

**REGULAR MEETING
VIGO COUNTY PUBLIC LIBRARY
680 Poplar Street
Terre Haute, IN 47807
Monday, May 15, 2023, 5:30 PM**

A G E N D A

- | | |
|---|-----------|
| 1. Call to Order and Roll Call of Members | |
| 2. Public Input on Action Items | |
| 3. Consideration of Minutes of April 17, 2023, Regular Meeting | 2 |
| 4. Treasurer's Report | |
| A. Monthly Financial Statement | 5 |
| B. Claims and Payroll | 6 |
| C. Special Claims | 21 |
| D. Gift Fund Report | 22 |
| 5. Reports to the Library Board | |
| A. VCPL's Budget Development Process ~ Brandy Bridgewater | |
| 6. Director's Report | 23 |
| 7. Old Business | |
| A. VCPL Board of Trustees Bylaws | 32 |
| 8. New Business | |
| A. Resolution Regarding Material for Friends' Book Sales | 38 |
| B. Resolution on Surplus Property | 40 |
| 9. Suggestions from the Staff, Board or Public for Action or Study | |
| 10. Next Regular Meeting: Monday, June 19, 2023, at 5:30 p.m., Main Library. | |
| 11. Adjournment | |

At the rescheduled 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 17th day of April 2023, the following persons were present:

Library Board Members Present: Terry W. Jones, President; Olivia K. Goulding, Vice President (5:37 p.m.); Christi A. Fenton, Secretary; James M. Young; and Brian L. Cain

Library Board Members Absent: Valentine K. Muyumba; Stacy D. Killion.

Library Staff: Kristi Howe, Dennis Shepard, Amy Gibson, Bonnie McNair, Jeanette Bouchie, Angeline Carson, Lauren Elyea, and Karmon Kuhn.

Others: none.

PUBLIC INPUT ON ACTION ITEMS - None.

CONSIDERATION OF REGULAR MEETING MINUTES

A motion to approve the minutes as written for the March 20, 2023, regular meeting, made by Fenton, seconded by Jones, passed.

TREASURER'S REPORT

Monthly Cash Statement

Dennis Shepard presented the Cash Statement dated April 4, 2023 (copy attached to official minutes).

Claims and Payroll

Mr. Shepard presented the Month End Claims dated March 31, 2023, in the amount of \$30,556.11 (Library Operating, \$29,756.80; Gift Fund, \$799.31; Grants, \$0) Library Operating Claims dated April 17, 2023, in the amount of \$1110,579.92 (Library Operating Fund, \$108,748.33, Gift Fund, \$281.06; Grants, \$1,420.53, PLAC \$130.00) (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

Special Claims

Mr. Shepard presented a special claim for \$41,773.04 to Earl Rodgers & Associates for the bathroom renovation at the main library.

Gift Fund Report

Mr. Shepard presented the Gift Fund report dated February 28, 2023, for \$62,163.75.

Approval of Treasurer's Report

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

REPORTS TO THE LIBRARY BOARD

Job Seeker Series ~ Jeanette Bouchie

Adult Services Manager Jeanette Bouchie shared information about a new series of program developed to help job seekers (and people who are looking to advance from their current positions) to conduct a modern-day job search and communicate professionally in person, on a resume, and during an interview.

DIRECTOR'S REPORT

Ms. Howe commented on her written report and noted that VCPL will be closed to the public on Friday, May 12 to host the Indiana Library Federation Regional Conference.

Ms. Howe gave updates on 12 Points, including that the Board of Zoning Appeals meeting resulted in approval of all three variances requested by VCPL.

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

OLD BUSINESS

Library Board Bylaws Review

The Library Board Bylaws were provided with updates for review. The bylaws will be requested for approval at the May 15, 2023, meeting.

NEW BUSINESS

Consideration of Policies in the VCPL Staff Manual:

- **Compensation Policy**
- **Employee Classification Policy**
- **Separation of Employment**

A motion to approve the Compensation Policy, Employee Classification Policy, and the Separation of Employment policy in the VCPL Staff Manual, made by Goulding, seconded by Young, passed. (Copy of Compensation Policy, Employee Classification Policy and Separation of Employment attached to official minutes.)

Resolution on Surplus Property

A motion to approve the Resolution on Surplus Property, made by Fenton, seconded by Cain, passed. (Copy of Resolution on Surplus Property attached to official minutes.)

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

There were no suggestions.

NEXT MEETING

Regular Meeting, May 15, 2023, at 5:30 p.m. at Main Library.

ADJOURNMENT

A motion to adjourn the meeting made by Goulding, seconded by Muyumba, passed. The meeting adjourned at 6:10 p.m.

Terry W. Jones, President

Olivia K. Goulding, Vice President

ABSENT

Christi A. Fenton, Secretary

Valentine K. Muyumba, Board Member

ABSENT

James M. Young, Board Member

Stacy D. Killion, Board Member

Brian L. Cain, Board Member

AG 5/7/23

Cash Statement
 Vigo County Public Library
 April 2023

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	4,480,514.32 6,386,598.53	132,932.74 537,576.06	652,514.00 2,963,241.53	3,960,933.06	(519,581.26) (2,425,665.47)
Cash Gift Fund	62,163.75 50,396.42	1,425.67 20,367.12	1,096.81 8,270.93	62,492.61	328.86 12,096.19
Cash Rainy Day Fund	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	1,113.59 (11,997.55)	5,000.00 21,883.13	1,420.53 5,192.52	4,693.06	3,579.47 16,690.61
Cash Public Library Access Car	0.00 65.00	130.00 130.00	130.00 195.00	0.00	0.00 (65.00)
Cash-Payroll Withholdings	1,580.17 1,352.89	82,544.14 340,668.92	83,054.75 340,952.25	1,069.56	(510.61) (283.33)

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*26198	WABASH VALLEY TREE SERVIC	100	<i>Check</i>	2,050.00	56777	TREE AND STUMP REMOVAL
26298	FREITAG-WEINHARDT INC	100	<i>Check</i>	170.00	56778	CHILLER WATER PUMP DIAGNOSIS
*26243	TPC MECHANICAL CONTRACTC	100	<i>Check</i>	2,882.50	56779	STRUCTURAL REPAIR & ACTUATORS
						Total Count: 3
						Total Amount: 5,102.50
26209	ADP INC - AUTOPAY II	100	<i>ACH</i>	1,043.90	8081	PAYROLL SERVICES
*26109	ADP SCREENING & SELECTION	100	<i>ACH</i>	193.32	8082	BACKGROUND SCREENINGS
26192	AMAZON.COM LLC	100	<i>ACH</i>	237.93	8083	DVD/VIDEO MATERIAL
26193	AMAZON.COM LLC	100	<i>ACH</i>	14.99	8084	CIRC PRINT MATERIAL
26194	AMAZON.COM LLC	100	<i>ACH</i>	21.56	8085	CIRC PRINT MATERIAL
26195	AMAZON.COM LLC	100	<i>ACH</i>	14.36	8086	CIRC PRINT MATERIAL
26196	AMAZON.COM LLC	100	<i>ACH</i>	49.59	8087	CIRC PRINT MATERIAL
26211	AMAZON.COM LLC	100	<i>ACH</i>	17.38	8088	DVD/VIDEO MATERIAL
26215	AMAZON.COM LLC	100	<i>ACH</i>	23.76	8089	CIRC PRINT MATERIAL
26229	AMAZON.COM LLC	100	<i>ACH</i>	82.89	8090	DVD/VIDEO MATERIAL
26231	AMAZON.COM LLC	100	<i>ACH</i>	219.86	8091	DVD/VIDEO MATERIAL
26237	AMAZON.COM LLC	100	<i>ACH</i>	10.52	8092	CIRC PRINT MATERIAL
26238	AMAZON.COM LLC	100	<i>ACH</i>	69.95	8093	DVD/VIDEO MATERIAL
26239	AMAZON.COM LLC	100	<i>ACH</i>	314.30	8094	WEBCAMS, USB DRIVES & TUBING
26241	AMAZON.COM LLC	100	<i>ACH</i>	34.13	8095	DVD/VIDEO MATERIAL
				6		

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
26242	AMAZON.COM LLC	100	ACH	44.48	8096	DVD/VIDEO MATERIAL
26249	AMAZON.COM LLC	100	ACH	23.99	8097	CIRC PRINT MATERIAL
26250	AMAZON.COM LLC	100	ACH	37.50	8098	#4 BUBBLE MAILERS
26252	AMAZON.COM LLC	100	ACH	25.94	8099	CIRC PRINT MATERIAL
26255	AMAZON.COM LLC	100	ACH	199.97	8100	DVD/VIDEO MATERIAL
26256	AMAZON.COM LLC	100	ACH	10.99	8101	PLANNER FOR LENDING MANAGER
26265	AMAZON.COM LLC	100	ACH	124.96	8102	DVD/VIDEO MATERIAL
26266	AMAZON.COM LLC	100	ACH	304.06	8103	DVD/VIDEO MATERIAL
26267	AMAZON.COM LLC	100	ACH	324.81	8104	DVD/VIDEO MATERIAL
26268	AMAZON.COM LLC	100	ACH	99.88	8105	DVD/VIDEO MATERIAL
26269	AMAZON.COM LLC	100	ACH	29.99	8106	DVD/VIDEO MATERIAL
26270	AMAZON.COM LLC	100	ACH	51.65	8107	FREEZER BAGS AND LYSOL WIPES
26213	BAKER & TAYLOR INC	100	ACH	2,130.39	8108	CIRC PRINT MAT, REF PRINT MAT, AUD
26273	BAKER & TAYLOR INC	100	ACH	3,096.09	8109	CIRC PRINT MATERIAL, AUDIO REC BOO
26244	E-Z CLEAN INC	100	ACH	62.64	8110	SUPPLIES
26299	E-Z CLEAN INC	100	ACH	15.30	8111	SUPPLIES
26296	EXPRESS SERVICES INC	100	ACH	701.44	8112	PART TIME STAFFING
*26246	GENTRY*LUKE	100	ACH	34.30	8113	MILEAGE REIMBURSEMENT
26204	HANK METZGER LANDSCAPE	100	ACH	335.50	8114	IRRIGATION SERVICE
26261	HANK METZGER LANDSCAPE	100	ACH	7 275.00	8115	IRRIGATION SERVICE

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
26283	MCALLEN SOLUTIONS INC	100	<i>ACH</i>	1,159.15	8116	3CX VOIP PHONES RENEWAL
26214	MIDWEST TAPE	100	<i>ACH</i>	926.49	8117	DVD/VIDEO MATERIAL, AUD RECORDED
26275	MIDWEST TAPE	100	<i>ACH</i>	1,163.32	8118	DVD/VIDEO MATERIAL
26203	NEW AVENUES	100	<i>ACH</i>	270.00	8119	CLINICAL HOURS
26286	RICOH USA INC	100	<i>ACH</i>	3,935.96	8120	COPIER LEASE
26285	RICOH USA INC	100	<i>ACH</i>	1,458.78	8121	COPIER LEASE
*26210	WADSWORTH*ASHLEY	100	<i>ACH</i>	215.60	8122	MILEAGE REIMBURSEMENT ILF REGION
*26247	WADSWORTH*ASHLEY	100	<i>ACH</i>	14.38	8123	MEAL REIMBURSEMENT ILF REGIONAL
					Total Count:	43
					Total Amount:	19,421.00
26201	JOHNSON CONTROLS SECURI	100	<i>E-pay</i>	848.33	9845	SERVICE CALL
26202	ACTION PEST CONTROL, INC	100	<i>E-pay</i>	165.00	9846	MAIN MONTHLY PEST CONTROL
*26208	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	29.03	9847	12 POINTS WATER SERVICE
26218	LIBERTY MUTUAL	100	<i>E-pay</i>	400.00	9850	PUBLIC OFFICIAL BOND- A SWEARINGE
26219	LIBERTY MUTUAL	100	<i>E-pay</i>	350.00	9851	PUBLIC OFFICIAL BOND- R FOX
26220	CROWN ELECTRIC, INC	100	<i>E-pay</i>	1,265.00	9852	EJECTOR PUMP CONTACTOR REPAIR
*26221	B & S PLUMBING & HEATING IN	100	<i>E-pay</i>	100.00	9853	EJECTOR PUMP CALL IN
26228	SAFETY SHOE DISTRIBUTORS	100	<i>E-pay</i>	100.00	9860	ALLOTMENT FOR WORK BOOTS
*26233	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	22.32	9861	LAUNDERING OF MAINTENANCE RAGS
*26251	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	103.08	9863	LAUNDERING OF MAINTENANCE RAGS
*26253	CITY OF TERRE HAUTE SEWAG		<i>E-pay</i>	25.39	9864	12 POINTS SEWAGE BILLING

<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				
26257	SAFETY SHOE DISTRIBUTORS		<i>E-pay</i>	200.00	9865	ALLOTMENT FOR WORK BOOTS
		100				
*26262	INDIANA AMERICAN WATER CC		<i>E-pay</i>	358.44	9866	MAIN WATER SERVICE
		100				
*26263	REPUBLIC SERVICES OF WEST		<i>E-pay</i>	440.61	9867	MAIN TRASH SERVICE
		100				
26274	CENTER POINT LARGE PRINT		<i>E-pay</i>	628.59	9868	CIRC PRINT MATERIAL
		100				
*26055	VISA CARD SERVICES		<i>E-pay</i>	4,396.68	9869	VARIOUS SUPPLIES, TRAVEL, REGISTR.
		100				
		200				
26280	T-MOBILE USA, INC.		<i>E-pay</i>	882.61	9870	MAIN HOTSPOT DATA
		100				
26281	T-MOBILE USA, INC.		<i>E-pay</i>	235.20	9871	WEST HOTSPOT DATA
		100				
26284	OFFICE DEPOT		<i>E-pay</i>	1,039.27	9872	OFFICE SUPPLIES
		100				
26290	SAM'S CLUB DIRECT		<i>E-pay</i>	159.33	9873	PROGRAM SUPPLIES
		200				
*26292	INDIANA AMERICAN WATER CC		<i>E-pay</i>	155.64	9874	MAIN IRRIGATION SERVICE
		100				
26293	CNA INSURANCE		<i>E-pay</i>	5,947.00	9875	CYBERLIABILITY INSURANCE
		100				
26294	JOINK LLC		<i>E-pay</i>	275.00	9876	MONTHLY CLOUD BACKUP
		100				
26295	ACTION PEST CONTROL, INC		<i>E-pay</i>	165.00	9877	MAIN MONTHLY PEST CONTROL
		100				
*26260	CAPITAL ONE		<i>E-pay</i>	461.70	9878	PROGRAM SUPPLIES
		100				
		200				

Total Count: **25**
Total Amount: **18,753.22**

<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>
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<i>Grand Total Fund 100:</i>	42,460.97
<i>Grand Total Fund 200:</i>	815.75
<i>Grand Total Fund 201:</i>	0.00
<i>Grand Total Fund 203:</i>	0.00
<i>Grand Total Fund 276:</i>	0.00
<i>Grand Total Fund 300:</i>	0.00
<i>Grand Total Fund 400:</i>	0.00
<i>Grand Total Fund 800:</i>	0.00

Grand Total Count:	71
Grand Total Amount:	43,276.72

Executive Director
Kristi Howe

VISA - APRIL- MONTHLY TOTAL			PAY 04/28/2023	
DATE	PO#	VENDOR	DESCRIPTION	AMOUNT
KRISTI HOWE		XXXX XXXX XXXX 3729		
3/23/2023	230146	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	25.00
3/25/2023	230146	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	1.62
4/20/2023	230713	MCALISTERS DELI	LUNCH FOR MANAGER MEETING	167.84
ADM TOTAL				194.46
DENNIS SHEPARD		XXXX XXXX XXXX 6317		
3/31/2023	230583	GOOGLE	GOOGLE WORKSPACE	93.60
3/29/2023	230501	MAILCHIMP	EMAIL MARKETING ANNUAL SUBSCRIPTION	100.00
3/22/2023	230505	AUDIOBLOCKS	ANNUAL SUBSCRIPTION AUDIO/VIDEO STOCK	385.20
3/29/2023	230602	SURVEYMONKEY	SURVEY HOST ANNUAL SUBSCRIPTION	468.00
4/12/2023	230647	SARATOGA RESTAURANT	LUNCH FOR NEW EMPLOYEE ORIENTATIONS	97.82
4/18/2023	230681	CACKLEBERRIES	LUNCH FOR NEW EMPLOYEE ORIENTATION	45.60
DENNIS S TOTAL				1190.22
BRANDY BRIDGEWATER		XXXX XXXX XXXX 1093		
3/20/2023	230497	IN DEPT OF HOMELAND SECURITY	ELEVATOR PERMIT RENEWAL	131.32
3/19/2023	230495	TECHSOUP GLOBAL	MONTHLY MICROSOFT CLOUD SOLUTIONS	240.00
3/24/2023	NA	MENARDS	REFUND FOR ONLINE ORDER RETURN- INCORRECT ITEM	(334.75)
3/24/2023	230542	AMAZON	GAME FOR TEEN MARIO PARTY EVENT	60.00
4/1/2023	230332	ICONIC DIGITAL MARKETING	ANNUAL WEBSITE MAINTENANCE PLAN	355.50
4/11/2023	230631	MAKEDO	MAKEDO SUPPLIES	152.00
4/13/2023	230646	INBIZ	NOTARY CONTINUING ED	49.37
4/19/2023	230710	TECHSOUP GLOBAL	MONTHLY MICROSOFT CLOUD SOLUTIONS	240.00
4/19/2023	230679	MY HOME PARK	NATIVE PERENNIAL GARDEN PLANTS	105.00
4/21/2023	230593	OLIVE GARDEN	FRIENDS APPRECIATION DINNER CATERING	472.97
4/21/2023	230695	GFS MARKETPLACE	FRIENDS APPRECIATION DINNER	39.46
4/17/2023	230671	ZAPBUG	BUG OVEN HEATER	106.95

4/19/2023	230694	DISTRICT 6 MARKET	FLOWERS FOR FRIENDS APPRECIATION DINNER	300.57
BRANDY TOTAL				1918.39
HEATHER RAYL		XXXX XXXX XXXX 6325		
3/17/2023	230479	COSUGI	ANNUAL MEMBERSHIP	150.00
3/17/2023	230474	INDIANA LIBRARY FEDERATION	MEMBERSHIP FOR HEATHER RAYL	120.00
3/28/2023	230547	COSUGI	REGISTRATION FOR COSUGI CONFERENCE 2023	200.00
4/17/2023	230657	CVS	VISA GIFT CARD FOR SPC PROGRAM SPEAKER	54.95
4/5/2023	230660	MCDONALDS RESTAURANT	LUNCH FOR STATEHOUSE DAY	18.62
4/5/2023	230661	PARKING FOR STATEHOUSE DAY	CLAYPOOL COURT	16.00
HEATHER TOTAL				559.57
VIGO CO PUBLIC LIBRARY		XXXX XXXX XXXX 4648		
3/13/2023	230432	HOLIDAY INN EXPRESS- SOUTH BEND	HOTEL FOR ILF NORTH REGIONAL CONFERENCE	155.25
3/23/2023	230518	DOLLAR TREE STORES	SUPPLIES FOR LET'S MAKE HISTORY PROGRAM	25.00
4/17/2023	230665	GALLUP STRENGTHS CENTER	CLIFTON STRENGTHS ACCESS CODES FOR MANAGEMENT	299.95
4/18/2023	230531	PAPA JOHNS PIZZA	PIZZAS FOR VITA VOLUNTEER THANK YOU PARTY	53.84
VIGO TOTAL				534.04
GRAND TOTAL				4396.68

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
26302	MUSE ART TERRE HAUTE	200	Check	63.00	56780	PROGRAM SUPPLIES
26436	SQUARE DONUTS	200	Check	115.00	56781	ILF BREAKFAST SQUARE DONUTS
						Total Count: 2
						Total Amount: 178.00
*26428	ACUFF*VICTORIA	100	ACH	107.15	8125	SPRING 2023 TEXTBOOK REIMBURSEM
*26429	ACUFF*VICTORIA	100	ACH	2,000.00	8126	SPRING 2023 TUITION REIMBURSEMEN
26332	ADP INC - AUTOPAY II	100	ACH	790.76	8127	PAYROLL SERVICES
26307	AMAZON.COM LLC	100	ACH	37.96	8128	CIRC PRINT MATERIAL
26308	AMAZON.COM LLC	100	ACH	115.62	8129	CIRC NON PRINT PHYSICAL MATERIAL
26309	AMAZON.COM LLC	100	ACH	9.86	8130	CIRC PRINT MATERIAL
26310	AMAZON.COM LLC	100	ACH	15.69	8131	AA BATTERIES
26311	AMAZON.COM LLC	100	ACH	101.55	8132	CIRC PRINT MATERIAL
26312	AMAZON.COM LLC	100	ACH	20.75	8133	GROW BAG FOR LEMON TREE
26313	AMAZON.COM LLC	100	ACH	7.99	8134	CIRC PRINT MATERIAL
26333	AMAZON.COM LLC	100	ACH	9.99	8135	CIRC PRINT MATERIAL
26334	AMAZON.COM LLC	100	ACH	29.99	8136	CIRC PRINT MATERIAL
26335	AMAZON.COM LLC	100	ACH	9.66	8137	CIRC PRINT MATERIAL
26336	AMAZON.COM LLC	100	ACH	12.99	8138	CIRC PRINT MATERIAL
26337	AMAZON.COM LLC	100	ACH	55.15	8139	CIRC PRINT MATERIAL
26338	AMAZON.COM LLC	100	ACH	9.29	8140	PRONOUN STICKERS
				13		

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
26339	AMAZON.COM LLC	100	ACH	18.99	8141	CIRC PRINT MATERIAL
26340	AMAZON.COM LLC	100	ACH	138.99	8142	DVD/VIDEO MATERIAL
26341	AMAZON.COM LLC	100	ACH	14.99	8143	DVD/VIDEO MATERIAL
26342	AMAZON.COM LLC	100	ACH	9.98	8144	DVD/VIDEO MATERIAL
26343	AMAZON.COM LLC	100	ACH	113.94	8145	CIRCULATING KITS
26344	AMAZON.COM LLC	100	ACH	53.99	8146	DVD/VIDEO MATERIAL
26345	AMAZON.COM LLC	100	ACH	57.22	8147	CIRC PRINT MATERIAL
26350	AMAZON.COM LLC	100	ACH	32.95	8148	#2 BUBBLE MAILERS
26351	AMAZON.COM LLC	100	ACH	69.00	8149	DVD/VIDEO MATERIAL
26352	AMAZON.COM LLC	100	ACH	39.99	8150	DVD/VIDEO MATERIAL
26353	AMAZON.COM LLC	100	ACH	49.94	8151	DVD/VIDEO MATERIAL
26379	AMAZON.COM LLC	100	ACH	22.99	8152	CIRC PRINT MATERIAL
26380	AMAZON.COM LLC	100	ACH	19.19	8153	CIRC PRINT MATERIAL
26381	AMAZON.COM LLC	100	ACH	14.83	8154	CIRC PRINT MATERIAL
26382	AMAZON.COM LLC	100	ACH	405.17	8155	ARTEMIS PROGRAMMING
26384	AMAZON.COM LLC	100	ACH	30.99	8156	GIANT JENGA BAG REPLACEMENT
26385	AMAZON.COM LLC	100	ACH	91.99	8157	BUTTON MAKER
26388	AMAZON.COM LLC	100	ACH	13.59	8158	CIRC PRINT MATERIAL
26389	AMAZON.COM LLC	100	ACH	79.99	8159	DRAWER FOR LENDING
26390	AMAZON.COM LLC	200	ACH	792.62	8160	SR READING PRIZES
26391	AMAZON.COM LLC		ACH	189.18	8161	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				
26392	AMAZON.COM LLC	100	ACH	99.76	8162	VIDEO GAMES
26393	AMAZON.COM LLC	100	ACH	84.87	8163	VIDEO GAMES
26422	AMAZON.COM LLC	100	ACH	38.92	8164	CIRC PRINT MAT AND AUD REC BOOKS
26423	AMAZON.COM LLC	100	ACH	54.36	8165	CIRC PRINT MAT AND AUD REC BOOKS
26424	AMAZON.COM LLC	100	ACH	17.88	8166	CIRC PRINT MATERIAL
*26418	BAILEY*KENDRA	100	ACH	3,000.00	8167	SPRING 2023 TUITION REIMBURSEMEN'
26346	BAKER & TAYLOR INC	100	ACH	3,678.93	8168	CIRC PRINT MATERIAL
26347	BAKER & TAYLOR INC	100	ACH	3,794.55	8169	CIRC PRINT MATERIAL, AUD REC BOOK
26375	BOOK DEPOT	200	ACH	1,797.93	8170	SUMMER PRIZE BOOKS
26386	BOOK DEPOT	200	ACH	995.08	8171	SUMMER READING PRIZE BOOKS
*26425	BRIDGEWATER*BRANDY	100	ACH	61.14	8172	SPRING 2023 TEXTBOOK REIMBURSEM
*26426	BRIDGEWATER*BRANDY	100	ACH	1,000.00	8173	SPRING 2023 TUITION REIMBURSEMEN'
*26355	CULLIGAN WATER CONDITIONI	100	ACH	36.50	8174	WEST COOLER RENTAL
*26356	CULLIGAN WATER CONDITIONI	100	ACH	231.00	8175	MAIN COOLER RENTAL
26377	E-Z CLEAN INC	100	ACH	1,032.26	8176	SUPPLIES
26357	EXPRESS SERVICES INC	100	ACH	917.90	8177	PART TIME STAFFING
26421	EXPRESS SERVICES INC	100	ACH	891.60	8178	PART TIME STAFFING
*26358	GENTRY*LUKE	100	ACH	1,500.00	8179	SPRING 2023 TUITION REIMBURSEMEN'
26359	GRAHAM FEED COMPANY	100	ACH	478.80	8180	40# SURE SOFT POLY PELLETS
*26439	INDIANA LIBRARY FEDERATION	100	ACH	2,240.00	8181	ILF REGIONAL CONFERENCE REGISTR/

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
26360	MIDWEST TAPE	100	ACH	7,086.07	8185	HOOPLA APRIL INVOICE
26361	MIDWEST TAPE	100	ACH	1,056.90	8186	DVD/VIDEO MATERIAL
26394	MIDWEST TAPE	100	ACH	1,049.24	8187	DVD/VIDEO MATERIAL, AUD REC MUSIC
26420	NEW AVENUES	100	ACH	720.00	8188	CLINICAL HOURS
26362	OCLC INC	100	ACH	6,347.67	8189	CATALOGING SUBSCRIPTION
26363	PAYPAL INC	100	ACH	19.95	8190	MONTHLY PAYFLOW LINK
26401	RICOH USA INC	100	ACH	2,021.58	8191	COPIER LEASE
*26431	SISK*CARRIE	100	ACH	96.49	8192	SPRING 2023 TEXTBOOK REIMBURSEM
*26432	SISK*CARRIE	100	ACH	1,500.00	8193	SPRING 2023 TUITION REIMBURSEMEN
26162	STAPLES BUSINESS CREDIT	100	ACH	170.48	8194	OFFICE SUPPLIES
26399	THOMAS, EM	100	ACH	4,302.00	8195	SPRING 2023 TUITION REIMBURSEMEN
*26397	UNIQUE MANAGEMENT SERVIC	100	ACH	652.47	8196	NOTICES
*26398	UNIQUE MANAGEMENT SERVIC	100	ACH	391.40	8197	PLACEMENTS
26395	WAGeworks, INC.	100	ACH	168.82	8198	COBRA MONTHLY FEE
26365	WEAS ENGINEERING INC	100	ACH	491.72	8199	WATER TREATMENT MANAGEMENT
					Total Count:	72
					Total Amount:	53,621.19
*26300	MIDWEST COLLABORATIVE - LI	100	E-pay	70.00	9879	BREAK OUT OF BURNOUT WORKSHOP
26305	CROWN ELECTRIC, INC	100	E-pay	740.00	9880	OUTSIDE LIGHTING
*26327	TOWN OF WTH WATER & SEWE	100	E-pay	69.99	9891	WEST WATER SERVICE
26328	VERIZON - WIRELESS		E-pay	136.64	9892	PHONE SERVICE

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		100				
26329	CENTERPOINT ENERGY	100	<i>E-pay</i>	19.24	9893	12 POINTS GAS SERVICE
		100				
*26330	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	58.26	9894	PRIVATE FIRE SERVICE
		100				
26331	WEX BANK	100	<i>E-pay</i>	196.70	9895	FUEL
		100				
*26348	EDGAR COUNTY GENEALOGIC.	100	<i>E-pay</i>	25.00	9896	MAGAZINES
		100				
26349	OVERDRIVE	100	<i>E-pay</i>	9,000.00	9897	MAY MONTHLY CONTENT DEPOSIT
		100				
26366	CINTAS CORPORATION	100	<i>E-pay</i>	112.59	9898	MAIN CABINET SERVICE
		100				
*26367	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	27.90	9899	LAUNDERING OF MAINTENANCE RAGS
		100				
*26368	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	42.94	9900	LAUNDERING OF MAINTENANCE RAGS
		100				
26369	CARRIER CORPORATION	100	<i>E-pay</i>	5,255.54	9901	ANNUAL AGREEMENT
		100				
26370	CROWN ELECTRIC, INC	100	<i>E-pay</i>	4,648.00	9902	LIGHTING WORK FROM NOV22-APR23
		100				
26371	ENA	100	<i>E-pay</i>	671.32	9903	VOICE SERVICE
		100				
26372	ENVISIONWARE	100	<i>E-pay</i>	4,094.35	9904	STS REGISTER RENEWAL
		100				
26373	OFFICE DEPOT	100	<i>E-pay</i>	257.43	9905	OFFICE SUPPLIES
		100				
26374	SAFETY SHOE DISTRIBUTORS	100	<i>E-pay</i>	100.00	9906	ALLOTMENT FOR WORK BOOTS
		100				
*26156	LOWE'S COMMERCIAL SERVICI	100	<i>E-pay</i>	204.66	9907	MAINTENANCE SUPPLIES
		100				
26387	CENTERPOINT ENERGY	100	<i>E-pay</i>	81.50	9908	WEST GAS SERVICE
		100				
26396	ENA	276	<i>E-pay</i>	1,257.33	9909	INTERNET SERVICE
		100				
26400	INDIANA STATE LIBRARY	100	<i>E-pay</i>	2,120.00	9910	INFO EXPRESS RENEWAL
		100				
26402	FRONTIER	100	<i>E-pay</i>	66.51	9911	WEST PHONE SERVICE
		100				
26403	SAFETY SHOE DISTRIBUTORS	100	<i>E-pay</i>	17 100.00	9912	ALLOTMENT FOR WORK BOOTS
		100				

<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>
*26427	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	28.37	9913	LAUNDERING OF MAINTENANCE RAGS
*26430	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	24.80	9914	LAUNDERING OF MAINTENANCE RAGS
*26437	DUKE ENERGY *	100	<i>E-pay</i>	14,064.11	9915	MAIN ELECTRIC SERVICE
*26438	DUKE ENERGY *	100	<i>E-pay</i>	454.39	9916	WEST ELECTRIC SERVICE

Total Count: **28**
Total Amount: **43,927.57**

<i>Grand Total Fund 100:</i>	92,705.80
<i>Grand Total Fund 200:</i>	3,763.63
<i>Grand Total Fund 201:</i>	0.00
<i>Grand Total Fund 203:</i>	0.00
<i>Grand Total Fund 276:</i>	1,257.33
<i>Grand Total Fund 300:</i>	0.00
<i>Grand Total Fund 400:</i>	0.00
<i>Grand Total Fund 800:</i>	0.00

Grand Total Count:	102
Grand Total Amount:	97,726.76

Executive Director
Kristi Howe

Payroll Payable
Voucher Register

Vigo County Public Library
For Period April -2023

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
4/14	Pay#8	Gross Payroll	\$ 140,664.01	\$ 140,664.01	ACH	
4/14	Pay#8	FICA	\$ 10,253.81	\$ 10,253.81	ACH	
4/14	Pay#8	PERF	\$ 18,285.35	\$ 18,285.35	ACH	
4/28	Pay#9	Gross Payroll	\$ 171,489.59	\$ 171,489.59	ACH	
4/28	Pay#9	FICA	\$ 12,612.16	\$ 12,612.16	ACH	
4/28	Pay#9	PERF	\$ 18,986.31	\$ 18,986.31	ACH	
4/28	Pay#9	Anthem	\$ 79,487.70	\$ 79,487.70	ACH	
4/28	Pay#9	Guardian	\$ 6,365.65	\$ 6,365.65	ACH	
		Gross Payroll	\$ -	\$ -	ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

Total library cost			\$ 458,144.58			
April	Pays 8 & 9	Nationwide	\$ 1,426.80	\$ 1,426.80	ACH	Staff withholding
April	Pays 8 & 9	Garnishments	\$ 500.00	\$ 500.00	ACH	Staff withholding
April	Pays 8 & 9	Garnishment Reimbur	\$ -	\$ -	ACH	Staff withholding
April	Pays 8 & 9	AFLAC	\$ 1,021.22	\$ 1,021.22	ACH	Staff withholding
April	Pays 8 & 9	United Way	\$ 492.00	\$ 492.00	ACH	Staff withholding
April	Pays 8 & 9	Anthem	\$ 9,588.56	\$ 9,588.56	ACH	Staff withholding
April	Pays 8 & 9	HSA adj.		\$ -	ACH	Staff withholding
April	Pays 8 & 9	Guardian	\$ 856.02	\$ 856.02	ACH	Staff withholding
April	Pays 8 & 9	Boston Mutual	\$ 746.86	\$ 746.86	ACH	Staff withholding
April	Pays 8 & 9	Fed Tax	\$ 24,800.79	\$ 24,800.79	ACH	Staff withholding
April	Pays 8 & 9	State Tax	\$ 9,566.89	\$ 9,566.89	ACH	Staff withholding
April	Pays 8 & 9	Local Tax	\$ 5,852.87	\$ 5,852.87	ACH	Staff withholding
April	Pays 8 & 9	FICA	\$ 22,865.96	\$ 22,865.96	ACH	Staff withholding
April	Pays 8 & 9	Vol. PERF	\$ 4,826.17	\$ 4,826.17	ACH	Staff withholding
Staff Cost			\$ 82,544.14	\$ 82,544.14		

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

May 15, 2023

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 \$ 458,144.58

Dated this 15th day of May 2023 .

Terry W. Jones, Board President

Olivia K. Goulding, Board Vice President

Christi A. Fenton, Board Secretary

Valentine K. Muyumba, Board Member

Brian L. Cain, 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>
26433	KEYMARK CONSTRUCTION	100	ACH	6,130.73	8182	CHANGE ORDERS 11, 13, AND 14
26434	KEYMARK CONSTRUCTION	100	ACH	1,153.60	8183	12 POINTS REMODEL- CHANGE ORDER
26435	KEYMARK CONSTRUCTION	100	ACH	97,011.57	8184	12 POINTS REMODELING

Total Count: **3**
Total Amount: **104,295.90**

<i>Grand Total Fund 100:</i>	104,295.90
<i>Grand Total Fund 200:</i>	0.00
<i>Grand Total Fund 800:</i>	0.00
<i>Grand Total Fund 400:</i>	0.00
<i>Grand Total Fund 203:</i>	0.00
<i>Grand Total Fund 276:</i>	0.00
<i>Grand Total Fund 201:</i>	0.00
<i>Grand Total Fund 300:</i>	0.00

Grand Total Count:	3
Grand Total Amount:	104,295.90

Executive Director
Kristi Howe

April 30, 2023

Gift Fund Balances

2023

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 373.93	Unrestricted Use	Admin.
64-SPC	\$ 7,242.58	Support of SPC	Admin.
65-Big Read	\$ 450.00	Big Read	Admin.
66-YS	\$ 4,459.33	Support of YS	Admin.
67-WVCF Endowment	\$ 535.00	Support of Strategic Plan Goals	Admin.
68-Crackerbarrel	\$ (72.03)	Support of Crackerbarrel	Admin.
69-Wright Foundation	\$ 8,745.28	Unrestricted Use	Admin.
70- West Emily's Garden	\$ 173.36	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,400.58	Support of West Branch	Admin.
72-Friends	\$ 9,160.31	Support of Pre-Approved Programs/Initiatives	Admin.
73-WVLC	\$ -	Support of LLC Literacy Events	Admin.
74-Wiley Cupola	\$ 1,778.00	Maintenance of Cupola	Admin.
75-Wiley Memorial	\$ 20,130.68	Maintenance of Memorial	Admin.
77-WVCF Meeks	\$ 1,292.00	Childrens Literature	Admin.
81-Community Connections	\$ 216.95	Support of Community Connections	Admin.
83-Kiwanis Ys	\$ 234.53	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	\$ 565.09	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	\$ 770.44	Buy a Book	Admin.
TOTAL	\$ 62,492.61		

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD MAY 15, 2023

WABASH VALLEY COMMUNITY READ – *THE AUTHENTICITY PROJECT*

CARE FOR THE CAREGIVER

Creating caring communities was a theme in this year's Community Read book, *The Authenticity Project* by Clare Pooley. In keeping with this theme, Shelly Amerman of Thrive West Central Indiana shared resources for those responsible for aging family and friends in the presentation "Care for the Caregiver" on April 4. Attendees learned about both emotional and financial support available for caregivers in Vigo and surrounding counties.



GENEVA FUNK: THE STORIES WE LEAVE BEHIND



On April 7, Suzy Quick, curator at the Vigo County Historical Museum, demonstrated the importance of everyday life through the program "Geneva Funk: The Stories We Leave Behind". She shared artifacts such as costumes, pictures, letters, and jewelry that belonged to former Terre Haute resident Geneva Funk, explaining how the items we take for granted can reveal the most about our lives.

ART IN ACTION: A COLLABORATIVE ART WORKSHOP AT 12 POINTS



Program & Events Staff Kateri Tuttle and Susan Jakaitis offered a collaborative art project for families at the Aspin Health Community Event at 12-Points on April 15. Seventy-three participants helped create friendly monsters by rolling dice and following coordinated instructions regarding the number of facial features and limbs they should

draw on a blob shape! One young artist commented that he always looks for the Library table because they "...always have the most fun things to do." The continuous roll of paper, wrapping around two walls, is on display on the lower-level of VCPL for families to enjoy while visiting the Youth Services Department.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD MAY 15, 2023

MENTAL HEALTH FOR YOUR AUTHENTIC SELF

On Sunday April 16, thirteen teens attended “Mental Health for your Authentic Self,” a collaborative event held by VCPL’s Youth Services Department and the Tech Team. The relaxing time was enjoyed by teens from the area, including homeschooled teens and several students who had attended from the night before. The group created affirmation mirrors, took a reflective journey through space in the Virtual Reality App “Tripp” and practiced yoga. This program was in partnership with the Bring Change to Mind Club at Terre Haute North. One attendee stated that she made a new friend and is excited to have someone she can talk about mental health with more openly.

HIDDEN HISTORY OF TERRE HAUTE: VOLUME 2

On April 18, Special Collections Manager David Kite presented Volume 2 of the “Hidden History” program, as part of the Community Read programming. The audience learned about Amelia Kussner Coudert, a miniature portrait artist who even used ivory piano keys for her portraits, the National Guard occupation of Terre Haute in 1935, and the local connection to the largest international gambling ring in the US in the 1950s.



As part of the evening’s presentation, Dr. Crystal Reynolds presented the “Hidden Histories” of the Black and Cuban populations in Terre Haute and highlighted their accomplishments. Dr. Reynolds also spoke of Frederick Douglas and his relationship to Terre Haute and how the Vigo County Historical Museum has one of the few Douglas signatures in existence.

Dr. Reynolds reported that, in collaboration with the fraternity, Pi Kappa Alpha, a bronze bust of Frederick Douglas is to be added to downtown Terre Haute. Renowned sculptor, Bill Wolfe, who created the bronze statues of Larry Bird and Max Ehrmann in Terre Haute, will be creating the bust of Frederick Douglas.

AUTHENTIC ART OF THE WABASH VALLEY ART RECEPTION

VCPL hosted a reception for the exhibiting artists of the River City Art Association and the Wabash Valley Art Association on April 27. Member artists have displayed original artworks based on the book *The Authenticity Project* since March 1 on the first level of the VCPL. The “Best in Show” was awarded to Elise

24



2

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD MAY 15, 2023

Spaid-Roberts for her piece titled "Spilled Secrets." The Peoples' Choice Award, determined by votes from VCPL customers, was presented to Steve Harrold for his painting, "Rock Bottom." Christy Brinkman-Robertson, Art Curator at Rose-Hulman Institute of Technology, was invited to be the guest judge and attended the reception to speak to the attendees about her choice and congratulate both winners.

MINDFUL SCROLLING

Sara M. Julian, MSW, LSW, from FSA Counseling Center, and her team of ISU college interns, presented methods to protect your mental wellness while on social media and how to determine if you are being affected by these platforms. The interns created an interactive game to engage each attendee and to elicit feedback on various issues related to the impact of social media. The discussion included answers to audience questions about settings on their phones as well as other practical advice on using social media and noticing its influence.

SELF-REFLECTION THROUGH ART & BULLET JOURNALING

Madison King, artist and owner of Muse Art on Wabash Avenue, conducted a teen program introducing techniques for bullet journaling. This creative journaling involves art, written prompts, lists, and a medium for organization. As a traveling journal was the focus of *The Authenticity Project*, Madison helped attendees examine their authentic selves versus their social media image. Teens were very thankful for the free journals and the available materials to create their journal art. One parent shared appreciation for the program, as his daughter expresses herself better with art than words.

VIGO COUNTY HISTORICAL MUSEUM EXHIBIT



In conjunction with this year's Community Read program hosted by Adult Services and presented by Suzy Quick of the Vigo County Historical Museum, "Geneva Funk: The Stories We Leave Behind," the museum loaned a collection of artifacts belonging to Geneva Funk for an exhibit in Special Collections. The exhibit is on display in Special Collections for the months of April and May.

WABASH VALLEY BOOK DISCUSSIONS

Andrew Akers, Director of Parke County Public Library, reported that the Friends of the Parke County Public Library featured a book discussion that provided a free green journal, appropriately labeled *The Authenticity Project* for all attendees. The Friends also provided locally sourced, café-inspired bakery snacks, and coffee to create the book's atmosphere of a café where people gather.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD MAY 15, 2023

Alyson Thompson, Director of Marshall Public Library, reported 12 participants joined the MPL book discussion and the Library also hosted a program called: "What's Coming Down the Line? The Railroad in the American Mind" as a complimentary program about community.

ADULT SERVICES

ART HACKS



Participants in the April 22 Art Hacks program led by Adult Services Librarian Meghan Salinas explored the technique of drip painting, made famous by artists such as Janet Sobel and Francis Picabia. After the presentation, participants took what they learned about this art form and used it to design their own unique marbled mugs.

COMMUNITY OUTREACH

Adult Services Assistant Librarians Victoria Acuff and Arielle Craig represented VCPL at the 14th and Chestnut Gifts from the Heart Banquet on April 13, which celebrated the work done by the center, its staff, and its volunteers.

VITA COMPLETION

Nine VCPL staff members helped local residents file 73 federal and 82 state tax returns this tax season! This is nearly double last year's total, and plans are already underway to assist even more taxpayers next year. VCPL is the only VITA location in Vigo County and most surrounding counties.

STAFF DEVELOPMENT

Adult Services Librarian Meghan Salinas attended the Midwest Collaborative for Library Services webinar "Breakout of Burnout and Rebalance Your Life" on April 13. Library employees are often vulnerable to compassion fatigue and other stress-related difficulties. Meghan learned methods for managing stress and setting boundaries to protect mental health. After the session, she shared the information with her colleagues.

PROGRAMS AND EVENTS

EARTH DAY AT INDIANA STATE UNIVERSITY

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD MAY 15, 2023



The VCPL Programming team of Hope Rice, Kateri Tuttle, and Susan Jakaitis interacted with 380 people in four hours at ISU on April 19. The VCPL table offered an opportunity to plant vegetable or flower seeds in a branded VCPL reusable cup. The students were very interested in the Library services and also being able to plant and care for their own plants. Basil was the most popular seed chosen of seven seed varieties. Students exclaimed, “This is just so awesome!” and “I am going to give this to my mother for her garden.”

WEST BRANCH

KIDS SCIENCE DAY

VCPL staff attended the 4th Annual Kids Science Day at Wabashiki Fish and Wildlife Area on April 14 hosted by West Vigo High School and sponsored by Emily’s Walk. Third graders from Sugar Creek Consolidated, Fayette, and Fuqua elementary schools learned about science through hands-on exploration on this field trip. Shelley Jackson from West Branch, Amanda Phillips from Youth Services, and Sharon McConnell from Adult Services promoted some of the many ways to explore science at the branch including microscopes, Makey Makeys, Merge Cubes, robots, and classic library materials.



TASTE OF WEST TERRE HAUTE

The West Branch participated in the 2nd Annual “A Taste of West Terre Haute” event on May 5. This event was started by senior students at West Vigo and has expanded this year to include any local business in the West Terre Haute community. West Branch staff hosted “Putt Putt and Popcorn” as part of the event. Participants came to play a round of mini golf and enjoy freshly popped popcorn and were able to get their official “A Taste of West Terre Haute” activity card signed. Nearly 20 people visited the branch to participate in the event.

YOUTH SERVICES

AUTHOR VISIT AT BATTLE OF THE BOOKS CELEBRATION

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD MAY 15, 2023

Last month, Vigo County elementary school students celebrated the end of the Battle of the Books competition with a visit from Aaron Starmer, who was one of the authors on their booklist for the event! Aaron wrote the *Locker 37* series, which is about a magical locker in an elementary school that helps students out of embarrassing or difficult situations. Youth Services Librarian Megan Howes arranged the visit for the school corporation and made sure that Aaron's presentation went smoothly. The kids were absolutely thrilled to meet an author at the event and they even got to take home a book that was signed by Aaron. Several teachers also said that they were so pleased that the students had the opportunity to experience this and interact with one of their favorite writers.



EARTH DAY ECO CRAFT PROGRAM



In honor of Earth Day, YS Librarian Amanda Phillips hosted an eco-craft program for teens. Three stations were set up in the Teen Space that included everyday items and instructions on how to turn these items into a work of art. Paint swatches were cut and stamped into unique shapes to create pointillism designs, room garland, or abstract art.

Withdrawn books were re-purposed to create 3-D butterfly models and mini books. Recycled paper and paper quilling tools were used to create lilies, hyacinths, and daisies to design a flower bouquet. The teens really let their creativity show during this program using all the supplies at their disposal and creating a lot of unique art and room décor. This program successfully showcased the REUSE tenet in the three Earth Day principles: reduce, reuse, recycle. The teens left with more confidence in how to repurpose everyday items instead of buying new.

PERSONNEL CHANGES

TRANSFER

Craig, Arielle K. - Transfer from the full-time non-exempt position of Adult Services Assistant Librarian in the Adult Services department to the full-time non-exempt position of Special Collections Assistant Librarian in the Special Collections department effective May 15, 2023.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD MAY 15, 2023

McCrea-Bailey, Kendra A. - Due to completion of MLS degree, change in class from the full-time non-exempt position of Youth Services Assistant Librarian (job class 5) to the full-time non-exempt position of Youth Services Librarian (job class 4) in the Youth Services Department effective May 15, 2023.

RESIGNATION

Fisher, Eric D. - Resignation from the full-time non-exempt position of West Branch Manager effective May 12, 2023.

Respectfully submitted,

Kristi J. Howe

5/10/23 AG

	April-23	April-22		YTD 2023	YTD 2022	
Print Circulation	16,946	18,425	-8.0%	72,727	76,563	-5.0%
A/V Circulation	5,645	6,387	-11.6%	25,577	27,812	-8.0%
Misc	321	182	76.4%	1,000	967	3.4%
Electronic Devices	57	57	0.0%	240	264	-9.1%
TOTAL	22,969	25,051	-8.3%	99,544	105,606	-5.7%

	April-23	April-22		YTD 2023	YTD 2022	
Overdrive						
E-book	6,863	5,227	31.3%	27,272	20,586	32.5%
E-audiobook	4,444	2,687	65.4%	17,331	11,422	51.7%
E-Magazines	291	315	-7.6%	1,327	1,416	-6.3%
E-Music	0	0	null	0	0	null
E-video	0	8	-100.0%	0	26	-100.0%
TOTAL	11,598	8,237	40.8%	45,930	33,450	37.3%

	April-23	April-22		YTD 2023	YTD 2022	
Hoopla						
E-audiobook	1,803	1,636	10.2%	6,950	6,558	6.0%
Bingepasses	12	14	-14.3%	50	93	-46.2%
E-Books	812	717	13.2%	3,454	3,317	4.1%
E-Comics	112	177	-36.7%	603	785	-23.2%
E-music	122	133	-8.3%	569	562	1.2%
E-video movie	195	171	14.0%	835	826	1.1%
E-video TV	195	136	43.4%	679	662	2.6%
TOTAL	3,251	2,984	8.9%	13,140	12,803	2.6%

	April-23	April-22		YTD 2023	YTD 2022	
Reference [fact-finding]	1,945	2,851	-31.8%	11,406	11,573	-1.4%

MATERIALS ADDED TO COLLECTION

Purchased Items	April-23	YTD 2023
Book	853	4,223
Video	317	1,663
Video Game	56	150
Music CD	5	28
Audio Book	22	65
Misc	53	172
TOTAL	1,306	6,301

Donated Items	April-23	YTD 2023
Book	4	12
Video	0	0
Video Game	0	0
Music CD	0	0
Audio Book	0	0
Misc	0	0
TOTAL	4	12

New Items Ordered	April-23	YTD 2023
Book	1,305	4,608
Video	244	896
Video Game	78	160
Music CD	0	10
Audio Book	13	87
Misc	5	7
TOTAL	1,645	5,768

New Items Received	April-23	YTD 2023
Book	844	3162
Video	276	824
Video Game	39	115
Music CD	2	7
Audio Book	25	64
Misc	0	1
TOTAL	1,186	4,173

TAKE & MAKE KITS DISTRIBUTED	April-23	April-22		YTD 2023	YTD 2022	
Early Literacy (ISL: 0-5 yrs)	0	45	-100.0%	0	153	-100.0%
Children (ISL: 6-11 yrs)	0	45	-100.0%	0	185	-100.0%
Teens (ISL: 12-18yrs)	0	24	-100.0%	0	134	-100.0%
Adults (ISL: 19 + yrs)	0	28	-100.0%	49	125	-60.8%
General (all ages)	0	0	null	239	0	null
TOTAL	0	142	-100.0%	288	597	-51.8%

ON-SITE PROGRAMS	April-23	April-22		YTD 2023	YTD 2022	
Early Literacy programs/events/classes	12	16	-25.0%	53	40	32.5%
Youth programs/events/classes	5	3	66.7%	44	14	214.3%
Teen programs/events/classes	6	5	20.0%	33	13	153.8%
Adult programs/events/classes	21	10	110.0%	64	95	-32.6%
Family/general	11	21	-47.6%	58	39	48.7%
TOTAL	55	55	0.0%	252	201	25.4%

ON-SITE ATTENDANCE						
Early Literacy attendance	161	182	-11.5%	654	369	77.2%
Youth attendance	29	34	-14.7%	317	132	140.2%
Teen attendance	28	25	12.0%	206	49	320.4%
Adult attendance	368	282	30.5%	1,421	825	72.2%
Family/general attendance	180	120	50.0%	1,263	246	413.4%
TOTAL	766	643	19.1%	3,861	1,621	138.2%

OFF-SITE PROGRAMS	April-23	April-22		YTD 2023	YTD 2022	
Early Literacy attendance	0	0	null	0	0	null
Youth outreach	5	1	400.0%	17	1	1600.0%
Teen outreach	0	0	null	0	0	null
Adult outreach	16	5	220.0%	49	7	600.0%
Family outreach	0	0	null	0	1	-100.0%
Participation in Community Events	2	3	-33.3%	4	3	33.3%
TOTAL	23	9	155.6%	70	12	483.3%

OFF-SITE ATTENDANCE						
Early Literacy attendance	0	0	null	0	0	null
Youth outreach attendance	20	120	-83.3%	99	120	-17.5%
Teen outreach attendance	0	0	null	0	0	null
Adult outreach attendance	177	141	25.5%	635	221	187.3%
Family outreach attendance	0	0	null	0	200	-100.0%
Community Events Interactions	453	439	3.2%	937	439	113.4%
TOTAL	650	700	-7.1%	1,671	980	70.5%

	April-23	April-22		YTD 2023	YTD 2022	
Web Site Hits	8,643	18,124	-52.3%	37,157	72,394	-48.7%
Mobile App Visits	67	562	-88.1%	386	2,261	-82.9%
Computer Users	3,329	3,260	2.1%	14,472	13,038	11.0%
Subscription Databases	7,576	8,388	-9.7%	28,579	35,580	-19.7%
ILL provided to other Libraries	210	171	22.8%	988	798	23.8%
ILL received from other Libraries	62	120	-48.3%	331	577	-42.6%

	April-23	April-22		YTD 2023	YTD 2022	
Adult materials deliveries	23	24	-4.2%	91	109	-16.5%
Youth materials deliveries	14	13	7.7%	67	69	-2.9%
TOTAL	37	37	0.0%	158	178	-11.2%

VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

ARTICLE I IDENTIFICATION

Section 1. The name of this Board is the “Board of Trustees” of the Vigo County Public Library, hereinafter referred to as “the Board”. The VIGO COUNTY PUBLIC LIBRARY will be hereinafter referred to as “the VCPL”.

Section 2. The geographic territory and boundaries of the VCPL and the taxed library district shall consist of the entire County of Vigo, in the State of Indiana.

ARTICLE II AUTHORITY AND PURPOSE

Section 1. The Board shall govern the VCPL, a municipal corporation separate and distinct from other civil or municipal corporations, and CLASS 1 library organized under the public library provisions, according to the purposes and authority set forth in IC 36-12, as amended, and such other Indiana and federal laws as affect the operation of the VCPL.

Section 2. The purpose of the VCPL is to provide open access for all to information, programs, resources, and services to enrich the quality of life in the Vigo County community. The library services provided by the VCPL are supported by public funds and include collecting and organizing library materials, providing reference and referral, and the provision of related library services to library patrons.

Section 3. Members of the Board shall serve without compensation, except that the Treasurer may be compensated at a rate established by the Board, per IC 36-12-2-21 if a Board Member is serving as Treasurer. The Board may also elect a paid VCPL staff member to serve as Treasurer. A Board member may not serve as a paid employee of the VCPL.

Section 4. The Board may engage legal counsel as needed for legal advice. The President of the Board or the Library Executive Director may request the legal opinions of legal counsel for any matter which comes within the jurisdiction of the Board and shall report the opinion to the Board.

ARTICLE III PERSONNEL

Section 1. The Board shall select a librarian who holds a certificate under IC 36-12-11 to serve as the Executive Director of the VCPL. The selection shall be made solely upon the basis of the candidate’s training and proficiency in the science of library administration. The Board shall fix the compensation of the Executive Director, prescribe the powers and duties, and determine the term and tenure in office. The Executive Director, as the administrative head of the library, is responsible to the Board for the operation and management of the VCPL, per IC 36-12-2-24(a).

Section 2. The Executive Director shall have the authority to write and enforce administrative regulations or procedures governing the VCPL which logically stem from adopted and approved Board policies. Such regulations or procedures shall be consistent with the policies of the Board.

VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

Section 3. Among the duties of the Executive Director, unless otherwise directed by the Board, but not in limitation thereof, are:

- responsibility for the care of the building(s) and equipment
- the supervision, employment and direction of the staff
- the efficiency of the library's provision of service to the public
- the administration of the long-range strategic plan and short-term goals
- the operation of the library under the financial conditions set forth in the annual budget

Section 4. The Executive Director shall attend all Board meetings. The Executive Director shall report to the Board upon request all activities of the VCPL under their direction.

ARTICLE IV CONFLICTS OF INTEREST

Section 1. Board members, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity, and honor. Board members shall promote a high level of service observing ethical standards. Board members shall not use the VCPL for personal advantage or the personal advantage of friends, relatives, or dependents and shall avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the institution.

Section 2. Board members will declare any conflict of interest between their personal life and their position on the VCPL Board and avoid voting on issues that appear to be a conflict of interest. It is incumbent upon any Board member to disqualify or recuse themselves from voting immediately whenever the appearance of a conflict of interest exists.

Section 3. If a financial conflict of interest exists, the Board member shall complete the Uniform Conflict of Interest Disclosure Form as required by I.C. 35-44.1-1-4.

ARTICLE V NEPOTISM

Section 1. The VCPL complies with the nepotism provisions of IC 36-1-20.2 and does not employ relatives of the Executive Director or any member of the Board as outlined in the Employment of Relatives policy contained in the VCPL Staff Manual.

ARTICLE VI AMENDMENTS

Section 1. These bylaws may be amended or repealed at any regular meeting or special meetings called for that purpose by the Board or its President, with a quorum present, by a majority vote of the members present.

Section 2. A copy of any proposed Amendments shall be provided to each Board member at least 14 days before the meeting where the vote on the³³ amended bylaws will occur.

VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

Section 3. Amendments may be proposed by any member of the Board.

Section 4. The amendments for each year shall be submitted to the Indiana State Library upon submission of the annual report.

ARTICLE VII MEMBERSHIP

Section 1. Members of the Board shall be appointed pursuant to IC 36-12-2-9, and as follows:

CLASS 1 Library (County Library)	Appointing Authority
Trustee 1 IC 36-12-2-11	Vigo County Council
Trustee 2 IC 36-12-2-11	Vigo County Council
Trustee 3 IC 36-12-2-11	Vigo County School Corporation School Board
Trustee 4 IC 36-12-2-11	Vigo County School Corporation School Board
Trustee 5 IC 36-12-2-11	Vigo County School Corporation School Board
Trustee 6 IC 36-12-2-11	Vigo County Commissioners
Trustee 7 IC 36-12-2-11	Vigo County Commissioners

Section 2. Board members are appointed to four-year terms but continue to serve until a successor is appointed. A member may not serve more than four consecutive per IC 36-12-2-8 and 18.

ARTICLE VIII OFFICERS

Section 1. Officers of the Board shall be a President, Vice President, Secretary, and Treasurer, per IC 36-12-2-22 and IC 36-12-2-23. All officers shall be members of the Board except the Treasurer may be a paid employee of VCPL.

Section 2. The officers shall be elected at the August meeting for a term of one year, per IC 36-12-2-23.

Section 3. Vacancies in any office shall be filled by election at the next regular meeting of the Board after the vacancy occurs.

Section 4. Any officer may be removed from office before the expiration of the term of office for cause by the affirmative vote of at least a majority of the members of the Board then in office, at any regular meeting of the Board or at any special meeting of the Board called for that purpose.

Section 5. The President shall preside at all Board meetings, appoint committees deemed necessary, certify all bills allowed by the Board, sign all warrants on the Treasurer for the payment of money, enforce the observance of these rules, and perform such other duties as pertain to the office of the President and are necessary to carry out the wishes of the Board, subject to the public library laws, as amended.

Section 6. The Vice-President shall perform all duties incumbent upon the President during the absence or disability of the President, and shall perform such other duties as may be required by

VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

law, these Bylaws or as prescribed by the VCPL Board, and in general shall have all the powers and duties customarily vested in the office of Vice-President, subject to the public library laws, as amended.

Section 7. The Secretary shall countersign all warrants on the Treasurer for the payment of money and in conjunction with the Executive Director of the library: shall notify the proper appointing powers of vacancies on the Board, such notice shall be given when possible, two weeks before the vacancy occurs; shall certify the rate of taxation as determined by the Board to the County Auditor, and see that the levy is properly made and recorded; shall keep a record of attendance at Board meetings, and if any member is absent without reasonable excuse from six consecutive meetings for any cause other than illness, it shall be the duty of the Secretary to inform the appointing authority that the member is not serving the best interests of the VCPL and should be replaced by someone who will take an active part in the work.

Section 8. In addition to duties outlined in IC 36-12-2-22, the Treasurer shall be responsible for and keep a detailed account of receipts and expenditures and be responsible for monthly reports and an annual report of receipts and expenditures; shall deposit all funds in accordance with the provisions of law and as may be directed by the Board and its Board of Finance, shall sign all warrants approved by the Board; in general shall have all the powers and duties customarily vested in the office of Treasurer, subject to the public library laws, as amended; will be responsible for and keep one key to the lock box at Terre Haute First Financial Bank, and the second key shall be maintained in the VCPL safe. The Treasurer shall provide a corporate surety bond in the amount prescribed by the Board for the faithful execution of duties and the accurate accounting of all funds and securities, the cost of which bond, including the cost of filing and recording, shall be paid from the VCPL operating fund.

ARTICLE IX MEETINGS

Section 1. The Board shall meet monthly on the third Monday of each month at 5:30 PM in a meeting room of a library facility.

Section 2. The Board may meet electronically pursuant to the electronic meeting policy.

Section 3. The August meeting of the Board shall be the annual meeting, per IC 36-12-2-23.

Section 4. The full Board and its officers constitute the Board of Finance and shall meet annually in January, after the first Monday and on or before the last day of January, to review finances and depositories, per IC 5-13-7-5 to 7-6.

Section 5. Regular, special and executive session meetings will be publicized and conducted in accordance with the Open Door Law of Indiana (IC 5-14-1.5).

Section 6. Special meetings may be called by the President, or upon written request of two (2) members, for the transaction of business as stated in the call, per IC 36-12-2-23. Notice stating the time and place of any special meeting and the purpose for which called shall be given each member of the Board at least 2 days in advance of such meeting and to the local media 48 hours in advance, excluding holidays and weekends, per IC 5-14-1.5-5.

VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

Section 7. A quorum for the transaction of business shall consist of at least four (4) Board members, regardless of any current vacancies on a library's boards.

Section 8. The order of business shall be:

- Call to order
- Public input on agenda items
- Reading and approval of minutes
- Reading and approval of financial report and approval of claims (bills)
- Reports to the Board from staff or outside individuals
- Report of the Library Executive Director
- Old Business
- New Business
- Public input (optional)
- Adjournment

Section 9. Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the Board.

ARTICLE X COMMITTEES

Section 1. Special committees for conducting projects undertaken or adopted by the Board, and for study and investigation of proposed projects, may be appointed by the President as occasion demands, such Committee to serve until completion of the tasks for which it was appointed or until sooner terminated by the President or the Board. Committees shall have such powers and duties as may be prescribed to them by the Board, subject to the limitations of the public library laws. All committee members need not be members of the Board, but such committee shall have at least one (1) Board member serving on that committee.

ARTICLE XI INDEMNIFICATION OF BOARD MEMBERS

Section 1. The VCPL shall maintain an adequate level of liability insurance coverage for Board members and Board officers. Each Board member and Board officer of the VCPL now or hereafter serving as such, shall be indemnified by the library against any and all claims and liabilities to which said person has or shall become subject by reason of serving or having served as such board member or officer, or by reason of any action alleged to have been taken, omitted or neglected by such person as such board member or board officer; and the VCPL shall reimburse each such person for all legal expenses reasonably incurred by said person in connection with any such claim or liability, provided, however, that no such person shall be indemnified against or be reimbursed for any expense incurred in connection with or any claim or liability arising out of said person's own willful misconduct or gross negligence. The right of indemnification herein above provided shall not be exclusive of any rights to which any Board member or officer of the VCPL may otherwise be entitled by law. The VCPL's obligation to indemnify any person shall be conditioned upon that person giving timely written notice to the library of the claim or action for which the indemnification is sought. Failure to give such notice releases the VCPL of all obligation of indemnification.

VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

ARTICLE XII POLICIES, PLANS, RULES, AND REGULATIONS

Section 1. The Board shall operate VCPL in compliance with all applicable federal, state, and local laws including but not limited to the following:

- Americans with Disabilities Act
- Federal and State employment law
- Indiana laws governing municipal corporations
- Indiana library law
- Indiana public library standards
- Indiana public librarian certification
- Indiana library and historical department law
- Building or health and safety codes

Section 2. In addition to operating in accordance with these Bylaws and the laws of the United States and the State of Indiana, the Board shall adopt policies, plans, rules, and regulations to govern its operations, and may affirm policies, plans, rules and regulations proposed by the Library Executive Director for the management and administration of the VCPL, as required by 590 IAC 6-1-5.

ARTICLE III REVIEW OF BYLAWS

Section 1. The bylaws shall be reviewed every three years and the secretary shall affix the date of review to the bylaws for audit as well as indicating the action in the minutes.

Duly adopted by unanimous vote of the Vigo County Public Library Board of Trustees at their meeting held on May 15, 2023, as evidenced by each member's signature below.

Terry W. Jones, President

Olivia K. Goulding, Vice President

Christi A. Fenton, Secretary

Valentine K. Muyumba, Board Member

James M. Young, Board Member

Stacy D. Killion, Board Member

Brian L. Cain, Board Member

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
VIGO COUNTY PUBLIC LIBRARY
2023**

The Board of Trustees of the Vigo County Public Library at its regular meeting held May 15, 2023, at which a quorum was present, makes the following findings and adopts the following resolutions:

BE IT RESOLVED

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

ADOPTED this 15th day of May, 2023.

AYE

NAY

EXHIBIT "A"
SYSTEM DISCARDS FOR FRIENDS BOOK SALES
May 2022 - April 2023

<u>Month</u>	<u># Discards</u>
May, 2022	652
June	925
July	433
August	1233
September	1010
October	345
November	679
December	1738
January, 2023	1078
February	850
March	1565
April	1727
Total	12,235

**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 May 15, 2023, 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 15th DAY OF MAY, 2023.

AYE

NAY

EXHIBIT “A”

VIGO COUNTY PUBLIC LIBRARY

SURPLUS EQUIPMENT, FURNISHINGS, & ACCESSORIES

- 7 Jamex Coin Ops
- 26 HP Prodesk Computers
- 44 HP Various Computers (10+ years)
- 6 Dell Optiplex 980 Computer
- Various Switches and Networking Equipment (End of Life)
 - Cisco 5520
 - 5 Cisco 3750
 - Cisco 3750 poe
 - Cisco 3825
 - Cisco 4503-e
 - Cisco pix515e
 - Cisco 2900xl
 - 2 Xyplex maxsrver 800
 - 4 Cisco 2501
 - 2 Cisco 2505
 - 3 Cisco 1841
 - 5 Allied Teleses at-fs724i
 - Barracuda 200
 - Catalyst wx-c1200
 - Xyplex 3030
 - Cisco 1800
 - Catalyst 2960
- 6 engenius ep-490 Wireless Kits (old wireless phone)
- Kindle
- Kindle Fire
- 2 Nooks
- Ipad A13955
- HP Probook 4540s Laptop
- HP Envy Laptop

05/15/2023