

**REGULAR MEETING  
VIGO COUNTY PUBLIC LIBRARY  
680 Poplar Street  
Terre Haute, IN 47807  
Monday, October 16, 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 September 18, 2023, Regular Meeting**
4. **Treasurer's Report**
  - A. Monthly Financial Statement
  - B. Claims and Payroll
  - C. Special Claims
  - D. Gift Fund Report
5. **Reports to the Library Board**
  - A. Programs and Events ~ Hope Rice
6. **Director's Report**
7. **Old Business**
8. **New Business**
  - A. Resolution on Surplus Property
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Regular Meeting:** Monday, November 20, 2023 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, 680 Poplar Street, at 5:30 p.m. on the 18<sup>th</sup> day of September 2023, the following persons were present:

Library Board Members Present: Terry W. Jones, President; James M. Young, Vice President; Christi A. Fenton, Secretary; Valentine K. Muyumba, Brian L. Cain and George L. Heubel.

Library Board Members Absent: Stacy D. Killion.

Library Staff: Kristi Howe, Dennis Shepard, Amy Gibson, Lauren Elyea, Luke Gentry, Heather Rayl, Shaleena Barker, and Rob Fox.

Others: None.

**PUBLIC INPUT ON ACTION ITEMS** - None.

### **CONSIDERATION OF REGULAR MEETING MINUTES**

A motion to approve the minutes as written for the August 21, 2023, Regular Meeting, made by Young, seconded by Muyumba, passed.

### **CONSIDERATION OF SPECIAL MEETING MINUTES**

A motion to approve the minutes as written for the September 5, 2023, Special Meeting, made by Fenton, seconded by Young, passed.

### **TREASURER'S REPORT**

#### **Monthly Cash Statement**

Dennis Shepard presented the Cash Statement dated September 14, 2023 (copy attached to official minutes).

#### **Claims and Payroll**

Mr. Shepard presented the Month End Claims dated August 31, 2023, in the amount of \$34,647.67 (Library Operating, \$32,391.85; Gift Fund, \$1,272.23; Grants, \$983.59) Library Operating Claims dated September 18, 2023, in the amount of \$90,184.98 (Library Operating Fund, \$88,369.50; Gift Fund, \$1,815.48; Grants, \$0). (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

#### **Special Claims**

Mr. Shepard presented two special claims. The first claim dated August 31, 2023, for \$26,822.33 to Earl Rodgers and Associates for the final payment for the washroom renovations at the Main Library. The second claim dated September 18, 2023, for \$3,000.00 to Holder Design, Inc. for 12 Points design.

#### **Gift Fund Report**

Mr. Shepard presented the Gift Fund report dated August 31, 2023, for \$56,752.73.

**Approval of Treasurer's Report**

A motion to approve the Treasurer's Report, made by Cain, seconded by Muyumba, passed.

**REPORTS TO THE LIBRARY BOARD – None.**

**DIRECTOR'S REPORT**

Ms. Howe commented on her written report.

Ms. Howe shared that the Difference Is YOU Conference was held on Friday, September 15 at the Indiana State Library. This conference is held annually to serve and celebrate non-MLIS staff working throughout the state. Each year the DIY award is given to underscore the importance of support staff in libraries and their essential role in providing valuable services to the community. Three VCPL staff members were nominated, and Ms. Howe stated that it was an honor to see the work of LeRaye Cameron, Adult Services, Troy Switzer, Systems, and Laraine Franks, Business Office, acknowledged. LeRaye Cameron was named this year's statewide DIY Award winner, in large part due to her outstanding leadership of VCPL's ESL program.

Ms. Howe provided details for VCPL's upcoming 29<sup>th</sup> Annual Family Learning Day, scheduled for Saturday, September 23 from 10:00 a.m. to 1:00 p.m. Walnut Street will be closed for a touch-a-truck type of experience and more than 40 vendors have accepted the invitation to participate.

Ms. Howe invited board members to attend the Service Awards and Retirement Luncheon at the Staff Institute on Friday, October 20.

Ms. Howe shared that 5 staff members from VCPL will be presenting at the Indiana Library Federation conference in November, and that if any board members would like to attend, they should work with Amy Gibson to register.

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

**OLD BUSINESS**

**Adoption of 2024 Library Budget**

A motion to adopt the 2024 Library Budget, made by Cain, seconded by Fenton, passed. (A copy of the Ordinance or Resolution for Appropriations and Tax Rates is attached to the official minutes).

**NEW BUSINESS – None.**

**SUGGESTIONS FROM THE BOARD, STAFF, OR PUBLIC FOR ACTION OR STUDY - None.**

**NEXT MEETING**

Regular Meeting, October 16, 2023, at 5:30 p.m. at Main Library.

**ADJOURNMENT**

A motion to adjourn the meeting made by Heubel, seconded by Young, passed. The meeting was adjourned at 5:47 p.m.

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Terry W. Jones, President

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James M. Young, Vice President

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Christi A. Fenton, Secretary

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Valentine K. Muyumba, Board Member

**ABSENT**

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Stacy D. Killion, Board Member

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Brian L. Cain, Board Member

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George L. Heubel

AG 10/12/23

Cash Statement  
 Vigo County Public Library  
 September 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 100-01-1010	5,863,771.67 6,386,598.53	145,833.09 5,309,346.28	1,008,786.99 6,695,127.04	5,000,817.77	(862,953.90) (1,385,780.76)
Cash Gift Fund 200-00-1010	56,752.73 50,396.42	10,136.48 46,853.06	12,932.53 43,292.80	53,956.68	(2,796.05) 3,560.26
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	(1,462.50) (11,997.55)	0.00 21,883.13	6,003.33 17,351.41	(7,465.83)	(6,003.33) 4,531.72
Cash-WVCF Creating a Better To 277-00-1010	0.00 0.00	10,000.00 10,000.00	0.00 0.00	10,000.00	10,000.00 10,000.00
Cash-UW Neighborhood Improveme 278-00-1010	0.00 0.00	5,000.00 5,000.00	0.00 0.00	5,000.00	5,000.00 5,000.00
Cash Public Library Access Car 800-00-1010	0.00 65.00	0.00 130.00	0.00 195.00	0.00	0.00 (65.00)
Cash-Payroll Withholdings 803-00-1010	(31.16) 1,352.89	103,096.65 734,337.21	92,037.17 724,661.78	11,028.32	11,059.48 9,675.43

<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>
*27585	FOAM HOMIES*	100	<i>Check</i>	<b>825.00</b>	<b>56814</b>	FLD BUBBLE PARTY
*27615	BREAKFAST OPTIMIST CLUB O	100	<i>Check</i>	<b>60.00</b>	<b>56815</b>	CHILI COOKOFF REGISTRATION
*27670	WAYNE*DANNY	100	<i>Check</i>	<b>275.00</b>	<b>56816</b>	FAMILY LEARNING DAY DJ
					Total Count:	<b>3</b>
					Total Amount:	<b>1,160.00</b>
*27565	ADP INC - AUTOPAY II*	100	<i>ACH</i>	<b>1,607.52</b>	<b>8772</b>	PAYROLL SERVICES
*27517	ADP SCREENING & SELECTION	100	<i>ACH</i>	<b>162.10</b>	<b>8773</b>	BACKGROUND SCREENINGS
*27560	AMAZON.COM LLC*	100	<i>ACH</i>	<b>27.69</b>	<b>8774</b>	CIRC PRINT MATERIAL
*27561	AMAZON.COM LLC*	100	<i>ACH</i>	<b>31.38</b>	<b>8775</b>	CIRC PRINT MATERIAL
*27572	AMAZON.COM LLC*	100	<i>ACH</i>	<b>68.70</b>	<b>8776</b>	CIRC NON PRINT PHYSICAL MATERIALS
*27573	AMAZON.COM LLC*	100	<i>ACH</i>	<b>59.99</b>	<b>8777</b>	CIRC PRINT MATERIAL
*27574	AMAZON.COM LLC*	100	<i>ACH</i>	<b>28.98</b>	<b>8778</b>	CIRC PRINT MAT AND NON-PRINT CIRC
*27575	AMAZON.COM LLC*	100	<i>ACH</i>	<b>17.99</b>	<b>8779</b>	CIRC PRINT MAT AND NON-PRINT CIRC
*27576	AMAZON.COM LLC*	100	<i>ACH</i>	<b>9.45</b>	<b>8780</b>	CIRC PRINT MAT AND NON-PRINT CIRC
*27577	AMAZON.COM LLC*	100	<i>ACH</i>	<b>16.98</b>	<b>8781</b>	CIRC PRINT MAT AND NON-PRINT CIRC
*27578	AMAZON.COM LLC*	100	<i>ACH</i>	<b>29.78</b>	<b>8782</b>	CIRC PRINT MAT AND NON-PRINT CIRC
*27579	AMAZON.COM LLC*	100	<i>ACH</i>	<b>30.40</b>	<b>8783</b>	LYSOL WIPES
*27580	AMAZON.COM LLC*	100	<i>ACH</i>	<b>12.99</b>	<b>8784</b>	CIRC PRINT MAT AND DVD/VIDEO MAT
*27581	AMAZON.COM LLC*	100	<i>ACH</i>	<b>54.98</b>	<b>8785</b>	CIRC PRINT MAT AND DVD/VIDEO MAT
*27586	AMAZON.COM LLC*	100	<i>ACH</i>	<b>264.11</b>	<b>8786</b>	DVD/VIDEO 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>
*27587	AMAZON.COM LLC*	100	ACH	7.64	8787	HAIR/CROCHET CLASS
*27590	AMAZON.COM LLC*	100	ACH	23.08	8788	CIRC PRINT MAT
*27591	AMAZON.COM LLC*	100	ACH	18.99	8789	CIRC PRINT MAT
*27592	AMAZON.COM LLC*	100	ACH	20.28	8790	CIRC PRINT MAT
*27593	AMAZON.COM LLC*	100	ACH	139.90	8791	FLD YOUTH BOOKMARKS
*27600	AMAZON.COM LLC*	100	ACH	27.99	8792	PHONE MOUNT FOR LENDING
*27603	AMAZON.COM LLC*	100	ACH	79.98	8793	VIDEO GAMES
*27604	AMAZON.COM LLC*	100	ACH	53.64	8794	CIRC PRINT MAT
*27605	AMAZON.COM LLC*	100	ACH	21.58	8795	CIRC PRINT MATERIAL
*27607	AMAZON.COM LLC*	100	ACH	19.89	8796	CIRC NON PRINT PHYSICAL MATERIALS
*27608	AMAZON.COM LLC*	100	ACH	33.77	8797	DIY HALLOWEEN MASKS
*27609	AMAZON.COM LLC*	100	ACH	45.98	8798	PROGRAM GLOWSTICKS
*27611	AMAZON.COM LLC*	100	ACH	89.97	8799	DVD/VIDEO MATERIAL
*27613	AMAZON.COM LLC*	100	ACH	14.42	8800	CIRC PRINT MATERIAL
*27616	AMAZON.COM LLC*	100	ACH	24.39	8801	LAMINATION POUCHES FOR PROGRAM
*27630	AMAZON.COM LLC*	100	ACH	84.20	8802	HAIR/CROCHET CLASS
*27641	AMAZON.COM LLC*	100	ACH	84.84	8803	CIRC PRINT MATERIAL
*27642	AMAZON.COM LLC*	100	ACH	33.48	8804	PIONEER DAYS/KNITTING
*27643	AMAZON.COM LLC*	100	ACH	51.48	8805	DVD/VIDEO MATERIAL
*27644	AMAZON.COM LLC*	100	ACH	87.24	8806	LAMINATING POUCHES AND POSTAGE
*27645	AMAZON.COM LLC*	100	ACH	139.97	8807	VIDEO GAMES

<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>
*27646	AMAZON.COM LLC*	100	ACH	138.00	8808	CIRC PRINT MAT AND DVD/VIDEO MAT
*27647	AMAZON.COM LLC*	100	ACH	109.98	8809	DVD/VIDEO MATERIAL
*27650	AMAZON.COM LLC*	100	ACH	49.49	8810	VIDEO GAMES
*27653	AMAZON.COM LLC*	100	ACH	89.93	8811	VIDEO GAMES
*27563	BAKER & TAYLOR INC*	100 200	ACH	3,091.97	8812	CIRC PRINT MATERIAL
*27619	BAKER & TAYLOR INC*	100 200	ACH	2,130.08	8813	CIRC PRINT MAT, AUD REC BOOKS
*27638	COX ZWERNER GAMBILL & SUL	100	ACH	375.00	8814	LEGAL SERVICES
*27596	EXPRESS SERVICES INC*	100	ACH	876.80	8815	PART TIME STAFFING
*27657	EXPRESS SERVICES INC*	100	ACH	876.80	8816	PART TIME STAFFING
*27617	GALE/CENGAGE LEARNING*	100	ACH	517.31	8817	CIRC PRINT MATERIAL
*27597	INDIANA LIBRARY FEDERATION	100	ACH	35.00	8818	ANNUAL CONFERENCE REGISTRATION
*27564	MIDWEST TAPE*	100	ACH	2,080.28	8827	DVD/VIDEO MATERIAL
*27618	MIDWEST TAPE*	100	ACH	1,540.97	8828	DVD/VIDEO MATERIAL
*27651	RAPID REPRODUCTIONS INC*	100	ACH	96.00	8829	FLD LARGE POSTER PRINTS
*27652	RAPID REPRODUCTIONS INC*	200	ACH	93.50	8830	FLD YARD SIGNS
*27655	RICOH USA INC*	100	ACH	1,458.78	8831	COPIER LEASE
*27627	TECH ELECTRONICS OF INDIAI	100	ACH	900.00	8832	ANNUAL SERVICE- MONITORING AND T
*27626	VERNON LIBRARY SUPPLIES IN	100	ACH	1,355.73	8833	HANDYHOLDS WRAPPERS

Total Count: **54**  
Total Amount: **19,341.37**      8

<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>
*27528	RICOH USA INC*	100	<i>E-pay</i>	<b>8,469.60</b>	<b>10254</b>	COPIER LEASE
*27582	OFFICE DEPOT*	100	<i>E-pay</i>	<b>118.46</b>	<b>10255</b>	OFFICE SUPPLIES
*27583	WTHI TELEVISION*	100	<i>E-pay</i>	<b>350.00</b>	<b>10256</b>	SENIOR FAIR
*27584	DUKE ENERGY *	100	<i>E-pay</i>	<b>116.45</b>	<b>10257</b>	12 POINTS ELECTRIC SERVICE
*27588	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	<b>39.53</b>	<b>10258</b>	LAUNDERING OF MAIN TABLECLOTHS
*27589	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	<b>28.68</b>	<b>10259</b>	LAUNDERING OF MAINTENANCE RAGS
*27598	GRAINGER INDUSTRIAL SUPPL	100	<i>E-pay</i>	<b>103.27</b>	<b>10260</b>	SHARPS CONTAINER MAILBACK SYSTE
*27599	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	<b>32.51</b>	<b>10261</b>	12 POINTS WATER SERVICE
*27610	JOINK LLC*	100	<i>E-pay</i>	<b>275.00</b>	<b>10262</b>	MONTHLY CLOUD BACKUP
*27614	ENA*	276	<i>E-pay</i>	<b>1,003.33</b>	<b>10263</b>	INTERNET SERVICE
*27621	REPUBLIC SERVICES OF WEST	100	<i>E-pay</i>	<b>441.40</b>	<b>10264</b>	MAIN TRASH SERVICE
*27622	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	<b>613.27</b>	<b>10265</b>	MAIN IRRIGATION SERVICE
*27623	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	<b>974.59</b>	<b>10266</b>	MAIN WATER SERVICE
*27624	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	<b>28.21</b>	<b>10267</b>	12 POINTS SEWAGE BILLING
*27625	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	<b>1,622.98</b>	<b>10268</b>	MAIN SEWAGE BILLING
*27520	SAM'S CLUB DIRECT*	100	<i>E-pay</i>	<b>148.38</b>	<b>10269</b>	PROGRAM SUPPLIES
*27526	CAPITAL ONE	100 200	<i>E-pay</i>	<b>233.35</b>	<b>10270</b>	PROGRAM SUPPLIES
*27636	OFFICE DEPOT*	100	<i>E-pay</i>	<b>12.91</b>	<b>10271</b>	OFFICE SUPPLIES
*27637	OFFICE DEPOT*	100	<i>E-pay</i>	<b>41.27</b>	<b>10272</b>	OFFICE SUPPLIES
*27648	T-MOBILE USA, INC.*	100	<i>E-pay</i>	<b>953.10</b>	<b>10273</b>	MAIN HOTSPOT DATA

<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>
*27649	T-MOBILE USA, INC.*	100	<i>E-pay</i>	<b>176.97</b>	<b>10274</b>	WEST HOTSPOT DATA
*27654	MIDLAND PAPER COMPANY INC	100	<i>E-pay</i>	<b>436.87</b>	<b>10275</b>	LARGE FORMAT PRINTER INK
*27633	VISA CARD SERVICES	100	<i>E-pay</i>	<b>2,849.91</b>	<b>10276</b>	VARIOUS SUPPLIES, TRAVEL, REGISTR.
*27658	TABCO PRINTING & PROMOTIC	200	<i>E-pay</i>	<b>29.60</b>	<b>10277</b>	NAMEPLATE FOR NEW BOARD MEMBEF
*27659	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	<b>22.17</b>	<b>10278</b>	LAUNDERING OF MAINTENANCE RAGS
*27660	VERIZON - WIRELESS*	100	<i>E-pay</i>	<b>271.45</b>	<b>10279</b>	PHONE SERVICE

Total Count: **26**  
Total Amount: **19,393.26**

<i>Grand Total Fund 100:</i>	<b>37,948.10</b>
<i>Grand Total Fund 200:</i>	<b>943.20</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>1,003.33</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>83</b>
Grand Total Amount:	<b>39,894.63</b>

Executive Director  
Kristi Howe

VISA - SEPTEMBER- MONTHLY TOTAL			PAY 09/29/2023	
DATE	PO#	VENDOR	DESCRIPTION	AMOUNT
<b>KRISTI HOWE</b>		<b>XXXX XXXX XXXX 3729</b>		
8/25/2023	230146	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	24.98
9/8/2023	230146	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	25.00
<b>ADM TOTAL</b>				<b>49.98</b>
<b>DENNIS SHEPARD</b>		<b>XXXX XXXX XXXX 6317</b>		
8/31/2023	231572	GOOGLE	GOOGLE WORKSPACE	156.00
9/5/2023	231309	FACEBOOK	FAMILY LEARNING DAY PROMOTION	75.00
9/10/2023	231309	FACEBOOK	FAMILY LEARNING DAY PROMOTION	75.00
8/29/2023	230501	MAILCHIMP	EMAIL MARKETING ANNUAL SUBSCRIPTION	100.00
9/15/2023	231313	GOOGLE	FAMILY LEARNING DAY PROMOTION	200.00
9/18/2023	231309	FACEBOOK	FAMILY LEARNING DAY PROMOTION	125.00
9/21/2023	231309	FACEBOOK	FAMILY LEARNING DAY PROMOTION	50.96
9/21/2023	231309	FACEBOOK	FAMILY LEARNING DAY PROMOTION	35.92
<b>DENNIS S TOTAL</b>				<b>817.88</b>
<b>BRANDY BRIDGEWATER</b>		<b>XXXX XXXX XXXX 1093</b>		
8/23/2023	231507	T-SHIRT 1 INC	FLD STAFF T-SHIRTS	701.13
8/24/2023	NA	AMERICAN LIBRARY ASSOCIATION	SALES TAX REFUND FOR ORDER #888264613	-13.79
8/25/2023	231543	INDIANA LIBRARY FEDERATION	ANNUAL CONFERENCE REGISTRATION	180.00
9/1/2023	230332	ICONIC DIGITAL MARKETING	ANNUAL WEBSITE MAINTENANCE PLAN	355.50
9/5/2023	231557	CCI SOLUTIONS	SINGLE DVD CASES	171.27
9/6/2023	231592	TAYDA ELECTRONICS	ELECTRONICS COMPONENTS	117.22
9/19/2023	231680	TECHSOUP GLOBAL	MONTHLY CLOUD SOLUTIONS LICENSE	240.00
9/14/2023	231614	PAPA JOHNS PIZZA	PIZZA FOR ESL FAMILY NIGHT	129.54
<b>BRANDY TOTAL</b>				<b>1880.87</b>
<b>HEATHER RAYL</b>		<b>XXXX XXXX XXXX 6325</b>		
<b>HEATHER TOTAL</b>				<b>0.00</b>
<b>VIGO CO PUBLIC LIBRARY</b>		<b>XXXX XXXX XXXX 4648</b>		
8/23/2023	231464	DOLLAR TREE STORES	ART HACKS SUPPLIES	7.50
9/14/2023	231643	JOANN FABRIC AND CRAFT STORES	CROCHET SUPPLIES	5.98

9/15/2023	231660	WISEPIES PIZZA AND SUBS	ORIENTATION LUNCH FOR NEW EMPLOYEES	42.64
9/12/2023	231678	CRICUT	DESIGN ELEMENTS	4.80
8/31/2023	231544	JOANN FABRIC AND CRAFT STORES	PROGRAMMING SUPPLIES	15.26
9/15/2023	231646	DOLLAR TREE STORES	TABLECLOTHS FOR FALL FESTIVAL OF WRITERS	25.00
VIGO TOTAL				101.18
<b>GRAND TOTAL</b>				<b>2849.91</b>

<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>
*27703	FEDERAL COFFEE AND FINE F	200	Check	312.50	56817	DRINKS FOR FALL FESTIVAL OF WRITEI
*27704	KROGER PHARMACY*	100	Check	281.81	56818	FLU SHOT CLINIC
*27706	VIGO COUNTY EDUCATION FOI	100	Check	500.00	56819	SPONSORSHIP FOR TRIVIA NIGHT
*27506	SALYERS*CHERYL	100	Check	100.00	56820	PRESENTER FOR HAPPY HAIR WORKSH
*27762	CHICAGO DISTRIBUTION CENT	100	Check	35.82	56821	BANNED BOOKS WEEK PROMOTIONAL
*27781	INDIANA DEPARTMENT OF WOI	100	Check	234.00	56822	UNEMPLOYMENT COMPENSATION ACC
*27763	LIBRARY IDEAS LLC*	100	Check	427.81	56823	AUDIO RECORDED BOOKS
*27782	SQUARE DONUTS*	100	Check	92.00	56824	STAFF INSTITUTE BREAKFAST
*27800	UNION HOSPITAL CENTER FOF	100	Check	100.00	56825	EMPLOYEE SCREENING
*27821	WABASH VALLEY LOCK & KEY I	100	Check	8.19	56826	DUPLICATE KEYS
					Total Count:	10
					Total Amount:	2,092.13
*27709	ADP INC - AUTOPAY II*	100	ACH	775.01	8834	PAYROLL SERVICES
*27672	AMAZON.COM LLC*	100	ACH	1.10	8835	HAIR/CROCHET CLASS
*27674	AMAZON.COM LLC*	100	ACH	79.98	8836	VIDEO GAMES
*27675	AMAZON.COM LLC*	100	ACH	18.44	8837	CHILD LOCKS AND SINK PLUG
*27677	AMAZON.COM LLC*	100	ACH	197.42	8838	CIRC PRINT MATERIAL
*27678	AMAZON.COM LLC*	100	ACH	16.99	8839	CIRC PRINT MATERIAL
*27681	AMAZON.COM LLC*	100	ACH	18.82	8840	DVD/VIDEO MATERIAL
*27682	AMAZON.COM LLC*	100	ACH	93.45	8841	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>
*27710	AMAZON.COM LLC*	100	ACH	26.18	8842	LYSOL WIPES
*27711	AMAZON.COM LLC*	100	ACH	43.99	8843	GEAR TOYS FOR PLAY AREA
*27712	AMAZON.COM LLC*	100	ACH	25.38	8844	CIRC PRINT MATERIAL
*27713	AMAZON.COM LLC*	100	ACH	8.46	8845	CIRC PRINT MATERIAL
*27714	AMAZON.COM LLC*	100	ACH	14.95	8846	CIRC PRINT MATERIAL
*27715	AMAZON.COM LLC*	100	ACH	31.98	8847	CIRC PRINT MATERIAL
*27716	AMAZON.COM LLC*	100	ACH	48.17	8848	WHEELS,BOLTS,EDGE PROTECTORS F
*27717	AMAZON.COM LLC*	100	ACH	291.66	8849	PROGRAM SUPPLIES
*27718	AMAZON.COM LLC*	100	ACH	207.00	8850	DVD/VIDEO MATERIAL
*27719	AMAZON.COM LLC*	100	ACH	29.59	8851	TRUNK OR TREAT TOYS
*27720	AMAZON.COM LLC*	100	ACH	3.82	8852	HAIR/CROCHET CLASS
*27721	AMAZON.COM LLC*	100	ACH	10.59	8853	CIRC PRINT MATERIAL
*27722	AMAZON.COM LLC*	100	ACH	32.67	8854	DVD/VIDEO MATERIAL
*27723	AMAZON.COM LLC*	100	ACH	9.99	8855	CIRC PRINT MATERIAL
*27724	AMAZON.COM LLC*	100	ACH	23.78	8856	CIRC PRINT MATERIAL
*27725	AMAZON.COM LLC*	100	ACH	26.70	8857	CIRC PRINT MATERIAL
*27726	AMAZON.COM LLC*	100	ACH	39.99	8858	DVD/VIDEO MATERIAL
*27727	AMAZON.COM LLC*	100	ACH	204.85	8859	VIDEO GAMES
*27728	AMAZON.COM LLC*	100	ACH	39.99	8860	VIDEO GAMES
*27729	AMAZON.COM LLC*	100	ACH	79.86	8861	CIRC PRINT MAT AND DVD/VIDEO MAT
*27730	AMAZON.COM LLC*	100	ACH	15.99	8862	CHROMOTOGRAPHY PAPER HOMESCH

<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>
*27731	AMAZON.COM LLC*	100	ACH	23.99	8863	DVD/VIDEO MATERIAL
*27773	AMAZON.COM LLC*	100	ACH	54.96	8864	CIRC PRINT MATERIAL
*27774	AMAZON.COM LLC*	100	ACH	9.45	8865	DVD/VIDEO MATERIAL
*27775	AMAZON.COM LLC*	100	ACH	149.82	8866	CIRC PRINT MAT AND DVD/VIDEO MAT
*27776	AMAZON.COM LLC*	100	ACH	17.70	8867	OCT STORYBREAK SUPPLIES
*27777	AMAZON.COM LLC*	100	ACH	53.08	8868	DVD/VIDEO MATERIAL
*27778	AMAZON.COM LLC*	100	ACH	184.96	8869	DVD/VIDEO MATERIAL
*27779	AMAZON.COM LLC*	100	ACH	74.98	8870	VIDEO GAMES
*27794	AMAZON.COM LLC*	100	ACH	49.93	8871	DVD/VIDEO MATERIAL
*27795	AMAZON.COM LLC*	100	ACH	84.92	8872	DVD/VIDEO MATERIAL
*27796	AMAZON.COM LLC*	100	ACH	35.98	8873	DVD/VIDEO MATERIAL
*27797	AMAZON.COM LLC*	100	ACH	99.98	8874	DVD/VIDEO MATERIAL
*27798	AMAZON.COM LLC*	100	ACH	59.88	8875	DVD/VIDEO MATERIAL
*27799	AMAZON.COM LLC*	100	ACH	35.95	8876	STUFFED ANIMAL SLEEPOVER SUPPLIE
*27813	AMAZON.COM LLC*	100	ACH	343.40	8877	MATERIALS FOR PROGRAMS
*27817	AMAZON.COM LLC*	100	ACH	13.50	8878	CIRC PRINT MATERIAL
*27818	AMAZON.COM LLC*	100	ACH	8.99	8879	CIRC PRINT MATERIAL
*27819	AMAZON.COM LLC*	200	ACH	89.99	8880	HOLIDAY INFLATABLE
*27732	BAKER & TAYLOR INC*	100	ACH	1,352.94	8881	CIRC PRINT MAT, AUD REC BOOKS
		200				
*27765	BAKER & TAYLOR INC*	100	ACH	5,120.23	8882	CIRC PRINT MAT, AUD REC BOOKS

<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>
		200				
*27673	BOOK DEPOT*		ACH	299.45	8883	BOOKS FOR FUTURE PROGRAMS
		100				
*27733	CULLIGAN WATER CONDITIONI		ACH	36.50	8884	WEST COOLER RENTAL
		100				
*27676	DEMCO, INC*		ACH	545.80	8885	LAMINATE, BESTSELLER, LABEL PROTE
		100				
*27734	E-Z CLEAN INC*		ACH	1,499.95	8886	SUPPLIES
		100				
*27735	E-Z CLEAN INC*		ACH	61.67	8887	SUPPLIES
		100				
*27736	E-Z CLEAN INC*		ACH	15.42	8888	SUPPLIES
		100				
*27737	E-Z CLEAN INC*		ACH	61.67	8889	SUPPLIES
		100				
*27738	EXPRESS SERVICES INC*		ACH	504.16	8890	PART TIME STAFFING
		100				
*27820	EXPRESS SERVICES INC*		ACH	710.69	8891	PART TIME STAFFING
		100				
*27767	GALE/CENGAGE LEARNING*		ACH	227.15	8892	CIRC PRINT MATERIAL
		100				
*27740	GOV CONNECTION INC*		ACH	1,732.62	8893	ADDITIONAL DATA BULK CABLE
		100				
*27741	GRAHAM FEED COMPANY*		ACH	478.80	8894	PALLET OF SALT FOR CHILLER
		100				
*27742	INDIANA LIBRARY FEDERATION		ACH	249.00	8895	ANNUAL CONFERENCE REGISTRATION
		100				
*27743	KIRBY RISK CORPORATION*		ACH	26.14	8896	LOW VOLTAGE BRACKETS
		100				
*27745	LYRASIS*		ACH	9,800.00	8897	ARCHIVESSPACE HOSTING FEE
		100				
*27746	MIDWEST COMMUNICATIONS, I		ACH	660.00	8898	FAMILY LEARNING DAY PROMOTION
		100				
*27747	MIDWEST COMMUNICATIONS, I		ACH	840.00	8899	FAMILY LEARNING DAY PROMOTION
		100				
*27748	MIDWEST TAPE*		ACH	7,618.64	8900	HOOPLA SEPTEMBER INVOICE
		100				
*27749	MIDWEST TAPE*		ACH	2,949.66	8901	DVD/VIDEO MATERIAL
		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>
*27766	MIDWEST TAPE*	100	ACH	1,279.07	8902	DVD/VIDEO MATERIAL
*27812	NEW AVENUES*	100	ACH	166.24	8903	ALA CARTE ADMIN FEE
*27750	PAYPAL INC*	100	ACH	19.95	8904	MONTHLY PAYFLOW LINK
*27806	RICOH USA INC*	100	ACH	3,678.11	8905	COPIER LEASE
*27401	STAPLES BUSINESS CREDIT*	100	ACH	821.70	8906	PAPER FOR PR
*27770	UNIQUE MANAGEMENT SERVIC	100	ACH	770.57	8907	NOTICES
*27771	UNIQUE MANAGEMENT SERVIC	100	ACH	484.10	8908	PLACEMENTS
*27752	UNITED WAY OF WABASH VALL	100	ACH	390.00	8909	TABLE FOR POWER OF THE PURSE
*27823	WAGWORKS, INC.*	100	ACH	318.82	8910	COBRA MONTHLY FEE
*27753	WEAS ENGINEERING INC*	100	ACH	491.72	8911	WATER TREATMENT MANAGEMENT
					Total Count:	78
					Total Amount:	47,019.03
*27705	TOWN OF WTH WATER & SEWE	100	E-pay	76.60	10300	WEST WATER SERVICE
*27707	INDIANA AMERICAN WATER CC	100	E-pay	58.26	10301	PRIVATE FIRE SERVICE
*27708	WEX BANK*	100	E-pay	145.24	10302	FUEL
*27754	CENTER POINT LARGE PRINT*	100	E-pay	377.52	10303	CIRC PRINT MATERIAL
*27755	COURTESY CLEANING CENTEF	100	E-pay	12.00	10304	LAUNDERING OF WEST TABLECLOTHS
*27756	COURTESY CLEANING CENTEF	100	E-pay	12.00	10305	LAUNDERING OF MAINTENANCE RAGS
*27757	COURTESY CLEANING CENTEF	100	E-pay	25.89	10306	LAUNDERING OF MAINTENANCE RAGS
*27758	DLC MEDIA, INC.*	100	E-pay	500.00	10307	FAMILY LEARNING DAY PROMOTION
*27759	DLC MEDIA, INC.*		E-pay	500.00	10308	FAMILY LEARNING DAY PROMOTION

<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				
*27760	ENA*	100	E-pay	605.60	10309	VOICE SERVICE
		100				
*27761	INFOUSA MARKETING, INC*	100	E-pay	480.00	10310	REF PRINT MATERIAL
		100				
*27764	OFFICE DEPOT*	100	E-pay	88.20	10311	CARD STOCK FOR PR
		100				
*27768	STROHM NEWSPAPERS INC*	100	E-pay	170.00	10312	NEWSPAPER
		100				
*27769	ENA*	276	E-pay	1,003.33	10313	INTERNET SERVICE
		100				
*27772	JOINK LLC*	100	E-pay	275.00	10314	MONTHLY CLOUD BACKUP
		100				
*27780	OVERDRIVE*	100	E-pay	9,000.00	10315	OCT MONTHLY CONTENT DEPOSIT
		100				
*27549	KROGER*	200	E-pay	67.70	10316	FOOD AND DRINK FOR ESL FAMILY NIG
		100				
*27801	FRONTIER*	100	E-pay	71.61	10317	WEST PHONE SERVICE
		100				
*27805	COURTESY CLEANING CENTEF	100	E-pay	24.03	10318	LAUNDERING OF MAINTENANCE RAGS
		100				
*27807	OFFICE DEPOT*	100	E-pay	1,242.81	10319	OFFICE SUPPLIES
		100				
*27808	OFFICE DEPOT*	100	E-pay	184.34	10320	OFFICE SUPPLIES
		100				
*27809	OFFICE DEPOT*	100	E-pay	16.41	10321	OFFICE SUPPLIES
		100				
*27810	COURTESY CLEANING CENTEF	100	E-pay	54.10	10322	LAUNDERING OF MAIN TABLECLOTHS
		100				
*27811	CENTERPOINT ENERGY*	100	E-pay	23.22	10323	WEST GAS SERVICE
		100				
*27822	HANOVER INSURANCE GROUP	100	E-pay	817.00	10324	WORKERS COMPENSATION POLICY
		100				
*27824	DUKE ENERGY *	100	E-pay	12,171.30	10325	MAIN ELECTRIC SERVICE
		100				
*27825	DUKE ENERGY *	100	E-pay	578.02	10326	WEST ELECTRIC SERVICE
		100				

Total Count: 27  
Total Amount: 28,580.18

<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>	<b>75,977.66</b>
<i>Grand Total Fund 200:</i>	<b>710.35</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>1,003.33</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>115</b>
Grand Total Amount:	<b>77,691.34</b>

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Executive Director  
Kristi Howe

Payroll Payable  
Voucher Register

Vigo County Public Library  
For Period September -2023

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
9/1	Pay#18	Gross Payroll	\$ 134,278.05	\$ 134,278.05	ACH	
9/1	Pay#18	FICA	\$ 9,763.62	\$ 9,763.62	ACH	
9/1	Pay#18	PERF	\$ 17,622.41	\$ 17,622.41	ACH	
9/15	Pay#19	Gross Payroll	\$ 133,986.44	\$ 133,986.44	ACH	
9/15	Pay#19	FICA	\$ 9,728.65	\$ 9,728.65	ACH	
9/15	Pay#19	PERF	\$ 17,856.63	\$ 17,856.63	ACH	
9/15	Pay#19	UHC	\$ 90,013.21	\$ 90,013.21	ACH	
9/15	Pay#19	Guardian	\$ (39.83)	\$ (39.83)	ACH	
9/29	Pay#20	Gross Payroll	\$ 136,117.52	\$ 136,117.52	ACH	
9/29	Pay#20	FICA	\$ 10,274.15	\$ 10,274.15	ACH	
9/29	Pay#20	PERF	\$ 18,181.15	\$ 18,181.15	ACH	

Total library cost			\$ 577,782.00			
September Pays 18, 19, & 20	Nationwide	\$ 2,320.20	\$ 2,320.20	ACH	Staff withholding	
September Pays 18, 19, & 20	Garnishments	\$ -	\$ -	ACH	Staff withholding	
September Pays 18, 19, & 20	Garnishment Reim	\$ -	\$ -	ACH	Staff withholding	
September Pays 18, 19, & 20	AFLAC	\$ 1,384.92	\$ 1,384.92	ACH	Staff withholding	
September Pays 18, 19, & 20	United Way	\$ 603.00	\$ 603.00	ACH	Staff withholding	
September Pays 18, 19, & 20	UHC	\$ 9,552.66	\$ 9,552.66	ACH	Staff withholding	
September Pays 18, 19, & 20	HSA adj.		\$ -	ACH	Staff withholding	
September Pays 18, 19, & 20	Guardian	\$ 1,040.38	\$ 1,040.38	ACH	Staff withholding	
September Pays 18, 19, & 20	Boston Mutual	\$ 607.52	\$ 607.52	ACH	Staff withholding	
September Pays 18, 19, & 20	Fed Tax	\$ 29,833.97	\$ 29,833.97	ACH	Staff withholding	
September Pays 18, 19, & 20	State Tax	\$ 12,544.32	\$ 12,544.32	ACH	Staff withholding	
September Pays 18, 19, & 20	Local Tax	\$ 7,571.82	\$ 7,571.82	ACH	Staff withholding	
September Pays 18, 19, & 20	FICA	\$ 29,766.39	\$ 29,766.39	ACH	Staff withholding	
September Pays 18, 19, & 20	Vol. PERF	\$ 7,871.47	\$ 7,871.47	ACH	Staff withholding	
Staff Cost		\$ 103,096.65	\$ 103,096.65			

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 16, 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 \$ 577,782.00

Dated this 16th day of October 2023 .

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

\_\_\_\_\_  
James M. Young, Board Vice President

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

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

\_\_\_\_\_  
Brian L. Cain, Board Member

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

\_\_\_\_\_  
George L. Heubel, 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>
*27662	KEYMARK CONSTRUCTION*	100	<i>ACH</i>	<b>9,701.75</b>	<b>8819</b>	CHANGE ORDER 9- 12 POINTS REMOD
*27663	KEYMARK CONSTRUCTION*	100	<i>ACH</i>	<b>1,730.40</b>	<b>8820</b>	CHANGE ORDER 12- 12 POINTS REMOD
*27664	KEYMARK CONSTRUCTION*	100	<i>ACH</i>	<b>8,926.86</b>	<b>8821</b>	CHANGE ORDER 21- 12 POINTS REMOD
*27665	KEYMARK CONSTRUCTION*	100	<i>ACH</i>	<b>6,921.61</b>	<b>8822</b>	CHANGE ORDER 22-12 POINTS REMOD
*27666	KEYMARK CONSTRUCTION*	100	<i>ACH</i>	<b>12,102.73</b>	<b>8823</b>	CHANGE ORDER 23- 12 POINTS REMOD
*27667	KEYMARK CONSTRUCTION*	100	<i>ACH</i>	<b>25,284.90</b>	<b>8824</b>	CHANGE ORDER 25- 12 POINTS REMOD
*27668	KEYMARK CONSTRUCTION*	100	<i>ACH</i>	<b>5,326.74</b>	<b>8825</b>	CHANGE ORDERS 47-50 12 POINTS REM
*27669	KEYMARK CONSTRUCTION*	100	<i>ACH</i>	<b>228,440.49</b>	<b>8826</b>	12 POINTS REMODELING

Total Count: **8**  
Total Amount: **298,435.48**

<i>Grand Total Fund 100:</i>	<b>298,435.48</b>
<i>Grand Total Fund 200:</i>	<b>0.00</b>
<i>Grand Total Fund 800:</i>	<b>0.00</b>
<i>Grand Total Fund 400:</i>	<b>0.00</b>
<i>Grand Total Fund 203:</i>	<b>0.00</b>
<i>Grand Total Fund 276:</i>	<b>0.00</b>
<i>Grand Total Fund 201:</i>	<b>0.00</b>
<i>Grand Total Fund 300:</i>	<b>0.00</b>

Grand Total Count:	<b>8</b>
Grand Total Amount:	<b>298,435.48</b>

Executive Director  
Kristi Howe

September 30, 2023

Gift Fund Balances

2023

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 1,275.06	Unrestricted Use	Admin.
64-SPC	\$ 5,621.58	Support of SPC	Admin.
65-Big Read	\$ 450.00	Big Read	Admin.
66-YS	\$ 4,403.18	Support of YS	Admin.
67-WVCF Endowment	\$ 535.00	Support of Strategic Plan Goals	Admin.
68-Crackerbarrel	\$ -	Support of Crackerbarrel	Admin.
69-Wright Foundation	\$ 7,071.82	Unrestricted Use	Admin.
70- West Emily's Garden	\$ 173.36	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,460.33	Support of West Branch	Admin.
72-Friends	\$ 3,328.42	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	\$ 205.66	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-Programming and Events	\$ 250.00	Support of Programming and Events	Admin.
94-TH Econ.Dev.	\$ 139.58	Adult Nonfiction Commemorating Speakers	Admin.
95-12 Points	\$ 450.00	Support of 12 Points	Admin.
96-Fundraiser	\$ 770.44	Buy a Book	Admin.
<b>TOTAL</b>	<b>\$ 53,956.68</b>		

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD OCTOBER 16, 2023

## ADULT SERVICES

### THE DIFFERENCE IS YOU CONFERENCE



The Difference Is YOU Conference is held annually to serve and celebrate all the non-MLIS staff working to make Libraries great!

At this year's conference on September 15, seventeen staff from throughout the state were nominated for the tremendous work they do going above and beyond to make a difference in their communities. Of those 17, three of the nominees were from the Vigo County Public Library! It was wonderful to have the work of Troy Switzer, Laraine Franks, and LeRaye Cameron highlighted. LeRaye was named this year's DIY Award Winner for her tireless advocacy for ESL families and the life-changing relationships she builds with library customers.

### COMMUNITY OUTREACH

Adult Services Assistant Librarian Carrie Sisk visited the *Foster Grandparents* program September 15 and shared information about the Vigo County Public Library with 40 participants. This Western Indiana Community Action Agency program gives adults aged 55 and older the opportunity to mentor at-risk children.

### JOB SEEKERS JOB FAIR

VCPL hosted a job fair on September 30 to wrap up 9 months of programming in support of job seekers without college-level education. Thirteen agents represented eight Wabash Valley employers, and thirty-one job seekers asked questions, completed job applications and/or submitted resumes. One company representative noted that many good conversations were had with applicants, and another stated they had interacted with a few potential employees that merited follow-up interviews.

For the remainder of 2023 and 2024, VCPL staff will continue to offer support to job seekers by visiting various agencies and organizations in the community, such as CODA and the Next Step Recovery Café.



# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD OCTOBER 16, 2023

## MANHATTAN SHORT FILM FESTIVAL

VCPL sponsored the first of five showings of the *2023 Manhattan Short Film Festival* September 30 at Little Bear Coffee Company, located at 2720 Lafayette Avenue. Nine attendees viewed the 10 short-film finalists in this global film festival, which runs from September 28 through October 8. Viewers are given the opportunity to vote for their favorite film and their favorite actor. The votes from 500 locations are tallied and a winner selected. All finalists are eligible to enter the 2024 Academy Awards.

## PROGRAMS AND EVENTS

### FAMILY LEARNING DAY

On September 23, more than 1,700 people attended the 29th Annual Family Learning Day where they could connect with new organizations, learn about local resources, and enjoy time with their families. Alongside free books, crafts, and other activities, the event also included a Foam Homies Bubble Party, music and dancing with DJ Danny Wayne, and a Touch-a-Truck area. Forty-seven community organizations participated in providing fun learning activities and experiences for all ages.

Feedback from participants was overwhelmingly positive, with one parent commenting that her kids had a fabulous time and needed at least two more hours just to be able to do all the activities. The Terre Haute Convention Center, a participating community organization, reported that they “had a blast being a part of *VCPL Family Learning Day!* What a wonderful event for families to come together, learn, and have an amazing time.”

Yvette at Makers Studio at Twelve Points reported that “It was hands down the most organized event I’ve ever been a part of...Thanks to the Rose Hulman students who unloaded my car and set everything at my table.”



### SEPTEMBER OUTREACH EVENTS

The VCPL continued to build and support a positive community image through targeted outreach during the month of September. VCPL staff interacted with a total of 1,263 people at a wide range of events. Some of these events included the Rosebox Art & Music Festival, Terre Haute Pride Festival, and the Breakfast Optimist Club Chili Cookoff. The VCPL looks forward to continuing to meet new customers and building a strong reputation in the community.



# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD OCTOBER 16, 2023

## SPECIAL COLLECTIONS

### BOY SCOUTS TOUR SPECIAL COLLECTIONS

On September 28, a local boy scout troop visited Special Collections to learn about library resources as part of earning their genealogy badges. Fifteen scouts participated, along with their parents. David Kite provided a tour of the physical resources, as well as digital resources. The scouts were less interested in databases, but thoroughly enjoyed searching through the physical copies of the city directories, as well as the maps and atlases. All of the scouts were absolutely fascinated with the microfilm machines and spent the majority of their visit excitedly searching through the old newspapers. They were all very enthusiastic throughout the visit, and we look forward to seeing them again.

## SYSTEMS

### AMH SORTING VIEW

Systems staff implemented a camera with a bird's eye view of the Lending Services area that shows a live stream of materials being sorted. The live stream is displayed on a monitor directly above the customer material return box. Customers can watch in real-time as the Automated Material Handler (AMH) sorts their materials into various bins, allowing staff to efficiently return materials to the bookshelves. And while the live stream was implemented specifically for this year's first-grade tours, all customers seem to be enjoying this inside look!

## WEST BRANCH

### DECKS, DICE, AND DOMINOES

The *Decks, Dice, & Dominoes* program was created when staff from Happiness Bag reached out to West Branch Assistant Aaron Hart about daytime adult programming that their clients could attend. The first two sessions of *Decks, Dice, & Dominoes* were held in September with great success. Friends from Happiness Bag, as well as other community members, had the opportunity to play familiar games and learn about new ones.



# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD OCTOBER 16, 2023

## AFTER SCHOOL STORY BREAK



At the September 21 *After School Story Break*, Capi Stone of the Illiana Beekeepers Association visited the West Branch to read stories to children and teach them about beekeeping and how honey is made! West Branch Assistant Shelley Jackson and West Branch Assistant Librarian Beth Nelson added hands-on experiences, including flower dissection, a static electricity project, and a snack made with honey.

## EXPLORE WABASHIKI

On September 30, West Branch Assistant Aaron Hart and West Branch Manager Luke Gentry joined Riverscape and more than 20 other community groups for *Explore Wabashiki*. This educational and entertaining event featured a fun run, free food, and nature science experiences appropriate for the whole family. Aaron and Luke brought oversized games and free books from the Library. Overall, they interacted with more than 400 people and gave 130 books to members of the community.



## YOUTH SERVICES

### STUDIO GHIBLI



In September, Youth Services celebrated all things Studio Ghibli with the *Kiki's Crafting Service* program. The event was open to all ages, and the 40 participants ranged in age from toddlers to adults. While watching *Kiki's Delivery Service*, guests created origami Totoro and felt Jiji bookmarks. Staff also provided coloring pages of characters from the Studio Ghibli fandom, which were a big hit. Many parents matched their children's enthusiasm and were eager to share one of their favorite films. Before one young boy left, he said "I loved the movie, and those crafts were the best!"

### MINI-PIONEER DAYS AT FOWLER PARK

Library staff from various departments had the opportunity to host local students during Mini-Pioneer Days at Fowler Park, the annual field trip for VCSC 4<sup>th</sup> graders. VCPL staff sponsor the schoolhouse cabin and share with visitors what school was like in the 1800s. Youth Services Librarian Kendra McCrea-Bailey, Lending Services Clerk Elise Spaid-Roberts, Director of Technology and Special Services Heather Rayl, Adult Services Assistant LeRaye Cameron, Digital



# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD OCTOBER 16, 2023

Marketing Specialist Kris Toney, and West Branch Assistant Aaron Hart dressed in 19<sup>th</sup> century costumes to educate more than 1,000 students about local history over the course of four days. Students had a wonderful time and particularly enjoyed writing on lap slate boards.

## PERSONNEL CHANGES

### RESIGNATION

Mutchler, Erin M. - Resignation from the full-time non-exempt position of Tech Training Assistant Librarian in the Tech Team Department effective October 6, 2023.

### RETIREMENT

Garraton, Dora C. - Retirement from the full-time non-exempt position of Youth Services Assistant in the Youth Services Department effective October 1, 2023.

### TEMPORARY ASSIGNMENT END

Harris, Xavier T. - End Express Employment Professionals temporary assignment in the full-time position of Maintenance Assistant-Groundskeeper in the Maintenance Department effective October 5, 2023.

Respectfully submitted,

Kristi J. Howe

10/11/23 AG

	September-23	September-22		YTD 2023	YTD 2022	
Print Circulation	18,537	18,360	1.0%	170,872	177,586	-3.8%
A/V Circulation	6,174	6,245	-1.1%	58,422	60,612	-3.6%
Misc	361	233	54.9%	2,780	2,245	23.8%
Electronic Devices	65	47	38.3%	557	566	-1.6%
<b>TOTAL</b>	<b>25,137</b>	<b>24,885</b>	<b>1.0%</b>	<b>232,631</b>	<b>241,009</b>	<b>-3.5%</b>

	September-23	September-22		YTD 2023	YTD 2022	
Overdrive						
E-book	7,036	6,197	13.5%	64,149	51,109	25.5%
E-audiobook	5,045	3,571	41.3%	41,978	28,428	47.7%
E-Magazines	501	371	35.0%	3,183	3,009	5.8%
E-Music	0	0	null	0	0	null
E-video	0	0	null	0	46	-100.0%
<b>TOTAL</b>	<b>12,582</b>	<b>10,139</b>	<b>24.1%</b>	<b>109,310</b>	<b>82,592</b>	<b>32.3%</b>

	September-23	September-22		YTD 2023	YTD 2022	
Hoopla						
E-audiobook	1,945	1,548	25.6%	16,739	14,395	16.3%
Bingepasses	47	23	104.3%	192	171	12.3%
E-Books	904	797	13.4%	8,053	6,509	23.7%
E-Comics	129	125	3.2%	1,459	2,180	-33.1%
E-music	164	116	41.4%	1,346	1,265	6.4%
E-video movie	155	150	3.3%	1,992	1,746	14.1%
E-video TV	135	116	16.4%	1,447	1,397	3.6%
<b>TOTAL</b>	<b>3,479</b>	<b>2,875</b>	<b>21.0%</b>	<b>31,228</b>	<b>27,663</b>	<b>12.9%</b>

	September-23	September-22		YTD 2023	YTD 2022	
Reference [fact-finding]	2,020	3,171	-36.3%	22,239	29,844	-25.5%

**MATERIALS ADDED TO COLLECTION**

Purchased Items	September-23	YTD 2023
Book	906	9,486
Video	328	2,926
Video Game	32	318
Music CD	0	36
Audio Book	12	144
Misc	33	265
<b>TOTAL</b>	<b>1,311</b>	<b>13,175</b>

Donated Items	September-23	YTD 2023
Book	57	492
Video	0	0
Video Game	0	0
Music CD	0	0
Audio Book	0	0
Misc	0	0
<b>TOTAL</b>	<b>57</b>	<b>492</b>

New Items Ordered	September-23	YTD 2023
Book	1,008	9,609
Video	107	1,926
Video Game	77	377
Music CD	6	20
Audio Book	22	153
Misc	6	74
<b>TOTAL</b>	<b>1,226</b>	<b>12,159</b>

New Items Received	September-23	YTD 2023
Book	730	7,800
Video	306	1,993
Video Game	38	269
Music CD	0	13
Audio Book	20	155
Misc	11	73
<b>TOTAL</b>	<b>1,105</b>	<b>10,303</b>

<b>TAKE &amp; MAKE KITS DISTRIBUTED</b>	<b>September-23</b>	<b>September-22</b>		<b>YTD 2023</b>	<b>YTD 2022</b>	
Early Literacy (ISL: 0-5 yrs)	0	45	-100.0%	0	389	-100.0%
Children (ISL: 6-11 yrs)	0	45	-100.0%	0	441	-100.0%
Teens (ISL: 12-18yrs)	0	31	-100.0%	0	280	-100.0%
Adults (ISL: 19 + yrs)	29	20	45.0%	130	310	-58.1%
General (all ages)	0	0	null	239	0	null
<b>TOTAL</b>	<b>29</b>	<b>141</b>	<b>-79.4%</b>	<b>369</b>	<b>1420</b>	<b>-74.0%</b>

<b>ON-SITE PROGRAMS</b>	<b>September-23</b>	<b>September-22</b>		<b>YTD 2023</b>	<b>YTD 2022</b>	
Early Literacy programs/events/classes	14	10	40.0%	123	107	15.0%
Youth programs/events/classes	12	6	100.0%	91	44	106.8%
Teen programs/events/classes	12	5	140.0%	83	40	107.5%
Adult programs/events/classes	17	10	70.0%	149	156	-4.5%
Family/general	16	8	100.0%	144	92	56.5%
<b>TOTAL</b>	<b>71</b>	<b>39</b>	<b>82.1%</b>	<b>590</b>	<b>439</b>	<b>34.4%</b>

<b>ON-SITE ATTENDANCE</b>	<b>September-23</b>	<b>September-22</b>		<b>YTD 2023</b>	<b>YTD 2022</b>	
Early Literacy attendance	342	89	284.3%	2,079	1,249	66.5%
Youth attendance	193	130	48.5%	1,566	1,401	11.8%
Teen attendance	73	19	284.2%	429	174	146.6%
Adult attendance	237	347	-31.7%	2,803	2,235	25.4%
Family/general attendance	1,869	1,259	48.5%	4,374	1,891	131.3%
<b>TOTAL</b>	<b>2,714</b>	<b>1,844</b>	<b>47.2%</b>	<b>11,251</b>	<b>6,950</b>	<b>61.9%</b>

<b>OFF-SITE PROGRAMS</b>	<b>September-23</b>	<b>September-22</b>		<b>YTD 2023</b>	<b>YTD 2022</b>	
Early Literacy attendance	0	0	null	0	0	null
Youth outreach	0	4	-100.0%	21	8	162.5%
Teen outreach	0	0	null	2	1	100.0%
Adult outreach	11	6	83.3%	101	42	140.5%
Family outreach	0	0	null	7	5	40.0%
Participation in Community Events	6	0	null	63	43	46.5%
<b>TOTAL</b>	<b>17</b>	<b>10</b>	<b>70.0%</b>	<b>194</b>	<b>99</b>	<b>96.0%</b>

<b>OFF-SITE ATTENDANCE</b>	<b>September-23</b>	<b>September-22</b>		<b>YTD 2023</b>	<b>YTD 2022</b>	
Early Literacy attendance	0	0	null	0	0	null
Youth outreach attendance	0	24	-100.0%	303	234	29.5%
Teen outreach attendance	0	0	null	11	9	22.2%
Adult outreach attendance	178	113	57.5%	1,507	764	97.3%
Family outreach attendance	0	0	null	684	940	-27.2%
Community Events Interactions	1,263	0	null	11,583	8,289	39.7%
<b>TOTAL</b>	<b>1,441</b>	<b>137</b>	<b>951.8%</b>	<b>14,088</b>	<b>10,236</b>	<b>37.6%</b>

	<b>September-23</b>	<b>September-22</b>		<b>YTD 2023</b>	<b>YTD 2022</b>	
Web Site Hits	15,124	23,442	-35.5%	104,360	181,934	-42.6%
Mobile App Visits	49	436	-88.8%	721	4,980	-85.5%
Computer Users	3,691	3,255	13.4%	34,261	41,606	-17.7%
Subscription Databases	7,575	7,462	1.5%	74,051	93,693	-21.0%
ILL provided to other Libraries	151	202	-25.2%	2,144	1,657	29.4%
ILL received from other Libraries	17	142	-88.0%	634	1,336	-52.5%

	<b>September-23</b>	<b>September-22</b>		<b>YTD 2023</b>	<b>YTD 2022</b>	
Adult materials deliveries	30	26	15.4%	222	232	-4.3%
Youth materials deliveries	15	21	-28.6%	151	150	0.7%
<b>TOTAL</b>	<b>45</b>	<b>47</b>	<b>-4.3%</b>	<b>373</b>	<b>382</b>	<b>-2.4%</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 16, 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 16th DAY OF OCTOBER 2023.**

**AYE**

**NAY**

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## **EXHIBIT “A”**

### **VIGO COUNTY PUBLIC LIBRARY**

#### **SURPLUS EQUIPMENT, FURNISHINGS, & ACCESSORIES**

- Child size plastic chairs (12)
- Baby Activity Center
- Duplo paper cutter
- Smart whiteboard
- Amazon kindle fires (2)
- Apple Ipad
- AWE ELS computers (2)
- WYSE PxN Zero clients (6)
- Acer 19” monitors (6)
- Silver Lamps (4)
- Child size whiteboard/blackboard easel

**10/16/2023**