

# A G E N D A

**REGULAR MEETING  
VIGO COUNTY PUBLIC LIBRARY  
Monday, May 16, 2022, 5:30 PM  
Vigo County Public Library  
One Library Square  
Terre Haute, IN 47807**

Register to join the meeting virtually at: <https://bit.ly/VCPL-Board-Meetings>.

1. **Call to Order and Roll Call of Members**
2. **Public Input on Action Items**
3. **Consideration of Minutes of April 18, 2022, Regular Meeting** 2
4. **Treasurer's Report**
  - A. Monthly Financial Statement 6
  - B. Claims and Payroll 7
  - C. Special Claims 23
  - D. Gift Fund Report 24
5. **Reports to the Library Board**
  - A. Digital Citizenship: CyberSuccess ~ Andy Pope
6. **Director's Report** 25
  - A. 12 Points Branch Update
7. **Old Business**
8. **New Business**
  - A. Resolution Regarding Material for Friends' Book Sales 34
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Regular Meeting:** Monday, June 20, 2022, at 5:30 p.m., Main Library.
11. **Adjournment**

At the Regular Meeting of the Vigo County Public Library Board at the Vigo County Public Library, One Library Square at 5:30 p.m. on the 18<sup>th</sup> day of April 2022, the following persons were present:

**Library Board Members Present:** Terry W. Jones, President; Valentine K. Muyumba, Secretary; Christi A. Fenton; and Stacy D. Killion. **Library Board Members Absent:** Olivia K. Goulding, Vice President; James M. Young; and Camille R. Wallace.

**Library Staff Present:** Kristi Howe; Dennis Shepard; Amy Gibson; Jeanette Bouchie; Heather Rayl; Lauren Elyea; Rob Fox; and Andy Pope. **Attended Via Zoom:** Carey LaBella.

**Others:** James J. Kane, Wabash Valley Genealogy Society; and Sister Dorothy Rasche, West Terre Haute.

## **PUBLIC INPUT ON ACTION ITEMS**

Sister Dorothy indicated she was in attendance for an update on the 12 Points property.

## **CONSIDERATION OF REGULAR MEETING MINUTES**

A motion to approve the minutes as written for the March 21, 2022, regular meeting, made by Fenton, seconded by Killion, passed.

## **TREASURER'S REPORT**

### **Monthly Cash Statement**

Dennis Shepard presented the Cash Statement for the period ending March 31, 2022 (copy attached to official minutes).

### **Claims and Payroll**

Mr. Shepard presented the Month End Claims dated March 31, 2022 in the amount of \$88,657.05 (Library Operating, \$86,361.14; Gift Fund, \$2,295.91; Grants, \$0); Library Operating Claims dated April 18, 2022, in the amount of \$104,695.55 (Library Operating Fund, \$100,746.18, Gift Fund, \$2,692.04; Grants, \$1,257.33.) (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

### **Special Claims**

There were no special claims.

### **Gift Fund Report**

Mr. Shepard presented the Gift Fund report dated March 31, 2022 for \$64,888.79.

**Approval of Treasurer’s Report**

A motion to approve the Treasurer’s Report, made by Muyumba, seconded by Killion, passed.

**REPORTS TO THE LIBRARY BOARD**

**Volunteer Income Tax Assistance (VITA) Service**

The IRS Volunteer Income Tax Assistance (VITA) program offers free basic tax return preparation to qualified individuals. Adult Services Manager Jeanette Bouchie shared an update on the team of VCPL Staff who completed extensive training in order for VCPL to be a VITA site. VITA sites offer free tax help to people who need assistance in preparing their own tax returns, including:

- People who generally make \$58,000 or less
- Persons with disabilities; and
- Limited English-speaking taxpayers

The VITA program proved to be a valuable resource for VCPL customers. In just two months, the team completed 45 tax returns. The goal for next year is to file 60 returns, increase intake volunteers, provide advanced services, and offer a walk-in Tax Saturday to serve more people.

**DIRECTOR’S REPORT**

Ms. Howe commented on her written report.

Ms. Howe reminded board members that the Library will be closed this Friday, April 22 for the VCPL Staff Institute. She gave an overview of the variety of trainings on offer to staff.

Ms. Howe noted that work continues on the ILS migration, and staff are attending training daily. She also explained that the meeting room complex will be closed beginning May 16 through June 4 to finish the modest remodel project. Once the meeting room complex update is complete, the Library intends on opening the rooms to full capacity reservations, as they were pre-COVID.

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

**OLD BUSINESS**

**Update on 12 Points Purchase Agreement**

Ms. Howe provided the original purchase agreement along with the executed amendment that allowed for the phase II environmental study. The phase II study has been completed, and the environmental attorney had no concerns, indicating VCPL could move forward with the purchase if the environmental study was the only reason for the hold. Ms. Howe noted if the board affirms the purchase agreement with the reinstatement and first amendment, VCPL will close on the 12 Points property by the end of April.

A motion to approve to affirm the Purchase Agreement, including the amendment, for the 12 Points Property, made by Killion, seconded by Fenton, passed. (Copies of the original purchase agreement and the reinstatement and first amendment to purchase and sale agreement attached to the official minutes.)

**NEW BUSINESS**

**Resolution on Sale of Surplus Property**

A motion to approve the Resolution on Sale of Surplus Property, made by Muyumba, seconded by Killion, passed. (Copy of Resolution and Exhibit A attached to official minutes.)

**Washroom Remodel**

Ms. Howe indicated that she has been working with Holder Design on plans for a washroom remodel. She explained that the public washrooms on the lower level, as well as the staff washrooms on the lower level, would remain in the same space and be remodeled with new fixtures and finishes. She also noted that the main level public washrooms would no longer be multi-stall, gendered washrooms; instead, they will be remodeled as unisex, family-style washrooms. Once the design portion of the project is complete, the construction project will go through the public works bidding process. The overall project is designed to be completed in phases to ensure public washrooms will always be available.

A motion to approve moving forward on the washroom remodel with Holder Design, made by Fenton, seconded by Killion, passed. (Copy of proposal from Holder Design attached to official minutes.)

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

Mr. James J. Kane requested an update on when the Wabash Valley Genealogy Society would be able to return to having their meetings in the VCPL meeting room complex. He stated that the WVGS meetings would require pre-COVID capacity and use of the space and they would also require use of the Library's technology for zoom capabilities, as their membership has grown with many out-of-state participants throughout the pandemic. Ms. Howe shared that VCPL should be able to accommodate this request after the meeting room complex remodel is complete in June and encouraged Mr. Kane to also connect with Special Collections staff to advance collaboration and communication between VCPL and WVGS.

**NEXT MEETING**

Regular Meeting, Monday, May 16, 2022, at 5:30 p.m. at the Main Library.

**ADJOURNMENT**

A motion to adjourn the meeting made by Muyumba, seconded by Killion, passed. The meeting adjourned at 6:16 p.m.

**ABSENT**

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Terry W. Jones, President

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Olivia K. Goulding, Vice President

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Valentine K. Muyumba, Secretary

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Christi A. Fenton, Board Member

**ABSENT**

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James M. Young, Board Member

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Stacy D. Killion, Board Member

**ABSENT**

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Camille R. Wallace, Board Member

AG 4/27/22

Vigo County Public Library

Cash Statement  
 Vigo County Public Library  
 April 2022

| Account Title<br>Number                       | Beginning<br>MTD Balance<br>YTD Balance | MTD Debits<br>YTD Debits | MTD Credits<br>YTD Credits | Ending<br>Balance | MTD Change<br>YTD Change       |
|---|---|--------------------------|----------------------------|-------------------|--------------------------------|
| Cash Library Operating Fund<br>100-01-1010    | 4,974,237.55<br>6,507,346.25            | 4,701.39<br>308,861.94   | 854,064.46<br>2,691,333.71 | 4,124,874.48      | (849,363.07)<br>(2,382,471.77) |
| Cash Gift Fund<br>200-00-1010                 | 64,888.79<br>58,294.97                  | 388.02<br>12,808.68      | 3,018.92<br>8,845.76       | 62,257.89         | (2,630.90)<br>3,962.92         |
| Cash Rainy Day Fund<br>201-00-1010            | 1,748,249.16<br>1,748,249.16            | 0.00<br>0.00             | 0.00<br>0.00               | 1,748,249.16      | 0.00<br>0.00                   |
| Cash Grants<br>276-00-1010                    | (7,771.99)<br>(13,163.42)               | 0.00<br>56,093.03        | 1,257.33<br>51,958.93      | (9,029.32)        | (1,257.33)<br>4,134.10         |
| Cash Public Library Access Car<br>800-00-1010 | 65.00<br>0.00                           | 0.00<br>130.00           | 65.00<br>130.00            | 0.00              | (65.00)<br>0.00                |
| Cash-Payroll Withholdings<br>803-00-1010      | 1,183.96<br>1,038.88                    | 104,694.77<br>361,196.73 | 104,121.80<br>360,478.68   | 1,756.93          | 572.97<br>718.05               |

| <b>Voucher #</b> | <b>Name of Claimant</b>   | <b>Fund</b> | <b>Amount</b> | <b>Total</b>  | <b>Check #<br/>ACH #<br/>EFT #</b> | <b>Description</b>               |
|------------------|---------------------------|-------------|---------------|---------------|------------------------------------|----------------------------------|
| *22878           | INDIANA STATE LIBRARY*    | 800         | <i>Check</i>  | <b>65.00</b>  | <b>56634</b>                       | PLAC CARD 1ST QTR 2022           |
| *22883           | INDIANA STATE UNIVERSITY* | 100         | <i>Check</i>  | <b>205.00</b> | <b>56635</b>                       | NATIONAL LIBRARY WEEK COST-SHARE |
| *22841           | KOKOMO-HOWARD COUNTY PI   | 100         | <i>Check</i>  | <b>30.00</b>  | <b>56636</b>                       | ILL REIMBURSEMENT                |
| *22917           | LIBRARY IDEAS LLC*        | 100         | <i>Check</i>  | <b>92.90</b>  | <b>56637</b>                       | AUDIO RECORDED BOOKS             |
|                  |                           |             |               |               | Total Count:                       | <b>4</b>                         |
|                  |                           |             |               |               | Total Amount:                      | <b>392.90</b>                    |
| *22884           | ADP INC - AUTOPAY II*     | 100         | <i>ACH</i>    | <b>980.73</b> | <b>6499</b>                        | PAYROLL SERVICES/WORKFORCE NOW   |
| *22767           | ADP SCREENING & SELECTION | 100         | <i>ACH</i>    | <b>223.02</b> | <b>6500</b>                        | BACKGROUND SCREENINGS            |
| *22842           | AMAZON.COM LLC*           | 100         | <i>ACH</i>    | <b>325.76</b> | <b>6501</b>                        | OUTREACH SUPPLIES                |
| *22844           | AMAZON.COM LLC*           | 100         | <i>ACH</i>    | <b>129.32</b> | <b>6502</b>                        | SUPPLIES FOR SUMMER EARLY LITERA |
| *22856           | AMAZON.COM LLC*           | 100         | <i>ACH</i>    | <b>59.99</b>  | <b>6503</b>                        | VIDEO GAMES                      |
| *22857           | AMAZON.COM LLC*           | 100         | <i>ACH</i>    | <b>69.98</b>  | <b>6504</b>                        | VIDEO GAMES                      |
| *22858           | AMAZON.COM LLC*           | 100         | <i>ACH</i>    | <b>20.88</b>  | <b>6505</b>                        | CIRCULATING KITS                 |
| *22859           | AMAZON.COM LLC*           | 100         | <i>ACH</i>    | <b>17.49</b>  | <b>6506</b>                        | DVD/VIDEO MATERIAL               |
| *22860           | AMAZON.COM LLC*           | 100         | <i>ACH</i>    | <b>408.08</b> | <b>6507</b>                        | DONUTS W/GROWNUPS KIT            |
| *22861           | AMAZON.COM LLC*           | 100         | <i>ACH</i>    | <b>19.98</b>  | <b>6508</b>                        | OUTREACH SUPPLIES                |
| *22863           | AMAZON.COM LLC*           | 100         | <i>ACH</i>    | <b>23.06</b>  | <b>6509</b>                        | CIRC PRINT MATERIAL              |
| *22866           | AMAZON.COM LLC*           | 100         | <i>ACH</i>    | <b>99.98</b>  | <b>6510</b>                        | CP185 BATTERIES FOR RADIOS       |
| *22867           | AMAZON.COM LLC*           | 100         | <i>ACH</i>    | <b>40.99</b>  | <b>6511</b>                        | CALENDAR FOR HR                  |
| *22874           | AMAZON.COM LLC*           | 100         | <i>ACH</i>    | <b>646.53</b> | <b>6512</b>                        | AUGUST KITS ADDITIONAL ORDER     |

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|------------------|---------------------------|-------------|---------------|--------------|------------------------------------|------------------------------------|
| *22875           | AMAZON.COM LLC*           | 100         | ACH           | 62.36        | 6513                               | CIRC PRINT MATERIAL                |
| *22887           | AMAZON.COM LLC*           | 100         | ACH           | 119.98       | 6514                               | DVD/VIDEO MATERIAL                 |
| *22893           | AMAZON.COM LLC*           | 100         | ACH           | 22.14        | 6515                               | CIRC PRINT MATERIAL                |
| *22894           | AMAZON.COM LLC*           | 100         | ACH           | 49.49        | 6516                               | DVD/VIDEO MATERIAL                 |
| *22899           | AMAZON.COM LLC*           | 100         | ACH           | 75.80        | 6517                               | OUTREACH & PROGRAMMING SUPPLIE     |
| *22938           | AMAZON.COM LLC*           | 100         | ACH           | 637.77       | 6518                               | ART HACKS AND EQUIPMENT            |
| *22869           | BAKER & TAYLOR INC*       | 100<br>200  | ACH           | 4,755.22     | 6519                               | CIRC PRINT MAT, YS MAT, AUDIO RECO |
| *22911           | BAKER & TAYLOR INC*       | 100         | ACH           | 3,297.95     | 6520                               | CIRC PRINT MAT, YS MAT             |
| *22821           | BOOK DEPOT*               | 100         | ACH           | 1,410.82     | 6521                               | HEALTH FAIR BOOKS                  |
| *22822           | BOOK DEPOT*               | 100         | ACH           | 3,020.22     | 6522                               | SUPPLIES FOR TAKE AND MAKE KITS S  |
| *22876           | BOOK DEPOT*               | 100         | ACH           | 226.68       | 6523                               | DONUTS W/GROWNUPS KIT              |
| *22888           | BOOK DEPOT*               | 100         | ACH           | 522.39       | 6524                               | BOOKS FOR SUMMER CELEBRATION       |
| *22877           | BRODART COMPANY*          | 100         | ACH           | 29.41        | 6525                               | MYSTERY GENRE STICKERS             |
| *22915           | COX ZWERNER GAMBILL & SUL | 100         | ACH           | 825.00       | 6526                               | LEGAL SERVICES                     |
| *22923           | E-Z CLEAN INC*            | 100         | ACH           | 1,148.78     | 6527                               | CLEANING SUPPLIES AND OTHER        |
| *22924           | E-Z CLEAN INC*            | 100         | ACH           | 870.00       | 6528                               | VACUUM ORDER                       |
| *22925           | E-Z CLEAN INC*            | 100         | ACH           | 98.60        | 6529                               | SUPPLIES                           |
| *22926           | E-Z CLEAN INC*            | 100         | ACH           | 43.32        | 6530                               | GENERAL CLEANING SUPPLIES          |
| *22891           | EPIC INSURANCE MIDWEST*   | 100         | ACH           | 400.00       | 6531                               | PUBLIC OFFICIAL BOND               |
| *22885           | EXPRESS SERVICES INC*     | 100         | ACH           | 8<br>863.60  | 6532                               | PART TIME STAFFING                 |

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|------------------|---------------------------|-------------|---------------|--------------|------------------------------------|-----------------------------------|
| *22940           | EXPRESS SERVICES INC*     | 100         | ACH           | 928.38       | 6533                               | PART TIME STAFFING                |
| *22870           | GALE/CENGAGE LEARNING*    | 100         | ACH           | 55.48        | 6534                               | CIRCULATING PRINT MATERIAL        |
| *22909           | GALE/CENGAGE LEARNING*    | 100         | ACH           | 22.49        | 6535                               | CIRC PRINT MATERIAL               |
| *22935           | GOV CONNECTION INC*       | 100         | ACH           | 438.12       | 6536                               | ADDITIONAL PHONES                 |
| *22945           | MIDWEST COMMUNICATIONS, I | 100         | ACH           | 100.00       | 6537                               | GENERAL LIBRARY PROMO/HOLIDAY PI  |
| *22946           | MIDWEST COMMUNICATIONS, I | 100         | ACH           | 1,050.00     | 6538                               | NEA BIG READ RADIO COMMERCIAL     |
| *22947           | MIDWEST COMMUNICATIONS, I | 100         | ACH           | 500.00       | 6539                               | NEA BIG READ RADIO COMMERCIAL     |
| *22868           | MIDWEST TAPE*             | 100         | ACH           | 1,955.97     | 6540                               | DVD/VIDEO MATERIAL, AUDIO RECORD  |
| *22910           | MIDWEST TAPE*             | 100         | ACH           | 1,748.65     | 6541                               | DVD/VIDEO MATERIAL, AUDIO REC MUS |
| *22914           | RICOH USA INC*            | 100         | ACH           | 1,458.78     | 6542                               | COPIER LEASE                      |
| *22897           | WORLD ARCHIVES HOLDINGS,  | 100         | ACH           | 7,156.00     | 6543                               | NEWSPAPER ARCHIVES SUBSCRIPTION   |
|                  |                           |             |               |              | Total Count:                       | 45                                |
|                  |                           |             |               |              | Total Amount:                      | 36,959.19                         |
| *22777           | ENVISIONWARE*             | 100         | E-pay         | 900.00       | 8789                               | ANNUAL PAYWARE RENEWAL            |
| *22778           | ENVISIONWARE*             | 100         | E-pay         | 2,939.65     | 8790                               | ANNUAL MAINTENANCE RENEWAL        |
| *22847           | FUN EXPRESS, LLC*         | 100         | E-pay         | 332.84       | 8814                               | FALL/WINTER EARLY LIT KITS        |
| *22848           | FUN EXPRESS, LLC*         | 100         | E-pay         | 382.72       | 8815                               | SUPPLIES FOR EARLY LIT KITS #2    |
| *22849           | NEXSTAR BROADCASTING*     | 100         | E-pay         | 250.00       | 8816                               | NEA BIG READ TV COMMERCIAL        |
| *22850           | NEXSTAR BROADCASTING*     | 100         | E-pay         | 250.00       | 8817                               | NEA BIG READ TV COMMERCIAL        |
| *22851           | FUN EXPRESS, LLC*         | 100         | E-pay         | 158.66       | 8818                               | PASSIVE PROGRAMMING SUPPLIES      |
| *22852           | OFFICE DEPOT*             |             | E-pay         | 25.20        | 8819                               | OFFICE SUPPLIES                   |

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|------------------|---------------------------|-------------|---------------|--------------|------------------------------------|--------------------------------|
|                  |                           | 100         |               |              |                                    |                                |
| *22853           | OFFICE DEPOT*             |             | <i>E-pay</i>  | 0.69         | 8820                               | OFFICE SUPPLIES                |
|                  |                           | 100         |               |              |                                    |                                |
| *22854           | OFFICE DEPOT*             |             | <i>E-pay</i>  | 16.70        | 8821                               | OFFICE SUPPLIES FOR TS         |
|                  |                           | 100         |               |              |                                    |                                |
| *22855           | OFFICE DEPOT*             |             | <i>E-pay</i>  | 4.06         | 8822                               | OFFICE SUPPLIES                |
|                  |                           | 100         |               |              |                                    |                                |
| *22864           | APPLE HOUSE*THE           |             | <i>E-pay</i>  | 54.00        | 8823                               | MULCH                          |
|                  |                           | 100         |               |              |                                    |                                |
| *22865           | APPLE HOUSE*THE           |             | <i>E-pay</i>  | 54.00        | 8824                               | MULCH                          |
|                  |                           | 100         |               |              |                                    |                                |
| *22871           | CENTER POINT LARGE PRINT* |             | <i>E-pay</i>  | 23.37        | 8825                               | CIRC PRINT MATERIAL            |
|                  |                           | 100         |               |              |                                    |                                |
| *22872           | DUKE ENERGY *             |             | <i>E-pay</i>  | 16,285.52    | 8826                               | MAIN ELECTRIC SERVICE          |
|                  |                           | 100         |               |              |                                    |                                |
| *22879           | CNA INSURANCE*            |             | <i>E-pay</i>  | 2,269.00     | 8827                               | D&O/EPLI INSURANCE             |
|                  |                           | 100         |               |              |                                    |                                |
| *22882           | CINTAS CORPORATION*       |             | <i>E-pay</i>  | 36.59        | 8828                               | WEST CABINET SERVICE           |
|                  |                           | 100         |               |              |                                    |                                |
| *22889           | COURTESY CLEANING CENTEF  |             | <i>E-pay</i>  | 10.00        | 8829                               | LAUNDERING OF MAIN TABLECLOTHS |
|                  |                           | 100         |               |              |                                    |                                |
| *22890           | REPUBLIC SERVICES OF WEST |             | <i>E-pay</i>  | 395.12       | 8830                               | MAIN TRASH SERVICE             |
|                  |                           | 100         |               |              |                                    |                                |
| *22892           | CITY OF TERRE HAUTE SEWAG |             | <i>E-pay</i>  | 370.59       | 8831                               | MAIN SEWAGE BILLING            |
|                  |                           | 100         |               |              |                                    |                                |
| *22895           | INDIANA AMERICAN WATER CC |             | <i>E-pay</i>  | 23.56        | 8832                               | MAIN IRRIGATION SERVICE        |
|                  |                           | 100         |               |              |                                    |                                |
| *22896           | INDIANA AMERICAN WATER CC |             | <i>E-pay</i>  | 544.47       | 8833                               | MAIN WATER SERVICE             |
|                  |                           | 100         |               |              |                                    |                                |
| *22898           | ARAMARK UNIFORM SERVICES  |             | <i>E-pay</i>  | 151.35       | 8834                               | WEST MAT SERVICE               |
|                  |                           | 100         |               |              |                                    |                                |
| *22907           | T-MOBILE USA, INC.*       |             | <i>E-pay</i>  | 1,065.14     | 8835                               | MAIN HOTSPOT DATA              |
|                  |                           | 100         |               |              |                                    |                                |
| *22908           | T-MOBILE USA, INC.*       |             | <i>E-pay</i>  | 147.00       | 8836                               | WEST HOTSPOT DATA              |
|                  |                           | 100         |               |              |                                    |                                |
| *22913           | ACTION PEST CONTROL, INC* |             | <i>E-pay</i>  | 355.00       | 8837                               | MAIN MONTHLY PEST CONTROL      |
|                  |                           | 100         |               |              |                                    |                                |
| *22900           | KROGER*                   |             | <i>E-pay</i>  | 27.05        | 8838                               | FLAVOR BYTES RECORDING         |
|                  |                           | 100         |               |              |                                    |                                |
| *22918           | CENTER POINT LARGE PRINT* |             | <i>E-pay</i>  | 10 274.44    | 8839                               | CIRC PRINT MATERIAL            |
|                  |                           | 100         |               |              |                                    |                                |

| <b>Voucher #</b> | <b>Name of Claimant</b>  | <b>Fund</b> | <b>Amount</b> | <b>Total</b> | <b>Check #<br/>ACH #<br/>EFT #</b> | <b>Description</b>                 |
|------------------|--------------------------|-------------|---------------|--------------|------------------------------------|------------------------------------|
| *22919           | RA-COMM INC*             | 100         | E-pay         | 32.00        | 8840                               | BLUETOOTH REPLACEMENT EAR TIPS     |
| *22920           | OFFICE DEPOT*            | 100         | E-pay         | 84.24        | 8841                               | OFFICE SUPPLIES                    |
| *22921           | OFFICE DEPOT*            | 100         | E-pay         | 104.02       | 8842                               | OFFICE SUPPLIES                    |
| *22772           | CAPITAL ONE              | 200         | E-pay         | 307.98       | 8844                               | PROGRAM SUPPLIES                   |
| *22937           | BUDGET BLINDS*           | 100         | E-pay         | 248.00       | 8845                               | BLINDS FOR LENDING DEPT            |
| *22941           | LOGO CONNXTION*          | 100         | E-pay         | 11.00        | 8846                               | REISSUE- VCPL CAP FOR ADULT SERVI  |
| *22942           | VERIZON - WIRELESS*      | 100         | E-pay         | 205.41       | 8847                               | PHONE SERVICE                      |
| *22618           | VISA CARD SERVICES       | 100<br>200  | E-pay         | 5,781.84     | 8848                               | VARIOUS SUPPLIES, TRAVEL, REGISTR. |
| *22953           | COURTESY CLEANING CENTEF | 100         | E-pay         | 67.34        | 8849                               | LAUNDERING OF MAIN TABLECLOTHS     |
| *22955           | ARAMARK UNIFORM SERVICES | 100         | E-pay         | 23.01        | 8851                               | MAIN MAT SERVICE                   |

Total Count: **38**  
Total Amount: **34,211.56**

|                       |           |
|-----------------------|-----------|
| Grand Total Fund 100: | 71,171.77 |
| Grand Total Fund 200: | 326.88    |
| Grand Total Fund 201: | 0.00      |
| Grand Total Fund 203: | 0.00      |
| Grand Total Fund 276: | 0.00      |
| Grand Total Fund 300: | 0.00      |
| Grand Total Fund 400: | 0.00      |
| Grand Total Fund 800: | 65.00     |

|                     |           |
|---------------------|-----------|
| Grand Total Count:  | 87        |
| Grand Total Amount: | 71,563.65 |

## ACCOUNTS PAYABLE VOUCHER

**Vigo County Public Library Terre Haute, Indiana**

|  |   |
|--|---|
| <b>Payee</b> <b>576</b>  | <b>Purchase Order No.</b><br>220151, 220571, 220491, 220489,<br>220513, 220519, 220510, 220553,<br>220545, 220546, 220563, 220592,<br>220474, 220494, 220634, 220675,<br>220451, 220765 |
| <b>VISA CARD SERVICES</b><br><b>CARD SERVICES</b><br><b>PO BOX 875852</b><br><b>KANSAS CITY, MO 64187-5852</b> | <b>Terms</b> <b>E-PAY</b>   |
| <b>Date Due</b> <b>4/29/2022</b>   |   |

| Invoice Date | Invoice Number        | Description<br>(or attach invoice(s))  | Amount |    |
|--------------|-----------------------|--|--------|----|
| 3/24/2022    | 7491059F4602<br>V4MA0 | PROJECT N95- SALES TAX REFUND ON<br>JAN 19 ORDER                             | -20    | 76 |
| 3/25/2022    | 2420429F4002<br>PTFV0 | FACEBOOK- FRIENDS SALES FACEBOOK<br>AD BOOSTS                                | 5      | 73 |
| 3/29/2022    | 7444500F88R0<br>NDA34 | CHICAGO BOOKS AND JOURNALS-<br>SALES TAX REFUND ON MARCH 10<br>ORDER         | -6     | 65 |
| 3/31/2022    | 2449215FALR3<br>1T284 | ART SPACES INC- ART SPACES<br>LUNCHEON REGISTRATIONS                         | 185    | 40 |
| 3/18/2022    | 2469216EX2X<br>D6JLNL | SIGN GYPSIES WABASH VALLEY- CAR<br>SEAT CHECKS SIGN FOR THE YARD             | 75     | 00 |
| 3/21/2022    | 2449215F0S1D<br>QFWV  | AUDIO BLOCKS- ANNUAL<br>SUBSCRIPTION FOR AUDIO/VIDEO<br>STOCK                | 385    | 20 |
| 3/21/2022    | 2473309F1BLK<br>2D779 | IN DEPT OF HOMELAND SECURITY-<br>ELEVATOR PERMIT RENEWAL                     | 131    | 98 |
| 3/22/2022    | 2401134F1001<br>6TMFW | MAKERSTOCK- LASER CUTTING<br>SUPPLIES  | 168    | 27 |
| 3/22/2022    | 2407280F1BLH<br>0SSH7 | JOANN FABRIC AND CRAFT STORES-<br>SUPPLIES FOR ART VENTURE AND<br>EMBROIDERY | 83     | 01 |
| 3/29/2022    | 2449216F8000<br>F5HKS | SURVEY MONKEY- SURVEY HOST<br>ANNUAL SUBSCRIPTION                            | 384    | 00 |
| 3/29/2022    | 2469216F82XJ<br>2809E | MAILCHIMP- EMAIL MARKETING<br>ANNUAL SUBSCRIPTION                            | 90     | 00 |
| 3/30/2022    | 2420429F9003<br>5WDHA | FACEBOOK- NEA BIG READ SOCIAL<br>MEDIA PROMOTION                             | 250    | 00 |

|              |                       |  |             |           |
|--------------|-----------------------|--|-------------|-----------|
| 3/29/2022    | 2413746F92XB<br>SA7W2 | MENARDS- TOOL CHESTS WITH<br>CABINETS                      | 2709        | 56        |
| 3/31/2022    | 2420429FA004<br>65476 | FACEBOOK- NEA BIG READ SOCIAL<br>MEDIA PROMOTION           | 10          | 63        |
| 3/31/2022    | 2469216FA2X<br>XGD613 | WALMART- TABLECLOTH STORAG                                 | 35          | 87        |
| 4/2/2022     | 2480394FDSR<br>SB9JVN | GOOGLE WORKSPACE   | 72          | 00        |
| 4/4/2022     | 2420429FE00A<br>R3JH2 | FACEBOOK- NEA BIG READ SOCIAL<br>MEDIA PROMOTION           | 50          | 14        |
| 3/18/2022    | 2449216EX000<br>GB7VW | CRICUT- SUPPLIES FOR YS<br>DECORATIONS                     | 288         | 07        |
| 3/18/2022    | 2449216EY000<br>938NW | CRICUT- SUPPLIES FOR YS<br>DECORATIONS- SALES TAX REFUND   | -18         | 84        |
| 3/22/2022    | 2480166F20GR<br>W9H0F | MONICAL'S PIZZA- NEW STAFF<br>LUNCHEON                     | 178         | 30        |
| 3/23/2022    | 2449398F30R<br>MBN4BQ | LIFETIME PRODUCTS INC- TABLE<br>CARTS                      | 539         | 98        |
| 4/7/2022     | 2469216FH2X<br>MWSKDK | AMAZON- GIFT CARD CODES FOR<br>PLAYSTATION STORE PURCHASES | 100         | 00        |
| 4/7/2022     | 2469216FH2X<br>N0TP7L | AMAZON- GIFT CARD CODES FOR<br>PLAYSTATION STORE PURCHASES | 10          | 00        |
| 4/13/2022    | 2427074FPS66<br>DJMDY | BATTERY SOLUTIONS- BATTERY<br>RECYCLING KIT                | 74          | 95        |
| <b>TOTAL</b> |                       |  | <b>5781</b> | <b>84</b> |

I certify that the attached invoice(s) is true and correct and the materials or services itemized thereon for which charge is made were ordered and received except

Date - \_\_\_\_\_, 2022

\_\_\_\_\_  
Librarian

Voucher No.

Warrant No.

**PAYEE**

Charge These Appropriations

Account  
Number

Account Name

Amount

4245

100-01

157.54

4324

100-01

185.40

4441

100-01

539.98

|             |               |                 |                            |
|-------------|---------------|-----------------|----------------------------|
| <b>4213</b> | <b>100-02</b> | <b>74.95</b>    |                            |
| <b>4325</b> | <b>100-03</b> | <b>104.00</b>   |                            |
| <b>4363</b> | <b>100-03</b> | <b>131.98</b>   | <b>APPROVED</b>            |
| <b>4441</b> | <b>100-03</b> | <b>2605.56</b>  | <b>, 2022</b>              |
| <b>4245</b> | <b>100-04</b> | <b>462.24</b>   |                            |
| <b>4245</b> | <b>100-06</b> | <b>151.50</b>   | <b>In the amount of \$</b> |
| <b>4325</b> | <b>100-06</b> | <b>16.77</b>    |                            |
| <b>4314</b> | <b>100-09</b> | <b>72.00</b>    |                            |
| <b>4245</b> | <b>100-11</b> | <b>-6.65</b>    |                            |
| <b>4310</b> | <b>100-11</b> | <b>859.20</b>   |                            |
| <b>4331</b> | <b>100-11</b> | <b>310.77</b>   |                            |
| <b>4314</b> | <b>100-12</b> | <b>75.00</b>    |                            |
| <b>4325</b> | <b>100-12</b> | <b>5.99</b>     |                            |
| <b>4441</b> | <b>100-12</b> | <b>29.88</b>    |                            |
| <b>4331</b> | <b>200-72</b> | <b>5.73</b>     |                            |
|             |               |                 |                            |
|             |               |                 |                            |
|             | <b>Total</b>  | <b>5,781.84</b> | <b>See Claims Docket</b>   |

Library Form No. 4 (1934)

Prescribed by State Board of Accounts

| <i>Voucher #</i> | <i>Name of Claimant</i>     | <i>Fund</i> | <i>Amount</i> | <i>Total</i> | <i>Check #<br/>ACH #<br/>EFT #</i> | <i>Description</i>            |
|------------------|-----------------------------|-------------|---------------|--------------|------------------------------------|-------------------------------|
| *23035           | BEDFORD PUBLIC LIBRARY*     | 100         | Check         | 102.98       | 56638                              | ILL REIMBURSEMENT             |
| *23102           | BIG JACK'S SMALL ENGINE PAF | 100         | Check         | 30.00        | 56639                              | WELD FRONT WHEEL ARM FOR ZTR  |
| *23034           | CHILDREN'S THEATRE OF TERI  | 100         | Check         | 125.00       | 56640                              | SUMMER READING PROMO AD       |
| *23064           | LIBRARY IDEAS LLC*          | 100         | Check         | 1,714.00     | 56641                              | AUDIO RECORDED BOOKS          |
| *23055           | OCEAN ICE*                  | 100         | Check         | 750.00       | 56642                              | 300 SNOW ICE VOUCHERS FOR SRP |
| *23097           | VIGO COUNTY PUBLIC LIBRAR'  | 100         | Check         | 41.50        | 56643                              | REFUND FOR SA AUCTION ITEM    |
| *23036           | VIGO COUNTY SCHOOL CORP*    | 100         | Check         | 75.00        | 56644                              | WOODROW WILSON THE SALUTE AD  |
|                  |                             |             |               |              | Total Count:                       | 7                             |
|                  |                             |             |               |              | Total Amount:                      | 2,838.48                      |
| *23014           | ADP INC - AUTOPAY II*       | 100         | ACH           | 708.95       | 6544                               | PAYROLL SERVICES              |
| *22967           | AMAZON.COM LLC*             | 100         | ACH           | 69.99        | 6545                               | NEW DIAPER PAIL               |
| *22968           | AMAZON.COM LLC*             | 100         | ACH           | 65.97        | 6546                               | HEADSETS                      |
| *22969           | AMAZON.COM LLC*             | 100         | ACH           | 71.95        | 6547                               | DEPARTMENT SUPPLIES           |
| *22970           | AMAZON.COM LLC*             | 100         | ACH           | 48.33        | 6548                               | SIGN HANGING FOR YS           |
| *23005           | AMAZON.COM LLC*             | 100         | ACH           | 49.88        | 6549                               | VIDEO GAMES                   |
| *23006           | AMAZON.COM LLC*             | 100         | ACH           | 460.79       | 6550                               | EXTERNAL DRIVES FOR PR        |
| *23007           | AMAZON.COM LLC*             | 100         | ACH           | 45.94        | 6551                               | CIRC PRINT MATERIAL           |
| *23008           | AMAZON.COM LLC*             | 100         | ACH           | 9.96         | 6552                               | DVD/VIDEO MATERIAL            |
| *23009           | AMAZON.COM LLC*             | 100         | ACH           | 61.33        | 6553                               | CIRC PRINT MATERIAL           |
| *23010           | AMAZON.COM LLC*             | 100         | ACH           | 83.55        | 6554                               | CIRC PRINT MATERIAL           |
|                  |                             |             |               | 15           |                                    |                               |

| <b>Voucher #</b> | <b>Name of Claimant</b>   | <b>Fund</b> | <b>Amount</b> | <b>Total</b> | <b>Check #<br/>ACH #<br/>EFT #</b> | <b>Description</b>                 |
|------------------|---------------------------|-------------|---------------|--------------|------------------------------------|------------------------------------|
| *23033           | AMAZON.COM LLC*           | 100         | ACH           | 99.76        | 6555                               | VIDEO GAMES                        |
| *23046           | AMAZON.COM LLC*           | 100         | ACH           | 17.99        | 6556                               | VIDEO GAMES                        |
| *23049           | AMAZON.COM LLC*           | 200         | ACH           | 892.74       | 6557                               | PRIZES FOR SUMMER READING- GRANI   |
| *23050           | AMAZON.COM LLC*           | 100         | ACH           | 14.00        | 6558                               | DVD/VIDEO MATERIAL                 |
| *23051           | AMAZON.COM LLC*           | 100         | ACH           | 54.72        | 6559                               | DVD/VIDEO MATERIAL                 |
| *23052           | AMAZON.COM LLC*           | 100         | ACH           | 148.88       | 6560                               | DVD/VIDEO MATERIAL                 |
| *23053           | AMAZON.COM LLC*           | 100         | ACH           | 7.99         | 6561                               | CIRC PRINT MATERIAL                |
| *23054           | AMAZON.COM LLC*           | 100         | ACH           | 53.26        | 6562                               | CIRC PRINT MATERIAL                |
| *23058           | AMAZON.COM LLC*           | 100         | ACH           | 191.87       | 6563                               | SCISSORS FOR IKEBANA & SRP REPLAI  |
| *23059           | AMAZON.COM LLC*           | 100         | ACH           | 51.70        | 6564                               | #2 MAILERS AND DISINFECTANT WIPES  |
| *23078           | AMAZON.COM LLC*           | 100         | ACH           | 24.89        | 6565                               | PUNCHLESS BINDERS FOR ADULT SER'   |
| *23079           | AMAZON.COM LLC*           | 100         | ACH           | 14.99        | 6566                               | CIRC PRINT MATERIAL                |
| *23099           | AMAZON.COM LLC*           | 100         | ACH           | 318.34       | 6567                               | SUPPLIES FOR DRAWING W/ CORINNE    |
| *23101           | AMAZON.COM LLC*           | 100         | ACH           | 22.99        | 6568                               | PAPER SHREDDER LUBRICATING SHEE    |
| *23017           | BAILEY*KENDRA             | 100         | ACH           | 1,500.00     | 6569                               | SPRING 2022 TUITION REIMBURSEMEN'  |
| *22959           | BAKER & TAYLOR INC*       | 100         | ACH           | 1,773.72     | 6570                               | YS MATERIAL, CIRC PRINT MAT        |
| *23063           | BAKER & TAYLOR INC*       | 100<br>200  | ACH           | 9,835.48     | 6571                               | CIRC PRINT MAT, YS MAT, AUD REC BO |
| *23091           | BRIDGEWATER*BRANDY        | 100         | ACH           | 1,000.00     | 6572                               | SPRING 22 TUITION REIMBURSEMENT    |
| *23092           | BRIDGEWATER*BRANDY        | 100         | ACH           | 402.82       | 6573                               | SPRING 22 TEXTBOOK REIMBURSEMEN    |
| *23012           | CULLIGAN WATER CONDITIONI | 100         | ACH           | 16<br>34.50  | 6574                               | WEST COOLER RENTAL                 |

| <b>Voucher #</b> | <b>Name of Claimant</b>     | <b>Fund</b> | <b>Amount</b> | <b>Total</b> | <b>Check #<br/>ACH #<br/>EFT #</b> | <b>Description</b>               |
|------------------|-----------------------------|-------------|---------------|--------------|------------------------------------|----------------------------------|
| *23013           | CULLIGAN WATER CONDITIONI   | 100         | ACH           | 200.50       | 6575                               | MAIN COOLER RENTAL               |
| *22971           | DATA443 RISK MITIGATION INC | 100         | ACH           | 892.00       | 6576                               | SMART SHIELD RENEWAL             |
| *23004           | E-Z CLEAN INC*              | 100         | ACH           | 126.61       | 6577                               | CLEANING SUPPLIES AND OTHER      |
| *23015           | EXPRESS SERVICES INC*       | 100         | ACH           | 863.60       | 6578                               | PART TIME STAFFING               |
| *23098           | EXPRESS SERVICES INC*       | 100         | ACH           | 863.60       | 6579                               | PART TIME STAFFING               |
| *23047           | FRANKS*LARAINÉ              | 100         | ACH           | 34.44        | 6580                               | MILEAGE REIMBURSEMENT            |
| *22960           | GALE/CENGAGE LEARNING*      | 100         | ACH           | 56.23        | 6581                               | CIRC PRINT MATERIAL              |
| *23061           | GALE/CENGAGE LEARNING*      | 100         | ACH           | 278.13       | 6582                               | CIRC PRINT MATERIAL              |
| *23106           | GENTRY*LUKE                 | 100         | ACH           | 1,500.00     | 6583                               | SPRING 22 TUITION REIMBURSEMENT  |
| *23037           | HACKERT*LAUREN              | 100         | ACH           | 3,000.00     | 6584                               | SPRING 22 TUITION REIMBURSEMENT  |
| *23093           | HACKERT*LAUREN              | 100         | ACH           | 107.61       | 6585                               | SPRING 22 TEXTBOOK REIMBURSEMEN  |
| *23100           | INDIANA LIBRARY FEDERATION  | 100         | ACH           | 100.00       | 6586                               | ILF MEMBERSHIP- J BOUCHIE        |
| *23109           | INDIANA LIBRARY FEDERATION  | 100         | ACH           | 100.00       | 6587                               | ILF MEMBERSHIP- D SHEPARD        |
| *23085           | INGLE*ASHLEY                | 100         | ACH           | 1,500.00     | 6588                               | SPRING 22 TUITION REIMBURSEMENT  |
| *23086           | INGLE*ASHLEY                | 100         | ACH           | 30.85        | 6589                               | SPRING 22 TEXTBOOK REIMBURSEMEN  |
| *23003           | MIDWEST TAPE*               | 100         | ACH           | 5,971.63     | 6590                               | HOOPLA INVOICE                   |
| *23062           | MIDWEST TAPE*               | 100         | ACH           | 1,909.11     | 6591                               | DVD/VIDEO MAT, AUD REC MUSIC     |
| *23087           | NEW AVENUES*                | 100         | ACH           | 90.00        | 6592                               | CLINICAL HOURS                   |
| *23088           | NEW AVENUES*                | 100         | ACH           | 158.33       | 6593                               | ALA CARTE ADMIN FEE              |
| *23011           | OCLC INC*                   | 100         | ACH           | 6,066.00     | 6594                               | CATALOGING SUBSCRIPTION          |
| *23089           | POPE, ANDREW*               | 100         | ACH           | 1,000.00     | 6595                               | SPRING 2022 TUITION REIMBURSEMEN |

| <b>Voucher #</b> | <b>Name of Claimant</b>   | <b>Fund</b> | <b>Amount</b> | <b>Total</b> | <b>Check #<br/>ACH #<br/>EFT #</b> | <b>Description</b>              |
|------------------|---------------------------|-------------|---------------|--------------|------------------------------------|---------------------------------|
| *23096           | POPE, ANDREW*             | 100         | <i>ACH</i>    | 140.33       | 6596                               | SPRING 2022 TEXTBOOK REIMBURSEM |
| *23081           | RICOH USA INC*            | 100         | <i>ACH</i>    | 2,097.12     | 6597                               | COPIER LEASE                    |
| *23016           | SALINAS*MEGHAN            | 100         | <i>ACH</i>    | 3,000.00     | 6598                               | SPRING 22 TUITION REIMBURSEMENT |
| *22773           | STAPLES BUSINESS CREDIT*  | 200         | <i>ACH</i>    | 36.96        | 6599                               | FRIENDS BOXES                   |
| *23094           | SWEARINGEN*ALLISON        | 100         | <i>ACH</i>    | 232.00       | 6600                               | SPRING 22 TUITION REIMBURSEMENT |
| *23095           | SWEARINGEN*ALLISON        | 100         | <i>ACH</i>    | 132.82       | 6601                               | SPRING 22 TEXTBOOK REIMBURSEMEN |
| *23067           | UNIQUE MANAGEMENT SERVIC  | 100         | <i>ACH</i>    | 559.77       | 6602                               | NOTICES                         |
| *23068           | UNIQUE MANAGEMENT SERVIC  | 100         | <i>ACH</i>    | 309.00       | 6603                               | PLACEMENTS                      |
| *22912           | UNIVERSITY PRODUCTS INC*  | 100         | <i>ACH</i>    | 296.95       | 6604                               | EXHIBITIION MATERIALS           |
| *23070           | WAGWORKS, INC.*           | 100         | <i>ACH</i>    | 168.82       | 6605                               | COBRA MONTHLY FEE               |
| *23045           | WEAS ENGINEERING INC*     | 100         | <i>ACH</i>    | 491.72       | 6606                               | WATER TREATMENT MANAGEMENT      |
|                  |                           |             |               |              | Total Count:                       | 63                              |
|                  |                           |             |               |              | Total Amount:                      | 50,451.41                       |
| *22961           | JOINK LLC*                | 100         | <i>E-pay</i>  | 275.00       | 8852                               | MONTHLY CLOUD BACKUP            |
| *22845           | SAM'S CLUB DIRECT*        | 100<br>200  | <i>E-pay</i>  | 620.31       | 8886                               | PROGRAM SUPPLIES                |
| *23002           | TOWN OF WTH WATER & SEWE  | 100         | <i>E-pay</i>  | 67.43        | 8887                               | WEST WATER SERVICE              |
| *23018           | OVERDRIVE*                | 100         | <i>E-pay</i>  | 7,500.00     | 8888                               | MAY CONTENT CREDIT DEPOSIT      |
| *23019           | ERNEY SAFE & LOCK CO INC* | 100         | <i>E-pay</i>  | 43.75        | 8889                               | KEYS FOR TECH TEAM DESKS        |
| *23020           | ERNEY SAFE & LOCK CO INC* | 100         | <i>E-pay</i>  | 15.75        | 8890                               | 12 POINT KEYS COPIES            |
| *23021           | COURTESY CLEANING CENTEF  | 100         | <i>E-pay</i>  | 17.22        | 8891                               | LAUNDERING OF MAIN TABLECLOTHS  |

| <b>Voucher #</b> | <b>Name of Claimant</b>   | <b>Fund</b> | <b>Amount</b> | <b>Total</b> | <b>Check #<br/>ACH #<br/>EFT #</b> | <b>Description</b>               |
|------------------|---------------------------|-------------|---------------|--------------|------------------------------------|----------------------------------|
| *23022           | INDIANA AMERICAN WATER CC | 100         | <i>E-pay</i>  | 59.08        | 8892                               | PRIVATE FIRE SERVICE             |
| *23023           | CINTAS CORPORATION*       | 100         | <i>E-pay</i>  | 103.15       | 8893                               | MAIN CABINET SERVICE             |
| *22944           | LOWE'S COMMERCIAL SERVI   | 100         | <i>E-pay</i>  | 1,676.78     | 8894                               | PARTS FOR 12 POINTS SIGNS        |
| *22902           | BAESLERS MARKET*          | 100         | <i>E-pay</i>  | 557.92       | 8895                               | PROGRAM SUPPLIES                 |
| *23026           | WEX BANK*                 | 100         | <i>E-pay</i>  | 249.84       | 8896                               | FUEL                             |
| *23027           | ACTION PEST CONTROL, INC* | 100         | <i>E-pay</i>  | 285.00       | 8897                               | WEST MONTHLY PEST INSPECTION FOI |
| *23028           | PAYPAL INC*               | 100         | <i>E-pay</i>  | 19.95        | 8898                               | MONTHLY PAYFLOW LINK             |
| *23030           | ORKIN PEST CONTROL*       | 100         | <i>E-pay</i>  | 218.50       | 8899                               | WEST YEARLY TERMITE CONTROL      |
| *23031           | HILTON GARDEN INN*        | 200         | <i>E-pay</i>  | 103.68       | 8900                               | HOTEL RESERVATION FOR STAFF INST |
| *23032           | ENA*                      | 100         | <i>E-pay</i>  | 684.95       | 8901                               | VOICE SERVICE                    |
| *23048           | LARGE INK, LLC*           | 100         | <i>E-pay</i>  | 162.00       | 8902                               | 12 POINTS BRANCH BANNER          |
| *23060           | ENA*                      | 276         | <i>E-pay</i>  | 1,257.33     | 8903                               | INTERNET SERVICE                 |
| *23065           | CENTERPOINT ENERGY*       | 100         | <i>E-pay</i>  | 121.77       | 8904                               | WEST GAS SERVICE                 |
| *23066           | CROSSROADS DOOR & HARDV   | 100         | <i>E-pay</i>  | 566.00       | 8905                               | PADLOCKS FOR PARKING LOT RECEPT  |
| *23069           | ARAMARK UNIFORM SERVICES  | 100         | <i>E-pay</i>  | 151.35       | 8906                               | WEST MAT SERVICE                 |
| *23071           | OFFICE DEPOT*             | 100         | <i>E-pay</i>  | 5.40         | 8907                               | OFFICE SUPPLIES                  |
| *23072           | OFFICE DEPOT*             | 100         | <i>E-pay</i>  | 37.79        | 8908                               | OFFICE SUPPLIES                  |
| *23073           | OFFICE DEPOT*             | 100         | <i>E-pay</i>  | 36.87        | 8909                               | OFFICE SUPPLIES                  |
| *23074           | OFFICE DEPOT*             | 100         | <i>E-pay</i>  | 20.72        | 8910                               | OFFICE SUPPLIES                  |
| *23075           | OFFICE DEPOT*             | 100         | <i>E-pay</i>  | 55.81        | 8911                               | OFFICE SUPPLIES                  |
| *23076           | HOLLINGER METAL EDGE INC* |             | <i>E-pay</i>  | 270.00       | 8912                               | REINFORCED ARCHIVAL TAB FOLDERS  |

| <i>Voucher #</i> | <i>Name of Claimant</i>     | <i>Fund</i> | <i>Amount</i> | <i>Total</i> | <i>Check #<br/>ACH #<br/>EFT #</i> | <i>Description</i>               |
|------------------|-----------------------------|-------------|---------------|--------------|------------------------------------|----------------------------------|
|                  |                             | 100         |               |              |                                    |                                  |
| *23080           | FRONTIER*                   |             | <i>E-pay</i>  | 50.17        | 8913                               | WEST PHONE SERVICE               |
|                  |                             | 100         |               |              |                                    |                                  |
| *23082           | B & S PLUMBING & HEATING IN |             | <i>E-pay</i>  | 1,863.31     | 8914                               | CHILLER LEAK REPAIR              |
|                  |                             | 100         |               |              |                                    |                                  |
| *23083           | COURTESY CLEANING CENTEF    |             | <i>E-pay</i>  | 17.64        | 8915                               | LAUNDERING OF MAIN TABLECLOTHS   |
|                  |                             | 100         |               |              |                                    |                                  |
| *23103           | ACTION PEST CONTROL, INC*   |             | <i>E-pay</i>  | 3,078.00     | 8916                               | WEST ANNUAL PEST CONTROL         |
|                  |                             | 100         |               |              |                                    |                                  |
| *23104           | ACTION PEST CONTROL, INC*   |             | <i>E-pay</i>  | 3,834.00     | 8917                               | MAIN ANNUAL PEST CONTROL         |
|                  |                             | 100         |               |              |                                    |                                  |
| *23105           | ACTION PEST CONTROL, INC*   |             | <i>E-pay</i>  | 355.00       | 8918                               | MAIN MONTHLY PEST CONTROL FOR AI |
|                  |                             | 100         |               |              |                                    |                                  |
| *23107           | ARAMARK UNIFORM SERVICES    |             | <i>E-pay</i>  | 240.08       | 8919                               | MAIN SERVICE                     |
|                  |                             | 100         |               |              |                                    |                                  |
| *23108           | DUKE ENERGY *               |             | <i>E-pay</i>  | 14,260.80    | 8920                               | MAIN ELECTRIC SERVICE            |
|                  |                             | 100         |               |              |                                    |                                  |

Total Count: 36  
Total Amount: 38,882.35

|                              |                  |
|------------------------------|------------------|
| <i>Grand Total Fund 100:</i> | <b>89,735.64</b> |
| <i>Grand Total Fund 200:</i> | <b>1,179.27</b>  |
| <i>Grand Total Fund 201:</i> | <b>0.00</b>      |
| <i>Grand Total Fund 203:</i> | <b>0.00</b>      |
| <i>Grand Total Fund 276:</i> | <b>1,257.33</b>  |
| <i>Grand Total Fund 300:</i> | <b>0.00</b>      |
| <i>Grand Total Fund 400:</i> | <b>0.00</b>      |
| <i>Grand Total Fund 800:</i> | <b>0.00</b>      |

|                     |                  |
|---------------------|------------------|
| Grand Total Count:  | <b>106</b>       |
| Grand Total Amount: | <b>92,172.24</b> |

**Payroll Payable  
Voucher Register**

**Vigo County Public Library**

For Period April -2022

Page 1 of 2 Pages

| Date Filed | Voucher Number    | NAME OF CLAIMANT | AMOUNT OF VOUCHER | AMOUNT ALLOWED | CHECK/<br>WARRANT NUMBER | MEMORANDUM |
|------------|-------------------|------------------|-------------------|----------------|--------------------------|------------|
|            | 4/1 Pay#7         | Gross Payroll    | \$ 135,025.12     | \$ 135,025.12  | ACH                      |            |
|            | 4/1 Pay#7         | FICA             | \$ 9,869.60       | \$ 9,869.60    | ACH                      |            |
|            | 4/1 Pay#7         | PERF             | \$ 17,418.88      | \$ 17,418.88   | ACH                      |            |
|            | 4/15 Pay#8        | Gross Payroll    | \$ 137,451.44     | \$ 137,451.44  | ACH                      |            |
|            | 4/15 Pay#8        | FICA             | \$ 10,054.95      | \$ 10,054.95   | ACH                      |            |
|            | 4/15 Pay#8        | PERF             | \$ 17,619.06      | \$ 17,619.06   | ACH                      |            |
|            | 4/15 Pay#8        | Anthem           | \$ 68,193.06      | \$ 68,193.06   | ACH                      |            |
|            | <b>4/15</b> Pay#8 | Guardian         | \$ 6,415.02       | \$ 6,415.02    | ACH                      |            |
|            | 4/29 Pay#9        | Gross Payroll    | \$ 134,582.80     | \$ 134,582.80  | ACH                      |            |
|            | 4/29 Pay#9        | FICA             | \$ 10,164.00      | \$ 10,164.00   | ACH                      |            |
|            | 4/29 Pay#9        | PERF             | \$ 17,439.73      | \$ 17,439.73   | ACH                      |            |

| Total library cost |              |               | \$ 564,233.66        |                      |     |                   |
|--------------------|--------------|---------------|----------------------|----------------------|-----|-------------------|
| Apr.               | pays 7,8, &9 | Nationwide    | \$ 2,147.13          | \$ 2,147.13          | ACH | Staff withholding |
| Apr.               | pays 7,8, &9 | Garnishments  | \$ 750.00            | \$ 750.00            | ACH | Staff withholding |
| Apr.               | pays 7,8, &9 | AFLAC         | \$ 1,139.06          | \$ 1,139.06          | ACH | Staff withholding |
| Apr.               | pays 7,8, &9 | United Way    | \$ 696.00            | \$ 696.00            | ACH | Staff withholding |
| Apr.               | pays 7,8, &9 | Anthem        | \$ 8,772.14          | \$ 8,772.14          | ACH | Staff withholding |
| Apr.               | pays 7,8, &9 | HSA adj.      |                      | \$ -                 | ACH | Staff withholding |
| Apr.               | pays 7,8, &9 | Guardian      | \$ 893.00            | \$ 893.00            | ACH | Staff withholding |
| Apr.               | pays 7,8, &9 | Boston Mutual | \$ 733.22            | \$ 733.22            | ACH | Staff withholding |
| Apr.               | pays 7,8, &9 | Fed Tax       | \$ 31,753.61         | \$ 31,753.61         | ACH | Staff withholding |
| Apr.               | pays 7,8, &9 | State Tax     | \$ 12,744.40         | \$ 12,744.40         | ACH | Staff withholding |
| Apr.               | pays 7,8, &9 | Local Tax     | \$ 8,083.07          | \$ 8,083.07          | ACH | Staff withholding |
| Apr.               | pays 7,8, &9 | FICA          | \$ 30,088.51         | \$ 30,088.51         | ACH | Staff withholding |
| Apr.               | pays 7,8, &9 | Vol. PERF     | \$ 6,321.66          | \$ 6,321.66          | ACH | Staff withholding |
| <b>Staff Cost</b>  |              |               | <b>\$ 104,121.80</b> | <b>\$ 104,121.80</b> |     |                   |

**Payroll Payable**

**Vigo County Public Library**

**Voucher Register**

For Period April -2022

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC5-11-10-1,6.

May 16, 2022

Date

Dennis L. Shepard Jr., Fiscal Officer

ALLOWANCE OF PAYROLL PAYABLE VOUCHERS

(ICS-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the voucher listing and the foregoing accounts payable register, consisting of 2 page(s), and except for the vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$ 564,233.66

Dated this 16th day of May 2022 .

Terry W. Jones, Board President

Olivia K. Goulding, Board Vice President

Valentine K. Muyumba, Board Secretary

Christi A. Fenton, Board Member

Camille R. Wallace, Board Member

Stacy D. Killion, Board Member

James M.Young, Board Member

| <i>Voucher #</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Amount</i> | <i>Total</i>      | <i>Check #<br/>ACH #<br/>EFT #</i> | <i>Description</i>               |
|------------------|-------------------------|-------------|---------------|-------------------|------------------------------------|----------------------------------|
| *22954           | CAPITAL TITLE*          | 100         | <i>E-pay</i>  | <b>117,509.08</b> | <b>8850</b>                        | PURCHASE OF 12 POINTS BRANCH BUI |

Total Count: **1**  
Total Amount: **117,509.08**

|                              |                   |
|------------------------------|-------------------|
| <i>Grand Total Fund 100:</i> | <b>117,509.08</b> |
| <i>Grand Total Fund 200:</i> | <b>0.00</b>       |
| <i>Grand Total Fund 800:</i> | <b>0.00</b>       |
| <i>Grand Total Fund 400:</i> | <b>0.00</b>       |
| <i>Grand Total Fund 203:</i> | <b>0.00</b>       |
| <i>Grand Total Fund 276:</i> | <b>0.00</b>       |
| <i>Grand Total Fund 201:</i> | <b>0.00</b>       |
| <i>Grand Total Fund 300:</i> | <b>0.00</b>       |

|                     |                   |
|---------------------|-------------------|
| Grand Total Count:  | <b>1</b>          |
| Grand Total Amount: | <b>117,509.08</b> |

April 30, 2022

**Gift Fund Balances  
2022**

| <b>FUND</b>              | <b>AMOUNT</b>       | <b>PURPOSE</b>                               | <b>APPROVAL</b> |
|--------------------------|---------------------|--|-----------------|
| 00-General               | \$ 190.88           | Unrestricted Use                             | Admin.          |
| 64-SPC                   | \$ 10,871.42        | Support of SPC                               | Admin.          |
| 65-Big Read              | \$ 450.00           | Big Read                                     | Admin.          |
| 66-YS                    | \$ 5,059.54         | Support of YS                                | Admin.          |
| 67-WVCF Endowment        | \$ 1,172.00         | Support of Strategic Plan Goals              | Admin.          |
| 68-Crackerbarrel         | \$ -                | Support of Crackerbarrel                     | Admin.          |
| 69-Wright Foundation     | \$ 12,127.28        | Unrestricted Use                             | Admin.          |
| 70- West Emily's Garden  | \$ 78.36            | Maintenance of Emily's Garden at West Branch | Admin.          |
| 71-West Branch           | \$ 1,077.58         | Support of West Branch                       | Admin.          |
| 72-Friends               | \$ 4,003.36         | Support of Pre-Approved Programs/Initiatives | Admin.          |
| 73-WVLC                  | \$ -                | Support of LLC Literacy Events               | Admin.          |
| 74-Wiley Cupola          | \$ 1,274.00         | Maintenance of Cupola                        | Admin.          |
| 75-Wiley Memorial        | \$ 19,310.17        | Maintenance of Memorial                      | Admin.          |
| 77-WVCF Meeks            | \$ -                | Childrens Literature                         | Admin.          |
| 81-Community Connections | \$ 216.95           | Support of Community Connections             | Admin.          |
| 83-Kiwanis Ys            | \$ 371.03           | 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 | \$ 944.16           | Christmas in the Park                        | Admin.          |
| 92-Marketing             | \$ 945.05           | Unrestricted Use                             | Admin.          |
| 93-Family Learning Day   | \$ -                | Family Learning Day                          | Admin.          |
| 94-TH Econ.Dev.          | \$ 139.58           | Adult Nonfiction Commemorating Speakers      | Admin.          |
| 96-Fundraiser            | \$ 74.58            | Buy a Book                                   | Admin.          |
| <b>TOTAL</b>             | <b>\$ 62,257.89</b> |  |                 |

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD MAY 16, 2022

## ADMINISTRATION

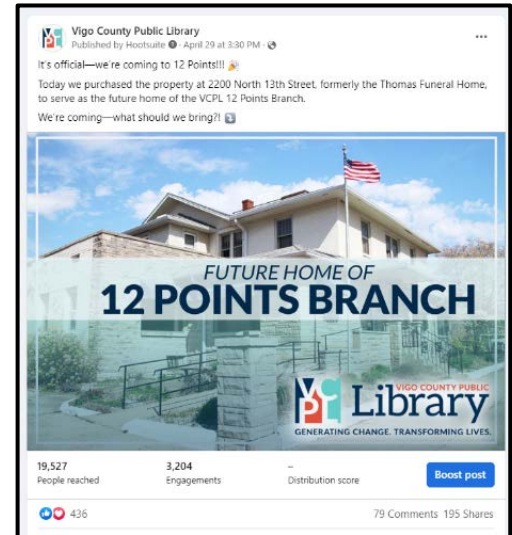
### THE FUTURE INCLUDES A 12 POINTS BRANCH LIBRARY

On April 29, Library Administration successfully acquired the property at 2200 N. 13<sup>th</sup> Street for the future 12 Points Branch. The first offer on this property was made in April 2021, so the purchasing process was lengthier than anticipated. Library staff and community members can feel confident knowing that inspections and environmental studies were conducted to ensure the historic property could be safely updated to serve as a modern library. To say the community is pleased would be a dramatic understatement! The announcement post has reached nearly 20k users on Facebook alone (to date).



The architectural team from Holder Design has been on the grounds

documenting existing conditions and creating updated architectural drawings, and staff has been visiting to aid in their brainstorming of library services to offer in 12 Points. Community feedback is ongoing and very welcome; we can't wait to be part of the 12 Points community!



## ADULT SERVICES

### COMMUNITY OUTREACH

On April 4, VCPL Adult Services Librarian Hayley Hart and Assistant Librarian Arielle Craig presented the first in-person Reflections programs since 2019. Residents at local senior communities are being taken on a virtual tour of a variety of national parks. Many attendees have told Hayley and Arielle how much the program has been missed. *"I'm so glad you're back!"* said one. One of the staff members at a facility added, *"Everyone's been asking about you."*

## CUSTOMER FEEDBACK

Alexandra Cline of St. Benedict's Soup Kitchen wrote to thank VCPL staff for posting information about free meals and groceries offered by the church. *Thanks in great part to the publicity which you provided*

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD MAY 16, 2022

*by displaying our posters on the Vigo County Public Library's bulletin boards last month, we had a record turnout. On behalf of Terre Haute's hungry people, we are truly grateful for your help.*

Adult Services Librarian Melinda Belles received the following compliment while helping a VCPL customer via chat: *Thanks again. The best customer support by far in all of the US, including businesses like Apple, Amazon, Walmart, etc.!!!*

A customer walked by Adult Services Assistant Librarian Luke Gentry holding a “We Love Our Library” sign. When Luke greeted the customer, they replied, *Oh yeah! I love this place! The Library is one of the best parts about living in this town! I've had such great experiences at this branch and the West Terre Haute one, and I'm looking forward to the new one I hear is coming to Twelve Points!* They then explained that they had recently moved to a new neighborhood and didn't know if the other people knew how amazing the library was, so she wanted a sign, so they'd know about the great library!

A customer approached Luke and said, *I'm so glad you all have newspapers and restrooms! Whenever I'm out and about and have 30 minutes to kill, I always come by the library. It's the only place you can just go in and spend time! I'm like an unpaid spokesperson for the library – every chance I get I'm telling people about it! I just love it!*

## TECH TEAM

### CUSTOMER FEEDBACK

On May 3, a couple approached Tech Team Technician Brittany Fletcher in the computer lab. The gentleman had been in the library the day before and asked if he could show his partner Haute Studio. Brittany was happy to give them a tour of Haute Studio and Haute Create and shared the types of programming that the Tech Team offers to the public. The gentleman told Brittany that they were here visiting from Los Angeles. They both said how surprised they were that our library had so many things for the community. The gentleman's partner explained that she grew up in Terre Haute but had never known the VCPL was this amazing! Brittany relayed to them that in her eyes, libraries are living, breathing organizations that must grow and evolve into what their community needs them to be at the time. Brittany also said that we try to be the “third place” for our community. The gentleman mentioned that when he first moved to L.A. and was trying to build his life, he was living out of his car. He said that if it was not for the library he frequented, he would not have made it. Because of that, he is so thankful for libraries. He and his partner were so impressed with Brittany Fletcher and VCPL for all that the library offers to the community.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD MAY 16, 2022

## PROGRAMS AND EVENTS

### ISU EARTH DAY EVENT



Project and Event Specialist Najah Monroe and Adult Services Librarian Luke Gentry participated in the ISU Earth Day event by hosting a booth and giving away free books. The weather was slightly temperamental, however, with a total of 240 interactions with ISU staff, students, and new residents of Terre Haute, 27 individuals were successfully registered for new library cards. Attendees were also given a free copy of **Vitamin N: The Essential Guide to a Nature-Rich Life** by Richard Louv or **The Happiness Bible: The Definitive Guide to Sustainable Well-Being** by Cheryl Rickens.

### WONDERLAB: EPIC COLD SCIENCE SHOW

*Wonderlab: Epic Cold Science Show* on March 29 was a success! With a total of 67 attendees, it was one of VCPL's first indoor family events in recent years and served as a great ice-breaker for post-COVID community programs. *Wonderlab* hosted an engaging demonstration on the difference between gas, liquid, and solid. The young attendees asked hypothetical questions and shared their excitement when observing how liquid nitrogen affects a banana, flowers, and a rubber ball. Measures were put in place so that all participants could observe the liquid nitrogen experiment safely. After the program, parents informed Project and Event Specialist Najah Monroe that they loved how educational and inclusive the experiments were.



### AMERICA'S MODERN MEDEA: THE TRAGEDY OF MARGARET GARNER

On April 22, as a part of the NEA Big Read Finale, Project and Event Specialist Najah Monroe presented *America's Modern Medea: The Tragedy of Margaret Garner* as the April speaker for the Artist on Art series at the Swope Art Museum. Najah facilitated a conversation that examined the tumultuous, unforgiving, and insidious history of 19<sup>th</sup> Century America expressed through literature, art, and music. The analysis of Margaret Garner's life allowed the community to reflect on the brutal consequences of infanticide, enslavement, and sought-after liberation that influenced Toni Morrison's novel, **Beloved**. Najah explored painter Thomas S. Nobles' genuine depiction of Garner's trial and the reality of mixed-race descendants who were the bane of white society during that time period. To conclude the program,

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD MAY 16, 2022

Najah performed the aria “A Quality Love” from Richard Danielpour’s opera, *Margaret Garner*, for which Morrison wrote the libretto. Najah was accompanied by Indiana State University piano professor Janet Palmberg. Community members continued to engage with inquiries about Margaret’s life, how the presenter was emotionally impacted by the research, and when another informative and inspiring program would take place in the near future.

## DISPLAYS FOR THE MONTH OF APRIL



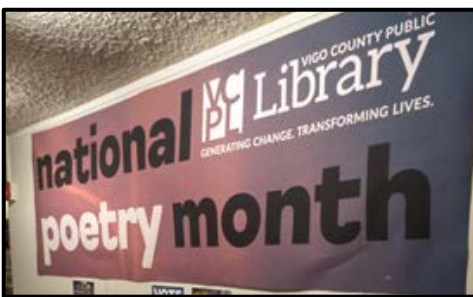
VCPL celebrated Jazz Appreciation Month in April through a display featuring various musicians of the early period of this music genre. Headliner cards feature men and women of diverse backgrounds while also naming Jazz a truly American style. An art deco style pattern covered the back of the display and books from the Library collection were included atop the case for customers wanting to learn more about Jazz.

A second display, *Setting the Wider Scene in*

*Sethe's Cincinnati*, connected observers to the NEA Big Read program. The display shows prominent black members of Cincinnati, Ohio around the 1860s and 1870s, describing their work and bringing awareness to the challenges faced by the newly freed communities in Ohio. Customers have stopped by and been observed writing notes of the displayed information and discussing the topics with each other. Most information was found through [cincinnati.library.org](http://cincinnati.library.org) and [thevoiceofblackcincinnati.com](http://thevoiceofblackcincinnati.com), which are both cited within the display.



April is also National Poetry Month, and staff created “Spine Poetry” to encourage customers to be creative and create their own by using the words found on the spines of books! (See example photo.)



# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD MAY 16, 2022

## WEST BRANCH

### WEST BRANCH AT KIDS SCIENCE DAY



On April 12, the Library partnered with West Vigo High School to celebrate *Kids Science Day*, a hands-on, out of the classroom experience organized and led by seniors at West Vigo High School. West Branch Librarian Sharon McConnell and Youth Services Librarian Megan Howes enjoyed a

fun, science-filled day at Dewey Point with 3rd graders from Fayette and Sugar Creek Consolidated Elementary Schools.

The Science Day consisted of several stations set up around Dewey Point at the Wabashiki Wetlands in West Terre Haute. Each station explored a different topic from the 3rd grade science curriculum. Sharon and Megan shared information about the library, including upcoming programs and materials beyond books. They also traded fun animal facts with the kids and highlighted selections from the juvenile non-fiction collection. Later that day, a child being tutored at the West Branch told her tutor she had a lot of fun on her field trip and enjoyed seeing the librarians at Kids Science Day.

## YOUTH SERVICES

### SPRINGING STATISTICS

The Youth Services team has been progressively increasing its program and service offerings for the past several months. They have a lot to be proud of! The month of April saw programs and attendance increase threefold across all three reported age groups.

## COMMUNITY FOCUS

Youth Services aims to play a big role in the community by not only providing excellent service and resources at our facilities, but also by reaching out and meeting the people “where they are.” As such, YS Assistant Librarian Kendra McCrea-Bailey recently visited Honey Creek Middle School to talk about the upcoming Summer Reading program, as well as other services the library provides. YS Manager Andy Pope has begun regular visits to the Juvenile Justice Center, whose administrators have given permission for him to begin a book club. Finally, YS Librarian Megan Howes attended Career Day at Hoosier Prairie Elementary and presented to the kids there about the wonders of the Public Library and librarianship.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD MAY 16, 2022

## TOURS



The YS team had the opportunity to sharpen up their docent skills, even though the 1st Grade Tours are months away. They were happy to welcome several groups of kids from Memorial Pre-K and show them around. It was a first-time experience for many of those youngsters, and they got to sit for enjoyable story time sessions and craft activities. There were lots of smiles and laughs and YS expects to see them all again real soon.

## PERSONNEL CHANGES

### EMPLOYMENT

Kilker, Kristen D. - Hired for the full-time non-exempt position of Tech Training Assistant Librarian in the Tech Team Department effective May 2, 2022.

Howard, Chelsey L. - Re-Hired for the full-time non-exempt position of Tech Training Assistant Librarian in the Tech Team Department effective May 23, 2022.

Callahan, Dennis M. - Re-hired for the part-time non-exempt position of Administrative Support Specialist effective May 4, 2022.

### CHANGE IN STATUS

Cameron, LeRaye G. - Change in status from part time non-exempt position of Adult Services Assistant to full-time non-exempt position of Adult Services Assistant effective April 18, 2022.

### TRANSFER

Wadsworth, Ashley N. - Temporary transfer from the full-time non-exempt position of Tech Training Librarian to the full-time non-exempt position of Interim Tech Team Manager effective April 18, 2022. End date for this temporary transfer to be determined.

Suggs, Anthony W. - Transfer from the full-time non-exempt position of Maintenance Technician to the full-time non-exempt position of Library Experience Manager effective May 16, 2022.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD MAY 16, 2022

## RESIGNATION

Maxey, Carly A. - Resignation from the part-time non-exempt position of Cataloging Technician effective May 6, 2022.

McMahon, Kevin S. - Resignation from the part-time non-exempt position of Youth Services Assistant Librarian in the Youth Services department effective May 15, 2022.

James, Seth M. - Resignation from the full-time non-exempt position of Special Collections Manager effective June 10, 2022.

Respectfully submitted,  
Kristi J. Howe

5/10/22 AG

Vigo County Public Library  
April 2022

|                    | April-22      | April-21      |              | YTD 2022       | YTD 2021       |              |
|--------------------|---------------|---------------|--------------|----------------|----------------|--------------|
| Print Circulation  | 18,425        | 18,336        | 0.5%         | 76,563         | 75,187         | 1.8%         |
| A/V Circulation    | 6,287         | 6,736         | -6.7%        | 27,425         | 31,361         | -12.6%       |
| Misc               | 273           | 263           | 3.8%         | 1,335          | 1,171          | 14.0%        |
| Electronic Devices | 57            | 43            | 32.6%        | 264            | 178            | 48.3%        |
| <b>TOTAL</b>       | <b>25,042</b> | <b>25,378</b> | <b>-1.3%</b> | <b>105,587</b> | <b>107,897</b> | <b>-2.1%</b> |

|                  | April-22     | April-21     |             | YTD 2022      | YTD 2021      |             |
|------------------|--------------|--------------|-------------|---------------|---------------|-------------|
| Overdrive        |              |              |             |               |               |             |
| E-book           | 5,227        | 4,920        | 6.2%        | 20,586        | 19,952        | 3.2%        |
| E-audiobook      | 2,687        | 2,750        | -2.3%       | 11,422        | 10,869        | 5.1%        |
| E-Magazines      | 315          | 299          | 5.4%        | 1,416         | 1,449         | -2.3%       |
| E-video or music | 8            | 5            | 60.0%       | 26            | 19            | 36.8%       |
| <b>TOTAL</b>     | <b>8,237</b> | <b>7,974</b> | <b>3.3%</b> | <b>33,450</b> | <b>32,289</b> | <b>3.6%</b> |

|                  | April-22     | April-21   |               | YTD 2022      | YTD 2021      |              |
|------------------|--------------|------------|---------------|---------------|---------------|--------------|
| Hoopla           |              |            |               |               |               |              |
| E-audiobook      | 1,636        | 318        | 414.5%        | 6,558         | 5,066         | 29.5%        |
| Bingepasses      | 14           | 0          | null          | 93            | 0             | null         |
| Curiosity Stream | 0            | 0          | null          | 0             | 0             | null         |
| E-Books          | 717          | 201        | 256.7%        | 3,317         | 2,801         | 18.4%        |
| E-Comics         | 177          | 55         | 221.8%        | 785           | 629           | 24.8%        |
| E-music          | 133          | 29         | 358.6%        | 562           | 454           | 23.8%        |
| E-video movie    | 171          | 57         | 200.0%        | 826           | 716           | 15.4%        |
| E-video TV       | 136          | 31         | 338.7%        | 662           | 3,749         | -82.3%       |
| <b>TOTAL</b>     | <b>2,984</b> | <b>691</b> | <b>331.8%</b> | <b>12,803</b> | <b>13,415</b> | <b>-4.6%</b> |

| Museum Pass Circulation              | April-22 | YTD 2022 |
|--------------------------------------|----------|----------|
| C.A.N.D.L.E.S                        | 2        | 6        |
| Terre Haute Children's Museum        | 2        | 5        |
| Vigo Co. Historical Society & Museum | 5        | 8        |

|                          | April-22 | April-21 |      | YTD 2022 | YTD 2021 |      |
|--------------------------|----------|----------|------|----------|----------|------|
| Reference [fact-finding] | 2,851    | 2,669    | 6.8% | 11,573   | 11,246   | 2.9% |

**MATERIALS ADDED TO COLLECTION**

| Purchased Items | April-22     | YTD 2022     | Donated Items | April-22 | YTD 2022 |
|-----------------|--------------|--------------|---------------|----------|----------|
| Book            | 947          | 3,311        | Book          | 0        | 7        |
| Video           | 300          | 1,223        | Video         | 0        | 0        |
| Video Game      | 33           | 149          | Video Game    | 0        | 0        |
| Music CD        | 6            | 14           | Music CD      | 0        | 0        |
| Audio Book      | 12           | 49           | Audio Book    | 0        | 0        |
| Misc            | 0            | 51           | Misc          | 0        | 0        |
| <b>TOTAL</b>    | <b>1,298</b> | <b>4,797</b> | <b>TOTAL</b>  | <b>0</b> | <b>7</b> |

| New Items Ordered | April-22     | YTD 2022     | New Items Received | April-22     | YTD 2022    |
|-------------------|--------------|--------------|--------------------|--------------|-------------|
| Book              | 995          | 4,143        | Book               | 786          | 2933        |
| Video             | 232          | 1,187        | Video              | 224          | 978         |
| Video Game        | 20           | 204          | Video Game         | 41           | 153         |
| Music CD          | 0            | 18           | Music CD           | 8            | 14          |
| Audio Book        | 9            | 72           | Audio Book         | 10           | 43          |
| Misc              | 2            | 32           | Misc               | 7            | 12          |
| <b>TOTAL</b>      | <b>1,258</b> | <b>5,640</b> | <b>TOTAL</b>       | <b>1,076</b> | <b>4133</b> |

Vigo County Public Library  
April 2022

| TAKE & MAKE KITS DISTRIBUTED  | April-22   | April-21   |               | YTD 2022   | YTD 2021    |               |
|-------------------------------|------------|------------|---------------|------------|-------------|---------------|
| Early Literacy (ISL: 0-5 yrs) | 45         | 0          | null          | 153        | 0           | null          |
| Children (ISL: 6-11 yrs)      | 45         | 179        | -74.9%        | 185        | 598         | -69.1%        |
| Teens (ISL: 12-18yrs)         | 24         | 88         | -72.7%        | 134        | 199         | -32.7%        |
| Adults (ISL: 19 + yrs)        | 28         | 58         | -51.7%        | 125        | 193         | -35.2%        |
| General (all ages)            | 0          | 0          | null          | 0          | 56          | -100.0%       |
| <b>TOTAL</b>                  | <b>142</b> | <b>325</b> | <b>-56.3%</b> | <b>597</b> | <b>1046</b> | <b>-42.9%</b> |

| ON-SITE PROGRAMS                       | April-22  | April-21 |                | YTD 2022   | YTD 2021 |                |
|--|-----------|----------|----------------|------------|----------|----------------|
| Early Literacy programs/events/classes | 16        | 0        | null           | 40         | 0        | null           |
| Youth programs/events/classes          | 3         | 0        | null           | 11         | 0        | null           |
| Teen programs/events/classes           | 5         | 0        | null           | 13         | 0        | null           |
| Adult programs/events/classes          | 10        | 0        | null           | 88         | 0        | null           |
| Family/general                         | 21        | 1        | 2000.0%        | 37         | 4        | 825.0%         |
| <b>TOTAL</b>                           | <b>55</b> | <b>1</b> | <b>5400.0%</b> | <b>189</b> | <b>4</b> | <b>4625.0%</b> |

| ON-SITE ATTENDANCE        | April-22   | April-21 |                 | YTD 2022     | YTD 2021  |                |
|---------------------------|------------|----------|-----------------|--------------|-----------|----------------|
| Early Literacy attendance | 182        | 0        | null            | 369          | 0         | null           |
| Youth attendance          | 34         | 0        | null            | 68           | 0         | null           |
| Teen attendance           | 25         | 0        | null            | 49           | 0         | null           |
| Adult attendance          | 282        | 0        | null            | 738          | 0         | null           |
| Family/general attendance | 120        | 6        | 1900.0%         | 184          | 23        | 700.0%         |
| <b>TOTAL</b>              | <b>643</b> | <b>6</b> | <b>10616.7%</b> | <b>1,408</b> | <b>23</b> | <b>6021.7%</b> |

| OFF-SITE PROGRAMS                 | April-22 | April-21 |              | YTD 2022  | YTD 2021 |              |
|-----------------------------------|----------|----------|--------------|-----------|----------|--------------|
| Early Literacy attendance         | 0        | 0        | null         | 0         | 0        | null         |
| Youth outreach                    | 1        | 0        | null         | 1         | 0        | null         |
| Teen outreach                     | 0        | 0        | null         | 0         | 0        | null         |
| Adult outreach                    | 5        | 2        | 150.0%       | 7         | 3        | 133.3%       |
| Family/General outreach           | 0        | 2        | -100.0%      | 0         | 4        | -100.0%      |
| Participation in Community Events | 3        | 1        | null         | 3         | 1        | 200.0%       |
| <b>TOTAL</b>                      | <b>9</b> | <b>5</b> | <b>80.0%</b> | <b>11</b> | <b>8</b> | <b>37.5%</b> |

| OFF-SITE ATTENDANCE                | April-22   | April-21   |             | YTD 2022   | YTD 2021   |              |
|------------------------------------|------------|------------|-------------|------------|------------|--------------|
| Early Literacy attendance          | 0          | 0          | null        | 0          | 0          | null         |
| Youth outreach attendance          | 120        | 0          | null        | 120        | 0          | null         |
| Teen outreach attendance           | 0          | 0          | null        | 0          | 0          | null         |
| Adult outreach attendance          | 141        | 126        | 11.9%       | 193        | 191        | 1.0%         |
| Family/General outreach attendance | 0          | 141        | -100.0%     | 0          | 260        | -100.0%      |
| Community Events Interactions      | 404        | 158        | 155.7%      | 404        | 158        | 155.7%       |
| <b>TOTAL</b>                       | <b>665</b> | <b>425</b> | <b>null</b> | <b>717</b> | <b>609</b> | <b>17.7%</b> |

|                                   | April-22 | April-21 |        | YTD 2022 | YTD 2021 |        |
|-----------------------------------|----------|----------|--------|----------|----------|--------|
| Computer Users                    | 3,260    | 2,603    | 25.2%  | 13,038   | 11,287   | 15.5%  |
| Subscription Databases            | 8,388    | 9,788    | -14.3% | 35,580   | 50,730   | -29.9% |
| ILL provided to other Libraries   | 171      | 249      | -31.3% | 798      | 928      | -14.0% |
| ILL received from other Libraries | 120      | 256      | -53.1% | 577      | 1,073    | -46.2% |
| Web Site Hits                     | 18,124   | 16,093   | 12.6%  | 72,394   | 71,857   | 0.7%   |
| Mobile App Visits                 | 562      | 515      | 9.1%   | 2,261    | 2,169    | 4.2%   |

|                            | April-22  | April-21  |               | YTD 2022   | YTD 2021   |              |
|----------------------------|-----------|-----------|---------------|------------|------------|--------------|
| Adult materials deliveries | 24        | 33        | 29            | 109        | 119        | -8.4%        |
| Youth materials deliveries | 13        | 13        | 0.0%          | 69         | 69         | 0.0%         |
| <b>TOTAL</b>               | <b>37</b> | <b>42</b> | <b>-11.9%</b> | <b>178</b> | <b>188</b> | <b>-5.3%</b> |

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
VIGO COUNTY PUBLIC LIBRARY  
2022**

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The Board of Trustees of the Vigo County Public Library at its regular meeting held May 16, 2022, at which a quorum was present, makes the following findings and adopts the following resolutions:

**BE IT RESOLVED**

1. That the books and materials shown on Exhibit "A" attached hereto are obsolete, unduly worn, represent duplications or are rarely used and the Board has determined that they are no longer needed for library purposes or are unfit for the purpose intended.
2. The Friends of the Vigo County Public Library is an Indiana not-for-profit organization that is tax exempt and organized and operated for the exclusive benefit of the Vigo County Public Library.
3. That the Library Director is authorized to transfer the personal property shown on Exhibit "A" attached hereto to the Friends of the Vigo County Public Library pursuant to the provisions of IC 36-12-3-5 (c) for the purpose of the transferee reselling the same at public or private sale or to destroy or dispose of those items which cannot be sold.

**ADOPTED** this 16<sup>th</sup> day of May, 2022.

**AYE**

**NAY**

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**EXHIBIT "A"**  
**SYSTEM DISCARDS FOR FRIENDS BOOK SALES**  
**May 2021 - April 2022**

| <b><u>Month</u></b> | <b><u># Discards</u></b> |
|---------------------|--------------------------|
| May, 2021           | 551                      |
| June                | 380                      |
| July                | 1,095                    |
| August              | 1,297                    |
| September           | 983                      |
| October             | 1,716                    |
| November            | 688                      |
| December            | 838                      |
| January, 2022       | 1,324                    |
| February            | 786                      |
| March               | 1,368                    |
| April               | 616                      |
| <b>Total</b>        | <b>11,642</b>            |