

A G E N D A

**REGULAR MEETING
VIGO COUNTY PUBLIC LIBRARY
Monday, January 21, 2019, 5:30 PM
Vigo County Public Library
1 Library Square, Terre Haute, IN
Terre Haute, IN 47807**

1. **Call to Order and Roll Call of Members**
2. **Public Input on Action Items**
3. **Consideration of Minutes of December 17, 2018** 2
4. **Treasurer's Report**
 - A. Monthly Financial Statement 6
 - B. Claims and Payroll 7
 - C. Special Claims 19
 - D. Gift Fund Report 21
 - E. Resolution to Encumber Funds 22
 - F. Resolution to Pay Bills With Prior Approval 24
 - G. Resolution to Transfer Funds to the Rainy Day Fund 26
5. **Reports to the Library Board**
 - A. West Branch ~ Eric Fisher
 - B. Strategic Plan Update ~ Robert Hoke
6. **Director's Report** 27
7. **Old Business**
8. **New Business**
 - A. Consideration of Policies
 - 1) Staff Manual:
 - a. Bereavement Leave (to replace the Death in Family Policy) 36
 - b. Compensation Policy (to replace the Salaries policy) 37
 - B. Resolution for Sale of Surplus Property 39
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Meeting:** Next Regular Meeting, Monday, February 18, 2019
5:30 PM, Main Library
11. **Adjournment**

Terre Haute, Indiana, December 17, 2018

At the Regular Meeting of the Vigo County Public Library Board at the Vigo County Public Library building, One Library Square, at 5:32 p.m. on the 17th day of December, the following persons were present:

Library Board: Terry W. Jones, President; Olivia K. Goulding, Vice President; Valentine K. Muyumba, Secretary; Christi A. Fenton; Katherine Y. Utley; and Sister Dorothy Rasche, Daniel I. Pigg (arrived at 5:34 p.m.)

Library Staff: Kristi Howe; Dennis Callahan; Amy Gibson; Bonnie McNair; Margo Wilson; Heather Rayl; Dennis Shepard; Seth James; Curt Huffman; Andrew Akers; Lauren Elyea; and Lauri Chandler.

Others: Robert Hoke, consultant.

PUBLIC INPUT ON ACTION ITEMS

No public input.

CONSIDERATION OF REGULAR MEETING MINUTES

A motion to approve the minutes of the November 19, 2018, regular meeting, made by Muyumba, seconded by Utley, passed.

TREASURER'S REPORT

Monthly Cash Statement

Dennis Callahan presented the Cash Statement for the month ending November 30, 2018 (copy attached to official minutes).

Claims and Payroll

Dennis Callahan presented the Month End Claims dated November 30, 2018 in the amount of \$59,389.54 (Library Operating, \$52,929.38; Gift Fund, \$2,602.25; Grants, \$3,857.91); Library Operating Claims dated December 17, 2018 in the amount of \$115,516.49 (Library Operating Fund, \$111,874.79; Gift Fund, \$3,641.70); (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

Special Claim

There were no special claims.

Gift Fund Report

Mr. Callahan presented the Gift Fund Report dated November 30, 2018 with a balance of \$74,824.71.

Mr. Callahan noted that VCPL received the Fall Settlement for \$2, 638,173.94.

Approval of Treasurer's Report

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

REPORTS TO THE LIBRARY BOARD

Strategic Plan Update ~ Robert Hoke

Robert Hoke, consultant, gave an update on the Strategic Planning process, detailing how VCPL plans to measure success for goals and objectives.

DIRECTOR'S REPORT

Kristi Howe commented on the written report.

Ms. Howe shared details from the December Staff Institute, and noted the training was held similarly to a mini-conference, with three sessions offered in each time bracket so staff could choose which sessions to attend. She thanked the board members for their support of the training day and for attending the Staff Awards and Retirement luncheon.

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

OLD BUSINESS

There was no old business.

NEW BUSINESS

VCPL Director Evaluation Report

Mr. Jones, Mrs. Goulding, and Sister Dorothy Rasche provided an evaluation of Kristi Howe's performance. Mr. Jones noted that the Board received the written evaluation prior to the Board meeting.

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

Resolution on 2019 Wages, Full and Part-Time Wage Ranges, and Benefits

Ms. Howe explained the majority of VCPL staff are not salaried or exempt employees and using the word salary can be confusing. VCPL changed the word salary to wages in this policy. There was also language added to address wages when there is an issue of internal inequity. Ms. Howe noted that the policy changes were reviewed by the VCPL attorney.

The resolution was updated to reflect the salary recommendation for the Director.

A motion to approve as amended the Resolution on 2019 Wages, Full and Part-time Ranges, & Benefits, made by Goulding, seconded by Utley, passed (Copy of Resolution attached to official minutes).

Annual Policy Review

Policy Manual: Computer, Internet, and Wireless Access Use Policy

Ms. Howe noted the requirement for the Board to review this policy annually to remain compliant with State Standards and E-rate Funding, and that there were no changes made from last year.

A motion to approve the Computer, Internet, and Wireless Access Use Policy, made by Sister Dorothy, seconded by Fenton, passed.

Consideration of Policies

Staff Manual: Revise Personnel Files policy

Ms. Howe explained that there was a Personnel Files policy in the VCPL Staff Manual and the VCPL Policy Manual. After working with the attorney, it was decided that the two policies be combined and located in the Staff Manual only.

A motion to approve the revised Personnel Files policy, made by Sister Dorothy, seconded by Utley, passed.

Policy Manual: Remove Personnel Files policy

A motion to remove the Personnel Files policy from the Policy Manual, made by Fenton, seconded by Sister Dorothy, passed.

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

Dr. Fenton commented on the Staff Institute. She said it was very nice to see everyone in the same room at the same time during the luncheon. She stated the impact from the training sessions are reflected in the efforts detailed in the Strategic Plan.

NEXT MEETING

Regular Meeting, **Monday, January 21, 5:30 p.m.**, West Branch Library.
Board of Finance meeting convenes immediately following the January 21 regular meeting.

ADJOURNMENT

A motion to adjourn the meeting, made by Goulding, seconded by Utley, passed. The meeting adjourned at 6:18 p.m.

Terry W. Jones, President

Olivia K. Goulding, Vice President

Valentine K. Muyumba, Secretary

Christi A. Fenton, Board Member

Katherine Y. Utley, Board Member

Sister Dorothy Rasche, Board Member

Daniel I. Pigg, Board Member

1/7/19 AG

Vigo County Public Library

Cash Statement
 Vigo County Public Library
 December 2018

Account Title Number	Beginning MTD Balance YTD Balance	MTD Debits YTD Debits	MTD Credits YTD Credits	Ending Balance	MTD Change YTD Change
Cash-Pay Control 00-00-1010	155.75 1,738.21	66,808.61 823,433.95	65,420.91 823,628.71	1,543.45	1,387.70 (194.76)
Cash Library Operating Fund 01-01-1010	2,401,928.39 3,644,792.35	2,575,490.98 6,759,222.11	491,537.80 5,918,132.89	4,485,881.57	2,083,953.18 841,089.22
Cash Gift Fund 02-00-1010	74,824.71 146,806.79	22,856.86 72,120.91	4,340.97 125,587.10	93,340.60	18,515.89 (53,466.19)
Cash Public Library Access Car 03-00-1010	65.00 65.00	0.00 130.00	0.00 130.00	65.00	0.00 0.00
Cash Grants 09-00-1010	(19,082.86) (16,124.12)	1,665.62 44,287.10	1,827.86 47,408.08	(19,245.10)	(162.24) (3,120.98)
Cash Rainy Day Fund 11-00-1010	1,498,249.16 1,657,262.04	0.00 0.00	0.00 159,012.88	1,498,249.16	0.00 (159,012.88)
Cash Debt Service Fund 18-00-1010	80,801.62 218,095.00	189,672.08 462,355.44	0.00 409,976.74	270,473.70	189,672.08 52,378.70

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*13718	ANDERSONS MEDICAL PRODU	01	<i>Check</i>	549.00	56082	HEAVY DUTY WHEELCHAIR
*13756	BUSINESS OFFICE PETTY CASI	01	<i>Check</i>	1.19	56083	CASH TRANSACTIONS
*13755	CREWS*JEFF	02	<i>Check</i>	90.92	56084	CHRISTMAS IN THE PARK SUPPLIES
*13695	HANOVER INSURANCE GROUP	01	<i>Check</i>	10,152.25	56085	COMMERCIAL INSURANCE POLICY
13713	INDIANA STATE UNIVERSITY	01	<i>Check</i>	85.00	56086	ILL REIMBURSEMENT
*13704	IVY TECH COMMUNITY COLLEC	01	<i>Check</i>	556.83	56087	CARLY MAXEY SPRING TUITION
*13730	M.T. PUBLISHING COMPANY, IN	01	<i>Check</i>	47.45	56088	REF PRINT MAT
13731	NEW READERS PRESS	01	<i>Check</i>	61.80	56089	CIRC PRINT MAT
13734	SWEET SCIENCE OF INDIANA	01	<i>Check</i>	350.00	56090	ADDITIONAL SUPPLIES FOR PROGRAM
13705	WBOW-FM	01	<i>Check</i>	475.00	56091	ADVERTISING
					Total Count:	10
					Total Amount:	12,369.44
*13723	BUSINESS & LEGAL RESOURCI	01	<i>ACH</i>	80.45	3193	REISSUE - HR RESOURCES
*13349	ADP SCREENING & SELECTION	01	<i>ACH</i>	224.30	3194	BACKGROUND SCREENING
13698	AMAZON.COM LLC	01	<i>ACH</i>	14.96	3195	2019 CALENDAR
13714	AMAZON.COM LLC	02	<i>ACH</i>	55.19	3196	FIRST FRIDAY SUPPLIES CUPS & TEA
13726	BAKER & TAYLOR INC	01 02	<i>ACH</i>	4,159.25	3197	CIRC PRINT MAT, REF PRINT MAT, YS M
13697	DEMCO, INC	01	<i>ACH</i>	1,398.00	3199	LIBRARY EQUIPMENT & SUPPLIES
13716	E-Z CLEAN INC	01	<i>ACH</i>	921.14	3200	MAINTENANCE SUPPLIES
13717	E-Z CLEAN INC	01	<i>ACH</i>	443.58	3201	MAINTENANCE SUPPLIES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*13728	EBSCO INFORMATION SERVICE	01	ACH	82.24	3202	NEWSPAPER, MAGAZINES
13708	EXPRESS SERVICES INC	01	ACH	307.26	3203	PART-TIME STAFFING
13746	EXPRESS SERVICES INC	01	ACH	325.90	3204	PART TIME STAFFING
13729	GALE/CENGAGE LEARNING	01	ACH	263.15	3205	CIRC PRINT MAT
13745	GOV CONNECTION INC	01	ACH	178.09	3206	PTOUCH LABELS
*13694	HOWE*KRISTI	01	ACH	317.30	3207	MILEAGE REIMBURSEMENT
13715	KANSAS STATE BANK	01	ACH	975.00	3208	SCANNER RENTAL PAYMENT
*13707	MACKAY*BRITTANY	01	ACH	12.92	3209	MILEAGE REIMBURSEMENT
13725	MIDWEST TAPE	01	ACH	3,420.77	3210	DVD/VIDEO MAT, AUDIO RECORDED ML
13696	RICOH USA INC	01	ACH	1,960.33	3211	COPIER LEASE
*13706	WADSWORTH*ASHLEY	01	ACH	78.66	3212	MILEAGE REIMBURSEMENT
					Total Count:	19
					Total Amount:	15,218.49
*13675	LAKESHORE LEARNING MATEF	01	E-pay	870.53	5396	DRAMATIC PLAY ITEMS FOR YS
13677	OFFICE DEPOT	01	E-pay	1.92	5398	OFFICE SUPPLIES
13432	KROGER	02	E-pay	64.78	5407	ESL PRE-THANKSGIVING DINNER
13687	CROWN ELECTRIC, INC	01	E-pay	209.42	5408	WIREMOLD TO RECEPTACLES
13688	FASTENAL COMPANY	01	E-pay	3.50	5409	SCREWS FOR WEST AV CART
13689	FASTENAL COMPANY	01	E-pay	3.50	5410	SCREWS FOR WEST AV CART
13690	VECTREN ENERGY DELIVERY	01	E-pay	233.53	5411	WEST GAS SERVICE
13691	STAPLES CREDIT PLAN		E-pay	23.99	5412	ENVELOPES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		01				
*13693	DUKE ENERGY *		<i>E-pay</i>	343.27	5413	WEST ELECTRIC SERVICE
		01				
13700	METZGER LANDSCAPE INC		<i>E-pay</i>	8,000.00	5414	EAST SIDE SPRINKLER SYSTEM
		01				
*13617	VISA CARD SERVICES		<i>E-pay</i>	3,266.40	5415	VARIOUS SUPPLIES, TRAVEL, REGISTR.
		01				
		02				
13709	ADP INC - AUTOPAY II		<i>E-pay</i>	680.71	5416	PAYROLL SERVICES
		01				
13719	ENA		<i>E-pay</i>	1,257.33	5419	INTERNET SERVICE
		09				
13724	CROWN ELECTRIC, INC		<i>E-pay</i>	1,315.02	5420	REPAIR CONDUIT
		01				
13727	CENTER POINT LARGE PRINT		<i>E-pay</i>	268.44	5421	CIRC PRINT MAT
		01				
*13732	COURTESY CLEANING CENTEF		<i>E-pay</i>	58.72	5422	LAUNDERING OF TABLECLOTHS
		01				
13588	WALMART		<i>E-pay</i>	647.18	5423	VARIOUS SUPPLIES
		01				
		02				
13735	ENA		<i>E-pay</i>	672.00	5424	VOICE SERVICE
		01				
13736	ERNEY SAFE & LOCK CO INC		<i>E-pay</i>	159.95	5425	LEVER REPAIR
		01				
*13738	ARAMARK UNIFORM SERVICES		<i>E-pay</i>	97.41	5426	WEST MAT SERVICE
		01				
13739	CINTAS CORPORATION		<i>E-pay</i>	164.40	5427	MAIN CABINET SERVICE
		01				
*13740	INDIANA AMERICAN WATER CC		<i>E-pay</i>	353.66	5428	MAIN WATER SERVICE
		01				
*13741	REPUBLIC SERVICES OF WEST		<i>E-pay</i>	774.99	5429	MAIN TRASH SERVICE/CONTAINER REL
		01				
*13744	ARAMARK UNIFORM SERVICES		<i>E-pay</i>	454.50	5431	MAIN MAT SERVICE
		01				
13583	SAM'S CLUB DIRECT		<i>E-pay</i>	426.48	5432	STAFF INSTITUTE SNACKS, DRINKS, NA
		01				
		02				
13748	OFFICE DEPOT		<i>E-pay</i>	62.60	5433	OFFICE SUPPLIES
		01				
13749	OFFICE DEPOT		<i>E-pay</i>	9 191.58	5434	OFFICE SUPPLIES
		01				

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
13750	JOINK LLC	01	<i>E-pay</i>	275.00	5435	CLOUD BACKUP
13751	ADP INC - AUTOPAY II	01	<i>E-pay</i>	258.39	5436	WORKFORCE NOW
13752	FUN EXPRESS, LLC	01	<i>E-pay</i>	47.79	5437	PROGRAM SUPPLIES FOR YS
*13753	CITY OF TERRE HAUTE SEWAG	01	<i>E-pay</i>	730.99	5438	MAIN SEWAGE BILLING
13757	METZGER LANDSCAPE INC	01	<i>E-pay</i>	200.00	5439	WEST BRANCH LANDSCAPING

Total Count: **32**
Total Amount: **22,117.98**

<i>Grand Total Fund 01:</i>	47,749.31
<i>Grand Total Fund 02:</i>	699.27
<i>Grand Total Fund 03:</i>	0.00
<i>Grand Total Fund 04:</i>	0.00
<i>Grand Total Fund 06:</i>	0.00
<i>Grand Total Fund 09:</i>	1,257.33
<i>Grand Total Fund 11:</i>	0.00
<i>Grand Total Fund 18:</i>	0.00

Grand Total Count:	61
Grand Total Amount:	49,705.91

<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>
13770	T-MOBILE USA, INC.	09	Check	638.63	56092	HOTSPOT DATA
*13830	BOYCE*LISA DIANE	01	Check	15.99	56093	REFUND DAMAGED BOOK
*13850	SINGER*LEAH R.	01	Check	150.00	56094	TEACHING CREATIVE WRITING FOR YO
*13847	COPPER BAR*THE	01	Check	572.30	56095	MYSTERY NIGHT BAR
13786	MURDER MYSTERY COMPANY	01	Check	899.00	56096	MURDER MYSTERY SHOW
*13856	BOARD OF PUBLIC WORKS ANI	01	Check	75.00	56097	HANDICAP PARKING
*13781	CENTER FOR OCCUPATIONAL I	01	Check	116.00	56098	SCREENING/PRE-PLACEMENT EXAM
13851	DATABASEUSA.COM LLC	01	Check	4,000.00	56099	A TO Z DATABASES
13806	DLC MEDIA, INC.	01	Check	1,080.00	56100	VCPL RADIO PROMO
13857	GIBSON SERVICES CO.	01	Check	184.82	56101	INSTALLATION OF VAV DAMPER
*13874	HOKE*ROBERT E	01	Check	4,000.00	56102	STRATEGIC PLANNING CONSULTANT
13854	INDIANA STATE LIBRARY	03	Check	65.00	56103	PLAC 2018 4TH QUARTER
13885	SQUARE DONUTS	01	Check	23.63	56104	DONUTS FOR MANAGER TRAINING
*13831	WABASH VALLEY HUMAN RESC	01	Check	145.00	56105	R.FOX SHRM MEMBERSHIP DUES
					Total Count:	14
					Total Amount:	11,965.37
13765	AMAZON.COM LLC	01	ACH	120.71	3214	TEEN SPACE SUPPLIES
13766	AMAZON.COM LLC	01	ACH	119.95	3215	HEADPHONES W/ MIC
13767	AMAZON.COM LLC	01	ACH	119.95	3216	HEADPHONES W/ MIC
13784	AMAZON.COM LLC	01	ACH	135.70	3217	OFFICE SUPPLIES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
13862	AMAZON.COM LLC	01	ACH	261.99	3218	BIG READ 2019 DECOR, PLATES, ETC.
13863	AMAZON.COM LLC	01	ACH	154.08	3219	PLA FILAMENT
13871	AMAZON.COM LLC	01	ACH	42.41	3220	BATTERIES
13872	AMAZON.COM LLC	01	ACH	47.17	3221	BIG READ 2019 DECOR, PLATES, ETC.
13873	AMAZON.COM LLC	01	ACH	115.92	3222	SHOP SUPPLIES
13889	AMAZON.COM LLC	01	ACH	72.00	3223	CIRC PRINT MAT
13890	AMAZON.COM LLC	02	ACH	20.18	3224	CARD POCKETS
13844	BAKER & TAYLOR INC	01 02	ACH	1,411.95	3225	CIRC PRINT MAT, YS MAT, AUDIO RECO
*13787	BOUCHIE*JEANETTE	01	ACH	43.70	3226	MILEAGE REIMBURSEMENT DEC 2018
*13864	COX ZWERNER GAMBILL & SUL	01	ACH	915.00	3227	LEGAL SERVICES
*13788	CULLIGAN WATER CONDITIONI	01	ACH	15.00	3228	WEST COOLER RENTAL
*13789	CULLIGAN WATER CONDITIONI	01	ACH	70.00	3229	MAIN COOLER RENTAL
13805	DEMCO, INC	02	ACH	215.84	3230	DECORATIONS/ BRANDED ACCESSORIE
13832	EXPRESS SERVICES INC	01	ACH	564.21	3231	PART-TIME STAFFING
13791	GOOGLE INC	01	ACH	122.34	3232	GOOGLE MESSAGE SECURITY
13808	GOV CONNECTION INC	01	ACH	16,505.40	3233	PC REPLACEMENTS ADMIN LAPTOPS
13826	GOV CONNECTION INC	01	ACH	511.40	3234	REPLACEMENT WIRELESS KB-MICE
13877	GOV CONNECTION INC	01	ACH	12,487.01	3235	PC REPLACEMENTS ADMIN LAPTOPS
*13777	INDIANA LIBRARY FEDERATION	01	ACH	3,700.64	3236	2019 LIBRARY MEMBERSHIP
*13834	JOHNSON CONTROLS SECURI	01	ACH	50.14	3237	PRO-RATED ANNUAL AGREEMENT
*13888	JOHNSON CONTROLS SECURI		ACH	806.21	3238	WEST YEARLY BILLING

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		01				
*13795	LOWE'S COMMERCIAL SERVICE	01	ACH	269.73	3239	MAINTENANCE SUPPLIES
13846	MIDWEST TAPE	01	ACH	213.54	3240	DVD/VIDEO MATERIAL
13849	MIDWEST TAPE	01	ACH	5,539.93	3241	HOOPLA FOR DEC
13775	NEW AVENUES	01	ACH	141.67	3242	ALA CARTE ADMIN FEE
13886	NEW AVENUES	01	ACH	80.00	3243	CLINICAL HOURS
13870	RAPID REPRODUCTIONS INC	01	ACH	1,575.00	3244	B&W SCANS
		02				
		09				
13773	RICOH USA INC	01	ACH	1,458.78	3245	COPIER LEASE
*13811	STAPLES CONTRACT & COMMERCIAL	01	ACH	44.15	3246	2019 CALENDARS
13813	TECHSMITH CORPORATION	01	ACH	223.97	3247	CAMTASIA SOFTWARE LICENSE
*13836	UNIQUE MANAGEMENT SERVICES	01	ACH	751.80	3248	PLACEMENTS
*13837	UNIQUE MANAGEMENT SERVICES	01	ACH	1,049.73	3249	NOTICES
13792	WEAS ENGINEERING INC	01	ACH	477.40	3250	WATER TREATMENT MANAGEMENT
13815	ZONES INC	01	ACH	430.89	3251	LENOVO SERVER UPS
13816	ZONES INC	01	ACH	174.00	3252	SERVER REFRESH LENOVO NUTANIX
13817	ZONES INC	01	ACH	11,257.08	3253	SERVER REFRESH LENOVO NUTANIX
13818	ZONES INC	01	ACH	4,940.00	3254	SERVER REFRESH LENOVO NUTANIX
13819	ZONES INC	01	ACH	552.00	3255	SERVER REFRESH LENOVO NUTANIX
13820	ZONES INC	01	ACH	52.26	3256	SERVER REFRESH LENOVO NUTANIX
13827	ZONES INC	01	ACH	105,500.25	3257	SERVER REFRESH LENOVO NUTANIX
				13		
13853	ZONES INC	01	ACH	392.58	3258	SERVER REFRESH LENOVO NUTANIX
		01				

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
						Total Count: 45 Total Amount: 173,753.66
*13768	TOWN OF WTH WATER & SEWE	01	<i>E-pay</i>	52.33	5447	WEST WATER/WASTE SERVICE
13769	VERIZON - WIRELESS	01	<i>E-pay</i>	234.77	5448	PHONE SERVICE
13771	FRONTIER	01	<i>E-pay</i>	43.56	5449	WEST PHONE SERVICE
13772	WAGeworks, INC.	01	<i>E-pay</i>	168.82	5450	COBRA MONTHLY FEE
13774	OCLC INC	01	<i>E-pay</i>	6,445.85	5451	CATALOGING SUBSCRIPTION
13776	JOINK LLC	01	<i>E-pay</i>	405.00	5452	NOVEMBER SERVICES
13779	CINTAS CORPORATION	01	<i>E-pay</i>	19.51	5453	WEST CABINET SERVICE
13780	CINTAS CORPORATION	01	<i>E-pay</i>	118.00	5454	MAIN AED LEASE
*13782	ARAMARK UNIFORM SERVICES	01	<i>E-pay</i>	454.50	5455	MAIN MAT SERVICE
*13783	ARAMARK UNIFORM SERVICES	01	<i>E-pay</i>	97.41	5456	WEST MAT SERVICE
13785	ADP INC - AUTOPAY II	01	<i>E-pay</i>	685.05	5457	PAYROLL SERVICES
*13793	THYSSENKRUPP ELEVATOR C	01	<i>E-pay</i>	276.09	5458	FULL ELEVATOR MAINTENANCE
13797	WEST VIGO IGA	02	<i>E-pay</i>	16.81	5459	PROGRAM SUPPLIES
13807	FUN EXPRESS, LLC	02	<i>E-pay</i>	128.58	5461	FIRST FRIDAY JANUARY SUPPLIES
13809	LOGO CONNXTION	01	<i>E-pay</i>	96.00	5462	MAINTENANCE MANAGER SHIRTS
13828	OFFICE DEPOT	01	<i>E-pay</i>	371.12	5463	OFFICE SUPPLIES
13829	OFFICE DEPOT	01	<i>E-pay</i>	54.48	5464	OFFICE SUPPLIES
13835	PAYPAL INC	01	<i>E-pay</i>	19.95	5466	PAYFLOW MONTHLY FEE
13842	CINTAS CORPORATION		<i>E-pay</i>	59.00	5467	WEST AED LEASE

<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>
		01				
*13843	TABCO PRINTING & PROMOTIC	01	<i>E-pay</i>	78.00	5468	BUSINESS CARDS
13845	CENTER POINT LARGE PRINT	01	<i>E-pay</i>	137.22	5469	CIRC PRINT MAT
13852	OVERDRIVE	01	<i>E-pay</i>	4,500.00	5470	OVERDRIVE CONTENT PURCHASES
*13858	DUKE ENERGY *	01	<i>E-pay</i>	366.38	5471	WEST ELECTRIC SERVICE
*13860	DUKE ENERGY *	01	<i>E-pay</i>	11,848.07	5472	MAIN ELECTRIC SERVICE
13865	VECTREN ENERGY DELIVERY	01	<i>E-pay</i>	271.51	5473	WEST GAS SERVICE
*13866	INDIANA AMERICAN WATER CC	01	<i>E-pay</i>	54.47	5474	PRIVATE FIRE SERVICE
*13868	US BANK VOYAGER FLEET SYS	01	<i>E-pay</i>	61.07	5475	FUEL
13875	LOGO CONNXTION	01	<i>E-pay</i>	24.00	5476	MAINTENANCE MANAGER SHIRTS
*13876	INDIANA DEPARTMENT OF REV	01	<i>E-pay</i>	59.76	5477	2018 SALES TAX
13879	ADP INC - AUTOPAY II	01	<i>E-pay</i>	685.05	5478	PAYROLL SERVICES
*13882	TRIBUNE STAR PUBLISHING CC	01	<i>E-pay</i>	400.00	5479	ADVERTISING BASH/TH LIVING
13883	NEXSTAR BROADCASTING	01	<i>E-pay</i>	210.00	5480	WTWO ADVERTISING
13884	NEXSTAR BROADCASTING	01	<i>E-pay</i>	195.00	5481	WAWV ADVERTISING
13887	FASTENAL COMPANY	01	<i>E-pay</i>	7.00	5482	SCREWS FOR WEST BENCH
13803	BAESLERS MARKET	01	<i>E-pay</i>	540.78	5483	HOT CHOCOLATE & COOKIES
		02				

Total Count: 35
Total Amount: 29,185.14

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check #</i> <i>ACH #</i> <i>EFT #</i>	<i>Description</i>
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<i>Grand Total Fund 01:</i>	212,140.99
<i>Grand Total Fund 02:</i>	1,146.05
<i>Grand Total Fund 03:</i>	65.00
<i>Grand Total Fund 04:</i>	0.00
<i>Grand Total Fund 06:</i>	0.00
<i>Grand Total Fund 09:</i>	1,552.13
<i>Grand Total Fund 11:</i>	0.00
<i>Grand Total Fund 18:</i>	0.00

Grand Total Count:	94
Grand Total Amount:	214,904.17

**Payroll Payable
Voucher Register**

Vigo County Public Library

For Period December -2018

Page ___1___ of ___2___ Pages

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
12/14	Pay#25	Gross Payroll	\$ 116,534.48	\$ 116,534.48	ACH	
12/14	Pay#25	FICA	\$ 8,490.98	\$ 8,490.98	ACH	
12/14	Pay#25	PERF	\$ 14,259.06	\$ 14,259.06	ACH	
12/28	Pay#26	Gross Payroll	\$ 117,008.63	\$ 117,008.63	ACH	
12/28	Pay#26	FICA	\$ 8,533.28	\$ 8,533.28	ACH	
12/28	Pay#26	PERF	\$ 14,367.50	\$ 14,367.50	ACH	
12/28	Pay#26	Anthem	\$ 44,155.59	\$ 44,155.59	ACH	
12/28	Pay#26	Guardian	\$ 4,790.55	\$ 4,790.55	ACH	
		Gross Payroll		\$ -	ACH	
		FICA		\$ -	ACH	
		PERF		\$ -	ACH	

Total library cost			\$ 328,140.07			
Dec.	pays 25 & 26	Great West	\$ 2,203.02	\$ 2,203.02	ACH	Staff withholding
Dec.	pays 25 & 26	Garnishments	\$ 1,287.62	\$ 1,287.62	ACH	Staff withholding
Dec.	pays 25 & 26	AFLAC	\$ 1,886.85	\$ 1,886.85	ACH	Staff withholding
Dec.	pays 25 & 26	United Way	\$ 558.00	\$ 558.00	ACH	Staff withholding
Dec.	pays 25 & 26	Anthem	\$ 8,506.16	\$ 8,506.16	ACH	Staff withholding
Dec.	pays 25 & 26	HSA adj.		\$ -	ACH	Staff withholding
Dec.	pays 25 & 26	Guardian	\$ 825.66	\$ 825.66	ACH	Staff withholding
Dec.	pays 25 & 26	Boston Mutual	\$ 501.02	\$ 501.02	ACH	Staff withholding
Dec.	pays 25 & 26	Fed Tax	\$ 18,682.65	\$ 18,682.65	ACH	Staff withholding
Dec.	pays 25 & 26	State Tax	\$ 7,266.77	\$ 7,266.77	ACH	Staff withholding
Dec.	pays 25 & 26	Local Tax	\$ 4,222.76	\$ 4,222.76	ACH	Staff withholding
Dec.	pays 25 & 26	FICA	\$ 17,024.47	\$ 17,024.47	ACH	Staff withholding
Dec.	pays 25 & 26	Vol. PERF	\$ 2,455.93	\$ 2,455.93	ACH	Staff withholding
Staff Cost			\$ 65,420.91	\$ 65,420.91		

**Payroll Payable
Voucher Register**

Vigo County Public Library

For Period December -2018

Page ___1___ of ___2___ Pages

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

December 28, 2018

Date

Dennis M. Callahan, 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 \$ 328,140.07

Dated this 21st day of January 2019 .

Terry W. Jones, Board President

Olivia K. Goulding, Board Vice President

Valentine K. Muyumba, Board Secretary

Christi A. Fenton, Board Member

Katherine Y. Utley, Board Member

Daniel I. Pigg, Board Member

Sister Dorothy Rasche, 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>
13839	VIGO COUNTY TREASURER	18	ACH	203,839.89	3259	JANUARY 2019 GO & REFUNDING BOND

Total Count: 1
Total Amount: 203,839.89

Grand Total Fund 01:	0.00
Grand Total Fund 02:	0.00
Grand Total Fund 03:	0.00
Grand Total Fund 04:	0.00
Grand Total Fund 06:	0.00
Grand Total Fund 09:	0.00
Grand Total Fund 11:	0.00
Grand Total Fund 18:	203,839.89

Grand Total Count:	1
Grand Total Amount:	203,839.89

<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>
13893	B&T DRAINAGE	01	Check	87,655.50	56106	FOUNDATION WORK

Total Count: 1
Total Amount: 87,655.50

<i>Grand Total Fund 01:</i>	87,655.50
<i>Grand Total Fund 02:</i>	0.00
<i>Grand Total Fund 03:</i>	0.00
<i>Grand Total Fund 04:</i>	0.00
<i>Grand Total Fund 06:</i>	0.00
<i>Grand Total Fund 09:</i>	0.00
<i>Grand Total Fund 11:</i>	0.00
<i>Grand Total Fund 18:</i>	0.00

Grand Total Count:	1
Grand Total Amount:	87,655.50

**GIFT FUND BALANCES
2018**

FUND	AMOUNT	PURPOSE	Approval
00-General	\$ 2,014.19	Unrestricted Use	Admin.
63-Reference	\$ -		Admin.
64-SPC	\$ 10,313.95	Support of SPC	Admin.
65-Big Read	\$ 2,000.00	Big Read	Admin.
66-YS	\$ 5,458.42	Support of YS	Admin.
67-LLC	\$ -	Support of LLC	Admin.
68-TH Bicentennial	\$ -	Support of Bicentennial	Admin.
69-Wright Fdtn.	\$ 6,302.32	Unrestricted Use	Admin.
70-Duke Succ by 6	\$ -	Support of Mother Goose	Admin.
71-West Branch	\$ 156.49	Support of West Branch	Admin.
72-Friends	\$ 18,904.52	Support of pre-approved programs	Admin.
73-WVLC	\$ 2,806.94	Support of LLC literacy	Admin.
74-Wiley Cupola	\$ 1,074.00	Cupola maintenance-Wiley	Admin.
75-Wiley Memorial	\$ 32,578.32	Construction & Maint.	Admin.
76-Little Free Library	\$ -	Support of Little Free L	Admin.
77-WVCF MEEKS	\$ (33.33)	Childrens literature	Admin.
78-Welsh-Pendergast	\$ -	Collection development	Admin.
79-Staff Little Free Pan.	\$ 385.93	Stocking free pantry	Admin.
80-Hunt	\$ -	Available	Admin.
81-Comm. Conn.	\$ 216.95	Support of CC	Admin.
82-Sommer	\$ -	LLC/ESL support	Admin.
83-Kiwanis Ys	\$ 300.11	Childrens bk label recog	Admin.
85-Phillips	\$ 3,305.47	Support of LLC and Archi	Admin.
87-Cox	\$ 646.48	Hearing impaired support	Admin.
89-Christmas in the Park	\$ 1,815.95	Christmas in the Park	Admin.
90-Archives	\$ -	Available	Admin.
91-West Bldg	\$ -	West Building	Admin.
92-Coleman	\$ 178.50	Unrestricted Use	Admin.
93-Family Learning Day	\$ 2,093.26	FAMILY LEARNING DAY	Admin.
94-TH Econ.Dev.	\$ 139.58	Adult nonfiction commemo	Admin.
96-Fundraiser	\$ 2,682.55	Buy a bk	Admin.
TOTAL	\$ 93,340.60		

VIGO COUNTY PUBLIC LIBRARY

RESOLUTION TO ENCUMBER FUNDS

WHEREAS, It has been determined that it is now necessary to encumber appropriations from the Operating Fund for items which have purchase orders to further the projects of the **Vigo County Public Library** during 2019; 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 2018 budget for the Operating Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same:

OPERATING FUND

Order#	Name	Line Item	Encumbered	Encumbrance
Purchase	Vendor's	Budget	Amount	Purpose of
180937	HOKE*ROBERT E	4311	\$ 12,500.00	STRATEGIC PLANNING CONSULTANT
181908	B & S PLUMBING & HEATING INC*	4314	\$ 9,965.20	REPAIR ELECTRIC BOILER
181921	THIEMANN OFFICE PRODUCTS*	4441	\$ 47,443.00	EAST WING ADULT SERVICES FURNITURE
182054-R	E-Z CLEAN INC*	4221	\$ 43.13	MAINTENANCE SUPPLIES
182081	B&T DRAINAGE*	4361	\$ 97,395.00	FOUNDATION WORK
182108	BAESLERS MARKET*	4245	\$ 200.00	HOT CHOCOLATE & COOKIES
182119	AMAZON.COM LLC*	4245	\$ 438.97	TEEN SPACE SUPPLIES
182161-R	BAESLERS MARKET*	4245	\$ 190.28	FRUIT & CUPCAKES STAFF INSTITUTE
		4223		
182168	LOWE'S COMMERCIAL SERVICES*	4234	\$ 135.00	2018_SUPPLIES
182170	LOGO CONNXTION*	4245	\$ 120.00	MAINTENANCE MANAGER SHIRTS
182172-R	BAESLERS MARKET*	4245	\$ 44.12	ESL CONVERSATION CLUB
182173	LOWE'S COMMERCIAL SERVICES*	4441	\$ 199.00	2018_12_07_14 GALLON SHOP VAC
182181	PRESIDIO*	4363	\$ 6,982.61	SMARTNET RENEWAL
182199	E-Z CLEAN INC*	4221	\$ 43.14	2018_12_11_SUPPLIES
182247-R	BAESLERS MARKET*	4245	\$ 17.74	STAFF INSTITUTE SUPPLIES
182251	BOOKPAL, LLC*	4245	\$ 8,000.00	Big Read Books
182253	STAPLES CONTRACT & COMMERCIAL	4213	\$ 44.15	2019 CALENDARS
182258	TRIBUNE STAR PUBLISHING CO IN	4331	\$ 165.00	YS GRINCH BASH AD
182259	FAMILY DOLLAR*	4245	\$ 30.00	PROGRAM SUPPLIES
182262	WALMART*	4245	\$ 100.00	YS PROGRAM SUPPLIES
182266	DLC MEDIA, INC.*	4331	\$ 1,080.00	VCPL RADIO PROMO
182267	GOV CONNECTION INC*	4441	\$ 29,044.35	PC REPLACEMENTS ADMIN LAPTOPS
182268	GOV CONNECTION INC*	4244	\$ 511.40	REPLACEMENT WIRELESS KB-MICE
182281	PAPA JOHNS PIZZA*	4245	\$ 40.00	PIZZA FOR DEC MOVIE
		4440		
		4363		
		4441		
182303	ZONES INC*	4314	\$ 132,480.05	SERVER REFRESH LENOVO NUTANIX
		4441		
182305	ZONES INC*	4325	\$ 3,810.60	LENOVO SERVER UPS
182307	AMAZON.COM LLC*	4244	\$ 239.90	HEADPHONES W/ MIC
182308	WALMART*	4441	\$ 199.00	PS4 VR HEADSET
182317	TECHSMITH CORPORATION*	4310	\$ 223.97	CAMTASIA SOFTWARE LICENSE
182324	WALMART*	4245	\$ 528.86	HOLIDAY SUPPLIES
182326	OFFICE DEPOT*	4213	\$ 425.60	OFFICE SUPPLIES
182327	AMAZON.COM LLC*	4213	\$ 135.70	OFFICE SUPPLIES
182328	METZGER LANDSCAPE INC*	4314	\$ 90,000.00	POPLAR ENTRANCE LANDSCAPING
	OPERATING FUND TOTAL		\$ 442,775.77	

GIFT FUND

182159-R	WEST VIGO IGA*	4245	\$ 27.72	PROGRAM SUPPLIES
182172-R	BAESLERS MARKET*	4245	\$ 11.38	ESL CONVERSATION CLUB
182251	BOOKPAL, LLC*	4245	\$ 7,000.00	Big Read Books
182261	B&B FOOD DISTRIBUTORS INC*	4245	\$ 48.89	WATCH THIS MOVIE SUPPLIES
182264	BOOK DEPOT*	4245	\$ 382.00	1ST GRADE TOUR BOOKS
182265	WALMART*	4245	\$ 50.00	SUPPLIES FOR NEXT TEEN MURDER MYSTERY
182278-R	FUN EXPRESS, LLC*	4245	\$ 128.58	FIRST FRIDAY JANUARY
182279	WALMART*	4245	\$ 100.00	SNACKS FOR FIRST FRIDAY
182280	DEMCO, INC*	4245	\$ 194.45	DECORATIONS/ BRANDED ACCESSORIES
182325	BAESLERS MARKET*	4245	\$ 40.00	HOT CHOCOLATE FOR FIRST FRIDAY
	GIFT FUND TOTAL		\$22 7,983.02	

GRANTS

182251	BOOKPAL, LLC*	4245	\$	15,000.00	Big Read Books
	GRANT FUNDS TOTAL		\$	15,000.00	
 <u>DEBT SERVICE FUND</u>					
182291	VIGO COUNTY TREASURER*	4381	\$	200,000.00	JANUARY 2019 GO & REFUNDING BOND PAYMENTS
172221	VIGO COUNTY TREASURER*	4382	\$	3,839.89	
	CONSTRUCTION FUND TOTAL		\$	203,839.89	
 <u>TOTAL ALL FUNDS</u>			\$	669,598.68	

Adopted by the Board of Trustees of the Vigo County Public Library, read in full this 21st Day of January, 2019, by the following aye and nay vote.

AYE

NAY

ATTEST:

 Secretary, Library Board

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

VIGO COUNTY PUBLIC LIBRARY

RESOLUTION TO 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 21st day of January, 2019.

AYE

NAY

ATTEST:

Valentine K. Muyumba, Secretary

VIGO COUNTY PUBLIC LIBRARY

RESOLUTION TO TRANSFER FUNDS TO THE RAINY DAY FUND

WHEREAS, the Board of Trustees and Officers of the Vigo County Public Library district finds that the purposes of the 2018 Operating Fund have been fulfilled; and,

WHEREAS, there is remaining in the 2018 Operating Fund an unused and unencumbered balance; **NOW THEREFORE**,

BE IT RESOLVED that the Vigo County Public Library Board of Trustees does hereby transfer, pursuant to IC 36-1-8-5.1, **\$ 250,000.00** from the 2018 Operating Fund to the Rainy Day Fund for the purpose(s) of furtherance of the lawful mission and goals of the Vigo County Public Library in the event other funds are found to be insufficient for these purposes.

This fund shall be subject to the same appropriation process as other funds that receive tax money.

ADOPTED January 21, 2019.

AYE

NAY

ATTEST:

Valentine K. Muyumba, Secretary

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JANUARY 21, 2019

ADULT SERVICES

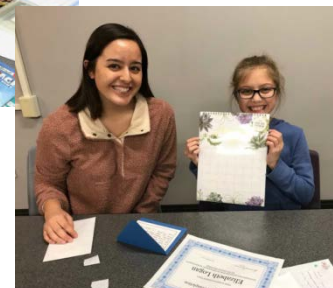
SYCAMORE READERS

Dr. Bauserman, Associate Professor at ISU's Bayh College of Education, reported the following evaluation of the Sycamore Reader Program (paraphrased): The reputation of the Sycamore Readers program brought many young students, both returning and new, to the program. The recruitment should also increase for the spring semester from the positive parental feedback.

Volunteer Reading Coaches became very engaged with their students, resulting in closer bonding. In the last two nights of the program, Dr. Bauserman was able to chat with 95% of parents, who were very pleased with the relationship that had developed between their child and coach. They also reported that their children have shown gains in their work at school, which they attributed to the Sycamore Readers program.

Reading Coaches who needed volunteer hours were recruited from the former Best Scholars program, in the Department of Communication Disorders and Counseling, School, and Educational Psychology (CDCSEP) Department. More than half of the volunteers came from Dr. Rebecca Hinshaw's SPED 318 Differentiated Reading Class. The Coaches became so invested in their students that most of them said they would like to return, even though many of them completed the class requirement.

The spring semester of the Sycamore Readers is scheduled to begin January 23 in the VCPL's Lifelong Learning Center.



VCPL ESL CONVERSATION CLUB



The VCPL ESL families met for the December Conversation Club in the Lifelong Learning Center for an end of the year celebration to thank them for their support and to promote the Library as their space for cultural and social engagement. Thanks to the Friends of the VCPL, a wonderful catered dinner was served and activities were offered to encourage groups of different ethnicities to interact. The Butler's Pantry showed its support of the ESL Program for the second year, by offering excellent pricing for our budget, and thanked VCPL for the ESL service. Craft projects were available for the children of the ESL families, but were a big hit with the parents as well.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JANUARY 21, 2019

On January 9, the ESL Women's Conversation Group had a guest speaker at their weekly class. Fritzi Anderson, an ESL teacher from St. Mary-of-the-Woods, spoke to the women about their personal "season" colors and how they contribute to their personal "style expressions." The women were really engaged in the discussion, and were grateful to the student who had requested this speaker and program.



PROGRAMS AND EVENTS

2019 NEA BIG READ

The 2019 Big Read, featuring the book *The Big Smoke* by Adrian Matejka is scheduled for the month of March. The event will kick off on Friday, March 1, 2019 at 6:00 p.m. with a keynote speech by the author. The evening's program will be held after the Library closes - from 6:00 to 9:00 p.m. in the Lobby of the Main Library. Mr. Matejka will conclude his presentation by signing copies of his book. Refreshments will be provided by Copper Bar.

Administration requests Board approval to serve alcoholic beverages provided by Copper Bar, and to close the library early that day, at 5:00 p.m., to set up the Lobby for this event.

Administration also requests Board approval to serve alcoholic beverages provided by Copper Bar at a Big Read event on Friday, March 15 from 7-9pm.

The event is titled *Hard-Hitting Topics* and will include speakers presenting on topics relating to the themes of *The Big Smoke*. A Public Health professor from IU will discuss the down side of sports and the lengths to which some athletes will go in their quest to excel in their sport. A professor of counseling will also address the ramifications of social media, and the desire for many young people to attain fame. Both speakers will discuss warning signs and actions that parents, teachers and members of the community can take to mitigate these risk factors.

JANUARY FIRST FRIDAY EVENT

Over one hundred-thirty people attended the First Friday event on January 4. Guests sipped on free hot chocolate while painting with marshmallows, getting their hands on edible hot chocolate clay, and playing in a cocoa sensory tub. The event was hosted by Kendra McCrea-Bailey and Sarah Trover, and was an excellent way to kick-off 2019 First Friday events.



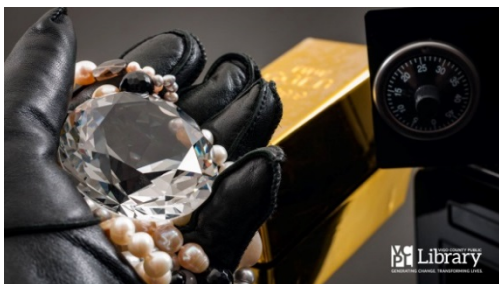
DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JANUARY 21, 2019

MAIN STREET AMERICA PARTNERSHIP



The Vigo County Public Library served as the host for Main Street America's partner meeting on January 11. This initiative is led by the Terre Haute Chamber of Commerce, and Main Street America is a national group working with the city of Terre Haute to improve its downtown. The Lifelong Learning Center served as a perfect brainstorming backdrop for this three hour strategic planning meeting. The collaborative meeting was focused on creating positive images of Terre Haute and boosting economic development.

NOW YOU SEE IT: A NIGHT OF MYSTERY



Now You See It: A Night of Mystery is scheduled after-hours for Friday, January 18 from 7:00 - 9:00 p.m. in the Lobby of the Main Library. This event is open to adults-only. It's up to the attendees to help find the missing diamond and catch the carat crook. Attendees will experience an evening of suspenseful mystery, with one thrilling conclusion.

SPECIAL COLLECTIONS

IMPLEMENTATION OF ARCHIVES SPACE

In 2018, Heather Rayl, Seth James, and Sean Eisele began investigating archival information management systems to replace the existing system, Laserfiche. After much investigation and experimentation, the department decided to pursue the program Archives Space. This innovative web-based archival management program can standardize SPC's online content and archival catalogue and make it more widely accessible. Implementing this program will better serve SPC's organizational needs, provide greater depth of searchable information to researchers and customers, and will help bring SPC into a new generation of electronic archival management.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JANUARY 21, 2019

LSTA GRANT PROGRESS

The Curry Blueprints digitization project is still in full swing, with good progress being made over the holidays. As of December, more than three quarters of the blueprints have been digitized by the vendor, Rapid Reproductions, amounting to 2,619 scanned blueprint sheets. Haley Smith, SPC's short term Metadata Specialist, has, as of December, completed detailed metadata entries for around 122 multi-page projects, each consisting of various blueprints, drafts, notes, and revisions. These accomplishments have ensured that the grant project is on track to be completed mid-spring.

SOCIETY OF INDIANA ARCHIVISTS ANNUAL CONFERENCE

On January 10, the Society of Indiana Archivists informed SPC that they had accepted SPC's proposal for a session to showcase the LSTA Grant Curry Blueprints project at the upcoming SIA 2019 Annual Meeting on April 26. The title of this presentation is *The John A. Curry Architectural Works Digitization Project: A Blueprint for Success*. This session will be led by Seth James, Sean Eisele, and Haley Smith. This is an excellent opportunity for SPC to promote the Curry Blueprints project and to further engage with the wider Indiana archivist community.

TECH TEAM

HOUR OF CODE WEEK

December 3 to 6 in the Main Library's Haute Create and at West Branch, the Tech Team celebrated the Hour of Code week. The Hour of Code started as a one-hour introduction to computer science, designed to demystify "code," to show that anybody can learn the basics, and to broaden participation in the field of computer science. Activities included creating your own Google Doodle and learning to code using Minecraft. The 3 events hosted by the VCPL were part of the 220,545 events registered in 2018 and held in 180+ countries. This is the third year the Tech Team has participated.



DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JANUARY 21, 2019

WESTMINSTER VILLAGE

Tech Team members Angie Benedict, Angelina Melcho, and Ashley Wadsworth held a “bring your own device” session at Westminster in place of one of Ashley’s traditional tech talk and iPad sessions. Attendees who came were very pleased. One customer specifically came because she wanted to practice borrowing eBooks from the Library’s Overdrive app and had forgotten the steps. Another had been given a smartphone by her son and didn’t feel comfortable using it. She learned a variety of skills from Angie, including how to add or delete apps, check her email on the phone, and the thing she most enjoyed learning – how to take a selfie. This attendee had told Angie her grandkids talk about selfies all the time and she wanted to learn how to do it. She was very appreciative of Angie’s help, but also made sure to learn how to delete a selfie she didn’t like!

WEST BRANCH

ARTISTS AT WORK!



Art programs are very popular with both adults and youth at the West Branch. This past month the library held a variety of programs, including *Wintery Mix Crafts*, where kids used cotton balls, paints, and other various materials to create winter-themed works of art. *Painting with Nicole*, led by Technical Services staff member Nicole Norris, not only had 20 kids and parents learn to paint a gingerbread house, it resulted in four new library card applications at the West Branch. Two popular maker programs this month were Soapworks and Candle Making, both led by West Branch Librarian Sharon McConnell. The Candle Making session was so popular that the branch held a drop-in time the following week for anyone who was not able to attend the scheduled program.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JANUARY 21, 2019

BINGO BUNCH

West Branch Bingo Bunch has returned! A much anticipated, highly entertaining program, Bingo Bunch kicked off in early January with a tension-filled first round which ended with a three-way tie for bingo. Library patrons enjoy catching up with friends, having snacks, and vying for a chance to select a prize. With only a few short breaks, Bingo Bunch will run until early May.



YOUTH SERVICES

GRINCH GALORE

Over 200 patrons attended the Grinch Galore Who-biliation! The entire Youth Services department was bustling as guests of all ages enjoyed a reading of the Dr. Seuss classic, crafting, green screen photos, and Grinchy creations from Sweet Science Ice Cream Lab. Cindy Lou Who and even the Grinch himself were on hand to greet and take photos with guests. The evening wrapped up with a showing of the original 1966 cartoon “How the Grinch Stole Christmas!”



MULTI-PURPOSE ROOM

The Multi-Purpose Room has received uproarious praise since it was repurposed and opened to the public. A teacher and two students came into the Youth Services space looking for a quieter place to do homework and were introduced to the room that can be used for an abundance of activities. While they were leaving, the teacher made sure to stop by the desk and tell YS staff that the room was perfect for their needs and that they would come back and use it again. The Multi-Purpose Room has frequently been used for supervised visits when wanting to focus a bit more on familial contact and bonding; families have played board games, read stories, and gathered in the space. They always make sure to tell staff how thankful they are for the balance of privacy and accessibility the room offers.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JANUARY 21, 2019

PAINTING WITH NICOLE



The Youth Services department collaborated with Nicole Norris from Technical Services to hold a follow along painting session. Children painted a penguin scene worthy of all the excitement it received.

Nicole demonstrated painting techniques and proper brush care while the children followed along step by step. The 21 young artists in attendance were encouraged to add a unique spin on their piece of artwork—their smiles and engagement really show how proud they are of the final result.

PERSONNEL

PROFESSIONAL DEVELOPMENT

Chandler, Lauri - Power Up: A Leadership Conference for Youth Services Managers and Staff, March 28 - 29, 2019, Madison, WI; \$1,176.

McConnell, Sharon - Creating Escape Room Programs and Other Immersive Experiences in Libraries, February 7, 2019, American Library Association Webinar; \$60.

RETIREMENT

Bradfield, Christine A. - Adult Services Librarian, (full-time, non-exempt), effective February 1, 2019.

STATISTICS

See Attached Statistics Report

Respectfully submitted

Kristi J. Howe

1/17/19 Admin AG

**Vigo County Public Library
December 2018**

	December-18	December-17		YTD 2018	YTD 2017	
Print Circulation	22,154	23,171	-4.4%	319,353	342,735	-6.8%
A/V Circulation	18,874	18,684	1.0%	247,789	262,040	-5.4%
Misc	232	223	4.0%	3,337	3,935	-15.2%
Electronic Devices	32	16	100.0%	378	392	-3.6%
TOTAL	41,292	42,094	-1.9%	570,857	609,102	-6.3%

	December-18	December-17		YTD 2018	YTD 2017	
Overdrive	3,957	3,136	26.2%	43,952	36,430	20.6%
E-book	3,957	3,136	26.2%	43,952	36,430	20.6%
E-audiobook	2,156	1,646	31.0%	23,491	19,637	19.6%
E-Magazines	237	0	null	682	791	-13.8%
E-video or music	22	11	100.0%	173	207	-16.4%
TOTAL	6,372	4,793	32.9%	68,298	57,065	19.7%

RB Digital	254	230	10.4%	3,324	3,564	-6.7%
E-magazines	254	230	10.4%	3,324	3,564	-6.7%

Hoopla	1,093	709	54.2%	12,664	8,268	53.2%
E-audiobook	1,093	709	54.2%	12,664	8,268	53.2%
E-Books	689	402	71.4%	7,188	3,957	81.7%
E-Comics	113	81	39.5%	1402	947	48.0%
E-music	284	284	0.0%	3,341	2,963	12.8%
E-video movie	294	257	14.4%	2,972	2,356	26.1%
E-video TV	157	110	42.7%	2,038	853	138.9%
TOTAL	2630	1843	42.7%	29,605	19,344	53.0%

	December-18	December-17		YTD 2018	YTD 2017	
Reference [fact-finding]	4,190	3,607	16.2%	55,896	69,293	-19.3%

Items Added to the Collection

December-18	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Purchased Items	910	299	14	7	105	35	1,370
Donated Items	0	0	0	0	0	0	0
Total Items Added	910	299	14	7	105	35	1,370

YTD 2018	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Purchased Items	14,843	5,356	574	347	603	166	21,889
Donated Items	39	55	0	0	0	0	94
Total Items Added	14,882	5,411	574	347	603	166	21,983

New Materials Ordered and Received

December-18	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Ordered	318	257	0	0	2	0	577
Received	330	238	4	3	74	33	682

YTD 2018	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Ordered	14,855	4,757	554	341	551	1,472	22,530
Received	14,546	4,936	397	302	468	390	21,039

Vigo County Public Library
December 2018

	December-18	December-17		YTD 2018	YTD 2017	
Adult programs/events/classes	13	12	8.3%	308	244	26.2%
Teen programs/events/classes	5	2	150.0%	42	41	2.4%
Youth programs/events/classes	21	25	-16.0%	277	258	7.4%
Family/general	21	12	75.0%	265	82	223.2%
TOTAL	60	51	17.6%	892	625	42.7%

Adult attendance	113	174	-35.1%	3,905	2,873	35.9%
Teen attendance	12	5	140.0%	354	338	4.7%
Youth attendance	707	1,725	-59.0%	10,768	9,995	7.7%
Family/general attendance	572	198	188.9%	5,922	1,947	204.2%
TOTAL	1,404	2,102	-33.2%	20,949	15,153	38.2%

	December-18	December-17		YTD 2018	YTD 2017	
Adult outreach	14	20	-30.0%	152	195	-22.1%
Teen outreach	0	0	null	2	1	100.0%
Youth outreach	50	58	-13.8%	603	553	9.0%
Family outreach	0	2	-100.0%	15	13	15.4%
Participation in Community Events	0	3	-100.0%	33	46	-28.3%
TOTAL	64	83	-22.9%	805	808	-0.4%

Adult outreach attendance	268	351	-23.6%	4,887	4,153	17.7%
Teen outreach attendance	0	0	null	40	26	53.8%
Youth outreach attendance	569	854	-33.4%	6,425	5,767	11.4%
Family outreach attendance	0	80	-100.0%	209	1,146	-81.8%
Community Events Interactions	0	3,135	-100.0%	4,888	9,085	-46.2%
TOTAL	837	4,420	-81.1%	16,449	20,177	-18.5%

Adult materials deliveries	59	76	-22.4%	780	915	-14.8%
Youth materials deliveries	22	30	-26.7%	351	449	-21.8%
TOTAL	81	106	-23.6%	1,131	1,364	-17.1%

	December-18	December-17		YTD 2018	YTD 2017	
Computer Users	5,548	6,089	-8.9%	79,157	89,562	-11.6%
Web Site Hits	18,153	12,897	40.8%	208,596	237,256	-12.1%
Mobile App Visits	264	178	48.3%	2,960	1,595	85.6%

	December-18	December-17		YTD 2018	YTD 2017	
Subscription Databases	8,610	8,261	4.2%	104,812	143,360	-26.9%
ILL provided to other libraries	65	81	-19.8%	1,107	835	32.6%
ILL received from other libraries	135	124	8.9%	1,818	1,858	-2.2%

Bereavement Leave

All exempt and non-exempt full and part-time employees of the Vigo County Public Library (VCPL) will be compensated for time lost from work due to a death in the family or household member for up to three (3) working days in accordance with the following guidelines:

- Employees will be granted up to **three (3) working days** with pay for the death of a spouse, domestic partner, child, grand-child, parent, grand-parent, sibling, or corresponding in-law, step, domestic partner, or guardianship relation.
- Employees will be granted **one (1) working day** with pay for the death of an aunt, uncle, niece, nephew, or corresponding in-law, step, or domestic partner relation.
- Bereavement leave must be taken **within five (5) calendar days** following the death except when unusual circumstances occur such as a delayed interment or memorial service. Employees should consult with Human Resources (HR) regarding exceptions.

Exempt and non-exempt full-time employees will receive payment for bereavement leave at the regular rate of pay. Non-exempt part-time employees will receive pay for the number of hours for which they were scheduled to work during the bereavement leave.

To be eligible for bereavement leave, exempt and non-exempt full-time employees must have worked and or utilized available VCPL non-bereavement paid leave for a minimum of eight (8) hours, and non-exempt part-time employees must have worked and or utilized available VCPL non-bereavement paid leave for a minimum of four (4) hours during the workweek in which bereavement leave is utilized.

Paid holidays that coincide with bereavement leave will be counted as part of the bereavement leave but will be recorded in the employee timecard as holiday pay. Employees utilizing paid sick or vacation leave that coincides with a death in the family or household member should contact HR to coordinate substitution of bereavement leave.

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 utilizing FMLA experiences the death of a family or household member as defined above, Bereavement Leave will be administered concurrent with FMLA leave.

Compensation Policy

Vigo County Public Library (VCPL) provides compensation to employees in the form of wages and benefits in accordance with established job classes and wage ranges as outlined in the **RESOLUTION ON WAGES, FULL AND PART-TIME WAGE RANGES AND BENEFITS** (Appendix E in this manual) adopted by the Library Board of Trustees each December for the subsequent year. Job classes and wage ranges are established in compliance with the **Fair Labor Standards Act (FLSA)** and in accordance with the **Employee Classification Policy** located in this manual.

Job Classes

Individual job classes and corresponding wage ranges are determined by factors relevant to each class including level and scope of responsibility, education and or certification requirements, essential job skills and experience, and the context in which a job class functions. Each job class is comprised of positions that perform work with comparable responsibilities and complexity and with comparable educational and or experiential requirements.

Wage Ranges

A minimum and a maximum wage range is assigned to each job class with the minimum representing the entry level wage for new hires and the maximum representing the highest level of wage growth available for positions within the job class.

Employee wage growth within the available range for a job class is determined by a variety of factors including but not limited to the following:

- Availability of budgetary resources and or fiscal constraints.
- Adoption of wage adjustments by the Library Board of Trustees.
- Employee performance review ratings during relevant review period(s).
- Fulfilment of an education requirement when VCPL has provisionally placed an employee at a lesser pay level for a position prior to attainment of required qualifying credentials.
- Successful completion of an education or certification program mandated by VCPL that is in addition to the minimum education and certification requirements for the position.

Once an employee has reached the highest level of wage growth within a job class, additional wage increases are capped at the established range maximum unless and until the range maximum is increased. Job classes and wage ranges are reviewed annually by library administration and the Board of Trustees and may be adjusted to align with organizational priorities and initiatives, relevant labor market trends, budgetary resources, and or regulatory changes. Annual wage adjustments are generally effective beginning with the first pay date of the year subsequent to the adoption of the adjustment.

Benefits

VCPL provides statutory and discretionary fringe benefits to employees as outlined in the **RESOLUTION ON WAGES, FULL AND PART-TIME WAGE RANGES AND BENEFITS** located in Appendix E of this manual. Statutory benefits include employer's contribution for social security and Medicare taxes, family and medical leave, military leave, unemployment compensation, and worker's compensation.

Exempt and non-exempt full-time employees in job classes 1 – 7 receive the following discretionary fringe benefits:

- Paid vacation, sick, holiday, and bereavement leave.
- Group health, vision, and dental insurance (optional participation).
- Employee assistance plan.

- Indiana Public Retirement System account with both the employer and employee required contributions paid by VCPL.
- Long term disability insurance.
- Life insurance.

Non-exempt part-time employees in job classes A – C receive the following discretionary fringe benefits:

- Paid vacation, holiday, and bereavement leave.
- Group health, vision, and dental insurance for employees who are regularly compensated for 30 or more hours per week (optional participation).
- Employee assistance plan.

DRAFT

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

The Board of Trustees of the Vigo County Public Library at the regularly scheduled meeting held January 21, 2019, 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 21st DAY OF January, 2019.

AYE

NAY

EXHIBIT “A”

VIGO COUNTY PUBLIC LIBRARY

SURPLUS EQUIPMENT, FURNISHINGS, & ACCESSORIES

- 24 Wood framed upholstered chairs
- 7 Wood tables

1/21/2019