

# A G E N D A

**REGULAR MEETING  
VIGO COUNTY PUBLIC LIBRARY  
Monday, May 17, 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 April 19, 2021, Regular Meeting** 2
4. **Treasurer's Report**
  - A. Monthly Financial Statement 6
  - B. Claims and Payroll 7
  - C. Special Claims
  - D. Gift Fund Report 20
5. **Reports to the Library Board**
  - A. Browse the Branch: Virtually Experience the West Branch Library ~ Eric Fisher
6. **Director's Report** 21
7. **Old Business**
8. **New Business**
  - A. Consideration of Policies:
    - 1) VCPL Policy Manual:
      - a. Participating in Meetings via Electronic Communication Policy 30
      - b. Interlibrary Loan Policy 32
  - B. Resolution Regarding Material for Friends' Book Sales
  - C. Purchase and Sale Agreement
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Regular Meeting:** Monday, June 21, 2021 at 5:30 p.m., Main Library.
11. **Adjournment**

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

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

Library Staff: Kristi Howe; Amy Gibson; Bonnie McNair; Cindy Bhatti; Dennis Shepard; Lauren Elyea; Seth James; and Rob Fox. Virtual: Brett Taylor; Heather Rayl; Sarah Trover; and Amber Stinson; Elizabeth Scamihorn; Carey LaBella; and Curt Huffman.

Others: Mark, Tiffany, and 3 Sisters Baker – Party of 5; Virtual: Karen Long.

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

No public input.

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

A motion to approve the minutes as written for the March 15, 2021, regular meeting, made by Muyumba, seconded by Goulding, passed.

### **TREASURER’S REPORT**

#### **Monthly Cash Statement**

Brett Taylor presented the Cash Statement for the period ending March 31, 2021 (copy attached to official minutes).

#### **Claims and Payroll**

Mr. Taylor presented the Month End Claims dated March 31, 2021 in the amount of \$62,311.07 (Library Operating, \$59,347.14; Gift Fund, \$2,963.93); Library Operating Claims dated April 19, 2021, in the amount of \$74,547.13 (Library Operating Fund, \$74,547.13.) (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

#### **Special Claims**

There were no special claims.

#### **Gift Fund Report**

Mr. Taylor presented the Gift Fund report dated March 31, 2021 for \$58,303.08.

**Approval of Treasurer's Report**

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

**REPORTS TO THE LIBRARY BOARD**

**Providing Technology Assistance During a Pandemic**

Tech Team Manager Bonnie McNair reported on the ways her team has adapted their service model to help customers during the pandemic. In the early days of the pandemic, the library shut its doors temporarily, but customers still needed the services the library provided, like internet access, printing, and faxing. The library quickly developed ways for customers to print and fax documents remotely and with no physical contact, and advertised free Wi-Fi in the parking lots. As the library began to re-open, the Tech Team developed a new way to offer in-person help with computer access, with a twist. Each computer workstation was equipped with a phone that automatically dials a member of the Tech Team. Staff could also use remote desktop services to remotely access the computer the customer was using to help them navigate websites and answer questions. Tech Team also worked with the Communications Team to alert people that the library could be used for tele-health appointments, remote interviews, remote court dates and more. The Collaborative Spaces were each equipped with a computer and webcam to provide a private space for these uses. While the ways the Tech Team is providing services looks a little different, they have continued to offer the same top-notch guidance to customers in need, especially during a pandemic.

**DIRECTOR'S REPORT**

Ms. Howe commented on her written report.

Ms. Howe encouraged members to view the street mural at the 7<sup>th</sup> & Walnut Street intersection that highlights historic African American leaders and the Black Lives Matter Movement.

Ms. Howe reported that VCPL was honored as a Legacy Partner from the United Way of the Wabash Valley. This year's honorees have raised more than \$5,000 annually for 15 consecutive years. Ms. Howe noted that she was very proud of the VCPL staff for their commitment to community with their time, talents, and treasure.

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

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

**Tech Logic Contract**

A motion approving the Tech Logic Contract, made by Goulding, seconded by Muyumba, passed. (Copy of contract attached to official minutes.)

**Resolution for Sale of Surplus Property**

A motion to approve the Resolution for Sale of Surplus Property, made by Muyumba, seconded by Goulding, passed. (Copy of Resolution attached to official minutes.)

**Consideration of Policies in the VCPL Staff Manual**

Ms. Howe gave details on the updates to the following three policies within the VCPL Staff Manual:

- Emergency Paid Sick Leave Policy and Request Form
- FMLA Addendum Policy and Request Form
- Compensation for Library Closings and Delays

A motion approving the policy revisions in the VCPL Staff Manual, made by Muyumba, seconded by Pigg, passed. (Copies of the revised policies attached to official minutes.)

**Administrative Report on Library Services**

Ms. Howe outlined research and projected plans within the written report for the expansion of library services beyond VCPL's current two facilities. The first step in this plan is to pursue purchasing a facility for a new branch in the 12 Points community.

A motion to authorize VCPL to pursue a purchase agreement on the building at 13<sup>th</sup> and Lafayette that previously operated as Thomas Funeral Home, made by Goulding, seconded by Sister Dorothy, passed. (Copy of Administrative Report attached to official minutes.)

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

There were no suggestions.

**NEXT MEETING**

Regular Meeting, **Monday, May 17, 2021** at 5:30 p.m., Main Library.

**ADJOURNMENT**

A motion to adjourn the meeting made by Muyumba, seconded by Pigg, passed. The meeting adjourned at 6:50 p.m.

---

Terry W. Jones, President

---

Olivia K. Goulding, Vice President

**ABSENT**

---

Valentine K. Muyumba, Secretary

---

Christi A. Fenton, Board Member

**ABSENT**

---

James M. Young, Board Member

---

Sister Dorothy Rasche, Board Member

---

Daniel I. Pigg, Board Member

AG 4/22/21

## Vigo County Public Library

Cash Statement  
Vigo County Public Library  
April 2021

Account Title Number	Beginning MTD Balance YTD Balance	MTD Debits YTD Debits	MTD Credits YTD Credits	Ending Balance	MTD Change YTD Change
Cash Library Operating Fund 100-01-1010	4,275,680.53 5,393,659.33	104,757.46 409,556.14	654,642.79 2,077,420.27	3,725,795.20	(549,885.33) (1,667,864.13)
Cash Gift Fund 200-00-1010	58,303.08 63,760.68	1,996.99 3,499.23	776.63 7,736.47	59,523.44	1,220.36 (4,237.24)
Cash Rainy Day Fund 201-00-1010	1,748,249.16 1,748,249.16	0.00 0.00	0.00 0.00	1,748,249.16	0.00 0.00
Cash Grants 276-00-1010	(10,171.99) (27,309.59)	2,000.00 26,311.52	0.00 7,173.92	(8,171.99)	2,000.00 19,137.60
Cash-Payroll Withholdings 803-00-1010	1,289.80 1,289.84	101,989.78 301,126.73	101,488.00 300,624.99	1,791.58	501.78 501.74

<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>
*19805	ADP INC - AUTOPAY II*	100	ACH	894.46	5348	PAYROLL SERVICES/WORKFORCE NOV
*19738	AMAZON.COM LLC*	100	ACH	773.79	5349	LEAP INTO SCIENCE AND LITTLE SPROI
*19739	AMAZON.COM LLC*	100	ACH	58.66	5350	FABRIC TAGS, OIL PASTELS, ETC.
*19740	AMAZON.COM LLC*	100	ACH	344.61	5351	LARGE GAMES FOR INHOUSE PROGRA
*19741	AMAZON.COM LLC*	100	ACH	10.00	5352	AUDIO RECORDED MUSIC
*19755	AMAZON.COM LLC*	100	ACH	64.59	5353	SPRINKLER HEADS
*19761	AMAZON.COM LLC*	100	ACH	13.98	5354	ELASTIC FOR MASKS
*19771	AMAZON.COM LLC*	100	ACH	940.65	5355	DEPARTMENT AND PROGRAM SUPPLIE
*19772	AMAZON.COM LLC*	100	ACH	96.80	5356	YS CIRC MATERIAL
*19789	AMAZON.COM LLC*	100	ACH	59.99	5357	DVD/VIDEO MATERIAL
*19803	AMAZON.COM LLC*	100	ACH	323.35	5358	DVD/VIDEO MATERIAL
*19736	BAKER & TAYLOR INC*	100 200	ACH	4,951.74	5359	CIRC PRINT MAT, REF PRINT MAT, YS M
*19760	EPIC INSURANCE MIDWEST*	100	ACH	400.00	5360	PUBLIC OFFICIAL BOND - B.BRIDGEWAT
*19735	GALE/CENGAGE LEARNING*	100	ACH	304.38	5361	CIRC PRINT MATERIAL
*19770	HOWE*KRISTI	100	ACH	118.70	5362	REIMBURSEMENT MASK FABRIC
*19734	MIDWEST TAPE*	100	ACH	3,397.80	5363	DVD/VIDEO MAT, AUDIO RECORDED ML
*19762	OCLC INC*	100	ACH	2,808.81	5364	CAPIRAMOBILE RENEWAL
*19769	RICOH USA INC*	100	ACH	1,458.78	5365	COPIER LEASE
*19791	STINSON*AMBER	100	ACH	120.00	5366	PRSA MEMBERSHIP REIMBURSEMENT

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
						Total Count: <b>19</b> Total Amount: <b>17,141.09</b>
*19732	ENVISIONWARE*	100	<i>E-pay</i>	<b>2,939.65</b>	<b>7756</b>	ENVISIONWARE ANNUAL MAINT
*19737	CENTER POINT LARGE PRINT*	100	<i>E-pay</i>	<b>314.51</b>	<b>7757</b>	CIRC PRINT MATERIAL
*19751	INTELLI-BUILDING CONTROL &	100	<i>E-pay</i>	<b>1,558.87</b>	<b>7767</b>	TOSI BOX VPN BLASTER
*19756	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	<b>10.00</b>	<b>7768</b>	MISC LAUNDERING
*19758	CENTURION TECHNOLOGIES II	100	<i>E-pay</i>	<b>892.00</b>	<b>7769</b>	CENTURION LICENSE RENEWAL
*19759	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	<b>660.21</b>	<b>7770</b>	MAIN SEWAGE BILLING
*19764	CINTAS CORPORATION*	100	<i>E-pay</i>	<b>12.34</b>	<b>7771</b>	WEST CABINET SERVICE
*19622	WALMART*	100	<i>E-pay</i>	<b>118.70</b>	<b>7772</b>	VARIOUS SUPPLIES
*19616	SAM'S CLUB DIRECT*	100	<i>E-pay</i>	<b>181.60</b>	<b>7773</b>	ADMIN REFRIGERATOR
*19768	YOUR AUTOMATIC DOOR COM	100	<i>E-pay</i>	<b>447.50</b>	<b>7774</b>	REPAIRED MAIN DOOR
*19773	VERIZON - WIRELESS*	100	<i>E-pay</i>	<b>205.91</b>	<b>7775</b>	PHONE SERVICE
*19774	T-MOBILE USA, INC.*	100	<i>E-pay</i>	<b>149.99</b>	<b>7776</b>	WEST HOTSPOT DATA
*19775	T-MOBILE USA, INC.*	100	<i>E-pay</i>	<b>828.69</b>	<b>7777</b>	MAIN HOTSPOT DATA
*19776	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	<b>21.49</b>	<b>7778</b>	IRRIGATION SERVICE
*19777	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	<b>451.82</b>	<b>7779</b>	MAIN WATER SERVICE
*19778	REPUBLIC SERVICES OF WEST	100	<i>E-pay</i>	<b>348.87</b>	<b>7780</b>	MAIN TRASH SERVICE
*19621	VISA CARD SERVICES	100 200	<i>E-pay</i>	<b>11,965.75</b>	<b>7781</b>	VARIOUS SUPPLIES, TRAVEL, REGISTR.
*19782	OFFICE DEPOT*	100	<i>E-pay</i>	<b>835.49</b>	<b>7782</b>	OFFICE SUPPLIES

<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>
*19790	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	20.62	7783	MISC. LAUNDERING
*19794	APPLE HOUSE*THE	100	<i>E-pay</i>	308.10	7784	LANDSCAPING SUPPLIES
*19693	KROGER*	100	<i>E-pay</i>	69.49	7785	FLAVOR BYTES VIDEO INGREDIENTS
*19796	JOINK LLC*	100	<i>E-pay</i>	275.00	7786	CLOUD BACKUP
*19801	ORKIN PEST CONTROL*	100	<i>E-pay</i>	190.00	7787	WEST TERMITE CONTROL
*19802	ARAMARK UNIFORM SERVICES	100	<i>E-pay</i>	338.57	7788	MAIN SERVICE
*19804	ARAMARK UNIFORM SERVICES	100	<i>E-pay</i>	141.80	7789	WEST MAT SERVICE
*19807	OVERDRIVE*	100	<i>E-pay</i>	7,500.00	7790	OVERDRIVE - APRIL CONTENT

Total Count: 26  
Total Amount: 30,786.97

<i>Grand Total Fund 100:</i>	<b>47,151.43</b>
<i>Grand Total Fund 200:</i>	<b>776.63</b>
<i>Grand Total Fund 201:</i>	<b>0.00</b>
<i>Grand Total Fund 203:</i>	<b>0.00</b>
<i>Grand Total Fund 276:</i>	<b>0.00</b>
<i>Grand Total Fund 300:</i>	<b>0.00</b>
<i>Grand Total Fund 400:</i>	<b>0.00</b>
<i>Grand Total Fund 800:</i>	<b>0.00</b>

Grand Total Count:	<b>45</b>
Grand Total Amount:	<b>47,928.06</b>

# ACCOUNTS PAYABLE VOUCHER

Vigo County Public Library Terre Haute, Indiana

<b>Payee</b> 576	<b>Purchase Order No.</b> 210508, 210394, 210263, 210262, 210549, 210400, 210466, 210490, 210477, 210406, 210439, 210487, 210521, 210537
<b>VISA CARD SERVICES CARD SERVICES PO BOX 875852 KANSAS CITY, MO 64187-5852</b>	
<b>Terms</b> E-PAY	
<b>Date Due</b> 4/30/2021	

Invoice Date	Invoice Number	Description (or attach invoice(s))	Amount	
4/9/2021	241374634014 DTHXY	CVS - MODERATOR HONORARIUM	59	01
3/18/2021	24733092EBLK 49LB9	DEPT OF HOMELAND SECURITY - ELEVATOR PERMIT RENEWAL	131	98
3/19/2021	24204292E00E 40SPS	FACEBOOK - NEA BIG READ POST PROMO	86	53
3/20/2021	24492152FLRN ZDP2J	AUDIOBLOCKS - STOCK AUDIO/VIDEO ANNUAL SUBSCRIPTION	360	00
3/23/2021	24943002J2DZ A5Q82	NEWEGG.COM - VIDEO EDITING LAPTOP	3499	99
4/1/2021	24692162W2X 8QJZG1	GOOGLE - GOOGLE WORKSPACE	222	00
4/6/2021	244921530RS6 WVWTX	YOURMEMBERSHIP.COM INC - JOB LISTING ON ALA JOBSITE	399	00
4/3/2021	24137462Y8PV SGMPN	MENARDS - LL WOMENS RESTROOM DRAIN REPAIR	14	95
3/18/2021	24489932D8P WXQATJ	AMERICAN AED - AED EQUIPMENT FOR MAIN AND WEST	6372	00
4/5/2021	2480166310GR WW0RR	MONICAL'S PIZZA - PIZZA FOR LIBRARY WORKERS DAY	383	92
4/8/2021	244921531JHN HZAM2	INDIANA STATE UNIVERSITY FOUNDATION - MEASURE FOR MEASURE FEDERAL COFFEE -	200	00
4/13/2021	2469216372XD 66H6J	STAFF TRAINING PRIZE	96	57
4/18/2021	24137463B2X B2YRLZ	MENARDS - SOIL FOR LETTUCE IN BAG KITS	139	80
<b>TOTAL</b>			<b>11965</b>	<b>75</b>

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

Date - \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
**Librarian**

<b>Voucher No.</b>		<b>Warrant No.</b>		<b>PAYEE</b>	
<b>Charge These Appropriations</b>					
<b>Account Number</b>		<b>Account Name</b>		<b>Amount</b>	
4245		100-01		96.57	
4314		100-01		1497.00	
4331		100-01		399.00	
4441		100-01		4875.00	
4223		100-03		14.95	
4363		100-03		131.98	
4245		100-04		139.80	
4314		100-09		222.00	
4441		100-09		3499.99	
4310		100-11		360.00	
4331		100-11		86.53	
4245		200-00		383.92	
4331		200-65		200.00	
4245		200-68		59.01	
		<b>Total</b>		<b>11,965.75</b>	
				APPROVED _____, 20_____	
				In the amount of \$ _____	
				See Claims Docket	

Library Form No. 4 (1934)

Prescribed by State Board of Accounts

<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>
*19841	LAKE COUNTY PUBLIC LIBRAR'	100	<i>Check</i>	<b>14.95</b>	<b>56527</b>	ILL REIMBURSEMENT
*19894	QUALITY SEAMLESS GUTTERS	100	<i>Check</i>	<b>170.00</b>	<b>56528</b>	WEST DOWNSPOUT ADDITION
*19867	SCHOOL LIFE*	100	<i>Check</i>	<b>301.92</b>	<b>56529</b>	BRAG TAGS FOR SUMMER READING
*19895	U.S. LAWNS OF TERRE HAUTE'	100	<i>Check</i>	<b>850.00</b>	<b>56530</b>	PRE EMERGENT IN FLOWER BEDS AND
Total Count:						<b>4</b>
Total Amount:						<b>1,336.87</b>
*19852	ADP INC - AUTOPAY II*	100	<i>ACH</i>	<b>648.75</b>	<b>5368</b>	PAYROLL SERVICES
*19821	AMAZON.COM LLC*	100	<i>ACH</i>	<b>65.34</b>	<b>5369</b>	BLOOD PRESSURE MONITOR FOR STAF
*19822	AMAZON.COM LLC*	100	<i>ACH</i>	<b>400.84</b>	<b>5370</b>	DEPARTMENT AND PROGRAM SUPPLIE
*19823	AMAZON.COM LLC*	100	<i>ACH</i>	<b>609.77</b>	<b>5371</b>	GRAND PRIZES FOR SUMMER
*19824	AMAZON.COM LLC*	100	<i>ACH</i>	<b>134.85</b>	<b>5372</b>	HOTSPOT CASES
*19825	AMAZON.COM LLC*	100	<i>ACH</i>	<b>48.40</b>	<b>5373</b>	MOUNTING SQUARES FOR DISPLAY PO
*19826	AMAZON.COM LLC*	100	<i>ACH</i>	<b>159.90</b>	<b>5374</b>	SAFETY GLASSES AND SECURITY BIT D
*19827	AMAZON.COM LLC*	100	<i>ACH</i>	<b>183.82</b>	<b>5375</b>	DVD/VIDEO MATERIAL
*19828	AMAZON.COM LLC*	100	<i>ACH</i>	<b>99.98</b>	<b>5376</b>	DVD/VIDEO MATERIAL
*19829	AMAZON.COM LLC*	100	<i>ACH</i>	<b>267.04</b>	<b>5377</b>	LARGE PRINT CUTTING MAT & ACCESS
*19830	AMAZON.COM LLC*	100	<i>ACH</i>	<b>18.39</b>	<b>5378</b>	OFFICE SUPPLIES
*19831	AMAZON.COM LLC*	100	<i>ACH</i>	<b>15.06</b>	<b>5379</b>	ILL REPLACEMENT
*19832	AMAZON.COM LLC*	100	<i>ACH</i>	<b>871.59</b>	<b>5380</b>	SUMMER READING COMPLETION KITS
*19833	AMAZON.COM LLC*	100	<i>ACH</i>	<b>65.95</b>	<b>5381</b>	RAINBIRD DRIPPAIL , MICROBUBBLER
				12		

<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>
*19872	AMAZON.COM LLC*	100	ACH	199.99	5382	OFFICE CHAIR
*19873	AMAZON.COM LLC*	100	ACH	19.99	5383	YS CIRC MATERIAL
*19918	AMAZON.COM LLC*	100	ACH	67.96	5384	DEPARTMENT AND PROGRAM SUPPLIE
*19919	AMAZON.COM LLC*	100	ACH	126.36	5385	DVD/VIDEO MATERIAL
*19920	AMAZON.COM LLC*	100	ACH	72.97	5386	DVD/VIDEO MATERIAL
*19921	AMAZON.COM LLC*	100	ACH	63.64	5387	WEEDPULLER, RAINBIRD DRIPPAIL, MIC
*19890	BAILEY*KENDRA	100	ACH	60.00	5388	SPRING 2021 BOOK REIMBURSEMENT
*19891	BAILEY*KENDRA	100	ACH	3,000.00	5389	SPRING 2021 TUITION REIMBURSEMEN'
*19879	BAKER & TAYLOR INC*	100 200	ACH	7,317.66	5390	CIRC PRINT MAT, REF PRINT MAT, REF
*19853	BOOK DEPOT*	100	ACH	3,140.91	5391	SUMMER READING PRIZE BOOKS FOR I
*19854	BOOK DEPOT*	100	ACH	1,443.88	5392	BOOKS FOR KID KITS & ADULT PRIZES I
*19911	BRIDGEWATER*BRANDY	100	ACH	195.70	5393	SPRING 2021 BOOK REIMBURSEMENT
*19912	BRIDGEWATER*BRANDY	100	ACH	500.00	5394	2021 SPRING TUITION REIMBURSEMEN'
*19856	CULLIGAN WATER CONDITIONI	100	ACH	140.00	5395	MAIN COOLER RENTAL
*19857	CULLIGAN WATER CONDITIONI	100	ACH	20.00	5396	WEST COOLER RENTAL
*19924	DOWNS*ROSE	100	ACH	1,000.00	5397	SPRING 2021 TUITION REIMBURSEMEN'
*19925	DOWNS*ROSE	100	ACH	71.80	5398	SPRING 2021 TEXTBOOK REIMBURSEM
*19922	E-Z CLEAN INC*	100	ACH	699.98	5399	SUPPLY ORDER
*19923	E-Z CLEAN INC*	100	ACH	29.00	5400	SPOTTER REPAIR
*19845	ELMORE*JALEESEYA	100	ACH	13 1,000.00	5401	SPRING 2021 TUITION REIMBURSEMEN'

<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>
*19858	EPIC INSURANCE MIDWEST*	100	ACH	75.00	5402	NOTARY BOND - A.JACKSON
*19887	EPIC INSURANCE MIDWEST*	100	ACH	400.00	5403	PUBLIC OFFICIAL BOND - A. SWEARING
*19849	GALE/CENGAGE LEARNING*	100	ACH	331.35	5404	CIRC PRINT MATERIAL
*19859	GENTRY*LUKE	100	ACH	1,500.00	5405	SPRING 2021 TUITION REIMBURSEMEN'
*19860	GENTRY*LUKE	100	ACH	34.48	5406	SPRING 2021 BOOK REIMBURSEMENT
*19834	HACKERT*LAUREN	100	ACH	3,000.00	5407	SPRING 2021 TUITION REIMBURSEMEN'
*19835	HACKERT*LAUREN	100	ACH	31.53	5408	SPRING 2021 BOOK REIMBURSEMENT
*19862	INDUSTRIAL SUPPLY COMPAN'	100	ACH	218.38	5409	SLOAN PARTS
*19863	JOHNSON CONTROLS SECURI'	100	ACH	427.52	5410	WIRELESS HOLD UP BUTTON REPLACE
*19880	KNIGHT*LOGAN	100	ACH	3,000.00	5411	SPRING 2021 TUITION REIMBURSEMEN'
*19765	LOWE'S COMMERCIAL SERVICI	100	ACH	375.71	5412	GROUNDS & GENERAL SUPPLIES
*19836	MIDWEST TAPE*	100	ACH	5,283.60	5413	HOOPLA CONTENT FOR APRIL
*19850	MIDWEST TAPE*	100	ACH	3,027.43	5414	DVD/VIDEO MATERIAL
*19839	NEW AVENUES*	100	ACH	360.00	5415	CLINICAL HOURS
*19840	NEW AVENUES*	100	ACH	158.33	5416	ALA CARTE ADMIN FEE
*19910	NEW AVENUES*	100	ACH	150.00	5417	STAFF TRAINING
*19864	OCLC INC*	100	ACH	5,947.06	5418	CATALOGING SUBSCRIPTION
*19888	RICOH USA INC*	100	ACH	948.17	5419	COPIER LEASE
*19908	SALINAS*MEGHAN	100	ACH	3,000.00	5420	SPRING 2021 TUITION REIMBURSEMEN'
*19868	SMITH'S SMALL ENGINES*	100	ACH	149.02	5421	GRAVELY HYDROLICS CHANGE
*19914	UNIQUE MANAGEMENT SERVIC	100	ACH	507.33	5422	NOTICES

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*19913	UNIQUE MANAGEMENT SERVIC	100	<i>ACH</i>	286.40	5423	PLACEMENTS
*19870	WEAS ENGINEERING INC*	100	<i>ACH</i>	491.72	5424	WATER TREATMENT MANAGEMENT
					Total Count:	57
					Total Amount:	52,462.55
*19837	FUN EXPRESS, LLC*	100	<i>E-pay</i>	2,782.42	7803	PRIZES FOR SRP
*19838	ENA*	276	<i>E-pay</i>	1,257.33	7804	INTERNET SERVICE
*19842	CENTERPOINT ENERGY*	100	<i>E-pay</i>	63.16	7805	WEST GAS SERVICE
*19843	MIDWEST COLLABORATIVE - LI	100	<i>E-pay</i>	99.00	7806	CLASS ON AUTHORITIES
*19844	ARAMARK UNIFORM SERVICES	100	<i>E-pay</i>	148.90	7807	WEST MAT SERVICE
*19846	WAGeworks, INC.*	100	<i>E-pay</i>	168.82	7808	COBRA MONTHLY FEE
*19847	CENTER POINT LARGE PRINT*	100	<i>E-pay</i>	67.71	7809	CIRC PRINT MATERIAL
*19848	LAKESHORE LEARNING MATEF	100	<i>E-pay</i>	57.48	7810	YS MATERIAL
*19851	ACTION PEST CONTROL, INC*	100	<i>E-pay</i>	285.00	7811	WEST MONTHLY INSPECTION
*19855	CROSSROADS DOOR & HARDV	100	<i>E-pay</i>	63.00	7812	REPLACEMENT DOORSTOP RUBBER TI
*19865	PAYPAL INC*	100	<i>E-pay</i>	219.00	7813	PAYFLOW LINK RENEWAL FEE - YEARL'
*19866	PAYPAL INC*	100	<i>E-pay</i>	19.95	7814	MONTHLY PAYFLOW LINK
*19869	TOWN OF WTH WATER & SEWE	100	<i>E-pay</i>	59.08	7815	WEST WATER/WASTE SERVICE
*19871	WEX BANK*	100	<i>E-pay</i>	121.30	7816	FUEL
*19874	ENA*	100	<i>E-pay</i>	666.97	7817	VOICE SERVICE
*19876	INTELLI-BUILDING CONTROL &	100	<i>E-pay</i>	15 6,900.00	7818	SERVICE AGREEMENT

<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>
*19881	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	14.50	7819	MISC LAUNDERING
*19882	MACE FORD*	100	<i>E-pay</i>	54.99	7820	FRONT GRILL REPLACEMENT
*19883	ARAMARK UNIFORM SERVICES	100	<i>E-pay</i>	356.12	7821	MAIN SERVICE
*19884	APPLE HOUSE*THE	100	<i>E-pay</i>	131.98	7822	BRANCH LANDSCAPING
*19885	APPLE HOUSE*THE	100	<i>E-pay</i>	99.52	7823	BRANCH LANDSCAPING
*19886	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	57.66	7824	PRIVATE FIRE SERVICE
*19896	INDIANA DEPARTMENT OF WOI	100	<i>E-pay</i>	103.76	7825	UNEMPLOYMENT BENEFITS 133485
*19897	CINTAS CORPORATION*	100	<i>E-pay</i>	88.84	7826	MAIN CABINET SERVICE
*19898	OFFICE DEPOT*	100	<i>E-pay</i>	329.99	7827	OFFICE SUPPLIES
*19899	OFFICE DEPOT*	100	<i>E-pay</i>	4.94	7828	OFFICE SUPPLIES
*19900	FRONTIER*	100	<i>E-pay</i>	48.45	7829	WEST PHONE SERVICE
*19904	NEXSTAR BROADCASTING*	100	<i>E-pay</i>	250.00	7830	BIG READ TV PROMO
*19905	NEXSTAR BROADCASTING*	100	<i>E-pay</i>	250.00	7831	BIG READ TV PROMO
*19906	NEXSTAR BROADCASTING*	100	<i>E-pay</i>	250.00	7832	BIG READ TV PROMO
*19909	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	10.00	7833	MISC LAUNDERING
*19901	WTHI TELEVISION*	100	<i>E-pay</i>	240.00	7834	BIG READ TV PROMO
*19903	WTHI TELEVISION*	100	<i>E-pay</i>	40.00	7835	BIG READ TV PROMO
*19902	WTHI TELEVISION*	100	<i>E-pay</i>	196.16	7836	BIG READ TV PROMO

Total Count: **34**  
Total Amount: **15,506.03**

<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>
------------------	-------------------------	-------------	---------------	--------------	------------------------------------------------	--------------------

<i>Grand Total Fund 100:</i>	<b>67,998.20</b>
<i>Grand Total Fund 200:</i>	<b>49.92</b>
<i>Grand Total Fund 201:</i>	<b>0.00</b>
<i>Grand Total Fund 203:</i>	<b>0.00</b>
<i>Grand Total Fund 276:</i>	<b>1,257.33</b>
<i>Grand Total Fund 300:</i>	<b>0.00</b>
<i>Grand Total Fund 400:</i>	<b>0.00</b>
<i>Grand Total Fund 800:</i>	<b>0.00</b>

Grand Total Count:	<b>95</b>
Grand Total Amount:	<b>69,305.45</b>

**Payroll Payable  
Voucher Register**

**Vigo County Public Library**

For Period April -2021

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

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
4/2	Pay#7	Gross Payroll	\$ 121,513.54	\$ 121,513.54	ACH	
4/2	Pay#7	FICA	\$ 8,898.07	\$ 8,898.07	ACH	
4/2	Pay#7	PERF	\$ 16,438.04	\$ 16,438.04	ACH	
4/16	Pay#8	Gross Payroll	\$ 146,088.80	\$ 146,088.80	ACH	
4/16	Pay#8	FICA	\$ 10,780.12	\$ 10,780.12	ACH	
4/16	Pay#8	PERF	\$ 16,683.19	\$ 16,683.19	ACH	
4/16	Pay#8	Anthem	\$ 57,460.44	\$ 57,460.44	ACH	
4/16	Pay#8	Guardian	\$ 5,786.62	\$ 5,786.62	ACH	
4/30	Pay #9	Gross Payroll	\$ 119,743.80	\$ 119,743.80	ACH	
4/30	Pay #9	FICA	\$ 9,046.63	\$ 9,046.63	ACH	
4/30	Pay #9	PERF	\$ 16,195.77	\$ 16,195.77	ACH	

Total library cost			\$ 528,635.02			
April	pays 7, 8, &9	Great West	\$ 2,368.65	\$ 2,368.65	ACH	Staff withholding
April	pays 7, 8, &9	Garnishments	\$ 750.00	\$ 750.00	ACH	Staff withholding
April	pays 7, 8, &9	AFLAC	\$ 1,150.96	\$ 1,150.96	ACH	Staff withholding
April	pays 7, 8, &9	United Way	\$ 633.00	\$ 633.00	ACH	Staff withholding
April	pays 7, 8, &9	Anthem	\$ 7,862.64	\$ 7,862.64	ACH	Staff withholding
April	pays 7, 8, &9	HSA adj.		\$ -	ACH	Staff withholding
April	pays 7, 8, &9	Guardian	\$ 804.52	\$ 804.52	ACH	Staff withholding
April	pays 7, 8, &9	Boston Mutual	\$ 755.50	\$ 755.50	ACH	Staff withholding
April	pays 7, 8, &9	Fed Tax	\$ 33,036.86	\$ 33,036.86	ACH	Staff withholding
April	pays 7, 8, &9	State Tax	\$ 12,090.36	\$ 12,090.36	ACH	Staff withholding
April	pays 7, 8, &9	Local Tax	\$ 7,279.16	\$ 7,279.16	ACH	Staff withholding
April	pays 7, 8, &9	FICA	\$ 28,724.82	\$ 28,724.82	ACH	Staff withholding
April	pays 7, 8, &9	Vol. PERF	\$ 6,031.53	\$ 6,031.53	ACH	Staff withholding
Staff Cost			\$ 101,488.00	\$ 101,488.00		

**Payroll Payable  
Voucher Register**

**Vigo County Public Library**

For Period April -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.

May 17, 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 \$ 528,635.02

Dated this 17th day of May 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	\$ 438.80	Unrestricted Use	Admin.
64-SPC	\$ 11,270.41	Support of SPC	Admin.
65-Big Read	\$ 650.00	Big Read	Admin.
66-YS	\$ 5,208.92	Support of YS	Admin.
67-WVCF Endowment	\$ 986.00	Support of Strategic Plan	Admin.
68-Crackerbarrel	\$ 65.09	Support of Crackerbarrel	
69-Wright Fdtn.	\$ 10,361.46	Unrestricted Use	Admin.
71-West Branch	\$ 845.22	Support of West Branch	Admin.
72-Friends	\$ 299.14	Support of pre-approved programs/it	Admin.
73-WVLC	\$ -	Support of LLC literacy ev	Admin.
74-Wiley Cupola	\$ 1,274.00	Cupola maintenance-Wiley	Admin.
75-Wiley Memorial	\$ 19,310.17	Construction & Maint.	Admin.
77-WVCF MEEKS	\$ 1,300.84	Childrens literature	Admin.
81-Comm. Conn.	\$ 216.95	Support of CC	Admin.
83-Kiwanis Ys	\$ 227.28	Childrens bk label recogn:	Admin.
85-Phillips	\$ 3,305.47	Support of LLC and Archiv	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 commemor	Admin.
96-Fundraiser	\$ 243.61	Buy a bk	Admin.
<b>TOTAL</b>	<b>\$ 59,523.44</b>		

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD MAY 17, 2021

## ADULT SERVICES

### CUSTOMER KUDOS FOR BOOK BEAT

Adult Services Librarian David Kite's book reviews for *Terre Haute Living Magazine* have been showcasing VCPL resources and generating a great deal of customer praise. One customer complimented him on the variety of books he highlights and informed him that she finds a lot of her reading material based on his reviews. Another enjoyed his review of the Big Read selection *Station Eleven* and made sure to share his appreciation with David.

### CUSTOMER FEEDBACK

*"Thanks for letting us print and fax free right now. I so appreciate it."  
"Melinda is Awesome!"*

Adult Services Manager Jeanette Bouchie reported that a gentleman visiting from Florida told her he was incredibly impressed with VCPL. He has friends in the area and he definitely intends to come back again.

Adult Services Librarian Carey LaBella also received compliments. She reported she had a conversation with a customer who had recently moved from Michigan to Terre Haute. She was so impressed by VCPL that she took pictures to send to her friends to brag about her new library!

## 2021 NEA BIG READ

### BIG READ POP-UP



Adult Services Assistant Librarian Luke Gentry and Lifelong Learning Center Assistant LeRaye Cameron set up a table in front of Baesler's Market on Saturday, March 27 where they interacted with 107 people. Twenty-seven copies of the Big Read book, *Station Eleven*, were distributed.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD MAY 17, 2021

## THE TERRE HAUTE SYMPHONY ORCHESTRA'S DIGITAL PERFORMANCE

One of the most successful partnerships of the 2021 NEA Big Read was with the Terre Haute Symphony Orchestra. Their digital concert, "The Thrill of the Orchestra!" on April 10 was streamed to 244 devices. The concert, sponsored by VCPL as a part of the Big Read, connected the novel's traveling symphony to the local symphony's talent.

Comment from Executive Director & Principal Clarinet of the Terre Haute Symphony Orchestra Samantha Johnson-Helms: "I just wanted to send a HUGE Thank You to the VCPL staff for sponsoring our Thrill of the Orchestra virtual concert this past Saturday. We were able to reach 244 devices/households, some with up to six people watching! I even had one response that twenty people were watching from one device, so we estimate between 650-850 total were reached for this concert."



## OUTDOOR PRODUCTION OF MEASURE FOR MEASURE

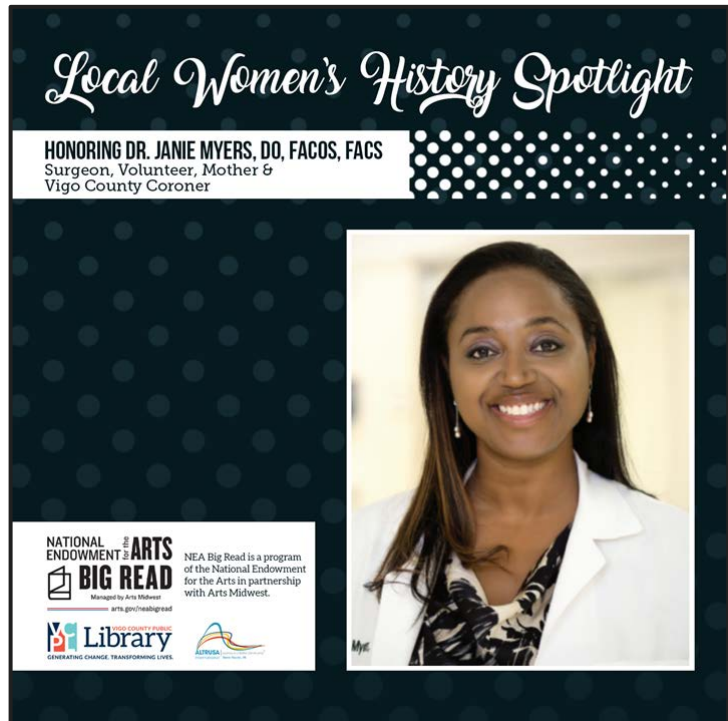


VCPL partnered with the Indiana State University Department of Theatre to sponsor a performance of a post-apocalyptic-themed production of *Measure for Measure*. The play was staged outdoors in the ISU Library parking lot, and incorporated mask wearing into the storyline. Laraine Franks and Sarah Trover attended the April 15 performance to give out copies of *Station Eleven* and to discuss the connection between the performance and the National Endowment of the Arts' Big Read. Forty-eight copies of *Station Eleven* were distributed at this show and VCPL staff interacted with 65 attendees.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD MAY 17, 2021

## LOCAL WOMEN'S HISTORY SPOTLIGHT

As a part of the NEA Big Read programming, Dr. Janie Meyers was honored on April 21 at VCPL's 4<sup>th</sup> Annual Local Women's History event, which celebrates women who have or are currently making history in the Wabash Valley. Dr. Meyers was the ideal choice for 2021; her election as Vigo County Coroner made her the first African American woman elected to serve in a county-wide position in Vigo County. Dr. Meyers clearly stated that being the "first" had nothing to do with her aspirations. Her motivation for running for office stemmed from her desire to help others and serve the community, which she also does as a surgeon and volunteer in Terre Haute.



## ESL GROUP ENJOYS THE 2021 BIG READ

ESL Women's Conversation Group members enjoyed participating in VCPL's 2021 Big Read. One mother shared the artwork her daughter completed using supplies from a kit, which were distributed by Youth Services to tie into the novel's themes. Another said she and her daughter would both love reading the copies of *Station Eleven* they picked up. "My daughters want to read my book," said a third mother of one of the supplemental books included in her kit. "I have to keep taking it away from them."



# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD MAY 17, 2021

## CONCLUSION OF THE 2021 NEA BIG READ



The National Endowment of the Arts 2021 Big Read concluded on April 30 with the final Pop-up Pick-up event in front of the Swope Art Museum. At this event, three Community Theatre of Terre Haute members recited Shakespeare in front of the Swope's doors

to welcome guests, as Meghan Salinas and Raina Konazeski represented the Library. The VCPL and the Swope also provided bags of art materials to children that walked by. Staff from the VCPL and the Swope Art Museum donated items to create an exhibition in the Swope's Education Center answering the question, "What would you take along with you if you were a character in *Station Eleven*?" This event was planned in conjunction with the Eat in the Streets event the same night. The last copies of *Station Eleven* were given to people eating on Wabash Avenue at the end of the evening. A total of 48 books were distributed that night.

## WEST BRANCH

### NATURE EXPLORE CLASSROOM

The West Branch is revisiting the certification of the outside play area to be a Nature Explore Classroom. Much of the current space fulfills the requirements, and only a few minor adjustments need to be made to prepare for certification. Sarah Trover has been assisting the West Branch staff to redesign the outside areas that need to be changed and to select interactive materials for kids to build with, move, and explore. This exciting project will not only impact the local community by providing an opportunity for anyone to come enjoy nature at any time, but will also allow the Vigo County Public Library to be included in the nation-wide listing of certified Nature Explore Classrooms.



# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD MAY 17, 2021

## YOUTH SERVICES

### STAND AGAINST SUICIDE



Mental Health Awareness Month takes place in May. Christina Crist from Team of Mercy and members of 3 Sisters Investments wanted to get an early start to awareness with a “Stand Against Suicide” event on April 17. Community organizations such as CODA and the Vigo County Public Library were invited to attend. Youth Services Manager Lauri Chandler and Adult Services Manager Jeanette Bouchie represented the

library and were excited to speak with more than 150 community members that day. “Suicide does not discriminate so it happens all over the world every day,” said Crist. “People take their lives every single day for all kinds of different reasons, so as a community we are responsible for our own individuals in it.” The Library’s mission matches Christina’s words; VCPL creates an environment of opportunity in which people can transform their own lives and the lives of future generations.

### ADJUSTING TO THE NEW NORMAL

Youth Services staff has changed their approach to programming to adjust to the new normal. Part of the new approach has been providing a variety of kits for patrons to take home and keep. Kit supplies allow participants to have what they need at home and follow along via live programming on Zoom, a pre-recorded video, or explore at their own pace. Since the beginning of this year, Youth Services has supplied patrons with more than 350 kits, including topics ranging from making and using a solar oven and exploring the art of weaving. Registration is required for most of the kits. However, smaller drop-in kits have also been available for customers who visit the library on a first come first serve basis. The most recent drop-in kit provided activities related to Earth Day.



# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD MAY 17, 2021

## 1,000 BOOKS BEFORE KINDERGARTEN

In April, VCPL launched the 1,000 Books Before Kindergarten program. The goal of the program is to encourage families to read with their children until they reach 1,000 books and establish the habit of reading every day. In the process, children can earn prizes as well as build their early literacy skills to prepare for kindergarten. According to the Success by Six Council of the United Way of the Wabash Valley, early childhood learning initiatives in communities help prepare young children for entering kindergarten. While VCPL already works to prepare children for kindergarten through storytimes and programs, this new initiative expands VCPL's impact in early childhood learning in the community.

## PERSONNEL CHANGES

### TRANSFER

Bouchie, Jeanette M. - Transfer from the full-time non-exempt position of Adult Services Librarian to the full-time non-exempt position of Adult Services Manager effective May 3, 2021.

Swearingen, Allison K. – Transfer from the full-time non-exempt position of Adult Services Assistant in the Adult Services department to the full-time non-exempt position of Accounting-Purchasing Technician in the Business Office effective May 17, 2021.

Melcho, Angelina M. – Transfer from the full-time non-exempt position of Tech Training Assistant Librarian in the Tech Team department to the full-time non-exempt position of Youth Services Assistant Librarian in the Youth Services department effective May 24, 2021.

Respectfully submitted,

Heather Rayl

5/12/21 Admin AG

Vigo County Public Library  
April 2021

	April-21	April-20		YTD 2021	YTD 2020	
Print Circulation	18,336	456	3921.1%	75,187	62,151	21.0%
A/V Circulation	6,736	115	5757.4%	31,361	46,066	-31.9%
Misc	263	5	5160.0%	1,171	1,087	7.7%
Electronic Devices	43	6	616.7%	178	150	18.7%
<b>TOTAL</b>	<b>25,378</b>	<b>582</b>	<b>4260.5%</b>	<b>107,897</b>	<b>109,454</b>	<b>-1.4%</b>

	April-21	April-20		YTD 2021	YTD 2020	
Overdrive						
E-book	4,920	6,513	-24.5%	19,952	20,350	-2.0%
E-audiobook	2,750	2,393	14.9%	10,869	10,230	6.2%
E-Magazines	299	207	44.4%	1,449	881	64.5%
E-video or music	5	19	-73.7%	19	63	-69.8%
<b>TOTAL</b>	<b>7,974</b>	<b>9,132</b>	<b>-12.7%</b>	<b>32,289</b>	<b>31,524</b>	<b>2.4%</b>

Hoopla						
E-audiobook	318	1,571	-79.8%	5,066	5,994	-15.5%
E-Books	201	1,170	-82.8%	2,801	3,719	-24.7%
E-Comics	55	241	-77.2%	629	722	-12.9%
E-music	29	209	-86.1%	454	883	-48.6%
E-video movie	57	380	-85.0%	716	1,333	-46.3%
E-video TV	31	310	-90.0%	3,749	1,202	211.9%
<b>TOTAL</b>	<b>691</b>	<b>3,881</b>	<b>-82.2%</b>	<b>13,415</b>	<b>13,853</b>	<b>-3.2%</b>

	April-21	April-20		YTD 2021	YTD 2020	
Reference [fact-finding]	2,669	274	874.1%	11,246	12,296	-8.5%

**Items Added to the Collection**

April-21	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Purchased Items	680	330	12	12	0	6	1,040
Donated Items	0	0	0	0	0	0	0
<b>Total Items Added</b>	<b>680</b>	<b>330</b>	<b>12</b>	<b>12</b>	<b>0</b>	<b>6</b>	<b>1,040</b>

YTD 2021	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Purchased Items	2,798	1,155	49	17	30	16	4,065
Donated Items	10	0	0	0	0	0	10
<b>Total Items Added</b>	<b>2,808</b>	<b>1,155</b>	<b>49</b>	<b>17</b>	<b>30</b>	<b>16</b>	<b>4,075</b>

**New Materials Ordered and Received**

April-21	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Ordered	1,063	347	27	8	17	22	1,484
Received	729	300	21	5	9	8	1,072

YTD 2021	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Ordered	4,100	1,175	75	17	59	44	5,470
Received	2,802	1,144	27	67	38	29	4,093

Vigo County Public Library  
April 2021

<b>ON-SITE PROGRAMS</b>	<b>April-21</b>	<b>April-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Youth programs/events/classes	0	0	null	0	91	-100.0%
Teen programs/events/classes	0	0	null	0	8	-100.0%
Adult programs/events/classes	0	0	null	0	54	-100.0%
Family/general	1	1	0.0%	4	51	-92.2%
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>0.0%</b>	<b>4</b>	<b>204</b>	<b>-98.0%</b>

<b>ON-SITE ATTENDANCE</b>						
Youth attendance	0	0	null	0	530	-100.0%
Teen attendance	0	0	null	0	38	-100.0%
Adult attendance	0	0	null	0	1,149	-100.0%
Family/general attendance	6	9	-33.3%	23	622	-96.3%
<b>TOTAL</b>	<b>6</b>	<b>9</b>	<b>-33.3%</b>	<b>23</b>	<b>2,339</b>	<b>-99.0%</b>

<b>OFF-SITE PROGRAMS</b>	<b>April-21</b>	<b>April-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Youth outreach	0	0	null	0	25	-100.0%
Teen outreach	0	0	null	0	6	-100.0%
Adult outreach	2	0	null	3	44	-93.2%
Family outreach	2	0	null	4	3	33.3%
Participation in Community Events	0	0	null	0	1	-100.0%
<b>TOTAL</b>	<b>4</b>	<b>0</b>	<b>null</b>	<b>7</b>	<b>79</b>	<b>-91.1%</b>

<b>OFF-SITE ATTENDANCE</b>						
Youth outreach attendance	0	0	null	0	313	-100.0%
Teen outreach attendance	0	0	null	0	23	-100.0%
Adult outreach attendance	126	0	null	191	683	-72.0%
Family outreach attendance	141	0	null	260	26	900.0%
Community Events Interactions	0	0	null	0	6	-100.0%
<b>TOTAL</b>	<b>267</b>	<b>0</b>	<b>null</b>	<b>451</b>	<b>1,051</b>	<b>-57.1%</b>

	<b>April-21</b>	<b>April-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Adult materials deliveries	42	0	null	188	116	62.1%
Youth materials deliveries	0	0	null	0	70	-100.0%
<b>TOTAL</b>	<b>42</b>	<b>0</b>	<b>null</b>	<b>188</b>	<b>186</b>	<b>1.1%</b>

	<b>April-21</b>	<b>April-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Computer Users	2,603	0	null	11,287	15,838	-28.7%
Web Site Hits	16,093	12,823	25.5%	71,857	73,399	-2.1%
Mobile App Visits	515	531	-3.0%	2,169	2,378	-8.8%

	<b>April-21</b>	<b>April-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Subscription Databases	9,788	22,194	-55.9%	50,730	66,265	-23.4%
ILL provided to other libraries	73	0	null	299	210	42.4%
ILL received from other libraries	29	1	2800.0%	148	491	-69.9%

**April-21 Online Challenge Programs**

Children (ISL: 0 - 11 yrs)	Active Challenges	Reader Count/Signups	Atleast 1 Activity Completed	Challenge Completed
	0	0	0	0
Young Adults (ISL: 12 - 18 yrs)	Active Challenges	Reader Count/Signups	Atleast 1 Activity Completed	Challenge Completed
	0	0	0	0
Adults (ISL: 18+ yrs)	Active Challenges	Reader Count/Signups	Atleast 1 Activity Completed	Challenge Completed
	0	0	0	0
Family/General (ISL: all ages)	Active Challenges	Reader Count/Signups	Atleast 1 Activity Completed	Challenge Completed
	0	0	0	0

**April-21 Livestream Only Programs - # of streaming events Facebook, Zoom, Skype, etc. (not reposted or archived)**

Children (ISL:0-11 yrs)	3
YA (ISL:12-18yrs)	4
Adult (ISL:18 + yrs)	4
General (all ages)	3
ESL - Adult	4
ESL - Family	0
Community Read (all ages)	0
Book Discussion (all ages)	0
<b>Livestream Only Attendance</b>	<b>80</b>

**April-21 Livestream Programs To Be Posted/Archived**

Children (ISL:0-11 yrs)	0
YA (ISL:12-18yrs)	0
Adult (ISL:18 + yrs)	0
General (all ages)	0
ESL - Adult	0
ESL - Family	0
Community Read (all ages)	0
Book Discussion (all ages)	0
<b>Attendance of Livestream Portion</b>	<b>0</b>
<b>Views/Hits of Posted/Archived</b>	<b>0</b>

**April-21 Recorded Programs - (Never Presented Live)**

Children (ISL:0-11 yrs)	2
YA (ISL:12-18yrs)	0
Adult (ISL:18 + yrs)	0
General (all ages)	0
ESL - Adult	0
ESL - Family	0
Community Read (all ages)	1
Book Discussion (all ages)	0
<b>Views/Hits of Recorded Programs</b>	<b>785</b>

**April-21 Grab & Go/Take & Make Kits Distributed by Age Group**

Children (ISL:0-11 yrs)	YA (ISL:12-18yrs)	Adult (ISL:18 + yrs)	General (all ages)
179	88	58	0

**VIGO COUNTY PUBLIC LIBRARY**  
**PARTICIPATING IN MEETINGS VIA ELECTRONIC COMMUNICATION POLICY**

WHEREAS, Indiana Code § 5-14-1.5-3.5 allows members of the governing body of a public agency of a political subdivision who are not physically present at a meeting, to participate in meetings by means of electronic communications if certain requirements are met, and the board adopts a policy to govern participation in meetings by electronic communication;

WHEREAS, the Vigo County Public Library desires to adopt this policy for future situations when a member of the Board of Trustees is unable to be physically present at a meeting, but has capability to participate in a meeting remotely; and

WHEREAS, this Policy on Participating in Meetings via Electronic Communication (“Policy”) is intended to comply with the Indiana statutory requirement and govern the participation in meetings by members who are not physically present at a regular, special or executive meeting of the Library Board of Trustees.

NOW, THEREFORE, be it RESOLVED by the Board of Trustees of the Vigo County Public Library that the following policy is adopted effective immediately:

**Policy on Participating in Meetings via Electronic Communication**

- a. *Minimum Physical Participation:* At least four (4) members of the Library Board of Trustees must be physically present at the place where the meeting is conducted.
- b. *Permitted Electronic Means of Communication:* A member of the Library Board of Trustees not physically present at a meeting may participate in the meeting by any electronic means of communication so long as that electronic means of communication permit (1) all participating members of the Board to simultaneously communicate with each other; and (2) allows members of the public to simultaneously attend and observe the meeting.
- c. *Technology Failures:* A technology failure that (1) disrupts or prevents simultaneous communications between Board members physically present and those participating electronically; or (2) which disrupts or prevents members of the public who are not present from attending and observing the meeting, does not prevent the Library Board of Trustees from conducting the meeting or affect the validity of an action taken by the Board if the sum of the Board members physically present and those participating without technology issues satisfy the quorum requirements and the voting requirements of the Board.
- d. *Treatment of Members Participating by Electronic Means:* A member of the Library Board of Trustees who participates in a meeting by a permitted electronic communication shall be considered present at the meeting and may vote at the meeting. However, the member must be able to be both seen and heard in order to participate in any final action taken by the Board.
- e. *Roll Call Voting:* All votes of the Library Board of Trustees during a meeting where any member participates by means of electronic communication shall be taken by roll call vote.
- f. *Annual Minimum Physical Participation:* Each member of the Library Board of Trustees must physically attend at least half of the library board meetings each year unless the member’s

electronic participation is due to: military service, illness or other medical condition, death of a relative, or an emergency involving actual or threatened injury to persons or property.

- g. *Consecutive Meetings:* A Board member may attend consecutive meetings via electronic communication. However, a member who attends two consecutive meetings via electronic communication must attend at least one meeting in person before attending another meeting electronically unless electronic participation is necessitated by: military service, illness or other medical condition, death of a relative, or an emergency involving actual or threatened injury to persons or property:
- h. *Posting of Minutes:* The minutes of each meeting of the Board of Trustees shall include the name of (1) each member who was physically present at the place where the meeting was conducted; (2) each member who participated in the meeting by using electronic communication; and, (3) each absent member. In addition, the minutes must identify the electronic means of communication by which members of the Board participated in the meeting and the public attended and observed the meeting.
- i. *Publication of Policy:* This policy will be posted on the website of the Library.
- j. *Executive Sessions:* Nothing in this policy affects the Library’s right to exclude the public from an executive session of the Library in which a member is participating by permitted electronic communication.
- k. *Exceptions:* A member may not participate in a meeting by electronic communication if the Board of Trustees is taking final action to:
  - i. Adopt a budget;
  - ii. Make a reduction in personnel
  - iii. Initiate a referendum;
  - iv. Establish or increase a fee;
  - v. Establish or increase a penalty
  - vi. Use eminent domain authority
  - vii. Establish, raise, or renew a tax.

Approved by the Vigo County Public Library Board of Trustees this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

## INTERLIBRARY LOAN POLICY

Interlibrary loan (ILL) is a service that allows a user at one library to borrow materials that are owned by another library. Vigo County Public Library participates in ILL as both a borrowing and lending library. Any VCPL user with a valid card can submit an ILL request for items that VCPL does not own. VCPL acts as an intermediary by finding the material at a lending library, requesting the item, loaning it to the user, and then returning the item to the owning library. VCPL also lends items it owns to other libraries to fulfill requests. ILL service is available at no cost for VCPL card holders.

VCPL utilizes Interlibrary Loan Services through Worldshare, a service provided by OCLC, Inc. (Online Computer Library Center, Inc.) and an in-state system, SRCS (Statewide Remote Circulation Service) provided by the Indiana State Library.

The guidelines below are also compliant with the American Library Association's Interlibrary Loan Code for the United States, available at <http://ala.org/rusa/guidelines/interlibrary>.

The **BORROWING** of materials from other libraries is determined by the following:

1. ILL service is available to Vigo County Public Library patrons who hold a valid borrowers card.
2. The Vigo County Public Library will only borrow from libraries that do not charge a fee for ILL service.
3. The loan period for ILL materials is determined by the lending library, and requests for renewal must be approved by the lending library. The lending library may also place restrictions on how the material may be used.
4. Vigo County Public Library borrowers who have not returned ILL items on time are subject to the Vigo County Public Library **Circulation Policy**. Fees for lost or damaged items are determined by the lending library. Even if the ILL material is returned, the borrower may still be responsible for replacement costs for long overdue items if VCPL has already paid the lending library for the item.

The **LENDING** of VCPL materials to other libraries is determined by the following:

1. ILL requests are accepted using OCLC, SRCS, ALA forms, fax or telephone.
2. Loan period is eight (8) weeks. VCPL has the right to place restrictions on how its library materials may be used by the borrowing library.
3. Vigo County Public Library complies with all federal copyright laws and may limit or restrict the copying of library materials pursuant to the compliance of federal statutes.
4. When materials are overdue, ILL staff notify the borrowing library. A **BILL FOR REPLACEMENT** is submitted to the borrowing library when the borrowing library indicates that the material has been lost.

The above policies may be amended at any time without notice. The Vigo County Public Library reserves the authority to alter the application of the above policies should extraordinary or emergency circumstances warrant.

# Interlibrary Loan Code for the United States

Prepared by the Interlibrary Loan Committee, Reference and User Services Association (RUSA), 1994, revised 2001. Revised by the Codes, Guidelines, and Technical Standards Committee, Sharing and Transforming Access to Resources Section (STARS) 2008 and 2015. Approved by RUSA Board January 11, 2016.

Download [ALA Interlibrary Loan Request Form](#) (Fillable PDF).

The Interlibrary Loan Code below is accompanied by clarifying text from the Explanatory Supplement in the box insets. The supplementary material is intended to amplify specific sections of the official Code, providing fuller explanation and specific examples for text that is intentionally general and prescriptive. Libraries are expected to comply with the Code, using the Supplement as a source for general direction.

## Introduction

The Reference and User Services Association, acting for the American Library Association in its adoption of this code, recognizes that the sharing of material between libraries is a core library service and believes it to be in the public interest to encourage such an exchange.

In the interest of providing quality service, libraries have an obligation to obtain material to meet the informational needs of users when local resources do not meet those needs. Interlibrary loan (ILL), a mechanism for obtaining material, is essential to the vitality of all libraries.

The effectiveness of the national interlibrary loan system depends upon participation of libraries of all types and sizes.

This code establishes principles that facilitate the requesting of material by a library and the provision of loans or copies in response to those requests.

### From the Explanatory Supplement:

The U.S. Interlibrary Loan Code, first published in 1916 and adopted by The American Library Association in 1917, is designed to provide a code of behavior for requesting and supplying material within the United States. The code is intended to be adopted voluntarily by U.S. libraries and is not enforced by an oversight body. However, as indicated below, supplying libraries may suspend service to requesting libraries that fail to comply with the provisions of this code.

This interlibrary loan code describes the responsibilities of libraries to each other when requesting material for users. Technology has expanded access options beyond traditional library-to-library transactions, including unmediated requests and direct-to-user delivery. This code makes provision for such options while at the same time affirming the responsibility of the patron's library for the safety and return of the borrowed material, or for paying the cost of a non-returnable item sent directly to the patron.

The Interlibrary Loan Code reflects established practices. However, libraries and other information centers are encouraged to explore and use non-traditional means when available to ensure maximum accessibility and convenience for users.

## 1.0 Definitions

1.1 Interlibrary loan is the process by which a library requests material from, or supplies material to, another library.

### From the Explanatory Supplement:

In this code, "Interlibrary Loan" refers to transactions between two libraries. Transactions between libraries and commercial document suppliers or library fee-based services are contractual arrangements beyond the scope of these guidelines.

The terms "requesting library" and "supplying library" are used in preference to "borrowing" and "lending" to cover the exchange of copies as well as loans.

1.2 In this code, "material" includes books, audiovisual materials, and other returnable items as well as copies of journal articles, book chapters, excerpts, and other non-returnable items.

## 2.0 Purpose

2.1 The purpose of interlibrary loan as defined by this code is to obtain, upon request of a library user, material not available in the user's local library. Interlibrary loan is primarily intended to provide a requesting individual with a physical loan of a defined duration or a non-returnable copy or scan from another library.

### From the Explanatory Supplement:

Interlibrary loan (ILL) is intended to complement rather than to substitute for good library collections built and managed to meet the routine needs of local library users. ILL is based on a tradition of sharing resources between various types and sizes of libraries and the belief that no library, regardless of its size or budget, is completely self-sufficient. When policy and circumstances warrant, interlibrary loan may also be used to obtain materials that are owned by the local library but which are not available because they are damaged, missing, or checked out. Though some libraries are net borrowers (borrow more than they lend) and others are net lenders (lend more than they borrow), the system of interlibrary loan rests on the belief that all libraries have something to contribute and should be willing to lend if they are willing to borrow.

## 3.0 Scope

3.1 This code regulates the exchange of material between libraries in the United States.

### From the Explanatory Supplement:

#### *Domestic Transactions*

This code is intended to provide guidelines for exchanges between libraries in the United States when no other agreement applies. The code does not override individual or consortial agreements or regional or state codes which may be more liberal or more prescriptive.

The interlibrary loan of special collections materials is regulated by the [Guidelines For Interlibrary And Exhibition Loan Of Special Collections Materials](#) (2012) by the American Library Association and Association of College and Research Libraries, Rare Books and Manuscripts Section.

3.2 United States libraries are encouraged to engage in interlibrary loan with libraries in other countries. International transactions are governed by the International Federation of Library Associations and Institutions.

### From the Explanatory Supplement:

#### *International Transactions*

The conduct of international interlibrary loan is regulated by the rules set forth in the International Federation of Library Associations and Institutions' (IFLA) document "[International Resource Sharing and Document Delivery: Principles and Guidelines for Procedure](#) (2009)."

Although the U.S. shares a common border with Canada and Mexico, it is important to remember that these countries have their own library infrastructures and practices. The IFLA Principles and Guidelines regulate the exchange of material between institutions across these borders. Further, U.S. librarians would be wise to inform themselves of customs requirements that take precedence over library agreements when material is shipped across these national borders.

## 4.0 Responsibilities of the Requesting Library

4.1 Establish, promptly update, and make available an interlibrary borrowing policy.

### From the Explanatory Supplement:

#### *Written Policies*

A library's interlibrary borrowing policy should be available in a written format and readily accessible to all library users. Whenever possible the borrowing policy should be posted on the library's Web site.

4.2 Ensure the confidentiality of the library user.

### From the Explanatory Supplement:

#### *Confidentiality*

ILL staff should adhere to the American Library Association's [Code of Ethics](#) (2008), specifically principle III, that states: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted."

Interlibrary loan transactions, like circulation transactions, are confidential library records. Interlibrary loan personnel are encouraged to be aware of local/state confidentiality rules and laws as they relate to interlibrary loan transactions. Requesting libraries are discouraged from including a user's name on a request submitted to a supplier. If individually identifying information is needed on a request, appropriate steps, such as using identification numbers or codes rather than users' names, should be taken to maintain confidentiality.

Policies and procedures should be developed regarding the retention of ILL records and access to this information. ILL personnel should also be aware of privacy issues when posting requests for assistance or using ILL requests as procedural examples. See the following documents from the American Library Association's Office for Intellectual Freedom: [Policy concerning Confidentiality of Personally Identifiable Information about Library Users](#) (2004) and [Confidentiality and Coping with Law Enforcement Inquiries: Guidelines for the Library and its Staff](#) (n.d.).

4.3 Describe completely and accurately the requested material following accepted bibliographic practice.

### From the Explanatory Supplement:

#### *Complete Bibliographic Citation*

A good bibliographic description is the best assurance that the user will receive the item requested. Rather than detail these descriptive elements, the code requires the requesting library to include whatever data provides the best indication of the desired material, whether an alphanumeric string or an extensive bibliographic citation. The important point is that this description be exact enough to avoid unnecessary work on the part of the supplier and frustration on the part of the user.

4.4 Note any special requirements regarding the format needed, specified shipping address, or use to be made of the material on the request sent to potential supplying libraries.

### From the Explanatory Supplement:

#### *Special Requirements*

Because returnable materials borrowed via interlibrary loan are traditionally intended for individual use of a defined duration, the requesting library should communicate with the supplying library in advance if the material is needed for other uses, such as course reserves, classroom or other group viewing of audio-visual material, or for an extended loan period, especially of a textbook.

Other examples of special requirements that should be clearly indicated in original requests to potential suppliers include, but are not limited to, a particular format, edition, language, an alternate library shipping address or the address of the user's home, rush delivery, or scanning with wide margins for replacement pages, etc.

4.5 Identify libraries that own the requested material. Check and adhere to the policies of potential supplying libraries.

### From the Explanatory Supplement:

#### *Identifying Appropriate Suppliers*

Requesting libraries should use all resources at their disposal to determine ownership of a particular title before sending a request to a potential supplier. Many libraries contribute their holdings to major bibliographic utilities such as DOCLINE and/or OCLC, and most make their individual catalogs freely available via the Internet. Interlibrary loan discussion lists are also sources for the requesting library to verify and/or locate particularly difficult items when other options are exhausted.

The requesting library is encouraged to use resources such as the OCLC Policies Directory or the DOCLINE Institution Information to determine lending policies, including any applicable charges, before requesting material.

4.6 When no libraries can be identified as owning the needed material, requests may be sent to libraries believed likely to own the material.

### From the Explanatory Supplement:

#### *Sending Unverified Requests*

Despite the requirements in sections 4.3 and 4.5 that an item should be completely and accurately described and located, the code recognizes that it is not always possible to verify and/or locate a particular item. For example, a request may be sent to a potential supplier with strong holdings in a subject area or to the institution at which the dissertation was written.

4.7 Transmit interlibrary loan requests electronically unless otherwise specified by the supplying library.

### From the Explanatory Supplement:

#### *Transmitting the Request*

The code stipulates electronic communication. For many libraries, sending requests electronically means using the ILL messaging systems associated with DOCLINE, OCLC, other products that use the ISO ILL Protocol, or structured email requests.

Lacking the ability to transmit in this fashion, check the potential supplier's policies for preferred methods of submission. If no other preferred method is specified, an [ALA Interlibrary Loan Request Form](#) or its equivalent should be used. Whatever communication method is used, the requesting library should identify and use the appropriate address for ILL requests.

The requesting library should include a street address, a postal box number, an IP address, and/or an email address to give the supplying library delivery options.

4.8 Comply with U.S. copyright law (Title 17, U.S. Code) and be aware of related guidelines for copy requests.

### From the Explanatory Supplement:

#### *Copy Requests*

The requesting library is responsible for complying with U.S. copyright law (Title 17, USC), in particular, the provisions of sections [107 \(Fair use\)](#) and [108 \(Reproduction by libraries and archives\)](#). In addition, there may be related regulations, guidelines, policies, and/or procedures to take into consideration such as the [CONTU Guidelines](#) (1979).

4.9 Assume responsibility for borrowed material from the time it leaves the supplying library until it has been returned to and received by the supplying library. This includes all material shipped directly to and/or returned by the user. If damage or loss occurs, provide compensation or replacement, in accordance with the preference of the supplying library.

### From the Explanatory Supplement:

#### *Responsibility for Materials*

Although the number is small, some material is lost or damaged at some point along the route from the supplier and back again. This section clearly states that the requesting library is responsible for the material from the time it leaves the supplying library until its

From the Explanatory Supplement:

*Responsibility for Materials (continued)*

safe return to the supplying library. The requesting library's responsibility for this loss is based on the concept that if the request had not been made, the material would not have left the supplier's shelf, and thus would not have been put at risk.

If the requesting library asks for delivery at a location away from the library (such as to the user's home), the requesting library is likewise responsible for the material during this delivery and return process.

Borrowed items should be returned in the condition in which they were received at the requesting library. In particular, a requesting library should never affix adhesive labels or tape directly to any borrowed item. The requesting library should also return sufficient identifying information with the material to allow the supplying library to identify the request and process the return quickly.

4.10 Pay promptly any service, replacement, or damage fees charged by the supplying library.

From the Explanatory Supplement:

*Service, Replacement, and Damage Fees*

The requesting library should clearly state on the request an amount that meets or exceeds the charges of suppliers to which the request is sent or the request may go unfilled. The requesting library is responsible for payment of any service fees charged by the supplying library that are less than or equal to the amount stated on its request. Libraries are encouraged to use electronic invoicing capabilities such as OCLC's Interlibrary Loan Fee Management (IFM) system or the Electronic Fund Transfer System (EFTS).

The requesting library should use a payment method accepted by the supplying library. If the requesting library is unable to pay using the supplying library's accepted methods, it should not send a request to that library.

It is the responsibility of the requesting library to pay invoices received or to notify the supplying library of any billing questions no later than six months from the billing date for the charges in question. The requesting library should also make every attempt to resolve billing questions within six months of notifying the supplying library of an apparent billing error.

Although the code stipulates that the requesting library is required to pay if billed for a lost or damaged item, the supplying library is not necessarily required to charge for a lost item. In the case of lost material, the requesting and supplying libraries may need to work together to resolve the matter. For instance, the library shipping the material may need to initiate a trace with the delivery firm. In any case, a final decision regarding replacement, repair, or compensation rests with the supplying library.

4.11 Assume full responsibility for user-initiated transactions.

From the Explanatory Supplement:

*Responsibility for Unmediated ILL Requests*

Some requesting libraries permit users to initiate online ILL requests that are sent directly to potential supplying libraries. A requesting library that chooses to allow its users to order materials through interlibrary loan without mediation accepts responsibility for these requests as if they have been placed by library staff. The supplying library may assume that the user has been authenticated and authorized to place requests and that the requesting library assumes full responsibility for transaction charges, the safety and return of material, and the expense of replacement or repair.

4.12 Honor the due date and enforce any usage restrictions specified by the supplying library. Unless otherwise indicated, the due date is defined as the date by which the material is due to be checked in at the requesting library for return to the supplying library.

From the Explanatory Supplement:

*Due Date and Use Restrictions*

This code incorporates elements of both pre- and post-1994 codes with regard to due dates. It keeps the post-1994 concept of

From the Explanatory Supplement:

*Due Date and Use Restrictions (continued)*

items being due on a specific date rather than referencing a "loan period." However, it returns to the pre-1994 concept that the due date specified by the supplying library is the date by which the item is due to be checked in at the requesting library for return to the supplying library.

The stated purpose of the 1994 change to defining the due date clearly as "the date the material must be checked in at the supplying library" was to bring ILL practice into alignment with automated circulation procedures and to facilitate system interoperability. While the 1994 definition is clear, its implementation requires estimating shipping times and back-dating from the lender's due date to arrive at a due date for the end user. Doing so reliably has proven to be difficult, even for libraries using state-of-the-art interlibrary loan management systems. The emphasis on returning items to supplying library shelves by a certain date when no recall has been issued seems counterproductive. Since both circulation and interlibrary loan systems support recalls when necessary and since circulation systems have long included the ability to assign grace periods to categories of users and/or items, it seems reasonable to define the due date as the date by which the item is due to be checked in at the requesting library for return to the supplying library.

The requesting library is responsible for ensuring compliance with any use restrictions specified by the supplying library, such as "library use only" or "no photocopying," and for returning materials to the supplying library promptly following check in.

4.13 Request a renewal before the item is due whenever possible. If the supplying library does not respond, the requesting library may assume that a renewal has been granted, extending the due date by the same length of time as the original loan.

From the Explanatory Supplement:

*Renewals*

When the supplying library denies a renewal request, the material should be returned by the original due date or as quickly as possible if the renewal is denied after the due date has passed.

4.14 Respond immediately if the supplying library recalls an item. All borrowed material is subject to recall at any time.

From the Explanatory Supplement:

*Recalls*

The response to a recall may be the immediate return of the material, or timely communication with the supplying library to negotiate a new due date.

When the material has been recalled, the requesting library is encouraged to return the material via an expedited delivery carrier such as UPS, FedEx, or USPS Priority Mail.

4.15 Package material to prevent damage or loss in shipping and comply with any special instructions stated by the supplying library.

From the Explanatory Supplement:

*Shipping*

It is the ultimate responsibility of the requesting library to return materials in the same condition in which they were received.

It is the responsibility of the requesting library to follow the shipping and packaging requirements, including insurance and preferred shipping method, as stipulated by the supplying library. Packaging is defined as the outer material, which may be a box, padded envelope, etc. Wrapping is defined as an inner covering for the item such as paper or bubble wrap.

If no shipping or packaging methods are specified, the requesting library's regular form of shipment should be used.

If packaging material has been used previously, remove or mark out old addresses, postal marks, etc. to avoid misdirection. Do not reuse old, frayed, ripped, or decaying packaging and wrapping materials. Clearly address all packages with both the destination and return addresses properly attached to the packaging material.

From the Explanatory Supplement:

*Shipping (continued)*

In accordance with United States Postal Service guidelines, tape is the preferred sealing method on all types of packages. Staples are strongly discouraged in order to prevent injury to staff and/or damage to materials.

Use wrapping and packaging material that is appropriate to the size and format of the material being shipped. Too small or too large packaging will not adequately protect materials during transportation. Remember to use appropriate wrapping to avoid shifting and damage.

For special collections materials, consult [Guidelines For Interlibrary And Exhibition Loan Of Special Collections Materials](#) (2012) by the American Library Association and Association of College and Research Libraries, Rare Books and Manuscripts Section.

4.16 Failure to comply with the provisions of this code may result in suspension of service by a supplying library.

From the Explanatory Supplement:

*Suspension of Service*

Repeated or egregious breaches of this code may result in the requesting library's inability to obtain material. Examples of actions that may result in suspension include repeated failure to return loans in a timely manner, multiple lost or damaged items, allowing "library use only" items to leave the library, or failing to pay the supplier's charges. A supplying library should not suspend service to a requesting library without first attempting to resolve the problem(s).

## 5.0 Responsibilities of the Supplying Library

5.1 Establish, promptly update, and make available an interlibrary lending policy, contact information, and a service schedule.

From the Explanatory Supplement:

*Lending Policy*

The lending policy should be clear, detailed, and readily available to requesting libraries. The policy should include among other things, schedule of fees and charges, non-circulating item types, loan periods and renewal policies, current shipping instructions, penalties for late payments, etc. The supplying library is strongly encouraged to fill requests for all types and classes of users, and all types of libraries, regardless of their size or geographic location. The supplying library is encouraged to establish as generous a loan period as its local environment allows.

The supplying library is encouraged to make its lending policy, contact information, and service schedule available on the library's web site, and in resources such as the OCLC Policies Directory or DOCLINE Institution Information.

5.2 Ensure the confidentiality of the library user.

From the Explanatory Supplement:

*Confidentiality*

The supplying library has a responsibility to safeguard the confidentiality of the individual requesting the material. The sharing of the user's name between requesting and supplying library is not, of itself, a violation of confidentiality. However, the supplying library should not require the user's name if the requesting library chooses not to provide it. If the name is provided, the supplying library needs to take care not to divulge the identity of the person requesting the material.

5.3 If it is necessary to charge service fees, make available a fee schedule as part of an interlibrary lending policy. Bill any service, replacement, or damage fees promptly.

From the Explanatory Supplement:

*Service, Replacement, and Damage Fees*

Supplying libraries are encouraged to fill requests without charge when possible. If charging for services, the supplying library may only charge an amount less than or equal to the amount a requesting library has indicated they are able and/or willing to pay.

A supplying library may add a surcharge for expedited delivery, but no fee should be added to a routine service charge for delivering a document electronically.

From the Explanatory Supplement:

*Service, Replacement, and Damage Fees (continued)*

If charging for services or for lost/damaged items, the supplying library should make every effort to allow for a variety of payment options (e.g. OCLC IFM, EFTS, IFLA vouchers, credit cards, acceptance of replacement copies).

It is the responsibility of the supplying library to send final bills for service no later than six months after the supply date, final overdue notices no later than six months after the final due date, and final bills for replacement of lost material no later than one year after the final due date. The supplying library should resolve billing questions within six months of receiving notice of an apparent billing error.

5.4 Consider filling all requests for material regardless of format or the collection in which it is housed.

From the Explanatory Supplement:

*Material Format or Collection*

Supplying libraries are encouraged to lend as liberally as possible regardless of the format of the material requested, while retaining the right to determine what material will be supplied. It is the obligation of the supplying library to consider the loan of material on a case by case basis. Supplying libraries are encouraged to lend audiovisual material, microformats, serials, and other categories of material that have traditionally been non-circulating.

For special collections materials, supplying libraries are encouraged to consult [Guidelines For Interlibrary And Exhibition Loan Of Special Collections Materials](#) (2012) by the American Library Association and Association of College and Research Libraries, Rare Books and Manuscripts Section.

If permitted by copyright law, the supplying library should consider providing a copy in lieu of a loan rather than giving a negative response.

Supplying libraries should be aware of the provisions of license agreements for electronic resources that may either permit or prohibit use of an electronic resource to fill interlibrary copying requests. Interlibrary loan staff are encouraged to work with those negotiating licenses for electronic resources to include favorable terms for interlibrary loan.

If a supplying library prefers to provide a loan instead of a copy (e.g. article is too many pages to scan, citation is actually an entire journal issue, etc.), the supplying library should contact the requesting library to secure their permission first before sending the item. If a loan is accepted, the requesting library then assumes responsibility if the item is lost or damaged before its return to the supplying library.

5.5 Process requests in a timely manner, recognizing the needs of the requesting library and/or the requirements of the resource sharing system being used. If unable to fill a request, respond promptly and state the reason the request cannot be filled.

From the Explanatory Supplement:

*Timely Processing*

The supplying library has a responsibility to act promptly on all requests. The response should be sent via the same method the requesting library used to send the request, or by otherwise contacting the requesting library directly. Some resource sharing systems such as OCLC and DOCLINE have built-in time periods after which requests will either expire or be sent to another institution. The supplying library should respond before this time elapses rather than allowing requests to time-out.

Providing a reason for an unfilled request helps the requesting library determine what additional steps, if any, may be taken to obtain the requested item. For example, "non-circulating" indicates the item is likely available for on-site use while "in use" indicates that another request at a later date might be filled. Providing no reason or simply stating "policy problem" or "other" without providing further explanation deprives the requesting library of important information and can lead to time-consuming follow-up for both libraries.

From the Explanatory Supplement:

*Timely Processing (continued)*

Prior to updating a request as filled or unfilled, the potential supplier should request additional information and/or negotiate special loan terms, use restrictions and/or return shipping requirements, as needed, by contacting the requesting library through the resource sharing system or directly via email, phone, etc.

Timely processing of a loan or copy may involve branch libraries and/or other library departments, such as circulation, special collections, and/or the mailroom. The interlibrary loan department is responsible for ensuring that material is delivered expeditiously, irrespective of internal library organizational responsibilities.

5.6 Send sufficient information to identify the particular request when filling or communicating about requests.

From the Explanatory Supplement:

*Identifying the Request*

The supplying library should send sufficient identifying information with the material to allow the requesting library to identify the request and process it quickly. Such information may include a copy of the request, the requester's transaction number, or the user's ID or name. Failure to include identifying information with the material can unduly delay its processing and may risk the safety of the material.

5.7 Indicate the due date, any restrictions on the use of the material, and any special return packaging or shipping requirements. The due date is defined as the date the material is due to be checked in at the requesting library for return to the supplying library.

From the Explanatory Supplement:

*Due Date, Use Restrictions, and Shipping Requirements*

Although it is the responsibility of the requesting library to ensure the safe treatment and return of borrowed material, the supplying library should provide specific instructions with the item and in the resource sharing system when it is lending material that needs special handling. These instructions might include the requirement that material be used only in a monitored special collections area, no photocopying, library use only, specific return packaging/shipping instructions, etc. The supplying library should not send "library use only" material directly to a user.

The supplying library should clearly indicate the due date. Unless otherwise indicated, the due date is defined as the date by which the material is due to be checked in at the requesting library for return to the supplying library. Supplying libraries should implement a grace period before sending overdue notices to account for items in transit back from the requesting library.

5.8 Ship material by the fastest method reasonably available to the location specified by the requesting library. Package loaned material to prevent damage or loss.

From the Explanatory Supplement:

*Delivery and Packaging*

The delivery location specified by the requesting library may be the requesting library itself, a branch library, departmental library, or the individual user.

It is the responsibility of the supplying library to:

- judge whether an item is suitable for shipment and circulation. If a damaged item is sent, the supplying library should note all prior damage and not hold the requesting library responsible for this damage. Examples include loose pages/spine, liquid damage, or significant markings and defacement.
- take care that the material it sends out is adequately packaged to protect the item from damage or loss even though the requesting library will be held responsible for material damaged in shipment.
- specify the shipping method, as well as any insurance requirement, for returning materials and if any special wrapping or packaging is required. See section 4.15 above for definitions and other important information regarding wrapping and packaging.

From the Explanatory Supplement:

*Delivery and Packaging (continued)*

- provide a return address including a complete street address if asking for return via UPS, FedEx, etc. (Many supplying libraries find it safer and more cost effective to ship all material via expedited carriers). Supplying libraries are encouraged to enclose an accurate and complete return mailing label.
- work with the requesting library when tracing a lost or damaged item if the commercial delivery firm is responsible for reimbursement for losses in transit.

5.9 Respond promptly to requests for renewals. If the supplying library does not respond, the requesting library may assume that a renewal has been granted, extending the due date by the same length of time as the original loan.

From the Explanatory Supplement:

*Renewals*

The supplying library should respond affirmatively or negatively to all renewal requests. The supplying library is encouraged to grant the renewal request if the material is not needed by a local user.

5.10 The supplying library may recall loaned material at any time.

From the Explanatory Supplement:

*Recalls*

The supplying library may recall material at its discretion at any time. However, it often is more effective to request the material on ILL for a local user rather than to recall material on loan to another library.

5.11 Deliver copies electronically whenever possible. Provide complete and legible copies, and adhere to any special scanning instructions of the requesting library.

From the Explanatory Supplement:

*Copy Requests*

Comply with U.S. copyright law or applicable license agreements when providing copies.

When scanning, the supplying library should provide a copy that closely reproduces the original article or chapter in appearance, legibility, and completeness with appropriate attention paid to image color and clarity, margins, page orientation, and any accompanying references, plates, or appendices.

Respond promptly to resend requests (e.g. missing pages, margins cut off, poor images, unreadable text, etc.).

5.12 The supplying library may suspend service to a requesting library if it fails to comply with the provisions of this code.

From the Explanatory Supplement:

*Suspension of Service*

A supplying library may suspend service to a requesting library following repeated or egregious breaches of this code. Examples of actions that may result in suspension include repeated failure to return loans in a timely manner, multiple lost or damaged items, allowing "library use only" items to leave the library, or failing to pay the supplier's charges. A supplying library should not suspend service without first attempting to address the problem(s) with the requesting library.