

AGENDA

**REGULAR MEETING
VIGO COUNTY PUBLIC LIBRARY
Thursday, February 23, 2023, 5:30 PM
One Library Square
Terre Haute, IN 47807**

This meeting was rescheduled from the original February 20, 2023 date, and will be held in the Lifelong Learning Center.

1. **Call to Order and Roll Call of Members**
2. **Public Input on Action Items**
3. **Consideration of Minutes of January 17, 2023 Regular Meeting** 2
4. **Consideration of Minutes for the January 17, 2023 Board of Finance Meeting** 5
5. **Treasurer's Report**
 - A. Monthly Financial Statement 7
 - B. Claims and Payroll 8
 - C. Special Claims
 - D. Gift Fund Report 23
 - E. State Board of Accounts 2022 Annual Report 24
6. **Reports to the Library Board**
 - A. Staff Development ~ Ashley Wadsworth
7. **Director's Report** 40
 - A. Indiana State Library Annual Report 50
8. **Old Business**
9. **New Business**
 - A. Resolution to Establish Non-Resident Fees 71
 - B. Library Board Bylaws Review 72
 - C. Consideration of Policies:
 - 1) Unattended Children Policy 79
 - 2) Collection Development Policy 80
10. **Suggestions from the Staff, Board or Public for Action or Study**
11. **Next Regular Meeting:** Monday, March 20 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 17th day of January 2023, the following persons were present:

Library Board Members Present: Terry W. Jones, President; Valentine K. Muyumba; James M. Young; and Stacy D. Killion.

Library Board Members Absent: Olivia K. Goulding, Vice President; and Christi A. Fenton, Secretary.

Library Staff: Kristi Howe; Dennis Shepard; Amy Gibson; Bonnie McNair; Rob Fox; Jeanette Bouchie; Lauren Elyea; Carey LaBella; and Heather Rayl.

Others: none.

PUBLIC INPUT ON ACTION ITEMS

None.

CONSIDERATION OF REGULAR MEETING MINUTES

A motion to approve the minutes as written for the December 19, 2022, regular meeting, made by Muyumba, seconded by Goulding, passed.

CONSIDERATION OF PERSONNEL COMMITTEE EXECUTIVE SESSION MINUTES

A motion to approve the minutes as written for the December 21, 2022, Personnel Committee Executive Session, made by Killion, seconded by Young, passed.

TREASURER'S REPORT

Monthly Cash Statement

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

Claims and Payroll

Mr. Shepard presented the Month End Claims dated December 30, 2022 in the amount of \$82,423.74 (Library Operating, \$79,920.35; Gift Fund, \$2,503.39; Grants, \$0) Library Operating Claims dated January 17, 2023, in the amount of \$109,863.63 (Library Operating Fund, \$107,113.22, Gift Fund, \$1,428.08; Grants, \$1,257.33; PLAC \$65.00) (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

Special Claims

Mr. Shepard presented a special claim of \$70,500 for the SBOA Audit Examination Fee.

Gift Fund Report

Mr. Shepard presented the Gift Fund report dated December 30, 2022 for \$50,396.42.

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. Eric Fisher's presentation was rescheduled.

DIRECTOR'S REPORT

Ms. Howe commented on her written report.

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

OLD BUSINESS

None.

NEW BUSINESS

Executive Director Evaluation

Mr. Jones, Mrs. Killion, and Mr. Young provided an evaluation of Ms. Howe's performance; board members each received a copy of the written report and recommended a salary adjustment, which was the same as VCPL staff, 4%.

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

Consideration of Policies in the VCPL Policy Manual

- **Program Policy**
- **Confidentiality and Privacy of Library Users Policy**

A motion to approve the updates to the Program Policy and the Confidentiality and Privacy of Library Users Policy in the VCPL Policy Manual made by Muyumba, seconded by Killion, passed. (Copy of the Program Policy and Confidentiality and Privacy of Library Users Policy attached to official minutes.)

Resolution to Pay Bills Prior to Board Approval

A motion to approve the Resolution to Pay Bills Prior to Board Approval made by Young, seconded by Muyumba, passed. (Copy of the Resolution to Pay Bills Prior to Board Approval 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 Encumber Funds

A motion to approve the Resolution to Encumber Funds, made by Killion, seconded by Young, passed. (Copy of the Resolution to Encumber Funds attached to official minutes.)

Resolution to Transfer Appropriations within the Library Operating Fund

A motion to approve the Resolution to Transfer Appropriations within the Library Operating Fund, made by Muyumba, seconded by Killion, passed. (Copy of the Resolution to Transfer Appropriations within the Library Operating Fund attached to official minutes.)

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

There were no suggestions.

NEXT MEETING

Regular Meeting, February 20, 2023, at 5:30 p.m. at Main Library.

ADJOURNMENT

A motion to adjourn the meeting made by Young, seconded by Muyumba, passed. The meeting adjourned at 6:03 p.m.

ABSENT

Terry W. Jones, President

Olivia K. Goulding, Vice President

ABSENT

Christi A. Fenton, Secretary

Valentine K. Muyumba, Board Member

James M. Young, Board Member

Stacy D. Killion, Board Member

Vacant

MEETING OF THE BOARD OF FINANCE VIGO COUNTY PUBLIC LIBRARY

At the meeting of the Vigo County Public Library Board of Finance at the Vigo County Public Library West Branch, 125 N. Church St., West Terre Haute, at 6:03 p.m. on the 17th day of January 2023, the following persons were present:

Library Board Members Present: Terry W. Jones, President; Valentine K. Muyumba; James M. Young; and Stacy D. Killion.

Library Board Members Absent: Olivia K. Goulding, Vice President; and Christi A. Fenton, Secretary.

Library Staff: Kristi Howe; Dennis Shepard; Amy Gibson; Bonnie McNair; Rob Fox; Jeanette Bouchie; Lauren Elyea; Carey LaBella; and Heather Rayl.

Others: none.

ELECTION OF OFFICERS

A motion to designate the current Library Board Officers as the Board of Finance Officers, made by Killion, seconded by Muyumba, motion passed.

INVESTMENT POLICY

Dennis Shepard presented the new Investment Policy for VCPL's Policy Manual.

A motion to accept the Investment Policy for the policy manual made by Killion, seconded by Young, motion passed. (Copy of Investment Policy attached to official minutes.)

INVESTMENT REPORT

Dennis Shepard presented the written report. Mr. Shepard verified that all staff who handle money and all Board of Trustee members are required to complete an Internal Control training and sign an acknowledgement form, which is kept on file and available for inspection.

A motion to accept the Investment Report made by Young, seconded by Muyumba, motion passed. (Copy of Investment Report attached to official minutes.)

NEXT MEETING

The next meeting of the Board of Finance will be January 16, 2024 at the West Branch Library, immediately following the regular Library Board meeting.

ADJOURNMENT

A motion to adjourn the meeting, made by Muyumba, seconded by Killion, motion passed. The meeting adjourned at 6:11 p.m.

ABSENT

Terry W. Jones, President

Olivia K. Goulding, Vice President

ABSENT

Christi A. Fenton, Secretary

Valentine K. Muyumba, Board Member

James M. Young, Board Member

Stacy D. Killion, Board Member

Vacant

1/30/23 AG

Cash Statement
 Vigo County Public Library
 January 2023

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	6,386,598.53 6,386,598.53	135,255.77 135,255.77	648,032.28 648,032.28	5,873,822.02	(512,776.51) (512,776.51)
Cash Gift Fund 200-00-1010	50,396.42 50,396.42	521.66 521.66	1,864.23 1,864.23	49,053.85	(1,342.57) (1,342.57)
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	(11,997.55) (11,997.55)	0.00 0.00	1,257.33 1,257.33	(13,254.88)	(1,257.33) (1,257.33)
Cash Public Library Access Car 800-00-1010	65.00 65.00	0.00 0.00	65.00 65.00	0.00	(65.00) (65.00)
Cash-Payroll Withholdings 803-00-1010	1,352.89 1,352.89	74,857.75 74,857.75	75,141.08 75,141.08	1,069.56	(283.33) (283.33)

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*25461	CENTRAL INDIANA HARDWARE	100	<i>Check</i>	2,712.36	56738	BADGE READER FOR LENDING WORKR
*25431	CENTRAL INDIANA HARDWARE	100	<i>Check</i>	2,712.44	56739	ADULT SERVICES BADGE READER
25462	DATABASEUSA.COM LLC	100	<i>Check</i>	4,120.00	56740	ATOZ DATABASE RENEWAL
25464	INFOBASE	100	<i>Check</i>	9,564.88	56741	INFOBASE RENEWAL
*25520	INTERNATIONAL CRANE FOUNI	100	<i>Check</i>	243.75	56742	GUEST SPEAKER FEB 2023
25528	PRAIRIE PRESS	100	<i>Check</i>	64.99	56743	NEWSPAPERS
					Total Count:	6
					Total Amount:	19,418.42
25445	ADP INC - AUTOPAY II	100	<i>ACH</i>	280.50	7727	PAYROLL SERVICES
25475	ADP INC - AUTOPAY II	100	<i>ACH</i>	770.32	7728	PAYROLL SERVICES
25430	AMAZON.COM LLC	100	<i>ACH</i>	7.85	7729	CIRC PRINT MAT AND DVD/VIDEO MAT
25432	AMAZON.COM LLC	100	<i>ACH</i>	234.91	7730	YS DVD/VIDEO MATERIAL
25434	AMAZON.COM LLC	100	<i>ACH</i>	42.73	7731	CIRC PRINT MAT AND DVD/VIDEO MAT
25446	AMAZON.COM LLC	100	<i>ACH</i>	10.99	7732	CIRC PRINT MATERIAL
25447	AMAZON.COM LLC	100	<i>ACH</i>	25.00	7733	CIRC PRINT MATERIAL
25448	AMAZON.COM LLC	100	<i>ACH</i>	60.90	7734	CIRC PRINT MAT AND DVD/VIDEO MAT
25450	AMAZON.COM LLC	100	<i>ACH</i>	98.94	7735	LAMINATING POUCHES FOR YS, TECH 1
25451	AMAZON.COM LLC	100	<i>ACH</i>	12.95	7736	CIRC PRINT MAT AND DVD/VIDEO MAT
25452	AMAZON.COM LLC	100	<i>ACH</i>	57.69	7737	TISSUES AND DISINFECTANT WIPES
25453	AMAZON.COM LLC	100	<i>ACH</i>	8 366.69	7738	CIRC PRINT MATERIAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
25454	AMAZON.COM LLC	100	ACH	179.97	7739	DVD/VIDEO MATERIAL
25471	AMAZON.COM LLC	100	ACH	12.99	7740	CIRC PRINT MATERIAL
25472	AMAZON.COM LLC	100	ACH	25.35	7741	CIRC PRINT MATERIAL
25473	AMAZON.COM LLC	100	ACH	9.97	7742	CIRC PRINT MATERIAL
25479	AMAZON.COM LLC	100	ACH	185.74	7743	BRIDGERTON BALL
25491	AMAZON.COM LLC	100	ACH	167.38	7744	ART HACKS AND ART KIT SUPPLIES
25507	AMAZON.COM LLC	100	ACH	3.99	7745	CIRC PRINT MAT AND DVD/VIDEO MAT
25509	AMAZON.COM LLC	100	ACH	72.68	7746	CIRC PRINT MATERIAL
25510	AMAZON.COM LLC	100	ACH	7.90	7747	CIRC PRINT MAT AND DVD/VIDEO MATE
25511	AMAZON.COM LLC	100	ACH	47.75	7748	CIRC PRINT MAT AND DVD/VIDEO MATE
25512	AMAZON.COM LLC	100	ACH	11.49	7749	CIRC PRINT MATERIAL
25513	AMAZON.COM LLC	100	ACH	26.47	7750	CIRC PRINT MATERIAL
25514	AMAZON.COM LLC	100	ACH	9.98	7751	CIRC PRINT MATERIAL
25515	AMAZON.COM LLC	100	ACH	59.88	7752	DVD/VIDEO MATERIAL
25516	AMAZON.COM LLC	100	ACH	89.85	7753	DUMMY SWITCH CASES AND 3 IN BOOK
25435	BAKER & TAYLOR INC	100	ACH	1,801.96	7754	CIRC PRINT MATERIAL
25468	BAKER & TAYLOR INC	100	ACH	3,956.82	7755	CIRC PRINT MATERIAL
*25455	COX ZWERNER GAMBILL & SUL	100	ACH	675.00	7756	LEGAL SERVICES
25470	DEMCO, INC	100	ACH	100.67	7757	SLATWALL DISPLAY FOR INFORMATION
25508	DEMCO, INC	100	ACH	245.15	7758	LAMINATE 9 INCHES
25517	E-Z CLEAN INC		ACH	70.56	7759	CLEANING SUPPLIES

<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				
25518	E-Z CLEAN INC	100	<i>ACH</i>	1,047.19	7760	CLEANING AND PAPER PRODUCTS
		100				
25436	GALE/CENGAGE LEARNING	100	<i>ACH</i>	239.15	7761	CIRC PRINT MATERIAL
		100				
25456	INVENGO AMERICAN CORP	100	<i>ACH</i>	1,158.00	7762	COMPACT CIRC ASSIST PADS FOR MAN
		100				
*25444	JOHNSON CONTROLS SECURI	100	<i>ACH</i>	1,076.68	7763	WEST ANNUAL SERVICE
		100				
25437	MIDWEST TAPE	100	<i>ACH</i>	1,712.18	7764	DVD/VIDEO MATERIAL
		100				
25463	MIDWEST TAPE	100	<i>ACH</i>	6,065.38	7765	HOOPLA DECEMBER INVOICE
		100				
*25476	UNITED WAY OF WABASH VALL	100	<i>ACH</i>	500.00	7766	TABLE FOR ANNUAL MEETING
		100				
					Total Count:	40
					Total Amount:	21,529.60
*25438	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	10.00	9616	LAUNDERING OF MAINTENANCE RAGS
		100				
*25440	DUKE ENERGY *	100	<i>E-pay</i>	499.82	9617	WEST ELECTRIC SERVICE
		100				
*25441	DUKE ENERGY *	100	<i>E-pay</i>	21,766.01	9618	MAIN ELECTRIC SERVICE
		100				
*25457	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	24.58	9619	12 POINTS WATER SERVICE
		100				
*25458	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	28.84	9620	LAUNDERING OF MAIN TABLECLOTHS
		100				
*25459	B & S PLUMBING & HEATING IN	100	<i>E-pay</i>	2,400.00	9621	CHILLED WATER VALVE REPLACEMENT
		100				
*25465	DUKE ENERGY *	100	<i>E-pay</i>	1,795.27	9622	12 POINTS ELECTRIC SERVICE
		100				
25466	CROWN ELECTRIC, INC	100	<i>E-pay</i>	192.93	9623	RECEPTACLE INSTALLATION
		100				
25467	CROWN ELECTRIC, INC	100	<i>E-pay</i>	265.50	9624	SERVICE CALL FOR METER REPAIR
		100				
25469	CINTAS CORPORATION	100	<i>E-pay</i>	27.49	9625	WEST CABINET SERVICE
		100				
*25474	REPUBLIC SERVICES OF WEST	100	<i>E-pay</i>	425.89	9626	MAIN TRASH SERVICE
		100				
				10		

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
25477	T-MOBILE USA, INC.	100	<i>E-pay</i>	913.34	9627	MAIN HOTSPOT DATA
25478	T-MOBILE USA, INC.	100	<i>E-pay</i>	111.72	9628	WEST HOTSPOT DATA
25480	OVERDRIVE	100	<i>E-pay</i>	9,000.00	9629	MONTHLY INVOICE
*25481	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	23.29	9630	MAIN IRRIGATION SERVICE
25482	CROWN ELECTRIC, INC	100	<i>E-pay</i>	21,379.00	9631	LOBBY LIGHTING PROJECT
25483	OFFICE DEPOT	100	<i>E-pay</i>	318.23	9632	OFFICE SUPPLIES
*25492	CROSSROADS DOOR & HARDV	100	<i>E-pay</i>	314.00	9633	YS DOOR CLOSERS AND HOLDS
*25493	CROSSROADS DOOR & HARDV	100	<i>E-pay</i>	18.00	9634	AA7 DUPLICATE KEYS
*25494	DICK MCCALISTER & SONS INC	100	<i>E-pay</i>	325.00	9635	ELECTRIC SEWER SERVICE MAIN LINE
*25426	VISA CARD SERVICES	100 200	<i>E-pay</i>	3,086.27	9636	VARIOUS SUPPLIES, TRAVEL, REGISTR.
*25519	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	415.26	9644	MAIN WATER SERVICE
25488	SAM'S CLUB DIRECT	100	<i>E-pay</i>	115.16	9645	PROGRAM SUPPLIES
25526	RICOH USA INC	100	<i>E-pay</i>	1,458.78	9646	COPIER LEASE
25527	VERIZON - WIRELESS	100	<i>E-pay</i>	112.50	9647	PHONE SERVICE
*25532	TABCO PRINTING & PROMOTIC	100	<i>E-pay</i>	1,107.25	9648	MAINTENANCE LOGO WEAR
25538	CROWN ELECTRIC, INC	100	<i>E-pay</i>	818.56	9649	2 OUTLETS FOR DOC CENTER 1 ON LAI
*25539	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	31.78	9650	LAUNDERING OF MAINTENANCE RAGS
25540	OFFICE DEPOT	100	<i>E-pay</i>	16.44	9651	STAMP FOR BUS OFFICE
25541	OFFICE DEPOT	100	<i>E-pay</i>	6.00	9652	OFFICE SUPPLIES
25542	OFFICE DEPOT	100	<i>E-pay</i>	11	9653	OFFICE SUPPLIES

<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>
*25410	CAPITAL ONE	100	E-pay	99.58	9654	PROGRAM SUPPLIES

Total Count: 32
Total Amount: 67,107.17

<i>Grand Total Fund 100:</i>	107,619.04
<i>Grand Total Fund 200:</i>	436.15
<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:	78
Grand Total Amount:	108,055.19

Executive Director
Kristi Howe

VISA - JANUARY- MONTHLY TOTAL			PAY 1/31/2023	
DATE	PO#	VENDOR	DESCRIPTION	AMOUNT
KRISTI HOWE		XXXX XXXX XXXX 3729		
12/29/2022	220151	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	\$23.00
1/6/2023	230033	TERRE HAUTE CHAMBER OF COMMERCE	VIRTUAL WORKSHOP REGISTRATION	\$25.00
1/9/2023	230030	INDIANA LIBRARY FEDERATION	MEMBERSHIP FEE- K HOWE	\$120.00
1/13/2023	230084	MEIJER	GIFT CARD HONORARIUM FOR CRACKERBARREL MODERATOR	\$221.55
ADM TOTAL				389.55
DENNIS SHEPARD		XXXX XXXX XXXX 6317		
12/27/2022	222494	WEBSTAUANTSTORE	COFFEE SUPPLIES FOR HOSPITALITY TABLE	76.05
12/29/2022	220545	MAILCHIMP	EMAIL MARKETING ANNUAL SUBSCRIPTION	90.00
12/31/2022	230023	GOOGLE	GOOGLE WORKSPACE	93.60
DENNIS S TOTAL				259.65
BRANDY BRIDGEWATER		XXXX XXXX XXXX 1093		
12/19/2022	222450	TECHSOUP GLOBAL	MICROSOFT CLOUD SOLUTIONS LICENSE	240.00
12/21/2022	NA	DFROBOT	REFUND FOR CANCELLED ITEMS ON PREVIOUS ORDER	-15.20
12/22/2022	222458-R	DOLLAR TREE STORES INC	BINGO PRIZES INTO JAN	36.25
1/12/2023	011223	32AUCTIONS	NO ADS FEE FOR 12 PTS AUCTION	40.00
1/13/2023	230062	SOCIETY FOR HUMAN RESOURCE MANAGEMENT	2023 MEMBERSHIP DUES- R FOX	229.00
1/13/2023	230061	WABASH VALLEY HUMAN RESOURCES ASSOCIATION	2023 MEMBERSHIP DUES- R FOX	198.00
12/21/2022	222449	DOMINOS PIZZA	FOOD AND DRINK FOR SAFE SITTER	46.74
BRANDY TOTAL				774.79
HEATHER RAYL		XXXX XXXX XXXX 6325		
1/3/2023	222505	DISPLAYS2GO	MOBILE DISPLAY BOARD	506.81
1/5/2023	222419	MIDWEST COLLABORATIVE LIBRARY SERVICES	TRAINING FOR A. INGLE	100.00
1/1/2023	230123	GODADDY.COM	SSL CERTIFICATE	799.98
HEATHER TOTAL				1406.79
VIGO CO PUBLIC LIBRARY		XXXX XXXX XXXX 4648		
12/15/2022	222417	ADAFRUIT	ROBOTICS KIT COMPONENTS	206.80
12/20/2022	222448-R	MEIJER	GRINCH PARTY SNACKS	48.69
VIGO TOTAL				255.49
GRAND TOTAL				3086.27

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*25460	FEDERAL COFFEE AND FINE F	100	<i>Check</i>	975.00	56744	BRIDGERTON BALL CATERING AND CAS
*25623	BOARD OF PUBLIC WORKS ANI	100	<i>Check</i>	75.00	56745	ANNUAL HANDICAP PARKING FEE
25649	JACOB-DIETZ, INC.	100	<i>Check</i>	360.00	56746	ANNUAL FIRE SPRINKLER SYSTEM INSF
25625	MATSUHASHI, RIKA	100	<i>Check</i>	69.55	56747	ESL PROGRAM SUPPLIES
25709	MILLCRAFT PAPER COMPANY	100	<i>Check</i>	1,090.00	56748	PAPER CUTTER SERVICE
*25635	SPACE MANAGEMENT INSTALL	100	<i>Check</i>	400.00	56749	ANNUAL SERVICE FROM 2022
25624	TUMBLEWEED PRESS INC	100	<i>Check</i>	950.00	56750	TUMBLEBOOKS SUBSCRIPTION 2023
					Total Count:	7
					Total Amount:	3,919.55
25564	ADP INC - AUTOPAY II	100	<i>ACH</i>	760.10	7768	PAYROLL SERVICES
25672	ADP INC - AUTOPAY II	100	<i>ACH</i>	277.20	7769	PAYROLL SERVICES
25708	ADP INC - AUTOPAY II	100	<i>ACH</i>	700.85	7770	PAYROLL SERVICES
25565	AMAZON.COM LLC	100	<i>ACH</i>	12.50	7771	CIRC. NON PRINT PHYSICAL MATERIAL
25566	AMAZON.COM LLC	100	<i>ACH</i>	19.95	7772	CIRC PRINT MATERIAL
25567	AMAZON.COM LLC	100	<i>ACH</i>	11.99	7773	CIRC PRINT MATERIAL
25568	AMAZON.COM LLC	100	<i>ACH</i>	49.99	7774	DVD/VIDEO MATERIAL
25569	AMAZON.COM LLC	100	<i>ACH</i>	14.59	7775	CIRC PRINT MATERIAL
25570	AMAZON.COM LLC	100	<i>ACH</i>	119.97	7776	DVD/VIDEO MATERIAL
25571	AMAZON.COM LLC	100	<i>ACH</i>	119.97	7777	YS DVD/VIDEO MATERIAL
25572	AMAZON.COM LLC	100	<i>ACH</i>	81.95	7778	CIRC PRINT MATERIAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
25573	AMAZON.COM LLC	100	ACH	22.09	7779	CIRC PRINT MATERIAL
25574	AMAZON.COM LLC	100	ACH	47.85	7780	CIRC PRINT MATERIAL
25575	AMAZON.COM LLC	100	ACH	23.04	7781	CLASP ENVELOPES FOR HR
25576	AMAZON.COM LLC	100	ACH	18.99	7782	CIRC PRINT MATERIAL
25577	AMAZON.COM LLC	100	ACH	9.99	7783	CIRC PRINT MATERIAL
25578	AMAZON.COM LLC	100	ACH	17.06	7784	AUDIO BOOKS AND CIRC PRINT MATER
25579	AMAZON.COM LLC	100	ACH	29.24	7785	AUDIO BOOKS AND CIRC PRINT MATER
25580	AMAZON.COM LLC	100	ACH	34.99	7786	DVD/VIDEO MATERIAL
25581	AMAZON.COM LLC	100	ACH	99.97	7787	DVD/VIDEO MATERIAL
25582	AMAZON.COM LLC	100	ACH	209.97	7788	CIRC PRINT MAT AND DVD/VIDEO MAT
25583	AMAZON.COM LLC	100	ACH	69.88	7789	CIRC PRINT MAT AND DVD/VIDEO MAT
25584	AMAZON.COM LLC	100	ACH	152.28	7790	KIT SUPPLIES
25585	AMAZON.COM LLC	100	ACH	8.02	7791	KIT SUPPLIES
25586	AMAZON.COM LLC	100	ACH	389.94	7792	PLA FILAMENT FOR 3D PRINTERS
25587	AMAZON.COM LLC	100	ACH	48.28	7793	DVD/VIDEO MATERIAL
25588	AMAZON.COM LLC	100	ACH	39.96	7794	CIRC PRINT MATERIAL
25589	AMAZON.COM LLC	100	ACH	15.95	7795	CIRC PRINT MATERIAL
25590	AMAZON.COM LLC	100	ACH	9.63	7796	CIRC PRINT MATERIAL
25591	AMAZON.COM LLC	100	ACH	51.96	7797	CIRC PRINT MATERIAL
25592	AMAZON.COM LLC	100	ACH	35.30	7798	CIRC PRINT MATERIAL
25626	AMAZON.COM LLC	100	ACH	59.99	7799	CIRC PRINT MAT AND DVD/VIDEO MAT

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
25636	AMAZON.COM LLC	100	ACH	96.94	7800	RECEIPT PAPER AND TISSUES
25639	AMAZON.COM LLC	100	ACH	16.49	7801	AA BATTERIES
25643	AMAZON.COM LLC	100	ACH	192.24	7802	VOLTMETER&ACCES. EXTENSIONCORE
25644	AMAZON.COM LLC	100	ACH	67.12	7803	AUDIO BOOKS AND CIRC PRINT MATER
25645	AMAZON.COM LLC	100	ACH	14.99	7804	AUDIO BOOKS AND CIRC PRINT MATER
25673	AMAZON.COM LLC	100	ACH	222.82	7805	MAGNETIC LABELS AND DOOR STOPS
25674	AMAZON.COM LLC	100	ACH	27.99	7806	ART WITH CORINNE
25675	AMAZON.COM LLC	100	ACH	17.63	7807	MUSIC CDS
25676	AMAZON.COM LLC	100	ACH	9.99	7808	CIRC PRINT MATERIAL
25677	AMAZON.COM LLC	100	ACH	93.57	7809	PERLER BEAD PROGRAM SUPPLIES
25678	AMAZON.COM LLC	100	ACH	13.98	7810	MUSIC CD
25679	AMAZON.COM LLC	100	ACH	115.81	7811	PAINTING W/ NICOLE SUPPLIES
25680	AMAZON.COM LLC	100	ACH	104.97	7812	YS DVD/VIDEO MATERIAL
25681	AMAZON.COM LLC	100	ACH	110.32	7813	SUPPLIES FOR YS COMPUTER PATRON
25682	AMAZON.COM LLC	100	ACH	35.31	7814	TEEN MOVIE/CRAFT NIGHT SUPPLIES
25683	AMAZON.COM LLC	100	ACH	63.54	7815	KEY BOX AND HEADPHONES FOR HR
25684	AMAZON.COM LLC	100	ACH	34.99	7816	YS DVD/VIDEO MATERIAL
25685	AMAZON.COM LLC	100	ACH	88.65	7817	OUTREACH STORYTIME GEAR
25686	AMAZON.COM LLC	100	ACH	38.97	7818	TEEN ART KITS
25687	AMAZON.COM LLC	100	ACH	16	7819	HOMESCHOOL GROUP SUPPLIES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
25688	AMAZON.COM LLC	100	ACH	99.30	7820	TEEN SPACE SUPPLIES
25689	AMAZON.COM LLC	100	ACH	40.42	7821	CIRC PRINT MATERIAL
25694	AMAZON.COM LLC	100	ACH	36.32	7822	CIRC PRINT MATERIAL
25695	AMAZON.COM LLC	100	ACH	87.96	7823	DEPT SUPPLIES
25701	AMAZON.COM LLC	100	ACH	52.86	7824	CIRC PRINT MATERIAL
25531	BAKER & TAYLOR INC	100	ACH	2,287.67	7825	CIRC PRINT MAT, AUD REC BOOKS
25593	BAKER & TAYLOR INC	100	ACH	1,334.03	7826	CIRC PRINT MAT, AUD REC BOOKS
25655	BAKER & TAYLOR INC	100	ACH	3,412.05	7827	CIRC PRINT MAT, AUD REC BOOKS
25705	BAKER & TAYLOR INC	100	ACH	695.00	7828	TS360 REVIEWS
25653	BRODART COMPANY	100	ACH	32.81	7829	MYSTERY GENRE LABELS
*25594	CULLIGAN WATER CONDITIONI	100	ACH	180.00	7830	MAIN COOLER RENTAL
*25595	CULLIGAN WATER CONDITIONI	100	ACH	30.50	7831	WEST COOLER RENTAL
25596	DEMCO, INC	100	ACH	100.67	7832	SHELVES FOR INFORMATION WALL
25640	DEMCO, INC	100	ACH	37.32	7833	AWARD STICKERS, BLUE LABEL PROTE
25651	DEMCO, INC	100	ACH	1,901.68	7834	BOOK TRUCKS
25597	E-Z CLEAN INC	100	ACH	370.58	7835	CLEANING AND PAPER PRODUCTS
25598	E-Z CLEAN INC	100	ACH	48.80	7836	CLEANING AND PAPER PRODUCTS
25599	E-Z CLEAN INC	100	ACH	2.64	7837	SUPPLY ORDER
*25600	EARL RODGERS & ASSOCIATE:	100	ACH	34,225.29	7838	BATHROOM RENOVATIONS AT MAIN
*25706	EARL RODGERS & ASSOCIATE:	100	ACH	17 4,750.00	7839	SIDEWALK AND BENCH PAD INSTALLAT
*25707	EARL RODGERS & ASSOCIATE:		ACH	550.00	7840	REVISED PRICING- SIDEWALK RENOVA

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		100				
25530	GALE/CENGAGE LEARNING		ACH	131.56	7841	CIRC PRINT MATERIAL
		100				
25696	GRAHAM FEED COMPANY		ACH	578.20	7842	ICE MELT
		100				
25627	HOLDER DESIGN, INC		ACH	23,680.00	7843	12 POINTS BRANCH DESIGN
		100				
25628	HOLDER DESIGN, INC		ACH	26,320.00	7844	ADDTNL CHARGES 12 POINTS DESIGN
		100				
*25692	HOWE*KRISTI		ACH	37.64	7845	REIMBURSEMENT FOR REFRESHMENT:
		100				
25529	MIDWEST TAPE		ACH	499.77	7846	DVD/VIDEO MATERIAL
		100				
25601	MIDWEST TAPE		ACH	6,814.69	7847	HOOPLA INVOICE FOR JANUARY
		100				
25602	MIDWEST TAPE		ACH	1,013.14	7848	DVD/VIDEO MATERIAL
		100				
25656	MIDWEST TAPE		ACH	733.28	7849	DVD/VIDEO MATERIAL
		100				
25641	NEW AVENUES		ACH	166.24	7850	ALA CARTE ADMIN FEE
		100				
25642	NEW AVENUES		ACH	180.00	7851	CLINICAL HOURS
		100				
25603	OCLC INC		ACH	6,347.67	7852	CATALOGING SUBSCRIPTION
		100				
25605	PAYPAL INC		ACH	19.95	7853	MONTHLY PAYFLOW LINK
		100				
25609	POPE, ANDREW		ACH	86.90	7854	REIMBURSEMENT FOR LEGO PROGRAM
		100				
25612	RICOH USA INC		ACH	2,547.26	7855	COPIER LEASE
		100				
*25647	UNIQUE MANAGEMENT SERVIC		ACH	669.50	7856	PLACEMENTS
		100				
*25648	UNIQUE MANAGEMENT SERVIC		ACH	592.01	7857	NOTICES
		100				
25614	WAGeworks, INC.		ACH	168.82	7858	COBRA MONTHLY FEE
		100				
25615	WEAS ENGINEERING INC		ACH	491.72	7859	WATER TREATMENT MANAGEMENT
		100				
25693	WEAVER, ALISON		ACH	18 117.23	7860	REIMBURSEMENT FOR YS PROGRAM S
		100				

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
25650	ZONES INC	100	ACH	159.89	7861	ADOBE CREATIVE CLOUD LICENSE 2MC
						Total Count: 94 Total Amount: 126,648.99
*25559	TOWN OF WTH WATER & SEWE	100	E-pay	71.32	9666	WEST WATER SERVICE
25560	CENTERPOINT ENERGY	100	E-pay	19.24	9667	12 POINTS GAS SERVICE
*25561	INDIANA AMERICAN WATER CC	100	E-pay	58.26	9668	PRIVATE FIRE SERVICE
25562	FRONTIER	100	E-pay	67.22	9669	WEST PHONE SERVICE
25563	WEX BANK	100	E-pay	126.91	9670	FUEL
25617	ENA	100	E-pay	538.12	9679	VOICE SERVICE
25618	ENA	276	E-pay	1,257.33	9680	INTERNET SERVICE
25546	HOBBY LOBBY	100	E-pay	23.96	9681	PROGRAM SUPPLIES
25537	KROGER	100	E-pay	197.88	9682	PROGRAM SUPPLIES
*25536	LOWE'S COMMERCIAL SERVICI	100	E-pay	121.08	9683	MAINTENANCE SUPPLIES
25622	OVERDRIVE	100	E-pay	9,000.00	9684	FEB MONTHLY CONTENT DEPOSIT
*25637	COURTESY CLEANING CENTEF	100	E-pay	18.20	9685	LAUNDERING OF MAINTENANCE RAGS
25638	CENTERPOINT ENERGY	100	E-pay	387.37	9686	WEST GAS SERVICE
25646	CINTAS CORPORATION	100	E-pay	131.92	9687	MAIN CABINET SERVICE
*25697	DUKE ENERGY *	100	E-pay	471.91	9688	WEST ELECTRIC SERVICE
*25698	DUKE ENERGY *	100	E-pay	20,689.41	9689	MAIN ELECTRIC SERVICE
*25702	COURTESY CLEANING CENTEF	100	E-pay	93.10	9690	LAUNDERING OF MAIN TABLECLOTHS
*25703	COURTESY CLEANING CENTEF		E-pay	15.96	9691	LAUNDERING OF MAINTENANCE RAGS

<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: 18 Total Amount: 33,289.19

<i>Grand Total Fund 100:</i>	162,600.40
<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>	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>	0.00

Grand Total Count:	119
Grand Total Amount:	163,857.73

Executive Director
Kristi Howe

Payroll Payable
Voucher Register

Vigo County Public Library
For Period January -2023

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
1/6	Pay#1	Gross Payroll	\$ 142,633.17	\$ 142,633.17	ACH	
1/6	Pay#1	FICA	\$ 10,394.17	\$ 10,394.17	ACH	
1/6	Pay#1	PERF	\$ 18,448.68	\$ 18,448.68	ACH	
1/20	Pay#2	Gross Payroll	\$ 142,851.93	\$ 142,851.93	ACH	
1/20	Pay#2	FICA	\$ 10,333.59	\$ 10,333.59	ACH	
1/20	Pay#2	PERF	\$ 18,506.78	\$ 18,506.78	ACH	
1/20	Pay#2	Anthem	\$ 83,208.05	\$ 83,208.05	ACH	
1/20	Pay#2	Guardian	\$ 6,704.55	\$ 6,704.55	ACH	
		Gross Payroll	\$ -	\$ -	ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

Total library cost			\$ 433,080.92			
January pays 1 & 2	Nationwide	\$ 1,386.80	\$ 1,386.80	ACH	Staff withholding	
January pays 1 & 2	Garnishments	\$ 500.00	\$ 500.00	ACH	Staff withholding	
January pays 1 & 2	Garnishment Reimbur	\$ -	\$ -	ACH	Staff withholding	
January pays 1 & 2	AFLAC	\$ 1,021.22	\$ 1,021.22	ACH	Staff withholding	
January pays 1 & 2	United Way	\$ 512.00	\$ 512.00	ACH	Staff withholding	
January pays 1 & 2	Anthem	\$ 10,041.38	\$ 10,041.38	ACH	Staff withholding	
January pays 1 & 2	HSA adj.		\$ -	ACH	Staff withholding	
January pays 1 & 2	Guardian	\$ 893.38	\$ 893.38	ACH	Staff withholding	
January pays 1 & 2	Boston Mutual	\$ 746.86	\$ 746.86	ACH	Staff withholding	
January pays 1 & 2	Fed Tax	\$ 20,475.26	\$ 20,475.26	ACH	Staff withholding	
January pays 1 & 2	State Tax	\$ 8,717.21	\$ 8,717.21	ACH	Staff withholding	
January pays 1 & 2	Local Tax	\$ 5,314.72	\$ 5,314.72	ACH	Staff withholding	
January pays 1 & 2	FICA	\$ 20,727.73	\$ 20,727.73	ACH	Staff withholding	
January pays 1 & 2	Vol. PERF	\$ 4,521.19	\$ 4,521.19	ACH	Staff withholding	
	Staff Cost	\$ 74,857.75	\$ 74,857.75			

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.

February 20, 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 \$ 433,080.92

Dated this 20th day of February 2023 .

Terry W. Jones, Board President

Olivia K. Goulding, Board Vice President

Christi A. Fenton, Board Secretary

Valentine K. Muyumba, Board Member

Brian Cain, Board Member

Stacy D. Killion, Board Member

James M.Young, Board Member

January 31, 2023

Gift Fund Balances

2023

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 205.37	Unrestricted Use	Admin.
64-SPC	\$ 7,026.28	Support of SPC	Admin.
65-Big Read	\$ 450.00	Big Read	Admin.
66-YS	\$ 4,459.33	Support of YS	Admin.
67-WVCF Endowment	\$ -	Support of Strategic Plan Goals	Admin.
68-Crackerbarrel	\$ (61.55)	Support of Crackerbarrel	Admin.
69-Wright Foundation	\$ 9,449.24	Unrestricted Use	Admin.
70- West Emily's Garden	\$ 278.36	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,290.58	Support of West Branch	Admin.
72-Friends	\$ (2,593.52)	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	\$ 49,053.85		

Annual Financial Report



Indiana State Board of Accounts

2022

VIGO COUNTY PUBLIC LIBRARY

Vigo County

Not Submitted

Per [IC 5-11-1-4](#) every municipality and local government is required to provide electronically and in a manner prescribed by the state examiner, financial reports for the fiscal year not later than sixty days after the close of the fiscal year.

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Completion and submission of the Gateway *Annual Financial Report* (AFR) will fulfill this requirement. This document comprises all of the report outputs generated by Gateway, based on the information entered by the government unit and submitted by the government official as stipulated in state law.

Some information that rolled over from the previous year, such as grants, will print on this report until the AFR is submitted even if they do not apply to the current year. After the AFR is submitted, this information will not be on the report.

**Vigo County Public Library, Vigo County, Indiana
Annual Financial Report - 2022
Cash & Investments Combined Statement**

	Local Fund Number	Local Fund Name	Beg Cash & Inv Bal Jan. 1, 2022	Receipts	Disbursement	End Cash & Inv Bal Dec. 31, 2022
Governmental Activities	100	Library Operating	\$6,507,346.25	\$7,741,809.55	\$7,862,557.27	\$6,386,598.53
	200	Gift	\$58,294.97	\$31,184.60	\$39,083.15	\$50,396.42
	201	Rainy Day	\$1,748,249.16	\$0.00	\$0.00	\$1,748,249.16
	276	Grants, Misc.	-\$13,163.42	\$60,298.42	\$59,132.55	-\$11,997.55
	800	Plac Card	\$0.00	\$195.00	\$130.00	\$65.00
	803	Pay Control	\$1,038.88	\$983,577.28	\$983,263.27	\$1,352.89
		GRAND TOTAL	\$8,301,765.84	\$8,817,064.85	\$8,944,166.24	\$8,174,664.45

**Vigo County Public Library, Vigo County, Indiana
Detailed Receipts - 2022**

Governmental Activities	Library Operating	General Property Taxes	\$5,798,459.33
		Financial Institution Tax distribution	\$87,616.30
		Vehicle/Aircraft Excise Tax Distribution	\$469,075.01
		Commercial Vehicle Excise Tax Distribution (CVET)	\$32,805.00
		Local Income Tax (LIT) Certified Shares	\$1,258,953.00
		Total Taxes and Intergovernmental	\$7,646,908.64
		Document and Copy Fees	\$2,541.10
		Total Charges for Services	\$2,541.10
		Other Fines and Forfeitures/3512 - Non-Resident	\$3,250.00
		Other Fines and Forfeitures/3720 - Lost/Damaged	\$3,687.47
		Other Fines and Forfeitures/3721 - Delinquent Charges	\$3,530.00
		Total Fines, Forfeitures, and Fees	\$10,467.47
		Earnings on Investments and Deposits	\$77,181.09
		Other Receipts/3810 - Account Verification	\$0.01
		Other Receipts/3810 - Annual Petty Cash Receipt	\$600.00
		Other Receipts/3810 - Flash Drives, Earbuds, & Totes	\$166.00
		Other Receipts/3810 - Jamax Coin Collection	\$218.30
		Other Receipts/3810 - Miracle on 7th Contest Award	\$100.00
		Other Receipts/3810 - Surplus Property	\$3,626.94
		Total Other Receipts	\$81,892.34
		Total Library Operating	\$7,741,809.55
	Gift	Donations, Gifts, and Bequests	\$31,184.60
		Total Other Receipts	\$31,184.60
		Total Gift	\$31,184.60
	Grants, Misc.	Federal and State Grants and Distributions - Culture and Recreation	\$21,748.00
		Total Taxes and Intergovernmental	\$21,748.00
		Other Receipts/276-92 - ARPA Technology & Social Distancing	\$25,387.00
		Other Receipts/276-99 - State Technology Grant Reimbursement	\$13,163.42
		Total Other Receipts	\$38,550.42
		Total Grants, Misc.	\$60,298.42

Governmental Activities	Plac Card	Statewide Library (PLAC) Card Receipts	\$195.00
	Total Charges for Services		\$195.00
	Total Plac Card		\$195.00
	Pay Control	Payroll Fund and Clearing Account Receipts	\$983,577.28
	Total Other Receipts		\$983,577.28
	Total Pay Control		\$983,577.28
Total Governmental Activities			\$8,817,064.85

**Vigo County Public Library, Vigo County, Indiana
Disbursements by Fund - 2022**

Governmental Activities	Library Operating	Salaries and Wages	\$3,651,570.65
		Employee Benefits	\$1,768,592.74
		Total Personal Services	\$5,420,163.39
<hr style="border-top: 1px dashed #000;"/>			
		Office Supplies	\$22,467.79
		Operating Supplies	\$41,698.47
		Repair and Maintenance Supplies	\$8,089.16
		Other Supplies	\$160,931.64
		Total Supplies	\$233,187.06
<hr style="border-top: 1px dashed #000;"/>			
		Professional Services	\$573,834.24
		Communication and Transportation	\$68,511.72
		Printing and Advertising	\$38,827.56
		Insurance	\$62,416.00
		Utility Services	\$274,021.65
		Repairs and Maintenance	\$144,612.25
		Rentals	\$49,706.27
		Other Services and Charges	\$333,736.50
		Total Services and Charges	\$1,545,666.19
<hr style="border-top: 1px dashed #000;"/>			
		Buildings	\$123,759.08
		Machinery, Equipment, and Vehicles	\$204,504.14
		Books and Other Media	\$335,277.41
		Total Capital Outlays	\$663,540.63
<hr style="border-top: 1px dashed #000;"/>			
		Total Library Operating	\$7,862,557.27
<hr style="border-top: 1px dashed #000;"/>			
	Gift	Office Supplies	\$120.79
		Other Supplies	\$25,394.34
		Total Supplies	\$25,515.13
<hr style="border-top: 1px dashed #000;"/>			
		Professional Services	\$8,408.10
		Communication and Transportation	\$103.68

Governmental Activities	Gift	Printing and Advertising	\$2,280.21
		Total Services and Charges	\$10,791.99
		Machinery, Equipment, and Vehicles	\$2,444.11
		Books and Other Media	\$331.92
		Total Capital Outlays	\$2,776.03
	Total Gift		\$39,083.15
Grants, Misc.	Office Supplies		\$20,516.50
	Total Supplies		\$20,516.50
	Professional Services		\$12,233.50
	Total Services and Charges		\$12,233.50
	Machinery, Equipment, and Vehicles		\$25,387.00
	Books and Other Media		\$995.55
	Total Capital Outlays		\$26,382.55
	Total Grants, Misc.		\$59,132.55
Plac Card	Professional Services		\$130.00
	Total Services and Charges		\$130.00
	Total Plac Card		\$130.00
Pay Control	Payment of Taxes and Other Payroll Withholdings		\$983,263.27
	Total Other Disbursements		\$983,263.27
	Total Pay Control		\$983,263.27
Total Governmental Activities			\$8,944,166.24

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Vigo County Public Library, Vigo County, Indiana
Fund Type Schedule 2022

Fund Type	Local Fund	Standard Fund	Grant Related
1 - General Fund	100 - Library Operating	General	N
2 - Special Revenue	800 - Plac Card	PLAC Card	N
2 - Special Revenue	276 - Grants, Misc.	Grant, Misc	N

Fund Type	Local Fund	Standard Fund	Grant Related
12 - Other	201 - Rainy Day	Rainy Day	N
12 - Other	200 - Gift	Gift	N
12 - Other	803 - Pay Control	Pay Control	N

Vigo County Public Library, Vigo County, Indiana
Deficit Fund Balances - 2022

<u>Enterprise Name</u>	<u>Fund Name</u>	<u>Ending Cash and Investment Balance</u>
Governmental Activities	276 - Grants, Misc.	-\$11,997.55
Total deficit fund balances		-\$11,997.55

**Vigo County Public Library, Vigo County, Indiana
Leases 2022**

	Lessor	Description or Purpose	Annual Lease Payment Due in 2023	Lease Begining Date	Lease Ending Date	Will you retain ownership of the property at the end of the lease term?
Governmental Activities (General)	Ricoh USA, Inc.	Public and Administrative copiers	\$17,505.36	09/19/2018	09/19/2023	N
Total Governmental Activities (General) \$17,505.36						
						GRAND TOTAL \$17,505.36

Vigo County Public Library, Vigo County, Indiana
Other Post-Employment Benefits (OPEB) 2022

Name of the OPEB plan	Vigo County Public Library
Type of OPEB plan	Defined Contribution
Select the benefits provided under this OPEB plan:	Medical,Dental,Vision
If other was selected, please describe	
Plan Administrator	
Company Name	Vigo County Public Library
Street Address	1 Library Square
City	Terre Haute
State	IN
Zip	47807
Contact Person	Rob Fox
Phone	812-232-1113
E-mail	rfox@vigo.lib.in.us
Employer sponsoring the plan	0
Current Number of Participants	
Inactive employees or beneficiaries currently receiving benefit payments	0
Inactive employees entitled to but not yet receiving benefits	0
Active employees	0
Actuarial Information	
Has there been an actuarial valuation done for this plan within two and a half years from your most recent year end?	No
When are you planning to have an actuarial valuation done?	Do not intend to have an actuarial valuation done
Contribution Rates (as a % of payroll)	
Employer (e.g. 99.99)	0.00%
Plan Members (e.g. 99.99)	100.00%
Annual Covered Payroll (e.g. 9999.99)	\$0.00
Cost Method for Funding Purposes	Pay as you go

Vigo County Public Library, Vigo County, Indiana
Transfers - 2022

Transfers Out (Disbursements)		Transfers In (Receipts)	
Fund	Amount	Fund	Amount
Total Transfers Out		Total Transfers In	

**Vigo County Public Library, Vigo County, Indiana
Grants - 2022**

Local Project Name/ Description	Federal Program Title/Project Name	Federal Agency	Pass Through Agency	Assistance Listing	Award Name	Award Number	Grant Type	Local Fund	Receipts	Disburse- ments	Amount of Federal Awards Provided to Subrecipients During the Year	Amount of Loans Outstandin g at Year End	Amount of Federal Noncash Assistance for the Year	Amount of Insurance in Effect During the Year
NEA Big Read	Promotion of the Arts- Grants to Organizations and Individuals	National Endowment for the Arts	Arts Midwest	45.024	NEA Big Read	00029981	Reimbursemen t Grant	276-96 Big Read	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00
One State/One Story	One State/One Story: World of Wonders Community Read	National Endowment for the Humanities	Indiana Humanities Council	45.129	Indiana Humanities Grant	21-9030	Reimbursemen t Grant	276-90 One State/One Story	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00
Advancing Racial Equity Collection Development	Advancing Racial Equity Collection Development	National Endowment for the Humanities	Indiana Humanities Council	45.129	Indiana Humanities Grant	22-8074	Advance Grant	276-91 Advancing Racial Equity Collection Development	\$998.00	\$995.55	\$0.00	\$0.00	\$0.00	\$0.00
Technology & Social Distancing Needs of Library Customers in Meeting Room Spaces	LSTA ARPA State Grants	Institute of Museum and Library Sciences	Indiana State Library	45.310	LSTA ARPA State Grants	LS-250210- OLS-21	Reimbursemen t Grant	276-92 ARPA Technology & Social Distancing Needs	\$25,387.00	\$25,387.00	\$0.00	\$0.00	\$0.00	\$0.00

Vigo County Public Library, Vigo County, Indiana
Capital Assets 2022

Government or Enterprise		Beginning Balance as of January 1, 2022	Additions	Reductions	Ending Balance as of December 31, 2022
Governmental Activities - Non-Depreciable Assets	Land	\$294,750.00	-	-	\$294,750.00
	Construction in Progress	-	-	-	-
	Other Non-Depreciable Assets	\$143,362.00	-	-	\$143,362.00
	Total	\$438,112.00	-	-	\$438,112.00
Governmental Activities - Depreciable Assets	Infrastructure	-	-	-	-
	Buildings	\$4,298,492.00	\$125,000.00	-	\$4,423,492.00
	Improvements Other Than Buildings	\$1,114,036.00	-	-	\$1,114,036.00
	Machinery, Equipment, and Vehicles	\$773,728.00	\$7,094.00	-	\$780,822.00
	Books and Other	\$3,305,075.00	\$440,444.00	\$403,408.00	\$3,342,111.00
	Total	\$9,491,331.00	\$572,538.00	\$403,408.00	\$9,660,461.00
Governmental Activities - Accumulated Depreciation Assets	Infrastructure	-	-	-	-
	Buildings	\$2,864,664.00	\$105,327.00	-	\$2,969,991.00
	Improvements Other Than Buildings	\$237,879.00	\$51,028.00	-	\$288,907.00
	Machinery, Equipment, and Vehicles	\$391,165.00	\$79,601.00	-	\$470,766.00
	Books and Other	\$2,693,080.00	\$424,594.00	\$403,408.00	\$2,714,266.00
	Total	\$6,186,788.00	\$660,550.00	\$403,408.00	\$6,443,930.00

Vigo County Public Library, Vigo County, Indiana
Accounts Payable/Receivable Statement - 2022

Government or Enterprise	Accounts Payable	Accounts Receivable
Governmental Activities	\$33,100.36	\$13,247.46

**Vigo County Public Library, Vigo County, Indiana
Pensions - 2022**

1. Please indicate if your unit offers any of these pension plans to your Employees. Check all that apply.	YES	NO
Public Employees Retirement Fund	X	
Teachers Retirement Fund		X
1925 Police Pension Fund		X
1937 Firefighter's Pension Fund		X
1977 Police and Firefighter's Pension Fund		X
2. Does your unit have any other pension plans where the employer makes contributions to the plan or funds any part of the benefits?		X

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD FEBRUARY 20, 2023

ADMINISTRATION

12 POINTS WALL-BREAKING CEREMONY

On February 8, VCPL Board of Trustees Vice-President Olivia Goulding and VCPL Executive Director Kristi Howe joined Mayor Duke Bennett, Jacob Hellmann of Keymark Construction, and Cari Rohrmayer of Holder Design to offer remarks before using hammers to break through drywall at the new 12 Points Library, which is currently undergoing demolition in anticipation of extensive renovations.

Enthusiastic members of the 12 Points community joined local officials, representatives of the Chamber of Commerce, and VCPL staff for the ceremony, and many took a turn with a hammer, too. The event received media coverage from local TV stations and the Tribune Star newspaper.

LIBRARY CLOSING UPDATE

VCPL will be hosting the Indiana Library Federation's Regional Conference on May 12. The conference will encompass training for all staff and will replace VCPL's Spring Staff Institute. The Library will be closed to the public on Friday, May 12 instead of Friday, April 28.

LIBRARY JOURNAL 2022 REVIEWER OF THE YEAR

REVIEWER OF THE YEAR 2022



Lauren Hackert

Working with Lauren has been a dream come true. When confronted with a hectic day, I often save her reviews for a special treat. I know that they will be amazing, and every time I read her work I am excited to think of the many librarians who will be able to benefit from her expertise. Lauren listens to all kinds of books, from historical romance to true crime, but whatever the genre,

her reviews are exquisitely written—full of wit, insight, and wonderful turns of phrase. As an audio editor, I am so grateful for Lauren's ability to write reviews that focus on the listening experience, highlighting the unique qualities that make for an outstanding listen.—Sarah Hashimoto

When I applied to be an *LJ* reviewer earlier this year, I had no notion of the opportunities ahead of me! I have since worked on various assignments for both *Library Journal* and *School Library Journal*, but most often on *LJ*'s quarterly Audio Supplement. I was very new to audio when I started, so it has been an immersive educational experience (and also a lot of fun) learning about audio-specific appeals. I love this format now and don't know how I lived without it! This endeavor has given me the chance to grow so much, both personally and professionally, and I'm honored to be recognized as one of the Reviewers of the Year.—Lauren Hackert

VCPL Employee Lauren Hackert works part-time at the Library, but she's also a freelance reviewer for *Library Journal* and *School Library Journal*! While reviewing books and audiobooks is technically her side-hustle, Lauren puts her experiences as a reviewer to use here at VCPL and Admin is pleased to congratulate Lauren for being named a *Library Journal* **REVIEWER OF THE YEAR 2022**. Please join VCPL in congratulating Lauren!

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD FEBRUARY 20, 2023

ILF STATEHOUSE DAY



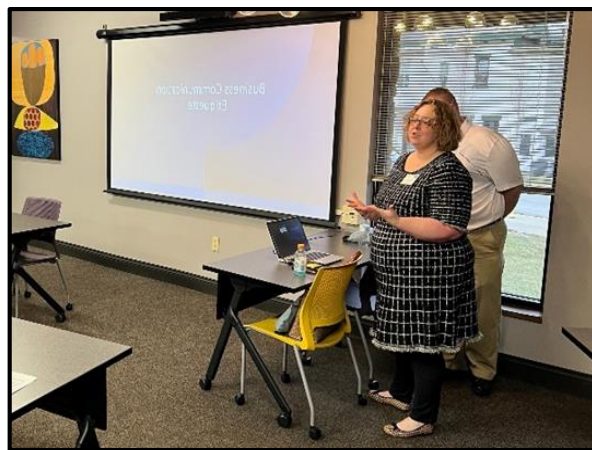
VCPL staff visited the Statehouse in Indianapolis on February 7, 2023, as part of the Indiana Library Federation's planned Statehouse Day. Librarians from throughout the state gathered to meet with lawmakers to share the good work being done in Indiana libraries and discuss the impact of library-related legislation.

VCPL was specifically asked by ILF to bring a few different technologies for demonstration, so members of the Tech Team brought green screen photography, programmable robots, and virtual reality. Throughout the day, legislators, lobbyists, state employees, and Statehouse visitors stopped by to learn more and try the technology tools for themselves. All 5 legislators representing Vigo County (Senator Ford, Reps. Borders, Heaton, Morrison, and Pfaff) engaged in conversation with staff and explored virtual reality!

ADULT SERVICES

JOB SEEKERS SERIES

Adult Services and West Branch staff members are partnering with St. Mary-of-the-Woods College, Goodwill Industries, Inc., The Wabash Valley Human Resources Association (WVHRA), and various additional community organizations to offer a monthly Job Seekers series. These programs are designed to help those without a college degree find successful employment. The series kicked-off on January 19 at Main and West and January 26 at Goodwill Industries with ***Communication Etiquette***. WVHRA Member and Human Resources Coordinator at White Construction Jessica Woolum and Robert Woolum of North American Lighting discussed with attendees how to communicate professionally when writing or speaking.



THE BRIDGERTON BALL

The Adult Services Department welcomed 129 costumed guests to the Bridgerton Ball on February 10. Guests enjoyed sandwiches, plum cake, and a cash bar from Federal Fine Foods and Catering and they learned to waltz with The Dance Studio and mingled with actors (in character) from the Community Theater.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD FEBRUARY 20, 2023



Guests also enjoyed the opportunity to be presented to the queen. One lucky attendee was crowned *The Diamond* and confided to the queen that she had been having a rough time and this really helped her to feel special. Two gentlemen confessed that they hadn't known what to expect, but were pleasantly surprised by the event. The evening concluded with photo ops with the queen and an opportunity to perch on the royal throne.

Public Relations staff noted that the event's marketing had an incredible reach via Google marketing channels (streaming services) and the YouTube advertisement boasted a 64% completion rate by viewers. The Facebook commercial generated nearly 1,500 views, and organic marketing reached an additional 6,500. When asked, guests indicated they learned of the Bridgerton event via Facebook, radio, YouTube, or from a friend.



DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD FEBRUARY 20, 2023

VITA

Another tax season has arrived, and VCPL staff began offering VITA tax assistance on January 30. So far, nine volunteers have completed the intake for 19 taxpayers, submitted 11 state and federal forms, and have appointments scheduled for 48 additional customers. This service will be provided until April 10, 2023.

CUSTOMER FEEDBACK

Adult Services Assistant Librarian Luke Gentry reported that on a recent visit to the health clinic, the doctor asked him, "So... do you have any Colleen Hoover books?" Luke shared that the author is very popular and explained how to place holds and how to use the **Libby** and **hoopla** apps. The doctor was thrilled they would be able to read one of their new favorite authors on their Kindle Fire.

Luke also stated that two customers were talking about the VCPL Adventure Kits. One said, "I checked out a ukulele kit and I'm so excited! Look at all the amazing things you can check out, and it's just like

checking out books! You can check out a telescope! They're expensive, but you can just check it out and use it for two weeks!" He informed his companion that he had the ghost hunting kit on hold to have a ghost hunting night with friends.

PROGRAMS AND EVENTS

INTERNATIONAL CRANE FOUNDATION



Program and Events invited the International Crane Foundation to present *Cranes over Indiana* on February 2. Katelyn Garret, Outreach Program Assistant, told of the marvelous migration of the Sandhill Cranes, which was happening in plain sight between Terre Haute and Sullivan just the week before! To her amazement, Susan Jakaitis Program & Events staff, witnessed the thousands of cranes flying and landing in an open field.

Katelyn detailed the steps the Foundation takes to increase the Crane population, up to and including workers dressed as cranes to care for chicks, then flying a plane for the young Cranes to follow and learn the migration pattern their lives will depend on.

LOVE YOUR HEART

Program and Events scheduled a series of health related information sessions to be presented by Health and Human Sciences Educator from Purdue Extension – Vigo County, Gail Wright. Gail presented **Love Your Heart** at the first session held on February 9, just in time for Valentine's Day. After the presentation, Gail offered freshly-made smoothies, both low-fat dairy and non-dairy based, for attendees to learn a heart-healthy alternative and to encourage adding fruits into their diets.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD FEBRUARY 20, 2023

ISU HONORS COLLEGE

On February 2 & 9, Maggie Zondor, Assistant Director of Student Programming and Leadership for ISU's Honors College, arranged for 30 Honors Students to volunteer with VCPL. Program and Events staff members were able to assign the ISU students the job of placing VCPL stickers on 3,000 Community Read books. Two of the volunteers assisted the YS Department by inputting Lexile levels, and two other students assisted Administration with another sticker project. VCPL is grateful for the additional, time-saving help, and the volunteers were heard remarking, "Best volunteer job, ever!" as they were also recipients of the smoothies made by Purdue Extension that night.

SPECIAL COLLECTIONS

SPC USES LOCAL HISTORY TO HELP COMMUNITY ORGANIZATION

On January 25, CASA of Vigo County contacted the library with an urgent request. They needed to know the date when Vigo County's CASA started in order to complete their request for grant funding. Unfortunately, their computers with their records had become corrupted and all of their archives were lost. If they could not find documentation to prove the date of their founding and submit their paperwork by the end of January, then CASA could lose its grant funding. They were at a loss and hoped the library could help them. The entire SPC staff searched everything they could to find that information, and although they were unable to find the exact documentation, they were able to uncover enough information that CASA was able to track down the documentation they needed and complete their grant funding application.

TECH TEAM

3D PRINTING SERVICE CALL – TERRE HAUTE NORTH VIGO HIGH SCHOOL

Tech Team members Bonnie McNair and Erin Mutchler visited Terre Haute North Vigo's Media Center on a Monday afternoon in January to follow through on a promise made a few years ago. Back in 2019, Angela Balitewicz, Media Specialist, had taken the Intro to 3D Printing class at VCPL and was successful in obtaining a \$3,000 grant for a 3D printer aimed at non-engineering track students. At that time, the Tech Team promised to act as advisors any time Angie had trouble with the 3D printer. Recently Tech Team staff were made aware that the 3D printer had been out of commission for months, so they launched a rescue mission, determined to fix the printer and follow through on their promise. Upon inspection, Erin was able to identify the problem and rectify the wiring issue. This saved the local school corporation funds, as Angie no longer needed to box up the non-functioning printer and send it back to be refurbished, but more importantly, ensured students can once again access the 3D printer.

WEST BRANCH

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD FEBRUARY 20, 2023

MAKER HOURS: EXPLORE THE MAKER CART



In order to debut the new Maker Cart at the West Branch, staff hosted a Maker Hour program where a variety of projects were available in the cart for participants to explore either on their own or with help from one of the West Branch staff members. Aaron Hart guided participants in creating some or all of the available projects. One option was to create a hover craft with a CD, sport bottle cap, and a balloon. Another project was to sew felt animal keychains and fill them with stuffing. Participants could also

explore circuitry by using copper tape on paper designs. The last option was to create a scribe bot by taping markers to a cup and attaching a motor with a counterweight to the top of the cup. When the marker feet of the robot are placed on a piece of paper and the motor is turned on, the counterweight causes the cup to bounce around the page creating scribbled designs. The participants had a lot of fun! One family shared how much their child loved the program and that they thought the projects were all cool. The Maker Cart will offer projects like these, as well as miscellaneous parts for users to use in guided projects or to explore and create on their own.

GAMERS' ALLIANCE

Aaron Hart from West Branch and Angelina Melcho from Youth Services led the relaunch of a past West Branch program, the Gamers' Alliance. This program was held every Friday in January and offered video games on various platforms and snacks for participants. A variety of games, both individual play and more collaborative group play, were available on the Xbox console, the hand-held Switch devices, and on the iPads. There were, on average, eight participants playing games together, competing against each other, working together, or playing individual one-player games. Aaron noted that most of the youth who came to the program were not regular users of the library. This program brought them to the branch, and they continued to attend each week. The program was so popular that West Branch staff decided to continue offering the program in February and March.

YOUTH SERVICES

MADNESS IN YS: LEGO MADNESS

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD FEBRUARY 20, 2023

Youth Services hit a grand slam at the end of January. Building on the success of the *Busy Builders* and *Lego Lab* programs, Matt Shattuck and the YS team hosted a major event which



utilized the entirety of the Youth Services area in the library. Multiple supply and construction tables were set up throughout, and there were many challenges and activities for participants to choose from. Over the course of the day, YS saw an astonishing 262 patrons come through its doors to take part in the LEGO madness. A \$50 gift card was awarded for the best creation and the runner up received a \$25 gift card. Despite the immense crowd, the YS staff performed admirably and a great time was had by all. Both the patrons and the Youth Services department are looking forward to unleashing the madness again!

TRY THIS TEENS: PERLER BEAD NIGHT



This event is part of the *Try This Teens* craft series, and each event is designed to give participants exposure to a new trend or skill while providing a friendly and social atmosphere. With perler beads, the sky is the limit. The craft itself is based on the artistic concept of pointillism, wherein one applies many small strokes

of color or detail to a surface so that from a distance they blend together. While it is possible to make basic décor or jewelry, others go further and construct 3D models, such as butterflies, kittens, and even cacti. The perler beads have proven to be very popular with the library's teenage customers and more events have been planned for the future. Much credit to YS Librarian Amanda Phillips and Assistant Librarian Alison Weaver for their efforts in this project!

NEW PROGRAM WITH THE JUVENILE JUSTICE CENTER

Over the past year, YS Manager Andy Pope has been working closely with the Juvenile Justice Center to help facilitate a love of learning among the facility's students. Together, they have enjoyed a robust and successful "book club" program that has introduced the students to various titles that engage with difficult social issues. Andy has been consistently impressed with the intellectual capabilities of the youth at the facility and they have, in turn, embraced titles of ever-increasing difficulty.

With support from the Friends of the Vigo County Public Library, Andy can continue his book club program while also initiating an additional project for the JJC. ChatGPT is a new innovation in AI technology that has the ability to generate original and thought-provoking arguments on an endless number of topics. Andy plans to provide an array of various titles for the JJC kids to choose from. After

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD FEBRUARY 20, 2023

they read their selected book, they are to then have ChatGPT generate an essay for them about the book. Finally, the students are to engage with the AI-generated essay and then write their own report on the results. Not only will this project acquaint the students at the JJC with a new and powerful technology that has immense implications for the future, but it will also generate some of the first data regarding how youth engage with this sort of powerful AI applications that will define the 21st century. Stay tuned!

PERSONNEL CHANGES

EMPLOYMENT

Kuhn, Karmon J. - Hired for the part-time non-exempt position of Lending Services Clerk in the Lending Services Department effective February 17, 2023.

Roberts, Emma V. - Hired for the part-time non-exempt position of Lending Services Clerk in the Lending Services Department effective February 17, 2023.

CLASS CHANGE

Salinas, Meghan M. - Due to completion of MLS degree, change in class from the full-time non-exempt position of Adult Services Assistant Librarian (job class 5) to the full-time non-exempt position of Adult Services Librarian (job class 4) in the Adult Services Department effective January 9, 2022.

Respectfully submitted,

Kristi J. Howe

2/15/23 AG

	January-23	January-22		YTD 2023	YTD 2022	
Print Circulation	18,660	20,141	-7.4%	18,660	20,141	-7.4%
A/V Circulation	6,303	7,702	-18.2%	6,303	7,702	-18.2%
Misc	209	318	-34.3%	209	318	-34.3%
Electronic Devices	25,239	28,232	-10.6%	25,239	28,232	-10.6%
TOTAL	50,411	56,393	-10.6%	50,411	56,393	-10.6%

	January-23	January-22		YTD 2023	YTD 2022	
Overdrive						
E-book	6,853	5,468	25.3%	6,853	5,468	25.3%
E-audiobook	4,220	3,111	35.6%	4,220	3,111	35.6%
E-Magazines	423	446	-5.2%	423	446	-5.2%
E-Music	0	0	NULL	0	0	NULL
E-video	0	10	-100.0%	0	10	-100.0%
TOTAL	11,496	9,035	27.2%	11,496	9,035	27.2%

	January-23	January-22		YTD 2023	YTD 2022	
Hoopla						
E-audiobook	1,689	1,635	3.3%	1,689	1,635	3.3%
Bingepasses	10	0	NULL	10	0	NULL
E-Books	934	838	11.5%	934	838	11.5%
E-Comics	138	162	-14.8%	138	162	-14.8%
E-music	153	155	-1.3%	153	155	-1.3%
E-video movie	208	220	-5.5%	208	220	-5.5%
E-video TV	150	169	-11.2%	150	169	-11.2%
TOTAL	3,282	3,179	3.2%	3,282	3,179	3.2%

	January-23	January-22		YTD 2023	YTD 2022	
Reference [fact-finding]	3,253	2,456	32.5%	3,253	2,456	32.5%

MATERIALS ADDED TO COLLECTION

Purchased Items	January-23	YTD 2023
Book	1,045	1,045
Video	676	676
Video Game	20	20
Music CD	18	18
Audio Book	12	12
Misc	52	52
TOTAL	1,823	0

Donated Items	January-23	YTD 2023
Book	2	2
Video	0	0
Video Game	0	0
Music CD	0	0
Audio Book	0	0
Misc	0	0
TOTAL	2	2

New Items Ordered	January-23	YTD 2023
Book	1,067	1,067
Video	181	181
Video Game	36	36
Music CD	0	0
Audio Book	35	35
Misc	0	0
TOTAL	1,319	1,319

New Items Received	January-23	YTD 2023
Book	614	614
Video	157	157
Video Game	19	19
Music CD	0	0
Audio Book	7	7
Misc	0	0
TOTAL	797	797

TAKE & MAKE KITS DISTRIBUTED	January-23	January-22		YTD 2023	YTD 2022	
Early Literacy (ISL: 0-5 yrs)	0	30	-100.0%	0	30	-100.0%
Children (ISL: 6-11 yrs)	0	33	-100.0%	0	33	-100.0%
Teens (ISL: 12-18yrs)	0	35	-100.0%	0	35	-100.0%
Adults (ISL: 19 + yrs)	22	27	-18.5%	22	27	-18.5%
General (all ages)	239	0	NULL	239	0	NULL
TOTAL	261	125	108.8%	261	125	108.8%

ON-SITE PROGRAMS	January-23	January-22		YTD 2023	YTD 2022	
Early Literacy programs/events/classes	15	7	114.3%	15	7	114.3%
Youth programs/events/classes	11	1	1000.0%	11	1	1000.0%
Teen programs/events/classes	8	1	700.0%	8	1	700.0%
Adult programs/events/classes	14	7	100.0%	14	7	100.0%
Family/general	16	1	1500.0%	16	1	15
TOTAL	64	17	276.5%	64	17	276.5%

ON-SITE ATTENDANCE						
Early Literacy attendance	153	76	101.3%	153	76	101.3%
Youth attendance	99	12	725.0%	99	12	725.0%
Teen attendance	50	0	NULL	50	0	NULL
Adult attendance	250	133	88.0%	250	133	88.0%
Family/general attendance	582	17	3323.5%	582	17	3323.5%
TOTAL	1,134	238	376.5%	1,134	238	376.5%

OFF-SITE PROGRAMS	January-23	January-22		YTD 2023	YTD 2022	
Early Literacy attendance	0	0	NULL	0	0	NULL
Youth outreach	4	0	NULL	4	0	NULL
Teen outreach	0	0	NULL	0	0	NULL
Adult outreach	9	0	NULL	9	0	NULL
Family outreach	0	0	NULL	0	0	NULL
Participation in Community Events	0	0	NULL	0	0	NULL
TOTAL	13	0	NULL	13	0	NULL

OFF-SITE ATTENDANCE						
Early Literacy attendance	0	0	NULL	0	0	NULL
Youth outreach attendance	24	0	NULL	24	0	NULL
Teen outreach attendance	0	0	NULL	0	0	NULL
Adult outreach attendance	178	0	NULL	178	0	NULL
Family outreach attendance	0	0	NULL	0	0	NULL
Community Events Interactions	0	0	NULL	0	0	NULL
TOTAL	202	0	NULL	202	0	NULL

	January-23	January-22		YTD 2023	YTD 2022	
Web Site Hits	9,877	16,690	-40.8%	9,877	16,690	-40.8%
Mobile App Visits	130	566	-77.0%	130	566	-77.0%
Computer Users	3,795	3,240	17.1%	3,795	3,240	17.1%
Subscription Databases	5,516	8,367	-34.1%	5,516	8,367	-34.1%
ILL provided to other Libraries	237	218	8.7%	237	218	8.7%
ILL received from other Libraries	79	163	-51.5%	79	163	-51.5%

	January-23	January-22		YTD 2023	YTD 2022	
Adult materials deliveries	25	28	-10.7%	25	28	-10.7%
Youth materials deliveries	18	20	-10.0%	18	20	-10.0%
TOTAL	43	48	-10.4%	43	48	-10.4%

VIGO COUNTY PUBLIC LIBRARY
Indiana Public Library Annual Report 2022

	CURRENT YEAR	PREVIOUS YEAR
1 - General Information		
<u>Questions relating to standards are in bolded blue font.</u>		
Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.		
Please provide the most current information available.		
01-001 Name of the person preparing this report	Amy Gibson	Amy Gibson
01-002 Preparer's phone number	(812) 645-3624	(812) 645-3624
01-003 Time zone in which the library's administrative entity is located	Eastern Time	Eastern Time
01-004 Library name	VIGO COUNTY PUBLIC LIBRARY	VIGO COUNTY PUBLIC LIBRARY
01-005 Library class	A	A
01-006 Library director	Kristi J. Howe	Kristi J. Howe
01-007 Street address	ONE LIBRARY SQUARE	ONE LIBRARY SQUARE
01-008 City	TERRE HAUTE	TERRE HAUTE
01-009 ZIP code	47807	47807
01-010 Is the mailing address the same as the address listed above?	Yes	Yes
01-011 Mailing address	ONE LIBRARY SQUARE	ONE LIBRARY SQUARE
01-012 Mailing city	TERRE HAUTE	TERRE HAUTE
01-013 Mailing ZIP code	47807	47807
01-014 Congressional district number	8	8
01-015 Phone	(812) 232-1113	(812) 232-1113
01-016 Fax	(812) 235-1439	(812) 235-1439
01-017 Does your library have an answering machine, voicemail or other similar technology?	Yes	Yes
01-018 Library URL	vigolibrary.org	vigo.lib.in.us
01-019 Public library email address or a means of electronic contact listed on the library's website	questions@vigo.lib.in.us	questions@vigo.lib.in.us
<u>Building Questions</u>		
01-020 Year the current central library was built	1979	1979
01-021 Year of the most recent structural addition or alteration to the current central library	2017	2017
01-022 Square footage of the central library	78,570	78,570
01-023 Click here to complete the central library daily hours. This link will take you to a table where you can record the typical hours that the central library is open.		
Please enter the hours in the following format: XX:XX AM or XX:XX PM. Please enter the hours that the library is open during a typical week. These are the hours which will be made available online at https://www.in.gov/library/pldirectory.htm and updated as you notify us of changes.		
01-023a If your central library has non-standard schedule that cannot be correctly entered into the above form, please provide those hours here. For example, if your library closes for an hour for lunch, or if you have a special winter schedule, report that here.		
01-038 Total number of hours the central library is open during a typical week	70	70
01-039 Total number of hours per week the central library is open after 5:00 PM	13	13
01-040 Total number of hours per week the central library is open on Saturday	8	8
01-041 Total number of hours per week the central library is open on Sunday	4	4
01-042 Number of weeks per year the central library was open in 2022	52	52
01-043 Number of weeks the central library was closed due to COVID-19 in 2022	0	0
01-044 Number of weeks the central library had limited occupancy due to COVID-19 in 2022	0	0
01-045 Total public service hours the central library was open in 2022	3,530.0	3,534.0
<u>Internet Access</u>		
01-046 Does the library provide internet access?	Yes	Yes
01-047 What type of internet access is available in the central library?	Fiber Optic	Fiber Optic
01-048 Select the nearest download speed of internet access in the central library.	500 Mbps - 1 Gbps	1000 MBPS
<u>Branch Information</u>		
01-200 Total number of branches (If this answer = 0, skip questions 01-200a through 01-237)	1	1
<u>Individual Branch Information</u>		
Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.		
01-200a Branch name	WEST BRANCH LIBRARY	WEST BRANCH LIBRARY
01-201a Branch street address	125 NORTH CHURCH STREET	125 NORTH CHURCH STREET
01-202a Branch city	WEST TERRE HAUTE	WEST TERRE HAUTE
01-203a Branch county	VIGO	VIGO
01-204a Branch ZIP	47885	47885

01-205a	Is the mailing address the same as the address listed above?	No	No
01-206a	Branch mailing address	1 Library Square, Terre Haute, IN 47807	1 Library Square, Terre Haute, IN 47807
01-207a	Phone	(812) 235-2121	(812) 235-2121
01-208a	Fax	(812) 478-9602	(812) 478-9602
01-209a	Year built	2001	2001
01-210a	Year of the most recent structural addition or alteration to branch building	2016	2016
01-211a	Square footage of branch	5,000	5000
01-212a	Number of weeks per year individual branch was open in 2022	52	52
01-213a	Number of weeks the individual branch closed due to COVID-19 in 2022	0	0
01-214a	Number of weeks the individual branch had limited occupancy due to COVID-19 in 2022	0	0
01-215a	Monday opening time	12:00 PM	12:00 PM
01-216a	Monday closing time	8:00 PM	8:00 PM
01-217a	Tuesday opening time	10:00 AM	10:00 AM
01-218a	Tuesday closing time	6:00 PM	6:00 PM
01-219a	Wednesday opening time	12:00 PM	12:00 PM
01-220a	Wednesday closing time	8:00 PM	8:00 PM
01-221a	Thursday opening time	10:00 AM	10:00 AM
01-222a	Thursday closing time	6:00 PM	6:00 PM
01-223a	Friday opening time	10:00 AM	10:00 AM
01-224a	Friday closing time	6:00 PM	6:00 PM
01-225a	Saturday opening time		
01-226a	Saturday closing time		
01-227a	Sunday opening time		
01-228a	Sunday closing time		
01-229a	Total open hours for the branch library during a typical week.	40	40
01-230a	Total public service hours the branch was open in 2022	1,978	1,974
01-231a	Does the branch library provide internet access?	Yes	Yes
01-232a	What type of internet access is available in the branch library?	Fiber Optic	Fiber Optic
01-233a	Select the nearest download speed of internet access in the branch library	500 Mbps - 1 Gbps	1000 mbps
01-237	Total annual public service hours of all branches	1,978.00	1,974.00
Bookmobile Information			
01-300	Total number of bookmobiles (If this answer = 0, skip questions 01-301a through 01-315)	0	0
Individual Bookmobile Information			
01-301a	Bookmobile name		
01-302a	Street address		
01-303a	City		
01-304a	County		
01-305a	ZIP		
01-306a	Is the bookmobile's mailing address the same as the address listed above?		
01-307a	Mailing address		
01-308a	Phone		
01-309a	Fax		
01-310a	Total number of hours the bookmobile is open during a typical week		
01-311a	Number of weeks per year the bookmobile is open		

01-312a	Number of weeks the bookmobile closed due to COVID-19 in 2022		
01-313a	Number of weeks the bookmobile had limited occupancy due to COVID-19 in 2022		
01-314a	Total public service hours the bookmobile was open in 2022		
01-315	Total annual public service hours of all bookmobiles	0.00	0.00
01-500	Total system public service hours per year	5,508.00	5,508.00

2 - Registrations

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

02-001	Total number of resident registered users	23,077	21,738
02-002	Total number of users from contracting areas	N/A	N/A
02-003	Total number of non-resident registered users	110	94
02-004	Total number of non-resident cards issued to student users	16	28
02-005	Total non-resident cards issued to school employees	6	8
02-006	Total number of non-resident cards issued to library employees	8	17
02-007	Total number of registered users	23,187	21,832
02-008	Total number of reciprocal users	379	369
02-009	Total number of PLAC users	9	3
02-010	Amount of non-resident fee	\$65.00	\$65.00
02-011	Date the library board adopted this fee	02/17/2020	02/17/2020
02-012	Does your library annually purge or mark inactive accounts for those patrons who have not used their accounts for the last three (3) years and do not owe materials, fines, or fees to the library?	Yes	Yes
02-013	As of the end of the reporting period, does the library charge overdue fines (not replacement costs) to any users when they fail to return physical print materials by the date due?	No	

3 - Libraries and Political Subdivisions

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

If your library district is located in more than one county or is a county contractual, please list information for both counties or library and contractual division.

See the instructions for a description of the political divisions.

2020 Census figures are used for all calculations

03-001	Name of primary county	VIGO	VIGO
03-002	Total assessed valuation for library district	\$4,335,264,918	\$4,109,546,642
03-003	Operating tax rate	.1798	0.1730
03-004	Source year for data	2022	2021
03-005	Debt fund tax rate	N/A	N/A
03-006	LCPF tax rate	N/A	N/A
03-007	Did your library roll the LCPF into the operating tax rate?	N/A	N/A
03-008	Name of additional county	N/A	N/A
03-009	Total assessed valuation for additional county	N/A	N/A
03-010	Operating tax rate for additional county	N/A	N/A
03-011	Debt fund tax rate	N/A	N/A
03-012	LCPF tax rate	N/A	N/A
03-013	Total district population not including contracts (taxed units only)	106,153	107,848
03-014	Total district population including contracts (sum of taxed and contracting units)	106,153	0
03-015	Political subdivision name	Vigo County	Vigo
03-016	Type of political unit (taxed units 1, 2, 3, 4, 9, 11, 12 only)	3	3
03-017	Population <u>2020 census</u> (taxed and served)	106,153	107,848
03-018	Type of political unit (contracting units 5, 6, 7, 8, 10 only)		N/A
03-019	Population <u>2020 census</u> (served by contract)		N/A
03-020	Were there any changes to your library's service area?	No	No
(Changes may include annexations, mergers, or changes to contracts.)			
03-021	If the answer to 03-020 is YES, please explain		

4 - Operating Revenue

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

Local Government Revenue

04-001	Property tax or CEDIT income from library tax rate	\$5,798,459	\$5,671,913
04-002	Miscellaneous income taxes or LIT (Local Income Tax)	\$1,258,953	\$1,235,396
04-003	Contractual revenue received for service	\$0	\$0
04-004	Total local government revenue	\$7,057,412	\$6,907,309

State Government Revenue

04-005	Financial Institutions Tax (FIT)	\$87,616	\$77,536
04-006	License Vehicle Excise Tax	\$469,075	\$491,064
04-007	Commercial Vehicle Excise Tax (CVET)	\$32,805	\$31,735
04-008	Broadband Connectivity Grant	\$13,163	\$12,312
04-009	Other state revenue	\$0	\$0
04-010	Source(s):	N/A	N/A

04-011	Total state revenue	\$602,659	\$612,647
<u>Federal Government Revenue</u>			
04-012	LSTA grants	\$0	\$0
04-013	Other federal revenue (including CARES and ARPA funds)	\$47,135	\$18,400
04-014	Source(s):	ARPA and NEA Big Read Grant	LSTA Cares Act State Grants and NEA Big Read Grant
04-015	Total federal revenue	\$47,135	\$18,400
<u>Other Revenue</u>			
04-016	PLAC reimbursement		\$0
04-017	Fines and fees	\$13,009	\$15,392
04-018	Interest on investments	\$0	\$1,131
04-019	Gift receipts	\$31,185	\$7,558
04-020	Private and public foundation grants	\$0	\$0
04-021	Miscellaneous revenue	\$82,087	\$11,249
04-022	Source(s):	Checking interest, petty cash receipt, flash drives, carbuds, totes, Jamax coin collection, contest award, surplus property, PLAC Card Sales	Checking interest, refunds, petty cash receipt, flash drives, carbuds, totes, Miracle on 7th contest award, \$ for scrap, surplus property sales, PLAC card sale
04-023	Total other revenue	\$126,281	\$35,330
04-024	Total operating revenue	\$7,833,487	\$7,573,686
5 - Operating Fund Expenditures			
<u>Questions relating to standards are in bolded blue font.</u>			
Grayed boxes are either pre-filled, locked, or automatic calculations. If pre-filled information is incorrect, please contact the LDO office.			
<u>Staff and Supplies</u>			
05-001	Salaries/wages of all library staff	\$3,651,571	\$3,105,406
05-002	Employee benefits	\$1,768,593	\$1,468,064
05-003	Other personal services	\$0	\$0
05-004	Total personal services	\$5,420,164	\$4,573,470
05-005	Total staff expenditures	\$5,420,164	\$4,573,470
05-006	Total supplies	\$233,187	\$184,727
<u>Other Services and Charges</u>			
05-007	Professional services	\$573,834	\$380,581
05-008	Communication and transportation	\$68,512	\$62,956
05-009	Printing and advertising	\$38,828	\$31,873
05-010	Insurance	\$62,416	\$53,177
05-011	Utility services	\$274,022	\$184,343
05-012	Repairs and maintenance	\$144,612	\$122,002
05-013	Rentals	\$49,706	\$38,588
05-014	Debt service	\$0	\$0
05-015	Lease rental	\$0	\$0
05-016	Other	\$12,551	\$21,097
05-017	Total of other services and charges	\$1,224,481	\$894,617
<u>Capital Outlays from Operating Fund Expenditures</u>			
05-018	Land	\$0	\$0
05-019	Buildings	\$123,759	\$0
05-020	Improvements other than buildings	\$0	\$0
05-021	Furniture and equipment	\$204,504	\$220,695
05-022	Capital outlays for public access computers, e-readers and electronic media devices. DO NOT REPORT in Q05-021	\$25,967	\$2,045
<u>Library Materials - Operating Fund Expenditures</u>			
05-023	Books	\$178,584	\$155,188
05-024	Periodicals and newspapers	\$17,363	\$16,150
05-025	Audio/Visual materials, microforms, and other non-printed, physical materials	\$93,504	\$94,462
05-026	E-books, electronic collections, and database licensing/purchase/lease expenditures	\$319,606	\$275,590
05-027	Electronic physical format, including Playaways and e-book readers	\$21,439	\$4,718
<u>Library Materials - Non-Operating Fund Expenditures</u>			
05-028	Books	\$1,164	\$1,750
05-029	Periodicals and newspapers	\$0	\$0
05-030	Audio/Visual materials, microforms, and other non-printed, physical materials	\$163	\$0
05-031	E-book and electronic database licensing/purchase/lease expenditures	\$0	\$3,400
05-032	Electronic physical format, including Playaways and e-book readers	\$0	\$0
05-033	Total expenditures for print materials	\$197,111	\$173,088
05-034	Total expenditures for electronic materials	\$341,045	\$283,708
05-035	Total expenditures for other materials	\$93,667	\$94,462

05-036	Total expenditures for collections	\$631,823	\$551,258
05-037	Total operating fund capital outlays	\$665,120	\$493,258
05-038	Total operating fund expenditure for collection development	\$656,463	\$548,153
05-039	Total non-operating fund expenditure for collection development	\$1,327	\$5,150
05-040	Public access computers, e-readers and electronic media devices from all non-operating funds	\$0	\$0
05-041	Total operating fund expenditures	\$7,862,558	\$6,421,662
05-042	Other operating expenditures	\$1,811,898	\$1,302,084
05-043	Total operating expenditures	\$7,863,885	\$6,426,812
05-044	Total capital fund expenditures	\$0	\$0

Non-Resident Fee Standard

05-045	Total collection expenditures	\$657,790	\$553,303
05-046	Total 2021 operating expenditures per capita	\$59.54	\$57.95
05-047	Difference between 2021 OE per capita and non- resident fee (subtract Q02-009 from Q05-046). If the output is a positive number, then your library's non-resident fee needs to be raised to match or exceed the operating expenditure per capita at the next scheduled board meeting.	\$-5.46	\$-7.05
05-047a	Does your library's non-resident fee meet the standard? (Select YES if 05-047 is a negative number; Select NO if 05-047 is a positive number)	Yes	Yes
05-048	Total 2022 operating expenditures per capita. PLEASE MAKE SURE YOUR 2023 NON- RESIDENT FEE IS EQUAL OR GREATER THAN THIS AMOUNT	74.07	59.54

Collection Development Standard

05-049	Collection development expenditure (from all funds) as a percentage of operating fund expenditure	8.3%	8.6%
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6 - Capital Revenue

Grayed boxes are either prefilled, locked, or automatic calculations.

06-001	Local government capital revenue	\$0	\$0
06-002	State government capital revenue	\$0	\$0
06-003	Federal government capital revenue	\$0	\$0
06-004	Other capital revenue	\$0	\$0
06-005	Total capital revenue	\$0	\$0

7 - Employment Data

Questions relating to standards are in bolded blue font.

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not.

ALA-MLS Librarians

07-001	Total number of all librarians with an ALA-MLS	20.00	20.00
07-002	Total number of paid hours per week for all ALA-MLS librarians	775	800
07-003	FTE for all ALA-MLS librarians	19.38	20.00

All Librarians

07-004	Total number of all librarians, including ALA-MLS librarians	36.00	34.00
07-005	Total number of paid hours per week for all librarians, including ALA-MLS librarians	1,375	1,328
07-006	FTE for all librarians	34.38	33.20

All Other Staff

07-007	Total number of all other paid staff	49.00	46.00
07-008	Total number of paid hours per week for all other paid staff	1,841.5	1,675.5
07-009	FTE for all other paid staff	46.04	41.89
07-010	Total number of all paid staff	85.00	80.00
07-011	Total hours paid per week for all paid staff	3,216.50	3,003.50
07-012	FTE for all paid staff	80.42	75.09
07-013	Number of hours per week considered to be full-time employment in your library	40	40

8 - Library Service and Technology

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations.

Interlibrary Loans

08-001	Number of interlibrary loan items (including photocopies) your library has provided to other libraries	1,116	892
08-002	Evergreen transits to other libraries. Number will be supplied by the Indiana State Library	0	0
08-003	SRCS materials provided to other libraries. Number will be supplied by the Indiana State Library	1,123	1,560
08-004	Total number of loans provided to other libraries	2,239	2,452
08-005	Number of interlibrary loan items (including photocopies) your library has borrowed from other libraries	302	386
08-006	Evergreen transits received from other libraries. Number will be supplied by the Indiana State Library	0	0
08-007	SRCS materials received from other libraries. Number will be supplied by the Indiana State Library	1,204	2,469
08-008	Total number of loans received from other libraries	1,506	2,855
08-009	Net lending rate	1.49	0.86

Programs

A program is any planned event which introduces the attendees to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. They may also provide cultural, recreational, or educational information, often designed to meet a specific social need.

Live (Synchronous) In-Person, Onsite Program Sessions

08-010	Number of in-person, onsite children's programs for ages 0-5	135	N/A
08-011	Number of in-person, onsite children's programs for ages 6-11	108	N/A
08-012	Number of in-person, onsite young adult programs	61	2
08-013	Number of in-person, onsite adult programs	184	32
08-014	Number of in-person, onsite general interest (all ages) programs	141	19

08-015	Total number of live, in-person, onsite program sessions	629	126
Live (Synchronous) In-Person, Offsite Program Sessions			
08-016	Number of in-person, offsite children's programs for ages 0-5	1	N/A
08-017	Number of in-person, offsite children's programs for ages 6-11	18	N/A
08-018	Number of in-person, offsite young adult programs	4	0
08-019	Number of in-person, offsite adult programs	62	24
08-020	Number of in-person, offsite general interest (all ages) programs	7	9
08-021	Total number of live, in-person, offsite program sessions	92	33
Live (Synchronous) Virtual Program Sessions			
Live, virtual programs are conducted via a Web conferencing or Webinar platform such as Facebook, YouTube, or Zoom, during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time.			
08-022	Number of live, virtual children's programs for ages 0-5	1	N/A
08-023	Number of live, virtual children's programs for ages 6-11	4	N/A
08-024	Number of live, virtual young adult programs	0	14
08-025	Number of live, virtual adult programs	19	44
08-026	Number of live, virtual general interest (all ages) programs	0	30
08-027	Total number of live, virtual programs	24	106
Attendance - Live (Synchronous) In-Person, Onsite Program Sessions			
08-028	Attendance at in-person, onsite children's programs for ages 0-5	1,511	N/A
08-029	Attendance at in-person, onsite children's programs for ages 6-11	3,048	N/A
08-030	Attendance at in-person, onsite young adult programs	319	2
08-031	Attendance at in-person, onsite adult programs	3,633	750
08-032	Attendance at in-person, onsite general interest (all ages) programs	4,663	3,071
08-033	Total attendance at live, in-person, onsite programs	13,174	4,740
Attendance - Live (Synchronous), In-Person, Offsite Program Sessions			
08-034	Attendance at in-person, offsite children's programs for ages 0-5	4	N/A
08-035	Attendance at in-person, offsite children's programs for ages 6-11	287	N/A
08-036	Attendance at in-person, offsite young adult programs	18	0
08-037	Attendance at in-person, offsite adult programs	1,032	471
08-038	Attendance at in-person, offsite general interest (all ages) programs	1,215	668
08-039	Total attendance at live, in-person, offsite programs	2,556	1,139
Attendance - Live (Synchronous) Virtual Program Sessions			
08-040	Attendance at live, virtual children's programs for ages 0-5 as counted by participant devices	12	N/A
08-040a	Attendance at live, virtual children's programs for ages 0-5 as counted by participants (optional)	N/A	N/A
08-041	Attendance at live, virtual children's programs for ages 6-11 as counted by participant devices	60	N/A
08-041a	Attendance at live, virtual children's programs for ages 6-11 as counted by participants (optional)	N/A	N/A
08-042	Attendance at live, virtual young adult programs as counted by participant devices	0	N/A
08-042a	Attendance at live, virtual young adult programs as counted by participants (optional)	N/A	94
08-043	Attendance at live, virtual adult programs as counted by participant devices	262	N/A
08-043a	Attendance at live, virtual adult synchronous programs as counted by participants (optional)	N/A	263
08-044	Attendance at live, virtual general (all ages) programs as counted by participant devices	0	0
08-044a	Attendance at live, virtual general (all ages) programs as counted by participants (optional)	N/A	180
08-045	Total attendance at live, virtual programs as counted by participant devices	334	0
08-045a	Total attendance at synchronous virtual programs as counted by participants (optional)	0	655
Additional Programming Totals by Type and Audience			
08-046	Total number of live children's programs for ages 0-5 (in-person and synchronous virtual)	137	N/A
08-047	Total number of live children's programs for ages 6-11 (in-person and synchronous virtual)	130	N/A
08-048	Total number of live young adult programs (in-person and synchronous virtual)	65	16
08-049	Total number of all live programs (in-person and synchronous virtual)	745	265
08-050	Total attendance at in-person children's programs for ages 0-5	1,515	0
08-051	Total attendance at in-person children's programs for ages 6-11	3,335	0
08-052	Total attendance at in-person young adult in-person programs	337	2
08-053	Total attendance at all in-person programs	15,730	5,879
08-054	Total attendance at live children's programs for ages 0-5 (in-person and synchronous virtual)	1,527	N/A
08-055	Total attendance at live children's programs for ages 6-11 (in-person and synchronous virtual)	3,395	N/A
08-056	Total attendance at live young adult programs (in-person and synchronous virtual)	337	2
08-057	Total attendance at all live programs (includes in-person and synchronous virtual)	16,064	5,395
Recorded (Asynchronous) Program Presentations			
08-058	Total number of recorded (asynchronous) program presentations	20	34
08-059	Total view of recorded (asynchronous) program presentations	1,019	1,569
<u>Children's Reading Program</u>			
08-060	How many weeks of a Children's Reading Program did your library offer at each fixed location?	9	9
08-061	Total number of non-library sponsored programs	629	91
08-062	Total attendance at non-library sponsored programs	6,539	1,869
08-063	Total number of annual visits to the library	219,787	180,181

08-063a	Library visits reporting method	CT - Annual Count	CT - Annual Count
08-064	Total number of reference transactions in 2022	38,062	32,738
08-064a	Reference transactions reporting method	CT - Annual Count	CT - Annual Count
08-065	Instructional reference services	4,170	2,437
<u>Electronic Collections (includes Licensed Databases)</u>			
08-066	Number of state-licensed databases (INSPIRE databases)	79	86
08-067	Number of local and other licensed databases (not INSPIRE)	25	19
08-068	Name(s) of public use/commercial databases to which the library subscribes	Access Newspaper AtoZ Dabase Comics Plus Novelist Plus Hoopla Gale Courses Historic Mapworks Infobase Access on Demand Niche Academy Fold3 by Ancestry.com Ancestry.com Resume Maker Tumblebooks ValueLine Chilton's Legal Forms Sanborn Maps AtoZ Food America AtoZ World Food Overdrive Foundation Directory Grants to Individuals Ancestry Historical Newspapers: Indiana Collection Recent Newspapers: U.S. Major Dailies Heritage Quest	Response has been entered.
08-069	Total electronic collections/databases	104	105
<u>Public Computers</u>			
08-070	Number of uses (sessions) of public internet computers in 2022	41,721	34,716
08-070a	Reporting method for number of uses of public internet computers	CT - Annual Count	CT - Annual Count
08-071	Number of wireless internet uses per year	41,721	59,819
08-071a	Reporting method for wireless sessions	CT - Annual Count	CT - Annual Count
08-072	Number of public internet computers system-wide	72	61
08-073	Number of staff computers	125	114
08-074	Number of website visits	218,999	196,605
<u>Library System Automation</u>			
08-075	Does your library have an automated bookkeeping system?	Yes	Yes
08-076	Name of bookkeeping system	BUCS	BUCS
08-077	Brand and version of Integrated Library System	Syrsi Dynix Symphony, Version 3.7.1	Sierra, Version 5.0.0_14
9 - Circulation and Holdings			
<u>Questions relating to standards are in bolded blue font.</u>			
Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.			
09-001	Circulation of physical items	312,859	330,672
09-002	Use of electronic materials (e.g., e-books circulated or electronic materials downloaded annually)	112,894	102,091
09-003	Successful retrieval of electronic information (e.g., electronic material usage or views not meeting the definition of circulation and not otherwise reported in 09-002)	56,959	128,894
09-004	Total electronic content use	169,853	230,985
09-005	Circulation of all children's materials	117,287	133,368
09-006	Circulation of other physical items	7,916	10,600
09-007	Total circulation of all materials	425,753	432,763
09-008	Total collection use	482,712	561,657
09-009	Total in-house usage of materials	5,504	N/A
<u>Selected Holdings</u>			
09-010	Books (print)	115,478	110,859
09-011	Does the library belong to an e-book consortium?	Yes	Yes
09-012	Name of e-book consortium	Indiana Digital Library	Indiana Digital Media
09-013	E-books (LOCAL HOLDINGS)	8,366	6,830
09-014	E-books (CONSORTIUM HOLDINGS)	473,423	73,782
09-015	E-books (TOTAL)	481,789	80,612
09-016	Video materials - physical units	14,347	14,979
09-017	Video materials - downloadable units (LOCAL HOLDINGS)	0	6
09-018	Video materials - downloadable units (CONSORTIUM HOLDINGS)	0	313
09-019	Video materials - downloadable units (TOTAL)	0	319
09-020	Audio materials - physical units	5,772	6,538
09-021	Audio materials - downloadable units (LOCAL HOLDINGS)	3,691	2,571
09-022	Audio materials - downloadable units (CONSORTIUM HOLDINGS)	176,796	27,518
09-023	Audio materials - downloadable units (TOTAL)	180,487	30,089
09-024	Current print serial subscriptions	206	219
09-025	Current electronic serials subscriptions	4,427	3,917
09-026	Does your library circulate hotspots?	Yes	Yes
09-027	Other circulating physical items	2,137	2,284
09-028	Total physical items in collection (09-010 + 09-016 + 09-020 + 09-027)	137,734	134,601

Enter the most current information available for all members. If the position is vacant, please enter VACANT as the last name. Contact LDO with updates throughout the year.

10-0001	Position: President	President	<i>President</i>
10-0002	First name	Terry	<i>Terry</i>
10-0003	Middle initial/name	W.	<i>W.</i>
10-0004	Last name	Jones	<i>Jones</i>
10-0005	Home address	1609 6th Ave.	<i>1609 6th Ave.</i>
10-0006	City	Terre Haute	<i>Terre Haute</i>
10-0007	ZIP code	47807	<i>47807</i>
10-0008	Email address	t8jones@msn.com	<i>t8jones@msn.com</i>
10-0009	Appointing authority	Vigo County Commissioners	<i>Vigo County Commissioners</i>
10-0010	Date term expires	7/20/2024	<i>7/20/2024</i>
10-0011	Number of consecutive terms	3	<i>3</i>
10-0012	Date of initial appointment	06/27/2012	<i>06/27/2012</i>
10-0101	Position: Vice President	Vice President	<i>Vice President</i>
10-0102	First name	Olivia	<i>Olivia</i>
10-0103	Middle initial/name	K.	<i>K.</i>
10-0104	Last name	Goulding	<i>Goulding</i>
10-0105	Home address	2306 N. 10th Street	<i>2306 N. 10th Street</i>
10-0106	City	Terre Haute	<i>Terre Haute</i>
10-0107	ZIP code	47804	<i>47804</i>
10-0108	Email address	chess.olivia@gmail.com	<i>chess.olivia@gmail.com</i>
10-0109	Appointing authority	Vigo County Commissioners	<i>Vigo County Commissioners</i>
10-0110	Date term expires	7/9/23	<i>7/9/23</i>
10-0111	Number of consecutive terms	2	<i>2</i>
10-0112	Date of initial appointment	7/09/15	<i>7/09/15</i>
10-0201	Position: Secretary	Secretary	<i>Secretary</i>
10-0202	First name	Christi	<i>Valentine</i>
10-0203	Middle initial/name	A.	<i>K.</i>
10-0204	Last name	Fenton	<i>Muyumba</i>
10-0205	Home address	1481 Watermark Court	<i>1760 S. 34th St.</i>
10-0206	City	Terre Haute	<i>Terre Haute</i>
10-0207	ZIP code	47803	<i>47803</i>
10-0208	Email address	caf@vigoschools.org	<i>valentine.muyumba@indstate.edu</i>
10-0209	Appointing authority	School Board	<i>Vigo County Council</i>
10-0210	Date term expires	8/31/2025	<i>12/31/2023</i>
10-0211	Number of consecutive terms	2	<i>4</i>
10-0212	Date of initial appointment	6/26/2017	<i>09/09/2007</i>
10-0301	Position: Treasurer (Boards may have either a treasurer or treasurer/employee, but not both)	Treasurer	<i>Treasurer</i>
10-0302	First name	N/A	<i>N/A</i>
10-0303	Middle initial/name		
10-0304	Last name	N/A	<i>N/A</i>
10-0305	Home address	N/A	<i>N/A</i>
10-0306	City	N/A	<i>N/A</i>
10-0307	ZIP code	N/A	<i>N/A</i>

10-0308	Email address	N/A	N/A
10-0309	Appointing authority	N/A	N/A
10-0310	Date term expires	N/A	N/A
10-0311	Number of consecutive terms	N/A	N/A
10-0312	Date of initial appointment	N/A	N/A
10-0401	Position: Treasurer / Employee (Boards may have either a treasurer or treasurer/employee, but not both)	Treasurer / Employee	<i>Treasurer / Employee</i>
10-0402	First name	Dennis	<i>Dennis</i>
10-0403	Middle initial/name	Lee	<i>Lee</i>
10-0404	Last name	Shepard Jr.	<i>Shepard Jr.</i>
10-0405	Home address	1591 W. Indian Meadows Dr	<i>1591 W. Indian Meadows Dr</i>
10-0406	City	Terre Haute	<i>Terre Haute</i>
10-0407	ZIP code	47803	<i>47803</i>
10-0408	Email address	dshepard@vigo.lib.in.us	<i>dshepard@vigo.lib.in.us</i>
10-0409	Appointing authority		
10-0410	Date term expires		
10-0411	Number of consecutive terms		
10-0412	Date of initial appointment		
10-0501	Position: Member	Member	<i>Member</i>
10-0502	First name	James	<i>James</i>
10-0503	Middle initial/name	M	<i>M</i>
10-0504	Last name	Young	<i>Young</i>
10-0505	Home address	2410 N. 10th Street	<i>2410 N. 10th Street</i>
10-0506	City	Terre Haute	<i>Terre Haute</i>
10-0507	ZIP code	47804	<i>47804</i>
10-0508	Email address	jmy@vigoschools.org	<i>jmy@vigoschools.org</i>
10-0509	Appointing authority	Vigo County School Board	<i>Vigo County School Board</i>
10-0510	Date term expires	7/31/2023	<i>7/31/2023</i>
10-0511	Number of consecutive terms	1	<i>1</i>
10-0512	Date of initial appointment	07/15/2019	<i>07/15/2019</i>
10-0601	Position: Member	Member	<i>Member</i>
10-0602	First name	Stacy	<i>Stacy</i>
10-0603	Middle initial/name	D.	<i>D.</i>
10-0604	Last name	Killion	<i>Killion</i>
10-0605	Home address	8084 Mandy Joe Ct	<i>8084 Mandy Joe Ct</i>
10-0606	City	Terre Haute	<i>Terre Haute</i>
10-0607	ZIP code	47805	<i>47805</i>
10-0608	Email address	stacy.killion@vigoschools.org	<i>stacy.killion@vigoschools.org</i>
10-0609	Appointing authority	Vigo County School Board	<i>Vigo County School Board</i>
10-0610	Date term expires	8/31/25	<i>8/31/25</i>
10-0611	Number of consecutive terms	1	<i>1</i>
10-0612	Date of initial appointment	9/1/21	<i>9/8/21</i>
10-0701	Position: Member	Member	<i>Member</i>
10-0702	First name	Valentine	<i>Christi</i>

10-0703	Middle initial/name	K.	A.
10-0704	Last name	Muyumba	Fenton
10-0705	Home address	1760 S. 34th Street	1481 Watermark Court
10-0706	City	Terre Haute	Terre Haute
10-0707	ZIP code	47803	47803
10-0708	Email address	valentine.muyumba@indstate.eduuiff@vigoschools.org	
10-0709	Appointing authority	Vigo County Council	Vigo County School Board
10-0710	Date term expires	12/31/2023	08/31/25
10-0711	Number of consecutive terms	3	3
10-0712	Date of initial appointment	9/9/07	03/10/2014
10-0801	Position: Member	Member	Member
10-0802	First name	Brian	Camille
10-0803	Middle initial/name		R.
10-0804	Last name	Cain	Wallace
10-0805	Home address	119 S. 7th Street, Apt 203	1231 South Center Street
10-0806	City	Terre Haute	Terre Haute
10-0807	ZIP code	47807	47802
10-0808	Email address	brian.cain@viribuswm.com	camille@thculturecompany.com
10-0809	Appointing authority	Vigo County Council	Vigo County Council
10-0810	Date term expires	12/31/2024	12/31/2024
10-0811	Number of consecutive terms	1	1
10-0812	Date of initial appointment	2/14/23	11/10/2021
10-0901	Position: Member	Member	Member
10-0902	First name		
10-0903	Middle initial/name		
10-0904	Last name		
10-0905	Home address		
10-0906	City		
10-0907	ZIP code		
10-0908	Email address		
10-0909	Appointing authority		
10-0910	Date term expires		
10-0911	Number of consecutive terms		
10-0912	Date of initial appointment		
10-1001	Position: Member	Member	Member
10-1002	First name		
10-1003	Middle initial/name		
10-1004	Last name		
10-1005	Home address		
10-1006	City		
10-1007	ZIP code		
10-1008	Email address		
10-1009	Appointing authority		

10-1010	Date term expires		
10-1011	Number of consecutive terms		
10-1012	Date of initial appointment		
10-1101	Position: Member	Member	Member
10-1102	First name		
10-1103	Middle initial/name		
10-1104	Last name		
10-1105	Home address		
10-1106	City		
10-1107	ZIP code		
10-1108	Email address		
10-1109	Appointing authority		
10-1110	Date term expires		
10-1111	Number of consecutive terms		
10-1112	Date of initial appointment		
10-1201	Position: Member	Member	Member
10-1202	First name		
10-1203	Middle initial/name		
10-1204	Last name		
10-1205	Home address		
10-1206	City		
10-1207	ZIP code		
10-1208	Email address		
10-1209	Appointing authority		
10-1210	Date term expires		
10-1211	Number of consecutive terms		
10-1212	Date of initial appointment		
10-0991	What day of the month is the regular library board meeting?	3rd Monday	3rd Monday
10-0992	What is the time of the regular library board meeting?	5:30 PM	5:30 PM

11 - Salary Section

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

11-001	Annual salary of the director	\$118,499	<i>\$113,941</i>
11-002	Does the library director have an employment contract?	No	No
11-003	What is the current level of certification held by the library director?	LC 1	LC 1
11-004	Job Title - Assistant or Associate Director	Assistant Director	Assistant Director
11-005	Certification level	LC 1	LC 4
11-006	Minimum hourly wage	\$27.81	\$27.40
11-007	Maximum hourly wage	\$47.33	\$46.63
11-008	Job Title - Department Head, Manager or Supervisor	Department Head	Department Head
11-009	Certification level	LC 4	LC 4
11-010	Minimum hourly wage	\$22.94	\$22.60
11-011	Maximum hourly wage	\$37.57	\$37.02
11-012	Job Title - Branch Head	Branch Head	Branch Head
11-013	Certification level	LC 4	LC 4
11-014	Minimum hourly wage	\$22.94	\$22.60
11-015	Maximum hourly wage	\$37.57	\$37.02
11-016	Job Title - Administrative Assistant	Administrative Assistant	Administrative Assistant

11-017	Certification level	None required	<i>None required</i>
11-018	Minimum hourly wage	\$19.03	\$18.75
11-019	Maximum hourly wage	\$33.67	\$33.17
11-020	Job Title - Automation, Network or System Manager	Automation / Network / System Manager	<i>Automation / Network / System Manager</i>
11-021	Certification level	None required	<i>None required</i>
11-022	Minimum hourly wage	\$22.94	\$22.60
11-023	Maximum hourly wage	\$37.57	\$37.02
11-024	Job Title - Business Manager	Business Manager	<i>Business Manager</i>
11-025	Certification level	None required	<i>None required</i>
11-026	Minimum hourly wage	\$22.94	\$22.60
11-027	Maximum hourly wage	\$37.57	\$37.02
11-028	Job Title - Cataloging or Technical Services Librarian	Cataloging or Technical	<i>Cataloging or Technical</i>
11-029	Certification level		
11-030	Minimum hourly wage		
11-031	Maximum hourly wage		
11-032	Job Title - Children's Librarian	Children's Librarian	<i>Children's Librarian</i>
11-033	Certification level	LC 5	<i>LC 5</i>
11-034	Minimum hourly wage	\$19.03	\$18.75
11-035	Maximum hourly wage	\$33.67	\$33.17
11-036	Job Title - General Reference or Adult Librarian	General Reference or Adult Librarian	<i>General Reference or Adult Librarian</i>
11-037	Certification level	LC 5	<i>LC 5</i>
11-038	Minimum hourly wage	\$19.03	\$18.75
11-039	Maximum hourly wage	\$33.67	\$33.17
11-040	Job Title - Young Adult Librarian	Young Adult Librarian	<i>Young Adult Librarian</i>
11-041	Certification level	LC 5	<i>LC 5</i>
11-042	Minimum hourly wage	\$19.03	\$18.75
11-043	Maximum hourly wage	\$33.67	\$33.17
11-044	Job Title - Indiana History, Local History, or Genealogy Librarian	Indiana History, Local History, or Genealogy Librarian	<i>Indiana History, Local History, or Genealogy Librarian</i>
11-045	Certification level	LC 5	<i>LC 5</i>
11-046	Minimum hourly wage	\$19.03	\$18.75
11-047	Maximum hourly wage	\$33.67	\$33.17
11-048	Job Title - Specialist (Professional)	Specialist (Professional)	<i>Specialist (Professional)</i>
11-049	Certification level	Spec 5	<i>Spec 5</i>
11-050	Minimum hourly wage	\$19.03	\$18.75
11-051	Maximum hourly wage	\$33.67	\$33.17
11-052	Job Title - Library Assistant	Library Assistant	<i>Library Assistant</i>
11-053	Certification level	LC 5	<i>LC 5</i>
11-054	Minimum hourly wage	\$16.35	\$16.11
11-055	Maximum hourly wage	\$26.84	\$26.44
11-056	Job Title - Bookkeeper or Treasurer	Bookkeeper or Treasurer	<i>Bookkeeper or Treasurer</i>
11-057	Certification level	None required	<i>None required</i>
11-058	Minimum hourly wage	\$15.86	\$15.63
11-059	Maximum hourly wage	\$26.84	\$26.44
11-060	Job Title - Library Technician (including computer)	Library Technician	<i>Library Technician</i>
11-061	Certification level	None required	<i>None required</i>
11-062	Minimum hourly wage	\$14.15	\$13.94
11-063	Maximum hourly wage	\$24.40	\$24.04
11-064	Job Title - Clerk, Clerical or Aide	Clerical or Aide	<i>Clerical or Aide</i>
11-065	Certification level	None required	<i>None required</i>
11-066	Minimum hourly wage	\$14.15	\$13.94
11-067	Maximum hourly wage	\$24.40	\$24.04
11-068	Job Title - Maintenance, Custodian, Janitor, or Housekeeper	Maintenance, Custodian	<i>Maintenance, Custodian</i>

11-069	Certification level	None required	<i>None required</i>
11-070	Minimum hourly wage	\$14.15	<i>\$13.94</i>
11-071	Maximum hourly wage	\$24.40	<i>\$24.04</i>
11-072	Job Title - Page, Intern or Student Assistant	Page, Intern or Student Assistant	<i>Page, Intern or Student Assistant</i>
11-073	Certification level		
11-074	Minimum hourly wage		
11-075	Maximum hourly wage		
11-076	Job Title - Temporary Substitute	Temporary Substitute	<i>Temporary Substitute</i>
11-077	Certification level		
11-078	Minimum hourly wage		
11-079	Maximum hourly wage		
11-080	Job Title - Interlibrary Loan	Interlibrary Loan	<i>Interlibrary Loan</i>
11-081	Certification level		
11-082	Minimum hourly wage		
11-107	Maximum hourly wage		
11-084	Job Title - Human Resources	Human Resources	<i>Human Resources</i>
11-085	Certification level	None required	<i>None required</i>
11-086	Minimum hourly wage	\$27.81	<i>\$27.40</i>
11-087	Maximum hourly wage	\$47.33	<i>\$46.63</i>
11-088	Job Title - Marketing	Marketing	<i>Marketing</i>
11-089	Certification level	None required	<i>None required</i>
11-090	Minimum hourly wage	\$22.94	<i>\$22.60</i>
11-091	Maximum hourly wage	\$37.57	<i>\$37.02</i>
11-092	Job Title - Circulation Librarian	Circulation Librarian	<i>Circulation Librarian</i>
11-093	Certification level		
11-094	Minimum hourly wage		
11-095	Maximum hourly wage		
11-096	Job Title - Other	No	<i>Yes</i>
11-097	Specify other job title		<i>Tech Training Librarian</i>
11-098	Certification level		<i>LC 5</i>
11-099	Minimum hourly wage		<i>\$18.75</i>
11-100	Maximum hourly wage		<i>\$33.17</i>
11-101	Job Title - Other	Yes	<i>Yes</i>
11-102	Specify other job title	Facilities Manager	<i>Facilities Manager</i>
11-103	Certification level	None required	<i>None required</i>
11-104	Minimum hourly wage	\$22.94	<i>\$22.60</i>
11-105	Maximum hourly wage	\$37.57	<i>\$37.02</i>
11-106	Job Title - Other	Yes	<i>Yes</i>
11-107	Specify other job title	Creative Design Specialist	<i>Creative Design Specialist</i>
11-108	Certification level	None required	<i>None required</i>
11-109	Minimum hourly wage	15.86	<i>15.63</i>
11-110	Maximum hourly wage	26.84	<i>26.44</i>
11-111	Job Title - Other	No	<i>No</i>
11-112	Specify other job title		
11-113	Certification level		
11-114	Minimum hourly wage		
11-115	Maximum hourly wage		
<u>Employee Fringe Benefit Information - Full-time Employees</u>			
11-501	PERF	Yes	<i>Yes</i>
11-502	Deferred compensation	Yes	<i>Yes</i>
11-503	Health insurance	Yes	<i>Yes</i>
11-504	Health Savings Account (HSA)	Yes	<i>Yes</i>
11-505	Dental insurance	Yes	<i>Yes</i>
11-506	Life insurance	Yes	<i>Yes</i>
11-507	Vision insurance	Yes	<i>Yes</i>
11-508	Disability insurance	Yes	<i>Yes</i>
11-509	Paid time off for continuing education	Yes	<i>Yes</i>
11-510	Reimbursement for continuing education	Yes	<i>Yes</i>

11-511	Other1 (specify)	Employee Assistance Plan	Employee Assistance Plan
11-512	Other2 (specify)		
<u>Employee Fringe Benefit Information - Part-time Employees</u>			
11-513	PERF	No	No
11-514	Deferred compensation	Yes	Yes
11-515	Health insurance	Yes	Yes
11-516	Health Savings Account (HSA)	Yes	Yes
11-517	Dental insurance	Yes	Yes
11-518	Life insurance	Yes	Yes
11-519	Vision insurance	Yes	Yes
11-520	Disability insurance	Yes	Yes
11-521	Paid time off for continuing education	Yes	Yes
11-522	Reimbursement for continuing education	Yes	Yes
11-523	Other1 (specify)	Employee Assistance Plan	Employee Assistance Plan
11-524	Other2 (specify)		
<u>Paid Time Off Per Year - Full-time Librarian</u>			
11-525	Number of vacation days	24	24
11-526	Number of sick days	12	12
11-527	Number of personal days	1	0
11-528	Number of holidays	11	12
11-529	Number of funeral/bereavement days	3	3
11-530	Number of other days (specify) OR all-purpose PTO	0	0
<u>Paid Time Off Per Year - Part-Time Librarian</u>			
11-531	Number of vacation days	24	12-18
11-532	Number of sick days	12	0
11-533	Number of personal days	1	0
11-534	Number of holidays	11	9
11-535	Number of funeral/bereavement days	3	3
11-536	Number of other days	0	0
<u>Paid Time Off Per Year - Full-Time Support Staff</u>			
11-537	Number of vacation days	24	24
11-538	Number of sick days	12	12
11-539	Number of personal days	1	0
11-540	Number of holidays	11	12
11-541	Number of funeral/bereavement days	3	3
11-542	Number of other days	0	0
<u>Paid Time Off Per Year - Part-Time Support Staff</u>			
11-543	Number of vacation days	24	12-18
11-544	Number of sick days	12	0
11-545	Number of personal days	1	0
11-546	Number of holidays	12	9
11-547	Number of funeral/bereavement days	3	3
11-548	Number of other days	0	0

12 - PLAC Loans

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office. Report the number of PLAC loans your library made to a home patron of the following libraries.

DO NOT report any loans made to your own library. You may SKIP any libraries with no loans; you do not need to enter "0" if no loans were made.

12-001	Did your library make any PLAC loans?	Y	Y
12-002	Adams Public Library System		
12-003	Akron Carnegie Public Library		
12-004	Alexandria-Monroe Public Library		
12-005	Alexandrian Public Library		
12-006	Allen County Public Library		
12-007	Anderson Public Library		
12-008	Andrews-Dallas Township Public Library		
12-009	Argos Public Library		
12-010	Attica Public Library		
12-011	Aurora Public Library District		
12-012	Avon-Washington Township Public Library		
12-013	Bartholomew County Public Library		
12-014	Barton Rees Pogue Memorial Public Library		
12-015	Batesville Memorial Public Library		
12-016	Bedford Public Library		
12-017	Bell Memorial Public Library		

12-018 Benton County Public Library
12-019 Berne Public Library
12-020 Bicknell-Vigo Township Public Library
12-021 Bloomfield-Eastern Greene County Public Library
12-022 Boonville-Warrick County Public Library
12-023 Boswell-Grant Township Public Library
12-024 Bourbon Public Library
12-025 Brazil Public Library
12-026 Bremen Public Library
12-027 Bristol-Washington Township Public Library
12-028 Brook-Iroquois-Washington Township Public Library
12-029 Brookston-Prairie Township Public Library
12-030 Brown County Public Library
12-031 Brownsburg Public Library
12-032 Brownstown Public Library
12-033 Butler Public Library
12-034 Cambridge City Public Library
12-035 Camden-Jackson Township Public Library
12-036 Carmel Clay Public Library
12-037 Carnegie Public Library Of Steuben County
12-038 Centerville-Center Township Public Library
12-039 Charlestown Clark County Public Library
12-040 Churubusco Public Library
12-041 Clayton-Liberty Township Public Library
12-042 Clinton Public Library
12-043 Coatesville-Clay Township Public Library
12-044 Colfax-Perry Township Public Library
12-045 Converse-Jackson Township Public Library
12-046 Covington-Veedersburg Public Library
12-047 Crawford County Public Library
12-048 Crawfordsville District Public Library
12-049 Crown Point Community Public Library
12-050 Culver-Union Township Public Library
12-051 Danville-Center Township Public Library
12-052 Darlington Public Library
12-053 Delphi Public Library
12-054 Dublin Public Library
12-055 Dunkirk Public Library
12-056 Earl Park Public Library
12-057 East Chicago Public Library
12-058 Eckhart Public Library
12-059 Edinburgh Wright-Hageman Public Library
12-060 Elkhart Public Library
12-061 Evansville-Vanderburgh Public Library
12-062 Fairmount Public Library
12-063 Farmland Public Library
12-064 Fayette County Public Library
12-065 Flora-Monroe Township Public Library
12-066 Fort Branch-Johnson Township Public Library
12-067 Fortville-Vernon Township Public Library
12-068 Francesville-Salem Township Public Library
12-069 Frankfort Community-Clinton County Contractual Public Library
12-070 Franklin County Public Library District
12-071 Fremont Public Library
12-072 Fulton County Public Library
12-073 Garrett Public Library
12-074 Gary Public Library
12-075 Gas City-Mill Township Public Library
12-076 Goodland & Grant Township Public Library
12-077 Goshen Public Library
12-078 Greensburg-Decatur County Contractual Public Library
12-079 Greentown & Eastern Howard School Public Library
12-080 Greenwood Public Library
12-081 Hagerstown-Jefferson Township Public Library
12-082 Hamilton East Public Library
12-083 Hamilton North Public Library
12-084 Hammond Public Library
12-085 Hancock County Public Library
12-086 Harrison County Public Library

12-087 Hartford City Public Library
12-088 Henry Henley Public Library IN0165
12-089 Huntingburg Public Library
12-090 Huntington City-Township Public Library
12-091 Hussey-Mayfield Memorial Public Library
12-092 Indianapolis-Marion County Public Library
12-093 Jackson County Public Library
12-094 Jasonville Public Library
12-095 Jasper County Public Library
12-096 Jasper-Dubois County Contractual Public Library
12-097 Jay County Public Library
12-098 Jefferson County Public Library
12-099 Jeffersonville Township Public Library
12-100 Jennings County Public Library
12-101 Johnson County Public Library
12-102 Jonesboro Public Library
12-103 Joyce Public Library
12-104 Kendallville Public Library
12-105 Kentland-Jefferson Township Public Library
12-106 Kewanna-Union Township Public Library
12-107 Kingman-Millcreek Public Library
12-108 Kirklin Public Library
12-109 Knightstown Public Library
12-110 Knox County Public Library
12-111 Kokomo-Howard County Public Library
12-112 La Crosse Public Library
12-113 La Grange County Public Library
12-114 La Porte County Public Library
12-115 Ladoga-Clark Township Public Library
12-116 Lake County Public Library
12-117 Lawrenceburg Public Library
12-118 Lebanon Public Library
12-119 Ligonier Public Library
12-120 Lincoln Heritage Public Library
12-121 Linden Carnegie Public Library
12-122 Linton Public Library
12-123 Logansport-Cass County Public Library
12-124 Loogootee Public Library
12-125 Lowell Public Library
12-126 Marion Public Library
12-127 Matthews Public Library
12-128 Melton Public Library
12-129 Michigan City Public Library
12-130 Middlebury Community Public Library
12-131 Middletown Fall Creek Township Public Library
12-132 Milford Public Library
12-133 Mishawaka-Penn-Harris Public Library
12-134 Mitchell Community Public Library
12-135 Monon Town & Township Public Library
12-136 Monroe County Public Library
12-137 Monterey-Tippecanoe Township Public Library
12-138 Montezuma Public Library
12-139 Monticello-Union Township Public Library
12-140 Montpelier-Harrison Township Public Library
12-141 Mooresville Public Library
12-142 Morgan County Public Library
12-143 Morrisson Reeves Library
12-144 Muncie-Center Township Public Library
12-145 Nappanee Public Library
12-146 New Albany-Floyd County Public Library
12-147 New Carlisle & Olive Township Public Library
12-148 New Castle-Henry County Public Library
12-149 New Harmony Workingmen's Institute
12-150 Newburgh Chandler Public Library
12-151 Newton County Public Library
12-152 Noble County Public Library
12-153 North Judson-Wayne Township Public Library
12-154 North Madison County Public Library System
12-155 North Manchester Public Library

12-156 North Webster Community Public Library
12-157 Oakland City-Columbia Township Public Library
12-158 Odon Winkelpleck Public Library
12-159 Ohio County Public Library
12-160 Orleans Town & Township Public Library
12-161 Osgood Public Library
12-162 Otterbein Public Library
12-163 Owen County Public Library
12-164 Owensville Carnegie Public Library
12-165 Oxford Public Library
12-166 Paoli Public Library
12-167 Parke County Public Library
12-168 Peabody Public Library
12-169 Pendleton Community Public Library
12-170 Penn Township Public Library
12-171 Perry County Public Library
12-172 Peru Public Library
12-173 Pierceton & Washington Township Public Library
12-174 Pike County Public Library
12-175 Plainfield-Guilford Township Public Library
12-176 Plymouth Public Library
12-177 Porter County Public Library System
12-178 Poseyville Carnegie Public Library
12-179 Princeton Public Library
12-180 Pulaski County Public Library
12-181 Putnam County Public Library
12-182 Remington-Carpenter Township Public Library
12-183 Ridgeville Public Library
12-184 Roachdale-Franklin Township Public Library
12-185 Roann Paw-Paw Township Public Library
12-186 Roanoke Public Library
12-187 Royal Center-Boone Township Public Library
12-188 Rushville Public Library
12-189 Salem-Washington Township Public Library
12-190 Scott County Public Library
12-191 Shelby County Public Library
12-192 Sheridan Public Library
12-193 Shoals Public Library
12-194 South Whitley-Cleveland Township Public Library
12-195 Speedway Public Library
12-196 Spencer County Public Library
12-197 Spiceland Town-Township Public Library
12-198 St. Joseph County Public Library
12-199 Starke County Public Library System
12-200 Sullivan County Public Library
12-201 Swayzee Public Library
12-202 Switzerland County Public Library
12-203 Syracuse-Turkey Creek Township Public Library
12-204 Thorntown Public Library
12-205 Tippecanoe County Public Library
12-206 Tipton County Public Library
12-207 Tyson Library Association, Inc
12-208 Union City Public Library
12-209 Union County Public Library
12-210 Van Buren Public Library
12-211 Vermillion County Public Library
12-212 Vigo County Public Library
12-213 Wabash Carnegie Public Library
12-214 Wakarusa-Olive & Harrison Township Public Library
12-215 Walkerton-Lincoln Township Public Library
12-216 Walton & Tipton Township Public Library
12-217 Wanatah Public Library
12-218 Warren Public Library
12-219 Warsaw Community Public Library
12-220 Washington Carnegie Public Library
12-221 Washington Township Public Library
12-222 Waterloo-Grant Township Public Library
12-223 Waveland-Brown Township Public Library
12-224 Wells County Public Library

12-225	West Lafayette Public Library		
12-226	West Lebanon-Pike Township Public Library		
12-227	Westchester Public Library		
12-228	Westfield-Washington Public Library		
12-229	Westville-New Durham Township Public Library		
12-230	Whiting Public Library		
12-231	Willard Library of Evansville		
12-232	Williamsport-Washington Township Public Library		
12-233	Winchester Community Public Library		
12-234	Wolcott Community Public Library		
12-235	Worthington Jefferson Township Public Library		
12-236	York Township Public Library		
12-237	Yorktown Public Library		
12-238	TOTAL PLAC Loans	0	44

13 - Compliance with Standards for Public Libraries

The following questions refer to the library's compliance with the Indiana Public Library Standards (560 IAC 6). Standards which can be verified by data or information elsewhere in the report do not appear in this section. Please answer either "Yes", "No", or "N/A" if applicable.

13-001	Does your library comply with Public Library Law under IC 36-12?	Yes	Yes
13-002	If the answer to 13-001 is NO, explain:		
13-003	Does your library comply with other Indiana laws that affect municipal corporations?	Yes	Yes
13-004	If the answer to 13-003 is NO, explain:		
13-005	Does your library comply with all federal laws affecting employment practice?	Yes	Yes
13-006	If the answer to 13-005 is NO, explain:		
13-007	Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes?	Yes	Yes
13-008	If the answer to 13-007 is NO, explain:		
13-009	Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?	Yes	Yes
13-010	If the answer to 13-009 is NO, explain:		
13-011	Do the library board and the director maintain separate functions?	Yes	Yes
13-012	Is the board responsible for governance and policy?	Yes	Yes
13-013	Is the director responsible for administration, operation and management of the library?	Yes	Yes
13-014	Does the director work full-time?	Yes	Yes
13-015	Does the director have the required certification under 590 IAC 5? (If unsure, check at https://mylicense.in.gov/EVerification/Search.aspx)	Yes	Yes
<u>With the advice and recommendations of the library director, has the library board adopted the following plans and policies?</u>			
13-016	A schedule of classification of employees	Yes	No
13-017	An annual schedule of salaries	Yes	Yes
13-018	A proposed library budget	Yes	Yes
<u>Personnel Policies</u>			
Has the library board adopted written personnel policies and procedures dealing with:			
13-019	Recruitment?	Yes	Yes
13-020	Selection?	Yes	Yes
13-021	Appointments?	Yes	Yes
13-022	Personnel actions?	Yes	Yes
13-023	Salary administration?	Yes	Yes
13-024	Employee benefits?	Yes	Yes
13-025	Conditions of work?	Yes	Yes
13-026	Leaves?	Yes	Yes
13-027	Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees?	Yes	Yes
13-028	Does the library have current, written bylaws that state its purpose and its operational procedures?	Yes	Yes
13-029	Do the library bylaws specifically state rules governing conflicts of interest issues?	Yes	Yes
13-030	Do the library bylaws specifically state rules governing nepotism?	Yes	Yes
13-031	Have the bylaws been reviewed by the board in the last three (3) years?	Yes	Yes
13-032	Has a copy of the current version of the bylaws, along with all of the amendments approved by the library board, been submitted to the Indiana State Library?	Yes	Yes
13-033	Does your library have a written collection development plan?	Yes	Yes
13-034	Does your library have a written circulation policy detailing the principles of access for all library materials and service?	Yes	Yes
13-035	Does your library provide support for continuing education for staff and trustees?	Yes	Yes
<u>Long-Range Plan</u>			
13-036	Does the library have a written long-range plan of service?	Yes	Yes
13-037	What year did your current long-range plan begin?	2019	2019
13-038	What year does your current long-range plan end?	2023	2023
13-039	Has your long-range plan been reviewed and updated in the last three (3) to five (5) years, depending upon the length of your plan?	Yes	Yes
13-040	Have copies of the plan, plus all updates and revisions, been filed with the Indiana State Library?	Yes	Yes
13-041	Does your long-range plan include a statement of community needs and goals?	Yes	Yes
13-042	Does your long-range plan include measurable objectives and service in response to the community's needs and goals?	Yes	Yes

13-043	Does your long-range plan include an assessment of facilities, services, technology, and operations?	Yes	Yes
13-044	Does your long-range plan include an ongoing evaluation process?	Yes	Yes
13-045	Does your long-range plan include a plan for financial resources and sustainability?	Yes	Yes
13-046	Does your long-range plan include an equipment replacement schedule?	Yes	Yes
13-047	Does your long-range plan include a professional development strategy?	Yes	Yes
13-048	Does your long-range plan include a statement of collaboration with other public libraries?	Yes	Yes
13-049	Does your long-range plan include a statement of collaboration with other community partners?	Yes	Yes
Resource Sharing			
13-050	Does your library provide interlibrary loan free of charge <i>to other libraries</i> within Indiana?	Yes	Yes
Answer YES if your policy is to lend, even if no loans were requested.			
13-051	Does your library provide interlibrary loan free of charge <i>to your users</i> ?	Yes	Yes
Answer YES if your policy is to lend, even if no loans were requested.			
13-052	Does your library lend materials via a statewide reciprocal borrowing program?	Yes	Yes
13-053	Does your library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana?	No	No
13-054	If the answer to 13-053 is YES, please list libraries with which you have reciprocal borrowing agreements.		
13-055	Does your library lend materials using the OCLC resource sharing system?	Yes	Yes
13-056	Is your library a member of Evergreen Indiana?	No	No
13-057	How many days per week does your library receive InfoExpress courier service?	3	3
Does the library provide adult services, including:			
13-058	Reference services, including knowledge of and access to reference materials, including INSPIRE?	Yes	Yes
13-059	A collection of materials for adults?	Yes	Yes
13-060	A space designated for adults in each fixed location?	Yes	Yes
Does the library provide young adult services, including:			
13-061	Reference services, including knowledge of and access to reference materials, including INSPIRE?	Yes	Yes
13-062	A collection of materials for young adults?	Yes	Yes
13-063	A space designated for young adults in each fixed location?	Yes	Yes
Does the library provide children's services, including:			
13-064	Reference services, including knowledge of and access to reference materials, including INSPIRE?	Yes	Yes
13-065	A collection of materials for children?	Yes	Yes
13-066	A space designated for children in each fixed location?	Yes	Yes
Public Access			
13-067	Are patrons who are unable to read regular print, because of a visual or a physical disability, provided access to large print books, braille books, audio books, and/or enhanced media?	Yes	Yes
13-068	Does the library provide computers for the free use of all persons, regardless of residency?	Yes	Yes
13-069	Does your library provide a means for the public to print and make copies at each location?	Yes	Yes
Website			
Does your library's website include:			
13-070	Current hours of operation?	Yes	Yes
13-071	A physical address (or addresses) for your library?	Yes	Yes
13-072	A map for each fixed location?	Yes	Yes
13-073	A telephone number?	Yes	Yes
13-074	An email address or other means of electronic contact?	Yes	Yes
13-075	A link to INSPIRE.in.gov?	Yes	Yes
13-076	Publicly posted policies, including, but not limited to, circulation, fees, and internet use?	Yes	Yes
13-076a	Has your internet policy been reviewed by the board in the last year?	Yes	Yes
13-077	A link to the library's online public access catalog?	Yes	Yes
13-078	A calendar or schedule of events and programs, updated at least monthly, including the dates for the library board meetings?	Yes	Yes
14 - Statement of Intent to Comply with Standards			
14-001	Please explain any NO answers given in Part 13.		
15 - Supplemental Questions			
COVID-19 Pandemic's Effect on Library Services in 2022			
15-001	Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic in 2022?		No
15-002	Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic in 2022?		
15-003	Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic in 2022?		
15-004	Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic in 2022?		
15-005	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic in 2022?		Yes
15-006	Did the library intentionally add Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic in 2022?		No
15-007	Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic in 2022?		No
15-008	Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic in 2022?		No
15-009	Did the library offer "Take and Make" activities in 2022?		Yes
15-009a	Number of "Take and Make" activities distributed (optional)		2,106

15-010 What professional development topic/s would you like ISL to address in training?

15-011 What's something your library did in the past year that you're proud of?

CERTIFICATION

Click [here](#) to print a copy of the Signature Page. This needs to be signed by both the director and board president and returned via email or mail to the Indiana State Library Development Office. This is also due by March 1, 2023.



STATE OF INDIANA

Eric J. Holcomb, Governor

Jacob Speer, State Librarian

INDIANA STATE LIBRARY
140 N. Senate Avenue
Indianapolis, IN 46204
Phone: (317) 232-3675
Fax: (317) 232-0002

2022 Indiana Public Library Report - Signature Page
Due March 1, 2023

This signature page is one of two parts of the annual report required to be submitted to the Indiana State Library by March 1, 2023.

The library director and the library board president are required to sign and return this page, after verifying that the annual report form is accurately completed and filed. Please make a copy of the report for your files.

Return this signature page:

By EMAIL to Angela Fox at anfox@library.in.gov OR

By MAIL to the Indiana State Library, Library Development Office, 315 W. Ohio St., Indianapolis, IN 46202.

I verify that the information included in the 2022 Indiana Public Library Annual Report is accurate to the best of my knowledge.

Library Name: _____

Library Director's Signature

Date: _____

Library Director's Name (please print)

Library Board President's Signature

Date: _____

Library Board President's Name (please print)

VIGO COUNTY PUBLIC LIBRARY

RESOLUTION TO ESTABLISH NON-RESIDENT FEES

Whereas, IC 36-12-2-25(c) requires that an individual non-resident fee be established, the members of the Vigo County Public Library Board of Trustees do hereby resolve to establish the non-resident fee at **\$75** (seventy five dollars) for an individual non-resident card, effective February 20, 2023. Be it further resolved that this fee will remain in effect until such time that the library board adopts a new non-resident fee resolution.

Duly adopted by the Board of Trustees of the Vigo County Public Library at its regular meeting held on the 20th day of February, 2023, at which a quorum was present.

AYE

NAY

VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

ARTICLE I IDENTIFICATION

Section 1. The name of this Board is the “Board of Trustees” of the Vigo County Public Library, hereinafter referred to as “the Board”. The VIGO COUNTY PUBLIC LIBRARY will be hereinafter referred to as “the VCPL”.

Section 2. The geographic territory and boundaries of the VCPL and the taxed library district shall consist of the entire County of Vigo, in the State of Indiana.

ARTICLE II AUTHORITY AND PURPOSE

Section 1. The Board shall govern the VCPL, a municipal corporation separate and distinct from other civil or municipal corporations, and CLASS 1 library organized under the public library provisions, according to the purposes and authority set forth in IC 36-12, as amended, and such other Indiana and federal laws as affect the operation of the VCPL.

Section 2. The purpose of the VCPL is to provide open access for all to information, programs, resources, and services to enrich the quality of life in the Vigo County community. The library services provided by the VCPL are supported by public funds and include collecting and organizing library materials, providing reference and referral, and the provision of related library services to library patrons.

Section 3. Members of the Board shall serve without compensation, except that the Treasurer may be compensated at a rate established by the Board, per IC 36-12-2-21 if a Board Member is serving as Treasurer. The Board may also elect a paid VCPL staff member to serve as Treasurer. A Board member may not serve as a paid employee of the VCPL.

Section 4. The Board may engage legal counsel as needed for legal advice. The President of the Board or the Library Executive Director may request the legal opinions of legal counsel for any matter which comes within the jurisdiction of the Board, and shall report the opinion to the Board.

ARTICLE III PERSONNEL

Section 1; The Board shall select a librarian who holds a certificate under IC 36-12-11 to serve as the Executive Director of the VCPL. The selection shall be made solely upon the basis of the candidate’s training and proficiency in the science of library administration. The Board shall fix the compensation of the Executive Director, prescribe the powers and duties, and determine the term and tenure in office. The Executive Director, as the administrative head of the library, is responsible to the Board for the operation and management of the VCPL, per IC ⁷²36-12-2-24(a).

VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

Section 2. The Executive Director shall have the authority to write and enforce administrative regulations or procedures governing the VCPL which logically stem from adopted and approved Board policies. Such regulations or procedures shall be consistent with the policies of the Board.

Section 3. Among the duties of the Executive Director, unless otherwise directed by the Board, but not in limitation thereof, are:

- responsibility for the care of the building(s) and equipment
- the supervision, employment and direction of the staff
- the efficiency of the library's provision of service to the public
- the administration of the long range strategic plan and short term goals
- the operation of the library under the financial conditions set forth in the annual budget

Section 4. The Executive Director shall attend all Board meetings. The Executive Director shall report to the Board upon request all activities of the VCPL under their direction.

ARTICLE IV CONFLICTS OF INTEREST

Section 1. Board members, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity, and honor. Board members shall promote a high level of service observing ethical standards. Board members shall not use the VCPL for personal advantage or the personal advantage of friends, relatives, or dependents and shall avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the institution.

Section 2. Board members will declare any conflict of interest between their personal life and their position on the VCPL Board and avoid voting on issues that appear to be a conflict of interest. It is incumbent upon any Board member to disqualify or recuse themselves from voting immediately whenever the appearance of a conflict of interest exists.

Section 3. If a financial conflict of interest exists, the Board member shall complete the Uniform Conflict of Interest Disclosure Form as required by I.C. 35-44.1-1-4.

ARTICLE V NEPOTISM

Section 1. The VCPL complies with the nepotism provisions of IC 36-1-20.2 and does not employ relatives of the Executive Director or any member of the Board as outlined in the Employment of Relatives policy contained in the VCPL Staff Manual.

VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

ARTICLE VI AMENDMENTS

Section 1. These bylaws may be amended or repealed at any regular meeting or special meetings called for that purpose by the Board or its President, with a quorum present, by a majority vote of the members present.

Section 2. A copy of any proposed Amendments shall be provided to each Board member at least 14 days before the meeting where the vote on the amended bylaws will occur.

Section 3. Amendments may be proposed by any member of the Board.

Section 4. The amendments for each year shall be submitted to the Indiana State Library upon submission of the annual report.

ARTICLE VII MEMBERSHIP

Section 1. Members of the Board shall be appointed pursuant to IC 36-12-2-9, and as follows:

CLASS 1 Library (County Library)	Appointing Authority
Trustee 1 IC 36-12-2-11	Vigo County Council
Trustee 2 IC 36-12-2-11	Vigo County Council
Trustee 3 IC 36-12-2-11	Vigo County School Corporation School Board
Trustee 4 IC 36-12-2-11	Vigo County School Corporation School Board
Trustee 5 IC 36-12-2-11	Vigo County School Corporation School Board
Trustee 6 IC 36-12-2-11	Vigo County Commissioners
Trustee 7 IC 36-12-2-11	Vigo County Commissioners

ARTICLE VIII OFFICERS

Section 1. Officers of the Board shall be a President, Vice President, Secretary, and Treasurer, per IC 36-12-2-22 and IC 36-12-2-23. All officers shall be members of the Board except the Treasurer may be a paid employee of VCPL.

Section 2. The officers shall be elected at the August meeting for a term of one year, per IC 36-12-2-23.

Section 3. Vacancies in any office shall be filled by election at the next regular meeting of the Board after the vacancy occurs.

VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

Section 4. Any officer may be removed from office before the expiration of the term of office for cause by the affirmative vote of at least a majority of the members of the Board then in office, at any regular meeting of the Board or at any special meeting of the Board called for that purpose.

Section 5. The President shall preside at all Board meetings, appoint committees deemed necessary, certify all bills allowed by the Board, sign all warrants on the Treasurer for the payment of money, enforce the observance of these rules, and perform such other duties as pertain to the office of the President and are necessary to carry out the wishes of the Board, subject to the public library laws, as amended.

Section 7. The Vice-President shall perform all duties incumbent upon the President during the absence or disability of the President, and shall perform such other duties as may be required by law, these Bylaws or as prescribed by the VCPL Board, and in general shall have all the powers and duties customarily vested in the office of Vice-President, subject to the public library laws, as amended.

Section 8. The Secretary shall countersign all warrants on the Treasurer for the payment of money and in conjunction with the Executive Director of the library: shall notify the proper appointing powers of vacancies on the Board, such notice shall be given when possible, two weeks before the vacancy occurs; shall certify the rate of taxation as determined by the Board to the County Auditor, and see that the levy is properly made and recorded; shall keep a record of attendance at Board meetings, and if any member is absent without reasonable excuse from six consecutive meetings for any cause other than illness, it shall be the duty of the Secretary to inform the appointing authority that the member is not serving the best interests of the VCPL and should be replaced by someone who will take an active part in the work.

Section 9. In addition to duties outlined in IC 36-12-2-22, the Treasurer shall be responsible for and keep a detailed account of receipts and expenditures and be responsible for monthly reports and an annual report of receipts and expenditures; shall deposit all funds in accordance with the provisions of law and as may be directed by the Board and its Board of Finance, shall sign all warrants approved by the Board; in general shall have all the powers and duties customarily vested in the office of Treasurer, subject to the public library laws, as amended; will be responsible for and keep one key to the lock box at Terre Haute First Financial Bank, and the second key shall be maintained in the VCPL safe. The Treasurer shall provide a corporate surety bond in the amount prescribed by the Board for the faithful execution of duties and the accurate accounting of all funds and securities, the cost of which bond, including the cost of filing and recording, shall be paid from the VCPL operating fund.

ARTICLE IX MEETINGS

Section 1. The Board shall meet monthly on the third Monday of each month at 5:30 PM in a meeting room of a library facility.

Section 2. The August meeting of the Board shall⁷⁵ be the annual meeting, per IC 36-12-2-23.

VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

Section 3. The full Board and its officers constitutes the Board of Finance and shall meet annually in January, after the first Monday and on or before the last day of January, to review finances and depositories, per IC 5-13-7-5 to 7- 6.

Section 4. Regular, special and executive session meetings will be publicized and conducted in accordance with the Open Door Law of Indiana (IC 5-14-1.5).

Section 5. Special meetings may be called by the President, or upon written request of two (2) members, for the transaction of business as stated in the call, per IC 36-12-2-23. Notice stating the time and place of any special meeting and the purpose for which called shall be given each member of the Board at least 2 days in advance of such meeting and to the local media 48 hours in advance, excluding holidays and weekends, per IC 5-14-1.5-5.

Section 6. A quorum for the transaction of business shall consist of at least four (4) Board members, regardless of any current vacancies on a library's boards.

Section 7. The order of business shall be:

- Call to order
- Public input on agenda items
- Reading and approval of minutes
- Reading and approval of financial report and approval of claims (bills)
- Reports to the Board from staff or outside individuals
- Report of the Library Executive Director
- Old Business
- New Business
- Public input (optional)
- Adjournment

Section 8. Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the Board.

ARTICLE X COMMITTEES

Section 1. Special committees for conducting projects undertaken or adopted by the Board, and for study and investigation of proposed projects, may be appointed by the President as occasion demands, such Committee to serve until completion of the tasks for which it was appointed or until sooner terminated by the President or the Board. Committees shall have such powers and duties as may be prescribed to them by the Board, subject to the limitations of the public library laws. All committee members need not be members of the Board, but such committee shall have at least one (1) Board member serving on that committee.

VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

ARTICLE XI INDEMNIFICATION OF BOARD MEMBERS

Section 1. The VCPL shall maintain an adequate level of liability insurance coverage for Board members and Board officers. Each Board member and Board officer of the VCPL now or hereafter serving as such, shall be indemnified by the library against any and all claims and liabilities to which said person has or shall become subject by reason of serving or having served as such board member or officer, or by reason of any action alleged to have been taken, omitted or neglected by such person as such board member or board officer; and the VCPL shall reimburse each such person for all legal expenses reasonably incurred by said person in connection with any such claim or liability, provided, however, that no such person shall be indemnified against or be reimbursed for any expense incurred in connection with or any claim or liability arising out of said person's own willful misconduct or gross negligence. The right of indemnification herein above provided shall not be exclusive of any rights to which any Board member or officer of the VCPL may otherwise be entitled by law. The VCPL's obligation to indemnify any person shall be conditioned upon that person giving timely written notice to the library of the claim or action for which the indemnification is sought. Failure to give such notice releases the VCPL of all obligation of indemnification.

ARTICLE XII POLICIES, PLANS, RULES, AND REGULATIONS

Section 1. The Board shall operate VCPL in compliance with all applicable federal, state, and local laws including but not limited to the following:

- Americans with Disabilities Act
- Federal and State employment law
- Indiana laws governing municipal corporations
- Indiana library law
- Indiana public library standards
- Indiana public librarian certification
- Indiana library and historical department law
- Building or health and safety codes


Section 2. In addition to operating in accordance with these Bylaws and the laws of the United States and the State of Indiana, the Board shall adopt policies, plans, rules, and regulations to govern its operations, and may affirm policies, plans, rules and regulations proposed by the Library Executive Director for the management and administration of the VCPL, as required by 590 IAC 6-1-5.

VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

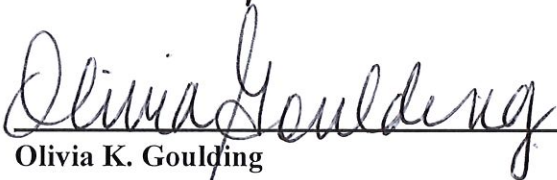
ARTICLE XIII REVIEW OF BYLAWS

Section 1. The bylaws shall be reviewed every three years and the secretary shall affix the date of review to the bylaws for audit as well as indicating the action in the minutes.

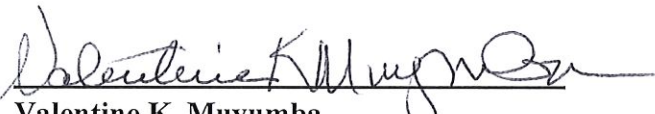
Duly adopted by unanimous vote of the Vigo County Public Library Board of Trustees at their meeting held on April 20, 2020, as evidenced by each member's signature below.



Terry W. Jones



Olivia K. Goulding



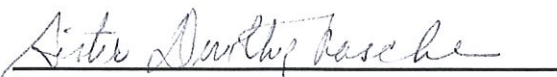
Valentine K. Muyumba



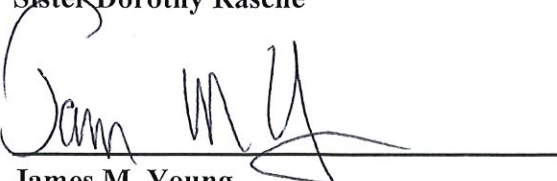
Christi A. Fenton

ABSENT

Daniel I. Pigg



Sister Dorothy Rasche



James M. Young

UNATTENDED CHILDREN POLICY

Vigo County Public Library (VCPL) welcomes children of all ages to use its facilities and services and to attend library events. Library staff members are available and eager to assist children with library use but cannot assume responsibility for a child's care, supervision, or experience while using the library. Responsibility for the safety, well-being, and behavior of a child, as well as what that child reads, views, or experiences while using the library, always rests with the parent, guardian, or responsible caregiver.

Providing a safe and appropriate environment for all library users is a priority for VCPL. However, public libraries are public buildings, open to all members of the public, and as such, it should not be assumed that they are inherently safe places for unattended and or vulnerable children. To ensure their safety and well-being, children should remain in the company of a parent, guardian, or responsible caregiver while on library premises, just as in any public venue. In addition to concerns for safety and well-being, children left unattended for a period of time may become bored and restless or upset by the absence of the parent, guardian, or caregiver.

As a general rule, the following should provide guidance to parents, guardians, and caregivers regarding unattended children:

1. Children of any age must have a means of contacting, or providing contact information, for their parent, guardian, or responsible care giver in the event an emergency or other issues arise.
2. Children age 8 and younger: A parent, guardian, or responsible caregiver (age 14 or older) must remain within visual contact and attentive to the supervision of the child at all times.
3. Children age 9 and older: A child in this age range may use the library unattended if the child is able to care for themselves and can understand and comply with appropriate conduct guidelines and staff direction.
4. Children of any age who are unable to care for themselves or who are unable or unwilling to comply with appropriate conduct guidelines and staff direction must be accompanied at all times by a parent, guardian, or responsible caregiver.
5. A child of any age whose safety and well-being appears to be compromised by being left unattended may be treated as an unattended child.

Library staff will use their judgment and discretion in determining appropriate action if a child is deemed to be unattended. Generally, appropriate actions include an attempt to reunite the child with the parent, guardian, or responsible caregiver on library premises; an attempt to contact the same if not on library premises and contact information is available; or, if unable to make contact with the responsible parties, contact the appropriate authorities to assume responsibility for the unattended child.

COLLECTION DEVELOPMENT POLICY

Collection Mission

The Vigo County Public Library (VCPL) provides a diverse collection of library resources reflecting a variety of community viewpoints and interests and strives to acquire and maintain library resources of current interest and enduring value. The VCPL Board of Trustees affirms the American Library Association's [Library Bill of Rights](#), [Freedom to View](#), and [Freedom to Read](#) policy statements in support of acquiring and managing collections.

Responsibility for Collection Management

The VCPL Board of Trustees delegates to the Executive Director the authority and responsibility for selection and management of all print, non-print and electronic materials, within the framework of this policy. Actual selection and management activities are shared among trained library staff who shall discharge this obligation consistent with this policy and established procedures.

Selection Criteria

As good stewards of taxpayer funding, staff must be selective in what they choose for VCPL's collection and consider factors such as customer interest, price, and available physical space. They also take into account anticipated or existing demand; local interest; reputation and skill of the author, performer, or artist; existing library resources in the subject area; published reviews; availability of titles from other sources; and the physical durability of the item.

VCPL serves the educational, cultural, and recreational needs of the community and strives to maintain an ever evolving collection of general interest materials with added depth in areas of local relevance. Materials and formats are not maintained past their relevance, to ensure a collection that serves current interests. Textbooks and materials of a highly technical or specialized nature are not acquired by VCPL but are made available in accordance with the Interlibrary Loan Policy or by visiting one of the local university libraries' collections.

VCPL also maintains a limited collection of recreational and informational materials in languages other than English. Materials published in languages other than English are purchased for the collection in response to local demographics, demonstrated need, and according to popular demand. Materials of local interest or of historical significance are evaluated by our Special Collection and Archival staff.

VCPL is a member of the Indiana Digital Library consortium organized by the Indiana State Library. This consortium provides our community with access to over 200 Indiana libraries' digital collections through Overdrive and its mobile app Libby. Due to the nature of a digital consortium, library users have access to materials selected by librarians across the state for a wide range of people from a variety of communities and is governed by its own [Collection Development Policy](#).

VCPL is often asked to include items that are written and/or published independently, such as items published through a vanity press company. VCPL looks for material that will appeal to a wide audience and meets the selection criteria laid out in this policy. Special consideration may be given to items of local or regional interest.

VCPL maintains access to web-based resources such as research databases and other digital collections as recommended and selected by staff. Additional criteria for selection of web-based resources include but are not limited to: ease of use, including enhanced searching capabilities; authority; accuracy; frequency of updating; anticipated demand by library users; quality of support; remote access capability; and licensing fees and usage restriction. The selection criteria remain the same for materials in new technologies and emerging formats that are selected by VCPL.

Gifts

VCPL reserves the right to determine if the items will be added to the collection, using the same selection criteria as for purchased materials. Items not added to the collection are transferred to the Friends of the Vigo County Public Library for disposal. VCPL maintains the right to refuse donations at any time.

For additional information about donations, please see VCPL's Gifts Policy.

Requests for Purchase

Any resident has the opportunity to suggest the purchase of a title for VCPL's collection. Those items will be considered using the same selection criteria as other materials and are not automatically added to the collection.

Requests for Reconsideration

Residents of Vigo County may request the reconsideration of an item in VCPL's collection using the Request for Reconsideration form. After receiving the completed form, 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 Collection Development Policy. During this process, the item in question will remain in the collection. At the conclusion of the review, the customer will receive a written response to their Request for Reconsideration.

Frankness of language and/or graphic content is not considered sufficient justification in itself to remove or restrict library items or formats. Titles with viewpoints or content deemed objectionable by a resident are judged as entire works, not on isolated passages or sections. Parents or guardians are responsible for their minor's, and only their minor's, use of library materials.

Collection Maintenance

VCPL does not serve as an archive of historical materials nor as an institute for advanced scholarly or professional research. To maintain a vital, current collection that meets the needs of the community, continuous review is necessary. Low-circulating and/or out-of-date items are reviewed on a regular basis and withdrawn as appropriate.

Withdrawn items are frequently transferred to the Friends of VCPL, a 501(c)3 organization, to sell or dispose of as they deem appropriate. Items may also be recycled or otherwise repurposed.