

**REGULAR MEETING  
VIGO COUNTY PUBLIC LIBRARY  
680 Poplar Street  
Terre Haute, IN 47807  
Monday, June 17, 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 May 20, 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. Tech Literacy ~ Chelsea Howard
6. **Director's Report**
7. **Old Business**
8. **New Business**
  - A. Appoint Budget Committee
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Regular Meeting:** Monday, July 15, 2024, 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 20<sup>th</sup> day of May 2024, the following persons were present:

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

Library Board Members Absent: George L. Heubel and Stacy D. Killion.

Library Staff: Kristi Howe, Dennis Shepard, Amy Gibson, Hope Rice, Brandy Bridgewater, Luke Gentry, and Lauren Elyea.

Others: none.

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

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

A motion to approve the minutes as written for the April 24, 2024, regular meeting, made by Fenton, seconded by Cherry, passed.

### **TREASURER'S REPORT**

#### **Monthly Cash Statement**

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

#### **Claims and Payroll**

Mr. Shepard presented the Month End Claims dated April 30, 2024, in the amount of \$83,679.92 (Library Operating, \$80,327.40; Gift Fund, \$3,352.52; Grants, \$0). Library Operating Claims dated May 20, 2024, in the amount of \$193,640.61 (Library Operating Fund, \$187,308.33; Gift Fund, \$5,224.95; 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 April 30, 2024, for \$168,372.02 to Keymark Construction for 12 Points change orders and work completed.

#### **Gift Fund Report**

Mr. Shepard presented the Gift Fund report for April 2024 for \$58,772.34.

#### **Approval of Treasurer's Report**

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

## **REPORTS TO THE LIBRARY BOARD**

Hope Rice, Programs and Events Manager, presented an overview of the Community Read Program, which was centered around Andy Weir's bestselling novel, *The Martian*. Mrs. Rice extended gratitude to the Friends of the Library and Indiana State University for their financial support of the program. The Library successfully partnered with 25 organizations to distribute 3,500 copies of the book and conducted a total of 36 programs throughout March and April.

## **DIRECTOR'S REPORT**

Ms. Howe commented on her written report.

Ms. Howe provided updates on the 12 Points project, including the proposed hours of operations, see below. She did note that the proposed schedule will operate as a trial run, subject to evaluation and change if they do not meet the needs of the community and align with patterns of library usage.

- Monday & Tuesday from 10:00 a.m. – 6:00 p.m.
- Wednesday & Thursday from noon – 8:00 p.m.
- Friday & Saturday 10:00 a.m. – 6:00 p.m.
- Closed on Sundays

A motion approving the Director's Report with the hours of operation for the 12 Points Branch made by Cherry, seconded by Young, passed. (Copy of Director's Report attached to official minutes.)

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

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

A motion to approve the Resolution Regarding Material for Friends' Book Sale, made by Young, seconded by Fenton, passed. (A copy of the Resolution Regarding Material for Friends' Book Sale is attached to the official minutes.)

### **Approval of Grant Agreement & Appropriation of Grant Funds**

A motion to approve the Grant Agreement & Appropriation of Grant Funds made by Cain, seconded by Cherry, passed.

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

None.

## **NEXT MEETING**

Regular Meeting, Monday, June 17, 2024, at 5:30 p.m., Main Library.

**ADJOURNMENT**

A motion to adjourn the meeting made by Fenton, seconded by Cain, passed. The meeting was adjourned at 6:00 p.m.

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Terry W. Jones, President

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James M. Young, Vice President

**ABSENT**

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Christi A. Fenton, Secretary

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Stacy D. Killion, Board Member

**ABSENT**

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Brian L. Cain, Board Member

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George L. Heubel, Board Member

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Tiffany D. Cherry, Board Member

AG 6/5/24

Cash Statement  
 Vigo County Public Library  
 May 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	3,292,383.27 5,786,755.08	136,853.47 720,167.05	921,026.85 3,998,712.24	2,508,209.89	(784,173.38) (3,278,545.19)
Cash Gift Fund 200-00-1010	58,772.34 70,043.77	1,313.01 7,779.74	7,379.82 25,117.98	52,705.53	(6,066.81) (17,338.24)
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	(4,227.56) (12,325.97)	0.00 12,370.68	1,107.33 5,379.60	(5,334.89)	(1,107.33) 6,991.08
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	0.00 65.00	0.00 65.00	0.00 130.00	0.00	0.00 (65.00)
Cash-Payroll Withholdings 803-00-1010	917.94 54.09	76,536.76 411,941.77	76,536.76 411,077.92	917.94	0.00 863.85

<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>
*29727	FOAM HOMIES*	100	Check	1,100.00	56914	SR FOAM HOMIES KICKOFF
*29909	GAYLORD ARCHIVAL*	100	Check	12,641.85	56915	SHELVING FOR 12 POINTS
*29915	RETHINK INC*	100	Check	200.00	56916	EARTHLINGS SPONSORSHIP
*29916	UV SOLUTIONS, LLC*	100	Check	1,550.00	56917	REPLACEMENT UV BULBS AHU
					Total Count:	4
					Total Amount:	15,491.85
*29889	ADP INC - AUTOPAY II*	100	ACH	801.81	9870	PAYROLL SERVICES
*29913	ADP SCREENING & SELECTION	100	ACH	141.46	9871	BACKGROUND SCREENINGS
*29803	AMAZON.COM LLC*	100	ACH	14.69	9872	CIRC PRINT MATERIAL
*29804	AMAZON.COM LLC*	100	ACH	96.98	9873	CIRC PRINT MATERIAL
*29805	AMAZON.COM LLC*	100	ACH	120.95	9874	MUGS AS GIFTS FOR PRESENTERS
*29806	AMAZON.COM LLC*	200	ACH	275.98	9875	EQUIPMENT FOR FITNESS ROOM
*29815	AMAZON.COM LLC*	100	ACH	47.75	9876	DVD/VIDEO MATERIAL
*29816	AMAZON.COM LLC*	100	ACH	119.97	9877	DVD/VIDEO MATERIAL AND CIRC PRINT
*29817	AMAZON.COM LLC*	100	ACH	132.93	9878	CIRC PRINT MAT, DVD/VIDEO MATERIAL
*29818	AMAZON.COM LLC*	100	ACH	25.98	9879	CIRC PRINT MAT, 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>
*29819	AMAZON.COM LLC*	100	ACH	32.95	9880	CIRC PRINT MAT, DVD/VIDEO MATERIAL
*29820	AMAZON.COM LLC*	100	ACH	118.81	9881	CIRC NON-PRINT PHYSICAL MATERIALS
*29821	AMAZON.COM LLC*	100	ACH	84.47	9882	MICROWAVE FOR TS
*29822	AMAZON.COM LLC*	100	ACH	18.95	9883	CIRC PRINT MATERIAL
*29823	AMAZON.COM LLC*	100	ACH	16.93	9884	CIRC PRINT MATERIAL
*29824	AMAZON.COM LLC*	100	ACH	17.88	9885	CIRC PRINT MATERIAL
*29825	AMAZON.COM LLC*	100	ACH	95.56	9886	DVD/VIDEO MATERIAL
*29826	AMAZON.COM LLC*	100	ACH	27.56	9887	LYSOL WIPES
*29827	AMAZON.COM LLC*	100	ACH	34.58	9888	CIRC PRINT MATERIAL
*29828	AMAZON.COM LLC*	100	ACH	90.40	9889	CIRC NON-PRINT PHYSICAL MATERIAL
*29833	AMAZON.COM LLC*	100	ACH	394.43	9890	CIRC PRINT MAT, DVD/VIDEO MATERIAL
*29834	AMAZON.COM LLC*	100	ACH	47.73	9891	LIBRARY OFFICE SUPPLIES
*29848	AMAZON.COM LLC*	100	ACH	19.47	9892	CIRC PRINT MATERIAL
*29849	AMAZON.COM LLC*	100	ACH	29.95	9893	CIRC PRINT MATERIAL
*29850	AMAZON.COM LLC*	100	ACH	24.78	9894	CIRC PRINT MAT AND DVD/VIDEO MATE

<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>
*29861	AMAZON.COM LLC*	100	ACH	11.09	9895	CIRC PRINT MATERIAL
*29866	AMAZON.COM LLC*	100	ACH	41.40	9896	CIRC PRINT MAT AND DVD/VIDEO MATE
*29869	AMAZON.COM LLC*	100	ACH	320.00	9897	FILAMENT FOR 3D PRINTERS
*29870	AMAZON.COM LLC*	100	ACH	75.51	9898	CIRC PRINT MAT
*29871	AMAZON.COM LLC*	100	ACH	207.93	9899	SUMMER PROGRAMMING
*29882	AMAZON.COM LLC*	100	ACH	267.55	9900	ADDITIONAL CAMERAS
*29883	AMAZON.COM LLC*	100	ACH	179.98	9901	GRAB BAR FOR STAFF RESTROOMS
*29884	AMAZON.COM LLC*	100	ACH	59.03	9902	DVD/VIDEO MATERIAL
*29885	AMAZON.COM LLC*	100	ACH	51.74	9903	UTILITY CART FOR MOBILITY
*29886	AMAZON.COM LLC*	100	ACH	73.47	9904	DRY ERASE MARKERS FOR YS TABLE
*29887	AMAZON.COM LLC*	100	ACH	15.95	9905	CIRC PRINT MATERIAL
*29888	AMAZON.COM LLC*	100	ACH	30.26	9906	FILE JACKETS FOR HR
*29893	AMAZON.COM LLC*	100	ACH	39.39	9907	JUNE AMAZON PROGRAM SUPPLIES
*29894	AMAZON.COM LLC*	100	ACH	88.29	9908	D&D PROGRAM SUPPLIES
*29895	AMAZON.COM LLC*	100	ACH	27.95	9909	CIRC PRINT MATERIAL
*29896	AMAZON.COM LLC*	100	ACH	16.49	9910	CIRC PRINT MATERIAL

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*29897	AMAZON.COM LLC*	100	ACH	43.77	9911	CIRC PRINT MAT
*29898	AMAZON.COM LLC*	100	ACH	165.13	9912	SRP PROGRAM SUPPLIES
*29899	AMAZON.COM LLC*	100	ACH	39.96	9913	DVD/VIDEO MATERIAL AND CIRC PRINT
*29900	AMAZON.COM LLC*	100	ACH	27.58	9914	DVD/VIDEO MATERIAL AND CIRC PRINT
*29901	AMAZON.COM LLC*	100	ACH	19.92	9915	CIRC PRINT MAT AND DVD/VIDEO MATE
*29902	AMAZON.COM LLC*	100	ACH	71.84	9916	ART HACKS SUPPLIES
*29903	AMAZON.COM LLC*	100	ACH	44.89	9917	ESCAPE ROOM PROGRAM SUPPLIES
*29810	BAKER & TAYLOR INC*	100	ACH	2,487.06	9918	CIRC PRINT MATERIAL
*29905	BAKER & TAYLOR INC*	100	ACH	7,211.23	9919	CIRC PRINT MAT, AUD REC BOOKS
*29832	BOOK DEPOT*	100 200	ACH	561.85	9920	BOOKS FOR WEST SUMMER CELEBRAT
*29841	E-Z CLEAN INC*	100	ACH	827.74	9921	JANITORIAL SUPPLIES
*29872	EPROMOS*	100	ACH	752.79	9922	VCPL BRANDED NOTEPADS
*29812	GALE/CENGAGE LEARNING*	100	ACH	59.23	9923	CIRC PRINT MATERIAL
*29906	GALE/CENGAGE LEARNING*	100	ACH	300.64	9924	CIRC PRINT MATERIAL
*29840	GRAHAM FEED COMPANY*		ACH	497.70	9925	40# SALT PELLET SURE SOFT-POLY PAI

<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				
*29813	MIDWEST TAPE*	100	ACH	1,557.94	9930	DVD/VIDEO MATERIAL
		100				
*29904	MIDWEST TAPE*	100	ACH	915.86	9931	DVD/VIDEO MATERIAL
		100				
*29873	PITNEY BOWES BANK INC RES	100	ACH	2,000.00	9932	POSTAGE ON ACCT #25986209
		100				
*29856	RICE*HOPE	100	ACH	1,000.00	9933	SPRING 2024 TUITION REIMBURSEMEN
		100				
*29857	RICE*HOPE	100	ACH	109.29	9934	SPRING 2024 TEXTBOOK REIMBURSEM
		100				
*29835	RICOH USA INC*	100	ACH	3,415.65	9935	COPIER LEASE
		100				
*29877	RICOH USA INC*	100	ACH	1,613.66	9936	COPIER LEASE
		100				
*29908	UNITED WAY OF WABASH VALL	100	ACH	500.00	9937	AABLI SPONSORSHIP
		100				
						Total Count: 64
						Total Amount: 28,562.71
*29809	ACTION PEST CONTROL, INC*	100	E-pay	84.00	10926	WEST MONTHLY PEST CONTROL
		100				
*29811	CENTER POINT LARGE PRINT*	100	E-pay	325.38	10927	CIRC PRINT MATERIAL
		100				
*29814	JOINK LLC*	100	E-pay	275.00	10928	MONTHLY CLOUD BACKUP
		100				
*29829	YOUR AUTOMATIC DOOR COM	100	E-pay	285.00	10929	POPLAR DOOR REPAIR
		100				
*29831	INDIANA AMERICAN WATER CC	100	E-pay	26.17	10930	12 POINTS WATER SERVICE
		100				
*29836	OFFICE DEPOT*		E-pay	960.00	10931	COPY PAPER

<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				
*29837	OFFICE DEPOT*	100	<i>E-pay</i>	321.14	10932	OFFICE SUPPLIES
		100				
*29843	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	48.83	10933	LAUNDERING OF MAIN TABLECLOTHS A
		100				
*29844	ACTION PEST CONTROL, INC*	100	<i>E-pay</i>	907.20	10934	WEST MONTHLY PEST CONTROL- ANNU
		100				
*29845	ACTION PEST CONTROL, INC*	100	<i>E-pay</i>	3,078.00	10935	WEST MONTHLY K-9 SERVICES- ANNUA
		100				
*29846	ACTION PEST CONTROL, INC*	100	<i>E-pay</i>	1,782.00	10936	MAIN MONTHLY PEST CONTROL- ANNU
		100				
*29847	ACTION PEST CONTROL, INC*	100	<i>E-pay</i>	3,834.00	10937	MAIN MONTHLY K-9 SERVICES- ANNUAL
		100				
*29858	REPUBLIC SERVICES OF WEST	100	<i>E-pay</i>	846.01	10938	MAIN TRASH SERVICE
		100				
*29859	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	777.50	10939	MAIN WATER SERVICE
		100				
*29860	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	514.38	10940	MAIN IRRIGATION SERVICE
		100				
*29864	T-MOBILE USA, INC.*	100	<i>E-pay</i>	61.74	10941	WEST HOTSPOT DATA
		100				
*29865	T-MOBILE USA, INC.*	100	<i>E-pay</i>	1,018.43	10942	MAIN HOTSPOT DATA
		100				
*29874	MIDLAND PAPER COMPANY INC	100	<i>E-pay</i>	264.00	10943	LARGE FORMAT PRINTER SUPPLIES
		100				
*29787	VISA CARD SERVICES	100	<i>E-pay</i>	7,989.94	10944	VARIOUS SUPPLIES, TRAVEL, REGISTR.
		200				
*29878	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	343.56	10945	MAIN SEWAGE BILLING
		100				
*29879	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	28.21	10946	12 POINTS SEWAGE BILLING

<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>
*29880	SAM'S CLUB DIRECT*	100	<i>E-pay</i>	1,112.00	10947	PROGRAM SUPPLIES
		200				
*29890	VERIZON - WIRELESS*	100	<i>E-pay</i>	175.28	10948	PHONE SERVICE
*29730	KROGER*	100	<i>E-pay</i>	93.35	10949	PROGRAM SUPPLIES
*29892	MIDLAND PAPER COMPANY INC	100	<i>E-pay</i>	131.08	10950	LARGE FORMAT PRINTER SUPPLIES
*29907	CENTER POINT LARGE PRINT*	100	<i>E-pay</i>	212.73	10951	CIRC PRINT MATERIAL
*29910	OFFICE DEPOT*	100	<i>E-pay</i>	40.19	10952	OFFICE SUPPLIES
*29911	OFFICE DEPOT*	100	<i>E-pay</i>	38.28	10953	COMMAND STRIPS FOR MAINTENANCE
*29912	OFFICE DEPOT*	100	<i>E-pay</i>	327.32	10954	PAPER FOR PR

Total Count: **29**  
Total Amount: **25,900.72**

<i>Library Operating Fund 100:</i>	<b>67,800.41</b>
<i>Gift Fund 200:</i>	<b>2,154.87</b>
<i>Rainy Day Fund 201:</i>	<b>0.00</b>
<i>State Technology Reimbursement Grant Fund 276:</i>	<b>0.00</b>
<i>WVCF Creating a Better Tomorrow Grant Fund 277:</i>	<b>0.00</b>
<i>UW Neighborhood Improvement Grant Fund 278:</i>	<b>0.00</b>
<i>WVCF Impact Grant Fund 279:</i>	<b>0.00</b>
<i>Public Library Access Card Fund 800:</i>	<b>0.00</b>

Grand Total Count:	<b>97</b>
Grand Total Amount:	<b>69,955.28</b>

Executive Director  
Kristi Howe

VISA - MAY- MONTHLY TOTAL			PAY 05/31/2024	
DATE	PO#	VENDOR	DESCRIPTION	AMOUNT
<b>KRISTI HOWE</b>		<b>XXXX XXXX XXXX 3729</b>		
4/18/2024	240343	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	25.00
4/26/2024	240343	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	4.62
5/20/2024	240972	RESTAURANT FURNITURE PLUS	12 POINTS FURNITURE	2955.42
<b>ADM TOTAL</b>				<b>2985.04</b>
<b>DENNIS SHEPARD</b>		<b>XXXX XXXX XXXX 6317</b>		
4/30/2024	240827	GOOGLE	GOOGLE WORKSPACE	187.20
4/28/2024	240954	BITLY	BITLY SUBSCRIPTION	348.00
4/29/2024	240419	MAILCHIMP	MAILCHIMP RENEWAL	119.00
5/9/2024	240872	CANVA	ANNUAL SUBSCRIPTION	418.80
5/13/2024	240876	VISTAPRINT	VCPL BRANDED NOTECARDS	145.49
5/23/2024	240973	FACEBOOK	BOOSTED POST FOR FOAM HOMIES	55.00
<b>DENNIS S TOTAL</b>				<b>1273.49</b>
<b>BRANDY BRIDGEWATER</b>		<b>XXXX XXXX XXXX 1093</b>		
4/24/2024	240781	PATTY SHACK	NEW EMPLOYEE ORIENTATION LUNCH	43.18
4/25/2024	240729	MUSE ART TERRE HAUTE	CR ARTIST PRIZES	100.00
4/30/2024	240764	LARGE INK LLC	FOAM BOARDS FOR SUMMER READING/SKYDOME	82.92
5/1/2024	240121	ICONIC DIGITAL MARKETING	ANNUAL FEE FOR ICONIC DIGITAL	355.50
5/2/2024	240816	CHILDREN'S MUSEUM OF INDIANAPOLIS	SR GRAND PRIZE CHILDRENS MUSEUM TICKETS	266.00
5/2/2024	240818	UNCOMMON GOODS	SR GRAND PRIZES	180.00
5/3/2024	240842	THE VERVE	LUNCH FOR NEW EMPLOYEE ORIENTATION	31.75
5/6/2024	240815	INDIANAPOLIS ZOO	SR GRAND PRIZE INDY ZOO	133.00
5/6/2024	240797	LARGE INK LLC	ELECTIONEER SIGN FOR ELECTION DAY	43.76
5/9/2024	240847	PAPA JOHN'S PIZZA	PIZZA FOR ESL FAMILY NIGHT MAY 9	178.71
5/14/2024	240881	SUPERSPACE	EXPERIENCE STATION	308.00
5/17/2024	240920	MENARDS	FRIDGE FOR MAINTENANCE	300.40
5/19/2024	240933	TECH SOUP	MONTHLY CLOUD SOLUTIONS LICENSE	270.00
5/20/2024	240926	INBIZ	FRIENDS BUSINESS ENTITY REPORT	23.00
5/21/2024	240934	T SHIRT 1 INC	SR STAFF COMPLETION PRIZE	844.45
5/22/2024	240948	YEUNG MAN COOKING	CIRC PRINT MATERIAL	94.90

<b>BRANDY TOTAL</b>				<b>3255.57</b>
<b>HEATHER RAYL XXXX XXXX XXXX 6325</b>				
<b>HEATHER TOTAL</b>				<b>0.00</b>
<b>VIGO CO PUBLIC LIBRARY XXXX XXXX XXXX 4648</b>				
4/22/2024	240745	CHAVAS MEXICAN GRILL	NEW EMPLOYEE ORIENTATION LUNCH	44.99
4/30/2024	240763	MENARDS	CONSTRUCTION MATERIALS FOR WILEY CUPOLA	232.85
5/20/2024	240924	GEN CON LLC	SR GRAND PRIZE STAFF GEN CON	198.00
<b>VIGO TOTAL</b>				<b>475.84</b>
<b>GRAND TOTAL</b>				<b>7989.94</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>
*28965	DICKERSON*TONY JEAN	100	Check	108.54	56918	MILEAGE FOR BLACK QUILTERS PROG
*29951	AAA STATE OF PLAY*	100	Check	15,870.00	56919	12 POINTS CUSTOM SLIDE
*30012	BIG JACK'S SMALL ENGINE PAF	100	Check	100.00	56920	EDGER REPAIR, TIRE REPAIR
*29923	FREITAG-WEINHARDT INC*	100	Check	2,700.00	56921	WEST SIDE YARD HYDRANT REPAIR
*30049	LIBRARY IDEAS LLC*	100	Check	473.92	56922	CIRC PRINT MATERIAL
*29940	LIONHEART CRITICAL POWER :	100	Check	387.00	56923	JUNE 2024-MAY 2025 SERVICE AGREEM
*30065	PLAYSCAPES LLC*	100	Check	6,384.08	56924	FURNITURE FOR 12 POINTS YS AREA
					Total Count:	7
					Total Amount:	26,023.54
*30055	ADP INC - AUTOPAY II*	100	ACH	785.73	9938	PAYROLL SERVICES
*29924	AMAZON.COM LLC*	100	ACH	15.99	9939	CIRC PRINT MAT AND DVD/VIDEO MATE
*29925	AMAZON.COM LLC*	100	ACH	7.99	9940	RUBBER FINGER GRIPS FOR ADMIN AS
*29926	AMAZON.COM LLC*	100	ACH	158.16	9941	TEEN PROGRAM SUPPLIES
*29941	AMAZON.COM LLC*	100	ACH	24.82	9942	CIRC PRINT MATERIAL
*29942	AMAZON.COM LLC*	100	ACH	76.93	9943	CIRC PRINT MATERIAL
*29943	AMAZON.COM LLC*	100	ACH	26.49	9944	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>
*29944	AMAZON.COM LLC*	100	ACH	25.90	9945	REF MATERIAL
*29945	AMAZON.COM LLC*	100	ACH	79.24	9946	D BATTERIES AND FILE JACKETS FOR F
*29946	AMAZON.COM LLC*	100	ACH	8.00	9947	CIRC PRINT MAT AND DVD/VIDEO MATE
*29954	AMAZON.COM LLC*	100	ACH	55.32	9948	CIRC PRINT MATERIAL
*29955	AMAZON.COM LLC*	200	ACH	59.49	9949	WEIGHT BENCH FOR FITNESS ROOM
*29979	AMAZON.COM LLC*	100	ACH	74.86	9950	JUNE FILMMAKER PROGRAM SUPPLIES
*29980	AMAZON.COM LLC*	100	ACH	42.32	9951	DVD/VIDEO MATERIAL
*29981	AMAZON.COM LLC*	100	ACH	12.24	9952	DVD/VIDEO MATERIAL
*29982	AMAZON.COM LLC*	100	ACH	409.98	9953	MOBILE CHARGING CART FOR IPADS
*29983	AMAZON.COM LLC*	100	ACH	22.06	9954	CIRC PRINT MATERIAL
*29984	AMAZON.COM LLC*	100	ACH	14.99	9955	CIRC PRINT MATERIAL
*29985	AMAZON.COM LLC*	100	ACH	14.71	9956	CIRC PRINT MATERIAL
*29986	AMAZON.COM LLC*	100	ACH	47.63	9957	LYSOL WIPES AND EARBUDS
*29987	AMAZON.COM LLC*	100	ACH	39.99	9958	CIRC PRINT MAT AND VIDEO GAMES
*29988	AMAZON.COM LLC*	100	ACH	26.24	9959	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>
*30018	AMAZON.COM LLC*	100	ACH	372.01	9960	TIRES, DIAMOND BITS, SEDGE ENDER,
*30019	AMAZON.COM LLC*	100	ACH	109.42	9961	DVD/VIDEO MAT AND CIRC NON-PRINT
*30020	AMAZON.COM LLC*	100	ACH	18.14	9962	DVD/VIDEO MAT AND CIRC NON-PRINT
*30021	AMAZON.COM LLC*	100	ACH	46.69	9963	DVD/VIDEO MATERIAL
*30022	AMAZON.COM LLC*	100	ACH	13.19	9964	DVD/VIDEO MATERIAL
*30057	AMAZON.COM LLC*	100	ACH	117.89	9965	CIRC NON-PRINT MAT AND DVD/VIDEO
*30058	AMAZON.COM LLC*	100	ACH	79.45	9966	CIRC NON-PRINT MAT AND DVD/VIDEO
*30059	AMAZON.COM LLC*	100	ACH	158.34	9967	CIRC NON-PRINT MAT AND DVD/VIDEO
*30060	AMAZON.COM LLC*	100	ACH	170.82	9968	DVD/VIDEO MAT AND CIRC NON-PRINT
*30073	AMAZON.COM LLC*	100	ACH	7.45	9969	RUBBERMAID QUIET DOLLY
*30074	AMAZON.COM LLC*	100	ACH	28.79	9970	DVD/VIDEO MATERIAL
*30075	AMAZON.COM LLC*	100	ACH	10.38	9971	DVD/VIDEO MATERIAL AND CIRC PRINT
*30082	AMAZON.COM LLC*	100	ACH	58.90	9972	RADIO BATTERY
*30083	AMAZON.COM LLC*	100	ACH	35.99	9973	CIRC PRINT MAT AND DVD/VIDEO MATE
*30084	AMAZON.COM LLC*	100	ACH	29.97	9974	TRASH BAG HOLDERS/ QUIET17OLLY

<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>
*30085	AMAZON.COM LLC*	100	ACH	39.99	9975	CIRC PRINT MAT AND VIDEO GAMES
*30086	AMAZON.COM LLC*	100	ACH	79.98	9976	DVD/VIDEO MATERIAL
*29958	BAKER & TAYLOR INC*	100	ACH	501.55	9977	CIRC PRINT MATERIAL
*30047	BAKER & TAYLOR INC*	100	ACH	2,838.33	9978	CIRC PRINT MAT, AUD REC BOOKS
*30023	BOOK DEPOT*	100	ACH	1,469.91	9979	FLD BOARD BOOKS
*29922	COX ZWERNER GAMBILL & SUL	100	ACH	1,534.50	9980	LEGAL SERVICES
*29989	CULLIGAN WATER CONDITIONI	100	ACH	24.50	9981	WEST COOLER RENTAL
*30093	DEMCO, INC*	100	ACH	4,773.57	9982	12 POINTS FURNITURE
*29956	E-Z CLEAN INC*	100	ACH	707.72	9983	SUPPLIES
*30011	E-Z CLEAN INC*	100	ACH	269.95	9984	SUPPLIES
*29990	EARL RODGERS & ASSOCIATE:	100	ACH	1,720.00	9985	RESTROOM PRIVACY SCREEN
*30006	ENA*	276	ACH	1,107.33	9986	INTERNET SERVICE
*29991	GALE/CENGAGE LEARNING*	100	ACH	5,613.03	9987	GALE LEGAL FORMS SUBSCRIPTION
*30050	GALE/CENGAGE LEARNING*	100	ACH	288.63	9988	CIRC PRINT MATERIAL
*30007	HANK METZGER LANDSCAPE*	100	ACH	301.00	9989	IRRIGATION SERVICE

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*30088	HANK METZGER LANDSCAPE*	100	ACH	60.00	9990	IRRIGATION SERVICE
*30024	INVENGO AMERICAN CORP*	100	ACH	4,830.50	9991	12 POINTS SELF CHECK
*30015	LINKEDIN CORPORATION*	100	ACH	15,750.00	9992	LINKEDIN LEARNING SUBSCRIPTION
*29993	MIDWEST COMMUNICATIONS, I	100	ACH	840.00	9993	AD SPOTS FOR MAY
*29959	MIDWEST TAPE*	100	ACH	970.16	9994	DVD/VIDEO MATERIAL
*29994	MIDWEST TAPE*	100	ACH	6,360.57	9995	HOOPLA MAY INVOICE
*30048	MIDWEST TAPE*	100	ACH	2,677.36	9996	DVD/VIDEO MATERIAL
*30062	NEW AVENUES*	100	ACH	166.24	9997	ALA CARTE ADMIN FEE
*29995	NUB GAMES, INC.*	100	ACH	697.00	9998	LIBRARY H3LP CHAT SUBSCRIPTION
*29949	SMITH'S SMALL ENGINES*	100	ACH	462.89	9999	FC91 STIHL STICK EDGER AND BLADES
*29802	STAPLES BUSINESS CREDIT*	100	ACH	115.29	10000	OFFICE SUPPLIES
*30053	UNIQUE MANAGEMENT SERVIC	100	ACH	752.98	10001	NOTICES
*30054	UNIQUE MANAGEMENT SERVIC	100	ACH	628.30	10002	PLACEMENTS
*30091	UPLIFT DESK*	100	ACH	8,306.00	10003	12 POINTS FURNITURE
*30009	WAGeworks, INC.*	100	ACH	168.82	10004	COBRA MONTHLY FEE
*29961	WEAS ENGINEERING INC*	100	ACH	491.72	10005	WATER TREATMENT MANAGEMENT

<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>
*30077	WORLD TRADE PRESS*	100	<i>ACH</i>	<b>765.00</b>	<b>10006</b>	FOOD AMERICA AND WORLD FOOD DA
						Total Count: <b>69</b> Total Amount: <b>68,599.33</b>
*29947	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	<b>45.50</b>	<b>10955</b>	LAUNDERING OF MAIN TABLECLOTHS A
*29948	OVERDRIVE*	100	<i>E-pay</i>	<b>4,000.00</b>	<b>10956</b>	SUMMER READING ORDERING
*29952	CROWN ELECTRIC, INC*	100	<i>E-pay</i>	<b>132.00</b>	<b>10957</b>	CAMERA BOX INSTALL ON CUPOLA
*29953	YOUR AUTOMATIC DOOR COM	100	<i>E-pay</i>	<b>587.75</b>	<b>10958</b>	WALNUT DOOR REPAIR, OUTER
*29957	LIBRARY STORE*THE	100	<i>E-pay</i>	<b>1,992.55</b>	<b>10959</b>	12 POINTS FURNITURE
*29978	WEX BANK*	100	<i>E-pay</i>	<b>166.28</b>	<b>10975</b>	FUEL SERVICE
*29789	BAESLERS MARKET*	100	<i>E-pay</i>	<b>695.00</b>	<b>10976</b>	PROGRAM SUPPLIES
*29801	LOWE'S COMMERCIAL SERVI	100 200	<i>E-pay</i>	<b>204.69</b>	<b>10977</b>	SUPPLIES
*29998	RA-COMM INC*	100	<i>E-pay</i>	<b>700.00</b>	<b>10978</b>	SIX BANK CHARGER
*30008	HANOVER INSURANCE GROUP	100	<i>E-pay</i>	<b>2,452.25</b>	<b>10979</b>	WORKERS COMPENSATION POLICY
*30010	OVERDRIVE*	100	<i>E-pay</i>	<b>9,750.00</b>	<b>10980</b>	JUNE MONTHLY DEPOSIT
*30013	TOWN OF WTH WATER & SEWE	100	<i>E-pay</i>	<b>73.25</b>	<b>10981</b>	WEST WATER SERVICE
*30014	LIBRARY STORE*THE		<i>E-pay</i>	<b>196.71</b>	<b>10982</b>	12 POINTS FURNITURE

<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				
*30016	OFFICE DEPOT*	100	<i>E-pay</i>	10.47	10983	OFFICE SUPPLIES
		100				
*29962	HOBBY LOBBY*	100	<i>E-pay</i>	35.36	10984	PROGRAMMING SUPPLIES
		100				
*30025	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	57.75	10985	LAUNDERING OF MAIN TABLECLOTHS A
		100				
*30026	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	12.00	10986	REISSUE- LAUNDERING OF TABLECOT
		100				
*30027	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	23.90	10987	REISSUE- LAUNDERING OF TABLECOT
		100				
*30028	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	13.95	10988	REISSUE- LAUNDERING OF TABLECOT
		100				
*30029	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	7.50	10989	REISSUE- LAUNDERING OF TABLECOT
		100				
*30030	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	18.60	10990	REISSUE- LAUNDERING OF TABLECOT
		100				
*30031	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	19.69	10991	REISSUE- LAUNDERING OF TABLECOT
		100				
*30032	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	59.75	10992	REISSUE- LAUNDERING OF TABLECOT
		100				
*30033	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	59.75	10993	REISSUE- LAUNDERING OF TABLECOT
		100				
*30034	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	59.75	10994	REISSUE- LAUNDERING OF TABLECOT
		100				
*30035	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	10.80	10995	REISSUE- LAUNDERING OF TABLECOT
		100				
*30036	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	47.80	10996	REISSUE- LAUNDERING OF TABLECOT
		100				
*30037	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	35.85	10997	REISSUE- LAUNDERING OF TABLECOT
		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>
*30038	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	47.80	10998	REISSUE- LAUNDERING OF TABLECOT
*30039	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	59.75	10999	REISSUE- LAUNDERING OF TABLECOT
*30040	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	13.95	11000	REISSUE- LAUNDERING OF TABLECOT
*30041	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	15.50	11001	REISSUE- LAUNDERING OF TABLECOT
*30042	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	94.40	11002	REISSUE- LAUNDERING OF TABLECOT
*30043	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	25.90	11003	REISSUE- LAUNDERING OF TABLECOT
*30044	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	12.25	11004	REISSUE- LAUNDERING OF TABLECOT
*30045	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	47.50	11005	REISSUE- LAUNDERING OF TABLECOT
*30046	TRIBUNE STAR PUBLISHING CC	100	<i>E-pay</i>	3,326.96	11006	NEWSPAPERS
*30056	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	57.17	11007	PRIVATE FIRE SERVICE
*30061	CENTERPOINT ENERGY*	100	<i>E-pay</i>	21.45	11008	WEST GAS SERVICE
*30066	TRIBUNE STAR PUBLISHING CC	100	<i>E-pay</i>	728.00	11009	STICKY NOTE PROGRAM
*30067	TRIBUNE STAR PUBLISHING CC	100	<i>E-pay</i>	640.00	11010	TERRE HAUTE LIVING AD FOR JUNE
*30068	TRIBUNE STAR PUBLISHING CC	100	<i>E-pay</i>	510.00	11011	SENIOR EXPO
*30069	TRIBUNE STAR PUBLISHING CC	100	<i>E-pay</i>	645.00	11012	AD FOR TH VISITORS BUREAU
*30070	OFFICE DEPOT*		<i>E-pay</i>	13.36	11013	OFFICE SUPPLIES

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
		100				
*30071	OFFICE DEPOT*	100	<i>E-pay</i>	<b>1,167.29</b>	<b>11014</b>	OFFICE SUPPLIES
		100				
*30076	KOORSEN FIRE & SECURITY IN	100	<i>E-pay</i>	<b>111.30</b>	<b>11015</b>	WEST BRANCH FIRE EXTINGUISHER IN:
		100				
*30079	DUKE ENERGY *	100	<i>E-pay</i>	<b>596.31</b>	<b>11016</b>	WEST ELECTRIC SERVICE
		100				
*30080	DUKE ENERGY *	100	<i>E-pay</i>	<b>13,022.93</b>	<b>11017</b>	MAIN ELECTRIC SERVICE
		100				
*30081	LARGE INK, LLC*	100	<i>E-pay</i>	<b>265.49</b>	<b>11018</b>	LIBRARY HOURS WINDOW VINYL
		100				
*30087	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	<b>86.80</b>	<b>11019</b>	LAUNDERING OF MAIN TABLECLOTHS A
		100				
*30092	INDIANA FARMERS MUTUAL IN:	100	<i>E-pay</i>	<b>141.75</b>	<b>11020</b>	ENDORSEMENT PREMIUM- COMMERCIA

Total Count: **51**  
Total Amount: **43,119.76**

<i>Library Operating Fund 100:</i>	<b>136,498.53</b>
<i>Gift Fund 200:</i>	<b>136.77</b>
<i>Rainy Day Fund 201:</i>	<b>0.00</b>
<i>State Technology Reimbursement Grant Fund 276:</i>	<b>1,107.33</b>
<i>WVCF Creating a Better Tomorrow Grant Fund 277:</i>	<b>0.00</b>
<i>UW Neighborhood Improvement Grant Fund 278:</i>	<b>0.00</b>
<i>WVCF Impact Grant Fund 279:</i>	<b>0.00</b>
<i>Public Library Access Card Fund 800:</i>	<b>0.00</b>

Grand Total Count:	<b>127</b>
Grand Total Amount:	<b>137,742.63</b>

Executive Director  
Kristi Howe

**Payroll Payable  
Voucher Register**

**Vigo County Public Library**

For Period May -2024

Page 1 of 2 Pages

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
5/10	Pay #10	Gross Payroll	\$ 141,459.54	\$ 141,459.54	ACH	
5/10	Pay #10	FICA	\$ 10,244.69	\$ 10,244.69	ACH	
5/10	Pay #10	PERF	\$ 18,829.83	\$ 18,829.83	ACH	
5/24	Pay #11	Gross Payroll	\$ 144,577.28	\$ 144,577.28	ACH	
5/24	Pay #11	FICA	\$ 10,474.16	\$ 10,474.16	ACH	
5/24	Pay #11	PERF	\$ 19,095.49	\$ 19,095.49	ACH	
5/24	Pay #11	UHC	\$ 81,553.01	\$ 81,553.01	ACH	
5/24	Pay #11	Guardian	\$ 7,454.62	\$ 7,454.62	ACH	
	Pay	Gross Payroll	\$ -	\$ -	ACH	
	Pay	FICA	\$ -	\$ -	ACH	
	Pay	PERF	\$ -	\$ -	ACH	
5/24	Refund Estate Health Insurance		\$ 1,449.13	\$ 1,449.13	CHECK	

		Total library cost	\$ 435,137.75			
May	Pays 10 & 11	Nationwide	\$ 1,562.26	\$ 1,562.26	ACH	Staff withholding
May	Pays 10 & 11	Garnishments	\$ 880.61	\$ 880.61	ACH	Staff withholding
May	Pays 10 & 11	Garnishment Reim	\$ 280.49	\$ 280.49	ACH	Staff withholding
May	Pays 10 & 11	AFLAC	\$ 917.94	\$ 917.94	ACH	Staff withholding
May	Pays 10 & 11	United Way	\$ 252.00	\$ 252.00	ACH	Staff withholding
May	Pays 10 & 11	UHC	\$ 9,895.00	\$ 9,895.00	ACH	Staff withholding
May	Pays 10 & 11	HSA adj.		\$ -	ACH	Staff withholding
May	Pays 10 & 11	Guardian	\$ 1,509.85	\$ 1,509.85	ACH	Staff withholding
May	Pays 10 & 11	Boston Mutual	\$ 581.26	\$ 581.26	ACH	Staff withholding
May	Pays 10 & 11	Fed Tax	\$ 20,181.42	\$ 20,181.42	ACH	Staff withholding
May	Pays 10 & 11	State Tax	\$ 8,541.29	\$ 8,541.29	ACH	Staff withholding
May	Pays 10 & 11	Local Tax	\$ 5,441.06	\$ 5,441.06	ACH	Staff withholding
May	Pays 10 & 11	FICA	\$ 20,718.86	\$ 20,718.86	ACH	Staff withholding
May	Pays 10 & 11	Vol. PERF	\$ 5,774.72	\$ 5,774.72	ACH	Staff withholding
		Staff Cost	\$ 76,536.76	\$ 76,536.76		

**Payroll Payable  
Voucher Register**

**Vigo County Public Library**

For Period May -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.

June 17, 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 \$ 435,137.75

Dated this 17th day of June 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**

05/31/2024

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*29918	KEYMARK CONSTRUCTION*	100	ACH	1,780.80	9926	COR 102
*29919	KEYMARK CONSTRUCTION*	100	ACH	2,808.32	9927	COR 72 AND 74
*29920	KEYMARK CONSTRUCTION*	100	ACH	2,955.69	9928	COR 90
*29921	KEYMARK CONSTRUCTION*	100	ACH	231,181.93	9929	12 POINTS REMODELING AND CHANGE

Total Count: 4  
Total Amount: 238,726.74

Library Operating Fund 100:	238,726.74
Gift Fund 200:	0.00
Rainy Day Fund 201:	0.00
State Technology Reimbursement 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:	4
Grand Total Amount:	238,726.74

Executive Director  
Kristi Howe

May 31, 2024

Gift Fund Balances

2024

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 1,196.46	Unrestricted Use	Admin.
64-SPC	\$ 6,008.58	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	\$ 4,915.07	Unrestricted Use	Admin.
70- West Emily's Garden	\$ 200.00	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,347.39	Support of West Branch	Admin.
72-Friends	\$ 3,731.24	Support of Pre-Approved Programs/Initiatives	Admin.
73-WVLC	\$ -	Support of LLC Literacy Events	Admin.
74-Wiley Cupola	\$ 1,545.15	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	\$ -	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.
<b>TOTAL</b>	<b>\$ 52,705.53</b>		

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JUNE 17, 2024

## REDUCING BARRIERS

Reducing barriers and meeting people where they are is a very important part of VCPL's strategic plan. One way the Adult Services department is accomplishing this is by making monthly visits to the Council on Domestic Abuse (CODA) emergency shelter. Residents there have formed a comfortable relationship with Adult Services Librarian Meghan Salinas, and she regularly signs them up for library cards and delivers library materials for them to check out. Last month, a Spanish-speaking mother and her two children obtained library cards and were delighted when Meghan brought bilingual materials for them. One of the children "lit up" when he saw the books. He hadn't spoken a word to Meghan until that day. He was so excited he couldn't stop telling her how happy he was and how much he was looking forward to reading them.

## CELEBRATING A LOCAL SCIENTIST'S ACHIEVEMENTS

During the Big Read and Total Eclipse of the Haute, Special Collections Librarian Sean Eisele created an exhibit celebrating the achievements of Gerald Shea, a renowned scientist and Terre Haute native. The exhibit focused on Shea's work documenting seismic and cosmic events, including solar eclipses. During the exhibit's run, Shea's son and daughter-in-law visited the library to see the exhibit and were impressed by the accuracy of the information presented.

The exhibit was a testament to the library's efforts to showcase the community's rich history and heritage. By highlighting the accomplishments of local scientists like Gerald Shea, the exhibit could inspire future generations to pursue careers in science and technology and help build community pride, as people could see the impact that individuals from their own community had made on the world.



## ONGOING PROGRAMMING FOR UNLOCKING THE SPECTRUM

Youth Services staff regularly visit the Unlocking the Spectrum Center for Applied Behavioral Therapy to provide storytimes for the children at the center. The most recent visit proved exciting for the kids, as they were observed running into the classroom where the storytime takes place, saying, "The Library is here and I'm so excited!" Staff at the center told Youth Services Librarian Kendra Bailey that they are able to use the visit as a motivation tool to encourage the children to continue with their sessions and stay focused so that they can go to storytime. The children, staff, and librarian all had so much fun!

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## SUMMER READING PROGRAM

The Summer Reading Kick-off event was a huge success with more than 1,000 people attending to play in the foam, sign-up for Summer Reading, and pick out a new book to take home. This year's summer reading program has boasted record-setting participation at various markers, including attendance for the kick-off event and pre-registration (752 people pre-registered). As of June 10, nearly 2,000 people have enrolled in the summer reading program.



To help set the stage for summer reading, Youth Services Librarian Kendra Bailey visited students and teachers at Farrington Grove Elementary on May 6 to tell them all about this year's program. Kendra explained what the program is as well as how to register for it. She told the students about some of the fun activities that they can do as part of the program and shared how they could win fun prizes. The children were very excited about the program the teachers reiterated the importance of reading and how much they themselves appreciated the library.

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The Youth Services Team has embraced the Summer Reading theme with adventure-decor! Visitors to the department can explore different habitats from around the world by wandering through the Savannah, strolling alongside a river, trekking through the jungle, navigating the desert, and venturing into the Arctic and Antarctic regions. It doesn't end there! They can also explore the forest, pond, or ocean environments before stopping by Base Camp to redeem their prizes!

## CARDBOARD CITY PROGRAM AT WEST BRANCH

The West Branch's Cardboard City program is a cooperative crafting program, where everyone who attends can create a part of a shared city. People design rooms, buildings, vehicles, playgrounds, and other aspects of a thriving metropolis, but they also build fantastic



memories with their families and friends. Most of these projects are done by kids, with help from their accompanying adult, developing teamwork and creative expression for everyone involved.

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## COMMITMENT TO ACCESSIBILITY

In a team effort on May 3, staff from the Tech Team, Programming and Events, Adult Services, and Library Experience hosted the Community Resource Alliance group in Haute Create to showcase what the library offers to our community. As part of VCPL's commitment to accessibility, Tech Team staff organized a Zoom conference call so members of the community could join in on the conversation without needing to leave their office or home. Community members were excited to see what the library provides in this makerspace, particularly loving the embroidery machine and all the tech-craft options in Haute Create.

## PERSONNEL CHANGES

### CHANGE IN STATUS

Weaver, Alison C. - Change in job class from job class 5, full-time non-exempt Youth Services Assistant Librarian, to job class 4, full-time non-exempt Youth Services Librarian, due to completion of MLIS degree effective May 22, 2024.

### EMPLOYMENT

Mackelburger, Hailey E. - Hired for the full-time non-exempt position of Tech Training Assistant Librarian in the Tech Team Department effective May 29, 2024.

### RESIGNATION

Corey, Kathy L. - Retiring from the full-time non-exempt position of Acquisitions Technician in the Technical Services Department effective June 3, 2024.

Weaver, Alison C. - Resignation from the full-time non-exempt position of Youth Services Librarian in the Youth Services Department effective July 5, 2024.

Respectfully submitted,

Kristi J. Howe

6/6/24 AG

	May-24	May-23		YTD 2024	YTD 2023	
Print Circulation	18,530	17,434	6.3%	87,347	90,161	-3.1%
A/V Circulation	5,462	5,673	-3.7%	27,141	31,250	-13.1%
Misc	295	348	-15.2%	1,512	1,348	12.2%
Electronic Devices	52	68	-23.5%	283	308	-8.1%
<b>TOTAL</b>	<b>24,339</b>	<b>23,523</b>	<b>3.5%</b>	<b>116,283</b>	<b>123,067</b>	<b>-5.5%</b>

	May-24	May-23		YTD 2024	YTD 2023	
Overdrive						
E-book	7,657	7,283	5.1%	38,965	34,555	12.8%
E-audiobook	5,845	4,642	25.9%	29,699	21,973	35.2%
E-Magazines	890	275	223.6%	5,050	1,602	215.2%
E-Music	0	0	null	0	0	null
E-video	0	0	null	0	0	null
<b>TOTAL</b>	<b>14,392</b>	<b>12,200</b>	<b>18.0%</b>	<b>73,714</b>	<b>58,130</b>	<b>26.8%</b>

	May-24	May-23		YTD 2024	YTD 2023	
Hoopla						
E-audiobook	1,645	1,910	-13.9%	8,106	8,860	-8.5%
Bingepasses	29	9	222.2%	156	59	164.4%
E-Books	671	840	-20.1%	3,190	4,294	-25.7%
E-Comics	130	201	-35.3%	495	804	-38.4%
E-music	92	163	-43.6%	483	732	-34.0%
E-video movie	201	209	-3.8%	836	1,044	-19.9%
E-video TV	81	157	-48.4%	410	836	-51.0%
<b>TOTAL</b>	<b>2,849</b>	<b>3,489</b>	<b>-18.3%</b>	<b>13,676</b>	<b>16,629</b>	<b>-17.8%</b>

	May-24	May-23		YTD 2024	YTD 2023	
Reference [fact-finding]	2,165	1,979	9.4%	11,646	13,385	-13.0%

**MATERIALS ADDED TO COLLECTION**

Purchased Items	May-24	YTD 2024
Book	923	3,969
Video	295	1,023
Video Game	24	102
Music CD	9	11
Audio Book	3	29
Misc	0	94
<b>TOTAL</b>	<b>1,254</b>	<b>5,228</b>

Donated Items	May-24	YTD 2024
Book	57	407
Video	0	0
Video Game	0	0
Music CD	0	0
Audio Book	0	0
Misc	0	1
<b>TOTAL</b>	<b>57</b>	<b>408</b>

New Items Ordered	May-24	YTD 2024
Book	1,319	4,818
Video	362	1,214
Video Game	7	115
Music CD	0	0
Audio Book	16	65
Misc	12	68
<b>TOTAL</b>	<b>1,716</b>	<b>6,280</b>

New Items Received	May-24	YTD 2024
Book	994	4,015
Video	178	828
Video Game	27	96
Music CD	0	0
Audio Book	12	52
Misc	2	53
<b>TOTAL</b>	<b>1,213</b>	<b>5,044</b>

<b>ON-SITE PROGRAMS</b>	<b>May-24</b>	<b>May-23</b>		<b>YTD 2024</b>	<b>YTD 2023</b>	
Early Literacy programs/events/classes	14	10	40.0%	105	63	66.7%
Youth programs/events/classes	12	9	33.3%	94	53	77.4%
Teen programs/events/classes	3	4	-25.0%	28	37	-24.3%
Adult programs/events/classes	16	16	0.0%	90	80	12.5%
Family/general	11	7	57.1%	83	65	27.7%
<b>TOTAL</b>	<b>56</b>	<b>46</b>	<b>21.7%</b>	<b>400</b>	<b>298</b>	<b>34.2%</b>

<b>ON-SITE ATTENDANCE</b>	<b>May-24</b>	<b>May-23</b>		<b>YTD 2024</b>	<b>YTD 2023</b>	
Early Literacy attendance	183	309	-40.8%	1,650	1,461	12.9%
Youth attendance	50	63	-20.6%	1,023	473	116.3%
Teen attendance	55	46	19.6%	186	272	-31.6%
Adult attendance	152	111	36.9%	1,383	927	49.2%
Family/general attendance	1,189	31	3735.5%	2,876	1,294	122.3%
<b>TOTAL</b>	<b>1,629</b>	<b>560</b>	<b>190.9%</b>	<b>7,118</b>	<b>4,427</b>	<b>60.8%</b>

<b>OFF-SITE PROGRAMS</b>	<b>May-24</b>	<b>May-23</b>		<b>YTD 2024</b>	<b>YTD 2023</b>	
Early Literacy attendance	0	0	null	2	0	null
Youth outreach	0	3	-100.0%	1	20	-95.0%
Teen outreach	0	2	-100.0%	0	2	-100.0%
Adult outreach	9	12	-25.0%	65	61	6.6%
Family outreach	2	2	0.0%	7	2	250.0%
Participation in Community Events	6	2	200.0%	14	7	100.0%
<b>TOTAL</b>	<b>17</b>	<b>21</b>	<b>-19.0%</b>	<b>89</b>	<b>92</b>	<b>-3.3%</b>

<b>OFF-SITE ATTENDANCE</b>	<b>May-24</b>	<b>May-23</b>		<b>YTD 2024</b>	<b>YTD 2023</b>	
Early Literacy attendance	0	0	null	18	0	null
Youth outreach attendance	0	202	-100.0%	4	387	-99.0%
Teen outreach attendance	0	34	-100.0%	0	34	-100.0%
Adult outreach attendance	75	117	-35.9%	777	666	16.7%
Family outreach attendance	100	157	-36.3%	621	157	295.5%
Community Events Interactions	966	508	90.2%	1,978	1,512	30.8%
<b>TOTAL</b>	<b>1,141</b>	<b>1,018</b>	<b>12.1%</b>	<b>3,398</b>	<b>2,756</b>	<b>23.3%</b>

	<b>May-24</b>	<b>May-23</b>		<b>YTD 2024</b>	<b>YTD 2023</b>	
Web Site Hits	15,354	9,134	68.1%	82,092	46,291	77.3%
Mobile App Visits	37	73	-49.3%	97	459	-78.9%
Computer Users	4,251	3,491	21.8%	21,485	17,963	19.6%
Subscription Databases	6,418	8,146	-21.2%	33,128	36,725	-9.8%
ILL provided to other Libraries	253	237	6.8%	1,450	1,225	18.4%
ILL received from other Libraries	85	66	28.8%	489	397	23.2%

	<b>May-24</b>	<b>May-23</b>		<b>YTD 2024</b>	<b>YTD 2023</b>	
Adult materials deliveries	33	23	43.5%	167	114	46.5%
Youth materials deliveries	6	19	-68.4%	49	86	-43.0%
<b>TOTAL</b>	<b>39</b>	<b>42</b>	<b>-7.1%</b>	<b>216</b>	<b>200</b>	<b>8.0%</b>