

**REGULAR MEETING  
VIGO COUNTY PUBLIC LIBRARY  
680 Poplar Street  
Terre Haute, IN 47807  
Monday, June 19, 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 May 15, 2023, Regular Meeting** 2
4. **Treasurer's Report**
  - A. Monthly Financial Statement 5
  - B. Claims and Payroll 6
  - C. Special Claims 24
  - D. Gift Fund Report 26
5. **Reports to the Library Board**
  - A. Collection Development ~ Lauren Elyea
6. **Director's Report** 27
7. **Old Business**
8. **New Business**
  - A. Appoint New Budget Committee
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Regular Meeting:** Monday, July 17, 2023, at 5:30 p.m., Main Library.
11. **Adjournment**

At the rescheduled Regular Meeting of the Vigo County Public Library Board at the Vigo County Public Library, One Library Square at 5:30 p.m. on the 15<sup>th</sup> day of May 2023, the following persons were present:

Library Board Members Present: Terry W. Jones, President; Christi A. Fenton, Secretary; Valentine K. Muyumba; and Stacy D. Killion.

Library Board Members Absent: Olivia K. Goulding, Vice President; James M. Young; and Brian L. Cain.

Library Staff: Kristi Howe, Dennis Shepard, Amy Gibson, Brandy Bridgewater, Bonnie McNair, Lauren Elyea, and Rob Fox.

Others: Peyton Lighten, Terre Haute North; Sam Glotzbach, Terre Haute North; Noah Broy, Terre Haute North; Jacob Purdy, Terre Haute North; Holly Moreland, Terre Haute North; Dallas Drear, Terre Haute North; Dot Lewis, public; Cole Highan, Terre Haute North; and Kaylee McCoy, Terre Haute North.

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

## **CONSIDERATION OF REGULAR MEETING MINUTES**

A motion to approve the minutes as written for the April 17, 2023, regular meeting, made by Fenton, seconded by Killion, passed.

## **TREASURER'S REPORT**

### **Monthly Cash Statement**

Dennis Shepard presented the Cash Statement dated May 9, 2023 (copy attached to official minutes).

### **Claims and Payroll**

Mr. Shepard presented the Month End Claims dated April 28, 2023, in the amount of \$43,276.72 (Library Operating, \$42,460.97; Gift Fund, \$815.75; Grants, \$0) Library Operating Claims dated May 15, 2023, in the amount of \$97,726.76 (Library Operating Fund, \$92,705.80, Gift Fund, \$3,763.63; Grants, \$1,257.33) (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

### **Special Claims**

Mr. Shepard presented a special claim for \$104,295.90 to Keymark Construction for 12 Points construction project.

### **Gift Fund Report**

Mr. Shepard presented the Gift Fund report dated April 30, 2023, for \$62,492.61.

**Approval of Treasurer's Report**

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

**REPORTS TO THE LIBRARY BOARD**

**VCPL's Budget Development Process**

Business Office Manager Brandy Bridgewater gave an overview of the Library's budget development process.

**DIRECTOR'S REPORT**

Ms. Howe commented on her written report.

Ms. Howe shared that on Friday, April 21, VCPL hosted the Annual Appreciation Dinner for the Friends of the Vigo County Public Library. There are many volunteers who commit hours each month to sort donations, inventory materials, and setup for book sales, and this event is a great way to thank each volunteer.

Ms. Howe noted that on Friday, April 28, VCPL hosted the Indiana Library Federation Regional Conference. She gave an overview of some of the training that was offered and thanked the board for allowing the Library to close for the day to host the event.

Ms. Howe gave updates on 12 Points. She noted that work had paused so that the engineer and architect could evaluate the structure and adjust the plan as needed. Work is scheduled to resume next week. She also noted that staff continue to work on applying for grants to help fund the less traditional aspects of the 12 Points Library.

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

**OLD BUSINESS**

**VCPL Board of Trustees Bylaws**

Ms. Howe noted that revisions to the VCPL Board of Trustees Bylaws were presented at last month's meeting, as required per the bylaws.

A motion approving the VCPL Board of Trustees Bylaws made by Killion, seconded by Muyumba, passed. (Copy of VCPL Board of Trustees Bylaws attached to official minutes.)

**NEW BUSINESS**

**Resolution on Material for Friends' Book Sales:**

Ms. Howe noted that this resolution is presented annually to continue to provide the materials to the Friends of the Library.

A motion to approve the Resolution on Material for Friends' Book Sales, made by Fenton, seconded by Killion, passed. (Copy of Resolution on Material for Friends' Book Sales attached to official minutes.)

**Resolution on Surplus Property**

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

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

There were no suggestions.

**NEXT MEETING**

Regular Meeting, June 19, 2023, at 5:30 p.m. at Main Library.

**ADJOURNMENT**

A motion to adjourn the meeting made by Fenton, seconded by Killion, passed. The meeting was adjourned at 5:54 p.m.

**ABSENT**

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

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

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

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

**ABSENT**

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

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

**ABSENT**

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

Cash Statement  
 Vigo County Public Library  
 May 2023

| Account Title<br>Number                       | Beginning<br>MTD Balance<br>YTD Balance | MTD Debits<br>YTD Debits | MTD Credits<br>YTD Credits | Ending<br>Balance | MTD Change<br>YTD Change       |
|---|---|--------------------------|----------------------------|-------------------|--------------------------------|
| Cash Library Operating Fund<br>100-01-1010    | 3,960,933.06<br>6,386,598.53            | 135,753.95<br>673,330.01 | 760,749.44<br>3,723,990.97 | 3,335,937.57      | (624,995.49)<br>(3,050,660.96) |
| Cash Gift Fund<br>200-00-1010                 | 62,492.61<br>50,396.42                  | 11,719.09<br>32,086.21   | 8,538.98<br>16,809.91      | 65,672.72         | 3,180.11<br>15,276.30          |
| Cash Rainy Day Fund<br>201-00-1010            | 1,748,249.16<br>1,748,249.16            | 0.00<br>0.00             | 0.00<br>0.00               | 1,748,249.16      | 0.00<br>0.00                   |
| Cash Grants<br>276-00-1010                    | 4,693.06<br>(11,997.55)                 | 0.00<br>21,883.13        | 1,257.33<br>6,449.85       | 3,435.73          | (1,257.33)<br>15,433.28        |
| Cash Public Library Access Car<br>800-00-1010 | 0.00<br>65.00                           | 0.00<br>130.00           | 0.00<br>195.00             | 0.00              | 0.00<br>(65.00)                |
| Cash-Payroll Withholdings<br>803-00-1010      | 1,069.56<br>1,352.89                    | 73,384.66<br>414,053.58  | 73,693.46<br>414,645.71    | 760.76            | (308.80)<br>(592.13)           |

| <i>Voucher #</i> | <i>Name of Claimant</i>  | <i>Fund</i> | <i>Amount</i> | <i>Total</i> | <i>Check #<br/>ACH #<br/>EFT #</i> | <i>Description</i>                |
|------------------|--------------------------|-------------|---------------|--------------|------------------------------------|-----------------------------------|
| *26461           | BOLERIUM BOOKS INC*      | 100         | <i>Check</i>  | 89.00        | 56782                              | REF PRINT MATERIAL                |
| *26515           | FOAM HOMIES*             | 100         | <i>Check</i>  | 1,100.00     | 56783                              | SR KICKOFF                        |
| *26499           | LIBRARY MARKET*          | 100         | <i>Check</i>  | 3,500.00     | 56784                              | ANNUAL SUBSCRIPTION               |
| *26555           | SIGNATURE CONSERVATION L | 200         | <i>Check</i>  | 1,875.00     | 56785                              | ENVIRONMENTAL ASSESSMENT OF SPI   |
| *26497           | VIGO COUNTY SCHOOL CORP* | 100         | <i>Check</i>  | 75.00        | 56786                              | THE SALUTE PUBLICATION / PROMOTIC |
|                  |                          |             |               |              | Total Count:                       | 5                                 |
|                  |                          |             |               |              | Total Amount:                      | 6,639.00                          |
| *26457           | ADP INC - AUTOPAY II*    | 100         | <i>ACH</i>    | 1,042.09     | 8200                               | PAYROLL SERVICES                  |
| *26481           | AMAZON.COM LLC*          | 100         | <i>ACH</i>    | 17.46        | 8201                               | CIRC PRINT MATERIAL               |
| *26520           | AMAZON.COM LLC*          | 100         | <i>ACH</i>    | 50.74        | 8202                               | CIRC PRINT MATERIAL               |
| *26448           | AMAZON.COM LLC*          | 100         | <i>ACH</i>    | 89.39        | 8203                               | CIRC PRINT MATERIAL               |
| *26451           | AMAZON.COM LLC*          | 100         | <i>ACH</i>    | 50.37        | 8204                               | CIRC PRINT MATERIAL               |
| *26452           | AMAZON.COM LLC*          | 100         | <i>ACH</i>    | 197.99       | 8205                               | DVD/VIDEO MATERIAL                |
| *26453           | AMAZON.COM LLC*          | 100         | <i>ACH</i>    | 69.00        | 8206                               | DVD/VIDEO MATERIAL                |
| *26459           | AMAZON.COM LLC*          | 100         | <i>ACH</i>    | 159.85       | 8207                               | VIDEO GAMES                       |
| *26465           | AMAZON.COM LLC*          | 100         | <i>ACH</i>    | 247.79       | 8208                               | PIONEER DAYS SUPPLIES             |
| *26476           | AMAZON.COM LLC*          | 100         | <i>ACH</i>    | 13.26        | 8209                               | CIRC PRINT MATERIAL AND AUD REC B |
| *26477           | AMAZON.COM LLC*          | 100         | <i>ACH</i>    | 10.29        | 8210                               | CIRC PRINT MATERIAL AND AUD REC B |
| *26484           | AMAZON.COM LLC*          | 100         | <i>ACH</i>    | 14.99        | 8211                               | CIRC PRINT MATERIAL AND AUD REC B |
| *26485           | AMAZON.COM LLC*          | 100         | <i>ACH</i>    | 34.99        | 8212                               | DVD/VIDEO MATERIAL                |
|                  |                          |             |               | 6            |                                    |                                   |

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|------------------|-------------------------|-------------|---------------|--------------|------------------------------------|-----------------------------------|
| *26490           | AMAZON.COM LLC*         | 100         | ACH           | 70.94        | 8213                               | CIRC PRINT MATERIAL AND AUD REC B |
| *26492           | AMAZON.COM LLC*         | 100         | ACH           | 19.79        | 8214                               | CIRC PRINT MATERIAL               |
| *26493           | AMAZON.COM LLC*         | 100         | ACH           | 14.57        | 8215                               | CIRC PRINT MATERIAL               |
| *26510           | AMAZON.COM LLC*         | 100         | ACH           | 24.96        | 8216                               | CIRC PRINT MATERIAL               |
| *26514           | AMAZON.COM LLC*         | 100         | ACH           | 67.46        | 8217                               | CIRC PRINT MATERIAL AND AUD REC B |
| *26516           | AMAZON.COM LLC*         | 100         | ACH           | 189.75       | 8218                               | DVD/VIDEO MATERIAL                |
| *26517           | AMAZON.COM LLC*         | 100         | ACH           | 96.33        | 8219                               | 3D PRINTER FILAMENT               |
| *26518           | AMAZON.COM LLC*         | 100         | ACH           | 11.28        | 8220                               | ACADEMIC CALENDAR                 |
| *26519           | AMAZON.COM LLC*         | 100         | ACH           | 9.97         | 8221                               | CIRC PRINT MATERIAL               |
| *26527           | AMAZON.COM LLC*         | 100         | ACH           | 32.00        | 8222                               | CIRC PRINT MAT AND VIDEO GAMES    |
| *26535           | AMAZON.COM LLC*         | 100         | ACH           | 14.01        | 8223                               | CIRC PRINT MATERIAL               |
| *26536           | AMAZON.COM LLC*         | 100         | ACH           | 14.99        | 8224                               | CIRC PRINT MATERIAL               |
| *26537           | AMAZON.COM LLC*         | 100         | ACH           | 52.17        | 8225                               | LYSOL WIPES AND TISSUES           |
| *26538           | AMAZON.COM LLC*         | 100         | ACH           | 39.99        | 8226                               | DVD/VIDEO MATERIAL                |
| *26540           | AMAZON.COM LLC*         | 100         | ACH           | 403.12       | 8227                               | SR GRAND PRIZES                   |
| *26545           | AMAZON.COM LLC*         | 100         | ACH           | 28.40        | 8228                               | FIRST AID SUPPLIES                |
| *26556           | AMAZON.COM LLC*         | 100         | ACH           | 22.99        | 8229                               | CIRC PRINT MATERIAL               |
| *26558           | AMAZON.COM LLC*         | 200         | ACH           | 161.94       | 8230                               | MULTIMETER                        |
| *26559           | AMAZON.COM LLC*         | 100         | ACH           | 24.95        | 8231                               | CIRC PRINT MATERIAL               |
| *26560           | AMAZON.COM LLC*         | 200         | ACH           | 157.93       | 8232                               | KNITTING MACHINE HEAVY DUTY       |
| *26561           | AMAZON.COM LLC*         |             | ACH           | 39.99        | 8233                               | ERGONOMIC KEYBOARD                |

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|------------------|-----------------------------|-------------|---------------|--------------|------------------------------------|------------------------------------|-----------------------|
|                  |                             | 100         |               |              |                                    |                                    |                       |
| *26562           | AMAZON.COM LLC*             | 100         | ACH           | 69.00        | 8234                               | DVD/VIDEO MATERIAL                 |                       |
| *26462           | BAKER & TAYLOR INC*         | 100         | ACH           | 6,612.53     | 8235                               | CIRC PRINT MATERIAL                |                       |
| *26509           | BAKER & TAYLOR INC*         | 100         | ACH           | 1,676.96     | 8236                               | CIRC PRINT MATERIAL, AUD RECORDEI  |                       |
| *26577           | BAKER & TAYLOR INC*         | 100         | ACH           | 4,530.13     | 8237                               | CIRC PRINT MAT, REF PRINT MAT, AUD |                       |
| *26409           | BOOK DEPOT*                 | 200         | ACH           | 1,382.44     | 8238                               | SRP BOOKS TEEN & ADULT             |                       |
| *26557           | BOOK DEPOT*                 | 100         | ACH           | 423.99       | 8239                               | SR COMPLETION PRIZES               |                       |
| *26566           | DATA443 RISK MITIGATION INC | 100         | ACH           | 1,036.80     | 8240                               | SMARTSHIELD RENEWAL                |                       |
| *26511           | DEMCO, INC*                 | 100         | ACH           | 1,354.29     | 8241                               | LAMINATE, VARIOUS STICKERS         |                       |
| *26521           | E-Z CLEAN INC*              | 100         | ACH           | 70.24        | 8242                               | SUPPLIES                           |                       |
| *26571           | E-Z CLEAN INC*              | 100         | ACH           | 903.77       | 8243                               | SUPPLIES                           |                       |
| *26569           | EPROMOS*                    | 100         | ACH           | 795.09       | 8244                               | BRANDED PROMOTIONAL ITEMS          |                       |
| *26570           | EPROMOS*                    | 100         | ACH           | 473.54       | 8245                               | BRANDED PROMOTIONAL ITEMS          |                       |
| *26534           | EPROMOS*                    | 100         | ACH           | 232.22       | 8246                               | BRANDED PROMOTIONAL ITEMS          |                       |
| *26551           | EPROMOS*                    | 100         | ACH           | 606.90       | 8247                               | BRANDED PROMOTIONAL ITEMS          |                       |
| *26552           | EPROMOS*                    | 100         | ACH           | 764.86       | 8248                               | BRANDED PROMOTIONAL ITEMS          |                       |
| *26553           | EPROMOS*                    | 100         | ACH           | 774.08       | 8249                               | BRANDED PROMOTIONAL ITEMS          |                       |
| *26554           | EPROMOS*                    | 100         | ACH           | 734.69       | 8250                               | BRANDED PROMOTIONAL ITEMS          |                       |
| *26482           | EXPRESS SERVICES INC*       | 100         | ACH           | 876.80       | 8251                               | PART TIME STAFFING                 |                       |
| *26544           | EXPRESS SERVICES INC*       | 100         | ACH           | 883.38       | 8252                               | PART TIME STAFFING                 |                       |
| *26486           | FRANKS*LARAINÉ              | 100         | ACH           | 8            | 17.35                              | 8253                               | MILEAGE REIMBURSEMENT |

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|------------------|---------------------------|-------------|---------------|--------------|------------------------------------|-----------------------------------|
| *26507           | GALE/CENGAGE LEARNING*    | 100         | ACH           | 409.35       | 8254                               | CIRC PRINT MATERIAL               |
| *26460           | GALE/CENGAGE LEARNING*    | 100         | ACH           | 20.24        | 8255                               | CIRC PRINT MATERIAL               |
| *26445           | INGLE*ASHLEY              | 100         | ACH           | 3,000.00     | 8256                               | SPRING 2023 TUITION REIMBURSEMENT |
| *26575           | MIDWEST TAPE*             | 100         | ACH           | 1,342.91     | 8257                               | DVD/VIDEO MATERIAL                |
| *26576           | MIDWEST TAPE*             | 100         | ACH           | 931.80       | 8258                               | DVD/VIDEO MATERIAL                |
| *26454           | NEW AVENUES*              | 100         | ACH           | 166.24       | 8259                               | ALA CARTE ADMIN FEE               |
| *26568           | RICOH USA INC*            | 100         | ACH           | 1,458.78     | 8260                               | COPIER LEASE                      |
| *26513           | SCAMIHORN*ELIZABETH       | 100         | ACH           | 47.53        | 8261                               | MILEAGE REIMBURSEMENT             |
| *26531           | TECH LOGIC CORPORATION*   | 100         | ACH           | 1,552.00     | 8263                               | RFID TAGS, BOOK AND STING RAY     |
| *26532           | ZOOBEAN*                  | 100         | ACH           | 3,495.00     | 8264                               | BEANSTACK SUBSCRIPTION            |
|                  |                           |             |               |              | Total Count:                       | 64                                |
|                  |                           |             |               |              | Total Amount:                      | 40,138.65                         |
| *26245           | FORT KNOX CLIMATE CONTRO  | 100         | E-pay         | 2,100.00     | 9862                               | CONTROLLED STORAGE UNIT           |
| *26446           | NATIONAL BUSINESS FURNITU | 100         | E-pay         | 303.12       | 9917                               | FURNITURE FOR PROGRAMMING OFFIC   |
| *26447           | MIDLAND PAPER COMPANY INC | 100         | E-pay         | 605.00       | 9918                               | LARGE FORMAT INK AND PAPER        |
| *26449           | APPLE HOUSE*THE           | 100         | E-pay         | 120.87       | 9919                               | GARDEN SUPPLIES                   |
| *26455           | UNITED PARCEL SERVICE*    | 100         | E-pay         | 200.00       | 9920                               | SHIPPING SERVICE                  |
| *26456           | INDIANA AMERICAN WATER CC | 100         | E-pay         | 30.85        | 9921                               | 12 POINTS WATER SERVICE           |
| *26458           | CINTAS CORPORATION*       | 100         | E-pay         | 39.42        | 9922                               | WEST CABINET SERVICE              |
| *26466           | JOINK LLC*                | 100         | E-pay         | 275.00       | 9923                               | MONTHLY CLOUD BACKUP              |
| *26467           | OFFICE DEPOT*             |             | E-pay         | 84.24        | 9924                               | OFFICE SUPPLIES                   |

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|------------------|---------------------------|-------------|---------------|--------------|------------------------------------|-----------------------------------|
|                  |                           | 100         |               |              |                                    |                                   |
| *26469           | OFFICE DEPOT*             |             | <i>E-pay</i>  | 37.67        | 9926                               | OFFICE SUPPLIES                   |
|                  |                           | 100         |               |              |                                    |                                   |
| *26470           | NATIONAL BUSINESS FURNITU |             | <i>E-pay</i>  | 3,551.64     | 9927                               | FURNITURE FOR PROGRAMMING OFFIC   |
|                  |                           | 100         |               |              |                                    |                                   |
| *26471           | NATIONAL BUSINESS FURNITU |             | <i>E-pay</i>  | 428.30       | 9928                               | FURNITURE FOR PROGRAMMING OFFIC   |
|                  |                           | 100         |               |              |                                    |                                   |
| *26479           | TABCO PRINTING & PROMOTIC |             | <i>E-pay</i>  | 912.96       | 9929                               | LETTERHEAD                        |
|                  |                           | 100         |               |              |                                    |                                   |
| *26483           | COURTESY CLEANING CENTEF  |             | <i>E-pay</i>  | 18.60        | 9930                               | LAUNDERING OF MAINTENANCE RAGS    |
|                  |                           | 100         |               |              |                                    |                                   |
| *26495           | NATIONAL BUSINESS FURNITU |             | <i>E-pay</i>  | 341.65       | 9932                               | FURNITURE FOR PROGRAMMING OFFIC   |
|                  |                           | 100         |               |              |                                    |                                   |
| *26498           | REPUBLIC SERVICES OF WEST |             | <i>E-pay</i>  | 438.95       | 9933                               | MAIN TRASH SERVICE                |
|                  |                           | 100         |               |              |                                    |                                   |
| *26502           | COURTESY CLEANING CENTEF  |             | <i>E-pay</i>  | 120.85       | 9934                               | LAUNDERING OF MAINTENANCE RAGS    |
|                  |                           | 100         |               |              |                                    |                                   |
| *26505           | OVERDRIVE*                |             | <i>E-pay</i>  | 5,000.00     | 9935                               | ADDITIONAL DEPOSIT (FROM YS OVERI |
|                  |                           | 100         |               |              |                                    |                                   |
| *26508           | CENTER POINT LARGE PRINT* |             | <i>E-pay</i>  | 379.32       | 9936                               | CIRC PRINT MATERIAL               |
|                  |                           | 100         |               |              |                                    |                                   |
| *26523           | WORLD TRADE PRESS*        |             | <i>E-pay</i>  | 765.00       | 9937                               | ATOZ WORLD FOOD AND ATOZ FOOD A   |
|                  |                           | 100         |               |              |                                    |                                   |
| *26526           | OFFICE DEPOT*             |             | <i>E-pay</i>  | 7.10         | 9938                               | RETURN ADDRESS STAMPS FOR TS      |
|                  |                           | 100         |               |              |                                    |                                   |
| *26528           | T-MOBILE USA, INC.*       |             | <i>E-pay</i>  | 219.52       | 9939                               | WEST HOTSPOT DATA                 |
|                  |                           | 100         |               |              |                                    |                                   |
| *26529           | T-MOBILE USA, INC.*       |             | <i>E-pay</i>  | 884.56       | 9940                               | MAIN HOTSPOT DATA                 |
|                  |                           | 100         |               |              |                                    |                                   |
| *26404           | KROGER*                   |             | <i>E-pay</i>  | 51.48        | 9941                               | PROGRAM SUPPLIES                  |
|                  |                           | 100         |               |              |                                    |                                   |
| *26539           | CITY OF TERRE HAUTE SEWAG |             | <i>E-pay</i>  | 28.21        | 9942                               | 12 POINTS SEWAGE BILLING          |
|                  |                           | 100         |               |              |                                    |                                   |
| *26504           | CAPITAL ONE               |             | <i>E-pay</i>  | 1,191.18     | 9943                               | PROGRAM SUPPLIES                  |
|                  |                           | 100         |               |              |                                    |                                   |
|                  |                           | 200         |               |              |                                    |                                   |
| *26542           | ACTION PEST CONTROL, INC* |             | <i>E-pay</i>  | 3,834.00     | 9944                               | MAIN YEARLY PEST CONTROL- K9 SERV |
|                  |                           | 100         |               |              |                                    |                                   |
| *26543           | ACTION PEST CONTROL, INC* |             | <i>E-pay</i>  | 3,078.00     | 9945                               | WEST ANNUAL PEST CONTROL- K9 SEF  |
|                  |                           | 100         |               |              |                                    |                                   |
|                  |                           |             |               | 10           |                                    |                                   |
| *26547           | INDIANA AMERICAN WATER CC |             | <i>E-pay</i>  | 360.97       | 9946                               | MAIN WATER SERVICE                |
|                  |                           | 100         |               |              |                                    |                                   |

| <i>Voucher #</i> | <i>Name of Claimant</i>    | <i>Fund</i> | <i>Amount</i> | <i>Total</i> | <i>Check #<br/>ACH #<br/>EFT #</i> | <i>Description</i>                 |
|------------------|----------------------------|-------------|---------------|--------------|------------------------------------|------------------------------------|
| *26548           | INDIANA AMERICAN WATER CC  | 100         | <i>E-pay</i>  | 480.27       | 9947                               | MAIN IRRIGATION SERVICE            |
| *26550           | MIDLAND PAPER COMPANY INC  | 100         | <i>E-pay</i>  | 196.62       | 9949                               | LARGE FORMAT INK AND PAPER         |
| *26563           | COURTESY CLEANING CENTEF   | 100         | <i>E-pay</i>  | 20.31        | 9950                               | LAUNDERING OF MAINTENANCE RAGS     |
| *26567           | CENTRAL INSURANCE COMPAI   | 100         | <i>E-pay</i>  | 3,088.00     | 9951                               | 12 POINTS INSURANCE POLICY         |
| *26572           | TABCO PRINTING & PROMOTIC  | 100         | <i>E-pay</i>  | 663.79       | 9952                               | ENVELOPES                          |
| *26417           | VISA CARD SERVICES         | 100<br>200  | <i>E-pay</i>  | 4,804.76     | 9953                               | VARIOUS SUPPLIES, TRAVEL, REGISTR. |
| *26574           | TRIBUNE STAR PUBLISHING CC | 100         | <i>E-pay</i>  | 2,806.96     | 9955                               | NEWSPAPERS                         |

Total Count: **36**  
Total Amount: **37,469.17**

|                              |                  |
|------------------------------|------------------|
| <i>Grand Total Fund 100:</i> | <b>79,471.47</b> |
| <i>Grand Total Fund 200:</i> | <b>4,775.35</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>0.00</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>105</b>       |
| Grand Total Amount: | <b>84,246.82</b> |

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Executive Director  
Kristi Howe

| VISA - MAY- MONTHLY TOTAL |        |                              | PAY 05/31/2023                      |                |
|---------------------------|--------|------------------------------|-------------------------------------|----------------|
| DATE                      | PO#    | VENDOR                       | DESCRIPTION                         | AMOUNT         |
| <b>KRISTI HOWE</b>        |        | <b>XXXX XXXX XXXX 3729</b>   |                                     |                |
| 4/24/2023                 | 230146 | FACEBOOK                     | FRIENDS SALES FACEBOOK AD BOOSTS    | 25.00          |
| 4/23/2023                 | 230146 | FACEBOOK                     | FRIENDS SALES FACEBOOK AD BOOSTS    | 3.68           |
| 4/27/2023                 | 230741 | TABLECLOTHS FACTORY          | TABLECLOTHS                         | 90.93          |
| 4/27/2023                 | 230742 | TABLECLOTHS FACTORY          | TABLECLOTHS                         | 1069.52        |
| 5/3/2023                  | 230146 | FACEBOOK                     | FRIENDS SALES FACEBOOK AD BOOSTS    | 25.00          |
| 5/11/2023                 | 230839 | DOLLAR GENERAL STORE         | ICE FOR ILF CONFERENCE              | 23.75          |
| 5/10/2023                 | 230847 | DOLLAR TREE                  | SUPPLIES FOR ILF CONFERENCE         | 10.00          |
| 5/19/2023                 | 230886 | AMERICAN LIBRARY ASSOCIATION | SUPPORT STAFF MEMBERSHIP- W EDWARDS | 71.00          |
| 5/18/2023                 | 230873 | MCALISTERS DELI              | LUNCH FOR MANAGERS MEETING          | 157.59         |
| 5/9/2023                  | 230823 | CANVA                        | ANNUAL SUBSCRIPTION                 | 358.92         |
| <b>ADM TOTAL</b>          |        |                              |                                     | <b>1924.06</b> |
| <b>DENNIS SHEPARD</b>     |        | <b>XXXX XXXX XXXX 6317</b>   |                                     |                |
| 4/30/2023                 | 230766 | GOOGLE                       | GOOGLE WORKSPACE                    | 93.60          |
| 4/30/2023                 | 230883 | FACEBOOK                     | EARTH DAY SPEAKER SERIES            | 99.59          |
| 4/29/2023                 | 230501 | MAILCHIMP                    | EMAIL MARKETING ANNUAL SUBSCRIPTION | 100.00         |
| <b>DENNIS S TOTAL</b>     |        |                              |                                     | <b>293.19</b>  |
| <b>BRANDY BRIDGEWATER</b> |        | <b>XXXX XXXX XXXX 1093</b>   |                                     |                |
| 4/24/2023                 | 230714 | GALLUP STRENGTHS CENTER      | CLIFTON STENGTHS ACCESS CODE        | 59.99          |
| 4/25/2023                 | 230672 | GREAT CLIPS                  | HAIR CUTS FOR JOB SEEKERS           | 500.00         |
| 5/1/2023                  | 230332 | ICONIC DIGITAL MARKETING     | ANNUAL WEBSITE MAINTENANCE PLAN     | 355.50         |
| 4/28/2023                 | 230743 | ZAPBUG                       | BUG OVEN HEATER FOR WEST            | 105.95         |
| 5/11/2023                 | 230760 | PAPA JOHN'S PIZZA            | PIZZAS FOR ESL FAMILY NIGHT         | 136.39         |
| 5/5/2023                  | 230789 | SAM'S CLUB DIRECT            | SR PRIZES COMPLETION                | 419.76         |
| 5/19/2023                 | 230901 | TECH SOUP GLOBAL             | MONTHLY CLOUD SOLUTIONS LICENSE     | 240.00         |
| <b>BRANDY TOTAL</b>       |        |                              |                                     | <b>1817.59</b> |
| <b>HEATHER RAYL</b>       |        | <b>XXXX XXXX XXXX 6325</b>   |                                     |                |
| 5/4/2023                  | 230776 | WABASH VALLEY GOODWILL       | PIONEER COSTUME MATERIALS           | 10.44          |
| 5/22/2023                 | 230894 | EBAY                         | LEGO MINIFIGS FOR LEGO PROGRAMS     | 120.96         |
| <b>HEATHER TOTAL</b>      |        |                              |                                     | <b>131.40</b>  |

| <b>VIGO CO PUBLIC LIBRARY</b> |               | <b>XXXX XXXX XXXX 4648</b>           |  |                |
|-------------------------------|---------------|--------------------------------------|--|----------------|
| <b>4/25/2023</b>              | <b>230603</b> | <b>MUSE ART TERRE HAUTE</b>          | <b>2 \$50 GIFT CERTIFICATES FOR ARTIST WINNERS</b> | <b>100.00</b>  |
| <b>4/27/2023</b>              | <b>230723</b> | <b>JOANN FABRIC AND CRAFT STORES</b> | <b>SPRING PROGRAM SUPPLIES</b>                     | <b>54.24</b>   |
| <b>5/10/2023</b>              | <b>230796</b> | <b>DOLLAR TREE STORES</b>            | <b>BINGO PRIZES</b>                                | <b>33.75</b>   |
| <b>5/9/2023</b>               | <b>230820</b> | <b>GFS MARKETPLACE</b>               | <b>ILF BREAKFAST/LUNCH</b>                         | <b>84.95</b>   |
| <b>4/28/2023</b>              | <b>230507</b> | <b>BITLY</b>                         | <b>ANNUAL SUBSCRIPTION</b>                         | <b>348.00</b>  |
| <b>5/10/2023</b>              | <b>230861</b> | <b>DOLLAR TREE STORES</b>            | <b>CENTERPIECE SUPPLIES FOR ILF CONFERENCE</b>     | <b>106.25</b>  |
| <b>VIGO TOTAL</b>             |               |                                      |  | <b>727.19</b>  |
| <b>GRAND TOTAL</b>            |               |                                      |  | <b>4804.76</b> |

| <b>Voucher #</b> | <b>Name of Claimant</b>    | <b>Fund</b> | <b>Amount</b> | <b>Total</b>  | <b>Check #<br/>ACH #<br/>EFT #</b> | <b>Description</b>               |
|------------------|----------------------------|-------------|---------------|---------------|------------------------------------|----------------------------------|
| *26597           | KJB THEATERS*              | 100         | <i>Check</i>  | <b>300.00</b> | <b>56787</b>                       | SR MOVIE AT DRIVE IN             |
| *26711           | INDIANA ARCHIVES & RECORD  | 100         | <i>Check</i>  | <b>35.00</b>  | <b>56788</b>                       | MICROFILM                        |
| *26714           | INDIANA STATE LIBRARY FOUN | 100         | <i>Check</i>  | <b>48.57</b>  | <b>56789</b>                       | INDIPRES STORAGE FEE 2021-2022   |
| *26710           | LIBRARY IDEAS LLC*         | 100         | <i>Check</i>  | <b>338.03</b> | <b>56790</b>                       | AUD REC BOOKS                    |
| Total Count:     |                            |             |               |               |                                    | <b>4</b>                         |
| Total Amount:    |                            |             |               |               |                                    | <b>721.60</b>                    |
| *26596           | ADP INC - AUTOPAY II*      | 100         | <i>ACH</i>    | <b>754.99</b> | <b>8266</b>                        | PAYROLL SERVICES                 |
| *26695           | ADP INC - AUTOPAY II*      | 100         | <i>ACH</i>    | <b>744.77</b> | <b>8267</b>                        | PAYROLL SERVICES                 |
| *26580           | AMAZON.COM LLC*            | 100         | <i>ACH</i>    | <b>224.04</b> | <b>8268</b>                        | SR DECORATIONS                   |
| *26591           | AMAZON.COM LLC*            | 100         | <i>ACH</i>    | <b>32.19</b>  | <b>8269</b>                        | BATTERIES                        |
| *26592           | AMAZON.COM LLC*            | 100         | <i>ACH</i>    | <b>83.97</b>  | <b>8270</b>                        | SR PRIZES                        |
| *26581           | AMAZON.COM LLC*            | 100         | <i>ACH</i>    | <b>42.49</b>  | <b>8271</b>                        | APPLE DONGLE FOR HDMI            |
| *26589           | AMAZON.COM LLC*            | 100         | <i>ACH</i>    | <b>61.53</b>  | <b>8272</b>                        | LAMINATING POUCHES               |
| *26594           | AMAZON.COM LLC*            | 100         | <i>ACH</i>    | <b>168.98</b> | <b>8273</b>                        | DVD/VIDEO MATERIAL               |
| *26593           | AMAZON.COM LLC*            | 100         | <i>ACH</i>    | <b>119.98</b> | <b>8274</b>                        | DVD/VIDEO MATERIAL               |
| *26595           | AMAZON.COM LLC*            | 100         | <i>ACH</i>    | <b>294.24</b> | <b>8275</b>                        | VARIOUS PROGRAM SUPPLIES         |
| *26583           | AMAZON.COM LLC*            | 200         | <i>ACH</i>    | <b>795.90</b> | <b>8276</b>                        | OSCILLOSCOPES                    |
| *26582           | AMAZON.COM LLC*            | 100         | <i>ACH</i>    | <b>115.20</b> | <b>8277</b>                        | SWITCH DUMMY CASES, DELIVERY BAC |
| *26590           | AMAZON.COM LLC*            | 100         | <i>ACH</i>    | <b>21.97</b>  | <b>8278</b>                        | CIRC PRINT MATERIAL              |
| *26621           | AMAZON.COM LLC*            | 100         | <i>ACH</i>    | <b>181.16</b> | <b>8279</b>                        | PROGRAMMING SUPPLIES             |

| <b>Voucher #</b> | <b>Name of Claimant</b> | <b>Fund</b> | <b>Amount</b> | <b>Total</b> | <b>Check #<br/>ACH #<br/>EFT #</b> | <b>Description</b>             |
|------------------|-------------------------|-------------|---------------|--------------|------------------------------------|--------------------------------|
| *26622           | AMAZON.COM LLC*         | 100         | ACH           | 0.05         | 8280                               | DVD/VIDEO MATERIAL             |
| *26623           | AMAZON.COM LLC*         | 100         | ACH           | 46.97        | 8281                               | DVD/VIDEO MATERIAL             |
| *26624           | AMAZON.COM LLC*         | 100         | ACH           | 14.84        | 8282                               | CRICUT BLADES                  |
| *26625           | AMAZON.COM LLC*         | 100         | ACH           | 15.00        | 8283                               | CIRC PRINT MATERIAL            |
| *26626           | AMAZON.COM LLC*         | 100         | ACH           | 17.96        | 8284                               | CIRC PRINT MATERIAL            |
| *26627           | AMAZON.COM LLC*         | 100         | ACH           | 147.13       | 8285                               | SUMMER ESCAPE ROOM SUPPLIES    |
| *26628           | AMAZON.COM LLC*         | 100         | ACH           | 22.67        | 8286                               | CIRC PRINT MATERIAL            |
| *26629           | AMAZON.COM LLC*         | 100         | ACH           | 10.95        | 8287                               | CIRC PRINT MATERIAL            |
| *26630           | AMAZON.COM LLC*         | 100         | ACH           | 12.69        | 8288                               | CIRC PRINT MATERIAL            |
| *26631           | AMAZON.COM LLC*         | 100         | ACH           | 33.25        | 8289                               | CIRC PRINT MATERIAL            |
| *26632           | AMAZON.COM LLC*         | 100         | ACH           | 148.18       | 8290                               | CIRC NON PRINT PHYSICAL MAT    |
| *26633           | AMAZON.COM LLC*         | 100         | ACH           | 13.89        | 8291                               | CIRC PRINT MATERIAL            |
| *26634           | AMAZON.COM LLC*         | 100         | ACH           | 12.99        | 8292                               | CIRC PRINT MATERIAL            |
| *26635           | AMAZON.COM LLC*         | 100         | ACH           | 26.99        | 8293                               | DVD/VIDEO MATERIAL             |
| *26636           | AMAZON.COM LLC*         | 100         | ACH           | 49.94        | 8294                               | CIRC PRINT MAT AND VIDEO GAMES |
| *26637           | AMAZON.COM LLC*         | 100         | ACH           | 54.90        | 8295                               | CIRC PRINT MAT AND VIDEO GAMES |
| *26638           | AMAZON.COM LLC*         | 100         | ACH           | 44.99        | 8296                               | DVD/VIDEO MATERIAL             |
| *26681           | AMAZON.COM LLC*         | 100         | ACH           | 8.99         | 8297                               | CIRC PRINT MATERIAL            |
| *26682           | AMAZON.COM LLC*         | 100         | ACH           | 12.99        | 8298                               | CIRC PRINT MATERIAL            |
| *26683           | AMAZON.COM LLC*         | 100         | ACH           | 43.52        | 8299                               | PROGRAM SUPPLIES               |
| *26684           | AMAZON.COM LLC*         |             | ACH           | 77.19        | 8300                               | USB DRIVES                     |

| <b>Voucher #</b> | <b>Name of Claimant</b>  | <b>Fund</b> | <b>Amount</b> | <b>Total</b> | <b>Check #<br/>ACH #<br/>EFT #</b> | <b>Description</b>                |
|------------------|--------------------------|-------------|---------------|--------------|------------------------------------|-----------------------------------|
|                  |                          | 100         |               |              |                                    |                                   |
| *26685           | AMAZON.COM LLC*          |             | <i>ACH</i>    | 255.37       | 8301                               | DVD/VIDEO MATERIAL                |
|                  |                          | 100         |               |              |                                    |                                   |
| *26698           | AMAZON.COM LLC*          |             | <i>ACH</i>    | 22.99        | 8302                               | CIRC PRINT MATERIAL               |
|                  |                          | 100         |               |              |                                    |                                   |
| *26699           | AMAZON.COM LLC*          |             | <i>ACH</i>    | 8.99         | 8303                               | CIRC PRINT MATERIAL               |
|                  |                          | 100         |               |              |                                    |                                   |
| *26700           | AMAZON.COM LLC*          |             | <i>ACH</i>    | 73.06        | 8304                               | CIRC PRINT MATERIAL               |
|                  |                          | 100         |               |              |                                    |                                   |
| *26701           | AMAZON.COM LLC*          |             | <i>ACH</i>    | 69.08        | 8305                               | CIRC PRINT MATERIAL               |
|                  |                          | 100         |               |              |                                    |                                   |
| *26702           | AMAZON.COM LLC*          |             | <i>ACH</i>    | 9.99         | 8306                               | CIRC PRINT MATERIAL               |
|                  |                          | 100         |               |              |                                    |                                   |
| *26703           | AMAZON.COM LLC*          |             | <i>ACH</i>    | 138.99       | 8307                               | VIDEO GAMES AND CIRC PRINT MAT    |
|                  |                          | 100         |               |              |                                    |                                   |
| *26713           | AMAZON.COM LLC*          |             | <i>ACH</i>    | 43.86        | 8308                               | CIRC PRINT MATERIAL               |
|                  |                          | 100         |               |              |                                    |                                   |
| *26722           | AMAZON.COM LLC*          |             | <i>ACH</i>    | 104.05       | 8309                               | SR FARMERS MARKET                 |
|                  |                          | 100         |               |              |                                    |                                   |
| *26723           | AMAZON.COM LLC*          |             | <i>ACH</i>    | 19.95        | 8310                               | DVD/VIDEO MATERIAL                |
|                  |                          | 100         |               |              |                                    |                                   |
| *26724           | AMAZON.COM LLC*          |             | <i>ACH</i>    | 229.94       | 8311                               | CIRC NON PRINT PHYSICAL MAT       |
|                  |                          | 100         |               |              |                                    |                                   |
| *26725           | AMAZON.COM LLC*          |             | <i>ACH</i>    | 40.38        | 8312                               | VIDEO GAMES AND CIRC PRINT MAT    |
|                  |                          | 100         |               |              |                                    |                                   |
| *26726           | AMAZON.COM LLC*          |             | <i>ACH</i>    | 7.99         | 8313                               | VIDEO GAMES AND CIRC PRINT MAT    |
|                  |                          | 100         |               |              |                                    |                                   |
| *26742           | AMAZON.COM LLC*          |             | <i>ACH</i>    | 14.99        | 8314                               | CIRC PRINT MATERIAL               |
|                  |                          | 100         |               |              |                                    |                                   |
| *26743           | AMAZON.COM LLC*          |             | <i>ACH</i>    | 37.96        | 8315                               | CIRC PRINT MATERIAL               |
|                  |                          | 100         |               |              |                                    |                                   |
| *26749           | AMAZON.COM LLC*          |             | <i>ACH</i>    | 12.99        | 8316                               | CIRC PRINT MATERIAL               |
|                  |                          | 100         |               |              |                                    |                                   |
| *26750           | AMAZON.COM LLC*          |             | <i>ACH</i>    | 23.00        | 8317                               | CIRC PRINT MATERIAL               |
|                  |                          | 100         |               |              |                                    |                                   |
| *26751           | AMAZON.COM LLC*          |             | <i>ACH</i>    | 19.04        | 8318                               | DVD/VIDEO MATERIAL                |
|                  |                          | 100         |               |              |                                    |                                   |
| *26752           | AMAZON.COM LLC*          |             | <i>ACH</i>    | 6.99         | 8319                               | CIRC PRINT MATERIAL               |
|                  |                          | 100         |               |              |                                    |                                   |
| *26639           | B & H PHOTO ELECTRONICS* |             | <i>ACH</i>    | 16 1,802.46  | 8320                               | 3D PRINTER, FILAMENT, HDMI CABLES |
|                  |                          | 100         |               |              |                                    |                                   |

| <b>Voucher #</b> | <b>Name of Claimant</b>   | <b>Fund</b> | <b>Amount</b> | <b>Total</b> | <b>Check #<br/>ACH #<br/>EFT #</b> | <b>Description</b>                 |
|------------------|---------------------------|-------------|---------------|--------------|------------------------------------|------------------------------------|
| *26640           | BAKER & TAYLOR INC*       | 100         | ACH           | 1,781.64     | 8321                               | CIRC PRINT MAT, REF PRINT MAT, AUD |
| *26708           | BAKER & TAYLOR INC*       | 100         | ACH           | 3,550.62     | 8322                               | CIRC PRINT MAT, REF PRINT MAT, AUD |
| *26642           | BOOK DEPOT*               | 100         | ACH           | 292.35       | 8323                               | WEST SUMMER CELEBRATION BOOKS      |
| *26598           | BOOK DEPOT*               | 100         | ACH           | 693.72       | 8324                               | JUNETEENTH BOOKS                   |
| *26641           | BOOK DEPOT*               | 100<br>200  | ACH           | 1,899.71     | 8325                               | FIRST GRADE TOUR BOOKS             |
| *26704           | BOOK DEPOT*               | 100         | ACH           | 210.51       | 8326                               | BOOKS FOR PROGRAMS                 |
| *26741           | BOOK DEPOT*               | 100<br>200  | ACH           | 1,019.82     | 8327                               | SR PRIZES                          |
| *26643           | CULLIGAN WATER CONDITIONI | 100         | ACH           | 192.00       | 8328                               | MAIN COOLER RENTAL                 |
| *26644           | CULLIGAN WATER CONDITIONI | 100         | ACH           | 81.00        | 8329                               | WEST COOLER RENTAL                 |
| *26645           | DEMCO, INC*               | 100         | ACH           | 82.93        | 8330                               | COLLAB STICKER POSTERS             |
| *26646           | E-Z CLEAN INC*            | 100         | ACH           | 669.32       | 8331                               | BATTERIES AND SUPPLIES             |
| *26647           | E-Z CLEAN INC*            | 100         | ACH           | 390.68       | 8332                               | SUPPLIES                           |
| *26721           | E-Z CLEAN INC*            | 100         | ACH           | 271.38       | 8333                               | BATTERIES AND SUPPLIES             |
| *26651           | EXPRESS SERVICES INC*     | 100         | ACH           | 761.72       | 8337                               | PART TIME STAFFING                 |
| *26689           | EXPRESS SERVICES INC*     | 100         | ACH           | 712.40       | 8338                               | PART TIME STAFFING                 |
| *26748           | EXPRESS SERVICES INC*     | 100         | ACH           | 883.38       | 8339                               | PART TIME STAFFING                 |
| *26652           | GALE/CENGAGE LEARNING*    | 100         | ACH           | 392.08       | 8340                               | CIRC PRINT MATERIAL                |
| *26653           | MIDWEST TAPE*             | 100         | ACH           | 7,203.96     | 8341                               | HOOPLA MAY INVOICE                 |
| *26654           | MIDWEST TAPE*             | 100         | ACH           | 2,966.88     | 8342                               | DVD/VIDEO MATERIAL, AUD REC MUSIC  |
| *26709           | MIDWEST TAPE*             | 100         | ACH           | 17 555.88    | 8343                               | DVD/VIDEO MATERIAL, AUD REC MUSIC  |

| <b>Voucher #</b> | <b>Name of Claimant</b>   | <b>Fund</b> | <b>Amount</b> | <b>Total</b> | <b>Check #<br/>ACH #<br/>EFT #</b> | <b>Description</b>              |
|------------------|---------------------------|-------------|---------------|--------------|------------------------------------|---------------------------------|
| *26692           | NEW AVENUES*              | 100         | ACH           | 166.24       | 8344                               | ALA CARTE ADMIN FEE             |
| *26693           | NEW AVENUES*              | 100         | ACH           | 540.00       | 8345                               | CLINICAL HOURS                  |
| *26655           | NUB GAMES, INC.*          | 100         | ACH           | 665.00       | 8346                               | CHAT SERVICE                    |
| *26656           | OCLC INC*                 | 100         | ACH           | 6,347.64     | 8347                               | CATALOGING SUBSCRIPTION         |
| *26657           | PAYPAL INC*               | 100         | ACH           | 19.95        | 8348                               | MONTHLY PAYFLOW LINK            |
| *26658           | PITNEY BOWES BANK INC RES | 100         | ACH           | 2,000.00     | 8349                               | POSTAGE ON ACCT 25986209        |
| *26679           | PITNEY BOWES*             | 100         | ACH           | 97.80        | 8350                               | POSTAGE LEASE                   |
| *26712           | RICOH USA INC*            | 100         | ACH           | 2,936.21     | 8351                               | COPIER LEASE                    |
| *26472           | STAPLES BUSINESS CREDIT*  | 100         | ACH           | 129.99       | 8352                               | TALL CHAIR FOR LENDING          |
| *26687           | UNIQUE MANAGEMENT SERVIC  | 100         | ACH           | 687.80       | 8353                               | NOTICES                         |
| *26688           | UNIQUE MANAGEMENT SERVIC  | 100         | ACH           | 628.30       | 8354                               | PLACEMENTS                      |
| *26660           | UNITED WAY OF WABASH VALL | 200         | ACH           | 500.00       | 8355                               | AABLI SPONSORSHIP               |
| *26690           | WAGWORKS, INC.*           | 100         | ACH           | 168.82       | 8356                               | COBRA MONTHLY FEE               |
| *26661           | WEAS ENGINEERING INC*     | 100         | ACH           | 491.72       | 8357                               | WATER TREATMENT MANAGEMENT      |
|                  |                           |             |               |              | Total Count:                       | 89                              |
|                  |                           |             |               |              | Total Amount:                      | 47,391.01                       |
| *26494           | NATIONAL BUSINESS FURNITU | 100         | E-pay         | 2,870.30     | 9931                               | FURNITURE FOR PROGRAMMING OFFIC |
| *26271           | SAM'S CLUB DIRECT*        | 100         | E-pay         | 1,628.45     | 9957                               | PROGRAM SUPPLIES                |
| *26616           | TOWN OF WTH WATER & SEWE  | 200         | E-pay         | 69.99        | 9975                               | WEST WATER SERVICE              |
| *26617           | VERIZON - WIRELESS*       | 100         | E-pay         | 136.64       | 9976                               | PHONE SERVICE                   |
|                  |                           |             |               | 18           |                                    |                                 |

| <b>Voucher #</b> | <b>Name of Claimant</b>    | <b>Fund</b> | <b>Amount</b> | <b>Total</b> | <b>Check #<br/>ACH #<br/>EFT #</b> | <b>Description</b>                |
|------------------|----------------------------|-------------|---------------|--------------|------------------------------------|-----------------------------------|
| *26618           | INDIANA AMERICAN WATER CC  | 100         | E-pay         | 58.26        | 9977                               | PRIVATE FIRE SERVICE              |
| *26619           | CENTERPOINT ENERGY*        | 100         | E-pay         | 19.24        | 9978                               | 12 POINTS GAS SERVICE             |
| *26620           | WEX BANK*                  | 100         | E-pay         | 175.60       | 9979                               | FUEL                              |
| *26662           | ACTION PEST CONTROL, INC*  | 100         | E-pay         | 165.00       | 9980                               | MAIN MONTHLY PEST CONTROL         |
| *26463           | BAESLERS MARKET*           | 200         | E-pay         | 1,017.60     | 9981                               | PROGRAM SUPPLIES                  |
| *26665           | BUDGET BLINDS*             | 100         | E-pay         | 440.00       | 9982                               | BLINDS FOR WEST AND YOUTH SERVIC  |
| *26666           | CENTER POINT LARGE PRINT*  | 100         | E-pay         | 23.37        | 9983                               | CIRC PRINT MATERIAL               |
| *26667           | CINTAS CORPORATION*        | 100         | E-pay         | 96.00        | 9984                               | MAIN CABINET SERVICE              |
| *26668           | COURTESY CLEANING CENTEF   | 100         | E-pay         | 22.01        | 9985                               | LAUNDERING OF MAINTENANCE RAGS    |
| *26669           | ENA*                       | 100         | E-pay         | 670.23       | 9986                               | VOICE SERVICE                     |
| *26670           | HANOVER INSURANCE GROUP    | 100         | E-pay         | 12,575.75    | 9987                               | COMMERCIAL INSURANCE POLICY       |
| *26671           | KOORSEN FIRE & SECURITY IN | 100         | E-pay         | 419.00       | 9988                               | FIRE EXTINGUISHER REPLACEMENT WI  |
| *26672           | KOORSEN FIRE & SECURITY IN | 100         | E-pay         | 106.00       | 9989                               | WEST BRANCH FIRE EXTINGUISHER IN: |
| *26673           | KOORSEN FIRE & SECURITY IN | 100         | E-pay         | 1,362.18     | 9990                               | FIRE EXTINGUISHER REPLACEMENT (M  |
| *26674           | KOORSEN FIRE & SECURITY IN | 100         | E-pay         | 465.00       | 9991                               | MAIN FIRE EXTINGUISHER INSPECTION |
| *26408           | LOWE'S COMMERCIAL SERVICI  | 100         | E-pay         | 142.43       | 9992                               | MAINTENANCE SUPPLIES              |
| *26676           | OFFICE DEPOT*              | 100         | E-pay         | 2.79         | 9993                               | OFFICE SUPPLIES                   |
| *26677           | OFFICE DEPOT*              | 100         | E-pay         | 1,103.05     | 9994                               | OFFICE SUPPLIES                   |
| *26678           | OFFICE DEPOT*              | 100         | E-pay         | 38.28        | 9995                               | COMMAND STRIPS FOR MAINTENANCE    |
| *26680           | SHERWIN-WILLIAMS*          | 100         | E-pay         | 52.53        | 9996                               | PAINT FOR FLOWER BOXES_WEST       |
| *26686           | WATSON LABEL PRODUCTS*     | 100         | E-pay         | 1,119.70     | 9997                               | BARCODES                          |

| <b>Voucher #</b> | <b>Name of Claimant</b>   | <b>Fund</b> | <b>Amount</b> | <b>Total</b> | <b>Check #<br/>ACH #<br/>EFT #</b> | <b>Description</b>             |
|------------------|---------------------------|-------------|---------------|--------------|------------------------------------|--------------------------------|
| *26691           | CENTERPOINT ENERGY*       | 100         | <i>E-pay</i>  | 29.66        | 9998                               | WEST GAS SERVICE               |
| *26694           | CINTAS CORPORATION*       | 100         | <i>E-pay</i>  | 50.10        | 9999                               | WEST CABINET SERVICE           |
| *26705           | FRONTIER*                 | 100         | <i>E-pay</i>  | 66.51        | 10000                              | WEST PHONE SERVICE             |
| *26706           | THE TRASH MAN*            | 100         | <i>E-pay</i>  | 123.00       | 10001                              | WEST TRASH SERVICE             |
| *26707           | ENA*                      | 276         | <i>E-pay</i>  | 1,257.33     | 10002                              | INTERNET SERVICE               |
| *26715           | OVERDRIVE*                | 100         | <i>E-pay</i>  | 9,000.00     | 10003                              | JUNE MONTHLY CONTENT DEPOSIT   |
| *26716           | COURTESY CLEANING CENTEF  | 100         | <i>E-pay</i>  | 15.50        | 10004                              | LAUNDERING OF MAINTENANCE RAGS |
| *26717           | COURTESY CLEANING CENTEF  | 100         | <i>E-pay</i>  | 19.69        | 10005                              | LAUNDERING OF MAINTENANCE RAGS |
| *26718           | COURTESY CLEANING CENTEF  | 100         | <i>E-pay</i>  | 58.28        | 10006                              | LAUNDERING OF MAINTENANCE RAGS |
| *26719           | OFFICE DEPOT*             | 100         | <i>E-pay</i>  | 96.48        | 10007                              | OFFICE SUPPLIES                |
| *26720           | OFFICE DEPOT*             | 100         | <i>E-pay</i>  | 7.10         | 10008                              | RETURN ADDRESS STAMPS FOR TS   |
| *26739           | DUKE ENERGY *             | 100         | <i>E-pay</i>  | 669.56       | 10009                              | WEST ELECTRIC SERVICE          |
| *26740           | DUKE ENERGY *             | 100         | <i>E-pay</i>  | 15,550.67    | 10010                              | MAIN ELECTRIC SERVICE          |
| *26746           | INDIANA AMERICAN WATER CC | 100         | <i>E-pay</i>  | 30.86        | 10011                              | 12 POINTS WATER SERVICE        |
| *26747           | TABCO PRINTING & PROMOTIC | 200         | <i>E-pay</i>  | 605.30       | 10012                              | STAFF LOGO WEAR ORDER          |

Total Count: **40**  
Total Amount: **52,359.44**

| <i>Voucher #</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Amount</i> | <i>Total</i> | <i>Check #</i><br><i>ACH #</i><br><i>EFT #</i> | <i>Description</i> |
|------------------|-------------------------|-------------|---------------|--------------|--|--------------------|
|------------------|-------------------------|-------------|---------------|--------------|--|--------------------|

|                              |                  |
|------------------------------|------------------|
| <i>Grand Total Fund 100:</i> | <b>93,290.14</b> |
| <i>Grand Total Fund 200:</i> | <b>5,924.58</b>  |
| <i>Grand Total Fund 201:</i> | <b>0.00</b>      |
| <i>Grand Total Fund 203:</i> | <b>0.00</b>      |
| <i>Grand Total Fund 276:</i> | <b>1,257.33</b>  |
| <i>Grand Total Fund 300:</i> | <b>0.00</b>      |
| <i>Grand Total Fund 400:</i> | <b>0.00</b>      |
| <i>Grand Total Fund 800:</i> | <b>0.00</b>      |

|                     |                   |
|---------------------|-------------------|
| Grand Total Count:  | <b>133</b>        |
| Grand Total Amount: | <b>100,472.05</b> |

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Executive Director  
Kristi Howe

Payroll Payable  
Voucher Register

Vigo County Public Library  
For Period May -2023

| Date Filed | Voucher Number | NAME OF CLAIMANT | AMOUNT OF VOUCHER | AMOUNT ALLOWED | CHECK/<br>WARRANT NUMBER | MEMORANDUM |
|------------|----------------|------------------|-------------------|----------------|--------------------------|------------|
| 5/12       | Pay#10         | Gross Payroll    | \$ 137,752.11     | \$ 137,752.11  | ACH                      |            |
| 5/12       | Pay#10         | FICA             | \$ 9,995.54       | \$ 9,995.54    | ACH                      |            |
| 5/12       | Pay#10         | PERF             | \$ 17,859.90      | \$ 17,859.90   | ACH                      |            |
| 5/26       | Pay#11         | Gross Payroll    | \$ 139,143.99     | \$ 139,143.99  | ACH                      |            |
| 5/26       | Pay#11         | FICA             | \$ 10,110.85      | \$ 10,110.85   | ACH                      |            |
| 5/26       | Pay#11         | PERF             | \$ 18,024.22      | \$ 18,024.22   | ACH                      |            |
| 5/26       | Pay#11         | Anthem           | \$ 85,894.32      | \$ 85,894.32   | ACH                      |            |
| 5/26       | Pay#11         | Guardian         | \$ 6,745.67       | \$ 6,745.67    | ACH                      |            |
|            |                | Gross Payroll    | \$ -              | \$ -           | ACH                      |            |
|            |                | FICA             | \$ -              | \$ -           | ACH                      |            |
|            |                | PERF             | \$ -              | \$ -           | ACH                      |            |

| Total library cost |              |                     | \$ 425,526.60 |              |     |                   |
|--------------------|--------------|---------------------|---------------|--------------|-----|-------------------|
| May                | Pays 10 & 11 | Nationwide          | \$ 1,526.80   | \$ 1,526.80  | ACH | Staff withholding |
| May                | Pays 10 & 11 | Garnishments        | \$ -          | \$ -         | ACH | Staff withholding |
| May                | Pays 10 & 11 | Garnishment Reimbur | \$ -          | \$ -         | ACH | Staff withholding |
| May                | Pays 10 & 11 | AFLAC               | \$ 845.76     | \$ 845.76    | ACH | Staff withholding |
| May                | Pays 10 & 11 | United Way          | \$ 492.00     | \$ 492.00    | ACH | Staff withholding |
| May                | Pays 10 & 11 | Anthem              | \$ 10,433.63  | \$ 10,433.63 | ACH | Staff withholding |
| May                | Pays 10 & 11 | HSA adj.            |               | \$ -         | ACH | Staff withholding |
| May                | Pays 10 & 11 | Guardian            | \$ 890.58     | \$ 890.58    | ACH | Staff withholding |
| May                | Pays 10 & 11 | Boston Mutual       | \$ 690.54     | \$ 690.54    | ACH | Staff withholding |
| May                | Pays 10 & 11 | Fed Tax             | \$ 19,711.63  | \$ 19,711.63 | ACH | Staff withholding |
| May                | Pays 10 & 11 | State Tax           | \$ 8,464.39   | \$ 8,464.39  | ACH | Staff withholding |
| May                | Pays 10 & 11 | Local Tax           | \$ 5,153.35   | \$ 5,153.35  | ACH | Staff withholding |
| May                | Pays 10 & 11 | FICA                | \$ 20,106.51  | \$ 20,106.51 | ACH | Staff withholding |
| May                | Pays 10 & 11 | Vol. PERF           | \$ 5,069.47   | \$ 5,069.47  | ACH | Staff withholding |
| Staff Cost         |              |                     | \$ 73,384.66  | \$ 73,384.66 |     |                   |

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 19, 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 \$ 425,526.60

Dated this 19th day of June 2023 .

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

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

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

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

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

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

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

| <i>Voucher #</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Amount</i> | <i>Total</i> | <i>Check #<br/>ACH #<br/>EFT #</i> | <i>Description</i>             |
|------------------|-------------------------|-------------|---------------|--------------|------------------------------------|--------------------------------|
| *26491           | SIRSIDYNIX*             | 100         | ACH           | 53,520.83    | 8262                               | SIRSI DYNIX ILS ANNUAL INVOICE |

Total Count: 1  
Total Amount: 53,520.83

|                              |                  |
|------------------------------|------------------|
| <i>Grand Total Fund 100:</i> | <b>53,520.83</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>1</b>         |
| Grand Total Amount: | <b>53,520.83</b> |

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Executive Director  
Kristi Howe

| <i>Voucher #</i> | <i>Name of Claimant</i>   | <i>Fund</i> | <i>Amount</i> | <i>Total</i>     | <i>Check #<br/>ACH #<br/>EFT #</i> | <i>Description</i>              |
|------------------|---------------------------|-------------|---------------|------------------|------------------------------------|---------------------------------|
| *26648           | EARL RODGERS & ASSOCIATE: | 100         | <b>ACH</b>    | <b>2,888.02</b>  | <b>8334</b>                        | CHANGE ORDER 2- BATHROOM RENOV  |
| *26649           | EARL RODGERS & ASSOCIATE: | 100         | <b>ACH</b>    | <b>4,275.32</b>  | <b>8335</b>                        | CHANGE ORDERS 3 AND 4- BATHROOM |
| *26650           | EARL RODGERS & ASSOCIATE: | 100         | <b>ACH</b>    | <b>82,390.31</b> | <b>8336</b>                        | BATHROOM RENOVATIONS AT MAIN    |

Total Count: **3**  
Total Amount: **89,553.65**

|                              |                  |
|------------------------------|------------------|
| <i>Grand Total Fund 100:</i> | <b>89,553.65</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>3</b>         |
| Grand Total Amount: | <b>89,553.65</b> |

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Executive Director  
Kristi Howe

May 31, 2023

Gift Fund Balances

2023

| FUND                      | AMOUNT              | PURPOSE                                      | APPROVAL |
|---------------------------|---------------------|--|----------|
| 00-General                | \$ 459.05           | Unrestricted Use                             | Admin.   |
| 64-SPC                    | \$ 5,463.58         | Support of SPC                               | Admin.   |
| 65-Big Read               | \$ 450.00           | Big Read                                     | Admin.   |
| 66-YS                     | \$ 4,459.33         | Support of YS                                | Admin.   |
| 67-WVCF Endowment         | \$ 535.00           | Support of Strategic Plan Goals              | Admin.   |
| 68-Crackerbarrel          | \$ -                | Support of Crackerbarrel                     | Admin.   |
| 69-Wright Foundation      | \$ 8,238.44         | Unrestricted Use                             | Admin.   |
| 70- West Emily's Garden   | \$ 173.36           | Maintenance of Emily's Garden at West Branch | Admin.   |
| 71-West Branch            | \$ 1,417.08         | Support of West Branch                       | Admin.   |
| 72-Friends                | \$ 14,202.61        | Support of Pre-Approved Programs/Initiatives | Admin.   |
| 73-WVLC                   | \$ -                | Support of LLC Literacy Events               | Admin.   |
| 74-Wiley Cupola           | \$ 1,778.00         | Maintenance of Cupola                        | Admin.   |
| 75-Wiley Memorial         | \$ 20,130.68        | Maintenance of Memorial                      | Admin.   |
| 77-WVCF Meeks             | \$ 1,292.00         | Childrens Literature                         | Admin.   |
| 81-Community Connections  | \$ 216.95           | Support of Community Connections             | Admin.   |
| 83-Kiwanis Ys             | \$ 234.53           | Childrens Book Label Commemorating Speakers  | Admin.   |
| 85-Phillips               | \$ 3,305.47         | Support of LLC and Archives                  | Admin.   |
| 87-Cox                    | \$ 646.48           | Hearing Impaired Support                     | Admin.   |
| 89-Christmas in the Park  | \$ 565.09           | Christmas in the Park                        | Admin.   |
| 92-Marketing              | \$ 945.05           | Unrestricted Use                             | Admin.   |
| 93-Programming and Events | \$ 250.00           | Support of Programming and Events            | Admin.   |
| 94-TH Econ.Dev.           | \$ 139.58           | Adult Nonfiction Commemorating Speakers      | Admin.   |
| 96-Fundraiser             | \$ 770.44           | Buy a Book                                   | Admin.   |
| <b>TOTAL</b>              | <b>\$ 65,672.72</b> |  |          |

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JUNE 19, 2023

## ADULT SERVICES

### COMMUNITY OUTREACH

Adult Services and Youth Services staff members have been initiating conversations with potential community partners to establish mutually beneficial collaborations that involve activities such as computer and career-development programs, story times, library-card drives, and pop-up libraries. So far, Reach Services, CODA, and WICAA are looking forward to working with VCPL.

### CUSTOMER FEEDBACK

Adult Services Assistant Librarian Luke Gentry overheard three VCPL customers this month. One said, *"The Leadership here is fantastic. The staff are absolutely amazing. I just love this library. This is probably the best library in the world!"* Then, after a moment added, *"At minimum, the best library in Indiana!"*

## PROGRAMS AND EVENTS

### SENIOR FAIR AT THE MEADOWS

VCPL was a sponsor of the Senior Fair, hosted by the Tribune Star, at the Meadows Shopping Center on May 11. Elizabeth Scamihorn, Hope Rice, Misty Walker, Jana Tardy, and Susan Jakaitis engaged with 300 people visiting the VCPL table to sign up for a library card or to receive information about library services. VCPL's Public Relations Department provided branded giveaways, which were much appreciated.

### SUMMER READING PROGRAM

The 2023 Summer Reading Program, *All Together Now*, kicked-off with Foam Homies' foam cannons, which blasted cool, non-toxic foam and delighted 814 people! The first day of Summer Reading boasted 963 sign-ups and exceeded 1,000 by the following day! In addition to earning a free book, families discovered that participation in the Summer Reading Program offers two months of reading and learning challenges that include prizes for participants of all ages.



# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JUNE 19, 2023

Summer Reading stats as of June 6:

- ❖ 1,296 registered.
- ❖ 46 staff registered.
- ❖ 3,489 Badges have been collected.
- ❖ 110,438 minutes have been read.
- ❖ 788 Rewards have been redeemed.
- ❖ 1192 activities have been completed.

## SUMMER READING OUTREACH

VCPL was invited to Camp Navigate's Family Night at the First Baptist Church to offer information on the Summer Reading Program. Adult Services Manager Jeanette Bouchie and Assistant Librarian Luke Gentry offered books and giveaways as incentives to join the Summer Reading Program. VCPL will also visit Camp Navigate throughout the summer to allow the children to choose their free prizes.



## INTRODUCTION TO IMPLICIT BIAS TRAINING

VCPL offered the Peace Learning Center's "Introduction to Implicit Bias" training on June 5 as a professional development opportunity and an awareness training for all interested adults. The workshop addressed how to recognize biases, how biases impact communication, and how to be more accepting and understanding of others. Teachers were eligible for Professional Growth Points and librarians were eligible for Library Education Units for attending this session. Registration for the program filled up quickly and there were 50 people in attendance.



Another session, "Critical Conversations," will be held on July 18 from 2:00 – 4:00 p.m. It will focus on learning and practicing the skills necessary to engage in healthy communications with individuals from differing backgrounds or with conflicting viewpoints.

## SPECIAL COLLECTIONS

### ENVIRONMENTAL ASSESSMENT CONDUCTED IN SPECIAL COLLECTIONS

In May, SPC received the report from the environmental assessment conducted in April by Signature Conservation LLC. The assessment looked at storage, display, and environmental conditions of the

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JUNE 19, 2023

collections in Special Collections and the Archives. While there are some areas of concern which will need to be addressed, these are relatively minor, and overall SPC's collections are housed and preserved in conditions appropriate to the materials in the collection.

## WEST BRANCH

### NATIVE PLANTS AT THE WEST BRANCH

West Branch added native plants to the mix of flowers in the Nature Explore Classroom this spring. While all sorts of flowers are beautiful, flowers native to the region are particularly important to cultivate – they support local birds and insects who evolved



alongside them. West Branch staff will use the plants to educate people about native and invasive species, and describe how native species contribute to the ecosystem. The plants are all pollinators and will attract birds, butterflies, and insects throughout the seasons. Pictured are native yarrow and prairie clover.

## TECHNICAL SERVICES

### CUSTOMER APPRECIATION

Technical Services Manager Lauren Elyea received the following email from a customer with a link to the Facebook post:



*Hi, Lauren! Can you see this link from Lost Creek Elementary on Facebook? It's a shout out to my 4th grader who read almost 9 million words this year. (My 6th grader did too, but middle school doesn't celebrate quite as much. Ha!)*

*ANYWAY! I think you deserve credit here because without you/the library/ILL, she would be desperate for books. Thank you for everything you've obtained for her/us.*

*Please tell anyone at the library who needs a reminder of the good things you're doing for our community. 🙌*

*Rachael Brown*

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JUNE 19, 2023

## YOUTH SERVICES

### FOWLER PARK PIONEER VILLAGE

The Vigo County Public Library has been asked to adopt a cabin in the Fowler Park Pioneer Village! This past winter, the Library participated in the Fowler Park Christmas walk, and shortly thereafter, an opportunity to staff the schoolhouse cabin opened up. (The schoolhouse cabin was formally staffed by the Retired Teacher's Association.) The Youth Services Department spearheaded planning the activities for the pioneer schoolhouse, and staff from all library departments have signed up to participate. May 19 was opening day for the summer season of the Pioneer Village, and three VCPL staff members, Kendra Bailey, Aaron Hart, and Elise Spaid-Roberts, dressed up in their pioneer best and welcomed the public to the schoolhouse. In the schoolhouse, staff is focusing on describing what school would have been like on the frontier and telling visitors about the history of education in Vigo County. Visitors are also invited to try their hand at writing with a feather quill pen and ink. The VCPL is excited to be an active part of educating the public about our local history. Staffing a cabin in Fowler Park also enables staff to interact with people who may not be aware of the VCPL and all of the services that are offered.



## PERSONNEL CHANGES

### CLASS CHANGE

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

### TRANSFER

McNair, Bonnie S. – Transfer from the full-time non-exempt position of Tech Team Manager in the Tech Team department to the full-time non-exempt position of Adult Services Librarian in the Adult Services department effective May 29, 2023.

Respectfully submitted,

Kristi J. Howe

6/15/23 AG

|                    | May-23        | May-22        |             | YTD 2023       | YTD 2022       |              |
|--------------------|---------------|---------------|-------------|----------------|----------------|--------------|
| Print Circulation  | 17,434        | 17,189        | 1.4%        | 90,161         | 93,752         | -3.8%        |
| A/V Circulation    | 5,673         | 5,984         | -5.2%       | 31,250         | 33,796         | -7.5%        |
| Misc               | 348           | 243           | 43.2%       | 1,348          | 1,210          | 11.4%        |
| Electronic Devices | 68            | 59            | 15.3%       | 123,067        | 129,081        | -4.7%        |
| <b>TOTAL</b>       | <b>23,523</b> | <b>23,475</b> | <b>0.2%</b> | <b>245,826</b> | <b>257,839</b> | <b>-4.7%</b> |

|              | May-23        | May-22       |              | YTD 2023      | YTD 2022      |              |
|--------------|---------------|--------------|--------------|---------------|---------------|--------------|
| Overdrive    |               |              |              |               |               |              |
| E-book       | 7,283         | 5,877        | 23.9%        | 34,555        | 26,463        | 30.6%        |
| E-audiobook  | 4,642         | 3,203        | 44.9%        | 21,973        | 14,625        | 50.2%        |
| E-Magazines  | 275           | 341          | -19.4%       | 1,602         | 1,757         | -8.8%        |
| E-Music      | 0             | 0            | null         | 0             | 0             | null         |
| E-video      | 0             | 1            | -100.0%      | 0             | 27            | -100.0%      |
| <b>TOTAL</b> | <b>12,200</b> | <b>9,422</b> | <b>29.5%</b> | <b>58,130</b> | <b>42,872</b> | <b>35.6%</b> |

|               | May-23       | May-22       |              | YTD 2023      | YTD 2022      |             |
|---------------|--------------|--------------|--------------|---------------|---------------|-------------|
| Hoopla        |              |              |              |               |               |             |
| E-audiobook   | 1,910        | 1,629        | 17.2%        | 8,860         | 8,187         | 8.2%        |
| Bingepasses   | 9            | 18           | -50.0%       | 59            | 111           | -46.8%      |
| E-Books       | 840          | 737          | 14.0%        | 4,294         | 4,054         | 5.9%        |
| E-Comics      | 201          | 223          | -9.9%        | 804           | 1,008         | -20.2%      |
| E-music       | 163          | 97           | 68.0%        | 732           | 659           | 11.1%       |
| E-video movie | 209          | 189          | 10.6%        | 1,044         | 1,015         | 2.9%        |
| E-video TV    | 157          | 197          | -20.3%       | 836           | 859           | -2.7%       |
| <b>TOTAL</b>  | <b>3,489</b> | <b>3,090</b> | <b>12.9%</b> | <b>16,629</b> | <b>15,893</b> | <b>4.6%</b> |

|                          | May-23 | May-22 |        | YTD 2023 | YTD 2022 |       |
|--------------------------|--------|--------|--------|----------|----------|-------|
| Reference [fact-finding] | 1,979  | 3,065  | -35.4% | 13,385   | 14,638   | -8.6% |

**MATERIALS ADDED TO COLLECTION**

| Purchased Items | May-23       | YTD 2023     |
|-----------------|--------------|--------------|
| Book            | 1,351        | 5,574        |
| Video           | 265          | 1,928        |
| Video Game      | 18           | 168          |
| Music CD        | 2            | 30           |
| Audio Book      | 13           | 78           |
| Misc            | 25           | 197          |
| <b>TOTAL</b>    | <b>1,674</b> | <b>7,975</b> |

| Donated Items | May-23    | YTD 2023  |
|---------------|-----------|-----------|
| Book          | 25        | 37        |
| Video         | 0         | 0         |
| Video Game    | 0         | 0         |
| Music CD      | 0         | 0         |
| Audio Book    | 0         | 0         |
| Misc          | 0         | 0         |
| <b>TOTAL</b>  | <b>25</b> | <b>37</b> |

| New Items Ordered | May-23       | YTD 2023     |
|-------------------|--------------|--------------|
| Book              | 1,476        | 6,084        |
| Video             | 155          | 1,051        |
| Video Game        | 16           | 176          |
| Music CD          | 4            | 14           |
| Audio Book        | 24           | 111          |
| Misc              | 6            | 13           |
| <b>TOTAL</b>      | <b>1,681</b> | <b>7,449</b> |

| New Items Received | May-23       | YTD 2023     |
|--------------------|--------------|--------------|
| Book               | 964          | 4,126        |
| Video              | 188          | 1,012        |
| Video Game         | 25           | 140          |
| Music CD           | 1            | 8            |
| Audio Book         | 10           | 74           |
| Misc               | 6            | 7            |
| <b>TOTAL</b>       | <b>1,194</b> | <b>5,367</b> |

| <b>TAKE &amp; MAKE KITS DISTRIBUTED</b> | <b>May-23</b> | <b>May-22</b> |               | <b>YTD 2023</b> | <b>YTD 2022</b> |               |
|---|---------------|---------------|---------------|-----------------|-----------------|---------------|
| Early Literacy (ISL: 0-5 yrs)           | 0             | 45            | -100.0%       | 0               | 198             | -100.0%       |
| Children (ISL: 6-11 yrs)                | 0             | 44            | -100.0%       | 0               | 229             | -100.0%       |
| Teens (ISL: 12-18yrs)                   | 0             | 30            | -100.0%       | 0               | 164             | -100.0%       |
| Adults (ISL: 19 + yrs)                  | 27            | 51            | -47.1%        | 76              | 176             | -56.8%        |
| General (all ages)                      | 0             | 0             | null          | 239             | 0               | null          |
| <b>TOTAL</b>                            | <b>27</b>     | <b>170</b>    | <b>-84.1%</b> | <b>315</b>      | <b>767</b>      | <b>-58.9%</b> |

| <b>ON-SITE PROGRAMS</b>                | <b>May-23</b> | <b>May-22</b> |               | <b>YTD 2023</b> | <b>YTD 2022</b> |              |
|--|---------------|---------------|---------------|-----------------|-----------------|--------------|
| Early Literacy programs/events/classes | 10            | 15            | -33.3%        | 63              | 55              | 14.5%        |
| Youth programs/events/classes          | 6             | 1             | 500.0%        | 50              | 15              | 233.3%       |
| Teen programs/events/classes           | 4             | 5             | -20.0%        | 37              | 18              | 105.6%       |
| Adult programs/events/classes          | 16            | 9             | 77.8%         | 80              | 104             | -23.1%       |
| Family/general                         | 10            | 25            | -60.0%        | 68              | 64              | 6.3%         |
| <b>TOTAL</b>                           | <b>46</b>     | <b>55</b>     | <b>-16.4%</b> | <b>298</b>      | <b>256</b>      | <b>16.4%</b> |

| <b>ON-SITE ATTENDANCE</b> |            |            |              |              |              |               |
|---------------------------|------------|------------|--------------|--------------|--------------|---------------|
| Early Literacy attendance | 174        | 174        | 0.0%         | 828          | 543          | 52.5%         |
| Youth attendance          | 22         | 12         | 83.3%        | 339          | 144          | 135.4%        |
| Teen attendance           | 20         | 13         | 53.8%        | 226          | 62           | 264.5%        |
| Adult attendance          | 248        | 213        | 16.4%        | 1,669        | 1,038        | 60.8%         |
| Family/general attendance | 111        | 74         | 50.0%        | 1,374        | 320          | 329.4%        |
| <b>TOTAL</b>              | <b>575</b> | <b>486</b> | <b>18.3%</b> | <b>4,436</b> | <b>2,107</b> | <b>110.5%</b> |

| <b>OFF-SITE PROGRAMS</b>          | <b>May-23</b> | <b>May-22</b> |               | <b>YTD 2023</b> | <b>YTD 2022</b> |               |
|-----------------------------------|---------------|---------------|---------------|-----------------|-----------------|---------------|
| Early Literacy attendance         | 0             | 0             | null          | 0               | 0               | null          |
| Youth outreach                    | 3             | 2             | 50.0%         | 20              | 3               | 566.7%        |
| Teen outreach                     | 2             | 0             | null          | 2               | 0               | null          |
| Adult outreach                    | 12            | 1             | 1100.0%       | 61              | 8               | 662.5%        |
| Family outreach                   | 2             | 0             | null          | 2               | 1               | 100.0%        |
| Participation in Community Events | 2             | 2             | 0.0%          | 7               | 5               | 40.0%         |
| <b>TOTAL</b>                      | <b>21</b>     | <b>5</b>      | <b>320.0%</b> | <b>92</b>       | <b>17</b>       | <b>441.2%</b> |

| <b>OFF-SITE ATTENDANCE</b>    |            |           |                |              |              |               |
|-------------------------------|------------|-----------|----------------|--------------|--------------|---------------|
| Early Literacy attendance     | 0          | 0         | null           | 0            | 0            | null          |
| Youth outreach attendance     | 189        | 77        | 145.5%         | 288          | 197          | 46.2%         |
| Teen outreach attendance      | 11         | 0         | null           | 11           | 0            | null          |
| Adult outreach attendance     | 129        | 2         | 6350.0%        | 764          | 223          | 242.6%        |
| Family outreach attendance    | 157        | 0         | null           | 157          | 200          | -21.5%        |
| Community Events Interactions | 508        | 11        | 4518.2%        | 1,512        | 450          | 236.0%        |
| <b>TOTAL</b>                  | <b>994</b> | <b>90</b> | <b>1004.4%</b> | <b>2,732</b> | <b>1,070</b> | <b>155.3%</b> |

|                                   | <b>May-23</b> | <b>May-22</b> |        | <b>YTD 2023</b> | <b>YTD 2022</b> |        |
|-----------------------------------|---------------|---------------|--------|-----------------|-----------------|--------|
| Web Site Hits                     | 9,134         | 19,633        | -53.5% | 46,291          | 92,027          | -49.7% |
| Mobile App Visits                 | 73            | 586           | -87.5% | 459             | 2,847           | -83.9% |
| Computer Users                    | 3,491         | 3,373         | 3.5%   | 17,963          | 16,411          | 9.5%   |
| Subscription Databases            | 8,146         | 8,573         | -5.0%  | 36,725          | 44,153          | -16.8% |
| ILL provided to other Libraries   | 237           | 115           | 106.1% | 1,225           | 913             | 34.2%  |
| ILL received from other Libraries | 66            | 135           | -51.1% | 397             | 712             | -44.2% |

|                            | <b>May-23</b> | <b>May-22</b> |               | <b>YTD 2023</b> | <b>YTD 2022</b> |               |
|----------------------------|---------------|---------------|---------------|-----------------|-----------------|---------------|
| Adult materials deliveries | 23            | 27            | -14.8%        | 114             | 136             | -16.2%        |
| Youth materials deliveries | 19            | 21            | -9.5%         | 86              | 90              | -4.4%         |
| <b>TOTAL</b>               | <b>42</b>     | <b>48</b>     | <b>-12.5%</b> | <b>200</b>      | <b>226</b>      | <b>-11.5%</b> |