

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

A G E N D A

1. **Call to Order and Roll Call of Members**
2. **Public Input on Action Items**
3. **Consideration of Minutes of August 19, 2024 Regular Meeting**
4. **Consideration of Minutes of September 3, 2024 Special Meeting**
5. **Treasurer's Report**
 - A. Monthly Financial Statement
 - B. Claims and Payroll
 - C. Special Claims
 - D. Gift Fund Report
6. **Reports to the Library Board**
 - A. Youth Services ~ Lola Snyder
7. **Director's Report**
8. **Old Business**
9. **New Business**
 - A. **Public Hearing on 2025 Library Budget**
10. **Suggestions from the Staff, Board or Public for Action or Study**
11. **Next Regular Meeting:** Monday, October 21, 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, 680 Poplar Street, at 5:30 p.m. on the 19th day of August 2024, the following persons were present:

Library Board Members Present: James M. Young, Vice President; Christi A. Fenton, Secretary; George L. Heubel; Stacy D. Killion; Brian L. Cain; Tiffany D. Cherry (arrived at 5:40 p.m.); and Kelly J. Ford.

Library Staff: Kristi Howe, Brandy Bridgewater; Amy Gibson, Heather Rayl, Chelsea Howard, Jeanette Bouchie, Lauren Eylea, Ally Hall, Luke Gentry, Shaleena Barker, and Crystal Ward.

Others: Jackson Plank, WTHI.

PUBLIC INPUT ON ACTION ITEMS

None.

CONSIDERATION OF REGULAR MEETING MINUTES

A motion to approve the minutes as written for the July 15, 2024, regular meeting, made by Killion, seconded by Heubel, passed.

CONSIDERATION OF BUDGET COMMITTEE MEETING MINUTES

A motion to approve the minutes as written for the August 15, 2024, Budget Committee meeting minutes, made by Heubel, seconded by Fenton, passed.

TREASURER'S REPORT

Monthly Cash Statement

Business Manager Brandy Bridgewater presented the Cash Statement for July 2024 (copy attached to official minutes).

Claims and Payroll

Mrs. Bridgewater presented the Month End Claims dated July 31, 2024, in the amount of \$116,850.84 (Library Operating, \$108,592.48; Gift Fund, \$1,262.06; Grants, \$6,996.30). Library Operating Claims dated August 19, 2024, in the amount of \$123,323.08 (Library Operating Fund, \$121,734.46; Gift Fund, \$148.75; Grants, \$1,439.87). (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

Special Claims

Mrs. Bridgewater presented a special claim dated July 31, 2024, for \$73,257.14 to Keymark Construction for 12 Points remodeling and change orders.

Gift Fund Report

Mrs. Bridgewater presented the Gift Fund report for June 2024 for \$58,727.57.

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

None.

DIRECTOR'S REPORT

Ms. Howe commented on her written report and noted that the VCPL closing dates for 2025 were included.

Ms. Howe provided updates on the 12 Points Branch progress and introduced the newly hired 12 Points Branch Manager, Crystal Ward, along with 12 Points Branch Assistant, Ally Hall, who were in attendance for the meeting.

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

OLD BUSINESS

None.

NEW BUSINESS

Election of Officers: President, Vice President, and Secretary

A motion to appoint Mr. Young as President, made by Dr. Fenton, seconded by Mrs. Killion, passed.

A motion to appoint Dr. Fenton as Vice President made by Mr. Young, seconded by Mrs. Killion, passed.

A motion to appoint Mr. Heubel as Secretary made by Mr. Heubel, seconded by Dr. Fenton, passed.

Election of Treasurer

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

Renewal of Treasurer's Bond

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

Presentation of 2025 Library Budget and Permission to Advertise

A motion giving permission to advertise the 2025 Library Budget, made by Huebel, seconded by Ford, passed. (Copy of the Notice to Taxpayers, Budget Form 1 and 2 attached to official minutes.)

Resolution on Safety Deposit Box

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

Resolutions on Depository Signatures

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

Commitment to Join ISL Consortium for Public Library Access (Funding Year July 1, 2025 through June 30, 2026)

A motion to commit to joining the Consortium, made by Heubel, seconded by Ford, passed.

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

None.

NEXT MEETING

Special Meeting, Tuesday, September 3, 2024, 5:30 PM, Main Library (Public Hearing on 2025 Budget).
Regular Meeting, Monday, September 16, 2024, 5:30 PM, Main Library (Adoption of 2025 Budget).

ADJOURNMENT

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

James M. Young, President

Christi A. Fenton, Vice President

George L. Heubel, Secretary

Stacy D. Killion, Board Member

Brian L. Cain, Board Member

Tiffany D. Cherry, Board Member

Kelly J. Ford, Board Member

At the Special Meeting of the Vigo County Public Library Board at the Vigo County Public Library, 680 Poplar Street, at 5:30 p.m. on the 3rd day of September 2024, the following persons were present:

Library Board Members Present: James M. Young, President; George L. Heubel, Secretary; Stacy D. Killion, Brian L. Cain; Tiffany D. Cherry; and Kelly J. Ford.

Library Board Members Absent: Christi A. Fenton, Vice President.

Library Staff Present: Kristi Howe; Dennis Shepard; Amy Gibson; and Brandy Bridgewater.

Others: None.

PUBLIC INPUT ON ACTION ITEMS

No public input.

PUBLIC HEARING ON 2025 LIBRARY BUDGET

Mr. Young opened the public hearing for discussion of the 2025 Library Budget. There were no questions or comments from board members or public. Mr. Young declared the public hearing closed.

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

There were no suggestions.

NEXT MEETING

Regular Meeting, Monday, September 16, 2024, 5:30 p.m., Main Library. (Adoption of 2025 Library Budget).

ADJOURNMENT

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

ABSENT

James M. Young, President

Christi A. Fenton, Vice President

George L. Heubel, Secretary

Stacy D. Killion, Board Member

Brian L. Cain, Board Member

Tiffany D. Cherry, Board Member

Kelly J. Ford, Board Member

A12030 Oper:BB
 Date 9/9/2024
 Time 9:59 AM

Vigo County Public Library
 Cash Statement
 August 2024

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 Cash Statement
 Period 08/2024

Account Title Number	Beginning	MTD Debits YTD Debits	MTD Credits YTD Credits	Ending Balance	MTD Change YTD Change
	MTD Balance YTD Balance				
Cash Library Operating Fund 100-01-1010	5,647,960.43 5,786,755.08	156,209.98 5,428,202.80	839,359.85 6,250,147.32	4,964,810.56	(683,149.87) (821,944.52)
Cash Gift Fund 200-00-1010	58,727.57 70,043.77	1,999.46 22,278.11	2,538.47 34,133.32	58,188.56	(539.01) (11,855.21)
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-State Technology Reimburs 276-00-1010	(7,549.55) (12,325.97)	0.00 12,370.68	1,439.87 9,034.13	(8,989.42)	(1,439.87) 3,336.55
Cash-WVCF Creating a Better To 277-00-1010	10,000.00 10,000.00	0.00 0.00	10,000.00 10,000.00	0.00	(10,000.00) (10,000.00)
Cash-UW Neighborhood Improveme 278-00-1010	0.00 5,000.00	0.00 0.00	0.00 5,000.00	0.00	0.00 (5,000.00)
Cash-WVCF Impact Grant 279-00-1010	3,603.70 10,600.00	0.00 0.00	0.00 6,996.30	3,603.70	0.00 (6,996.30)
Cash-Lifelong Arts Indiana Agi 280-00-1010	0.00 0.00	5,000.00 5,000.00	750.00 750.00	4,250.00	4,250.00 4,250.00
Cash Public Library Access Car 800-00-1010	0.00 65.00	0.00 65.00	0.00 130.00	0.00	0.00 (65.00)
Cash-Payroll Withholdings 803-00-1010	977.76 54.09	105,863.76 671,698.21	105,428.64 670,339.42	1,412.88	435.12 1,358.79

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*30772	BENNETT*EMILY	280	Check	750.00	56941	CREATIVE AGING PROGRAM-SUPPLIES
30468	FELLER EXPRESS LLC	100	Check	504.00	56942	BLUEY PARTY PERFORMER
				Total Count:	2	
				Total Amount:	1,254.00	
30701	ADP INC - AUTOPAY II	100	ACH	1,337.45	10333	PAYROLL SERVICES
30683	AMAZON.COM LLC	200	ACH	348.18	10334	BINOCULARS FOR NATURE PROGRAMM
30684	AMAZON.COM LLC	100	ACH	26.99	10335	CIRC PRINT MATERIAL
30685	AMAZON.COM LLC	100	ACH	29.99	10336	DVD/VIDEO MATERIAL AND CIRC PRINT
30686	AMAZON.COM LLC	100	ACH	2.63	10337	CIRC PRINT MATERIAL
30691	AMAZON.COM LLC	100	ACH	15.00	10338	DVD/VIDEO MAT AND CIRC PRINT MAT
30697	AMAZON.COM LLC	100	ACH	20.00	10339	DVD/VIDEO MAT AND CIRC PRINT MAT
30698	AMAZON.COM LLC	100	ACH	92.35	10340	SWIFFER HANDLES, SPILL KIT
30699	AMAZON.COM LLC	100	ACH	8.59	10341	CIRC PRINT MATERIAL
30711	AMAZON.COM LLC	100	ACH	72.80	10342	LYSOL WIPES AND TONER FOR TS PRIN
30713	AMAZON.COM LLC	100	ACH	6.89	10343	DVD/VIDEO MATERIAL
30719	AMAZON.COM LLC		ACH	15.94	10344	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				
30720	AMAZON.COM LLC	100	ACH	11.99	10345	CIRC PRINT MATERIAL
		100				
30727	AMAZON.COM LLC	100	ACH	11.99	10346	CIRC PRINT MATERIAL
		100				
30728	AMAZON.COM LLC	100	ACH	196.20	10347	DVD/VIDEO MATERIAL
		100				
30729	AMAZON.COM LLC	100	ACH	20.95	10348	DVD/VIDEO MATERIAL
		100				
30730	AMAZON.COM LLC	100	ACH	12.88	10349	CIRC PRINT MATERIAL
		100				
30731	AMAZON.COM LLC	100	ACH	39.99	10350	VIDEO GAMES
		100				
30741	AMAZON.COM LLC	100	ACH	14.41	10351	CIRC PRINT MATERIAL
		100				
30742	AMAZON.COM LLC	100	ACH	12.59	10352	CIRC PRINT MATERIAL
		100				
30744	AMAZON.COM LLC	100	ACH	35.69	10353	CIRC PRINT MATERIAL
		100				
30747	AMAZON.COM LLC	100	ACH	16.00	10354	ART ZONE PROGRAM MATERIALS (SEP'
		100				
30760	AMAZON.COM LLC	100	ACH	27.99	10355	DVD/VIDEO MATERIAL
		100				
30761	AMAZON.COM LLC	100	ACH	93.15	10356	RECEIPT PAPER AND HAND SANITIZER
		100				
30762	AMAZON.COM LLC	100	ACH	19.47	10357	CIRC PRINT MATERIAL
		100				
30763	AMAZON.COM LLC	100	ACH	55.83	10358	PROGRAM SUPPLIES
		100				
30764	AMAZON.COM LLC	100	ACH	89.99	10359	USB DRIVES
		100				

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
30765	AMAZON.COM LLC	100	ACH	39.99	10360	DVD/VIDEO MATERIAL
30766	AMAZON.COM LLC	100	ACH	25.96	10361	FIRE DEPARTMENT CONNECTION SIGN
30696	BAKER & TAYLOR INC	100 200	ACH	3,653.60	10362	CIRC PRINT MAT, AUD REC BOOKS
30737	BAKER & TAYLOR INC	100	ACH	3,512.02	10363	CIRC PRINT MATERIAL
30733	BOOK DEPOT	200	ACH	328.65	10364	BOOKS FOR EXPLORE WABASHIKI (NOI
30700	CRAIG, ARIELLE	100	ACH	360.00	10365	SUMMER 2024 TUITION REIMBURSEMEI
30759	DEMCO, INC	100	ACH	40.92	10366	BOOKMARKS
30687	E-Z CLEAN INC	100	ACH	1,440.09	10367	JANITORIAL SUPPLIES
30688	E-Z CLEAN INC	100	ACH	86.94	10368	12 POINTS SOAP AND PAPER TOWELS
*30694	EBSCO INFORMATION SERVICE	100	ACH	9.90	10369	MAGAZINES
30736	GALE/CENGAGE LEARNING	100	ACH	386.86	10370	CIRC PRINT MATERIAL
30756	KIRBY RISK CORPORATION	100	ACH	27.05	10374	RACK PARTS
30693	MIDWEST TAPE	100	ACH	970.80	10375	DVD/VIDEO MATERIAL
30734	MIDWEST TAPE	100	ACH	1,180.42	10376	DVD/VIDEO MATERIAL
*30757	ORACLE ELEVATOR COMPANY	100	ACH	1,196.65	10377	ELEVATOR MAINTENANCE SEMI-ANNUA

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
30740	RAPID REPRODUCTIONS INC	100	ACH	225.00	10378	PROGRAMS FOR SIX OVER SIXTY EVEN
30768	REEL FILM PRODUCTION LLC	100	ACH	5,800.00	10379	FILM DIGITIZATION
30758	RICOH USA INC	100	ACH	1,613.66	10380	COPIER LEASE
30710	SPICER, CATHERINE	100	ACH	1,500.00	10381	SUMMER 2024 TUITION REIMBURSEMEI
*30726	TECH ELECTRONICS OF INDIAI	100	ACH	900.00	10382	MAIN ANNUAL SERVICE
*30690	TECH ELECTRONICS OF INDIAI	100	ACH	4,935.63	10383	SECURITY CAMERAS FOR 12 POINTS BI
				Total Count:	48	
				Total Amount:	30,870.07	
30689	BELLE TIRE	100	E-pay	195.98	11176	A/C BELT FOR ESCAPE
*30692	YOUR AUTOMATIC DOOR COM	100	E-pay	1,134.60	11177	GEARBOX FOR SOUTH ENTRANCE
30695	CENTER POINT LARGE PRINT	100	E-pay	533.94	11178	CIRC PRINT MATERIAL
30706	OFFICE DEPOT	100	E-pay	66.04	11179	OFFICE SUPPLIES
30707	OFFICE DEPOT	100	E-pay	114.66	11180	OFFICE SUPPLIES
30708	JKO MEDIA GROUP	100	E-pay	500.00	11181	RADIO ADS FOR JKO MEDIA GROUP TH
30709	JKO MEDIA GROUP	100	E-pay	500.00	11182	RADIO ADS FOR JKO MEDIA GROUP TH
30588	AMERICAN FLOOR MATS	100	E-pay	1,534.41	11183	ENTRANCE MATS

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*30712	PENDLETON COMMUNITY PUBLI	100	E-pay	12.00	11184	ILL REIMBURSEMENT
30714	JOINK LLC	100	E-pay	275.00	11185	MONTHLY CLOUD BACKUP
*30717	REPUBLIC SERVICES OF WEST	100	E-pay	565.82	11186	MAIN TRASH SERVICE
*30595	CAPITAL ONE	100	E-pay	90.26	11187	PROGRAM SUPPLIES
30565	SAM'S CLUB DIRECT	100	E-pay	112.96	11188	PROGRAM SUPPLIES
*30722	INDIANA AMERICAN WATER CC	100	E-pay	965.85	11189	MAIN WATER SERVICE
*30723	INDIANA AMERICAN WATER CC	100	E-pay	620.36	11190	MAIN IRRIGATION SERVICE
*30724	CITY OF TERRE HAUTE SEWAG	100	E-pay	1,109.41	11191	MAIN SEWAGE BILLING
*30725	CITY OF TERRE HAUTE SEWAG	100	E-pay	28.21	11192	12 POINTS SEWAGE BILLING
*30732	CROSSROADS DOOR & HARDV	100	E-pay	1,800.00	11193	CORES FOR LOCKS AT 12 POINTS
*30735	LAKESHORE LEARNING MATEF	100	E-pay	32.99	11194	YS NON PRINT CIRCULATING MATERIAL
30738	T-MOBILE USA, INC.	100	E-pay	161.70	11195	WEST HOTSPOT DATA
30739	T-MOBILE USA, INC.	100	E-pay	829.99	11196	MAIN HOTSPOT DATA
*30743	TABCO PRINTING & PROMOTIC	100	E-pay	12.00	11197	NAME BADGE FOR 12 POINTS MANAGEI
*30703	VISA CARD SERVICES	100 200	E-pay	9,453.39	11198	VARIOUS SUPPLIES, TRAVEL, REGISTR.
30753	OFFICE DEPOT		E-pay	12.78	11199	OFFICE SUPPLIES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		100				
*30754	COURTESY CLEANING CENTEF	100	E-pay	40.60	11200	LAUNDERING OF MAIN TABLECLOTHS A
		100				
*30755	COURTESY CLEANING CENTEF	100	E-pay	24.50	11201	LAUNDERING OF MAIN TABLECLOTHS A
		100				
30767	AAA STATE OF PLAY	100	E-pay	23,300.00	11202	PLAY EQUIPMENT FOR 12 POINTS
		100				
30769	VERIZON - WIRELESS	100	E-pay	175.33	11203	PHONE SERVICE
		100				
30770	ENVISIONWARE	100	E-pay	1,270.00	11204	ANNUAL MOBILEPRINT AND BUILDING E
		100				

Total Count: **29**
Total Amount: **45,472.78**

Library Operating Fund 100:	74,457.13
Gift Fund 200:	2,389.72
Rainy Day Fund 201:	0.00
State Technology Reimbursement Grant Fund 276:	0.00
WVCF Creating a Better Tomorrow Grant Fund 277:	0.00
UW Neighborhood Improvement Grant Fund 278:	0.00
WVCF Impact Grant Fund 279:	0.00
Lifelong Arts Indiana Grant Fund 280:	750.00
Public Library Access Card Fund 800:	0.00

Grand Total Count:	79
Grand Total Amount:	77,596.85

Executive Director
Kristi Howe

VISA - AUGUST- MONTHLY TOTAL			PAY 08/30/2024	
DATE	PO#	VENDOR	DESCRIPTION	AMOUNT
KRISTI HOWE		XXXX XXXX XXXX 3729		
7/26/2024	241324	GENERAL AWNINGS	AWNINGS FOR 12 POINTS	2188.00
7/29/2024	241350	MCALISTER'S DELI	LUNCH FOR NEW MANAGER ORIENTATION	176.19
8/7/2024	241424	STAPLES	ADMIN OFFICE SUPPLIES	132.26
ADM TOTAL				2496.45
DENNIS SHEPARD		XXXX XXXX XXXX 6317		
7/22/2024	241273	NAMECHEAP	VOTE VIGO DOMAIN RENEWAL	31.22
7/24/2024	241225	FACEBOOK	SKYDOME BOOST	27.00
7/29/2024	240419	MAILCHIMP	MAILCHIMP RENEWAL	138.00
7/31/2024	241356	GOOGLE	GOOGLE WORKSPACE	187.20
7/31/2024	240974	GOOGLE	SUMMER READING AD FOR GOOGLE/YOUTUBE	182.38
8/4/2024	241208	SLACK TECHNOLOGIES	PROFESSIONAL SLACK PR TEAM	870.00
8/9/2024	241426	CANVA	NEW CANVA USER	44.79
8/9/2024	241427	1-800-BOLLARDS	BOLLARDS FOR MAIN	2824.54
8/17/2024	241225	FACEBOOK	SKYDOME BOOST	11.10
DENNIS S TOTAL				4316.23
BRANDY BRIDGEWATER		XXXX XXXX XXXX 1093		
7/25/2024	241318	CACKLEBERRIES	LUNCH FOR NEW EMPLOYEE ORIENTATION	40.99
7/26/2024	241327	NETWORK FOR GOOD	TABLE FOR 6 OVER 60 AWARDS LUNCHEON	247.20
7/29/2024	240343	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	15.00
7/29/2024	240343	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	3.00
7/30/2024	240343	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	6.00
7/30/2024	241342	EBAY	BLUEY AND BINGO TATOOS	17.76
7/30/2024	241346	INBIZ	NOTARY CONTINUING ED- R FOX	49.37
7/31/2024	240825	UMI GRILL	SR GRAND PRIZE 19+	100.00

7/31/2024	241337, 240824	AFTERBURNER BREWING COMPANY	SR GRAND PRIZE	100.00
7/31/2024	241201	MOGGERS RESTAURANT	SR GRAND PRIZE	103.00
8/1/2024	240121	ICONIC DIGITAL MARKETING	ANNUAL FEE FOR ICONIC DIGITAL	355.50
8/5/2024	241379	PAPA JOHN'S PIZZA	LUNCH FOR 12 POINTS TEAM ORIENTATION	73.66
8/7/2024	241411	PAYPAL	CHOOSE YOUR OWN ADVENTURE LOOT	7.43
8/8/2024	241399	HOME DEPOT	COVERED SAND BOX	128.00
8/8/2024	241413	T SHIRT 1	FLD STAFF SHIRTS	926.00
8/14/2024	241442	PANERA BREAD	LUNCH FOR LCVF DIRECTORS MEETING	119.51
8/19/2024	241464	TECHSOUP GLOBAL	MONTHLY CLOUD SOLUTIONS LICENSE	270.00
BRANDY TOTAL				2562.42
HEATHER RAYL XXXX XXXX XXXX 6325				
HEATHER TOTAL				0.00
VIGO CO PUBLIC LIBRARY XXXX XXXX XXXX 4648				
8/9/2024	241425	PATTY SHACK	LUNCH FOR NEW EMPLOYEE ORIENTATIONS	78.29
VIGO TOTAL				78.29
GRAND TOTAL				9453.39

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
30806	4IMPRINT, INC	200	Check	205.83	56943	CON AT THE CROSSROADS PINS
*30803	BIG JACK'S SMALL ENGINE PAF	100	Check	50.00	56944	WEED EATER REPAIR
*30810	DOUBLE BEE FENCE COMPANY	100	Check	8,500.00	56945	12 POINTS GARAGE FENCE
30837	LAMAR	100	Check	1,150.00	56946	BILLBOARD FOR 12 POINTS OR LIB CAR
*30839	SMIDDY'S CARPETSPLUS COLC	100	Check	480.00	56947	ELEVATOR FLOORING FOR MAIN
*30836	VIGO COUNTY EDUCATION FOI	100	Check	500.00	56948	BATTLE OF THE BRAINS TRIVIA REGIST
					Total Count:	6
					Total Amount:	10,885.83
30841	ADP INC - AUTOPAY II	100	ACH	835.46	10384	PAYROLL SERVICES
*30831	ADP SCREENING & SELECTION	100	ACH	350.62	10385	BACKGROUND SCREENINGS
30781	AMAZON.COM LLC	100	ACH	16.85	10386	CIRC PRINT MATERIAL
30829	AMAZON.COM LLC	100	ACH	31.18	10387	POSTAGE METER TAPES FOR TS
30855	AMAZON.COM LLC	100	ACH	13.98	10388	CIRC PRINT MATERIAL
30856	AMAZON.COM LLC	100	ACH	119.78	10389	OFFICE SUPPLIES
30857	AMAZON.COM LLC	100	ACH	27.57	10390	PROGRAM SUPPLIES
30858	AMAZON.COM LLC	100	ACH	88.99	10391	DVD/VIDEO MATERIAL AND CIRC PRINT

<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>
30859	AMAZON.COM LLC	100	ACH	139.98	10392	DVD/VIDEO MATERIAL
30860	AMAZON.COM LLC	100	ACH	39.99	10393	DVD/VIDEO MATERIAL
30861	AMAZON.COM LLC	100	ACH	19.67	10394	LIBRATORY TOWN STAMP KITS
30862	AMAZON.COM LLC	100	ACH	32.38	10395	SEPTEMBER MAKER HOUR SUPPLIES
30863	AMAZON.COM LLC	100	ACH	15.49	10396	CIRC PRINT MATERIAL
30864	AMAZON.COM LLC	100	ACH	32.77	10397	CIRC PRINT MATERIAL
30865	AMAZON.COM LLC	100	ACH	13.95	10398	CIRC PRINT MAT AND CIRC NON-PRINT
30866	AMAZON.COM LLC	100	ACH	52.95	10399	CIRC PRINT MAT AND CIRC NON-PRINT
30867	AMAZON.COM LLC	100	ACH	12.19	10400	CIRC PRINT MAT AND CIRC NON-PRINT
30868	AMAZON.COM LLC	100	ACH	22.39	10401	CIRC PRINT MAT AND CIRC NON-PRINT
30869	AMAZON.COM LLC	100	ACH	8.89	10402	CIRC PRINT MAT AND CIRC NON-PRINT
30870	AMAZON.COM LLC	100	ACH	19.99	10403	CIRC PRINT MATERIAL
30871	AMAZON.COM LLC	100	ACH	36.68	10404	CIRC PRINT MATERIAL
30872	AMAZON.COM LLC	100	ACH	8.83	10405	CIRC PRINT MATERIAL
30873	AMAZON.COM LLC	100	ACH	12.29	10406	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>
30874	AMAZON.COM LLC	100	ACH	21.98	10407	CIRC PRINT MATERIAL
30875	AMAZON.COM LLC	100	ACH	105.48	10408	CIRC PRINT MATERIAL
30876	AMAZON.COM LLC	100	ACH	36.56	10409	CIRC PRINT MAT, DVD/VIDEO MAT
30877	AMAZON.COM LLC	100	ACH	25.78	10410	CIRC PRINT MAT, DVD/VIDEO MAT
30878	AMAZON.COM LLC	100	ACH	24.38	10411	CIRC PRINT MAT, DVD/VIDEO MAT
30879	AMAZON.COM LLC	100	ACH	8.99	10412	CIRC PRINT MAT, DVD/VIDEO MAT
30880	AMAZON.COM LLC	100	ACH	13.94	10413	CIRC PRINT MAT, DVD/VIDEO MAT
30881	AMAZON.COM LLC	100	ACH	20.04	10414	CIRC PRINT MAT, DVD/VIDEO MAT
30882	AMAZON.COM LLC	100	ACH	7.74	10415	CIRC PRINT MAT, DVD/VIDEO MAT
30883	AMAZON.COM LLC	100	ACH	14.99	10416	CIRC PRINT MAT, DVD/VIDEO MAT
30884	AMAZON.COM LLC	100	ACH	53.29	10417	CIRC PRINT MAT, DVD/VIDEO MAT
30885	AMAZON.COM LLC	100	ACH	13.68	10418	CIRC PRINT MAT, DVD/VIDEO MAT
30886	AMAZON.COM LLC	100	ACH	11.29	10419	CIRC PRINT MAT, DVD/VIDEO MAT
30887	AMAZON.COM LLC	100	ACH	7.88	10420	CIRC PRINT MATERIAL
30888	AMAZON.COM LLC	100	ACH	9.89	10421	CIRC PRINT MATERIAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
30897	AMAZON.COM LLC	100	ACH	309.90	10422	FILAMENT FOR 3D PRINTERS
30898	AMAZON.COM LLC	100	ACH	28.40	10423	NON-PRINT CIRC MATERIAL
30899	AMAZON.COM LLC	100	ACH	18.80	10424	NON-PRINT CIRC MATERIAL
30900	AMAZON.COM LLC	100	ACH	58.31	10425	CIRC PRINT MATERIAL
30901	AMAZON.COM LLC	100	ACH	24.24	10426	CIRC PRINT MAT AND DVD/VIDEO MAT
30902	AMAZON.COM LLC	100	ACH	36.02	10427	CIRC PRINT MAT AND DVD/VIDEO MAT
30907	AMAZON.COM LLC	100	ACH	189.89	10428	CIRC PRINT MAT, DVD/VIDEO MAT
30908	AMAZON.COM LLC	100	ACH	35.87	10429	TECH PROGRAM SUPPLIES
30813	BAKER & TAYLOR INC	100 200	ACH	5,023.27	10430	CIRC PRINT MAT, AUD REC BOOKS
30814	BAKER & TAYLOR INC	100	ACH	3,921.08	10431	CIRC PRINT MAT, AUD REC BOOKS
*30821	BOUCHIE*JEANETTE	100	ACH	4.50	10432	REIMBURSEMENT FOR PROGRAM SUPP
*30843	BOUCHIE*JEANETTE	100	ACH	5.00	10433	PARKING REIMBURSEMENT
*30906	CARSON*ANGELINE	100	ACH	3.00	10434	PARKING REIMBURSEMENT FOR POWE
*30844	CULLIGAN WATER CONDITIONI	100	ACH	30.50	10435	WEST COOLER RENTAL
30822	E-Z CLEAN INC	100	ACH	968.63	10436	SUPPLIES
30915	E-Z CLEAN INC		ACH	794.83	10437	JANITORIAL SUPPLIES

<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				
*30834	EBSCO INFORMATION SERVICE	100	ACH	10,360.00	10438	EBSCO INVOICE NOVELIST PLUS AND N
		100				
*30817	ELYEA*LAUREN	100	ACH	94.57	10439	MILEAGE REIMBURSEMENT
		100				
30849	ENA	276	ACH	1,549.33	10440	INTERNET SERVICE
		100				
30850	ENA	100	ACH	567.43	10441	VOICE SERVICE
		100				
30818	GALE/CENGAGE LEARNING	100	ACH	368.11	10442	CIRC PRINT MATERIAL
		100				
*30905	INDUSTRIAL SUPPLY COMPAN'	100	ACH	201.29	10443	WATER FOUNTAIN FILTERS
		100				
30811	MIDWEST TAPE	100	ACH	1,270.39	10444	DVD/VIDEO MATERIAL
		100				
30812	MIDWEST TAPE	100	ACH	2,659.20	10445	DVD/VIDEO MATERIAL
		100				
30835	MIDWEST TAPE	100	ACH	6,379.91	10446	HOOPLA AUGUST INVOICE
		100				
*30824	MULOT*FRANCOIS	100	ACH	3.43	10447	MILEAGE REIMBURSEMENT
		100				
30847	NEW AVENUES	100	ACH	166.24	10448	ALA CARTE ADMIN FEE
		100				
30840	PAYPAL INC	100	ACH	19.95	10449	MONTHLY PAYFLOW LINK
		100				
30815	RICOH USA INC	100	ACH	273.72	10450	COPIER LEASE
		100				
30816	RICOH USA INC	100	ACH	136.86	10451	COPIER LEASE
		100				
*30853	TECH ELECTRONICS OF INDIAI	100	ACH	780.00	10452	12 POINTS EMERGENCY ELEVATOR MC

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
30828	TECH LOGIC CORPORATION	100	<i>ACH</i>	1,756.50	10453	RFID TAGS
*30807	UNIQUE MANAGEMENT SERVIC	100	<i>ACH</i>	797.17	10454	NOTICES
*30808	UNIQUE MANAGEMENT SERVIC	100	<i>ACH</i>	432.60	10455	PLACEMENTS
30802	UNIVERSITY PRODUCTS INC	100	<i>ACH</i>	655.81	10456	ARCHIVAL MATERIALS
30825	UNIVERSITY PRODUCTS INC	100	<i>ACH</i>	130.80	10457	DISPLAY AND ARCHIVAL SUPPLIES
30851	WAGeworks, INC.	100	<i>ACH</i>	168.82	10458	COBRA MONTHLY FEE
30845	WEAS ENGINEERING INC	100	<i>ACH</i>	491.72	10459	WATER TREATMENT MANAGEMENT
						Total Count: 76
						Total Amount: 43,044.87
*30800	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	57.12	11223	PRIVATE FIRE SERVICE
30801	WEX BANK	100	<i>E-pay</i>	136.05	11224	FUEL SERVICE
30809	THE TRASH MAN	100	<i>E-pay</i>	135.00	11225	WEST TRASH SERVICE
*30819	TABCO PRINTING & PROMOTIC	100	<i>E-pay</i>	12.00	11226	NAME BADGE FOR ADMIN ASSISTANT
*30820	TABCO PRINTING & PROMOTIC	100	<i>E-pay</i>	43.00	11227	BUSINESS CARDS FOR 12 POINTS BRAI
*30823	KOORSEN FIRE & SECURITY IN	100	<i>E-pay</i>	2,042.17	11228	FIRE EXTINGUISHERS FOR 12 POINTS
30826	OVERDRIVE	100	<i>E-pay</i>	4,000.00	11229	OVERDRIVE HOLDS 20

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
30827	OVERDRIVE	100	<i>E-pay</i>	9,750.00	11230	SEPT MONTHLY DEPOSIT
30838	OFFICE DEPOT	100	<i>E-pay</i>	301.68	11231	OFFICE SUPPLIES
30842	LIBERTY MUTUAL	100	<i>E-pay</i>	400.00	11232	PUBLIC OFFICIAL BOND- L FRANKS
*30846	TRIBUNE STAR PUBLISHING CC	100	<i>E-pay</i>	450.00	11233	TERRE HAUTE LIVING ADS FOR SEPTE
*30848	HANOVER INSURANCE GROUP	100	<i>E-pay</i>	2,795.75	11234	WORKERS COMPENSATION POLICY
30854	WATSON LABEL PRODUCTS	100	<i>E-pay</i>	1,140.18	11235	BARCODES
*30889	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	26.25	11236	LAUNDERING OF MAIN TABLECLOTHS A
*30890	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	51.80	11237	LAUNDERING OF MAIN TABLECLOTHS A
30896	CENTERPOINT ENERGY	100	<i>E-pay</i>	22.93	11238	WEST GAS SERVICE

Total Count: **16**
Total Amount: **21,363.93**

<i>Library Operating Fund 100:</i>	73,421.07
<i>Gift Fund 200:</i>	324.23
<i>Rainy Day Fund 201:</i>	0.00
<i>State Technology Reimbursement Grant Fund 276:</i>	1,549.33
<i>WVCF Creating a Better Tomorrow Grant Fund 277:</i>	0.00
<i>UW Neighborhood Improvement Grant Fund 278:</i>	0.00
<i>WVCF Impact Grant Fund 279:</i>	0.00
<i>Lifelong Arts Indiana Grant Fund 280:</i>	0.00
<i>Public Library Access Card Fund 800:</i>	0.00

Grand Total Count:	98
Grand Total Amount:	75,294.63

Executive Director
Kristi Howe

**Payroll Payable
Voucher Register**

Vigo County Public Library

For Period August -2024

Page 1 of 2 Pages

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
8/2	Pay #16	Gross Payroll	\$ 137,555.33	\$ 137,555.33	ACH	
8/2	Pay #16	FICA	\$ 9,915.71	\$ 9,915.71	ACH	
8/2	Pay #16	PERF	\$ 18,311.87	\$ 18,311.87	ACH	
8/16	Pay #17	Gross Payroll	\$ 139,650.13	\$ 139,650.13	ACH	
8/16	Pay #17	FICA	\$ 10,073.63	\$ 10,073.63	ACH	
8/16	Pay #17	PERF	\$ 18,505.71	\$ 18,505.71	ACH	
8/16	Pay #17	UHC	\$ 80,827.55	\$ 80,827.55	ACH	
8/16	Pay #17	Guardian	\$ 7,386.89	\$ 7,386.89	ACH	
8/30	Pay #18	Gross Payroll	\$ 141,970.45	\$ 141,970.45	ACH	
8/30	Pay #18	FICA	\$ 10,681.53	\$ 10,681.53	ACH	
8/30	Pay #18	PERF	\$ 18,941.04	\$ 18,941.04	ACH	

Total library cost			\$ 593,819.84			
August	Pays 16, 17, & 18	Nationwide	\$ 2,603.85	\$ 2,603.85	ACH	Staff withholding
August	Pays 16, 17, & 18	Garnishments	\$ 275.00	\$ 275.00	ACH	Staff withholding
August	Pays 16, 17, & 18	Garnishment Reim	\$ -	\$ -	ACH	Staff withholding
August	Pays 16, 17, & 18	AFLAC	\$ 1,412.88	\$ 1,412.88	ACH	Staff withholding
August	Pays 16, 17, & 18	United Way	\$ 378.00	\$ 378.00	ACH	Staff withholding
August	Pays 16, 17, & 18	UHC	\$ 10,230.00	\$ 10,230.00	ACH	Staff withholding
August	Pays 16, 17, & 18	HSA adj.		\$ -	ACH	Staff withholding
August	Pays 16, 17, & 18	Guardian	\$ 1,481.46	\$ 1,481.46	ACH	Staff withholding
August	Pays 16, 17, & 18	Boston Mutual	\$ 581.26	\$ 581.26	ACH	Staff withholding
August	Pays 16, 17, & 18	Fed Tax	\$ 29,350.81	\$ 29,350.81	ACH	Staff withholding
August	Pays 16, 17, & 18	State Tax	\$ 12,532.99	\$ 12,532.99	ACH	Staff withholding
August	Pays 16, 17, & 18	Local Tax	\$ 7,926.10	\$ 7,926.10	ACH	Staff withholding
August	Pays 16, 17, & 18	FICA	\$ 30,670.91	\$ 30,670.91	ACH	Staff withholding
August	Pays 16, 17, & 18	Vol. PERF	\$ 8,420.50	\$ 8,420.50	ACH	Staff withholding
Staff Cost			\$ 105,863.76	\$ 105,863.76		

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
30748	KEYMARK CONSTRUCTION	100	ACH	366.80	10371	CHANGE ORDER 98
30750	KEYMARK CONSTRUCTION	100	ACH	43,156.00	10372	12 POINTS REMODELING
30751	KEYMARK CONSTRUCTION	100	ACH	5,212.02	10373	12 POINTS REMODELING CHANGE ORD

Total Count: **3**
Total Amount: **48,734.82**

Library Operating Fund 100:	48,734.82
Gift Fund 200:	0.00
Rainy Day Fund 201:	0.00
State Technology Reimbursement Grant Fund 276:	0.00
WVCF Creating a Better Tomorrow Grant Fund 277:	0.00
UW Neighborhood Improvement Grant Fund 278:	0.00
WVCF Impact Grant Fund 279:	0.00
Lifelong Arts Indiana Grant Fund 280:	0.00
Public Library Access Card Fund 800:	0.00

Grand Total Count:	3
Grand Total Amount:	48,734.82

Executive Director
Kristi Howe

August 31, 2024

Gift Fund Balances

2024

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 2,257.44	Unrestricted Use	Admin.
64-SPC	\$ 6,237.58	Support of SPC	Admin.
65-Big Read	\$ 450.00	Big Read	Admin.
66-YS	\$ 4,403.18	Support of YS	Admin.
67-WVCF Endowment	\$ 535.00	Support of Strategic Plan Goals	Admin.
68-Crackerbarrel	\$ 38.10	Support of Crackerbarrel	Admin.
69-Wright Foundation	\$ 4,120.25	Unrestricted Use	Admin.
70- West Emily's Garden	\$ 200.00	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,387.39	Support of West Branch	Admin.
72-Friends	\$ 8,229.39	Support of Pre-Approved Programs/Initiatives	Admin.
73-WVLC	\$ -	Support of LLC Literacy Events	Admin.
74-Wiley Cupola	\$ 1,467.87	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	\$ 278.75	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	\$ 618.04	Christmas in the Park	Admin.
92-Marketing	\$ 945.05	Unrestricted Use	Admin.
93-Programming and Events	\$ 697.00	Support of Programming and Events	Admin.
94-TH Econ.Dev.	\$ 139.58	Adult Nonfiction Commemorating Speakers	Admin.
95-12 Points	\$ 1,100.00	Support of 12 Points	Admin.
96-Fundraiser	\$ 770.44	Buy a Book	Admin.
TOTAL	\$ 58,188.56		

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD SEPTEMBER 16, 2024

ADULT SERVICES

Adult Services is working with an immigration attorney, Ms. Wilkinson, to host quarterly 2-hour sessions at the Library to assist anyone with immigration questions. On her first visit on August 29, she conducted confidential meetings with 7 individuals, one of whom expressed to Adult Services Manager Jeanette Bouchie how important this service was for her.

On September 6, Adult Services Librarian Bonnie McNair conducted a Library tour for William Daniels, who was referred to VCPL by the West Central Indiana Small Business Development Center. He is working with ISBDC to start his own food service business in Terre Haute and was interested in learning about the resources VCPL can provide to entrepreneurs and small business owners. Bonnie provided Mr. Daniels with a list of 15 pertinent services and resources, including LinkedIn Learning, free printing and faxing, and collaborative spaces. She encouraged him to return as often as he liked in order to get the most out of what VCPL has to offer.

PROGRAM AND EVENTS

Get ready to celebrate 30 incredible years of Family Learning Day at the Vigo County Public Library. Discover fun, excitement, and learning opportunities that everyone will love! This year, meet Indiana Jim's sleek, scaly, and slithery friends from around the world. Marvel at a rainbow boa's color-shifting scales, meet one of the world's largest snakes, and say hello to a red-footed tortoise from Central and South America.

After visiting the reptiles, take a trip down Walnut Avenue to check out the large trucks and equipment, then pop over for a Foam Homies Bubble Party, dance along to the beats of DJ Danny Wayne, cool off with a freshly made snow cone, and stop by a book tent to select a new book. More than 50 local organizations and businesses will be on hand with crafts, activities, and information for youth and families.



SPECIAL COLLECTIONS

Special Collections has been collaborating closely with the Public Relations team to produce a new installment of its Terror Tales video series. This year's video is focusing on possible hauntings at M. Mogger's Restaurant & Pub, located on Poplar Street in downtown Terre Haute. In early September, SPC and PR teams, as well as staff participating from Tech Team and Maintenance, visited the historic building for a guided tour and filming sessions. Terror Tales will be released near the end of October to coincide with Halloween.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD SEPTEMBER 16, 2024

TECH TEAM

Tech Team and Adult Services staff members have initiated a collaborative project to deliver essential life skills through technology. Committee members include Chelsea Howard, Hailey Mackelburger, and Catie Spicer from Tech Team and Jeanette Bouchie, Sharon McConnell, and Bonnie McNair from Adult Services. The group is developing more than nine programs aimed at enhancing community skills, including navigating school apps like Skyward and MySchoolBucks, utilizing LinkedIn Learning for professional development and certifications, and preparing for citizenship tests with Learning Express. These tech-focused life skills courses are set to launch in January 2025.

TEDDY BEAR PICNIC AT WEST BRANCH



The West Branch welcomed 42 community members, as well as dozens of their stuffed friends, to the Teddy Bear Picnic on August 6. Families shared a teddy-bear-themed snack together in the pavilion, created colorful art on the sidewalk, and gathered inside the library to listen to a charming teddy-bear-themed story time. This program provided not just positive family and caretaker memories, but an opportunity for several families who had not visited recently to discover all of the fun children's resources available to them at the West Branch.

PERSONNEL CHANGES

EMPLOYMENT

Orman, India A. - Hired for the part-time non-exempt position of Special Collections Clerk in the Special Collections Department effective September 3, 2024.

Cruz, Ariel M. - Hired for the part-time non-exempt position of Lending Services Clerk in the Lending Services Department effective September 9, 2024.

Simonson, Nathan E. - Hired for the part-time non-exempt position of Tech Team Technician in the Tech Team Department effective September 9, 2024.

Cooper, Christopher L. - Hired for the full-time non-exempt position of Facilities Technician in the Facilities Department effective September 13, 2024.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD SEPTEMBER 16, 2024

Jones, Eleanor A. - Hired for the part-time non-exempt position of Lending Services Clerk in the Lending Services Department effective September 16, 2024.

TRANSFER

Hatcher, Janet L. - Transfer from the full-time non-exempt position of Special Collections Clerk in the Special Collections Department to the full-time non-exempt position of Branch Assistant at the 12 Points Branch Library effective September 9, 2024.

Ingle, Ashley M. - Transfer from the full-time non-exempt position of Cataloging Technician-Lending Services Clerk in the Technical Services and Lending Services Departments to the full-time non-exempt position of Acquisitions-Interlibrary Loan Technician in the Technical Services Department effective September 10, 2024.

Hackert, Lauren N. - Transfer from the full-time non-exempt position of Lending Services Clerk in the Lending Services department to the full-time non-exempt position of Cataloging Technician-Lending Services Clerk in the Technical Services and Lending departments effective September 12, 2024.

Respectfully submitted,

Kristi J. Howe

9/9/24 AG

	August-24	August-23		YTD 2024	YTD 2023	
Print Circulation	18,798	19,945	-5.8%	146,712	152,335	-3.7%
A/V Circulation	6,385	7,148	-10.7%	45,692	52,248	-12.5%
Misc	325	290	12.1%	2,627	2,419	8.6%
Electronic Devices	61	68	-10.3%	448	492	-8.9%
TOTAL	25,569	27,451	-6.9%	195,479	207,494	-5.8%

	August-24	August-23		YTD 2024	YTD 2023	
Overdrive						
E-book	7,814	7,064	10.6%	62,800	57,113	10.0%
E-audiobook	5,919	5,184	14.2%	47,554	36,933	28.8%
E-Magazines	758	367	106.5%	7,529	2,682	180.7%
TOTAL	14,491	12,615	14.9%	117,883	96,728	21.9%

	August-24	August-23		YTD 2024	YTD 2023	
Hoopla						
E-audiobook	1,668	2,086	-20.0%	12,989	14,794	-12.2%
Bingepasses	31	35	-11.4%	239	145	64.8%
E-Books	654	1,005	-34.9%	5,279	7,149	-26.2%
E-Comics	89	235	-62.1%	803	1,330	-39.6%
E-music	67	161	-58.4%	700	1,182	-40.8%
E-video movie	220	286	-23.1%	1,508	1,837	-17.9%
E-video TV	94	171	-45.0%	739	1,312	-43.7%
TOTAL	2,823	3,979	-29.1%	22,257	27,749	-19.8%

	August-24	August-23		YTD 2024	YTD 2023	
Reference [fact-finding]	2,234	2,345	-4.7%	17,995	20,219	-11.0%

MATERIALS ADDED TO COLLECTION

Purchased Items	August-24	YTD 2024
Book	1,263	7,092
Video	267	2,138
Video Game	28	169
Music CD	0	11
Audio Book	4	45
Misc	12	113
TOTAL	1,574	9,568

Donated Items	August-24	YTD 2024
Book	31	527
Video	0	0
Video Game	0	0
Music CD	0	0
Audio Book	0	0
Misc	0	1
TOTAL	31	528

New Items Ordered	August-24	YTD 2024
Book	1,076	8,243
Video	182	1,866
Video Game	27	252
Music CD	4	4
Audio Book	25	104
Misc	2	103
TOTAL	1,316	10,572

New Items Received	August-24	YTD 2024
Book	1,098	6,987
Video	206	1,968
Video Game	22	162
Music CD	0	0
Audio Book	4	68
Misc	5	98
TOTAL	1,335	9,283

ON-SITE PROGRAMS	August-24	August-23		August-24	YTD 2023	
Early Literacy (ISL: 0-5 yrs)	16	15	6.7%	171	109	56.9%
Children (ISL: 6-11 yrs)	10	4	150.0%	138	82	68.3%
Teens (ISL: 12-18yrs)	10	8	25.0%	61	71	-14.1%
Adults (ISL: 19 + yrs)	17	15	13.3%	138	132	4.5%
General (all ages)	14	13	7.7%	136	125	8.8%
TOTAL	67	55	21.8%	644	519	24.1%

ON-SITE ATTENDANCE	August-24	August-23		August-24	YTD 2023	
Early Literacy (ISL: 0-5 yrs)	248	343	-27.7%	2,926	2,655	10.2%
Children (ISL: 6-11 yrs)	86	55	56.4%	1,720	1,742	-1.3%
Teens (ISL: 12-18yrs)	25	32	-21.9%	383	446	-14.1%
Adults (ISL: 19 + yrs)	117	122	-4.1%	1,687	1,356	24.4%
General (all ages)	976	156	525.6%	5,418	2,182	148.3%
TOTAL	1,452	708	105.1%	12,134	8,381	44.8%

OFF-SITE PROGRAMS	August-24	August-23		YTD 2024	YTD 2023	
Early Literacy (ISL: 0-5 yrs)	0	0	null	2	0	null
Children (ISL: 6-11 yrs)	0	0	null	6	21	-71.4%
Teens (ISL: 12-18yrs)	0	0	null	0	2	-100.0%
Adults (ISL: 19 + yrs)	16	14	14.3%	105	90	16.7%
General (all ages)	1	1	0.0%	13	7	85.7%
TOTAL	17	15	13.3%	126	120	5.0%

OFF-SITE ATTENDANCE	August-24	August-23		YTD 2024	YTD 2023	
Early Literacy (ISL: 0-5 yrs)	0	0	null	18	0	null
Children (ISL: 6-11 yrs)	0	0	null	265	419	-36.8%
Teens (ISL: 12-18yrs)	0	0	null	0	34	-100.0%
Adults (ISL: 19 + yrs)	150	241	-37.8%	1,453	1,214	19.7%
General (all ages)	68	118	-42.4%	985	689	43.0%
TOTAL	218	359	-39.3%	2,721	2,356	15.5%

COMMUNITY OUTREACH	August-24	August-23		YTD 2024	YTD 2023	
# of Community Events Participated In	30	36	-16.7%	55	57	-3.5%
# of Interactions at Community Events	5,862	6,292	-6.8%	9,207	10,320	-10.8%
TOTAL	5,892	6,328	-6.9%	9,262	10,377	-10.7%

	August-24	August-23		YTD 2024	YTD 2023	
Web Site Visits	16,055	15,808	1.6%	128,761	89,506	43.9%
Mobile App Visits	29	61	-52.5%	186	672	-72.3%
Computer Users	4,594	4,220	8.9%	35,239	45,258	-22.1%
Subscription Databases	7,656	8,829	-13.3%	56,276	103,518	-45.6%
ILL provided to other Libraries	356	307	16.0%	2,359	1,993	18.4%
ILL received from other Libraries	107	109	-1.8%	775	617	25.6%

	August-24	August-23		YTD 2024	YTD 2023	
Adult materials deliveries	29	30	-3.3%	254	192	32.3%
Youth materials deliveries	8	15	-46.7%	72	136	-47.1%
TOTAL	37	45	-17.8%	326	328	29.0%

Budget Form 1 - Budget Estimate

Year: 2025 County: Vigo Unit: Vigo County Public Library

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4111	Salary of Exec. Director	\$128,157	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4112	Salary of Dept. Directors	\$303,103	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4113	Salary of Librarians	\$960,211	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4114	Salary of Support Staff	\$2,130,456	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4115	Wages of Hourly	\$209,618	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4116	Salary of Maintenance	\$317,745	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4117	Wages of Hrly Maintenance	\$43,794	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4118	Overtime	\$16,000	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4119	Sunday Pay	\$82,000	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4121	Employer's share FICA	\$320,621	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4122	Unemployment Compensation	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4123	Employer's Contribution PERF	\$559,157	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4124	Employer's Contibution-Group Insurance	\$1,402,606	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4125	Employer's Contribution-Dental Insurance	\$85,942	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4126	Employer's Contribution-Vision Insurance	\$12,264	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4127	Employer's Contibution-Life Insurance	\$32,306	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4128	Separation Payout	\$108,375	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4129	Other Benefits	\$67,200	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Office Supplies	4213	Other Office Supplies	\$29,675	\$0

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Operating Supplies	4221	Cleaning and Sanitation Supplies	\$9,500	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Operating Supplies	4222	Fuel, Oil and Lubricants	\$3,600	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Operating Supplies	4223	Operating Supplies and Parts	\$41,650	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Repair and Maintenance Supplies	4231	Building Materials and Supplies	\$2,100	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Repair and Maintenance Supplies	4235	Grounds Maintenance Supplies	\$7,800	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	4241	Materials Preparation	\$27,500	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	4243	Audio-Visual Supplies	\$200	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	4244	Computer Supplies	\$6,835	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	4245	Other Library Supplies	\$326,938	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	4246	Staff Development Materials	\$7,100	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	4311	Consulting Services	\$25,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	4312	Engineering & Archit. Services	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	4313	Legal Services	\$10,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	4314	Other Professional Services	\$711,366	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	4334	Digitization	\$15,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	4321	Telephone & Internet Services	\$46,520	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	4322	Postage	\$6,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	4323	Traveling Expenses	\$13,750	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	4324	Professional Meetings	\$24,400	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	4325	Freight & Shipping	\$20,410	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Printing and Advertising	4331	Advertising & Publication of Notices	\$82,500	\$0

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Insurance	4341	Official Bonds	\$3,075	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Insurance	4342	Other Insurance	\$87,880	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	4351	Gas	\$8,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	4352	Electricity	\$213,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	4353	Water	\$21,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	4354	Waste Disposal Services	\$21,440	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance	4361	Building/structures repairs	\$250,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance	4362	Software Maintenance contracts	\$120,650	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance	4363	Maintenance Contracts	\$61,312	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Rentals	4372	Equipment Rental	\$200	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Rentals	4373	Lease/rental contracts	\$67,500	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4301	Downloadable E-Material	\$150,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4302	Databases	\$171,150	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4303	YP E-Materials	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4307	Ciculating Educational Access	\$800	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4310	Software Licensing	\$45,630	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4391	Dues	\$16,915	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4392	Taxes & Assessments	\$75	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4395	Petty Cash Funds	\$650	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4396	Bank fees	\$3,235	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4397	Refunds	\$60	\$0

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4398	Cash Drawer discrepancies	\$50	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Machinery, Equipment, and Vehicles	4440	Furniture/Equip Major	\$143,395	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Machinery, Equipment, and Vehicles	4441	Furniture/Equip Minor	\$451,914	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4442	Circulating Equipment	\$5,000	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4443	Public Access Technology	\$41,900	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4460	Circ. Non Print Physical	\$8,000	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4461	Circulating Print Material	\$167,000	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4462	Reference Print Material	\$5,283	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4463	YS Circ. Print Material	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4471	Magazines	\$10,585	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4472	Newspapers	\$9,047	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4473	Reference Material Serials	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4481	DVD/Video Material	\$65,700	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4482	Audio Recorded Music	\$650	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4483	Microfilm	\$10,000	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4485	Audio Recorded Books	\$6,000	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4114	Salary-Support Staff	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4116	Salary-Maint. Staff	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4117	Hourly Maintenance	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4121	FICA	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4123	PERF	\$0	\$0

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

Budget Form 2 - Estimate of Miscellaneous Revenue

Year: 2025 County: Vigo Unit: 0229 - Vigo County Public Library

Fund	Revenue Code	Revenue Name	July 1 - December 31, 2024	January 1 - December 31, 2025
0101 - GENERAL	R112	Financial Institution Tax distribution	\$38,000	\$76,000
0101 - GENERAL	R114	Motor Vehicle/Aircraft Excise Tax Distribution	\$220,000	\$440,000
0101 - GENERAL	R135	Commercial Vehicle Excise Tax Distribution (CVET)	\$16,800	\$33,600
0101 - GENERAL	R138	Local Income Tax (LIT) Certified Shares	\$689,223	\$1,378,446
0101 - GENERAL	R409	Document and Copy Fees	\$250	\$500
0101 - GENERAL	R423	Other Charges for Services, Sales, and Fees	\$700	\$1,400
0101 - GENERAL	R503	Other Fines and Forfeitures	\$7,200	\$14,500
0101 - GENERAL	R902	Earnings on Investments and Deposits	\$153,500	\$225,000
		GENERAL	\$1,125,673	\$2,169,446
		0229 - VIGO COUNTY PUBLIC LIBRARY Total	\$1,125,673	\$2,169,446

NOTICE TO TAXPAYERS

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

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

Notice is hereby given to taxpayers of **VIGO COUNTY PUBLIC LIBRARY, Vigo County, Indiana** that the proper officers of **Vigo County Public Library** will conduct a public hearing on the year **2025** budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of **Vigo County Public Library** not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, **Vigo County Public Library** shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of **Vigo County Public Library** will meet to adopt the following budget:

Public Hearing Date	Tuesday, September 3, 2024	Adoption Meeting Date	Monday, September 16, 2024
Public Hearing Time	5:30 PM	Adoption Meeting Time	5:30 PM
Public Hearing Location	680 Poplar St. Terre Haute, IN 47807	Adoption Meeting Location	680 Poplar St. Terre Haute, IN 47807
Estimated Civil Max Levy	\$8,431,050		
Property Tax Cap Credit Estimate	\$1,940,000		

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy	6 Levy Percentage Difference (Column 3 / Column 5)
0101-GENERAL	\$10,364,495	\$8,431,050	\$0	\$8,102,575	4.05%
Totals	\$10,364,495	\$8,431,050	\$0	\$8,102,575	