

**REGULAR MEETING  
VIGO COUNTY PUBLIC LIBRARY  
125 North Church Street  
West Terre Haute, IN 47885  
Tuesday, January 16, 2024, 5:30 PM**

**A G E N D A**

- 1. Call to Order and Roll Call of Members**
- 2. Public Input on Action Items**
- 3. Consideration of Minutes of December 18, 2023, Regular Meeting**
- 4. Treasurer's Report**
  - A. Monthly Financial Statement
  - B. Claims and Payroll
  - C. Special Claims
  - D. Gift Fund Report
- 5. Reports to the Library Board**
  - A. West Branch ~ Luke Gentry
- 6. Director's Report**
- 7. Old Business**
- 8. New Business**
  - A. Resolution to Pay Bills with Prior Approval
  - B. Resolution to Encumber Funds
  - C. Resolution to Transfer Appropriations within the Library Operating Fund with Prior Approval
  - D. Resolution Authorizing Advance Payment Purchase Orders
  - E. Resolution on Surplus Property
- 9. Suggestions from the Staff, Board or Public for Action or Study**
- 10. Next Regular Meeting:** Monday, February 19, 2024 at 5:30 p.m., Main Library.
- 11. Adjournment**

At the Regular Meeting of the Vigo County Public Library Board at the Vigo County Public Library, 680 Poplar Street, at 5:30 p.m. on the 18<sup>th</sup> day of December 2023, the following persons were present:

Library Board Members Present: Terry W. Jones, President; James M. Young, Vice President; Christi A. Fenton, Secretary; Valentine K. Muyumba, Stacy D. Killion, and George L. Heubel.

Library Board Members Absent: Brian L. Cain.

Library Staff: Kristi Howe, Dennis Shepard, Amy Gibson, Jeanette Bouchie, LeRaye Cameron, Heather Rayl, Carey LaBella, and Angeline Carson.

Others: Alison Spelman, THN AP Government; Rebecca Williams, THN AP Government; and Thad Balitewicz, THN AP Government.

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

### **CONSIDERATION OF EXECUTIVE SESSION MEETING MINUTES**

A motion to approve the minutes as written for the December 7, 2023, Executive Session, made by Fenton, seconded by Heubel, passed.

### **CONSIDERATION OF REGULAR MEETING MINUTES**

A motion to approve the minutes as written for the November 20, 2023, Regular Meeting, made by Heubel, seconded by Young, passed.

### **TREASURER'S REPORT**

#### **Monthly Cash Statement**

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

#### **Claims and Payroll**

Mr. Shepard presented the Month End Claims dated November 30, 2023, in the amount of \$41,155.68 (Library Operating, \$39,923.79; Gift Fund, \$1,165.54; Grants, \$66.35) Library Operating Claims dated December 18, 2023, in the amount of \$117,168.80 (Library Operating Fund, \$115,597.48; Gift Fund, \$567.99, Grants, \$1,003.33). (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

#### **Special Claims**

Mr. Shepard presented a special claim dated December 18, 2023, for \$341,597.48 to Keymark Construction for the 12 Points project remodeling and change orders.

#### **Gift Fund Report**

Mr. Shepard presented the Gift Fund report dated November 30, 2023, for \$51,925.33.

**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**

**Adult Services ~ Jeanette Bouchie**

Adult Services Manager Jeanette Bouchie presented an overview of upcoming events and programs being offered for adults.

**DIRECTOR'S REPORT**

Ms. Howe commented on her written report.

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

**OLD BUSINESS**

**Library Director Evaluation Committee**

Mr. Jones, Mr. Young, and Mrs. Fenton provided an evaluation of Ms. Howe's performance; board members each received a copy of the written report and recommended a salary increase of 3%, which matches the recommended raise for VCPL staff outlined in the 2024 wage resolution.

A motion approving the Library Director Evaluation report and salary adjustment, made by Heubel, seconded by Young, passed.

**NEW BUSINESS**

**Holidays Policy**

A motion to approve the Holidays Policy, made by Muyumba, seconded by Killion, passed. (A copy of the Holidays Policy is attached to the official minutes).

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

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

**Resolution to Transfer Funds between Major Categories**

A motion to approve the Resolution to Transfer Funds between Major Categories, made by Killion, seconded by Young, passed. (A copy of the Resolution to Transfer Funds between Major Categories is attached to the official minutes).

**Resolution on 2024 Wages, Wage Ranges, and Benefits**

A motion to approve the Resolution on 2024 Wages, Wage Ranges, and Benefits, made by Muyumba, seconded by Young, passed. (A copy of the Resolution on 2024 Wages, Wage Ranges, and Benefits is attached to the official minutes).

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

None.

**NEXT MEETING**

Regular Meeting, Tuesday, January 16, 2024, at 5:30 p.m. at West Branch Library. The Board of Finance will begin directly following adjournment of the regular meeting.

**ADJOURNMENT**

A motion to adjourn the meeting made by Muyumba, seconded by Fenton, passed. The meeting adjourned at 6:10 p.m.

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Terry W. Jones, President

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James M. Young, Vice President

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Christi A. Fenton, Secretary

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Valentine K. Muyumba, Board Member

**ABSENT**

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Stacy D. Killion, Board Member

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Brian L. Cain, Board Member

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George L. Heubel, Board Member

AG 12/27/23

Cash Statement  
 Vigo County Public Library  
 December 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	4,005,656.56 6,386,598.53	2,980,313.33 8,646,385.38	1,199,035.97 9,246,049.99	5,786,933.92	1,781,277.36 (599,664.61)
Cash Gift Fund 200-00-1010	51,925.33 50,396.42	19,619.21 70,258.40	1,500.77 50,611.05	70,043.77	18,118.44 19,647.35
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	(10,019.81) (11,997.55)	631.38 22,514.51	2,937.54 22,842.93	(12,325.97)	(2,306.16) (328.42)
Cash-WVCF Creating a Better To 277-00-1010	10,000.00 0.00	0.00 10,000.00	0.00 0.00	10,000.00	0.00 10,000.00
Cash-UW Neighborhood Improveme 278-00-1010	5,000.00 0.00	0.00 5,000.00	0.00 0.00	5,000.00	0.00 5,000.00
Cash-WVCF Impact Grant 279-00-1010	25,000.00 0.00	0.00 25,000.00	14,400.00 14,400.00	10,600.00	(14,400.00) 10,600.00
Cash Public Library Access Car 800-00-1010	0.00 65.00	65.00 195.00	0.00 195.00	65.00	65.00 0.00
Cash-Payroll Withholdings 803-00-1010	48.04 1,352.89	72,785.92 954,819.28	72,779.87 956,118.08	54.09	6.05 (1,298.80)

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*28429	BRAZIL TIMES*	100	Check	180.00	56848	NEWSPAPERS
*28367	BULK BOOKSTORE*	100	Check	25,500.00	56849	COMMUNITY READ 2024 BOOKS
*28512	BUSINESS OFFICE PETTY CASI	100	Check	1.25	56850	PETTY CASH REIMBURSEMENT
*28436	K-LOG, INC*	100	Check	3,006.60	56851	STANCHIONS FOR MAINTENANCE
*28467	KANSAS CITY PUBLIC LIBRARY	100	Check	18.99	56852	ILL REIMBURSEMENT
*28446	LIONHEART CRITICAL POWER :	100	Check	740.00	56853	GENERATOR SERVICES JUNE 2023-MAY
*28410	PIMANCO, INC*	100	Check	2,500.00	56854	HAUTE HAPPENINGS ANNUAL PROMOT
*28482	TANGIBLE PLAY, INC*	276	Check	193.40	56855	IF/THEN GRANT ITEMS
					Total Count:	8
					Total Amount:	32,140.24
*28438	ADP INC - AUTOPAY II*	100	ACH	479.20	9199	PAYROLL SERVICES
*28525	ADP INC - AUTOPAY II*	100	ACH	775.01	9200	PAYROLL SERVICES
*28513	AMAZON.COM LLC*	100	ACH	305.74	9201	HOTSPOT, BOARD GAME SUPPLIES ETC
*28514	AMAZON.COM LLC*	100	ACH	27.40	9202	HAND SANITIZER
*28515	AMAZON.COM LLC*	276	ACH	19.99	9203	IF/THEN GRANT BOOKS
*28516	AMAZON.COM LLC*	100	ACH	84.19	9204	CIRC PRINT MATERIAL
*28520	AMAZON.COM LLC*	100	ACH	69.98	9205	SKILL HANDHELD SCREWDRIVER
*28521	AMAZON.COM LLC*	100	ACH	347.14	9206	TABLECLOTH STORAGE
*28522	AMAZON.COM LLC*	276	ACH	11.99	9207	IF/THEN GRANT ITEMS
*28523	AMAZON.COM LLC*	100	ACH	39.99	9208	DVD/VIDEO MATERIAL

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*28423	AMAZON.COM LLC*	100	ACH	3.41	9209	CIRC NON PRINT PHYSICAL MATERIAL
*28422	AMAZON.COM LLC*	100	ACH	187.19	9210	SUPPLY SHELF
*28412	AMAZON.COM LLC*	100	ACH	88.29	9211	CIRC PRINT MATERIAL
*28442	AMAZON.COM LLC*	100	ACH	19.00	9212	REFERENCE MATERIAL
*28418	AMAZON.COM LLC*	100	ACH	2,455.52	9213	STORAGE CARTS AND FURNITURE MOV
*28444	AMAZON.COM LLC*	100	ACH	59.98	9214	DVD/VIDEO MATERIAL
*28441	AMAZON.COM LLC*	276	ACH	86.34	9215	IF/THEN GRANT SUPPLIES
*28416	AMAZON.COM LLC*	100	ACH	39.99	9216	DISPLAY STAND
*28449	AMAZON.COM LLC*	100	ACH	139.37	9217	GREY TEEN CABINET
*28424	AMAZON.COM LLC*	100	ACH	1,584.06	9218	MAGLINER APPLIANCE HAND TRUCK
*28452	AMAZON.COM LLC*	100	ACH	15.99	9219	CIRC PRINT MATERIAL
*28443	AMAZON.COM LLC*	100	ACH	39.99	9220	DVD/VIDEO MATERIAL
*28439	AMAZON.COM LLC*	100	ACH	14.49	9221	CIRC PRINT MATERIAL
*28453	AMAZON.COM LLC*	100	ACH	50.38	9222	CIRC PRINT MATERIAL
*28440	AMAZON.COM LLC*	100	ACH	161.00	9223	TOASTER OVEN
*28413	AMAZON.COM LLC*	100	ACH	94.46	9224	CIRC PRINT MAT AND NON CIRC PHYSI
*28464	AMAZON.COM LLC*	276	ACH	99.36	9225	IF/THEN GRANT BOOKS
*28465	AMAZON.COM LLC*	100	ACH	59.90	9226	VIDEO GAMES
*28469	AMAZON.COM LLC*	100	ACH	31.79	9227	WEST COMPUTER LAB HEADPHONES
*28470	AMAZON.COM LLC*	100	ACH	26.27	9228	JAN 4 AFTER SCHOOL STORY_BREAK S
*28471	AMAZON.COM LLC*		ACH	117.94	9229	RECEIPT PAPER AND WHEELCHAIR AN

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
		100				
*28472	AMAZON.COM LLC*		ACH	240.92	9230	IF/THEN GRANT SUPPLIES
		276				
*28484	AMAZON.COM LLC*		ACH	319.00	9231	HP FAX MACHINE FOR HR
		100				
*28420	BAKER & TAYLOR INC*		ACH	901.10	9232	IF/THEN GRANT BOOKS
		276				
*28450	BAKER & TAYLOR INC*		ACH	16.31	9233	IF/THEN GRANT BOOKS
		276				
*28426	BAKER & TAYLOR INC*		ACH	1,029.00	9234	CIRC PRINT MAT AND AUD REC BOOKS
		100				
*28508	BAKER & TAYLOR INC*		ACH	2,746.98	9235	CIRC PRINT MAT, REF PRINT MAT, AUD
		100				
*28486	BOOK DEPOT*		ACH	389.41	9236	ALL BABIES INITIATIVE CHRISTMAS
		100				
*28488	BRIDGEWATER*BRANDY		ACH	152.47	9237	FALL 2023 TEXTBOOK REIMBURSEMEN
		100				
*28489	BRIDGEWATER*BRANDY		ACH	1,000.00	9238	FALL 2023 TUITION REIMBURSEMENT
		100				
*28455	BRODART COMPANY*		ACH	489.60	9239	END CAP DISPLAYS
		100				
*28532	BRODART COMPANY*		ACH	1,060.80	9240	END CAP DISPLAYS
		100				
*28417	DEMCO, INC*		ACH	3,377.52	9241	SHELF MARKERS, DISPLAY, EASELS
		100				
*28458	E-Z CLEAN INC*		ACH	2,155.49	9242	CLEANING AND OTHER SUPPLIES
		100				
*28456	E-Z CLEAN INC*		ACH	47.44	9243	SUPPLIES
		100				
*28493	E-Z CLEAN INC*		ACH	75.60	9244	SUPPLIES
		100				
*28494	E-Z CLEAN INC*		ACH	1,440.32	9245	CLEANING AND OTHER SUPPLIES
		100				
*28507	EPROMOS*		ACH	391.57	9246	PR PROMO MATERIALS
		100				
*28517	EPROMOS*		ACH	450.59	9247	PR PROMO MATERIALS
		100				
*28518	EPROMOS*		ACH	495.14	9248	PR PROMO MATERIALS
		100				
*28519	EPROMOS*		ACH	1,404.26	9249	PR PROMO MATERIALS
		100				

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*28483	EPROMOS*	100	ACH	505.76	9250	PR PROMO MATERIALS
*28427	GALE/CENGAGE LEARNING*	100	ACH	29.99	9251	CIRC PRINT MATERIAL
*28510	GENTRY*LUKE	100	ACH	1,500.00	9252	FALL 2023 TUITION REIMBURSEMENT
*28511	GENTRY*LUKE	100	ACH	42.33	9253	FALL 2023 TEXTBOOK REIMBURSEMENT
*28531	GOV CONNECTION INC*	100	ACH	1,619.40	9254	HP SFF G9 COMPUTERS
*28530	HOLDER DESIGN, INC*	100	ACH	15,000.00	9255	ADDITIONAL ENGINEERING FEES
*28411	INDIANA LIBRARY FEDERATION	100	ACH	80.00	9256	ILF DUES- KENDRA
*28477	INGLE*ASHLEY	100	ACH	3,000.00	9257	FALL 2023 TUITION REIMBURSEMENT
*28478	INGLE*ASHLEY	100	ACH	56.55	9258	FALL 2023 TEXTBOOK REIMBURSEMENT
*28428	MIDWEST TAPE*	100	ACH	1,955.26	9262	DVD/VIDEO MATERIAL
*28509	MIDWEST TAPE*	100	ACH	1,707.98	9263	DVD/VIDEO MATERIAL
*28414	RICE*HOPE	100	ACH	84.10	9264	FALL 2023 TEXTBOOK REIMBURSEMENT
*28415	RICE*HOPE	100	ACH	1,000.00	9265	FALL 2023 TUITION REIMBURSEMENT
*28408	SISK*CARRIE	100	ACH	3,000.00	9266	FALL 2023 TUITION REIMBURSEMENT
*28409	SISK*CARRIE	100	ACH	72.23	9267	FALL 2023 TEXTBOOK REIMBURSEMENT
*28487	WEAVER, ALISON*	100	ACH	3,404.00	9268	FALL 2023 TUITION REIMBURSEMENT
					Total Count:	67
					Total Amount:	58,776.47
*28421	DUKE ENERGY *	100	E-pay	979.50	10486	12 POINTS ELECTRIC SERVICE
*28425	INDIANA AMERICAN WATER CC	100	E-pay	53.45	10487	12 POINTS WATER SERVICE
*28430	CENTER POINT LARGE PRINT*		E-pay	307.41	10488	CIRC PRINT MATERIAL

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
		100				
*28431	LAKESHORE LEARNING MATEF	100	<i>E-pay</i>	111.52	10489	CIRC NON PRINT PHSYICIAL MATERIALS
*28432	TRIBUNE STAR PUBLISHING CC	100	<i>E-pay</i>	650.00	10490	FAMILY LEARNING DAY TH LIVING AD
*28433	TRIBUNE STAR PUBLISHING CC	100	<i>E-pay</i>	645.00	10491	VISITOR GUIDE
*28434	TRIBUNE STAR PUBLISHING CC	100	<i>E-pay</i>	650.00	10492	HALLOWEEN BOOK GIVEAWAY PROMO
*28447	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	23.10	10493	LAUNDERING OF MAINTENANCE RAGS
*28448	AMERICAN LIBRARY ASSOCIAT	100	<i>E-pay</i>	46.00	10494	LGENTRY ALA/ILF JOINT STUDENT MEM
*28454	ACTION PEST CONTROL, INC*	100	<i>E-pay</i>	80.00	10495	WEST MONTHLY PEST CONTROL
*28459	OVERDRIVE*	100	<i>E-pay</i>	5,000.00	10496	DEPOSIT
*28466	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	22.94	10501	LAUNDERING OF MAINTENANCE RAGS
*28398	CAPITAL ONE	100	<i>E-pay</i>	817.01	10506	PROGRAM SUPPLIES
		200				
*28480	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	28.21	10507	12 POINTS SEWAGE BILLING
*28481	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	559.80	10508	MAIN SEWAGE BILLING
*28485	OFFICE DEPOT*	100	<i>E-pay</i>	2,349.74	10509	OFFICE SUPPLIES
*28505	T-MOBILE USA, INC.*	100	<i>E-pay</i>	961.94	10517	MAIN HOTSPOT DATA
*28506	T-MOBILE USA, INC.*	100	<i>E-pay</i>	128.94	10518	WEST HOTSPOT DATA
*28524	REPUBLIC SERVICES OF WEST	100	<i>E-pay</i>	426.16	10519	MAIN TRASH SERVICE
*28322	VISA CARD SERVICES	100	<i>E-pay</i>	5,576.32	10520	VARIOUS SUPPLIES, TRAVEL, REGISTR.
		200				
		276				
*28537	LIBERTY MUTUAL*	100	<i>E-pay</i>	400.00	10521	PUBLIC OFFICIAL BOND- L FRANKS
*28538	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	524.09	10522	MAIN WATER SERVICE

<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>
*28539	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	29.16	10523	MAIN IRRIGATION SERVICE
*28540	VERIZON - WIRELESS*	100	<i>E-pay</i>	175.31	10524	PHONE SERVICE
*28541	HOLLINGER METAL EDGE INC*	100	<i>E-pay</i>	521.95	10525	ARCHIVAL SUPPLIES
*28542	ULINE*	100	<i>E-pay</i>	479.61	10526	ULINE TALL DESK CHAIR
*28543	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	24.65	10527	LAUNDERING OF MAINTENANCE RAGS
*28544	LAKESHORE LEARNING MATEF	276	<i>E-pay</i>	99.48	10528	IF/THEN GRANT SUPPLIES
*28545	OFFICE DEPOT*	100	<i>E-pay</i>	64.43	10529	OFFICE SUPPLIES
*28546	OFFICE DEPOT*	100	<i>E-pay</i>	7.18	10530	OFFICE SUPPLIES
*28365	SAM'S CLUB DIRECT*	100	<i>E-pay</i>	894.23	10531	PROGRAM SUPPLIES
		200				

Total Count: 31  
Total Amount: 22,637.13

<i>Grand Total Fund 100:</i>	111,238.27
<i>Grand Total Fund 200:</i>	470.78
<i>Grand Total Fund 201:</i>	0.00
<i>Grand Total Fund 203:</i>	0.00
<i>Grand Total Fund 276:</i>	1,844.79
<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:	106
Grand Total Amount:	113,553.84

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Executive Director  
Kristi Howe

VISA - DECEMBER- MONTHLY TOTAL			PAY 12/29/2023	
DATE	PO#	VENDOR	DESCRIPTION	AMOUNT
<b>KRISTI HOWE</b>		<b>XXXX XXXX XXXX 3729</b>		
11/24/2023	230146	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	27.41
<b>ADM TOTAL</b>				<b>27.41</b>
<b>DENNIS SHEPARD</b>		<b>XXXX XXXX XXXX 6317</b>		
11/29/2023	230501	MAILCHIMP	EMAIL MARKETING ANNUAL SUBSCRIPTION	100.00
11/30/2023	232146	GOOGLE	GOOGLE WORKSPACE	156.00
12/5/2023	232104	TERRE HAUTE BOWLING CENTER	MANAGEMENT TEAM BUILDING	250.53
12/8/2023	232208	WEBSTAUANTSTORE	10 6FT SKINNY TABLES/1 COCKTAIL TABLE	441.66
<b>DENNIS S TOTAL</b>				<b>948.19</b>
<b>BRANDY BRIDGEWATER</b>		<b>XXXX XXXX XXXX 1093</b>		
11/29/2023	232118	DOMINO'S PIZZA	NEW EMPLOYEE ORIENTATION LUNCH	24.91
11/29/2023	232112, 232114	CANDLES HOLOCAUST MUSEUM	CIRCULATING MUSEUM PASSES	360.00
12/1/2023	230332	ICONIC DIGITAL MARKETING	ANNUAL WEBSITE MAINTENANCE PLAN	355.50
12/1/2023	232126	DEANS PARTY MANIA	CANDYLAND PROGRAM HELIUM TO FILL BALLOONS	33.83
11/30/2023	232136	MARCOS PIZZA	CHRISTMAS IN THE PARK WORKING LUNCH	55.04
12/2/2023	232154	WP ENGINE	WEBSITE HOSTING FEE	1150.00
12/7/2023	232197	ACCESSIBE	ACCESS WIDGET RENEWAL	490.00
12/5/2023	232132	VIGO COUNTY HISTORICAL SOCIETY	2024 MUSEUM PASS- WEST	125.00
12/5/2023	232141	SOCIETY OF INDIANA ARCHIVISTS	ANNUAL MEMBERSHIP DUES	30.00
12/11/2023	232187	AMAZON	TEEN ROOM GAMING CODES	459.74
12/7/2023	232177	TERRE HAUTE CHILDREN'S MUSEUM	CIRCULATING MUSEUM PASS FOR MAIN	300.00
12/7/2023	232178	TERRE HAUTE CHILDREN'S MUSEUM	WEST CHILDREN'S MUSEUM PASS	150.00
12/8/2023	232205	GIFTCARDS.COM	GIFT CARD FOR CRACKERBARREL MODERATOR	54.94
12/19/2023	232297	TECH SOUP	MONTHLY CLOUD SOLUTIONS LICENSE	270.00
12/11/2023	232196	DOLLAR TREE STORES	WEST PROGRAMMING SNACKS	30.00
12/20/2023	23284	KIWICO	IF/THEN GRANT SUPPLIES	75.90
12/20/2023	232258	INBIZ	NOTARY CONTINUING ED	49.37

12/21/2023	232310	CNA SURETY DIRECT BILL	NOTARY BOND- A CARSON	75.00
12/21/2023	232316	CNA SURETY DIRECT BILL	NOTARY BOND- K BINNS	75.00
12/18/2023	232285	MONKEYBUNKS	IF/THEN GRANT SUPPLIES	100.00
<b>BRANDY TOTAL</b>				<b>4264.23</b>
<b>HEATHER RAYL XXXX XXXX XXXX 6325</b>				
12/9/2023	232174	ZOOM VIDEO COMMUNICATIONS	ZOOM ANNUAL SUBSCRIPTION	149.90
<b>HEATHER TOTAL</b>				<b>149.90</b>
<b>VIGO CO PUBLIC LIBRARY XXXX XXXX XXXX 4648</b>				
11/24/2023	232335	TWEEPSMAP	ANNUAL SUBSCRIPTION	84.00
12/8/2023	232313	CRICUT	ANNUAL ACCESS RENEWAL	102.59
<b>VIGO TOTAL</b>				<b>186.59</b>
<b>GRAND TOTAL</b>				<b>5576.32</b>

<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>
*28555	SQUARE DONUTS*	200	<i>Check</i>	31.30	56856	DONUTS FOR CRACKERBARREL
*28580	BIG JACK'S SMALL ENGINE PAF	100	<i>Check</i>	90.00	56857	SALT SPREADER REPAIR
*28581	BOARD OF PUBLIC WORKS ANI	100	<i>Check</i>	75.00	56858	ANNUAL HANDICAP PARKING FEE
*28570	CHAPPELLE CANVAS AND UPH	100	<i>Check</i>	490.00	56859	UPHOLSTERY REPAIR FOR EAST WING
*28577	INDIANA STATE LIBRARY*	800	<i>Check</i>	65.00	56860	PLAC CARD 4TH QTR 2023
					Total Count:	5
					Total Amount:	751.30
*28571	ADP INC - AUTOPAY II*	100	<i>ACH</i>	785.73	9270	PAYROLL SERVICES
*28556	AMAZON.COM LLC*	100	<i>ACH</i>	49.99	9271	VIDEO GAMES
*28557	AMAZON.COM LLC*	100	<i>ACH</i>	32.99	9272	FILAMENT FOR COMMUNITY READ
*28558	AMAZON.COM LLC*	100	<i>ACH</i>	8.51	9273	2" BRASS FASTENERS
*28594	AMAZON.COM LLC*	100	<i>ACH</i>	83.58	9274	CIRC PRINT MATERIAL
*28595	AMAZON.COM LLC*	100	<i>ACH</i>	11.89	9275	CIRC PRINT MATERIAL, DVD/VIDEO MAT
*28596	AMAZON.COM LLC*	100	<i>ACH</i>	12.95	9276	CIRC PRINT MATERIAL, DVD/VIDEO MAT
*28597	AMAZON.COM LLC*	100	<i>ACH</i>	20.29	9277	CIRC PRINT MATERIAL, DVD/VIDEO MAT
*28598	AMAZON.COM LLC*	100	<i>ACH</i>	103.90	9278	OFFICE SUPPLIES
*28599	AMAZON.COM LLC*	100	<i>ACH</i>	40.75	9279	CIRC NON PRINT PHYSICAL MATERIAL
*28600	AMAZON.COM LLC*	100	<i>ACH</i>	15.95	9280	CIRC PRINT MATERIAL
*28601	AMAZON.COM LLC*	100	<i>ACH</i>	40.00	9281	CIRC PRINT MATERIAL
*28602	AMAZON.COM LLC*	100	<i>ACH</i>	12.49	9282	CIRC PRINT MATERIAL

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*28603	AMAZON.COM LLC*	100	ACH	205.18	9283	CIRC PRINT MATERIAL
*28604	AMAZON.COM LLC*	100	ACH	33.90	9284	CIRC PRINT MATERIAL
*28605	AMAZON.COM LLC*	100	ACH	5.99	9285	CIRC PRINT MATERIAL
*28606	AMAZON.COM LLC*	100	ACH	15.16	9286	CIRC PRINT MATERIAL
*28607	AMAZON.COM LLC*	100	ACH	21.09	9287	CIRC PRINT MATERIAL
*28608	AMAZON.COM LLC*	100	ACH	17.95	9288	CIRC PRINT MATERIAL
*28609	AMAZON.COM LLC*	100	ACH	27.64	9289	CIRC PRINT MATERIAL
*28610	AMAZON.COM LLC*	100	ACH	22.49	9290	CIRC PRINT MATERIAL
*28611	AMAZON.COM LLC*	100	ACH	16.17	9291	CIRC PRINT MATERIAL
*28612	AMAZON.COM LLC*	100	ACH	127.41	9292	CIRC PRINT MATERIAL
*28613	AMAZON.COM LLC*	100	ACH	17.90	9293	DVD/VIDEO MATERIAL
*28614	AMAZON.COM LLC*	100	ACH	42.98	9294	CIRC PRINT MATERIAL
*28615	AMAZON.COM LLC*	100	ACH	8.89	9295	CIRC PRINT MATERIAL
*28584	BAKER & TAYLOR INC*	100	ACH	1,378.15	9296	CIRC PRINT MATERIAL
*28559	BECKHAM*MATT	100	ACH	49.37	9297	REIMBURSEMENT FOR NOTARY CONTII
*28588	CULLIGAN WATER CONDITIONI	100	ACH	42.50	9298	WEST COOLER RENTAL
*28560	DEMCO, INC*	100	ACH	5,880.66	9299	YS DISPLAY TABLE
*28562	EPROMOS*	100	ACH	385.90	9300	PR PROMO MATERIALS
*28561	EPROMOS*	100	ACH	839.30	9301	PR PROMO MATERIALS
*28563	EPROMOS*	100	ACH	698.88	9302	VCPL TABLE RUNNERS
*28585	GALE/CENGAGE LEARNING*		ACH	668.79	9303	CIRC PRINT MATERIAL

<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				
*28564	GOV CONNECTION INC*	100	<i>ACH</i>	389.60	9304	KB MOUSE COMBO
*28565	HOWARD, CHELSEA*	100	<i>ACH</i>	3,000.00	9305	FALL 2023 TUITION REIMBURSEMENT
*28575	INDIANA LIBRARY FEDERATION	100	<i>ACH</i>	225.00	9306	ADMISSION TO STATEHOUSE DAY
*28566	MIDWEST COMMUNICATIONS, I	100	<i>ACH</i>	1,000.00	9307	HOLIDAY MUSIC SPONSORSHIP WBOW
*28586	MIDWEST TAPE*	100	<i>ACH</i>	66.96	9308	DVD/VIDEO MATERIAL
*28587	MIDWEST TAPE*	100	<i>ACH</i>	1,179.31	9309	DVD/VIDEO MATERIAL
*28589	PAYPAL INC*	100	<i>ACH</i>	19.95	9310	MONTHLY PAYFLOW LINK
*28592	RICOH USA INC*	100	<i>ACH</i>	4,061.75	9311	COPY FEES PER LEASE
*28567	TECH ELECTRONICS OF INDIAN	100	<i>ACH</i>	2,615.41	9312	SECURITY CAMERAS FOR 12 POINTS BI
*28593	UNIQUE MANAGEMENT SERVIC	100	<i>ACH</i>	587.10	9313	PLACEMENTS
*28590	WAGEWORKS, INC.*	100	<i>ACH</i>	168.82	9314	COBRA MONTHLY FEE
*28591	WEAS ENGINEERING INC*	100	<i>ACH</i>	491.72	9315	WATER TREATMENT MANAGEMENT
					Total Count:	46
					Total Amount:	25,530.94
*28552	TOWN OF WTH WATER & SEWE	100	<i>E-pay</i>	69.33	10536	WEST WATER SERVICE
*28553	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	58.26	10537	PRIVATE FIRE SERVICE
*28554	WEX BANK*	100	<i>E-pay</i>	113.36	10538	FUEL SERVICE
*28568	LOWE'S COMMERCIAL SERVICI	100	<i>E-pay</i>	112.32	10539	MAINTENANCE SUPPLIES
*28572	CENTERPOINT ENERGY*	100	<i>E-pay</i>	274.71	10540	WEST GAS SERVICE
*28573	JOINK LLC*	100	<i>E-pay</i>	275.00	10541	MONTHLY CLOUD BACKUP

<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>
*28574	JOINK LLC*	100	<i>E-pay</i>	28.75	10542	LABOR FOR DISC CLEANUP
*28578	ACTION PEST CONTROL, INC*	100	<i>E-pay</i>	165.00	10545	MAIN MONTHLY PEST CONTROL
*28579	HANOVER INSURANCE GROUP	100	<i>E-pay</i>	829.00	10546	PROFESSIONAL LIABILITY POLICY
*28582	ENA*	276	<i>E-pay</i>	1,003.33	10547	INTERNET SERVICE
*28583	ENA*	100	<i>E-pay</i>	615.60	10548	VOICE SERVICE

Total Count: 11  
Total Amount: 3,544.66

<i>Grand Total Fund 100:</i>	<b>28,727.27</b>
<i>Grand Total Fund 200:</i>	<b>31.30</b>
<i>Grand Total Fund 201:</i>	<b>0.00</b>
<i>Grand Total Fund 203:</i>	<b>0.00</b>
<i>Grand Total Fund 276:</i>	<b>1,003.33</b>
<i>Grand Total Fund 300:</i>	<b>0.00</b>
<i>Grand Total Fund 400:</i>	<b>0.00</b>
<i>Grand Total Fund 800:</i>	<b>65.00</b>

Grand Total Count:	<b>62</b>
Grand Total Amount:	<b>29,826.90</b>

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Executive Director  
Kristi Howe

Payroll Payable  
Voucher Register

Vigo County Public Library  
For Period December -2023

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
12/8	Pay#25	Gross Payroll	\$ 136,872.78	\$ 136,872.78	ACH	
12/8	Pay#25	FICA	\$ 9,894.15	\$ 9,894.15	ACH	
12/8	Pay#25	PERF	\$ 18,306.67	\$ 18,306.67	ACH	
12/22	Pay#26	Gross Payroll	\$ 135,999.27	\$ 135,999.27	ACH	
12/22	Pay#26	FICA	\$ 9,815.55	\$ 9,815.55	ACH	
12/22	Pay#26	PERF	\$ 18,166.56	\$ 18,166.56	ACH	
12/22	Pay#26	UHC	\$ 76,303.92	\$ 76,303.92	ACH	
12/22	Pay#26	Guardian	\$ 6,946.20	\$ 6,946.20	ACH	
		Gross Payroll	\$ -	\$ -	ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

Total library cost			\$ 412,305.10			
December	Pays 25 & 26	Nationwide	\$ 1,558.60	\$ 1,558.60	ACH	Staff withholding
December	Pays 25 & 26	Garnishments	\$ 555.67	\$ 555.67	ACH	Staff withholding
December	Pays 25 & 26	Garnishment Reim	\$ -	\$ -	ACH	Staff withholding
December	Pays 25 & 26	AFLAC	\$ 880.91	\$ 880.91	ACH	Staff withholding
December	Pays 25 & 26	United Way	\$ 402.00	\$ 402.00	ACH	Staff withholding
December	Pays 25 & 26	UHC	\$ 9,205.00	\$ 9,205.00	ACH	Staff withholding
December	Pays 25 & 26	HSA adj.		\$ -	ACH	Staff withholding
December	Pays 25 & 26	Guardian	\$ 1,385.54	\$ 1,385.54	ACH	Staff withholding
December	Pays 25 & 26	Boston Mutual	\$ 581.26	\$ 581.26	ACH	Staff withholding
December	Pays 25 & 26	Fed Tax	\$ 19,590.19	\$ 19,590.19	ACH	Staff withholding
December	Pays 25 & 26	State Tax	\$ 8,314.99	\$ 8,314.99	ACH	Staff withholding
December	Pays 25 & 26	Local Tax	\$ 5,042.94	\$ 5,042.94	ACH	Staff withholding
December	Pays 25 & 26	FICA	\$ 19,709.70	\$ 19,709.70	ACH	Staff withholding
December	Pays 25 & 26	Vol. PERF	\$ 5,559.12	\$ 5,559.12	ACH	Staff withholding
Staff Cost			\$ 72,785.92	\$ 72,785.92		

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

January 16, 2024

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 \$ 412,305.10

Dated this 16th day of January 2024 .

Terry W. Jones, Board President

James M. Young, Board Vice President

Christi A. Fenton, Board Secretary

Vacant

Brian L. Cain, Board Member

Stacy D. Killion, Board Member

George L. Heubel, 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>
*28527	KEYMARK CONSTRUCTION*	100	<i>ACH</i>	<b>3,395.08</b>	<b>9259</b>	CHANGE ORDERS 70 AND 73
*28528	KEYMARK CONSTRUCTION*	100	<i>ACH</i>	<b>3,340.80</b>	<b>9260</b>	CHANGE ORDERS 61 AND 65
*28529	KEYMARK CONSTRUCTION*	100	<i>ACH</i>	<b>204,825.59</b>	<b>9261</b>	12 POINTS REMODELING

Total Count: **3**  
Total Amount: **211,561.47**

<i>Grand Total Fund 100:</i>	<b>211,561.47</b>
<i>Grand Total Fund 200:</i>	<b>0.00</b>
<i>Grand Total Fund 800:</i>	<b>0.00</b>
<i>Grand Total Fund 400:</i>	<b>0.00</b>
<i>Grand Total Fund 203:</i>	<b>0.00</b>
<i>Grand Total Fund 276:</i>	<b>0.00</b>
<i>Grand Total Fund 201:</i>	<b>0.00</b>
<i>Grand Total Fund 300:</i>	<b>0.00</b>

Grand Total Count:	<b>3</b>
Grand Total Amount:	<b>211,561.47</b>

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Executive Director  
Kristi Howe

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
*28463	TREASURER OF STATE*	100	<i>E-pay</i>	<b>4,291.00</b>	<b>10500</b>	SBOA AUDIT EXAMINATION FEE

Total Count: **1**  
Total Amount: **4,291.00**

<i>Grand Total Fund 100:</i>	<b>4291.00</b>
<i>Grand Total Fund 200:</i>	<b>0.00</b>
<i>Grand Total Fund 800:</i>	<b>0.00</b>
<i>Grand Total Fund 400:</i>	<b>0.00</b>
<i>Grand Total Fund 203:</i>	<b>0.00</b>
<i>Grand Total Fund 276:</i>	<b>0.00</b>
<i>Grand Total Fund 201:</i>	<b>0.00</b>
<i>Grand Total Fund 300:</i>	<b>0.00</b>

Grand Total Count:	<b>1</b>
Grand Total Amount:	<b>4,291.00</b>

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Executive Director  
Kristi Howe

**December 31, 2023**

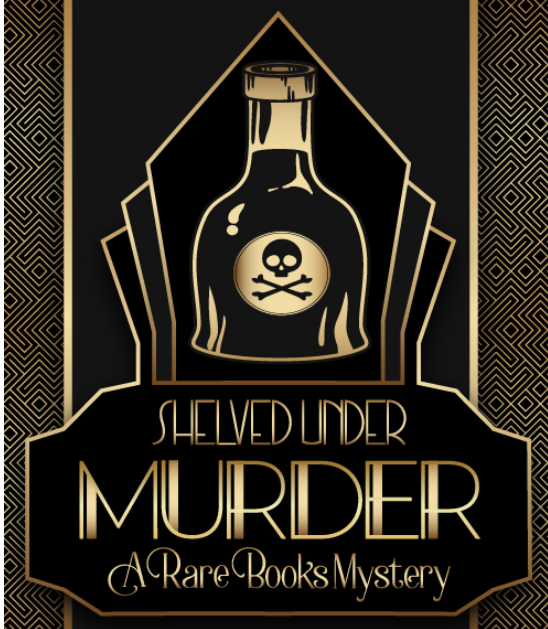
**Gift Fund Balances**

**2023**

<b>FUND</b>	<b>AMOUNT</b>	<b>PURPOSE</b>	<b>APPROVAL</b>
00-General	\$ 730.26	Unrestricted Use	Admin.
64-SPC	\$ 5,749.58	Support of SPC	Admin.
65-Big Read	\$ 450.00	Big Read	Admin.
66-YS	\$ 4,403.18	Support of YS	Admin.
67-WVCF Endowment	\$ 535.00	Support of Strategic Plan Goals	Admin.
68-Crackerbarrel	\$ 220.00	Support of Crackerbarrel	Admin.
69-Wright Foundation	\$ 8,344.59	Unrestricted Use	Admin.
70- West Emily's Garden	\$ -	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,130.14	Support of West Branch	Admin.
72-Friends	\$ 19,067.66	Support of Pre-Approved Programs/Initiatives	Admin.
73-WVLC	\$ -	Support of LLC Literacy Events	Admin.
74-Wiley Cupola	\$ 1,778.00	Maintenance of Cupola	Admin.
75-Wiley Memorial	\$ 20,130.68	Maintenance of Memorial	Admin.
77-WVCF Meeks	\$ 13.92	Childrens Literature	Admin.
81-Community Connections	\$ 216.95	Support of Community Connections	Admin.
83-Kiwanis Ys	\$ -	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	\$ 766.79	Christmas in the Park	Admin.
92-Marketing	\$ 945.05	Unrestricted Use	Admin.
93-Programming and Events	\$ 250.00	Support of Programming and Events	Admin.
94-TH Econ.Dev.	\$ 139.58	Adult Nonfiction Commemorating Speakers	Admin.
95-12 Points	\$ 450.00	Support of 12 Points	Admin.
96-Fundraiser	\$ 770.44	Buy a Book	Admin.
<b>TOTAL</b>	<b>\$ 70,043.77</b>		

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JANUARY 16, 2024

## ADULT SERVICES



### Shelved Under Murder: A Rare Books Mystery

The year is 1929, Prohibition is in full swing, and you're invited to an exclusive evening of cocktails, hors d'oeuvres, jazz – and murder. Madame Edith Brown, proprietress of the infamous Circle R Hotel, has gathered the upper echelons of Terre Haute's society for a fabulous soiree at the Vigo County Public Library, but the festivities are cut short by a sudden scream! Work together with other guests to locate clues, solve the mysterious death, and stop the killer before they can strike again.

This after-hours event will take place January 26 from 7-9pm and will be open to those 21 and older.

Administration requests Board approval to serve alcoholic beverages as provided by a licensed caterer.

## COMMUNITY READ 2024 – THE MARTIAN

The Wabash Valley Community Read 2024 launch date is rapidly approaching, and VCPL staff members have been working hard to prepare for another successful community read.

The featured title for 2024, Andy Weir's *The Martian*, was chosen, in part, because it reminds people that even in the darkest of times, humans have the power to adapt, overcome, and thrive. This sci-fi thriller set in space is an excellent tie-in to the total solar eclipse that will be occurring during the Community Read initiative.

The 2024 WV Community Read will officially launch on March 1 when VCPL staff begin distributing free copies of *The Martian*. VCPL staff will also begin distributing solar eclipse viewing glasses as part of launch day, and guests from the TH Children's Museum will be at the Main Library with their giant inflatable sun to help build enthusiasm for the Community Read and the Total Eclipse of the Haute.



# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JANUARY 16, 2024

## PROGRAM & EVENTS

VCPL earned third place in the *Miracle on 7th Street* downtown window decorating contest with a Barbie-themed display featuring a Librarian Barbie. The cheerful and timely display also served as a promotion for an upcoming event at the Library, *Barbie's Pink Carpet Movie Night and Oscar Gala*, scheduled for March 2024.

For the second year, VCPL staff attended the *All-Babies Initiative Christmas Party*, where they spread joy and helped grow home libraries by passing out free books to all the little ones in attendance. Staff interacted with more than 60 participants.



## SPECIAL COLLECTIONS CELEBRATES COMMUNITY PRIDE

For generations, families in the Wabash Valley visited Shahadey's Food Market each December to seek out their traditional Christmas candies and nuts. Originally opened in 1922 as a dry goods store, Shahadey's Food Market set up shop at 128 South 4<sup>th</sup> Street in 1935. An essential holiday tradition by the 1950s, Shahadey's Market featured both Candy Land and Nut Land displays each year. The store maintained its mom-and-pop-shop market atmosphere until closing in 2005, leaving Hauteans with fond memories and nostalgia for the Christmases of their youth.

For the month of December, Special Collections hosted three special exhibits celebrating the history of Shahadey's and featuring memorabilia from the market that was generously loaned to VCPL by Michael Tom, grandson of long-time proprietor Mike Shahadey.



## TECH TEAM

On December 14, the Indiana Small Business Development Center hosted a *Podcasting for Business* course, taught by Doug Hess, creator and host of *A Vermillion Reasons*, *Forgotten Hollywood*, and *Another Wildcat First Down*. When Doug had unexpected difficulty arriving, Tech Team member Kristen Swaim jumped in to assist by showing program attendees the VCPL Haute Studio and demonstrating how to use the recording equipment until Doug arrived and was ready to present. Each of the attendees expressed gratitude and all booked Haute Studio shortly after the presentation.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JANUARY 16, 2024

The Tech Team has launched a new monthly virtual reality program in partnership with Rose Hulman's Logan Library. On December 20, Tech Team members Matt Beckham and Catie Spicer offered the Meta Quest 2 VR systems to students at Rose Hulman, and 16 students participated before heading home for Winter Break. Tech Team members and staff at the Logan Library are looking forward to continuing this partnership by holding a VR program on the third Wednesday of each month.

## WEST BRANCH

During the first week of December, West Branch staff hosted a life-size game of *Candy Land* in which participants became game pieces, navigating their own candy kingdom! This activity fostered family bonding and allowed participants to create joyful memories together, strengthening their connections with each other and VCPL. Several regular West Branch visitors brought parents, children, or other relatives who had never experienced the West Branch. After the event was over, West Branch staff gifted the oversized gingerbread house to Sugar Creek Consolidated Elementary School for use in the school's *Candy Land*-themed event occurring later in December.

On December 22, West Branch staff presented a *Grinchmas* celebration with a movie, popcorn, crafts, free books, and a visit from the Grinch himself. This event was unexpectedly promoted by some local media outlets, generating community enthusiasm and increasing projected attendance significantly in the days prior to the event (Hooray!). Staff from Administration, Youth Services, Adult Services, and Public Relations stepped up to share department resources and time, working alongside West Branch staff to insure the event would be successful! With this teamwork, *Grinchmas* served 167 members of our community, more than quadruple the participants from the previous year.



## YOUTH SERVICES

Youth Services Librarian Amanda Phillips presented a family art activity inspired by Adult Services' Art Hacks. Children of various ages worked diligently to create modern, faux takes on the centuries old practice of creating stained glass. The class was well attended, with one family working on their art until the very last minute. Families were observed participating in the activity together, creating beautiful art pieces and learning techniques that they could easily replicate at home. The program will be offered to teens on January 25, 2024.



# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JANUARY 16, 2024

In January 2024, library updates for teen services include a new Xbox with additional controllers to facilitate smoother multiplayer gaming experiences, as well as new games for the Xbox and the PS4. A couple of display shelves will feature board games and new materials, allowing for visually pleasing and easily accessible options for these high-interest items.

## PERSONNEL CHANGES

### RESIGNATION

Kuhn, Karmon J. - Resignation from the full-time non-exempt position of Lending Services Clerk in the Lending Services Department effective January 19, 2024. Date of Hire: February 17, 2023.

### SEPARATION

McCoskey, Glenn M. - Employment separated from the full-time non-exempt position of Facilities Assistant-Groundskeeper in the Facilities Department effective December 15, 2023.

Respectfully submitted,

Kristi J. Howe

1/10/24 AG

	December-23	December-22		YTD 2023	YTD 2022	
Print Circulation	15,206	15,546	-2.2%	220,296	229,512	-4.0%
A/V Circulation	5,470	5,854	-6.6%	76,107	79,557	-4.3%
Misc	298	210	41.9%	3,725	2,962	25.8%
Electronic Devices	54	52	3.8%	750	721	4.0%
<b>TOTAL</b>	<b>21,028</b>	<b>21,662</b>	<b>-2.9%</b>	<b>300,878</b>	<b>312,752</b>	<b>-3.8%</b>

	December-23	December-22		YTD 2023	YTD 2022	
Overdrive						
E-book	7,191	6,099	17.9%	85,861	69,430	23.7%
E-audiobook	5,222	3,870	34.9%	57,443	39,467	45.5%
E-Magazines	1,156	259	346.3%	6,674	3,951	68.9%
E-Music	0	0	null	0	0	null
E-video	0	0	null	0	46	null
<b>TOTAL</b>	<b>13,569</b>	<b>10,228</b>	<b>32.7%</b>	<b>149,978</b>	<b>112,894</b>	<b>32.8%</b>

	December-23	December-22		YTD 2023	YTD 2022	
Hoopla						
E-audiobook	1,855	1,555	19.3%	22,370	19,112	17.0%
Bingepasses	45	10	350.0%	315	213	47.9%
E-Books	761	772	-1.4%	10,507	8,759	20.0%
E-Comics	113	110	2.7%	1,941	2,561	-24.2%
E-music	168	143	17.5%	1,853	1,735	6.8%
E-video movie	267	237	12.7%	2,760	2,413	14.4%
E-video TV	147	172	-14.5%	1,823	1,917	-4.9%
<b>TOTAL</b>	<b>3,356</b>	<b>2,999</b>	<b>11.9%</b>	<b>41,569</b>	<b>36,710</b>	<b>13.2%</b>

	December-23	December-22		YTD 2023	YTD 2022	
Reference [fact-finding]	2,118	2,434	-13.0%	29,142	38,062	-23.4%

**MATERIALS ADDED TO COLLECTION**

Purchased Items	December-23	YTD 2023
Book	574	11,552
Video	226	3,763
Video Game	10	415
Music CD	0	42
Audio Book	7	179
Misc	17	318
<b>TOTAL</b>	<b>834</b>	<b>16,269</b>

Donated Items	December-23	YTD 2023
Book	36	714
Video	0	0
Video Game	0	0
Music CD	0	0
Audio Book	0	0
Misc	0	0
<b>TOTAL</b>	<b>36</b>	<b>714</b>

New Items Ordered	December-23	YTD 2023
Book	357	10,907
Video	93	2,607
Video Game	0	408
Music CD	0	28
Audio Book	0	153
Misc	31	128
<b>TOTAL</b>	<b>481</b>	<b>14,231</b>

New Items Received	December-23	YTD 2023
Book	560	9,827
Video	191	2,664
Video Game	11	483
Music CD	0	16
Audio Book	7	191
Misc	26	122
<b>TOTAL</b>	<b>795</b>	<b>13,303</b>

<b>TAKE &amp; MAKE KITS DISTRIBUTED</b>	<b>December-23</b>	<b>December-22</b>		<b>YTD 2023</b>	<b>YTD 2022</b>	
Early Literacy (ISL: 0-5 yrs)	0	0	null	0	486	-100.0%
Children (ISL: 6-11 yrs)	0	0	null	0	535	-100.0%
Teens (ISL: 12-18yrs)	0	0	null	0	346	-100.0%
Adults (ISL: 19 + yrs)	0	15	-100.0%	158	363	-56.5%
General (all ages)	0	0	null	239	0	null
<b>TOTAL</b>	<b>0</b>	<b>15</b>	<b>-100.0%</b>	<b>397</b>	<b>1,730</b>	<b>-77.1%</b>

*Between January and July 2023, adults attending youth and family programs were incorrectly recorded, as per the ISL annual reporting guidelines. This error has been corrected, and the year to date Statistics reflect the correction.*

<b>ON-SITE PROGRAMS</b>	<b>December-23</b>	<b>December-22</b>		<b>YTD 2023</b>	<b>YTD 2022</b>	
Early Literacy programs/events/classes	16	6	166.7%	156	135	15.6%
Youth programs/events/classes	12	9	33.3%	154	108	42.6%
Teen programs/events/classes	10	5	100.0%	106	61	73.8%
Adult programs/events/classes	11	6	83.3%	174	184	-5.4%
Family/general	17	13	30.8%	186	141	31.9%
<b>TOTAL</b>	<b>66</b>	<b>39</b>	<b>69.2%</b>	<b>776</b>	<b>629</b>	<b>23.4%</b>

<b>ON-SITE ATTENDANCE</b>	<b>December-23</b>	<b>December-22</b>		<b>YTD 2023</b>	<b>YTD 2022</b>	
Early Literacy attendance	226	74	205.4%	3,764	1,511	149.1%
Youth attendance	222	134	65.7%	3,579	3,048	17.4%
Teen attendance	53	78	-32.1%	649	319	103.4%
Adult attendance	85	204	-58.3%	1,960	3,633	-46.1%
Family/general attendance	445	320	39.1%	6,506	4,663	39.5%
<b>TOTAL</b>	<b>1,031</b>	<b>810</b>	<b>27.3%</b>	<b>16,458</b>	<b>13,174</b>	<b>24.9%</b>

<b>OFF-SITE PROGRAMS</b>	<b>December-23</b>	<b>December-22</b>		<b>YTD 2023</b>	<b>YTD 2022</b>	
Early Literacy attendance	0	0	null	0	1	-100.0%
Youth outreach	0	3	-100.0%	21	18	16.7%
Teen outreach	0	1	-100.0%	2	4	-50.0%
Adult outreach	11	4	175.0%	141	62	127.4%
Family outreach	1	0	null	11	7	57.1%
Participation in Community Events	2	2	0.0%	192	213	-9.9%
<b>TOTAL</b>	<b>14</b>	<b>10</b>	<b>40.0%</b>	<b>367</b>	<b>305</b>	<b>20.3%</b>

<b>OFF-SITE ATTENDANCE</b>	<b>December-23</b>	<b>December-22</b>		<b>YTD 2023</b>	<b>YTD 2022</b>	
Early Literacy attendance	0	0	null	0	4	-100.0%
Youth outreach attendance	0	22	-100.0%	419	287	46.0%
Teen outreach attendance	0	1	-100.0%	34	18	88.9%
Adult outreach attendance	151	55	174.5%	1,888	1,032	82.9%
Family outreach attendance	1,226	0	null	2,954	1,215	143.1%
Community Events Interactions	72	51	41.2%	14,158	11,430	23.9%
<b>TOTAL</b>	<b>1,449</b>	<b>129</b>	<b>1023.3%</b>	<b>19,453</b>	<b>13,986</b>	<b>39.1%</b>

	<b>December-23</b>	<b>December-22</b>		<b>YTD 2023</b>	<b>YTD 2022</b>	
Web Site Hits	1,305	8,799	-85.2%	146,357	218,999	-33.2%
Mobile App Visits	42	227	-81.5%	853	6,113	-86.0%
Computer Users	3,287	2,957	11.2%	45,258	41,606	8.8%
Subscription Databases	8,883	5,074	75.1%	103,518	93,693	10.5%
ILL provided to other Libraries	238	177	34.5%	2,674	2,282	17.2%
ILL received from other Libraries	195	61	219.7%	956	1,563	-38.8%

	<b>December-23</b>	<b>December-22</b>		<b>YTD 2023</b>	<b>YTD 2022</b>	
Adult materials deliveries	25	23	8.7%	307	305	0.7%
Youth materials deliveries	12	12	0.0%	182	198	-8.1%
<b>TOTAL</b>	<b>37</b>	<b>35</b>	<b>5.7%</b>	<b>489</b>	<b>503</b>	<b>-2.8%</b>

## VIGO COUNTY PUBLIC LIBRARY

### RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

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

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

**Resolution to pay bills with prior approval**

**Page 2**

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

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

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

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

Adopted this 16<sup>th</sup> day of January, 2024.

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ATTEST:

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Dr. Christi A. Fenton, Secretary

# VIGO COUNTY PUBLIC LIBRARY

## RESOLUTION TO ENCUMBER FUNDS

WHEREAS, It has been determined that it is now necessary to encumber appropriations from the Operating Fund for items that have purchase orders to further the projects of the Vigo County Public Library during 2024; Now, therefore be it resolved by the Library Board of the Vigo County Public Library, Vigo County, Indiana, that the following appropriations hereby be encumbered from the 2023 budget for the Operating Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same:

### OPERATING FUND

Purchase Order#	Vendor's Name	Budget Line Item	Amount Encumbered	Purpose of Encumbrance
221370	NETWORK SOLUTIONS INCORPORATE*	4441	\$ 5,465.43	NETWORK INFRASTRUCTURE FOR 12 PTS AND WEST
221370	NETWORK SOLUTIONS INCORPORATE*	4310	\$ 546.30	NETWORK INFRASTRUCTURE FOR 12 PTS AND WEST
221370	NETWORK SOLUTIONS INCORPORATE*	4314	\$ 4,467.28	NETWORK INFRASTRUCTURE FOR 12 PTS AND WEST
222144	CROWN ELECTRIC, INC*	4361	\$ 35,071.00	LOBBY LIGHTING PROJECT
222144	CROWN ELECTRIC, INC*	4325	\$ 6,000.00	LOBBY LIGHTING PROJECT SHIPPING
222397	CROWN ELECTRIC, INC*	4314	\$ 6,785.00	IR REPAIRS & RETEST
222435	EARL RODGERS & ASSOCIATES*	4314	\$ 8,975.00	WILEY COUPLA ENCLOSURE
222499	HOLDER DESIGN, INC*	4312	\$ 1,685.14	ADDTNL CHARGES 12 POINTS DESIGN
222500	NATIONAL BUSINESS FURNITURE*	4441	\$ 1,626.19	FURNITURE FOR PROGRAMMING OFFICE
222511	KEYMARK CONSTRUCTION*	4361	\$ 351,043.22	12 POINTS REMODELING
230501	MAILCHIMP*	4310	\$ 300.00	EMAIL MARKETING ANNUAL SUBSCRIPTION
230879	FREITAG-WEINHARDT INC*	4223	\$ 9,954.00	CHILLED WATER PUMP PARTS
231314	FACEBOOK, INC.*	4331	\$ 300.00	HALLOWEEN BOOK GIVEAWAY PROMOTION
231319	GOOGLE INC*	4331	\$ 267.76	HALLOWEEN BOOKGIVEAWAY YOUTUBE PROMOTION
231439	HOWARD, CHELSEA*	4129	\$ 3,000.00	FALL 2023 TUITION REIMBURSEMENT
231458	AMAZON.COM LLC*	4481	\$ 100.62	VIDEO GAMES
231653	AMAZON.COM LLC*	4481	\$ 59.99	DVD/VIDEO MATERIAL
231695	MIDWEST COMMUNICATIONS, INC.*	4331	\$ 1,000.00	HOLIDAY MUSIC SPONSORSHIP WBOW
231710	DICKERSON*TONY JEAN	4323	\$ 106.24	MILEAGE FOR BLACK QUILTERS PROGRAM
231771	CROWN ELECTRIC, INC*	4314	\$ 3,740.00	SEPERATING LIGHTPOLE CIRCUITS
231824	TECH ELECTRONICS OF INDIANA*	4314	\$ 6,814.56	FIRE/INTRUSION SYSTEM INSTALLATION
231826	TECH ELECTRONICS OF INDIANA*	4314	\$ 540.00	12 POINTS FIRE/INTRUSION ANNUAL MONITORING
231883	FREITAG-WEINHARDT INC*	4314	\$ 1,700.00	BEARING REPLACEMENT _COOLING TOWER
231894	CANVA*	4310	\$ 300.00	CANVA FOR YS DEPARTMENT
231923	ADP INC - AUTOPAY II*	4314	\$ 2,433.60	ADP KIOSK APP
231965	BAKER & TAYLOR INC*	4245	\$ 70.00	BOOK CLUB BOOKS
231973	E-Z CLEAN INC*	4221	\$ 78.16	SUPPLIES
232021	ORACLE ELEVATOR COMPANY*	4314	\$ 30,600.00	DOOR OPERATOR REPLACEMENT
232023	FREITAG-WEINHARDT INC*	4314	\$ 4,760.00	LABOR FOR REPLACING WATER PUMP
232065	E-Z CLEAN INC*	4221	\$ 35.86	SUPPLIES
232166	TABCO PRINTING & PROMOTIONAL	4245	\$ 247.50	FACILITES ORDER
232169	E-Z CLEAN INC*	4221	\$ 293.65	CLEANING AND OTHER SUPPLIES
232211	LOWE'S COMMERCIAL SERVICES*	4223	\$ 112.32	CEILING TILE,CABLE TIES, CORD ENDS
232212	RA-COMM INC*	4223	\$ 700.00	SIX BANK CHARGER
232213	LOWE'S COMMERCIAL SERVICES*	4441	\$ 645.05	ADMIN FRIDGE
232214-R	STOREMORE STORE*	4441	\$ 2,951.46	ART STORAGE RACKS
232215	GOV CONNECTION INC*	4244	\$ 389.60	KB MOUSE COMBO
232219	GOV CONNECTION INC*	4441	\$ 58.27	DUMB SWITCHES
232224	BRODART COMPANY*	4325	\$ 100.00	END CAP DISPLAYS SHIPPING
232224	BRODART COMPANY*	4245	\$ 849.60	END CAP DISPLAYS
232232	LIBRARY STORE*THE	4441	\$ 10,632.50	HINGED SHELVES AND BACKSTOPS
232232	LIBRARY STORE*THE	4325	\$ 1,335.88	HINGED SHELVES AND BACKSTOPS SHIPPING
232235	LOWE'S COMMERCIAL SERVICES*	4441	\$ 645.05	FRIDGE FOR STAFF ROOM
232243	EPROMOS*	4245	\$ 1,575.02	PR PROMO MATERIALS
232245	SISK*CARRIE	4129	\$ 1,500.00	WINTER 2023 TUITION REIMBURSEMENT
232251	CROWN ELECTRIC, INC*	4314	\$ 2,105.00	MOTION SENSOR LIGHTS IN SPC STACKS
232260	DEMCO, INC*	4440	\$ 5,375.86	YS DISPLAY TABLE
232260	DEMCO, INC*	4325	\$ 504.80	YS DISPLAY TABLE SHIPPING
232264	DEMCO, INC*	4441	\$ 3,655.66	DEMCO TEEN DISPLAY
232264	DEMCO, INC*	4325	\$ 208.88	DEMCO TEEN DISPLAY SHIPPING
232268	AMERICAN LIBRARY ASSOCIATION*	4391	\$ 46.00	BNELSON ALA/ILF STUDENT MEMBERSHIP
232273	EARL RODGERS & ASSOCIATES*	4314	\$ 1,720.00	RESTROOM PRIVACY SCREEN
232298-R	INBIZ*	4129	\$ 49.37	LGENCY CONTINUING NOTARY EDUCATION
232299	GOOGLE INC*	4331	\$ 400.00	GOOGLE AD FOR SHELVED UNDER MURDER MYSTERY
232305-R	EPROMOS*	4245	\$ 624.96	VCPL TABLE RUNNERS
232305-R	EPROMOS*	4325	\$ 73.92	VCPL TABLE RUNNERS SHIPPING

232306	TECH ELECTRONICS OF INDIANA*	4441	\$	10,278.87	SECURITY CAMERAS FOR 12 POINTS BRANCH
232306	TECH ELECTRONICS OF INDIANA*	4314	\$	7,524.61	SECURITY CAMERAS FOR 12 POINTS BRANCH
232306	TECH ELECTRONICS OF INDIANA*	4310	\$	2,760.52	SECURITY CAMERAS FOR 12 POINTS BRANCH
232307	WALMART*	4245	\$	9.61	JAN 4 AFTER SCHOOL STORY BREAK SUPPLIES
232311	WALMART*	4245	\$	19.36	GRINCHMAS POPCORN
232312	NORM'S MIRROR IMAGE GLASS INC*	4314	\$	462.08	REPLACE WEST BRANCH WINDOW
232314-R	AED SUPERSTORE*	4245	\$	199.02	AED REPLACEMENT BATTERY
232315	CHAPPELLE CANVAS AND UPHOLSTE*	4314	\$	490.00	UPHOLSTERY REPAIR FOR EAST WING CHAIR
232337	AMERICAN AED, LLC*	4245	\$	372.00	AED REPLACEMENT BATTERIES
232338	NAMECHEAP*	4314	\$	106.00	VCPL DOMAIN NAMES
232339	AMAZON.COM LLC*	4245	\$	32.99	FILAMENT FOR COMMUNITY READ
232340	BECKHAM*MATT	4129	\$	49.37	REIMBURSEMENT FOR NOTARY CONTINUING ED
232341	GAYLORD ARCHIVAL*	4441	\$	12,181.00	SHLEIVING FOR 12 POINTS
232341	GAYLORD ARCHIVAL*	4325	\$	460.85	SHLEIVING FOR 12 POINTS SHIPPING
232342	KEYMARK CONSTRUCTION*	4361	\$	758,623.67	12 POINTS REMODELING AND CHANGE ORDERS
232343	OFFICE DEPOT*	4213	\$	14.20	OFFICE SUPPLIES
232344	AMAZON.COM LLC*	4213	\$	8.51	2" BRASS FASTENERS
232346	STAPLES BUSINESS CREDIT*	4441	\$	2,000.00	OFFICE CHAIRS FOR 12 POINTS
232355	BUDGET BLINDS*	4245	\$	18,000.00	12 POINTS FURNITURE
232355	BUDGET BLINDS*	4314	\$	2,000.00	12 POINTS FURNITURE
232355	BUDGET BLINDS*	4325	\$	2,000.00	12 POINTS FURNITURE SHIPPING
232356	DEMCO, INC*	4441	\$	30,000.00	12 POINTS FURNITURE
232356	DEMCO, INC*	4325	\$	15,000.00	12 POINTS FURNITURE SHIPPING
232357	LIBRARY STORE*THE	4441	\$	20,000.00	12 POINTS FURNITURE
232357	LIBRARY STORE*THE	4325	\$	7,000.00	12 POINTS FURNITURE SHIPPING
232358	THIEMANN OFFICE PRODUCTS*	4441	\$	100,000.00	12 POINTS FURNITURE
232358	THIEMANN OFFICE PRODUCTS*	4325	\$	10,000.00	12 POINTS FURNITURE SHIPPING
232359	NATIONAL BUSINESS FURNITURE*	4441	\$	8,000.00	12 POINTS FURNITURE
232359	NATIONAL BUSINESS FURNITURE*	4325	\$	3,000.00	12 POINTS FURNITURE SHIPPING
232360	UPLIFT DESK*	4441	\$	15,000.00	12 POINTS FURNITURE
232360	UPLIFT DESK*	4325	\$	5,000.00	12 POINTS FURNITURE SHIPPING
232361	RESTAURANT FURNITURE*	4441	\$	1,000.00	12 POINTS FURNITURE
232361	RESTAURANT FURNITURE*	4325	\$	1,000.00	12 POINTS FURNITURE SHIPPING
232362	SMC INC.*	4314	\$	21,000.00	STAINLESS STEEL FRAMEWORK AROUND ELEVATOR
232363	HANK METZGER LANDSCAPE*	4314	\$	20,000.00	LANDSCAPING
232364	GOV CONNECTION INC*	4443	\$	8,000.00	12 POINTS TECHNOLOGY
232364	GOV CONNECTION INC*	4441	\$	10,000.00	12 POINTS TECHNOLOGY
232365	AMAZON.COM LLC*	4441	\$	300.00	OFFICE CHAIR
232366	AMAZON.COM LLC*	4245	\$	500.00	FIRST AID SUPPLIES
232367	AMAZON.COM LLC*	4441	\$	1,400.00	12 POINTS TECHNOLOGY
232368	INVENGO AMERICAN CORP*	4441	\$	5,000.00	SORT ASSISTANT
232369	TABCO PRINTING & PROMOTIONAL	4245	\$	168.00	ALUMINUM SIGNS
232369	TABCO PRINTING & PROMOTIONAL	4325	\$	30.00	ALUMINUM SIGNS SHIPPING
232370	INVENGO AMERICAN CORP*	4441	\$	6,901.00	12 POINTS SELF CHECK
232370	INVENGO AMERICAN CORP*	4314	\$	1,800.00	12 POINTS SELF CHECK
232370	INVENGO AMERICAN CORP*	4325	\$	960.00	12 POINTS SELF CHECK SHIPPING
232371-R	KEYMARK CONSTRUCTION*	4361	\$	82,316.46	ADDITIONAL CHANGE ORDERS
232372	MIDWEST ACCESSIBILITY PRODUCT	4440	\$	25,000.00	WHEELCHAIR LIFT FOR 12 POINTS
232372	MIDWEST ACCESSIBILITY PRODUCT	4325	\$	5,000.00	WHEELCHAIR LIFT FOR 12 POINTS SHIPPING
	OPERATING FUND TOTAL		\$	1,745,593.82	

#### GIFT FUND

230146	FACEBOOK*	4331	\$	47.70	Friends Sales Facebook AD Boosts
231803	TABCO PRINTING & PROMOTIONAL*	4245	\$	994.66	STAFF LOGO WEAR ORDER
	GIFT FUND TOTAL		\$	1,042.36	

TOTAL ALL FUNDS \$ 1,746,636.18

Adopted by the Board of Trustees of the Vigo County Public Library, read in full this 16th Day of January, 2024, by the following aye and nay vote.

AYE

NAY

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ATTEST: \_\_\_\_\_

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Secretary, Library Board

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

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

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

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

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

**Adopted this 16<sup>th</sup> day of January, 2024.**

AYE

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**Vigo County Public Library  
Resolution Authorizing Advance Payment Purchase Orders**

**WHEREAS**, the General Assembly has enacted Public Law 181 (2023) which amends Indiana Code 5-11-10-1.6 to permit political subdivisions to make advance payments to contractors in order to purchase materials for public works projects as well as advance payments to vendors for goods before delivery and services before completion upon authorization by the political subdivision's fiscal body; and

**WHEREAS**, the Vigo County Public Library Board is the fiscal body for the Vigo County Public Library, Vigo County, Indiana; and

**WHEREAS**, the Vigo County Public Library Board finds it necessary and efficient to allow Library Administration to make advanced payments to contractors to purchase materials needed for public works projects, and to vendors for goods before delivery and for services before completion, pursuant to IC 5-11-10-1.6; and

**WHEREAS**, the Vigo County Public Library Board now determines that it is reasonable and appropriate to authorize said advanced payments pursuant to IC 5-11-10-1.6,

**NOW THEREFORE BE IT RESOLVED:**

1. Library Administration is hereby authorized to issue advanced payments to contractors to purchase materials for a public works project in compliance with IC 5-11-10-1.6.
2. Library Administration is further authorized to issue advanced payments to vendors for goods before delivery and services before completion in compliance with IC 5-11-10-1.6.
3. The solicitation for a public works contract providing for advance payments for contractors to purchase materials for public works projects under IC 5-11-10-1.6 must include the following information:
  - a. That Vigo County Public Library may make advance payment to contractors to enable contractors to purchase materials;
  - b. Any limitations on the amount of advance payments that may be made;
  - c. Requirements for documentation relating to making advance payments to contractors for materials; and
  - d. Any other information about advance payment for materials Vigo County Public Library considers useful to contractors that make offers.
4. The Board Treasurer or Board Treasurer's designee must do all of the following when advance payments are made for goods or services prior to delivery of goods or completion of service:
  - a. Track prepayments by defining the prepayment on a purchase order;
  - b. Create a prepayment invoice that is associated with the purchase order; and
  - c. Require insurance or a surety bond in the amount of the prepayment if the amount of the prepayment is more than one-hundred and fifty thousand dollars (\$150,000).
5. Advance payments made under this resolution or IC 5-11-10-1.6 (d)(3) or (d)(4) may not<sup>35</sup> exceed the lesser of the following:

- a. Fifty percent (50%) of the entire cost of the contract; or
- b. Two million dollars (\$2,000,000).

6. All other requirements for the payment of public works projects, goods, and services by Vigo County Public Library, Vigo County, Indiana remain in effect inclusive of established Board policies and internal controls.

**SO RESOLVED** by the Vigo County Public Library Board in and for the Vigo County Public Library, Vigo County, Indiana this 16<sup>th</sup> day of January, 2024.

**AYE**

**NAY**

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**RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE VIGO COUNTY PUBLIC LIBRARY**

The Board of Trustees of the Vigo County Public Library at the regular meeting held January 16, 2024 at which a quorum was present, makes the following findings and adopts the following resolution;

**BE IT RESOLVED**

That the equipment and furnishings shown on Exhibit “A” attached hereto are surplus property of the VCPL and are no longer needed for library purposes.

The items of surplus property listed in exhibit “A” are more than one item with an estimated value of less than five thousand dollars (\$5,000).

The Executive Director of the VCPL is hereby authorized to sell, transfer, demolish, or junk the surplus items on behalf of the VCPL at a public or private sale without advertising pursuant to I.C. 5-22-22-6 or as worthless property pursuant to I.C. 5-22-22-8.

**ADOPTED THIS 16th DAY OF JANUARY 2024.**

**AYE**

**NAY**

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## **EXHIBIT “A”**

### **VIGO COUNTY PUBLIC LIBRARY**

#### **SURPLUS EQUIPMENT, FURNISHINGS, & ACCESSORIES**

- Floor Jack
- Brown Desk
- Purple Chair
- Gray Area Rug
- Duplo Cutter
- Large Benches (2)
- Small Bench
- Wood/Glass Door
- Brown Computer Chairs (2)
- Arrow Signs (4)
- Stanchion's (5)
- Wood Door
- Silver Lamps (4)
- Appliance Dolly
- Corner Square Table
- Fax Machine
- Power Strips (100)
- Dymo Label Printers (2)
- Mobile Circ Pocket Reader (2)

**1/16/2024**