

**REGULAR MEETING
VIGO COUNTY PUBLIC LIBRARY
125 North Church Street
West Terre Haute, IN 47885
Tuesday, January 17, 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 December 19, 2022, Regular Meeting**
4. **Consideration of Minutes of December 21, 2022, Personnel Committee Executive Session**
5. **Treasurer's Report**
 - A. Monthly Financial Statement
 - B. Claims and Payroll
 - C. Special Claims
 - D. Gift Fund Report
6. **Reports to the Library Board**
 - A. Nature Explore Classroom ~ Eric Fisher
7. **Director's Report**
8. **Old Business**
9. **New Business**
 - A. Executive Director Evaluation
 - B. Consideration of Policies in the VCPL Policy Manual:
 - 1) Program Policy
 - 2) Confidentiality and Privacy of Library Users Policy
 - C. Resolution to Pay Bills Prior to Board Approval
 - D. Resolution to Encumber Funds
 - E. Resolution to Transfer Appropriations within the Library Operating Fund
10. **Suggestions from the Staff, Board or Public for Action or Study**
11. **Next Regular Meeting:** Monday, February 20, 2023, at 5:30 p.m., Main Library.
12. **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 19th day of December 2022, the following persons were present:

Library Board Members Present: Terry W. Jones, President; Olivia K. Goulding, Vice President; Valentine K. Muyumba, and Stacy D. Killion.

Library Board Members Absent: Christi A. Fenton, Secretary; and James M. Young.

Library Staff Present: Kristi Howe; Dennis Shepard; Amy Gibson; Elizabeth Scamihorn; Carey LaBella; Lauren Elyea; and Rob Fox.

Others: Sister Dorothy Rasche, West Terre Haute Connecting Link; Kevin Southwood, North Terre Haute; and Dorothy LaBella, DeVaney Elementary School.

PUBLIC INPUT ON ACTION ITEMS

Sister Dorothy from West Terre Haute Connecting Link thanked the Library Board for committing to the addition of the 12 Points Library Branch.

Kevin Southwood of North Terre Haute thanked the Library Board for the 12 Points Library Branch and for bringing a library back to the North side.

CONSIDERATION OF REGULAR MEETING MINUTES

A motion to approve the minutes as written for the November 21, 2022, regular meeting, made by Muyumba, seconded by Goulding, passed.

CONSIDERATION OF SPECIAL MEETING MINUTES

A motion to approve the minutes as written for the December 5, 2022, special meeting, made by Killion, seconded by Muyumba, passed.

TREASURER'S REPORT

Monthly Cash Statement

Dennis Shepard presented the Cash Statement dated December 15, 2022 (copy attached to official minutes).

Claims and Payroll

Mr. Shepard presented the Month End Claims dated November 30, 2022 in the amount of \$93,935.11 (Library Operating, \$92,746.10; Gift Fund, \$1,177.77; Grants, \$11.24) Library Operating Claims dated December 19, 2022, in the amount of \$138,038.28 (Library Operating Fund, \$136,580.67, Gift Fund, \$200.28; 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 Holder Design as part of the 12 Points Branch project for \$70,500.

Gift Fund Report

Mr. Shepard presented the Gift Fund report dated November 30, 2022 for \$49,991.02.

Approval of Treasurer's Report

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

REPORTS TO THE LIBRARY BOARD

None.

DIRECTOR'S REPORT

Ms. Howe commented on her written report.

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

OLD BUSINESS

None.

NEW BUSINESS

Award Bid for 12 Points Renovation

A motion to award the bid for the 12 Point Renovation to Keymark Construction for full amount of \$2,404,000 which includes the base bid of \$1,972,500, alternate #1 of \$383,000 and alternate #2 of \$48,500, made by Muyumba, seconded by Goulding, passed.

Resolution on 2023 Wages, Full and Part-Time Wage Ranges, and Benefits

A motion to approve the Resolution on 2023 Wages, Full and Part-Time Wage Ranges, and Benefits, made by Goulding, seconded by Killion, passed. (Copy of the Resolution on 2023 Wages, Full and Part-Time Wage Ranges, and Benefits 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 the Resolution on Surplus Property attached to official minutes.)

Resolution to Transfer Funds Between Major Categories

A motion to approve the Resolution to Transfer Funds Between Major Categories, made by Muyumba, seconded by Goulding, passed. (Copy of the Resolution to Transfer Funds Between Major Categories attached to official minutes.)

Annual Review: Computer, Internet, and Wireless Access Use Policy

A motion to approve the Computer, Internet, and Wireless Access Use Policy, made by Killion, seconded by Muyumba, passed. (Copy of the Computer, Internet, and Wireless Access Use Policy attached to official minutes.)

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

There were no suggestions.

NEXT MEETING

Regular Meeting, Tuesday, January 17, 2023, at 5:30 p.m. at the West Branch.

ADJOURNMENT

A motion to adjourn the meeting made by Goulding, seconded by Jones, passed. The meeting adjourned at 6:15 p.m.

Terry W. Jones, President

Olivia K. Goulding, Vice President

ABSENT

Christi A. Fenton, Secretary

Valentine K. Muyumba, Board Member

ABSENT

James M. Young, Board Member

Stacy D. Killion, Board Member

Vacant

CALL TO ORDER

President Jones called the Personnel Committee Meeting to order in **Executive Session** at the Vigo County Public Library, One Library Square at 1:00 p.m. on the 21st day of December 2022, and the following persons were present:

Terry W. Jones, President; Stacey D. Killion, Board Member; Kristi Howe, Executive Director; (James M. Young, Board Member – Absent)

DISCUSSION

The Personnel Committee met in Executive Session pursuant to IC 5-14-1.5-6.1(b)(9) to discuss a job performance evaluation of individual employees. Any related action will be taken in a public meeting, as required by Indiana Code.

ADJOURNMENT

Meeting adjourned at 2:15pm.

Terry W. Jones, President

KH 12/21/22

Cash Statement
Vigo County Public Library
December 2022

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	4,291,716.90 6,507,346.25	2,810,752.98 7,764,084.63	715,871.35 7,884,832.35	6,386,598.53	2,094,881.63 (120,747.72)
Cash Gift Fund	49,991.02 58,294.97	3,148.61 32,286.10	2,743.21 40,184.65	50,396.42	405.40 (7,898.55)
Cash Rainy Day Fund	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	(13,903.18) (13,163.42)	3,162.96 85,171.55	1,257.33 84,005.68	(11,997.55)	1,905.63 1,165.87
Cash Public Library Access Car	0.00 0.00	65.00 195.00	0.00 130.00	65.00	65.00 65.00
Cash-Payroll Withholdings	1,077.66 1,038.88	74,677.15 983,577.28	74,401.92 983,263.27	1,352.89	275.23 314.01

<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>
*25318	BUSINESS OFFICE PETTY CASI	100	<i>Check</i>	6.26	56725	PETTY CASH REIMBURSEMENT
*25299	CHANCES AND SERVICES FOR	100	<i>Check</i>	210.00	56726	SAFE SITTER CONTRACT
*25285	ICONIC DIGITAL MARKETING LI	100	<i>Check</i>	6,131.25	56728	WEBSITE BUILD FINAL PAYMENT
*25230	LIONHEART CRITICAL POWER :	100	<i>Check</i>	1,662.00	56729	2022 SERVICE CONTRACT FOR GENER/
25281	MIRACLE ON 7TH STREET	100	<i>Check</i>	1,000.00	56730	2022 MIRACLE ON 7TH SPONSOR
*25275	NETWORK SOLUTIONS INCORF	100	<i>Check</i>	1,750.38	56731	NETWORK INFRASTRUCTURE FOR 12 P
25282	PIMANCO, INC	100	<i>Check</i>	1,375.00	56732	2022 HAUTE HAPPENINGS PROMOTION
					Total Count:	7
					Total Amount:	12,134.89
25252	ADP INC - AUTOPAY II	100	<i>ACH</i>	18.24	7630	PAYROLL SERVICES
25306	ADP INC - AUTOPAY II	100	<i>ACH</i>	760.10	7631	PAYROLL SERVICES
25270	AMAZON.COM LLC	100	<i>ACH</i>	14.95	7632	CIRC PRINT MATERIAL
25254	AMAZON.COM LLC	100	<i>ACH</i>	22.48	7633	DVD/VIDEO MATERIAL
25255	AMAZON.COM LLC	100	<i>ACH</i>	188.21	7634	YS CIRC PRINT MATERIAL
25257	AMAZON.COM LLC	100	<i>ACH</i>	91.94	7635	LEGO LAB SUPPLIES
25262	AMAZON.COM LLC	100	<i>ACH</i>	69.00	7636	VIDEO GAMES
25263	AMAZON.COM LLC	100	<i>ACH</i>	60.47	7637	CIRC PRINT MATERIAL
25264	AMAZON.COM LLC	100	<i>ACH</i>	6.99	7638	CIRC PRINT MATERIAL
25265	AMAZON.COM LLC	100	<i>ACH</i>	107.74	7639	CIRC EQUIPMENT
25266	AMAZON.COM LLC	100	<i>ACH</i>	99.97	7640	VIDEO GAMES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
25267	AMAZON.COM LLC	100	ACH	1,389.08	7641	VARIOUS MATERIALS PREP FROM AMA
25268	AMAZON.COM LLC	100	ACH	133.46	7642	GRINCH PARTY SUPPLIES
25269	AMAZON.COM LLC	100	ACH	51.86	7643	YS CIRC PRINT MATERIAL
25280	AMAZON.COM LLC	100	ACH	29.99	7644	VIDEO GAMES AND CIRC MATERIAL
25283	AMAZON.COM LLC	100	ACH	56.97	7645	FOLDERS FOR PAYROLL
25292	AMAZON.COM LLC	100	ACH	899.00	7646	YS CIRC PRINT MATERIAL
25295	AMAZON.COM LLC	100	ACH	34.33	7647	DVD/VIDEO MATERIAL
25305	AMAZON.COM LLC	100	ACH	26.97	7648	LEGO LAB SUPPLIES
25311	AMAZON.COM LLC	100	ACH	7.99	7649	DVD/VIDEO MATERIAL
25312	AMAZON.COM LLC	100	ACH	23.43	7650	DVD/VIDEO MATERIAL
25321	AMAZON.COM LLC	100	ACH	39.99	7651	YS DVD/VIDEO MATERIAL
25323	AMAZON.COM LLC	100	ACH	55.12	7652	TISSUES AND LEGAL EXPANSION FOLD
25324	AMAZON.COM LLC	100	ACH	39.49	7653	CLASSIFICATION FOLDERS FOR HR
25232	BAKER & TAYLOR INC	100	ACH	4,280.35	7654	CIRC PRINT MATERIAL, YS MATERIAL
25308	BAKER & TAYLOR INC	100	ACH	5,097.38	7655	CIRC PRINT MAT, YS MAT, AUD REC BO
25277	BOOK DEPOT	100	ACH	173.72	7656	BOOKS FOR KITS
25322	DEMCO, INC	100	ACH	121.90	7657	BAGS FOR MUSEUM PASSES
25236	E-Z CLEAN INC	100	ACH	68.23	7658	CLEANING AND PAPER SUPPLIES
25237	E-Z CLEAN INC	100	ACH	45.49	7659	SUPPLY ORDER
25238	E-Z CLEAN INC		ACH	22.74	7660	SUPPLY ORDER

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		100				
25239	E-Z CLEAN INC	100	ACH	351.22	7661	SUPPLIES AND REPAIR PARTS
		100				
25293	E-Z CLEAN INC	100	ACH	90.07	7662	GENERAL SUPPLIES
		100				
25294	E-Z CLEAN INC	100	ACH	120.97	7663	SUPPLIES AND REPAIR PARTS
		100				
*25235	EBSCO INFORMATION SERVICE	100	ACH	5.19	7664	MAGAZINES
		100				
25233	GALE/CENGAGE LEARNING	100	ACH	337.37	7665	CIRC PRINT MATERIAL
		100				
25310	GALE/CENGAGE LEARNING	100	ACH	56.98	7666	CIRC PRINT MATERIAL
		100				
*25253	GENTRY*LUKE	100	ACH	1,500.00	7667	FALL 2022 TUITION REIMBURSEMENT
		100				
25301	GRAHAM FEED COMPANY	100	ACH	578.20	7668	ICE MELT
		100				
25289	HANK METZGER LANDSCAPE	100	ACH	1,200.00	7669	HOLIDAY LANDSCAPING AT MAIN
		100				
25246	HOWARD, CHELSEA	100	ACH	3,000.00	7670	FALL 2022 TUITION REIMBURSEMENT
		100				
*25247	INGLE*ASHLEY	100	ACH	92.84	7671	FALL 2022 TEXTBOOK REIMBURSEMENT
		100				
*25248	INGLE*ASHLEY	100	ACH	3,000.00	7672	FALL 2022 TUITION REIMBURSEMENT
		100				
25231	MIDWEST TAPE	100	ACH	2,303.54	7673	DVD/VIDEO MATERIAL, AUD REC MUSIC
		100				
25309	MIDWEST TAPE	100	ACH	5,786.41	7674	DVD/VIDEO MATERIAL, AUD REC MUSIC
		100				
25244	NEW AVENUES	100	ACH	180.00	7675	CLINICAL HOURS
		100				
25258	PAYPAL INC	100	ACH	19.95	7676	MONTHLY PAYFLOW LINK
		100				
25261	PHILLIPS, AMANDA	100	ACH	25.00	7677	REIMBURSEMENT FOR YS PROGRAM S
		100				
25319	RICOH USA INC	100	ACH	1,458.78	7678	COPIER LEASE
		100				
25241	SIRSIDYNIX	100	ACH	9,830.00	7679	BLUECLOUD MOBILE APP ANNUAL SUB
		100				
*25221	SISK*CARRIE	100	ACH	116.35	7680	FALL 2022 TEXTBOOK REIMBURSEMENT

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
*25222	SISK*CARRIE	100	<i>ACH</i>	1,500.00	7681	FALL 2022 TUITION REIMBURSEMENT
25228	THOMAS, EM	100	<i>ACH</i>	3,361.00	7682	FALL 2022 TUITION REIMBURSEMENT
25229	THOMAS, EM	100	<i>ACH</i>	35.29	7683	FALL 2022 TEXTBOOK REIMBURSEMENT
						Total Count: 54
						Total Amount: 48,986.74
25234	CENTER POINT LARGE PRINT	100	<i>E-pay</i>	352.95	9554	CIRC PRINT MATERIAL
*25240	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	24.71	9555	12 POINTS WATER SERVICE
*25195	VISA CARD SERVICES	100 200	<i>E-pay</i>	5,544.11	9557	VARIOUS SUPPLIES, TRAVEL, REGISTR.
25251	OVERDRIVE	100	<i>E-pay</i>	7,500.00	9558	OVERDRIVE DECEMBER CONTENT CRE
*25259	DUKE ENERGY *	100	<i>E-pay</i>	1,300.01	9559	12 POINTS ELECTRIC SERVICE
*25260	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	63.00	9560	LAUNDERING OF MAIN TABLECLOTHS
25278	OFFICE DEPOT	100	<i>E-pay</i>	56.99	9561	OFFICE SUPPLIES
25279	OFFICE DEPOT	100	<i>E-pay</i>	30.84	9562	OFFICE SUPPLIES
*25286	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	983.27	9563	MAIN SEWAGE BILLING
*25287	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	28.21	9564	12 POINTS SEWAGE BILLING
*25288	DICK MCCALISTER & SONS INC	100	<i>E-pay</i>	325.00	9565	SEWER SERVICE MAIN LINE REPAIR
25290	CINTAS CORPORATION	100	<i>E-pay</i>	35.67	9566	WEST CABINET SERVICE
25296	T-MOBILE USA, INC.	100	<i>E-pay</i>	966.90	9567	MAIN HOTSPOT DATA
*25297	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	33.60	9568	LAUNDERING OF MAIN TABLECLOTHS
*25298	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	11.48	9569	LAUNDERING OF MAIN TABLECLOTHS

<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>
25300	HOLLINGER METAL EDGE INC	100	<i>E-pay</i>	351.60	9570	ARCHIVAL SUPPLIES
*25302	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	456.93	9571	MAIN WATER SERVICE
*25303	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	23.29	9572	MAIN IRRIGATION SERVICE
*25304	REPUBLIC SERVICES OF WEST	100	<i>E-pay</i>	440.14	9573	MAIN TRASH SERVICE
25307	JOINK LLC	100	<i>E-pay</i>	275.00	9574	MONTHLY CLOUD BACKUP
25313	T-MOBILE USA, INC.	100	<i>E-pay</i>	117.60	9575	WEST HOTSPOT DATA
25314	OFFICE DEPOT	100	<i>E-pay</i>	1,044.32	9576	COPY PAPER
25315	OFFICE DEPOT	100	<i>E-pay</i>	61.28	9577	OFFICE SUPPLIES
25316	VERIZON - WIRELESS	100	<i>E-pay</i>	204.99	9578	PHONE SERVICE
*25158	CAPITAL ONE	100 200	<i>E-pay</i>	765.59	9579	PROGRAM SUPPLIES
25325	SAM'S CLUB DIRECT	100 200	<i>E-pay</i>	294.63	9581	PROGRAM SUPPLIES
*25328	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	10.00	9582	LAUNDERING OF MAIN TABLECLOTHS

Total Count: 27
Total Amount: 21,302.11

<i>Grand Total Fund 100:</i>	79,920.35
<i>Grand Total Fund 200:</i>	2,503.39
<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:	88
Grand Total Amount:	82,423.74

VISA - DECEMBER- MONTHLY TOTAL			PAY 12/31/2022	
DATE	PO#	VENDOR	DESCRIPTION	AMOUNT
KRISTI HOWE		XXXX XXXX XXXX 3729		
11/24/2022	220151	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	\$25.00
11/24/2022	220151	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	\$2.00
12/2/2022	222187	TABLECLOTHSFACORY.COM	REFUND FOR DAMAGED ITEMS FROM NOV 11 ORDER	(\$44.97)
11/21/2022	222266	VISTAPRINT	FRIENDS 2023 MAGNET CALENDARS	\$454.60
12/12/2022	222403	B&B FOOD DISTRIBUTORS	ADMIN LUNCHEON SUPPLIES	\$57.23
ADM TOTAL				493.86
DENNIS SHEPARD		XXXX XXXX XXXX 6317		
11/22/2022	222272	WEBSTAUANTSTORE	CHAIR CART	595.63
11/29/2022	220545	MAILCHIMP	EMAIL MARKETING ANNUAL SUBSCRIPTION	90.00
11/30/2022	222322	GOOGLE	GOOGLE WORKSPACE	93.60
DENNIS S TOTAL				779.23
BRANDY BRIDGEWATER		XXXX XXXX XXXX 1093		
11/21/2022	222231	BOOKS A MILLION	JJC BOOKCLUB BOOKS	403.79
11/21/2022	222262	DOLLAR TREE STORES	CHRISTMAS IN THE PARK SUPPLIES	17.50
11/25/2022	222143	LEGO	LEGO LAB SUPPLIES	69.66
11/29/2022	222311	MENARDS	CHRISTMAS IN THE PARK SUPPLIES	107.77
12/2/2022	222342	WP ENGINE	HOSTING FEE FOR NEW WEBSITE	920
12/6/2022	222357	FEDERAL COFFEE AND FINE FOODS	ESL HOLIDAY EVENT CATERING	200.00
12/9/2022	2221777	TERRE HAUTE CHILDREN'S MUSUEM	FAMILY PASS FOR WEST BRANCH	150.00
12/7/2022	222422	ACCESSIBE	ACCESS WIDGET FOR NEW WEBSITE	490.00
12/5/2022	222426	MENARDS	CHRISTMAS IN THE PARK SUPPLIES	39.98
12/15/2022	222418	DFROBOT	ROBOTICS KIT COMPONENTS	335.04
12/15/2022	258984	DFROBOT	ROBOTICS KIT COMPONENTS	592.00
BRANDY TOTAL				3325.74
HEATHER RAYL		XXXX XXXX XXXX 6325		
12/9/2022	222410	ZOOM VIDEO COMMUNICATIONS	PRO ZOOM ACCOUNT	699.80

HEATHER TOTAL				699.80
VIGO CO PUBLIC LIBRARY XXXX XXXX XXXX 4648				
11/24/2022	222302	TWEEPSMAP	ANNUAL SUBSCRIPTION	84.00
12/8/2022	222411	CRICUT	CRICUT ACCESS ANNUAL SUBSCRIPTION	102.59
12/15/2022	222416	SPARKFUN	RASPBERRY PI PICO	58.89
VIGO TOTAL				245.48
GRAND TOTAL				5544.11

<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>
25396	BOOKPAL, LLC	100	<i>Check</i>	25,500.00	56733	BOOKS FOR 2023 COMMUNITY READ
25380	HOOSIER MEDIA GROUP	100	<i>Check</i>	56.00	56734	NEWSPAPERS
25428	INDIANA STATE LIBRARY	800	<i>Check</i>	65.00	56735	PLAC CARD 4TH QUARTER 2022
*25417	SWANK MOVIE LICENSING USA	100	<i>Check</i>	1,652.00	56736	COPYRIGHT COMPLIANCE LICENSE
					Total Count:	4
					Total Amount:	27,273.00
25365	ADP INC - AUTOPAY II	100	<i>ACH</i>	765.21	7685	PAYROLL SERVICES
25344	AMAZON.COM LLC	100	<i>ACH</i>	39.49	7686	YS DVD/VIDEO MATERIAL
25345	AMAZON.COM LLC	100	<i>ACH</i>	79.97	7687	YS DVD/VIDEO MATERIAL
25346	AMAZON.COM LLC	200	<i>ACH</i>	170.72	7688	SUPPLIES FOR JANUARY SCIENCE & ST
25347	AMAZON.COM LLC	100	<i>ACH</i>	74.98	7689	100PC 1/4" SNOW MARKERS
25348	AMAZON.COM LLC	100	<i>ACH</i>	25.26	7690	DISINFECTANT WIPES
25349	AMAZON.COM LLC	100	<i>ACH</i>	6.69	7691	YS CIRC MATERIAL
25350	AMAZON.COM LLC	100	<i>ACH</i>	36.03	7692	YS CIRC MATERIAL
25351	AMAZON.COM LLC	100	<i>ACH</i>	11.89	7693	YS CIRC MATERIAL
25352	AMAZON.COM LLC	100	<i>ACH</i>	17.99	7694	CIRC PRINT MATERIAL
25353	AMAZON.COM LLC	100	<i>ACH</i>	36.93	7695	CIRC PRINT MATERIAL
25354	AMAZON.COM LLC	100	<i>ACH</i>	106.77	7696	MAKER CART SUPPLIES
25363	AMAZON.COM LLC	100	<i>ACH</i>	34.05	7697	CIRC PRINT MATERIAL
25364	AMAZON.COM LLC	100	<i>ACH</i>	10.98	7698	DVD/VIDEO MATERIAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
25412	AMAZON.COM LLC	100	ACH	146.96	7699	OFFICE SUPPLIES
25413	AMAZON.COM LLC	100	ACH	19.90	7700	DVD/VIDEO MATERIAL
25414	AMAZON.COM LLC	100	ACH	31.96	7701	CIRC PRINT MATERIAL
*25355	B&B FOOD DISTRIBUTORS INC	100	ACH	40.00	7702	SANDWICH TRAY FOR JANE AUSTEN EV
25366	BAKER & TAYLOR INC	100	ACH	355.41	7703	CIRC PRINT MATERIAL
*25367	CULLIGAN WATER CONDITIONI	100	ACH	162.50	7704	MAIN COOLER RENTAL
*25368	CULLIGAN WATER CONDITIONI	100	ACH	29.00	7705	WEST COOLER RENTAL
25356	E-Z CLEAN INC	100	ACH	629.30	7706	PAPER PRODUCTS AND TRASH BAGS
25357	E-Z CLEAN INC	100	ACH	203.64	7707	PAPER PRODUCTS AND TRASH BAGS
*25369	EBSCO INFORMATION SERVI	100	ACH	35.26	7708	NEWSPAPERS
*25358	FISHER*ERIC	100	ACH	3,000.00	7709	FALL 2022 TUITION REIMBURSEMENT
25382	INVENGO AMERICAN CORP	100	ACH	2,305.50	7710	SCANNING WAND
*25383	MIDWEST COMMUNICATIONS, I	100	ACH	480.00	7711	CHRISTMAS MUSIC SPONSORSHIP
25370	MIDWEST TAPE	100	ACH	2,173.23	7712	DVD/VIDEO MATERIAL
25415	NEW AVENUES	100	ACH	90.00	7713	CLINICAL HOURS
25418	NEW AVENUES	100	ACH	166.24	7714	ALA CARTE ADMIN FEE
25371	OCLC INC	100	ACH	6,347.67	7715	CATALOGING SUBSCRIPTION
25372	PAYPAL INC	100	ACH	19.95	7716	MONTHLY PAYFLOW LINK
25373	RICOH USA INC	100	ACH	2,050.69	7717	COPIER LEASE
25384	SIRSIDYNIX	100	ACH	8,150.00	7718	SIRSIDYNIX ILS SYSTEM

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
25385	SMITH'S SMALL ENGINES	100	ACH	16.77	7719	FUEL FILTER AND STARTING FLUID
25386	TEAM TECH	100	ACH	18,660.00	7720	MEETING ROOM AV REDESIGN
*25374	UNIQUE MANAGEMENT SERVIC	100	ACH	786.37	7721	NOTICES
*25375	UNIQUE MANAGEMENT SERVIC	100	ACH	504.70	7722	PLACEMENTS
25376	WAGeworks, INC.	100	ACH	168.82	7723	COBRA MONTHLY FEE
25377	WEAS ENGINEERING INC	100	ACH	491.72	7724	WATER TREATMENT MANAGEMENT
25387	WEAVER, ALISON	100	ACH	4,302.00	7725	FALL 2022 TUITION REIMBURSEMENT
25388	WEAVER, ALISON	100	ACH	92.75	7726	FALL 2022 TEXTBOOK REIMBURSEMENT
					Total Count:	42
					Total Amount:	52,877.30
*25359	TOWN OF WTH WATER & SEWE	100	E-pay	70.66	9594	WEST WATER SERVICE
25360	WEX BANK	100	E-pay	134.08	9595	FUEL
*25361	INDIANA AMERICAN WATER CC	100	E-pay	58.26	9596	PRIVATE FIRE SERVICE
25362	CENTERPOINT ENERGY	100	E-pay	19.24	9597	12 POINTS GAS SERVICE
25378	ENA	100	E-pay	673.67	9598	VOICE SERVICE
*25379	HANOVER INSURANCE GROUP	100	E-pay	785.00	9599	PROFESSIONAL LIABILITY POLICY
25389	CROWN ELECTRIC, INC	100	E-pay	1,290.00	9600	ADDING FIRE STROBES
25390	KROGER	200	E-pay	29.76	9601	DRINKS AND DESSERT FOR ESL FAMIL
*25392	LOWE'S COMMERCIAL SERVICI	100	E-pay	74.19	9602	MAINTENANCE SUPPLIES
*25394	TABCO PRINTING & PROMOTIC	100	E-pay	10,120.00	9603	LIBRARY BAGS
*25395	TABCO PRINTING & PROMOTIC		E-pay	1,227.60	9604	FRIENDS TOTE BAGS

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
		200				
25411	CINTAS CORPORATION		<i>E-pay</i>	127.19	9605	MAIN CABINET SERVICE
		100				
25416	CENTERPOINT ENERGY		<i>E-pay</i>	489.74	9606	WEST GAS SERVICE
		100				
25419	ENA		<i>E-pay</i>	1,257.33	9607	INTERNET SERVICE
		276				
*25420	COURTESY CLEANING CENTEF		<i>E-pay</i>	16.66	9608	LAUNDERING OF MAINTENANCE RAGS
		100				
*25421	COURTESY CLEANING CENTEF		<i>E-pay</i>	23.80	9609	LAUNDERING OF MAINTENANCE RAGS
		100				
25422	OFFICE DEPOT		<i>E-pay</i>	104.94	9610	OFFICE SUPPLIES
		100				
25423	OFFICE DEPOT		<i>E-pay</i>	26.42	9611	BANKER BOXES
		100				
25424	FRONTIER		<i>E-pay</i>	67.22	9612	WEST PHONE SERVICE
		100				
*25427	EARL RODGERS & ASSOCIATE:		<i>E-pay</i>	13,106.34	9613	BATHROOM RENOVATIONS AT MAIN
		100				
*25429	INDIANA DEPARTMENT OF REV		<i>E-pay</i>	11.23	9615	2022 SALES TAX
		100				

Total Count: 21
Total Amount: 29,713.33

<i>Grand Total Fund 100:</i>	107,113.22
<i>Grand Total Fund 200:</i>	1,428.08
<i>Grand Total Fund 201:</i>	0.00
<i>Grand Total Fund 203:</i>	0.00
<i>Grand Total Fund 276:</i>	1,257.33
<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:	67
Grand Total Amount:	109,863.63

Payroll Payable
Voucher Register

Vigo County Public Library
For Period December -2022

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
12/9	Pay#25	Gross Payroll	\$ 139,524.19	\$ 139,524.19	ACH	
12/9	Pay#25	FICA	\$ 10,162.84	\$ 10,162.84	ACH	
12/9	Pay#25	PERF	\$ 18,155.95	\$ 18,155.95	ACH	
12/23	Pay#26	Gross Payroll	\$ 135,457.89	\$ 135,457.89	ACH	
12/23	Pay#26	FICA	\$ 9,845.55	\$ 9,845.55	ACH	
12/23	Pay#26	PERF	\$ 17,614.12	\$ 17,614.12	ACH	
12/23	Pay#26	Anthem	\$ 84,331.99	\$ 84,331.99	ACH	
12/23	Pay#26	Guardian	\$ 6,541.08	\$ 6,541.08	ACH	
		Reimbursement from the State	\$ (1,025.69)	\$ (1,025.69)		
		Gross Payroll	\$ -	\$ -	ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

Total library cost			\$ 420,607.92			
Decemb pays 25 & 26	Nationwide	\$ 1,383.72	\$ 1,383.72	ACH	Staff withholding	
Decemb pays 25 & 26	Garnishments	\$ 775.29	\$ 775.29	ACH	Staff withholding	
Decemb pays 25 & 26	Garnishment Reimbur	\$ 571.91	\$ 571.91	ACH	Staff withholding	
Decemb pays 25 & 26	AFLAC	\$ 1,029.26	\$ 1,029.26	ACH	Staff withholding	
Decemb pays 25 & 26	United Way	\$ 464.00	\$ 464.00	ACH	Staff withholding	
Decemb pays 25 & 26	Anthem	\$ 9,964.09	\$ 9,964.09	ACH	Staff withholding	
Decemb pays 25 & 26	HSA adj.		\$ -	ACH	Staff withholding	
Decemb pays 25 & 26	Guardian	\$ 890.54	\$ 890.54	ACH	Staff withholding	
Decemb pays 25 & 26	Boston Mutual	\$ 746.86	\$ 746.86	ACH	Staff withholding	
Decemb pays 25 & 26	Fed Tax	\$ 20,651.93	\$ 20,651.93	ACH	Staff withholding	
Decemb pays 25 & 26	State Tax	\$ 8,493.40	\$ 8,493.40	ACH	Staff withholding	
Decemb pays 25 & 26	Local Tax	\$ 5,075.82	\$ 5,075.82	ACH	Staff withholding	
Decemb pays 25 & 26	FICA	\$ 20,008.38	\$ 20,008.38	ACH	Staff withholding	
Decemb pays 25 & 26	Vol. PERF	\$ 4,346.72	\$ 4,346.72	ACH	Staff withholding	
	Staff Cost	\$ 74,401.92	\$ 74,401.92			

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 17, 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 \$ 420,607.92

Dated this 17th day of January 2023 .

Terry W. Jones, Board President

Olivia K. Goulding, Board Vice President

Christi A. Fenton, Board Secretary

Valentine K. Muyumba, Board Member

Vacant

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 # ACH # EFT #</i>	<i>Description</i>
25342	TREASURER OF STATE	100	<i>E-pay</i>	3,400.00	9593	SBOA AUDIT EXAMINATION FEE

Total Count: 1
Total Amount: 3,400.00

<i>Grand Total Fund 100:</i>	3,400.00
<i>Grand Total Fund 200:</i>	0.00
<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:	1
Grand Total Amount:	3,400.00

December 30, 2022

Gift Fund Balances

2022

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 164.26	Unrestricted Use	Admin.
64-SPC	\$ 6,965.28	Support of SPC	Admin.
65-Big Read	\$ 450.00	Big Read	Admin.
66-YS	\$ 4,630.05	Support of YS	Admin.
67-WVCF Endowment	\$ -	Support of Strategic Plan Goals	Admin.
68-Crackerbarrel	\$ -	Support of Crackerbarrel	Admin.
69-Wright Foundation	\$ 9,229.44	Unrestricted Use	Admin.
70- West Emily's Garden	\$ 278.36	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,265.58	Support of West Branch	Admin.
72-Friends	\$ (1,136.31)	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	\$ 19,310.17	Maintenance of Memorial	Admin.
77-WVCF Meeks	\$ 638.00	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-Family Learning Day	\$ -	Family Learning Day	Admin.
94-TH Econ.Dev.	\$ 139.58	Adult Nonfiction Commemorating Speakers	Admin.
96-Fundraiser	\$ 770.44	Buy a Book	Admin.
TOTAL	\$ 50,396.42		

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JANUARY 17, 2023

ADULT SERVICES

BRIDGERTON BALL



Lady Whistledown is pleased to invite you to the upcoming **Bridgerton Ball!** Adapted from the **Bridgerton** book series by Julia Quinn, and now a Netflix adaptation awaiting the release of its third season, everything **Bridgerton** is the talk of the town!

VCPL's **Bridgerton Ball** will take place on February 10, from 7-9pm in the Main Library Lobby. Targeting the millennial crowd, the Ball will create a Regency experience ideal for guests to attend in costume!

This after-hours event is open to those 21 and older and will feature a cash bar, food, dancing, and the opportunity to be presented to the Queen and named the *Diamond*.

Administration requests Board approval to serve alcoholic beverages as provided by Federal Coffee + Fine Foods.

REFLECTIONS PROGRAMS

Adult Services Librarians Melinda Belles and Hayley Hart have been visiting Vigo County senior communities to present **Reflections**, an interactive program designed to encourage conversation and virtual exploration. Recently, they treated residents of The Villas to a virtual tour of tropical rainforests.



STAFF TRAINING

Members of VCPL staff attended in-house VITA training on December 13, led by Site Coordinator and Adult Services Manager Jeanette Bouchie. The Library will once again be offering free tax preparation services through the VITA program for the 2022 tax season.

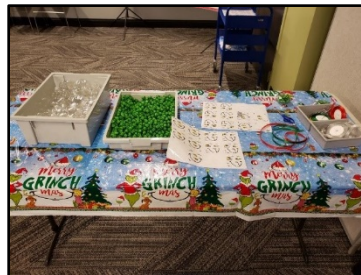
Adult Services Assistant Librarian Carrie Sisk attended the Collaborative Summer Library Program Symposium on December 8. The 2023 theme is "All Together Now" and participants discussed programming ideas such as multi-generational art classes, gardening, and reading challenges.

WEST BRANCH

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JANUARY 17, 2023

GRINCH PARTY

The West Branch hosted a Grinch Party the Friday before Christmas, and despite the frigid temperatures and the frantic time of the year, 38 people attended the event. The meeting rooms were



decorated with Grinch-themed décor, and cookies and Grinch punch were available for snacks. Guests made a Grinch ornament and could have their picture taken against the Whoville backdrop with Cindy Lou Who, played by one of West Branch's new employees, Shelley Jackson. The 2018 version of *The Grinch* played on loop for anyone to drop in and watch, and everyone in attendance received a free book. Rob Fox and Shelley Jackson assisted the guests at the party, and Aaron Hart made sure the video worked and assisted with the party as needed. Sharon McConnell worked really hard to ensure that all aspects of the event were set up and ready to go before-hand. The customers who attended had a great time, with several of them even staying for the entire 3-hour event. Rob and Shelley reported that several of the guests requested that the Branch host the Grinch Party again next year.

YOUTH SERVICES

OUTREACH STORY TIMES

Over the past several months, Youth Services has been conducting story times with new community partners in the field of autism care. Partnerships with the Applied Behavior Center for Autism and Harsha have yielded excellent results and much positive feedback. In fact, a third organization dedicated to autism care has contacted Youth Services seeking both outreach story times and material-delivery services!

One episode in particular from these sessions bears repeating – YS Manager Andy Pope went to the Applied Behavior Center in December to conduct the monthly story time. Andy planned a *duck* theme for the session and took a few books that focused on ducks, as well as a duck puppet that he named “Mr. Quackers.” Following Andy’s rendition of the classic song ‘Five Little Ducks Went Out One Day’, the duck puppet was passed around to the students.

There was a non-verbal child in attendance that day, and when he got his hands on Mr. Quackers, he cradled it in his arms and began petting it. Then, he looked up at the room and said, “Quack, quack.” The response from the child’s adult attendants was immediate and filled with joy. The sentiment was expressed that this was something that the boy seldom does, and thus represented a significant achievement. The happy outcome reaffirmed the value of these sessions and illustrated clearly why librarians do what they do.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JANUARY 17, 2023

MOTHER GOOSE ON THE LOOSE PRESENTATION IN PUERTO RICO

YS Assistant Dora Garraton, known to children throughout Vigo County as Mother Goose on the Loose, was invited to present at the Head Start Region 2 Annual Conference 2022 in San Juan, Puerto Rico by Betsy Diamant-Cohen, the creator of Mother Goose on the Loose. The conference had over 500 registered participants. Betsy and Dora presented a session titled, 'Mother Goose is on the Loose: Spreading Early Literacy Activities and Knowledge' and it was very well attended (standing room only).

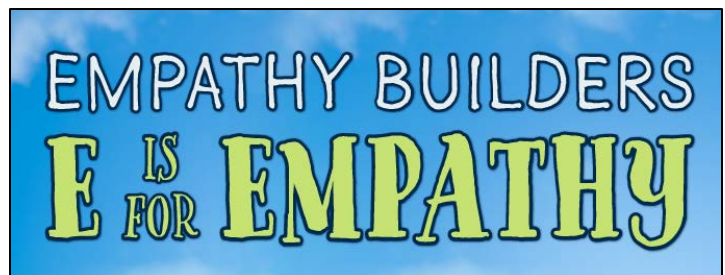
Dora shared authentic examples of how successful the program is in captivating little ones in a variety of settings and at various learning levels, as well as teaching care-givers and parents to engage with their children. Many attendees showed an interest in the program after the session ended and Dora continued to receive questions about Mother Goose on the Loose methods for the remainder of the conference. She was thankful for the opportunity to attend and share the benefits of this award-winning early literacy program and the importance of early literacy.

YOUTH SERVICES AWARDED STEM GRANT

In partnership with the Terre Haute Children's Museum, the YS Team scored a major achievement and was awarded a Gender Equity grant from the Association of Science & Technology Centers. This grant is intended to support public programming activities at libraries and museums that showcase female pioneers in STEM careers. Implementing the grant will allow Youth Services to purchase new interactive toys and experiment kits that will be used to create exciting and informative exhibits in the YS programming space. Throughout the year, YS will change out exhibits to showcase different careers and 'heroes' in STEM fields. In tandem with VCPL, the Children's Museum will concurrently host similar exhibits. This will not only allow the two organizations to broaden their offerings to the community, but will strengthen an already-valuable partnership.

BUILDING THE CROWD FOR EMPATHY BUILDERS

YS Assistant Librarian Em Thomas has put a lot of work into developing a new story time format called Empathy Builders. While these story times co-opt much of the same format as other YS story time offerings, they heavily emphasize the social-emotional learning aspect and help families navigate challenges related to comity, individuality, and appreciation of others' lived-experiences. These sessions have typically taken place on weekends and have gradually developed a committed audience. The January edition of this story time saw a record turnout of almost 20 kids, along with their families. This marvelous leap forward suggests that Empathy Builders now stands as an equal among YS' more well-known story time offerings, and is a mainstay in the thoughts of YS' patrons. A heart-felt congratulations is in order for Em and the work they have put in to making this happen!



DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JANUARY 17, 2023

PERSONNEL CHANGES

CLASS CHANGE

Melcho, Angelina M. - 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 December 26, 2022.

RESIGNATION

Refugio, Danicka R. - Resignation from the part-time non-exempt position of Lending Services Clerk in the Lending Services Department effective January 6, 2023.

TRANSFER

McConnell, Sharon L. - Transfer from the full-time non-exempt position of Branch Librarian at West Branch to the full-time non-exempt position of Adult Services Librarian in the Adult Services Department effective January 16, 2023.

Respectfully submitted,

Kristi J. Howe

1/9/23 AG

CIRCULATION

	December-22	December-21		YTD 2022	YTD 2021	
Print	15,546	17,038	-8.8%	229,512	237,977	-3.6%
A/V	5,804	6,442	-9.9%	78,702	87,730	-10.3%
Misc	256	320	-20.0%	3,924	4,261	-7.9%
Electronic Devices	52	65	-20.0%	721	704	2.4%
TOTAL	21,658	23,865	-9.2%	312,859	330,672	-5.4%

Museum Passes

	December-22	YTD 2022
Candles Holocaust Museum and Education Center	1	18
Terre Haute Children's Museum	2	25
Vigo County Historical Society & Museum	1	30

Overdrive

	December-22	December-21		YTD 2022	YTD 2021	
E-book	6,099	4,898	24.5%	69,430	59,533	16.6%
E-audiobook	3,870	2,776	39.4%	39,467	38,534	2.4%
E-Magazines	259	365	-29.0%	3,951	3,924	0.7%
E-video or music	0	10	-100.0%	46	100	-54.0%
TOTAL	10,228	8,049	27.1%	112,894	102,091	10.6%

Hoopla

	December-22	December-21		YTD 2022	YTD 2021	
E-audiobook	1,555	1,546	0.6%	19,112	17,788	7.4%
Bingepasses	10	0	null	213	0	null
Curiosity Stream	0	0	null	0	0	null
E-Books	772	722	6.9%	8,759	9,090	-3.6%
E-Comics	110	155	-29.0%	2,561	2,215	15.6%
E-music	143	159	-10.1%	1,735	1,655	4.8%
E-video movie	237	225	5.3%	2,413	2,366	2.0%
E-video TV	172	140	22.9%	1,917	4,883	-60.7%
TOTAL	2,999	2,947	1.8%	36,710	37,997	-3.4%

MATERIALS ADDED TO COLLECTION

PURCHASED ITEMS			DONATED ITEMS		
	December-22	YTD 2022		December-22	YTD 2022
Book	1,087	11,915	Book	0	9
Video	437	3,330	Video	0	0
Video Game	62	466	Video Game	0	0
Music CD	2	49	Music CD	0	0
Audio Book	33	112	Audio Book	0	0
Misc	21	200	Misc	0	0
TOTAL	1,642	16,072	TOTAL	0	9

NEW ITEMS

ORDERED			RECEIVED		
	December-22	YTD 2022		December-22	YTD 2022
Book	496	12,413	Book	957	11787
Video	160	3,449	Video	494	3502
Video Game	1	479	Video Game	15	444
Music CD	2	51	Music CD	19	61
Audio Book	0	116	Audio Book	20	121
Misc	6	371	Misc	6	187
TOTAL	665	16,879	TOTAL	1,511	16102

SERVICES

	December-22	December-21		YTD 2022	YTD 2021	
Computer Users	2,957	2,888	2.4%	41,606	34,716	19.8%
Subscription Databases	5,074	6,458	-21.4%	93,693	128,834	-27.3%
ILL provided to other Libraries	177	166	6.6%	2,282	2,522	-9.5%
ILL received from other Libraries	61	218	-72.0%	1,563	2,930	-46.7%
Web Site Visits	8,799	14,589	-39.7%	218,999	196,605	11.4%
Mobile App Visits	227	516	-56.0%	6,113	6,623	-7.7%

	December-22	December-21		YTD 2022	YTD 2021	
Adult material deliveries	23	27	-14.8%	305	354	-13.8%
Youth material deliveries	12	26	-53.8%	198	234	-15.4%
TOTAL	35	53	-34.0%	503	588	-14.5%

	December-22	December-21		YTD 2022	YTD 2021	
Reference [fact-finding]	2,434	2,538	-4.1%	38,062	32,738	16.3%

TAKE & MAKE KITS DISTRIBUTED	December-22	December-21	
Early Literacy (ISL: 0-5 yrs)	0	0	null
Children (ISL: 6-11 yrs)	0	61	-100.0%
Teens (ISL: 12-18yrs)	0	33	-100.0%
Adults (ISL: 19 + yrs)	15	31	null
General (all ages)	0	0	null
TOTAL	15	125	-88.0%

ON-SITE PROGRAMS	December-22	December-21	
Early Literacy (ISL: 0-5 yrs)	6	0	null
Children (ISL: 6-11 yrs)	9	12	-25.0%
Teens (ISL: 12-18yrs)	5	1	400.0%
Adults (ISL: 19 + yrs)	6	6	0.0%
General (all ages)	13	2	550.0%
TOTAL	39	21	85.7%

ON-SITE PROGRAM ATTENDANCE	December-22	December-21	
Early Literacy (ISL: 0-5 yrs)	74	0	null
Children (ISL: 6-11 yrs)	134	290	-53.8%
Teens (ISL: 12-18yrs)	78	1	7700.0%
Adults (ISL: 19 + yrs)	204	218	-6.4%
General (all ages)	320	47	580.9%
TOTAL	810	556	45.7%

OFF-SITE PROGRAMS	December-22	December-21	
Early Literacy (ISL: 0-5 yrs)	0	0	null
Children (ISL: 6-11 yrs)	3	0	null
Teens (ISL: 12-18yrs)	1	0	null
Adults (ISL: 19 + yrs)	4	0	#DIV/0!
General (all ages)	0	1	-100.0%
Participation in Community Events	2	2	0.0%
TOTAL	10	3	233.3%

OFF-SITE ATTENDANCE	December-22	December-21	
Early Literacy attendance	0	0	null
Children outreach attendance	22	0	null
Teen outreach attendance	1	0	null
Adult outreach attendance	55	0	null
General (all ages)	0	120	-100.0%
Community Events Interactions	213	236	-9.7%
TOTAL	291	356	-18.3%

PROGRAM POLICY

The Vigo County Public Library (VCPL) develops, implements, and sponsors programs designed to meet the educational, cultural, and recreational needs and interests of the community in alignment with the library's mission, core values and the American Library Association's Bill of Rights. Programs may be presented in cooperation with other agencies, institutions, or public or private vendors.

Programs and events are normally free of charge. However, at the discretion of the Executive Director, there may be a fee associated with a library program.

Programs and events may be designed for a specific age range or grade level. Under certain circumstances, registration may be required.

VCPL draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present public programs. Library sponsorship of a program does not constitute or imply an endorsement of its policies, beliefs, or program.

Responsibility for the participation in library programs by children and youth rests with their parents or legal guardians.

Program participants should expect that photographs and/or video will be taken at events. VCPL may use images and/or video in library marketing materials, such as a website, social media or publications. The library will not identify community members on social media (typically called "tagging") without verbal or written consent. The library is not responsible for members of the public being identified by third parties.

Vigo County Public Library welcomes community opinions regarding programming. Customers who wish to address a concern about a program should fill out a Request for Reconsideration form.

After receiving the completed Request for Reconsideration, the Executive Director will appoint an ad hoc committee consisting of the appropriate library staff with relevant subject knowledge. The committee will evaluate all requests within the context of the Program Policy. During this process, the program in question will remain on the library calendar. At the conclusion of the review, the customer will receive a written response to their Request for Reconsideration.

Confidentiality and Privacy of Library Users Policy

In accordance with the provisions of Indiana Code 5-14-3-4(b)(16) the Vigo County Public Library (VCPL) Board of Trustees does hereby exercise their discretion and declares to be confidential all Library or archival records which:

- (A) can be used to identify any library patron; or
- (B) have been deposited with, or acquired by, the Library upon the conditions that the records be disclosed only under the following conditions:
 - (i) to qualified researchers;
 - (ii) after the passing of a period of years that is specified in the documents under which the deposit or acquisition is made; or
 - (iii) after the death of persons specified at the time of the acquisition or deposit.

Library and Archival Records

Library records which can be used to identify any library patron, referred to in above subparagraph (A), include but are not limited to registration and circulation records, records of database use, records of computer or network use, product of video or other security systems, and all other library records pertaining to or indicating personally identifiable uses of VCPL materials, facilities, or services.

Archival records, referred to in above subparagraph (B), include artifacts or records in any format including text on paper or in electronic format, photographs, videos, sound recordings, or objects.

The VCPL uses records referred to in subparagraphs (A) and (B):

- to the extent necessary for managing library records and operations,
- with an authorized collections agency for the purpose of recovering lost materials or unpaid fees.

Disclosure of Records

Such records may not be disclosed to the public or any person except as outlined by subparagraph (B) above or as may be required by law and or pursuant to a subpoena, warrant, or court order and subsequent to review by VCPL legal counsel to determine proper jurisdiction, scope, and response.

The VCPL may use records, such as products of video or other security systems, referred to in subparagraph (A):

- when reporting a crime committed against or on the premises of VCPL,

- or when exigent circumstances such as the prevention of imminent danger to life or serious damage to property exist as a result of a crime committed on library premises.

Nothing in this policy shall be deemed to require the disclosure by the VCPL of any other written or tangible materials or records or archives other than as expressly required by law.

While VCPL safeguards the confidentiality and privacy of all library records, library users should be aware that public library spaces, both physical and digital, are public and as such, there is no reasonable expectation of privacy for information and or activity that is plainly in public view or that is otherwise publicly available.

Third party partners

VCPL enters into agreements with third party vendors and partners to provide online services, digital collections, streaming media content, electronic newsletters and to improve the library's website. When using some of these services, library customers may also connect with social networks and other users of these services.

Third party services may gather and disclose information. For more information on the specific types of data that may be gathered and disclosed by each third party service, please refer to the Terms of Use and Privacy Policies for the online services used.

VIGO COUNTY PUBLIC LIBRARY

RESOLUTION TO PAY BILLS PRIOR TO BOARD 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 Prior to Board Approval Page 2

(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 17th day of January, 2023.

AYE

NAY

ATTEST:

Dr. Christi A. Fenton, 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 that have purchase orders to further the projects of the Vigo County Public Library during 2023; 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 2022 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

Purchase Order#	Vendor's Name	Budget Line Item	Amount Encumbered	Purpose of Encumbrance
210998	HOLDER DESIGN*	4312	\$ 23,680.00	12 Points Branch Design
211171	TPC MECHANICAL CONTRACTORS LLC*	4314	\$ 2,882.50	Structural Repairs & Actuators
211522	SIRSIDYNIX*	4314	\$ 8,150.01	Sirsidynix ILS System
220142-R	TEAM TECH*	4441	\$ 16,920.00	Meeting Room AV Redesign
220142-R	TEAM TECH*	4325	\$ 120.00	Meeting Room AV Redesign Shipping
220142-R	TEAM TECH*	4314	\$ 1,620.00	Meeting Room AV Redesign
220477	HOLDER DESIGN*	4312	\$ 2,244.00	Main Banch Restroom Renovations
220545	MAILCHIMP	4310	\$ 270.00	Email Marketing Annual Subscription
220560	CENTRAL INDIANA HARDWARE CO*	4314	\$ 2,712.44	Adult Services Badge Reader
220703	CENTRAL INDIANA HARDWARE CO*	4314	\$ 2,712.36	Badge Reader For Lending Workroom
220942	B&S PLUMBING & HEATING INC*	4314	\$ 3,800.00	Chilled Water Valve Replacement
221112-R	AMAZON.COM LLC*	4481	\$ 119.98	DVD/Video Material
221370	NETWORK SOLUTIONS INCORPORATED*	4441	\$ 5,465.43	Network Infrastructure for 12 PTS and West
221370	NETWORK SOLUTIONS INCORPORATED*	4310	\$ 546.30	Network Infrastructure for 12 PTS and West
221370	NETWORK SOLUTIONS INCORPORATED*	4314	\$ 4,467.28	Network Infrastructure for 12 PTS and West
221390	AMAZON.COM LLC*	4481	\$ 104.97	DVD/Video Material
221556	POPE, ANDREW*	4129	\$ 1,000.00	Fall 2022 Tuition Reimbursement
201557	POPE, ANDREW*	4246	\$ 250.90	Fall 2022 Textbook Reimbursement
221601	FISHER, ERIC*	4129	\$ 3,000.00	Fall 2022 Tuition Reimbursement
221607	WEAVER, ALISON*	4129	\$ 4,302.00	Fall 2022 Tuition Reimbursement
221608	WEAVER, ALISON*	4246	\$ 92.75	Fall 2022 Textbook Reimbursement
221991-R	DEMCO, INC*	4441	\$ 1,455.12	Book Trucks
221991-R	DEMCO, INC*	4325	\$ 446.56	Book Trucks Shipping
221998	FACEBOOK, INC*	4331	\$ 295.79	Halloween Book Giveaway Promotion
222109-R	E-Z CLEAN INC*	4223	\$ 48.00	Cleaning & Sanitation Supplies
222144	CROWN ELECTRIC, INC*	4361	\$ 41,225.00	Lobby Lighting Project
222144	CROWN ELECTRIC, INC*	4314	\$ 15,225.00	Lobby Lighting Project
222144	CROWN ELECTRIC, INC*	4325	\$ 6,000.00	Lobby Lighting Project Shipping
222162-R	AMAZON.COM LLC*	4481	\$ 194.95	YS DVD/Video Material
222178	TABCO PRINTING & PROMOTIONAL*	4245	\$ 1,107.25	Maintenance Logo Uniforms
222212	BROOKFIELD GROUP*THE	4314	\$ 11,550.00	Office 365 Migration
222218	CROSSROADS DOOR & HARDWARE*	4223	\$ 1,484.00	YS Door Closers and Holds
222254	INVENGO AMERICAN CORP*	4441	\$ 1,735.50	Scanning Wand
222254	INVENGO AMERICAN CORP*	4314	\$ 330.00	Scanning Wand Software
222254	INVENGO AMERICAN CORP*	4325	\$ 240.00	Scanning Wand Shipping
222295	AMAZON.COM LLC*	4461	\$ 18.99	Circulating Print Material
222304	FLOORING AMERICA OF TERRE HAUTE*	4314	\$ 665.00	Relative Humidity Testing
222327	INVENGO AMERICAN CORP*	4441	\$ 1,008.00	Compact Circ Assist Pads
222327	INVENGO AMERICAN CORP*	4325	\$ 150.00	Compact Circ Assist Pads Shipping
222365-R	TABCO PRINTING & PROMOTIONAL*	4245	\$ 9,650.00	Library Bags
222365-R	TABCO PRINTING & PROMOTIONAL*	4325	\$ 470.00	Library Bags Shipping
222397	CROWN ELECTRIC, INC*	4314	\$ 6,785.00	IR Repairs & Retest
222398-R	CROWN ELECTRIC, INC*	4314	\$ 1,290.00	Additional Fire Strobes
222419	MIDWEST COLLABORTAIVE*	4324	\$ 200.00	Training for A.Ingle
222420	B&B FOOD DISTRIBUTORS INC*	4245	\$ 40.00	Sandwich Tray for Jane Austen Event
222435	EARL RODGERS & ASSOCIATES*	4314	\$ 8,975.00	Wiley Coupla Enclosure

222448-R	MEIJER*	4245	\$	48.69	Grinch Party Supplies
222449-R	DOMINO'S PIZZA*	4245	\$	38.95	Food and Drink for Safe Sitter Program
222450	TECHSOUP GLOBAL*	4310	\$	240.00	Microsoft Cloud Solutions License
222451	AMAZON.COM LLC*	4481	\$	73.97	DVD/Video Material
222455	EARL RODGERS & ASSOCIATES*	4314	\$	4,750.00	Sidewalk and Bench Pad Installation
222457-R	WALMART	4245	\$	99.58	Bingo Program Supplies
222458-R	DOLLAR TREE STORES, INC*	4245	\$	36.25	Bingo Prizes
222465	E-Z CLEAN INC*	4221	\$	29.18	Cleaning & Sanitation Supplies
222465	E-Z CLEAN INC*	4223	\$	813.07	Cleaning & Sanitation Supplies
222466	CROWN ELECTRIC, INC*	4314	\$	1,795.00	2 Outlets for Doc Center and 1 on Landing
222487	OFFICE DEPOT	4213	\$	26.42	Banker Boxes
222488	OFFICE DEPOT	4213	\$	104.94	Office Supplies
222489-R	AMAZON.COM LLC*	4213	\$	25.26	Disinfectant Wipes
222492	AMAZON.COM LLC*	4461	\$	54.92	Circulating Print Material
222494	WEBSTAURANTSTORE*	4245	\$	61.96	Coffee Supplies for Hospitality Table
222494	WEBSTAURANTSTORE*	4325	\$	14.09	Coffee Supplies for Hospitality Table Shipping
222496	AMAZON.COM LLC*	4223	\$	74.98	Snow Markers
222497-R	LOWE'S COMMERCIAL SERVICES	4231	\$	8.50	Lubricants and Cleaners
222497-R	LOWE'S COMMERCIAL SERVICES	4221	\$	10.91	Lubricants and Cleaners
222497-R	LOWE'S COMMERCIAL SERVICES	4222	\$	54.78	Lubricants and Cleaners
222498	BOOKPAL, LLC*	4245	\$	25,500.00	Books for 2023 Community Read
222499	HOLDER DESIGN*	4312	\$	56,320.00	Additional Charges 12 Points Design
222500	NATIONAL BUSINESS FURNITURE	4441	\$	8,000.00	Furniture for Programming Office
222500	NATIONAL BUSINESS FURNITURE	4325	\$	500.00	Furniture for Programming Office Shipping
222501-R	SMITH'S SMALL ENGINES*	4222	\$	6.79	Starting Fluid
222501-R	SMITH'S SMALL ENGINES*	4223	\$	9.98	Fuel Filter
222502	AMAZON.COM LLC*	4463	\$	34.05	YS Circulating Material
222503-R	AMAZON.COM LLC*	4245	\$	106.77	Maker Cart Supplies
222504	NATURE EXPLORE*	4391	\$	50.00	Certification Application Fee
222505	DISPLAYS2GO*	4441	\$	438.99	Mobile Display Board
222505	DISPLAYS2GO*	4325	\$	67.82	Mobile Display Board Shipping
222506	AMAZON.COM LLC*	4463	\$	54.61	YS Circulating Material
222507	EARL RODGERS & ASSOCIATES*	4361	\$	259,500.00	Bathroom Renovations At Main
222509	MIDWEST COMMUNICATIONS, INC*	4331	\$	480.00	Christmas Music Sponsorship
222510	SAM'S CLUB DIRECT*	4245	\$	69.88	Hospitality Supplies
222511	KEYMARK CONSTUCTION	4361	\$	1,316,477.00	12 Points Remodeling
	OPERATING FUND TOTAL		\$	1,871,027.42	

GIFT FUND

220151	FACEBOOK*	4331	\$	23.00	Friends Sales Facebook AD Boosts
222341-R	KROGER	4245	\$	29.76	Drinks and Dessert for ESL Family Night
222414-R	TABCO PRINTING & PROMOTIONAL*	4245	\$	1,075.00	Friends Tote Bags
222414-R	TABCO PRINTING & PROMOTIONAL*	4325	\$	152.60	Friends Tote Bags Shipping
222417	ADAFRUIT	4245	\$	206.80	Robotics Kit Components
222477	AMAZON	4245	\$	170.72	Supplies for January Science & Stories
	GIFT FUND TOTAL		\$	1,657.88	

TOTAL ALL FUNDS \$ 1,872,685.30

Adopted by the Board of Trustees of the Vigo County Public Library, read in full this 17th Day of January, 2023, 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

**VIGO COUNTY PUBLIC LIBRARY
RESOLUTION TO TRANSFER APPROPRIATIONS WITHIN
THE LIBRARY OPERATING FUND**

Whereas, it has been shown that in the normal course of operating business certain existing appropriations in the Library Operating Fund need to be transferred from one detail account to another within the same major classification,

Whereas, said transfers will not require the expenditure of more money than the total amount approved for the Library Operating Fund budget year;

We the library board of the **Vigo County Public Library** do resolve that the Library Director is authorized to transfer excess appropriation balances of detail accounts within a major classification to detail accounts that have exhausted their balances within the same major classification as needed.

Adopted this 17th day of January, 2023.

AYE

NAY
