

A G E N D A

**REGULAR MEETING
VIGO COUNTY PUBLIC LIBRARY
Monday, July 19, 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 June 21, 2021, Regular Meeting** 2
4. **Treasurer's Report**
 - A. Monthly Financial Statement 5
 - B. Claims and Payroll 6
 - C. Special Claims 19
 - D. Gift Fund Report 20
5. **Reports to the Library Board**
 - A. Integrated Library System Solutions ~ Heather Rayl & Lauren Elyea
6. **Director's Report** 21
7. **Old Business**
8. **New Business**
 - A. Consideration of Policies
 - 1) VCPL Staff Manual - Holidays policy 30
 - B. Resolution on Sale of Surplus Property 32
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Regular Meeting:** Monday, August 16, 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 21st day of June 2021, the following persons were present:

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

Library Staff: Kristi Howe; Amy Gibson; Brett Taylor; Heather Rayl; Elizabeth Scamihorn; Dennis Shepard; Lauren Elyea; Cindy Bhatti; and Rob Fox. Virtual: Carey LaBella.

Others: Mark and Tiffany Baker, 12 Points & 3 Sisters Investments.

PUBLIC INPUT ON ACTION ITEMS

No public input.

CONSIDERATION OF REGULAR MEETING MINUTES

A motion to approve the minutes as written for the May 17, 2021, regular meeting, made by Goulding, seconded by Sister Dorothy, passed.

TREASURER'S REPORT

Monthly Cash Statement

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

Claims and Payroll

Mr. Taylor presented the Month End Claims dated May 28, 2021 in the amount of \$58,420.01 (Library Operating, \$58,184.96; Gift Fund, \$235.05); Library Operating Claims dated June 21, 2021, in the amount of \$79,829.12 (Library Operating Fund, \$78,555.82; Gift Fund, \$15.97; 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 two special claims with a total of \$96,048.30. The first claim for \$61,248.30 to Invengo American Corporation for the self-checks, circ pads and scanning wands. The second claim for \$34,800.00 to Tech Logic Corporations for the first payment for the automatic material handler.

Gift Fund Report

Mr. Taylor presented the Gift Fund report dated May 31, 2021 for \$59,395.20.

Approval of Treasurer's Report

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

REPORTS TO THE LIBRARY BOARD

VCSC Potential Building Projects

Superintendent of Vigo County School Corporation Dr. Rob Haworth discussed the following six topics: student enrollment, reduce spending (operational referendum), create a viable financial future for teachers and staff, talent and development (create a different outcome for graduates), how do facilities reflect that change, and how can VCSC help our community with talent attraction and retention. Dr. Haworth shared a website where people can join the community conversations and share their thoughts: tejoin.com - code 1823-990-202.

DIRECTOR'S REPORT

Ms. Howe commented on her written report.

Ms. Howe noted that budget preparations for 2022 are underway, including a tentative budget line for a branch in 12 Points. Required due diligence has begun, moving VCPL closer to a successful closing on the property in 12 Points. VCPL will have a Special Meeting board meeting for the Public Hearing on the 2022 Library Operating Budget on Tuesday, September 7, 2021. The meeting to adopt a budget will be on Monday, September 20, 2021.

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

OLD BUSINESS

There was no old business.

NEW BUSINESS

Consideration of Policies in the VCPL Staff Manual

Work Hours and Schedules policy

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

Resolution on Public Employees' Retirement Fund

Ms. Howe explained that during an audit, it was noted that the position titles for eligible PERF employees were outdated. In order to update eligibility criteria, the VCPL Board must approve the INPRS Resolution to Join the Public Employee's Retirement Fund. VCPL Attorney Scott

Craig reviewed the resolution provided by INPRS and recommended an additional resolution to clarify that VCPL is updating its participation/eligibility, not joining PERF anew.

A motion to approve both of the Resolutions, made by Goulding, seconded by Sister Dorothy, passed. (Copy of both Resolutions attached to official minutes.)

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

There were no suggestions.

NEXT MEETING

Regular Meeting, **Monday, July 19, 2021** at 5:30 p.m., Main Library.

ADJOURNMENT

A motion to adjourn the meeting made by Muyumba, seconded by Fenton, passed. The meeting adjourned at 6:14 p.m.

Terry W. Jones, President

Olivia K. Goulding, Vice President

Valentine K. Muyumba, Secretary

Christi A. Fenton, Board Member

ABSENT

James M. Young, Board Member

Sister Dorothy Rasche, Board Member

ABSENT

Daniel I. Pigg, Board Member

AG 6/28/21

Vigo County Public Library

Cash Statement
Vigo County Public Library
June 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	3,390,356.56	3,737,391.63	565,607.56		3,171,784.07	
100-01-1010	5,393,659.33	4,290,832.50	3,122,351.20	6,562,140.63	1,168,481.30	
Cash Gift Fund	59,395.20	184.10	192.79		(8.69)	
200-00-1010	63,760.68	3,840.06	8,214.23	59,386.51	(4,374.17)	
Cash Rainy Day Fund	1,748,249.16	0.00	0.00		0.00	
201-00-1010	1,748,249.16	0.00	0.00	1,748,249.16	0.00	
Cash Grants	(9,429.32)	0.00	2,514.66		(2,514.66)	
276-00-1010	(27,309.59)	26,311.52	10,945.91	(11,943.98)	15,365.61	5
Cash-Payroll Withholdings	1,122.16	65,542.55	65,542.55		0.00	
803-00-1010	1,289.84	431,228.77	431,396.45	1,122.16	(167.68)	

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
20210	KJB THEATERS	100	Check	350.00	56542	THE BIRDS FILM RIGHTS
*20189	WAYNE*DANNY	100	Check	390.00	56543	PRIDE FILM ON THE LAWN IN JUNE
						Total Count: 2
						Total Amount: 740.00
20178	ADP INC - AUTOPAY II	100	ACH	230.25	5517	WORKFORCE NOW HCM SUITE
20215	ADP INC - AUTOPAY II	100	ACH	658.07	5518	PAYROLL SERVICES
20179	AMAZON.COM LLC	100	ACH	47.87	5519	CIRC PRINT MATERIAL
20197	AMAZON.COM LLC	100	ACH	53.98	5520	AA BATTERIES
20198	AMAZON.COM LLC	100	ACH	18.98	5521	YS CIRC MATERIAL
*20188	BAILEY*KENDRA	100	ACH	1,500.00	5522	2021 SUMMER TUITION REIMBURSEMEI
20171	BAKER & TAYLOR INC	100 200	ACH	7,442.11	5523	CIRC PRINT MATERIAL, YS MATERIAL, A
20169	BOOK DEPOT	100	ACH	305.76	5524	BOOKS FOR KITS
20170	BOOK DEPOT	100	ACH	652.44	5525	SUMMER READING BOOKS
20208	BOOK DEPOT	100	ACH	2,943.79	5526	FIRST GRADE TOUR BOOKS SCHOOL Y
20216	DEMCO, INC	100	ACH	117.76	5527	LAMINATE 10 X 7 25/PK, MYLAR 10 IN
20182	EPROMOS	100	ACH	1,093.98	5528	BRANDED PROMOTIONAL ITEMS
20177	GALE/CENGAGE LEARNING	100	ACH	209.92	5529	CIRCULATING PRINT MATERIAL
*20213	GENTRY*LUKE	100	ACH	1,500.00	5530	2021 SUMMER TUITION REIMBURSEMEI
20209	GRAHAM FEED COMPANY	100	ACH	387.45	5531	SURESFT PELLETSPLUS
20184	KIRBY RISK CORPORATION		ACH	379.44	5532	OUTSIDE SPOTLIGHTS

<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>
20173	MIDWEST TAPE	100	<i>ACH</i>	2,891.09	5533	DVD/VIDEO MATERIAL
20175	PENWORTHY COMPANY	100	<i>ACH</i>	785.94	5534	YS MATERIAL
20206	RICOH USA INC	100	<i>ACH</i>	1,458.78	5535	COPIER LEASE
*20212	SALINAS*MEGHAN	100	<i>ACH</i>	1,500.00	5536	SUMMER 2021 TUITION REIMBURSEMEI
					Total Count:	20
					Total Amount:	24,177.61
*20167	EARL RODGERS & ASSOCIATE:	100	<i>E-pay</i>	585.00	7937	FLAG POLE MODIFICATION
20168	SHERWIN-WILLIAMS	100	<i>E-pay</i>	575.36	7938	PARKING LOT PAINT AND ROLLERS
*20172	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	361.58	7939	MAIN SEWAGE BILLING
*20174	ARAMARK UNIFORM SERVICES	100	<i>E-pay</i>	148.90	7940	WEST MAT SERVICE
20176	CENTER POINT LARGE PRINT	100	<i>E-pay</i>	288.81	7941	CIRCULATING PRINT MATERIAL
*19948	VISA CARD SERVICES	100 200	<i>E-pay</i>	2,579.42	7942	VARIOUS SUPPLIES, TRAVEL, REGISTR.
20120	KROGER	100	<i>E-pay</i>	47.24	7943	FLAVOR BYTES PROGRAM SUPPLIES
20183	NRK INC	100	<i>E-pay</i>	995.00	7944	PARKING LOT LIGHTS REPAIR
20185	OFFICE DEPOT	100	<i>E-pay</i>	116.36	7945	OFFICE SUPPLIES
*20187	REPUBLIC SERVICES OF WEST	100	<i>E-pay</i>	323.73	7946	MAIN TRASH SERVICE
20192	HANK METZGER LANDSCAPE	100	<i>E-pay</i>	351.50	7947	IRRIGATION SERVICE
*20193	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	671.40	7948	MAIN WATER SERVICE
*20194	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	109.12	7949	IRRIGATION SERVICE
*20195	ARAMARK UNIFORM SERVICES	100	<i>E-pay</i>	347.72	7950	MAIN SERVICE

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*20196	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	14.50	7951	LAUNDERING OF TABLECLOTHS
20199	ACTION PEST CONTROL, INC	100	<i>E-pay</i>	285.00	7952	WEST MONTHLY INSPECTION
20202	ENA	276	<i>E-pay</i>	1,257.33	7953	INTERNET SERVICE
20203	ENA	100	<i>E-pay</i>	655.59	7954	VOICE SERVICE
20217	T-MOBILE USA, INC.	100	<i>E-pay</i>	1,126.53	7955	MAIN HOTSPOT DATA
20218	T-MOBILE USA, INC.	100	<i>E-pay</i>	100.87	7956	WEST HOTSPOT DATA
*20219	AMERICAN LIBRARY ASSOCIAT	100	<i>E-pay</i>	1,300.00	7957	LIBRARY MEMBERSHIP FEES
20220	OFFICE DEPOT	100	<i>E-pay</i>	51.52	7958	CARDSTOCK FOR PR
20221	OFFICE DEPOT	100	<i>E-pay</i>	749.75	7959	COPY PAPER
*20078	CAPITAL ONE	100	<i>E-pay</i>	145.94	7960	DOOR PRIZE FOR PRIDE OPENING
20223	FUN EXPRESS, LLC	100	<i>E-pay</i>	151.80	7961	GIVEAWAY CRAFTS FOR YS DEPARTME
20224	SAM'S CLUB DIRECT	100	<i>E-pay</i>	161.46	7962	FOOD FOR SUMMER READING & PROGI
*20243	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	47.25	7971	LAUNDERING OF TABLECLOTHS
20244	VERIZON - WIRELESS	100	<i>E-pay</i>	705.76	7972	PHONE SERVICE
*20246	SHOPPER INC*THE	100	<i>E-pay</i>	251.77	7973	SINGLE DVD CASES

Total Count: **29**
Total Amount: **14,506.21**

<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 100:</i>	37,989.67
<i>Grand Total Fund 200:</i>	176.82
<i>Grand Total Fund 201:</i>	0.00
<i>Grand Total Fund 203:</i>	0.00
<i>Grand Total Fund 276:</i>	1,257.33
<i>Grand Total Fund 300:</i>	0.00
<i>Grand Total Fund 400:</i>	0.00
<i>Grand Total Fund 800:</i>	0.00

Grand Total Count:	51
Grand Total Amount:	39,423.82

ACCOUNTS PAYABLE VOUCHER**Vigo County Public Library Terre Haute, Indiana**

Payee 576	Purchase Order No. 210784, 210781 210834, 210854, 210852, 210690 210677, 210850, 210698, 210703 210728, 210716, 210751, 210764 210739, 210797, 210870
VISA CARD SERVICES CARD SERVICES PO BOX 875852 KANSAS CITY, MO 64187-5852	
Terms E-PAY	
Date Due 6/30/2021	

Invoice Date	Invoice Number	Description (or attach invoice(s))	Amount	
6/2/2021	24692164T2XL BRWKG	GOOGLE WORKSPACE	222	00
6/2/2021	24692164T2XS HXQY1	WALMART- COCKTAIL TABLES FOR PROGRAMMING	548	80
6/8/2021	24492154ZRT NHZ16R	PAYPAL- REGISTRATION FOR NATURE EXPLORE CLASS	35	00
6/11/2021	7428450543K9 60XK0	PAYPAL- ADDITIONAL 9 APP LICENSES	129	90
6/11/2021	2443106522DY ZBLFD	SWANK MOVIE LICENSING-MOONLIGHT FILM RIGHTS	275	00
5/17/2021	24137464A2X AH6R5A	MENARDS- WATERING CANS FOR KITS	99	75
5/17/2021	74137464A2X Q7QX39	CREDIT-MENARDS- LITTLE FREE LIBRARY AND FRIENDS SIGN	-48	98
6/10/2021	24326845260H 5JBH2	ALA ANNUAL CONFERENCE REGISTRATION	205	00
5/18/2021	24733094BBM 2N3P8H	BULLFROG FILMS- DIGITAL AND IN PERSON FILM SCREENING	415	00
5/20/2021	24692164Q2X WPJZRE	AMERICAN ASSOCIATION OF NOTARIES- NOTARY SUPPIES	56	90
5/21/2021	24765014DP5Q 2G475	MCALISTERS DELI- UNITED WAY AWARD	87	68
5/20/2021	24801664D0G RXGYFG	KEREKES BAKERY AND RESTAURANT- FLAVOR BYTES KIT CONTENTS	36	78
5/26/2021	24692164K2X YT7K7P	COSTUME SPECIALISTS- WILD THING FOR WEST CELEBRATION	160	00
5/26/2021	24269794K2X G6XMQ0	VACUUM WORLD- SEWING MACHINE MAINTENANCE	214	90
6/2/2021	24137464S2XQ RVVD6	MENARDS- CERAMIC TILES FOR COASTERS	18	00

6/4/2021	24207854W4N A4Y2M1	TERRE HAUTE PARKS AND RECREATION- SHELTER RESERVATION FOR DOG KIT DISCUSSION	36	00
6/16/2021	2469216582XV 4SPR4	FEDERAL COFFEE AND FINE FOODS- STAFF TRAINING AWARD	87	69
TOTAL			2579	42

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 - _____, 2021

Librarian

Voucher No.	Warrant No.	PAYEE		
Charge These Appropriations				
Account Number	Account Name	Amount		
4245	100-01	87.69		
4324	100-01	205.00		
4441	100-01	548.80		
4213	100-02	49.95		
4325	100-02	6.95		
4231	100-03	-48.98		
4245	100-04	99.75		
4314	100-06	214.90		
4245	100-07	18.00		
4245	100-08	30.00		
4324	100-08	35.00		
4325	100-08	6.78		
4310	100-09	129.90		
4314	100-09	222.00	APPROVED	, 2021
4314	100-12	886.00		
4245	200-00	87.68		
			In the amount of \$	
	Total	2,579.42	See Claims Docket	

Library Form No. 4 (1934)

Prescribed by State Board of Accounts

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
20285	KJB THEATERS	100	<i>Check</i>	228.00	56544	POPCORN FOR THE BIRDS
20327	GRAPHIC PRODUCTS	100	<i>Check</i>	743.96	56545	VINYL TAPE FOR LABELMAKER
20347	INDIANA STATE UNIVERSITY	100	<i>Check</i>	63,800.96	56546	ANNUAL MAINTENANCE INNOVATIVE YE
*20312	INDIANAPOLIS PUBLIC LIBRAR'	100	<i>Check</i>	21.94	56547	ILL REIMBURSEMENT
20211	KJB THEATERS	100	<i>Check</i>	350.00	56548	JAWS FILM RIGHTS
					Total Count:	5
					Total Amount:	65,144.86
20321	ADP INC - AUTOPAY II	100	<i>ACH</i>	670.15	5537	PAYROLL SERVICES
20339	AMAZON.COM LLC	100	<i>ACH</i>	219.97	5538	VIDEO GAMES
20345	AMAZON.COM LLC	100	<i>ACH</i>	9.99	5539	CIRC PRINT MATERIAL
20236	AMAZON.COM LLC	100	<i>ACH</i>	29.83	5540	DVD/VIDEO MATERIAL
20240	AMAZON.COM LLC	100	<i>ACH</i>	74.74	5541	CIRC PRINT MATERIAL
20241	AMAZON.COM LLC	100	<i>ACH</i>	19.99	5542	DVD/VIDEO MATERIAL
20242	AMAZON.COM LLC	100	<i>ACH</i>	64.88	5543	DVD/VIDEO MATERIAL
20245	AMAZON.COM LLC	100	<i>ACH</i>	102.68	5544	YS CIRC MATERIAL
20247	AMAZON.COM LLC	100	<i>ACH</i>	25.65	5545	YS CIRC MATERIAL
20260	AMAZON.COM LLC	100	<i>ACH</i>	123.81	5546	VIDEO GAMES
20277	AMAZON.COM LLC	100	<i>ACH</i>	60.78	5547	SAFETY SUN HATS
20278	AMAZON.COM LLC	100	<i>ACH</i>	29.99	5548	DVD/VIDEO MATERIAL
20290	AMAZON.COM LLC	100	<i>ACH</i>	53.00	5549	1 GALLON WATER COOLERS

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
20332	AMAZON.COM LLC	100	ACH	29.99	5550	VIDEO GAMES
20337	AMAZON.COM LLC	100	ACH	47.81	5551	KIT STORAGE BOXES
20338	AMAZON.COM LLC	100	ACH	49.91	5552	KIT STORAGE BOXES
20340	AMAZON.COM LLC	100	ACH	17.89	5553	BAGS FOR KITS
20341	AMAZON.COM LLC	100	ACH	68.37	5554	YS GAMES
20343	AMAZON.COM LLC	100	ACH	26.80	5555	USB FLASH DRIVES FOR STAFF
20268	BAKER & TAYLOR INC	100	ACH	6,376.08	5556	CIRC PRINT MAT,YS MAT, AUDIO RECO
20257	BRODART COMPANY	100	ACH	70.94	5557	LAMINATE 10 X 7 25/PK
*20255	CULLIGAN WATER CONDITIONI	100	ACH	145.00	5558	MAIN COOLER RENTAL
*20256	CULLIGAN WATER CONDITIONI	100	ACH	25.00	5559	WEST COOLER RENTAL
*20288	DONALD R FREY & COMPANY I	100	ACH	6,912.47	5560	ANNUAL SUPPORT
20233	E-Z CLEAN INC	100	ACH	93.64	5561	SUPPLY ORDER
20234	E-Z CLEAN INC	100	ACH	54.62	5562	CLEANING AND SANITATION SUPPLIES
20259	E-Z CLEAN INC	100	ACH	1,141.80	5563	CLEANING, SANITATION, & OPERATING
20328	EPIC INSURANCE MIDWEST	100	ACH	1,000.00	5564	PUBLIC OFFICIAL BOND- B TAYLOR
20270	GALE/CENGAGE LEARNING	100	ACH	373.34	5565	CIRC PRINT MATERIALS
20286	GOV CONNECTION INC	100	ACH	604.40	5566	SSD UPGRADES
*20125	LOWE'S COMMERCIAL SERVI	100	ACH	395.43	5567	MAINTENANCE SUPPLIES
*20267	MIDWEST COMMUNICATIONS, I	100	ACH	800.00	5568	SUMMER READING RADIO PROMO
20263	MIDWEST TAPE	100	ACH	13 2,241.43	5569	DVD/VIDEO MATERIAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
20271	MIDWEST TAPE	100	ACH	5,903.13	5570	HOOPLA INVOICE
20305	NEW AVENUES	100	ACH	158.33	5571	ALA CARTE ADMIN FEE
20306	NEW AVENUES	100	ACH	90.00	5572	CLINICAL HOURS
20275	OCLC INC	100	ACH	6,066.00	5573	CATALOGING SUBSCRIPTION
20276	OCLC INC	100	ACH	670.08	5574	EZPROXY
*20309	PROQUEST INFO & LEARNING I	100	ACH	8,566.31	5575	HERITAGE QUEST & ANCESTRY INVOIC
20304	RICOH USA INC	100	ACH	1,510.08	5576	COPIER LEASE
20238	SHOWCASES	100	ACH	16.59	5577	BKCD CASES, 12 DISC DVD CASES
20239	SHOWCASES	100	ACH	123.12	5578	BKCD CASES, 12 DISC DVD CASES
*20301	UNIQUE MANAGEMENT SERVIC	100	ACH	511.32	5580	NOTICES
*20302	UNIQUE MANAGEMENT SERVIC	100	ACH	393.80	5581	PLACEMENTS
20273	WEAS ENGINEERING INC	100	ACH	491.72	5582	WATER TREATMENT MANAGEMENT
					Total Count:	45
					Total Amount:	46,460.86
20237	ORKIN PEST CONTROL	100	E-pay	443.58	7970	MAIN TERMITE CONTROL
20251	DLC MEDIA, INC.	100	E-pay	200.00	7977	SUMMER READING RADIO PROMO
20252	DLC MEDIA, INC.	100	E-pay	200.00	7978	SUMMER READING RADIO PROMO
20254	CINTAS CORPORATION	100	E-pay	30.96	7979	MAIN CABINET SERVICE
*20258	COURTESY CLEANING CENTEF	100	E-pay	17.57	7980	LAUNDERING OF TABLECLOTHS
*20262	APPLE HOUSE*THE	200	E-pay	121.64	7981	FLOWERS FOR GARDEN
20264	SULLIVAN DAILY TIMES		E-pay	163.00	7982	NEWSPAPERS

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		100				
20269	BANNER GRAPHIC		<i>E-pay</i>	153.00	7983	NEWSPAPERS
		100				
*20274	ARAMARK UNIFORM SERVICES		<i>E-pay</i>	148.90	7984	WEST MAT SERVICE
		100				
20279	ENA		<i>E-pay</i>	1,257.33	7985	INTERNET SERVICE
		276				
20280	ENA		<i>E-pay</i>	668.05	7986	VOICE SERVICE
		100				
20281	PAYPAL INC		<i>E-pay</i>	19.95	7987	MONTHLY PAYFLOW LINK
		100				
20283	WEX BANK		<i>E-pay</i>	125.53	7988	FUEL
		100				
*20284	INDIANA AMERICAN WATER CC		<i>E-pay</i>	59.08	7989	PRIVATE FIRE SERVICE
		100				
*20287	TOWN OF WTH WATER & SEWE		<i>E-pay</i>	59.52	7990	WEST WATER/WASTE SERVICE
		100				
20289	ORKIN PEST CONTROL		<i>E-pay</i>	65.77	7991	WEST MONTHLY PEST CONTROL
		100				
20293	JOINK LLC		<i>E-pay</i>	275.00	7992	CLOUD BACKUP
		100				
*20294	APPLE HOUSE*THE		<i>E-pay</i>	54.00	7993	MULCH
		100				
*20295	APPLE HOUSE*THE		<i>E-pay</i>	54.00	7994	MULCH
		100				
*20296	APPLE HOUSE*THE		<i>E-pay</i>	54.00	7995	MULCH
		100				
*20297	APPLE HOUSE*THE		<i>E-pay</i>	54.00	7996	MULCH
		100				
*20298	APPLE HOUSE*THE		<i>E-pay</i>	54.00	7997	MULCH
		100				
*20299	APPLE HOUSE*THE		<i>E-pay</i>	27.00	7998	MULCH
		100				
*20300	APPLE HOUSE*THE		<i>E-pay</i>	54.00	7999	MULCH
		100				
*20303	ARAMARK UNIFORM SERVICES		<i>E-pay</i>	305.72	8000	MAIN SERVICE
		100				
*20307	COURTESY CLEANING CENTEF		<i>E-pay</i>	21.77	8001	LAUNDERING OF TABLECLOTHS
		100				
20308	BP IMAGING SOLUTIONS		<i>E-pay</i>	15 2,547.00	8002	VIEWSCAN MAINTENANCE RENEWAL
		100				

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
20310	WAGeworks, INC.	100	E-pay	168.82	8003	COBRA MONTHLY FEE
20313	CENTERPOINT ENERGY	100	E-pay	22.06	8004	WEST GAS SERVICE
20324	WTHI TELEVISION	100	E-pay	365.00	8005	SUMMER READING ADVERTISEMENTS
20325	WTHI TELEVISION	100	E-pay	342.56	8006	SUMMER READING ADVERTISEMENTS
20326	WTHI TELEVISION	100	E-pay	20.00	8007	SUMMER READING ADVERTISEMENTS
*20329	COURTESY CLEANING CENTEF	100	E-pay	16.25	8008	LAUNDERING OF TABLECLOTHS
20331	HANK METZGER LANDSCAPE	100	E-pay	180.00	8009	IRRIGATION SERVICE
20333	NEXSTAR BROADCASTING	100	E-pay	500.00	8010	SUMMER READING ADVERTISEMENTS
20334	NEXSTAR BROADCASTING	100	E-pay	245.00	8011	SUMMER READING ADVERTISEMENTS
20335	NEXSTAR BROADCASTING	100	E-pay	240.00	8012	SUMMER READING ADVERTISEMENTS
20336	FRONTIER	100	E-pay	48.40	8013	WEST PHONE SERVICE
20342	CINTAS CORPORATION	100	E-pay	30.07	8014	WEST CABINET SERVICE
*20348	DUKE ENERGY *	100	E-pay	11,118.78	8015	MAIN ELECTRIC SERVICE
*20349	DUKE ENERGY *	100	E-pay	787.19	8016	WEST ELECTRIC SERVICE

Total Count: **41**
Total Amount: **21,318.50**

Grand Total Fund 100:	131,545.25
Grand Total Fund 200:	121.64
Grand Total Fund 201:	0.00
Grand Total Fund 203:	0.00
Grand Total Fund 276:	1,257.33
Grand Total Fund 300:	0.00
Grand Total Fund 400:	0.00
Grand Total Fund 800:	0.00

Grand Total Count:	91
Grand Total Amount:	132,924.22

**Payroll Payable
Voucher Register**

Vigo County Public Library

For Period June -2021

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Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
6/11	Pay#12	Gross Payroll	\$ 122,462.46	\$ 122,462.46	ACH	
6/11	Pay#12	FICA	\$ 8,983.68	\$ 8,983.68	ACH	
6/11	Pay#12	PERF	\$ 16,461.29	\$ 16,461.29	ACH	
6/25	Pay#13	Gross Payroll	\$ 121,876.14	\$ 121,876.14	ACH	
6/25	Pay#13	FICA	\$ 8,938.82	\$ 8,938.82	ACH	
6/25	Pay#13	PERF	\$ 16,177.54	\$ 16,177.54	ACH	
6/25	Pay#13	Anthem	\$ 52,056.81	\$ 52,056.81	ACH	
6/25	Pay#13	Guardian	\$ 5,221.89	\$ 5,221.89	ACH	
		Gross Payroll			ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

Total library cost			\$ 352,178.63			
June	pays 12 & 13	Great West	\$ 1,579.10	\$ 1,579.10	ACH	Staff withholding
June	pays 12 & 13	Garnishments	\$ 500.00	\$ 500.00	ACH	Staff withholding
June	pays 12 & 13	AFLAC	\$ 1,077.26	\$ 1,077.26	ACH	Staff withholding
June	pays 12 & 13	United Way	\$ 422.00	\$ 422.00	ACH	Staff withholding
June	pays 12 & 13	Anthem	\$ 7,475.64	\$ 7,475.64	ACH	Staff withholding
June	pays 12 & 13	HSA adj.		\$ -	ACH	Staff withholding
June	pays 12 & 13	Guardian	\$ 763.92	\$ 763.92	ACH	Staff withholding
June	pays 12 & 13	Boston Mutual	\$ 661.56	\$ 661.56	ACH	Staff withholding
June	pays 12 & 13	Fed Tax	\$ 18,789.21	\$ 18,789.21	ACH	Staff withholding
June	pays 12 & 13	State Tax	\$ 7,551.65	\$ 7,551.65	ACH	Staff withholding
June	pays 12 & 13	Local Tax	\$ 4,531.32	\$ 4,531.32	ACH	Staff withholding
June	pays 12 & 13	FICA	\$ 17,922.50	\$ 17,922.50	ACH	Staff withholding
June	pays 12 & 13	Vol. PERF	\$ 4,268.39	\$ 4,268.39	ACH	Staff withholding
Staff Cost				\$ 65,542.55		

**Payroll Payable
Voucher Register**

Vigo County Public Library

For Period June -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.

July 19, 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 \$ 352,178.63

Dated this 19th day of July 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

<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>
20344	TECH LOGIC CORPORATION	100	<i>ACH</i>	43,500.00	5579	AUTOMATIC MATERIAL HANDLER

Total Count: **1**
Total Amount: **43,500.00**

<i>Grand Total Fund 100:</i>	43,500.00
<i>Grand Total Fund 200:</i>	0.00
<i>Grand Total Fund 800:</i>	0.00
<i>Grand Total Fund 400:</i>	0.00
<i>Grand Total Fund 203:</i>	0.00
<i>Grand Total Fund 276:</i>	0.00
<i>Grand Total Fund 201:</i>	0.00
<i>Grand Total Fund 300:</i>	0.00

Grand Total Count:	1
Grand Total Amount:	43,500.00

GIFT FUND BALANCES

2021

FUND	AMOUNT	PURPOSE	Approval
00-General	\$ 785.46	Unrestricted Use	Admin.
64-SPC	\$ 11,432.41	Support of SPC	Admin.
65-Big Read	\$ 450.00	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	\$ 878.35	Support of West Branch	Admin.
72-Friends	\$ -	Support of pre-approved programs/ir	Admin.
73-WVLC	\$ -	Support of LLC literacy ev	Admin.
74-Wiley Cupola	\$ 1,274.00		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	\$ 148.80	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	\$ 142.51	Buy a bk	Admin.
TOTAL	\$ 59,386.51		

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JULY 19, 2021

INTEGRATED LIBRARY SYSTEM SOLUTIONS

VCPL currently shares an Integrated Library System (ILS) with Indiana State University and St. Mary of the Woods College (Rose-Hulman Institute of Technology was an original partner, but withdrew at the end of 2017). While sharing a system has historically been advantageous in some ways, the benefits of the Library Consortium of Vigo County (LCVC) no longer outweigh the drawbacks and VCPL Administration recommends the Library Board authorizes the Executive Director to provide written notice of intent to withdraw per the Memo of Understanding (MOU) for the LCVC.

The LCVC was formed with 3 primary objectives: cooperative library services, efficiency of effort, and financial accountability.

When LCVC formed in 2010, many libraries operated with a locally-hosted ILS. The local hosting of an ILS required significant funding for technology hardware, as well as staff support and expertise. By sharing an ILS, VCPL, ISU, SMWC, and RHIT were able to achieve cost-savings by eliminating the local hosting costs at 3 institutions. Staff would also be able to share cataloging records, a potential time-saving benefit. The formation of the LCVC and subsequent sharing of the ILS intended to enable each organization to achieve 2 of the 3 primary objectives: efficiency of effort and financial accountability.

In 2021, the successful obtainment of LCVC objectives looks a little different. The ILS is now hosted in the cloud, and the financial benefits and costs saved by reducing the duplication of locally hosted systems are no longer realized. After 11 years, the hoped for efficiencies of sharing catalog records has not manifested in measurable ways for VCPL. Instead, VCPL staff usually handle significantly different materials than their academic peers in high-education. Cataloging records for VCPL are more efficiently obtained from professional services tailored to public libraries than from the LCVC ILS.

Cooperative library services within the LCVC are largely independent of the ILS, and VCPL would continue to cooperate with library peers after withdrawing from the consortium. For example, the four original members still collaborate in recognizing National Library Week, and VCPL makes library cards available to all college students at each of the 3 campuses. The consortium-model sharing of materials amongst member organizations was never offered in the LCVC ILS, so leaving the ILS will not have a negative impact on VCPL customer resources.

Over the past several months, Heather Rayl and Lauren Elyea have been investigating possible ILS solutions for VCPL that might better serve customer and staff needs. After viewing several demonstrations from major vendors in the field and receiving initial price quotes, a committee of VCPL staff was formed to begin planning for staff-wide evaluations of ILS choices. This summer, staff will view demos and use trials to evaluate options. VCPL Administration will then consider which vendor will best meet expectations and satisfy staff and customers. The projected timeline for this project calls for discussions with the preferred vendor in the fall of 2021, with a vendor contract presented to the Library Board for approval at a board meeting. Plans for the migration to a new system would occur through the winter and spring of 2022, with the anticipated launch of a new ILS in the summer of 2022.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JULY 19, 2021

ADULT SERVICES

CUSTOMER FEEDBACK

Assistant Librarian Luke Gentry was assisting a customer with the fax machine, and the person commented, *I don't think I know anywhere else where the people just seem to want to help so much like they do here. I just really appreciate the people that work here. Everyone is just so helpful and polite and courteous. Both on this side, and over there in the Computer Lab. I'm just so impressed with everyone that works here. If I have a problem in the computer lab, I can just pick up the phone and they'll control that arrow and help me figure out what I'm doing. Everybody here is just great!*

A new mother expressed her appreciation to Adult Services Manager Jeanette Bouchie for home delivery of both books and printed documents: *We were up most of the night with our daughter. She's not sleeping through the night right now, she's 6 1/2 months.* She greatly appreciated being able to stay home with her baby and still have access to library resources.

A customer shared with Adult Services staff how much she loves VCPL. *I tell everyone, if you need something to do, just go to the library!*

Additional feedback included appreciation for mobile hotspots and that those devices are the primary way some customers keep in touch with out-of-town friends and family and share photographs. *It was a blessing when VCPL recently purchased the additional hotspots.*

Luke Gentry reported that a customer picked up a kit for *Little Sprouts – What Is Biodiversity?* and with a big smile on their face said, *I'm so excited to be able to share my library with my granddaughter!*

SUMMER READING PROGRAM



Adult Services staff members have been facilitating book discussions as a part of the Summer Reading Program, Tails & Tales.

Librarian Carey Labella spoke to a group of humans and canines at the Fairbanks Park dog park on June 15 about dogs.

Librarian Melinda Belles spoke about Conscious Conservation at the ISU Community Garden on June 29. A customer said, "Melinda rocked it!" when talking about the SRP event at the ISU Community Garden.

Upcoming topics include Art Inspired by Nature, Animal Rescue, and The Threat of Humans.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JULY 19, 2021

PROGRAMS AND EVENTS

14TH LITTLE FREE LIBRARY

The 14th VCPL Little Free Library unit was installed on June 16 at the Booker T. Washington Community Center at 1101 South 13th Street, where it will be enjoyed by the countless individuals that find enrichment at the center. Booker T. Washington Community Center houses the CASY offices, maintains a full size gymnasium for all ages, and operates a splash pad outdoors, ensuring there will be no shortage of opportunities for books to find new homes. This Little Free Library was painted by the children that attend CASY's before and after school program as part of their curriculum. Rachel Reed, the School-Age Program Coordinator says, "The kids are so excited and loved being part of the ribbon cutting. We really had so much fun with this project!"



TERRE FOODS COOPERATIVE MARKET'S BLUEBERRY FESTIVAL



On July 12, VCPL staff members attended the Terre Foods Cooperative Market's Blueberry Festival. Attendees played games and spun the wheel to win prizes. Carolyn Clark, Kateri Tuttle, Luke Gentry, Sarah Trover, and Cindy Bhatti attended this event, most importantly, to represent the Library and to ask questions about what the 12 Points community would want from a future 12 Points Library Branch. Community members were thrilled at the possibility of the Library having a branch with books and meeting areas, but they also suggested hosting a community garden, offering curbside pick-up, used books for sale, a technology lab and a space for creating art. Staff interacted with 290 people at this event.

TERRE HAUTE FARMER'S MARKET KIDS' DAY FESTIVAL

Sloane Engle and LeRaye Cameron represented the VCPL at the Terre Haute Farmer's Market Kid's Day Festival on June 26. They helped create sand art necklaces and bracelets, gave away mermaid tail backpacks that kids could color, and offered games for all of the families in attendance. They interacted with 225 people at this event and promoted the Summer Reading program.



DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD

JULY 19, 2021

ARTS ILLIANA TABLESCAPES



Tails & Tales was the theme of the VCPL table design entry for Arts Illiana's Tablescapes event; this design was inspired by the Summer Reading theme. Book titles for children and adults that connect to animals were highlighted, including *Pat the Bunny*, *Bird Box* and *Mockingjay*. Animal tails, flowers made of book pages, and stacks of books layered on a classic card catalog caught the eye of the judges, who awarded the VCPL table third place as Judge's Choice. The VCPL design received first place in the category of Best Theme. Sarah Trover, Nicole Norris, Angelina Melcho, and Carly Maxey served on the design committee.

RECOVERY: A COMMUNITY CONVERSATION

Recovery: A Community Conversation was hosted on June 26 in partnership with the Wabash Valley Recovery Alliance to help to reduce stigma associated with substance abuse disorder in the Wabash Valley. Speakers shared personal stories of recovery, as well as stories of how they have supported their loved ones through their long term sobriety. Community organizations CODA, and Mental Health America shared their experience having peer recovery coaches on-site over the last year. CASY shared tips on how to talk to your children about substance abuse no matter their age. Attendees felt a sense of support at this event and one even shared on a comment card, "Keep doing what you do. These events save lives. It saved mine."

Recovery
A Community Conversation
with the Wabash Valley Recovery Alliance

Schedule

10:00 a.m. - 10:10 a.m.	Opening Remarks
10:10 a.m. - 10:30 a.m.	Introductions
10:30 a.m. - 10:50 a.m.	Peer Recovery Coaches with Christy Crowder
10:50 a.m. - 11:10 a.m.	Peer Recovery Coaches On-Site with Christy McCullough and Myra Wilkey
11:10 a.m. - 11:30 a.m.	Long-Term Recovery with Brian Kendrick
11:30 a.m. - 11:50 a.m.	Community Conversation
11:50 a.m. - 12:20 p.m.	Lunch and Resource Tables
12:20 p.m. - 12:50 p.m.	Personal Story and Family in Recovery with Natasha Khan
12:50 p.m. - 1:10 p.m.	Family Member's Perspective of Recovery with Tammy Boland
1:10 p.m. - 1:30 p.m.	Talk to Your Kids with Chances and Services for Youth
1:30 p.m. - 2:00 p.m.	Community Conversation

Panel – These individuals will help facilitate community conversations

10:00 a.m. - 12:00 p.m.	12:00 p.m. - 2:00 p.m.
Kristen Aninger United Way of the Wabash Valley	Mel Kirchner Harsho Behavioral Center
Christina Crist Team of Mercy & FSA	Philip Ross Truman House
Prosecutor Terry Modest Vigo County Prosecuting Attorney	Judge Matthew Sheehan Terre Haute City Court
Chris Switzer Vigo County Commissioner	Kyle Toney Terre Haute Police Department
Matt McAdow Next Step Foundation	

Recovery Center
Vigo County Public Library
GENERATING CHANGE. TRANSFORMING LIVES.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JULY 19, 2021



TECH TEAM

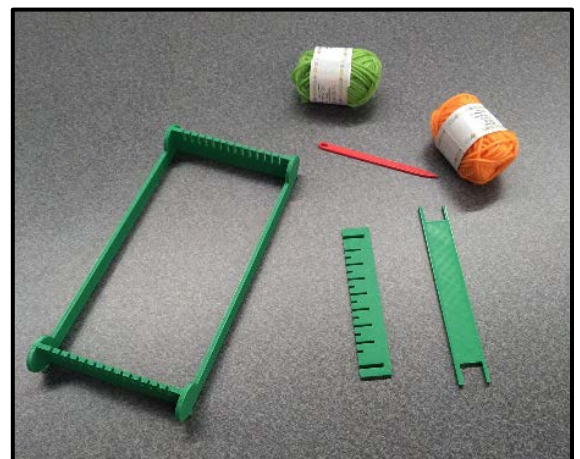
SHAKE YOUR TAIL FEATHERS: BIRDING PHOTOGRAPHY

VCPL Tech Team Librarian Ashley Wadsworth coordinated the program *Shake Your Tail Feathers: Birding Photography*, along with Elizabeth Scamihorn, VCPL Strategic Communications Manager and Board Member of TREES, Inc. The presenter for the program was Marty Jones, President of Ouabache Land Conservancy, member of the Wabash Valley Audubon Society, and expert nature and wildlife photographer with more than forty years of experience. Attendees learned tips, tricks, and tools for birding photography and birding hotspots in Indiana. The TREES, Inc. photography contest theme was announced at the end of the program, and ten attendees won a \$30 voucher towards a purchase at Galloway Camera. Feedback indicated those who watched really enjoyed the program and that multiple members of households watched together and benefited from Marty's expertise.

WEST BRANCH

MAKER KIT TO GO: MINI LOOM

West Branch Librarian Sharon McConnell curated a virtual program that featured the West Branch 3D printer. Sharon used the printer to make weaving looms, shuttles, combs, and needles to use in a kit for participants



DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JULY 19, 2021

seeking to learn the basics of weaving. Sharon also recorded a video showing the step-by-step process of weaving for viewers to follow along with at their leisure. The kits were well received, with all 40 being reserved within three days of registration opening. While staff were working on printing the looms, a West customer inquired about the 3D printer. The customer had been printing at the Main Library before VCPL closed due to the pandemic and was not aware that West had a printer. He was very excited to learn that he would be able to come to the West Branch to do his 3D printing.

YOUTH SERVICES

EMILY'S GARDEN



The Herrington family, descendants of long-time library customer and volunteer Emily Herrington, have pledged an annual donation to the West Branch to maintain the Garden Area of the Nature Explore Outdoor Classroom. The area will now be called “Emily’s Garden” in her memory. Chris Herrington, Eric Fisher, and Elizabeth Scamihorn are working together to design a dedication sign for the garden.

PERSONNEL CHANGES

RESIGNATION

Stinson, Amber R. - Resignation from the full-time non-exempt position of Communications Specialist in the Communications Department effective July 16, 2021.

RETIREMENT

Chandler, Lauri A. - Retirement from the full-time non-exempt position of Youth Services Manager in the Youth Services Department effective August 11, 2021.

Konazeski, Raina L. - Retirement from the full time non-exempt position of Adult Services Librarian in the Adult Services Department effective September 2, 2021.

Respectfully submitted,

Kristi J. Howe

7/15/21 Admin AG

Vigo County Public Library
June 2021

	June-21	June-20		YTD 2021	YTD 2020	
Print Circulation	23,875	14,774	61.6%	117,814	86,839	35.7%
A/V Circulation	7,732	6,404	20.7%	45,831	54,950	-16.6%
Misc	382	193	97.9%	1,871	1,497	25.0%
Electronic Devices	64	31	106.5%	278	192	44.8%
TOTAL	32,053	21,402	49.8%	165,794	143,478	15.6%

	June-21	June-20		YTD 2021	YTD 2020	
Overdrive						
E-book	5,118	5,974	-14.3%	29,995	33,035	-9.2%
E-audiobook	7,886	2,703	191.7%	21,590	15,638	38.1%
E-Magazines	200	137	46.0%	1,913	1,235	54.9%
E-video or music	14	5	180.0%	34	82	-58.5%
TOTAL	13,218	8,819	49.9%	53,532	49,990	7.1%

Hoopla						
E-audiobook	1,559	1,639	-4.9%	8,249	9,339	-11.7%
E-Books	745	980	-24.0%	4,398	5,760	-23.6%
E-Comics	185	197	-6.1%	1,042	1,122	-7.1%
E-music	144	208	-30.8%	767	1,301	-41.0%
E-video movie	231	282	-18.1%	1,195	1,886	-36.6%
E-video TV	140	266	-47.4%	4,010	1,773	126.2%
TOTAL	3,004	3,572	-15.9%	19,661	21,181	-7.2%

	June-21	June-20		YTD 2021	YTD 2020	
Reference [fact-finding]	3,066	2,709	13.2%	16,806	16,486	1.9%

Items Added to the Collection

June-21	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Purchased Items	803	312	18	0	24	25	1,182
Donated Items	0	0	0	0	0	0	0
Total Items Added	803	312	18	0	24	25	1,182

YTD 2021	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Purchased Items	4,214	1,839	96	24	65	44	6,282
Donated Items	11	0	0	0	0	0	11
Total Items Added	4,225	1,839	96	24	65	44	6,293

New Materials Ordered and Received

June-21	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Ordered	1,043	502	18	11	14	17	1,605
Received	1,043	316	20	0	15	10	1,404

YTD 2021	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Ordered	6,321	1,827	119	28	80	64	8,439
Received	4,334	1,773	27	107	20	63	6,340

ON-SITE PROGRAMS	June-21	June-20		YTD 2021	YTD 2020	
Youth programs/events/classes	3	0	NULL	3	91	-96.7%
Teen programs/events/classes	0	0	NULL	0	8	-100.0%
Adult programs/events/classes	1	0	NULL	1	54	-98.1%
Family/general	3	2	50.0%	8	54	-85.2%
TOTAL	7	2	250.0%	12	207	-94.2%

ON-SITE ATTENDANCE	June-21	June-20		YTD 2021	YTD 2020	
Youth attendance	53	0	NULL	53	530	-90.0%
Teen attendance	0	0	NULL	0	38	-100.0%
Adult attendance	62	0	NULL	62	1,149	-94.6%
Family/general attendance	99	19	421.1%	130	651	-80.0%
TOTAL	214	19	1026.3%	245	2,368	-89.7%

OFF-SITE PROGRAMS	June-21	June-20		YTD 2021	YTD 2020	
Youth outreach	0	4	-100.0%	0	29	-100.0%
Teen outreach	0	2	NULL	0	8	-100.0%
Adult outreach	6	1	500.0%	13	45	-71.1%
Family outreach	0	4	NULL	4	7	-42.9%
Participation in Community Events	1	0	NULL	2	1	100.0%
TOTAL	7	11	-36.4%	19	90	-78.9%

OFF-SITE ATTENDANCE	June-21	June-20		YTD 2021	YTD 2020	
Youth outreach attendance	0	292	-100.0%	0	605	-100.0%
Teen outreach attendance	0	66	NULL	0	89	-100.0%
Adult outreach attendance	42	231	-81.8%	266	914	-70.9%
Family outreach attendance	0	326	NULL	260	352	-26.1%
Community Events Interactions	183	0	NULL	341	6	5583.3%
TOTAL	225	915	-75.4%	867	1,966	-55.9%

	June-21	June-20		YTD 2021	YTD 2020	
Adult materials deliveries	47	44	6.8%	282	367	-23.2%
Youth materials deliveries	0	17	-100.0%	0	187	-100.0%
TOTAL	47	61	-23.0%	282	554	-49.1%

	June-21	June-20		YTD 2021	YTD 2020	
Computer Users	2,738	617	343.8%	16,665	16,481	1.1%
Web Site Hits	15,539	17,604	-11.7%	102,038	108,572	-6.0%
Mobile App Visits	563	611	-7.9%	3,327	3,537	-5.9%

	June-21	June-20		YTD 2021	YTD 2020	
Subscription Databases	12,056	13,546	-11.0%	74,599	91,433	-18.4%
ILL provided to other libraries	220	435	-49.4%	1,342	369	263.7%
ILL received from other libraries	259	194	33.5%	1,554	679	128.9%

**The Statistics report from January 2021 to May 2021 only reflected ILLs from Worldshare. The totals above reflect ILLs from both Worldshare and SRCS. Moving forward we will continue to report the total combined ILLs for Worldshare and SRCS.*

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

Children (ISL:0-11 yrs)	2
YA (ISL:12-18yrs)	1
Adult (ISL:18 + yrs)	4
General (all ages)	0
ESL - Adult	0
ESL - Family	0
Community Read (all ages)	0
Book Discussion (all ages)	0
Livestream Only Attendance	86

Recorded Programs - (Never Presented Live)

Children (ISL:0-11 yrs)	5
YA (ISL:12-18yrs)	0
Adult (ISL:18 + yrs)	2
General (all ages)	0
ESL - Adult	0
ESL - Family	0
Community Read (all ages)	0
Book Discussion (all ages)	0

Views/Hits of Recorded Programs 224

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)
140	0	75	0

HOLIDAYS

Vigo County Public Library (VCPL) provides paid holiday leave to eligible employees according to the following schedule:

Exempt and Full-Time Non-Exempt

- Personal Holiday (Floating)
- New Year's Day
- Martin Luther King Day/Presidents Day (Floating)
- Memorial Day
- Juneteenth (Floating)
- Independence Day
- Labor Day
- Veterans Day (Floating)
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

Eligible exempt and full-time non-exempt employees receive compensation for holiday leave at the regular rate of pay for eight (8) hours of pay for each holiday. To be eligible for holiday leave, exempt and full-time non-exempt employees must have worked and or utilized VCPL paid leave for a minimum of eight (8) hours during the workweek in which the holiday occurs.

Part-Time Non-Exempt

- New Year's Day
- Memorial Day
- Juneteenth (Floating)
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

Eligible part-time non-exempt employees receive compensation for holiday leave at the regular rate of pay for eight (8) hours of pay for each holiday. To be eligible for holiday leave, part-time non-exempt employees must have worked and or utilized VCPL paid leave for a minimum of four (4) hours during the workweek in which the holiday occurs.

Holiday Use and Limitations

Holidays which are designated as floating holidays must be taken in full eight (8) hour segments and, with the exception of the Personal Holiday, within the calendar quarter in which the holiday occurs. The Personal Holiday may be taken at any time during the calendar year. When a non-floating holiday occurs on a Saturday or Sunday, the holiday will become a floating holiday for that calendar year and must be taken within the calendar quarter in which the holiday occurs.

When a non-floating holiday coincides with an employee's VCPL paid jury duty, military leave, vacation, or sick leave, the holiday leave pay supersedes other paid leaves.

Under some circumstances an employee may be directed to work during a non-floating designated holiday in order to provide essential work such as emergency services or specific operational needs. Non-exempt employees directed to work during a non-floating designated holiday will receive compensation at one and one half times the regular rate of pay for hours worked in addition to eight (8) hours of holiday leave pay at the regular rate of pay.

Employees are not eligible for holiday leave under the following conditions:

- While on any unpaid leave of absence for the full work week in which the holiday occurs.
- While receiving Workers Compensation or Long Term Disability benefits for the full work week in which the holiday occurs and during which the employee has not utilized the minimum VCPL non-holiday paid leave hours for holiday leave eligibility.
- When an employee is no longer on the VCPL employment rolls.

Scheduled Holiday Closings

The Vigo County Public Library Board of Trustees approves a calendar of holidays in August of each year to establish the date each holiday is observed by VCPL in the subsequent year. The established calendar of scheduled holiday closings is included in Appendix G of this manual.

Religious Observance

To the extent that work schedules do not interfere with effective library operations, VCPL will make every effort to accommodate an employee's request to be away from work for religious holiday observances. Employees may use accrued and unused vacation leave, compensatory time, floating holiday leave, or request leave without pay.

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

The Board of Trustees of the Vigo County Public Library at the regularly scheduled meeting held July 19, 2021, at which a quorum was present, makes the following findings and adopts the following resolution;

BE IT RESOLVED

That the equipment and furnishings shown on Exhibit “A” attached hereto are surplus property of the VCPL and are no longer needed for library purposes.

The items of surplus property listed in exhibit “A” are more than one item with an estimated value of less than five thousand dollars (\$5,000).

The Executive Director of the VCPL is hereby authorized to sell, transfer, demolish, or junk the surplus items on behalf of the VCPL at a public or private sale without advertising pursuant to I.C. 5-22-22-6 or as worthless property pursuant to I.C. 5-22-22-8.

ADOPTED THIS 19th DAY OF July, 2021.

AYE

NAY

EXHIBIT “A”

VIGO COUNTY PUBLIC LIBRARY

SURPLUS EQUIPMENT, FURNISHINGS, & ACCESSORIES

- Garden hoses
- Flashlights
- Miscellaneous tools
- (2) 4 door Lateral file cabinets
- 2 drawer file cabinet
- Sony radio/cassette/CD player
- Desk lamp
- (3) CD display units
- (2) Office chairs
- iPad
- (7) Self-Check computers
- (28) 17” and 19” 4:3 aspect ratio monitors

07/19/2021