

# A G E N D A

**REGULAR MEETING  
VIGO COUNTY PUBLIC LIBRARY  
Monday, November 16, 2020, 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 October 19, 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**
  - A. Library Director Evaluation Committee
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Meeting:** Regular Meeting, **December 21, 2020** at 5:30 p.m., Main Library.
11. **Adjournment**

At the Regular Meeting of the Vigo County Public Library Board at the Vigo County Public Library, One Library Square with a Virtual Teleconference option, at 5:30 p.m. on the 19<sup>th</sup> day of October 2020, the following persons were present:

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

Library Staff: Kristi Howe; Brett Taylor; Amy Gibson; Dennis Shepard; Cindy Bhatti; Heather Rayl; and Lauren Elyea.

Present via Zoom: Carey LaBella.

Others: none.

## **PUBLIC INPUT ON ACTION ITEMS**

No public input.

## **CONSIDERATION OF REGULAR MEETING MINUTES**

A motion to approve the minutes of the September 21, 2020, regular meeting, made by Muyumba, seconded by Goulding, passed.

## **TREASURER'S REPORT**

### **Monthly Cash Statement**

Brett Taylor presented the Cash Statement for the period ending September 30, 2020 (copy attached to official minutes).

### **Claims and Payroll**

Mr. Taylor presented the Month End Claims dated September 30, 2020 in the amount of \$50,855.62 (Library Operating, \$48,590.25; Gift Fund \$1,008.04; Grants \$1,257.33); Library Operating Claims dated October 19, 2020, in the amount of \$79,940.13 (Library Operating Fund, \$78,647.81; Gift Fund, \$34.99; Grants, \$1,257.33. (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

### **Gift Fund Report**

Mr. Taylor presented the Gift Fund report dated September 30, 2020 for \$66,515.08

### **Approval of Treasurer's Report**

A motion to approve the Treasurer's Report, made by Pigg, seconded by Sister Dorothy, passed.

**REPORTS TO THE LIBRARY BOARD**

There were no reports to the library board.

**DIRECTOR'S REPORT**

Ms. Howe commented on her written report.

Ms. Howe provided details on the Main Library serving as a voting center for Election Day. Ms. Howe explained that Main would continue to have contactless service options so that customers can call, email, and chat with library staff during regular library hours and retrieve items curbside. West Branch will be open normal hours and all traditional library services will be accessible.

Ms. Howe added that the Indiana Library Federation has been a tremendous asset to libraries during the pandemic by providing a variety of resources and support. Ms. Howe gave a list of VCPL employees who represent VCPL on ILF committees.

Ms. Howe noted that VCPL staff has continued to find creative ways to solve problems and to fund solutions. VCPL staff has applied for and received a variety of grants such as the NEA Big Read grant for 2021, a grant from Indiana Humanities to expand the collection for inclusivity and diversity, and a grant from Indiana State Library to purchase additional e-materials.

Ms. Howe informed the board that staff recently completed Implicit Bias training through Peace Learning Center. There is a small committee of staff planning series of monthly training opportunities for staff exploring antiracism, inclusivity, diversity, understanding systemic racism, etc.

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

**OLD BUSINESS**

There was no old business.

**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, November 16, 2020**, 5:30 p.m., Main Library.

**ADJOURNMENT**

A motion to adjourn the meeting, made by Sister Dorothy, seconded by Pigg. The meeting adjourned at 6:05 p.m.

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Terry W. Jones, President

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Olivia K. Goulding, Vice President

**ABSENT**

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Valentine K. Muyumba, Secretary

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Christi A. Fenton, Board Member

**ABSENT**

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James M. Young, Board Member

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Sister Dorothy Rasche, Board Member

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Daniel I. Pigg, Board Member

11/4/20 AG

Vigo County Public Library

Cash Statement  
 Vigo County Public Library  
 October 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	94,380.41 719,822.53	93,774.03 719,345.13	1,957.98	606.38 477.40
Cash Library Operating Fund 01-01-1010	3,593,870.45 4,474,863.46	95,355.07 3,847,242.45	603,360.58 5,236,240.97	3,085,864.94	(508,005.51) (1,388,998.52)
Cash Gift Fund 02-00-1010	66,515.08 83,082.22	391.89 9,592.81	558.96 26,327.02	66,348.01	(167.07) (16,734.21)
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	(9,059.40) (14,668.06)	0.00 108,788.63	1,971.77 105,151.74	(11,031.17)	(1,971.77) 3,636.89
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	11,656.30 239,871.73	3,083.33 198,679.61	0.00 423,811.71	14,739.63	3,083.33 (225,132.10)

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*18598	KROGER PHARMACY*	01	Check	160.00	56456	FLU SHOT CLINIC
*18526	ALLEN CO PUB LIBRARY*	01	Check	11.00	56457	ILL REIMBURSEMENT
*18552	COLIBRI SYSTEM*	01	Check	1,020.11	56458	BOOK COVERING SYSTEM
*18541	DIY HARDWARE & RENTALS*	02	Check	310.00	56459	SCREEN, PROJECTOR, SPEAKERS FOR
*18597	PEACE LEARNING CENTER*	01	Check	175.00	56460	IMPLICIT BIAS TRAINING
*18599	WABASH COLLEGE LILLY LIBR/	01	Check	30.00	56461	ILL REIMBURSEMENT
					Total Count:	6
					Total Amount:	1,706.11
*18534	ADP INC - AUTOPAY II*	01	ACH	911.51	4920	PAYROLL SERVICES/WORKFORCE NOV
*18489	AMAZON.COM LLC*	09	ACH	600.03	4921	CIRC PRINT MATERIAL
*18490	AMAZON.COM LLC*	01	ACH	239.52	4922	DVD/VIDEO MATERIAL
*18491	AMAZON.COM LLC*	01	ACH	47.14	4923	ELECTION DAY SUPPLIES
*18492	AMAZON.COM LLC*	02	ACH	112.98	4924	SIGNSTEK ST-05B FM TRANSMITTER AN
*18511	AMAZON.COM LLC*	01	ACH	151.83	4925	CALM CORNER FRIDGE PLUS SUPPLIES
*18512	AMAZON.COM LLC*	01	ACH	117.70	4926	CLEAR TOTES AND LUGGAGE TAGS FO
*18513	AMAZON.COM LLC*	09	ACH	114.41	4927	INDIANA HUMANITIES CIRC PRINT MAT
*18521	AMAZON.COM LLC*	01	ACH	31.81	4928	BOOKS - INDIANA AUTHORS AWARDS
*18523	AMAZON.COM LLC*	01	ACH	41.76	4929	YS CIRC MATERIAL
*18524	AMAZON.COM LLC*	01	ACH	69.02	4930	DVD/VIDEO MATERIAL
*18525	AMAZON.COM LLC*	02	ACH	50.99	4931	MAKER KIT TO GO PROGRAM

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*18536	AMAZON.COM LLC*	01	ACH	13.03	4932	ELECTION DAY SUPPLIES
*18542	AMAZON.COM LLC*	01	ACH	251.22	4933	YS NOVEMBER SUPPLIES
*18543	AMAZON.COM LLC*	01	ACH	77.88	4934	DVD/VIDEO MATERIAL
*18544	AMAZON.COM LLC*	01	ACH	276.66	4935	YS CIRC MAT, DVD/VIDEO MATERIAL
*18545	AMAZON.COM LLC*	01	ACH	16.95	4936	YS CIRC MAT, DVD/VIDEO MATERIAL
*18546	AMAZON.COM LLC*	01	ACH	28.99	4937	SANDWICH BAGS
*18547	AMAZON.COM LLC*	01	ACH	427.98	4938	AV EQUIPMENT
*18548	AMAZON.COM LLC*	01	ACH	18.00	4939	CIRC PRINT MATERIAL
*18568	AMAZON.COM LLC*	01	ACH	258.92	4940	DVD/VIDEO MATERIAL
*18569	AMAZON.COM LLC*	01	ACH	258.27	4941	YS CIRC MATERIAL
*18520	BAKER & TAYLOR INC*	01	ACH	4,278.29	4942	YS CIRC, CIRC PRINT MAT
*18514	COX ZWERNER GAMBILL & SUL	01	ACH	150.00	4943	LEGAL SERVICES
*18522	DEMCO, INC*	01	ACH	81.89	4944	BAGS FOR PROGRAM KITS
*18507	E-Z CLEAN INC*	01	ACH	268.90	4945	JANITORIAL SUPPLIES
*18527	EBSCO INFORMATION SERVICE	01	ACH	12,222.25	4946	MAGAZINES, NEWSPAPERS, REF MATE
*18517	GALE/CENGAGE LEARNING*	01	ACH	453.57	4947	CIRC PRINT MATERIAL
*18561	GOV CONNECTION INC*	01	ACH	1,324.60	4948	ADDITIONAL PHONES
*18562	GOV CONNECTION INC*	01	ACH	6,319.26	4949	AIO DESK PC REPLACEMENTS
*18509	MELCHO*ANGELINA	01	ACH	9.61	4950	DISINFECTING WIPES REIMBURSEMENT
*18553	MELCHO*ANGELINA	01	ACH	7 134.25	4951	FALL 2020 BOOK REIMBURSEMENT
*18554	MELCHO*ANGELINA	01	ACH	2,643.00	4952	FALL 2020 TUITION REIMBURSEMENT

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
		01				
*18516	MIDWEST TAPE*	01	<i>ACH</i>	<b>3,767.95</b>	<b>4953</b>	DVD/VIDEO MAT, AUDIO RECORDED MU
*18556	RICOH USA INC*	01	<i>ACH</i>	<b>1,458.78</b>	<b>4954</b>	COPIER LEASE
						Total Count: <b>35</b>
						Total Amount: <b>37,228.95</b>
*18495	SCREENFLEX PORTABLE PART	01	<i>E-pay</i>	<b>4,341.00</b>	<b>7218</b>	ROOM DIVIDERS
*18496	KJB THEATERS*	01	<i>E-pay</i>	<b>162.00</b>	<b>7219</b>	POPCORN FOR MOONLITE
*18497	LIBRARY STORE*THE	01	<i>E-pay</i>	<b>88.06</b>	<b>7220</b>	EARBUDS
*18501	IDVILLE*	01	<i>E-pay</i>	<b>315.00</b>	<b>7221</b>	PROXCARD & ADHESIVE CARDS
*18502	OFFICE DEPOT*	01	<i>E-pay</i>	<b>314.34</b>	<b>7222</b>	OFFICE SUPPLIES
*18503	OFFICE DEPOT*	01	<i>E-pay</i>	<b>7.66</b>	<b>7223</b>	DYMO TAPE AND RUBBERBANDS
*18422	WALMART*	01	<i>E-pay</i>	<b>53.59</b>	<b>7224</b>	VARIOUS SUPPLIES
*18505	CINTAS CORPORATION*	01	<i>E-pay</i>	<b>75.03</b>	<b>7225</b>	MAIN CABINET SERVICE
*18508	REPUBLIC SERVICES OF WEST	01	<i>E-pay</i>	<b>597.07</b>	<b>7226</b>	MAIN TRASH SERVICE
*18510	COURTESY CLEANING CENTEF	01	<i>E-pay</i>	<b>21.00</b>	<b>7227</b>	LAUNDERING OF TABLECLOTHS
*18515	HANK METZGER LANDSCAPE*	01	<i>E-pay</i>	<b>173.15</b>	<b>7228</b>	IRRIGATION MAINTENANCE
*18518	LAKESHORE LEARNING MATEF	01	<i>E-pay</i>	<b>46.98</b>	<b>7229</b>	YS MATERIAL
*18519	EVOLLVE, INC*	01	<i>E-pay</i>	<b>99.00</b>	<b>7230</b>	YS MATERIAL
*18530	APPLE HOUSE*THE	01	<i>E-pay</i>	<b>54.00</b>	<b>7231</b>	MULCH
*18532	APPLE HOUSE*THE	01	<i>E-pay</i>	<b>27.00</b>	<b>7232</b>	MULCH
*18531	APPLE HOUSE*THE	01	<i>E-pay</i>	<b>162.00</b>	<b>7233</b>	MULCH

<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				
*18537	JOINK LLC*		<i>E-pay</i>	<b>275.00</b>	<b>7234</b>	MONTHLY CLOUD BACKUP
		01				
*18539	CITY OF TERRE HAUTE SEWAG		<i>E-pay</i>	<b>1,677.04</b>	<b>7235</b>	MAIN SEWAGE BILLING
		01				
*18550	INDIANA AMERICAN WATER CC		<i>E-pay</i>	<b>224.49</b>	<b>7237</b>	IRRIGATION SERVICE
		01				
*18551	INDIANA AMERICAN WATER CC		<i>E-pay</i>	<b>574.47</b>	<b>7238</b>	MAIN WATER SERVICE
		01				
*18555	R&A SALES & SERVICE CORP*		<i>E-pay</i>	<b>1,091.80</b>	<b>7239</b>	AIR FILTERS
		01				
*18557	ERNEY SAFE & LOCK CO INC*		<i>E-pay</i>	<b>171.50</b>	<b>7240</b>	REPAIRED FIREKING FILE CABINET
		01				
*18558	RA-COMM INC*		<i>E-pay</i>	<b>595.00</b>	<b>7241</b>	FCC LICENSE
		01				
*18559	ARAMARK UNIFORM SERVICES		<i>E-pay</i>	<b>141.80</b>	<b>7242</b>	WEST MAT SERVICE
		01				
*18563	APEX MASONRY, INC*		<i>E-pay</i>	<b>8,518.54</b>	<b>7243</b>	EXTERIOR MASONRY REPAIRS
		01				
*18332	SAM'S CLUB DIRECT*		<i>E-pay</i>	<b>12.45</b>	<b>7244</b>	BOTTLED WATER
		01				
*18405	VISA CARD SERVICES		<i>E-pay</i>	<b>6,045.35</b>	<b>7245</b>	VARIOUS SUPPLIES, TRAVEL, REGISTR.
		01				
*18570	T-MOBILE USA, INC.*		<i>E-pay</i>	<b>113.60</b>	<b>7246</b>	WEST HOTSPOT DATA
		01				
*18571	T-MOBILE USA, INC.*		<i>E-pay</i>	<b>897.96</b>	<b>7247</b>	MAIN HOTSPOT DATA
		01				
*18588	LOGO CONNXTION*		<i>E-pay</i>	<b>227.00</b>	<b>7263</b>	MAINTENANCE LOGO WEAR
		01				
*18589	LOGO CONNXTION*		<i>E-pay</i>	<b>1,553.00</b>	<b>7264</b>	MAINTENANCE LOGO WEAR
		01				
*18590	ONE CALL NOW*		<i>E-pay</i>	<b>93.10</b>	<b>7265</b>	ONE CALL RENEWAL
		01				
*18592	CINTAS CORPORATION*		<i>E-pay</i>	<b>24.51</b>	<b>7266</b>	WEST CABINET SERVICE
		01				
*18593	ARAMARK UNIFORM SERVICES		<i>E-pay</i>	<b>365.36</b>	<b>7267</b>	MAIN SERVICE
		01				

Total Count: **34**  
Total Amount: **29,138.85**

<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>	<b>66,835.50</b>
<i>Grand Total Fund 02:</i>	<b>523.97</b>
<i>Grand Total Fund 03:</i>	<b>0.00</b>
<i>Grand Total Fund 04:</i>	<b>0.00</b>
<i>Grand Total Fund 06:</i>	<b>0.00</b>
<i>Grand Total Fund 09:</i>	<b>714.44</b>
<i>Grand Total Fund 11:</i>	<b>0.00</b>
<i>Grand Total Fund 18:</i>	<b>0.00</b>

Grand Total Count:	<b>75</b>
Grand Total Amount:	<b>68,073.91</b>

## ACCOUNTS PAYABLE VOUCHER

**Vigo County Public Library Terre Haute, Indiana**

<b>Payee 576</b>  <b>VISA CARD SERVICES</b> <b>CARD SERVICES</b> <b>PO BOX 875852</b> <b>KANSAS CITY, MO 64187-5852</b>	<b>Purchase Order No. 201401, 201410,</b> <b>201416, 201459, 201490, 201613,</b> <b>201577, 201589, 201417, 201475,</b> <b>201473, 201648, 201484, 201485,</b> <b>201510, 201524, 201527, 201534,</b> <b>201557</b>
	<b>Terms E-PAY</b>
	<b>Date Due 10/30/2020</b>

Invoice Date	Invoice Number	Description (or attach invoice(s))	Amount	
9/18/2020	2443099LPBM 2YNTH1	AMERICAN LIBRARY ASSOCIATION - RDA TOOLKIT RENEWAL	208	65
9/18/2020	7443099LPBM 2YNTHM	AMERICAN LIBRARY ASSOCIATION - RDA TOOLKIT RENEWAL	-13	65
9/18/2020	2490641LN2ZV RFZLH	TITANHQ - SPAM FILTER	1242	00
9/20/2020	2469216LR2X NJS1P0	AMERICAN ASSOCIATION OF NOTARIES - NOTARY STAMPS/SEALS	106	85
9/27/2020	2469216LZ2XF A2GS0	AMERICAN ASSOCIATION OF NOTARIES - NOTARY STAMP AND SEAL	56	90
10/2/2020	2469216M42X 6K0JKG	GOOGLE INC - GOOGLE CLOUD - G. SUITE	648	00
10/14/2020	2475542MH3J EN8M1W	CULINARY QUEENS - VCPL REGISTRATION/ADVERTISING	300	00
10/16/2020	2449215MJLSL P5RZ5	ONLINE LABELS INC - WATER BOTTLE LABELS	228	10
10/16/2020	2439900MJ8J RZYVB0	BEST BUY - USB EXTENDER CABLING	39	98
9/28/2020	2490641M030 HMYGAG	4IMPRINT - PLANTERS FOR PROGRAM	291	90
9/29/2020	2439900M1EL NTEF69	BEST BUY - YOUR VOTE COUNTS WEBCAM	59	99
9/30/2020	2404083M2S66 G6R85	SNAPPYLOGOS INC - YOUR VOTE COUNTS PATCHES	77	00
9/30/2020	2420429M2008 BS20G	FACEBOOK INC - MANHATTAN SHORT FILM ADVERTISING	6	60
10/1/2020	2455930M3S66 JP0EX	SOCIETY OF INDIANA ARCHIVISTS - INSTITUTIONAL MEMBERSHIP	60	00
10/2/2020	24113746M52 XBFZBRT	MENARDS - ACRYLIC FOR TECH TEAM DESK/COMPUTER LABS	262	97
10/2/2020	2413746M52X BFZBV2	MENARDS - ACRYLIC FOR TECH TEAM DESK/COMPUTER LABS	1448	37
10/5/2020	2470780M80V Z37D2G	INDIANA LIBRARY FEDERATION - MEMBERSHIP DUES	80	00

10/5/2020	2470780M80V Z37D2R	INDIANA LIBRARY FEDERATION - MANAGEMENT COHORT REGISTRATION	150	00
10/6/2020	2405523M82D KFMMJT	WALMART - MINI FRIDGE FOR ADMIN	134	00
10/7/2020	2413746MA2X AD9Y7Q	MENARDS - BUILDING SUPPLIES FOR SHIELDS	361	74
10/16/2020	2469216MK2X MVD0LR	MANHATTAN SHORT INC - DVD-SHORT FILM FESTIVAL DVD SERIES	295	95
<b>TOTAL</b>			<b>6045</b>	<b>35</b>

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

<b>Voucher No.</b>		<b>Warrant No.</b>		<b>PAYEE</b>	
Charge These Appropriations					
<b>Account Number</b>		<b>Account Name</b>		<b>Amount</b>	
4441	01-01			134.00	
4213	01-02			149.85	
4325	01-02			13.90	
4231	01-03			2,073.08	
4243	01-06			39.98	
4245	01-06			131.99	
4325	01-06			5.00	
4325	01-07			5.95	
4481	01-07			290.00	APPROVED _____, 20
4314	01-09			1,890.00	
4314	01-10			195.00	
4245	01-11			219.95	
4324	01-11			150.00	
4325	01-11			8.15	
4331	01-11			306.60	In the amount of \$
4391	01-11			80.00	
4245	01-12			283.05	
4325	01-12			8.85	
4391	01-14			60.00	
		<b>Total</b>		<b>6,045.35</b>	<b>See Claims Docket</b>

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>
*18679	STEVENS PUPPETS*	01	<i>Check</i>	<b>1,580.00</b>	<b>56462</b>	RE-ISSUE TWO PERFORMANCES
*18702	INDIANA DEPARTMENT OF WOI	01	<i>Check</i>	<b>349.00</b>	<b>56463</b>	UNEMPLOYMENT BENEFITS
*18709	MONTELLO PUBLIC LIBRARY*	01	<i>Check</i>	<b>15.00</b>	<b>56464</b>	INTERLIBRARY LOAN REIMBURSEMENT
*18708	SPARKS ENTERPRISES, INC*	01	<i>Check</i>	<b>1,436.00</b>	<b>56465</b>	STAFF INSTITUTE LUNCHEON
					Total Count:	<b>4</b>
					Total Amount:	<b>3,380.00</b>
*18621	ADP INC - AUTOPAY II*	01	<i>ACH</i>	<b>672.05</b>	<b>4955</b>	PAYROLL SERVICES
*18612	AMAZON.COM LLC*	01	<i>ACH</i>	<b>141.65</b>	<b>4956</b>	DVD/VIDEO MATERIAL
*18613	AMAZON.COM LLC*	01	<i>ACH</i>	<b>74.96</b>	<b>4957</b>	ADDITIONAL 2 -WAY RADIO BATTERIES
*18614	AMAZON.COM LLC*	01	<i>ACH</i>	<b>75.62</b>	<b>4958</b>	BATTERIES FOR TWO-WAY RADIOS
*18615	AMAZON.COM LLC*	01	<i>ACH</i>	<b>139.87</b>	<b>4959</b>	DVD/VIDEO MATERIAL
*18616	AMAZON.COM LLC*	01	<i>ACH</i>	<b>300.51</b>	<b>4960</b>	DVD/VIDEO MATERIAL
*18617	AMAZON.COM LLC*	01	<i>ACH</i>	<b>495.00</b>	<b>4961</b>	MICS FOR IPADS
*18618	AMAZON.COM LLC*	01	<i>ACH</i>	<b>10.99</b>	<b>4962</b>	YS CIRC MATERIAL
*18619	AMAZON.COM LLC*	01	<i>ACH</i>	<b>109.31</b>	<b>4963</b>	FLAVOR BYTES KIT INGREDIENTS
*18658	AMAZON.COM LLC*	01	<i>ACH</i>	<b>634.93</b>	<b>4964</b>	KIT AND FILMING SUPPLIES FOR NOV/D
*18659	AMAZON.COM LLC*	01	<i>ACH</i>	<b>236.08</b>	<b>4965</b>	YS CIRC MATERIAL
*18690	AMAZON.COM LLC*	01	<i>ACH</i>	<b>74.75</b>	<b>4966</b>	AUDIO CABLES & USB DRIVES
*18696	AMAZON.COM LLC*	01	<i>ACH</i>	<b>262.16</b>	<b>4967</b>	REAR PROJECTION SCREEN & PROJEC
*18697	AMAZON.COM LLC*	01	<i>ACH</i>	<b>352.55</b>	<b>4968</b>	CALENDAR ORDER

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*18700	AMAZON.COM LLC*	01	ACH	50.98	4969	BATTERIES
*18624	BAKER & TAYLOR INC*	01 09	ACH	18,072.09	4970	CIRC PRINT MAT, REF PRINT MAT
*18625	CAMERON*LERAYE	01	ACH	20.52	4971	MILEAGE REIMBURSEMENT
*18629	CULLIGAN WATER CONDITIONI	01	ACH	135.00	4972	MAIN COOLER RENTAL
*18630	CULLIGAN WATER CONDITIONI	01	ACH	25.00	4973	WEST COOLER RENTAL
*18695	E-Z CLEAN INC*	01	ACH	33.96	4974	JANITORIAL SUPPLIES
*18634	GALE/CENGAGE LEARNING*	01	ACH	159.68	4975	CIRC PRINT MATERIAL
*18636	GOV CONNECTION INC*	01	ACH	3,867.68	4976	MERAKI AP RENEWAL
*18538	LOWE'S COMMERCIAL SERVICI	01	ACH	122.44	4977	MAINTENANCE SUPPLIES
*18663	MIDWEST COMMUNICATIONS, I	01	ACH	900.00	4978	VOTE VIGO RADIO PROMO
*18664	MIDWEST COMMUNICATIONS, I	01	ACH	600.00	4979	VOTE VIGO RADIO PROMO
*18665	MIDWEST COMMUNICATIONS, I	01	ACH	650.00	4980	VOTE VIGO RADIO PROMO
*18646	MIDWEST TAPE*	01	ACH	7,054.31	4981	DVD/VIDEO MAT, AUDIO RECORDED ML
*18647	MIDWEST TAPE*	01	ACH	5,742.78	4982	HOOPLA - OCT CONTENT
*18698	NEW AVENUES*	01	ACH	150.00	4983	ALA CARTE ADMIN FEE
*18650	OCLC INC*	01	ACH	5,947.06	4984	CATALOG SUBSCRIPTION
*18689	RICOH USA INC*	01	ACH	882.60	4985	COPIER LEASE
*18693	STEICHEN*NEAL	01	ACH	500.00	4986	FALL 2020 TUITION REIMBURSEMENT
*18704	UNIQUE MANAGEMENT SERVIC	01	ACH	223.75	4987	PLACEMENTS
*18705	UNIQUE MANAGEMENT SERVIC	01	ACH	14 541.74	4988	NOTICES

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*18673	WEAS ENGINEERING INC*	01	ACH	491.72	4989	WATER TREATMENT MANAGEMENT
						Total Count: 35 Total Amount: 49,751.74
*18549	COLLABORATIVE SUMMER LIBI	01	E-pay	176.70	7236	2021 TALES & TAILS SUPPLIES
*18620	ACTION PEST CONTROL, INC*	01	E-pay	285.00	7280	WEST MONTHLY INSPECTION
*18622	APPLE HOUSE*THE	01	E-pay	27.00	7281	MULCH
*18432	BAESLERS MARKET*	02	E-pay	50.00	7282	PROGRAM SUPPLIES
*18626	CENTER POINT LARGE PRINT*	01	E-pay	269.04	7283	CIRC PRINT MATERIAL
*18627	CINTAS CORPORATION*	01	E-pay	118.00	7284	MAIN AED LEASE
*18628	COURTESY CLEANING CENTEF	01	E-pay	14.00	7285	LAUNDERING OF TABLECLOTHS
*18631	EARL RODGERS & ASSOCIATE:	01	E-pay	220.00	7286	RESTRINGING FLAG POLE
*18632	ENA*	09	E-pay	1,257.33	7287	INTERNET ACCESS
*18633	FUN EXPRESS, LLC*	01	E-pay	698.45	7288	MIRACLE & VOTING DAY SUPPLIES
*18637	INDIANA AMERICAN WATER CC	01	E-pay	57.64	7289	PRIVATE FIRE SERVICE
*18638	INTELLI-BUILDING CONTROL &	01	E-pay	6,705.00	7290	JACEUPGRADE FROM AX TO N4 PLATF
*18640	LARGE INK, LLC*	01	E-pay	624.62	7292	ELECTION DAY SIGNAGE
*18649	NICHE ACADEMY*	01	E-pay	3,800.00	7293	DATABASE NICHE ACADEMY
*18651	OFFICE DEPOT*	01	E-pay	2.62	7294	OFFICE SUPPLIES
*18652	OFFICE DEPOT*	01	E-pay	10.19	7295	OFFICE SUPPLIES
*18653	OFFICE DEPOT*	01	E-pay	26.08	7296	OFFICE SUPPLIES
				15		

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*18654	PAYPAL INC*	01	<i>E-pay</i>	19.95	7297	MONTHLY PAYFLOW LINK
*18656	TOWN OF WTH WATER & SEWE	01	<i>E-pay</i>	62.56	7298	WEST WATER/WASTE SERVICE
*18657	TROPHY SHOP*THE	01	<i>E-pay</i>	110.00	7299	25 YEAR AWARD PLAQUE
*18660	NEXSTAR BROADCASTING*	01	<i>E-pay</i>	970.00	7300	WTWO - VOTE VIGO PROMO
*18661	NEXSTAR BROADCASTING*	01	<i>E-pay</i>	160.00	7301	WAWV - VOTE VIGO PROMO
*18662	NEXSTAR BROADCASTING*	01	<i>E-pay</i>	900.00	7302	VOTE VIGO PROMO
*18667	OVERDRIVE*	01	<i>E-pay</i>	9,200.00	7303	OVERDRIVE CONTENT - NOVEMBER
*18668	OVERDRIVE*	01	<i>E-pay</i>	8,400.00	7304	OVERDRIVE CONTENT
*18670	OFFICE DEPOT*	01	<i>E-pay</i>	67.98	7305	CALENDAR ORDER
*18671	OFFICE DEPOT*	01	<i>E-pay</i>	179.50	7306	HAND SANITIZER
*18674	WEX BANK*	01	<i>E-pay</i>	146.05	7307	FUEL
*18680	FRONTIER*	01	<i>E-pay</i>	46.53	7308	WEST PHONE SERVICE
*18681	CINTAS CORPORATION*	01	<i>E-pay</i>	59.00	7309	WEST AED LEASE
*18682	WAGeworks, INC.*	01	<i>E-pay</i>	168.82	7310	COBRA MONTHLY FEE
*18494	KROGER*	01	<i>E-pay</i>	107.36	7311	FLAVOR BYTES INGREDIENTS
*18684	DUKE ENERGY *	01	<i>E-pay</i>	9,801.81	7312	MAIN ELECTRIC SERVICE
*18685	DUKE ENERGY *	01	<i>E-pay</i>	413.77	7313	WEST ELECTRIC SERVICE
*18686	ARAMARK UNIFORM SERVICES	01	<i>E-pay</i>	141.80	7314	WEST MAT SERVICE
*18687	ENA*	01	<i>E-pay</i>	655.59	7315	VOICE SERVICE
*18688	HANK METZGER LANDSCAPE*	01	<i>E-pay</i>	150.00	7316	IRRIGATION SERVICE
*18691	LARGE INK, LLC*	01	<i>E-pay</i>	20.70	7317	WOMEN'S SUFFRAGE EXHIBITION

<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>
*18699	ARAMARK UNIFORM SERVICES	01	<i>E-pay</i>	<b>365.36</b>	<b>7318</b>	MAIN SERVICE
*18703	COURTESY CLEANING CENTEF	01	<i>E-pay</i>	<b>10.00</b>	<b>7319</b>	LAUNDERING OF TABLECLOTHS
*18706	LAKESHORE LEARNING MATEF	01	<i>E-pay</i>	<b>134.96</b>	<b>7320</b>	YS MATERIAL
*18707	LAKESHORE LEARNING MATEF	01	<i>E-pay</i>	<b>91.98</b>	<b>7321</b>	YS MATERIAL

Total Count: **42**  
Total Amount: **46,725.39**

<i>Grand Total Fund 01:</i>	<b>98,266.17</b>
<i>Grand Total Fund 02:</i>	<b>50.00</b>
<i>Grand Total Fund 03:</i>	<b>0.00</b>
<i>Grand Total Fund 04:</i>	<b>0.00</b>
<i>Grand Total Fund 06:</i>	<b>0.00</b>
<i>Grand Total Fund 09:</i>	<b>1,540.96</b>
<i>Grand Total Fund 11:</i>	<b>0.00</b>
<i>Grand Total Fund 18:</i>	<b>0.00</b>

Grand Total Count:	<b>81</b>
Grand Total Amount:	<b>99,857.13</b>

**Payroll Payable  
Voucher Register**

**Vigo County Public Library**

For Period October -2020

Page \_\_\_1\_\_\_ of \_\_\_2\_\_\_ Pages

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
10/2	Pay#20	Gross Payroll	\$ 120,767.38	\$ 120,767.38	ACH	
10/2	Pay#20	FICA	\$ 8,826.42	\$ 8,826.42	ACH	
10/2	Pay#20	PERF	\$ 16,087.79	\$ 16,087.79	ACH	
10/16	Pay#21	Gross Payroll	\$ 121,924.69	\$ 121,924.69	ACH	
10/16	Pay#21	FICA	\$ 8,914.19	\$ 8,914.19	ACH	
10/16	Pay#21	PERF	\$ 16,234.49	\$ 16,234.49	ACH	
10/16	Pay#21	Anthem	\$ 10,342.68	\$ 10,342.68	ACH	
10/16	Pay#21	Guardian	\$ 5,724.18	\$ 5,724.18	ACH	
10/30	Pay #22	Gross Payroll	\$ 122,576.92	\$ 122,576.92	ACH	
10/30	Pay #22	FICA	\$ 9,258.62	\$ 9,258.62	ACH	
10/30	Pay #22	PERF	\$ 16,279.79	\$ 16,279.79	ACH	

Total library cost			\$ 456,937.15			
Oct.	pays 20,21,22	Great West	\$ 2,365.53	\$ 2,365.53	ACH	Staff withholding
Oct.	pays 20,21,22	Garnishments	\$ 750.00	\$ 750.00	ACH	Staff withholding
Oct.	pays 20,21,22	AFLAC	\$ 1,212.76	\$ 1,212.76	ACH	Staff withholding
Oct.	pays 20,21,22	United Way	\$ 549.00	\$ 549.00	ACH	Staff withholding
Oct.	pays 20,21,22	Anthem	\$ 8,323.16	\$ 8,323.16	ACH	Staff withholding
Oct.	pays 20,21,22	HSA adj.		\$ -	ACH	Staff withholding
Oct.	pays 20,21,22	Guardian	\$ 803.26	\$ 803.26	ACH	Staff withholding
Oct.	pays 20,21,22	Boston Mutual	\$ 566.22	\$ 566.22	ACH	Staff withholding
Oct.	pays 20,21,22	Fed Tax	\$ 28,889.43	\$ 28,889.43	ACH	Staff withholding
Oct.	pays 20,21,22	State Tax	\$ 11,399.97	\$ 11,399.97	ACH	Staff withholding
Oct.	pays 20,21,22	Local Tax	\$ 6,848.46	\$ 6,848.46	ACH	Staff withholding
Oct.	pays 20,21,22	FICA	\$ 26,999.16	\$ 26,999.16	ACH	Staff withholding
Oct.	pays 20,21,22	Vol. PERF	\$ 5,067.08	\$ 5,067.08	ACH	Staff withholding
Staff Cost			\$ 93,774.03	\$ 93,774.03		

**Payroll Payable  
Voucher Register**

**Vigo County Public Library**

For Period October -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.

October 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 \$ 456,937.15

Dated this 16th day of November 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**

<b>FUND</b>	<b>AMOUNT</b>	<b>PURPOSE</b>	<b>Approval</b>
00-General	\$ 3,138.57	Unrestricted Use	Admin.
64-SPC	\$ 10,242.87	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	\$ 700.72	Support of West Branch	Admin.
72-Friends	\$ 3,148.63	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.
<b>TOTAL</b>	<b>\$ 66,348.01</b>		

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD NOVEMBER 16, 2020

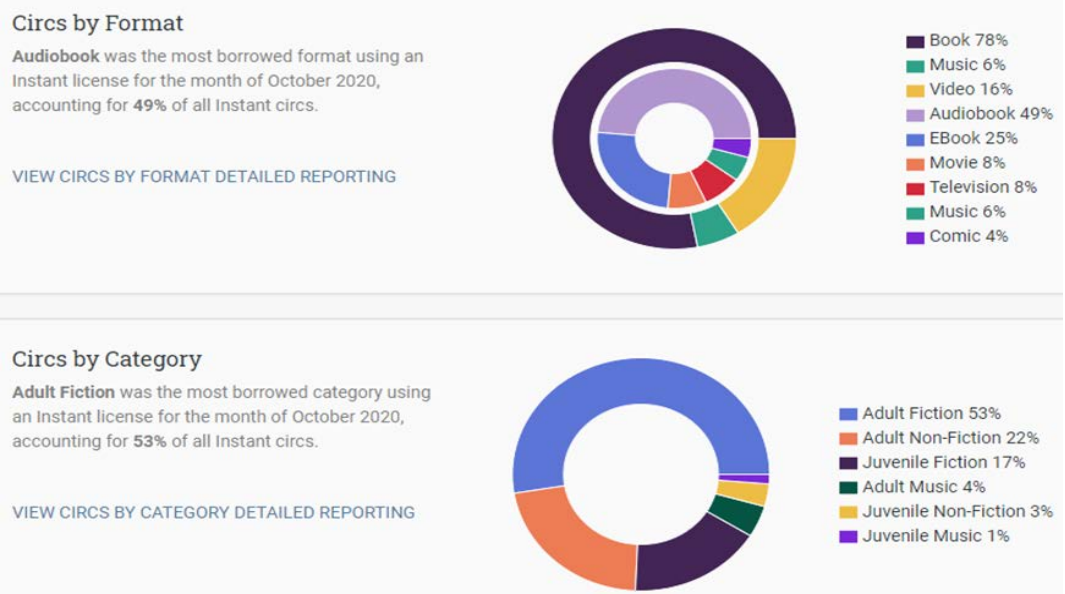
## ADULT SERVICES

### OCTOBER FEATURED DATABASE: **HOOPLA**

VCPL customers have borrowed (downloaded or streamed) 35,218 electronic items through *hoopla* from January to October 31, 2020. The average cost remains steady at \$1.86 per circulation, and there is no wait time for materials available through this service.

As a perk for those staying home during the resurgence of COVID-19 cases, *hoopla* has brought back the "Bonus Borrows" program for the month of November. Several new collections are being offered, with more than 1,000 titles to choose from in audiobooks, eBooks, comics, and film. Check-outs of these collections do not count against the patrons' maximum of 10 borrows per month. These borrows are also free to VCPL.

*hoopla* content is immediately available and VCPL has access to their entire collection. As a format, audiobooks carry the largest percentage of check-outs at 49%. By category, the largest percentage of checkouts are adult fiction. See the graphs to the right for further detail.



## CUSTOMER SERVICE

VCPL Adult Services Librarian Jeanette Bouchie recently assisted a member of the ESL Women's Conversation Group with a job search. This individual had just been granted permission to work in the U.S. and was concerned about writing a resume. Jeanette demonstrated a database, *ResumeMaker*, which was a great relief to the customer. She said, *I'm so grateful the Library has this resource to help me. I was so lost!*

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD NOVEMBER 16, 2020

## PROGRAMS AND EVENTS

### INDIANA STATE UNIVERSITY VOLUNTEERS

Eleven ISU students volunteered to place stickers in 1,275 new books that were distributed at the Deming Park Trunk-or-Treat event on October 17. The sticker noted that VCPL donated the book and also included a space for the child to write their name in the book.



## SPECIAL COLLECTIONS

### TERRE HAUTE TERROR TALES

On October 31, Halloween night, SPC hosted a drive-in movie event in the VCPL parking lot using a large inflatable screen, projector, and FM transmitter. SPC premiered two short films, *The Call from Beyond the Grave* and *Unholy Matrimony* – videos that were written, filmed, and edited by SPC staff and Director Heather Rayl.

*The Call from Beyond the Grave* was a retelling of the story of the Sheets Mausoleum's infamous telephone, while *Unholy Matrimony* retold the spooky legends surrounding the old Preston House. These films were intended to promote interest in local legends and history and build a sense of community pride around Vigo County's vibrant and unique heritage. Following these short films, SPC then screened the classic 1959 haunted house film *The House on Haunted Hill*, starring Vincent Price. Around 35 people attended this program, most of them viewing the film from their cars, and using the FM transmitter to listen to the films via their car radios. This event was well-received by attendees and provided Vigo County residents a fun, spooky activity to attend on Halloween night without compromising their safety during the time of COVID-19. The original short films will be uploaded to VCPL's YouTube channel for people to enjoy.

In addition to providing the community with enjoyable and informative programming during the pandemic, this activity also gave staff the chance to learn new skills. SPC staff hopes to create more films and host additional programs of this kind in the future.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD NOVEMBER 16, 2020

## TECH TEAM

### REMOTE HANDS-ON HELP

A customer who had attended an in-person *Excel* class before COVID-19, stopped into VCPL in October to ask some Excel questions. He brought his handout from the class and a print out of what he had been trying to accomplish at home: a checkbook register that automatically updated the total once he input credits and debits. He had everything set up except for the formula. Utilizing one of the collaborative spaces with a computer to set up the basics of his worksheet, he then received help from Ashley Wadsworth, who walked him through setting up the formula using Remote Desktop. He was very pleased at the finished product and commented about how much simpler it had been than he anticipated. He was able to email himself a copy so that he didn't have to recreate the file once he returned home.

### YOUR VOTE COUNTS ONLINE PROGRAMMING

**Your Vote Counts**, a *Beanstack* challenge that ran in October, was available for ages 6 and up. For those too young to vote, the challenge aimed to introduce voting as a civic duty and provide resources to help them understand the process. Kids were introduced to new vocabulary and processes through watching videos, creating campaign posters, and playing word games. For adults, the challenge encouraged them to check their voter registration status and provided links to many resources regarding local elections and the responsibilities of those holding elected office.

All ages participated in a voting challenge to select new items for addition to the VCPL collection! Adults voted on a new Binge Box, (Puzzling Adventures won), and youth voted on new kits. The dinosaurs kit won the vote for the age 6-11 group and for 12-19 year olds, it was a tie between Murder Mystery and Cake Decorating!

### TRIVIA FUN USING ZOOM

Trivia nights have long been popular at VCPL, and in October, trivia night was hosted virtually via Zoom by Ashley Wadsworth. Six teams battled it out in *Disney Trivia* by answering traditional trivia questions, guessing which scene came first in a movie, identifying *Disney* characters from pixelated images, and finishing song lyrics. Five teams completed the follow up survey and all indicated they were likely to participate in another virtual trivia program from VCPL. The survey results also reflected ideas for future trivia themes, including music, movies, or popular TV shows, like *The Office*.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD NOVEMBER 16, 2020

## WEST BRANCH

### HOTSPOT UPDATE

On October 9, West Branch began offering non-reservable hotspot devices for check-out, and community members have expressed great interest and appreciation. All of the devices have been checked-out by multiple customers, and no device has remained on the shelf for 24 hours between check out! When community members hear that the branch has hotspots available for walk-up checkout, they call or come in asking about them and often comment on how great a service it is that the Library offers. Several customers have commented on how being able to get a hotspot at just the right time has helped with their remote work or their child's e-learning when they had issues with internet access.

### ELECTION DAY AT WEST

Even though the West Branch was not a designated polling location for the election on November 3, there was a lot of activity at the Library! With the Main Branch closed to the public, customers were directed to the West Branch to browse shelves and use computers. The branch saw an increase in foot traffic that day of roughly 50%. Not only was it great to be able to accommodate library customers in need of service, it was also a good opportunity for some Terre Haute residents to visit the West Branch. Staff received several comments throughout the day about how nice the branch is, and how some customers did not know there was a branch in West Terre Haute. In addition to serving customers at the branch, most of the West Branch staff assisted *Vote Vigo* at polling locations throughout the county to keep the community updated on wait times at the various locations.

## YOUTH SERVICES

### YALSA SYMPOSIUM

On Saturday, November 7 and Sunday, November 8, Youth Services Assistant Librarian Kendra Bailey attended the YALSA Symposium. The Symposium was held virtually over Zoom, and Kendra came away with wonderful information and ideas. She attended two author panels that featured authors Nic Stone, Kim Johnston, Ryan La Sala, Mark Oshiro, and Adib Khorram. Kendra also attended sessions about building partnerships with school libraries, becoming a Safe Place, revitalizing teen volunteer programs, and creating subscription book boxes for teens. Kendra greatly enjoyed the symposium and was inspired by the stories and ideas shared.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD NOVEMBER 16, 2020

## DRIVE THROUGH TRUNK-OR-TREAT AT DEMING PARK

Dinosaurs, witches, superheroes, and monsters were still present out for Halloween at the Deming Park Trunk-or-Treat event! VCPL staff members LeRaye Cameron and Megan Howes passed out books to the trick-or-treaters.



Other organizations, including the Terre Haute Children's Museum, the Terre Haute Police Department, and the Terre Haute Parks Department, passed out candy and played music. Even though participants were in their cars and masked up, everyone was enthusiastic about celebrating Halloween in a safe way. Each child who passed through in a vehicle received a free book, and in the end, Megan and LeRaye passed out more than four hundred books. Many kids were surprised and excited to get a book, and one parent remarked, "My son loves reading, so you have really made his day!"

## PERSONNEL

### RESIGNATION

Waelbroeck, Kevin "Sage" A. - resigning from the full-time non-exempt position of Youth Services Assistant Librarian effective November 13, 2020.

Gillum, Chelsey M. - resigning from the part-time non-exempt position of Youth Services Assistant Librarian effective November 24, 2020.

Respectfully submitted,

Kristi J. Howe

11/10/20 Admin AG