

**REGULAR MEETING
VIGO COUNTY PUBLIC LIBRARY
680 Poplar Street
Terre Haute, IN 47807
Monday, May 20, 2024, 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 24, 2024, 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. The Community Read Program ~ Hope Rice
6. **Director's Report**
7. **Old Business**
8. **New Business**
 - A. Resolution Regarding Material for Friends' Book Sales
 - B. Approval of Grant Agreement & Appropriation of Grant Funds
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Regular Meeting:** Monday, June 17, 2024 at 5:30 p.m., Main Library.
11. **Adjournment**

The regular meeting scheduled for Monday, April 15, 2024, was rescheduled because a quorum was not present. At the rescheduled 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 24th day of April 2024, the following persons were present:

Library Board Members Present: Terry W. Jones, President; James M. Young, Vice President; Christi A. Fenton, Secretary; George L. Heubel; Stacy D. Killion; and Tiffany D. Cherry.

Library Board Members Absent: Brian L. Cain.

Library Staff: Kristi Howe, Dennis Shepard, Amy Gibson, Lauren Elyea, Brandy Bridgewater, 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 March 18, 2024, regular meeting, made by Fenton, seconded by Heubel, passed.

TREASURER'S REPORT

Monthly Cash Statement

Dennis Shepard presented the Cash Statement for March 2024 (copy attached to official minutes).

Claims and Payroll

Mr. Shepard presented the Month End Claims dated March 29, 2024, in the amount of \$63,632.96 (Library Operating, \$62,946.02; Gift Fund, \$686.94; Grants, \$0). Library Operating Claims dated April 15, 2024, in the amount of \$63,143.94 (Library Operating Fund, \$58,158.72; Gift Fund, \$3812.89; Grants, \$1,107.33). (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

Special Claims

Mr. Shepard presented a special claim dated March 29, 2024, for \$175,790.87 to Keymark Construction for 12 Points remodeling and change orders. Mr. Shepard presented a special claim dated March 29, 2024, to Invengo American Corporation for a pre-payment of the 12 Points self-check station.

Gift Fund Report

Mr. Shepard presented the Gift Fund report for March 2024 for \$65,378.72.

Approval of Treasurer's Report

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

REPORTS TO THE LIBRARY BOARD – None.

DIRECTOR’S REPORT

Ms. Howe commented on her written report.

Ms. Howe provided updates on the 12 Points project, including that the elevator fabrication has been completed and work for installation is expected to begin next week. She invited board members to 12 Points for a tour.

Ms. Howe reminded board members that the library would be closed to the public for the Annual Spring Staff Institute on Friday, April 26, and let them know they are welcome to join us for lunch or any of the training sessions.

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

OLD BUSINESS - None.

NEW BUSINESS

Resolution on Surplus Property

A motion to approve the Resolution on Surplus Property, made by Killion, seconded by Cherry, passed. (A copy of the Resolution on Surplus Property is attached to the official minutes.)

Work Hours and Schedules Policy

A motion to approve the Work Hours and Schedules Policy, made by Heubel, seconded by Young, passed. (A copy of the Work Hours and Schedules Policy is attached to the official minutes.)

Approve Network Infrastructure Bid

A motion to approve the Network Infrastructure Bid, made by Young, seconded by Heubel, passed. (A copy of the Network Infrastructure Bid is attached to the official minutes.)

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

None.

NEXT MEETING

Regular Meeting, Monday, May 20, 2024, at 5:30 p.m., Main Library.

ADJOURNMENT

A motion to adjourn the meeting made by Fenton, seconded by Young, passed. The meeting was adjourned at 5:51 p.m.

Terry W. Jones, President

James M. Young, Vice President

Christi A. Fenton, Secretary

Stacy D. Killion, Board Member

ABSENT

Brian L. Cain, Board Member

George L. Heubel, Board Member

Tiffany D. Cherry, Board Member

AG 5/13/24

Cash Statement
 Vigo County Public Library
 April 2024

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	3,892,330.01 5,786,755.08	138,746.81 583,313.58	738,693.55 3,077,685.39	3,292,383.27	(599,946.74) (2,494,371.81)
Cash Gift Fund 200-00-1010	65,378.72 70,043.77	559.03 6,466.73	7,165.41 17,738.16	58,772.34	(6,606.38) (11,271.43)
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-State Technology Reimburs 276-00-1010	(3,120.23) (12,325.97)	0.00 12,370.68	1,107.33 4,272.27	(4,227.56)	(1,107.33) 8,098.41
Cash-WVCF Creating a Better To 277-00-1010	10,000.00 10,000.00	0.00 0.00	0.00 0.00	10,000.00	0.00 0.00
Cash-UW Neighborhood Improveme 278-00-1010	0.00 5,000.00	0.00 0.00	0.00 5,000.00	0.00	0.00 (5,000.00)
Cash-WVCF Impact Grant 279-00-1010	10,600.00 10,600.00	0.00 0.00	0.00 0.00	10,600.00	0.00 0.00
Cash Public Library Access Car 800-00-1010	65.00 65.00	0.00 65.00	65.00 130.00	0.00	(65.00) (65.00)
Cash-Payroll Withholdings 803-00-1010	1,376.91 54.09	76,108.99 335,405.01	76,567.96 334,541.16	917.94	(458.97) 863.85

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
29586	SQUARE DONUTS	200	Check	127.00	56900	BREAKFAST FOR STAFF INSTITUTE
29594	INDIANA STATE UNIVERSITY	100	Check	216.30	56901	NATIONAL LIBRARY WEEK BILLBOARD
*29512	KOKOMO-HOWARD COUNTY PI	100	Check	13.00	56902	ILL REIMBURSEMENT
				Total Count:	3	
				Total Amount:	356.30	
29498	ADP INC - AUTOPAY II	100	ACH	1,275.77	9711	PAYROLL SERVICES
*29452	ADP SCREENING & SELECTION	100	ACH	111.22	9712	BACKGROUND SCREENINGS
29483	AMAZON.COM LLC	100	ACH	27.68	9713	CIRC PRINT MAT AND DVD/VIDEO MAT
29484	AMAZON.COM LLC	100	ACH	29.06	9714	CIRC PRINT MAT, DVD/VIDEO MATERIAL
29485	AMAZON.COM LLC	100	ACH	16.29	9715	CIRC PRINT MAT, DVD/VIDEO MATERIAL
29486	AMAZON.COM LLC	100	ACH	36.95	9716	CIRC PRINT MAT, DVD/VIDEO MATERIAL
29489	AMAZON.COM LLC	100	ACH	27.30	9717	CIRC PRINT MATERIAL
29490	AMAZON.COM LLC	100	ACH	22.99	9718	CIRC PRINT MAT AND DVD/VIDEO MAT
29491	AMAZON.COM LLC	100	ACH	14.76	9719	CIRC PRINT MATERIAL
29493	AMAZON.COM LLC	100	ACH	96.74	9720	CIRC PRINT MAT, DVD/VIDEO MATERIAL
29496	AMAZON.COM LLC		ACH	318.75	9721	STANDING DESK FOR MANDY

<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				
29497	AMAZON.COM LLC		ACH	16.16	9722	CIRC PRINT MATERIAL
		100				
29499	AMAZON.COM LLC		ACH	24.99	9723	DVD/VIDEO MATERIAL AND CIRC PRINT
		100				
29500	AMAZON.COM LLC		ACH	6.99	9724	CIRC PRINT MAT
		100				
29501	AMAZON.COM LLC		ACH	25.82	9725	CIRC PRINT MAT
		100				
29502	AMAZON.COM LLC		ACH	14.99	9726	CIRC PRINT MAT
		100				
29503	AMAZON.COM LLC		ACH	24.98	9727	CIRC PRINT MATERIAL
		100				
29504	AMAZON.COM LLC		ACH	119.67	9728	RECEIPT TAPE AND LAMINATING SHEET
		100				
29505	AMAZON.COM LLC		ACH	211.68	9729	SRP BADGE INCENTIVES
		100				
29506	AMAZON.COM LLC		ACH	39.88	9730	DVD/VIDEO MATERIAL AND CIRC PRINT
		100				
29507	AMAZON.COM LLC		ACH	48.82	9731	CIRC PRINT MATERIAL
		100				
29533	AMAZON.COM LLC		ACH	16.95	9732	CIRC PRINT MAT
		100				
29534	AMAZON.COM LLC		ACH	26.95	9733	CIRC PRINT MAT
		100				
29538	AMAZON.COM LLC		ACH	320.00	9734	FILAMENT FOR 3D PRINTERS
		100				
29539	AMAZON.COM LLC		ACH	145.53	9735	CIRC PRINT MATERIAL
		100				
29540	AMAZON.COM LLC		ACH	38.97	9736	INDEX CARD HOLDERS FOR BOXES
		200				

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
29541	AMAZON.COM LLC	100	ACH	23.98	9737	CIRC PRINT MATERIAL
29547	AMAZON.COM LLC	100	ACH	69.99	9738	COLOR TONER FOR TS PRINTER
29548	AMAZON.COM LLC	100	ACH	81.74	9739	OUTREACH BAG ITEMS
29555	AMAZON.COM LLC	100	ACH	96.54	9740	OFFICE SUPPLIES
29561	AMAZON.COM LLC	100	ACH	41.96	9741	CIRC PRINT MATERIAL AND DVD/VIDEO
29562	AMAZON.COM LLC	100	ACH	81.76	9742	CIRC PRINT MATERIAL AND DVD/VIDEO
29564	AMAZON.COM LLC	100	ACH	10.47	9743	CIRC PRINT MAT
29565	AMAZON.COM LLC	100	ACH	22.92	9744	CIRC PRINT MAT
29566	AMAZON.COM LLC	100	ACH	18.00	9745	CIRC PRINT MAT
29567	AMAZON.COM LLC	100	ACH	32.09	9746	CIRC PRINT MAT
29568	AMAZON.COM LLC	100	ACH	9.99	9747	CIRC PRINT MAT
29603	AMAZON.COM LLC	100	ACH	18.99	9748	CIRC PRINT MATERIAL
29604	AMAZON.COM LLC	100	ACH	25.98	9749	CIRC PRINT MAT
29494	BAKER & TAYLOR INC	100	ACH	3,748.55	9750	CIRC PRINT MATERIAL
29554	BAKER & TAYLOR INC	100	ACH	2,951.33	9751	CIRC PRINT MATERIAL, AUD REC BOOK
29480	BOOK DEPOT		ACH	747.75	9752	SR SIGN UP BOOKS 12-18 & 19+

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		200				
29481	BOOK DEPOT		ACH	1,387.85	9753	SR 6-11 SIGN UP BOOKS
		200				
29482	BOOK DEPOT		ACH	332.17	9754	BOOK ORDER FOR WABASHIKI SCIENC
		100				
29585	BOOK DEPOT		ACH	964.08	9755	SR ADULTS BOOKS
		200				
29510	E-Z CLEAN INC		ACH	99.80	9756	ROLLER BRUSH
		100				
29511	E-Z CLEAN INC		ACH	873.50	9757	ROAM SWEEPER & ACCESSORIES
		100				
29560	GALE/CENGAGE LEARNING		ACH	176.94	9758	CIRC PRINT MATERIAL
		100				
*29516	GENTRY*LUKE		ACH	350.35	9759	MILEAGE REIMBURSEMENT
		100				
*29517	GENTRY*LUKE		ACH	185.64	9760	MEAL REIMBURSEMENT FOR PLA CONF
		100				
29600	HANK METZGER LANDSCAPE		ACH	100.00	9761	IRRIGATION SERVICE
		100				
29601	HANK METZGER LANDSCAPE		ACH	100.00	9762	IRRIGATION SERVICE
		100				
*29545	HAYWORTH*CHARLIE		ACH	21.07	9763	REIMBURSEMENT FOR MAINTENANCE :
		100				
*29602	MCCREA-BAILEY*KENDRA		ACH	132.50	9769	MILEAGE REIMBURSEMENT
		100				
29559	MIDWEST TAPE		ACH	1,002.01	9770	DVD/VIDEO MATERIAL
		100				
29535	RICOH USA INC		ACH	3,121.59	9771	COPIER LEASE
		100				
29583	RICOH USA INC		ACH	1,613.66	9772	COPIER LEASE
		100				

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*29515	SWEARINGEN*ALLISON	100	ACH	5.73	9773	MILEAGE REIMBURSEMENT
*29519	TECH ELECTRONICS OF INDIAN	100	ACH	11,473.89	9774	SECURITY CAMERAS FOR 12 POINTS BI
*29509	WORLD ARCHIVES HOLDINGS,	100	ACH	7,890.00	9775	NEWSPAPER ARCHIVE DATABASE REN
				Total Count:	60	
				Total Amount:	40,872.71	
*29488	INDIANA AMERICAN WATER CC	100	E-pay	12.94	10832	12 POINTS WATER SERVICE
*29513	DUKE ENERGY *	100	E-pay	20.89	10833	12 POINTS ELECTRIC SERVICE
*29514	DUKE ENERGY *	100	E-pay	12,294.01	10834	MAIN ELECTRIC SERVICE
*29528	COURTESY CLEANING CENTEF	100	E-pay	63.53	10843	LAUNDERING OF MAIN TABLECLOTHS A
*29529	APPLE HOUSE*THE	100	E-pay	122.61	10844	FLOWERS FOR FRIENDS APPRECIATIOI
29530	OFFICE DEPOT	100	E-pay	960.00	10845	OFFICE SUPPLIES
29531	OFFICE DEPOT	100	E-pay	118.08	10846	OFFICE SUPPLIES
29532	OFFICE DEPOT	100	E-pay	14.28	10847	OFFICE SUPPLIES
29536	OFFICE DEPOT	100	E-pay	99.90	10848	OFFICE SUPPLIES
*29544	TABCO PRINTING & PROMOTIC	100	E-pay	147.93	10849	UNIFORM SHIRTS FOR ZOE W.
29546	FUN EXPRESS, LLC	100	E-pay	696.37	10850	SUMMER CRAFTS/SHARK WEEK

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
29551	JOINK LLC	100	E-pay	275.00	10851	MONTHLY CLOUD BACKUP
*29552	NORM'S MIRROR IMAGE GLAS	100	E-pay	357.80	10852	WEST DOOR GLASS REPLACEMENT
29558	CENTER POINT LARGE PRINT	100	E-pay	211.53	10853	CIRC PRINT MATERIAL
29572	T-MOBILE USA, INC.	100	E-pay	937.12	10854	MAIN HOTSPOT DATA
29573	T-MOBILE USA, INC.	100	E-pay	85.26	10855	WEST HOTSPOT DATA
*29577	CAPITAL ONE	100	E-pay	186.61	10858	PROGRAM SUPPLIES
*29579	FORT KNOX CLIMATE CONTRO	100	E-pay	2,340.00	10859	CLIMATE CONTROLLED STORAGE UNIT
*29582	INDIANA AMERICAN WATER CC	100	E-pay	574.07	10860	MAIN WATER SERVICE
29587	CNA INSURANCE	100	E-pay	5,931.00	10861	CYBERLIABILTIY INSURANCE
*29588	CINCINNATI INSURANCE COMP	100	E-pay	4,061.00	10862	COMMERCIAL INSURANCE POLICY
*29596	CITY OF TERRE HAUTE SEWAG	100	E-pay	334.55	10863	MAIN SEWAGE BILLING
*29597	CITY OF TERRE HAUTE SEWAG	100	E-pay	28.21	10864	12 POINTS SEWAGE BILLING
*29598	COURTESY CLEANING CENTEF	100	E-pay	47.43	10865	LAUNDERING OF MAIN TABLECLOTHS A
*29599	COURTESY CLEANING CENTEF	100	E-pay	40.60	10866	LAUNDERING OF MAIN TABLECLOTHS A
*29605	VISA CARD SERVICES	100 200	E-pay	9,709.06	10867	VARIOUS SUPPLIES, TRAVEL, REGISTR.
29608	ENVISIONWARE		E-pay	2,781.13	10868	ENVISIONWARE RENEWAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		100				
						Total Count: 27 Total Amount: 42,450.91

<i>Library Operating Fund 100:</i>	80,327.40
<i>Gift Fund 200:</i>	3,352.52
<i>Rainy Day Fund 201:</i>	0.00
<i>Grant Fund 276:</i>	0.00
<i>WVCF Creating a Better Tomorrow Grant Fund 277:</i>	0.00
<i>UW Neighborhood Improvement Grant Fund 278:</i>	0.00
<i>WVCF Impact Grant Fund 279:</i>	0.00
<i>Public Library Access Card Fund 800:</i>	0.00

Grand Total Count:	90
Grand Total Amount:	83,679.92

Executive Director
Kristi Howe

VISA - APRIL- MONTHLY TOTAL			PAY 04/30/2024	
DATE	PO#	VENDOR	DESCRIPTION	AMOUNT
KRISTI HOWE		XXXX XXXX XXXX 3729		
4/18/2024	240343	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	25.00
ADM TOTAL				25.00
DENNIS SHEPARD		XXXX XXXX XXXX 6317		
3/29/2024	240782	SURVEYMONKEY	SURVEY HOST ANNUAL SUBSCRIPTION	468.00
3/29/2024	240419	MAILCHIMP	MAILCHIMP RENEWAL	119.00
3/31/2024	240634	GOOGLE	GOOGLE WORKSPACE	187.20
4/2/2024	240639	AUDIOBLOCKS	STORYBLOCKS SUBSCRIPTION	449.40
DENNIS S TOTAL				1223.60
BRANDY BRIDGEWATER		XXXX XXXX XXXX 1093		
3/22/2024	240569	DHL EXPRESS USA INC	IMPORT DUTIES FOR 3-D PRINTER ORDER	61.76
3/29/2024	240615	TABLECLOTHSFACORY.COM	1- 3FT HOOP AND 1- 5FT HOOP STAND	54.98
3/29/2024	NA	SUPER SPACE	REFUND DUE TO ITEM BEING OUT OF STOCK	-35.00
4/1/2024	240121	ICONIC DIGITAL MARKETING	ANNUAL FEE FOR ICONIC DIGITAL	355.50
4/2/2024	240676	HYATT REGENCY COLUMBUS	MEAL PURCHASE FOR PLA CONF-B BRIDGEWATER	37.15
4/3/2024	240675	HYATT REGENCY COLUMBUS	MEAL PURCHASE FOR PLA CONF-B BRIDGEWATER	54.85
4/4/2024	240549	BANNERS.COM	BANNER FOR FALL FESTIVAL OF WRITERS	184.30
4/5/2024	240386	HAMPTON INN AND SUITES	PLA HOTEL RESERVATION- L GENTRY	753.60
4/5/2024	240383	HYATT REGENCY COLUMBUS	PLA HOTEL RESERVATION	733.20
4/10/2024	240683	RAISE3D	EXTRUDER FOR RAISE 3D PRINTER	220.00
4/10/2024	240722	WABASH VALLEY HUMAN RESOURCES ASSOCIATION	MEETING REGISTRATION- A WEAVER	21.23
4/15/2024	240711	KINGSTONE COMICS	CIRC PRINT MATERIAL	60.11
4/15/2024	240519	PIZZA HUT	PIZZA FOR VITA VOLUNTEER PARTY	100.83
4/16/2024	240740	CACKLEBERRIES	WORKING LUNCH- HANCOCK COUNTY LIBRARY VISITORS	61.87
4/17/2024	240658	WALMART	FRIENDS APPRECIATION DINNER	50.34
4/19/2024	240744	TECHSOUP	MONTHLY CLOUD SOLUTIONS LICENSE	270.00

BRANDY TOTAL				2984.72
HEATHER RAYL XXXX XXXX XXXX 6325				
4/11/2024	240691	STRONGHOLD	LOCKERS FOR CUSTOMER USE	4900.00
HEATHER TOTAL				4900.00
VIGO CO PUBLIC LIBRARY XXXX XXXX XXXX 4648				
4/5/2024	240648	LARGE INK	NATIONAL LIBRARY WEEK LARGE PRINT	50.24
4/19/2024	240657	OLIVE GARDEN	FRIENDS APPRECIATION DINNER	525.50
VIGO TOTAL				575.74
GRAND TOTAL				9709.06

<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>
*29395	MOBILE ED PRODUCTIONS, INC	100	<i>Check</i>	997.50	56904	PREPAYMENT- SR WRAP UP SKYDOME
*29686	NETWORK SOLUTIONS INCORF	100	<i>Check</i>	6,284.88	56905	NETWORK INFRASTRUCTURE FOR 12 P
29791	FELLER EXPRESS LLC	100	<i>Check</i>	504.00	56906	PREPAYMENT- BINGO & BLUEY PARTY
29627	LIBRARY IDEAS LLC	100	<i>Check</i>	935.52	56907	AUD REC BOOKS
29726	LIBRARY MARKET	100	<i>Check</i>	3,500.00	56908	LIBRARY CALENDAR RENEWAL
29662	PEDIMENT PUBLISHING	100	<i>Check</i>	62.10	56909	CIRC PRINT MATERIAL
*29745	UNION HOSPITAL CENTER FOF	100	<i>Check</i>	50.00	56910	EMPLOYEE SCREENING
29764	VIGO COUNTY SCHOOL CORP	100	<i>Check</i>	40.00	56911	WOODROW WILSON SPONSORSHIP
*29790	WABASH VALLEY LOCK & KEY I	100	<i>Check</i>	175.14	56912	PADLOCKS FOR LOCKERS
					Total Count:	9
					Total Amount:	12,549.14
29620	ADP INC - AUTOPAY II	100	<i>ACH</i>	791.09	9776	PAYROLL SERVICES
29768	ADP INC - AUTOPAY II	100	<i>ACH</i>	1,280.33	9777	PAYROLL SERVICES
29610	AMAZON.COM LLC	100	<i>ACH</i>	177.02	9778	CIRC PRINT MATERIAL
29611	AMAZON.COM LLC	100	<i>ACH</i>	19.42	9779	CIRC PRINT MATERIAL
29612	AMAZON.COM LLC	100	<i>ACH</i>	16.99	9780	CIRC PRINT 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>
29633	AMAZON.COM LLC	100	ACH	14.99	9781	CIRC PRINT MATERIAL
29634	AMAZON.COM LLC	100	ACH	23.06	9782	CIRC PRINT MATERIAL
29635	AMAZON.COM LLC	100	ACH	188.98	9783	DVD/VIDEO MATERIAL AND CIRC PRINT
29636	AMAZON.COM LLC	100	ACH	23.64	9784	CIRC PRINT MATERIAL
29637	AMAZON.COM LLC	100	ACH	29.99	9785	2 ROLLS 3D PRINTER FILAMENT
29638	AMAZON.COM LLC	200	ACH	895.74	9786	SR PROGRESS PRIZES & OUTREACH G
29639	AMAZON.COM LLC	100	ACH	24.66	9787	CIRC PRINT MATERIAL
29640	AMAZON.COM LLC	100	ACH	59.99	9788	CIRC PRINT MAT AND VIDEO GAMES
29652	AMAZON.COM LLC	100	ACH	139.94	9789	DVD/VIDEO MATERIAL
29666	AMAZON.COM LLC	100	ACH	32.58	9790	AA BATTERIES
29667	AMAZON.COM LLC	100	ACH	198.04	9791	SUMMER SUPPLIES
29675	AMAZON.COM LLC	100	ACH	71.11	9792	OFFICE SUPPLIES
29676	AMAZON.COM LLC	200	ACH	226.85	9793	SR GRAND PRIZES
29691	AMAZON.COM LLC	200	ACH	776.33	9794	SR GRAND PRIZES 12-18
29692	AMAZON.COM LLC	100	ACH	301.52	9795	SUMMER EXPERIENCE STATION/ICE SK

<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>
29693	AMAZON.COM LLC	200	ACH	274.35	9796	SR PRIZES 0-5
29694	AMAZON.COM LLC	100	ACH	165.29	9797	VIDEO GAMES
29697	AMAZON.COM LLC	100	ACH	12.00	9798	DVD/VIDEO MAT AND CIRC PRINT MAT
29698	AMAZON.COM LLC	100	ACH	37.34	9799	DVD/VIDEO MAT AND CIRC PRINT MAT
29699	AMAZON.COM LLC	100	ACH	34.99	9800	DVD/VIDEO MATERIAL AND CIRC PRINT
29700	AMAZON.COM LLC	100	ACH	0.69	9801	CIRC PRINT MATERIAL
29701	AMAZON.COM LLC	100	ACH	61.95	9802	CIRC PRINT MATERIAL
29702	AMAZON.COM LLC	100	ACH	3.99	9803	CIRC PRINT MATERIAL
29703	AMAZON.COM LLC	100	ACH	31.49	9804	CIRC PRINT MATERIAL
29704	AMAZON.COM LLC	200	ACH	151.08	9805	SR PRIZE GRAND 6-11
29711	AMAZON.COM LLC	100	ACH	26.23	9806	CIRC PRINT MATERIAL
29717	AMAZON.COM LLC	100	ACH	76.42	9807	CIRC PRINT MATERIAL
29719	AMAZON.COM LLC	100	ACH	25.16	9808	CIRC PRINT MATERIAL
29733	AMAZON.COM LLC	200	ACH	127.97	9809	SR GRAND PRIZE 0-5
29734	AMAZON.COM LLC	100	ACH	23.92	9810	DVD/VIDEO MAT AND CIRC PRINT MAT
29735	AMAZON.COM LLC		ACH	463.74	9811	SR GRAND PRIZES 19+

<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>
		200				
29736	AMAZON.COM LLC		ACH	27.64	9812	LYSOL WIPES
		100				
29737	AMAZON.COM LLC		ACH	12.79	9813	CIRC PRINT MATERIAL
		100				
29738	AMAZON.COM LLC		ACH	20.21	9814	CIRC PRINT MATERIAL
		100				
29747	AMAZON.COM LLC		ACH	30.99	9815	CIRC PRINT MATERIAL
		100				
29748	AMAZON.COM LLC		ACH	13.40	9816	CIRC PRINT MATERIAL
		100				
29749	AMAZON.COM LLC		ACH	79.99	9817	SR GRAND PRIZE 12-18
		200				
29769	AMAZON.COM LLC		ACH	12.93	9818	CIRC PRINT MATERIAL
		100				
29770	AMAZON.COM LLC		ACH	51.36	9819	CIRC PRINT MATERIAL
		100				
29771	AMAZON.COM LLC		ACH	54.70	9820	CIRC PRINT MATERIAL
		100				
29772	AMAZON.COM LLC		ACH	304.17	9821	LIBRATORY STEAM BOTS FRIENDS FUN
		200				
29773	AMAZON.COM LLC		ACH	1,398.99	9822	GLOWFORGE AURA
		100				
		200				
29774	AMAZON.COM LLC		ACH	69.98	9823	CIRC PRINT MAT AND VIDEO GAMES
		100				
29781	AMAZON.COM LLC		ACH	38.55	9824	SUMMER DECORATIONS AND SUPPLIES
		100				
29782	AMAZON.COM LLC		ACH	6.93	9825	CIRC PRINT MATERIAL
		100				
29625	BAKER & TAYLOR INC		ACH	4,020.25	9826	CIRC PRINT MATERIAL
		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>
29714	BAKER & TAYLOR INC	100	ACH	1,685.81	9827	CIRC PRINT MATERIAL, REF MATERIAL
29775	BAKER & TAYLOR INC	100	ACH	1,906.87	9828	CIRC PRINT MAT, AUD REC BOOKS
*29617	BRIDGEWATER*BRANDY	200	ACH	32.13	9829	REIMBURSEMENT FOR STAFF INSTITUT
29708	CRITERION PICTURES USA	200	ACH	175.00	9830	COMM READ MOVIE SHOWING LICENCI
*29668	CULLIGAN WATER CONDITIONI	100	ACH	36.50	9831	WEST COOLER RENTAL
29613	E-Z CLEAN INC	100	ACH	1,176.66	9832	JANITORIAL SUPPLIES
29669	E-Z CLEAN INC	100	ACH	1,419.32	9833	JANITORIAL SUPPLIES
29713	ENA	100	ACH	635.09	9834	VOICE SERVICE
29752	ENA	276	ACH	1,107.33	9835	INTERNET SERVICE
29626	GALE/CENGAGE LEARNING	100	ACH	205.42	9836	CIRC PRINT MATERIAL
29715	GALE/CENGAGE LEARNING	100	ACH	30.74	9837	CIRC PRINT MATERIAL
29765	GALE/CENGAGE LEARNING	100	ACH	167.93	9838	CIRC PRINT MATERIAL
*29761	GENTRY*LUKE	100	ACH	1,500.00	9839	SPRING 2024 TUITION REIMBURSEMEN'
*29621	GLOBAL INDUSTRIAL COMPAN'	200	ACH	226.89	9840	ROLLING SHOPPING BASKET CARTS
29656	GOV CONNECTION INC	100	ACH	565.50	9841	SURGE PROTECTORS

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
29742	HANK METZGER LANDSCAPE	100	ACH	5,000.00	9842	LANDSCAPING
29743	HANK METZGER LANDSCAPE	100	ACH	15,000.00	9843	LANDSCAPING
29751	HANK METZGER LANDSCAPE	100	ACH	2,000.00	9844	IRRIGATION SERVICE
29695	HOWARD, CHELSEA	100	ACH	1,500.00	9845	SPRING 2024 TUITION REIMBURSEMENT
*29665	INGLE*ASHLEY	100	ACH	3,000.00	9846	SPRING 2024 TUITION REIMBURSEMENT
29624	MIDWEST TAPE	100	ACH	538.89	9847	DVD/VIDEO MATERIAL
29688	MIDWEST TAPE	100	ACH	5,926.33	9848	HOOPLA APRIL INVOICE
29689	MIDWEST TAPE	100	ACH	1,566.88	9849	DVD/VIDEO MATERIAL
29776	MIDWEST TAPE	100	ACH	813.61	9850	DVD/VIDEO MATERIAL
29659	NELSON, BETH	100	ACH	1,500.00	9851	SPRING 2024 TUITION REIMBURSEMENT
29750	NEW AVENUES	100	ACH	166.24	9852	ALA CARTE ADMIN FEE
29677	PAYPAL INC	100	ACH	19.95	9853	MONTHLY PAYFLOW LINK
29780	PITNEY BOWES	100	ACH	97.80	9854	POSTAGE LEASE
29744	SIRSIDYNIX	100	ACH	56,785.47	9855	ANNUAL ILS AND MOBILE APP INVOICE
*29756	SISK*CARRIE	100	ACH	3,000.00	9856	SPRING 2024 TUITION REIMBURSEMENT
*29757	SISK*CARRIE	100	ACH	43.77	9857	SPRING 2024 TEXTBOOK REIMBURSEMENT

<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>
29705	SPAID-ROBERTS, ELISE	100	<i>ACH</i>	1,500.00	9858	SPRING 2024 TUITION REIMBURSEMENT
29696	SPICER, CATHERINE	100	<i>ACH</i>	3,000.00	9859	SPRING 2024 TUITION REIMBURSEMENT
29537	STAPLES BUSINESS CREDIT	100	<i>ACH</i>	265.99	9860	TP9000 CHAIR FOR ADULT SERVICES
29655	TECH ELECTRONICS OF INDIANAPOLIS	100	<i>ACH</i>	202.00	9861	SERVICE CALL TO CHECK MOTION SENSOR
29631	TECH LOGIC CORPORATION	100	<i>ACH</i>	993.25	9862	RFID BOOK TAGS
29731	UNIQUE MANAGEMENT SERVICES	100	<i>ACH</i>	769.61	9863	NOTICES
29732	UNIQUE MANAGEMENT SERVICES	100	<i>ACH</i>	442.90	9864	PLACEMENTS
29740	WAGeworks, INC.	100	<i>ACH</i>	168.82	9865	COBRA MONTHLY FEE
29622	WEAS ENGINEERING INC	100	<i>ACH</i>	714.74	9866	CHEMICAL FEED PUMP FOR CHILLER
29670	WEAS ENGINEERING INC	100	<i>ACH</i>	528.34	9867	AQUACAR BIOCIDES 20.5 GAL
29671	WEAS ENGINEERING INC	100	<i>ACH</i>	491.72	9868	WATER TREATMENT MANAGEMENT
					Total Count:	93
					Total Amount:	129,859.26
29616	VERIZON - WIRELESS	100	<i>E-pay</i>	175.28	10869	PHONE SERVICE
29618	ACTION PEST CONTROL, INC	100	<i>E-pay</i>	84.00	10870	WEST MONTHLY PEST CONTROL
29641	YOUR AUTOMATIC DOOR COMPANY	100	<i>E-pay</i>	919.00	10871	REPLACE STAND SENSOR ON WALNUT

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*29653	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	69.56	10882	LAUNDERING OF MAIN TABLECLOTHS A
*29654	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	42.18	10883	LAUNDERING OF MAIN TABLECLOTHS A
29657	OFFICE DEPOT	100	<i>E-pay</i>	1,064.11	10884	OFFICE SUPPLIES
29658	OFFICE DEPOT	100	<i>E-pay</i>	40.22	10885	OFFICE SUPPLIES
*29660	TABCO PRINTING & PROMOTIC	100	<i>E-pay</i>	2,675.00	10886	LIBRARY CARDS WALLET SIZE
29629	BAESLERS MARKET	200	<i>E-pay</i>	570.86	10887	PROGRAM SUPPLIES
*29664	CROSSROADS DOOR & HARDV	100	<i>E-pay</i>	440.00	10888	EXIT DEVICE AND TRIM
29673	ACTION PEST CONTROL, INC	100	<i>E-pay</i>	165.00	10889	MAIN MONTHLY PEST CONTROL
29674	WEX BANK	100 200	<i>E-pay</i>	522.09	10890	FUEL SERVICE
29678	INDIANA STATE LIBRARY	100	<i>E-pay</i>	3,938.00	10892	INFOEXPRESS ANNUAL RENEWAL
*29682	REPUBLIC SERVICES OF WEST	100	<i>E-pay</i>	207.78	10893	MAIN TRASH SERVICE
*29683	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	57.36	10894	PRIVATE FIRE SERVICE
*29474	LOWE'S COMMERCIAL SERVICI	100	<i>E-pay</i>	70.04	10895	MAINTENANCE SUPPLIES
*29706	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	40.60	10896	LAUNDERING OF MAIN TABLECLOTHS A
*29707	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	33.36	10897	LAUNDERING OF MAIN TABLECLOTHS A

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
29712	CARRIER CORPORATION	100	E-pay	5,781.09	10898	2024 SERVICE CONTRACT
*29716	TOWN OF WTH WATER & SEWE	100	E-pay	75.24	10899	WEST WATER SERVICE
29729	CENTERPOINT ENERGY	100	E-pay	77.05	10900	WEST GAS SERVICE
*29739	LIBRARY STORE*THE	100	E-pay	196.94	10901	HINGED SHELVES AND BACKSTOPS
29741	OFFICE DEPOT	100	E-pay	44.10	10902	CARDSTOCK FOR PR
*29754	MIDLAND PAPER COMPANY INC	100	E-pay	264.00	10903	LARGE FORMAT PRINTER TONER
*29755	COURTESY CLEANING CENTEF	100	E-pay	44.00	10904	LAUNDERING OF MAIN TABLECLOTHS A
*29758	TRIBUNE STAR PUBLISHING CC	100	E-pay	510.00	10905	SENIOR EXPO
*29759	TRIBUNE STAR PUBLISHING CC	100	E-pay	140.00	10906	TERRE HAUTE LIVING AD FOR MAY
29762	OVERDRIVE	100	E-pay	9,750.00	10907	MAY MONTHLY DEPOSIT
*29763	TABCO PRINTING & PROMOTIC	100	E-pay	219.00	10908	VCPL THANK YOU CARDS
*29766	DUKE ENERGY *	100	E-pay	12,619.64	10909	MAIN ELECTRIC SERVICE
*29767	DUKE ENERGY *	100	E-pay	468.11	10910	WEST ELECTRIC SERVICE
*29777	INDIANA FARMERS MUTUAL IN:	100	E-pay	8,011.50	10911	COMMERCIAL INSURANCE POLICY
*29778	INDIANA FARMERS MUTUAL IN:	100	E-pay	884.50	10912	COMMERCIAL INSURANCE POLICY
*29779	INDIANA FARMERS MUTUAL IN:	100	E-pay	805.25	10913	COMMERCIAL INSURANCE POLICY

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*29783	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	29.75	10914	LAUNDERING OF MAIN TABLECLOTHS A
29784	OFFICE DEPOT	100	<i>E-pay</i>	168.62	10915	OFFICE SUPPLIES
29785	OFFICE DEPOT	100	<i>E-pay</i>	11.89	10916	OFFICE SUPPLIES
29786	OFFICE DEPOT	200	<i>E-pay</i>	5.20	10917	BLANK BUSINESS CARDS FOR FRIENDS
*29792	DUKE ENERGY *	100	<i>E-pay</i>	11.89	10918	12 POINTS ELECTRIC SERVICE

Total Count: **39**
Total Amount: **51,232.21**

<i>Library Operating Fund 100:</i>	187,308.33
<i>Gift Fund 200:</i>	5,224.95
<i>Rainy Day Fund 201:</i>	0.00
<i>Grant Fund 276:</i>	1,107.33
<i>WVCF Creating a Better Tomorrow Grant Fund 277:</i>	0.00
<i>UW Neighborhood Improvement Grant Fund 278:</i>	0.00
<i>WVCF Impact Grant Fund 279:</i>	0.00
<i>Public Library Access Card Fund 800:</i>	0.00

Grand Total Count:	141
Grand Total Amount:	193,640.61

Executive Director
Kristi Howe

**Payroll Payable
Voucher Register**

Vigo County Public Library

For Period April -2024

Page ___1___ of ___2___ Pages

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
4/12	Pay #8	Gross Payroll	\$ 139,564.35	\$ 139,564.35	ACH	
4/12	Pay #8	FICA	\$ 10,099.63	\$ 10,099.63	ACH	
4/12	Pay #8	PERF	\$ 18,467.71	\$ 18,467.71	ACH	
4/26	Pay #9	Gross Payroll	\$ 144,116.09	\$ 144,116.09	ACH	
4/26	Pay #9	FICA	\$ 10,447.12	\$ 10,447.12	ACH	
4/26	Pay #9	PERF	\$ 18,940.10	\$ 18,940.10	ACH	
4/26	Pay #9	UHC	\$ 77,402.31	\$ 77,402.31	ACH	
4/26	Pay #9	Guardian	\$ 7,195.91	\$ 7,195.91	ACH	
	Pay	Gross Payroll	\$ -	\$ -	ACH	
	Pay	FICA	\$ -	\$ -	ACH	
	Pay	PERF	\$ -	\$ -	ACH	
4/12	ACH reimbursement		\$ 300.00	\$ 300.00	CHECK	

Total library cost			\$ 426,533.22			
April	Pays 8 & 9	Nationwide	\$ 1,559.48	\$ 1,559.48	ACH	Staff withholding
April	Pays 8 & 9	Garnishments	\$ 837.23	\$ 837.23	ACH	Staff withholding
April	Pays 8 & 9	Garnishment Reim	\$ -	\$ -	ACH	Staff withholding
April	Pays 8 & 9	AFLAC	\$ 917.94	\$ 917.94	ACH	Staff withholding
April	Pays 8 & 9	United Way	\$ 252.00	\$ 252.00	ACH	Staff withholding
April	Pays 8 & 9	UHC	\$ 9,950.00	\$ 9,950.00	ACH	Staff withholding
April	Pays 8 & 9	HSA adj.		\$ -	ACH	Staff withholding
April	Pays 8 & 9	Guardian	\$ 1,490.53	\$ 1,490.53	ACH	Staff withholding
April	Pays 8 & 9	Boston Mutual	\$ 581.26	\$ 581.26	ACH	Staff withholding
April	Pays 8 & 9	Fed Tax	\$ 20,369.48	\$ 20,369.48	ACH	Staff withholding
April	Pays 8 & 9	State Tax	\$ 8,453.37	\$ 8,453.37	ACH	Staff withholding
April	Pays 8 & 9	Local Tax	\$ 5,374.62	\$ 5,374.62	ACH	Staff withholding
April	Pays 8 & 9	FICA	\$ 20,546.74	\$ 20,546.74	ACH	Staff withholding
April	Pays 8 & 9	Vol. PERF	\$ 5,776.34	\$ 5,776.34	ACH	Staff withholding
Staff Cost			\$ 76,108.99	\$ 76,108.99		

**Payroll Payable
Voucher Register**

Vigo County Public Library

For Period April -2024

Page 1 of 2 Pages

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

May 20, 2024

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 \$ 426,533.22

Dated this 20th day of May 2024 .

Terry W. Jones, Board President

James M. Young, Board Vice President

Christi A. Fenton, Board Secretary

Tiffany D. Cherry, Board Member

Brian L. Cain, Board Member

Stacy D. Killion, Board Member

George L. Heubel, Board Member

SPECIAL CLAIMS

04/30/2024

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
29589	KEYMARK CONSTRUCTION	100	ACH	16,866.71	9764	COR 62, 76, 82, AND 85
29590	KEYMARK CONSTRUCTION	100	ACH	8,267.83	9765	COR 93 AND 96
29591	KEYMARK CONSTRUCTION	100	ACH	4,506.40	9766	COR 92
29592	KEYMARK CONSTRUCTION	100	ACH	1,175.34	9767	COR 97 AND 100
29593	KEYMARK CONSTRUCTION	100	ACH	137,555.74	9768	12 POINTS REMODELING AND CHANGE

Total Count: 5
Total Amount: 168,372.02

Library Operating Fund 100:	168,372.02
Gift Fund 200:	0.00
Rainy Day Fund 201:	0.00
Grant Fund 276:	0.00
WVCF Creating a Better Tomorrow Grant Fund 277:	0.00
UW Neighborhood Improvement Grant Fund 278:	0.00
WVCF Impact Grant Fund 279:	0.00
Public Library Access Card Fund 800:	0.00

Grand Total Count:	5
Grand Total Amount:	168,372.02

Executive Director
Kristi Howe

April 30, 2024

Gift Fund Balances

2024

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 1,108.45	Unrestricted Use	Admin.
64-SPC	\$ 5,963.58	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	\$ 38.10	Support of Crackerbarrel	Admin.
69-Wright Foundation	\$ 6,924.92	Unrestricted Use	Admin.
70- West Emily's Garden	\$ -	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,317.39	Support of West Branch	Admin.
72-Friends	\$ 7,168.36	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	\$ 13.92	Childrens Literature	Admin.
81-Community Connections	\$ 216.95	Support of Community Connections	Admin.
83-Kiwanis Ys	\$ 300.00	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	\$ 766.79	Christmas in the Park	Admin.
92-Marketing	\$ 945.05	Unrestricted Use	Admin.
93-Programming and Events	\$ 750.00	Support of Programming and Events	Admin.
94-TH Econ.Dev.	\$ 139.58	Adult Nonfiction Commemorating Speakers	Admin.
95-12 Points	\$ 1,100.00	Support of 12 Points	Admin.
96-Fundraiser	\$ 770.44	Buy a Book	Admin.
TOTAL	\$ 58,772.34		

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD MAY 20, 2024

SPRING STAFF INSTITUTE



VCPL staff members participated in a full day Staff Institute on Friday, April 26. The morning kicked off with remarks from Executive Director Kristi Howe. Afterward, staff members split into teams and took turns participating in emergency preparedness training at the Main Library and boarding a bus to the new 12 Points Branch for a tour. Vigo County School Corporation Superintendent Dr. Himself conducted the keynote session, sharing valuable insights on

the community challenges being met by both VCPL and VCSC and his desire for a strong partnership that benefits both organizations. The remainder of the day was filled with conference-style sessions including, Mental Health, IN Freedom, Unlocking the Power of AI and Navigating the Digital Frontier, Introduction to Estate Planning, Mandatory Reporter, Building LGBTQ+ Allyship and Supporting Transgender Youth, Neurodiversity at VCPL and in the Community, and Recovery in our Community. The majority of training sessions were approved for LEUs by the Indiana State Library for certified staff members.

BATTLE OF THE BOOKS

In partnership with VCSC, Youth Services Librarian Megan Howes, Youth Services Manager Lola Snyder, and Executive Director Kristi Howe participated in the 2024 Battle of the Books on April 11 and 12. The Battle of the Books features titles from the annual Young Hoosier Award reading list, and VCPL arranged for Young Hoosier Award nominated children's author and illustrator Rob Harrell to present to the elementary school participants. His popular works include **Monster on the Hill**, **Wink**, and this year's Young Hoosier Award nominee - **BatPig: When Pigs Fly**. The children were very engaged and asked great questions and especially enjoyed Harrell's drawing some original characters from their suggestions.



KIDS' SCIENCE DAY AT DEWEY POINT

The West Branch joined faculty and students from West Vigo High School, Rose Hulman Institute of Technology, and Indiana State University for Kids' Science Day at Dewey Point on Thursday, April 25. During Kids' Science Day, more than 150 third graders from Consolidated, Fuqua, and Fayette Elementary Schools participated in hands-on activities exploring physics, chemistry, and natural sciences. Additionally, each student received a free book from VCPL and learned about the resources available at the library to further their understanding of the topics explored during the event.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD MAY 20, 2024

FRIENDS OF THE LIBRARY



The Annual Friends of the Library Appreciation Dinner took place on April 19, to recognize the impact and dedication of our volunteers. Various VCPL staff collaborated to ensure the evening was memorable. Amy Gibson and LeRaye Cameron planned the event and arranged decorations with a spring flower motif. Hope Rice curated a charming photo booth, while Heather Rayl and Kristi Howe assembled the floral arrangements for the décor. The event included a presentation by Lola Snyder showcasing the various programs supported by the Friends, accompanied by a catered meal. Luke Gentry, Rob Fox, and Dennis Shepard assisted in serving the Friends Volunteers throughout the evening. The Friends Volunteers enjoyed the event and were thrilled to receive the floral decorations as a token of our appreciation.

May 3 through May 5, the Friends of the Library conducted their Spring Annual Book Sale. Prior to opening the doors of the sale, the Friends held the annual meeting of their membership with more than 60 members in attendance. Throughout the weekend, the Friends successfully generated over \$2,030 through book sales and an additional \$337 through new and renewed memberships, to help contribute to their support of programs and resources at VCPL.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD MAY 20, 2024

ADULT SERVICES

The Adult Services Department of the Vigo County Public Library continues to remove barriers to service and engage the public in many different ways. During the 2023 tax season, library staff assisted taxpayers through the VITA tax assistance program, filing 163 federal and 180 state tax returns. This is a substantial increase from the 73 federal and 82 state tax returns library staff filed in 2022!

Adult Services also partnered with the Terre Haute Parks Department to host a Victorian Tea at the Park and despite the rainy weather, 67 individuals, many in their Victorian best, came to Collett Park to enjoy tea and the many yard games that VCPL makes available for cardholders to check out. The Adult Services Department continues to evolve and adapt to meet the needs of the public, helping to empower participants by providing opportunities to form connections and learn more about the community.

PERSONNEL CHANGES

EMPLOYMENT

Parsons, Autumn C. L. - Hired for the full-time non-exempt position of Lending Services and Backup Delivery Clerk in the Lending Services Department effective May 3, 2024.

TRANSFER

Spaid-Roberts, Elise C. - Transfer from the full-time non-exempt position of Lending Services Clerk in the Lending Services Department to the full-time non-exempt position of Special Collections Clerk in the Special Collections Department effective May 13, 2024.

Respectfully submitted,

Kristi J. Howe

5/14/24 AG

	April-24	April-23		YTD 2024	YTD 2023	
Print Circulation	16,574	16,946	-2.2%	68,817	72,727	-5.4%
A/V Circulation	5,450	5,645	-3.5%	21,679	25,577	-15.2%
Misc	279	321	-13.1%	1,217	1,000	21.7%
Electronic Devices	58	57	1.8%	231	240	-3.8%
TOTAL	22,361	22,969	-2.6%	91,944	99,544	-7.6%

	April-24	April-23		YTD 2024	YTD 2023	
Overdrive						
E-book	7,523	6,863	9.6%	31,308	27,272	14.8%
E-audiobook	5,724	4,444	28.8%	23,854	17,331	37.6%
E-Magazines	712	291	144.7%	4,160	1,327	213.5%
E-Music	0	0	null	0	0	null
E-video	0	0	null	0	0	null
TOTAL	13,959	11,598	20.4%	59,322	45,930	29.2%

	April-24	April-23		YTD 2024	YTD 2023	
Hoopla						
E-audiobook	1,596	1,803	-11.5%	6,461	6,950	-7.0%
Bingepasses	34	12	183.3%	127	50	154.0%
E-Books	561	812	-30.9%	2,519	3,454	-27.1%
E-Comics	90	112	-19.6%	365	603	-39.5%
E-music	105	122	-13.9%	391	569	-31.3%
E-video movie	171	195	-12.3%	635	835	-24.0%
E-video TV	68	195	-65.1%	329	679	-51.5%
TOTAL	2,625	3,251	-19.3%	10,827	13,140	-17.6%

	April-24	April-23		YTD 2024	YTD 2023	
Reference [fact-finding]	2,419	1,945	24.4%	9,481	11,406	-16.9%

MATERIALS ADDED TO COLLECTION

Purchased Items	April-24	YTD 2024
Book	872	3,046
Video	126	728
Video Game	11	78
Music CD	0	2
Audio Book	4	26
Misc	39	94
TOTAL	1,052	3,974

Donated Items	April-24	YTD 2024
Book	107	350
Video	0	0
Video Game	0	0
Music CD	0	0
Audio Book	0	0
Misc	0	1
TOTAL	107	351

New Items Ordered	April-24	YTD 2024
Book	841	3,499
Video	257	852
Video Game	30	108
Music CD	0	0
Audio Book	31	49
Misc	18	56
TOTAL	1,177	4,564

New Items Received	April-24	YTD 2024
Book	804	3,021
Video	182	650
Video Game	11	69
Music CD	0	0
Audio Book	23	40
Misc	31	51
TOTAL	1,051	3,831

ON-SITE PROGRAMS	April-24	April-23		YTD 2024	YTD 2023	
Early Literacy programs/events/classes	22	12	83.3%	91	53	71.7%
Youth programs/events/classes	25	5	400.0%	82	44	86.4%
Teen programs/events/classes	6	6	0.0%	25	33	-24.2%
Adult programs/events/classes	22	21	4.8%	74	64	15.6%
Family/general	12	11	9.1%	72	58	24.1%
TOTAL	87	55	58.2%	344	252	36.5%

ON-SITE ATTENDANCE	April-24	April-23		YTD 2024	YTD 2023	
Early Literacy attendance	333	312	6.7%	1,467	1,152	27.3%
Youth attendance	192	33	481.8%	973	410	137.3%
Teen attendance	36	35	2.9%	131	226	-42.0%
Adult attendance	224	212	5.7%	1,231	816	50.9%
Family/general attendance	120	180	-33.3%	1,687	1,263	33.6%
TOTAL	905	772	17.2%	5,489	3,867	41.9%

OFF-SITE PROGRAMS	April-24	April-23		YTD 2024	YTD 2023	
Early Literacy attendance	0	0	null	2	0	null
Youth outreach	0	5	-100.0%	1	17	-94.1%
Teen outreach	0	0	null	0	0	null
Adult outreach	18	16	12.5%	56	49	14.3%
Family outreach	3	0	null	5	0	null
Participation in Community Events	6	3	100.0%	8	5	60.0%
TOTAL	27	24	12.5%	72	71	1.4%

OFF-SITE ATTENDANCE	April-24	April-23		YTD 2024	YTD 2023	
Early Literacy attendance	0	0	null	18	0	null
Youth outreach attendance	0	41	-100.0%	4	185	-97.8%
Teen outreach attendance	0	0	null	0	0	null
Adult outreach attendance	213	156	36.5%	702	549	27.9%
Family outreach attendance	479	0	null	521	0	null
Community Events Interactions	893	520	71.7%	1,012	1,004	0.8%
TOTAL	1,585	717	121.1%	2,257	1,738	29.9%

	April-24	April-23		YTD 2024	YTD 2023	
Web Site Hits	15,079	8,643	74.5%	66,738	37,157	79.6%
Mobile App Visits	27	67	-59.7%	60	459	-86.9%
Computer Users	4,422	3,329	32.8%	17,234	14,472	19.1%
Subscription Databases	7,659	7,576	1.1%	26,710	28,579	-6.5%
ILL provided to other Libraries	303	210	44.3%	1,197	988	21.2%
ILL received from other Libraries	86	62	38.7%	404	331	22.1%

	April-24	April-23		YTD 2024	YTD 2023	
Adult materials deliveries	34	23	47.8%	134	91	47.3%
Youth materials deliveries	8	14	-42.9%	43	67	-35.8%
TOTAL	42	37	13.5%	177	158	12.0%

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
VIGO COUNTY PUBLIC LIBRARY
2024**

The Board of Trustees of the Vigo County Public Library at its regular meeting held May 20, 2024, 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 20th day of May 2024.

AYE

NAY

EXHIBIT "A"

SYSTEM DISCARDS FOR FRIENDS BOOK SALES

MAY 2023 – APRIL 2024

<u>MONTH</u>	<u># of DISCARDS</u>
May, 2023	1,049
June	542
July	399
August	489
September	997
October	516
November	430
December	402
January, 2024	299
February	788
March	575
April	1,787
Total	8,273