

# A G E N D A

**REGULAR MEETING  
VIGO COUNTY PUBLIC LIBRARY  
Monday, October 17, 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 September 19, 2022, Regular Meeting** 2
4. **Treasurer's Report**
  - A. Monthly Financial Statement 6
  - B. Claims and Payroll 7
  - C. Special Claims
  - D. Gift Fund Report 26
5. **Reports to the Library Board**
  - A. Fall Festival of Writers ~ Jeanette Bouchie
6. **Director's Report** 27
7. **Old Business**
  - A. Award Bid for Main Library Bathroom Remodel
8. **New Business**
  - A. Permission to Solicit Bids for 12 Points Renovation
  - B. Resolution on Surplus Property 35
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Regular Meeting:** Monday, November 21, 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 19<sup>th</sup> day of September 2022, the following persons were present:

**Library Board Members Present:** Terry W. Jones, President; Olivia K. Goulding, Vice President; Valentine K. Muyumba, and Stacy D. Killion.

**Library Board Members Absent:** Christi A. Fenton, Secretary; Camille R. Wallace; and James M. Young.

**Library Staff Present:** Kristi Howe; Dennis Shepard; Amy Gibson; Elizabeth Scamihorn; Lauren Elyea; Heather Rayl, Jeanette Bouchie; Brandy Bridgewater; Rob Fox; and Bonnie McNair.

**Others:** Jason Hutcheson, Iconic Digital; Cari Rohrmayer, Holder Design; and Lucy Swalls, Hannig Construction.

## **PUBLIC INPUT ON ACTION ITEMS**

None.

## **CONSIDERATION OF REGULAR MEETING MINUTES**

A motion to approve the minutes as written for the August 15, 2022, regular meeting, made by Goulding, seconded by Muyumba, passed.

## **CONSIDERATION OF SPECIAL MEETING MINUTES**

A motion to approve the minutes as written for the September 6, 2022, special meeting, made by Muyumba, seconded by Killion, passed.

## **TREASURER'S REPORT**

### **Monthly Cash Statement**

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

### **Claims and Payroll**

Mr. Shepard presented the Month End Claims dated August 31, 2022 in the amount of \$142,744.64 (Library Operating, \$139,542.02; Gift Fund, \$1,711.79; Grants, \$1,490.83) Library Operating Claims dated September 19, 2022, in the amount of \$129,968.97 (Library Operating Fund, \$129,838.97, Gift Fund, \$130.00; Grants, \$0) (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

**Special Claims**

No special claims.

**Gift Fund Report**

Mr. Shepard presented the Gift Fund report dated August 31, 2022 for \$51,286.44.

**Approval of Treasurer's Report**

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

**REPORTS TO THE LIBRARY BOARD**

**New Website and Room Reservation System**

Strategic Communications Manager Elizabeth Scamihorn introduced Jason Hutcheson, founder of Iconic Digital, which is the company VCPL hired to build the Library's new website. Mrs. Scamihorn noted she has been working on this project since February 2022 and that the current website is eight years old and the software used to manage the site will not be supported after November of 2022. Mr. Hutcheson explained the challenges with the current website and presented slides highlighting the new pages and menus. He explained how the redesign with integrations and mobile optimizations will make the site easier for staff to update and customers to navigate. He stated the new website is 88% complete and should be live soon.

**DIRECTOR'S REPORT**

Ms. Howe commented on her written report, noting the inclusion of the closing dates for 2023.

Ms. Howe shared several of the events coming up in the next week at the Library. Tuesday, September 20 kicks-off a series of the League of Women Voters Candidate Forums. VCPL is a co-sponsor and host site for the candidate forums, and the first one will be with the Vigo County School Board candidates. Ms. Howe shared the kickoff for the Manhattan Short Film Festival will be this Friday, September 23 and noted that there will be three different screening locations this year – West Branch, Moon Lite Drive-in and the Main Library. On Saturday, September 24 from 9:00 a.m. to noon, VCPL will be hosting the 28<sup>th</sup> Annual Family Learning Day with more than 30 vendors attending. There were so many vendors interested in participating that the location in the parking lot needed to be expanded.

Ms. Howe invited board members to attend the Annual Luncheon at VCPL's Staff Institute on Friday, September 30. The Library welcomes VCPL retirees to attend the luncheon and staff service awards are presented.

Ms. Howe shared images of the proposed draft designs for the exterior of the 12 Points building and the draft layout of the garage spaces.

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

**OLD BUSINESS**

**Adoption of 2023 Library Operating Budget**

A motion to adopt the 2023 Library Operating Budget, made by Goulding, seconded by Muyumba, passed. (A copy of the Ordinance or Resolution for Appropriations and Tax Rates is attached to the official minutes).

**NEW BUSINESS**

**Opening Bids for Washroom Remodel**

Cari Rohrmayer, from Holder Design, opened the submitted bids and read them aloud for public record. The bids are recorded below:

<b><u>CONTRACTOR</u></b>	<b><u>BID</u></b>
Hannig Construction	\$262,500
Earl C. Rodgers & Associates, Inc.	\$259,500
Strohm Construction	\$276,257

Ms. Howe stated that the Library would confirm paperwork is complete, have the attorney review them, and award the bid at the October 17, 2022 regular board meeting.

**Commitment to Join Indiana State Library Consortium for Public Library Internet Access for Funding year July 1, 2023 through June 30, 2024**

A motion to approve the commitment to join the Consortium, made by Killion, seconded by Muyumba, passed.

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

There were no suggestions.

**NEXT MEETING**

Regular Meeting, Monday, October 17, 2022, at 5:30 p.m. at the Main Library.

**ADJOURNMENT**

A motion to adjourn the meeting made by Muyumba, seconded by Goulding, passed. The meeting adjourned at 6:20 p.m.

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Terry W. Jones, President

**ABSENT**

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Christi A. Fenton, Secretary

**ABSENT**

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James M. Young, Board Member

**ABSENT**

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Camille R. Wallace, Board Member

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Olivia K. Goulding, Vice President

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Valentine K. Muyumba, Board Member

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Stacy D. Killion, Board Member

AG 10/13/22

Cash Statement  
 Vigo County Public Library  
 September 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 100-01-1010	6,054,407.44 6,507,346.25	120,825.98 4,728,921.20	810,215.55 5,871,249.58	5,365,017.87	(689,389.57) (1,142,328.38)
Cash Gift Fund 200-00-1010	51,286.44 58,294.97	10,702.82 27,248.67	6,743.97 30,298.35	55,245.29	3,958.85 (3,049.68)
Cash Rainy Day Fund 201-00-1010	1,748,249.16 1,748,249.16	0.00 0.00	0.00 0.00	1,748,249.16	0.00 0.00
Cash Grants 276-00-1010	(16,867.64) (13,163.42)	20,242.56 82,008.59	13,767.89 79,238.14	(10,392.97)	6,474.67 2,770.45
Cash Public Library Access Car 800-00-1010	0.00 0.00	0.00 130.00	0.00 130.00	0.00	0.00 0.00
Cash-Payroll Withholdings 803-00-1010	1,077.60 1,038.88	104,473.40 759,243.52	103,958.77 758,690.17	1,592.23	514.63 553.35

<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>
*24284	BREAKFAST OPTIMIST CLUB O	100	Check	60.00	56691	CHILI COOKOFF REGISTRATION FEE
*24286	TODD'S HYDRAULIC REPAIR &	100	Check	3,925.00	56692	TOMMYGATE FOR F150
*24287	TODD'S HYDRAULIC REPAIR &	100	Check	1,200.00	56693	TOMMYGATE FOR F150
*24375	SQUARE DONUTS*	100	Check	92.00	56694	DONUTS FOR STAFF INSTITUTE
*24318	BRYAN, DANIELLE*	100	Check	100.00	56695	SOUND JOURNEY AT STAFF INSTITUTE
*24317	CHERYL'S CATERING*	100 200	Check	1,587.00	56696	CATERED LUNCH FOR STAFF INSTITUT
*24243	GREY HOUSE PUBLISHING*	100	Check	163.00	56697	CIRC PRINT MATERIAL
*24252	LIBRARY IDEAS LLC*	100	Check	477.50	56698	AUDIO RECORDED BOOKS
*24385	REEL FILM PRODUCTION LLC*	100	Check	5,560.00	56699	16MM FILM DIGITIZATION
*24350	WAYNE*DANNY	100	Check	275.00	56700	DJ FOR FAMILY LEARNING DAY
					Total Count:	10
					Total Amount:	13,439.50
*24249	ADP INC - AUTOPAY II*	100	ACH	1,569.15	7144	PAYROLL SERVICES
*24176	ADP SCREENING & SELECTION	100	ACH	104.92	7145	BACKGROUND SCREENINGS
*24235	AMAZON.COM LLC*	100	ACH	72.31	7146	KIT SUPPLIES
*24236	AMAZON.COM LLC*	100	ACH	19.95	7147	DVD/VIDEO MATERIAL
*24237	AMAZON.COM LLC*	100	ACH	13.79	7148	DVD/VIDEO MATERIAL
*24238	AMAZON.COM LLC*	100	ACH	65.78	7149	BAGS FOR FALL FEST OF WRITERS
*24239	AMAZON.COM LLC*	100	ACH	2,300.28	7150	PLASTIC FOLDING CHAIRS AND CARTS
*24240	AMAZON.COM LLC*		ACH	844.70	7151	DUAL MONITOR MOUNTS

<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				
*24245	AMAZON.COM LLC*		<i>ACH</i>	18.95	7152	CIRC PRINT MATERIAL
		100				
*24246	AMAZON.COM LLC*		<i>ACH</i>	192.52	7153	CIRC PRINT MATERIAL
		100				
*24247	AMAZON.COM LLC*		<i>ACH</i>	26.99	7154	CIRC PRINT MAT AND DVD/VIDEO MAT
		100				
*24248	AMAZON.COM LLC*		<i>ACH</i>	394.22	7155	DVD/VIDEO MATERIAL
		100				
*24255	AMAZON.COM LLC*		<i>ACH</i>	13.75	7156	SUPPLIES FOR GHOST SCIENCE & STO
		100				
*24256	AMAZON.COM LLC*		<i>ACH</i>	49.49	7157	NEW LAMINATOR
		100				
*24257	AMAZON.COM LLC*		<i>ACH</i>	23.98	7158	9 VOLT BATTERIES
		100				
*24258	AMAZON.COM LLC*		<i>ACH</i>	184.09	7159	PROGRAMMING SUPPLIES
		100				
*24259	AMAZON.COM LLC*		<i>ACH</i>	44.33	7160	YS SUPPLIES
		100				
*24260	AMAZON.COM LLC*		<i>ACH</i>	21.99	7161	LAMINATOR
		100				
*24277	AMAZON.COM LLC*		<i>ACH</i>	332.60	7162	SUPPLIES FOR STOP MOTION PROGRA
		100				
*24278	AMAZON.COM LLC*		<i>ACH</i>	168.28	7163	SUPPLIES FOR HALLOWEEN PROGRAM
		100				
*24279	AMAZON.COM LLC*		<i>ACH</i>	6.85	7164	SECURITY CAMERA VINYL SIGNS
		100				
*24280	AMAZON.COM LLC*		<i>ACH</i>	174.44	7165	SUPPLIES FOR GHOST SCIENCE & STO
		100				
*24281	AMAZON.COM LLC*		<i>ACH</i>	12.99	7166	CIRC PRINT MATERIAL
		100				
*24282	AMAZON.COM LLC*		<i>ACH</i>	23.23	7167	CIRC PRINT MATERIAL
		100				
*24291	AMAZON.COM LLC*		<i>ACH</i>	85.82	7168	PRIZE BASKET BOOKS FOR PROGRAMM
		100				
*24321	AMAZON.COM LLC*		<i>ACH</i>	58.98	7169	CIRC PRINT MATERIAL
		100				
*24334	AMAZON.COM LLC*		<i>ACH</i>	24.59	7170	CD BINDER FOR VIDEO GAMES
		100				
*24335	AMAZON.COM LLC*		<i>ACH</i>	20.19	7171	BUTCHER PAPER FOR WALL DISPLAY
		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>
*24336	AMAZON.COM LLC*	100	ACH	110.24	7172	VIDEO GAMES AND CIRC MATERIAL
*24337	AMAZON.COM LLC*	100	ACH	107.26	7173	VIDEO GAMES AND CIRC MATERIAL
*24338	AMAZON.COM LLC*	100	ACH	71.95	7174	THERMAL RECEIPT PAPER
*24339	AMAZON.COM LLC*	100	ACH	22.49	7175	YS CIRC PRINT MATERIAL
*24340	AMAZON.COM LLC*	100	ACH	1,102.25	7176	SD CARDS AND SECURITY CAMERAS 12
*24341	AMAZON.COM LLC*	100	ACH	151.93	7177	CIRC PRINT MATERIAL
*24342	AMAZON.COM LLC*	100	ACH	53.18	7178	CIRC PRINT MATERIAL
*24343	AMAZON.COM LLC*	100	ACH	52.99	7179	DVD/VIDEO MATERIAL
*24344	AMAZON.COM LLC*	100	ACH	219.96	7180	DVD/VIDEO MATERIAL
*24345	AMAZON.COM LLC*	100	ACH	50.22	7181	DEPT SUPPLIES
*24369	AMAZON.COM LLC*	100	ACH	10.88	7182	CIRC PRINT MATERIAL
*24372	AMAZON.COM LLC*	100	ACH	110.00	7183	CIRC PRINT MATERIAL
*24373	AMAZON.COM LLC*	100	ACH	49.98	7184	HEADPHONES FOR HR AND BUS OFFIC
*24273	BAKER & TAYLOR INC*	100	ACH	2,261.69	7185	CIRC PRINT MAT, YS MAT
*24330	BAKER & TAYLOR INC*	100	ACH	3,592.38	7186	CIRC PRINT MAT, YS MAT, AUD REC BO
*24275	BOOK DEPOT*	100 200	ACH	1,843.35	7187	FAMILY LEARNING DAY BOOKS
*24276	BOOK DEPOT*	200	ACH	909.14	7188	TRICK OR TREAT BOOK GIVEAWAY
*24346	BOOK DEPOT*	100 200	ACH	1,724.37	7189	FIRST GRADE TOURS BOOKS
*24262	BRODART COMPANY*	100	ACH	173.81	7190	GLOBE AND BOOK EASELS
*24355	COX ZWERNER GAMBILL & SUI	100	ACH	195.00	7191	LEGAL SERVICES

<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>
*24323	E-Z CLEAN INC*	100	<i>ACH</i>	575.43	7192	SUPPLY ORDER
*24324	E-Z CLEAN INC*	100	<i>ACH</i>	69.00	7193	NEW FLOOR AND DISINFECTANT CLEAN
*24325	E-Z CLEAN INC*	100	<i>ACH</i>	316.78	7194	BRUSHES FOR SCRUBBER AND REG SU
*24328	GALE/CENGAGE LEARNING*	100	<i>ACH</i>	545.04	7195	CIRC PRINT MATERIAL
*24253	JOHNSON CONTROLS SECURI	100	<i>ACH</i>	2,416.80	7196	MAIN ANNUAL SERVICE
*24268	MIDWEST TAPE*	100	<i>ACH</i>	2,901.50	7197	DVD/VIDEO MATERIAL
*24356	RICOH USA INC*	100	<i>ACH</i>	1,458.78	7198	COPIER LEASE
*24326	SMITH'S SMALL ENGINES*	100	<i>ACH</i>	25.00	7199	STHIL WEEDEATER
*24327	SMITH'S SMALL ENGINES*	100	<i>ACH</i>	319.99	7200	STHIL WEEDEATER
*24368	TECH LOGIC CORPORATION*	100	<i>ACH</i>	991.00	7201	RFID BOOK TAGS
					Total Count:	58
					Total Amount:	29,301.55
*24244	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	14.00	9268	LAUNDERING OF MAINTENANCE RAGS
*24250	CENTER POINT LARGE PRINT*	100	<i>E-pay</i>	329.58	9269	CIRC PRINT MATERIAL
*24251	LAKESHORE LEARNING MATEF	100	<i>E-pay</i>	887.25	9270	YS MATERIAL
*24254	IDVILLE*	100	<i>E-pay</i>	1,275.12	9271	PROX CARDS
*24261	ULINE*	100	<i>E-pay</i>	1,302.71	9272	HYDRAULIC LIFT CART
*24263	HOLLINGER METAL EDGE INC*	100	<i>E-pay</i>	205.75	9273	ARCHIVAL STORAGE BOXES
*24264	SHERWIN-WILLIAMS*	100	<i>E-pay</i>	222.63	9274	TRICORN BLACK W/ SHARKGRIP GALLC
*24265	DUKE ENERGY *	100	<i>E-pay</i>	10 1,018.55	9275	12 POINTS ELECTRIC 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>
*24267	TABCO PRINTING & PROMOTIC	200	<i>E-pay</i>	896.16	9277	STAFF LOGO WEAR ORDER
*24269	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	26.59	9278	12 POINTS WATER SERVICE
*24270	YOUR AUTOMATIC DOOR COM	100	<i>E-pay</i>	200.00	9279	EXTERIOR DOOR REPAIR
*24274	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	1,451.79	9280	MAIN SEWAGE BILLING
*24283	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	172.37	9281	12 POINTS SEWAGE BILLING
*24289	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	31.50	9282	LAUNDERING OF MAIN TABLECLOTHS
*24290	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	10.00	9283	LAUNDERING OF MAINTENANCE RAGS
*24313	T-MOBILE USA, INC.*	100	<i>E-pay</i>	1,059.15	9284	MAIN HOTSPOT DATA
*24320	CROWN ELECTRIC, INC*	100	<i>E-pay</i>	152.50	9285	SERVICE CALL- SENSOR REPAIR IN RE:
*24322	REPUBLIC SERVICES OF WEST	100	<i>E-pay</i>	418.34	9286	MAIN TRASH SERVICE
*24332	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	1,097.01	9287	MAIN WATER SERVICE
*24333	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	570.72	9288	IRRIGATION SERVICE
*24347	OVERDRIVE*	100	<i>E-pay</i>	14,879.12	9289	CONTENT CREDIT DEPOSIT
*24348	OVERDRIVE*	100	<i>E-pay</i>	7,000.00	9290	CONTENT CREDIT DEPOSIT
*24351	CROWN ELECTRIC, INC*	100	<i>E-pay</i>	2,839.13	9291	BUG OVEN MACHINE REPAIR
*24352	CINTAS CORPORATION*	100	<i>E-pay</i>	170.35	9292	MAIN CABINET SERVICE
*24353	T-MOBILE USA, INC.*	100	<i>E-pay</i>	125.99	9293	WEST HOTSPOT DATA
*24354	BELLE TIRE*	100	<i>E-pay</i>	46.08	9294	ESCAPE SERVICE
*24358	SHERWIN-WILLIAMS*	100	<i>E-pay</i>	386.85	9295	TRICORN BLACK W/ SHARKGRIP
*24206	CAPITAL ONE	100	<i>E-pay</i>	77.95	9296	PROGRAM SUPPLIES
*24361	THIEMANN OFFICE PRODUCTS	100	<i>E-pay</i>	14,376.00	9297	CHAIRS FOR SPC

<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>
*24364	CROWN ELECTRIC, INC*	100	<i>E-pay</i>	<b>1,143.75</b>	<b>9298</b>	INFRARED SURVEY
*24101	SAM'S CLUB DIRECT*	100 200	<i>E-pay</i>	<b>59.99</b>	<b>9300</b>	REFRESHMENTS: 1 STATE/1 STORY AR
*24371	VERIZON - WIRELESS*	100	<i>E-pay</i>	<b>205.26</b>	<b>9301</b>	PHONE SERVICE
*24376	ENA*	276	<i>E-pay</i>	<b>1,257.33</b>	<b>9302</b>	INTERNET SERVICE
*24377	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	<b>19.04</b>	<b>9303</b>	LAUNDERING OF MAIN TABLECLOTHS
*24242	VISA CARD SERVICES	100 200	<i>E-pay</i>	<b>8,291.23</b>	<b>9304</b>	VARIOUS SUPPLIES, TRAVEL, REGISTR.

Total Count: **35**  
Total Amount: **62,219.79**

<i>Grand Total Fund 100:</i>	<b>97,089.54</b>
<i>Grand Total Fund 200:</i>	<b>6,613.97</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>103</b>
Grand Total Amount:	<b>104,960.84</b>

## ACCOUNTS PAYABLE VOUCHER

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

<b>Payee 576</b>  <b>VISA CARD SERVICES</b> <b>CARD SERVICES</b> <b>PO BOX 875852</b> <b>KANSAS CITY, MO 64187-5852</b>	<b>Purchase Order No.</b> 221736, 221629, 220151, 221684 221704, 221572, 221547, 221567 221396, 221597, 221616, 221613 221620, 221625, 220545, 221676 221657, 221631, 221617, 221646 221520, 221333, 221683, 221694 221700, 221672, 221787  <b>Terms E-PAY</b> <b>Date Due 9/30/2022</b>
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Invoice Date	Invoice Number	Description (or attach invoice(s))	Amount	
8/31/2022	2413746L4017 DM8TY	CVS PHARMACY- GIFT CARDS FOR ARTIST RECEPTION PRIZES	61	90
9/9/2022	2469216LQ2Y R17GVZ	T SHIRT 1- TSHIRTS FOR FAMILY LEARNING DAY	856	00
9/10/2022	2420429LD00Q 81ZGK	FACEBOOK- FRIENDS SALES FACEBOOK AD BOOSTS	25	00
9/12/2022	2470576LFS66 M99SH	THE APPLE HOUSE- FLOWERS FOR LANDSCAPING	20	00
9/16/2022	2469216LK33F LYK78	T SHIRT 1- ADDTL SHIRT FOR FAMILY LEARNING DAY	31	10
8/19/2022	2423900KTS66 EDJDB	GREAT GIORNO- LUNCH FOR 12 POINTS WORKERS	69	13
8/22/2022	2420429KSA00 QLK3V	FACEBOOK- 12 POINTS COMMUNITY CONVERSATIONS PROMO	100	00
8/24/2022	2473309KXBL K83P53	INBIZ- NOTARY BACKGROUND CHECK A SUGGS	16	32
8/24/2022	2473309KXBL K83T8D	INBIZ- NOTARY FEE A SUGGS	75	00

8/25/2022	2443565KX2D DVPTTV	IKEA- PROGRAMMING SUPPLIES	353	95
8/26/2022	7443565KY2D 9V9S8A	IKEA- PROGRAMMING SUPPLIES- SALES TAX REFUND	-23	16
8/29/2022	2469216L130R QRNFX	MAILCHIMP- EMAIL MARKETING ANNUAL SUBSCRIPTION	90	00
8/29/2022	2473309L2BLK 3BQ21	INBIZ- NOTARY BACKGROUND CHECK S MCCONNELL	16	32
8/29/2022	2473309L2BLK 3B47Y	INBIZ- NOTARY CONTINUING EDUCATION E FISHER	50	00
8/30/2022	2469216L230T VSENT	AMERICAN ASSOCIATION OF NOTARIES- NOTARY SUPPLY KIT A SUGGS	72	66
8/30/2022	2473309L3BLK 4A5R3	INBIZ- NOTARY FEE S MCCONNELL	75	00
8/31/2022	7469216L331F A6WTH	AMERICAN ASSOCIATION OF NOTARIES- NOTARY SUPPLY KIT A SUGGS- SALES TAX REFUND	-4	76
9/1/2022	2420429L402S 36P5H	GOOGLE WORKSPACE	90	59
9/2/2022	2449216L5000 WAT9J	SILVER AND RILEY- SPONSORSHIP FOR POWER OF THE PURSE	695	00
9/2/2022	2400097L7M6 XYM2HZ	STRICTLY FOR KIDS- HARMONY FLOWERS OUTDOOR INSTRUMENTS	2324	97
9/7/2022	2405523LA2D K6YYVS	WALMART- CULINARY QUEENS MEATBALLS DISH	67	80
9/8/2022	2469216LB2X YQH5E2	WALMART- CULINARY QUEENS MEATBALLS DISH	42	10
9/17/2022	2420429LL009 G7Y4Q	FACEBOOK- STRINGS OF AFRICA PROMOTION AND FAMILY LEARNING DAY PROMOTION	250	00
8/19/2022	2469216KP2X YFEGWZ	DISPLAYS2GO- SIGN STANDS	1621	06
8/20/2022	2443099KTBM 2ZM46B	AMERICAN LIBRARY ASSOCIATION- RDA TOOLKIT	210	79
8/21/2022	7443099KSBM 30KXRD	AMERICAN LIBRARY ASSOCIATION- RDA TOOLKIT- SALES TAX REFUND	-13	79

8/22/2022	2475542KV4D WJ2ZLE	EMBASSY SUITES BY HILTON PLAINFIELD- HOTEL RESERVATION FOR ILF YS CONFERENCE	177	10
8/22/2022	2475542KV4D WJ2ZL6	EMBASSY SUITES BY HILTON PLAINFIELD- HOTEL RESERVATION FOR ILF YS CONFERENCE	177	10
8/22/2022	2475542KV4D WJ302L	EMBASSY SUITES BY HILTON PLAINFIELD- HOTEL RESERVATION FOR ILF YS CONFERENCE	177	10
8/22/2022	2475542KV4D WJ302W	EMBASSY SUITES BY HILTON PLAINFIELD- HOTEL RESERVATION FOR ILF YS CONFERENCE	177	10
9/12/2022	2469216LF30R 0M07X	AMAZON- NINTENDO ECARDS FOR TEEN GAME NIGHT	45	00
9/12/2022	2469216F30R2 LM4D	AMAZON- NINTENDO ECARDS FOR TEEN GAME NIGHT	20	00
9/13/2022	2469216LG30Z V1RNM	AMERICAN ASSOCIATION OF NOTARIES- NOTARY SUPPLY KIT S MCCONNELL	72	66
9/14/2022	2400594LH8PY YTJBE	ARNOLD GRUMMER'S PAPERMAKING- ART OF BOOK PROGRAM SERIES	276	95
9/14/2022	7469216LH31 M8S7SD	AMERICAN ASSOCIATION OF NOTARIES- NOTARY SUPPLY KIT S MCCONNELL- SALES TAX REFUND	-4	76
<b>TOTAL</b>			<b>8,291</b>	<b>23</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
4314	100-01	32.64
4213	100-02	119.90
4314	100-02	150.00
4325	100-02	15.90
4235	100-03	120.00
4245	100-04	65.00

APPROVED

\_\_\_\_\_, 2022



<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>
*24433	WALDENS WELLNESS AND FITI	100	<i>Check</i>	<b>50.00</b>	<b>56701</b>	TAI CHI CLASSES FOR STAFF INSTITUTI
*24434	KJB THEATERS*	100	<i>Check</i>	<b>48.00</b>	<b>56702</b>	POPCORN FOR MANHATTAN SHORT FIL
*24535	UV SOLUTIONS, LLC*	100	<i>Check</i>	<b>1,081.00</b>	<b>56703</b>	REPLACEMENT UV BULBS FOR AHU
*24475	WAYNE*DANNY	100	<i>Check</i>	<b>250.00</b>	<b>56704</b>	DJ FOR MONSTER PROM
					Total Count:	<b>4</b>
					Total Amount:	<b>1,429.00</b>
*24448	ADP INC - AUTOPAY II*	100	<i>ACH</i>	<b>760.10</b>	<b>7203</b>	PAYROLL SERVICES
*24502	AKERS*ANDREW	100	<i>ACH</i>	<b>93.99</b>	<b>7204</b>	MEAL REIMBURSEMENT CIRC CONFERI
*24504	AKERS*ANDREW	100	<i>ACH</i>	<b>336.14</b>	<b>7205</b>	MILEAGE REIMBURSEMENT CIRC CONF
*24380	AMAZON.COM LLC*	100	<i>ACH</i>	<b>179.96</b>	<b>7206</b>	VIDEO GAMES
*24381	AMAZON.COM LLC*	100	<i>ACH</i>	<b>4.99</b>	<b>7207</b>	DVD/VIDEO MATERIAL
*24382	AMAZON.COM LLC*	100	<i>ACH</i>	<b>277.37</b>	<b>7208</b>	CIRC PRINT MAT AND DVD/VIDEO MAT
*24383	AMAZON.COM LLC*	100	<i>ACH</i>	<b>1,315.58</b>	<b>7209</b>	PLASTIC FOLDING CHAIRS
*24449	AMAZON.COM LLC*	100	<i>ACH</i>	<b>417.83</b>	<b>7210</b>	KIT SUPPLIES
*24450	AMAZON.COM LLC*	100	<i>ACH</i>	<b>654.93</b>	<b>7211</b>	CIRC PRINT MAT
*24451	AMAZON.COM LLC*	100	<i>ACH</i>	<b>707.37</b>	<b>7212</b>	CIRCULATING KITS
*24452	AMAZON.COM LLC*	100	<i>ACH</i>	<b>79.98</b>	<b>7213</b>	VIDEO GAMES AND CIRC MATERIAL
*24453	AMAZON.COM LLC*	100	<i>ACH</i>	<b>115.62</b>	<b>7214</b>	CIRCULATING EQUIPMENT
*24454	AMAZON.COM LLC*	100	<i>ACH</i>	<b>59.98</b>	<b>7215</b>	VIDEO GAMES
*24455	AMAZON.COM LLC*	100	<i>ACH</i>	<b>57.26</b>	<b>7216</b>	DISINFECTANT WIPES AND HAND SANIT

<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>
*24456	AMAZON.COM LLC*	100	ACH	119.95	7217	SPACE HEATER FOR LIB EXPERIENCE M
*24457	AMAZON.COM LLC*	100	ACH	62.48	7218	BOOK MAKING SUPPLIES
*24458	AMAZON.COM LLC*	100	ACH	39.99	7219	LAMINATING POUCHES
*24459	AMAZON.COM LLC*	100	ACH	206.36	7220	CIRCULATING KITS AND CIRC PRINT MA
*24460	AMAZON.COM LLC*	100	ACH	184.73	7221	CIRCULATING KITS AND CIRC PRINT MA
*24461	AMAZON.COM LLC*	100	ACH	32.31	7222	SUPPLIES FOR GHOST SCIENCE & STO
*24462	AMAZON.COM LLC*	100	ACH	49.99	7223	DVD/VIDEO MATERIAL
*24463	AMAZON.COM LLC*	100	ACH	171.48	7224	STHIL AIR FILTER,CAR TRASH BAGS, KL
*24464	AMAZON.COM LLC*	100	ACH	99.98	7225	VIDEO GAMES
*24465	AMAZON.COM LLC*	100	ACH	219.96	7226	DVD/VIDEO MATERIAL
*24466	AMAZON.COM LLC*	100	ACH	66.67	7227	CIRC PRINT MAT AND DVD/VIDEO MAT
*24467	AMAZON.COM LLC*	100	ACH	59.48	7228	CIRC PRINT MAT AND DVD/VIDEO MAT
*24468	AMAZON.COM LLC*	100	ACH	9.78	7229	CIRC PRINT MATERIAL
*24469	AMAZON.COM LLC*	100	ACH	10.99	7230	CIRC PRINT MATERIAL
*24470	AMAZON.COM LLC*	100	ACH	14.97	7231	CIRC PRINT MATERIAL
*24471	AMAZON.COM LLC*	100	ACH	21.59	7232	CIRC PRINT MAT AND DVD/VIDEO MAT
*24472	AMAZON.COM LLC*	100	ACH	41.52	7233	CIRC PRINT MAT AND DVD/VIDEO MAT
*24491	AMAZON.COM LLC*	100	ACH	24.99	7234	DVD/VIDEO MATERIAL
*24492	AMAZON.COM LLC*	100	ACH	149.97	7235	VIDEO GAMES
*24505	AMAZON.COM LLC*	100	ACH	18 197.76	7236	CIRC KITS AND CIRC PRINT MATERIAL

<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>
*24511	AMAZON.COM LLC*	100	ACH	196.00	7237	BOOKS FOR PILGRIM SCIENCE & STORI
*24512	AMAZON.COM LLC*	100	ACH	43.98	7238	DEPARTMENT SUPPLIES
*24513	AMAZON.COM LLC*	100	ACH	54.68	7239	DEPARTMENT SUPPLIES
*24514	AMAZON.COM LLC*	100	ACH	34.99	7240	VIDEO GAMES AND CIRC MATERIAL
*24515	AMAZON.COM LLC*	100	ACH	24.59	7241	CASE FOR YS GAMES/SAFE STORAGE
*24516	AMAZON.COM LLC*	100	ACH	17.99	7242	DVD/VIDEO MAT AND CIRC PRINT MAT
*24517	AMAZON.COM LLC*	100	ACH	121.94	7243	CIRC PRINT MAT AND CIRC KITS
*24518	AMAZON.COM LLC*	100	ACH	230.17	7244	CIRC PRINT MAT AND CIRC KITS
*24519	AMAZON.COM LLC*	100	ACH	19.99	7245	CIRC PRINT MATERIAL
*24520	AMAZON.COM LLC*	100	ACH	7.99	7246	CIRC PRINT MATERIAL AND DVD/VIDEO
*24521	AMAZON.COM LLC*	100	ACH	37.18	7247	CIRC PRINT MATERIAL AND DVD/VIDEO
*24523	AMAZON.COM LLC*	100	ACH	25.90	7248	SWITCH DUMMY CASES
*24524	AMAZON.COM LLC*	100	ACH	80.94	7249	PAINTING WITH NICOLE SUPPLIES
*24525	AMAZON.COM LLC*	100	ACH	132.90	7250	CIRCULATING KITS
*24526	AMAZON.COM LLC*	100	ACH	582.72	7251	CIRCULATING KITS
*24536	AMAZON.COM LLC*	100	ACH	110.00	7252	CIRC PRINT MATERIAL
*24537	AMAZON.COM LLC*	100	ACH	8.94	7253	CIRC KITS AND CIRC PRINT MATERIAL
*24538	AMAZON.COM LLC*	100	ACH	111.91	7254	CIRC KITS AND CIRC PRINT MATERIAL
*24539	AMAZON.COM LLC*	100	ACH	41.88	7255	AA BATTERIES
*24547	AMAZON.COM LLC*		ACH	28.12	7256	DVD/VIDEO MATERIAL

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
		100				
*24548	AMAZON.COM LLC*		ACH	11.96	7257	CIRCULATING EQUIPMENT
		100				
*24439	BAKER & TAYLOR INC*		ACH	6,088.97	7258	CIRC PRINT MAT, YS MAT
		100				
*24496	BAKER & TAYLOR INC*		ACH	3,812.96	7259	CIRC PRINT MAT, YS MAT, AUD REC BO
		100				
*24527	CANDID*		ACH	4,995.00	7260	FOUNDATION DIRECTORY DATABASE
		100				
*24445	CULLIGAN WATER CONDITIONI		ACH	23.50	7261	WEST COOLER RENTAL
		100				
*24446	CULLIGAN WATER CONDITIONI		ACH	174.50	7262	MAIN COOLER RENTAL
		100				
*24447	DEMCO, INC*		ACH	697.48	7263	BOOK CART FOR ADMIN ASSISTANT
		100				
*24440	E-Z CLEAN INC*		ACH	218.01	7264	SUPPLY ORDER
		100				
*24531	E-Z CLEAN INC*		ACH	14.06	7265	SUPPLY ORDER
		100				
*24532	E-Z CLEAN INC*		ACH	1,251.31	7266	SUPPLY ORDER
		100				
*24546	EBN INDUSTRIAL SUPPLY*		ACH	4.65	7267	4MM THREAD ALL
		100				
*24478	EDWARDS, WILLIAM*		ACH	65.88	7268	MEAL REIMBURSEMENT FOR CIRC CON
		100				
*24503	FRANKS*LARAINÉ		ACH	81.81	7269	MEAL REIMBURSEMENT CIRC CONFERI
		100				
*24498	GALE/CENGAGE LEARNING*		ACH	20.99	7270	CIRC PRINT MATERIAL
		100				
*24435	GALE/CENGAGE LEARNING*		ACH	195.67	7271	CIRC PRINT MATERIAL
		100				
*24443	GIBSON*AMY		ACH	18.32	7272	REIMBURSEMENT FOR STAFF INSTITUT
		100				
*24522	INVENGO AMERICAN CORP*		ACH	690.00	7273	RFID LARGE DISC TAGS
		100				
*24550	JONES, KAYLYNN*		ACH	128.29	7274	MEAL REIMBURSEMENT CIRC CONFERI
		100				
*24436	LYRASIS*		ACH	9,800.00	7275	ARCHIVSPACE HOSTING FEE
		100				
*24442	MANHATTAN SHORT INC.*		ACH	20 600.00	7276	FILM FESTIVAL LICENSE & PROMO MAT
		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>
*24437	MIDWEST TAPE*	100	ACH	2,999.90	7277	DVD/VIDEO MATERIAL
*24495	MIDWEST TAPE*	100 276	ACH	2,747.71	7278	DVD/VIDEO MATERIAL, AUD REC MUSIC
*24506	NEW AVENUES*	100	ACH	158.33	7279	ALA CARTE ADMIN FEE
*24444	OCLC INC*	100	ACH	6,347.67	7280	CATALOGING SUBSCRIPTION
*24438	PAYPAL INC*	100	ACH	19.95	7281	MONTHLY PAYFLOW LINK
*24551	REFUGIO, DANICKA*	100	ACH	200.96	7282	MEAL REIMBURSEMENT CIRC CONFERI
*24499	RICOH USA INC*	100	ACH	3,578.28	7283	COPIER LEASE
*24507	UNIQUE MANAGEMENT SERVIC	100	ACH	267.80	7284	PLACEMENTS
*24508	UNIQUE MANAGEMENT SERVIC	100	ACH	820.10	7285	NOTICES
*24474	WAGeworks, INC.*	100	ACH	168.82	7286	COBRA MONTHLY FEE
*24476	WEAS ENGINEERING INC*	100	ACH	491.72	7287	WATER TREATMENT MANAGEMENT
					Total Count:	85
					Total Amount:	55,453.46
*24413	TOWN OF WTH WATER & SEWE	100	E-pay	71.32	9330	WEST WATER SERVICE
*24414	ACTION PEST CONTROL, INC*	100	E-pay	375.00	9331	MAIN PEST CONTROL- SERVICE CALL
*24415	WEX BANK*	100	E-pay	236.04	9332	FUEL
*24416	INDIANA AMERICAN WATER CC	100	E-pay	59.08	9333	PRIVATE FIRE SERVICE
*24417	ENA*	100	E-pay	679.08	9334	VOICE SERVICE
*24418	SHERWIN-WILLIAMS*	100	E-pay	23.69	9335	PAINT ORDER FOR MAINTENANCE
*24419	CENTERPOINT ENERGY*	100	E-pay	19.24	9336	12 POINTS GAS 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>
*24420	CINTAS CORPORATION*	100	E-pay	46.26	9337	WEST CABINET SERVICE
*24422	COURTESY CLEANING CENTEF	100	E-pay	110.60	9339	LAUNDERING OF MAIN TABLECLOTHS
*24423	EDGAR COUNTY GENEALOGIC.	100	E-pay	25.00	9340	MAGAZINES
*24424	INFOUSA MARKETING, INC*	100	E-pay	482.40	9341	REF MATERIAL
*24425	LAKESHORE LEARNING MATEF	100	E-pay	325.37	9342	YS MATERIAL
*24426	STROHM NEWSPAPERS INC*	100	E-pay	170.00	9343	NEWSPAPERS
*24427	BAESLERS MARKET*	100	E-pay	93.55	9345	PROGRAM SUPPLIES
*24430	CROWN ELECTRIC, INC*	100	E-pay	271.00	9346	JUNCTION BOX REPAIR SPC
*24299	LOWE'S COMMERCIAL SERVICI	100	E-pay	2,424.03	9347	MAINTENANCE SUPPLIES
*24441	COURTESY CLEANING CENTEF	100	E-pay	22.82	9348	LAUNDERING OF MAINTENANCE RAGS
*24473	ULINE*	100	E-pay	1,695.91	9349	PLASTIC FOLDING TABLES
*24497	ERNEY SAFE & LOCK CO INC*	100	E-pay	9.95	9350	KEY FOR FILING CABINET
*24500	FRONTIER*	100	E-pay	54.00	9351	WEST PHONE SERVICE
*24509	CENTERPOINT ENERGY*	100	E-pay	32.30	9352	WEST GAS SERVICE
*24510	TABCO PRINTING & PROMOTIC	100	E-pay	161.55	9353	MAINTENANCE WORK SHORTS
*24529	FUN EXPRESS, LLC*	100	E-pay	130.15	9354	HALLOWEEN MASK MAKING PROGRAM
*24530	OFFICE DEPOT*	100	E-pay	231.61	9355	OFFICE SUPPLIES
*24533	COURTESY CLEANING CENTEF	100	E-pay	10.00	9356	LAUNDERING OF MAIN TABLECLOTHS
*24534	COURTESY CLEANING CENTEF	100	E-pay	20.44	9357	LAUNDERING OF MAINTENANCE RAGS
*24549	OFFICE DEPOT*	100	E-pay	292.10	9358	OFFICE SUPPLIES
*24552	JOINK LLC*	100	E-pay	275.00	9359	MONTHLY CLOUD BACKUP

<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>
						Total Count: 28 Total Amount: 8,347.49

<i>Grand Total Fund 100:</i>	<b>65,199.97</b>
<i>Grand Total Fund 200:</i>	<b>0.00</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>29.98</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>117</b>
Grand Total Amount:	<b>65,229.95</b>

**Payroll Payable  
Voucher Register**

**Vigo County Public Library**

For Period September -2022

Page \_\_\_1\_\_\_ of \_\_\_2\_\_\_ Pages

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
9/2	Pay#18	Gross Payroll	\$ 138,780.34	\$ 138,780.34	ACH	
9/2	Pay#18	FICA	\$ 10,093.84	\$ 10,093.84	ACH	
9/2	Pay#18	PERF	\$ 18,141.40	\$ 18,141.40	ACH	
9/16	Pay#19	Gross Payroll	\$ 135,178.81	\$ 135,178.81	ACH	
9/16	Pay#19	FICA	\$ 9,827.40	\$ 9,827.40	ACH	
9/16	Pay#19	PERF	\$ 17,672.64	\$ 17,672.64	ACH	
9/16	Pay#19	Anthem	\$ 81,726.33	\$ 81,726.33	ACH	
9/16	Pay#19	Guardian	\$ 6,476.97	\$ 6,476.97	ACH	
9/30	Pay #20	Gross Payroll	\$ 137,051.69	\$ 137,051.69	ACH	
9/30	Pay #20	FICA	\$ 10,338.78	\$ 10,338.78	ACH	
9/30	Pay #20	PERF	\$ 17,779.25	\$ 17,779.25	ACH	

Total library cost			\$ 583,067.45			
Septeml pays 18, 19, & Nationwide	\$ 2,073.28	\$ 2,073.28	ACH	Staff withholding		
Septeml pays 18, 19, & Garnishments	\$ 1,562.19	\$ 1,562.19	ACH	Staff withholding		
Septeml pays 18, 19, & AFLAC	\$ 1,543.89	\$ 1,543.89	ACH	Staff withholding		
Septeml pays 18, 19, & United Way	\$ 696.00	\$ 696.00	ACH	Staff withholding		
Septeml pays 18, 19, & Anthem	\$ 8,221.22	\$ 8,221.22	ACH	Staff withholding		
Septeml pays 18, 19, & HSA adj.		\$ -	ACH	Staff withholding		
Septeml pays 18, 19, & Guardian	\$ 866.20	\$ 866.20	ACH	Staff withholding		
Septeml pays 18, 19, & Boston Mutual	\$ 676.94	\$ 676.94	ACH	Staff withholding		
Septeml pays 18, 19, & Fed Tax	\$ 31,757.92	\$ 31,757.92	ACH	Staff withholding		
Septeml pays 18, 19, & State Tax	\$ 12,854.17	\$ 12,854.17	ACH	Staff withholding		
Septeml pays 18, 19, & Local Tax	\$ 7,633.64	\$ 7,633.64	ACH	Staff withholding		
Septeml pays 18, 19, & FICA	\$ 30,260.08	\$ 30,260.08	ACH	Staff withholding		
Septeml pays 18, 19, & Vol. PERF	\$ 6,327.87	\$ 6,327.87	ACH	Staff withholding		
Staff Cost	\$ 104,473.40	\$ 104,473.40				

**Payroll Payable  
Voucher Register**

**Vigo County Public Library**

For Period September -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.

October 13, 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 \$ 583,067.45

Dated this 17th day of October 2022 .

\_\_\_\_\_  
Terry W. Jones, Board President

\_\_\_\_\_  
Olivia K. Goulding, Board Vice President

\_\_\_\_\_  
Christi A. Fenton, Board Secretary

\_\_\_\_\_  
Valentine K. Muyumba, Board Member

\_\_\_\_\_  
Vacant

\_\_\_\_\_  
Stacy D. Killion, Board Member

\_\_\_\_\_  
James M.Young, Board Member

September 30, 2022

Gift Fund Balances  
2022

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 0.67	Unrestricted Use	Admin.
64-SPC	\$ 6,820.28	Support of SPC	Admin.
65-Big Read	\$ 450.00	Big Read	Admin.
66-YS	\$ 5,189.54	Support of YS	Admin.
67-WVCF Endowment	\$ -	Support of Strategic Plan Goals	Admin.
68-Crackerbarrel	\$ -	Support of Crackerbarrel	Admin.
69-Wright Foundation	\$ 7,999.59	Unrestricted Use	Admin.
70- West Emily's Garden	\$ 78.36	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,182.58	Support of West Branch	Admin.
72-Friends	\$ 5,692.94	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	\$ 40.44	Buy a Book	Admin.
<b>TOTAL</b>	<b>\$ 55,245.29</b>		

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD OCTOBER 17, 2022

## ADULT SERVICES

### CELEBRATING WITH PRIDE



On September 14, VCPL collaborated with the Pride Center of Terre Haute to host “Out and Proud: A History of Pride.” Pride Center volunteers Claire Craigmyle and William Edwards II discussed the history of the Pride movement and highlighted some of the important milestones in its tumultuous history. Attendees learned about events such as the Cooper Donuts Riot and Dewey’s Restaurant Sit-in that led up to the now infamous Stonewall Riot that galvanized the modern pride movement.

### CUSTOMER FEEDBACK

An appreciative customer told Adult Services Assistant Librarian Luke Gentry he had requested a particular audiobook and VCPL selectors purchased it. *Tell them how excited I am to be able to listen to this book! It’s just so wonderful to be able to hear them pronounce the names of the Italian towns – it’s just so special to be able to listen to it!*

A customer told Adult Services Librarian Melinda Belles how much he loves VCPL. *I moved from Plainfield, but VCPL is the best library ever.*

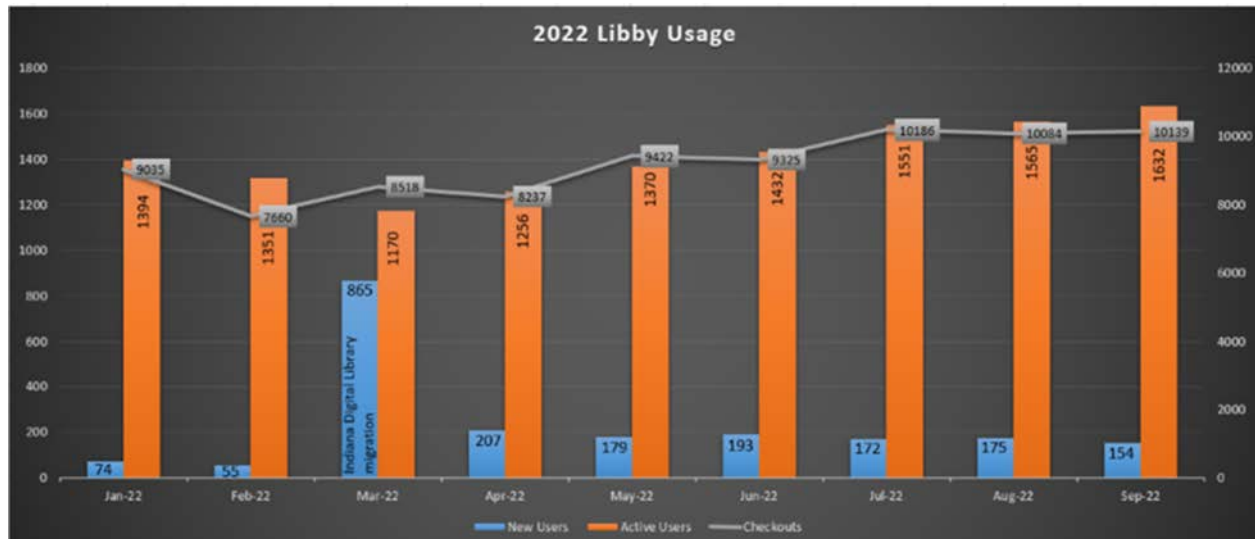
Sandy Cline of St. Joseph University Parish emailed this compliment, *We very much appreciate all that you and the Vigo County Public Library do for all of our citizens, but (from our Franciscan point of view) it is your unsung work with the needy where you truly shine.*

### LIBBY (OVERDRIVE) USAGE UPDATE

Adult Service Librarian Carey Labella reported that the past three months have shown more than 10,000 digital circulations each. Since the migration to Indiana Digital Library (IDL) VCPL has been able to add 150+ new users each month and active users has jumped to new highs. June, July, August and September showed the highest number of active users ever, including numbers during the COVID shutdown. This usage increase can be attributed to many factors. The IDL migration in March gave users access to 199 other Indiana collections and allowed Indiana libraries to pool digital resources to help Libby users. The new VCPL Library catalog allows users real-time access to digital collections of Libby & hoopla and users can even keep track of checks-outs from their “My Account” tab on VCPL’s website. Selectors have also been able to focus more financial resources on patron requests and making sure that the collection reflects what the community is reading. Digital selectors believe that this trend of more than 10,000

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD OCTOBER 17, 2022

circulations per month will continue to grow. They also hope to keep new users coming to the site, and maintain the current 1,600 active users.



## PROGRAMS AND EVENTS

### FAMILY LEARNING DAY



More than 1200 people attended the Library's Family Learning Day on September 24 to enjoy the learning activities offered by 38 organizations and VCPL departments. Free new books from the VCPL were the highlight for all ages of children attending. The Friends of the Library even offered books for the adults.

Feedback from parents was overwhelmingly positive, with one mother commenting while she completed the survey that her son wasn't ready to leave because he was "still learning!"

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD OCTOBER 17, 2022

The White Violet Center commented that they were met with very enthusiastic families who were excited to learn about the live alpacas. Tara Elmore, Farm Projects Coordinator, reported, "It was such a huge success and we were so happy to be a part of the day.... Thank you again for the opportunity to be involved. It looked great and everyone seemed to really enjoy it a lot!" She commented later that she was still receiving feedback from people about how, even from the street, the tents and music and the crowd gave the Library an exciting festival atmosphere.

## THE STRINGS OF AFRICA



Sean Gaskell performed with the kora, a West African instrument, to an attentive audience on September 15. Sean included his personal stories of studying the kora in Gambia and his journey of learning while living abroad with his Gambian teachers. He described how the kora was used by oral historians and storytellers to tell stories of love, war, hardship and loss intertwined with the history of the Mandee society. His lead-ins to each song gave insights into Mandee culture, and Sean taught the audience a refrain in one song, in which everyone participated and felt the celebratory mood. Sean's visit to the VCPL was the last stop of a 13 week tour. The audience at VCPL was so engaged and eager to learn more by speaking to him afterwards, he said his "heart was full."

## SPECIAL COLLECTIONS

### DON MORRIS DISPLAY

In collaboration with VCPL's PR team, Sean Eisele designed SPC's new exhibit, "Vigo County has Cowboys, Too: The Legacy of Don Morris." The exhibit displays highlights from the library's Don Morris Collection, as well a biographical information about the late Don Morris and the history of Don Morris Band. Don Morris was an important local figure, having served as a Councilman for both the City of Terre Haute and Vigo County. His band, The Don Morris Band, was an influential Terre Haute staple, and Don had the honor of being inducted into the Wabash Valley Musicians Hall of Fame. The band would frequently play to sold-out venues, and released several of their own music albums.



# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD OCTOBER 17, 2022

## TECHNICAL SERVICES

One of the services provided by Technical Services is Interlibrary Loan (ILL), which allows VCPL customers to borrow materials from other libraries that VCPL does not own. While ILL is not a large part of the services the VCPL provides, it does help fill a gap in access. The Library cannot purchase everything customers would want, particularly materials that are likely to be used very infrequently or items that are no longer in print, and therefore relies on other libraries' collections to help fulfill requests that VCPL cannot meet in-house. Likewise, VCPL loans out its materials to other libraries who's customers need something they don't have. Participating in ILL gives VCPL customers (and customers in other libraries) access to a much larger collection than could ever be met locally.

Recently, customer Rachel Brown, a frequent ILL user, shared this compliment with Terri Brough, the staff member who manages ILL workflow: "I was telling a family member this weekend how grateful I am for your help with ILL!! It has made a world of difference to our family to have \*free\* access to other libraries!"

## WEST BRANCH

### ART OF THE BOOK SERIES, PART 1 & 2

West Branch Manager Eric Fisher led the first two programs in the Art of the Book series on September 26 and October 3. In part 1, the participants learned about paper making and had the opportunity to make sheets of paper using various colors of recycled papers. Some even used dried flowers and flecks of silver and gold-colored sparkles to make artistic pages that can be used for writing, scrapbooking, or as decoration. In part 2, the participants learned how papers are printed, folded, and sewn together to make the pages of a book. Each participant folded, cut, and sewed their stack of papers together to create their own book block that will be bound in part 4 of the series with the marbled papers they will produce in part 3.



## MANHATTAN SHORT FILM FESTIVAL

Last month, the library participated in the 25<sup>th</sup> Annual Manhattan Short Film Festival for the fourth year in a row. This year, West Branch staff extended the reach of the festival by holding screenings at different locations in the community: West Branch, the Moon Lite Drive-in, and the Main Library. Viewers from all three locations had a chance to vote for their favorite film and actor. Those votes were sent in to the festival headquarters, where they counted them with the more than 100,000 other votes from around the

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD OCTOBER 17, 2022

world. The votes of the festival participants here in Vigo County aligned with the world-wide results. *The Treatment*, directed by Alvaro Carmona from Spain, won the gold medal this year, and 12-year old Elina Patrakka won Best Actor for her role in the Finnish film, *The Blanket*. Several participants said that they have been to the festival each year the library has participated and that they greatly look forward to watching the films and getting a chance to vote for the winners.

## YOUTH SERVICES

### PIONEER DAYS AT FOWLER PARK

YS Assistant Librarian Kendra Bailey and Manager Andy Pope took their Frontiers and Folktales program on the road and participated in Pioneer Days at Fowler Park. With both librarians wearing their 19<sup>th</sup> century best, the program was a smashing success. Kendra and Andy told classic Indiana folktales to dozens of happy young people and adults, too!



This time around, the endeavor was a high-wire act, as the librarians told their tales without the aid of printed words themselves. That's right, Kendra and Andy memorized their stories ahead of time and faithfully lived up to the best standards of oral tradition by eschewing the use of books! They came prepared with "Why the Bear has a Short Tail"- a Potawatomie classic about the constellation Ursa Major, "The Little Prairie Hen and the Big Indiana"- a story about a boat race on the Wabash & Erie Canal, and "The Terre Haute Madstone" - which provides a wild look into folk medicine traditions on the old frontier. Combined with a short history lesson, these stories served to construct an historical narrative about early Indiana and Vigo County. The presentation fit in well with the festivities at Fowler Park, and VCPL has been offered a standing invitation to participate in future Pioneer Days.

### FIRST GRADE TOURS

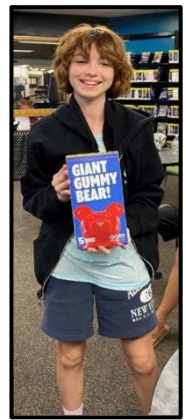
Youth Services is excited to once again provide tours for the 1st Grade students of Vigo County Public Schools. Throughout the Fall, YS will see over 1,100 young students come through the sliding glass doors- many of them for the very first time. During the tour, the YS team will introduce the youngsters to all of the wonderful things available at the library free of charge! That detail always amazes the 1st graders during the tour and serves as a valuable early lesson that the best things in life really are free. Through close coordination and communication with VCSC, the YS staff is able to prepare library cards for every single child and has them ready to hand out at the conclusion of the tour. Along with the (free)

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD OCTOBER 17, 2022

library card, the library has a free book to hand out for every child. A special thank you is in order to the Friends of the Library, who assist with the funding to help make the tours happen!

## TEEN PROGRAMMING

Youth Services has been making significant headway in its effort to attract teen audiences to the library. In the past month, several teen programs have seen significant numbers of this hard-to-reach demographic in attendance. YS Librarian Amanda Phillips and Assistant Librarians Alison Weaver and Em Thomas



hosted a Mario Kart Tournament in late September that was a big hit, with over a dozen customers in attendance. The lucky winner of that tournament took home an enormous gummy bear and was envied by all. The same crew of YS staff members also co-hosted Paws-itively Stress Free with associates from Love on a Leash as well as an art program Try This, Teens- Squeegee Art. In all three cases, the programs were designed to provide a safe and fun outlet from the challenges and rigor of every-day life. What teenager doesn't love video games, dogs, and being creative? These programs have helped YS forge a new bond with a fresh class of middle-school and high school students and have set the stage for many joyous endeavors in the future!

## PERSONNEL CHANGES

### EMPLOYMENT

Toney, Kristin (Kris) M. - Hired for the full-time non-exempt position of Digital Marketing Specialist in the Communications department effective October 3, 2022.

### RESIGNATION

Nyx, Kiran S. - Resigned the full-time non-exempt position of Human Services Specialist in the Administration Department effective October 7, 2022.

Respectfully submitted,

Kristi J. Howe

10/11/22 AG

Vigo County Public Library  
September 2022

CIRCULATION

	September-22	September-21		YTD 2022	YTD 2021	
Print	18,360	20,780	-11.6%	177,586	181,587	-2.2%
A/V	6,182	6,686	-7.5%	59,956	66,998	-10.5%
Misc	289	432	-33.1%	3,022	3,150	-4.1%
Electronic Devices	47	71	-33.8%	566	502	12.7%
<b>TOTAL</b>	<b>24,878</b>	<b>27,969</b>	<b>-11.1%</b>	<b>241,130</b>	<b>252,237</b>	<b>-4.4%</b>

	September-22	September-21		YTD 2022	YTD 2021	
Overdrive						
E-book	6,197	4,660	33.0%	51,109	45,175	13.1%
E-audiobook	3,571	2,811	27.0%	28,428	30,463	-6.7%
E-Magazines	371	360	3.1%	3,009	2,836	6.1%
E-video or music	0	12	-100.0%	46	65	-29.2%
<b>TOTAL</b>	<b>10,139</b>	<b>7,843</b>	<b>29.3%</b>	<b>82,592</b>	<b>78,539</b>	<b>5.2%</b>

	September-22	September-21		YTD 2022	YTD 2021	
Hoopla						
E-audiobook	1,548	1,585	-2.3%	14,395	13,007	10.7%
Bingepasses	23	0	null	171	0	null
Curiosity Stream	0	0	null	0	0	null
E-Books	797	805	-1.0%	6,509	6,782	-4.0%
E-Comics	125	171	-26.9%	2,180	1,679	29.8%
E-music	116	152	-23.7%	1,265	1,192	6.1%
E-video movie	150	168	-10.7%	1,746	1,748	-0.1%
E-video TV	116	61	90.2%	1,397	4,442	-68.6%
<b>TOTAL</b>	<b>2,875</b>	<b>2,942</b>	<b>-2.3%</b>	<b>27,663</b>	<b>28,850</b>	<b>-4.1%</b>

	September-22	September-21		YTD 2022	YTD 2021	
Reference [fact-finding]	3,171	2,478	28.0%	29,844	25,029	19.2%

MATERIALS ADDED TO COLLECTION

	Purchased Items	September-22	YTD 2022	Donated Items	September-22	YTD 2022
Book		918	8,839	Book	2	9
Video		257	2,568	Video	0	0
Video Game		123	347	Video Game	0	0
Music CD		3	33	Music CD	0	0
Audio Book		6	74	Audio Book	0	0
Misc		19	99	Misc	0	0
<b>TOTAL</b>		<b>1,326</b>	<b>11,960</b>	<b>TOTAL</b>	<b>2</b>	<b>9</b>

	New Items Ordered	September-22	YTD 2022	New Items Received	September-22	YTD 2022
Book		2,138	10,175	Book	1,090	8340
Video		270	2,476	Video	296	2302
Video Game		60	458	Video Game	71	339
Music CD		9	34	Music CD	4	31
Audio Book		11	93	Audio Book	16	79
Misc		31	110	Misc	3	33
<b>TOTAL</b>		<b>2,519</b>	<b>13,346</b>	<b>TOTAL</b>	<b>1,480</b>	<b>11124</b>

Vigo County Public Library  
September 2022

**SERVICES**

	September-22	September-21		YTD 2022	YTD 2021	
Computer Users	3,255	2,910	11.9%	31,488	25,965	21.3%
Subscription Databases	7,462	10,011	-25.5%	74,546	105,642	-29.4%
ILL provided to other Libraries	202	230	-12.2%	1,657	1,973	-16.0%
ILL received from other Libraries	142	245	-42.0%	1,336	2,302	-42.0%
Web Site Hits	23,442	15,858	47.8%	181,934	149,720	21.5%
Mobile App Visits	436	557	-21.7%	4,980	5,025	-0.9%

	September-22	September-21		YTD 2022	YTD 2021	
Adult materials deliveries	26	20	30.0%	232	267	-13.1%
Youth materials deliveries	21	23	-8.7%	150	172	-12.8%
<b>TOTAL</b>	<b>47</b>	<b>43</b>	<b>9.3%</b>	<b>382</b>	<b>439</b>	<b>-13.0%</b>

**TAKE & MAKE KITS DISTRIBUTED**

	September-22	September-21	
Early Literacy (ISL: 0-5 yrs)	45	0	null
Children (ISL: 6-11 yrs)	45	55	-18.2%
Teens (ISL: 12-18yrs)	31	0	null
Adults (ISL: 19 + yrs)	20	0	null
General (all ages)	0	54	-100.0%
<b>TOTAL</b>	<b>141</b>	<b>109</b>	<b>29.4%</b>

**ON-SITE PROGRAMS**

	September-22	September-21	
Early Literacy programs/events/classes	10	0	#DIV/0!
Youth programs/events/classes	6	11	-45.5%
Teen programs/events/classes	5	0	#DIV/0!
Adult programs/events/classes	10	4	150.0%
Family/general	8	2	300.0%
<b>TOTAL</b>	<b>39</b>	<b>17</b>	<b>129.4%</b>

**ON-SITE ATTENDANCE**

	September-22	September-21	
Early Literacy attendance	89	0	null
Youth attendance	130	48	170.8%
Teen attendance	19	0	null
Adult attendance	347	27	1185.2%
Family/general attendance	1,248	810	54.1%
<b>TOTAL</b>	<b>1,833</b>	<b>885</b>	<b>107.1%</b>

**OFF-SITE PROGRAMS**

	September-22	September-21	
Early Literacy attendance	0	0	null
Youth outreach	4	0	null
Teen outreach	0	0	null
Adult outreach	6	2	200.0%
Family outreach	0	1	-100.0%
Participation in Community Events	1	3	-66.7%
<b>TOTAL</b>	<b>11</b>	<b>6</b>	<b>83.3%</b>

**OFF-SITE ATTENDANCE**

	September-22	September-21	
Early Literacy attendance	0	0	null
Youth outreach attendance	24	0	null
Teen outreach attendance	0	0	null
Adult outreach attendance	113	21	438.1%
Family outreach attendance	0	34	45
Community Events Interactions	100	279	-64.2%
<b>TOTAL</b>	<b>237</b>	<b>345</b>	<b>-31.3%</b>

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

The Board of Trustees of the Vigo County Public Library at the regular meeting held October 17, 2022, at which a quorum was present, makes the following findings and adopts the following resolution;

**BE IT RESOLVED**

That the equipment and furnishings shown on Exhibit “A” attached hereto are surplus property of the VCPL and are no longer needed for library purposes.

The items of surplus property listed in exhibit “A” are more than one item with an estimated value of less than five thousand dollars (\$5,000).

The Executive Director of the VCPL is hereby authorized to sell, transfer, demolish, or junk the surplus items on behalf of the VCPL at a public or private sale without advertising pursuant to I.C. 5-22-22-6 or as worthless property pursuant to I.C. 5-22-22-8.

**ADOPTED THIS 17<sup>h</sup> DAY OF October, 2022.**

**AYE**

**NAY**

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## EXHIBIT "A"

### VIGO COUNTY PUBLIC LIBRARY

#### SURPLUS EQUIPMENT, FURNISHINGS, & ACCESSORIES

- Wireless AP's
  - 5x Cisco meraki mr16
  - 2x Cisco meraki mr66
- Servers (15+years old)
  - 2x Hp/Compaq proliant ml370
  - 2x ml350, 1x ml330
- Tape Backup
  - 1x hp storageworks 1/8 g2 tape autoloader
- Cameras:
  - 4x avigilon es-hd-hws in Pole Mounts
  - 1x Axis 210a network camera
  - 1x avigilon 1.0-h3-dc1
  - 1x avigilon outdoor camera and mount
  - 1x avigilon 2.0-h3-b1
- HP Sprout
- NEC Projector
- BenQ Projector
- VocoPro 8-channel wireless mic system
- 2x Audio Technica Pro 88 W/R wireless receiver
- GoSpeak Speaker
- 12x Sphero + Charger
- Blue Snowball Microphone
- Peavey MP 4 Mixer Amp
- 2x Peavey Powered Speaker
- 4x TRS 3.5mm to 1/4" adaptor
- Power DeWise 3.5 mm lavalier microphone
- Shure Dynamic microphone
- 8x Tabletop tripod microphone stand
- 2x Dynamic microphone clip
- Mic-J Headset
- Mackie ProFxi2 V2 Mixer
- 3x Audio Technica 200 Series wireless mic + receiver
- EDCOR 25v-70.7v transformer
- Projector Mounting Hardware
- 2x RCA to 3.5mm TRS cable
- 3x 3.5mm TRS cable
- 8x TS Cable
- TS Lavalier mic
- TRS to 3.5mm female cable
- TRS to 3.5mm male cable
- 2x 5 Way headphone splitter
- 8x wood round tables

- Pipe organ
- Posting stands
- Countertop with cabinet
- 6x ceiling speakers

**10/13/2022**