

AGENDA

**REGULAR MEETING
VIGO COUNTY PUBLIC LIBRARY
Monday, March 20, 2023, 5:30 PM
One Library Square
Terre Haute, IN 47807**

1. **Call to Order and Roll Call of Members**
2. **Public Input on Action Items**
3. **Consideration of Minutes of February 20, 2023, Regular Meeting** 2
4. **Treasurer's Report**
 - A. Monthly Financial Statement 6
 - B. Claims and Payroll 7
 - C. Special Claims 23
 - D. Gift Fund Report 25
5. **Reports to the Library Board**
 - A. Nature Explore Classroom ~ West Branch Manager Eric Fisher
6. **Director's Report** 26
7. **Old Business**
 - A. Board Bylaws 34
8. **New Business**
 - A. Consideration of Policies:
 - 1) Confidential Information Policy 41
 - 2) Sick Leave Policy for Exempt and Non-Exempt Employees 42
 - 3) Displays, Exhibits, and Community Postings policy 45
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Regular Meeting:** Monday, April 17, 2023, at 5:30 p.m., Main Library.
11. **Adjournment**

The Regular meeting scheduled for February 20, 2023, was rescheduled due to lack of quorum. At the rescheduled Regular Meeting of the Vigo County Public Library Board at the Vigo County Public Library, One Library Square at 5:30 p.m. on the 23rd day of February 2023, the following persons were present:

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

Library Board Members Absent: Christi A. Fenton, Secretary and Stacy D. Killion.

Library Staff: Kristi Howe; Dennis Shepard; Amy Gibson; Bonnie McNair; Ashley Wadsworth; Jeanette Bouchie; Brandy Bridgewater; Lauren Elyea; Heather Rayl; and LeRaye Cameron.

Others: none.

PUBLIC INPUT ON ACTION ITEMS

None.

CONSIDERATION OF REGULAR MEETING MINUTES

A motion to approve the minutes as written for the January 17, 2023, regular meeting, made by Muyumba, seconded by Goulding, passed.

CONSIDERATION OF BOARD OF FINANCE MEETING MINUTES

A motion to approve the minutes as written for the January 17, 2023, Board of Finance meeting, made by Young, seconded by Muyumba, passed.

TREASURER'S REPORT

Mr. Shepard noted that the public sale of the reclaimed wood, doors, and miscellaneous fixtures from the 12 Points Library raised \$850 while keeping these items out of landfills and providing community members with vintage bargains.

Monthly Cash Statement

Dennis Shepard presented the Cash Statement dated February 14, 2023 (copy attached to official minutes).

Claims and Payroll

Mr. Shepard presented the Month End Claims dated January 31, 2023, in the amount of \$108,055.19 (Library Operating, \$107,619.04; Gift Fund, \$436.15; Grants, \$0) Library Operating Claims dated February 20, 2023, in the amount of \$163,857.73 (Library Operating Fund, \$162,600.40, Gift Fund, \$0; Grants, \$1,257.33) (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

Special Claims

No Special Claims

Gift Fund Report

Mr. Shepard presented the Gift Fund report dated January 31, 2023, for \$49,053.85.

State Board of Accounts Annual Report

Mr. Shepard noted that the Cash & Investments Statement has been attached for board review. The statement includes the beginning and ending balances for 2022 and is part of the State Board of Accounts Annual Report, which was included in the board packet and made available for review at the meeting. Mr. Shepard noted that board approval of the SBOA Annual Report would include authorization to publish the Cash and Investment Statement in the Tribune Star newspaper, as required by the SBOA.

Approval of Treasurer's Report

A motion to approve the Treasurer's Report, including the State Board of Accounts Annual Report and authorization to publish the Cash and Investment Statement, made by Goulding, seconded by Young, passed.

REPORTS TO THE LIBRARY BOARD

Staff Development presented by Human Resources Librarian Ashley Wadsworth

Ms. Wadsworth presented on library-wide trainings, department-specific trainings, cross-trainings, and new hire trainings. She explained how continued staff development and cross-training enhances the feeling of connectedness amongst staff and aids in ensuring staff are up-to-date and consistent in their procedures.

DIRECTOR'S REPORT

Ms. Howe commented on her written report, noting a request to change a library closure from April 28 to May 12. This change allows VCPL to host the Indiana Library Federation Regional Conference, which will encompass training for all VCPL staff and replace VCPL's Spring Staff Institute.

The Director's Report also included the 2022 Indiana State Library Annual Report for board review and approval.

Ms. Howe noted that the first floor washroom renovations were nearing completion and board members were welcome to view the space after the meeting. The new washrooms should be open to the public by next week, with work on the lower level staff and public washrooms to follow.

Ms. Howe also provided an update on the 12 Points property, observing that demolition is complete on the 2nd floor. The first floor is nearly complete, and demolition will move to the basement next. The

roof has been removed from the garage. SERVpro is the demolition subcontractor, and they are making impressive progress.

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

OLD BUSINESS

No old business.

NEW BUSINESS

Resolution to Establish Non-Resident Fees

Ms. Howe noted that Indiana Code provides a formula that libraries must follow when establishing non-resident fees, and per the state requirement, VCPL must increase the fee for a non-resident library card to \$75.

A motion to approve the Resolution to Establish Non-Resident Fees, made by Young, seconded by Goulding, passed. (Copy of Resolution attached to official minutes.)

Library Board Bylaws Review

Ms. Howe explained that state standards require the Library Board to review by-laws every 3 years.

Ms. Goulding suggested that, since all board members are not present, Mrs. Gibson email a copy of the by-laws to each board member. Board members should bring any suggested updates to the next board meeting.

Consideration of Policies

Unattended Children Policy

Ms. Howe shared updates to the Unattended Children Policy, which notes that the 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. The policy provides a minimum age for independent library use, but notes that regardless of age, some children may require parental supervision. While librarians work hard to keep children safe, public libraries are public spaces and parents, guardians, or responsible caregivers should be aware that librarians cannot step in to provide care in a parent's absence.

A motion to approve the updates to the Unattended Children Policy made by Muyumba, seconded by Goulding, passed. (Copy of the Unattended Children Policy attached to official minutes.)

Collection Development Policy

Ms. Howe shared updates to the Collection Development Policy, noting her appreciation for feedback from staff and the work done by the new Collection Development Librarians Carey LaBella and

Mandy All. The policy still includes a process for customers to share feedback and notes the need for a collection that includes a wide variety of materials to meet the needs of everyone in our community.

A motion to approve the updates to the Collection Development Policy made by Goulding, seconded by Muyumba, passed. (Copy of the Collection Development Policy attached to official minutes.)

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

There were no suggestions.

NEXT MEETING

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

ADJOURNMENT

A motion to adjourn the meeting made by Muyumba, seconded by Young, passed. The meeting adjourned at 6:23 p.m.

Terry W. Jones, President

Olivia K. Goulding, Vice President

ABSENT

Christi A. Fenton, Secretary

Valentine K. Muyumba, Board Member

ABSENT

James M. Young, Board Member

Stacy D. Killion, Board Member

ABSENT

Brian L. Cain, Board Member

Cash Statement
 Vigo County Public Library
 February 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	5,873,822.02 6,386,598.53	134,512.21 269,767.98	619,589.09 1,267,621.37	5,388,745.14	(485,076.88) (997,853.39)
Cash Gift Fund 200-00-1010	49,053.85 50,396.42	17,447.68 17,969.34	57.38 1,921.61	66,444.15	17,390.30 16,047.73
Cash Rainy Day Fund 201-00-1010	1,748,249.16 1,748,249.16	0.00 0.00	0.00 0.00	1,748,249.16	0.00 0.00
Cash Grants 276-00-1010	(13,254.88) (11,997.55)	16,883.13 16,883.13	1,257.33 2,514.66	2,370.92	15,625.80 14,368.47
Cash Public Library Access Car 800-00-1010	0.00 65.00	0.00 0.00	0.00 65.00	0.00	0.00 (65.00)
Cash-Payroll Withholdings 803-00-1010	1,069.56 1,352.89	74,000.48 148,858.23	74,000.48 149,141.56	1,069.56	0.00 (283.33)

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*25717	FLOORING AMERICA OF TERRE	100	Check	665.00	56751	RELATIVE HUMIDITY TESTING
*25732	GANNETT HOLDINGS LLC OHIC	100	Check	107.88	56752	NEWSPAPERS
						Total Count: 2
						Total Amount: 772.88
25734	ADP INC - AUTOPAY II	100	ACH	754.99	7863	PAYROLL SERVICES
25711	AMAZON.COM LLC	100	ACH	18.97	7864	VIDEO GAMES
25712	AMAZON.COM LLC	100	ACH	39.99	7865	DVD/VIDEO MATERIAL
25713	AMAZON.COM LLC	100	ACH	39.99	7866	DVD/VIDEO MATERIAL
25714	AMAZON.COM LLC	100	ACH	15.99	7867	CIRC PRINT MATERIAL
25715	AMAZON.COM LLC	100	ACH	28.40	7868	POSTAGE SHEETS FOR TS
25739	AMAZON.COM LLC	100	ACH	197.01	7869	DVD/VIDEO MATERIAL
25740	AMAZON.COM LLC	100	ACH	56.94	7870	JOURNALS FOR COMMUNITY READ PRC
25741	AMAZON.COM LLC	100	ACH	45.93	7871	CIRC PRINT MATERIAL
25742	AMAZON.COM LLC	100	ACH	44.07	7872	CIRC PRINT MATERIAL
25743	AMAZON.COM LLC	100	ACH	151.81	7873	SCIENCE & STORIES SUPPLIES
25744	AMAZON.COM LLC	100	ACH	34.99	7874	YS DVD/VIDEO MATERIAL
25745	AMAZON.COM LLC	100	ACH	56.16	7875	MARIO PARTY PRIZES
25750	AMAZON.COM LLC	100	ACH	14.99	7876	CIRC PRINT MATERIAL
25751	AMAZON.COM LLC	100	ACH	12.95	7877	CIRC PRINT MATERIAL
25754	AMAZON.COM LLC	100	ACH	8.49	7878	DVD/VIDEO MATERIAL
				7		

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
25755	AMAZON.COM LLC	100	ACH	189.96	7879	DVD/VIDEO MATERIAL
25766	AMAZON.COM LLC	100	ACH	149.97	7880	DVD/VIDEO MATERIAL
25767	AMAZON.COM LLC	100	ACH	357.95	7881	DVD/VIDEO MATERIAL
25768	AMAZON.COM LLC	100	ACH	14.31	7882	CIRC PRINT MATERIAL
25725	BAKER & TAYLOR INC	100	ACH	2,307.26	7883	CIRC PRINT MATERIAL, AUD REC BOOK
25777	BAKER & TAYLOR INC	100	ACH	4,514.01	7884	CIRC PRINT MATERIAL, REF PRINT MAT
25710	E-Z CLEAN INC	100	ACH	192.30	7885	SUPPLIES
25776	E-Z CLEAN INC	100	ACH	135.76	7886	SUPPLIES
25733	MIDWEST TAPE	100	ACH	1,242.08	7887	DVD/VIDEO MATERIAL
25778	MIDWEST TAPE	100	ACH	678.11	7888	DVD/VIDEO MATERIAL
25764	RICOH USA INC	100	ACH	1,458.78	7889	COPIER LEASE
*25730	SCAMIHORN*ELIZABETH	100	ACH	67.82	7890	MILEAGE REIMBURSEMENT FOR STATE
*25731	SCAMIHORN*ELIZABETH	100	ACH	25.00	7891	PARKING FEE FOR ILF STATEHOUSE D/
					Total Count:	29
					Total Amount:	12,854.98
*25716	DUKE ENERGY *	100	E-pay	1,342.37	9692	12 POINTS ELECTRIC SERVICE
25718	HOLLINGER METAL EDGE INC	100	E-pay	535.00	9693	ARCHIVAL SUPPLIES MAP FOLDERS
*25719	TRIBUNE STAR PUBLISHING CC	100	E-pay	50.00	9694	THRU THE YEARS AD
*25668	VISA CARD SERVICES	100 200	E-pay	3,102.93	9695	VARIOUS SUPPLIES, TRAVEL, REGISTR.
25724	JOINK LLC	100	E-pay	8 275.00	9696	MONTHLY CLOUD BACKUP

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
25726	INFOUSA MARKETING, INC	100	<i>E-pay</i>	742.40	9697	REF MATERIAL
25735	CINTAS CORPORATION	100	<i>E-pay</i>	67.75	9698	WEST CABINET SERVICE
*25736	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	25.13	9699	12 PTS WATER SERVICE
25737	ACTION PEST CONTROL, INC	100	<i>E-pay</i>	80.00	9700	WEST MONTHLY PEST CONTROL
25753	T-MOBILE USA, INC.	100	<i>E-pay</i>	912.32	9701	MAIN HOTSPOT DATA
*25756	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	28.21	9702	12 PTS SEWAGE BILLING
*25757	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	1,012.50	9703	MAIN SEWAGE BILLING
25758	OFFICE DEPOT	100	<i>E-pay</i>	8.08	9704	OFFICE SUPPLIES
25759	OFFICE DEPOT	100	<i>E-pay</i>	501.14	9705	OFFICE SUPPLIES
25760	OFFICE DEPOT	100	<i>E-pay</i>	1,015.00	9706	OFFICE SUPPLIES
25761	OFFICE DEPOT	100	<i>E-pay</i>	34.11	9707	OFFICE SUPPLIES
*25535	CAPITAL ONE	100	<i>E-pay</i>	160.00	9708	PROGRAM SUPPLIES
25765	T-MOBILE USA, INC.	100	<i>E-pay</i>	147.00	9709	WEST HOTSPOT DATA
*25769	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	23.29	9710	MAIN IRRIGATION SERVICE
*25770	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	273.08	9711	MAIN WATER SERVICE
*25771	REPUBLIC SERVICES OF WEST	100	<i>E-pay</i>	426.34	9712	MAIN TRASH SERVICE
*25772	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	39.90	9713	LAUNDERING OF MAINTENANCE RAGS
25775	ENVISIONWARE	100	<i>E-pay</i>	2,900.00	9714	ENVISIONWARE RENEWAL

Total Count: 23
Total Amount: 13,701.55

<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>
------------------	-------------------------	-------------	---------------	--------------	--	--------------------

<i>Grand Total Fund 100:</i>	27,272.03
<i>Grand Total Fund 200:</i>	57.38
<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:	54
Grand Total Amount:	27,329.41

Executive Director
Kristi Howe

VISA - FEBRUARY- MONTHLY TOTAL			PAY 02/28/2023	
DATE	PO#	VENDOR	DESCRIPTION	AMOUNT
KRISTI HOWE		XXXX XXXX XXXX 3729		
1/23/2023	230146	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	\$2.43
2/7/2023	230267	COURT STREET GARAGE	PARKING FOR STATEHOUSE DAY	\$16.00
2/9/2023	230628	CANVA	ADDITIONAL DESIGN USER	\$14.60
ADM TOTAL				33.03
DENNIS SHEPARD		XXXX XXXX XXXX 6317		
1/30/2023	220545	MAILCHIMP	EMAIL MARKETING ANNUAL SUBSCRIPTION	100.00
1/31/2023	230178	GOOGLE	GOOGLE WORKSPACE	93.60
1/31/2023	230195	FACEBOOK	12 POINTS AUCTION PROMOTION	100.00
1/19/2023	230269	NAMECHEAP	DOMAIN PURCHASE: VOTEVIGO/VCPL	117.72
DENNIS S TOTAL				411.32
BRANDY BRIDGEWATER		XXXX XXXX XXXX 1093		
1/19/2023	230080	HOBBY LOBBY	ART KIT SUPPLIES	74.65
1/19/2023	230091	AMERICAN LIBRARY ASSOCIATION	ALA/ILF JOINT STUDENT MEMBERSHIP- L GENTRY	44.00
1/19/2023	222419	MIDWEST COLLABORATIVE-LIBRARY SERVICES	TRAINING FOR A. INGLE	100.00
1/26/2023	230129	MAKERSTOCK	LASER CUTTING SUPPLIES	203.13
1/27/2023	230130	RAISE3D	BUILD GLASS PLATE AND BUILD SURFACE	109.98
1/31/2023	230216	INDIANA LIBRARY FEDERATION	STATEHOUSE DAY REGISTRATION- B MCNAIR	25.00
2/6/2023	230217	WABASH VALLEY HUMAN RESOURCES ASSOCIATION	MEETING REGISTRATION- A WADSWORTH	21.23
1/31/2023	230187	INDIANA LIBRARY FEDERATION	STATEHOUSE DAY REGISTRATIONS	175.00
1/31/2023	230172	INDIANA LIBRARY FEDERATION	STATEHOUSE DAY- CAREY	25.00
1/31/2023	230230	INDIANA LIBRARY FEDERATION	STATEHOUSE DAY- C HOWARD	25.00
1/19/2023	230256	TECH SOUP	MONTHLY MICROSOFT CLOUD SOLUTIONS LICENSE	240.00
11/2/2022	230249	INDIANA LIBRARY FEDERATION	CAREY ILF MEMBERSHIP	80.00
2/13/2023	230197	ONLINE LABELS, INC	COMMUNITY READ BOOK LABELS	250.17
BRANDY TOTAL				1373.16
HEATHER RAYL		XXXX XXXX XXXX 6325		
2/7/2023	230244	INDIANA DEPARTMENT OF ADMINISTRATION	PARKING FEE FOR STATEHOUSE DAY	30.00

HEATHER TOTAL				30.00
VIGO CO PUBLIC LIBRARY XXXX XXXX XXXX 4648				
1/19/2023	230086	DOLLAR GENERAL STORE	GIFT CARDS FOR SA LEND A HAND	219.80
1/23/2023	230102	MYPARKINGSIGN.COM	LETTERED SIGNS FOR PARKING LOT	291.60
1/24/2023	230126	SAM'S CLUB	REFUND FOR WELLNESS DRAWING GIFT CARDS- GIFT CARDS WERE NOT ACTIVATED	-267.20
1/26/2023	230113	LABELVALUE.COM	HUB LABELS	139.95
2/9/2023	230173	PAPA JOHNS PIZZA	PIZZA FOR ESL FAMILY NIGHT FEB 9	102.35
2/10/2023	230194	MENARDS INC	PERLER BEAD STORAGE	48.92
2/1/2023	230264	ICONCONTACT MARKETING CORP	EMAIL MARKETING SUBSCRIPTION	720.00
VIGO TOTAL				1255.42
GRAND TOTAL				3102.93

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*25652	SINGER*LEAH R.	200	Check	100.00	56753	COMMUNITY READ PROGRAM
*25630	SINGER*LEAH R.	200	Check	100.00	56754	PERFORMER FEE FOR JOURNALING PF
*25804	TERRE HAUTE COMMUNITY BA	200	Check	350.00	56755	CR SINFONIETTA PERFORMANCE
*25888	WALDENS WELLNESS AND FITI	200	Check	50.00	56756	CR TAI CHI PROGRAM FOR MARCH 21
25952	ARTS ILLIANA	200	Check	1,000.00	56757	TABLESCAPES SPONSOR FEE
25847	BOOKPAL, LLC	200	Check	1,836.00	56758	COMMUNITY READ EXTRA 216 BOOKS
*25826	BROOKFIELD GROUP*THE	100	Check	11,550.00	56759	O365 MIGRATION
25918	CCI SOLUTIONS	100	Check	281.15	56760	AUDIOBOOK CASES
*25951	INDIANA LIBRARY FEDERATION	100	Check	4,717.53	56761	2023 INSTITUTIONAL MEMBERSHIP
*25848	INTELLI-BUILDING CONTROL &	100	Check	7,400.00	56762	SERVICE CONTRACT 2023
25849	JACOB-DIETZ, INC.	100	Check	1,080.00	56763	5 YEAR INTERNAL INSP.&GAUGE REPLA
*25795	MONROE COUNTY PUBLIC LIBF	100	Check	19.99	56764	ILL REIMBURSEMENT
*25957	VIGO COUNTY SCHOOL CORP-	100 200	Check	1,982.16	56765	FIRST GRADE TOUR TRANSPORTATION
					Total Count:	13
					Total Amount:	30,466.83
25858	ADP INC - AUTOPAY II	100	ACH	775.43	7892	PAYROLL SERVICES
*25657	ADP SCREENING & SELECTION	100	ACH	187.62	7893	BACKGROUND SCREENINGS
25780	AMAZON.COM LLC	100	ACH	228.50	7894	MAGNETIC LABELS & MAGNETS
25787	AMAZON.COM LLC	100	ACH	21.76	7895	CIRC PRINT MATERIAL
25788	AMAZON.COM LLC	100	ACH	34.00	7896	CIRC PRINT MATERIAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
25790	AMAZON.COM LLC	100	ACH	45.07	7897	TISSUES AND LYSOL WIPES
25791	AMAZON.COM LLC	100	ACH	409.71	7898	DVD/VIDEO MATERIAL
25792	AMAZON.COM LLC	100	ACH	70.42	7899	DVD/VIDEO MATERIAL
25793	AMAZON.COM LLC	100	ACH	85.95	7900	LAMINATING SHEETS
25801	AMAZON.COM LLC	100	ACH	99.87	7901	DVD/VIDEO MATERIAL
25802	AMAZON.COM LLC	100	ACH	119.87	7902	DVD/VIDEO MATERIAL
25803	AMAZON.COM LLC	100	ACH	184.95	7903	DVD/VIDEO MATERIAL
25818	AMAZON.COM LLC	100	ACH	82.80	7904	HEADPHONES FOR YS PUBLIC COMPUT
25822	AMAZON.COM LLC	100	ACH	47.99	7905	SUPPLIES FOR HOMESCHOOL GROUP I
25833	AMAZON.COM LLC	100	ACH	22.00	7906	CIRC PRINT MAT AND AUDIOBOOKS
25834	AMAZON.COM LLC	100	ACH	22.96	7907	CIRC PRINT MAT AND AUDIOBOOKS
25835	AMAZON.COM LLC	100	ACH	8.99	7908	CIRC PRINT MAT AND AUDIOBOOKS
25836	AMAZON.COM LLC	100	ACH	314.44	7909	HAUTE CREATE PROGRAMMING SUPPL
25837	AMAZON.COM LLC	100	ACH	42.98	7910	DRY ERASE MARKERS
25838	AMAZON.COM LLC	100	ACH	84.99	7911	SUPPLIES FOR DOGMAN PROGRAM
25839	AMAZON.COM LLC	100	ACH	84.92	7912	KIT SUPPLIES
25859	AMAZON.COM LLC	100	ACH	9.48	7913	CIRC PRINT MATERIAL
25860	AMAZON.COM LLC	100	ACH	73.24	7914	ART HACKS SUPPLIES
25861	AMAZON.COM LLC	100	ACH	6.61	7915	SCHOOL BUS FOR SPC DISPLAY
25862	AMAZON.COM LLC	100	ACH	78.53	7916	CIRC PRINT MATERIAL
25865	AMAZON.COM LLC	100	ACH	56.96	7917	CIRC PRINT MAT AND AUDIOBOOKS

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description	
25866	AMAZON.COM LLC	100	ACH	14.95	7918	CIRC PRINT MAT AND AUDIOBOOKS	
25872	AMAZON.COM LLC	100	ACH	119.98	7919	VIDEO GAMES	
25877	AMAZON.COM LLC	100	ACH	26.95	7920	CIRC PRINT MATERIAL	
25895	AMAZON.COM LLC	100	ACH	130.93	7921	DVD/VIDEO MATERIAL	
25899	AMAZON.COM LLC	100	ACH	303.33	7922	SUPPLIES FOR TEEN LEGO CRAFT PRO	
25900	AMAZON.COM LLC	200	ACH	22.95	7923	INDEX CARD HOLDERS FOR FRIENDS V	
25901	AMAZON.COM LLC	200	ACH	80.17	7924	TABLESCAPES DESIGN SUPPLIES	
25902	AMAZON.COM LLC	100	ACH	27.99	7925	LEGO CRAFT PROGRAM EXTRA	
25903	AMAZON.COM LLC	100	ACH	93.96	7926	SUPPLIES FOR BUILDING BUDDIES PRO	
25904	AMAZON.COM LLC	200	ACH	5.80	7927	CR: PENCILS FOR PROGRAM	
25909	AMAZON.COM LLC	100	ACH	50.05	7928	BATTERIES	
25911	AMAZON.COM LLC	200	ACH	75.92	7929	CR: 4 PKS GREEN NOTEBOOKS FOR PR	
25913	AMAZON.COM LLC	100	ACH	80.95	7930	MARKER BOARD SHEETS FOR TEEN SP	
25914	AMAZON.COM LLC	100	ACH	82.95	7931	GLOBE FOR SPC	
25915	AMAZON.COM LLC	100	ACH	44.04	7932	YS OFFICE SUPPLIES	
25916	AMAZON.COM LLC	100	ACH	166.53	7933	CIRC PRINT MATERIAL	
25917	AMAZON.COM LLC	100	ACH	21.94	7934	CIRC PRINT MATERIAL	
25935	AMAZON.COM LLC	100	ACH	32.98	7935	CIRC PRINT MATERIAL	
25936	AMAZON.COM LLC	100	ACH	25.10	7936	CIRC PRINT MATERIAL	
25941	AMAZON.COM LLC	100	ACH	15	14.99	7937	CIRC PRINT MATERIAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
25942	AMAZON.COM LLC	100	ACH	7.99	7938	CIRC PRINT MATERIAL
25943	AMAZON.COM LLC	100	ACH	42.02	7939	CIRC PRINT MATERIAL
25944	AMAZON.COM LLC	100	ACH	38.54	7940	1,000 BOOKS BEFORE KINDERGARTEN
25819	BAKER & TAYLOR INC	100	ACH	2,806.39	7941	CIRC PRINT MATERIAL, AUD REC BOOK
25932	BAKER & TAYLOR INC	100	ACH	4,107.86	7942	CIRC PRINT MATERIAL
25880	BOOK DEPOT	100	ACH	225.46	7943	BOOKS FOR KITS
*25840	CULLIGAN WATER CONDITIONI	100	ACH	36.50	7944	WEST COOLER RENTAL
*25841	CULLIGAN WATER CONDITIONI	100	ACH	238.00	7945	MAIN COOLER RENTAL
25782	E-Z CLEAN INC	100	ACH	582.99	7946	SUPPLIES
25783	E-Z CLEAN INC	100	ACH	492.52	7947	HANDSOAPS AND GLOVES
25823	E-Z CLEAN INC	100	ACH	140.22	7948	SUPPLIES
25920	E-Z CLEAN INC	100	ACH	48.00	7949	SUPPLIES
25921	E-Z CLEAN INC	100	ACH	21.10	7950	SUPPLIES
25922	E-Z CLEAN INC	100	ACH	21.10	7951	SUPPLIES
25945	EXPRESS SERVICES INC	100	ACH	164.40	7954	PART TIME STAFFING
*25869	INDUSTRIAL SUPPLY COMPAN'	100	ACH	227.76	7955	ELKAY WATER FILTERS_WATERCOOLE
25820	MIDWEST TAPE	100	ACH	2,151.20	7960	DVD/VIDEO MATERIAL
25843	MIDWEST TAPE	100	ACH	6,385.35	7961	HOOPLA INVOICE FOR FEB
25934	MIDWEST TAPE	100	ACH	964.38	7962	DVD/VIDEO MATERIAL
25863	MODULAR ROBOTICS	100	ACH	4,238.00	7963	CUBELETS SETS
25898	NEW AVENUES	100	ACH	166.24	7964	ALA CARTE ADMIN FEE

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
25919	NEW AVENUES	100	ACH	180.00	7965	CLINICAL HOURS
25842	OCLC INC	100	ACH	6,347.67	7966	CATALOGING SUBSCRIPTION
*25785	ORACLE ELEVATOR COMPANY	100	ACH	1,196.65	7967	FULL ELEVATOR MAINTENANCE SEMI A
*25927	OVERHEAD DOOR CO TERRE F	100	ACH	680.00	7968	REPAIR SPRING ON LARGE GARAGE DC
25844	PAYPAL INC	100	ACH	19.95	7969	MONTHLY PAYFLOW LINK
25882	PITNEY BOWES	100	ACH	97.80	7970	POSTAGE LEASE
*25831	PROQUEST INFO & LEARNING I	100	ACH	2,306.08	7971	DIGITAL SANBORN MAPS DATABASE RE
*25832	PROQUEST INFO & LEARNING I	100	ACH	4,911.94	7972	FOLD3 LIBRARY EDITION RENEWAL
25930	RICOH USA INC	100	ACH	3,344.36	7973	COPIER LEASE
25870	STAPLES BUSINESS CREDIT	100	ACH	460.26	7974	TONER AND PENS
25845	TECH LOGIC CORPORATION	100	ACH	993.00	7975	RFID BOOK TAGS
*25884	UNIQUE MANAGEMENT SERVIC	100	ACH	573.23	7976	NOTICES
*25896	UNIQUE MANAGEMENT SERVIC	100	ACH	401.70	7977	PLACEMENTS
25883	WAGeworks, INC.	100	ACH	168.82	7978	COBRA MONTHLY FEE
25846	WEAS ENGINEERING INC	100	ACH	491.72	7979	WATER TREATMENT MANAGEMENT
25938	WEAVER, ALISON	100	ACH	93.80	7980	REIMBURSEMENT FOR YS PROGRAM S
*25924	WORLD ARCHIVES HOLDINGS,	100	ACH	7,514.00	7981	NEWSPAPERARCHIVE RENEWAL
25905	ZONES INC	100	ACH	4,079.52	7982	ADOBE CREATIVE CLOUD ANNUAL SUB
				Total Count:	85	
				Total Amount:	61,589.02	
				17		
25633	KROGER		E-pay	59.98	9715	PROGRAM 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>
		200				
*25794	CITY OF TERRE HAUTE SEWAC		<i>E-pay</i>	31.03	9716	12 POINTS SEWAGE BILLING
		100				
25484	SAM'S CLUB DIRECT		<i>E-pay</i>	292.34	9717	PROGRAMMING SUPPLIES
		100				
		200				
25797	VERIZON - WIRELESS		<i>E-pay</i>	136.70	9718	PHONE SERVICE
		100				
*25815	COURTESY CLEANING CENTEF		<i>E-pay</i>	49.70	9729	LAUNDERING OF MAIN TABLECLOTHS
		100				
25816	ENA		<i>E-pay</i>	532.63	9730	VOICE SERVICE
		100				
25817	WEX BANK		<i>E-pay</i>	138.21	9731	FUEL
		100				
*25825	INDIANA AMERICAN WATER CC		<i>E-pay</i>	58.26	9732	PRIVATE FIRE SERVICE
		100				
*25827	COURTESY CLEANING CENTEF		<i>E-pay</i>	32.06	9733	LAUNDERING OF MAINTENANCE RAGS
		100				
25738	BAESLERS MARKET		<i>E-pay</i>	53.61	9734	PROGRAM SUPPLIES
		100				
*25857	TOWN OF WTH WATER & SEWE		<i>E-pay</i>	69.99	9735	WEST WATER SERVICE
		100				
25868	CENTERPOINT ENERGY		<i>E-pay</i>	19.24	9736	12 POINTS GAS SERVICE
		100				
25874	OFFICE DEPOT		<i>E-pay</i>	1,360.73	9737	OFFICE SUPPLIES
		100				
25875	OFFICE DEPOT		<i>E-pay</i>	5.18	9738	CR: POCKET PAPER FOLDERS 2 BX @ 2
		200				
25876	OFFICE DEPOT		<i>E-pay</i>	39.81	9739	OFFICE SUPPLIES
		100				
*25878	MIDLAND PAPER COMPANY INC		<i>E-pay</i>	1,825.74	9740	LARGE FORMAT SUPPLIES
		100				
25879	OVERDRIVE		<i>E-pay</i>	9,000.00	9741	MARCH MONTHLY CONTENT DEPOSIT
		100				
25881	THE TRASH MAN		<i>E-pay</i>	105.00	9742	WEST TRASH SERVICE
		100				
*25886	HANOVER INSURANCE GROUP		<i>E-pay</i>	953.00	9743	COMMERCIAL AUTO POLICY
		100				
25887	OVERDRIVE		<i>E-pay</i>	12,000.00	9744	OVERDRIVE PARTICIPATION FEE
		100				
				18		
25891	CENTERPOINT ENERGY		<i>E-pay</i>	273.94	9745	WEST GAS SERVICE
		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>
25897	CINTAS CORPORATION	100	<i>E-pay</i>	81.34	9746	MAIN CABINET SERVICE
25906	ENA	276	<i>E-pay</i>	1,257.33	9747	INTERNET SERVICE
*25923	TRIBUNE STAR PUBLISHING CC	100	<i>E-pay</i>	38.31	9748	GOV LEGAL - CASH STATEMENT
*25928	B & S PLUMBING & HEATING IN	100	<i>E-pay</i>	480.78	9749	REPAIR WATER HEATER PIPING/CHECK
25929	FRONTIER	100	<i>E-pay</i>	67.22	9750	WEST PHONE SERVICE
*25931	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	19.69	9751	LAUNDERING OF MAINTENANCE RAGS
25933	CENTER POINT LARGE PRINT	100	<i>E-pay</i>	686.13	9752	CIRC PRINT MATERIAL
*25940	DUKE ENERGY *	100	<i>E-pay</i>	18,476.25	9753	MAIN ELECTRIC SERVICE
25946	ACTION PEST CONTROL, INC	100	<i>E-pay</i>	165.00	9754	MAIN MONTHLY PEST CONTROL
25947	CROWN ELECTRIC, INC	100	<i>E-pay</i>	566.53	9755	ML WASHROOM RENO STROBE LIGHTS
*25948	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	25.15	9756	12 PTS WATER SERVICE
25953	JOINK LLC	100	<i>E-pay</i>	275.00	9757	MONTHLY CLOUD BACKUP
25954	ACTION PEST CONTROL, INC	100	<i>E-pay</i>	80.00	9758	WEST MONTHLY PEST CONTROL
*25955	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	21.39	9759	LAUNDERING OF MAINTENANCE RAGS
25958	OFFICE DEPOT	100	<i>E-pay</i>	1,039.22	9760	OFFICE SUPPLIES
*25959	CROSSROADS DOOR & HARDV	100	<i>E-pay</i>	600.00	9761	61-510 EMERGENCY KEY

Total Count: **37**
Total Amount: **50,916.49**

<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>
------------------	-------------------------	-------------	---------------	--------------	--	--------------------

<i>Grand Total Fund 100:</i>	137,261.81
<i>Grand Total Fund 200:</i>	4,453.20
<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:	135
Grand Total Amount:	142,972.34

Executive Director
Kristi Howe

Payroll Payable
Voucher Register

Vigo County Public Library
For Period February -2023

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
2/3	Pay#3	Gross Payroll	\$ 141,442.05	\$ 141,442.05	ACH	
2/3	Pay#3	FICA	\$ 10,218.33	\$ 10,218.33	ACH	
2/3	Pay#3	PERF	\$ 18,556.46	\$ 18,556.46	ACH	
2/17	Pay#4	Gross Payroll	\$ 140,867.63	\$ 140,867.63	ACH	
2/17	Pay#4	FICA	\$ 10,174.14	\$ 10,174.14	ACH	
2/17	Pay#4	PERF	\$ 18,497.57	\$ 18,497.57	ACH	
2/17	Pay#4	Anthem	\$ 83,192.01	\$ 83,192.01	ACH	
2/17	Pay#4	Guardian	\$ 6,566.41	\$ 6,566.41	ACH	
		Gross Payroll	\$ -	\$ -	ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

Total library cost			\$ 429,514.60			
Februar pays 3 & 4	Nationwide	\$ 1,386.80	\$ 1,386.80	ACH	Staff withholding	
Februar pays 3 & 4	Garnishments	\$ 500.00	\$ 500.00	ACH	Staff withholding	
Februar pays 3 & 4	Garnishment Reimbur	\$ -	\$ -	ACH	Staff withholding	
Februar pays 3 & 4	AFLAC	\$ 1,021.22	\$ 1,021.22	ACH	Staff withholding	
Februar pays 3 & 4	United Way	\$ 492.00	\$ 492.00	ACH	Staff withholding	
Februar pays 3 & 4	Anthem	\$ 10,041.38	\$ 10,041.38	ACH	Staff withholding	
Februar pays 3 & 4	HSA adj.		\$ -	ACH	Staff withholding	
Februar pays 3 & 4	Guardian	\$ 893.38	\$ 893.38	ACH	Staff withholding	
Februar pays 3 & 4	Boston Mutual	\$ 746.86	\$ 746.86	ACH	Staff withholding	
Februar pays 3 & 4	Fed Tax	\$ 20,259.83	\$ 20,259.83	ACH	Staff withholding	
Februar pays 3 & 4	State Tax	\$ 8,580.46	\$ 8,580.46	ACH	Staff withholding	
Februar pays 3 & 4	Local Tax	\$ 5,237.37	\$ 5,237.37	ACH	Staff withholding	
Februar pays 3 & 4	FICA	\$ 20,392.51	\$ 20,392.51	ACH	Staff withholding	
Februar pays 3 & 4	Vol. PERF	\$ 4,448.67	\$ 4,448.67	ACH	Staff withholding	
	Staff Cost	\$ 74,000.48	\$ 74,000.48			

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.

March 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 \$ 429,514.60

Dated this 20th day of March 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

<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>
*25828	EARL RODGERS & ASSOCIATE:	100	<i>ACH</i>	1,560.00	7952	CHANGE ORDER BATHROOM RENOVAT
*25829	EARL RODGERS & ASSOCIATE:	100	<i>ACH</i>	61,182.69	7953	BATHROOM RENOVATIONS AT MAIN

Total Count: **2**
Total Amount: **62,742.69**

<i>Grand Total Fund 100:</i>	62,742.69
<i>Grand Total Fund 200:</i>	0.00
<i>Grand Total Fund 800:</i>	0.00
<i>Grand Total Fund 400:</i>	0.00
<i>Grand Total Fund 203:</i>	0.00
<i>Grand Total Fund 276:</i>	0.00
<i>Grand Total Fund 201:</i>	0.00
<i>Grand Total Fund 300:</i>	0.00

Grand Total Count:	2
Grand Total Amount:	62,742.69

Executive Director
Kristi Howe

<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>
25784	KEYMARK CONSTRUCTION	100	<i>ACH</i>	134,906.80	7956	12 POINTS REMODELING
25873	KEYMARK CONSTRUCTION	100	<i>ACH</i>	9,752.00	7957	CHANGE ORDER 01 12 POINTS REMODI
25960	KEYMARK CONSTRUCTION	100	<i>ACH</i>	46,665.60	7958	12 POINTS REMODELING
25961	KEYMARK CONSTRUCTION	100	<i>ACH</i>	14,754.00	7959	CHANGE ORDERS 5, 6, AND 8

Total Count: **4**
Total Amount: **206,078.40**

<i>Grand Total Fund 100:</i>	206,078.40
<i>Grand Total Fund 200:</i>	0.00
<i>Grand Total Fund 800:</i>	0.00
<i>Grand Total Fund 400:</i>	0.00
<i>Grand Total Fund 203:</i>	0.00
<i>Grand Total Fund 276:</i>	0.00
<i>Grand Total Fund 201:</i>	0.00
<i>Grand Total Fund 300:</i>	0.00

Grand Total Count:	4
Grand Total Amount:	206,078.40

Executive Director
Kristi Howe

February 28, 2023

Gift Fund Balances

2023

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 256.12	Unrestricted Use	Admin.
64-SPC	\$ 7,124.28	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	\$ 9,229.44	Unrestricted Use	Admin.
70- West Emily's Garden	\$ 278.36	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,374.58	Support of West Branch	Admin.
72-Friends	\$ 14,783.83	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	\$ 66,444.15		

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

ADULT SERVICES

COMMUNITY OUTREACH

Adult Services Librarian Meghan Salinas began leading English Language Learner classes at Union Hospital on February 27 for nurses who are new to the U.S. Union Hospital participates in the Passport USA program, a global recruitment process that provides a path to U.S. citizenship for nurses from all over the world. The team at Union Hospital reached out to VCPL looking for help in acclimating these nurses to working and living in the U.S. Meghan has been providing instruction in areas such as work culture, idioms and slang, and conversation. She has also been encouraging them to make friends and explore their new community. In fact, after hearing about VCPL, one of her students brought her four-year-old son into the library and both received library cards.

SENSORY STORY TIME



Adult Services Librarian Hayley Hart and Assistant Librarian Carrie Sisk have been providing Sensory Storytime at Vigo County agencies such as Happiness Bag and Mosaic, which serve adults with disabilities. These programs include stories, songs, and interactions designed for individuals with autism or other sensory processing challenges. The staff members of these agencies say their clients look forward to story time. One of the participants from Happiness Bag frequently visits the library and always asks if Hayley or Carrie are there so he can say “hi”. He always tells everyone how much he enjoys their visits.

VITA TAX ASSISTANCE

VCPL continues to offer VITA tax assistance to customers all over the Wabash Valley. As of March 13, 48 tax returns have been filed and accepted through this program.

JOB SEEKERS: MARKET YOURSELF PROGRAM



VCPL Director of Human Resources Rob Fox presented the February Job Seekers: Market Yourself program to seven attendees at Main, West, and Goodwill Industries on February 16 and 23. Rob explained to participants how to make the most of their skills and experience on resumes and during job interviews.

PROGRAMS AND EVENTS

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

WABASH VALLEY COMMUNITY READ EXCITEMENT

March 1 had to be a record-setting first day for Community Read book distribution! Enthusiasm for *The Authenticity Project* was remarkable, with staff distributing 500 copies to the customers visiting the Main Library during the first 3 days of March. Books are also being distributed at the West Branch, through various book clubs, at local colleges, and other community partner locations. In total, more than 3200 books will be distributed for this year's Community Read.



Thirty-three programs have been designed around the myriad themes in the book and include: book discussions, story times for youth, an art show and reception, different types of journaling, an art workshop, interactive mental health programming, authentic history, and the influence of social media. The programs will take place through April 27.

TABLESCAPES 2023

VCPL is participating in the 20th Anniversary of Tablescapes with a design centered on the Wabash Valley Community Read book, *The Authenticity Project*. The required six table settings will reflect five characters from the book who exchange authentic truths about themselves via a traveling green journal. The sixth place setting will feature self-reflection and will be interactive for the viewer, challenging them to discover their authentic self. The VCPL Tablescapes committee includes: Kateri Tuttle, Susan Jakaitis, Elaina Llewellyn, Elise Spaid-Roberts, Nicole Norris, Dora Garraton, Le Raye Cameron, Chelsea Howard.



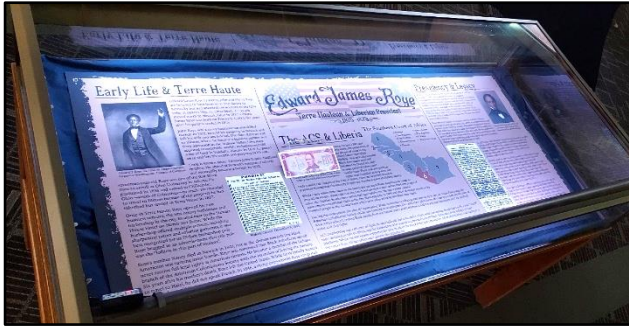
SPECIAL COLLECTIONS

SPC STAFF BRING CUSTOMER TO TEARS

On Friday, February 10, two customers approached Sloane Conley at the SPC desk stating they had come by in past years looking for a specific photo of the Fontanet Bean Dinner, but they had never been able to find it. One of the customers said it is a very special photo to her because it was the last one taken of her and her father before his tragic death. She did not have the date of the newspaper the picture would be in and could only give a range of years. After two hours of research, Sloane was able to find the photo for her, and upon receiving it, the customer burst into happy tears and couldn't thank Sloane enough. She came up to the desk once she was finished and thanked Sloane for all her help and time, exclaiming what a wonderful service this is to the community. Sloane told her she was happy to help and stressed that this is exactly why we are here.

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

GENERATING PRIDE IN THE COMMUNITY & INTEREST IN LOCAL HISTORY



To celebrate Black History Month, Special Collections and Public Relations collaborated to develop a lobby exhibit to commemorate Edward James Roye, who was a Terre Haute resident. Mr. Roye was a black barbershop owner in Terre Haute who later became president of the African country of Liberia and is even represented on Liberia's currency. SPC Librarian Logan Knight researched the life and accomplishments of Mr. Roye, while PR Content Specialist Angela Stephens designed the layout of the exhibit itself.

The Roye Exhibit successfully generated pride and interest in our local community, and even sparked some public conversation. One gentleman visited SPC during February specifically to ask questions about Roye after seeing the exhibit. He was very enthusiastic and said he had not heard of Roye before, but he found it very interesting as a lifelong resident of Terre Haute to discover that a fellow Hautian went on to become President of Liberia. He stated that he wished he had been taught about him in school, as it was important for people to know stuff like this because it develops a sense of pride in their ancestors and community. He chatted enthusiastically and at length with Logan and SPC Assistant Janet Hatcher about the rich history of black people in Vigo County. He also asked some follow up questions about the location of the barbershop and hotel. He then departed, thanking the library again for spotlighting such an important and relatively unknown figure.

On a separate occasion, one of SPC's regular visitors, Marguerite, stopped by SPC to share how much she enjoyed the Edward James Roye display. She admitted that she has stopped by it multiple times to make sure she hadn't missed anything. She also stated that she had taken multiple pictures of the exhibit to send to relatives on the East Coast. Marguerite also expressed warm enthusiasm towards the upcoming Hidden History of Terre Haute program, which will take place as part of VCPL's Wabash Valley Community Read.

Finally, Lauren Hackert of Lending reported that "there was a patron in today who was a resident of Liberia. He got SO excited about your display in the lobby. We stood and discussed it for several minutes and then he was calling people about it and sending photos, too. He thought it was really cool, and I could tell it really made him feel a fun connection to the library."

EDUCATIONAL FIELD TRIP MAKES A SLAM DUNK IN STRENGTHENING COMMUNITY PARTNERSHIPS

On February 21, the Special Collections team made a field trip to the Vigo County Educational Heritage Association Museum. Sandy Billings and the rest of the EHA museum staff were exceptionally welcoming and eagerly shared their expertise on Vigo County school history while providing SPC with a personalized tour of the museum's many school artifacts and memorabilia. While there, the SPC team

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

selected several items of memorabilia that the museum is graciously loaning to the library for inclusion in SPC's upcoming March Madness exhibits. The visit not only strengthened SPC's camaraderie, it sparked ideas for future exhibits as well. Both SPC and EHA members had a wonderful experience, and we look forward to collaborating on future projects together.



WEST BRANCH

AFTER SCHOOL STORY BREAK



West Branch launched a new program in March, designed and led by Branch Assistant Shelley Johnson. The program is called After School Story Break and is designed for school children aged 6-10. This first program began with the story of third-grader Aven Green, who is a young detective trying to solve mysteries.

After the story portion of the program was over, Shelley and the kids did a little detective work themselves. The kids colored paper magnifying glasses and then everyone dressed up in costumes. One child stepped out of the room and while they were gone, those remaining in the room removed an item from their costume. Upon returning, the young detective had to examine the room and try to determine what had been changed while they were out! The kids also had snacks while they listened to the story and colored their magnifying glasses. The program will happen the first and third Thursdays of each month, so the young listeners will be able to return to hear what happens at the end of the story.

WEST TERRE HAUTE LITTLE LEAGUE SIGN UP

The West Branch hosted the West Terre Haute Little League every Wednesday for the month of February. Over the course of the month, nearly 80 youth met at the branch to sign up for the Spring season of baseball and softball. Serving as a gathering place for members of the West Terre Haute community is a common reason for the use of the branch meeting rooms.

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

YOUTH SERVICES

LEGO LAB



Youth Services has had continued success with the Lego Lab Program, thanks to Matt Shattuck who works so thoughtfully with the young patrons. At Lego Lab, families work side-by-side to create fantastic Lego creations, and upon completion, all participants are invited to display their creations along the wall by the Picture Book collection in a display case. Attendance has increased week to week and in February reached an all-time high of more than 60 participants. Youth Services staff are immensely proud of the success of this program and the community interest in working together as a team, flexing their creative muscles, and finding joy in STEM programming. Because of the continued success and patron interest, YS staff have decided that, starting this Summer, Lego Lab and Lego Stop Motion will extend to the Teen Space as well!

BLIND DATE WITH A BOOK

In celebration of Valentine's Day, Amanda Phillips and Alison Weaver created a "Blind Date with a Book" Teen Space display. Blind Date with a Book is a spin on the typical "blind date" in which participants are encouraged to not judge a book by its cover and get to know the individual (or actual book). Each book featured in the display was wrapped, decorated with bows, given a short description, and featured a drawing representing the themes within the story. This was a fun way for staff members to feature lesser-known books and create excitement about reading for teens. The display was extremely successful, and YS staff members found themselves needing to wrap books daily throughout the month of February to keep up with the demand. The teens really enjoyed the thrill of the surprise and feeling like they were leaving the library with a special present. Staff had so much success in the display that the plan is to incorporate another "blind" checkout throughout the year.



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

PAINTING WITH NICOLE



Each quarter, Dora Garraton and Nicole Norris team up to help young patrons explore their creativity in the popular program Painting with Nicole. In February, thirty children painted cats using a variety of techniques including the use of toothbrushes and paint markers. Nicole has been collaborating with Youth Services for her painting program for years and even continued digitally through the pandemic. The program registration and waiting list always fills to capacity quickly and Youth Services is grateful for Nicole's enthusiastic participation and dedication to the program's success. One of the mothers said, "My daughter loves the program and we make it a priority to attend. She's gotten much more confident in her creative adventures since Painting with Nicole." Youth Services is proud of the continued success of the program and its ability to shape the lives of our community members.

PERSONNEL CHANGES

CHANGE IN STATUS

Suggs, Anthony W. - Full-time non-exempt Library Experience Manager is serving as the interim full-time non-exempt Lending Services Manager effective March 7, 2023, until the Lending Services Manager position is filled.

RESIGNATION

Akers, Andrew R. - Resignation from the full-time non-exempt position of Lending Services Manager effective March 3, 2023.

Cook, David G. - Retirement from the full-time non-exempt position of Maintenance Assistant in the Maintenance Department effective April 14, 2023. Date of hire: October 4, 1993 – 29 years and 6 months of service.

Respectfully submitted,

Kristi J. Howe

3/16/22 AG

	February-23	February-22		YTD 2023	YTD 2022	
Print Circulation	17,592	17,220	2.2%	36,252	37,361	-3.0%
A/V Circulation	6,704	6,583	1.8%	13,007	14,285	-8.9%
Misc	208	268	-22.4%	417	586	-28.8%
Electronic Devices	52	63	-17.5%	119	134	-11.2%
TOTAL	24,556	24,134	1.7%	49,795	52,366	-4.9%

	February-23	February-22		YTD 2023	YTD 2022	
Overdrive						
E-book	6,257	4,633	35.1%	13,110	10,101	29.8%
E-audiobook	3,981	2,609	52.6%	8,201	5,720	43.4%
E-Magazines	286	418	-31.6%	709	864	-17.9%
E-Music	0	0	null	0	0	null
E-video	0	0	null	0	10	-100.0%
TOTAL	10,524	7,660	37.4%	22,020	16,695	31.9%

	February-23	February-22		YTD 2023	YTD 2022	
Hoopla						
E-audiobook	1,614	1,536	5.1%	3,303	3,171	4.2%
Bingepasses	14	56	-75.0%	24	56	-57.1%
E-Books	884	860	2.8%	1,818	1,698	7.1%
E-Comics	199	244	-18.4%	337	406	-17.0%
E-music	125	144	-13.2%	278	299	-7.0%
E-video movie	224	265	-15.5%	432	485	-10.9%
E-video TV	174	204	-14.7%	324	373	-13.1%
TOTAL	3,234	3,309	-2.3%	6,516	6,488	0.4%

	February-23	February-22		YTD 2023	YTD 2022	
Reference [fact-finding]	2,987	2,759	8.3%	6,240	5,302	17.7%

MATERIALS ADDED TO COLLECTION

Purchased Items	February-23	YTD 2023
Book	1,234	2,279
Video	345	1,021
Video Game	30	50
Music CD	2	20
Audio Book	11	23
Misc	33	85
TOTAL	1,655	3,478

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

New Items Ordered	February-23	YTD 2023
Book	1,114	2,181
Video	250	431
Video Game	29	65
Music CD	4	4
Audio Book	1	36
Misc	1	1
TOTAL	1,399	2,718

New Items Received	February-23	YTD 2023
Book	873	1487
Video	202	359
Video Game	47	66
Music CD	2	2
Audio Book	10	17
Misc	1	1
TOTAL	1,135	1932

TAKE & MAKE KITS DISTRIBUTED	February-23	February-22		YTD 2023	YTD 2022	
Early Literacy (ISL: 0-5 yrs)	0	33	-100.0%	0	63	-100.0%
Children (ISL: 6-11 yrs)	0	30	-100.0%	0	63	-100.0%
Teens (ISL: 12-18yrs)	0	15	-100.0%	0	50	-100.0%
Adults (ISL: 19 + yrs)	0	27	-100.0%	22	54	-59.3%
General (all ages)	0	0	null	239	0	null
TOTAL	0	105	-100.0%	261	230	13.5%

ON-SITE PROGRAMS	February-23	February-22		YTD 2023	YTD 2022	
Early Literacy programs/events/classes	11	8	37.5%	26	15	73.3%
Youth programs/events/classes	13	1	1200.0%	24	2	1100.0%
Teen programs/events/classes	6	3	100.0%	14	4	250.0%
Adult programs/events/classes	16	5	220.0%	30	12	150.0%
Family/general	15	7	114.3%	31	8	287.5%
TOTAL	61	24	154.2%	125	41	204.9%

ON-SITE ATTENDANCE						
Early Literacy attendance	151	56	169.6%	304	132	130.3%
Youth attendance	98	7	1300.0%	197	19	936.8%
Teen attendance	55	3	1733.3%	105	3	3400.0%
Adult attendance	398	104	282.7%	648	237	173.4%
Family/general attendance	297	19	1463.2%	879	36	2341.7%
TOTAL	999	189	428.6%	2,133	427	399.5%

OFF-SITE PROGRAMS	February-23	February-22		YTD 2023	YTD 2022	
Early Literacy attendance	4	0	null	4	0	null
Youth outreach	0	0	null	4	0	null
Teen outreach	0	0	null	0	0	null
Adult outreach	7	0	null	16	0	null
Family outreach	0	0	null	0	0	null
Participation in Community Events	0	0	null	0	0	null
TOTAL	11	0	null	24	0	null

OFF-SITE ATTENDANCE						
Early Literacy attendance	0	0	null	0	0	null
Youth outreach attendance	23	0	null	47	0	null
Teen outreach attendance	0	0	null	0	0	null
Adult outreach attendance	118	0	null	296	0	null
Family outreach attendance	0	0	null	0	0	null
Community Events Interactions	0	0	null	0	0	null
TOTAL	141	0	null	343	0	null

	February-23	February-22		YTD 2023	YTD 2022	
Web Site Hits	8,654	18,132	-52.3%	18,531	34,822	-46.8%
Mobile App Visits	98	549	-82.1%	228	1,115	-79.6%
Computer Users	3,303	2,844	16.1%	7,098	6,084	16.7%
Subscription Databases	7,210	6,849	5.3%	12,726	15,216	-16.4%
ILL provided to other Libraries	289	186	55.4%	526	44	1095.5%
ILL received from other Libraries	89	175	-49.1%	168	338	-50.3%

	February-23	February-22		YTD 2023	YTD 2022	
Adult materials deliveries	20	28	-28.6%	45	56	-19.6%
Youth materials deliveries	15	17	-11.8%	33	37	-10.8%
TOTAL	35	45	-22.2%	78	93	-16.1%

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 36-12-2-24(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 6. 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 7. 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 8. 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 shall³⁷ 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

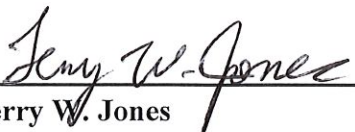
Section 2. In addition to operating in accordance with these Bylaws and the laws of the United States and the State of Indiana, the Board shall adopt policies, plans, rules, and regulations to govern its operations, and may affirm policies, plans, rules and regulations proposed by the Library Executive 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

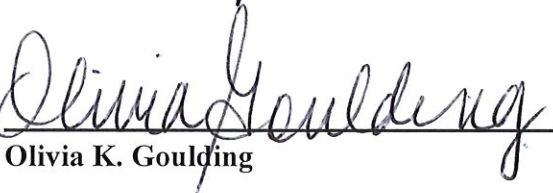
ARTICLE XIII REVIEW OF BYLAWS

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.

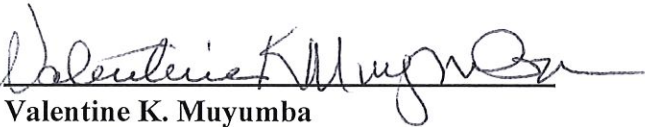
Duly adopted by unanimous vote of the Vigo County Public Library Board of Trustees at their meeting held on April 20, 2020, as evidenced by each member's signature below.



Terry W. Jones



Olivia K. Goulding



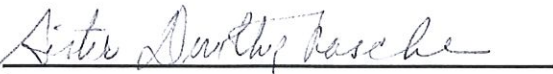
Valentine K. Muyumba



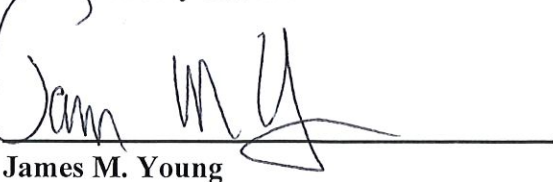
Christi A. Fenton

ABSENT

Daniel I. Pigg



Sister Dorothy Rasche



James M. Young

Confidential Information Policy

During the course of employment with the Vigo County Public Library (VCPL), staff may have access to confidential information appropriate to their job responsibilities. The security and protection of confidential information is of utmost importance to VCPL, and all staff are required to treat such information in a manner that ensures its confidentiality and integrity. Access to and use of confidential information is restricted to only those purposes necessary for the performance of job duties and may not be accessed or used for any other purposes including unauthorized editing, copying, disseminating, releasing, or destruction. Confidential information includes, but is not limited to, the following areas of information.

Library User and Archival Records

As outlined in the **Confidentiality and Privacy of Library Users** policy and in accordance with Indiana Code 5-14-3-4(b)(16), all records that can be used to identify any library user and certain archival records fall within the scope of confidential information. Library user records include, but are not limited to, registration and circulation records, records of database use, records of computer or network use, product of video or other security systems, and all other library records pertaining to or indicating personally identifiable uses of VCPL materials, facilities, or services. Confidentiality also applies to archival materials and records deposited with VCPL on condition that they not be disclosed except under specific conditions.

Employee and Employment Information

Employee and employment records include, but are not limited to, personnel files, files of employment applicants, and employee health information. As outlined in the **Personnel Files** policy and in accordance with Indiana Code 5-14-3, such records are compiled and maintained in conformance with all applicable state and federal regulations including confidentiality of protected information, employee rights of access, and record retention and disposition requirements. All personnel, employment, and health information files are maintained in secured locations with restricted access.

Computer Systems and Electronic Access

Access to and use of VCPL network and related computer systems, electronic platforms, and records is regulated by the use of passwords, access codes, and security levels. No employee may use a password, access code, or security level that has not been issued to that employee or for which they have not received authorization. Distribution of such information to unauthorized individuals and or its use for purposes other than in the commission of job duties is strictly prohibited.

Third party partners

VCPL employees and those acting on behalf of the library who have access to confidential information of a third party that VCPL is obligated to keep confidential, will ensure that this information is treated in a confidential manner in accordance with this policy.

All VCPL employees are responsible for maintaining the confidentiality of sensitive data with which they work and must comply with this policy and with all applicable state and federal laws relating to access, use, and disclosure of confidential information. A violation of this policy may result in disciplinary action up to and including termination. Actions that violate state or federal law regarding confidential information may result in legal ramifications for VCPL and or individual employees.

SICK LEAVE POLICY FOR EXEMPT AND NON-EXEMPT EMPLOYEES

Recognizing that the inability to work because of illness, injury, preventative health care, or necessary treatments for medical conditions or disabilities may cause economic hardship, the Vigo County Public Library (VCPL) provides exempt and non-exempt employees paid sick leave according to the following schedule:

Sick Leave Accrual

Exempt employees earn .0462 hours of sick leave for each hour for which they receive salaried compensation or utilize approved paid VCPL leave up to forty (40) hours per work week and up to the maximum accrual per calendar year. Non-exempt employees earn .0462 hours of sick leave for each hour worked or for which they utilize approved paid VCPL leave up to 40 hours per work week and up to the maximum accrual per calendar year. Because sick leave is accrued based on hours worked and approved paid leave time taken, the amount of sick leave time earned in a year will vary among employees. Exempt and non-exempt employees may accrue up to ninety-six (96) hours of paid sick leave per calendar year equivalent to twelve (12) eight (8) hour days. Accrued and unused sick leave balances may be carried forward to the next calendar year.

Accrual Schedule and Limitations

Earned sick leave is accrued during each bi-weekly pay period and credited to the employee sick leave balance when each pay period is processed.

Exempt and non-exempt employees may not earn or accrue sick leave under the following conditions:

- 1) For hours worked or and/or paid leave utilized exceeding 40 hours per work week
- 2) When sick leave accrual is in excess of the allowed annual calendar year accrual
- 3) While an employee is on any unpaid leave of absence
- 4) For hours the employee receives sixty-six and two-thirds percent (66 2/3%) of the employee's wages from Worker's Compensation benefits
- 5) For hours the employee receives sixty percent (60%) of the employee's wages from VCPL Long-Term Disability benefits
- 6) When an employee is no longer on the VCPL employment rolls

Use of Sick Leave

Earned sick leave may be used with manager approval when accrued leave is credited to the employee sick leave balance. Use of earned sick leave prior to credited accrual must be approved by the Executive Director or a Division Director.

Sick leave may be used and or approved for use under the following conditions for employees and or family members:

- 1) Employees
 - a. When incapacitated by illness or injury including but not limited to pregnancy, childbirth or a related medical condition
 - b. To attend medical, dental, optical, or other health care appointments including behavioral health and counseling
 - c. For treatment of medical conditions or disabilities
 - d. The placement of a child for adoption or foster care in the employee's household

- e. For continuation of bereavement beyond leave available in the Bereavement Leave policy in this manual
- 2) Family member
- a. To provide care for the illness and or treatment for medical conditions or disabilities of a family member
 - b. To attend medical, dental, optical, or other health care appointments for a family member including behavioral health and counseling
 - c. For the purposes of this policy, family member is defined as:
 - i. Spouse or domestic partner
 - ii. child, parent, grand parent, or sibling (and corresponding in-law, step, domestic partner, foster, or guardianship relation)
 - iii. persons who are dependent upon the employee for care and or persons for whose care and or health decisions the employee has responsibility

Sick leave must be utilized under the following guidelines subject to limitations of scheduling and subject to any requirements of the Family and Medical Leave Act (FMLA) with regard to intermittent or reduced leave for a serious health condition as defined in the Act and in the **FMLA** policy in this manual:

- 1) Non-exempt employees must utilize sick leave in no less than one quarter hour ($\frac{1}{4}$ hour = 0.25 hour) segments
- 2) Exempt employees must utilize sick leave in full-day (8 hour) segments, except when used in conjunction with intermittent FMLA Leave

Employees who request and are granted a personal leave of absence for conditions outlined in the approved use of sick leave in this policy may utilize accrued unused sick leave at the regular rate of pay, to be paid on a bi-weekly basis, according to guidelines set forth in the **Leave of Absence, FMLA, and Long-Term Disability Insurance** policies in this manual as they may apply.

Employees returning from FMLA Leave or personal leave of absence related to the employee's own health, must receive and submit to Human Resources a medical release statement from the employee's health care provider before returning to work.

Sick leave may not be used and or approved for use for the following purposes including but not limited to:

- 1) Absences not related to illness, health care, or child adoption or foster care placement
- 2) Childcare not related to illness or health care
- 3) Weather or other conditions that interfere with travel or transportation
- 4) Vehicle or home repair or maintenance
- 5) Pet care

Employees who are unable to work during periods for which they receive Worker's Compensation are subject to the guidelines set forth in the **Worker's Compensation Policy** in this manual.

Employees may not receive pay for sick leave concurrent with other paid leaves or benefits.

Employees may not receive payment in lieu of sick leave except under the following conditions:

Employees hired prior to January 2001:

Employees who were hired prior to January 2001 and are voluntarily or involuntarily separating their full or part-time employment will receive equivalent payment, at the regular rate of pay, for a portion of their accrued unused sick leave, up to a maximum of one thousand forty (1,040) hours equivalent to one hundred and thirty (130) eight (8) hour days. Payment for accrued unused sick leave will be paid to the separating employee on the pay date subsequent to the pay period following the date of separation in accordance with the following schedule:

<u>Years of service in a VCPL exempt or non-exempt position</u>	<u>Percentage of up to 1,040 hours of accrued sick leave for which equivalent wage payment is awarded</u>
5 full years up to less than 10 years	20%
10 full years up to less than 15 years	40%
15 full years up to less than 20 years	60%
20 full years up to less than 25 years	80%
25 full years +	100%

Employees hired subsequent to January 2001:

Employees who were hired subsequent to January 2001 and are voluntarily or involuntarily separating their full or part-time employment will receive equivalent payment, at the regular rate of pay, for a portion of their accrued unused sick leave, up to a maximum of six hundred (600) hours equivalent to seventy-five (75) eight (8) hour days. Payment for accrued unused sick leave will be paid to the separating employee on the pay date subsequent to the pay period following the date of separation in accordance with the following schedule:

<u>Years of service in a VCPL exempt or non-exempt position</u>	<u>Percentage of up to 600 hours of accrued sick leave for which equivalent wage payment is awarded</u>
5 full years up to less than 10 years	20%
10 full years up to less than 15 years	40%
15 full years up to less than 20 years	60%
20 full years up to less than 25 years	80%
25 full years +	100%

Sick Leave and FMLA Leave for Exempt and Non-Exempt Employees

To the extent that any provision in this policy conflicts with or is superseded by the Family and Medical Leave Act (FMLA), the regulations declared under it, or any other federal law, the provision of the FMLA, its regulations or other law, as the case may be, control. In the event an employee qualifies for FMLA and is utilizing accrued and unused sick leave, the **Sick Leave Policy** will be administered concurrent with FMLA leave.

DISPLAYS, EXHIBITS, AND COMMUNITY POSTINGS POLICY

To support the discovery of library and community resources, Vigo County Public Library (VCPL) utilizes and provides access to spaces for displays, exhibits, and postings designed to meet the educational, cultural, and recreational needs and interests of the community. Use of designated display, exhibit, and posting spaces must align with the above stated purposes, VCPL's mission, core values, and the American Library Association's Bill of Rights, Freedom to Read, and Freedom to View statements.

Permitting the use of library display, exhibit, and posting areas does not constitute an endorsement by the VCPL.

In general, materials or services may not be offered for sale, however, information concerning local businesses and service providers may be provided by a display, exhibit, or community posting. (i.e. a logo acknowledging sponsorship of a display, or a for-profit business advertising a free service in the general public interest.)

Display and Exhibit Spaces

VCPL designates spaces for library displays and exhibits. VCPL may choose to collaborate with community organizations and businesses for displays and exhibits. Procedures for display and exhibit spaces are provided to partner organizations and are available upon request.

Community Posting Spaces

Community Postings are defined as notices, posters, and announcements regarding meetings and events. VCPL provides a designated area for such postings and reserves the right to limit the content, size, number of items, schedules of any postings, and the frequency with which the individual, group, or organization may utilize the community posting spaces.

Procedures regarding postings are available upon request.

VCPL welcomes community opinions regarding displays, exhibits, and community postings. Customers who wish to address a concern about a display, exhibit, or community posting should fill out a Request for Reconsideration form.

After receiving the completed Request for Reconsideration, the Executive Director will appoint an ad hoc committee consisting of the appropriate library staff with relevant subject knowledge. The committee will evaluate all requests within the context of the Displays, Exhibits, and Community Postings Policy. During this process, the display, exhibit, and community posting in question will remain available. At the conclusion of the review, the customer will receive a written response to their Request for Reconsideration.