

**REGULAR MEETING
VIGO COUNTY PUBLIC LIBRARY
2200 N 13th Street
Terre Haute, IN 47804
Monday, February 17, 2025, 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 January 21, 2025, Regular Meeting**
4. **Consideration of Minutes of January 21, 2025, 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 Manager Crystal Ward
7. **Director's Report**
8. **Old Business**
9. **New Business**
 - A. Bid for E-Rate Funding for Hotspot Lending Program
 - B. State Board of Accounts 2024 Annual Report
 - C. Indiana State Library 2024 Annual Report
10. **Suggestions from the Staff, Board or Public for Action or Study**
11. **Next Regular Meeting:** Monday, March 17, 2025 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 21st day of January 2025, the following people were present:

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

Library Board Members Absent: Christi A. Fenton and Kelly J. Ford.

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

Others: Thomas Bogigian.

PUBLIC INPUT ON ACTION ITEMS

None.

CONSIDERATION OF REGULAR MEETING MINUTES

A motion to approve the minutes as written for December 16, 2024, regular meeting, made by Killion, seconded by Heubel, passed.

TREASURER'S REPORT

Monthly Cash Statement

Mr. Shepard presented the Cash Statement for period ending December 2024 (copy attached to official minutes).

Claims and Payroll

Mr. Shepard presented the Month End Claims dated December 30, 2024, in the amount of \$82,344.13 (Library Operating, \$76,029.81; Gift Funds, \$2,314.32; Grants, \$4,000.00). Library Operating Claims dated January 21, 2025, in the amount of \$196,435.77 (Library Operating Fund, \$169,439.74; Gift Fund, \$5,076.20; Grants, \$21,919.83). (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 30, 2024, for \$7,808.50 to the Treasurer of the State for the SBOA Audit Examination Fee.

Mr. Shepard presented a 2nd special claim dated January 21, 2025, for \$139,510.33 to Keymark Construction for the 12 Points Library Branch remodeling.

Gift Fund Report

Mr. Shepard presented the Gift Fund report for December 31, 2024, for \$68,245.53.

Approval of Treasurer's Report

A motion to approve the Treasurer's Report, made by Heubel, seconded by Cherry, passed.

REPORTS TO THE LIBRARY BOARD

West Branch Manager Luke Gentry provided a snapshot of the events and programs available at the library. Mr. Gentry emphasized the importance of community partnerships and praised his team for their commitment to fostering strong, lasting relationships with customers by understanding their needs and delivering great service.

DIRECTOR'S REPORT

Ms. Howe provided comments on her written report and shared that the lobby chandelier is back.

Ms. Howe proposed potential topics for upcoming board member training and invited board members to share any subjects they would like to explore.

Ms. Howe shared that several VCPL staff members will represent the library at the Indiana Library Federation's Statehouse Day. Additionally, she shared that Senator Greg Goode has drafted a resolution to honor Bonnie McNair and Lauren Hackert, inspired by their organ donation experience. The resolution will be presented during Statehouse Day.

Ms. Howe also noted that a Request for Proposal (RFP) has been included in the Director's Report to seek proposals for a project to supply network infrastructure upgrades for the library.

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

OLD BUSINESS - None.

NEW BUSINESS

Resolution to Pay Bills with Prior Approval

A motion to accept the Resolution to Pay Bills with Prior Approval, made by Killion, seconded by Heubel, passed. (Copy of Resolution to Pay Bills with Prior Approval attached to official minutes.)

Resolution to Encumber Funds

A motion to accept the Resolution to Encumber Funds, made by Cherry, seconded by Heubel, passed. (Copy of Resolution to Encumber Funds attached to official minutes.)

Resolution to Transfer Appropriations within the Library Operating Fund with Prior Approval

A motion to accept the Resolution to Transfer Appropriations within the Library Operating Fund with Prior Approval, made by Heubel, seconded by Killion, passed. (Copy of Resolution to Transfer Appropriations within the Library Operating Fund with Prior Approval attached to official minutes.)

Resolution Authorizing Advance Payment Purchase Orders

A motion to accept the Resolution Authorizing Advance Payment Purchase Orders, made by Killion, seconded by Heubel, passed. (Copy of Resolution Authorizing Advance Payment Purchase Orders attached to official minutes.)

Resolution on Surplus Property

A motion to accept the Resolution on Surplus Property, made by Cherry, seconded by Heubel, passed. (Copy of Resolution on Surplus Property attached to official minutes.)

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

None.

NEXT MEETING

Regular Meeting, Monday, February 21, 2025, at 5:30 p.m. at the 12 Points Library Branch.

ADJOURNMENT

A motion to adjourn the meeting made by Killion, seconded by Heubel, passed. The meeting was adjourned at 6:21 p.m.

James M. Young, President

ABSENT

Christi A. Fenton, Vice President

George L. Heubel, Secretary

Stacy D. Killion, Board Member

Tiffany D. Cherry, Board Member

ABSENT

Kelly J. Ford, Board Member

VACANT

VACANT, Board Member

AG 2/5/25

Terre Haute, Indiana, January 21, 2025

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 6:21 p.m. on the 21st day of January 2025, the following people were present:

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

Library Board Members Absent: Christi A. Fenton and Kelly J. Ford

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

Others: Thomas Bogigian.

ELECTION OF OFFICERS

A motion to elect current Board Officers made by Killion, seconded by Heubel, motion passed.

INVESTMENT POLICY

The Investment Policy was presented for an annual review.

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

INVESTMENT REPORT

Dennis Shepard presented the written report.

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

NEXT MEETING

The next meeting of the Board of Finance will be January 20, 2026, at the West Branch Library, immediately following the regular Library Board meeting.

Library Board of Finance Minutes
January 21, 2025
ADJOURNMENT

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A motion to adjourn the meeting made by Cherry, seconded by Killion, passed. The meeting was adjourned at 6:25 p.m.

ABSENT

James M. Young, President

Christi A. Fenton, Vice President

George L. Heubel, Secretary

Stacy D. Killion, Board Member

ABSENT

Tiffany D. Cherry, Board Member

Kelly J. Ford, Board Member

VACANT

VACANT, Board Member

Cash Statement
 Vigo County Public Library
 January 2025

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	5,680,441.78 5,680,441.78	149,825.58 149,825.58	1,179,830.94 1,179,830.94	4,650,436.42	(1,030,005.36) (1,030,005.36)
Cash Gift Fund 200-00-1010	68,245.53 68,245.53	240.68 240.68	5,267.27 5,267.27	63,218.94	(5,026.59) (5,026.59)
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	(14,493.17) (14,493.17)	14,493.17 14,493.17	1,919.83 1,919.83	(1,919.83)	12,573.34 12,573.34
Cash-NICCL Technology Improvem 282-00-1010	500.00 500.00	0.00 0.00	0.00 0.00	500.00	0.00 0.00
Cash-NEA Big Read 283-00-1010	0.00 0.00	0.00 0.00	20,000.00 20,000.00	(20,000.00)	(20,000.00) (20,000.00)
Cash Public Library Access Car 800-00-1010	0.00 0.00	65.00 65.00	0.00 0.00	65.00	65.00 65.00
Cash-Payroll Withholdings 803-00-1010	11,420.24 11,420.24	124,479.99 124,479.99	134,594.87 134,594.87	1,305.36	(10,114.88) (10,114.88)

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
32491	SQUARE DONUTS	200	Check	28.00	57019	UNITED WAY DRIVE WINNER
*32469	BIG JACK'S SMALL ENGINE PAF	100	Check	6,350.00	57020	SNOW PLOW AND SALTER
32461	BULK BOOKSTORE	100	Check	233.60	57021	BR BOOKS FOR TERRE TOWN & YS
*32492	GRAYLESS FILTER SERVICES I	100	Check	1,900.80	57022	FILTERS FOR THE AHU MAIN
*32577	HOLLIS*EDIE	100	Check	100.00	57023	COOK SMARTER NOT HARDER PROGR/
*32525	WABASH VALLEY LOCK & KEY I	100	Check	7.80	57024	FIRE PULL STATION KEYS (B) KEY
				Total Count:	6	
				Total Amount:	8,620.20	
32477	ADP INC - AUTOPAY II	100	ACH	1,399.45	11361	PAYROLL SERVICES
*32467	ADP SCREENING & SELECTION	100	ACH	55.61	11362	BACKGROUND SCREENING
32458	AMAZON.COM LLC	100	ACH	154.50	11363	BR BOOKS FOR TERRE TOWN & YS
32459	AMAZON.COM LLC	100	ACH	53.60	11364	CIRC PRINT MATERIAL
32460	AMAZON.COM LLC	100	ACH	9.69	11365	CIRC PRINT MATERIAL
32463	AMAZON.COM LLC	100	ACH	23.99	11366	CIRC PRINT MATERIAL
32472	AMAZON.COM LLC	100	ACH	29.68	11367	AA BATTERIES
32474	AMAZON.COM LLC	100	ACH	146.00	11368	MONITOR CABLE ADAPTERS 8

<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>
32475	AMAZON.COM LLC	100	ACH	21.87	11369	SHAKESPEARE TAROT DECK
32482	AMAZON.COM LLC	100	ACH	48.99	11370	CIRC PRINT MATERIAL
32498	AMAZON.COM LLC	100	ACH	55.95	11371	CIRC PRINT MATERIAL
32499	AMAZON.COM LLC	100	ACH	16.82	11372	CIRC PRINT MATERIAL
32500	AMAZON.COM LLC	100	ACH	23.24	11373	CIRC PRINT MAT AND AUD REC BOOKS
32514	AMAZON.COM LLC	100	ACH	106.41	11374	DVD/VIDEO MATERIAL
32515	AMAZON.COM LLC	100	ACH	75.48	11375	OFFICE SUPPLIES
32516	AMAZON.COM LLC	100	ACH	39.99	11376	SYSTEMS SUPPLIES
32517	AMAZON.COM LLC	100	ACH	1,070.08	11377	SYSTEMS SUPPLIES
32518	AMAZON.COM LLC	100	ACH	19.99	11378	SYSTEMS SUPPLIES
32519	AMAZON.COM LLC	100	ACH	39.99	11379	SYSTEMS SUPPLIES
32520	AMAZON.COM LLC	100	ACH	19.99	11380	SYSTEMS SUPPLIES
32535	AMAZON.COM LLC	100	ACH	16.00	11381	CIRC PRINT MATERIAL
32536	AMAZON.COM LLC	100	ACH	8.77	11382	CIRC PRINT MATERIAL
32545	AMAZON.COM LLC	100	ACH	101.54	11383	BOOKS FOR PROGRAMS

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
32546	AMAZON.COM LLC	100	ACH	28.94	11384	BOOKS FOR PROGRAMS
32547	AMAZON.COM LLC	100	ACH	24.87	11385	FLASH DRIVES FOR WEST
32548	AMAZON.COM LLC	100	ACH	128.98	11386	CABINET AND PRINTER STAND FOR PA'
32561	AMAZON.COM LLC	100	ACH	41.68	11387	DVD/VIDEO MATERIAL
32562	AMAZON.COM LLC	100	ACH	15.51	11388	CIRC PRINT MATERIAL
32563	AMAZON.COM LLC	100	ACH	225.00	11389	CIRC PRINT MATERIAL
32565	AMAZON.COM LLC	100	ACH	18.72	11390	CIRC PRINT MATERIAL
32566	AMAZON.COM LLC	100	ACH	19.12	11391	CIRC PRINT MATERIAL
32567	AMAZON.COM LLC	100	ACH	130.55	11392	DVD/VIDEO MATERIAL
32568	AMAZON.COM LLC	100	ACH	208.18	11393	DVD/VIDEO MATERIAL
32466	BAKER & TAYLOR INC	100	ACH	2,499.25	11394	CIRC PRINT MATERIAL
32506	BAKER & TAYLOR INC	100	ACH	4,502.53	11395	CIRC PRINT MATERIAL AND AUD REC B
32479	E-Z CLEAN INC	100	ACH	23.99	11396	JANITORIAL SUPPLIES
32533	E-Z CLEAN INC	100	ACH	1,899.66	11397	JANITORIAL SUPPLIES
32478	EXPRESS SERVICES INC	100	ACH	953.99	11398	PART TIME STAFFING
32570	EXPRESS SERVICES INC	100	ACH	752.63	11399	PART TIME STAFFING

<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>
32569	GOV CONNECTION INC	100	ACH	659.00	11400	HP LASER PRINTER
32512	GRAHAM FEED COMPANY	100	ACH	621.81	11401	ICE MELT
32541	GRAHAM FEED COMPANY	100	ACH	621.81	11402	ICE MELT
*32496	INDIANA LIBRARY FEDERATION	100	ACH	325.00	11403	2025 STATEHOUSE DAY REGISTRATION
*32497	INDIANA LIBRARY FEDERATION	100	ACH	100.00	11404	2025 STATEHOUSE DAY REGISTRATION
32465	MIDWEST TAPE	100	ACH	155.47	11405	DVD/VIDEO MATERIAL
32507	MIDWEST TAPE	100	ACH	1,503.82	11406	DVD/VIDEO MATERIAL
*32571	PROQUEST INFO & LEARNING I	100	ACH	2,470.33	11407	DIGITAL SANBORN MAPS
32494	RICOH USA INC	100	ACH	136.86	11408	COPIER LEASE
32502	RICOH USA INC	100	ACH	1,613.66	11409	COPIER LEASE
*32564	TECH ELECTRONICS OF INDIAN	100	ACH	619.50	11410	12 POINTS SERVICE CALL
*32468	WARREN*ZOE	100	ACH	2.45	11411	MILEAGE REIMBURSEMENT
					Total Count:	51
					Total Amount:	23,840.94
32464	OVERDRIVE	100	E-pay	10,150.00	11569	MONTHLY OVERDRIVE DEPOSIT
32476	JOINK LLC		E-pay	275.00	11571	MONTHLY CLOUD BACKUP

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		100				
32493	OFFICE DEPOT	100	<i>E-pay</i>	100.43	11579	OFFICE SUPPLIES
		100				
32402	SAM'S CLUB DIRECT	100	<i>E-pay</i>	1,079.64	11580	PROGRAM SUPPLIES
		100				
32503	T-MOBILE USA, INC.	100	<i>E-pay</i>	870.27	11581	MAIN HOTSPOT DATA
		100				
32504	T-MOBILE USA, INC.	100	<i>E-pay</i>	152.88	11582	WEST HOTSPOT DATA
		100				
*32505	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	24.57	11583	MAIN IRRIGATION SERVICE
		100				
*32508	REPUBLIC SERVICES OF WEST	100	<i>E-pay</i>	454.67	11584	MAIN TRASH SERVICE
		100				
*32510	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	379.60	11585	MAIN SEWAGE BILLING
		100				
32511	ULINE	100	<i>E-pay</i>	614.84	11586	NEW OFFICE CHAIRS FOR SPC MGR OF
		100				
*32521	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	37.05	11587	LAUNDERING OF MAIN TABLECOTHS AI
		100				
*32523	CROSSROADS DOOR & HARDV	100	<i>E-pay</i>	126.00	11588	KEYS FOR ADMIN BOX
		100				
*32524	MIDLAND PAPER COMPANY INC	100	<i>E-pay</i>	165.09	11589	LARGE FORMAT PRINTER INK AND SUP
		100				
32526	SHERWIN-WILLIAMS	100	<i>E-pay</i>	113.85	11590	SHARKSKIN EGGSHELL GAL PAINT
		100				
32532	VERIZON - WIRELESS	100	<i>E-pay</i>	175.46	11591	PHONE SERVICE
		100				
*32534	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	17.50	11592	LAUNDERING OF WEST TABLECLOTHS
		100				
*32537	MIDLAND PAPER COMPANY INC	100	<i>E-pay</i>	908.45	11593	LARGE FORMAT PRINTER INK AND SUP
		100				

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
32542	OFFICE DEPOT	100	E-pay	10.99	11594	OFFICE SUPPLIES
32543	OFFICE DEPOT	100	E-pay	1,194.77	11595	OFFICE SUPPLIES
32544	OFFICE DEPOT	100	E-pay	23.06	11596	OFFICE SUPPLIES
*32435	VISA CARD SERVICES	100 200	E-pay	3,006.04	11597	VARIOUS SUPPLIES, TRAVEL, REGISTR.
*32560	INDIANA AMERICAN WATER CC	100	E-pay	531.16	11598	MAIN WATER SERVICE
32572	ENVISIONWARE	100	E-pay	1,150.00	11599	MOBILE PRINT RENEWAL

Total Count: **23**
Total Amount: **21,561.32**

Library Operating Fund 100:	53,831.39
Gift Fund 200:	191.07
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
Lifelong Arts Indiana Grant Fund 281:	0.00
NEA Big Read Grant Fund 283:	0.00
Public Library Access Card Fund 800:	0.00

Grand Total Count:	80
Grand Total Amount:	54,022.46

Executive Director
Kristi Howe

VISA - JANUARY- MONTHLY TOTAL			PAY 1/31/2025	
DATE	PO#	VENDOR	DESCRIPTION	AMOUNT
KRISTI HOWE		XXXX XXXX XXXX 3729		
1/8/2025	250030	INDIANA LIBRARY FEDERATION	MEMBERSHIP RENEWAL- K HOWE	120.00
1/8/2024	250031	INDIANA LIBRARY FEDERATION	2024 STATEHOUSE DAY REGISTRATION- K HOWE	25.00
1/22/2025	250160	COURT STREET GARAGE	PARKING FEE FOR STATEHOUSE VISIT	18.00
ADM TOTAL				163.00
DENNIS SHEPARD		XXXX XXXX XXXX 6317		
12/31/2024	250033	GOOGLE	GOOGLE WORKSPACE	187.20
12/29/2024	250090	MAILCHIMP	MAILCHIMP RENEWAL FOR JAN	157.00
1/1/2025		GOOGLE	GOOGLE ADS PROMOTION	161.06
1/8/2025	242382-R	WEBSTAUANTSTORE	6FT TRAINING TABLES 18X72	641.81
DENNIS S TOTAL				1147.07
BRANDY BRIDGEWATER		XXXX XXXX XXXX 1093		
12/23/2024	250034	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	6.81
12/26/2024	242404	ACADEMY SPORTS AND OUTDOORS	12 POINTS PROGRAM SUPPLIES	9.99
12/26/2024	242405	BOOKS A MILLION	12 POINTS PROGRAM SUPPLIES	18.97
12/27/2024	242410	IFIT HEALTH AND FITNESS	REPLACEMENT PART FOR ELLIPTICAL	50.90
1/1/2025	250089	ICONIC DIGITAL MARKETING	WEBSITE FEE	355.50
1/9/2025	250032	INBIZ	NOTARY BACKGROUND CHECK	15.70
1/9/2025	250046	INDIANA LICENSING ENTERPRISE	NOTARY FEE- I ORMAN	74.37
1/13/2025	250070	ONLINE LABELS	STICKERS FOR BIG READ BOOKS	235.59
1/13/2025	242407	MEIJER	FOOD AND SUPPLIES FOR PROGRAMMING	126.07
1/14/2025	242288	CANON	18MM LENS FOR NEW CAMERA	299.99
1/14/2025	250072	SOCIETY OF INDIANA ARCHIVISTS	MEMBERSHIP RENEWAL INSTITUTIONAL	30.00

1/15/2025	250083	BEST BUY	SD CARD FOR NEW CAMERA	26.99
1/15/2025	242367	MAKERFABS	TPU ADAPTERS	66.60
1/17/2025	250110	MENARDS	ADDITIONAL SORRY GAME SUPPLIES	14.99
1/19/2025	250155	TECHSOUP GLOBAL	MONTHLY CLOUD SOLUTIONS LICENSE	30.00
1/20/2025	250120	AMERICAN ASSOCIATION OF NOTARIES	NOTARY SUPPLY KIT- I ORMAN	73.80
1/21/2025	250125	IFIT HEALTH AND FITNESS	ADDTL REPLACEMENT PART FOR ELLIPTICAL	29.50
1/21/2025	250124	RETRACTABLE REELS	BADGE REELS FOR PAYROLL	66.34
1/22/2025	250034	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	8.00
BRANDY TOTAL				1540.11
HEATHER RAYL XXXX XXXX XXXX 6325				
HEATHER TOTAL				0.00
VIGO CO PUBLIC LIBRARY XXXX XXXX XXXX 4648				
1/13/2025	250073	CACKLEBERRIES	NEW EMPLOYEE ORIENTATION LUNCH	38.90
1/16/2025	250040	NAMECHEAP	DOMAIN RENEWAL	116.96
VIGO TOTAL				155.86
GRAND TOTAL				3006.04

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
32613	SQUARE DONUTS	200	Check	76.20	57025	CRACKERBARREL DONUTS
32588	CISCO-EAGLE	100	Check	4,256.52	57026	PORTABLE BARRIERS
*32681	GRAYLESS FILTER SERVICES I	100	Check	55.56	57027	(6) 20 X24 X 2 FILTERS
*32670	INDIANA STATE LIBRARY FOUN	100	Check	51.22	57028	INDIPRES STORAGE FEE
32718	JACOB-DIETZ, INC.	100	Check	360.00	57029	ANNUAL FIRE SPRINKLER INSPECTION
32692	PRAIRIE PRESS	100	Check	79.99	57030	NEWSPAPERS
32589	TERRE HAUTE CPR	100	Check	640.00	57031	FIRST AID W/ NARCAN, CPR, BLOODBOI
*32669	UNION HOSPITAL CENTER FOF	100	Check	50.00	57032	EMPLOYEE SCREENING
					Total Count:	8
					Total Amount:	5,569.49
32617	ADP INC - AUTOPAY II	100	ACH	863.51	11412	PAYROLL SERVICES
32616	ADTEC INC	100	ACH	995.00	11413	E-RATE CONSULTING FEE
32590	AMAZON.COM LLC	100	ACH	237.42	11414	DVD/VIDEO MATERIAL
32597	AMAZON.COM LLC	100	ACH	28.94	11415	CIRC PRINT MATERIAL
32591	AMAZON.COM LLC	100	ACH	29.69	11416	CIRC PRINT MATERIAL
32596	AMAZON.COM LLC	100	ACH	199.00	11417	PEOPLE COUNTER 12 POINTS16

<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>
32618	AMAZON.COM LLC	100	ACH	12.79	11418	BIRDSONG BY JULIE FLETT
32619	AMAZON.COM LLC	100	ACH	24.99	11419	BUTTON SUPPLIES FOR HISTORY WALK
32620	AMAZON.COM LLC	100	ACH	24.24	11420	PLANNER FOR YS STAFF
32621	AMAZON.COM LLC	100	ACH	121.52	11421	INTERACTIVE PLAY ITEMS
32622	AMAZON.COM LLC	100	ACH	56.84	11422	DVD/VIDEO MATERIAL
32623	AMAZON.COM LLC	100	ACH	121.92	11423	GLUES, DUSTER REFILLS, MOP HEADS
32624	AMAZON.COM LLC	100	ACH	118.91	11424	PROGRAM SUPPLIES
32625	AMAZON.COM LLC	100	ACH	121.14	11425	CIRC NON PRINT MATERIAL
32626	AMAZON.COM LLC	100	ACH	179.86	11426	DVD/VIDEO MATERIAL
32627	AMAZON.COM LLC	100	ACH	90.00	11427	CUPS FOR PRIZES
32628	AMAZON.COM LLC	200	ACH	177.98	11428	KINDLE FIRE FOR HABITAT FOR HUMAN
32662	AMAZON.COM LLC	100	ACH	141.59	11429	OFFICE SUPPLIES
32663	AMAZON.COM LLC	100	ACH	48.99	11430	SYSTEMS SUPPLIES
32664	AMAZON.COM LLC	100	ACH	60.35	11431	CIRC PRINT MATERIAL
32665	AMAZON.COM LLC	100	ACH	151.93	11432	DVD/VIDEO MATERIAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
32671	AMAZON.COM LLC	100	ACH	27.02	11433	CIRC PRINT MATERIAL
32687	AMAZON.COM LLC	100	ACH	25.48	11434	CIRC PRINT MATERIAL
32688	AMAZON.COM LLC	100	ACH	5.44	11435	CIRC PRINT MATERIAL
32689	AMAZON.COM LLC	100	ACH	4.32	11436	CIRC PRINT MATERIAL
32690	AMAZON.COM LLC	100	ACH	28.09	11437	CIRC PRINT MATERIAL
32691	AMAZON.COM LLC	100	ACH	8.90	11438	CIRC PRINT MATERIAL
32704	AMAZON.COM LLC	100	ACH	124.95	11439	HANGERS FOR PROGRAMMING
32705	AMAZON.COM LLC	100	ACH	14.48	11440	GIANT UNO FOR PROGRAMMING
32706	AMAZON.COM LLC	100	ACH	23.17	11441	DVD/VIDEO MATERIAL
32707	AMAZON.COM LLC	100	ACH	48.99	11442	SYSTEMS SUPPLIES
32708	AMAZON.COM LLC	200	ACH	143.51	11443	DECORATIONS FOR RETRO REWIND
32709	AMAZON.COM LLC	100	ACH	79.97	11444	FIRE EXTINGUISHER SIGNS
32710	AMAZON.COM LLC	100	ACH	37.89	11445	WATER CUPS FOR THR REFILL BOTTLE
32711	AMAZON.COM LLC	100	ACH	5.98	11446	PLANNER FOR LIBRARY EXPERIENCE
32724	AMAZON.COM LLC	100	ACH	17.01	11447	DVD/VIDEO MATERIAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
32594	BAKER & TAYLOR INC	100	ACH	1,983.77	11448	CIRC PRINT MAT, AUD REC BOOKS
32629	BAKER & TAYLOR INC	100	ACH	715.85	11449	T360 REVIEWS
32696	BAKER & TAYLOR INC	100	ACH	2,622.92	11450	CIRC PRINT MATERIAL
32630	BATTERIES PLUS #011	100	ACH	10.79	11451	EXIT LIGHT BATTERY NI CD AA300MAH .
*32659	BRIDGEWATER*BRANDY	100	ACH	75.07	11452	MILEAGE REIMBURSEMENT FOR STATE
*32631	CULLIGAN WATER CONDITIONI	100	ACH	55.00	11453	WEST COOLER RENTAL
32666	DEMCO, INC	100	ACH	55.94	11454	BOOKMARKS
32713	DEMCO, INC	100	ACH	235.02	11455	LAMINATE AND BSX STICKERS
32668	E-Z CLEAN INC	100	ACH	661.32	11456	SUPPLY ORDER
32712	E-Z CLEAN INC	100	ACH	142.86	11457	PEAKSERVE PAPER TOWELS AND TORI
*32722	ELYEA*LAUREN	100	ACH	12.00	11458	PARKING REIMBURSEMENT FOR STATE
*32723	ELYEA*LAUREN	100	ACH	75.46	11459	MILEAGE REIMBURSEMENT
32632	EXPRESS SERVICES INC	100	ACH	911.54	11460	PART TIME STAFFING
32725	EXPRESS SERVICES INC	100	ACH	914.91	11461	PART TIME STAFFING
*32686	HACKERT*LAUREN	100	ACH	37.54	11462	PARKING FOR STATEHOUSE DAY
32660	HOWARD, CHELSEA	100	ACH	75.46	11463	MILEAGE REIMBURSEMENT FOR STATE

<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>
32661	HOWARD, CHELSEA	100	ACH	22.00	11464	PARKING FEE FOR STATEHOUSE DAY
*32729	LABELLA*CAREY	100	ACH	75.31	11465	MILEAGE REIMBURSEMENT FOR STATE
*32730	LABELLA*CAREY	100	ACH	22.00	11466	PARKING REIMBURSEMENT FOR STATE
32595	MIDWEST TAPE	100	ACH	1,113.79	11467	DVD/VIDEO MATERIAL
32634	MIDWEST TAPE	100	ACH	7,665.03	11468	HOOPLA JANUARY INVOICE
32694	MIDWEST TAPE	100	ACH	960.92	11469	DVD/VIDEO MATERIAL
32635	NEW AVENUES	100	ACH	180.00	11470	CLINICAL HOURS
*32697	ORWIG*JORDAN	100	ACH	75.46	11471	MILEAGE REIMBURSEMENT
*32698	ORWIG*JORDAN	100	ACH	22.00	11472	PARKING FEE FOR STATEHOUSE DAY
32636	PAYPAL INC	100	ACH	19.95	11473	MONTHLY PAYFLOW LINK
32700	PITNEY BOWES	100	ACH	97.80	11474	POSTAGE LEASE
32699	RICOH USA INC	100	ACH	513.36	11475	COPIER LEASE
*32714	UNIQUE MANAGEMENT SERVIC	100	ACH	781.37	11476	NOTICES
*32715	UNIQUE MANAGEMENT SERVIC	100	ACH	628.30	11477	PLACEMENTS
*32637	WADSWORTH*ASHLEY	100	ACH	17.15	11478	MILEAGE REIMBURSEMENT

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
32717	WAGEWORKS, INC.	100	ACH	168.82	11479	COBRA MONTHLY FEE
32640	WEAS ENGINEERING INC	100	ACH	491.72	11480	WATER TREATMENT MANAGEMENT
32638	ZAYO EDUCATION LLC	276	ACH	2,119.33	11481	INTERNET SERVICE
32639	ZAYO EDUCATION LLC	100	ACH	601.01	11482	VOICE SERVICE
					Total Count:	71
					Total Amount:	28,562.58
*32580	COURTESY CLEANING CENTEF	100	E-pay	43.75	11605	LAUNDERING OF MAIN TABLECOTHS AI
*32612	TOWN OF WTH WATER & SEWE	100	E-pay	76.56	11621	WEST WATER SERVICE
*32614	INDIANA AMERICAN WATER CC	100	E-pay	57.12	11622	PRIVATE FIRE SERVICE
32615	WEX BANK	100	E-pay	173.74	11623	FUEL SERVICE
*32633	KOORSEN FIRE & SECURITY IN	100	E-pay	322.10	11624	REPLACE 5 ABC FIRE EXTINGUISHERS
*32641	HANOVER INSURANCE GROUP	100	E-pay	25.00	11625	WORKERS COMPENSATION POLICY
32642	OFFICE DEPOT	100	E-pay	135.61	11626	OFFICE SUPPLIES
32643	OFFICE DEPOT	100	E-pay	2.00	11627	OFFICE SUPPLIES
*32644	COURTESY CLEANING CENTEF	100	E-pay	17.50	11628	LAUNDERING OF 12 PTS TABLECLOTHS
*32645	COURTESY CLEANING CENTEF	100	E-pay	23.80	11629	LAUNDERING OF MAIN TABLECOTHS AI

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*32651	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	45.50	11630	REISSUE- LAUNDERING OF MAIN TABLE
*32652	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	35.18	11631	REISSUE- LAUNDERING OF MAIN TABLE
*32653	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	20.83	11632	REISSUE- LAUNDERING OF MAIN TABLE
*32654	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	48.83	11633	REISSUE- LAUNDERING OF MAIN TABLE
*32655	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	17.50	11634	REISSUE- LAUNDERING OF MAIN TABLE
*32656	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	26.60	11635	REISSUE- LAUNDERING OF MAIN TABLE
*32657	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	17.50	11636	REISSUE- LAUNDERING OF MAIN TABLE
*32658	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	37.45	11637	REISSUE- LAUNDERING OF MAIN TABLE
32667	OVERDRIVE	100	<i>E-pay</i>	10,150.00	11638	MONTHLY OVERDRIVE DEPOSIT
*32672	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	57.12	11639	12 POINTS PRIVATE FIRE SERVICE
*32682	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	24.50	11640	LAUNDERING OF MAIN TABLECOTHS AN
32695	INFOUSA MARKETING, INC	100	<i>E-pay</i>	740.00	11641	REFERENCE MATERIALS
32701	CENTERPOINT ENERGY	100	<i>E-pay</i>	396.96	11642	WEST GAS SERVICE
32702	CENTERPOINT ENERGY	100	<i>E-pay</i>	325.79	11643	12 POINTS GAS SERVICE
*32703	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	169.26	11644	12 POINTS WATER SERVICE
*32716	TERRE HAUTE CHAMBER OF C	100	<i>E-pay</i>	1,020.00	11645	2025 MEMBERSHIP DUES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*32720	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	44.45	11646	LAUNDERING OF MAIN TABLECOTHS AN
*32726	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	17.50	11647	LAUNDERING OF WEST TABLECLOTHS
*32731	DUKE ENERGY *	100	<i>E-pay</i>	15,172.70	11648	MAIN ELECTRIC SERVICE
*32732	DUKE ENERGY *	100	<i>E-pay</i>	1,044.70	11649	12 POINTS ELECTRIC SERVICE
*32733	DUKE ENERGY *	100	<i>E-pay</i>	406.02	11650	WEST ELECTRIC SERVICE
32734	SHERWIN-WILLIAMS	100	<i>E-pay</i>	566.69	11651	12 POINTS PAINT

Total Count: **32**
Total Amount: **31,262.26**

<i>Library Operating Fund 100:</i>	62,877.31
<i>Gift Fund 200:</i>	397.69
<i>Rainy Day Fund 201:</i>	0.00
<i>State Technology Reimbursement Grant Fund 276:</i>	2,119.33
<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>Lifelong Arts Indiana Grant Fund 281:</i>	0.00
<i>NEA Big Read Grant Fund 283:</i>	0.00
<i>Public Library Access Card Fund 800:</i>	0.00

Grand Total Count:	111
Grand Total Amount:	65,394.33

Executive Director
Kristi Howe

**Payroll Payable
Voucher Register**

Vigo County Public Library

For Period January - 2025

Page 1 of 2 Pages

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
1/3	Pay #1	Gross Payroll	\$ 166,178.56	\$ 166,178.56	ACH	
1/3	Pay #1	FICA	\$ 12,011.57	\$ 12,011.57	ACH	
1/3	Pay #1	PERF	\$ 21,487.90	\$ 21,487.90	ACH	
1/10	December 2024	Anthem	\$ 110,232.37	\$ 110,232.37	ACH	
1/17	Pay #2	Gross Payroll	\$ 162,696.08	\$ 162,696.08	ACH	
1/17	Pay #2	FICA	\$ 11,744.69	\$ 11,744.69	ACH	
1/17	Pay #2	PERF	\$ 20,941.65	\$ 20,941.65	ACH	
1/17	Pay #2	Anthem	\$ 110,196.61	\$ 110,196.61		
1/17	Pay #2	Guardian	\$ 7,192.07	\$ 7,192.07	ACH	
1/31	Pay #3	Gross Payroll	\$ 160,230.54	\$ 160,230.54	ACH	
1/31	Pay #3	FICA	\$ 12,061.22	\$ 12,061.22	ACH	
1/31	Pay #3	PERF	\$ 21,063.61	\$ 21,063.61	ACH	

		Total library cost	\$ 816,036.87			
January	Pay 1, 2, & 3	Nationwide	\$ 3,234.62	\$ 3,234.62	ACH	Staff withholding
January	Pay 1, 2, & 3	Garnishments	\$ 1,516.99	\$ 1,516.99	ACH	Staff withholding
January	Pay 1, 2, & 3	Garnishment Reim	\$ -	\$ -	ACH	Staff withholding
January	Pay 1, 2, & 3	AFLAC	\$ 1,305.36	\$ 1,305.36	ACH	Staff withholding
January	Pay 1, 2, & 3	United Way	\$ 367.00	\$ 367.00	ACH	Staff withholding
January	Pay 1, 2, & 3	Anthem	\$ 12,660.00	\$ 12,660.00	ACH	Staff withholding
January	Pay 1, 2, & 3	HSA adj.		\$ -	ACH	Staff withholding
January	Pay 1, 2, & 3	Guardian	\$ 1,552.14	\$ 1,552.14	ACH	Staff withholding
January	Pay 1, 2, & 3	Boston Mutual	\$ 703.88	\$ 703.88	ACH	Staff withholding
January	Pay 1, 2, & 3	Fed Tax	\$ 33,970.90	\$ 33,970.90	ACH	Staff withholding
January	Pay 1, 2, & 3	State Tax	\$ 14,306.61	\$ 14,306.61	ACH	Staff withholding
January	Pay 1, 2, & 3	Local Tax	\$ 9,222.76	\$ 9,222.76	ACH	Staff withholding
January	Pay 1, 2, & 3	FICA	\$ 35,817.48	\$ 35,817.48	ACH	Staff withholding
January	Pay 1, 2, & 3	Vol. PERF	\$ 9,822.25	\$ 9,822.25	ACH	Staff withholding
		Staff Cost	\$ 124,479.99	\$ 124,479.99		

January 31, 2025

Gift Fund Balances

2025

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 2,510.08	Unrestricted Use	Admin.
64-SPC	\$ 6,201.84	Support of SPC	Admin.
65-Big Read	\$ 424.40	Big Read	Admin.
66-YS	\$ 4,161.28	Support of YS	Admin.
67-WVCF Endowment	\$ 535.00	Support of Strategic Plan Goals	Admin.
68-Crackerbarrel	\$ 186.90	Support of Crackerbarrel	Admin.
69-Wright Foundation	\$ 4,475.47	Unrestricted Use	Admin.
70- West Emily's Garden	\$ 200.00	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,465.39	Support of West Branch	Admin.
72-Friends	\$ 13,159.82	Support of Pre-Approved Programs/Initiatives	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	\$ 97.86	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	\$ 360.53	Christmas in the Park	Admin.
92-Marketing	\$ 945.05	Unrestricted Use	Admin.
93-Programming and Events	\$ 197.00	Support of Programming and Events	Admin.
94-TH Econ.Dev.	\$ 139.58	Adult Nonfiction Commemorating Speakers	Admin.
95-12 Points	\$ 1,106.93	Support of 12 Points	Admin.
96-Fundraiser	\$ 770.44	Buy a Book	Admin.
97-Library Experience	\$ 500.00	Support of Library Experience	Admin.
TOTAL	\$ 63,218.94		

NEA BIG READ

The NEA Big Read 2025 kickoff is just around the corner, and VCPL staff have been working hard to prepare for another successful year. This year's chosen book is *Sitting Pretty: The View from My Ordinary Resilient Disabled Body*, by Rebekah Taussig. A memoir, this book tells Rebekah's story while addressing perspectives on disabilities and promoting the growth of an accessible and inclusive society. The NEA



Big Read program will begin on March 1 with a Silent Disco in the Main Library lobby from 10:00 a.m. to 2:00 p.m. Free copies of the book will also be available beginning March 1.

EXPANDING SERVICES

[ABCmouse.com](https://www.abcmouse.com) is an online learning program for children ages 2–8 that helps build academic skills. It includes games, books, puzzles, songs, and other activities. As a part of VCPL's ongoing effort to foster a love for lifelong learning both inside and outside of the library, the Youth Services Department added a new feature. ABC Mouse has been free in-house for several years, but the added feature allows families to have up to four accounts accessible off-site. In the month of January, there were 41 uses of the new feature, where users completed activities like reading a book, completing an educational game involving language arts, math, science, or social studies, watching a science video, watching an animated music video on a particular letter of the alphabet, and completing an educational puzzle.

PARTNERSHIP WITH ISU BAYH COLLEGE OF EDUCATION

VCPL continues to partner with Indiana State University's Bayh College of Education. Recently, Adult Services Manager Jeanette Bouchie led a group of 15 students from Dr. Yong Joon Park's class on a tour of the library, where they enjoyed the Haute Create makerspace and the automated materials handler in the Lending Department. The Youth Services area also received rave reviews. The students, who were visiting from South Korea, were impressed by the vibrant atmosphere, especially since one of them shared that her home library is very quiet and prohibits speaking. She was delighted to witness such positive activity. Many of the students expressed their intention to return during their three-week stay.

FIRST GRADE VISITS

All first-grade students in the Vigo County School Corporation have the chance to participate in a field trip to the Vigo County Public Library. These visits introduce young children to resources and materials offered by the VCPL. The experience includes a staff-led tour of different sections of the library and a storytime session. Students learn the importance of library cards, how to check out books, and how to properly care for the items they borrow. Additionally, librarians highlight the importance of reading regularly and offer assistance in choosing books that match each reader's interests. Every child receives a free book to add to their home library and the opportunity to obtain their very own library card.

The first-grade visits are scheduled to conclude at the end of February, and thus far, they have proved to be significant experiences for fostering life-long learners and future library users. Youth Services Manager Lola Snyder recalls a recent morning, during which she had conducted an enjoyable, but mostly routine, first-grade tour. As she was leaving her office at the end of the day, she heard a voice call out, "LOLA!" Turning around, she saw one of the children from the morning tour approaching her. The child excitedly shared that he had brought his family to show them the library. His mother explained that he had returned home from school filled with enthusiasm and had pleaded with her to take them to the library. She happily supported his excitement by loading up the family and heading to the library! By the time they left, the entire family had shiny new library cards and a bag full of books to read at home.

VITA TAX ASSISTANCE

Tax season is upon us, and VCPL staff members are empowering individuals and families by continuing to partner with the Internal Revenue Service to offer Volunteer Income Tax Assistance (VITA). Nine VCPL employees participated in IRS-led training and are certified to conduct screening interviews and/or prepare taxes for individuals from all over the Wabash Valley. As of February 11, a total of 117 appointments had been arranged, and 27 returns had already been submitted.

INDIANA LIBRARY FEDERATION STATEHOUSE DAY

The VCPL team had a fantastic time at Indiana Library Federation Statehouse Day. Participants, including visitors, lawmakers, and librarians from throughout the state, had the opportunity to engage in hands-on activities with VCPL's laser cutter, to explore coding with Sphero robots, and to take photos with the green screen. A noteworthy moment of the day was Senator Greg Goode's recognition of two staff members, Bonnie McNair and Lauren Hackert, through a Senate Resolution for their commitment to raising awareness about organ donation. Conversations like those had on Statehouse Day, where legislators and community members come together to exchange ideas, are incredibly valuable. The VCPL staff are thankful to the Indiana Library Federation for the chance to showcase their technology, to Senator Greg Goode for highlighting Bonnie and Lauren's story of kindness and strength, and to Representatives Tim Yocum, Bruce Borders, Tonya Pfaff, and Bob Heaton, along with Mayor Brandon Sakbun for participating in discussions about the crucial role libraries play in their communities.

Administrative Report

FEBRUARY 17, 2025



LEGISLATIVE CRACKERBARREL

VCPL hosted the second Legislative Crackerbarrel of the season, which was well-attended, drawing 112 community members eager to engage with Vigo County’s state legislators. Attendees heard directly from legislators about bills moving in the first half of the legislative session. The event fostered meaningful dialogue, with numerous thoughtful questions and concerns raised by the audience, highlighting the community’s active interest in the legislative process. It was encouraging to see such strong participation, reinforcing the importance of open communication between elected officials and their constituents. Additional Legislative Crackerbarrels will take place on March 8 and April 12.

PERSONNEL CHANGES

EMPLOYMENT

Bean, Hayley E. - Hired for the full-time non-exempt position of Youth Services Assistant Librarian in the Youth Services Department effective February 5, 2025.

Burton, Levi W. - Hired for the full-time non-exempt position of Lending Services Clerk in the Lending Services Department effective February 5, 2025.

RESIGNATION

Howard, Chelsea L. - Resignation from the full-time non-exempt position of Tech Team Manager in the Tech Team Department effective February 12, 2025.

Hall, Ally N. - Resignation from the full-time non-exempt position of 12 Points Branch Assistant at the 12 Points Branch Library effective February 24, 2025.

Respectfully submitted,

Kristi J. Howe

2/11/25 AG

	January-25	January-24		YTD 2025	YTD 2024	
Print Circulation	17,767	18,003	-1.3%	17,767	18,003	-1.3%
A/V Circulation	5,847	5,729	2.1%	5,847	5,729	2.1%
Misc	280	320	-12.5%	280	320	-12.5%
Electronic Devices	41	61	-32.8%	41	61	-32.8%
TOTAL	23,935	24,113	-0.7%	23,935	24,113	-0.7%

	January-25	January-24		YTD 2025	YTD 2024	
Overdrive						
E-book	8,358	8,254	1.3%	8,358	8,254	1.3%
E-audiobook	6,306	6,210	1.5%	6,306	6,210	1.5%
E-Magazines	1,464	1,295	13.1%	1,464	1,295	13.1%
TOTAL	16,128	15,759	2.3%	16,128	15,759	2.3%

	January-25	January-24		YTD 2025	YTD 2024	
Hoopla						
E-audiobook	2,043	1,588	28.7%	2,043	1,588	28.7%
Bingepasses	29	31	-6.5%	29	31	-6.5%
E-Books	783	675	16.0%	783	675	16.0%
E-Comics	92	93	-1.1%	92	93	-1.1%
E-music	67	91	-26.4%	67	91	-26.4%
E-video movie	221	163	35.6%	221	163	35.6%
E-video TV	76	101	-24.8%	76	101	-24.8%
TOTAL	3,311	2,742	20.8%	3,311	2,742	20.8%

	January-25	January-24		YTD 2025	YTD 2024	
Reference [fact-finding]	2,020	2,340	-13.7%	2,020	2,340	-13.7%

MATERIALS ADDED TO COLLECTION

Purchased Items	January-25	YTD 2025
Book	2,536	2,536
Video	261	261
Video Game	17	17
Music CD	0	0
Audio Book	17	17
Misc	8	8
TOTAL	2,839	2,839

Donated Items	January-25	YTD 2025
Book	0	0
Video	0	0
Video Game	0	0
Music CD	0	0
Audio Book	0	0
Misc	1	1
TOTAL	1	1

New Items Ordered	January-25	YTD 2025
Book	955	955
Video	334	334
Video Game	21	21
Music CD	0	0
Audio Book	0	0
Misc	8	8
TOTAL	1,318	1,318

New Items Received	January-25	YTD 2025
Book	1,710	1,710
Video	160	160
Video Game	15	15
Music CD	0	0
Audio Book	1	1
Misc	0	0
TOTAL	1,886	1,886

ON-SITE PROGRAMS	January-25	January-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	23	22	4.5%	23	22	4.5%
Children (ISL: 6-11 yrs)	28	17	64.7%	28	17	64.7%
Teens (ISL: 12-18yrs)	15	9	66.7%	15	9	66.7%
Adults (ISL: 19 + yrs)	24	18	33.3%	24	18	33.3%
General (all ages)	15	16	-6.3%	15	16	-6.3%
TOTAL	105	82	28.0%	105	82	28.0%

ON-SITE ATTENDANCE	January-25	January-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	119	338	-64.8%	119	338	-64.8%
Children (ISL: 6-11 yrs)	568	203	179.8%	568	203	179.8%
Teens (ISL: 12-18yrs)	55	29	89.7%	55	29	89.7%
Adults (ISL: 19 + yrs)	105	676	-84.5%	105	676	-84.5%
General (all ages)	441	439	0.5%	441	439	0.5%
TOTAL	1,288	1,685	-23.6%	1,288	1,685	-23.6%

OFF-SITE PROGRAMS	January-25	January-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	1	1	0.0%	1	1	0.0%
Children (ISL: 6-11 yrs)	0	1	-100.0%	0	1	-100.0%
Teens (ISL: 12-18yrs)	0	0	null	0	0	null
Adults (ISL: 19 + yrs)	8	10	-20.0%	8	10	-20.0%
General (all ages)	1	0	null	1	0	null
TOTAL	10	12	-16.7%	10	12	-16.7%

OFF-SITE ATTENDANCE	January-25	January-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	20	13	53.8%	20	13	53.8%
Children (ISL: 6-11 yrs)	0	4	-100.0%	0	4	-100.0%
Teens (ISL: 12-18yrs)	0	0	null	0	0	null
Adults (ISL: 19 + yrs)	120	169	-29.0%	120	169	-29.0%
General (all ages)	12	0	null	12	0	null
TOTAL	152	186	-18.3%	152	186	-18.3%

COMMUNITY OUTREACH	January-25	January-24		YTD 2025	YTD 2024	
# of Community Events Participated In	1	1	0.0%	1	1	0.0%
# of Interactions at Community Events	256	39	556.4%	256	39	556.4%

	January-25	January-24		YTD 2025	YTD 2024	
Computer Users	4,211	3,915	7.6%	4,211	3,915	7.6%
Subscription Databases	11,283	6,130	84.1%	11,283	6,130	84.1%
ILL provided to other Libraries	399	255	56.5%	399	255	56.5%
ILL received from other Libraries	97	105	-7.6%	97	105	-7.6%

	January-25	January-24		YTD 2025	YTD 2024	
Adult materials deliveries	30	33	-9.1%	30	33	-9.1%
Youth materials deliveries	6	11	-45.5%	6	11	-45.5%
TOTAL	36	44	-18.2%	36	44	-18.2%

Evaluation of E-rate Proposals

Library Name: Vigo County Public Library

Form 470 Responses for: Hotspot Lending

Funding Year: FY25

Form 470 Number: 250008079

	Vendor:			
		AT&T	T-Mobile	
Date Evaluation Completed:	Service:	Hotspot Lending	Hotspot Lending	
		2/11/2025	2/11/2025	
1. Price of ELIGIBLE goods and services*	30	30	20	
2. Compliance with specification or RFP document	20	18	18	
3. Documented coverage of service area	10	10	10	
4. Satisfactory previous business/working relationship with the provider	20	0	20	
5. Other cost considerations related to implementing the proposed solution	20	10	20	
Total	100	68	88	0

NOTE: Received proposal from company Cytranet that did not address the RFP.

***Price**

Price MUST be given more weight than any other single factor. Price must also be cost-effective. If the price is 2-3 times more than the lowest bidder, it will not be considered cost-effective and therefore denied E-rate funding. If the price is 1.5 times more than the lowest bidder, it will raise concerns with the E-rate program and will be difficult to get funding.

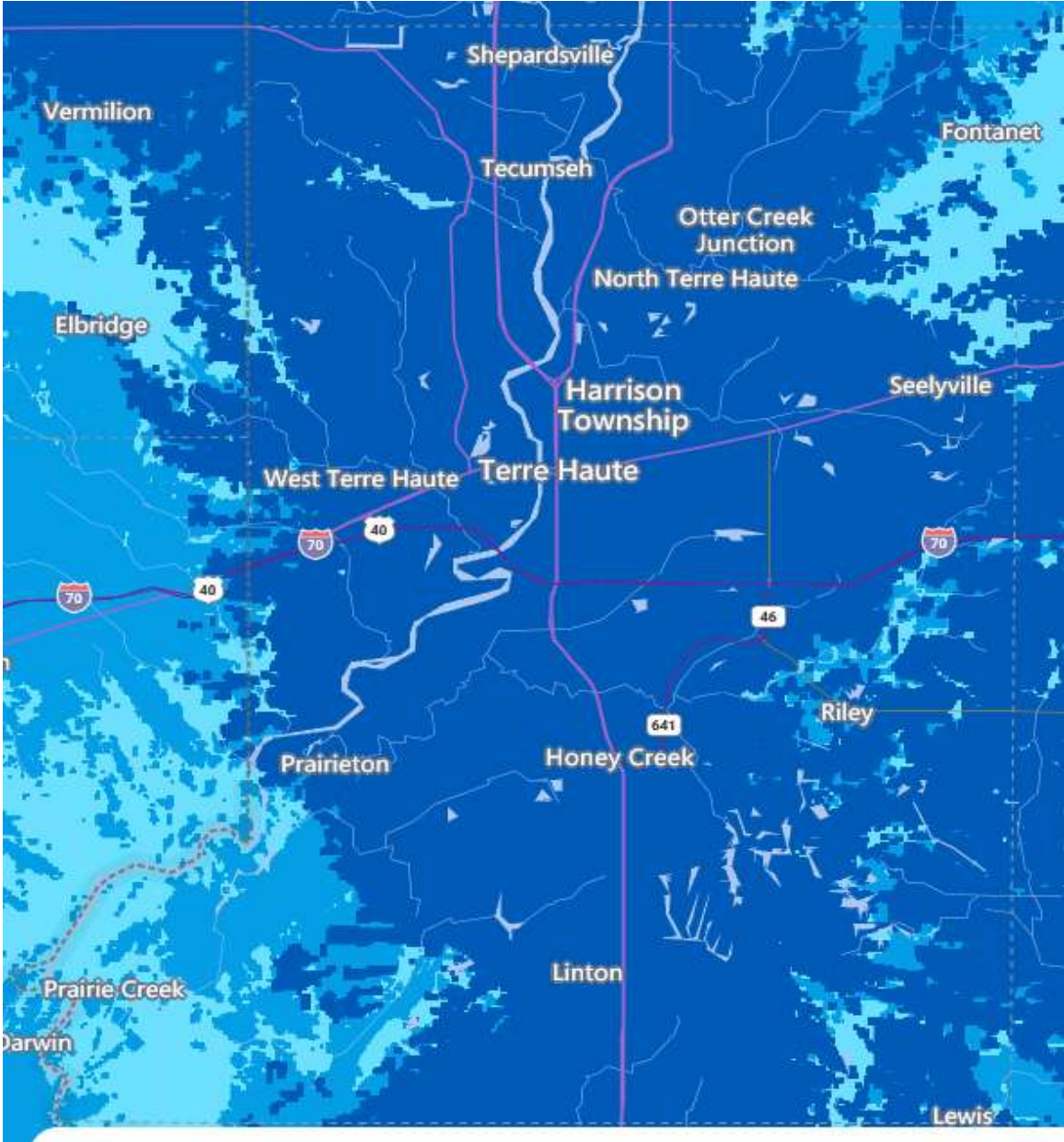
If the service/equipment being evaluated has ineligible features, deduct the ineligible features out of the total price and only evaluate the eligible portion of the price.

NOTES

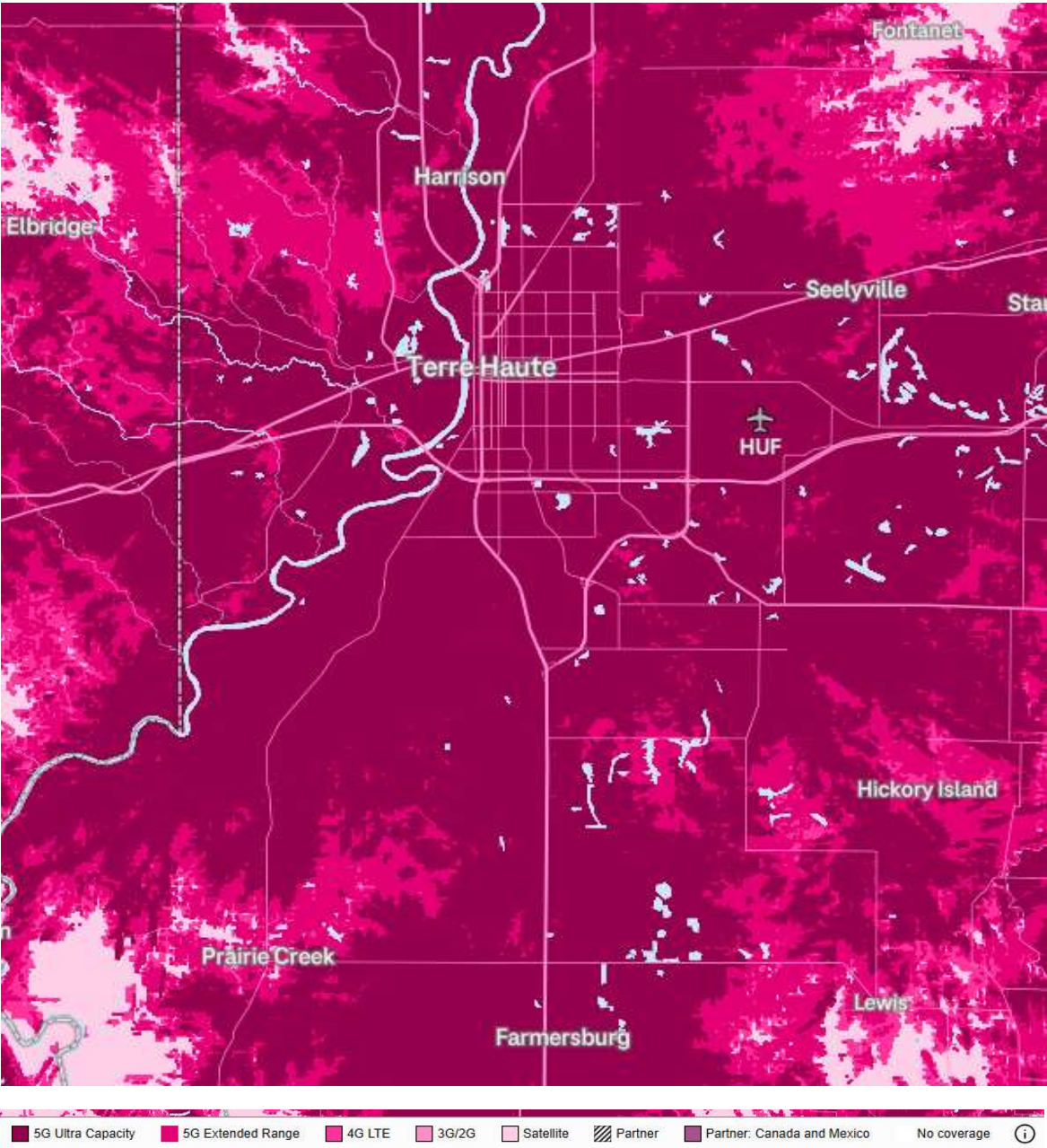
1. The AT&T rate was slightly cheaper per month and they quoted a hotspot that was less, too. However, AT&T did not specify the model of hotspot.
2. Both vendors provided complete responses to the RFP. While AT&T did not directly address the RFP's request for an online portal to manage hotspot activity, it did indicate online tools were available for service and support.
3. The proposals have somewhat different coverages in service area, closer examination determined that they are both similar overall.
4. The VCPL has worked with T-Mobile for six years and has had an excellent working relationship with the company.
5. AT&T states in their proposal that, "AT&T does not assume responsibility for interactions with pre-existing systems or equipment not purchased from AT&T." The VCPL owns 45 hotspots that are still functioning and do not need to be replaced. In the RFP, the VCPL stated that service should be compatible with existing JEXstream RG2100 equipment, which was provided by T-Mobile. If AT&T were the winning bid, the VCPL would likely need to purchase all new devices. In the T-Mobile bid, a price for the JEXstream was provided as well as a price for a cheaper hotspot model that VCPL has also used.

Coverage maps as of Feb. 10, 2025

AT&T Coverage Map



T-Mobile Coverage Map



A group of students in a library setting, looking at a laptop and books. The background shows bookshelves filled with books. The students are smiling and engaged in their work.

Vigo County Public Library Hot Spot Checkout

Monday, January 27, 2025

Tatiana Gonzalez
T-Mobile for Government Account Executive
479.233.5364
Tatiana.Gonzalez56@T-Mobile.com

 **T-MOBILE
FOR EDUCATION**



Monday, January 27, 2025

Darsey Carnal
VIGO COUNTY PUBLIC LIBRARY
One Library Square
Terre Haute, IN 47807

Dear Darsey Carnal,

We are pleased to submit our proposal for E-Rate services for the funding year 2025-2026. As a trusted provider of innovative technology solutions, we are committed to delivering high-quality, reliable, and affordable connectivity services.

In alignment with E-Rate funding requirements, we have carefully structured our proposal for:

- **Cost-Effectiveness** – our services are competitively priced, providing maximum value and flexible options, including bring your own device (BYOD) solutions to support your current and future needs, ensuring sustainability and scalability.
- **Connectivity** – we bring extensive experience in delivering reliable and secure network connectivity, whether on a bookmobile or connecting to your library system; we tailor to your specific needs.
- **Support** – we support learning institutions and public library systems nationwide and are ready to provide the implementation, maintenance, and help you require.
- **Commitment to digital equity** – we are committed to bridging the digital divide by providing students and underserved communities with reliable internet connectivity.

You will find details in this proposal to help support your mission through the E-Rate program, and we look forward to supporting your efforts to improve community outreach and engagement with technology, reduce your risk profile, and increase digital literacy.

Sincerely,

Tatiana Gonzalez
T-Mobile for Government Account Executive
479.233.5364
Tatiana.Gonzalez56@T-Mobile.com

T Mobile

12920 SE 38th Street, Bellevue, WA 98006
www.t-mobile.com



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E-RATE SOLUTIONS

Enhance community engagement with reliable connectivity

In today's digital age, reliable internet connectivity is vital to stay connected, for continued learning and holistic development. With technology playing a growing role in every aspect of education, it is crucial to provide solutions that ensure access to online learning, and programs that teach essential skills for the future.

We understand the challenges Public Library Systems face in connecting communities to digital resources. We are committed to supporting your efforts to promote literacy and reach underserved areas through comprehensive solutions, such as:

- **Fixed Wireless 5G Internet:** Robust and reliable internet access to support digital learning and administrative functions.
- **Wi-Fi on buses:** Connection for Bookmobiles to provide access to digital resources while out in the community.
- **Hotspot checkout program:** Portable, reliable internet access for library patrons, ensuring access to knowledge and online tools where they live.

To help you subsidize your connectivity costs, we designed these solutions to adhere to FCC standards, making them E-Rate eligible. We are proud to be a trusted provider in this program, with experience working with thousands of libraries nationwide to help better connect residents of all ages and socio-economic backgrounds in the community.

Apply for E-Rate funding

The federal E-Rate program helps schools and libraries receive funding for eligible equipment and connectivity services, and we can serve as your service provider for E-Rate. You can enter our Service Provider Identification Number (SPIN) on your application to use us as your E-Rate service provider.

T-Mobile SPIN numbers

For U.S. locations (except Puerto Rico): **143026181**

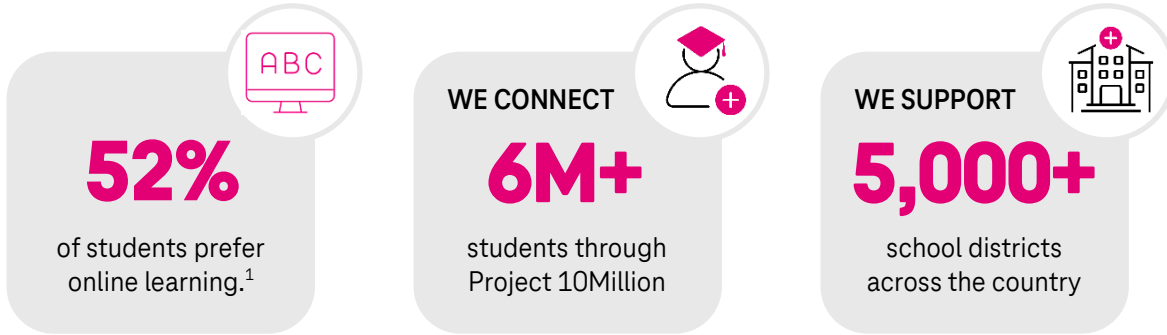
For Puerto Rico: **143029059**

Though you can list us as your provider, the Universal Service Administration Company (USAC) will be the one to determine the level of funding available to you. Visit the USAC [website](#) to learn more. You can also contact our E-Rate team at eRate@T-Mobile.com or visit [our website](#).



Network reliability for connected learning

The digital divide starts with a connectivity gap. Many of us are more connected today than ever before. Yet, many of your community members may lack access to reliable or affordable connectivity. We built the nation’s largest 5G network to connect our communities and meet your patrons where they are.



We can help you transform learning for those who rely on your library resources. We are confident that our solutions will help you enhance digital learning and ensure **equitable technology access for everyone**. Our team is dedicated to working closely with you to tailor our services to your requirements, provide ongoing support, and deliver your connectivity with America’s leading 5G network.

Spectrum is the fuel that drives 5G capabilities

The T-Mobile network is ready to support your innovative learning programs, by utilizing multiple spectrum bands to achieve both the breadth and depth of service you need today and in the future.

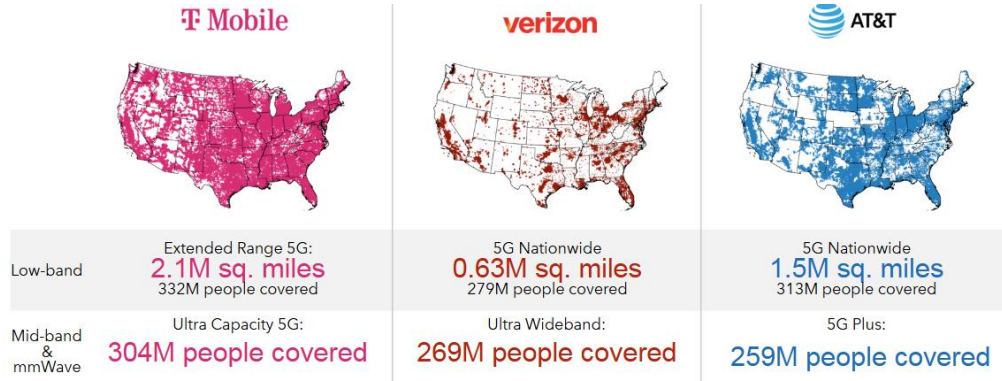
- **High-band mmWave (>24 GHz)** – High capacity, ultrafast but limited range. **Used for dense environments and private networking.**
- **Mid-band (1-6 GHz)** – Enhanced 5G speeds for metro areas. **Critical for high bandwidth applications, both fixed and mobile.**
- **Low-band (<1 GHz)** – Coverage for wide-open spaces and rural areas. **Essential for high mobility field applications and IoT sensing.**



A great 5G network requires all spectrum bands



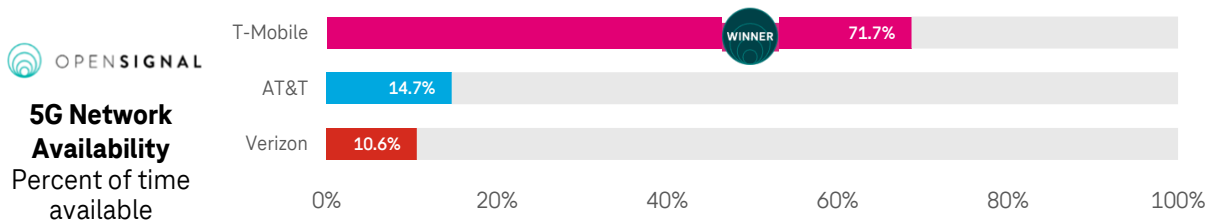
We cover 98 percent of all Americans with 5G and 99 percent with 4G LTE, providing connectivity to your communities. We have a clear and demonstrable lead in 5G compared to other network providers.



5G Network coverage comparison – November 2024

Plus, we cover **95.4 percent** of highway miles in America, making us the largest carrier providing the most 5G coverage on America’s major roads. Our network coverage ensures that whether parents or children are accessing digital collections in your library or you are bringing resources closer to where they live, they can count on staying connected.

And because our 5G network is America’s largest and fastest, your downloads, uploads, video calls, and other data-intensive processing work better. That means improved connectivity and coverage in the library and for your bookmobiles, even in rural and other areas poorly served by legacy wired connectivity.



Best Availability - December 2024

[USA Mobile Network Experience 5G, 4Q 2024](#) Based on an independent study of average speeds from mobile measurements recorded Sep 01 - Nov 29, 2024. According to an analysis by Opensignal Limited® trademarks, speeds are used under license and reprinted with permission. A 5G device is required for the highest speeds.

When you partner with T-Mobile, you experience **the right network, speed, and connectivity** to unlock new solutions and ensure continuous learning and the power to connect other solutions—like real-time video, sensors, and security features—that once required major investment in equipment and infrastructure.

Empower patrons with reliable connectivity

Reliable home internet is essential to self-education and digital literacy in our communities. A library hotspot check-out program can help ensure they have access to these resources.

The idea is simple: We equip you with Wi-Fi hotspot devices for library visitors to check out whenever needed, giving them internet access via our network. The FCC recently approved **Wi-Fi hotspot service and devices for E-Rate funding**.



Hotspot monthly service plan features

Our hotspot plan offers your students a variety of benefits.



Messaging on our 5G & 4G LTE network



Unlimited high-speed mobile hotspot data, where available



Optimized video streaming at 480p



Education-grade web content filter and malware blocking to control the internet content accessible to your students and **optional content-blocking feature** that can protect your students from commercial content like text collection services, all at \$0 cost

UNLIMITED HOTSPOT PRICING

\$11.97

PER LINE PER MONTH

Government E-Rate Library Hotspot Line(s) Usage. Consistent with FCC rules governing the E-Rate Hotspot Check-Out Program, T-Mobile, at least once every 31 days, shall determine whether any lines of service activated under the Government E-Rate Library Hotspot plan have zero data usage in the prior sixty (60) days, and will provide notice to the Customer of those identified lines within five (5) business days of T-Mobile's determination. Customer acknowledges that should these identified lines show no data usage for ninety (90) days, T-Mobile shall discontinue service to such lines.



Hotspot device options

If you have hotspot devices you'd like to use for the program, you can bring your own and we will set up service on compatible devices. We also offer devices for purchase as a "One-Time Equipment Charge" on your T-Mobile bill. This charge will generally appear within 1-2 billing cycles after your order is shipped, which is then **eligible for up to \$90 of reimbursement** through E-Rate. We are offering three devices to choose from depending on your needs. We've highlighted the differences below to help you decide.



FRANKLIN T10 HOTSPOT

\$45 ONE-TIME CHARGE *

The Franklin T10 is an LTE Mobile Hotspot that supports connectivity for up to **15 devices**. Its stylish, pocket-sized, and semi-rugged design makes it an easy, portable solution.

- ✓ 4G LTE
- ✓ Wi-Fi 5 capacity
- ✓ OLED mono display
- ✓ 3,000 mAh battery



SOCIAL MOBILE RHINO H1 5G HOTSPOT

\$84 ONE-TIME CHARGE *

The Rhino H1 is a low cost 5G capable mobile hotspot that connects up to **18 devices** to T-Mobile's 5G network.

- ✓ 5G REDCAP, 4G LTE
- ✓ Wi-Fi 6 capacity
- ✓ 1.47" display
- ✓ 4,000 mAh battery



JEXTREAM RG2100 5G HOTSPOT

\$198 ONE-TIME CHARGE **

The JEXtream RG2100 5G Mobile Hotspot is a powerful connectivity solution for users at home, outdoors, and in transit. Supports connectivity for up to **20 devices**. Reliable connectivity means no hassle Wi-Fi.

- ✓ 5G, 4G LTE
- ✓ Wi-Fi 6 capacity
- ✓ 2.4" color display
- ✓ 5,000 mAh battery

* Note: The Social Mobile Rhino H1 5G Mobile Hotspot is currently unavailable. T-Mobile anticipates that the Social Mobile Rhino H1 5G Hotspot will be available sometime in Q2 2025. T-Mobile may offer the Social Mobile Rhino H1 5G Mobile Hotspot at such time as T-Mobile determines, in its sole discretion, that the device has been certified to operate on the T-Mobile Network and is commercially available based on sufficient inventory levels and other business factors. Until such time, T-Mobile reserves the right to offer the Customer a like or better device (at the \$84 price point or lower) in lieu of the Social Mobile Rhino H1 5G Mobile Hotspot.

**Note: Subject to availability and the Terms and Conditions of T-Mobile's bid response below concerning EOL devices, T-Mobile may offer the Customer a similar or like device at T-Mobile's discretion if the JEXtream RG2100 reaches EOL at the same or better cost.

Please see the customized price quote for additional details.



Dependable support from your dedicated team

We offer a few ways to get you the help you need, including options that can support you **24 hours a day, 7 days a week**, at no additional cost.

As our partner, you get the following dedicated account team before, during, and after implementation.



Jonathan Slack
Account Executive
614-439-0504
Jonathan.Slack@t-mobile.co

Maya Brown
Sr. Dedicated Support
(423) 497-1773
Mayab@T-Mobilesupport.com

Scott Evans
Senior Manager
419-290-6833
Scott.Evans1@T-Mobile.com

Your account team works to ensure you always get the most out of our relationship.



If you have urgent questions or issues after hours, you get access to T-Mobile's award-winning team of customer support and technical experts who can help at all hours of the day.

You can reach them 24/7 at 1-800-375-1126.

Hassle-free wireless set up

Implementing new systems and technology across your library facilities can be complex, straining resources that can instead be used to help your patrons when visiting and conducting their research.

We make it easier by offering no-cost implementation services to ensure your new solutions are set up to operate **safely and securely**, freeing you to concentrate on what you do best.

Integrating your wireless solution begins when we assign an Implementation Manager (IM) to your project. This dedicated IM will work with you to develop a plan and monitor progress to ensure everything connected and functioning properly. Our implementation process includes five easy steps.



Our implementation team helps set up your connectivity solutions ensuring a seamless switch.



Plan

Collaborate to create detailed roadmaps for every device, app, and solution



Stage

Devices pre-programmed, loaded, and kitted for preferred delivery method



Deploy

Port, unlock, transfer, and activate devices. Train teams one-to-one, virtual, or on-site



Inspect

Quality of implementation-customer satisfaction with outcome



Transition

Warm hand-off from dedicated Implementation Manager to dedicated Business Care team



PRICING

T-MOBILE FOR GOVERNMENT		Service Agreement		This Document is for information purposes only is non-binding. Please see your T-Mobile representative for important plan, service and device details.		1/24/2025	
NASPO - Individual Participating Addendum							
Company Name	Vigo County Public Library	T-Mobile Rep Title	Jonathan Slack				
Contact Name	Darsey Carmel	T-Mobile Rep Title	Government Account Rep				
Email Address	darsey@radteccrate.com	Email Address	Jonathan.Slack@tmobile.com				
Street Address	One Library Square	Street Address	3825 132nd Ave SE				
City, State & Zip	Terre Haute, IN 47807	City, State, Zip	Bellevue, WA 98006				
Contact Number	888-277-8268	Contact Number	614-439-0504				
Contract #	080119-0PT	T-Mobile FED Tax ID No.	91-1983600				
		T-Mobile SPIN No.	143026181				
Rate Plans & Features							
Rate Plan Description	Data per Line	Hotspot Tethering	Cost Per Line	Quantity	Monthly	Term Selected	Full Term Cost
Government E-Rate Library Hotspot (TI)	Unlimited	Unlimited	\$11.97	50	\$ 598.50	1 Year	\$ 7,182.00
Note:					\$ -	\$ -	\$ -
Note:					\$ -	\$ -	\$ -
Note:					\$ -	\$ -	\$ -
Note:					\$ -	\$ -	\$ -
Subtotal				Monthly	\$ 598.50	Full Term	\$ 7,182.00
One-Time Installation							
Features	Cost Per Feature	Quantity	Total One-Time				
			\$ -				
			\$ -				
Add-On Features Subtotal			\$ -				
Devices							
Device	Price	Inseego Connect	NetCloud	Quantity	Total		
Franklin T10	\$90.00	N/A	N/A	50	\$ 4,500.00		
JEXtream RG2100 5G	\$198.00	N/A	N/A		\$ -		
		-	-		\$ -		
					\$ -		
					\$ -		
					\$ -		
Device Subtotal					\$ 4,500.00		
Devices Discounts							
Discount Type	Discount Amount	Quantity	Total				
Franklin T10 Discount	\$45.00	50	\$ (2,250.00)				
0	\$0.00	0	\$ -				
					Total Devices, Lines & Fees Total Devices 50 Total Lines 50 Telco Recovery Fees \$ - \$1.40 Telco Fee per line, is included in the Full Term Cost shown above		
					One-Time Charges Devices Total Cost \$ 4,500.00 Device Discounts \$ (2,250.00) One-Time Installation Fee \$ - Total Full Term Cost \$ 9,432.00		

TERMS AND CONDITIONS

T-Mobile wireless services and equipment/installation charges will be billed to the Customer (or via SPI billing method, if requested) by T-Mobile and will be governed by (i) a separate T-Mobile wireless services master agreement (the "T-Mobile Master Agreement"), (ii) a T-Mobile E-Rate Agreement (to be provided to and executed by Customer and T-Mobile), and (iii) the terms and conditions of T-Mobile's E-Rate Addendum, which can be found at: <https://www.t-mobile.com/business/terms-and-conditions>. **T-Mobile respectfully takes a blanket exception to all terms and conditions of Customer's solicitation document, including (if applicable) a Customer's form contract or agreement, and hereby offers the terms and conditions described in the T-Mobile Master Agreement identified in T-Mobile's bid response.**

The terms and conditions in any Customer-generated order template will have no force or effect other than to denote quantity, the products or services purchased or leased, delivery destinations, requested delivery dates and any similar information mutually agreed to by the parties. Since T-Mobile is not a manufacturer of products, and certain products and services being offered are developed and owned by third parties, T-Mobile is required to pass through the third-party terms and conditions from our vendors via URL or click-through third party terms at point of sale or upon login to the third-party application. Additionally, T-Mobile is not the manufacturer of any equipment provided to Customer and is not in a position to offer its own independent warranties on such equipment. T-Mobile will offer Customer the benefit of all representations, warranties and indemnities from the manufacturer to the extent allowed by contract. If applicable to Customer's order, T-Mobile or its agents will install equipment according to the manufacturer's specifications. This bid and T-Mobile's provision of the services is contingent upon (i) T-Mobile performing a network assessment to identify T-Mobile's network coverage availability with respect to any potential services and (ii) Customer and T-Mobile executing the E-Rate Agreement.

Customer acknowledges that: (i) USAC will only commit E-Rate funding one E-Rate funding year at a time, and funding for future years of an E-Rate Agreement (if any) are not guaranteed; (ii) during the term of an E-Rate Agreement, Customer, and the products and services sought, must be eligible for E-Rate support for each individual year of the E-Rate Agreement term; and (iii) unless otherwise specified by E-Rate Program rules, eligibility reimbursement for equipment will only be supported by USAC once every five (5) years, and therefore Customer will not be able to seek E-Rate support for replacement equipment until five (5) years from date Customer received or had the original equipment installed (whichever is later).

Note that wireless devices offered may not be available at the time of proposed installation/activation. Our manufacturers are continually working on upgraded models of current phones as technology and customer needs evolve. Generally, manufacturers discontinue manufacturing a particular model when an upgraded model is available, and T-Mobile will offer the upgraded model (or a like or similar device) at T-Mobile's discretion. Discontinued End-of-Life ("EOL") models will continue to function as before. T-Mobile may maintain a limited inventory of EOL devices but will no longer offer that device when production ceases and inventory is exhausted. We also phase out active marketing of a device model well before inventory depletion to avoid the potential of unfilled orders.

Unless otherwise noted by T-Mobile, T-Mobile pricing does not include applicable taxes, fees, and/or surcharges. Any line-item for taxes and/or surcharges is an estimate only. Federal, state, and local tax law are subject to change at all times. The applicability of current taxes, fees, and surcharges as well as additional taxes, fees, and surcharges may change without advance notice. T-Mobile will honor any applicable tax exemption(s) submitted by Customer.

Government Mobile Wireless Unlimited High-Speed Internet (School Bus Router Plan). Not available in all areas; Limited time offer; subject to change. Intended for support of Wi-Fi, or other similar access point technologies, on school buses. During congestion, customers on this plan may notice speeds lower than other customers due to data prioritization. Plus, taxes & fees: Monthly Regulatory Programs (RPF) & Telco Recovery Fee (TRF) totaling \$1.40 per data only line (\$0.12 for RPF & \$1.28 for TRF) apply. RPF and TRF subject to change upon notice; taxes/fees approx. 3-12% of bill. Credit approval required. Video streaming resolution depends on available speeds. For best performance, leave video streaming applications at their default resolution setting. Not compatible with some live TV streaming services. Coverage not available in some areas. Network Management: Service may be slowed, suspended, terminated, or restricted for misuse, abnormal use, interference with our network or ability to provide quality service to other users. See contract for additional information.

Government E-Rate Library Hotspot Line(s) Usage. Consistent with FCC rules governing the E-Rate Hotspot Check-Out Program, T-Mobile, at least once every 31 days, shall determine whether any lines of service activated under the Government Erate Library Hotspot Plan have zero data usage in the prior sixty (60) days, and will provide, within five business days, the Customer with 30 days' notice that failure for the hotspot service to be used within this 30-day notice period will result in service termination to such lines.

E-Rate Program. Customer must comply with all E-Rate rules as established by the Federal Communications Commission ("FCC"). Customer agrees that only one source of third-party funding (including any government funding) will be obtained and used to pay for each charge incurred under the agreement with T-Mobile (e.g., E-Rate, Emergency Connectivity Fund, or local, state, or federal grant, or other). Before activating T-Mobile service, T-Mobile may require Customer to provide documentation demonstrating financial sufficiency to ensure Customer's ability to pay all fees and charges incurred. E-Rate funding requests are subject to approval by the Universal Service Administrative Company ("USAC" or the "Administrator") and may be delayed, denied, or curtailed at USAC's discretion. Customer is responsible for all charges related to any ineligible services or services obtained not contained in the description of the service commitment request or decision. Until USAC has issued a funding commitment, Customer agrees to pay the balance in full as billed by T-Mobile. Customer must elect Service Provider Invoicing to be billed only the non-discounted portion. Account credits applied may be estimates subject to true-up in a later billing period. Customer is responsible for all charges incurred until and unless E-Rate funding is approved and disbursed, at which time Customer will remain responsible for all ineligible services, feature charges, and any other amounts unfunded by E-Rate, including equipment. For more information about E-Rate, please refer to USAC's website at: <https://www.usac.org/e-rate/applicant-process/>.

To the extent T-Mobile has clarified or taken exception to a solicitation term or proposed additional terms not addressed in the solicitation, such comments have been included only after careful consideration of the solicitation requirements, T-Mobile's corporate policies, and applicable law. T-Mobile has made a good faith effort to respond to all solicitation terms and requirements to the best of its ability and knowledge. If Customer requires T-Mobile signature on the bid, by signing the bid T-Mobile has read, understands and will comply with the terms, conditions, specifications, and requirements in the Solicitation, subject to the specific responses to Solicitation provisions as set forth in T-Mobile's bid or proposal. In the event that the contract is awarded to T-Mobile, T-Mobile expects the parties to enter into a definitive contract for the services contemplated by the Solicitation that will combine elements of the Solicitation, T-Mobile's Solicitation responses, the terms and conditions described in the T-Mobile Master Agreement, and any necessary additional terms and conditions negotiated by the parties. T-Mobile is prepared to negotiate in good faith with Customer regarding its Solicitation responses and a definitive contract.

Additional Legal Comments

Technology Evolution.

A. In the normal course of technology evolution and enhancement, T-Mobile continually updates and upgrades its networks, Products and Services. In some instances, these efforts will result in the need to ultimately replace or discontinue certain offerings or technologies. In such event, T-Mobile will undertake such efforts in a customer-focused and commercially reasonable manner. Accordingly and notwithstanding anything in the Agreement to the contrary, T-Mobile reserves the right, in its sole discretion, after providing the notice set forth in subsection B below, to: (1) migrate Customer to a replacement technology; or (2) discontinue any Product, Service, Business Plan, network standard or technology, without either party being in breach of the Agreement or incurring early termination liability relating to the discontinuance of the affected Product, Service, Business Plan, or network.

B. If T-Mobile takes any action set forth in subsection A above, T-Mobile will provide advance notice reasonably designed to inform each affected Customer of such pending action. The form of T-Mobile's notice may include without limitation, providing written notice to any address listed in the Agreement for Customer or any address T-Mobile uses for billing or as set forth in an Order. Customer agrees that such notice is reasonable and sufficient notice of T-Mobile's pending action.



E-Rate Proposal for VIGO COUNTY PUBLIC LIBRARY

January 6, 2025

January 6, 2025

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Robert Orcutt
240 N Meridian St.
Indianapolis, IN 46240

Cell: 317-764-4084
Email: robert.orcutt@att.com

January 6, 2025

Heather Rayl
Director of Technology and Special Services
Vigo County Public Library
One Library Square
Terre Haute, IN 47807

Dear Heather

In response to the Vigo County Public Library E-Rate Form 470 #250008079 and RFP for wireless data services, we are submitting the attached proposal for an AT&T solution that addresses your requirements.

AT&T is an experienced provider of E-Rate-qualified services. As one of the largest telecommunications providers in the U.S., we serve millions of customers, including K-12 education systems, government agencies, global, national, and regional companies. Our Service Provider Identification Number (SPIN) information is as follows:

- AT&T Mobility, d/b/a New Cingular Wireless Services, Inc. - Consolidated SPIN 143025240

As you evaluate the responses, it is important to consider the benefits the organization can provide to Vigo County Public Library now and in the future. AT&T provides the strength, stability, and experience to ensure that we will be with you for the long run. You will receive outstanding customer support from a dedicated Account Team that provides a single point of contact for your services. In the following proposal, we describe the solution and summarize its benefits. More than any other provider, AT&T has the proven expertise, technology, financial strength, quality of service, and commitment to excellence that sets us apart in an increasingly competitive marketplace and economy

We are confident in the strength of this offer and in our capabilities to deliver and support it. We look forward to working with you.

Sincerely,

Robert Orcutt
Senior Client Solution Executive

January 6, 2025

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To:
Heather Rahl – Director of Technology and Special Services
SVigo County Public Library
One Library Square
Terre Haute, IN 47807

From:
Robert Orcutt - Sr. Client Solution Executive
Wireless: +1 317-764-4084
Email: robert.orcutt@att.com

Introduction

In response to Vigo County Public Library Form 470 bid #250008079 , I'm pleased to present an AT&T solution tailored to meet your requirements and may qualify for E-Rate funding. The solution includes the following components:

- **AT&T E-Rate Specific 4G LTE / 5G Wireless Data Plan(s)** is an internet connectivity service that enables school districts and libraries to provide highly secure mobile internet access for students and patrons. Monthly usage reports per line provisioned in a machine readable format, proactive notification for lines of service not in use for 60 days, and automatic disconnection for lines of service with no use after 90 days pursuant to E-Rate program rules.
- **Enterprise Traffic Protector (ETP)** is included as part of the E-Rate Wireless Data Plan which filters outbound Internet traffic identifying the content category of the domain being requested to those domains pre-set Acceptable Use Policies. This can help participants maintain Child Internet Protection Act (CIPA) compliance.
- **Optional - AccessMyLAN (AML)** is an enhanced content filter which can be purchased at an additional cost. Service includes (i) a multi-tenant private APN or VPN configuration provided by AT&T and (ii) a server software agent, network-based remote access platform and administrator web console. Administrator controls restrictions on what and/or when a device can access the network, Includes robust report capabilities.
- **5G/LTE Hotspot Equipment** AT&T has hotspot devices which are fully compatible with our advanced 5G/LTE network and meet all E-Rate specifications for device eligibility. You may also use existing, compatible equipment (Bring Your Own Device, "BYOD").

Features and Benefits

The solution gives you the following:

- **Wireless service** is a set of mobile solutions, devices, applications, and plans that empower collaboration, helping you maximize academic outcomes and educational innovation, streamline operations, and improve responsiveness for your students or library patrons.

The solution has these key features:

- **The Nation's Most Reliable 4G/5G Network*** provides nationwide 4G/5G coverage over low-band (sub-6GHz) spectrum with theoretical peak speeds of 400 Mbps for more than 290 million people in 18,000 cities and towns. In addition, we're expanding our standards-based mobile 4G/5G+ mmWave network into key metros with services live in parts of 50 cities and over 70 venues. *Based on nationwide GWS test data. GWS conducts paid drive tests for AT&T and uses the data in its analysis. AT&T 4G/5G requires compatible rate plan and device. 4G/5G is not available everywhere. Go to www.att.com/4G/5Gforyou for details
 - **Low-band Spectrum** uses the < 1 GHz spectrum range, which may include generally available unlicensed spectrum and low-power wide area network (LPWAN) spectrum to provide significant signal range and propagation. Low-band spectrum lacks the capacity of mid-band and high-band spectrum. This spectrum is best used for voice, text, and an LPWAN.
 - **Mid-band Spectrum** uses 1-6 GHz spectrum to provide coverage and capacity ideal for today's connectivity needs. As a result, common applications might include using licensed (operator) spectrum, C-band, and/or shared/unlicensed spectrum on AT&T's wireless network.
 - **Enhanced Security** uses closed, dedicated tunnels to the mobile network and strong over-the-air encryption as part of the 3GPP 4G/5G standard. In addition, 4G/5G devices use the latest encryption schemes to help enhance security. So, these subscriber identity privacy capabilities help ensure that devices connect to the correct network, reducing the risk of eavesdropping, and helping to provide more secure and reliable performance and user control than 4G/5G.
 - **Nationwide Coverage:** Check the coverage in your area at www.att.com/maps/wireless-coverage
- **Select Rate Plans for E-Rate** to provide the connectivity you need for remote and virtual education. AT&T complies with all Universal Service Administration Company (USAC) guidelines and FCC Rules, including those around the Lowest Corresponding Price, usage reports, proactive notification for non-use and service termination.
- **Mobile Applications** comprise a catalog of pre-existing and customizable enterprise-grade mobile applications including applications that can be used by K-12 schools and libraries to help comply with the Children's Internet Protection Act (CIPA) when seeking funding under the E-Rate program. K-12 schools and libraries are solely responsible for determining whether use of these products and/or network architecture satisfies their CIPA requirements under the E-Rate program. Details of the options are outlined in the appropriate section below.
- **E-Rate Compliant 5G WiFi Hotspot Device** Our hotspot devices are fully compatible with our advanced 5G/LTE network and meet all E-Rate specifications for device eligibility.



Hammond, IN and surrounding area. This map displays approximate outdoor coverage (excluding bodies of water). See www.att.com/maps/wireless-coverage for details.

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Advantages of AT&T

Working with AT&T gives you the following advantages:

- E-Rate Experience**—AT&T has participated in the E-Rate program for schools and libraries since the program's inception in 1998, and we're one of the program's largest service providers. We're proud to bring our technology, expertise, E-Rate knowledge, and education experience to your school or library, helping expand affordable access to advanced telecommunication services. AT&T has specific document/record retention (RIM) policies that require AT&T to retain records pertaining to E-Rate customers for 20 years, exceeding minimum requirements. For more information about AT&T and its participation in the E-Rate program, go to corp.att.com/erate.
- Service and Support**—We offer you easy access to assistance, whether through online tools or by phone. You also get support and guidance from highly trained staff with years of networking experience. Our account teams, who work closely with you, are focused on the education industry and are well versed in the issues and challenges that today's educators face.
- Performance**—You expect communication services that work, and we can deliver. We've made substantial investments each year to improve our technology infrastructure so that we can provide superior performance.
- Complete Solutions**—AT&T offers a wide range of solutions. We can work with a variety of products and technologies and can assess your needs to recommend potential solutions.
- Community Focus**—At AT&T, we're proud of our strong record of corporate citizenship. Annually, we contribute millions of dollars through corporate, foundation, and employee giving to support education and community programs.

You also have a dedicated mobility account team focused on local support:

Name	Title	Phone Number	Email
Robert Orcutt	Senior Client Solution Executive	317-764-4084	Robert.orcutt@att.com
Tabitha Sizemore	Client Support	765-615-2797	Tabitha.sizemore@att.com
Daniel Noble	Sales Manager	260-242-3429	Daniel.noble@att.com



We're investing in connectivity and technology, digital literacy, and digital learning solutions to **help connect today's learners with success**—in and out of the classroom. It's part of our **\$2 billion commitment to help bridge the digital divide.**

Learn more at att.com/connectedlearning.

FCC Registration. AT&T Mobility, d/b/a New Cingular Wireless Services, Inc. will provide the services hereunder. Evidence of AT&T Mobility, d/b/a New Cingular Wireless Services, Inc.'s most recent Service Provider Annual Certification Form can be found at the following link: [Spin Contact Search \(usac.org\)](http://Spin Contact Search (usac.org)) Proof of AT&T's "green-light" status is attached hereto. AT&T Mobility, d/b/a New Cingular Wireless Services, Inc.'s

The screenshot shows the FCC Registration System (CORES) interface. At the top left is the FCC logo. The main heading is "Commission Registration System (CORES)". On the right, there are navigation links: "Associate Username to FRN", "Manage Existing FRNs & FRN Financial", "Register New FRN", "Reset FRN Password", and "Search for FRN". Below this, it says "Logged In As: v4468@att.com | Logout".

The page title is "FCC Registration" and the sub-page is "FRN Financial". The breadcrumb trail is "FCC > FCC Registration > Manage Existing FRNs > FRN Financial".

On the left sidebar, there are links for "Manage FRNs", "FRN Financial" (highlighted), "Create Form 1876", "Manage View Permissions", "Auction Bank Accounts", and "Auction Payments".

The main content area shows a table with the following data:

FRN	FRN Name	Red Light Status	Action
0004979233	AT&T Mobility LLC	Green Light	View/Make Payments

Below the table, it says "Showing 1 to 1 of 1 entries (filtered from 210 total entries)". There are "Previous" and "Next" navigation buttons, with "1" selected. A "Go Back" link is also present.

At the bottom, there is a "Customer Service" section with links for "Help", "Frequently Asked Questions", "Privacy Statement", and "FCC Home Page". A footer note states: "For assistance, please submit a help request at <https://www.fcc.gov/wireless/available-support-services> or call 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET)."

Solution Pricing

Pricing for AT&T E-Rate Wi-Fi Hotspot Offer term: 12-36 months

Product		Monthly Unit Cost	Quantity	Monthly Recurring Total
Data Plan	E-Rate Unlimited Hotspot Data Plan (5G / 4G LTE) ¹	\$15	50	\$750
	E-Rate 10GB Hotspot Data Plan (5G / 4G LTE) ²	\$10	n/a	<i>Additional Plan Option</i>
Content Filtering	Enterprise Traffic Protector (E-Rate Plan Bundle)	<i>Included</i>	50	<i>Included</i>
	AccessMyLAN ³	\$6	n/a	<i>Additional Option</i>
			Sum Total:⁴	\$ 750.00

¹ After 50GB of data usage in a bill cycle, then for the remainder of the bill cycle, AT&T may temporarily slow data speeds if the network is busy & data speeds are up to a max of 3 Mbps.

² There are no overages; after 10GB of data usage in a bill cycle, data speeds are slowed to a max of 256 kbps for the remainder of the bill cycle

³ Content filtering option with added costs (ineligible for E-Rate funding).

⁴ Administrative & Regulatory Recovery Fees are waived. Government Fees & Taxes and/or surcharges may apply.

Product		One-Time Unit Cost ⁵	Quantity	One-Time Total
Equipment	5G Wi-Fi Hotspot Device	\$90	50	\$4,500
			Sum Total:⁶	\$ 4,500.00

⁵ Pricing for an E-Rate compliant hotspot purchased on a 1 yr term. Involuntary terminations from non-usage do not incur termination fees.

⁶ Government Fees & Taxes and/or surcharges may apply.

Hotspot Devices – Existing Equipment: Customer AT&T will use due care, but AT&T does not assume responsibility for interactions with pre-existing systems or equipment not purchased from AT&T. Customer provided equipment (Bring Your Own Device, “BYOD”) must meet regulatory and/or industry standards (e.g., FCC and PTCRB) and receive AT&T technical approval for the network.

None of the products and services proposed in response utilize any equipment or services provided by a company that the FCC has designated as a national security threat to the integrity of the communication network or the communications supply chain. AT&T is compliant with the 2019 Protecting Against National Security Threats Order and the FCC rules implementing this Act within the E-Rate program as first outlined in November, 2020 in DA 20-1418, the current Eligible Services List [Eligible Services List - Universal Service Administrative Company \(usac.org\)](https://www.fcc.gov/ELSL).

Product	Service Provider Identification Number (SPIN)	AT&T Affiliate Name
AT&T E-Rate Specific Wireless Data Plan	143025240	AT&T Mobility, d/b/a New Cingular Wireless Services, Inc.
5G Hotspot Equipment		

This response to your request is not a contract offer and does not take the place of a signed contract. If you select AT&T for this service, please let us know so we can provide you the appropriate contract documents. Neither party is obligated for the selected services unless and until mutually agreed contract documents are signed by both parties. The Pricing proposed herein is based upon the specific product/service mix and locations outlined in this proposal and assumes use of AT&T contract documents and an E-Rate Rider as part of any final, negotiated contract between the parties, unless otherwise stated herein. Any changes or variations in the proposed terms and conditions, the products/services, length of term, locations, and/or design described herein may result in different pricing. Prices quoted do not include applicable taxes, surcharges, or fees. In accordance with the tariffs or other applicable service agreement terms, Customer is responsible for payment of such charges.

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Optional Services

AT&T is presenting this additional product information to alert you to other important services that can be very useful to Vigo County Public Library goals and overall security concerns. These services are optional and are not contingent on the purchase of any E-Rate eligible services from AT&T.

PLEASE NOTE: AT&T is not making any determinations, representations, or warranties regarding the E-Rate eligibility of these additional products and services. The eligibility of these products and services for E-Rate funding is solely determined by USAC and/or the FCC based on the applicants E-Rate discount request. Among the products and services are:

- **Wide Area Network Solutions:**
 - **AT&T Dedicated Ethernet (ADE)** is a highly secure 2-location dedicated Ethernet connection for bandwidth-heavy applications like VoIP, video, and data center consolidation. This fiber-based, point-to-point solution is fast & highly secure with up to 99.999% availability with SLAs.
 - **AT&T Switched Ethernet Service** is a transport service that uses industry-standard Ethernet technology to transport traffic among two or more locations. AT&T Switched Ethernet Service uses native Ethernet interfaces to transport data without using protocol conversion or special equipment.
- **AT&T Dedicated Internet** is an internet access service that combines a dedicated connection with symmetrical bandwidth (same download and upload speeds) and provides reliable, high-performance connectivity. AT&T Dedicated Internet offers the fastest speeds available (up to 1Tbps), world class Service Level Agreements (SLAs) with 100% uptime guarantees, and outage protection down to the customer edge router with 24/7 monitoring.
 - **Wireline voice services** can expand the capabilities of your AT&T Dedicated Internet (ADI) access—add Voice over IP with AT&T IP Flexible Reach service.
- **FirstNet** wireless services are designed to improve public safety communications, coordination, and response times, leading to safer and more secure communities. This can be crucial during times of crisis. For more information, visit firstnet.com.
- **AT&T Cybersecurity** can help protect your network from constantly evolving threats. Our cybersecurity professionals have helped schools, districts, and libraries with limited IT resources get the security features they need at a price that meets their budget.

For further information on our solutions and pricing, contact your AT&T representative (page v).

Important Information

The AT&T Business Service Guide Library (https://serviceguidenew.att.com/sq_landingpage?tqtPg=sq_homecontentpage) provides further details and restrictions.

Proposal Validity Period—The information and pricing contained in this Proposal is valid for a period of 90 days from the date written on the proposal cover page, or until the E-Rate filing window closes for the upcoming E-Rate Funding year, whichever occurs later, unless rescinded or extended in writing by AT&T.

Proposal Pricing—Pricing proposed herein is based upon the specific product/service/equipment mix as outlined in this proposal and is subject to AT&T's proposed terms and conditions for those products and services and the AT&T E-Rate Rider unless otherwise stated herein. Any changes or variations in the proposed terms and conditions, the products/services, and length of term may result in different pricing. Prices quoted do not include applicable taxes, surcharges, or fees. In accordance with the tariffs or other applicable service agreement terms, Customer is responsible for payment of such charges.

Providers of Service—Subsidiaries and affiliates of AT&T Inc. provide products and services under the AT&T brand.

Software—Any software used with the products and services provided in connection with this Proposal will be governed by the written terms and conditions applicable to such software. Title to software remains with AT&T or its supplier. Customer must comply with all such terms and conditions, and they will take precedence over any agreement between the parties as relates to such software.

Disclaimer—For purposes of this Proposal, the identification of certain services as “eligible” or “non-eligible” for E-Rate funding is not dispositive, nor does it guarantee that this or any other services in this Proposal will be deemed eligible for such funding. Any conclusions regarding the eligibility of services for E-Rate funding must be based on several factors, many of which have yet to be determined relative to the proposed services and equipment described herein. Such factors will include, without limitation, the ultimate design configuration of the network, the specific products and services provisioned to operate the network, the type of customer, and whether the services are used for eligible educational purposes at eligible locations. In its proposal, AT&T will take guidance from the "Eligible Services List" and the specific sections on product and service eligibility on the Universal Service Administrative Company (“USAC”) website www.usac.org/e-rate. This site provides a current listing of eligible products and services, as well as conditionally eligible and ineligible services. This guidance notwithstanding, the final determination of eligibility will be made by the USAC after a review of the customer's E-Rate application for this proposal. If AT&T is awarded the bid for this project, AT&T will provide assistance on the E-Rate application solely on matters relative to the functionality of the services and products which comprise the network. Nevertheless, the responsibility for the E-Rate application is with the customer. AT&T is not responsible for the outcome of the USAC's decision on these matters.

End User Equipment—E-Rate recipients must cost allocate any non-ancillary ineligible components that are bundled with eligible products or services. Cost allocations are the responsibility of E-Rate Applicants. For additional information, reference USAC website at www.usac.org/e-rate and Cost Allocation Guidelines for Services at www.usac.org/e-rate/applicant-process/before-you-begin/eligible-services-overview/cost-allocations-for-services/.

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240 N Meridian St
Indianapolis, IN 46204

Cell: 317-76644084
Email: Robert.orcutt@att.com

January 16, 2025

Heather Rayl
Director of Technology and Special Services
Vigo County Public Library

Dear Heather

Please see herein the Amendment to our previously submitted Response to the Vigo County Public Library E-Rate Form 470 #250008079 and RFP for wireless data services. The Solution Pricing section is the only section changed from our response and so for convenience is the only section included in this document. It has been updated to reflect the current pricing and terms offered to similarly-situated customers.

Our Service Provider Identification Number (SPIN) remains the same, and the information is as follows:

- AT&T Mobility, LLC - Consolidated SPIN 143025240

We are confident in the strength of this offer and in our capabilities to deliver and support it. We look forward to working with you.

Sincerely,

Robert Orcutt
Senior Client Solution Executive

Solution Pricing (Amended)

Pricing for AT&T E-Rate Wi-Fi Hotspot Offer term: 12 months

After initial term, up to two (2) optional 1-year (12-month) extensions. Any renewal or extension options would be exercisable only via mutual written consent.

Product		Monthly Unit Cost* 12-36 Month Terms	Quantity	Monthly Recurring Total
Data Plan	E-Rate Unlimited Hotspot Data Plan (5G / 4G LTE) ¹	\$10.00	50	\$500.00
	E-Rate 10GB Hotspot Data Plan (5G / 4G LTE) ²	\$10.00	0	Alternative Plan Option
Content Filtering	Enterprise Traffic Protector (E-Rate Plan Bundle)	<i>Included</i>	50	<i>Included</i>
	AccessMyLAN ³	\$6.00	0	<i>Additional Option</i>
Sum Total:⁴				\$ 500.00

¹ After 50GB of data usage in a bill cycle, then for the remainder of the bill cycle, AT&T may temporarily slow data speeds if the network is busy & data speeds are up to a max of 3 Mbps.

² There are no overages; after 10GB of data usage in a bill cycle, data speeds are slowed to a max of 256 kbps for the remainder of the bill cycle

³ Content filtering option with added costs (ineligible for E-Rate funding).

⁴ Administrative & Regulatory Recovery Fees are waived. Government Fees & Taxes and/or surcharges may apply.

Estimated Taxes and Fees, if not exempt, may be budgeted at approximately \$1.50 per subscriber per month.

Product		One-Time Unit Cost ⁵	Quantity	One-Time Total
Equipment Options	5G Wi-Fi Hotspot Device - 12 Month Contract Term	\$57.00	50	\$2,850.00
	5G Wi-Fi Hotspot Device - 24 Month Contract Term	\$55.00	0	n/a
	5G Wi-Fi Hotspot Device - 36 Month Contract Term	\$50.00	0	n/a
Sum Total:⁶				\$ 2,850.00

⁵ Pricing for an E-Rate compliant hotspot purchased on a 1 yr term. Involuntary terminations from non-usage do not incur termination fees.

⁶ Government Fees & Taxes and/or surcharges may apply.

Hotspot Devices – Equipment Purchased from AT&T: Devices are covered by a one-year manufacturer warranty. Details can be viewed at [AT&T - Device Protection and Warranty Information. Fix or replace a lost, stolen, or broken device.](#)

Hotspot Devices – Existing Equipment: AT&T will use due care, but AT&T does not assume responsibility for interactions with pre-existing systems or equipment not purchased from AT&T. Customer provided equipment (Bring Your Own Device, “BYOD”) must meet regulatory and/or industry standards (e.g., FCC and PTCRB) and receive AT&T technical approval for the network.

None of the products and services proposed in response utilize any equipment or services provided by a company that the FCC has designated as a national security threat to the integrity of the communication network or the communications supply chain. AT&T is compliant with the 2019 Protecting Against National Security Threats Order and the FCC rules implementing this Act within the E-Rate program as first outlined in November, 2020 in DA 20-1418, the current Eligible Services List [Eligible Services List - Universal Service Administrative Company \(usac.org\)](https://www.usac.org/eligible-services-list).

Product	Service Provider Identification Number (SPIN)	AT&T Affiliate Name
AT&T E-Rate Specific Wireless Data Plan	143025240	AT&T Mobility, LLC
5G Hotspot Equipment		

Invoicing (SPI and BEAR billing): AT&T can accommodate both SPI and BEAR billing methods to provide E-Rate discounts and agrees to adhere to the E-Rate rules applicable to each method.

This response to your request is not a contract offer and does not take the place of a signed contract. If you select AT&T for this service, please let us know so we can provide you the appropriate contract documents. Neither party is obligated for the selected services unless and until mutually agreed contract documents are signed by both parties. The Pricing proposed herein is based upon the specific product/service mix and locations outlined in this proposal and assumes use of AT&T contract documents and an E-Rate Rider as part of any final, negotiated contract between the parties, unless otherwise stated herein. Any changes or variations in the proposed terms and conditions, the products/services, length of term, locations, and/or design described herein may result in different pricing. Prices quoted do not include applicable taxes, surcharges, or fees. In accordance with the tariffs or other applicable service agreement terms, Customer is responsible for payment of such charges.

**Vigo County Public Library, Vigo County, Indiana
Cash & Investments Combined Statement - 2024**

	Local Fund Number	Local Fund Name	Beg Cash & Inv Bal Jan. 1, 2024	Receipts	Disbursements	End Cash & Inv Bal Dec. 31, 2024
Governmental Activities	100	Library Operating	\$5,786,755.08	\$8,919,998.14	\$9,026,311.44	\$5,680,441.78
	200	Gift	\$70,043.77	\$44,250.67	\$46,048.91	\$68,245.53
	201	Rainy Day	\$1,748,249.16	\$0.00	\$0.00	\$1,748,249.16
	276	Grants, Misc.	-\$12,325.97	\$12,370.68	\$14,537.88	-\$14,493.17
	277	Grants, WVCF	\$10,000.00	\$0.00	\$10,000.00	\$0.00
	278	Grants, UW	\$5,000.00	\$0.00	\$5,000.00	\$0.00
	279	Grants, WVCF Impact	\$10,600.00	\$0.00	\$10,600.00	\$0.00
	280	Grants, Lifelong Arts	\$0.00	\$5,000.00	\$5,000.00	\$0.00
	281	Grants, Monster Quest	\$0.00	\$4,000.00	\$4,000.00	\$0.00
	282	Grants, NICCL Technology	\$0.00	\$500.00	\$0.00	\$500.00
	800	Plac Card	\$65.00	\$65.00	\$130.00	\$0.00
	803	Pay Control	\$54.09	\$981,562.63	\$970,196.48	\$11,420.24
		Total All Funds	\$7,618,441.13	\$9,967,747.12	\$10,091,824.71	\$7,494,363.54

VIGO COUNTY PUBLIC LIBRARY

Indiana Public Library Annual Report 2024

CURRENT YEAR

PREVIOUS YEAR

1 - General Information

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled and 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>680 POPLAR STREET</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?	Yes	<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@vigolibrary.org</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. 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 a 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 70

01-039 **Total number of hours per week the central library is open after 5:00 PM** 13 13

01-040 **Total number of hours per week the central library is open on Saturday** 8 8

01-041 **Total number of hours per week the central library is open on Sunday** 4 4

01-042 Number of weeks per year the central library was open in 2024 52 52

01-043 **Total public service hours the central library was open in 2024** 3,640.0 3,640.00

Internet Access

01-044 What type of internet access is available in the central library? Fiber Optic *Fiber Optic*

01-045 Select the nearest download speed of internet access in the central library. 500 Mbps - 1 Gbps *500 Mbps - 1 Gbps*

Branch Information

01-200 Total number of branches (*If this answer = 0, skip questions 01-200a through 01-237*) 2 1

Individual Branch Information

Grayed boxes are either prefilled and locked or 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>680 Poplar Street, Terre Haute, IN 47807</i>
01- 207a	Phone	(812) 235-2121	<i>(812) 235-2121</i>
01- 208a	Fax	(812) 235-1439	<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 2024	52	<i>52</i>
01- 213a	Monday opening time	12:00 PM	<i>12:00 PM</i>
01- 214a	Monday closing time	8:00 PM	<i>8:00 PM</i>
01- 215a	Tuesday opening time	10:00 AM	<i>10:00 AM</i>

01-216a	Tuesday closing time	6:00 PM	<i>6:00 PM</i>
01-217a	Wednesday opening time	12:00 PM	<i>12:00 PM</i>
01-218a	Wednesday closing time	8:00 PM	<i>8:00 PM</i>
01-219a	Thursday opening time	10:00 AM	<i>10:00 AM</i>
01-220a	Thursday closing time	6:00 PM	<i>6:00 PM</i>
01-221a	Friday opening time	10:00 AM	<i>10:00 AM</i>
01-222a	Friday closing time	6:00 PM	<i>6:00 PM</i>
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	<i>40</i>
01-228a	Total public service hours the branch was open in 2024	2,080	<i>2,022</i>
01-229a	What type of internet access is available in the branch library?	Fiber Optic	<i>Fiber Optic</i>
01-230a	Select the nearest download speed of internet access in the branch library	500 Mbps - 1 Gbps	<i>500 Mbps - 1 Gbps</i>
01-200a	Branch name	12 POINTS BRANCH LIBRARY	
01-201a	Branch street address	2200 NORTH 13TH STREET	

01- 202a	Branch city	TERRE HAUTE
01- 203a	Branch county	VIGO
01- 204a	Branch ZIP	47804
01- 205a	Is the mailing address the same as the address listed above?	No
01- 206a	Branch mailing address	680 Poplar Street, Terre Haute, IN 47807
01- 207a	Phone	(812) 645-3625
01- 208a	Fax	(812) 235-1439
01- 209a	Year built	1922
01- 210a	Year of the most recent structural addition or alteration to branch building	2024
01- 211a	Square footage of branch	10,000
01- 212a	Number of weeks per year individual branch was open in 2024	9
01- 213a	Monday opening time	10:00 AM
01- 214a	Monday closing time	06:00 PM
01- 215a	Tuesday opening time	10:00 AM
01- 216a	Tuesday closing time	06:00 PM
01- 217a	Wednesday opening time	12:00 PM
01- 218a	Wednesday closing time	08:00 PM

01- 219a	Thursday opening time	12:00 PM	
01- 220a	Thursday closing time	08:00 PM	
01- 221a	Friday opening time	10:00 AM	
01- 222a	Friday closing time	06:00 PM	
01- 223a	Saturday opening time	10:00 AM	
01- 224a	Saturday closing time	06:00 PM	
01- 225a	Sunday opening time		
01- 226a	Sunday closing time		
01- 227a	Total open hours for the branch library during a typical week.	48	
01- 228a	Total public service hours the branch was open in 2024	432	
01- 229a	What type of internet access is available in the branch library?	Fiber Optic	
01- 230a	Select the nearest download speed of internet access in the branch library	500 Mbps - 1 Gbps	
01- 231	Total annual public service hours of all branches	2,512.00	2,022.00

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 2024

01-
312 **Total annual public service hours of all bookmobiles** 0.00 0.00

01-
500 **Total system public service hours per year** 6,152.00 5,662.00

2 - Registrations

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled and locked or automatic calculations.

02-001	Total number of resident registered users	35,455	29,715
02-002	Total number of users from contracting areas	n/a	N/A
02-003	Total number of paid non-resident registered users	118	103
02-004	Total number of non-resident cards issued to student users	78	78
02-005	Total number of non-resident cards issued to school employees	14	11
02-006	Total number of non-resident cards issued to library employees	2	6
02-007	Total number of all non-resident registered users	212	198
02-008	Total number of registered users	35,667	29,913
02-009	Total number of reciprocal users	671	652
02-010	Total number of PLAC users	6	13
02-011	Amount of non-resident fee	\$90.00	\$75.00
02-012	Date the library board adopted this fee	02/19/2024	2/23/23
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

3 - Libraries and Political Subdivisions

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled and 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	\$4,486,475,723	<i>\$4,335,264,918</i>
03-003	Operating tax rate	.1806	<i>.1798</i>
03-004	Source year for data	2024	<i>2023</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	0
03-014	Total district population served (sum of taxed and contracting units)	106,153	106,153
03-015	Political subdivision name	Vigo County	Vigo County
03-016	Population served by taxation. (If the subdivision is served by contract, this line will be blank.)	106,153	106,153
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	No
(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 and 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	\$6,415,179	\$6,130,220
04-002	Miscellaneous income taxes or LIT (Local Income Tax)	\$1,633,310	\$1,515,732
04-003	Contractual revenue received for service	\$0	\$0

04-004	Total local government revenue	\$8,048,489	\$7,645,952
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State Government Revenue

04-005	Financial Institutions Tax (FIT)	\$62,284	\$75,360
04-006	License Vehicle Excise Tax	\$449,104	\$459,378
04-007	Commercial Vehicle Excise Tax (CVET)	\$33,606	\$34,088
04-008	Broadband Connectivity Grant	\$12,371	\$12,883
04-009	Other state revenue	\$0	\$0
04-010	Source(s):	N/A	N/A
04-011	Total state revenue	\$557,365	\$581,709

Federal Government Revenue

04-012	LSTA grants	\$0	\$0
04-013	Other federal revenue	\$0	\$0
04-014	Source(s):	N/A	N/A
04-015	Total federal revenue	\$0	\$0

Other Revenue

04-016	PLAC reimbursement		\$0
04-017	Fines and fees	\$15,574	\$12,637
04-018	Interest on investments	\$297,694	\$0
04-019	Gift receipts	\$44,251	\$58,085

04-020	Private and public foundation grants	\$9,500	\$44,000
04-021	Miscellaneous revenue	\$13,247	\$303,337
04-022	Source(s):	Checking interest, petty cash receipt, surplus property, Wageworks refund, Gannett Holdings refund, scrap, Swank Movie Licensing refund, Johnson Controls refund, account verification, United Healthcare refund of premium, Indiana Department of Workforce De	<i>Checking interest, petty cash receipt, flash drives, surplus property, account verification, jamex coin collection, anthem refund of premium, scrap, duke energy refund</i>
04-023	Total other revenue	\$380,266	\$418,059
04-024	Total operating revenue	\$8,986,120	\$8,645,720

5 - Operating Fund Expenditures

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled and 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	\$3,716,892	\$3,586,076
05-002	Employee benefits	\$1,797,339	\$1,861,422
05-003	Other personal services	\$0	\$0
05-004	Total personal services	5,514,231.00	\$5,447,498
05-005	Total staff expenditures	\$5,514,231	\$5,447,498
05-006	Total supplies	\$240,550	\$259,383

Other Services and Charges

05-007	Professional services	\$443,303	\$476,921
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05-008	Communication and transportation	\$69,976	\$51,390
05-009	Printing and advertising	\$26,823	\$26,066
05-010	Insurance	\$62,119	\$65,910
05-011	Utility services	\$197,839	\$226,241
05-012	Repairs and maintenance	\$1,230,545	\$1,897,473
05-013	Rentals	\$65,601	\$62,658
05-014	Debt service	\$0	\$0
05-015	Lease rental	0.00	\$0
05-016	Other	\$11,217	\$10,939
05-017	Total of other services and charges	\$2,107,423	\$2,817,598

Capital Outlays from Operating Fund Expenditures

05-018	Land	\$0	\$0
05-019	Buildings	\$0	\$0
05-020	Improvements other than buildings	\$44,155	\$0
05-021	Furniture and equipment	\$373,325	\$42,627
05-022	Total for capital outlays from operating fund expenditures	\$417,480	

Library Materials - Operating Fund Expenditures

05-023	Print materials	\$305,528	\$151,611
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05-024	Other physical materials	\$101,589	\$65,582
05-025	Electronic materials (e-books, e-audio, e-video)	\$210,725	\$305,851
05-026	Databases and online learning platforms	\$86,631	\$24,884
05-027	Public Access Computers	\$42,155	
05-028	Total operating fund expenditures for collection development	\$746,628	\$563,491

Library Materials - Non-Operating Fund Expenditures

05-029	Print materials	\$202	\$238
05-030	Other physical materials	\$0	\$0
05-031	Electronic materials (e-books, e-audio, e-video)	\$0	\$0
05-032	Databases and online learning platforms	\$0	\$0
05-033	Public Access Computers	\$0	\$0
05-034	Total non-operating fund expenditures for collection development	\$202	\$238
05-035	Total expenditures for print materials	\$305,730	\$167,412
05-036	Total expenditures for other physical materials	\$101,589	\$65,582
05-037	Total expenditures for electronic content	\$297,356	\$330,735

05-038	Total expenditures for public access computers	\$42,155	
05-039	Total expenditures for collections (w/o PACs)	\$704,675	\$563,729
05-040	Total expenditures for collections (w/ PACs)	\$746,830	
05-041	Total expenditures from operating funds	\$9,026,312	\$9,130,597
05-042	Other operating expenditures	\$2,807,608	\$3,119,608
05-043	Total expenditures (operating and non-operating funds)	\$9,026,514	\$9,130,835
05-044	Total capital fund expenditures	0.00	\$0

Non-Resident Fee Standard

To be in standards, a library's non-resident fee needs to meet or exceed their operating expenditures per capita for the previous year – unless that per capita is less than \$25, in which case, the library must set it to a minimum of \$25.

Your 2024 non-res fee should be at least as much as your 2023 op. exp per capita.

Your 2025 non-res fee should be at least as much as your 2024 op. exp per capita.

05-045	Total 2023 operating expenditures per capita	\$86.01	\$74.07
05-046	Difference between 2023 OE per capita and non- resident fee (subtract Q02-011 from Q05-045). 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 capit	\$-3.99	\$-0.93
05-046a	Does your library's non-resident fee meet the standard? (Select YES if 05-046 is a negative number; Select NO if 05-046 is a positive number)	Yes	Yes

05-047	Total 2024 operating expenditures per capita. PLEASE MAKE SURE YOUR 2025 NON-RESIDENT FEE IS EQUAL OR GREATER THAN THIS AMOUNT	\$85.03	86.01
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Collection Development Standard

05-048	Total collection expenditures	\$746,830	\$563,729
05-049	Collection development expenditure (from all funds) as a percentage of operating fund expenditure	8.2%	6.1%

6 - Capital Revenue

Grayed boxes are either prefilled and 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	35.00	33.00
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07-002	Total number of paid hours per week for all librarians	1,380	<i>1,300</i>
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07-003	FTE for all librarians	34.50	<i>32.50</i>
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ALA-MLS Librarians

07-004	How many of the librarians reported in 07-001 have an ALA-MLS degree?	20.00	<i>20.00</i>
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07-005	Total number of paid hours per week for all ALA-MLS librarians	800	<i>800</i>
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07-006	FTE for all ALA-MLS librarians	20.00	<i>20.00</i>
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All Other Staff

07-007	Total number of all other paid staff	56.00	<i>49.00</i>
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07-008	Total number of paid hours per week for all other paid staff	2,037.5	<i>1,771</i>
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07-009	FTE for all other paid staff	50.94	<i>44.28</i>
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07-010	Total number of all paid staff	91.00	<i>82.00</i>
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07-011	Total hours paid per week for all paid staff	3,417.50	<i>3,071.00</i>
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07-012	FTE for all paid staff	85.44	<i>76.78</i>
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07-013	Number of hours per week considered to be full-time employment in your library	40	<i>40</i>
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8 - Library Service and Technology

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled and locked or automatic calculations.

Interlibrary Loans

08-001	Number of interlibrary loan items (including photocopies) your library has provided to other libraries	2,334	1,607
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	867	1,122
08-004	Total number of loans provided to other libraries	3,201	2,729
08-005	Number of interlibrary loan items (including photocopies) your library has borrowed from other libraries	536	240
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	515	800
08-008	Total number of loans received from other libraries	1,051	1,040
08-009	Net lending rate	3.05	2.62

Library Programs

Live (Synchronous) Program Sessions

A live program session is any planned event which introduces the group attending to any of the broad range of library services or activities which directly provides information to participants.

Program sessions may cover use of the library, library services, or library tours. They may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

INCLUDE

- All program sessions that are sponsored or co-sponsored by the library. For a program session to be sponsored or co-sponsored by the library, the library must contribute financial resources or staff time toward the program session. For a program session that is part of a larger community event (such as a craft class at a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event.
- Both on-site and off-site program sessions. For example, include a storytime at a farmer's market or a presentation to a school group about library resources conducted at a school.
- Live-streamed virtual (synchronous) program sessions that are sponsored or co-sponsored by the library.
- Program sessions with attendance of zero or one if they were intended for a group.

EXCLUDE

- Program sessions sponsored by other groups that use library facilities. For example, do not include a homeschooling group hosting a speaker in a meeting room without facilitation from library staff.
- Offsite outreach efforts that do not otherwise meet the definition of a program session. For example, do not include having a library card sign-up booth at a farmer's market.
- Recorded presentations of program content; these should be reported in 08-058 – *Total Number of Asynchronous Program Presentations*.
- Programming that is shared on the library's website or social media that is not sponsored or co-sponsored by the library. For example, do not include sharing a video from an author's website of him or her reading a book.
- Activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.
- Passive or self-directed activities that do not occur at a scheduled time. For example, do not include leaving an art project or puzzle on a table for participants to complete.

TIPS

- If programs are offered as part of a series, count each individual program session. For example, a film series offered once a week for eight weeks should be counted as eight program sessions.
- Each program session should only be counted once. If a program is a hybrid (i.e., in-person and virtual), then report it as one in-person. Attendance will be broken down into in-person and virtual and reported accordingly; each attendee/device will only be counted once.

Children Ages 0-5

08-010	Number of in-person, onsite children's programs for ages 0-5	267	156
08-011	Attendance at in-person, onsite children's programs for ages 0-5	4,417	3,764
08-012	Number of in-person, offsite children's programs for ages 0-5	5	0
08-013	Attendance at in-person, offsite children's programs for ages 0-5	172	0
08-014	Number of live, virtual children's programs for ages 0-5	0	0
08-015	Attendance at live, virtual children's programs for ages 0-5 as counted by participant devices	0	0
08-016	Total number of library programs for children ages 0-5	272	156
08-017	Total attendance at live children's programs for ages 0-5 (in-person and synchronous virtual)	4,589	3,764
Children Ages 6-11			
08-018	Number of in-person, onsite library programs for children ages 6-11	193	154
08-019	Attendance at in-person, onsite children's programs for ages 6-11	2,378	3,579
08-020	Number of in-person, offsite children's programs for ages 6-11	7	21
08-021	Attendance at in-person, offsite children's programs for ages 6-11	342	419
08-022	Number of live, virtual children's programs for ages 6-11	0	1

08-023	Attendance at live, virtual children's programs for ages 6-11 as counted by participant devices	0	5
08-024	Total number of library programs for children ages 6-11	200	176
08-025	Total attendance at library programs for children ages 6-11	2,720	4,003
Young Adults Ages 12-18			
08-026	Number of in-person, onsite programs for young adults	133	106
08-027	Attendance at in-person, onsite programs for young adults	615	649
08-028	Number of in-person, offsite programs for young adults	0	2
08-029	Attendance at in-person, offsite programs for young adults	0	34
08-030	Number of live, virtual programs for young adults	12	0
08-031	Attendance at in-live, virtual programs for young adults as measured by participant devices	35	0
08-032	Total number of programs for young adults	145	108
08-033	Total attendance at programs for young adults	650	683
Adults Ages 19 and older			
08-034	Number of in-person, onsite programs for adults	197	174

08-035	Attendance at in-person, onsite programs for adults	2,374	1,960
08-036	Number of in-person, offsite programs for adults	154	141
08-037	Attendance at in-person, offsite programs for adults	2,007	1,888
08-038	Number of live, virtual programs for adults	12	12
08-039	Attendance at in-person, virtual programs for adults	35	84
08-040	Total number of programs for adults	363	
08-041	Total attendance at programs for adults	4,416	
General Interest – Multiple Target Audiences			
08-042	Number of in-person, onsite general interest programs	194	186
08-043	Attendance at in-person, onsite general interest programs	10,091	6,506
08-044	Number of in-person, offsite general interest programs	22	11
08-045	Attendance at in-person, offsite general interest programs	4,416	2,954
08-046	Number of live, virtual general interest programs	0	0
08-047	Attendance at live, virtual general interest programs	0	

08-048	Total number of general interest programs	216	
08-049	Total attendance at general interest programs	14,507	
Other Programming Totals			
08-050	Total number of in-person, onsite library programs	984	776
08-051	Total attendance at in-person, onsite library programs	19,875	16,458
08-052	Total number of in-person, offsite library programs	188	175
08-053	Total attendance at in-person, offsite library programs	6,937	5,295
08-054	Total number of live, virtual library programs	24	13
08-055	Total attendance at live, virtual library programs	70	89
08-056	Total number of live (in-person or virtual) library programs	1,196	964
08-057	Total attendance at live (in-person or virtual) library programs	26,882	21,842
Recorded (Asynchronous) Program Presentations			
08-058	Total number of recorded (asynchronous) program presentations	0	2
08-059	Total plays of recorded (asynchronous) program presentations	0	16
Other Services			

08-060	How many weeks of a Children's Reading Program did your library offer at each fixed location?	9	9
08-061	Number of reservable spaces (meeting rooms, study rooms) available for public use	27	
08-062	Number of times meeting rooms were used by the public (optional)	9,026	
08-063	Total number of annual visits to the library	286,325	266,107
08-063a	Library visits reporting method	CT - Annual Count	CT - Annual Count
08-064	Total number of reference transactions in 2024	26,005	29,142
08-064a	Reference transactions reporting method	CT - Annual Count	CT - Annual Count
08-065	Instructional reference services (optional)	1,545	1,119
<u>Public Computers</u>			
08-066	Number of uses (sessions) of public internet computers in 2024	53,425	45,258
08-066a	Reporting method for number of uses of public internet computers	CT - Annual Count	CT - Annual Count
08-067	Number of wireless internet uses per year	180,156	39,150
08-067a	Reporting method for wireless sessions	CT - Annual Count	CT - Annual Count
08-068	Number of public internet computers system-wide	92	76

08-069	Number of staff computers	137	119
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Library System Automation

08-070	Name of your library's automated bookkeeping system (If you do not have one, leave blank)	BUCS	BUCS
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08-071	Brand and version of Integrated Library System	Syrsi Dynix Symphony Version 4.1.0.0J	Syrsi Dynix Symphony, Version 3.7.1
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9 - Holdings and Circulation

Holdings – Physical Materials

09-001	Books (print)	118,746	113,023
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09-002	Print serial subscriptions	200	267
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09-003	Audio materials - physical units	5,290	5,429
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09-004	Video materials - physical units	14,762	14,304
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09-005	All other circulating physical materials	2,278	2,385
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09-006	Does your library circulate hotspots?	Yes	Yes
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09-007	Total physical items in collection	141,076	135,141
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Holdings – Electronic Materials

For each type of electronic holding, please answer YES or NO to the following question: **Did the library provide access to the following materials purchased solely by the** (library; consortia; or state agency)?

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions

09-008	E-books provided by library	Yes	
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09- Yes
009 E-books provided by consortium

09- INDIANA DIGITAL
009a If answer was YES, name of the LIBRARY
consortium?

09- No
010 E-books provided by state
agency

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions.

09- Yes
011 E-periodicals provided by
library

09- Yes
012 E-periodicals provided by
consortium

09- Yes
013 E-periodicals provided by state
agency

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.

09- Yes
014 E-audio provided by library

09- Yes
015 E-audio provided by consortium

09- No
016 E-audio provided by state

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.

09- Yes
017 E-video provided by library

09- No
018 E-video provided by consortium

09- No
019 E-video provided by the state
agency

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions.

09-020 Research databases provided by library Yes

09-021 Research databases provided by consortium No

09-022 Research databases provided by state agency Yes

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions.

09-023 Online learning platforms provided by library Yes

09-024 Online learning platforms provided by consortium Yes

09-025 Online learning platforms provided by state agency Yes

09-026	Name(s) of public use/commercial databases to which the library subscribes	ABC Mouse Access Newspaper Comics Plus NoveList Plus Hoopla Gale Civil War in Words and Deeds Gale Histories and Atlases: Indiana Gale Histories and Atlases: Illinois Gale Histories and Atlases: Michigan Gale Histories and Atlases: Ohio Gale Histories and Atlases: Pennsylvania Gale Legal Forms Ancestry Historical Newspapers: Indiana Heritage Quest Sanborn Maps Fold3 by Ancestry.com Tumblebooks ValueLine AtoZ Food America AtoZ World Food New York Times Niche Academy LinkedIn Learning	<i>Response has been entered.</i>
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Circulation - Physical

09-027	Circulation of physical items: books, audio and video units	273,988	300,878
09-028	Circulation of all children's physical materials (subset of 09-027)	105,934	110,497
09-029	Circulation of other physical items (subset of 09-027)	13,773	13,057

This includes circulation (including renewals) of all physical items not counted in 09-026. These can include a variety of items types, such as hotspots, materials from a Library of Things, and video games.

09-030	Did your library offer automatic renewal for any physical materials during the reporting period?	No
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09-031	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	<i>No</i>
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CIRCULATION – ELECTRONIC MATERIALS

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

09-032	E-book circulation	101,313	
09-033	E-serial circulation	11,961	
09-034	E-audio circulation	92,041	
09-035	E-video circulation	3,666	
09-036	Total circulation of electronic materials (book, serial, audio, video)	208,981	
09-037	Total circulation of all materials	482,969	
09-038	Total in-house usage of materials		<i>6,153</i>

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	James	<i>Terry</i>
10-0003	Middle initial/name	M.	<i>W.</i>
10-0004	Last name	Young	<i>Jones</i>
10-0005	Home address	2410 N. 10th Street	<i>123 Monterey Avenue</i>

10-0006	City	Terre Haute	<i>Terre Haute</i>
10-0007	ZIP code	47804	<i>47803</i>
10-0008	Email address	jmy@vigoschools.org	<i>t8jones@msn.com</i>
10-0009	Appointing authority	School Board	<i>Vigo County Commissioners</i>
10-0010	Date term expires	7/31/2027	<i>7/20/2024</i>
10-0011	Number of consecutive terms	2	<i>3</i>
10-0012	Date of initial appointment	07/15/2019	<i>06/27/2012</i>
10-0101	Position: Vice President	Vice President	<i>Vice President</i>
10-0102	First name	Christi	<i>James</i>
10-0103	Middle initial/name	A.	<i>M.</i>
10-0104	Last name	Fenton	<i>Young</i>
10-0105	Home address	1481 Watermark Court	<i>2410 N. 10th Street</i>
10-0106	City	Terre Haute	<i>Terre Haute</i>
10-0107	ZIP code	47803	<i>47804</i>
10-0108	Email address	christifenton9@gmail.com	<i>jmy@vigoschools.org</i>
10-0109	Appointing authority	School Board	<i>School Board</i>
10-0110	Date term expires	08/31/25	<i>7/31/27</i>
10-0111	Number of consecutive terms	3	<i>2</i>

10-0112	Date of initial appointment	03/10/14	<i>07/15/2019</i>
10-0201	Position: Secretary	Secretary	<i>Secretary</i>
10-0202	First name	George	<i>Christi</i>
10-0203	Middle initial/name	L.	<i>A.</i>
10-0204	Last name	Heubel	<i>Fenton</i>
10-0205	Home address	1438 Woodley Avenue	<i>1481 Watermark Court</i>
10-0206	City	Terre Haute	<i>Terre Haute</i>
10-0207	ZIP code	47804	<i>47803</i>
10-0208	Email address	heub45@msn.com	<i>christifenton9@gmail.com</i>
10-0209	Appointing authority	County Commissioners	<i>School Board</i>
10-0210	Date term expires	08/08/2027	<i>8/31/2025</i>
10-0211	Number of consecutive terms	1	<i>3</i>
10-0212	Date of initial appointment	08/08/2023	<i>03/10/2014</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		
10-0312	Date of initial appointment	N/A	<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@vigolibrary.org</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	Kelly	<i>George</i>
10-0503	Middle initial/name	J.	<i>L.</i>
10-0504	Last name	Ford	<i>Heubel</i>
10-0505	Home address	129 1/2 S. 7th Street	<i>1438 Woodley Avenue</i>
10-0506	City	Terre Haute	<i>Terre Haute</i>
10-0507	ZIP code	47804	<i>47804</i>
10-0508	Email address	kelly@jfordsblackangus.com	<i>heub45@msn.com</i>
10-0509	Appointing authority	County Commissioners	<i>County Commissioners</i>
10-0510	Date term expires	08/13/2028	<i>08/08/2027</i>
10-0511	Number of consecutive terms	1	<i>1</i>
10-0512	Date of initial appointment	08/13/2024	<i>08/08/2023</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 Jo 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	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	<i>9/1/21</i>
10-0701	Position: Member	Member	<i>Member</i>
10-0702	First name	Tiffany	<i>Tiffany</i>
10-0703	Middle initial/name	D.	<i>D.</i>
10-0704	Last name	Cherry	<i>Cherry</i>
10-0705	Home address	2213 Spruce Street	<i>2213 Spruce Street</i>
10-0706	City	Terre Haute	<i>Terre Haute</i>
10-0707	ZIP code	47807	<i>47807</i>
10-0708	Email address	tjjcherry@gmail.com	<i>tjjcherry@gmail.com</i>
10-0709	Appointing authority	County Council	<i>County Council</i>
10-0710	Date term expires	12/31/2027	<i>12/31/2027</i>

10-0711	Number of consecutive terms	1	<i>1</i>
10-0712	Date of initial appointment	1/1/2024	<i>1/1/2024</i>
10-0801	Position: Member	Member	<i>Member</i>
10-0802	First name	Tom	<i>Brian</i>
10-0803	Middle initial/name	W.	<i>L.</i>
10-0804	Last name	Bogigian	<i>Cain</i>
10-0805	Home address	8347 N. Maplewood Place	<i>4166 Golf Bag Lane</i>
10-0806	City	West Terre Haute	<i>Terre Haute</i>
10-0807	ZIP code	47885	<i>47802</i>
10-0808	Email address	tbogigian@gmail.com	<i>brian.cain@viribuswm.com</i>
10-0809	Appointing authority	County Council	<i>Vigo County Council</i>
10-0810	Date term expires	12/31/2028	<i>12/31/2024</i>
10-0811	Number of consecutive terms	1	<i>1</i>
10-0812	Date of initial appointment	1/7/2025	<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 *Member*

10-
1002 First name

10-
1003 Middle initial/name

10-
1004 Last name

10-
1005 Home address

10-
1006 City

10-
1007 ZIP code

10-
1008 Email address

10-
1009 Appointing authority

10-
1010 Date term expires

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 *3rd Monday*

10-
0992 What is the time of the regular library board meeting? 5:30 p.m. *5:30 p.m.*

11 - Salary Section

Questions relating to standards are in bolded blue font.

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

11-
001 Annual salary of the director \$128,130 *\$122,054*

11-
002 Does the library director have an employment contract? No *No*

11-
003 What is the current level of certification held by the library director? LC 1 *LC 1*

11-
003a How many of those years have been with the current library? 12

11-
004 Job Title - Assistant or Associate
Director

11- 005	Certification level	LC 1	<i>LC 1</i>
11- 006	Minimum hourly wage	\$28.51	<i>\$28.09</i>
11- 007	Maximum hourly wage	\$48.52	<i>\$47.81</i>

11-
008 Job Title - Department Head,
Manager or Supervisor

11- 009	Certification level	LC 4	<i>LC 4</i>
11- 010	Minimum hourly wage	\$23.52	<i>\$23.17</i>
11- 011	Maximum hourly wage	\$38.52	<i>\$37.95</i>

11-
012 Job Title - Branch Head

11- 013	Certification level	LC 4	<i>LC 4</i>
11- 014	Minimum hourly wage	\$23.52	<i>\$23.17</i>
11- 015	Maximum hourly wage	\$38.52	<i>\$37.95</i>

11-
016 Job Title - Administrative
Assistant

11- 017	Certification level	None required	<i>None required</i>
11- 018	Minimum hourly wage	\$19.51	<i>\$19.22</i>
11- 019	Maximum hourly wage	\$34.52	<i>\$34.01</i>

11-020 Job Title - Automation, Network or System Manager

11-021 Certification level None required *None required*

11-022 Minimum hourly wage \$23.52 \$23.17

11-023 Maximum hourly wage \$38.52 \$37.95

11-024 Job Title - Business Manager

11-025 Certification level None required *None required*

11-026 Minimum hourly wage \$23.52 \$23.17

11-027 Maximum hourly wage \$38.52 \$37.95

11-028 Job Title - Cataloging or Technical Services Librarian

11-029 Certification level

11-030 Minimum hourly wage

11-031 Maximum hourly wage

11-032 Job Title - Children's Librarian

11-033 Certification level LC 5 *LC 5*

11-034 Minimum hourly wage \$19.51 \$19.22

11-035 Maximum hourly wage \$34.52 \$34.01

11-036 Job Title - General Reference or Adult Librarian

11-037	Certification level	LC 5	<i>LC 5</i>
11-038	Minimum hourly wage	\$19.51	<i>\$19.22</i>
11-039	Maximum hourly wage	\$34.52	<i>\$34.01</i>
11-040	Job Title - Young Adult Librarian		
11-041	Certification level	LC 5	<i>LC 5</i>
11-042	Minimum hourly wage	\$19.51	<i>\$19.22</i>
11-043	Maximum hourly wage	\$34.52	<i>\$34.01</i>
11-044	Job Title - Indiana History, Local History, or Genealogy Librarian		
11-045	Certification level	LC 5	<i>LC 5</i>
11-046	Minimum hourly wage	\$19.51	<i>\$19.22</i>
11-047	Maximum hourly wage	\$34.52	<i>\$34.01</i>
11-048	Job Title - Specialist (Professional)		
11-049	Certification level	Spec 5	<i>Spec 5</i>
11-050	Minimum hourly wage	\$19.51	<i>\$19.22</i>
11-051	Maximum hourly wage	\$34.52	<i>\$34.01</i>
11-052	Job Title - Library Assistant		
11-053	Certification level	LC 5	<i>LC 5</i>

11-054	Minimum hourly wage	\$16.76	<i>\$16.51</i>
11-055	Maximum hourly wage	\$27.52	<i>\$27.11</i>
11-056	Job Title - Bookkeeper or Treasurer		
11-057	Certification level	None required	<i>None required</i>
11-058	Minimum hourly wage	\$16.26	<i>\$16.02</i>
11-059	Maximum hourly wage	\$27.52	<i>\$27.11</i>
11-060	Job Title - Library Technician (including computer)		
11-061	Certification level	None required	<i>None required</i>
11-062	Minimum hourly wage	\$14.50	<i>\$14.29</i>
11-063	Maximum hourly wage	\$25.00	<i>\$24.64</i>
11-064	Job Title - Clerk, Clerical or Aide		
11-065	Certification level	None required	<i>None required</i>
11-066	Minimum hourly wage	\$14.50	<i>\$14.29</i>
11-067	Maximum hourly wage	\$25.00	<i>\$24.64</i>
11-068	Job Title - Maintenance, Custodian, Janitor, or Housekeeper		
11-069	Certification level	None required	<i>None required</i>

11-070	Minimum hourly wage	\$14.50	<i>\$14.29</i>
11-071	Maximum hourly wage	\$25.00	<i>\$24.64</i>
11-072	Job Title - Page, Intern or Student Assistant		
11-073	Certification level		
11-074	Minimum hourly wage		
11-075	Maximum hourly wage		
11-076	Job Title - Temporary Substitute		
11-077	Certification level		
11-078	Minimum hourly wage		
11-079	Maximum hourly wage		
11-080	Job Title - Interlibrary Loan		
11-081	Certification level		
11-082	Minimum hourly wage		
11-107	Maximum hourly wage		
11-084	Job Title - Human Resources		
11-085	Certification level	None required	<i>None required</i>
11-086	Minimum hourly wage	\$28.51	<i>\$28.09</i>

11-087	Maximum hourly wage	\$48.52	\$47.81
11-088	Job Title - Marketing		
11-089	Certification level	None required	<i>None required</i>
11-090	Minimum hourly wage	\$23.52	\$23.17
11-091	Maximum hourly wage	\$38.52	\$37.95
11-092	Job Title - Circulation Librarian		
11-093	Certification level		
11-094	Minimum hourly wage		
11-095	Maximum hourly wage		
11-096	Job Title - Other		<i>No</i>
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	<i>Yes</i>
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	\$23.52	\$23.17

11-105	Maximum hourly wage	\$38.52	\$37.95
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	16.26	<i>16.02</i>
11-110	Maximum hourly wage	27.52	<i>27.11</i>
11-111	Job Title - Other		<i>No</i>
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	<i>Wellness Program</i>

Employee Fringe Benefit Information - Part-time Employees

11-513	PERF	No	Yes
11-514	Deferred compensation	Yes	Yes
11-515	Health insurance	No	Yes
11-516	Health Savings Account (HSA)	No	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>

	Wellness Program	<i>Wellness Program</i>
11-524	Other2 (specify)	

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

Paid Time Off Per Year - Part-Time Librarian

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

Paid Time Off Per Year - Full-Time Support Staff

11-537	Number of vacation days	24	24
11-538	Number of sick days	12	12

11-539	Number of personal days	1	1
11-540	Number of holidays	11	17
11-541	Number of funeral/bereavement days	3	3
11-542	Number of other days	0	0

Paid Time Off Per Year - Part-Time Support Staff

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

12 - PLAC Loans

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled and 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	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
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089 Huntingburg Public Library

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090 Huntington City-Township
Public Library

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091 Hussey-Mayfield Memorial
Public Library

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092 Indianapolis-Marion County
Public Library

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093 Jackson County Public Library

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094 Jasonville Public Library

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095 Jasper County Public Library

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096 Jasper-Dubois County
Contractual Public Library

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097 Jay County Public Library

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098 Jefferson County Public Library

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099 Jeffersonville Township Public
Library

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100 Jennings County Public Library

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101 Johnson County Public Library
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102 Jonesboro Public Library
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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 Kirclin 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

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118 Lebanon Public Library

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119 Ligonier Public Library

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120 Lincoln Heritage Public Library

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121 Linden Carnegie Public Library

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122 Linton Public Library

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123 Logansport-Cass County Public
Library

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124 Loogootee Public Library

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125 Lowell Public Library

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126 Marion Public Library

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127 Matthews Public Library

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128 Melton Public Library

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129 Michigan City Public Library

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130 Middlebury Community Public
Library

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131 Middletown Fall Creek
Township Public Library

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132 Milford Public Library

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133 Mishawaka-Penn-Harris Public
Library

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134 Mitchell Community Public
Library

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135 Monon Town & Township
Public Library

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136 Monroe County Public Library

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137 Monterey-Tippecanoe Township
Public Library

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138 Montezuma Public Library

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139 Monticello-Union Township
Public Library

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140 Montpelier-Harrison Township
Public Library

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141 Mooresville Public Library

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142 Morgan County Public Library

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143 Morrisson Reeves Library

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144 Muncie-Center Township Public
Library

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145 Nappanee Public Library

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146 New Albany-Floyd County
Public Library

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147 New Carlisle & Olive Township
Public Library

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148 New Castle-Henry County
Public Library

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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
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161 Osgood Public Library
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162 Otterbein Public Library
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163 Owen County Public Library
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164 Owensville Carnegie Public
Library
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165 Oxford Public Library

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166 Paoli Public Library

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167 Parke County Public Library

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168 Peabody Public Library

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169 Pendleton Community Public
Library

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170 Penn Township Public Library

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171 Perry County Public Library

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172 Peru Public Library

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173 Pierceton & Washington
Township Public Library

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174 Pike County Public Library

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175 Plainfield-Guilford Township
Public Library

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176 Plymouth Public Library

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177 Porter County Public Library
System

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178 Poseyville Carnegie Public
Library

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179 Princeton Public Library

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180 Pulaski County Public Library

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181 Putnam County Public Library

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182 Remington-Carpenter Township
Public Library

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183 Ridgeville Public Library

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184 Roachdale-Franklin Township
Public Library

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185 Roann Paw-Paw Township
Public Library

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186 Roanoke Public Library

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187 Royal Center-Boone Township
Public Library

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188 Rushville Public Library

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189 Salem-Washington Township
Public Library

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190 Scott County Public Library

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191 Shelby County Public Library

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192 Sheridan Public Library

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193 Shoals Public Library

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194 South Whitley-Cleveland
Township Public Library

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195 Speedway Public Library

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196 Spencer County Public Library

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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	3	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		

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215 Walkerton-Lincoln Township
Public Library

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216 Walton & Tipton Township
Public Library

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217 Wanatah Public Library

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218 Warren Public Library

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219 Warsaw Community Public
Library

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220 Washington Carnegie Public
Library

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221 Washington Township Public
Library

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222 Waterloo-Grant Township
Public Library

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223 Waveland-Brown Township
Public Library

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224 Wells County Public Library

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225 West Lafayette Public Library

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226 West Lebanon-Pike Township
Public Library

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227 Westchester Public Library

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228 Westfield-Washington Public
Library

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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	3	2

13 - Compliance with Standards for Public Libraries

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	<i>Yes</i>
13-015	Selection?	Yes	<i>Yes</i>
13-016	Appointments?	Yes	<i>Yes</i>
13-017	Personnel actions?	Yes	<i>Yes</i>
13-018	Salary administration?	Yes	<i>Yes</i>
13-019	Employee benefits?	Yes	<i>Yes</i>
13-020	Conditions of work?	Yes	<i>Yes</i>
13-021	Leaves?	Yes	<i>Yes</i>
13-022	Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees?	Yes	<i>Yes</i>
13-023	Does the library have current, written bylaws that state its purpose and its operational procedures?	Yes	<i>Yes</i>
13-024	Do the library bylaws specifically state rules governing conflicts of interest issues?	Yes	<i>Yes</i>
13-025	Do the library bylaws specifically state rules governing nepotism?	Yes	<i>Yes</i>
13-026	Have the bylaws been reviewed by the board in the last three (3) years?	Yes	<i>Yes</i>
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	<i>Yes</i>

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	2025
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?	Yes	No
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
<u>Resource Sharing</u>			
13-045	Does your library provide interlibrary loan free of charge <i>to other libraries</i> 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 <i>to your users</i> ?	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.		<i>Response has been entered.</i>
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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	Yes
15-002	Did your library receive any grants in 2024?	Yes	Yes
15-002a	If so, please list the grantor and general purpose for the grant.	Indiana Arts Commission - Creative Aging Programming, Indiana Arts Commission - Public Art Sculpture, Northern Indiana Computer Consortium of Libraries - Drone	<i>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</i>

15-003	Did the library offer “Take and Make” activities in 2024?	No	Yes
15-003a	Number of “Take and Make” activities distributed (optional)	0	397
15-004	What's something your library did in the past year that you're proud of?	Opened the 12 Points Library Branch!!!	<i>Response has been entered.</i>

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, 2025.