

# A G E N D A

**REGULAR MEETING  
VIGO COUNTY PUBLIC LIBRARY  
Monday, June 20, 2022, 5:30 PM  
Vigo County Public Library  
One Library Square  
Terre Haute, IN 47807**

1. **Call to Order and Roll Call of Members**
2. **Public Input on Action Items**
3. **Consideration of Minutes of May 16, 2022, Regular Meeting** 2
4. **Treasurer's Report**
  - A. Monthly Financial Statement 5
  - B. Claims and Payroll 6
  - C. Special Claims 24
  - D. Gift Fund Report 25
5. **Reports to the Library Board**
  - A. Symphony Migration Update, Lauren Elyea
6. **Director's Report** 26
7. **Old Business**
8. **New Business**
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Regular Meeting:** Monday, July 18, 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 16<sup>th</sup> day of May 2022, the following persons were present:

**Library Board Members Present:** Terry W. Jones, President; Olivia K. Goulding, Vice President (Olivia left meeting early at 6:18 p.m.); Valentine K. Muyumba, Secretary; James M. Young; and Camille R. Wallace.

**Library Board Members Absent:** Christi A. Fenton and Stacy D. Killion.

**Library Staff Present:** Kristi Howe; Dennis Shepard; Amy Gibson; Carey LaBella; Heather Rayl; Lauren Elyea; Seth James; Sarah Trover, Andy Pope; and Jeanette Bouchie.

**Others:** none.

## **PUBLIC INPUT ON ACTION ITEMS**

None.

## **CONSIDERATION OF REGULAR MEETING MINUTES**

A motion to approve the minutes as written for the April 18, 2022, regular meeting, made by Muyumba, seconded by Goulding, passed.

## **TREASURER'S REPORT**

### **Monthly Cash Statement**

Dennis Shepard presented the Cash Statement for the period ending April 30, 2022 (copy attached to official minutes).

### **Claims and Payroll**

Mr. Shepard presented the Month End Claims dated April 29, 2022 in the amount of \$71,563.65 (Library Operating, \$71,171.77; Gift Fund, \$326.88; Grants, PLAC, \$65.00) Library Operating Claims dated May 16, 2022, in the amount of \$92,172.24 (Library Operating Fund, \$89,735.64, Gift Fund, \$1,179.27; Grants, \$1,257.33) (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

### **Special Claims**

Mr. Shepard presented a special claim from Capital Title for the purchase of the 12 Points Branch building for \$117,509.08.

### **Gift Fund Report**

Mr. Shepard presented the Gift Fund report dated April 30, 2022 for \$62,257.89.

**Approval of Treasurer's Report**

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

**REPORTS TO THE LIBRARY BOARD**

**Digital Citizenship: CyberSuccess**

Youth Services Manager Andy Pope gave an overview of VCPL's Digital Citizenship Program: CyberSuccess. Mr. Pope defined digital citizenship as the skill sets needed to function appropriately and effectively in a digital landscape and to make the most of the internet and protect yourself while using it. There are several VCPL programs, designed by age groups, to teach the following digital concepts: etiquette, literacy, access, communication, rights, security, health, wellness, commerce and law.

**DIRECTOR'S REPORT**

Ms. Howe commented on her written report. In addition to the written report, she shared that the Library was a polling site for Election Day and that many new staff were able to participate in the Vote Vigo Initiative. She noted that the Summer Reading Program: *Oceans of Possibilities* begins June 1.

Ms. Howe provided an overview of the training topics that were available to staff at the Spring Staff Institute and thanked Board members for allowing VCPL to close to the public for the training day.

Ms. Howe shared an update on the purchase of the 12 Points Branch. She discussed the history of the 12 Points neighborhood and the research that went into choosing this location for a library branch. She shared photos of the property and ideas from brainstorming sessions for different opportunities this location can offer. VCPL has secured architects who have begun site analysis and preparation for plan developments. There will be significant updates made to transform this property into a modern library; however, the building has a great foundation and Library Administration and Staff are excited.

Ms. Howe noted that tax cap projections are in and they are a bit higher than originally anticipated but not so much so that there is worry. Ms. Howe shared that the library will be receiving some Supplemental Local Income Tax (LIT) and that will help to offset the tax cap. She included that the State Board of Accounts has made contact to begin the next audit and the library will be working on that over the next few weeks. In addition, managers have begun working on their department budgets for 2023 calendar year and Ms. Howe asked for volunteers from the board to serve on the budget committee that will meet the end of July or early August.

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

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

**Resolution Regarding Material for Friends' Book Sales**

Ms. Howe noted that this annual resolution authorizes the transfer of Library discards to the Friends of the Vigo County Public Library for the purpose of resale.

A motion to approve the Resolution Regarding Material for Friends' Book Sales, made by Muyumba, seconded by Wallace, passed. (Copy of Resolution and Exhibit A attached to official minutes.)

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

There were no suggestions.

**NEXT MEETING**

Regular Meeting, Monday, June 20, 2022, at 5:30 p.m. at the Main Library.

**ADJOURNMENT**

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

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Terry W. Jones, President

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Olivia K. Goulding, Vice President

**ABSENT**

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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

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Camille R. Wallace, Board Member

AG 6/9/22

## Vigo County Public Library

Cash Statement  
Vigo County Public Library  
May 2022

Account Title Number	Beginning MTD Balance YTD Balance	MTD Debits YTD Debits	MTD Credits YTD Credits	Ending Balance	MTD Change YTD Change
Cash Library Operating Fund	4,124,874.48	284,251.46	559,791.44		(275,539.98)
100-01-1010	6,507,346.25	593,113.40	3,251,125.15	3,849,334.50	(2,658,011.75)
Cash Gift Fund	62,257.89	2,394.57	5,203.10		(2,808.53)
200-00-1010	58,294.97	15,203.25	14,048.86	59,449.36	1,154.39
Cash Rainy Day Fund	1,748,249.16	0.00	0.00		0.00
201-00-1010	1,748,249.16	0.00	0.00	1,748,249.16	0.00
Cash Grants	(9,029.32)	0.00	1,257.33		(1,257.33)
276-00-1010	(13,163.42)	56,093.03	53,216.26	(10,286.65)	2,876.77
Cash Public Library Access Car	0.00	0.00	0.00		0.00
800-00-1010	0.00	130.00	130.00	0.00	0.00
Cash-Payroll Withholdings	1,756.93	76,620.55	77,190.08		(569.53)
803-00-1010	1,038.88	437,817.28	437,668.76	1,187.40	148.52

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*23174	JAPAN-AMERICA SOCIETY OF I	100	<i>Check</i>	450.00	56645	IKEBANA PROGRAM
*22779	FOAM HOMIES*	100	<i>Check</i>	700.00	56646	SUMMER READING KICK-OFF
*23152	HAMILTON EAST PUBLIC LIBRA	100	<i>Check</i>	14.98	56647	ILL REIMBURSEMENT
*23203	LATHAM*GABRIELA	100	<i>Check</i>	330.00	56648	BALLOONS FOR KICK OFF EVENT
*23135	LITTLE BEAR COFFEE CO*	100 200	<i>Check</i>	500.00	56649	VOUCHERS FOR FREE COFFEE FOR SL
*23207	PHOENIX10 TECHNOLOGIES*	100	<i>Check</i>	2,875.00	56650	DATA MIGRATION FOR NEW ILS
*23162	REEL FILM PRODUCTION LLC*	200	<i>Check</i>	995.00	56651	16 MM FILM DIGITIZATION
*23151	TERRE HAUTE PARKS & RECRI	100	<i>Check</i>	600.00	56652	VOUCHERS FOR SUMMER READING FO
*23136	WONDERLAB MUSEUM*	100	<i>Check</i>	375.00	56653	PROGRAM FOR SPRING BREAK
					Total Count:	9
					Total Amount:	6,839.98
*23130	ADP INC - AUTOPAY II*	100	<i>ACH</i>	982.46	6607	PAYROLL SERVICES
*23119	AMAZON.COM LLC*	100	<i>ACH</i>	79.98	6608	VIDEO GAMES
*23127	AMAZON.COM LLC*	100	<i>ACH</i>	31.98	6609	EXTRA SUPPLIES FOR NEEDLE FELTING
*23128	AMAZON.COM LLC*	100	<i>ACH</i>	25.99	6610	POTS FOR FRIENDS CENTERPIECES
*23131	AMAZON.COM LLC*	100	<i>ACH</i>	5.83	6611	GLUE DOTS FOR FRIENDS APPRECIATI
*23132	AMAZON.COM LLC*	100	<i>ACH</i>	43.25	6612	DONUTS W/GROWNUPS KIT
*23133	AMAZON.COM LLC*	100	<i>ACH</i>	20.38	6613	SAFETY GLASSES AND TRIMMER CHAP
*23134	AMAZON.COM LLC*	100	<i>ACH</i>	19.96	6614	DVD/VIDEO MATERIAL
*23139	AMAZON.COM LLC*	100	<i>ACH</i>	54.46	6615	PIRATE SCIENCE STORYTIME SUPPLIES

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*23144	AMAZON.COM LLC*	100	ACH	12.99	6616	COFFEE FILTERS FOR PROGRAMS
*23147	AMAZON.COM LLC*	100	ACH	24.99	6617	SAFETY GLASSES AND TRIMMER CHAP
*23153	AMAZON.COM LLC*	100	ACH	29.20	6618	AVERY LABELS FOR WEST AND LENDIN
*23157	AMAZON.COM LLC*	100	ACH	56.82	6619	PAPER BAGS FOR KITS
*23158	AMAZON.COM LLC*	100	ACH	101.15	6620	NATIVE AMERICAN GEO POSTER FOR Y
*23194	AMAZON.COM LLC*	100	ACH	47.21	6621	HAND SANITIZER AND DISINFECTANT W
*23195	AMAZON.COM LLC*	100	ACH	302.00	6622	WINTER TAKE AND MAKE KITS
*23196	AMAZON.COM LLC*	100	ACH	913.80	6623	DECORATIONS FOR SUMMER READING
*23197	AMAZON.COM LLC*	100	ACH	44.36	6624	DISPLAY MATERIALS
*23206	AMAZON.COM LLC*	100	ACH	79.98	6625	VIDEO GAMES
*23216	AMAZON.COM LLC*	100	ACH	79.98	6626	VIDEO GAMES
*23175	BAKER & TAYLOR INC*	100 200	ACH	1,400.50	6627	CIRC PRINT MAT, YS MAT
*23115	BOOK DEPOT*	100	ACH	1,808.01	6628	COMPLETION PRIZE MATERIALS
*23145	BOOK DEPOT*	100	ACH	116.32	6629	BOOKS FOR DONUTS W/ GROWNUPS
*23123	BOSE MCKINNEY & EVANS LLP	100	ACH	2,706.00	6630	LEGAL SERVICES
*23172	CAMERON*LERAYE	100	ACH	7.02	6631	MILEAGE REIMBURSEMENT
*23146	CLARK*CAROLYN	100	ACH	28.08	6632	MILEAGE REIMBURSEMENT
*23215	E-Z CLEAN INC*	100	ACH	521.15	6633	CLEANING SUPPLIES
*23149	EXPRESS SERVICES INC*	100	ACH	863.60	6634	PART TIME STAFFING
*23217	EXPRESS SERVICES INC*	100	ACH	7 863.60	6635	PART TIME STAFFING
*23177	GALE/CENGAGE LEARNING*		ACH	46.48	6636	CIRC PRINT MATERIAL

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		100				
*23143	GRAHAM FEED COMPANY*		<i>ACH</i>	447.30	6637	SALT PELLETS FOR CHILLER
		100				
*23110	INDIANA LIBRARY FEDERATION		<i>ACH</i>	80.00	6638	ILF MEMBERSHIP- S EISELE
		100				
*23180	MCALLEN SOLUTIONS INC*		<i>ACH</i>	1,135.25	6639	3CX LICENSING
		100				
*23212	MELCHO*ANGELINA		<i>ACH</i>	2,652.00	6640	SPRING 22 TUITION REIMBURSEMENT
		100				
*23176	MIDWEST TAPE*		<i>ACH</i>	584.18	6641	DVD/VIDEO MATERIAL, AUD RECORDED
		100				
*23220	OCLC INC*		<i>ACH</i>	2,893.07	6642	CAPIRA MOBILE RENEWAL
		100				
*23191	RAPID REPRODUCTIONS INC*		<i>ACH</i>	201.80	6643	PRINTING OUTSOURCE - NO TONER
		100				
*23192	RAPID REPRODUCTIONS INC*		<i>ACH</i>	120.00	6644	CARSEAT CHECK SIGNAGE
		100				
*23193	SMITH'S SMALL ENGINES*		<i>ACH</i>	57.98	6645	2 CYCLE OIL 2.5 GALLON MIX 6PK
		100				
*23166	THOMAS, EM*		<i>ACH</i>	74.06	6646	SPRING 22 TEXTBOOK REIMBURSEMEN
		100				
*23167	THOMAS, EM*		<i>ACH</i>	4,239.00	6647	SPRING 22 TUITION REIMBURSEMENT
		100				
*23205	VERNON LIBRARY SUPPLIES IN		<i>ACH</i>	1,996.31	6648	HANDY HOLDS
		100				
*23163	WEAVER, ALISON*		<i>ACH</i>	4,239.00	6649	SPRING 22 TUITION REIMBURSEMENT
		100				
*23164	WEAVER, ALISON*		<i>ACH</i>	62.04	6650	SPRING 22 TEXTBOOK REIMBURSEMEN
		100				
					Total Count:	44
					Total Amount:	30,099.52
*22933	FORT KNOX CLIMATE CONTRO		<i>E-pay</i>	1,860.00	8843	CONTROLLED STORAGE UNIT
		100				
*23111	NEXSTAR BROADCASTING*		<i>E-pay</i>	250.00	8921	NEA BIG READ TV COMMERCIAL
		100				
*23112	NEXSTAR BROADCASTING*		<i>E-pay</i>	250.00	8922	NEA BIG READ TV COMMERCIAL
		100				
*23113	NEXSTAR BROADCASTING*		<i>E-pay</i>	8 1,000.00	8923	NEA BIG READ TV COMMERCIAL
		100				

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>	
*23114	FUN EXPRESS, LLC*	200	<i>E-pay</i>	1,755.77	8924	SUMMER READING PRIZES	
*23116	CINTAS CORPORATION*	100	<i>E-pay</i>	36.59	8925	WEST CABINET SERVICE	
*23117	AMERICAN WELDING & GAS IN	100	<i>E-pay</i>	20.00	8926	FIRE EXTINGUISHER INSPECTION	
*23124	JOINK LLC*	100	<i>E-pay</i>	275.00	8927	MONTHLY CLOUD BACKUP	
*23125	DUKE ENERGY *	100	<i>E-pay</i>	431.57	8928	WEST ELECTRIC SERVICE	
*23140	OFFICE DEPOT*	100	<i>E-pay</i>	43.13	8930	OFFICE SUPPLIES	
*23141	OFFICE DEPOT*	100	<i>E-pay</i>	3.68	8931	OFFICE SUPPLIES	
*23142	OFFICE DEPOT*	100	<i>E-pay</i>	7.36	8932	OFFICE SUPPLIES	
*23150	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	11.53	8933	12 POINTS WATER SERVICE	
*23154	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	15.96	8934	LAUNDERING OF MAIN TABLECLOTHS	
*23173	WORLD TRADE PRESS*	100	<i>E-pay</i>	750.00	8935	ATOZ FOOD AMERICA AND WORLD FOC	
*23178	CENTER POINT LARGE PRINT*	100	<i>E-pay</i>	253.47	8936	CIRC PRINT MATERIAL	
*23181	TRIBUNE STAR PUBLISHING CC	100	<i>E-pay</i>	1,200.00	8937	NEA BIG READ PRINT AD	
*23185	APPLE HOUSE*THE	100	<i>E-pay</i>	220.36	8938	FLOWERS FOR LANDSCAPING	
*23189	VISA CARD SERVICES	100 200	<i>E-pay</i>	2,816.27	8939	VARIOUS SUPPLIES, TRAVEL, REGISTR.	
*23198	REPUBLIC SERVICES OF WEST	100	<i>E-pay</i>	405.99	8940	MAIN TRASH SERVICE	
*23199	ARAMARK UNIFORM SERVICES	100	<i>E-pay</i>	151.35	8941	WEST MAT SERVICE	
*23200	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	568.81	8942	MAIN SEWAGE BILLING	
*23201	FUN EXPRESS, LLC*	100	<i>E-pay</i>	399.50	8943	PIRATE SCIENCE AND STORIES	
*23202	OFFICE DEPOT*	100	<i>E-pay</i>	9	923.89	8944	OFFICE SUPPLIES
*23084	KROGER*		<i>E-pay</i>	156.86	8945	PROGRAM SUPPLIES	

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
		100				
*23208	INDIANA AMERICAN WATER CC		<i>E-pay</i>	23.57	8946	MAIN IRRIGATION SERVICE
		100				
*23209	INDIANA AMERICAN WATER CC		<i>E-pay</i>	573.69	8947	MAIN WATER SERVICE
		100				
*23210	COURTESY CLEANING CENTEF		<i>E-pay</i>	10.00	8948	LAUNDERING OF MAIN TABLECLOTHS
		100				
*23211	T-MOBILE USA, INC.*		<i>E-pay</i>	123.48	8949	WEST HOTSPOT DATA
		100				
*23159	CAPITAL ONE		<i>E-pay</i>	143.44	8950	PROGRAM SUPPLIES
		100				
		200				
*23214	IDVILLE*		<i>E-pay</i>	135.37	8951	ID MAKER PRINTER FILM
		100				
*23222	T-MOBILE USA, INC.*		<i>E-pay</i>	1,113.92	8952	MAIN HOTSPOT DATA
		100				
*23223	RICOH USA INC*		<i>E-pay</i>	1,458.78	8953	COPIER LEASE
		100				
*23224	VERIZON - WIRELESS*		<i>E-pay</i>	205.41	8954	PHONE SERVICE
		100				
*23225	SAM'S CLUB DIRECT*		<i>E-pay</i>	298.99	8955	MEMBERSHIP FEES AND PROGRAM SU
		100				
		200				
*23230	CENTER POINT LARGE PRINT*		<i>E-pay</i>	22.77	8956	CIRC PRINT MATERIAL
		100				
*23237	INDIANA STATE LIBRARY*		<i>E-pay</i>	1,979.00	8957	INFO EXPRESS ANNUAL FEE
		100				
*23238	TABCO PRINTING & PROMOTIC		<i>E-pay</i>	416.86	8958	LETTERHEAD
		100				
*23239	SAFETY SHOE DISTRIBUTORS*		<i>E-pay</i>	100.00	8959	BOOT VOUCHER FOR NEW MAINTENAN
		100				
*23240	NEXSTAR BROADCASTING*		<i>E-pay</i>	120.00	8960	VOTE VIGO TV PROMO
		100				
*23241	NEXSTAR BROADCASTING*		<i>E-pay</i>	500.00	8961	VOTE VIGO TV PROMO
		100				
*23242	NEXSTAR BROADCASTING*		<i>E-pay</i>	400.00	8962	VOTE VIGO TV PROMO
		100				
*23243	NEXSTAR BROADCASTING*		<i>E-pay</i>	280.00	8963	VOTE VIGO TV PROMO
		100				
*23244	NEXSTAR BROADCASTING*		<i>E-pay</i>	70.00	8964	VOTE VIGO TV PROMO
		100		10		
*23245	NEXSTAR BROADCASTING*		<i>E-pay</i>	25.00	8965	VOTE VIGO TV PROMO

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check #</i> <i>ACH #</i> <i>EFT #</i>	<i>Description</i>
		100				
						Total Count: 45 Total Amount: 21,807.37

<i>Grand Total Fund 100:</i>	<b>54,723.04</b>
<i>Grand Total Fund 200:</i>	<b>4,023.83</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>0.00</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>98</b>
Grand Total Amount:	<b>58,746.87</b>

## ACCOUNTS PAYABLE VOUCHER

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

<b>Payee 576</b>	<b>Purchase Order No.</b>
<b>VISA CARD SERVICES CARD SERVICES PO BOX 875852 KANSAS CITY, MO 64187-5852</b>	220151, 220716, 220736, 220821 220814, 220901, 220732, 220662 220772, 220678, 220451, 220757 220783, 220812, 220793, 220765 220885, 220938, 220545, 220767
	<b>Terms E-PAY</b>
	<b>Date Due 5/31/2022</b>

Invoice Date	Invoice Number	Description (or attach invoice(s))	Amount	
4/25/2022	2420429G3003 KM2TP	FACEBOOK- FRIENDS SALES FACEBOOK AD BOOSTS	19	27
5/8/2022	2420429GG003 NR53J	FACEBOOK- FRIENDS SALES FACEBOOK AD BOOSTS	25	00
5/9/2022	24011134GH00 OYTLHW	CANVA- ANNUAL SUBSCRIPTION	239	16
5/13/2022	2420429GM00 51RK35	FACEBOOK- FRIENDS SALES FACEBOOK AD BOOSTS	25	00
4/25/2022	2423168G45ZZ MSMVA	ADP INC-ADP TRAINING CONFERENCE	230	00
4/27/2022	2420429G4000 3AH134	FACEBOOK- NEA BIG READ SOCIAL MEDIA PROMOTION	250	00
4/27/2022	7449215G6S1 D0BMJR	AUDIOBLOCKS- SALES TAX REFUND FROM MARCH 21 INVOICE	-25	20
4/28/2022	2444500G65S BQX7R1	WALMART- SUPPLIES FOR SENSORY BIN AND PAINTING WITH NICOLE	52	93
4/29/2022	2444500G75S BKPVT9	WALMART- SEWING MACHINE CASES	249	95
4/29/2022	2469216G72X PNTR2Q	MAILCHIMP- EMAIL MARKETING ANNUAL SUBSCRIPTION	90	00
4/30/2022	2420429G8008 J4TSJ	FACEBOOK- NEA BIG READ SOCIAL MEDIA PROMOTION	24	81

5/1/2022	2420429G908R FB9VA	GOOGLE- GOOGLE WORKSPACE	72	00
4/28/2022	2444500GA5S QPNDXE	WALMART-SUPPLIES FOR SENSORY BIN AND PAINTING WITH NICOLE	0	97
5/5/2022	2469216GD2X M0ZA62	WALMART-NINTENDO SWITCH FOR TEENS	199	00
5/15/2022	2469216GP2X XLH735	WALMART- DONUTS W/GROWNUPS KIT	35	48
5/17/2022	2469216GT2X H0SDQ2	WALMART- DONUTS W/GROWNUPS KIT	25	40
5/17/2022	2469216GT2X H18SXB	WALMART- DONUTS W/GROWNUPS KIT	10	18
4/21/2022	2444500G05S BH13HJ	GFS MARKETPLACE- BAESLERS LUNCH ITEMS	164	01
4/22/2022	2416405G1RB GHK8YK	EXXONMOBIL- ICE PURCHASE FOR STAFF INSTITUTE	15	92
4/27/2022	2449215G5RS 8B37BL	YOURMEMBERSHIP.COM- ALA JOB LISTING	324	00
4/19/2022	2444500FYBL M2YNGB	WALMART-STAFF INSTITUTE SUPPLIES	228	10
4/25/2022	2449216G3000 V12T4	BROWN DOG GADGETS- BATTERIES	47	39
4/28/2022	2401134G6001 AXVS0	BITLY- ANNUAL SUBSCRIPTION URL SHORTENER	348	00
5/4/2022	2469216GD2X KKH048	MEIJER- THANK YOU COOKIES FOR FRIENDS	16	49
5/13/2022	2444500GM00 PNR3VQ	PAPA JOHNS PIZZA- FOOD FOR ESL FAMILY NIGHT	31	00
5/16/2022	2469216GR2X R31P92	FEDERAL COFFEE AND FINE FOODS- STAFF APPRECIATION ILS MIGRATION	117	41
<b>TOTAL</b>			<b>2816</b>	<b>27</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

13

\_\_\_\_\_  
Librarian



<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*23266	KJB THEATERS*	100	Check	558.00	56654	FILM RIGHTS FOR WATERWORLD SUMM
*22934	HOKE, TIMOTHY J*	200	Check	400.00	56655	RED RUM PIRATE BAND- SUMMER EVEI
*23292	BARCO PRODUCTS COMPANY*	100	Check	329.70	56656	RAIN BONNET LID FOR OUTSIDE TRASH
*23341	CAHILL'S RENTAL AND SALES I	100	Check	50.00	56657	SOD CUTTER RENTAL
*23339	DIY HARDWARE & RENTALS*	100	Check	305.00	56658	STAGE FOR BAND AT PIRATE PARTY EV
*23278	FLOORING AMERICA OF TERRE	100	Check	28,927.00	56659	FLOORING FOR MEETING ROOMS
*23375	INDIANA LIBRARY FEDERATION	100	Check	80.00	56660	CAREY L'S ILF MEMBERSHIP
*23403	LOGO CONNXTION*	100 200	Check	2,544.00	56661	REISSUE- LOGO WEAR ORDER
					Total Count:	8
					Total Amount:	33,193.70
*23331	ADP INC - AUTOPAY II*	100	ACH	747.75	6652	PAYROLL SERVICES
*23345	ADP INC - AUTOPAY II*	100	ACH	1,078.16	6653	PAYROLL SERVICES
*23118	ADP SCREENING & SELECTION	100	ACH	13.17	6654	DRIVING SCREENING- A ALTIS
*23329	AMAZON.COM LLC*	100	ACH	312.82	6655	CIRC PRINT MATERIAL
*23234	AMAZON.COM LLC*	100	ACH	27.50	6656	POSTAGE METER SHEETS
*23324	AMAZON.COM LLC*	100	ACH	67.98	6657	PROGRAMMING SUPPLIES CARTS
*23316	AMAZON.COM LLC*	100	ACH	9.99	6658	SUMMER READING PROGRAM SUPPLIE
*23287	AMAZON.COM LLC*	100	ACH	16.99	6659	CIRC PRINT MATERIAL
*23317	AMAZON.COM LLC*	100	ACH	259.96	6660	MINI SEWING MACHINES
*23315	AMAZON.COM LLC*	100	ACH	194.00	6661	NOCO BOOST PLUS
*23328	AMAZON.COM LLC*		ACH	189.95	6662	VIDEO GAMES

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
		100				
*23289	AMAZON.COM LLC*		ACH	105.98	6663	FILMS FOR SUMMER
		100				
*23330	AMAZON.COM LLC*		ACH	120.74	6664	ILL & LABEL SUPPLIES
		100				
*23318	AMAZON.COM LLC*		ACH	19.98	6665	CIRC PRINT MATERIAL
		100				
*23314	AMAZON.COM LLC*		ACH	35.57	6666	CIRC PRINT MATERIAL
		100				
*23235	AMAZON.COM LLC*		ACH	79.98	6667	VIDEO GAMES
		100				
*23319	AMAZON.COM LLC*		ACH	77.22	6668	CERAMIC BLADES,FRAME HOLDER,MILI
		100				
*23325	AMAZON.COM LLC*		ACH	35.97	6669	CIRC PRINT MATERIAL
		100				
*23323	AMAZON.COM LLC*		ACH	192.76	6670	TABLESCAPES SUPPLIES
		100				
*23333	AMAZON.COM LLC*		ACH	54.94	6671	MAKER HOUR SUPPLIES
		100				
*23312	AMAZON.COM LLC*		ACH	26.97	6672	PIRATE STORY TIME SUPPLIES
		100				
*23313	AMAZON.COM LLC*		ACH	417.53	6673	NEW TOYS FOR YS
		100				
*23290	AMAZON.COM LLC*		ACH	17.99	6674	VIDEO GAMES AND CIRC PRINT MATER
		100				
*23320	AMAZON.COM LLC*		ACH	242.03	6675	G.E.M. SUPPLIES
		100				
*23347	AMAZON.COM LLC*		ACH	76.96	6676	CIRC PRINT MATERIAL
		100				
*23348	AMAZON.COM LLC*		ACH	608.99	6677	SUMMER READING PROGRAM SUPPLIE
		100				
*23349	AMAZON.COM LLC*		ACH	350.80	6678	SUMMER READING SUPPLIES
		100				
*23350	AMAZON.COM LLC*		ACH	132.30	6679	DISPLAY EASELS
		100				
*23351	AMAZON.COM LLC*		ACH	7.99	6680	DISPLAY PRIDE FLAG
		100				
*23353	AMAZON.COM LLC*		ACH	16.99	6681	CIRC PRINT MATERIAL
		100				
*23354	AMAZON.COM LLC*		ACH	24.99	6682	CIRC PRINT MATERIAL
		100				
*23357	AMAZON.COM LLC*		ACH	53.08	6683	FLASH DRIVES FOR LENDING

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
		100				
*23358	AMAZON.COM LLC*		ACH	139.97	6684	VIDEO GAMES AND CIRC PRINT MATER
		100				
*23364	AMAZON.COM LLC*		ACH	64.82	6685	DVD/VIDEO MATERIAL
		100				
*23365	AMAZON.COM LLC*		ACH	79.97	6686	VIDEO GAMES
		100				
*23383	AMAZON.COM LLC*		ACH	9.96	6687	FILMS FOR SUMMER
		100				
*23399	AMAZON.COM LLC*		ACH	69.23	6688	STORY TIME PLAY SUPPLIES
		100				
*23400	AMAZON.COM LLC*		ACH	145.13	6689	SR SUPPLIES RAINBOWS JUNE 21
		100				
*23401	AMAZON.COM LLC*		ACH	35.00	6690	DVD/VIDEO MATERIAL
		100				
*23402	AMAZON.COM LLC*		ACH	15.03	6691	CIRC PRINT MATERIAL
		100				
*23407	AMAZON.COM LLC*		ACH	54.00	6692	CIRC PRINT MATERIAL
		100				
*23408	AMAZON.COM LLC*		ACH	16.74	6693	DVD/VIDEO MATERIAL
		100				
*23409	AMAZON.COM LLC*		ACH	19.78	6694	YS CIRC KITS
		100				
*23410	AMAZON.COM LLC*		ACH	9.96	6695	CIRC PRINT MATERIAL
		100				
*23411	AMAZON.COM LLC*		ACH	12.99	6696	DVD/VIDEO MATERIAL AND CIRC MATEI
		100				
*23412	AMAZON.COM LLC*		ACH	112.84	6697	CIRC GAMES
		100				
*23415	AMAZON.COM LLC*		ACH	399.92	6698	VIDEO GAMES
		100				
*23421	AMAZON.COM LLC*		ACH	103.84	6699	FALL FEST OF WRITERS SUPPLIES
		100				
*23422	AMAZON.COM LLC*		ACH	33.93	6700	DVD/VIDEO MATERIAL
		100				
*23423	AMAZON.COM LLC*		ACH	119.98	6701	VIDEO GAMES
		100				
*23424	AMAZON.COM LLC*		ACH	59.99	6702	VIDEO GAMES
		100				
*23236	B & H PHOTO ELECTRONICS*		ACH	17 1,061.83	6703	3D SCANNER WITH TURNTABLE
		100				

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*23334	BAKER & TAYLOR INC*	100	ACH	102.92	6704	BOOKS FOR GIVEAWAY AT PROGRAM
*23232	BAKER & TAYLOR INC*	100	ACH	3,261.27	6705	CIRC PRINT MAT, YS MAT
*23273	BAKER & TAYLOR INC*	100	ACH	3,702.02	6706	CIRC PRINT MAT, YS MAT, REF PRINT M
*23359	BAKER & TAYLOR INC*	100	ACH	1,544.30	6707	CIRC PRINT MATERIAL, YS MATERIAL
*23332	BOOK DEPOT*	100	ACH	1,761.39	6708	WINTER TAKE AND MAKE KITS
*23280	BOOK DEPOT*	100	ACH	195.98	6709	SUMMER READING BOOKS
*23281	BOOK DEPOT*	100	ACH	319.32	6710	SUMMER READING BOOKS
*23308	CRAIG, ARIELLE*	100	ACH	5.11	6711	MILEAGE REIMBURSEMENT
*23306	CULLIGAN WATER CONDITIONI	100	ACH	206.50	6712	MAIN COOLER RENTAL
*23307	CULLIGAN WATER CONDITIONI	100	ACH	28.50	6713	WEST COOLER RENTAL
*23310	E-Z CLEAN INC*	100	ACH	124.42	6714	CLEANING SUPPIES
*23413	E-Z CLEAN INC*	100	ACH	752.62	6715	CLEANING SUPPIES
*23426	E-Z CLEAN INC*	100	ACH	594.12	6716	PAPER SUPPLIES & TRASH BAGS
*23335	EXPRESS SERVICES INC*	100	ACH	863.60	6717	PART TIME STAFFING
*23288	EXPRESS SERVICES INC*	100	ACH	690.88	6718	PART TIME STAFFING
*23417	EXPRESS SERVICES INC*	100	ACH	863.60	6719	PART TIME STAFFING
*23231	GALE/CENGAGE LEARNING*	100	ACH	105.70	6720	CIRC PRINT MATERIAL
*23268	GALE/CENGAGE LEARNING*	100	ACH	219.67	6721	CIRC PRINT MATERIAL
*23361	GALE/CENGAGE LEARNING*	100	ACH	225.66	6722	CIRC PRINT MATERIAL
*23342	HANK METZGER LANDSCAPE*	100	ACH	356.40	6723	IRRIGATION SERVICE
*23406	HOWE*KRISTI	100	ACH	205.12	6724	REIMBURSEMENT FOR PROGRAM SUPP

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*23404	MELCHO*ANGELINA	100	ACH	1,326.00	6725	SUMMER 2022 TUITION REIMBURSEMEI
*23233	MIDWEST TAPE*	100	ACH	2,461.68	6726	DVD/VIDEO MATERIAL, AUD REC MUSIC
*23269	MIDWEST TAPE*	100	ACH	673.80	6727	DVD/VIDEO MATERIAL
*23360	MIDWEST TAPE*	100	ACH	1,961.18	6728	DVD/VIDEO MATERIAL
*23327	NEW AVENUES*	100	ACH	158.33	6729	ALA CARTE ADMIN FEE
*23414	NEW AVENUES*	100	ACH	180.00	6730	CLINICAL HOURS
*23277	NUB GAMES, INC.*	100	ACH	585.00	6731	LIBRARY H3LP CHAT
*23291	OCLC INC*	100	ACH	6,066.02	6732	CATALOGING SUBSCRIPTION
*23322	PITNEY BOWES*	100	ACH	97.80	6733	POSTAGE LEASE
*23279	RICOH USA INC*	100	ACH	2,747.12	6734	COPIER LEASE
*23276	SMITH'S SMALL ENGINES*	100	ACH	81.20	6736	FORK FOR ZTR WHEEL
*23056	STAPLES BUSINESS CREDIT*	100	ACH	489.98	6737	OFFICE CHAIRS FOR STAFF
*23272	UNIQUE MANAGEMENT SERVIC	100	ACH	257.50	6738	PLACEMENTS
*23271	UNIQUE MANAGEMENT SERVIC	100	ACH	483.83	6739	NOTICES
*23282	WAGWORKS, INC.*	100	ACH	168.82	6740	COBRA MONTHLY FEE
*23275	WEAS ENGINEERING INC*	100	ACH	491.72	6741	WATER TREATMENT MANAGEMENT
					Total Count:	89
					Total Amount:	42,542.02
*23264	TOWN OF WTH WATER & SEWE	100	E-pay	65.81	8983	WEST WATER SERVICE
*23263	CENTRAL INSURANCE COMPAI	100	E-pay	4,411.00	8984	12 POINTS INSURANCE POLICY
*23267	THE TRASH MAN*	100	E-pay	19 105.00	8985	WEST TRASH SERVICE

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*23270	CENTERPOINT ENERGY*	100	E-pay	19.53	8986	12 POINTS GAS SERVICE
*23274	PAYPAL INC*	100	E-pay	19.95	8987	MONTHLY PAYFLOW LINK
*23283	AMERICAN WELDING & GAS IN	100	E-pay	110.00	8988	WEST ANNUAL FIRE EXTINGUISHER INS
*23284	SAFETY SHOE DISTRIBUTORS*	100	E-pay	100.00	8989	BOOT VOUCHERS FOR MAINTENANCE
*23285	HANOVER INSURANCE GROUP	100	E-pay	11,235.17	8990	COMMERCIAL INSURANCE POLICY
*23293	WEX BANK*	100	E-pay	240.68	8991	FUEL
*23294	OFFICE DEPOT*	100	E-pay	7.36	8992	OFFICE SUPPLIES
*23295	OFFICE DEPOT*	100	E-pay	3.56	8993	OFFICE SUPPLIES
*23296	CENTERPOINT ENERGY*	100	E-pay	36.69	8994	WEST GAS SERVICE
*23297	COURTESY CLEANING CENTEF	100	E-pay	15.26	8995	LAUNDERING OF MAIN TABLECLOTHS
*23298	COURTESY CLEANING CENTEF	100	E-pay	12.60	8996	LAUNDERING OF MAIN TABLECLOTHS
*23299	COURTESY CLEANING CENTEF	100	E-pay	39.90	8997	LAUNDERING OF MAIN TABLECLOTHS
*23300	COURTESY CLEANING CENTEF	100	E-pay	10.00	8998	LAUNDERING OF MAIN TABLECLOTHS
*23301	CINTAS CORPORATION*	100	E-pay	137.15	8999	MAIN CABINET SERVICE
*23171	LOWE'S COMMERCIAL SERVICI	100	E-pay	206.65	9000	MAINTENANCE SUPPLIES
*23169	BAESLERS MARKET*	200	E-pay	319.94	9001	PROGRAM SUPPLIES
*23304	ENA*	100	E-pay	676.27	9002	VOICE SERVICE
*23305	INDIANA AMERICAN WATER CC	100	E-pay	59.08	9003	PRIVATE FIRE SERVICE
*23309	CARRIER CORPORATION*	100	E-pay	4,777.76	9004	ANNUAL SERVICE CONTRACT
*23326	FRONTIER*	100	E-pay	50.17	9005	WEST PHONE SERVICE
*23336	OFFICE DEPOT*	100	E-pay	20	9006	OFFICE SUPPLIES

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*23337	OFFICE DEPOT*	100	<i>E-pay</i>	6.52	9007	OFFICE SUPPLIES
*23338	OFFICE DEPOT*	100	<i>E-pay</i>	170.15	9008	OFFICE SUPPLIES
*23340	HOLLINGER METAL EDGE INC*	100	<i>E-pay</i>	159.00	9009	FLAT ARCHIVAL STORAGE BOXES
*23343	MIDWEST COLLABORATIVE - LI	100	<i>E-pay</i>	250.00	9010	ANNUAL MEMBERSHIP FEE
*23344	ENA*	276	<i>E-pay</i>	1,257.33	9011	INTERNET SERVICE
*23346	SAFETY SHOE DISTRIBUTORS*	100	<i>E-pay</i>	200.00	9012	BOOT VOUCHERS FOR MAINTENANCE
*23352	TRIBUNE STAR PUBLISHING CC	100	<i>E-pay</i>	1,205.00	9013	SENIOR EXPO+VISITOR GUIDE
*23374	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	73.50	9014	LAUNDERING OF MAIN TABLECLOTHS
*23389	DUKE ENERGY *	100	<i>E-pay</i>	669.67	9015	WEST ELECTRIC SERVICE
*23390	DUKE ENERGY *	100	<i>E-pay</i>	15,358.09	9016	MAIN ELECTRIC SERVICE
*23405	B & S PLUMBING & HEATING IN	100	<i>E-pay</i>	315.00	9017	HVAC CONTACTOR REPLACEMENT
*23416	CINTAS CORPORATION*	100	<i>E-pay</i>	36.75	9018	WEST CABINET SERVICE
*23418	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	25.46	9019	12 POINTS WATER SERVICE
*23427	CROWN ELECTRIC, INC*	100	<i>E-pay</i>	213.00	9020	EXHAUST FAN REPAIR

Total Count: 38  
Total Amount: 42,665.80

Grand Total Fund 100:	115,322.75
Grand Total Fund 200:	1,821.44
Grand Total Fund 201:	0.00
Grand Total Fund 203:	0.00
Grand Total Fund 276:	1,257.33
Grand Total Fund 300:	0.00
Grand Total Fund 400:	0.00
Grand Total Fund 800:	0.00

Grand Total Count:	135
Grand Total Amount:	118,401.52

**Payroll Payable  
Voucher Register**

**Vigo County Public Library**

For Period May -2022

Page 1 of 2 Pages

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
5/13	Pay#10	Gross Payroll	\$ 140,669.95	\$ 140,669.95	ACH	
5/13	Pay#10	FICA	\$ 10,305.23	\$ 10,305.23	ACH	
5/13	Pay#10	PERF	\$ 18,271.53	\$ 18,271.53	ACH	
5/27	Pay#11	Gross Payroll	\$ 143,396.92	\$ 143,396.92	ACH	
5/27	Pay#11	FICA	\$ 10,506.52	\$ 10,506.52	ACH	
5/27	Pay#11	PERF	\$ 18,251.07	\$ 18,251.07	ACH	
5/27	Pay#11	Anthem	\$ 67,131.67	\$ 67,131.67	ACH	
5/27	Pay#11	Guardian	\$ 6,423.88	\$ 6,423.88	ACH	
		Gross Payroll			ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

Total library cost			\$ 414,956.77			
May	pays 10 & 11	Nationwide	\$ 1,432.09	\$ 1,432.09	ACH	Staff withholding
May	pays 10 & 11	Garnishments	\$ 1,350.00	\$ 1,350.00	ACH	Staff withholding
May	pays 10 & 11	AFLAC	\$ 1,708.59	\$ 1,708.59	ACH	Staff withholding
May	pays 10 & 11	United Way	\$ 464.00	\$ 464.00	ACH	Staff withholding
May	pays 10 & 11	Anthem	\$ 8,753.99	\$ 8,753.99	ACH	Staff withholding
May	pays 10 & 11	HSA adj.		\$ -	ACH	Staff withholding
May	pays 10 & 11	Guardian	\$ 889.76	\$ 889.76	ACH	Staff withholding
May	pays 10 & 11	Boston Mutual	\$ 733.22	\$ 733.22	ACH	Staff withholding
May	pays 10 & 11	Fed Tax	\$ 22,413.96	\$ 22,413.96	ACH	Staff withholding
May	pays 10 & 11	State Tax	\$ 8,832.05	\$ 8,832.05	ACH	Staff withholding
May	pays 10 & 11	Local Tax	\$ 5,389.26	\$ 5,389.26	ACH	Staff withholding
May	pays 10 & 11	FICA	\$ 20,811.77	\$ 20,811.77	ACH	Staff withholding
May	pays 10 & 11	Vol. PERF	\$ 4,411.39	\$ 4,411.39	ACH	Staff withholding
Staff Cost			\$ 77,190.08	\$ 77,190.08		

**Payroll Payable**

**Vigo County Public Library**

**Voucher Register**

For Period May -2022

Page 1 of 2 Pages

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

June 20, 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 \$ 414,956.77

Dated this 20th 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 # ACH # EFT #</i>	<i>Description</i>
*23286	SIRSIDYNIX*	100	ACH	24,213.00	6735	SIRSIDYNIX ILS SYSTEM

Total Count: 1  
Total Amount: 24,213.00

<i>Grand Total Fund 100:</i>	<b>24,213.00</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>24,213.00</b>

May 31, 2022

**Gift Fund Balances  
2022**

<b>FUND</b>	<b>AMOUNT</b>	<b>PURPOSE</b>	<b>APPROVAL</b>
00-General	\$ 1,314.76	Unrestricted Use	Admin.
64-SPC	\$ 9,951.42	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	\$ 11,674.69	Unrestricted Use	Admin.
70- West Emily's Garden	\$ 78.36	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,106.58	Support of West Branch	Admin.
72-Friends	\$ 801.09	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	\$ 638.00	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	\$ 50.03	Buy a Book	Admin.
<b>TOTAL</b>	<b>\$ 59,449.36</b>		

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JUNE 20, 2022

## ADULT SERVICES

### ART HACKS

Assistant Librarian Meghan Salinas shared the interesting history of street artists, such as Banksy, who use stencils to create their work. Rather than take the group outside to deface property, Meghan helped the 15 attendees practice this style on door mats. One participant brought her sibling and raved, "My sister was so impressed with the program!"

### CUSTOMER FEEDBACK

A customer told Assistant Librarian Luke Gentry, "I normally come here with my grandkids, but today I didn't even tell them I was coming! I wanted to walk through a little bit slower to see what's here, and wow!" They gushed about the various kits that are available. When Luke mentioned the kits are a relatively new addition to the collection, the customer said, "I even heard you could check out a thing to let you go to the museum! I can't wait to tell my grandkids!"

## LENDING

### LIBRARY JOURNAL PUBLICATION

Lending Clerk Lauren Hackert is a published reviewer! During Lauren's Readers' Advisory course last semester, she was encouraged by a professor to submit some of her writing samples to editors. After doing so, Lauren began writing for Library Journal in March and her first reviews were published in the quarterly Audiobook Spotlight in the June 2022 issue. Lauren noted, "I really enjoyed the class and learning how to assist and advise readers using appeals that connect different genres and formats, so I was excited for the opportunity to put those skills to practical use. Reviewing recent and upcoming releases has helped hone those skills, and I have been able to make recommendations to patrons, friends, and coworkers that are still personal, but now professional as well. It has also been a lot of fun to get an inside look at the publishing process and connect with other reviewers." Way to go, Lauren!

### MAY DISPLAY CASES

Lending staff curated lobby displays in May and featured a *Sailing into Summer* theme to introduce readers to the ocean and then transition into the 2022 Summer Reading Program: *Oceans of Possibilities*. In honor of Asian American Pacific Islander Heritage Month, staff featured a display on the vastness of culture and places American citizens come from, including Western Asia, Central Asia, South Asia, Southeast Asia, East Asia, Micronesia, Melanesia, and Polynesia. Posters were made to put on the ends of the book stacks in Adult Services and Youth Services. Lending Clerk Elise Spaid-Roberts researched a variety of prominent AAPI people to create unique posters showing their contributions. As the posters were being hung in the stacks, customers were walking to each one to read about the people featured.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JUNE 20, 2022



May was also National Mental Health Month. VCPL staff worked with NAMI – National Alliance on Mental Illness to feature mental health counselors/therapists and various support groups local to Vigo County. Along with the social stigma of mental illness, many people are unaware of how to start the search for a therapist. By presenting local options very openly and having contact information immediately available, the hope is to remove a barrier to those ready to seek help. The display has information for patrons looking for support, therapy, or even general information about mental health struggles for themselves or a loved one, and various local helplines.

## PROGRAMS AND EVENTS

### FREE CAR SEAT INSPECTIONS & FITTINGS

A car seat is the best way to ensure a child's safety during a car accident, but up to 85% of car seats are either installed incorrectly, are not appropriate for the child's age, or are misused. On May 22, VCPL proudly partnered with Chances and Services for Youth (CASY) to offer free car seat inspections and fittings, including new car seats if deemed necessary, in the VCPL parking lot. Car seat technicians evaluated more than 20 vehicles and VCPL staff engaged with more than 50 customers. In addition to car seat safety education, families received a free book, the Oceans of Possibilities Summer Reading Program guide, and a free water bottle full of summer reading program materials.

### IKEBANA PROGRAM

To celebrate Asian-American and Pacific Islander Heritage month, Project Coordinator Minori Abel of Japan-America Society of Indiana, Inc., was invited to demonstrate the traditional and intricate Japanese floral arranging technique called Ikebana. Minori gave an in-depth presentation that covered the spiritual and mathematical components of the practice, where each part is symbolic of the Earth, the Sky, and Humanity. Participants were then coached in the flower-arranging activity. Take-home items for participants included a frog (pincushion), a vase, and the arranged flowers. Customers thanked Najah Monroe, Program and Events Specialist, for holding such an educational, inclusive, and artistic event.

### TABLESCAPES 2022

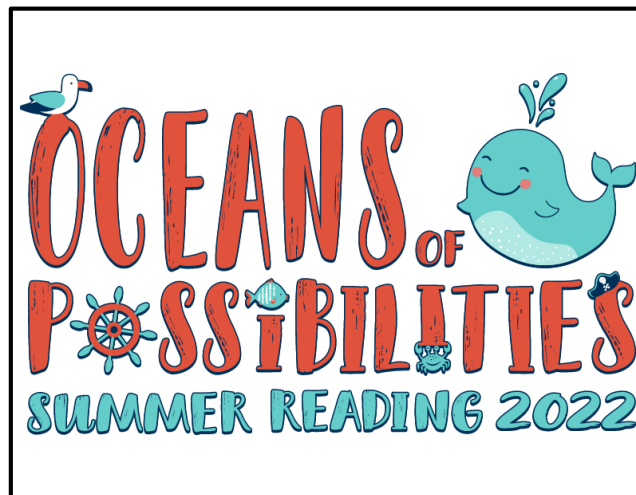
VCPL won the award for Judges' Choice at the Arts Illiana "Tablescapes" event held June 10-11 with a tablescape featuring the 2022 Summer Reading Program, *Oceans of Possibilities*.

Congratulations to committee members Najah Monroe, Victoria Acuff, Elise Spaid-Roberts, and LeRaye Cameron, who used their creativity to bring Summer Reading to life on a table with ocean decor, a variety of textures and colors, and even a bubble machine!

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JUNE 20, 2022



## SUMMER READING PROGRAM: OCEANS OF POSSIBILITIES



The 2022 Summer Reading Program had a FIN-tastic start with nearly 700 participants joining on the first day (only 175 on the first day in 2021). The kick-off party with Foam Homies entertained more than 500 people and got everyone excited to participate in other events: ocean-science experiments, family movie nights, pirate parties, take-home kits, and more. To the delight of customers, the first two weeks of Summer Reading have featured numerous programs with *Oceans of Possibilities* themes and fun decorations throughout VCPL buildings. As of June 15, there are 1,376 Summer Reading participants.

## PIRATE PARTY X 2

Ahoy, Matey! On Saturday, June 18, VCPL will host 2 pirate parties! The first will take place from 3-5pm and target youth and families interested in games, crafts, activities, and even a pirate ship bouncy house. Once the kids head home, VCPL staff will prepare for the 21+ party that evening featuring live music from *Red Rum*, a pirate folk band! The Saratoga will be on hand with a cash bar offering beer, wine, and a specialty rum drink, *The Captain's Grog*.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JUNE 20, 2022

## WEST BRANCH

### UPCOMING SPECIAL EVENT

On July 9, the West Branch will host its Summer Celebration from 1:00 – 4:00 p.m. There will be music, games, therapy dogs from *Love on a Leash*, free books, and free *Kona Ice*. As part of the event, Library staff will accompany the Kona Ice truck to West Vigo IGA and the South 7th Street park from 1:00 – 2:00 p.m., delivering free books and Kona Ice into the community. The Kona Ice Tour will end at the West Branch at 2:00 p.m. and remain for the duration of the Summer Celebration.

As a part of the Summer Reading planning committee, West Branch staff Sloane Conley and Laraine Franks worked hard planning and decorating for Summer Reading at the West Branch. Their creativity included an octopus hanging out above the play area door, a crab guarding the drop box, a bloom of jellyfish hanging out in the non-fiction section, and a school of fish swimming laps around the building. Customers can guess how many fish are on the wall to get a sticker. There is also a fish tank full of items that kids can use for a fun game of *I Spy*. Customers of all ages comment on how fun and festive the decorations are. The West Branch staff really take pride in keeping the décor of the building exciting and thematic, serving as topics of conversation and bringing smiles to people's faces.



## YOUTH SERVICES

### GIRLS OF EXCELLENCE MENTORSHIP PROGRAM



The Youth Services team is happy to welcome back *GEM: Girls of Excellence*, a mentorship program presented by Tante Vaughn for the advancement of girls and young women as they navigate the tricky process of growing up. Tante covers many topics, such as bullying and self-care, in a fun, caring, and safe environment. The Girls of Excellence Relaunch party was held in early June to much acclaim, and the Youth Services team is excited to host many more sessions this summer.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JUNE 20, 2022

## EMPATHY BUILDERS STORY TIME

In partnership with the Terre Haute Pride Center, YS Assistant Librarian Em Thomas has designed a special story time to help young people and their families understand and appreciate the diverse rainbow of different family types present in our community. Each story time ends with helpful tips and additional resources families can use to continue the conversation at home. YS is particularly happy to present this offering, as it allows for a deep and meaningful engagement with entire families and helps everyone to see the beauty and humanity in others, no matter how different they may seem.

## SCIENCE AND STORIES

Kids never get tired of story time, no matter how old they are! As such, YS has launched a new story time offering, *Science and Stories*. These sessions are aimed at the 5-11 year old audience and feature longer stories with more complex sentences and themes. While the primary objective of these sessions is to have fun, there is the added benefit of introducing young readers to longer forms of prose that they will encounter as they begin the transition from picture books to chapter books in the early phases of their education. The YS staff also facilitate science experiments to accompany these story times. In collaboration with the Summer Reading Program: *Oceans of Possibilities*, the *Science and Stories* theme for June is *Pirates*.

## PERSONNEL CHANGES

### EMPLOYMENT

Jakaitis, Susan M. - Rehired for the part-time non-exempt position of Program and Event Specialist effective June 7, 2022.

### TRANSFER

Trover, Sarah S. - Temporary transfer from the full-time non-exempt position of Project and Event Manager to the full-time non-exempt position of Cataloging Technician effective June 7, 2022 (will re-evaluate temporary transfer on August 8, 2022).

Respectfully submitted,  
Kristi J. Howe

6/16/22 AG