly wage	\$19.22	<i>\$19.03</i>
11-019	Maximum hourly wage	\$34.01	<i>\$33.67</i>
11-020	Job Title - Automation, Network or System Manager		<i>Automation / Network / System Manager</i>
11-021	Certification level	None required	<i>None required</i>

11-022	Minimum hourly wage	\$23.17	\$22.94
11-023	Maximum hourly wage	\$37.95	\$37.57
11-024	Job Title - Business Manager		<i>Business Manager</i>
11-025	Certification level	None required	<i>None required</i>
11-026	Minimum hourly wage	\$23.17	\$22.94
11-027	Maximum hourly wage	\$37.95	\$37.57
11-028	Job Title - Cataloging or Technical Services Librarian		<i>Cataloging or Technical</i>
11-029	Certification level		
11-030	Minimum hourly wage		
11-031	Maximum hourly wage		
11-032	Job Title - Children's Librarian		<i>Children's Librarian</i>
11-033	Certification level	LC 5	<i>LC 5</i>
11-034	Minimum hourly wage	\$19.22	\$19.03
11-035	Maximum hourly wage	\$34.01	\$33.67
11-036	Job Title - General Reference or Adult Librarian		<i>General Reference or Adult Librarian</i>
11-037	Certification level	LC 5	<i>LC 5</i>
11-038	Minimum hourly wage	\$19.22	\$19.03
11-039	Maximum hourly wage	\$34.01	\$33.67
11-040	Job Title - Young Adult Librarian		<i>Young Adult Librarian</i>
11-041	Certification level	LC 5	<i>LC 5</i>
11-042	Minimum hourly wage	\$19.22	\$19.03
11-043	Maximum hourly wage	\$34.01	\$33.67

11-044	Job Title - Indiana History, Local History, or Genealogy Librarian		<i>Indiana History, Local History, or Genealogy Librarian</i>
11-045	Certification level	LC 5	<i>LC 5</i>
11-046	Minimum hourly wage	\$19.22	<i>\$19.03</i>
11-047	Maximum hourly wage	\$34.01	<i>\$33.67</i>
11-048	Job Title - Specialist (Professional)		<i>Specialist (Professional)</i>
11-049	Certification level	Spec 5	<i>Spec 5</i>
11-050	Minimum hourly wage	\$19.22	<i>\$19.03</i>
11-051	Maximum hourly wage	\$34.01	<i>\$33.67</i>
11-052	Job Title - Library Assistant		<i>Library Assistant</i>
11-053	Certification level	LC 5	<i>LC 5</i>
11-054	Minimum hourly wage	\$16.51	<i>\$16.35</i>
11-055	Maximum hourly wage	\$27.11	<i>\$26.84</i>
11-056	Job Title - Bookkeeper or Treasurer		<i>Bookkeeper or Treasurer</i>
11-057	Certification level	None required	<i>None required</i>
11-058	Minimum hourly wage	\$16.02	<i>\$15.86</i>
11-059	Maximum hourly wage	\$27.11	<i>\$26.84</i>
11-060	Job Title - Library Technician (including computer)		<i>Library Technician</i>
11-061	Certification level	None required	<i>None required</i>
11-062	Minimum hourly wage	\$14.29	<i>\$14.15</i>
11-063	Maximum hourly wage	\$24.64	<i>\$24.40</i>
11-064	Job Title - Clerk, Clerical or Aide		<i>Clerical or Aide</i>
11-065	Certification level	None required	<i>None required</i>
11-066	Minimum hourly wage	\$14.29	<i>\$14.15</i>

11-067	Maximum hourly wage	\$24.64	\$24.40
11-068	Job Title - Maintenance, Custodian, Janitor, or Housekeeper		<i>Maintenance, Custodian</i>
11-069	Certification level	None required	<i>None required</i>
11-070	Minimum hourly wage	\$14.29	<i>\$14.15</i>
11-071	Maximum hourly wage	\$24.64	<i>\$24.40</i>
11-072	Job Title - Page, Intern or Student Assistant		<i>Page, Intern or Student Assistant</i>
11-073	Certification level		
11-074	Minimum hourly wage		
11-075	Maximum hourly wage		
11-076	Job Title - Temporary Substitute		<i>Temporary Substitute</i>
11-077	Certification level		
11-078	Minimum hourly wage		
11-079	Maximum hourly wage		
11-080	Job Title - Interlibrary Loan		<i>Interlibrary Loan</i>
11-081	Certification level		
11-082	Minimum hourly wage		
11-107	Maximum hourly wage		
11-084	Job Title - Human Resources		<i>Human Resources</i>
11-085	Certification level	None required	<i>None required</i>
11-086	Minimum hourly wage	\$28.09	<i>\$27.81</i>
11-087	Maximum hourly wage	\$47.81	<i>\$47.33</i>
11-088	Job Title - Marketing		<i>Marketing</i>
11-089	Certification level	None required	<i>None required</i>
11-090	Minimum hourly wage	\$23.17	<i>\$22.94</i>

11-091	Maximum hourly wage	\$37.95	\$37.57
11-092	Job Title - Circulation Librarian		<i>Circulation Librarian</i>
11-093	Certification level		
11-094	Minimum hourly wage		
11-095	Maximum hourly wage		
11-096	Job Title - Other	No	No
11-097	Specify other job title		
11-098	Certification level		
11-099	Minimum hourly wage		
11-100	Maximum hourly wage		
11-101	Job Title - Other	Yes	Yes
11-102	Specify other job title	Facilities Manager	<i>Facilities Manager</i>
11-103	Certification level	None required	<i>None required</i>
11-104	Minimum hourly wage	\$23.17	\$22.94
11-105	Maximum hourly wage	\$37.95	\$37.57
11-106	Job Title - Other	Yes	Yes
11-107	Specify other job title	Creative Design Specialist	<i>Creative Design Specialist</i>
11-108	Certification level	None required	<i>None required</i>
11-109	Minimum hourly wage	16.02	15.86
11-110	Maximum hourly wage	27.11	26.84
11-111	Job Title - Other	No	No
11-112	Specify other job title		
11-113	Certification level		
11-114	Minimum hourly wage		
11-115	Maximum hourly wage		

Employee Fringe Benefit Information - Full-time Employees

11-501	PERF	Yes	Yes
11-502	Deferred compensation	Yes	Yes
11-503	Health insurance	Yes	Yes
11-504	Health Savings Account (HSA)	Yes	Yes
11-505	Dental insurance	Yes	Yes
11-506	Life insurance	Yes	Yes
11-507	Vision insurance	Yes	Yes
11-508	Disability insurance	Yes	Yes
11-509	Paid time off for continuing education	Yes	Yes
11-510	Reimbursement for continuing education	Yes	Yes
11-511	Other1 (specify)	Employee Assistance Plan	<i>Employee Assistance Plan</i>
11-512	Other2 (specify)	Wellness Program	

Employee Fringe Benefit Information - Part-time Employees

11-513	PERF	Yes	No
11-514	Deferred compensation	Yes	Yes
11-515	Health insurance	Yes	Yes
11-516	Health Savings Account (HSA)	Yes	Yes
11-517	Dental insurance	Yes	Yes
11-518	Life insurance	Yes	Yes
11-519	Vision insurance	Yes	Yes
11-520	Disability insurance	Yes	Yes
11-521	Paid time off for continuing education	Yes	Yes
11-522	Reimbursement for continuing education	Yes	Yes
11-523	Other1 (specify)	Employee Assistance Plan	<i>Employee Assistance Plan</i>
11-524	Other2 (specify)	Wellness Program	

Paid Time Off Per Year - Full-time Librarian

11-525	Number of vacation days	24	24
11-526	Number of sick days	12	12

11-527	Number of personal days	1	<i>1</i>
11-528	Number of holidays	17	<i>11</i>
11-529	Number of funeral/bereavement days	3	<i>3</i>
11-530	Number of other days (specify) OR all-purpose PTO	0	<i>0</i>

Paid Time Off Per Year - Part-Time Librarian

11-531	Number of vacation days	24	<i>24</i>
11-532	Number of sick days	12	<i>12</i>
11-533	Number of personal days	1	<i>1</i>
11-534	Number of holidays	17	<i>11</i>
11-535	Number of funeral/bereavement days	3	<i>3</i>
11-536	Number of other days	0	<i>0</i>

Paid Time Off Per Year - Full-Time Support Staff

11-537	Number of vacation days	24	<i>24</i>
11-538	Number of sick days	12	<i>12</i>
11-539	Number of personal days	1	<i>1</i>
11-540	Number of holidays	17	<i>11</i>
11-541	Number of funeral/bereavement days	3	<i>3</i>
11-542	Number of other days	0	<i>0</i>

Paid Time Off Per Year - Part-Time Support Staff

11-543	Number of vacation days	24	<i>24</i>
11-544	Number of sick days	12	<i>12</i>
11-545	Number of personal days	1	<i>1</i>
11-546	Number of holidays	17	<i>12</i>
11-547	Number of funeral/bereavement days	3	<i>3</i>
11-548	Number of other days	0	<i>0</i>

12 - PLAC Loans

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

Report the number of PLAC loans your library made to a home patron of the following libraries.

DO NOT report any loans made to your own library. You may SKIP any libraries with no loans; you do not need to enter "0" if no loans were made.

12-001 Did your library make any PLAC loans? Y N Y

12-002 Adams Public Library System

12-003 Akron Carnegie Public Library

12-004 Alexandria-Monroe Public Library

12-005 Alexandrian Public Library

12-006 Allen County Public Library

12-007 Anderson Public Library

12-008 Andrews-Dallas Township Public Library

12-009 Argos Public Library

12-010 Attica Public Library

12-011 Aurora Public Library District

12-012 Avon-Washington Township Public Library

12-013 Bartholomew County Public Library

12-014 Barton Rees Pogue Memorial Public Library

12-015 Batesville Memorial Public Library

12-016 Bedford Public Library

12-017 Bell Memorial Public Library

12-018 Benton County Public Library

12-019 Berne Public Library

12-020 Bicknell-Vigo Township Public Library

12-021 Bloomfield-Eastern Greene County Public Library

12-022 Boonville-Warrick County Public Library

- 12-023 Boswell-Grant Township Public Library
- 12-024 Bourbon Public Library
- 12-025 Brazil Public Library
- 12-026 Bremen Public Library
- 12-027 Bristol-Washington Township Public Library
- 12-028 Brook-Iroquois-Washington Township Public Library
- 12-029 Brookston-Prairie Township Public Library
- 12-030 Brown County Public Library
- 12-031 Brownsburg Public Library
- 12-032 Brownstown Public Library
- 12-033 Butler Public Library
- 12-034 Cambridge City Public Library
- 12-035 Camden-Jackson Township Public Library
- 12-036 Carmel Clay Public Library
- 12-037 Carnegie Public Library Of Steuben County
- 12-038 Centerville-Center Township Public Library
- 12-039 Charlestown Clark County Public Library
- 12-040 Churubusco Public Library
- 12-041 Clayton-Liberty Township Public Library
- 12-042 Clinton Public Library
- 12-043 Coatesville-Clay Township Public Library
- 12-044 Colfax-Perry Township Public Library
- 12-045 Converse-Jackson Township Public Library
- 12-046 Covington-Veedersburg Public Library
- 12-047 Crawford County Public Library

- 12-048 Crawfordsville District Public Library
- 12-049 Crown Point Community Public Library
- 12-050 Culver-Union Township Public Library
- 12-051 Danville-Center Township Public Library
- 12-052 Darlington Public Library
- 12-053 Delphi Public Library
- 12-054 Dublin Public Library
- 12-055 Dunkirk Public Library
- 12-056 Earl Park Public Library
- 12-057 East Chicago Public Library
- 12-058 Eckhart Public Library
- 12-059 Edinburgh Wright-Hageman Public Library
- 12-060 Elkhart Public Library
- 12-061 Evansville-Vanderburgh Public Library
- 12-062 Fairmount Public Library
- 12-063 Farmland Public Library
- 12-064 Fayette County Public Library
- 12-065 Flora-Monroe Township Public Library
- 12-066 Fort Branch-Johnson Township Public Library
- 12-067 Fortville-Vernon Township Public Library
- 12-068 Francesville-Salem Township Public Library
- 12-069 Frankfort Community-Clinton County Contractual Public Library
- 12-070 Franklin County Public Library District
- 12-071 Fremont Public Library
- 12-072 Fulton County Public Library
- 12-073 Garrett Public Library
- 12-074 Gary Public Library

- 12-075 Gas City-Mill Township Public Library
- 12-076 Goodland & Grant Township Public Library
- 12-077 Goshen Public Library
- 12-078 Greensburg-Decatur County Contractual Public Library
- 12-079 Greentown & Eastern Howard School Public Library
- 12-080 Greenwood Public Library
- 12-081 Hagerstown-Jefferson Township Public Library
- 12-082 Hamilton East Public Library
- 12-083 Hamilton North Public Library
- 12-084 Hammond Public Library
- 12-085 Hancock County Public Library
- 12-086 Harrison County Public Library
- 12-087 Hartford City Public Library
- 12-088 Henry Henley Public Library IN0165
- 12-089 Huntingburg Public Library
- 12-090 Huntington City-Township Public Library
- 12-091 Hussey-Mayfield Memorial Public Library
- 12-092 Indianapolis-Marion County Public Library
- 12-093 Jackson County Public Library
- 12-094 Jasonville Public Library
- 12-095 Jasper County Public Library
- 12-096 Jasper-Dubois County Contractual Public Library
- 12-097 Jay County Public Library
- 12-098 Jefferson County Public Library
- 12-099 Jeffersonville Township Public Library
- 12-100 Jennings County Public Library

- 12-101 Johnson County Public Library
- 12-102 Jonesboro Public Library
- 12-103 Joyce Public Library
- 12-104 Kendallville Public Library
- 12-105 Kentland-Jefferson Township Public Library
- 12-106 Kewanna-Union Township Public Library
- 12-107 Kingman-Millcreek Public Library
- 12-108 Kirklin Public Library
- 12-109 Knightstown Public Library
- 12-110 Knox County Public Library
- 12-111 Kokomo-Howard County Public Library
- 12-112 La Crosse Public Library
- 12-113 La Grange County Public Library
- 12-114 La Porte County Public Library
- 12-115 Ladoga-Clark Township Public Library
- 12-116 Lake County Public Library
- 12-117 Lawrenceburg Public Library
- 12-118 Lebanon Public Library
- 12-119 Ligonier Public Library
- 12-120 Lincoln Heritage Public Library
- 12-121 Linden Carnegie Public Library
- 12-122 Linton Public Library
- 12-123 Logansport-Cass County Public Library
- 12-124 Loogootee Public Library
- 12-125 Lowell Public Library
- 12-126 Marion Public Library
- 12-127 Matthews Public Library
- 12-128 Melton Public Library
- 12-129 Michigan City Public Library

- 12-130 Middlebury Community Public Library
- 12-131 Middletown Fall Creek Township Public Library
- 12-132 Milford Public Library
- 12-133 Mishawaka-Penn-Harris Public Library
- 12-134 Mitchell Community Public Library
- 12-135 Monon Town & Township Public Library
- 12-136 Monroe County Public Library
- 12-137 Monterey-Tippecanoe Township Public Library
- 12-138 Montezuma Public Library
- 12-139 Monticello-Union Township Public Library
- 12-140 Montpelier-Harrison Township Public Library
- 12-141 Mooresville Public Library
- 12-142 Morgan County Public Library
- 12-143 Morrisson Reeves Library
- 12-144 Muncie-Center Township Public Library
- 12-145 Nappanee Public Library
- 12-146 New Albany-Floyd County Public Library
- 12-147 New Carlisle & Olive Township Public Library
- 12-148 New Castle-Henry County Public Library
- 12-149 New Harmony Workingmen's Institute
- 12-150 Newburgh Chandler Public Library
- 12-151 Newton County Public Library
- 12-152 Noble County Public Library
- 12-153 North Judson-Wayne Township Public Library
- 12-154 North Madison County Public Library System

- 12-155 North Manchester Public Library
- 12-156 North Webster Community Public Library
- 12-157 Oakland City-Columbia Township Public Library
- 12-158 Odon Winkelpleck Public Library
- 12-159 Ohio County Public Library
- 12-160 Orleans Town & Township Public Library
- 12-161 Osgood Public Library
- 12-162 Otterbein Public Library
- 12-163 Owen County Public Library
- 12-164 Owensville Carnegie Public Library
- 12-165 Oxford Public Library
- 12-166 Paoli Public Library
- 12-167 Parke County Public Library
- 12-168 Peabody Public Library
- 12-169 Pendleton Community Public Library
- 12-170 Penn Township Public Library
- 12-171 Perry County Public Library
- 12-172 Peru Public Library
- 12-173 Pierceton & Washington Township Public Library
- 12-174 Pike County Public Library
- 12-175 Plainfield-Guilford Township Public Library
- 12-176 Plymouth Public Library
- 12-177 Porter County Public Library System
- 12-178 Poseyville Carnegie Public Library
- 12-179 Princeton Public Library
- 12-180 Pulaski County Public Library
- 12-181 Putnam County Public Library

- 12-182 Remington-Carpenter Township Public Library
- 12-183 Ridgeville Public Library
- 12-184 Roachdale-Franklin Township Public Library
- 12-185 Roann Paw-Paw Township Public Library
- 12-186 Roanoke Public Library
- 12-187 Royal Center-Boone Township Public Library
- 12-188 Rushville Public Library
- 12-189 Salem-Washington Township Public Library
- 12-190 Scott County Public Library
- 12-191 Shelby County Public Library
- 12-192 Sheridan Public Library
- 12-193 Shoals Public Library
- 12-194 South Whitley-Cleveland Township Public Library
- 12-195 Speedway Public Library
- 12-196 Spencer County Public Library
- 12-197 Spiceland Town-Township Public Library
- 12-198 St. Joseph County Public Library
- 12-199 Starke County Public Library System
- 12-200 Sullivan County Public Library 2
- 12-201 Swayzee Public Library
- 12-202 Switzerland County Public Library
- 12-203 Syracuse-Turkey Creek Township Public Library
- 12-204 Thorntown Public Library
- 12-205 Tippecanoe County Public Library
- 12-206 Tipton County Public Library
- 12-207 Tyson Library Association, Inc

- 12-208 Union City Public Library
- 12-209 Union County Public Library
- 12-210 Van Buren Public Library
- 12-211 Vermillion County Public Library
- 12-212 Vigo County Public Library
- 12-213 Wabash Carnegie Public Library
- 12-214 Wakarusa-Olive & Harrison Township Public Library
- 12-215 Walkerton-Lincoln Township Public Library
- 12-216 Walton & Tipton Township Public Library
- 12-217 Wanatah Public Library
- 12-218 Warren Public Library
- 12-219 Warsaw Community Public Library
- 12-220 Washington Carnegie Public Library
- 12-221 Washington Township Public Library
- 12-222 Waterloo-Grant Township Public Library
- 12-223 Waveland-Brown Township Public Library
- 12-224 Wells County Public Library
- 12-225 West Lafayette Public Library
- 12-226 West Lebanon-Pike Township Public Library
- 12-227 Westchester Public Library
- 12-228 Westfield-Washington Public Library
- 12-229 Westville-New Durham Township Public Library
- 12-230 Whiting Public Library
- 12-231 Willard Library of Evansville
- 12-232 Williamsport-Washington Township Public Library
- 12-233 Winchester Community Public Library

12-234 Wolcott Community Public Library

12-235 Worthington Jefferson Township Public Library

12-236 York Township Public Library

12-237 Yorktown Public Library

12-238 **TOTAL PLAC Loans** 2 0

13 - Compliance with Standards for Public Librerie

The following questions refer to the library's compliance with the Indiana Public Library Standards (560 IAC 6).

Standards which can be verified by data or information elsewhere in the report do not appear in this section.

Please answer either "Yes", "No", or "N/A" if applicable.

13-001 **Does your library comply with Public Library Law under IC 36-12?** Yes Yes

13-002 **Does your library comply with other Indiana laws that affect municipal corporations?** Yes Yes

13-003 **Does your library comply with all federal laws affecting employment practice?** Yes Yes

13-004 **Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes?** Yes Yes

13-005 **Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?** Yes Yes

13-006 **Do the library board and the director maintain separate functions?** Yes Yes

13-007 **Is the board responsible for governance and policy?** Yes Yes

13-008 **Is the director responsible for administration, operation and management of the library?** Yes Yes

13-009 **Does the director work full-time?** Yes Yes

13-010 Does the director have the required certification under 590 IAC 5? (If unsure, check at <https://mylicense.in.gov/EVerification/Search.aspx>) **Yes** **Yes**

With the advice and recommendations of the library director, has the library board adopted the following plans and policies?

13-011 A schedule of classification of employees **Yes** **Yes**

13-012 An annual schedule of salaries **Yes** **Yes**

13-013 A proposed library budget **Yes** **Yes**

Personnel Policies

Has the library board adopted written personnel policies and procedures dealing with:

13-014 Recruitment? **Yes** **Yes**

13-015 Selection? **Yes** **Yes**

13-016 Appointments? **Yes** **Yes**

13-017 Personnel actions? **Yes** **Yes**

13-018 Salary administration? **Yes** **Yes**

13-019 Employee benefits? **Yes** **Yes**

13-020 Conditions of work? **Yes** **Yes**

13-021 Leaves? **Yes** **Yes**

13-022 Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees? **Yes** **Yes**

13-023 Does the library have current, written bylaws that state its purpose and its operational procedures? **Yes** **Yes**

13-024 Do the library bylaws specifically state rules governing conflicts of interest issues? **Yes** **Yes**

13-025 Do the library bylaws specifically state rules governing nepotism? **Yes** **Yes**

13-026 Have the bylaws been reviewed by the board in the last three (3) years? **Yes** **Yes**

13-027 Has a copy of the current version of the bylaws, along with all of the amendments approved by the library board, been submitted to the Indiana State Library? **Yes** **Yes**

13-028	Does your library have a written collection development plan?	Yes	Yes
13-029	Does your library have a written circulation policy detailing the principles of access for all library materials and service?	Yes	Yes
13-030	Does your library provide support for continuing education for staff and trustees?	Yes	Yes

Long-Range Plan

13-031	Does the library have a written long-range plan of service?	Yes	Yes
13-032	What year did your current long-range plan begin?	2019	2019
13-033	What year does your current long-range plan end?	2025	2023
13-034	Has your long-range plan been reviewed and updated in the last three (3) to five (5) years, depending upon the length of your plan?	Yes	Yes
13-035	Have copies of the plan, plus all updates and revisions, been filed with the Indiana State Library?	No	Yes
13-036	Does your long-range plan include a statement of community needs and goals?	Yes	Yes
13-037	Does your long-range plan include measurable objectives and service in response to the community's needs and goals?	Yes	Yes
13-038	Does your long-range plan include an assessment of facilities, services, technology, and operations?	Yes	Yes
13-039	Does your long-range plan include an ongoing evaluation process?	Yes	Yes
13-040	Does your long-range plan include a plan for financial resources and sustainability?	Yes	Yes
13-041	Does your long-range plan include an equipment replacement schedule?	Yes	Yes
13-042	Does your long-range plan include a professional development strategy?	Yes	Yes
13-043	Does your long-range plan include a statement of collaboration with other public libraries?	Yes	Yes

13-044 Does your long-range plan include a statement of collaboration with other community partners? Yes Yes

Resource Sharing

13-045 Does your library provide interlibrary loan free of charge *to other libraries* within Indiana? Yes Yes

Answer YES if your policy is to lend, even if no loans were requested.

13-046 Does your library provide interlibrary loan free of charge *to your users*? Yes Yes

Answer YES if your policy is to lend, even if no loans were requested.

13-047 Does your library lend materials via a statewide reciprocal borrowing program? Yes Yes

13-048 Does your library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana? No No

13-049 If the answer to 13-048 is YES, please list libraries with which you have reciprocal borrowing agreements.

13-050 Does your library lend materials using the OCLC resource sharing system? Yes Yes

13-051 Is your library a member of Evergreen Indiana? No No

13-052 How many days per week does your library receive InfoExpress courier service? 3 3

Does the library provide adult services, including:

13-053 Reference services, including knowledge of and access to reference materials, including INSPIRE? Yes Yes

13-054 A collection of materials for adults? Yes Yes

13-055 A space designated for adults in each fixed location? Yes Yes

Does the library provide young adult services, including:

13-056 Reference services, including knowledge of and access to reference materials, including INSPIRE? Yes Yes

13-057 A collection of materials for young adults? **Yes** *Yes*

13-058 A space designated for young adults in each fixed location? **Yes** *Yes*

Does the library provide children's services, including:

13-059 Reference services, including knowledge of and access to reference materials, including INSPIRE? **Yes** *Yes*

13-060 A collection of materials for children? **Yes** *Yes*

13-061 A space designated for children in each fixed location? **Yes** *Yes*

Public Access

13-062 Are patrons who are unable to read regular print, because of a visual or a physical disability, provided access to large print books, braille books, audio books, and/or enhanced media? **Yes** *Yes*

13-063 Does the library provide computers for the free use of all persons, regardless of residency? **Yes** *Yes*

13-064 Does your library provide a means for the public to print and make copies at each location? **Yes** *Yes*

Website

Does your library's website include:

13-065 Current hours of operation? **Yes** *Yes*

13-066 A physical address (or addresses) for your library? **Yes** *Yes*

13-067 A map for each fixed location? **Yes** *Yes*

13-068 A telephone number? **Yes** *Yes*

13-069 An email address or other means of electronic contact? **Yes** *Yes*

13-070 A link to INSPIRE.in.gov? **Yes** *Yes*

13-071 Publicly posted policies, including, but not limited to, circulation, fees, and internet use? **Yes** *Yes*

13-071a Has your internet policy been reviewed by the board in the last year?	Yes	Yes
13-072 A link to the library's online public access catalog?	Yes	Yes
13-073 A calendar or schedule of events and programs, updated at least monthly, including the dates for the library board meetings?	Yes	Yes

14 - Statement of Intent to Comply with Standards

14-001 Please explain any NO answers given in Part 13.	13-035 - The 2019 to 2023 long range plan has been extended to 2025. We are currently working on updates and marketing materials and plan to have board approval to file with ISL by the end of March 2024.
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15 - Supplemental Questions

15-001 Did your library face a materials challenge (in which a formal request for reconsideration was submitted) in the last year?	Yes
15-002 Did your library receive any grants in 2023?	Yes
15-002a If so, please list the grantor and general purpose for the grant.	ASTC If/Then Gender Equity Engagement Grant, Wabash Valley Community Foundation - Creating a Better Tomorrow, United Way - Neighborhood Improvement Project, Wabash Valley Community Foundation - Impact Grant
15-003 Did the library offer "Take and Make" activities in 2023?	Yes
15-003a Number of "Take and Make" activities distributed (optional)	397
15-004 What's something your library did in the past year that you're proud of?	We broke ground on a NEW LIBRARY BRANCH!!!

CERTIFICATION

Click [here](#) to print a copy of the Signature Page. This needs to be signed by both the director and board president and returned via email or mail to the Indiana State Library Development Office. This is also due by March 1, 2024.



STATE OF INDIANA

Eric J. Holcomb, *Governor*

Jacob Speer, State Librarian

INDIANA STATE LIBRARY
140 N. Senate Avenue
Indianapolis, IN 46204
Phone: (317) 232-3675
Fax: (317) 232-0002

2023 Indiana Public Library Report - Signature Page

Due March 1, 2024

This signature page is one of two parts of the annual report required to be submitted to the Indiana State Library by March 1, 2024.

The library director and the library board president are required to sign and return this page, after verifying that the annual report form is accurately completed and filed. Please make a copy of the report for your files.

Return this signature page:

By **EMAIL** to Angela Fox at anfox@library.in.gov OR

By **MAIL** to the Indiana State Library, Library Development Office, 315 W. Ohio St., Indianapolis, IN 46202.

I verify that the information included in the 2023 Indiana Public Library Annual Report is accurate to the best of my knowledge.

Library Name: Vigo County Public Library

Library Director's Signature Date:

Kristi J. Howe

Library Director's Name (please print)

Library Board President's Signature Date:

Terry W. Jones

Library Board President's Name (please print)

VIGO COUNTY PUBLIC LIBRARY

RESOLUTION TO ESTABLISH NON-RESIDENT FEES

Whereas, IC 36-12-2-25(c) requires that an individual non-resident fee be established, the members of the Vigo County Public Library Board of Trustees do hereby resolve to establish the non-resident fee at **\$90** (ninety dollars) for an individual non-resident card, effective February 19, 2024. Be it further resolved that this fee will remain in effect until such time that the library board adopts a new non-resident fee resolution.

Duly adopted by the Board of Trustees of the Vigo County Public Library at its regular meeting held on the 19th day of February, 2024, at which a quorum was present.

AYE

NAY
