

# AGENDA

**REGULAR MEETING  
VIGO COUNTY PUBLIC LIBRARY  
Monday, February 15, 2021, 5:30 PM  
Vigo County Public Library  
One Library Square  
Terre Haute, IN 47807**

Register to join the meeting virtually at <https://bit.ly/VCPL-Board-Meetings>.

1. **Call to Order and Roll Call of Members**
2. **Public Input on Action Items**
3. **Consideration of Minutes of January 19, 2021 Regular Meeting** 2
4. **Consideration of Minutes of January 19, 2021 Board of Finance Meeting** 6
5. **Treasurer's Report**
  - A. Monthly Financial Statement 7
  - B. Claims and Payroll 8
  - C. Special Claims
  - D. Gift Fund Report 21
  - E. State Board of Accounts Annual Report 22
6. **Reports to the Library Board**
  - A. Resource Sharing in a Pandemic ~ Technical Services Manager Lauren Elyea
7. **Director's Report** 23
  - A. Indiana State Library 2020 Annual Report 28
8. **Old Business**
9. **New Business**
10. **Suggestions from the Staff, Board or Public for Action or Study**
11. **Next Regular Meeting:** Monday, March 15, 2021 at 5:30 p.m., Main Library.
12. **Adjournment**

At the Regular Meeting of the Vigo County Public Library Board, during a virtual teleconference at 5:30 p.m. on the 19<sup>th</sup> day of January 2021, the following persons were present:

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

Library Staff: Kristi Howe; Brett Taylor; Amy Gibson; Susan Jakaitis; Bonnie McNair; Dennis Shepard; Lauri Chandler; Rob Fox; Amber Stinson; Carey LaBella; Cindy Bhatti; and Lauren Elyea

Others: Emily Pike, WTHI.

Mr. Jones congratulated Mr. Pigg on his reappointment by the County Council to serve a second term on the VCPL Board of Trustees.

### **PUBLIC INPUT ON ACTION ITEMS**

No public input.

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

A motion to approve the minutes as written for the December 21, 2020, regular meeting, made by Goulding, seconded by Young. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - absent, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - aye. Motion passed.

### **TREASURER'S REPORT**

#### **Monthly Cash Statement**

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

#### **Claims and Payroll**

Mr. Taylor presented revised board claims dated December 21, 2020. The claim that was presented during the December 21, 2020 board meeting listed the vendor as Vectren for \$161.25 and should have been Verizon. This claim has been corrected. Month End Claims dated December 30, 2020 in the amount of \$107,285.71 (Library Operating, \$92,138.04; Gift Fund, \$147.67; Grants, \$15,000.00); Library Operating Claims dated January 19, 2021, in the amount of \$40,421.65 (Library Operating Fund, \$39,164.32; Grants, \$1,257.33. (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

**Special Claims**

Mr. Taylor presented a special claim for a bond payment in the amount of \$215,806.25 to the Vigo County Treasurer. Ms. Howe noted that this was the final payment for the 5-year bond that allowed VCPL to implement the new branch in West Terre Haute, a new parking lot at the main library, and a few other projects.

**Gift Fund Report**

Mr. Taylor presented the Gift Fund report dated December 30, 2020 for \$63,760.68.

**Approval of Treasurer's Report**

A motion to approve the Treasurer's Report, made by Muyumba, seconded by Sister Dorothy. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - absent, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - aye. Motion passed.

**Resolution to Pay Bills with Prior Approval**

A motion to approve the Resolution to Pay Bills with Prior Approval, made by Sister Dorothy, seconded by Pigg. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - absent, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - aye. Motion passed. (Copy of Resolution to Pay Bills with Prior Approval attached to official minutes.)

**Resolution to Encumber Funds**

Mr. Taylor recommended encumbrances in the amounts of \$235,434.31 from the 2020 Operating Fund and \$207,212.08 from the Construction Fund. Total encumbrances in the amount of \$442,646.39.

A motion to approve the Resolution to Encumber Funds, made by Goulding, seconded by Muyumba.

Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - absent, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - aye. Motion passed. (Copy of Resolution to Encumber Funds attached to official minutes.)

**REPORTS TO THE LIBRARY BOARD**

There were no reports to the library board.

**DIRECTOR'S REPORT**

Ms. Howe commented on her written report and shared information regarding staff wages and ALICE thresholds in response to questions from the Board at the December meeting.

A motion approving the Director's Report, made by Young, seconded by Sister Dorothy.  
Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - absent, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - aye. Motion passed. (Copy of Director's Report attached to official minutes.)

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

**FAMILIES FIRST CORONAVIRUS RESPONSE ACT**

- **FMLA Addendum for Emergency Family Medical Leave Expansion Act**
- **Emergency Paid Sick Leave**

Ms. Howe noted that these policies expired on December 31, 2020 and the updates would extend the policies through March 31, 2021.

A motion to approve the updated FMLA Addendum for Emergency Family Medical Leave Expansion Act policy and the Emergency Paid Sick Leave policy as written, made by Muyumba, seconded by Sister Dorothy. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - absent, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - aye. Motion passed.

**VACATION LEAVE POLICY FOR EXEMPT EMPLOYEES**

A motion to approve the Vacation Leave Policy for Exempt Employees as written, made by Muyumba, seconded by Goulding. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - absent, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - aye. Motion passed.

**VACATION LEAVE POLICY FOR NON-EXEMPT EMPLOYEES**

A motion to approve and Vacation Leave Policy for Exempt Employees as written, made by Young, seconded by Sister Dorothy. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - absent, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - aye. Motion passed.

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

Sister Dorothy congratulated VCPL staff who have utilized the staff development benefit and are completing coursework.

**NEXT MEETING**

Regular Meeting, **Monday, February 15, 2021** at 5:30 p.m., Main Library.

**ADJOURNMENT**

A motion to adjourn the meeting at 6:30 p.m. made by Muyumba, seconded by Sister Dorothy. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton – absent, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - aye. Motion passed.

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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

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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

2/10/21

AG

**MEETING OF THE BOARD OF FINANCE VIGO COUNTY PUBLIC LIBRARY**

At the meeting of the Board of Finance of the Vigo County Public Library Board, during a virtual teleconference at 6:30 p.m. on the 19<sup>th</sup> day of January 2021, the following persons were present:

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

Library Staff: Kristi Howe; Brett Taylor; Amy Gibson; Susan Jakaitis; Bonnie McNair; Dennis Shepard; Lauri Chandler; Rob Fox; Amber Stinson; Carey LaBella; Cindy Bhatti; and Lauren Elyea

Others: Emily Pike, WTHI.

**ELECTION OF OFFICERS**

A motion to designate the current Library Board Officers as the Board of Finance Officers, made by Young, seconded by Sister Dorothy. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - absent, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - aye. Motion passed.

**RECEIVE AND REVIEW THE TREASURER’S WRITTEN REPORT SUMMARIZING THE VCPL’S INVESTMENTS DURING THE PREVIOUS CALENDAR YEAR**

Brett Taylor presented the written report.

A motion to accept the Treasurer’s written report and continue with TrustINDiana as the primary investment account made by Goulding, seconded by Young. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - absent, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - aye. Motion passed.

**NEXT MEETING**

The next meeting of the Board of Finance will be in January 2022, at the West Branch Library, immediately following the regular Library Board meeting.

**ADJOURNMENT**

A motion to adjourn the meeting, made by Muyumba, seconded by Sister Dorothy. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - absent, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - aye. Motion passed. The meeting adjourned at 6:38 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

\_\_\_\_\_  
James M. Young, Board Member

\_\_\_\_\_  
Sister Dorothy Rasche, Board Member

\_\_\_\_\_  
Daniel I. Pigg, Board Member

Vigo County Public Library

Cash Statement  
 Vigo County Public Library  
 January 2021

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	1,289.84 1,289.84	66,270.28 66,270.28	66,270.28 66,270.28	1,289.84	0.00 0.00
Cash Library Operating Fund 01-01-1010	5,393,659.33 5,393,659.33	100,889.28 100,889.28	478,068.76 478,068.76	5,016,479.85	(377,179.48) (377,179.48)
Cash Gift Fund 02-00-1010	63,760.68 63,760.68	731.50 731.50	190.85 190.85	64,301.33	540.65 540.65
Cash Grants 09-00-1010	(27,309.59) (27,309.59)	12,311.52 12,311.52	2,657.33 2,657.33	(17,655.40)	9,654.19 9,654.19
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	207,212.08 207,212.08	0.00 0.00	207,212.08 207,212.08	0.00	(207,212.08) (207,212.08)

<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>
*19164	BROWN COUNTY PUBLIC LIBR/	01	<i>Check</i>	15.00	56492	ILL REIMBURSEMENT
*19230	FRANKFORT COMMUNITY PUBI	01	<i>Check</i>	16.19	56493	ILL REIMBURSEMENT
*19185	GANNETT HOLDINGS LLC OHIC	01	<i>Check</i>	135.20	56494	NEWSPAPERS
*19151	INDIANA LIBRARY FEDERATION	01	<i>Check</i>	1,350.00	56495	ILF MEMBERSHIPS
*19231	INNOVATIVE USERS GROUP*	01	<i>Check</i>	110.00	56496	IUG ANNUAL MEMBERSHIP
*19186	PRAIRIE PRESS*	01	<i>Check</i>	64.99	56497	NEWSPAPERS
*19208	SPACE MANAGEMENT INSTALL	01	<i>Check</i>	650.00	56498	PLANNED MAINTENANCE
*19225	TECH LOGIC CORPORATION*	01	<i>Check</i>	742.00	56499	RFID TAGS
*19207	TUMBLEWEED PRESS INC*	01	<i>Check</i>	750.00	56500	TUMBLEBOOKS SUBSCRIPTION
					Total Count:	9
					Total Amount:	3,833.38
*19163	ADP INC - AUTOPAY II*	01	<i>ACH</i>	239.46	5145	WORKFORCE NOW
*19193	ADP INC - AUTOPAY II*	01	<i>ACH</i>	658.07	5146	PAYROLL SERVICES
*19217	ALTARAMA INFORMATION SYS	01	<i>ACH</i>	6,103.75	5147	DESKSTATS RENEWAL
*19147	AMAZON.COM LLC*	02	<i>ACH</i>	135.90	5148	BOXES FOR WONDER BOX
*19160	AMAZON.COM LLC*	01	<i>ACH</i>	24.99	5149	DVD/VIDEO MATERIAL
*19167	AMAZON.COM LLC*	01	<i>ACH</i>	23.79	5150	CIRC PRINT MATERIAL
*19154	AMAZON.COM LLC*	01	<i>ACH</i>	351.68	5151	MAKER KIT PERLER BEADS SUPPLIES
*19173	AMAZON.COM LLC*	01	<i>ACH</i>	357.09	5152	BIG READ KIT SUPPLIES
*19196	AMAZON.COM LLC*	01	<i>ACH</i>	71.88	5153	DVD/VIDEO MATERIAL
				8		

<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>
*19195	AMAZON.COM LLC*	01	ACH	4.95	5154	BIG READ KIT SUPPLIES
*19162	AMAZON.COM LLC*	01	ACH	129.40	5155	BIG READ DECOR, BLACK HISTORY MO
*19197	AMAZON.COM LLC*	01	ACH	254.26	5156	DVD/VIDEO MATERIAL
*19194	AMAZON.COM LLC*	01	ACH	49.82	5157	DVD/VIDEO MATERIAL
*19161	AMAZON.COM LLC*	01	ACH	31.56	5158	CIRC PRINT MATERIAL
*19166	AMAZON.COM LLC*	01	ACH	78.68	5159	CIRC PRINT MATERIAL
*19159	AMAZON.COM LLC*	01	ACH	18.11	5160	BIG READ KIT SUPPLIES
*19148	AMAZON.COM LLC*	01	ACH	10.99	5161	ILL BOOK REPLACEMENT
*19190	BAKER & TAYLOR INC*	01	ACH	1,951.69	5162	CIRC PRINT MAT, YS MATERIAL
*19200	BOOK DEPOT*	01	ACH	887.93	5163	BOOKS FOR BIG READ KITS
*19192	COX ZWERNER GAMBILL & SUL	01	ACH	555.00	5164	LEGAL SERVICES
*19171	DEMCO, INC*	01	ACH	2,932.57	5165	OPTO FLARE DISPLAY MOBILE ISLAND I
*19203	DEMCO, INC*	01	ACH	13,842.55	5166	CARTS, DISPLAY CASES
*19180	E-Z CLEAN INC*	01	ACH	266.70	5167	WEST MOP EQUIPMENT
*19184	EBSCO INFORMATION SERVICE	01	ACH	15.57	5168	MAGAZINES
*19189	GALE/CENGAGE LEARNING*	01	ACH	440.81	5169	CIRC PRINT MATERIAL
*19158	INDUSTRIAL SUPPLY COMPAN'	01	ACH	215.00	5170	CHICAGO FAUCET PROGRAMMER
*19187	INGRAM LIBRARY SERVICES*	01	ACH	57.27	5171	CIRC PRINT MATERIAL
*19177	JOHNSON CONTROLS SECURI'	01	ACH	931.68	5172	WEST ANNUAL SERVICE
*19178	MIDWEST COMMUNICATIONS, I	01	ACH	37.50	5173	CHRISTMAS MUSIC SPONSOR
*19188	MIDWEST TAPE*	01	ACH	2,180.91	5174	DVD/VIDEO MATERIAL

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*19211	RICOH USA INC*	01	<i>ACH</i>	1,458.78	5175	COPIER LEASE
						Total Count: 31
						Total Amount: 34,318.34
*19149	COURTESY CLEANING CENTEF	01	<i>E-pay</i>	9.00	7495	MISC LAUNDERING
*19153	DUKE ENERGY *	01	<i>E-pay</i>	396.66	7496	WEST ELECTRIC SERVICE
*19155	B & S PLUMBING & HEATING IN	01	<i>E-pay</i>	275.50	7497	REPAIRED WEST DRINKING FOUNTAIN
*19156	B & S PLUMBING & HEATING IN	01	<i>E-pay</i>	294.00	7498	DISCONNECTED UNIT ON ROOF
*19157	DUKE ENERGY *	01	<i>E-pay</i>	15,640.72	7499	MAIN ELECTRIC SERVICE
*19165	ARAMARK UNIFORM SERVICES	01	<i>E-pay</i>	141.80	7500	WEST MAT SERVICE
*19170	ARAMARK UNIFORM SERVICES	01	<i>E-pay</i>	365.36	7501	MAIN SERVICE
*19174	CINTAS CORPORATION*	01	<i>E-pay</i>	23.30	7502	WEST CABINET SERVICE
*19175	CITY OF TERRE HAUTE SEWAG	01	<i>E-pay</i>	253.46	7503	MAIN SEWAGE BILLING
*19179	COURTESY CLEANING CENTEF	01	<i>E-pay</i>	12.60	7504	MISC. LAUNDERING
*19181	INDIANA AMERICAN WATER CC	01	<i>E-pay</i>	366.06	7505	MAIN WATER SERVICE
*19182	INDIANA AMERICAN WATER CC	01	<i>E-pay</i>	19.89	7506	IRRIGATION SERVICE
*19183	ZOOBEAN*	01	<i>E-pay</i>	3,495.00	7507	SECOND YEAR LICENSE SUBSCRIPTION
*19136	WALMART*	01	<i>E-pay</i>	6.00	7508	VARIOUS SUPPLIES
*19198	INDIANA DEPARTMENT OF REV	01	<i>E-pay</i>	18.23	7509	2020 SALES TAX
*19199	REPUBLIC SERVICES OF WEST	01	<i>E-pay</i>	601.80	7510	MAIN TRASH SERVICE
*19204	LIBRARY STORE*THE	01	<i>E-pay</i>	10 1,020.99	7511	WEST BRANCH SHELVING
*19205	OVERDRIVE*		<i>E-pay</i>	6,100.00	7512	OVERDRIVE JANUARY CONTENT

<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				
*19206	OVERDRIVE*		<i>E-pay</i>	<b>1,400.00</b>	<b>7513</b>	CARES GRANT OVERDRIVE CONTENT
		09				
*19059	VISA CARD SERVICES		<i>E-pay</i>	<b>1,333.71</b>	<b>7514</b>	VARIOUS SUPPLIES, TRAVEL, REGISTR.
		01				
		02				
*19212	OFFICE DEPOT*		<i>E-pay</i>	<b>373.11</b>	<b>7515</b>	OFFICE SUPPLIES
		01				
*19213	FUN EXPRESS, LLC*		<i>E-pay</i>	<b>473.76</b>	<b>7516</b>	SUMMER READING/ BLACK HISTORY/ BI
		01				
*19214	FUN EXPRESS, LLC*		<i>E-pay</i>	<b>28.78</b>	<b>7517</b>	SUMMER READING/ BLACK HISTORY/ BI
		01				
*19215	COURTESY CLEANING CENTEF		<i>E-pay</i>	<b>9.00</b>	<b>7518</b>	MISC LAUNDERING
		01				
*19223	SHERWIN-WILLIAMS*		<i>E-pay</i>	<b>21.98</b>	<b>7523</b>	PAINTING SUPPLIES
		01				
*19086	SAM'S CLUB DIRECT*		<i>E-pay</i>	<b>109.98</b>	<b>7524</b>	PROGRAM SUPPLIES
		01				
*19227	DICK MCCALISTER & SONS INC		<i>E-pay</i>	<b>225.00</b>	<b>7525</b>	ELECTRIC SEWER SERVICE
		01				
*19228	T-MOBILE USA, INC.*		<i>E-pay</i>	<b>127.60</b>	<b>7526</b>	WEST HOTSPOT DATA
		01				
*19229	T-MOBILE USA, INC.*		<i>E-pay</i>	<b>1,085.17</b>	<b>7527</b>	MAIN HOTSPOT DATA
		01				

Total Count: **29**  
Total Amount: **34,228.46**

<i>Grand Total Fund 01:</i>	<b>70,789.33</b>
<i>Grand Total Fund 02:</i>	<b>190.85</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>1,400.00</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>69</b>
Grand Total Amount:	<b>72,380.18</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. 201793-R,</b> <b>201943, 210047, 210042, 210018,</b> <b>201974, 201936-R, 210055</b>
	<b>Terms E-PAY</b>
	<b>Date Due 1/29/2021</b>

Invoice Date	Invoice Number	Description (or attach invoice(s))	Amount	
12/31/2020	2420429PY00A 07KBY	FACEBOOK - CURBSIDE AND HOME DELIVERY PROMO	8	89
12/23/2020	2469216PN2X WB4AET	AMERICAN ASSOCIATES OF NOTARIES - NOTARY SUPPLIES	56	90
1/1/2021	2469216012X7 1J9BQ	GOOGLE - GOOGLE WORKSPACE	228	00
1/9/2021	24137460A00Y XNR93	CVS - MODERATOR HONORARIUM	54	95
1/1/2021	249064101376 NVAAN	GODADDY.COM - SSL CERTIFICATE	799	98
12/17/2020	2432684PH60 H5MD8W	AMERICAN LIBRARY ASSOCIATION - MIDWINTER MEETING REGISTRATION	130	00
12/21/2020	2413746PM2X BZBH9B	MENARDS - CURTAIN ROD FOR FLAVOR BYTES SET	14	99
1/13/2021	24013390D01L 7TBLA	THE PUBLIC RELASTIONS SOCIETY - PRSA MEDIA LANDSCAPE 2021	20	00
1/13/2021	24013390D01L 7TBLW	THE PUBLIC RELASTIONS SOCIETY - PRSA MEDIA LANDSCAPE 2021	20	00
<b>TOTAL</b>			<b>1333</b>	<b>71</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

Voucher No.	Warrant No.	<b>PAYEE</b>
Charge These Appropriations		12
Account	Account Name	Amount

<b>Number</b>			
<b>4331</b>	<b>01-11</b>	<b>8.89</b>	
<b>4213</b>	<b>01-02</b>	<b>49.95</b>	
<b>4325</b>	<b>01-02</b>	<b>6.95</b>	
<b>4314</b>	<b>01-09</b>	<b>1,027.98</b>	<b>APPROVED</b> , 20
<b>4245</b>	<b>02-68</b>	<b>54.95</b>	
<b>4324</b>	<b>01-01</b>	<b>130.00</b>	
<b>4245</b>	<b>01-08</b>	<b>14.99</b>	
<b>4324</b>	<b>01-11</b>	<b>40.00</b>	
			<b>In the amount of \$</b>
	<b>Total</b>	<b>1,333.71</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>
*19311	BIG JACK'S SMALL ENGINE PAF	01	<i>Check</i>	<b>100.00</b>	<b>56501</b>	SNOW PLOW REPAIR
*19303	FRIENDS OF THE VCPL*	02	<i>Check</i>	<b>1,884.06</b>	<b>56502</b>	REFUND 2020 PROJECT FUNDS
*19262	NORTH MADISON CO PUBLIC L	01	<i>Check</i>	<b>25.95</b>	<b>56503</b>	ILL REIMBURSEMENT
*19310	SDR COATING COMPANY INC*	01	<i>Check</i>	<b>580.83</b>	<b>56504</b>	DIRECTORS OFFICE WALL REPAIR
*19257	SPACE MANAGEMENT INSTALL	01	<i>Check</i>	<b>227.12</b>	<b>56505</b>	REPAIR PUCK ASSEMBLY
					Total Count:	<b>5</b>
					Total Amount:	<b>2,817.96</b>
*19285	ADP INC - AUTOPAY II*	01	<i>ACH</i>	<b>676.71</b>	<b>5177</b>	PAYROLL SERVICES
*19247	AMAZON.COM LLC*	01	<i>ACH</i>	<b>513.22</b>	<b>5178</b>	FEBRUARY PROGRAM AND WONDERBO
*19254	AMAZON.COM LLC*	01	<i>ACH</i>	<b>39.60</b>	<b>5179</b>	BIG READ KIT SUPPLIES
*19269	AMAZON.COM LLC*	01	<i>ACH</i>	<b>9.90</b>	<b>5180</b>	1000 BOOKS, SPRING MATERIALS, REFI
*19270	AMAZON.COM LLC*	01	<i>ACH</i>	<b>432.95</b>	<b>5181</b>	1000 BOOKS, SPRING MATERIALS, REFI
*19280	AMAZON.COM LLC*	01	<i>ACH</i>	<b>373.32</b>	<b>5182</b>	DVD/VIDEO MATERIAL
*19281	AMAZON.COM LLC*	01	<i>ACH</i>	<b>99.98</b>	<b>5183</b>	DVD/VIDEO MATERIAL
*19309	AMAZON.COM LLC*	01	<i>ACH</i>	<b>67.20</b>	<b>5184</b>	YS CIRC MATERIAL
*19317	AMAZON.COM LLC*	01	<i>ACH</i>	<b>104.73</b>	<b>5185</b>	DVD/VIDEO MATERIAL
*19327	AMAZON.COM LLC*	01	<i>ACH</i>	<b>33.88</b>	<b>5186</b>	DVD/VIDEO MATERIAL
*19329	AMAZON.COM LLC*	01	<i>ACH</i>	<b>54.87</b>	<b>5187</b>	DVD/VIDEO MATERIAL
*19267	BAKER & TAYLOR INC*	01	<i>ACH</i>	<b>3,603.11</b>	<b>5188</b>	CIRC PRINT MAT, YS MAT, AUDIO RECO
*19249	CULLIGAN WATER CONDITIONI	01	<i>ACH</i>	<b>125.00</b>	<b>5189</b>	MAIN COOLER RENTAL

<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>
*19250	CULLIGAN WATER CONDITIONI	01	ACH	20.00	5190	WEST COOLER RENTAL
*19271	E-Z CLEAN INC*	01	ACH	5.83	5191	CLEANING AND SANITATION SUPPLIES
*19272	E-Z CLEAN INC*	01	ACH	406.25	5192	MOP HEADS FOR RUBBERMAID SYSTEM
*19318	E-Z CLEAN INC*	01	ACH	101.88	5193	HAND SANITIZER
*19319	E-Z CLEAN INC*	01	ACH	34.50	5194	MOP HEADS FOR RUBBERMAID SYSTEM
*19320	E-Z CLEAN INC*	01	ACH	1,158.52	5195	SPEEDY SWEEP AND OTHER SUPPLIES
*19283	FISHER*ERIC	01	ACH	135.70	5196	FLAVOR BYTES SUPPLY REIMBURSEME
*19291	GALE/CENGAGE LEARNING*	01	ACH	120.70	5197	CIRC PRINT MATERIAL
*19298	HOWE*KRISTI	01	ACH	106.86	5198	MASK FABRIC REIMBURSEMENT
*19273	INDUSTRIAL SUPPLY COMPAN'	01	ACH	47.68	5199	METER COUPLINGS
*19275	INDUSTRIAL SUPPLY COMPAN'	01	ACH	425.15	5200	FILTERS FOR HYDR STATION
*19150	LOWE'S COMMERCIAL SERVICI	01	ACH	118.74	5201	MAINTENANCE SUPPLIES
*19222	MELCHO*ANGELINA	01	ACH	80.00	5202	ILF MEMBERSHIP REIMBURSEMENT
*19268	MIDWEST TAPE*	01	ACH	2,057.94	5203	DVD/VIDEO MATERIAL
*19276	MIDWEST TAPE*	01	ACH	6,338.10	5204	HOOPLA CONTENT
*19287	NEW AVENUES*	01	ACH	158.33	5205	ALA CARTE ADMIN FEE
*19256	OCLC INC*	01	ACH	5,947.06	5206	CATALOGING/METADATA SUBSCRIPTIC
*19313	RICOH USA INC*	01	ACH	799.02	5207	COPIER LEASE
*19322	UNIQUE MANAGEMENT SERVIC	01	ACH	331.15	5208	PLACEMENTS
*19323	UNIQUE MANAGEMENT SERVIC	01	ACH	503.64	5209	NOTICES
*19296	VALUE LINE PUBLISHING LLC*	01	ACH	3,650.00	5210	DATABASE VALUE LINE EARLY RENEW/

<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>
*19295	WEAS ENGINEERING INC*	01	<i>ACH</i>	491.72	5211	WATER TREATMENT MANAGEMENT
						Total Count: 35 Total Amount: 29,173.24
*19248	WEX BANK*	01	<i>E-pay</i>	111.68	7542	FUEL
*19252	FUN EXPRESS, LLC*	01	<i>E-pay</i>	171.64	7543	GIVEAWAY CRAFTS FOR CUSTOMERS
*19253	OVERDRIVE*	01	<i>E-pay</i>	10,000.00	7544	YS OVERDRIVE CONTENT
*19255	ARAMARK UNIFORM SERVICES	01	<i>E-pay</i>	141.80	7545	WEST MAT SERVICE
*19258	CINTAS CORPORATION*	01	<i>E-pay</i>	118.00	7546	MAIN AED LEASE
*19260	PAYPAL INC*	01	<i>E-pay</i>	19.95	7547	MONTHLY PAYFLOW LINK
*19261	B & S PLUMBING & HEATING IN	01	<i>E-pay</i>	122.50	7548	VAV BOX REPAIR
*19264	INDIANA AMERICAN WATER CC	01	<i>E-pay</i>	57.64	7549	PRIVATE FIRE SERVICE
*19266	COURTESY CLEANING CENTEF	01	<i>E-pay</i>	10.00	7550	MISC LAUNDERING
*19277	OFFICE DEPOT*	01	<i>E-pay</i>	20.07	7551	OFFICE SUPPLIES
*19278	OFFICE DEPOT*	01	<i>E-pay</i>	250.86	7552	OFFICE SUPPLIES
*19279	ORKIN PEST CONTROL *	01	<i>E-pay</i>	1,311.67	7553	MAIN YEARLY PEST CONTROL
*19282	VERIZON - WIRELESS*	01	<i>E-pay</i>	205.72	7554	PHONE SERVICE
*19284	VECTREN ENERGY DELIVERY*	01	<i>E-pay</i>	293.55	7555	WEST GAS SERVICE
*19286	ENA*	01	<i>E-pay</i>	662.23	7556	VOICE SERVICE
*19288	CENTER POINT LARGE PRINT*	01	<i>E-pay</i>	225.90	7557	CIRC PRINT MATERIAL
*19293	TOWN OF WTH WATER & SEWE	01	<i>E-pay</i>	66.91	7558	WEST WATER/WASTE SERVICE
*19297	ARAMARK UNIFORM SERVICES		<i>E-pay</i>	338.57	7559	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>
		01				
*19176	HOBBY LOBBY*		<i>E-pay</i>	<b>23.98</b>	<b>7560</b>	FLAVOR BYTES SET DECOR
		01				
*19300	OFFICE DEPOT*		<i>E-pay</i>	<b>1.38</b>	<b>7561</b>	OFFICE SUPPLIES
		01				
*19302	COURTESY CLEANING CENTEF		<i>E-pay</i>	<b>32.20</b>	<b>7562</b>	MISC LAUNDERING
		01				
*19304	CINTAS CORPORATION*		<i>E-pay</i>	<b>90.44</b>	<b>7563</b>	MAIN CABINET SERVICE
		01				
*19306	OVERDRIVE*		<i>E-pay</i>	<b>2,000.00</b>	<b>7565</b>	OVERDRIVE CARES ACT GRANT CONTE
		01				
*19307	ENA*		<i>E-pay</i>	<b>1,257.33</b>	<b>7566</b>	INTERNET SERVICE
		09				
*19308	OVERDRIVE*		<i>E-pay</i>	<b>7,500.00</b>	<b>7567</b>	OVERDRIVE- FEB CONTENT
		01				
*19314	INDIANA DEPARTMENT OF WOI		<i>E-pay</i>	<b>764.00</b>	<b>7568</b>	UNEMPLOYMENT BENEFITS 133485
		01				
*19315	CINTAS CORPORATION*		<i>E-pay</i>	<b>59.00</b>	<b>7569</b>	WEST AED LEASE
		01				
*19316	FRONTIER*		<i>E-pay</i>	<b>47.92</b>	<b>7570</b>	WEST PHONE SERVICE
		01				
*19321	ENVISIONWARE*		<i>E-pay</i>	<b>1,450.00</b>	<b>7571</b>	MOBILEPRINT SUBSCRIPTION RENEWA
		01				
*19324	WAGeworks, INC.*		<i>E-pay</i>	<b>168.82</b>	<b>7572</b>	COBRA MONTHLY FEE
		01				
*19325	TRIBUNE STAR PUBLISHING CC		<i>E-pay</i>	<b>50.00</b>	<b>7573</b>	DOWN THROUGH THE YEARS AD
		01				
*19330	COURTESY CLEANING CENTEF		<i>E-pay</i>	<b>12.60</b>	<b>7574</b>	MISC LAUNDERING
		01				
*19251	STAPLES BUSINESS CREDIT*		<i>E-pay</i>	<b>22.02</b>	<b>7575</b>	OFFICE SUPPLIES
		01				
*19290	INFOUSA MARKETING, INC*		<i>E-pay</i>	<b>740.00</b>	<b>7576</b>	REF MATERIAL SERIAL, REF PRINT MAT
		01				

Total Count: **34**  
Total Amount: **28,348.38**

<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>57,198.19</b>
<i>Grand Total Fund 02:</i>	<b>1,884.06</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>1,257.33</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>74</b>
Grand Total Amount:	<b>60,339.58</b>

**Payroll Payable  
Voucher Register**

**Vigo County Public Library**

For Period January -2021

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

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
1/8	Pay#1	Gross Payroll	\$ 123,685.13	\$ 123,685.13	ACH	
1/8	Pay#1	FICA	\$ 9,072.42	\$ 9,072.42	ACH	
1/8	Pay#1	PERF	\$ 16,432.48	\$ 16,432.48	ACH	
1/22	Pay#2	Gross Payroll	\$ 123,379.56	\$ 123,379.56	ACH	
1/22	Pay#2	FICA	\$ 9,049.04	\$ 9,049.04	ACH	
1/22	Pay#2	PERF	\$ 16,360.05	\$ 16,360.05	ACH	
1/22	Pay#2	Anthem	\$ 55,078.15	\$ 55,078.15	ACH	
1/22	Pay#2	Guardian	\$ 5,514.86	\$ 5,514.86	ACH	
		Gross Payroll		\$ -	ACH	
		FICA		\$ -	ACH	
		PERF		\$ -	ACH	

Total library cost			\$ 358,571.69			
Jan.	pays 1 & 2	Great West	\$ 1,579.10	\$ 1,579.10	ACH	Staff withholding
Jan.	pays 1 & 2	Garnishments	\$ 500.00	\$ 500.00	ACH	Staff withholding
Jan.	pays 1 & 2	AFLAC	\$ 1,150.96	\$ 1,150.96	ACH	Staff withholding
Jan.	pays 1 & 2	United Way	\$ 555.00	\$ 555.00	ACH	Staff withholding
Jan.	pays 1 & 2	Anthem	\$ 7,798.44	\$ 7,798.44	ACH	Staff withholding
Jan.	pays 1 & 2	HSA adj.		\$ -	ACH	Staff withholding
Jan.	pays 1 & 2	Guardian	\$ 782.94	\$ 782.94	ACH	Staff withholding
Jan.	pays 1 & 2	Boston Mutual	\$ 755.50	\$ 755.50	ACH	Staff withholding
Jan.	pays 1 & 2	Fed Tax	\$ 19,307.53	\$ 19,307.53	ACH	Staff withholding
Jan.	pays 1 & 2	State Tax	\$ 7,628.67	\$ 7,628.67	ACH	Staff withholding
Jan.	pays 1 & 2	Local Tax	\$ 4,586.59	\$ 4,586.59	ACH	Staff withholding
Jan.	pays 1 & 2	FICA	\$ 18,121.41	\$ 18,121.41	ACH	Staff withholding
Jan.	pays 1 & 2	Vol. PERF	\$ 3,504.14	\$ 3,504.14	ACH	Staff withholding
Staff Cost			\$ 66,270.28	\$ 66,270.28		

**Payroll Payable  
Voucher Register**

**Vigo County Public Library**

For Period January -2021

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.

February 15, 2021

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 \$ 358,571.69

Dated this 15th day of February 2021 .

\_\_\_\_\_  
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****2021**

<b>FUND</b>	<b>AMOUNT</b>	<b>PURPOSE</b>	<b>Approval</b>
00-General	\$ 786.57	Unrestricted Use	Admin.
64-SPC	\$ 10,620.41	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	\$ 230.05	Support of Crackerbarrel	
69-Wright Fdtn.	\$ 10,361.46	Unrestricted Use	Admin.
71-West Branch	\$ 755.72	Support of West Branch	Admin.
72-Friends	\$ 2,607.16	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	\$ 360.98	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	\$ 1,734.02	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	\$ 143.61	Buy a bk	Admin.
<b>TOTAL</b>	<b>\$ 64,301.33</b>		

**Vigo County Public Library, Vigo County, Indiana  
Cash & Investments Combined Statement - 2020**

	<b>Local Fund Number</b>	<b>Local Fund Name</b>	<b>Beg Cash &amp; Inv Bal Jan 1,2020</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>End Cash &amp; Inv Bal Dec 31,2020</b>
Governmental Activities	100	Library Operating	\$4,474,863.46	\$7,168,796.17	\$6,250,000.30	\$5,393,659.33
	200	Gift	\$83,082.22	\$10,479.52	\$29,801.06	\$63,760.68
	201	Rainy Day	\$1,748,249.16	\$0.00	\$0.00	\$1,748,249.16
	203	Levy Excess	\$7,275.05	\$0.00	\$7,275.05	\$0.00
	276	Grant, Misc	-\$14,668.06	\$108,788.63	\$121,430.16	-\$27,309.59
	300	Debt Service Fund	\$239,871.73	\$391,152.06	\$423,811.71	\$207,212.08
	800	Plac Card	\$65.00	\$0.00	\$65.00	\$0.00
	802	Pay Control	\$1,480.58	\$849,707.15	\$849,897.89	\$1,289.84
		<b>Total All Funds</b>	<b>\$6,540,219.14</b>	<b>\$8,528,923.53</b>	<b>\$7,682,281.17</b>	<b>\$7,386,861.50</b>

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD FEBRUARY 15, 2021

## ADULT SERVICES

### POSITIVE FEEDBACK

As foot traffic increases, Adult Services staff continue making meaningful connections with customers to create repeat customers.

A customer approached the service desk as they were leaving and said, "It's so nice to come to the library and get greeted as soon as you walk in the door. It just feels so welcoming and inviting and makes you glad you're here!" They said that our efforts to be a welcoming place are really paying off and it really shows.

Recently, a customer came up to the service desk and asked, "Is my friend here today?" Assistant Librarian Luke Gentry didn't know who they meant, so they described the person – it turned out they were talking about Librarian Melinda Belles. "She's just so sweet and so nice. I always enjoy talking to her. Melinda is always so helpful!" The customer couldn't say enough positive things about her customer service.

A note in the suggestion box yielded a compliment for Librarian Mandy All. "I was visiting the Library today and asked for help. Mandy at the desk was an amazing helper on sending a fax I needed to send!" Another note from the suggestion box stated, "Thanks for making our Library very safe for everyone to come back. Thanks to all at the Library."

## PROGRAMS AND EVENTS

### BLACK HISTORY MONTH



To celebrate Black History Month, library staff have collaborated to celebrate the works of contemporary black actors, directors, authors, and leaders. Displays are in nearly all departments, and social media posts promote our diverse collection.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD FEBRUARY 15, 2021

## ISU'S HONORS COLLEGE STUDENTS STOP AND SERVE

Seventeen students from Indiana State University's Honors College helped place stickers in three thousand copies of *Station Eleven*. These books will be given to customers during the 2021 Big Read program. This volunteer opportunity, Stop and Serve, was organized by the Honors College and helped students earn volunteer hours they need to graduate from the program.



## SSOS PROGRAM



On February 3, the first SSOS: Social Services Organizations & Supports program with the Council on Domestic Abuse (CODA) and Family Development Specialist from Western Indiana Community Action Agency (WICAA) was held virtually through Zoom. Eight people attended and contributed to a valuable conversation about domestic violence in our community and access to resources for those impacted by COVID-19.

## TECH TEAM

### SNOWPOCALYPSE: VIRTUAL ESCAPE ROOM

During a long and socially distanced winter, customers are looking for free, fun, and worthwhile diversions. Twenty-seven individuals signed up to receive the *Snowpocalypse: Virtual Escape Room* program created by Ashley Wadsworth. This activity allowed participants the opportunity to engage with friends and family while navigating tricky riddles and code breaking. Those who took the end survey rated that they were likely to try more virtual escape rooms from VCPL with one individual commenting "I only gave it a 9 [out of 10] because I wished it would have been longer! So fun! Next time I will zoom it with my family. Great job!"

Ashley is currently finishing up a Big Read themed virtual escape room so look forward to the *Station Eleven Virtual Escape!*

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD FEBRUARY 15, 2021

## SERVING AS A COMMUNITY CONVENER: WABASH VALLEY MILITARY SUPPORT

During the pandemic, Wabash Valley Military Support pivoted from in-person meetings to online gatherings. Bonnie McNair offered to facilitate these meetings using VCPL's Pro Zoom account, thus acting as a community convener, a strategic plan goal. They soon discovered that the military members of the group were not seeing the zoom invites. The military has email restrictions in place to guard against hacking, and the servers automatically strip out any non-authorized links in emails. After brainstorming and testing ideas, Bonnie found a workaround and meetings were resumed.

By providing the technology and expertise to facilitate the online meeting, VCPL supported this organization's worthwhile mission to help local veterans. Speakers included State Outreach Division Director Joseph Devito with Indiana Department of Veteran Affairs, Darrin Chaney, Military Veterans Program Coordinator at Hamilton Center, and Joe Williams, VA Education Benefits Coordinator/Student Services Professional at the Ivy Tech Terre Haute campus. For instance, Tech Team staff were able to connect local veterans with Joe at Ivy Tech to allow them to continue their education. An unexpected benefit of these meetings was to address the changing personnel roles for members as people retired, combined positions, or changed their job responsibilities. These bi-monthly online meetings provided a successful conduit to connect both old and new members.

## WEST BRANCH

### CUSTOMER COMMENTS

One of the regular visitors to the West Branch sent a card in mid-January thanking all of the library staff, and commenting, "Please tell the West Terre Haute Library how much they have helped me. They explain so much, so well, so often. They really help."

A customer came to the West Branch on February 8 to pick up a kit for the Flavor Bytes program. They said that this was their first time visiting the Branch since it moved to the new location. They commented to West Branch Librarian Sharon, "Wow! It's so beautiful in here."

### NEW SHELVES INSTALLED

New shelves and end caps, mentioned in the January report, have been installed. West Maintenance Staff Charley and Branch Manager Eric placed the new shelves along the east wall near the front entrance and circulation desk. The non-fiction material has been shifted and the new release and best seller express non-fiction books have been relocated to remain near the section to which they belong, allowing for a more natural flow when browsing the collection.

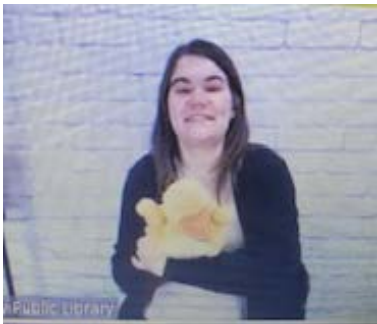
# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD FEBRUARY 15, 2021



The branch staff then collected circulation data once the material was moved and shifted to obtain baseline numbers. The same statistics will be collected monthly over the next six months to determine if the rearrangement and improved flow of the collection has a positive effect on the circulation of the non-fiction material.

## YOUTH SERVICES

### ZOOM STORYTIMES WITH THE VIGO COUNTY SCHOOL CORPORATION



During this time of social distancing, Zoom has become a staple in most people's lives, and the Youth Services Department staff are no exception. Instead of visiting in person, they have worked with preschools at the Vigo County School Corporation to provide weekly virtual storytimes via Zoom. When this opportunity was offered to the VCSC preschool teachers, they responded with comments like, "We would love to have you work with us any day of the week," and, "I am definitely interested! We have the technology to Zoom and to project on our large screen in our classroom." Since mid-January, the Youth Services Department has provided weekly Zoom storytimes for four schools and have three more new teachers interested in participating over the next coming weeks.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD FEBRUARY 15, 2021

## PERSONNEL CHANGE

### CHANGE IN STATUS

Engle, Sloane E. - Change in status from the part-time non-exempt position of West Branch Clerk to the full-time non-exempt position of West Branch-Special Collections Clerk effective January 25, 2021. Will work 15 hours per week at West Branch and 25 hours per week in Special Collections.

### EMPLOYMENT

Pope, Andrew J. - Hired for the full-time non-exempt position of Youth Services Librarian in the Youth Services Department effective February 8, 2021.

### RETIREMENT

Jakaitis, Susan M. - Retirement from the full-time non-exempt position of Adult Services Manager effective April 1, 2021.

Respectfully submitted,

Kristi J. Howe

2/9/21 Admin AG

# VIGO COUNTY PUBLIC LIBRARY

## Indiana Public Library Annual Report 2020

CURRENT YEAR PREVIOUS YEAR

### 1 - General Information

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Please provide the most current information available.

01- 001	Name of the person preparing this report	Amy Gibson	<i>Amy D. Gibson</i>
01- 002	Preparer's phone number	(812) 645-3624	<i>(812) 645-3624</i>
01- 003	Time zone in which the library's administrative entity is located	Eastern Time	<i>Eastern Time</i>
01- 004	Library name	VIGO COUNTY PUBLIC LIBRARY	<i>VIGO COUNTY PUBLIC LIBRARY</i>
01- 005	Library class	A	<i>A</i>
01- 006	Library director	Kristi J. Howe	<i>Kristi J. Howe</i>
01- 007	Street address	ONE LIBRARY SQUARE	<i>ONE LIBRARY SQUARE</i>
01- 008	City	TERRE HAUTE	<i>TERRE HAUTE</i>
01- 009	ZIP code	47807	<i>47807</i>
01- 010	Is the mailing address the same as the address listed above?	Yes	<i>Yes</i>
01- 011	Mailing address	ONE LIBRARY SQUARE	<i>ONE LIBRARY SQUARE</i>
01- 012	Mailing city	TERRE HAUTE	<i>TERRE HAUTE</i>
01- 013	Mailing ZIP code	47807	<i>47807</i>
01- 014	Congressional district number	8	<i>8</i>
01- 015	<b>Phone</b>	(812) 232-1113	<i>(812) 232-1113</i>
01- 016	Fax	(812) 235-1439	<i>(812) 235-1439</i>
01- 017	Does your library have an answering machine, voicemail or other similar technology?	Yes	<i>Yes</i>
01- 018	Library URL	vigo.lib.in.us	<i>vigo.lib.in.us</i>
01- 019	Public library email address, or a means of electronic contact listed on the library's website	questions@vigo.lib.in.us	<i>questions@vigo.lib.in.us</i>

### Building Questions

28

01-	Year the current central library was built	1979	<i>1979</i>
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020			
01-021	Year of the most recent structural addition or alteration to the current central library	2017	2017
01-022	Square footage of the central library	78,570	70,320

01-023 Click [here](#) to complete the central library daily hours.

This link will take you to a table where you can record the typical hours that the central library is open.

Please enter the hours that the library is open during a typical week. These are the hours which will be made available online at <http://www.in.gov/library/pldirectory.htm> and updated as you notify us of changes.

01-023a Please enter any non-standard central library hours that cannot be entered into the daily hours form. For example, if your library closes for an hour for lunch, or if you have a special winter schedule, please note that here. *n/a*

01-038 **Total number of hours the central library is open during a typical week** 70 69

01-039 **Total number of hours per week the central library is open after 5:00 PM** 13 17

01-040 **Total number of hours per week the central library is open on Saturday** 8 8

01-041 **Total number of hours per week the central library is open on Sunday** 4 4

01-042 Number of weeks per year the central library was open in 2020 39 52

01-043 Number of weeks the central library was closed due to COVID-19 7

01-044 Number of weeks the central library had limited occupancy due to COVID-19 6

01-045 **Total hours the central library was open in 2020** 2,730.00 3,588.00

Internet Access

01-046 Does the library provide internet access? Yes Yes

01-047 What type of internet access is available in the central library? Fiber Optic *Fiber Optic*

01-048 Specify the download speed of internet access in the central library. 1000 MBPS *1000 mbps*

Please specify the unit of measurement (e.g. 20 MBPS)

Branch Information

01-200 Total number of branches (If this answer = 0, skip questions 01-200a through 01-237) 1 1

Individual Branch Information

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

01-200a	Branch name	WEST BRANCH LIBRARY	<i>WEST BRANCH LIBRARY</i>
01-201a	Branch street address	125 NORTH CHURCH STREET	<i>125 NORTH CHURCH STREET</i>
01-202a	Branch city	29 WEST TERRE HAUTE	<i>WEST TERRE HAUTE</i>

01- 203a	Branch county	VIGO	<i>VIGO</i>
01- 204a	Branch ZIP	47885	<i>47885</i>
01- 205a	Is the mailing address the same as the address listed above?	No	<i>No</i>
01- 206a	Branch mailing address	1 Library Square, Terre Haute, IN 47807	<i>1 Library Square, Terre Haute, IN 47807</i>
01- 207a	Phone	(812) 235-2121	<i>(812) 235-2121</i>
01- 208a	Fax	(812) 478-9602	<i>(812) 478-9602</i>
01- 209a	Year built	2001	<i>2001</i>
01- 210a	Year of the most recent structural addition or alteration to branch building	2016	<i>2016</i>
01- 211a	Square footage of branch	5000	<i>5000</i>
01- 212a	Number of weeks per year individual branch was open in 2020	39	<i>52</i>
01- 213a	Number of weeks the individual branch closed due to COVID-19	7	
01- 214a	Number of weeks the individual branch had limited occupancy due to COVID-19	6	
01- 215a	Monday opening time	12:00 PM	<i>12:00 PM</i>
01- 216a	Monday closing time	08:00 PM	<i>8:00 PM</i>
01- 217a	Tuesday opening time	10:00 AM	<i>10:00 AM</i>
01- 218a	Tuesday closing time	06:00 PM	<i>6:00 PM</i>
01- 219a	Wednesday opening time	12:00 PM	<i>12:00 PM</i>
01- 220a	Wednesday closing time	08:00 PM	<i>8:00 PM</i>
01- 221a	Thursday opening time	10:00 AM	<i>10:00 AM</i>
01- 222a	Thursday closing time	06:00 PM	<i>6:00 PM</i>
01- 223a	Friday opening time	10:00 AM	<i>10:00 AM</i>
01- 224a	Friday closing time	6:00 PM	<i>6:00 PM</i>
01- 225a	Saturday opening time		<i>CLOSED</i>
01- 226a	Saturday closing time		<i>CLOSED</i>
01- 227a	Sunday opening time		<i>CLOSED</i>
01- 228a	Sunday closing time		<i>CLOSED</i>
01- 229a	Total open hours for the branch library during a typical week.	40 30	<i>40</i>

01- 230a	Total hours the branch was open in 2020	1,560	
01- 231a	Does the branch library provide internet access?	Yes	Yes
01- 232a	What type of internet access is available in the branch library?	Fiber Optic	Fiber Optic
01- 233a	<b>Specify the download speed of internet access in the branch library</b>	100	100 MBPS
01- 237	<b>Total annual hours of all branches</b>	1,560.00	2,080.00

#### Bookmobile Information

01- 300	Total number of bookmobiles <i>(If this answer = 0, skip questions 01-301a through 01-315)</i>	0	0
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#### Individual Bookmobile Information

01- 301a	Bookmobile name		
01- 302a	Street address		
01- 303a	City		
01- 304a	County		
01- 305a	ZIP		
01- 306a	Is the bookmobile's mailing address the same as the address listed above?		
01- 307a	Mailing address		
01- 308a	Phone		
01- 309a	Fax		
01- 310a	Total number of hours the bookmobile is open during a typical week		
01- 311a	Number of weeks per year the bookmobile is open		
01- 312a	Number of weeks the bookmobile closed due to COVID-19		
01- 313a	Number of weeks the bookmobile had limited occupancy due to COVID-19		
01- 314a	Total hours the bookmobile was open in 2020		
01- 315	<b>Total annual hours of all bookmobiles</b>	0.00	0.00
01- 500	<b>Total system public service hours per year</b>	4,290.00	5,668.00

## 2 - Registrations

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

02- 001	Total number of resident registered users	31 23,897	26,914
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02-002	Total number of users from contracting areas	N/A	N/A
02-003	Total number of non-resident registered users	101	89
02-004	Total number of reciprocal users	431	479
02-005	Total number of PLAC users	3	3
02-006	Total number of non-resident cards issued to student users	12	21
02-007	Total number of non-resident cards issued to school employees	3	1
02-008	Total number of non-resident cards issued to library employees	10	16
02-009	<b>Amount of non-resident fee</b>	\$65.00	\$60.00
02-010	Date the library board adopted this fee	2/17/2020	1/20/15
02-011	Does your library annually purge or mark inactive accounts for those patrons who have not used their accounts for the last three (3) years and do not owe materials, fines, or fees to the library?	Yes	Yes

### 3 - Libraries and Political Subdivisions

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

If your library district is located in more than one county or is a county contractual, please list information for both counties or library and contractual division.

See the instructions for a description of the political divisions.

2010 Census figures are used for all calculations

03-001	Name of primary county	VIGO	VIGO
03-002	Total assessed valuation for library district	\$4,050,987,211	\$4,043,247,074
03-003	Operating tax rate	.1686	.1632
03-004	Source year for data	2020	2019
03-005	Debt fund tax rate	.0082	.0081
03-006	LCPF tax rate	N/A	N/A
03-007	Did your library roll the LCPF into the operating tax rate?	N/A	N/A
03-008	Name of additional county	N/A	N/A
03-009	Total assessed valuation for additional county	N/A	N/A
03-010	Operating tax rate for additional county	N/A <sup>32</sup>	N/A

03-011	Debt fund tax rate	N/A	N/A
03-012	LCPF tax rate	N/A	N/A
03-013	<b>Total district population without contracts</b>	107,848	107,848
03-014	<b>Total district population with contracts</b>	0	0
03-015	Political subdivision name	Vigo	Vigo
03-016	Type of political unit (taxed units 1, 2, 3, 4, 9, 11, 12 only)	3	3
03-017	Population <u>2010 census</u> (taxed and served)	107,848	107,848
03-018	Type of political unit (contracting units 5, 6, 7, 8, 10 only)	N/A	N/A
03-019	Population <u>2010 census</u> (served by contract)	N/A	N/A
03-020	Were there any changes to your library's service area?  ( Changes may include annexations, mergers, or changes to contracts. )	No	No
03-021	If the answer to 03-020 is YES, please explain		N/A

#### 4 - Operating Revenue

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

##### Local Government Revenue

04-001	Property tax or CEDIT income from library tax rate	\$5,426,878	\$5,178,889
04-002	Miscellaneous income taxes or LIT (Local Income Tax)	\$1,144,781	\$1,065,855
04-003	Contractual revenue received for service	\$0	\$0
04-004	<b>Total local government revenue</b>	\$6,571,659	\$6,244,744

##### State Government Revenue

04-005	Financial Institutions Tax (FIT)	\$59,853	\$55,069
04-006	License Vehicle Excise Tax	\$457,784	\$447,892
04-007	Commercial Vehicle Excise Tax (CVET)	\$29,574	\$31,067
04-008	Broadband Connectivity Grant (State Technology Grant Fund)	\$15,088	\$14,517
04-009	Other state revenue	\$0	\$0
04-010	Source(s):	N/A <sup>33</sup>	N/A

04-011	<b>Total state revenue</b>	\$562,299	\$548,545
<u>Federal Government Revenue</u>			
04-012	LSTA grants	\$837	\$18,811
04-013	Other federal revenue	\$92,863	\$15,000
04-014	Source(s):	E-Rate Category 2 Reimbursement, NEA Big Read Grant, and National Endowment for Humanities	<i>NEA Big Read Grant</i>
04-015	<b>Total federal revenue</b>	\$93,700	\$33,811
<u>Other Revenue</u>			
04-016	PLAC reimbursement		\$0
04-017	Fines and fees	\$20,953	\$46,611
04-018	Interest on investments	\$15,815	\$56,772
04-019	Gift receipts	\$10,480	\$46,539
04-020	Private and public foundation grants	\$0	\$0
04-021	Miscellaneous revenue	\$13,159	\$10,744
04-022	Source(s):	Checking interest, refunds, transfer in from levy excess fund, petty cash receipt, flash drives, earbuds, tote bags, scrap, and surplus property.	<i>Checking account interest, Refunds, earbuds, flash drives, CDs, scrap, surplus property sales, United Way Mother Goose on the Loose reimbursement.</i>
04-023	<b>Total other revenue</b>	\$60,407	\$160,666
04-024	<b>Total revenue</b>	\$7,288,065	\$6,987,766

## 5 - Operating Fund Expenditures

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

### Staff and Supplies

05-001	Salaries/wages of all library staff	\$3,154,102	\$3,079,987
05-002	Employee benefits	\$1,386,915	\$1,319,882
05-003	Other personal services	\$0	\$0
05-004	<b>Total personal services</b>	\$4,541,017	\$4,399,869
05-005	<b>Total staff expenditures</b>	\$4,541,017	\$4,399,869
05-006	Total supplies	\$199,570	\$178,398

Other Services and Charges

05-007	Professional services	\$341,596	\$355,137
05-008	Communication and transportation	\$50,661	\$50,649
05-009	Printing and advertising	\$13,930	\$38,567
05-010	Insurance	\$55,894	\$52,648
05-011	Utility services	\$163,455	\$178,938
05-012	Repairs and maintenance	\$208,556	\$316,867
05-013	Rentals	\$31,734	\$47,919
05-014	Debt service	\$0	\$0
05-015	Lease rental	\$0	\$0
05-016	Other	\$13,069	\$12,666
05-017	<b>Total of other services and charges</b>	<b>\$878,895</b>	<b>\$1,053,391</b>

Capital Outlays from Operating Fund Expenditures

05-018	Land	\$0	\$0
05-019	Buildings	\$0	\$0
05-020	Improvements other than buildings	\$0	\$102,150
05-021	Furniture and equipment	\$77,868	\$371,577
05-022	Capital outlays for public access computers, e-readers and electronic media devices <b>DO NOT REPORT in Q05-021</b>	\$6,408	\$20,741

Library Materials - Operating Fund Expenditures

05-023	Books (include book lease)	\$158,601	\$173,739
05-024	Periodicals and newspapers	\$16,393	\$14,673
05-025	Audio/Visual materials, microforms, and other non-printed, physical materials	\$100,106	\$118,582
05-026	E-book, electronic collections, and database licensing/purchase/lease expenditures	\$267,950	\$220,798
05-027	Electronic physical format, including Playaways and e-book readers	\$3,193	N/A

Library Materials - Non-Operating Fund Expenditures

05-028	Books (include book lease)	\$1,157	\$956
05-029	Periodicals and newspapers	\$0	\$0
05-030	Audio/Visual materials, microforms, and other non-printed, physical materials	\$0	\$0
05-	E-book and electronic database	\$0	\$837

031	licensing/purchase/lease expenditures		
05-032	Electronic physical format, including Playaways and e-book readers	\$0	\$0
05-033	Total expenditures for print materials	\$176,151	\$189,368
05-034	Total expenditures for electronic materials	\$271,143	\$221,635
05-035	Total expenditures for other materials	\$100,106	\$118,582
05-036	Total expenditures for collections	\$547,400	\$529,585
05-037	<b>Total operating fund capital outlays</b>	\$362,569	\$801,462
05-038	Total operating fund expenditure for collection development	\$552,651	\$548,533
05-039	<b>Total non-operating fund expenditure for collection development</b>	\$1,157	\$1,793
05-040	Public access computers, e-readers and electronic media devices from all non-operating funds	\$0	\$0
05-041	Total operating fund expenditures	\$6,250,001	\$6,653,918
05-042	<b>Other operating expenditures</b>	\$1,162,741	\$1,726,257
05-043	<b>Total operating expenditures</b>	\$6,251,158	\$6,655,711
05-044	Total capital fund expenditures	\$0	\$0
<b><u>Non-Resident Fee Standard</u></b>			
05-045	Total collection expenditures	\$553,808	\$550,326
05-046	Total 2019 operating expenditures per capita	\$61.70	\$54.82
05-047	Difference between 2019 OE per capita and non-resident fee (subtract Q02-009 from Q05-046). If the output is a positive number, then your library's non-resident fee needs to be raised to match or exceed the operating expenditure per capita at the next scheduled board meeting.	\$-3.30	\$-5.18
05-047a	Does your library's non-resident fee meet the standard? (Select YES if 05-047 is a negative number; Select NO if 05-047 is a positive number)	Yes	Yes
05-048	Total 2020 operating expenditures per capita. PLEASE MAKE SURE YOUR 2021 NON-RESIDENT FEE IS EQUAL OR GREATER THAN THIS AMOUNT	57.95	61.70
<b><u>Collection Development Standard</u></b>			
05-049	Collection development expenditure (from all funds) as a percentage of operating fund expenditure	8.8%	8.2%

## 6 - Capital Revenue

Questions relating to standards are in bolded blue font.

06-001	Local government capital revenue	\$0	\$0
06-002	State government capital revenue	\$0	\$0
06-003	Federal government capital revenue	\$0	\$0
06-004	Other capital revenue	\$0	\$0
06-005	<b>Total capital revenue</b>	\$0	\$0

## 7 - Employment Data

[Questions relating to standards are in bolded blue font.](#)

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

### ALA-MLS Librarians

07-001	Total number of all librarians with an ALA-MLS	19.00	20.00
07-002	Total number of paid hours per week for all ALA-MLS librarians	760	780
07-003	<b>FTE for all librarians with an ALA-MLS</b>	19.00	19.50

### All Librarians

07-004	Total number of all librarians, including ALA-MLS librarians	33.00	34.00
07-005	Total number of paid hours per week for all librarians, including ALA-MLS librarians	1,300	1,320
07-006	<b>FTE for all librarians</b>	32.50	33.00

### All Other Staff

07-007	Total number of all other paid staff	51.00	51.00
07-008	Total number of paid hours per week for all other paid staff	1,836.5	1,840.5
07-009	<b>FTE for all other paid staff</b>	45.91	46.01
07-010	<b>Total number of all paid staff</b>	84.00	85.00
07-011	<b>Total hours paid per week for all paid staff</b>	3,136.50	3,160.50
07-012	<b>FTE for all paid staff</b>	78.41	79.01
07-013	Number of hours per week considered to be full-time employment in your library	40	40

## 8 - Library Service and Technology

[Questions relating to standards are in bolded blue font.](#)

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

### Interlibrary Loans

		37	
08-	Number of interlibrary loan items (including	676	925

001	photocopies) your library has provided to other libraries		
08-002	Evergreen transits to other libraries. Number will be supplied by the Indiana State Library	0	0
08-003	SRCS materials provided to other libraries. Number will be supplied by the Indiana State Library	801	0
08-004	<b>Total number of loans provided to other libraries</b>	1,477	925
08-005	Number of interlibrary loan items (including photocopies) your library has borrowed from other libraries	680	2,041
08-006	Evergreen transits received from other libraries. Number will be supplied by the Indiana State Library	0	0
08-007	SRCS materials received from other libraries. Number will be supplied by the Indiana State Library	1,479	0
08-008	<b>Total number of loans received from other libraries</b>	2,159	2,041
08-009	<b>Net lending rate</b>	0.68	0.45
<u>Children's (0 - 11 years) Library Programs</u>			
08-010	Number of children's programs held in the library	92	336
08-011	Number of children's programs held outside of the library	33	462
<u>Young Adult (12 - 18 years) Library Programs</u>			
08-012	Number of young adult programs held in the library	8	63
08-013	Number of young adult programs held outside of the library	11	9
<u>Adult (18+ years) Library Programs</u>			
08-014	Number of adult programs held in the library	54	188
08-015	Number of adult programs held outside of the library	56	54
<u>General (All Ages) Library Programs</u>			
08-016	Number of general (all ages) programs held in the library	61	360
08-017	Number of general (all ages) programs held outside of the library	10	167
08-018	Total number of non-library sponsored programs	1,657	6,603
08-019	<b>Total number of all in-person library sponsored programs</b>	325	1,639
<u>Attendance at Children's (0 - 11 years) Programs</u>			
08-020	Attendance at children's programs held in the library	530	6,735
08-021	Attendance at children's programs held outside of the library	1,144	4,731
<u>Attendance at Young Adult (12 - 18 years) Programs</u>			
08-022	Attendance at young adult programs held in the library	38 38	439

08-023	Attendance at young adult programs held outside of the library	352	549
<u>Attendance at Adult (18+ years) Programs</u>			
08-024	Attendance at adult programs held in the library	1,149	2,522
08-025	Attendance at adult programs held outside of the library	1,375	1,379
<u>Attendance at General (All Ages) Programs</u>			
08-026	Attendance at general (all ages) programs held in the library	756	7,265
08-027	Attendance at general (all ages) programs held outside of the library	1,170	3,158
<u>Attendance Totals</u>			
08-028	Total attendance at non-library sponsored programs	7,374	26,324
08-029	Total children's program attendance	1,674	11,466
08-030	Total young adult program attendance	390	988
08-031	Total attendance at library sponsored programs	6,514	26,778
08-032	Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic?	Yes	
08-033	Number of children's virtual - live programs	9	
08-034	Number of young adult virtual - live programs	5	
08-035	Number of adult virtual - live programs	48	
08-036	Number of general (all ages) virtual - live programs	9	
08-037	Total number of virtual - live programs	71	
08-038	Attendance at children's virtual - live programs	0	
08-039	Attendance at young adult virtual - live programs	0	
08-040	Attendance at adult virtual - live programs	0	
08-041	Attendance at general (all ages) - live programs	350	
08-042	Total attendance at virtual - live programs	350	
08-043	Total number of children's live programs (includes in-person and virtual - live)	134	
08-044	Total number of young adult live programs (includes in-person and virtual - live)	24	
08-045	Total number of live programs (includes in-person and virtual - live)	396	
08-046	Total attendance at children's live programs (includes in-person and virtual - live)	1,674	
08-047	Total attendance at young adult live programs (includes in-person and virtual - live)	390 <sup>39</sup>	

08-048	Total attendance at live library-sponsored programs (includes in-person and virtual - live)	6,864	
08-049	Did the library create and provide recordings of program content via the Internet during the Coronavirus (COVID-19) pandemic?	Yes	
08-050	Number virtual - recorded programs	39	
08-051	Number of page views/hits on virtual programs - recorded	1,322	
<u>Children's Reading Program</u>			
08-052	How many weeks of a Children's Reading Program did your library offer at each fixed location?	9	9
08-053	Total number of annual visits to the library	130,578	327,256
08-053a	Library visits reporting method	Count	
08-054	<b>Total number of reference transactions per year</b>	33,107	62,224
08-054a	Reference transactions reporting method	Count	
08-055	Instructional references services	3,545	11,237
<u>Electronic Collections (includes Licensed Databases)</u>			
08-056	Number of state-licensed databases (INSPIRE databases)	86	88
08-057	Number of local and other licensed databases (not INSPIRE)	19	18
08-058	Name(s) of public use/commercial databases to which the library subscribes	Access Newspaper Archive; AtoZ Databases; NoveList; Archives Unbound; Chiltons; Legal Forms; Gale Courses; Hoopla; Niche Academy; AncestryPLUS; HeritageQuest; Historic Map Works; Fold3 by Ancestry; Resume Maker; Select Reads (cancelled in November); Tumblebooks; ValueLine; RB Digital (subsumed by Overdrive in October); Overdrive	<i>Response has been entered.</i>
08-059	Total electronic collections	105	106
<u>Public Computers</u>			
08-060	Number of public internet computer uses per year	30,545	75,467
08-061	Number of wireless internet uses per year	125,538	213,455
08-062	Number of public internet computers system-wide	40	93
08-063	Number of staff computers	132	132
08-064	Number of website visits	209,118	241,226
<u>Library System Automation</u>			
08-	Does your library have an automated bookkeeping	Yes	Yes

065	system?		
08-066	Name of bookkeeping system	BUCS	<i>BUCS</i>
08-067	<b>Brand and version of Integrated Library System</b>	Sierra, Version 5.0.0_14	<i>Sierra, Version 5.0.0_14</i>

## 9 - Circulation and Holdings

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

09-001	Circulation of physical items	313,073	<i>525,782</i>
09-002	Use of electronic materials ( <i>e.g. e-books circulated or electronic materials downloaded annually</i> )	99,251	<i>79,358</i>
09-003	Successful retrieval of electronic information ( <i>e.g. electronic material usage or views not meeting the definition of circulation and not otherwise reported in 09-002</i> )	163,547	<i>168,782</i>
09-004	<b>Total electronic content use</b>	262,798	<i>248,140</i>
09-005	Circulation of all children's materials	122,407	<i>160,722</i>
09-006	<b>Total circulation of all materials</b>	412,324	<i>605,140</i>
09-007	<b>Total collection use</b>	575,871	<i>773,922</i>
09-008	Total in-house usage of materials	N/A	<i>N/A</i>

### Selected Holdings

09-009	<b>Books (print)</b>	112,584	<i>111,228</i>
09-010	Does the library belong to an e-book consortium?	Yes	<i>Yes</i>
09-011	Name of e-book consortium	Indiana Digital Media	<i>Indiana Digital Media</i>
09-012	E-books (LOCAL HOLDINGS)	9,865	<i>4,116</i>
09-013	E-books (CONSORTIUM HOLDINGS)	65,569	<i>53,399</i>
09-014	<b>E-books (TOTAL)</b>	75,434	<i>57,515</i>
09-015	Video materials - physical units	15,113	<i>17,262</i>
09-016	Video materials - downloadable units (LOCAL HOLDINGS)	6	<i>6</i>
09-017	Video materials - downloadable units (CONSORTIUM HOLDINGS)	447	<i>446</i>
09-018	<b>Video materials - downloadable units (TOTAL)</b>	453	<i>452</i>
09-019	Audio materials - physical units	7,017	<i>7,501</i>
09-020	Audio materials - downloadable units (LOCAL HOLDINGS)	41 1,812	<i>1,150</i>

09-021	Audio materials - downloadable units (CONSORTIUM HOLDINGS)	21,083	17,373
09-022	<b>Audio materials - downloadable units (TOTAL)</b>	22,895	18,523
09-023	Current print serial subscriptions	228	249
09-024	Current electronic serials subscriptions	85	85
09-025	Non-traditional items, realia, or kits - physical units	2,331	3,000
09-026	Does your library circulate hotspots?	Yes	Yes

## 10 - Library Board

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

10-0001	Position: President	President	<i>President</i>
10-0002	First name	Terry	<i>Terry</i>
10-0003	Middle initial/name	W.	<i>W.</i>
10-0004	Last name	Jones	<i>Jones</i>
10-0005	Home address	1609 6th Ave.	<i>1609 6th Ave.</i>
10-0006	City	Terre Haute	<i>Terre Haute</i>
10-0007	ZIP code	47807	<i>47807</i>
10-0008	Email address	t8jones@msn.com	<i>tjones@westcentralin.com</i>
10-0009	Appointing authority	Vigo County Commissioners	<i>Vigo County Commissioners</i>
10-0010	Date term expires	7/20/2024	<i>7/20/2020</i>
10-0011	Number of consecutive terms	3	<i>2</i>
10-0012	Date of initial appointment	06/27/2012	<i>07/27/2012</i>
10-0101	Position: Vice President	Vice President	<i>Vice President</i>
10-0102	First name	Olivia	<i>Olivia</i>
10-0103	Middle initial/name	K.	<i>K.</i>
10-0104	Last name	Goulding	<i>Goulding</i>
10-0105	Home address	2306 N. 10th Street	<i>2306 N. 10th Street</i>
10-0106	City	Terre <sup>42</sup> Haute	<i>Terre Haute</i>

10-0107	ZIP code	47804	47804
10-0108	Email address	chess.olivia@gmail.com	<i>chess.olivia@gmail.com</i>
10-0109	Appointing authority	Vigo County Commissioners	<i>Vigo County Commissioners</i>
10-0110	Date term expires	7/9/23	<i>7/9/23</i>
10-0111	Number of consecutive terms	2	<i>2</i>
10-0112	Date of initial appointment	7/09/15	<i>7/09/15</i>
10-0201	Position: Secretary	Secretary	<i>Secretary</i>
10-0202	First name	Valentine	<i>Valentine</i>
10-0203	Middle initial/name	K.	<i>K.</i>
10-0204	Last name	Muyumba	<i>Muyumba</i>
10-0205	Home address	1760 S. 34th St.	<i>1760 S. 34th St.</i>
10-0206	City	Terre Haute	<i>Terre Haute</i>
10-0207	ZIP code	47803	<i>47803</i>
10-0208	Email address	valentine.muyumba@indstate.edu	<i>valentine.muyumba@indstate.edu</i>
10-0209	Appointing authority	Vigo County Council	<i>Vigo County Council</i>
10-0210	Date term expires	12/31/2023	<i>12/31/2023</i>
10-0211	Number of consecutive terms	4	<i>4</i>
10-0212	Date of initial appointment	09/09/2007	<i>09/09/2007</i>
10-0301	Position: Treasurer (Boards may have either a treasurer or treasurer/employee, but not both)	Treasurer	<i>Treasurer</i>
10-0302	First name	N/A	<i>N/A</i>
10-0303	Middle initial/name		
10-0304	Last name	N/A	<i>N/A</i>
10-0305	Home address	N/A	<i>N/A</i>
10-0306	City	N/A	<i>N/A</i>
10-0307	ZIP code	N/A	<i>N/A</i>
10-0308	Email address	N/A	<i>N/A</i>
10-0309	Appointing authority	N/A <sup>43</sup>	<i>N/A</i>

10-0310	Date term expires	N/A	<i>N/A</i>
10-0311	Number of consecutive terms	N/A	<i>N/A</i>
10-0312	Date of initial appointment	N/A	<i>N/A</i>
10-0401	Position: Treasurer / Employee (Boards may have either a treasurer or treasurer/employee, but not both)	Treasurer / Employee	<i>Treasurer / Employee</i>
10-0402	First name	Brett	<i>Dennis</i>
10-0403	Middle initial/name	James	<i>L.</i>
10-0404	Last name	Taylor	<i>Shepard Jr.</i>
10-0405	Home address	2308 Franklin Street	<i>1591 West Indian Meadows Drive</i>
10-0406	City	Terre Haute	<i>Terre Haute</i>
10-0407	ZIP code	47803	<i>47802</i>
10-0408	Email address	btaylor@vigo.lib.in.us	<i>dsheward@vigo.lib.in.us</i>
10-0501	Position: Member	Member	<i>Member</i>
10-0502	First name	James	<i>James</i>
10-0503	Middle initial/name	M	<i>M</i>
10-0504	Last name	Young	<i>Young</i>
10-0505	Home address	2410 N. 10th Street	<i>2410 N. 10th Street</i>
10-0506	City	Terre Haute	<i>Terre Haute</i>
10-0507	ZIP code	47804	<i>47804</i>
10-0508	Email address	jmy@vigoschools.org	<i>jmy@vigoschools.org</i>
10-0509	Appointing authority	Vigo County School Board	<i>Vigo County School Board</i>
10-0510	Date term expires	7/31/2023	<i>7/31/2023</i>
10-0511	Number of consecutive terms	1	<i>1</i>
10-0512	Date of initial appointment	07/15/2019	<i>07/15/2019</i>
10-0601	Position: Member	Member	<i>Member</i>
10-0602	First name	Daniel	<i>Daniel</i>
10-0603	Middle initial/name	I. 44	<i>I.</i>
10-	Last name	Pigg	<i>Pigg</i>

0604			
10-0605	Home address	3980 N. Gosnell Pl.	<i>3980 N. Gosnell Pl.</i>
10-0606	City	West Terre Haute	<i>West Terre Haute</i>
10-0607	ZIP code	47885	<i>47885</i>
10-0608	Email address	daniel.pigg@indstate.edu	<i>daniel.pigg@indstate.edu</i>
10-0609	Appointing authority	Vigo County Council	<i>Vigo County Council</i>
10-0610	Date term expires	12/31/2024	<i>12/31/2020</i>
10-0611	Number of consecutive terms	2	<i>1</i>
10-0612	Date of initial appointment	01/03/2017	<i>01/03/2017</i>
10-0701	Position: Member	Member	<i>Member</i>
10-0702	First name	Christi	<i>Christi</i>
10-0703	Middle initial/name	A.	<i>A.</i>
10-0704	Last name	Fenton	<i>Fenton</i>
10-0705	Home address	1481 Watermark Court	<i>1481 Watermark Court</i>
10-0706	City	Terre Haute	<i>Terre Haute</i>
10-0707	ZIP code	47803	<i>47803</i>
10-0708	Email address	caf@vigoschools.org	<i>caf@vigoschools.org</i>
10-0709	Appointing authority	Vigo County School Board	<i>Vigo County School Board</i>
10-0710	Date term expires	07/28/21	<i>07/28/21</i>
10-0711	Number of consecutive terms	2	<i>2</i>
10-0712	Date of initial appointment	03/10/2014	<i>03/10/2014</i>
10-0801	Position: Member	Member	<i>Member</i>
10-0802	First name	Sister Dorothy	<i>Sister Dorothy</i>
10-0803	Middle initial/name		
10-0804	Last name	Rasche	<i>Rasche</i>
10-0805	Home address	427 Washington Avenue	<i>427 Washington Avenue</i>
10-0806	City	Terre Haute	<i>Terre Haute</i>
10-	ZIP code	47802	<i>47802</i>

0807			
10- 0808	Email address	drasche@spsmw.org	<i>drasche@spsmw.org</i>
10- 0809	Appointing authority	Vigo County School Board	<i>Vigo County School Board</i>
10- 0810	Date term expires	07/28/2021	<i>07/28/2021</i>
10- 0811	Number of consecutive terms	1	<i>1</i>
10- 0812	Date of initial appointment	06/26/2017	<i>06/26/2017</i>
10- 0901	Position: Member	Member	<i>Member</i>
10- 0902	First name		
10- 0903	Middle initial/name		
10- 0904	Last name		
10- 0905	Home address		
10- 0906	City		
10- 0907	ZIP code		
10- 0908	Email address		
10- 0909	Appointing authority		
10- 0910	Date term expires		
10- 0911	Number of consecutive terms		
10- 0912	Date of initial appointment		
10- 1001	Position: Member	Member	<i>Member</i>
10- 1002	First name		
10- 1003	Middle initial/name		
10- 1004	Last name		
10- 1005	Home address		
10- 1006	City		
10- 1007	ZIP code		
10- 1008	Email address		
10- 1009	Appointing authority		
10-	Date term expires		

1010  
10- Number of consecutive terms  
1011  
10- Date of initial appointment  
1012

10- Position: Member  
1101 Member *Member*

10- First name  
1102

10- Middle initial/name  
1103

10- Last name  
1104

10- Home address  
1105

10- City  
1106

10- ZIP code  
1107

10- Email address  
1108

10- Appointing authority  
1109

10- Date term expires  
1110

10- Number of consecutive terms  
1111

10- Date of initial appointment  
1112

10- Position: Member  
1201 Member *Member*

10- First name  
1202

10- Middle initial/name  
1203

10- Last name  
1204

10- Home address  
1205

10- City  
1206

10- ZIP code  
1207

10- Email address  
1208

10- Appointing authority  
1209

10- Date term expires  
1210

10- Number of consecutive terms  
1211

10- Date of initial appointment  
1212

10- What day of the month is the regular library board 3rd Monday *3rd Monday*

0991	meeting?		
10-	What is the time of the regular library board	5:30 PM	5:30 PM
0992	meeting?		

## 11 - Salary Section

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

11-001	Annual salary of the director	\$110,622	<i>\$107,714</i>
11-002	Does the library director have an employment contract?	No	<i>No</i>
11-003	What is the current level of certification held by the library director?	LC 1	<i>LC 1</i>
11-004	Job Title - Assistant or Associate Director	Assistant Director	<i>Assistant Director</i>
11-005	Certification level	LC 4	<i>LC 4</i>
11-006	Minimum hourly wage	\$25.48	<i>\$25.48</i>
11-007	Maximum hourly wage	\$44.71	<i>\$44.71</i>
11-008	Job Title - Department Head, Manager or Supervisor	Department Head	<i>Department Head</i>
11-009	Certification level	LC 4	<i>LC 4</i>
11-010	Minimum hourly wage	\$20.67	<i>\$20.67</i>
11-011	Maximum hourly wage	\$35.10	<i>\$35.10</i>
11-012	Job Title - Branch Head	Branch Head	<i>Branch Head</i>
11-013	Certification level	LC 4	<i>LC 4</i>
11-014	Minimum hourly wage	\$18.27	<i>\$18.27</i>
11-015	Maximum hourly wage	\$32.69	<i>\$32.69</i>
11-016	Job Title - Administrative Assistant	Administrative Assistant	<i>Administrative Assistant</i>
11-017	Certification level	None required	<i>None required</i>
11-018	Minimum hourly wage	\$18.27	<i>\$18.27</i>
11-019	Maximum hourly wage	\$32.69	<i>\$32.69</i>
11-020	Job Title - Automation, Network or System Manager	Automation / Network / System Manager	<i>Automation / Network / System Manager</i>
11-021	Certification level	None required	<i>None required</i>
11-022	Minimum hourly wage	\$18.27	<i>\$18.27</i>

11-023	Maximum hourly wage	\$32.69	\$32.69
11-024	Job Title - Business Manager	Business Manager	<i>Business Manager</i>
11-025	Certification level	None required	<i>None required</i>
11-026	Minimum hourly wage	\$18.27	<i>\$18.27</i>
11-027	Maximum hourly wage	\$32.69	<i>\$32.69</i>
11-028	Job Title - Cataloging or Technical Services Librarian	Cataloging or Technical	<i>Cataloging or Technical</i>
11-029	Certification level		
11-030	Minimum hourly wage		
11-031	Maximum hourly wage		
11-032	Job Title - Children's Librarian	Children's Librarian	<i>Children's Librarian</i>
11-033	Certification level	LC 5	<i>LC 5</i>
11-034	Minimum hourly wage	\$18.37	<i>\$18.37</i>
11-035	Maximum hourly wage	\$32.69	<i>\$32.69</i>
11-036	Job Title - General Reference or Adult Librarian	General Reference or Adult Librarian	<i>General Reference or Adult Librarian</i>
11-037	Certification level	LC 5	<i>LC 5</i>
11-038	Minimum hourly wage	\$18.37	<i>\$18.37</i>
11-039	Maximum hourly wage	\$32.69	<i>\$32.69</i>
11-040	Job Title - Young Adult Librarian	Young Adult Librarian	<i>Young Adult Librarian</i>
11-041	Certification level	LC 5	<i>LC 5</i>
11-042	Minimum hourly wage	\$18.37	<i>\$18.37</i>
11-043	Maximum hourly wage	\$32.69	<i>\$32.69</i>
11-044	Job Title - Indiana History, Local History, or Genealogy Librarian	Indiana History, Local History, or Genealogy Librarian	<i>Indiana History, Local History, or Genealogy Librarian</i>
11-045	Certification level	LC 5	<i>LC 5</i>
11-046	Minimum hourly wage	\$18.37	<i>\$18.37</i>
11-047	Maximum hourly wage	\$32.69	<i>\$32.69</i>
11-048	Job Title - Specialist (Professional)	Specialist (Professional)	<i>Specialist (Professional)</i>
11-	Certification level	Spec 5	<i>Spec 5</i>

049			
11-050	Minimum hourly wage	\$18.36	<i>\$18.36</i>
11-051	Maximum hourly wage	\$31.73	<i>\$31.73</i>
11-052	Job Title - Library Assistant	Library Assistant	<i>Library Assistant</i>
11-053	Certification level	LC 5	<i>LC 5</i>
11-054	Minimum hourly wage	\$13.56	<i>\$13.56</i>
11-055	Maximum hourly wage	\$25.48	<i>\$25.48</i>
11-056	Job Title - Bookkeeper or Treasurer	Bookkeeper or Treasurer	<i>Bookkeeper or Treasurer</i>
11-057	Certification level	None required	<i>None required</i>
11-058	Minimum hourly wage	\$13.56	<i>\$13.56</i>
11-059	Maximum hourly wage	\$25.48	<i>\$25.48</i>
11-060	Job Title - Library Technician (including computer)	Library Technician	<i>Library Technician</i>
11-061	Certification level	None required	<i>None required</i>
11-062	Minimum hourly wage	\$13.56	<i>\$13.56</i>
11-063	Maximum hourly wage	\$25.48	<i>\$25.48</i>
11-064	Job Title - Clerk, Clerical or Aide	Clerical or Aide	<i>Clerical or Aide</i>
11-065	Certification level	None required	<i>None required</i>
11-066	Minimum hourly wage	\$13.08	<i>\$13.08</i>
11-067	Maximum hourly wage	\$23.08	<i>\$23.08</i>
11-068	Job Title - Maintenance, Custodian, Janitor, or Housekeeper	Maintenance, Custodian	<i>Maintenance, Custodian</i>
11-069	Certification level	None required	<i>None required</i>
11-070	Minimum hourly wage	\$13.08	<i>\$13.08</i>
11-071	Maximum hourly wage	\$23.08	<i>\$23.08</i>
11-072	Job Title - Page, Intern or Student Assistant	Page, Intern or Student Assistant	<i>Page, Intern or Student Assistant</i>
11-073	Certification level		
11-074	Minimum hourly wage		
11-075	Maximum hourly wage	50	

11-076	Job Title - Temporary Substitute	Temporary Substitute	<i>Temporary Substitute</i>
11-077	Certification level		
11-078	Minimum hourly wage		
11-079	Maximum hourly wage		
11-080	Job Title - Interlibrary Loan	Interlibrary Loan	<i>Interlibrary Loan</i>
11-081	Certification level		
11-082	Minimum hourly wage		
11-107	Maximum hourly wage		
11-084	Job Title - Human Resources	Human Resources	<i>Human Resources</i>
11-085	Certification level	None required	<i>None required</i>
11-086	Minimum hourly wage	\$18.27	<i>\$18.27</i>
11-087	Maximum hourly wage	\$32.69	<i>\$32.69</i>
11-088	Job Title - Marketing	Marketing	<i>Marketing</i>
11-089	Certification level	None required	<i>None required</i>
11-090	Minimum hourly wage	\$18.27	<i>\$18.27</i>
11-091	Maximum hourly wage	\$32.69	<i>\$32.69</i>
11-092	Job Title - Circulation Librarian	Circulation Librarian	<i>Circulation Librarian</i>
11-093	Certification level		
11-094	Minimum hourly wage		
11-095	Maximum hourly wage		
11-096	Job Title - Other	No	<i>No</i>
11-097	Specify other job title	Tech Training Librarian	<i>Tech Training Librarian</i>
11-098	Certification level	LC 5	<i>LC 5</i>
11-099	Minimum hourly wage	\$18.37	<i>\$18.37</i>
11-100	Maximum hourly wage	\$32.69	<i>\$32.69</i>
11-101	Job Title - Other	Yes	<i>Yes</i>
11-	Specify other job title	51 Facilities Manager	<i>Facilities Manager</i>

102			
11-103	Certification level	None required	<i>None required</i>
11-104	Minimum hourly wage	\$18.27	<i>\$18.27</i>
11-105	Maximum hourly wage	\$32.69	<i>\$32.69</i>
11-106	Job Title - Other	Yes	<i>Yes</i>
11-107	Specify other job title	Web Designer & Developer	<i>Web Designer &amp; Developer</i>
11-108	Certification level	None required	<i>None required</i>
11-109	Minimum hourly wage	13.56	<i>13.56</i>
11-110	Maximum hourly wage	25.48	<i>25.48</i>
11-111	Job Title - Other	No	<i>No</i>
11-112	Specify other job title		
11-113	Certification level		
11-114	Minimum hourly wage		
11-115	Maximum hourly wage		

Employee Fringe Benefit Information - Full-time Employees

11-501	PERF	Yes	<i>Yes</i>
11-502	Deferred compensation	Yes	<i>Yes</i>
11-503	Health insurance	Yes	<i>Yes</i>
11-504	Health Savings Account (HSA)	Yes	<i>Yes</i>
11-505	Dental insurance	Yes	<i>Yes</i>
11-506	Life insurance	Yes	<i>Yes</i>
11-507	Vision insurance	Yes	<i>Yes</i>
11-508	Disability insurance	Yes	<i>Yes</i>
11-509	Paid time off for continuing education	Yes	<i>Yes</i>
11-510	Reimbursement for continuing education	Yes	<i>Yes</i>
11-511	Other1 (specify)	Employee Assistance Plan	<i>Employee Assistance Plan</i>
11-512	Other2 (specify)		

Employee Fringe Benefit Information - Part-time Employees 52

11-	PERF	No	<i>No</i>
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513			
11-514	Deferred compensation	Yes	Yes
11-515	Health insurance	Yes	Yes
11-516	Health Savings Account (HSA)	Yes	Yes
11-517	Dental insurance	Yes	Yes
11-518	Life insurance	Yes	Yes
11-519	Vision insurance	Yes	Yes
11-520	Disability insurance	No	No
11-521	Paid time off for continuing education	Yes	Yes
11-522	Reimbursement for continuing education	Yes	Yes
11-523	Other1 (specify)	Employee Assistance Plan	<i>Employee Assistance Plan</i>
11-524	Other2 (specify)		

Paid Time Off Per Year - Full-time Librarian

11-525	Number of vacation days	24	24
11-526	Number of sick days	12	12
11-527	Number of personal days	0	0
11-528	Number of holidays	11	11
11-529	Number of funeral/bereavement days	3	3
11-530	Number of other days (specify) OR all-purpose PTO	0	0

Paid Time Off Per Year - Part-Time Librarian

11-531	Number of vacation days	12-18	12-18
11-532	Number of sick days	0	0
11-533	Number of personal days	0	0
11-534	Number of holidays	8	8
11-535	Number of funeral/bereavement days	3	3
11-536	Number of other days	0	0

Paid Time Off Per Year - Full-Time Support Staff

11-537	Number of vacation days	24	24
11-538	Number of sick days	12	12

11-539	Number of personal days	0	0
11-540	Number of holidays	11	11
11-541	Number of funeral/bereavement days	3	3
11-542	Number of other days	0	0
<u>Paid Time Off Per Year - Part-Time Support Staff</u>			
11-543	Number of vacation days	12-18	12-18
11-544	Number of sick days	0	0
11-545	Number of personal days	0	0
11-546	Number of holidays	8	8
11-547	Number of funeral/bereavement days	3	3
11-548	Number of other days	0	0

## 12 - PLAC Loans

### Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Report the number of PLAC loans your library made to a home patron of the following libraries.

DO NOT report any loans made to your own library. You may SKIP any libraries with no loans; you do not need to enter "0" if no loans were made.

12-001	Did your library make any PLAC loans?	Y	Y
12-002	Adams Public Library System		
12-003	Akron Carnegie Public Library		
12-004	Alexandria-Monroe Public Library		
12-005	Alexandrian Public Library		
12-006	Allen County Public Library		
12-007	Anderson Public Library		
12-008	Andrews-Dallas Township Public Library		
12-009	Argos Public Library		
12-010	Attica Public Library		
12-011	Aurora Public Library District		
12-	Avon-Washington Township Public Library		

012  
12- Bartholomew County Public Library  
013  
12- Barton Rees Pogue Memorial Public Library  
014  
12- Batesville Memorial Public Library  
015  
12- Bedford Public Library  
016  
12- Bell Memorial Public Library  
017  
12- Benton County Public Library  
018  
12- Berne Public Library  
019  
12- Bicknell-Vigo Township Public Library  
020  
12- Bloomfield-Eastern Greene County Public Library  
021  
12- Boonville-Warrick County Public Library  
022  
12- Boswell-Grant Township Public Library  
023  
12- Bourbon Public Library  
024  
12- Brazil Public Library  
025  
12- Bremen Public Library  
026  
12- Bristol-Washington Township Public Library  
027  
12- Brook-Iroquois-Washington Township Public  
028 Library  
12- Brookston-Prairie Township Public Library  
029  
12- Brown County Public Library  
030  
12- Brownsburg Public Library  
031  
12- Brownstown Public Library  
032  
12- Butler Public Library  
033  
12- Cambridge City Public Library  
034  
12- Camden-Jackson Township Public Library  
035  
12- Carmel Clay Public Library  
036  
12- Carnegie Public Library Of Steuben County  
037  
12- Centerville-Center Township Public Library  
038  
12- Charlestown Clark County Public Library

039  
12- Churubusco Public Library  
040  
12- Clayton-Liberty Township Public Library  
041  
12- Clinton Public Library  
042  
12- Coatesville-Clay Township Public Library  
043  
12- Colfax-Perry Township Public Library  
044  
12- Converse-Jackson Township Public Library  
045  
12- Covington-Veedersburg Public Library  
046  
12- Crawford County Public Library  
047  
12- Crawfordsville District Public Library  
048  
12- Crown Point Community Public Library  
049  
12- Culver-Union Township Public Library  
050  
12- Danville-Center Township Public Library  
051  
12- Darlington Public Library  
052  
12- Delphi Public Library  
053  
12- Dublin Public Library  
054  
12- Dunkirk Public Library  
055  
12- Earl Park Public Library  
056  
12- East Chicago Public Library  
057  
12- Eckhart Public Library  
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12- Edinburgh Wright-Hageman Public Library  
059  
12- Elkhart Public Library  
060  
12- Evansville-Vanderburgh Public Library  
061  
12- Fairmount Public Library  
062  
12- Farmland Public Library  
063  
12- Fayette County Public Library  
064  
12- Flora-Monroe Township Public Library  
065  
12- Fort Branch-Johnson Township Public Library

066  
12- Fortville-Vernon Township Public Library  
067  
12- Francesville-Salem Township Public Library  
068  
12- Frankfort Community-Clinton County Contractual  
069 Public Library  
12- Franklin County Public Library District  
070  
12- Fremont Public Library  
071  
12- Fulton County Public Library  
072  
12- Garrett Public Library  
073  
12- Gary Public Library  
074  
12- Gas City-Mill Township Public Library  
075  
12- Goodland & Grant Township Public Library  
076  
12- Goshen Public Library  
077  
12- Greensburg-Decatur County Contractual Public  
078 Library  
12- Greentown & Eastern Howard School Public  
079 Library  
12- Greenwood Public Library  
080  
12- Hagerstown-Jefferson Township Public Library  
081  
12- Hamilton East Public Library  
082  
12- Hamilton North Public Library  
083  
12- Hammond Public Library  
084  
12- Hancock County Public Library  
085  
12- Harrison County Public Library  
086  
12- Hartford City Public Library  
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12- Henry Henley Public Library IN0165  
088  
12- Huntingburg Public Library  
089  
12- Huntington City-Township Public Library  
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12- Hussey-Mayfield Memorial Public Library  
091  
12- Indianapolis-Marion County Public Library  
092  
12- Jackson County Public Library

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12- Jasonville Public Library  
094  
12- Jasper County Public Library  
095  
12- Jasper-Dubois County Contractual Public Library  
096  
12- Jay County Public Library  
097  
12- Jefferson County Public Library  
098  
12- Jeffersonville Township Public Library  
099  
12- Jennings County Public Library  
100  
12- Johnson County Public Library  
101  
12- Jonesboro Public Library  
102  
12- Joyce Public Library  
103  
12- Kendallville Public Library  
104  
12- Kentland-Jefferson Township Public Library  
105  
12- Kewanna-Union Township Public Library  
106  
12- Kingman-Millcreek Public Library  
107  
12- Kirklin Public Library  
108  
12- Knightstown Public Library  
109  
12- Knox County Public Library  
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12- Kokomo-Howard County Public Library  
111  
12- La Crosse Public Library  
112  
12- La Grange County Public Library  
113  
12- La Porte County Public Library  
114  
12- Ladoga-Clark Township Public Library  
115  
12- Lake County Public Library  
116  
12- Lawrenceburg Public Library  
117  
12- Lebanon Public Library  
118  
12- Ligonier Public Library  
119  
12- Lincoln Heritage Public Library

120  
12- Linden Carnegie Public Library  
121  
12- Linton Public Library  
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12- Logansport-Cass County Public Library  
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12- Loogootee Public Library  
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12- Lowell Public Library  
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12- Marion Public Library  
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12- Matthews Public Library  
127  
12- Melton Public Library  
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12- Michigan City Public Library  
129  
12- Middlebury Community Public Library  
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12- Middletown Fall Creek Township Public Library  
131  
12- Milford Public Library  
132  
12- Mishawaka-Penn-Harris Public Library  
133  
12- Mitchell Community Public Library  
134  
12- Monon Town & Township Public Library  
135  
12- Monroe County Public Library  
136  
12- Monterey-Tippecanoe Township Public Library  
137  
12- Montezuma Public Library  
138  
12- Monticello-Union Township Public Library  
139  
12- Montpelier-Harrison Township Public Library  
140  
12- Mooresville Public Library  
141  
12- Morgan County Public Library  
142  
12- Morrisson Reeves Library  
143  
12- Muncie-Center Township Public Library  
144  
12- Nappanee Public Library  
145  
12- New Albany-Floyd County Public Library  
146  
12- New Carlisle & Olive Township Public Library

147  
12- New Castle-Henry County Public Library  
148  
12- New Harmony Workingmen's Institute  
149  
12- Newburgh Chandler Public Library  
150  
12- Newton County Public Library  
151  
12- Noble County Public Library  
152  
12- North Judson-Wayne Township Public Library  
153  
12- North Madison County Public Library System  
154  
12- North Manchester Public Library  
155  
12- North Webster Community Public Library  
156  
12- Oakland City-Columbia Township Public Library  
157  
12- Odon Winkelpleck Public Library  
158  
12- Ohio County Public Library  
159  
12- Orleans Town & Township Public Library  
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12- Osgood Public Library  
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12- Otterbein Public Library  
162  
12- Owen County Public Library  
163  
12- Owensville Carnegie Public Library  
164  
12- Oxford Public Library  
165  
12- Paoli Public Library  
166  
12- Parke County Public Library  
167  
12- Peabody Public Library  
168  
12- Pendleton Community Public Library  
169  
12- Penn Township Public Library  
170  
12- Perry County Public Library  
171  
12- Peru Public Library  
172  
12- Pierceton & Washington Township Public Library  
173  
12- Pike County Public Library

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12-175	Plainfield-Guilford Township Public Library	
12-176	Plymouth Public Library	
12-177	Porter County Public Library System	
12-178	Poseyville Carnegie Public Library	
12-179	Princeton Public Library	
12-180	Pulaski County Public Library	
12-181	Putnam County Public Library	1 50
12-182	Remington-Carpenter Township Public Library	
12-183	Ridgeville Public Library	
12-184	Roachdale-Franklin Township Public Library	
12-185	Roann Paw-Paw Township Public Library	
12-186	Roanoke Public Library	
12-187	Royal Center-Boone Township Public Library	
12-188	Rushville Public Library	
12-189	Salem-Washington Township Public Library	
12-190	Scott County Public Library	
12-191	Shelby County Public Library	
12-192	Sheridan Public Library	
12-193	Shoals Public Library	
12-194	South Whitley-Cleveland Township Public Library	
12-195	Speedway Public Library	
12-196	Spencer County Public Library	
12-197	Spiceland Town-Township Public Library	
12-198	St. Joseph County Public Library	1
12-199	Starke County Public Library System	
12-200	Sullivan County Public Library	
12-	Swayzee Public Library	61

201  
12- Switzerland County Public Library  
202  
12- Syracuse-Turkey Creek Township Public Library  
203  
12- Thorntown Public Library  
204  
12- Tippecanoe County Public Library  
205  
12- Tipton County Public Library  
206  
12- Tyson Library Association, Inc  
207  
12- Union City Public Library  
208  
12- Union County Public Library  
209  
12- Van Buren Public Library  
210  
12- Vermillion County Public Library  
211  
12- Vigo County Public Library  
212  
12- Wabash Carnegie Public Library  
213  
12- Wakarusa-Olive & Harrison Township Public  
214 Library  
12- Walkerton-Lincoln Township Public Library  
215  
12- Walton & Tipton Township Public Library  
216  
12- Wanatah Public Library  
217  
12- Warren Public Library  
218  
12- Warsaw Community Public Library  
219  
12- Washington Carnegie Public Library  
220  
12- Washington Township Public Library  
221  
12- Waterloo-Grant Township Public Library  
222  
12- Waveland-Brown Township Public Library  
223  
12- Wells County Public Library  
224  
12- West Lafayette Public Library  
225  
12- West Lebanon-Pike Township Public Library  
226  
12- Westchester Public Library  
227  
12- Westfield-Washington Public Library

228			
12-229	Westville-New Durham Township Public Library		
12-230	Whiting Public Library		
12-231	Willard Library of Evansville		
12-232	Williamsport-Washington Township Public Library		
12-233	Winchester Community Public Library		
12-234	Wolcott Community Public Library		
12-235	Worthington Jefferson Township Public Library		
12-236	York Township Public Library		
12-237	Yorktown Public Library		
12-238	<b>TOTAL PLAC Loans</b>	3	50

### 13 - Compliance with Standards for Public Libraries

The following questions refer to the library's compliance with the Indiana Public Library Standards (560 IAC 6).

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Standards which can be verified by data or information elsewhere in the report do not appear in this section.

Please answer either "Yes", "No", or "N/A" if applicable.

Do not skip any questions.

13-001	<b>Does your library comply with Public Library Law under IC 36-12?</b>	Yes	Yes
13-002	<b>If the answer to 13-001 is NO, explain:</b>		
13-003	<b>Does your library comply with other Indiana laws that affect municipal corporations?</b>	Yes	Yes
13-004	<b>If the answer to 13-003 is NO, explain:</b>		
13-005	<b>Does your library comply with all federal laws affecting employment practice?</b>	Yes	Yes
13-006	<b>If the answer to 13-005 is NO, explain:</b>		
13-007	<b>Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes?</b>	Yes	Yes
13-008	<b>If the answer to 13-007 is NO, explain:</b>		
13-009	<b>Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?</b>	Yes	Yes
13-	<b>If the answer to 13-009 is NO, explain:</b>	63	

010

13-011	Do the library board and the director maintain separate functions?	Yes	Yes
13-012	<b>Is the board responsible for governance and policy?</b>	Yes	Yes
13-013	<b>Is the director responsible for administration, operation and management of the library?</b>	Yes	Yes
13-014	<b>Does the director work full-time?</b>	Yes	Yes
13-015	Does the director have the required certification under 590 IAC 5? (If unsure, check at <a href="https://mylicense.in.gov/EVerification/Search.aspx">https://mylicense.in.gov/EVerification/Search.aspx</a> )	Yes	Yes

With the advice and recommendations of the library director, has the library board adopted the following plans and policies?

13-016	A schedule of classification of employees	Yes	Yes
13-017	An annual schedule of salaries	Yes	Yes
13-018	A proposed library budget	Yes	Yes

Personnel Policies

Has the library board adopted written personnel policies and procedures dealing with:

13-019	Recruitment?	Yes	Yes
13-020	Selection?	Yes	Yes
13-021	Appointments?	Yes	Yes
13-022	Personnel actions?	Yes	Yes
13-023	Salary administration?	Yes	Yes
13-024	Employee benefits?	Yes	Yes
13-025	Conditions of work?	Yes	Yes
13-026	Leaves?	Yes	Yes
13-027	Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees?	Yes	Yes
13-028	Does the library have current, written bylaws that state its purpose and its operational procedures?	Yes	Yes
13-029	Do the library bylaws specifically state rules governing conflicts of interest issues?	Yes	Yes
13-030	Do the library bylaws specifically state rules governing nepotism?	Yes	Yes
13-031	Have the bylaws been reviewed by the board in the last three (3) years?	Yes	Yes
13-032	Has a copy of the current version of the bylaws, along with all of the amendments approved by the library board, been submitted to the Indiana State Library?	Yes	Yes
13-	Does your library have a written collection	Yes	Yes

033	development plan?		
13-034	Does your library have a written circulation policy detailing the principles of access for all library materials and service?	Yes	Yes
13-035	Does your library provide support for continuing education for staff and trustees?	Yes	Yes

Long-Range Plan

13-036	Does the library have a written long-range plan of service?	Yes	Yes
13-037	What year did your current long-range plan begin?	2019	2019
13-038	What year does your current long-range plan end?	2023	2023
13-039	Has your long-range plan been reviewed and updated in the last three (3) to five (5) years, depending upon the length of your plan?	Yes	Yes
13-040	Have copies of the plan, plus all updates and revisions, been filed with the Indiana State Library?	Yes	Yes
13-041	Does your long-range plan include a statement of community needs and goals?	Yes	Yes
13-042	Does your long-range plan include measurable objectives and service in response to the community's needs and goals?	Yes	Yes
13-043	Does your long-range plan include an assessment of facilities, services, technology, and operations?	Yes	Yes
13-044	Does your long-range plan include an ongoing evaluation process?	Yes	Yes
13-045	Does your long-range plan include a plan for financial resources and sustainability?	Yes	Yes
13-046	Does your long-range plan include an equipment replacement schedule?	Yes	Yes
13-047	Does your long-range plan include a professional development strategy?	Yes	Yes
13-048	Does your long-range plan include a statement of collaboration with other public libraries?	Yes	Yes
13-049	Does your long-range plan include a statement of collaboration with other community partners?	Yes	Yes

Resource Sharing

13-050	Does your library provide interlibrary loan free of charge <i>to other libraries</i> within Indiana?	Yes	Yes
	Answer YES if your policy is to lend, even if no loans were requested.		
13-051	Does your library provide interlibrary loan free of charge <i>to your users</i> ?	Yes	Yes
	Answer YES if your policy is to lend, even if no loans were requested.		
13-052	Does your library lend materials via a statewide reciprocal borrowing program?	Yes	Yes
13-053	Does your library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana?	No	No
13-	If the answer to 13-053 is YES, please list	65	

054	libraries with which you have reciprocal borrowing agreements.		
13-055	Does your library lend materials using the OCLC resource sharing system?	Yes	Yes
13-056	Is your library a member of Evergreen Indiana?	No	No
13-057	How many days per week does your library receive InfoExpress courier service?	3	3

Does the library provide adult services, including:

13-058	Reference services, including knowledge of and access to reference materials, including INSPIRE?	Yes	Yes
13-059	A collection of materials for adults?	Yes	Yes
13-060	A space designated for adults in each fixed location?	Yes	Yes

Does the library provide young adult services, including:

13-061	Reference services, including knowledge of and access to reference materials, including INSPIRE?	Yes	Yes
13-062	A collection of materials for young adults?	Yes	Yes
13-063	A space designated for young adults in each fixed location?	Yes	Yes

Does the library provide children's services, including:

13-064	Reference services, including knowledge of and access to reference materials, including INSPIRE?	Yes	Yes
13-065	A collection of materials for children?	Yes	Yes
13-066	A space designated for children in each fixed location?	Yes	Yes

#### Public Access

13-067	Are patrons who are unable to read regular print, because of a visual or a physical disability, provided access to large print books, braille books, audio books, and/or enhanced media?	Yes	Yes
13-068	Does the library provide computers for the free use of all persons, regardless of residency?	Yes	Yes
13-069	Does your library provide a means for the public to print and make copies at each location?	Yes	Yes

#### Website

Does your library's website include:

13-070	Current hours of operation?	Yes	Yes
13-071	A physical address (or addresses) for your library?	Yes	Yes
13-072	A map for each fixed location?	Yes	Yes
13-073	A telephone number?	Yes	Yes
13-074	An email address or other means of electronic contact?	Yes	Yes
13-075	A link to INSPIRE.in.gov?	Yes	Yes
13-	Publicly posted policies, including, but not limited	Yes	Yes

076	to, circulation, fees, and internet use?		
13-077	A link to the library's online public access catalog?	Yes	Yes
13-078	A calendar or schedule of events and programs, updated at least monthly, including the dates for the library board meetings?	Yes	Yes

#### 14 - Statement of Intent to Comply with Standards

14-001 Please explain any NO answers given in Part 13.

#### 15 - Supplemental Questions

##### COVID-19 Pandemic's Effect on Library Services

15-001	Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?	Yes	
15-002	Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?	Yes	
15-003	Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic?	Yes	
15-004	Did the library allow users to complete registration for library cards online without having to come to the library <b>before</b> the Coronavirus (COVID-19) pandemic?	Yes	
15-005	Did the library allow users to complete registration for library cards online without having to come to the library <b>during</b> the Coronavirus (COVID-19) pandemic?	Yes	
15-006	Did the library provide reference service via the Internet or telephone when the building was physically closed to the public <b>during</b> the Coronavirus (COVID-19) pandemic?	Yes	
15-007	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes	
15-008	Did the library provide Wi-Fi Internet access to users outside the building at one or more outlets <b>before</b> the Coronavirus (COVID-19) pandemic?	Yes	
15-009	Did the library intentionally add Wi-Fi Internet access to users outside the building at one or more outlets <b>during</b> the Coronavirus (COVID-19) pandemic?	No	
15-010	Did the library <b>increase</b> access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	No	
15-011	Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?	No	
15-	Did the library offer "Take and Make" activities	No	67

- 012 prior to the COVID-19 pandemic?
- 15- Did the library add or increase "Take and Make" activities provided during the COVID-19 pandemic? Yes
- 013
- 15- Number of "Take and Make" activities distributed 1,049
- 013a (optional)
- Medical Intervention
- 15- Does your library own a defibrillator? Yes
- 014
- 15- Does your library own Narcan? Yes
- 015
- 15- What's something your library did in the past year that you're proud of?
- 016

## CERTIFICATION

Click [here](#) to print a copy of the Signature Page. This needs to be signed by the director and returned via email or mail to the Indiana State Library Development Office. This is also due by March 1, 2021.