

A G E N D A

**REGULAR MEETING
VIGO COUNTY PUBLIC LIBRARY
Tuesday, January 18, 2022, 5:30 PM
Vigo County Public Library - West Branch
125 North Church Street
West Terre Haute, IN 47885**

<https://bit.ly/VCPL-Board-Meetings>

1. **Call to Order and Roll Call of Members**
2. **Public Input on Action Items**
3. **Consideration of Minutes of December 20, 2021, Regular Meeting** 2
4. **Treasurer's Report**
 - A. Monthly Financial Statement 6
 - B. Claims and Payroll 7
 - C. Special Claims
 - D. Gift Fund Report 24
5. **Reports to the Library Board**
6. **Director's Report** 25
7. **Old Business**
8. **New Business**
 - A. Capital Assets Policy 30
 - B. Resolution to Pay Bills with Prior Approval 32
 - C. Resolution to Encumber Funds 34
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Regular Meeting:** Monday, February 21, 2022 at 5:30 p.m., in the Lifelong Learning Center at the Main Library.
11. **Adjournment**

At the 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 20th day of December 2021, the following persons were present:

Library Board Members Present: Terry W. Jones, President; Olivia K. Goulding, Vice President; Valentine K. Muyumba, Secretary; Christi A. Fenton; and James M. Young.

Library Board Members Absent: Camille R. Wallace and Stacy D. Killion.

Library Staff Present: Kristi Howe; Dennis Shepard; Amy Gibson; Cindy Bhatti; Jeanette Bouchie; Lauren Elyea; Andy Pope; Rob Fox; Elizabeth Scamihorn; and Lauri Chandler. Library Staff Present Via Zoom: Heather Rayl; Curt Huffman; Angelina Melcho; Andrew Akers; Carey LaBella; and Bonnie McNair.

Others: none.

PUBLIC INPUT ON ACTION ITEMS

No public input.

CONSIDERATION OF REGULAR MEETING MINUTES

A motion to approve the minutes as written for the November 15, 2021, regular meeting, made by Fenton, seconded by Young, passed.

TREASURER'S REPORT

Monthly Cash Statement

Dennis Shepard presented the Cash Statement for the period ending November 30, 2021 (copy attached to official minutes).

Claims and Payroll

Mr. Shepard presented the Month End Claims dated November 30, 2021 in the amount of \$78,083.74 (Library Operating, \$76,332.39; Gift Fund, \$494.02; Grants, \$1,257.33); Library Operating Claims dated December 20, 2021, in the amount of \$148,827.88 (Library Operating Fund, \$147,255.10, Gift Fund, \$315.45; Grants, \$1,257.33.) (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

Special Claims

There were no special claims.

Gift Fund Report

Mr. Shepard presented the Gift Fund report dated November 30, 2021 for \$56,456.55.

Approval of Treasurer's Report

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

REPORTS TO THE LIBRARY BOARD

Navigating a New Normal – Effective Public Relations during a Pandemic

Strategic Communications Manager Elizabeth Scamihorn shared how the Library adjusted messaging and used social media platforms to keep customers informed and engaged during the pandemic. Ms. Scamihorn discussed new marketing strategies and trends currently being used to connect with customers and serve the community.

DIRECTOR'S REPORT

Ms. Howe commented on her written report, noting the inclusion of the updated list of closing dates for 2022.

Ms. Howe shared last month that the sellers of the 12 Points property planned to release a team to do on site testing. Shortly after the meeting, she received communication that they were not going to move forward with testing, but would authorize the library to do so. A revised or reinstated purchase agreement is required to grant access to the property.

Ms. Howe shared that the meeting with the State Board of Accounts for the audit exit conference is next week and while only the President and Treasurer are required to attend, all board members are welcome.

Ms. Howe noted that the January Board meeting will be in West Terre Haute and due to renovations for the meeting room space, the February board meeting would be at West or another space at Main.

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

OLD BUSINESS

VCPL Director Evaluation Report

Mr. Jones, Mrs. Goulding, and Dr. Fenton provided an evaluation of Ms. Howe's performance; board members each received a copy of the written report and recommended a salary adjustment.

A motion approving the Director Evaluation Report and Salary Recommendation, made by Muyumba, seconded by Goulding, passed.

NEW BUSINESS

Resolution on 2022 Wages, Full and Part-Time Wage Ranges and Benefits

Ms. Howe highlighted updates to the resolution, including adjustments to wage ranges, annual raises based upon successful satisfactory completion of performance reviews, and a one-time pandemic bonus for all employees to recognize the challenges throughout the last 2 years of the pandemic and to thank employees for their hard work.

A motion to approve the Resolution on 2022 Wages, Full and Part-time Wage Ranges and Benefits, made by Muyumba, seconded by Young, passed. (Copy of Resolution attached to official minutes).

Consideration of Policies

- VCPL Policy Manual: Computer, Internet and Wireless Access Use Policy
- VCPL Staff Manual:
 - Holidays policy
 - Sick Leave Policy for Exempt and Non-Exempt Employees

Ms. Howe clarified the requirement for the Board to review the Computer, Internet, and Wireless Access Use Policy annually to remain compliant with State Standards and eligibility for E-rate Funding.

The Holiday Policy is updated to reflect that full time and part time employees are eligible for the same Holidays. Updates to the Sick Leave Policy ensure sick leave benefits are available to part time employees.

A motion approving revisions to the Computer, Internet and Wireless Access Use Policy, the Holidays policy, and the Sick Leave Policy for Exempt and Non-Exempt Employees, made by Fenton, seconded by Young, passed. (Copy of the policies attached to official minutes.)

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

No suggestions.

NEXT MEETING

Regular Meeting, Tuesday, January 18, 2022, at 5:30 p.m. at the West Branch.

ADJOURNMENT

A motion to adjourn the meeting made by Goulding, seconded by Young, passed. The meeting adjourned at 6:17 p.m.

Terry W. Jones, President

Olivia K. Goulding, Vice President

Valentine K. Muyumba, Secretary

Christi A. Fenton, Board Member

ABSENT

James M. Young, Board Member

Stacy D. Killion, Board Member

ABSENT

Camille R. Wallace, Board Member

AG 1/7/21

Vigo County Public Library

Cash Statement
 Vigo County Public Library
 December 2021

Account Title Number	Beginning MTD Balance YTD Balance	MTD Debits YTD Debits	MTD Credits YTD Credits	Ending Balance	MTD Change YTD Change
Cash Library Operating Fund 100-01-1010	4,340,137.47 5,393,659.33	2,757,216.54 7,560,053.39	590,007.76 6,446,366.47	6,507,346.25	2,167,208.78 1,113,686.92
Cash Gift Fund 200-00-1010	56,456.55 63,760.68	2,816.72 8,729.38	978.30 14,195.09	58,294.97	1,838.42 (5,465.71)
Cash Rainy Day Fund 201-00-1010	1,748,249.16 1,748,249.16	0.00 0.00	0.00 0.00	1,748,249.16	0.00 0.00
Cash Grants 276-00-1010	(13,830.63) (27,309.59)	1,924.54 32,636.06	1,257.33 18,489.89	(13,163.42)	667.21 14,146.17
Cash Public Library Access Car 800-00-1010	0.00 0.00	0.00 65.00	0.00 65.00	0.00	0.00 0.00
Cash-Payroll Withholdings 803-00-1010	1,038.88 1,289.84	63,332.13 850,943.11	63,332.13 851,194.07	1,038.88	0.00 (250.96)

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*21644	BUSINESS OFFICE PETTY CASI	100	<i>Check</i>	0.26	56588	PETTY CASH REIMBURSEMENT
21553	KJB THEATERS	100	<i>Check</i>	402.00	56589	POPCORN FOR THE POLAR EXPRESS
						Total Count: 2
						Total Amount: 402.26
21566	ADP INC - AUTOPAY II	100	<i>ACH</i>	237.12	6091	PAYROLL SERVICES
21630	ADP INC - AUTOPAY II	100	<i>ACH</i>	795.35	6092	PAYROLL SERVICES
*21634	ADP SCREENING & SELECTION	100	<i>ACH</i>	259.98	6093	BACKGROUND SCREENING- SANDRA LI
21550	AMAZON.COM LLC	100	<i>ACH</i>	1,089.90	6094	DESK MOUNTS ADJUSTABLE
21567	AMAZON.COM LLC	100	<i>ACH</i>	6.99	6095	SUPPLIES FOR ART HACKS
21577	AMAZON.COM LLC	100	<i>ACH</i>	33.98	6096	KIT SUPPLIES
21584	AMAZON.COM LLC	100	<i>ACH</i>	29.99	6097	VIDEO GAMES
21593	AMAZON.COM LLC	100	<i>ACH</i>	24.99	6098	VIDEO GAMES
21595	AMAZON.COM LLC	100	<i>ACH</i>	75.96	6099	FLAVOR BYTES KIT SUPPLIES
21602	AMAZON.COM LLC	100	<i>ACH</i>	2,040.00	6100	PAINT CABINET AND LADDERS
21603	AMAZON.COM LLC	100	<i>ACH</i>	756.24	6101	PAINT CABINET AND LADDERS
21604	AMAZON.COM LLC	100	<i>ACH</i>	15.98	6102	MAKER KIT SUPPLIES
21608	AMAZON.COM LLC	100	<i>ACH</i>	65.75	6103	DISINFECTANT WIPES AND HAND SANIT
21615	AMAZON.COM LLC	100	<i>ACH</i>	949.23	6104	MATERIALS PREP
21624	AMAZON.COM LLC	100	<i>ACH</i>	38.49	6105	REFERENCE MATERIAL
21626	AMAZON.COM LLC	100	<i>ACH</i>	32.99	6106	MOUSE REPELLENT POUCHES FOR VAI
				7		

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
21631	AMAZON.COM LLC	100	ACH	281.44	6107	MAKER HOUR PROGRAM SUPPLIES
21636	AMAZON.COM LLC	100	ACH	44.95	6108	MAKER HOUR PROGRAM SUPPLIES
21642	AMAZON.COM LLC	100	ACH	48.29	6109	CIRC PRINT MATERIAL
21578	B & H FOTO ELECTRONICS	100	ACH	9,085.96	6110	AV FOR MAIN LOBBY
21594	B & H FOTO ELECTRONICS	100	ACH	761.21	6111	AV FOR MAIN LOBBY
21614	B & H FOTO ELECTRONICS	100	ACH	186.29	6112	AUDIO SWITCH
21560	BAKER & TAYLOR INC	100 200	ACH	5,030.24	6113	CIRC PRINT MAT, YS MAT, AUD REC BO
21611	BAKER & TAYLOR INC	100 200	ACH	5,667.83	6114	CIRC PRINT MAT, YS MAT, REF PRINT M
21570	BOOK DEPOT	100	ACH	201.10	6115	BOOKS FOR KITS
21601	E-Z CLEAN INC	100	ACH	1,189.30	6116	GENERAL SUPPLIES
21557	EPROMOS	100	ACH	644.26	6117	PROMOTIONAL ITEMS
*21590	FISHER*ERIC	100	ACH	62.77	6118	FALL 2021 TEXTBOOK REIMBURSEMEN'
*21591	FISHER*ERIC	100	ACH	1,500.00	6119	FALL 2021 TUITION REIMBURSEMENT
21559	GALE/CENGAGE LEARNING	100	ACH	407.09	6120	CIRC PRINT MATERIAL
21562	GOV CONNECTION INC	100	ACH	4,633.92	6121	27 INCH MONITORS
21563	GOV CONNECTION INC	100	ACH	3,693.80	6122	24 INCH MONITORS
21564	GOV CONNECTION INC	100	ACH	527.60	6123	REPLACEMENT WIRELESS KB MOUSE C
21640	GOV CONNECTION INC	100	ACH	1,994.28	6124	CAT 6 CABLE
*21580	HACKERT*LAUREN	100	ACH	62.77	6125	FALL 2021 TEXTBOOK REIMBURSEMEN'
*21581	HACKERT*LAUREN	100	ACH	8 3,000.00	6126	FALL 2021 TUITION REIMBURSEMENT

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*21612	HOWE*KRISTI	100	ACH	263.64	6127	MILEAGE REIMBURSEMNT FOR ILF COM
21622	MCMAHON, KEVIN	100	ACH	4,500.00	6128	FALL 2021 TUITION REIMBURSEMENT
21623	MCMAHON, KEVIN	100	ACH	91.55	6129	FALL 2021 TEXTBOOK REIMBURSEMEN'
*21586	MIDWEST COMMUNICATIONS, I	100	ACH	820.00	6130	WATERWAYS SPEAKER SERIES PROMC
*21587	MIDWEST COMMUNICATIONS, I	100	ACH	80.00	6131	WATERWAYS SPEAKER SERIES PROMC
21561	MIDWEST TAPE	100	ACH	354.12	6132	DVD/VIDEO MATERIAL, AUD REC MUSIC
21609	MIDWEST TAPE	100	ACH	3,572.92	6133	DVD/VIDEO MATERIAL
21556	NEW AVENUES	100	ACH	158.33	6134	ALA CARTE ADMIN FEE
21637	RICOH USA INC	100	ACH	1,458.78	6135	COPIER LEASE
*21585	SALINAS*MEGHAN	100	ACH	3,000.00	6136	FALL 2021 TUITION REIMBURSEMENT
21565	SMITH'S SMALL ENGINES	100	ACH	269.99	6137	BG86CE HANDBLOWER
21639	SMITH'S SMALL ENGINES	100	ACH	379.99	6138	WEEDEATER
*21571	UNITED WAY OF WABASH VALL	100	ACH	1,000.00	6139	ANNUAL MEETING
					Total Count:	49
					Total Amount:	61,425.36
21552	INDIANA STATE LIBRARY	100	E-pay	4,900.00	8471	FIRST SEARCH CONSORTIUM FEE
21558	CENTER POINT LARGE PRINT	100	E-pay	301.41	8472	CIRC PRINT MATERIAL
*21568	ARAMARK UNIFORM SERVICES	100	E-pay	151.35	8473	WEST MAT SERVICE
*21419	VISA CARD SERVICES	100 200	E-pay	5,856.38	8474	VARIOUS SUPPLIES, TRAVEL, REGISTR.
21582	UNITED PARCEL SERVICE	100	E-pay	9 250.00	8475	SHIPPING SERVICE

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*21592	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	361.58	8476	MAIN SEWAGE BILLING
*21596	ARAMARK UNIFORM SERVICES	100	<i>E-pay</i>	374.54	8477	MAIN MAT SERVICE
21597	OFFICE DEPOT	100	<i>E-pay</i>	29.48	8478	OFFICE SUPPLIES
21598	OFFICE DEPOT	100	<i>E-pay</i>	4.36	8479	OFFICE SUPPLIES
21599	OFFICE DEPOT	100	<i>E-pay</i>	20.20	8480	OFFICE SUPPLIES
*21600	REPUBLIC SERVICES OF WEST	100	<i>E-pay</i>	338.44	8481	MAIN TRASH SERVICE
21607	CARRIER CORPORATION	100	<i>E-pay</i>	5,326.07	8482	CHILLER REPAIRS LEAKY VALVE AND W
21610	SAFETY SHOE DISTRIBUTORS	100	<i>E-pay</i>	100.00	8483	BOOT VOUCHER FOR MAINTENANCE
*21395	CAPITAL ONE	100	<i>E-pay</i>	224.74	8484	PROGRAM SUPPLIES
21617	PIMANCO, INC	100	<i>E-pay</i>	1,250.00	8485	HAUTE HAPPENINGS 2021 PROMOTION
*21618	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	21.99	8486	MAIN IRRIGATION SERVICE
*21619	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	396.78	8487	MAIN WATER SERVICE
21620	COFFMAN MEDIA, LLC	100	<i>E-pay</i>	976.00	8488	CCTV SIGNAGE RENEWAL
21621	T-MOBILE USA, INC.	100	<i>E-pay</i>	1,061.95	8489	MAIN HOTSPOT DATA
21627	VERIZON - WIRELESS	100	<i>E-pay</i>	205.47	8490	PHONE SERVICE
21628	MACE FORD	100	<i>E-pay</i>	148.39	8491	VAN SERVICE
21629	T-MOBILE USA, INC.	100	<i>E-pay</i>	48.00	8492	WEST HOTSPOT DATA
21635	ULINE	100	<i>E-pay</i>	436.64	8493	CARPETED DECK PANEL TRUCK-27X30
21579	SAM'S CLUB DIRECT	100 200	<i>E-pay</i>	88.76	8494	PROGRAM SUPPLIES
21643	OFFICE DEPOT	100	<i>E-pay</i>	10 50.02	8495	OFFICE SUPPLIES
21645	OVERDRIVE		<i>E-pay</i>	3,000.00	8496	WEST OVERDRIVE SELECTION

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
		100				
						Total Count: 26 Total Amount: 25,922.55

<i>Grand Total Fund 100:</i>	87,087.32
<i>Grand Total Fund 200:</i>	662.85
<i>Grand Total Fund 201:</i>	0.00
<i>Grand Total Fund 203:</i>	0.00
<i>Grand Total Fund 276:</i>	0.00
<i>Grand Total Fund 300:</i>	0.00
<i>Grand Total Fund 400:</i>	0.00
<i>Grand Total Fund 800:</i>	0.00

Grand Total Count:	77
Grand Total Amount:	87,750.17

ACCOUNTS PAYABLE VOUCHER

Vigo County Public Library Terre Haute, Indiana

Payee 576 VISA CARD SERVICES CARD SERVICES PO BOX 875852 KANSAS CITY, MO 64187-5852	Purchase Order No. 211768, 211809 211799, 211808, 211688, 211897 211823, 211848, 211847, 211862 211868, 211893, 211882, 211896 211865, 211901, 211905, 211916 211935, 211422, 211864, 211899 211919, 211627, 211677, 211720 211689, 211877, 211878, 211880 211790, 211793, 211917 Terms E-PAY Date Due 12/30/2021
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Invoice Date	Invoice Number	Description (or attach invoice(s))	Amount	
11/23/2021	2476501A8P66 QPNY3	MCALISTER'S DELI- LUNCH FOR UNITED WAY	67	98
11/23/2021	2413746A85SF 1PZRR	HOBBY LOBBY- SUPPLIES FOR CHRISTMAS DÉCOR IN LOBBY	11	96
11/25/2021	2420429A9008 1TA1L	FACEBOOK- FRIENDS HOLIDAY SALE FACEBOOK AD BOOT	5	00
11/26/2021	2407280AABL GY6P4B	JOANN FABRIC AND CRAFT STORES- SUPPLIES FOR ADMIN HOLIDAY	167	85
11/26/2021	2420429AA00 HE8XFL	FACEBOOK- FRIENDS HOLIDAY SALE FACEBOOK AD BOOT	10	00
11/29/2021	2420429AD006 S1LX8	FACEBOOK- FRIENDS HOLIDAY SALE FACEBOOK AD BOOT	15	00
11/30/2021	2420429AE008 R76DZ	FACEBOOK- FALL FESTIVAL OF WRITERS PROMO	200	00
12/2/2021	2420829AG006 V6WQW	FACEBOOK- FRIENDS HOLIDAY SALE FACEBOOK AD BOOT	15	00
12/9/2021	2476725AR000 OZZTH	B&B FOODS CASH AND CARRY- HOLIDAY LUNCHEON SUPPLIES	65	74
12/2/2021	2480394AHSR SBT01Q	GOOGLE WORKSPACE	228	00
12/6/2021	2473309AMBL K75ERF	INBIZ- NOTARY FEE- E MUTCHLER	75	00
12/6/2021	2473309AMBL K754ZE	INBIZ - NOTARY BACKGROUND CHECK- E MUTCHLER ₁₂	16	32

12/6/2021	2473309AMBL K7553B	INBIZ- NOTARY FEE - M BECKHAM	75	00
12/6/2021	2473309AMBL K758SX	INBIZ- NOTARY BACKGROUND SCREENING- M BECKHAM	16	32
12/7/2021	2473309ANBL K841VB	INBIZ- NOTARY BACKGROUND SCREENING- C CLARK	16	32
12/8/2021	2473309APBL K92E6Y	INBIZ- NOTARY FEE- C CLARK	75	00
12/9/2021	2473309ARBL K0FS2S	INBIZ- NOTARY BACKGROUND CHECK- T BROUGH	16	32
12/9/2021	2473309ARBL K0FW2R	INBIZ- NOTARY BACKGROUND CHECK- B FLETCHER	16	32
12/9/2021	2473309ARBL K0FZSL	INBIZ- NOTARY FEE- T BROUGH	75	00
12/10/2021	2444500AT5S Q8HRNY	GFS MARKETPLACE- FLAVOR BYTES KIT INGREDIENTS	62	96
12/15/2021	2405523AX2D ZBX4PJ	WALMART- PUBLIC ACCESS TECHNOLOGY LAPTOPS	1098	00
12/15/2021	2473309AYBL K66YWB	INBIZ- NOTARY FEE- B FLETCHER	75	00
11/18/2021	2469216A22X MLDVXE	MARRIOTT INDIANAPOLIS- ILF CONFERENCE HOTEL RESERVATION	85	05
11/18/2021	2469216A22X MLDWDM	MARRIOTT INDIANAPOLIS- ILF CONFERENCE HOTEL RESERVATION	152	10
11/18/2021	2469216A22X MLDWDX	MARRIOTT INDIANAPOLIS- ILF CONFERENCE HOTEL RESERVATION	152	10
11/18/2021	2469216A22X MLDWEY	MARRIOTT INDIANAPOLIS- ILF CONFERENCE HOTEL RESERVATION	152	10
11/18/2021	2469216A22X MLDWFE	MARRIOTT INDIANAPOLIS- ILF CONFERENCE HOTEL RESERVATION	152	10
11/18/2021	2469216A22X MLDWFN	MARRIOTT INDIANAPOLIS- ILF CONFERENCE HOTEL RESERVATION	152	10
11/18/2021	2469216A22X MLDWF6	MARRIOTT INDIANAPOLIS- ILF CONFERENCE HOTEL RESERVATION	152	10
11/18/2021	2469216A22X MLDWGR	MARRIOTT INDIANAPOLIS- ILF CONFERENCE HOTEL RESERVATION	152	10
11/18/2021	2469216A22X MLDWJH	MARRIOTT INDIANAPOLIS- ILF CONFERENCE HOTEL RESERVATION	76	05

11/18/2021	2469216A22X MLDWQV	MARRIOTT INDIANAPOLIS- ILF CONFERENCE HOTEL RESERVATION	152	10
11/18/2021	2469216A22X MLDW6D	MARRIOTT INDIANAPOLIS- ILF CONFERENCE HOTEL RESERVATION	314	10
11/19/2021	7469216A32X HNR8ZG	CREDIT- SALES TAX REFUND- MARRIOTT INDIANAPOLIS	-11	05
11/19/2021	7469216A32X HNR90A	CREDIT- SALES TAX REFUND- MARRIOTT INDIANAPOLIS	-22	10
11/19/2021	7469216A32X HNR90J	CREDIT- SALES TAX REFUND- MARRIOTT INDIANAPOLIS	-22	10
11/19/2021	7469216A32X HNR90S	CREDIT- SALES TAX REFUND- MARRIOTT INDIANAPOLIS	-22	10
11/19/2021	7469216A32X HNR902	CREDIT- SALES TAX REFUND- MARRIOTT INDIANAPOLIS	-44	20
11/19/2021	7469216A32X HNR91L	CREDIT- SALES TAX REFUND- MARRIOTT INDIANAPOLIS	-22	10
11/19/2021	7469216A32X HNR91V	CREDIT- SALES TAX REFUND- MARRIOTT INDIANAPOLIS	-22	10
11/19/2021	7469216A32X HNR912	CREDIT- SALES TAX REFUND- MARRIOTT INDIANAPOLIS	-22	10
11/19/2021	7469216A32X HNR92B	CREDIT- SALES TAX REFUND- MARRIOTT INDIANAPOLIS	-22	10
11/19/2021	7469216A32X HNR92X	CREDIT- SALES TAX REFUND- MARRIOTT INDIANAPOLIS	-11	05
11/19/2021	7469216A32X HNR923	CREDIT- SALES TAX REFUND- MARRIOTT INDIANAPOLIS	-22	10
11/23/2021	7469216A72X WXS602	CREDIT- SALES TAX REFUND- MARRIOTT INDIANAPOLIS	-24	82
12/9/2021	2401134AP000 YMDP4	ZOOM VIDEO COMMUNICATION- PRO ZOOM ACCOUNT	699	80
12/14/2021	2407280AWBL H2NXQK	JOANN FABRIC AND CRAFT STORES- FOAM PADDING FOR TELESCOPES	59	99
11/17/2021	2444500A25SB TWKZA	GFS MARKETPLACE- SWEET POTATO SOUFFLE FOR ESL THANKSGIVING	25	98
11/17/2021	2476790A2EY ZQJEXG	FAZOLI'S-LUNCH FOR PURDUE EXT. LEADERSHIP VIGO COUNTY	122	00
11/18/2021	2402207A30E WWZHWA	SUNOCO- ICE FOR CHANGE OF TERRE HAUTE PROGRAM	2	00

11/24/2021	7408342A8000 4N2LY	TWEEPSMAP - ANNUAL SUBSCRIPTION	84	00
12/8/2021	2407280ANBL H0K9AE	JOANN FABRIC AND CRAFT STORES - CRICUT SUPPLIES	316	37
12/8/2021	2449215ANJH 9Q4MGW	CRICUT - DESIGN SPACE STANDARD ACCESS	102	59
12/10/2021	2469216AR2X X7ATQN	AMERICAN ASSOCIATION OF NOTARIES - NOTARY SUPPLY KITS - M BECKHAM AND E MUTCHLER	106	85
12/9/2021	7449215ARJH 9VL2JK	CREDIT- SALES TAX REFUND- CRICUT- DESIGN SPACE STANDARD ACCESS	-6	71
12/10/2021	2469216AR2X GXXPTB	CANDLES HOLOCAUST MUSEUM- MUSEUM PASS FOR CIRCULATION	120	00
12/11/2021	2475542ATJP8 F70NW	TERRE HAUTE CHILDREN'S MUSEUM - MUSEUM PASS FOR CIRCULATION	150	00
12/13/2021	2449215AVLY 10N5JB	CABLE LEADER- CABLES FOR SYSTEM	245	34
TOTAL			5856	38

I certify that the attached invoice(s) is true and correct and the materials or services itemized thereon for which charge is made were ordered and received except

Date - _____, 2021

Librarian

Voucher No.	Warrant No.	PAYEE	
Charge These Appropriations			
Account Number	Account Name	Amount	
4245	100-01	181.81	
4314	100-01	781.40	
4323	100-01	1424.08	
4213	100-02	99.90	
4314	100-02	375.00	
4325	100-02	6.95	
4443	100-04	1098.00	
4245	100-06	316.37	
4310	100-06	95.88	
4245	100-07	25.98	
4307	100-07	270.00	

4245	100-08	62.96	
4244	100-09	229.20	
4314	100-09	228.00	
4325	100-09	16.14	
4241	100-10	59.99	APPROVED
4310	100-11	84.00	, 2021
4331	100-11	200.00	
4245	200-00	255.72	In the amount of \$
4245	200-72	45.00	
	Total	5,856.38	See Claims Docket

Library Form No. 4 (1934)

Prescribed by State Board of Accounts

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*22070	BOARD OF PUBLIC WORKS ANI	100	Check	75.00	56590	ANNUAL HANDICAP PARKING FEE
22036	BOOKPAL, LLC	100	Check	23,970.00	56591	BIG READ BOOKS 2022 BELOVED
		276				
22076	DATABASEUSA.COM LLC	100	Check	4,120.00	56592	ATOZ DATABASE INVOICE
*22037	ICONIC DIGITAL MARKETING LI	100	Check	6,750.00	56593	WEBSITE REDESIGN
22082	INDIANA STATE LIBRARY	800	Check	65.00	56594	PLAC REPORT 4TH QUARTER
*22038	LA PORTE COUNTY PUBLIC LIB	100	Check	8.99	56595	ILL REIMBURSEMENT
*22041	OWEN COUNTY PUBLIC LIBRAF	100	Check	15.00	56596	ILL REIMBURSEMENT
*22002	SOCIETY FOR HUMAN RESOUF	100	Check	219.00	56597	PROFESSIONAL MEMBERSHIP- R FOX
*22039	WABASH VALLEY HUMAN RESC	100	Check	195.00	56598	2022 MEMBERSHIP DUES- R FOX
					Total Count:	9
					Total Amount:	35,417.99
22061	ADP INC - AUTOPAY II	100	ACH	1,197.05	6141	PAYROLL SERVICES
22069	ADTEC INC	100	ACH	1,590.00	6142	CONSULTING FEES FOR ERATE
22028	AMAZON.COM LLC	100	ACH	29.99	6143	VIDEO GAMES
22040	AMAZON.COM LLC	100	ACH	59.98	6144	CIRC PRINT MATERIAL
22045	AMAZON.COM LLC	100	ACH	79.44	6145	AUD REC BOOKS
22050	AMAZON.COM LLC	100	ACH	19.97	6146	CIRC PRINT MATERIAL
*22019	BAILEY*KENDRA	100	ACH	3,000.00	6147	FALL 2021 TUITION REIMBURSEMENT
22071	BAKER & TAYLOR INC	100	ACH	1,613.84	6148	CIRC PRINT MAT, YS MAT
		200				
22029	BOOK DEPOT		ACH	391.60	6149	BOOKS FOR SPRING BREAK KITS

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		100				
*22059	BOSE MCKINNEY & EVANS LLP	100	ACH	472.50	6150	LEGAL SERVICES
*22062	CULLIGAN WATER CONDITIONI	100	ACH	140.00	6151	MAIN COOLER RENTAL
*22063	CULLIGAN WATER CONDITIONI	100	ACH	35.00	6152	WEST COOLER RENTAL
22042	EPIC INSURANCE MIDWEST	100	ACH	75.00	6153	NOTARY BOND- L GENTRY
22043	EPIC INSURANCE MIDWEST	100	ACH	75.00	6154	NOTARY BOND- A GIBSON
22044	EPIC INSURANCE MIDWEST	100	ACH	75.00	6155	NOTARY BOND- J BOUCHIE
22030	EPROMOS	100	ACH	1,432.45	6156	PROMOTIONAL ITEMS
22031	GOV CONNECTION INC	100	ACH	532.50	6157	ADDITIONAL PHONES
22032	GOV CONNECTION INC	100	ACH	1,134.90	6158	CUBICLE DESK MOUNTS
22033	HANDTRUCKS2GO	100	ACH	7,093.99	6159	POWER DRIVER AND LIFT STACKER
*22074	JOHNSON CONTROLS SECURI	100	ACH	1,001.56	6160	WEST ANNUAL SERVICE
*22020	MIDWEST COMMUNICATIONS, I	100	ACH	450.00	6161	GENERAL LIBRARY PROMO/HOLIDAY PI
22072	MIDWEST TAPE	100	ACH	853.60	6162	DVD/VIDEO MATERIAL, AUD REC MUSIC
22075	MIDWEST TAPE	100	ACH	5,609.03	6163	HOOPLA INVOICE
22049	NEW AVENUES	100	ACH	158.33	6164	ALA CARTE ADMIN FEE
22048	OCLC INC	100	ACH	6,066.00	6165	CATALOGING SUBSCRIPTION
22021	POPE, ANDREW	100	ACH	1,000.00	6166	FALL 2021 TUITION REIMBURSEMENT
22073	RICOH USA INC	100	ACH	1,609.19	6167	COPIER LEASE
22022	STAPLES BUSINESS CREDIT	100	ACH	799.96	6168	OFFICE CHAIRS
22034	TEAM TECH	100	ACH	18,217.17	6169	MEETING ROOM AV REDESIGN

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*22056	UNIQUE MANAGEMENT SERVIC	100	<i>ACH</i>	432.60	6170	PLACEMENTS
*22057	UNIQUE MANAGEMENT SERVIC	100	<i>ACH</i>	613.50	6171	NOTICES
22035	UNIVERSITY PRODUCTS INC	100	<i>ACH</i>	332.11	6172	EXHIBITION MATERIALS
22066	WEAS ENGINEERING INC	100	<i>ACH</i>	491.72	6173	WATER TREATMENT MANAGEMENT
					Total Count:	33
					Total Amount:	60,250.98
*22000	TOWN OF WTH WATER & SEWE	100	<i>E-pay</i>	63.17	8507	WEST WATER SERVICE
22001	LOGO CONNXTION	100	<i>E-pay</i>	11.00	8508	REISSUE- VCPL CAP FOR ADULT SERVI
22003	FRONTIER	100	<i>E-pay</i>	46.88	8509	WEST PHONE SERVICE
22004	CENTERPOINT ENERGY	100	<i>E-pay</i>	371.98	8510	WEST GAS SERVICE
*22005	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	59.08	8511	PRIVATE FIRE SERVICE
22006	WEX BANK	100	<i>E-pay</i>	121.65	8512	FUEL
*22007	B & S PLUMBING & HEATING IN	100	<i>E-pay</i>	5,766.20	8513	EXHAUST FAN REPLACEMENT
*22008	CROSSROADS DOOR & HARDV	100	<i>E-pay</i>	10.00	8514	MAINTENANCE SUPPLIES
22009	DLC MEDIA, INC.	100	<i>E-pay</i>	270.00	8515	WATER/WAYS SPEAKER SERIES PROMI
22010	DLC MEDIA, INC.	100	<i>E-pay</i>	360.00	8516	WATER/WAYS SPEAKER SERIES PROMI
22012	KROGER	100	<i>E-pay</i>	77.64	8517	PROGRAM SUPPLIES
*22014	LAKESHORE LEARNING MATEF	100	<i>E-pay</i>	339.00	8518	STORY TIME TEACHING EASEL
*22016	LOWE'S COMMERCIAL SERVICI	100	<i>E-pay</i>	74.78	8519	MAINTENANCE SUPPLIES
*22018	TABCO PRINTING & PROMOTIC	100	<i>E-pay</i>	1,149.71	8520	LETTERHEAD AND ENVELOPES
22025	OFFICE DEPOT		<i>E-pay</i>	749.75	8521	COPY PAPER

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
		100				
22026	BUDGET BLINDS		<i>E-pay</i>	6,966.20	8522	BLINDS FOR ADMIN OFFICES
		100				
22027	COMPUTYPE		<i>E-pay</i>	932.82	8523	SPINE LABEL KITS
		100				
22046	CINTAS CORPORATION		<i>E-pay</i>	98.00	8524	MAIN CABINET SERVICE
		100				
22047	CINTAS CORPORATION		<i>E-pay</i>	53.90	8525	WEST CABINET SERVICE
		100				
*22051	COURTESY CLEANING CENTEF		<i>E-pay</i>	10.00	8526	LAUNDERING OF WEST TABLECLOTHS
		100				
*22052	COURTESY CLEANING CENTEF		<i>E-pay</i>	10.00	8527	LAUNDERING OF MAIN TABLECLOTHS
		100				
*22053	COURTESY CLEANING CENTEF		<i>E-pay</i>	10.00	8528	LAUNDERING OF MAIN TABLECLOTHS
		100				
22054	PAYPAL INC		<i>E-pay</i>	19.95	8529	MONTHLY PAYFLOW LINK
		100				
22055	WAGeworks, INC.		<i>E-pay</i>	168.82	8530	COBRA MONTHLY FEE
		100				
22058	ACTION PEST CONTROL, INC		<i>E-pay</i>	285.00	8531	WEST PEST CONTROL
		100				
22060	JOINK LLC		<i>E-pay</i>	275.00	8532	MONTHLY CLOUD BACKUP
		100				
*22064	ARAMARK UNIFORM SERVICES		<i>E-pay</i>	151.35	8533	WEST MAT SERVICE
		100				
*22065	ARAMARK UNIFORM SERVICES		<i>E-pay</i>	374.54	8534	MAIN MAT SERVICE
		100				
22067	ENA		<i>E-pay</i>	1,257.33	8535	INTERNET SERVICE
		276				
22068	ENA		<i>E-pay</i>	676.80	8536	VOICE SERVICE
		100				
*22081	INDIANA DEPARTMENT OF REV		<i>E-pay</i>	13.70	8537	2021 SALES TAX
		100				

Total Count: **31**
Total Amount: **20,774.25**

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check #</i> <i>ACH #</i> <i>EFT #</i>	<i>Description</i>
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<i>Grand Total Fund 100:</i>	73,312.78
<i>Grand Total Fund 200:</i>	22.94
<i>Grand Total Fund 201:</i>	0.00
<i>Grand Total Fund 203:</i>	0.00
<i>Grand Total Fund 276:</i>	43,042.50
<i>Grand Total Fund 300:</i>	0.00
<i>Grand Total Fund 400:</i>	0.00
<i>Grand Total Fund 800:</i>	65.00

Grand Total Count:	73
Grand Total Amount:	116,443.22

Payroll Payable
Voucher Register

Vigo County Public Library

For Period December -2021

Page 1 of 2 Pages

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
12/10	Pay#25	Gross Payroll	\$ 117,537.83	\$ 117,537.83	ACH	
12/10	Pay#25	FICA	\$ 8,600.28	\$ 8,600.28	ACH	
12/10	Pay#25	PERF	\$ 14,956.70	\$ 14,956.70	ACH	
12/23	Pay#26	Gross Payroll	\$ 119,849.53	\$ 119,849.53	ACH	
12/23	Pay#26	FICA	\$ 8,757.04	\$ 8,757.04	ACH	
12/23	Pay#26	PERF	\$ 15,313.70	\$ 15,313.70	ACH	
12/23	Pay#26	Anthem	\$ 61,173.80	\$ 61,173.80	ACH	
12/23	Pay#26	Guardian	\$ 5,779.03	\$ 5,779.03	ACH	
		Gross Payroll			ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

Total library cost			\$ 351,967.91			
Dec.	pays 25 & 26	Great West	\$ 1,429.10	\$ 1,429.10	ACH	Staff withholding
Dec.	pays 25 & 26	Garnishments	\$ 500.00	\$ 500.00	ACH	Staff withholding
Dec.	pays 25 & 26	AFLAC	\$ 993.98	\$ 993.98	ACH	Staff withholding
Dec.	pays 25 & 26	United Way	\$ 402.00	\$ 402.00	ACH	Staff withholding
Dec.	pays 25 & 26	Anthem	\$ 7,363.47	\$ 7,363.47	ACH	Staff withholding
Dec.	pays 25 & 26	Previous quarter adjustr	\$ 122.24	\$ 122.24		Staff withholding
Dec.	pays 25 & 26	HSA adj.		\$ -	ACH	Staff withholding
Dec.	pays 25 & 26	Guardian	\$ 812.20	\$ 812.20	ACH	Staff withholding
Dec.	pays 25 & 26	Boston Mutual	\$ 733.22	\$ 733.22	ACH	Staff withholding
Dec.	pays 25 & 26	Fed Tax	\$ 17,969.31	\$ 17,969.31	ACH	Staff withholding
Dec.	pays 25 & 26	State Tax	\$ 7,317.14	\$ 7,317.14	ACH	Staff withholding
Dec.	pays 25 & 26	Local Tax	\$ 4,374.79	\$ 4,374.79	ACH	Staff withholding
Dec.	pays 25 & 26	FICA	\$ 17,357.36	\$ 17,357.36	ACH	Staff withholding
Dec.	pays 25 & 26	Vol. PERF	\$ 3,957.32	\$ 3,957.32	ACH	Staff withholding
Staff Cost				\$ 63,332.13		

**Payroll Payable
Voucher Register**

Vigo County Public Library

For Period December -2021

Page 1 of 2 Pages

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

January 18, 2021

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 \$ 351,967.91

Dated this 18th day of January 2021 .

Terry W. Jones, Board President

Olivia K. Goulding, Board Vice President

Valentine K. Muyumba, Board Secretary

Christi A. Fenton, Board Member

Camille R. Wallace, Board Member

Stacy D. Killion, Board Member

James M.Young, Board Member

December 30, 2021

**Gift Fund Balances
2021**

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 616.52	Unrestricted Use	Admin.
64-SPC	\$ 10,499.42	Support of SPC	Admin.
65-Big Read	\$ 450.00	Big Read	Admin.
66-YS	\$ 5,075.12	Support of YS	Admin.
67-WVCF Endowment	\$ 986.00	Support of Strategic Plan Goals	Admin.
68-Crackerbarrel	\$ 65.09	Support of Crackerbarrel	Admin.
69-Wright Foundation	\$ 12,435.26	Unrestricted Use	Admin.
70- West Emily's Garden	\$ 78.36	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,006.08	Support of West Branch	Admin.
72-Friends	\$ (45.00)	Support of Pre-Approved Programs/Initiatives	Admin.
73-WVLC	\$ -	Support of LLC Literacy Events	Admin.
74-Wiley Cupola	\$ 1,274.00	Maintenance of Cupola	Admin.
75-Wiley Memorial	\$ 19,310.17	Maintenance of Memorial	Admin.
77-WVCF Meeks	\$ -	Childrens Literature	Admin.
81-Community Connections	\$ 216.95	Support of Community Connections	Admin.
83-Kiwanis Ys	\$ 148.80	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	\$ 944.16	Christmas in the Park	Admin.
92-Marketing	\$ 1,000.00	Unrestricted Use	Admin.
93-Family Learning Day	\$ -	Family Learning Day	Admin.
94-TH Econ.Dev.	\$ 139.58	Adult Nonfiction Commemorating Speakers	Admin.
96-Fundraiser	\$ 142.51	Buy a Book	Admin.
TOTAL	\$ 58,294.97		

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JANUARY 18, 2022

ADULT SERVICES

CUSTOMER FEEDBACK

A customer spoke to Assistant Librarian Luke Gentry as they checked out at the South Entrance self-checkout kiosk, saying “I go back to school tomorrow, into the hectic, busy life, but for today, I’m at the library. I can just sit and read books (I think I might have even accidentally taken a nap!) and rest. The library is my very favorite place!”

Another customer told Luke that fellow Assistant Librarian Habeeb Bakare was, “a really big help” and that he was very nice after helping with some of their technology questions. The customer also mentioned to another customer how impressed they were with all of the things Habeeb was able to explain, stating “Between him and my grandson, they’ll be able to show me how to do it all!”

Customer Helen Joseph told Adult Services Manager Jeanette Bouchie that she really appreciated the make-and-take kits, stating “It’s wonderful that you’re doing this. It’s a wonderful service.”

PROGRAMS AND EVENTS

PAINTING WITH NICOLE



Nicole Norris from the Technical Services department offered two *Painting with Nicole* programs in December in the Youth Services Programming space. Participants painted a snowman and added their own touches to the snowman’s decorations. Several families were regular attendees of the program from pre-COVID and were happy that in-person programs were again being offered.

Nicole had a conversation with a mother who remembered attending one of Nicole’s first painting programs at the West Branch three years ago. She told Nicole how pleased her family was to be participating in the program and how much they looked forward to it.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD

JANUARY 18, 2022

LEGISLATIVE CRACKERBARREL

Nearly 50 people attended the in-person Legislative Crackerbarrel on Saturday, January 8. The event was also streamed via the Library's YouTube channel and Facebook page to an additional 50 viewers joining remotely. Senator Jon Ford, Representative Tonya Pfaff, Representative Bob Heaton, and Representative Bruce Borders provided updates regarding the committees they serve on and the bills they have sponsored. Several topics were discussed during the public question and answer time – ranging from political party affiliations for school board candidates and school funding to medical marijuana and vaccinate mandates. The next two sessions are scheduled for Saturday, February 12 and Saturday, March 12 at 10 a.m. at the Main Library.



WEST BRANCH

FLAVOR BYTES CUSTOMER FEEDBACK

For the December Flavor Bytes episode, Sharon McConnell demonstrated how to make a delicious fruitcake, an often underestimated and overly dismissed holiday treat. More than 30 customers signed up to receive a kit of non-perishable ingredients for use as they followed along with Sharon's instructional video. One happy customer approached Adult Services Assistant Librarian Luke Gentry to say that they had never made a fruit cake before and that this was very good! Feedback like this reinforces one of the primary objectives for the Flavor Bytes program – to give members of the community the confidence and opportunity to prepare recipes that they may not have had the opportunity or the courage to try before.

MAKER HOUR: DIY SOLAR USB CHARGER

On January 10, Eric Fisher and Sharon McConnell teamed up with Systems Manager Curt Huffman for an evening of soldering. The trio taught a varied group of 13 youth and adults how to safely use a soldering iron and then guided them through step-by-step instructions for building a solar-powered USB charger. Each step in the procedure was shown using a camera to display the action on the TV screen. Library staff walked from table to table to assist with any questions or soldering issues. Most of the participants had never soldered before, and it was exciting to see them learn this useful new skill very quickly. Once the circuits were complete, the participants arranged them



DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JANUARY 18, 2022

in the 3D printed boxes that West and Tech Team printed for this program. In the end, the USB chargers were tested with a range of USB-powered devices, and everyone's charger worked perfectly! Many of the participants shared how much they enjoyed soldering and how much fun they had. One boy came up to Eric after the program was over, held up his box, and said, "this magic box has infinite power!"

YOUTH SERVICES

STORY TIMES

The YS team is off to a great start in 2022! They are conducting weekly story times based on the *Every Child Read to Read* program, which includes songs, puppets, and letter of the day activities. These sessions have provided an excellent opportunity for newer staff members to not only gain valuable experience, but to also forge meaningful connections with the community. Moreover, YS is continuing to produce engaging, exciting, and educational kits for local families. Be on the lookout this month for a *Letter Recognition* kit, a *Polar Animals* kit, and a *Color Me Calm* kit.

CYBERSUCCESS

The YS team is in earnest and eager preparation for another round of the digital citizenship program *CyberSuccess*. YS staff has added new activities in this area which they believe will yield tremendous results and positively transform the perspective of local youth regarding the digital world.

PERSONNEL CHANGES

EMPLOYMENT

Najah Rasheedah Monroe - Hired for the full-time non-exempt position of Program and Event Specialist in the Program and Events Department effective January 10, 2022.

Elise Cathleen Spaid-Roberts - Hired for the full-time non-exempt position of Lending Services Clerk in the Lending Services Department effective January 17, 2022.

RESIGNATION

Tonya Michelle Renay Dinkins - Resigned the part-time non-exempt position of Communications Specialist in the Communications department effective December 28, 2021.

Respectfully submitted,
Kristi J. Howe

1/11/22 AG

	December-21	December-20		YTD 2021	YTD 2020	
Print Circulation	17,038	16,927	0.7%	237,977	200,584	18.6%
A/V Circulation	6,442	8,338	-22.7%	87,730	109,004	-19.5%
Misc	320	257	24.5%	4,261	3,031	40.6%
Electronic Devices	65	50	30.0%	704	454	55.1%
TOTAL	23,865	25,572	-6.7%	330,672	313,073	5.6%

	December-21	December-20		YTD 2021	YTD 2020	
Overdrive						
E-book	4,898	5,279	-7.2%	59,533	62,622	-4.9%
E-audiobook	2,776	2,565	8.2%	38,534	34,631	11.3%
E-Magazines	365	45	711.1%	3,924	1,831	114.3%
E-video or music	10	21	-52.4%	200	167	19.8%
TOTAL	8,049	7,910	1.8%	102,191	99,251	3.0%

Hoopla						
E-audiobook	1,546	1,450	6.6%	17,788	18,422	-3.4%
E-Books	722	824	-12.4%	9,090	10,885	-16.5%
E-Comics	155	180	-13.9%	2,215	2,116	4.7%
E-music	159	194	-18.0%	1,655	2,517	-34.2%
E-video movie	225	311	-27.7%	2,366	3,603	-34.3%
E-video TV	140	223	-37.2%	4,883	3,367	45.0%
TOTAL	2,947	3,182	-7.4%	37,997	40,910	-7.1%

	December-21	December-20		YTD 2021	YTD 2020	
Reference [fact-finding]	2,538	2,425	4.7%	32,738	31,107	5.2%

Items Added to the Collection

December-21	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Purchased Items	1,290	178	18	9	13	16	1,524
Donated Items	0	0	0	0	0	0	0
Total Items Added	1,290	178	18	9	13	16	1,524

YTD 2021	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Purchased Items	11,147	3,849	337	70	130	94	15,627
Donated Items	11	0	0	0	0	0	11
Total Items Added	11,158	3,849	337	70	130	94	15,638

New Materials Ordered and Received

December-21	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Ordered	399	199	0	0	0	0	598
Received	1,177	315	17	7	11	19	1,546

YTD 2021	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Ordered	12,007	3,379	499	54	136	153	16,228
Received	10,972	3,858	28 421	59	131	147	15,588

	December-21	December-20		YTD 2021	YTD 2020	
Adult materials deliveries	73	27	170.4%	635	367	73.0%
Youth materials deliveries	338	10	3280.0%	733	187	292.0%
TOTAL	411	37	1010.8%	1,368	554	146.9%

	December-21	December-20		YTD 2021	YTD 2020	
Computer Users	2,888	2,498	15.6%	34,531	30,545	13.0%
Web Site Hits	14,589	15,304	-4.7%	196,605	209,118	-6.0%
Mobile App Visits	516	566	-8.8%	6,623	7,031	-5.8%

	December-21	December-20		YTD 2021	YTD 2020	
Subscription Databases	6,458	8,285	-22.1%	128,834	163,547	-21.2%
ILL provided to other libraries	166	201	-17.4%	2,522	1,478	70.6%
ILL received from other libraries	218	242	-9.9%	2,930	2,139	37.0%

Grab & Go/Take & Make Kits	December-21	December-20		YTD 2021	YTD 2020	
Children (ISL: 0-11 yrs)	61	113	-46.0%	1251	505	147.7%
YA (ISL:12-18yrs)	33	0	null	243	70	247.1%
Adult (ISL:18 + yrs)	31	42	-26.2%	432	411	5.1%
General (all ages)	0	0	null	180	63	185.7%

Capital Assets Policy

In accordance with the Indiana State Board of Accounts' **Accounting and Uniform Compliance Guidelines for Libraries**, the Vigo County Public Library shall record all capital assets in a Capital Assets Ledger. An inventory of those capital assets will be conducted every two years as required by the Indiana State Board of Accounts. Capital assets are defined as physical assets of a durable nature including land, buildings, and improvements other than buildings, machinery, equipment, furniture, books, periodicals, non-print materials, and construction in progress.

Capitalization Thresholds and Depreciation Method

The Business Manager will assign an estimated useful life based on the table below to all assets for the purposes of recording depreciation. Asset lives will be adjusted as necessary depending on the present condition and use of the asset and based on how long the asset is expected to meet current service demands. The method for determining useful life and depreciation is retroactive to January 1, 2021.

	Capitalization Threshold	Depreciation Method	Estimated Useful Life
Land	All land purchases will be recorded	N/A	N/A
Buildings	\$5,000	Straight line	10 -50 years
Improvements other than buildings	\$10,000	Straight line	10 – 25 years
Machinery & Equipment	\$5,000	Straight line	5 – 20 years
Vehicles	\$5,000	Straight line	10 years
Construction in progress	\$10,000	N/A	N/A
Books and other	Capitalize all with useful life > 1 year	Composite	4 years

Contributed or Donated Assets

Contributed or donated assets will be capitalized at current appraised or fair market value as of date of donation.

Construction in Progress

Capital expenditures incurred while constructing or developing a tangible or intangible capital asset before it is substantially ready to be placed into service are categorized as Construction in Progress. Once the asset is complete and placed into service, the asset will be reclassified in the appropriate capital asset category. Until the asset is placed into service, no depreciation expense will be incurred.

Capital Assets Ledger

The Capital Assets Ledger will be maintained in an electronic format according to the following guidelines:

1. The VCPL will record all land purchases in the Capital Assets Ledger, regardless of value.
2. The VCPL will record the cost of purchases in the building category if the cost is equal to or greater than \$5,000.
3. The VCPL will record the cost of improving or renovating an existing building or improvements other than buildings in the Capital Assets Ledger only if the total cost exceeds \$10,000.
4. The VCPL will inventory and record machinery, equipment, and furniture in the Capital Assets Ledger if the unit cost is equal to or greater than \$5,000.
5. The VCPL's library material cataloging and acquisition system will be utilized for the purpose of assessing the capital value of the library's material collections including books, periodicals, archival records, and non-print materials. The value totals will be recorded in the Capital Assets Ledger.
6. The VCPL will record construction in progress projects in excess of \$10,000 on an uncompleted building or other capital construction project in the Capital Assets Ledger. The Capital Assets Ledger inventory data records will record an item's description, location, date of purchase, acquisition cost, estimated life, tag or serial number, date of disposal, amount received on disposal, and type of asset.
7. Machinery, equipment, and furniture recorded in the Capital Assets Ledger will be numbered and tagged with property identification tags.

The CAPITAL ASSETS POLICY and the maintenance of the Capital Assets Ledger are designed and implemented to provide reasonable assurances that:

- Accountability for library owned assets is maintained.
- The recording of assets is compared with the existing assets at least every two years and appropriate action be taken with respect to any differences.

Adopted by the Board of Trustees of the Vigo County Public Library on the 18th day of January, 2022.

VIGO COUNTY PUBLIC LIBRARY

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the **Vigo County Public Library** must pay its bills on time and the **Vigo County Public Library Board of Trustees** requests that all bills be paid by their due date, the **Vigo County Public Library Board of Trustees** hereby approves the following types of disbursements be made in advance of Library Board meeting as stipulated by Indiana Code 36-12-3-16.

- (1) Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivision.
- (2) Dues, subscriptions, and publications.
- (3) License or permit fees.
- (4) Insurance premiums.
- (5) Utility payments or connection charges.
- (6) Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
- (7) Grants of state funds authorized by statute.
- (8) Maintenance and service agreements.
- (9) Legal retainer fees.
- (10) Conference fees.
- (11) Expenses related to the educational or professional development of an individual employed by the Library Board, including:
 - (A) in-service training;
 - (B) attending seminars or other special courses of instruction; and
 - (C) tuition reimbursement;if the Library Board has determined that the expenditures directly benefit the Library.
- (12) Leases or rental agreements.
- (13) Bond or coupon payments.
- (14) Payroll costs.
- (15) State, federal, or county taxes.
- (16) Expenses that must be paid because of emergency circumstances.

Resolution to pay bills with prior approval

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(17) Expenses incurred to advertise and promote the programs and services of the Library.

(18) Other expenses described in another Library Board resolution.

The Vigo County Public Library Board of Trustees requests that each payment of expenses lawfully incurred for Library purposes must be supported by a fully itemized invoice or other documentation. The Library Director must certify to the Library Board that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts and presented at the next regularly scheduled Library Board meeting.

The Vigo County Library Board also requests that payment be made to the staff of the Vigo County Public Library on the regularly scheduled dates as adopted in the salary resolution. These payments must also be certified to the Library Board that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts and presented at the next regularly scheduled Library Board meeting.

Adopted this 18th day of January, 2022.

AYE

NAY

ATTEST:

Valentine K. Muyumba, Secretary

VIGO COUNTY PUBLIC LIBRARY

RESOLUTION TO ENCUMBER FUNDS

WHEREAS, It has been determined that it is now necessary to encumber appropriations from the Operating Fund for items which have purchase orders to further the projects of the **Vigo County Public Library** during 2022; Now, therefore be it resolved by the **Library Board of the Vigo County Public Library, Vigo County, Indiana**, that the following appropriations hereby be encumbered from the 2021 budget for the Operating Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same:

OPERATING FUND

Order# Purchase	Name Vendor's	Line Item Budget	Encumbered Amount	Encumbrance Purpose of
210596	FULTON AIR BALANCE	4314	\$ 4,974.00	TOTAL AIR BALANCE SERVICE
210982	B & S PLUMBING & HEATING INC*	4314	\$ 5,766.20	EXHAUST FAN REPLACEMENT
210983	B & S PLUMBING & HEATING INC*	4314	\$ 745.20	DRIP PAN REPLACEMENT WEST
210998	HOLDER DESIGN	4314	\$ 99,180.00	12 POINTS BRANCH DESIGN
211043	AMAZON.COM LLC*	4481	\$ 29.99	VIDEO GAMES
211171	TPC MECHANICAL CONTRACTORS	4314	\$ 2,882.50	STRUCTURAL REPAIR & ACTUATORS
211187	KENDRA BAILEY	4129	\$ 3,000.00	FALL 2021 TUITION REIMBURSEMENT
211188	KATERI TUTTLE	4129	\$ 500.00	FALL 2021 TUITION REIMBURSEMENT
211350	ANDREW POPE	4129	\$ 1,000.00	FALL 2021 TUITION REIMBURSEMENT
211353	LIBRARY MARKET	4314	\$ 3,000.00	LIBRARY CALENDAR SOFTWARE INITIAL COST
		4362	\$ 3,500.00	LIBRARY CALENDAR SOFTWARE SUBSCRIPTION
211522	SIRSIDYNIX	4310	\$ 588.89	SIRSIDYNIX ILS SYSTEM
		4314	\$ 31,774.12	SIRSIDYNIX ILS SYSTEM
211576	LOGO CONNXTION	4245	\$ 1,578.00	MAINTENANCE CLOTHING
211600	E-Z CLEAN INC*	4314	\$ 550.00	MOTOR INSTALLED ON LARGE SWEEPER
211636	AMAZON.COM LLC*	4462	\$ 29.95	REFERENCE MATERIAL
211690-R	E-Z CLEAN INC*	4221	\$ 43.32	GENERAL CLEANING SUPPLIES
211735	DLC MEDIA, INC.*	4331	\$ 630.00	WATER/WAYS SPEAKER SERIES PROMO
211737	MIDWEST COMMUNICATIONS INC.	4331	\$ 900.00	GENERAL LIBRARY PROMO
21771-R	COMPUTYPE	4325	\$ 27.00	SHIPPING & HANDLING
		4241	\$ 905.82	SPINE LABEL KITS
211781-R	UNIVERSITY PRODUCTS INC.	4213	\$ 533.10	EXHIBITION MATERIALS
		4325	\$ 95.96	SHIPPING & HANDLING
211791	KROGER	4245	\$ 40.33	DESSERT AND DRINK FOR ESL PARTY
211861-R	EPMOS	4245	\$ 1,945.29	PROMOTIONAL MATERIALS
		4325	\$ 72.45	SHIPPING & HANDLING
211869	TABCO PRINTING & PROMOTIONAL	4245	\$ 1,098.50	LETTERHEAD AND ENVELOPES
		4325	\$ 51.21	SHIPPING & HANDLING
211876	GOV CONNECTION INC*	4441	\$ 970.62	ADDITIONAL PHONES
211894	LOGO CONNXTION	4245	\$ 300.00	MAINTENANCE LOGO WEAR
211902	PHOENIX10 TECHNOLOGIES	4314	\$ 11,500.00	DATA MIGRATION FOR NEW ILS
211904	KROGER	4245	\$ 37.31	FLAVOR BYTES KIT INGREDIENTS
211906	VERIZON WIRELESS	4441	\$ 499.99	MAINTENANCE MANAGER PHONE
		4245	\$ 74.98	PHONE CASE AND PROTECTOR
211908	E-Z CLEAN INC*	4221	\$ 80.81	GENERAL SUPPLIES
		4223	\$ 3.00	OPERATING SUPPLIES PARTS
211924	LOWE'S COMMERCIAL SERVICES	4245	\$ 18.78	ZIP TIES
211936	B&H PHOTO ELECTRONICS	4243	\$ 77.75	AV SUPPLIES
211943	STAPLES BUSINESS CREDIT	4441	\$ 399.98	OFFICE CHAIRS FOR LENDING & YS
211944	AMAZON.COM LLC*	4441	\$ 381.69	PAINT CABINET & LADDERS
211947	INBIZ	4314	\$ 16.32	NOTARY BACKGROUND CHECK
211948	INBIZ	4314	\$ 75.00	NOTARY LICENSE FEE
211949	GRAINGER INDUSTRIAL SUPPLY	4441	\$ 1,190.41	BANNER STAKES PLUS CART
		4325	\$ 66.20	SHIPPING & HANDLING
211952	CROWN ELECTRIC, INC.	4314	\$ 5,280.00	ADDITIONAL BREAKER PANEL

211955	AMAZON.COM LLC*	4441	\$	931.96	CANTILEVER MOBILE RACK
211956	BOOKPAL, LLC.	4245	\$	3,970.00	BIG READ BOOKS
211958	INTELLI-BUILDING CONTROL	4314	\$	11,000.00	UL VAV BOX UPGRADE
211960	E-Z CLEAN INC*	4441	\$	1,890.00	VACUUM ORDER
211961	STAPLES BUSINESS CREDIT	4441	\$	400.00	OFFICE CHAIRS
211962	CANVA	4310	\$	23.46	ADDITIONAL USER LICENSE
211964	THE HAUTE INITIATIVE INC.	4331	\$	2,000.00	COMMUNITY CALENDAR PARTNERSHIP
211965-R2	AMERICAN ASSOC. OF NOTARIES	4245	\$	149.85	NOTARY SUPPLY KITS
		4325	\$	6.95	SHIPPING & HANDLING
211969-R	HANDTRUCKS2GO	4440	\$	6,593.99	POWER DRIVER & LIFT STACKER
		4325	\$	500.00	SHIPPING & HANDLING
211970	GOV CONNECTION INC*	4441	\$	1,134.90	CUBICLE DESK MOUNTS
211975-R	FEDERAL EXPRESS	4325	\$	16.97	SHIPPING CHARGE
211976	LAKESHORE LEARNING MATERIALS	4441	\$	339.00	STORY TIME TEACHING EASEL
211977	LOWE'S COMMERCIAL SERVICES	4235	\$	56.00	LAWN MAINTENANCE TOOLS
211978	TERRE HAUTE CHILDREN'S MUSEUM	4307	\$	150.00	PASS FOR CIRCULATION
211979	CANDLES HOLOCAUST MUSEUM	4307	\$	120.00	CIRCULATING PASS FOR WEST
211980	VIGO COUNTY HISTORICAL SOCIETY	4307	\$	125.00	CIRCULATING PASS FOR WEST
211982	BUDGET BLINDS	4245	\$	6,966.20	BLINDS FOR ADMIN OFFICES
211987	WALMART	4443	\$	1,098.00	LAPTOPS FOR YS PROGRAMMING
211992-R	BOOK DEPOT	4245	\$	326.10	BOOKS FOR SPRING BREAK KITS
		4325	\$	65.50	SHIPPING & HANDLING
211994	ICONIC DIGITAL MARKETING LLC.	4314	\$	27,000.00	WEBSITE REDESIGN
212014	INDUSTRIAL SUPPLY INC.	4223	\$	31.42	AERATOR KITS
212017	THIEMMAN OFFICE PRODUCTS	4441	\$	10,692.00	CHAIRS FOR SPC
212018	CROSSROADS DOOR & HARDWARE	4223	\$	10.00	MAINTENANCE SUPPLIES
212019	PURPOSEFUL DESIGN	4441	\$	34,091.00	TABLES FOR SPC
212020	PRIORITY ENGINEERING	4363	\$	3,500.00	BOOKEYE SCANNER MAINTENANCE AGREEMENT
212021	OFFICE DEPOT	4213	\$	749.75	COPY PAPER
	OPERATING FUND TOTAL			\$ 300,352.72	
<u>GIFT FUND</u>					
211486	LOGO CONNXTION	4245	\$	1,471.00	LOGO WEAR ORDER
211501-R	FACEBOOK	4331	\$	10.00	FRIENDS FACEBOOK AD POST
	GIFT FUND TOTAL			\$ 1,481.00	
<u>GRANTS</u>					
211867	TEAM TECH	4245	\$	8,914.00	MEETING ROOM AV REDESIGN
		4440	\$	11,111.00	MEETING ROOM AV REDESIGN
		4441	\$	47,263.00	MEETING ROOM AV REDESIGN
		4314	\$	11,200.00	MEETING ROOM AV REDESIGN
		4310	\$	1,600.00	MEETING ROOM AV REDESIGN
211956	BOOKPAL LLC.	4245	\$	20,000.00	BIG READ BOOKS
	GRANT FUNDS TOTAL			\$ 100,088.00	
<u>TOTAL ALL FUNDS</u>				\$ 401,921.72	

Adopted by the Board of Trustees of the Vigo County Public Library, read in full this 18th Day of January, 2022, by the following aye and nay vote.

AYE

NAY

ATTEST:

Secretary, Library Board

CC: Copies are to be sent to Department of Local Government Finance and State Board of Accounts