

A G E N D A

REGULAR MEETING VIGO COUNTY PUBLIC LIBRARY

Monday, October 19, 2020, 5:30 PM

Due to COVID19, the VCPL Board will meet in-person at the Main Library, One Library Square, Terre Haute, IN 47807, in Meeting Rooms A, B, & C with a virtual option. Those joining remotely may do so at

https://us02web.zoom.us/meeting/register/tZcpcOutpjluGteHmrDccdSt-r_0tmP-SEf4.

1. **Call to Order and Roll Call of Members**
2. **Public Input on Action Items**
3. **Consideration of Minutes of September 21, 2020 Regular Meeting** 2
4. **Treasurer's Report**
 - A. Monthly Financial Statement 5
 - B. Claims and Payroll 6
 - C. Special Claims
 - D. Gift Fund Report 20
5. **Reports to the Library Board**
6. **Director's Report** 21
7. **Old Business**
8. **New Business**
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Meeting:** Regular Meeting, **November 16, 2020** at 5:30 p.m., Main Library.
11. **Adjournment**

Terre Haute, Indiana, September 21, 2020

At the Regular Meeting of the Vigo County Public Library Board at the Vigo County Public Library, One Library Square with a Virtual Teleconference option, at 5:30 p.m. on the 21st day of September 2020, the following persons were present:

Library Board: Terry W. Jones, President; Olivia K. Goulding, Vice President; Valentine K. Muyumba, Secretary; Christi A. Fenton; Sister Dorothy Rasche; James M. Young; and Daniel I. Pigg.

Library Staff: Kristi Howe; Brett Taylor; Amy Gibson; Andrew Akers; Heather Rayl; and Rob Fox.
Present via Zoom: Seth James; Cindy Bhatti; Lauri Chandler; Lauren Elyea; Carey LaBella; and Dennis Shepard.

Others: none.

PUBLIC INPUT ON ACTION ITEMS

No public input.

CONSIDERATION OF REGULAR MEETING MINUTES

A motion to approve the minutes of the August 17, 2020, regular meeting, made by Fenton, seconded by Sister Dorothy, passed.

CONSIDERATION OF SPECIAL MEETING MINUTES

A motion to approve the minutes of the September 8, 2020, special meeting, made by Goulding, seconded by Young, passed.

TREASURER'S REPORT

Monthly Cash Statement

Brett Taylor presented the Cash Statement for the period ending August 31, 2020 (copy attached to official minutes).

Claims and Payroll

Mr. Taylor presented the Month End Claims dated August 31, 2020 in the amount of \$53,851.79 (Library Operating, \$50,821.78; Gift Fund \$1,772.68; Grants \$1,257.33); Library Operating Claims dated September 21, 2020, in the amount of \$92,371.25 (Library Operating Fund, \$92,289.11; Gift Fund, \$82.14; (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

Special Claims

There were no special claims.

Gift Fund Report

Mr. Taylor presented the Gift Fund report dated August 31, 2020 for \$66,328.21.

Approval of Treasurer's Report

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

REPORTS TO THE LIBRARY BOARD

There were no reports to the library board.

DIRECTOR'S REPORT

Ms. Howe commented on her written report.

In addition to the written report, Ms. Howe highlighted VCPL's collaboration with the League of Women Voters for a Virtual Candidate Forum. WTHI Reporter Rondrell Moore was the moderator. Some candidates joined the event from their homes and others attended from VCPL and were stationed in different spaces throughout the library to maintain safe distance practices. Ms. Howe encouraged everyone to view the recorded session. Links to the recorded session can be found on the Vote Vigo and VCPL webpages.

Ms. Howe shared that Director of Public Services Cindy Bhatti worked with her staff to launch a new initiative to promote civic engagement in the community, **Sign Up. Be Counted. Be Heard.** Library staff have been providing outreach throughout the community for library card sign-up, census data gathering, and voter registration. With the focus on reaching people who do not have internet or visit the library but need to complete these services, staff has concentrated on setting up portable stations in a variety of locations such as grocery stores, public housing sites, and even some pick-up times at child care programs.

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

OLD BUSINESS

Adoption of the 2021 Library Budget

A motion to adopt the 2021 Library Budget, made by Pigg, seconded by Fenton, passed. (copy of Resolution for Appropriations and Tax Rates is attached to the official minutes).

NEW BUSINESS

There was no new business.

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

No suggestions.

NEXT MEETING

Regular Meeting, **Monday, October 19, 2020**, 5:30 p.m., Main Library.

ADJOURNMENT

A motion to adjourn the meeting, made by Muyumba, seconded by Goulding. The meeting adjourned at 5:55 p.m.

Terry W. Jones, President

Olivia K. Goulding, Vice President

Valentine K. Muyumba, Secretary

Christi A. Fenton, Board Member

James M. Young, Board Member

Sister Dorothy Rasche, Board Member

Daniel I. Pigg, Board Member

10/8/20 AG

Vigo County Public Library

Cash Statement
 Vigo County Public Library
 September 2020

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	1,351.60 1,480.58	64,601.91 625,442.12	64,601.91 625,571.10	1,351.60	0.00 (128.98)
Cash Library Operating Fund 01-01-1010	3,990,204.31 4,474,863.46	97,180.44 3,751,887.38	493,514.30 4,632,880.39	3,593,870.45	(396,333.86) (880,993.01)
Cash Gift Fund 02-00-1010	66,328.21 83,082.22	1,277.05 9,200.92	1,090.18 25,768.06	66,515.08	186.87 (16,567.14)
Cash Public Library Access Car 03-00-1010	0.00 65.00	0.00 0.00	0.00 65.00	0.00	0.00 (65.00)
Cash Excess Levy 06-00-1010	7,275.05 7,275.05	0.00 0.00	0.00 0.00	7,275.05	0.00 0.00
Cash Grants 09-00-1010	(8,802.07) (14,668.06)	1,000.00 108,788.63	1,257.33 103,179.97	(9,059.40)	(257.33) 5,608.66
Cash Rainy Day Fund 11-00-1010	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 Debt Service Fund 18-00-1010	8,572.97 239,871.73	3,083.33 195,596.28	0.00 423,811.71	11,656.30	3,083.33 (228,215.43)

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
18310	ADP INC - AUTOPAY II	01	ACH	1,400.60	4823	PAYROLL SERVICES/WORKFORCE NOV
18291	AMAZON.COM LLC	01	ACH	46.66	4824	COMPUTER STYLUS & REUSABLE CLOT
18328	AMAZON.COM LLC	01	ACH	164.91	4825	FAMILY LEARNING DAY- EXTRA KITS
18339	AMAZON.COM LLC	01	ACH	24.67	4826	ZIPLOC STORAGE BAGS
18290	AMAZON.COM LLC	01	ACH	20.37	4827	AVERY LABELS
18297	AMAZON.COM LLC	01	ACH	103.14	4828	STORAGE FOR KITS
18340	AMAZON.COM LLC	01	ACH	295.90	4829	MOVIE AT HOME KITS
18296	AMAZON.COM LLC	01	ACH	25.98	4830	AAA BATTERIES
18294	AMAZON.COM LLC	01	ACH	55.40	4831	DVD/VIDEO MATERIAL
18295	AMAZON.COM LLC	01	ACH	659.04	4832	BEANSTACK PRIZES AND OCTOBER PR
18292	AMAZON.COM LLC	01	ACH	159.96	4833	DVD/VIDEO MATERIAL
18338	AMAZON.COM LLC	01	ACH	358.63	4834	YS CIRC MATERIAL
18293	AMAZON.COM LLC	01	ACH	143.92	4835	SUPPLIES FOR FAMILY LEARNING BEAN
18288	AMAZON.COM LLC	01	ACH	22.99	4836	CIRC PRINT MATERIAL
18289	AMAZON.COM LLC	01	ACH	88.50	4837	YS CIRC MATERIAL
18303	BAKER & TAYLOR INC	01 02	ACH	7,679.24	4838	CIRC PRINT MAT, YS MAT, AUDIO RECO
18305	E-Z CLEAN INC	01	ACH	6,782.69	4839	CLEANING EQUIPMENT
18306	E-Z CLEAN INC	01	ACH	126.46	4840	CUSTODIAL SUPPLIES
18335	E-Z CLEAN INC	01	ACH	574.62	4841	CLEANING SUPPLIES
*18330	EBSCO INFORMATION SERVICE	01	ACH	6 8,522.00	4842	DB NOVELIST SELECT & PLUS

<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>
*18313	ELYEA*LAUREN	01	ACH	7.90	4843	REIMBURSEMENT DISINFECTING WIPES
18320	EPROMOS	01	ACH	630.71	4844	PROTECTIVE COUNTER BARRIER
18325	EXPRESS SERVICES INC	01	ACH	464.10	4845	PART TIME STAFFING
18302	GALE/CENGAGE LEARNING	01	ACH	464.07	4846	CIRC PRINT MATERIAL
*18331	HOWE*KRISTI	01	ACH	26.64	4847	REIMBURSEMENT DISINFECTING WIPES
*18348	HOWE*KRISTI	01	ACH	9.22	4848	REIMBURSE CLOROX WIPES
*18346	INDIANA LIBRARY FEDERATION	01	ACH	300.00	4849	FALL FORUM
*18349	INDIANA LIBRARY FEDERATION	01	ACH	150.00	4850	MGT COHORT FEE FOR LAUREN
*18345	INDIANA LIBRARY FEDERATION	01	ACH	150.00	4851	MANAGEMENT TRAINING COHORT
*18334	MCCONNELL*SHARON	02	ACH	26.04	4852	FLAVOR BYTES REIMBURSEMENT
18304	MIDWEST TAPE	01	ACH	5,277.41	4853	DVD/VIDEO MAT, AUDIO RECORDED ML
18301	PENWORTHY COMPANY	01	ACH	1,014.91	4854	YS MATERIAL
18324	RAPID REPRODUCTIONS INC	01	ACH	55.00	4855	FAMILY LEARNING ADVENTURE PASSE:
*18314	RAYL*HEATHER M	01	ACH	11.97	4856	REIMBURSEMENT WIPES
18344	RICOH USA INC	01	ACH	1,458.78	4857	COPIER LEASE
*18350	WADSWORTH*ASHLEY	01	ACH	11.07	4858	KROGER - REIMBURSEMENT DISINFEC
					Total Count:	36
					Total Amount:	37,313.50
18299	CENTER POINT LARGE PRINT	01	E-pay	216.30	7144	CIRC PRINT MATERIAL
*18300	LAKESHORE LEARNING MATEF	01	E-pay	26.98	7145	YS MATERIAL
18309	ENA		E-pay	1,257.33	7146	INTERNET ACCESS

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		09				
*18311	YOUR AUTOMATIC DOOR COM	01	<i>E-pay</i>	255.00	7147	DOORS REPAIRED
*18312	CITY OF TERRE HAUTE SEWAG	01	<i>E-pay</i>	1,280.60	7148	MAIN SEWAGE BILLING
*18317	COURTESY CLEANING CENTEF	01	<i>E-pay</i>	18.20	7149	LAUNDERING OF TABLECLOTHS
*18318	COURTESY CLEANING CENTEF	01	<i>E-pay</i>	21.00	7150	LAUNDERING OF TABLECLOTHS
*18283	VISA CARD SERVICES	01	<i>E-pay</i>	2,336.29	7151	VARIOUS SUPPLIES, TRAVEL, REGISTR.
		02				
*18323	TABCO PRINTING & PROMOTIC	01	<i>E-pay</i>	2,003.34	7152	LIBRARY CARDS
18326	OFFICE DEPOT	01	<i>E-pay</i>	7.12	7153	OFFICE SUPPLIES
18327	OFFICE DEPOT	01	<i>E-pay</i>	185.90	7154	OFFICE SUPPLIES
18130	WALMART	01	<i>E-pay</i>	146.96	7155	VARIOUS SUPPLIES
18333	IDVILLE	01	<i>E-pay</i>	55.61	7156	PROXCARD & ADHESIVE CARDS
*18336	REPUBLIC SERVICES OF WEST	01	<i>E-pay</i>	598.50	7157	MAIN TRASH SERVICE
*18337	INDIANA AMERICAN WATER CC	01	<i>E-pay</i>	959.94	7158	IRRIGATION SERVICE
18342	T-MOBILE USA, INC.	01	<i>E-pay</i>	949.68	7159	HOTSPOT DATA
*18343	INDIANA AMERICAN WATER CC	01	<i>E-pay</i>	847.21	7160	MAIN WATER SERVICE
18347	CROWN ELECTRIC, INC	01	<i>E-pay</i>	705.00	7161	REPAIRED EXTERIOR POLE LIGHTS
*18360	ARAMARK UNIFORM SERVICES	01	<i>E-pay</i>	141.80	7171	WEST MAT SERVICE
18361	OFFICE DEPOT	01	<i>E-pay</i>	4.00	7172	BINDERS
18362	ACTION PEST CONTROL, INC	01	<i>E-pay</i>	285.00	7173	WEST MONTHLY INSPECTION
18363	LOGO CONNXTION	02	<i>E-pay</i>	875.00	7174	LOGO WEAR
				8		
*18366	ARAMARK UNIFORM SERVICES	01	<i>E-pay</i>	365.36	7175	MAIN 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>
						Total Count: 23 Total Amount: 13,542.12

<i>Grand Total Fund 01:</i>	48,590.25
<i>Grand Total Fund 02:</i>	1,008.04
<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:	59
Grand Total Amount:	50,855.62

9/12/2020	2426979LH2X DN2GTE	JIMMY JOHNS - LUNCH FOR CANDIDATES	71	80
9/17/2020	2469216LM2X NNMFL4	AMERICAN LIBRARY ASSOCIATION - K. BAILEY REGISTRATION SYMPOSIUM	249	00
TOTAL			2336	29

I certify that the attached invoice(s) is true and correct and the materials or services itemized thereon for which charge is made were ordered and received except

Date - _____, 20____

Librarian

Voucher No.		Warrant No.		PAYEE	
Charge These Appropriations					
Account Number		Account Name		Amount	
4219	01-01			75.00	
4245	01-01			78.37	
4314	01-01			16.32	
4391	01-01			225.00	
4213	01-02			49.99	
4314	01-02			75.00	
4324	01-04			249.00	
4245	01-08			36.00	
4314	01-09			648.00	APPROVED _____, 20____
4391	01-10			80.00	
4245	01-11			199.95	
4325	01-11			12.15	
4331	01-11			200.00	
4245	01-12			351.57	
4245	02-00			39.94	In the amount of \$
	Total			2,336.29	See Claims Docket

Library Form No. 4 (1934)
Prescribed by State Board of Accounts

<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>
18488	SQUARE DONUTS	01	<i>Check</i>	11.00	56452	DONUTS FOR UW DRAWING
*18442	INDIANA DEPARTMENT OF WOI	01	<i>Check</i>	125.00	56453	UNEMPLOYMENT BENEFITS
*18472	NORTH MANCHESTER PUBLIC	01	<i>Check</i>	12.95	56454	ILL REIMBURSEMENT
*18466	TIPTON COUNTY PUBLIC LIBRA	01	<i>Check</i>	11.99	56455	ILL REIMBURSEMENT
					Total Count:	4
					Total Amount:	160.94
18370	ADP INC - AUTOPAY II	01	<i>ACH</i>	667.39	4859	PAYROLL SERVICES
*18284	ADP SCREENING & SELECTION	01	<i>ACH</i>	127.18	4860	BACKGROUND SCREENING
18371	AMAZON.COM LLC	01	<i>ACH</i>	194.29	4861	YS CIRC MATERIAL
18372	AMAZON.COM LLC	01	<i>ACH</i>	56.98	4862	YS CIRC MATERIAL
18373	AMAZON.COM LLC	01	<i>ACH</i>	217.11	4863	AV CABLING
18374	AMAZON.COM LLC	01	<i>ACH</i>	54.75	4864	REMOVABLE AVERY LABELS
18375	AMAZON.COM LLC	01	<i>ACH</i>	639.86	4865	DVD/VIDEO MATERIAL
18376	AMAZON.COM LLC	01	<i>ACH</i>	59.01	4866	YOUR VOTE COUNTS PATRIOTIC BALL
18377	AMAZON.COM LLC	01	<i>ACH</i>	139.99	4867	BEANSTACK PRIZES AND OCTOBER PR
18378	AMAZON.COM LLC	01	<i>ACH</i>	41.10	4868	DVD/VIDEO MATERIAL
18379	AMAZON.COM LLC	01	<i>ACH</i>	141.85	4869	20V SAWSALL, TOUCHUP PAINT, CONCI
18380	AMAZON.COM LLC	01	<i>ACH</i>	97.97	4870	KIT SUPPLIES FOR OCTOBER BEYOND
18381	AMAZON.COM LLC	01	<i>ACH</i>	367.79	4871	RACK AND SUPPLIES FOR KITS
18382	AMAZON.COM LLC	01	<i>ACH</i>	10.99	4872	AAA BATTERIES
				12		

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
18428	AMAZON.COM LLC	01	ACH	52.55	4873	ILL STAMPS, KIT LUGGAGE TAGS
18435	AMAZON.COM LLC	01	ACH	341.57	4874	DVD/VIDEO MATERIAL
18437	AMAZON.COM LLC	01	ACH	115.47	4875	DVD/VIDEO MATERIAL
18438	AMAZON.COM LLC	01 02	ACH	124.67	4876	REF MATERIAL
18444	AMAZON.COM LLC	01	ACH	44.50	4877	THERMAL PAPER
18445	AMAZON.COM LLC	01	ACH	41.37	4878	AS ART HACKS SUPPLIES
18446	AMAZON.COM LLC	01	ACH	131.29	4879	WIPEABLE MOUSE PADS & KEYBOARD
18447	AMAZON.COM LLC	01	ACH	284.39	4880	YS SUPPLIES FOR TRUNK OR TREAT AN
18448	AMAZON.COM LLC	01	ACH	14.99	4881	SUPPLIES FOR NOVEMBER PROGRAMS
18449	AMAZON.COM LLC	01	ACH	211.68	4882	SUPPLIES FOR NOVEMBER PROGRAMS
18450	AMAZON.COM LLC	01	ACH	123.67	4883	DVD/VIDEO MATERIAL
18451	AMAZON.COM LLC	01	ACH	178.85	4884	DVD/VIDEO MATERIAL
18452	AMAZON.COM LLC	01	ACH	232.87	4885	DVD/VIDEO MATERIAL
18453	AMAZON.COM LLC	01	ACH	42.96	4886	YS CIRC MATERIAL
18454	AMAZON.COM LLC	01	ACH	807.24	4887	DVD/VIDEO MATERIAL
18455	AMAZON.COM LLC	01	ACH	207.51	4888	YS CIRC MATERIAL
18456	AMAZON.COM LLC	01	ACH	119.80	4889	CODING WORKBOOKS HOUR OF CODE
18383	BAKER & TAYLOR INC	01	ACH	6,424.78	4890	CIRC PRINT MAT, YS MATERIAL
18384	BOOK DEPOT	01	ACH	2,197.66	4891	HALLOWEEN BOOKS
*18385	CAMERON*LERAYE	01	ACH	13 10.26	4892	MILEAGE REIMBURSEMENT
*18390	CULLIGAN WATER CONDITIONI		ACH	20.00	4893	WEST COOLER RENTAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		01				
*18391	CULLIGAN WATER CONDITIONI	01	ACH	140.00	4894	MAIN COOLER RENTAL
18436	DEMCO, INC	01	ACH	1,132.76	4895	LABEL PROTECTORS, 4 IN TAPE, FANTA
18392	E-Z CLEAN INC	01	ACH	158.80	4896	VACUUM REPAIR
18393	E-Z CLEAN INC	01	ACH	33.96	4897	PURELL HAND SANITIZER
18394	E-Z CLEAN INC	01	ACH	56.94	4898	MAINTENANCE SUPPLIES
18395	E-Z CLEAN INC	01	ACH	518.81	4899	MAINTENANCE SUPPLIES
18439	E-Z CLEAN INC	01	ACH	683.21	4900	JANITORIAL SUPPLIES
18396	GALE/CENGAGE LEARNING	01	ACH	276.63	4901	CIRC PRINT MATERIAL
18398	GRAHAM FEED COMPANY	01	ACH	368.55	4902	PALLET OF SALT FOR WATER SOFTENE
*18475	HOWE*KRISTI	01	ACH	40.61	4903	WIPES/GLOVES REIMBURSEMENT
18434	INDIVIDUAL SOFTWARE INC	01	ACH	1,400.00	4904	DB RESUME MAKER
*18403	LOWE'S COMMERCIAL SERVICI	01	ACH	122.19	4905	MAINTENANCE SUPPLIES
18486	LYRASIS	01	ACH	4,200.00	4906	ARCHIVESSPACE HOSTING SMALL
18473	MANHATTAN SHORT INC.	01	ACH	600.00	4907	MOVIE LICENSE FOR FILM FESTIVAL
*18459	MIDWEST COMMUNICATIONS, I	01	ACH	900.00	4908	FAMILY LEARNING ADVENTURE RADIO
*18460	MIDWEST COMMUNICATIONS, I	01	ACH	600.00	4909	FAMILY LEARNING ADVENTURE RADIO
18407	MIDWEST TAPE	01	ACH	5,003.48	4910	DVD/VIDEO MATERIAL,AUDIO RECORDER
18441	MIDWEST TAPE	01	ACH	6,066.06	4911	HOOPLA CONTENT- SEPT
18426	NEW AVENUES	01	ACH	150.00	4912	ALA CARTE ADMIN FEE
18408	OCLC INC	01	ACH	5,947.06	4913	CATALOGING SUBSCRIPTION

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
18443	RICOH USA INC	01	<i>ACH</i>	974.92	4914	COPIER LEASE
*18469	SWEARINGTON*ALLISON	01	<i>ACH</i>	7.60	4915	MILEAGE REIMBURSEMENT
*18464	UNIQUE MANAGEMENT SERVIC	01	<i>ACH</i>	496.38	4916	NOTICES
*18465	UNIQUE MANAGEMENT SERVIC	01	<i>ACH</i>	402.75	4917	PLACEMENTS
18416	WEAS ENGINEERING INC	01	<i>ACH</i>	491.72	4918	WATER TREATMENT MANAGEMENT
					Total Count:	60
					Total Amount:	45,316.77
18386	CENTER POINT LARGE PRINT	01	<i>E-pay</i>	248.67	7178	CIRC PRINT MATERIAL
18387	CINTAS CORPORATION	01	<i>E-pay</i>	118.00	7179	MAIN AED LEASE
18388	CINTAS CORPORATION	01	<i>E-pay</i>	59.95	7180	MAIN CABINET SERVICE
*18389	COURTESY CLEANING CENTEF	01	<i>E-pay</i>	10.00	7181	LAUNDERING OF TABLECLOTHS
*18399	INDIANA AMERICAN WATER CC	01	<i>E-pay</i>	57.64	7182	PRIVATE FIRE SERVICE
18401	INFOUSA MARKETING, INC	01	<i>E-pay</i>	480.00	7183	REF MATERIAL SERIAL, REF PRINT MAT
18409	OFFICE DEPOT	01	<i>E-pay</i>	144.55	7184	OFFICE SUPPLIES
18410	PAYPAL INC	01	<i>E-pay</i>	19.95	7185	MONTHLY PAYFLOW LINK
18411	PIMANCO, INC	01	<i>E-pay</i>	1,050.00	7186	HAUTE HAPPENINGS PROMO
18412	STROHM NEWSPAPERS INC	01	<i>E-pay</i>	160.00	7187	NEWSPAPERS
18413	WEX BANK	01	<i>E-pay</i>	86.92	7188	AUGUST FUEL
18414	WEX BANK	01	<i>E-pay</i>	89.27	7189	SEPT. FUEL
18417	VERIZON - WIRELESS	01	<i>E-pay</i>	205.53	7190	PHONE SERVICE
18419	CINTAS CORPORATION		<i>E-pay</i>	15.82	7191	WEST CABINET SERVICE

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		01				
*18420	TOWN OF WTH WATER & SEWE	01	<i>E-pay</i>	60.82	7192	WEST WATER/WASTE SERVICE
*18424	SHOPPER INC*THE	01	<i>E-pay</i>	99.73	7193	SINGLE DVD CASES
18425	ENA	01	<i>E-pay</i>	651.90	7194	VOICE SERVICE
18427	BUCKEYE POWER SALES	01	<i>E-pay</i>	1,099.98	7195	BATTERY CHARGING ALTERNATOR REI
18430	FRONTIER	01	<i>E-pay</i>	46.53	7196	WEST PHONE SERVICE
18440	PEACE LEARNING CENTER	01	<i>E-pay</i>	2,000.00	7197	IMPLICIT BIAS TRAINING
18457	SHERWIN-WILLIAMS	01	<i>E-pay</i>	194.94	7198	PAINT WITH GRIP FOR POPLAR LANDIN
18458	SHERWIN-WILLIAMS	01	<i>E-pay</i>	64.98	7199	PAINT WITH GRIP FOR POPLAR LANDIN
18461	PRIORITY ENGINEERING	01	<i>E-pay</i>	3,500.00	7200	MAINTENANCE AGREEMENT AND WARF
18462	WAGeworks, INC.	01	<i>E-pay</i>	168.82	7201	COBRA MONTHLY FEE
18463	VECTREN ENERGY DELIVERY	01	<i>E-pay</i>	19.31	7202	WEST GAS SERVICE
*18467	TABCO PRINTING & PROMOTIC	01	<i>E-pay</i>	1,803.08	7203	LIBRARY CARDS
*18468	TABCO PRINTING & PROMOTIC	01	<i>E-pay</i>	24.40	7204	NAME TENT - B.TAYLOR
18470	OVERDRIVE	01	<i>E-pay</i>	9,200.00	7205	OVERDRIVE CONTENT - OCTOBER
18471	OFFICE DEPOT	01	<i>E-pay</i>	752.05	7206	OFFICE SUPPLIES/COPY PAPER
18433	KROGER	02	<i>E-pay</i>	25.00	7207	GIFT CARD FOR UNITED WAY DRIVE
18476	FUN EXPRESS, LLC	01	<i>E-pay</i>	208.49	7208	ACTIVITY KITS GRAB & GO FOR YS
18477	ENA	09	<i>E-pay</i>	1,257.33	7209	INTERNET ACCESS
*18478	DUKE ENERGY *	01	<i>E-pay</i>	559.34	7210	WEST ELECTRIC SERVICE
*18479	DUKE ENERGY *	01	<i>E-pay</i>	16 9,204.75	7211	MAIN ELECTRIC 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>
*18480	COURTESY CLEANING CENTEF	01	<i>E-pay</i>	10.00	7212	LAUNDERING OF TABLECLOTHS
18481	CINTAS CORPORATION	01	<i>E-pay</i>	59.00	7213	WEST AED LEASE
*18482	ARAMARK UNIFORM SERVICES	01	<i>E-pay</i>	149.15	7214	WEST MAT SERVICE
18483	STAPLES CREDIT PLAN	01	<i>E-pay</i>	78.00	7215	LAPTOP TABLES
18485	LARGE INK, LLC	01	<i>E-pay</i>	113.16	7216	YARD SIGNS
*18487	ARAMARK UNIFORM SERVICES	01	<i>E-pay</i>	365.36	7217	MAIN SERVICE

Total Count: **40**
Total Amount: **34,462.42**

<i>Grand Total Fund 01:</i>	78,647.81
<i>Grand Total Fund 02:</i>	34.99
<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:	104
Grand Total Amount:	79,940.13

Payroll Payable
Voucher Register

Vigo County Public Library

For Period September -2020

Page ___1___ of ___2___ Pages

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
9/4	Pay#18	Gross Payroll	\$ 120,659.73	\$ 120,659.73	ACH	
9/4	Pay#18	FICA	\$ 8,820.94	\$ 8,820.94	ACH	
9/4	Pay#18	PERF	\$ 16,094.21	\$ 16,094.21	ACH	
9/18	Pay#19	Gross Payroll	\$ 118,360.33	\$ 118,360.33	ACH	
9/18	Pay#19	FICA	\$ 8,645.34	\$ 8,645.34	ACH	
9/18	Pay#19	PERF	\$ 15,884.40	\$ 15,884.40	ACH	
9/18	Pay#19	Anthem	\$ 57,553.56	\$ 57,553.56	ACH	
9/18	Pay#19	Guardian	\$ 5,734.15	\$ 5,734.15	ACH	
		Gross Payroll		\$ -	ACH	
		FICA		\$ -	ACH	
		PERF		\$ -	ACH	

Total library cost			\$ 351,752.66			
Sept.	pays 18 & 19	Great West	\$ 1,577.02	\$ 1,577.02	ACH	Staff withholding
Sept.	pays 18 & 19	Garnishments	\$ 500.00	\$ 500.00	ACH	Staff withholding
Sept.	pays 18 & 19	AFLAC	\$ 1,212.76	\$ 1,212.76	ACH	Staff withholding
Sept.	pays 18 & 19	United Way	\$ 366.00	\$ 366.00	ACH	Staff withholding
Sept.	pays 18 & 19	Anthem	\$ 8,429.30	\$ 8,429.30	ACH	Staff withholding
Sept.	pays 18 & 19	HSA adj.		\$ -	ACH	Staff withholding
Sept.	pays 18 & 19	Guardian	\$ 803.26	\$ 803.26	ACH	Staff withholding
Sept.	pays 18 & 19	Boston Mutual	\$ 566.22	\$ 566.22	ACH	Staff withholding
Sept.	pays 18 & 19	Fed Tax	\$ 18,558.57	\$ 18,558.57	ACH	Staff withholding
Sept.	pays 18 & 19	State Tax	\$ 7,356.68	\$ 7,356.68	ACH	Staff withholding
Sept.	pays 18 & 19	Local Tax	\$ 4,417.57	\$ 4,417.57	ACH	Staff withholding
Sept.	pays 18 & 19	FICA	\$ 17,466.29	\$ 17,466.29	ACH	Staff withholding
Sept.	pays 18 & 19	Vol. PERF	\$ 3,348.24	\$ 3,348.24	ACH	Staff withholding
Staff Cost			\$ 64,601.91	\$ 64,601.91		

**Payroll Payable
Voucher Register**

Vigo County Public Library

For Period September -2020

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.

September 30, 2020

Date

Brett J. Taylor, 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 \$ 351,752.66

Dated this 19th day of October 2020 .

Terry W. Jones, Board President

Olivia K. Goulding, Board Vice President

Valentine K. Muyumba, Board Secretary

Christi A. Fenton, Board Member

Daniel I. Pigg, Board Member

Sister Dorothy Rasche, Board Member

James M.Young, Board Member

**GIFT FUND BALANCES
2020**

FUND	AMOUNT	PURPOSE	Approval
00-General	\$ 3,108.68	Unrestricted Use	Admin.
64-SPC	\$ 10,410.84	Support of SPC	Admin.
65-Big Read	\$ 2,100.00	Big Read	Admin.
66-YS	\$ 5,208.92	Support of YS	Admin.
67-LLC	\$ -	Support of LLC	Admin.
68-Crackerbarrel	\$ 285.00	Support of Crackerbarrel	
69-Wright Fdtn.	\$ 10,361.46	Unrestricted Use	Admin.
71-West Branch	\$ 678.72	Support of West Branch	Admin.
72-Friends	\$ 3,199.62	Support of pre-approved programs	Admin.
73-WVLC	\$ 2,806.94	Support of LLC literacy	Admin.
74-Wiley Cupola	\$ 1,274.00	Cupola maintenance-Wiley	Admin.
75-Wiley Memorial	\$ 19,310.17	Construction & Maint.	Admin.
77-WVCF MEEKS	\$ 692.84	Childrens literature	Admin.
81-Comm. Conn.	\$ 216.95	Support of CC	Admin.
83-Kiwanis Ys	\$ 60.98	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	\$ 1,567.22	Christmas in the Park	Admin.
92-Marketing	\$ 1,000.00	Unrestricted Use	Admin.
93-Family Learning Day	\$ -	FAMILY LEARNING DAY	Admin.
94-TH Econ.Dev.	\$ 139.58	Adult nonfiction commemo	Admin.
96-Fundraiser	\$ 141.21	Buy a bk	Admin.
TOTAL	\$ 66,515.08		

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD OCTOBER 19, 2020

ADULT SERVICES

DIGITAL COLLECTIONS

Libby (Overdrive) has been a crucial platform for the Library during the past six months. It has proven to be a successful and user-friendly way for the Library to continue providing reading material to our community while everyone was under the stay-at-home order. Since March, the Library has 724 new Libby users and a monthly average of 1,313 active users each month. Library staff has worked hard to keep up with requests and hold lists due to this substantial increase in users. From March to September, more than 1,800 e-copies were added to the VCPL Libby catalog, and customers have checked out an average of 8,400 items each month. VCPL Libby users have recommended 1,211 titles to add to the digital collection. The additional funding allocated toward these resources has made it possible to increase the VCPL collection, shorten wait times, and fulfill recommendations.

OSHER LIFELONG LEARNING INSTITUTE (OLLI) PRESENTATION

On September 30, Adult Services Librarian Carey LaBella hosted a Zoom presentation and training with OLLI. The audience learned about library services and materials, as well as a number of changes made in recent years to better serve the community. 15 participants actively engaged during the virtual training, but the presentation was also broadcast to an activity room at Westminster Village. The group was comprised of OLLI's most active members - retirees (ages 70+) from a wide variety of fields such as nursing, teaching, and engineering. While virtual learning is still new to many members of the group, participants asked several questions about digital collections and homebound services. They also expressed their pleasure at the Library's ability and willingness to adapt to the needs of our community. In fact, the group had so many questions that this 90-minute forum ran over by 15 minutes! As members of a more vulnerable demographic, most participants are strictly adhering to social distance recommendations and greatly valued the tips & tricks Carey provided for using hoopla & Libby to download or stream electronic resources. OLLI Program Coordinator Michelle Bennet has already asked Carey to return with another presentation!

ELECTION DAY

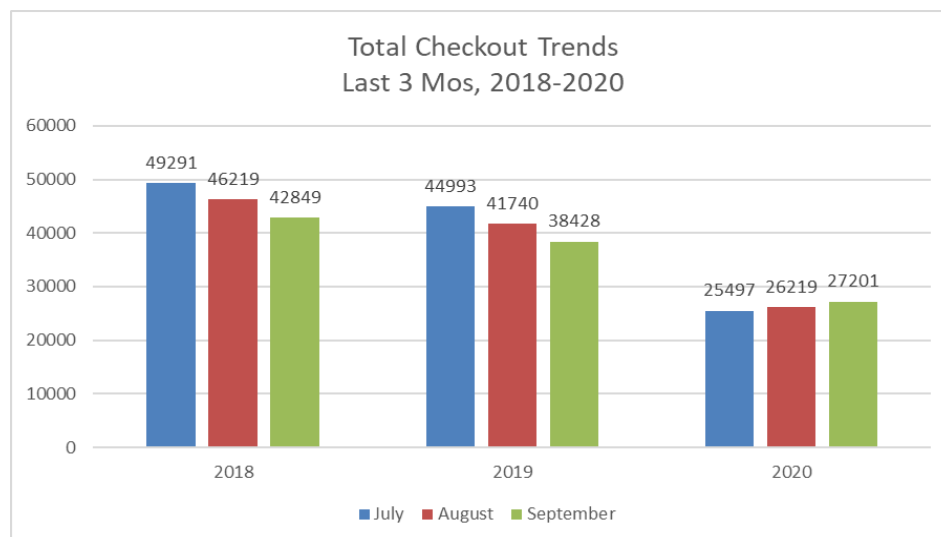
After much conversation with staff from the Vigo County Clerk's Office, a safe and socially-distant plan has been approved for voting at the Library on November 3. As previously discussed, the Main Library will serve as a Vote Center on Election Day and will NOT be open for regular library services. Customers may still access reference assistance online or by phone, and materials and print-outs will be available for curbside pick-up. Full library services will be offered at the West Branch Library on Election Day. On November 2, the Main Library will need to close at 5pm to allow for lobby break-down and set-up in preparation for an early start the next day. Customers requiring assistance Monday evening can visit the West Branch Library until 8pm.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD OCTOBER 19, 2020

LENDING

Understandably, circulation of print materials has been significantly impacted by the COVID-19 pandemic. While current lending figures are still substantially lower than those from 2019, positive trends are developing. When considering data from July, August, and September in a “normal” year, lending figures will be highest in July, slightly lower in August, followed by a decline in September as families return to a school-year schedule. This year, the opposite is occurring as people are becoming more comfortable using public spaces and shared resources. For each of the last three months, VCPL has experienced an increase in circulation of nearly 1,000 print materials over the previous month, as well as an additional 750 customers through the doors.

In August and September of 2019, Lending issued 713 and 687 library cards respectively. While August of 2020 accounted for only 307 new/renewed library cards, staff issued 682 library cards in September, providing additional encouragement of movement in a positive direction.



PROGRAMS AND EVENTS

FAMILY LEARNING ADVENTURE

More than 400 children participated in this year's Family Learning Adventure! Children received a Family Learning Adventure Pass that gave them free access to the Spirit of Terre Haute train at Deming Park, CANDLES Holocaust Museum and Education Center, and the Terre Haute Children's Museum. Additionally, children received free books throughout the month that could be picked up at community locations, curbside, or through delivery. Following are just a few social media posts from happy participants:

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD

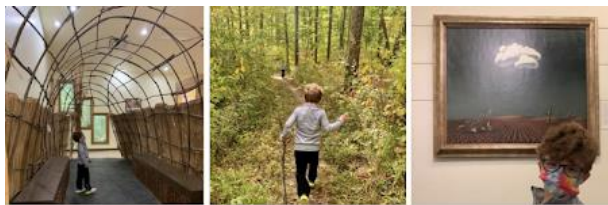
OCTOBER 19, 2020



Jennie Sell Cunningham
1h · 🧑

Sometimes the best places to explore are in your own town.....we've seen and done lots of things over the years in Terre Haute, but our library's Sept. reading/ activity program has taken us to places we have never explored!
Today we checked out sculptures around downtown, the Wabashiki Nature Preserve and a 1 mile path in the shape of Indiana with over 100 different trees....such fun!!

It's not too late to get signed up!
<http://www.vigo.lib.in.us/>



Jessica Baxter-Overpeck
4d · 🌍

Spent the day touring Terre Haute with the Vigo County Public Library's Family Learning Adventure pass!

Loren Alexandra
Loving the musical instruments! It's like kindermusic on our own time! We put on a video in the background to groove and make music to. As you can see, the egg is the fan favorite. It's time is split being a music maker and being a cracked egg in our play kitchen 🥚 the library has outdone itself with this challenge and rewards!

PROMOTING CIVIC ENGAGEMENT



As mentioned at the September Library Board Meeting, VCPL hosted **Sign Up. Be Counted. Be Heard.** to promote civic engagement in Vigo County. At these pop-up events, Library staff answered questions about library services and offered WIFI access and technology assistance to community members who needed to register to vote, complete the census, and sign up for a library card.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD OCTOBER 19, 2020

MENTAL HEALTH AND GARDENING



Grow Through What You Go Through, a program focused on the connection between mental health and gardening, was hosted via Zoom on October 1. Jessica Brown from Mental Health America and Dana Gadeken from Purdue Extension co-hosted this interactive event. Fifty people registered and received free gardening kits with chives, parsley, and basil seeds. These were specifically branded for this event and were well-received by customers participating live, as well as those viewing the recording at their convenience.

THE SHOW MUST GO ON

On October 3, Project and Event Manager Sarah Trover served as Master of Ceremonies for the Sinfonietta Pops Orchestra's *Big Read* Concert inspired by *Our Town*. This event was originally scheduled for the third week of March, but was rescheduled due to COVID-19. A much smaller orchestra performed for a significantly smaller crowd than in previous years, but offering this event was a priority for everyone involved. Copies of the novel were distributed before and after the event.

SPECIAL COLLECTIONS

TERRE HAUTE TERROR TALES

Over the past several months, the Special Collections Department has continued to serve the public as efficiently and safely as possible and has adapted to new challenges in light of the COVID-19 pandemic. While several of SPC's previous programs – including the Oral History program – have been put on hold for the time being, SPC employees have been hard at work to continue to provide interesting and relevant content and programs that better meet public safety needs.

In the month of September, SPC employees were hard at work preparing for a program scheduled for the evening of October 31. This program, entitled "Terre Haute Terror Tales," will be a drive-in movie program in VCPL's parking lot and will feature the classic horror film *The House on Haunted Hill* and a short film created by SPC staff. The short film highlights two spooky stories from Terre Haute's past, with the intent of exposing the public to and garnering interest in the heritage and history of Vigo County. The parking lot will have space for individuals who would like to view the films from their vehicles, as well as spaces where customers may set up chairs to view the films outside.

In addition to this program, SPC employees have continued to work on exhibitions featuring items from the Archives, while also helping individuals with their research questions, both in-person and remotely. SPC staff has noticed that reference questions and in-person visits have been steadily growing, which shows that community members and researchers still view VCPL as a vital resource for their research

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD OCTOBER 19, 2020

pursuits. The staff of the Special Collections department looks forward to continuing to provide valuable resources and interesting programs to the public in the future.

TECH TEAM

FAMILY LEARNING ADVENTURE

In previous years, Tech Team staff has participated in Family Learning Day by providing a technology-related activity, such as driving a robot around a giant map of Indiana or using a green screen to “visit” exotic locales. This year, Tech Team staff adapted to the new FLD format by providing themed kits, targeted at specific age groups, that children could complete at home.

To promote hands-on learning and age-appropriate coordination skills, age groups 0-5 and 6-11 received sewing kits. Kits for young children included materials for sewing farm animals and pets, while older children sewed safari animals. Sewing has become increasingly popular (and necessary!) during the public health emergency, and this program was extremely popular, too. 147 kids participated in this sewing program.



Teens (12 & up) made their own LED name badges by using an “edge lit acrylic” process. Involving optics, circuits, and art, this kit consisted of acrylic blanks, safety pins, batteries, LEDs, dry erase markers and dot stickers. The activity engaged teens while allowing them to express their individuality and creativity as they determined the style in which to etch their names or other designs into the acrylic.

REMOTE HANDS-ON HELP

Since reopening, the Tech Team staff, known for their personalized technology assistance, has been utilizing the free Google Chrome extension, Remote Desktop, to provide hands-on help without having to share the same space as the customer. Chrome Remote Desktop is a software tool developed by Google that allows a user to remotely control another computer through a proprietary protocol unofficially called “Chromoting.” It transmits the keyboard and mouse events from one computer to another, relaying the graphical screen updates back in the other direction, over a network. This allows staff to access the user’s desktop and click around as if they were sitting right in front of the public computer while safely remaining at the staff desk. The Systems Department not only implemented remote desktop for Tech Team staff, they also installed direct dial phones in the collaborative spaces so customers and staff can speak while “Chromoting.” Some customers claim the Tech Team staff members are magicians as they help users cut and paste resumes into online job applications with a few keystrokes, print out legal forms, and download email attachments!

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD OCTOBER 19, 2020

LAST MINUTE VOTER REGISTRATION HELP

Just before closing on October 5 (the last day for voter registration), a harried customer rushed into the Main Library wanting to get registered to vote. He had to work overtime and knew he was leaving the important task to the last minute, but a coworker recommended he go to the library for help. Assisted by staff members, he slowly and meticulously typed in his information, and with just minutes to spare, he successfully registered. As he read the confirmation of his registration aloud, staff and customers all cheered. Wearing disposable gloves, Tech Team Manager Bonnie McNair might have even given him a high five...

WEST BRANCH

FAMILY LEARNING ADVENTURE SCAVENGER HUNT

During the month of September, the West Branch participated in the Family Learning Adventure by offering two different scavenger hunts, one for the 0-5 age group, and one for the 6+ age groups. The scavenger hunt for the younger kids included questions about what they see in the West Branch garden area, such as "How many butterflies do you see on the raised flower bed?" or "What shape on the garden archway is yellow?" The answers were laminated shapes and pictures scattered throughout the play yard.

The scavenger hunt for the older kids offered a riddle that led to an object or area outside the Library, where the hunters would locate a code word that they needed to complete the task. These scavenger hunts brought several families West Branch Library each day, many of whom had never been there before. It was a great opportunity to provide outdoor family fun while introducing people to the library branch in West Terre Haute.

MANHATTAN SHORT FILM FESTIVAL

On October 2, the Vigo County Public Library partnered with The Moon Lite Drive-In to host the 23rd Annual MANHATTAN SHORT Film Festival. This was the second year the Library hosted the global film festival, which invites venues on six continents to screen the finalists of the film competition and encourages audiences to vote for their favorite film and actor. Last year, the event was held at the West Branch, but due to pandemic-related restrictions in 2020, a new location had to be found for the festival. The drive-in was a perfect partner to collaborate with, as this venue allowed the movie-goers to properly socially distance while still being able to watch these films on the big screen and enjoy the typical movie concessions—the library provide a voucher for each vehicle to receive a free large bucket of popcorn. There were 56 people in attendance, which was double the number from last year's festival. After the films were over, the attendees cast their votes and dropped their voting cards off at the ballot box, with several stopping to thank the library for holding the event and commenting on how they would love to have more events like this available in the future.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD OCTOBER 19, 2020

WEST TERRE HAUTE HOTSPOTS

The West Branch obtained five Alcatel Linkzone2 hotspots this past month to provide Wi-Fi service to members of the community. These five devices are only available at the branch on a first-come, first-served basis. They are not limited solely to use by West Terre Haute residents, anyone with an active VCPL library card is able to check one out, but the aim was to have hotspot devices on-hand for members of the community to access without having to wait on a holds-list.

YOUTH SERVICES

ILF COMMITTEE

Youth Services librarians thrive when collaborating and sharing ideas with colleagues! Youth Services Librarian Megan Howes recently joined the Indiana Library Federation's Youth Services Division Team, which meets every other month and plans for the annual Indiana Youth Services Conference, an event that draws in more than two hundred children's librarians across the state of Indiana. Megan joined in hopes of meeting other librarians around the state and hearing what they are doing to serve the families in their communities. She is really looking forward to representing VCPL and discovering new ideas she can bring back to share with her colleagues.

LIGHTS, CAMERA, ACTION



Youth Services Staff members have been working together on a series of programs called *Beyond the Classroom*. These STEAM-based projects include a video - created, produced, and filmed by Youth Services staff – and activity kits for those who register. Knowing that families are navigating new educational experiences and models, YS staff has developed these virtual programs to assist parents and caregivers in supplementing whichever type of schooling they have chosen during this time. One customer commented, *“These programs will be great for the days we are learning at home while the school corporation is working on the A/B cohort model!”*

The Youth Services staff has worked together to research the content of the videos, teach themselves how to film and edit videos, and present the programs on camera. Staff members are developing new talents, like creating a set, discussing backgrounds, identifying appropriately colored clothing to wear, and providing constructive feedback about when to reshoot a segment as part of the planning and production YS has been involved with while creating these programs for the months of September through December.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD OCTOBER 19, 2020

OTHER DUTIES AS ASSIGNED

Working in the Youth Services department during a pandemic means you often say or hear the phrase “other duties as assigned!” Staff members continue to complete some typical duties and workflows, but many changes are also occurring. Customer service continues to include helping visitors to the building, but it also means serving families via VCPL library chat available on our website or by filling personal librarian requests for materials.

In addition to planning programs and ordering materials for circulation, Youth Services staff are multitasking in between customers by continuing to sew masks with sewing machines set up in both YS and the Teen space. Off-desk time is not only used for filming videos, but also for squeezing in other VCPL projects or tasks, such as repainting the much-loved Little Free Libraries.

Working with the PR department, Youth Services staff created a Google slide, which was sent to the Vigo County School Corporation so that teachers could incorporate the slide in their Canvas platforms for families to learn how they can apply for a library card, and then use that card to access e-books and e-audiobooks for schoolwork.

Access digital books, movies, music, and magazines with your Vigo County Public Library card.

How can I get my library card?

Visit Main Library or West Branch Library and bring your completed [registration form](#) along with your photo ID and proof of address.

You can also submit an [online registration](#) to get a temporary library card with limited access to VCPL's online resources. Online registrations will expire after 21 days—don't forget to visit the Library to confirm your registration.

Do you have questions? We'd love to talk to you!

Call: 812.232.1113

Text: 812.612.8275

Live Chat: www.vigo.lib.in.us



[Online Books from Libby](#)



[Online Books from Hoopla](#)



DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD OCTOBER 19, 2020

PERSONNEL

EMPLOYMENT

Meyers, Shawn J. - Hired for the full-time non-exempt position of Maintenance Assistant-Groundskeeper in the Maintenance Department effective September 21, 2020.

RESIGNATION

England, Kerri C. - Resignation from the full-time non-exempt position of Adult Services Librarian effective November 6, 2020.

Respectfully submitted,

Kristi J. Howe

10/13/20 Admin AG