

# A G E N D A

**REGULAR MEETING  
VIGO COUNTY PUBLIC LIBRARY  
Monday, September 20, 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 August 16, 2021, Regular Meeting** 2
4. **Consideration of Minutes of September 7, 2021 Special Meeting** 7
5. **Treasurer's Report**
  - A. Monthly Financial Statement 8
  - B. Claims and Payroll 9
  - C. Special Claims
  - D. Gift Fund Report 24
6. **Reports to the Library Board**
  - A. What's New in Adult Services ~ Jeanette Bouchie, Adult Services Manager
7. **Director's Report** 25
8. **Old Business**
  - A. Adoption of 2022 Library Budget 32
9. **New Business**
  - A. Consideration of Policies:
    - 1) Staff Manual: Emergency Paid Sick Leave Policy 34
10. **Suggestions from the Staff, Board or Public for Action or Study**
11. **Next Regular Meeting:** Monday, October 18, 2021 at 5:30 p.m., Main Library.
12. **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 16<sup>th</sup> day of August 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 James M. Young.

Library Board Members Absent: Daniel I. Pigg.

Library Staff: Kristi Howe; Amy Gibson; Dennis Shepard; Heather Rayl; Lauren Elyea; Jeanette Bouchie; Sarah Trover; and Bonnie McNair. Virtual: Carey LaBella; Curt Huffman; and Cindy Bhatti.

Others: none.

## **PUBLIC INPUT ON ACTION ITEMS**

No public input.

## **CONSIDERATION OF REGULAR MEETING MINUTES**

A motion to approve the minutes as written for the July 19, 2021, regular meeting, made by Fenton, seconded by Goulding, passed.

## **TREASURER'S REPORT**

### **Monthly Cash Statement**

Dennis Shepard presented the Cash Statement for the period ending July 31, 2021 (copy attached to official minutes).

### **Claims and Payroll**

Mr. Shepard presented the Month End Claims dated July 30, 2021 in the amount of \$69,899.65 (Library Operating, \$69,899.65; Gift Fund, \$0; Grants, \$0); Library Operating Claims dated August 16, 2021, in the amount of \$71,043.04 (Library Operating Fund, \$70,818.05, Gift Fund, \$224.99.) (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. Shepard presented the Gift Fund report dated July 31, 2021 for \$59,440.30.

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

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

## **REPORTS TO THE LIBRARY BOARD**

### **2021 Summer Reading Program**

Project and Event Manager Sarah Trover reported on community participation in the 2021 Summer Reading program, *Tails & Tales*, through in-person and virtual programs. In total, 1,334 people participated; customers completed 6,848 activity challenges, with more than 22,000 hours spent reading.

### **DIRECTOR'S REPORT**

Ms. Howe commented on her written report.

Ms. Howe noted that she and Heather Rayl worked together to apply for a \$95,000 grant to receive funding from the American Rescue Plan Act (ARPA), through the Indiana State Library.

Ms. Howe noted that she is working with Kristin Craig at the Chamber of Commerce and other committee members to include a Library project in the West Central Regional READI grant.

Ms. Howe was excited to announce that VCPL is working towards opening the meeting room spaces to the public in September and requested board approval to do so. VCPL will continue to use the modified meeting room policy that accounts for safe social distancing practices.

Ms. Howe requested board consent to restrict volunteer access to the mechanical space. There are many concerns for storing materials in that space, but since the space includes IT infrastructure, building mechanical equipment, electrical equipment, etc., safety is the top concern. Ms. Howe explained that the majority of staff do not have access to the mechanical space.

Ms. Howe noted that she has continued to work with a contractor for architectural plans on the 12 Points location and has also continued reaching out and having discussions with the 12 Points community. The environmental study discovered that a filling station was on the property in the parking lot in the 1950s and they cannot locate the closure documentation to explain how the underground tanks were handled or if they were removed. The recommendation is to move from a Phase I to a Phase II environmental study. Ms. Howe has shared the report with the seller and has requested an extension to complete the next phase. The seller is reviewing the request and will get back with us, and Ms. Howe will keep the board updated on their response.

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

### **OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

**Election of Officers: President, Vice President, Secretary**

Mr. Jones presented the following 2021-2022 slate of officers for consideration: Mr. Jones, President; Mrs. Goulding, Vice President; and Mrs. Muyumba, Secretary.

A motion to approve the 2021-2022 slate of officers as submitted, made by Fenton, seconded by Young, passed.

**Election of Treasurer**

A motion to appoint Dennis Shepard as Treasurer, made by Fenton, seconded by Young, passed.

**Approval of Treasurer's Official Bond**

A motion to approve the treasurer's bond for Dennis Shepard for the amount of \$250,000, made by Muyumba, seconded by Goulding, passed.

**Presentation of 2022 Library Budget & Permission to Advertise**

Ms. Howe stated VCPL is seeking permission to advertise the 2022 budget.

Ms. Howe shared the notice for the September 7, 2021 public hearing. The Board is scheduled to adopt the budget at the regular meeting on September 20, 2021.

Ms. Howe went over the Notice to Taxpayers, Budget Form 1: Budget Estimate, and Budget Form 2: Estimate of Miscellaneous Revenue, and noted the following figures:

- The VCPL utilized the 4.3% growth quotient stipulated by the Indiana Department of Local Government Finance to calculate the maximum amount for the 2022 budget. The total budget proposal is \$9,491,299 compared to \$9,100,000 in 2021.
- Projections for miscellaneous revenue from the financial institution tax, the license excise tax, and the commercial vehicle excise tax reflect zero to little growth. Local income tax revenue estimates are not released until later in August, so we used 90% of the 2021 distributions in our calculations.
- The Department of Local Government Finance has released a shortfall estimate of \$1,368,910.

A motion giving permission to advertise the 2022 Library budget, made by Fenton, seconded by Young, passed. (Copy of the Notice to Taxpayers, Budget Form 1 and 2 attached to official minutes.)

**Resolution on Safe Deposit Box & Resolution on Depository Signatures**

A motion to approve the Resolution on Safe Deposit Box and the Resolutions on Depository Signatures, made by Goulding, seconded by Fenton, passed. (Copy of Resolutions attached to official minutes.)

**Commitment to Join Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2022, through June 30, 2023**

A motion to approve the commitment to join the Consortium, made by Young, seconded by Muyumba, passed.

**2021 - 2022 Health Insurance Contract Renewal**

A motion to approve the 2021 - 2022 Health Insurance Contract Renewal, made by Muyumba, seconded by Goulding, passed. (Copy of 2021-2022 Health Care Premiums attached to official minutes.)

**CONSIDERATION OF POLICIES**

**Health, Vision, Dental Insurance policy**

Ms. Howe noted that a revision of the policy expands eligibility for vision and dental insurance to part time employees working 15 or more hours/week.

A motion approving the Health, Vision, Dental Insurance policy revisions in the VCPL Staff Manual, made by Fenton, seconded by Young, passed. (Copies of the revised policy attached to official minutes.)

**Retirement Plan policy**

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

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

No suggestions.

**NEXT MEETING**

Special Meeting (Public Hearing on 2022 Library Budget), Tuesday, September 7, 2021, at 5:30 p.m. at the Main Library. Regular Meeting (Adoption of 2022 Library Budget), Monday, September 20, 2021, at 5:30 p.m. at the Main Library.

**ADJOURNMENT**

A motion to adjourn the meeting made by Muyumba, seconded by Young, passed. The meeting adjourned at 6:42 p.m.

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Terry W. Jones, President

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Olivia K. Goulding, Vice President

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Valentine K. Muyumba, Secretary

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Christi A. Fenton, Board Member

**ABSENT**

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James M. Young, Board Member

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Daniel I. Pigg, Board Member

**VACANT**

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Board Member

AG 8/19/21

At the Special 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 7<sup>th</sup> day of September 2021, the following persons were present:

Library Board Members Present: Terry W. Jones, President; Valentine K. Muyumba, Secretary; and James M. Young.

Library Board Members Present Virtually: Christi A. Fenton.

Library Board Members Absent: Olivia K. Goulding, Vice President; and Daniel I. Pigg.

Library Staff Present: Kristi Howe; Amy Gibson; Bonnie McNair; and Rob Fox. Library Staff Present Virtually: Dennis Shepard.

Others: None.

**PUBLIC INPUT ON ACTION ITEMS**

No public input.

**PUBLIC HEARING ON 2022 LIBRARY BUDGET**

Mr. Jones opened the public hearing for discussion of the 2022 Library Budget. There were no questions or comments from Board members or public. Mr. Jones declared the public hearing closed.

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

There were no suggestions.

**NEXT MEETING**

Regular Meeting, Monday, September 20, 2021, 5:30 p.m., Main Library. (Adoption of 2022 Library Budget)

**ADJOURNMENT**

The meeting adjourned at 5:33 p.m.

**ABSENT**

\_\_\_\_\_  
Terry W. Jones, President

\_\_\_\_\_  
Olivia K. Goulding, Vice President

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Valentine K. Muyumba, Secretary

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Christi A. Fenton, Board Member

**ABSENT**

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

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

**VACANT**

\_\_\_\_\_  
Board Member

## Vigo County Public Library

Cash Statement  
Vigo County Public Library  
August 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	6,072,455.07 5,393,659.33	107,010.07 4,499,310.90	458,331.46 4,171,836.55	5,721,133.68	(351,321.39) 327,474.35	
Cash Gift Fund 200-00-1010	59,440.30 63,760.68	312.48 4,327.97	559.44 8,895.31	59,193.34	(246.96) (4,567.34)	
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	(8,801.31) (27,309.59)	0.00 30,711.52	1,257.33 13,460.57	(10,058.64)	(1,257.33) 17,250.95	8
Cash Public Library Access Car 800-00-1010	65.00 0.00	0.00 65.00	0.00 0.00	65.00	0.00 65.00	
Cash-Payroll Withholdings 803-00-1010	1,122.16 1,289.84	64,485.01 559,926.25	64,485.01 560,093.93	1,122.16	0.00 (167.68)	

<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>
*20650	BROWNSBURG PUBLIC LIBRAR	100	<i>Check</i>	25.15	56554	ILL REIMBURSEMENT
*20646	CROWN POINT COMMUNITY LIE	100	<i>Check</i>	31.95	56555	ILL REIMBURSEMENT
						Total Count: 2
						Total Amount: 57.10
*20575	ADP INC - AUTOPAY II*	100	<i>ACH</i>	230.88	5658	WORKFORCE NOW HCM SUITE
*20584	ADP INC - AUTOPAY II*	100	<i>ACH</i>	675.00	5659	PAYROLL SERVICES
*20578	AMAZON.COM LLC*	100	<i>ACH</i>	30.49	5660	FOLDERS FOR ADMIN
*20579	AMAZON.COM LLC*	100	<i>ACH</i>	59.98	5661	VIDEO GAMES
*20580	AMAZON.COM LLC*	100	<i>ACH</i>	79.98	5662	VIDEO GAMES
*20581	AMAZON.COM LLC*	100	<i>ACH</i>	49.99	5663	CIRC MATERIALS
*20583	AMAZON.COM LLC*	100	<i>ACH</i>	99.98	5664	VIDEO GAMES
*20586	AMAZON.COM LLC*	100	<i>ACH</i>	25.99	5665	PLUG ENDS SET OF 5
*20587	AMAZON.COM LLC*	100	<i>ACH</i>	38.77	5666	CIRC MATERIALS
*20607	BAILEY*KENDRA	100	<i>ACH</i>	106.08	5667	MILEAGE REIMBURSEMENT
*20565	BAKER & TAYLOR INC*	100 200	<i>ACH</i>	6,867.81	5668	CIRC PRINT MATERIAL, YS MAT, AUDIO
*20585	BAKER & TAYLOR INC*	100 200	<i>ACH</i>	3,074.27	5669	CIRC PRINT MATERIAL, YS MATERIAL
*20559	DEMCO, INC*	100	<i>ACH</i>	467.58	5670	SPINE LABELS, LAMINATE, BESTSELLEF
*20614	E-Z CLEAN INC*	100	<i>ACH</i>	745.03	5671	GENERAL CLEANING SUPPLIES
*20567	EBSCO INFORMATION SERVICE	100	<i>ACH</i>	20.74	5672	MAGAZINES
*20570	GALE/CENGAGE LEARNING*		<i>ACH</i>	154.44	5673	CIRC PRINT MATERIAL

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
		100				
*20555	HACKERT*LAUREN	100	ACH	3,000.00	5674	SUMMER 2021 TUITION REIMBURSEMENT
*20556	HACKERT*LAUREN	100	ACH	127.37	5675	SUMMER 2021 BOOK REIMBURSEMENT
*20569	MIDWEST TAPE*	100	ACH	1,514.35	5676	DVD/VIDEO MATERIAL
*20588	MIDWEST TAPE*	100	ACH	132.56	5677	DVD/VIDEO MATERIAL
*20621	RICOH USA INC*	100	ACH	1,458.78	5678	COPIER LEASE
*20617	TROVER*SARAH	100	ACH	10.36	5679	MILEAGE REIMBURSEMENT
*20608	TUTTLE*KATERI	100	ACH	59.21	5680	ILF YS CONFERENCE MEAL REIMBURSEMENT
						Total Count: 23
						Total Amount: 19,029.64
*20557	ULINE*	100	E-pay	72.71	8107	#4 AND #2 MAILERS
*20561	DUKE ENERGY *	100	E-pay	767.27	8108	WEST ELECTRIC SERVICE
*20562	DUKE ENERGY *	100	E-pay	10,696.67	8109	MAIN ELECTRIC SERVICE
*20563	LOGO CONNXTION*	100	E-pay	11.00	8110	VCPL CAP FOR ADULT SERVICES
*20564	ARAMARK UNIFORM SERVICES	100	E-pay	171.24	8111	WEST MAT SERVICE
*20566	STROHM NEWSPAPERS INC*	100	E-pay	75.00	8112	NEWSPAPERS
*20568	CENTER POINT LARGE PRINT*	100	E-pay	358.32	8113	CIRC PRINT MATERIAL
*20571	CITY OF TERRE HAUTE SEWAG	100	E-pay	1,622.98	8114	MAIN SEWAGE BILLING
*20574	ARAMARK UNIFORM SERVICES	100	E-pay	347.72	8116	MAIN MAT SERVICE
*20576	ENA*	276	E-pay	1,257.33	8117	INTERNET SERVICE
*20512	KROGER*	100	E-pay	10 19.66	8118	FLAVOR BYTES KITS INGREDIENTS

<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>
*20582	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	10.00	8119	LAUNDERING OF WEST SUPPLIES
*20589	REPUBLIC SERVICES OF WEST	100	<i>E-pay</i>	324.81	8120	MAIN TRASH SERVICE
*20460	VISA CARD SERVICES	100 200	<i>E-pay</i>	5,147.42	8121	VARIOUS SUPPLIES, TRAVEL, REGISTR.
*20591	FUN EXPRESS, LLC*	100	<i>E-pay</i>	276.40	8122	FALL TEEN TAKE AND MAKE KITS
*20593	OFFICE DEPOT*	100	<i>E-pay</i>	2.87	8123	OFFICE SUPPLIES
*20594	OFFICE DEPOT*	100	<i>E-pay</i>	12.92	8124	OFFICE SUPPLIES
*20595	OFFICE DEPOT*	100	<i>E-pay</i>	1.02	8125	OFFICE SUPPLIES
*20596	OFFICE DEPOT*	100	<i>E-pay</i>	35.47	8126	COMMAND STRIPS FOR MAINTENANCE
*20597	B & S PLUMBING & HEATING IN	100	<i>E-pay</i>	536.90	8127	WEST SERVICE- LEAK REPAIR
*20599	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	49.07	8128	LAUNDERING OF TABLECLOTHS
*20600	T-MOBILE USA, INC.*	100	<i>E-pay</i>	1,006.55	8129	MAIN HOTSPOT DATA
*20602	JOINK LLC*	100	<i>E-pay</i>	275.00	8131	MONTHLY CLOUD BACKUP
*20609	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	758.55	8135	MAIN WATER SERVICE
*20610	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	600.18	8136	MAIN IRRIGATION SERVICE
*20613	CINTAS CORPORATION*	100	<i>E-pay</i>	117.53	8137	MAIN CABINET SERVICE
*20410	SAM'S CLUB DIRECT*	100 200	<i>E-pay</i>	158.48	8139	PROGRAM SUPPLIES
*20619	ACTION PEST CONTROL, INC*	100	<i>E-pay</i>	285.00	8140	WEST MONTHLY INSPECTION
*20620	PITNEY BOWES*	100	<i>E-pay</i>	97.80	8141	POSTAGE LEASE
*20622	SHERWIN-WILLIAMS*	100	<i>E-pay</i>	120.42	8142	PAINT FOR LENDING WORKROOM
*20623	ARAMARK UNIFORM SERVICES	100	<i>E-pay</i>	151.33	8143	WEST MAT SERVICE

<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>
*20624	LAKESHORE LEARNING MATEF	100	<i>E-pay</i>	<b>34.98</b>	<b>8144</b>	YS MATERIAL
*20625	CENTER POINT LARGE PRINT*	100	<i>E-pay</i>	<b>22.17</b>	<b>8145</b>	CIRC PRINT MATERIAL
*20632	T-MOBILE USA, INC.*	100	<i>E-pay</i>	<b>150.70</b>	<b>8146</b>	WEST HOTSPOT DATA
*20644	OFFICE DEPOT*	100	<i>E-pay</i>	<b>794.45</b>	<b>8147</b>	OFFICE SUPPLIES/COPY PAPER
*20439	CAPITAL ONE	100	<i>E-pay</i>	<b>121.74</b>	<b>8148</b>	PROGRAM SUPPLIES
*20647	VERIZON - WIRELESS*	100	<i>E-pay</i>	<b>205.76</b>	<b>8149</b>	PHONE SERVICE
*20648	CROSSROADS DOOR & HARDV	100	<i>E-pay</i>	<b>124.00</b>	<b>8150</b>	DOOR STOPS FOR TECH TEAM OFFICE

Total Count: **38**  
Total Amount: **26,821.42**

<i>Grand Total Fund 100:</i>	<b>44,316.38</b>
<i>Grand Total Fund 200:</i>	<b>334.45</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>63</b>
Grand Total Amount:	<b>45,908.16</b>

**ACCOUNTS PAYABLE VOUCHER****Vigo County Public Library Terre Haute, Indiana****Payee 576****Purchase Order No. 210977, 211074****VISA CARD SERVICES  
CARD SERVICES  
PO BOX 875852  
KANSAS CITY, MO 64187-5852****211049, 211073, 211098, 211153  
211184, 211045, 211150, 211087  
211090, 211076, 211030, 211065  
211010, 211085, 211086, 211082,  
211105, 211089, 211132****Terms E-PAY****Date Due 8/31/2021**

<b>Invoice Date</b>	<b>Invoice Number</b>	<b>Description (or attach invoice(s))</b>	<b>Amount</b>	
7/19/2021	24204296888Z QREWV	FACEBOOK- WEST BRANCH SUMMER CELEBRATION	99	99
7/23/2021	24767256D000 16QPE	B&B FOODS CASH AND CARRY- SUPPLIES FOR THCM TOP CHEFS	29	31
7/26/2021	24204296F9DB JPBJ7	FACEBOOK- SUMMER READING MOONLITE DRIVE IN PROMO	100	00
7/27/2021	24445006HBL MH15Y9	WALMART- ICE CREAM FOR STAFF APPRECIATION	128	01
8/2/2021	24204296N01X Y8W8T	GOOGLE WORKSPACE	228	00
8/12/2021	246392371S66 FF4PN	GEORGIA EXPO MANUFACTURING CORPORATION- PARTY CART PLUS	1228	98
8/17/2021	2444500758PR XJGT9	CHICAGO BOOKS AND JOURNALS- REF MATERIAL	63	95
7/24/2021	24492166D000 9P5FT	NAMECHEAP- DOMAIN RENEWAL VOTEVIGO AND VIGOLIBRARY	60	58
8/10/2021	24011346Y001 BSZS5	ZOOM VIDEO COMMUNICATIONS- ZOOM PRO ANNUAL SUBSCRIPTION	49	70
7/30/2021	24692166K2X7 LVEQQ	FEDERAL COFFEE AND FINE FOODS- GIFT CARD FOR ADULT SUMMER READING	50	00
7/30/2021	24692166K2X7 QEQFB	CLIMBING CAFÉ- 1 MONTH MEMBERSHIP FOR SRP PRIZE	39	00
7/30/2021	24941666L8AB HH6MG	MOTHER NATURE'S MERCANTILE- INDIANA STATE PARKS PASS	54	00
7/20/2021	24692166A2X RPZHH9	FEDERAL COFFEE AND FINE FOODS- STAFF TRAINING PRIZE	95	10
7/26/2021	24492166F000 B4B29	STONEMAIER/GAMES- CIRC MATERIAL	46	00

7/28/2021	24692166J2X9 B2XFP	MEIJER- DISH SOAP	30	00
7/30/2021	24906416K3N/ K4SSW	HOSTGATOR- SERVER AND SSL SUBSCRIPTION	2307	99
8/3/2021	24692166P2XX 6QKGP	DISPLAYS2GO- TENT WEIGHTS	246	16
8/3/2021	24137466R2X QSQTEX	MENARDS- RAINBIRD REPAIR SUPPLIES	75	74
8/4/2021	24906416R3N K61H5Z	DISNEY PLUS- MEMBERSHIP FOR SUMMER READING PRIZE	79	99
8/5/2021	24906416T3N MXER51	DISNEY PLUS- MEMBERSHIP FOR SUMMER READING PRIZE	79	99
8/6/2021	24941686V8A DX1T8N	SVM PREPAIRD CARDS- GIFT CARD FOR STAFF SUMMER READING PRIZE	54	93
<b>TOTAL</b>			<b>5147</b>	<b>42</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 - \_\_\_\_\_, 2021

\_\_\_\_\_  
Librarian

Voucher No.	Warrant No.	PAYEE	
Charge These Appropriations			
Account Number	Account Name	Amount	
4245	100-01	124.41	
4314	100-01	49.70	
4325	100-01	490.69	
4441	100-01	738.29	
4223	100-03	251.66	
4325	100-03	70.24	
4245	100-07	30.00	
4325	100-07	11.00	
4462	100-07	52.95	
4325	100-08	10.00	
4463	100-08	36.00	
4314	100-09	228.00	
4310	100-11	2307.99	
4314	100-11	60.58	
4331	100-11	199.99	
4245	100-12	298.98	APPROVED _____, 2021
4325	100-12	4.00	
4245	200-00	179.99	In the amount of \$
4325	200-00	2.95	

	<b>Total</b>	<b>5,147.42</b>	<b>See Claims Docket</b>

Library Form No. 4 (1934)

Prescribed by State Board of Accounts

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
*19997	CORINNE ROBERTS ILLUSTRAT	100	Check	100.00	56556	ZOOM DRAWING CLASS
*20714	PROVIDENCE FOOD PANTRY*	100	Check	100.00	56557	HUNGER BUST SPONSORSHIP
*20713	VIGO COUNTY RETIRED TEACH	100	Check	500.00	56558	FULL NEWSLETTER SPONSOR
*20761	KROGER PHARMACY*	100	Check	90.00	56559	FLU SHOT CLINIC
*20753	OWEN COUNTY PUBLIC LIBRAF	100	Check	24.00	56560	ILL REIMBURSEMENT
					Total Count:	5
					Total Amount:	814.00
*20687	ADP INC - AUTOPAY II*	100	ACH	679.85	5681	PAYROLL SERVICES
*20598	ADP SCREENING & SELECTION	100	ACH	111.51	5682	BACKGROUND SCREENING
*20634	AMAZON.COM LLC*	100	ACH	6,518.65	5683	10X20 & 10X10 CANOPIES
*20639	AMAZON.COM LLC*	100	ACH	39.00	5684	PROF REF BOOK FOR TS
*20640	AMAZON.COM LLC*	100	ACH	82.25	5685	PROGRAMMING SUPPLIES
*20636	AMAZON.COM LLC*	100	ACH	467.60	5686	VIDEO GAMES
*20637	AMAZON.COM LLC*	100	ACH	40.77	5687	X-ACTO PAPER CUTTING KNIFE+BLADE
*20641	AMAZON.COM LLC*	100	ACH	18.99	5688	DVD MATERIAL
*20642	AMAZON.COM LLC*	100	ACH	5.00	5689	DVD MATERIAL
*20665	AMAZON.COM LLC*	100	ACH	26.50	5690	POSTAGE METER TAPES
*20635	AMAZON.COM LLC*	100	ACH	10.28	5691	MONTHLY PLANNER FOR LIBBY
*20638	AMAZON.COM LLC*	100	ACH	127.83	5692	YS CIRC MATERIAL
*20683	AMAZON.COM LLC*	100	ACH	303.88	5693	YS Supplies

<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>
*20684	AMAZON.COM LLC*	100	ACH	39.99	5694	VIDEO GAMES
*20685	AMAZON.COM LLC*	100	ACH	139.96	5695	VIDEO GAMES
*20686	AMAZON.COM LLC*	100	ACH	17.88	5696	USB CABLE
*20697	AMAZON.COM LLC*	100	ACH	29.99	5697	VIDEO GAMES
*20698	AMAZON.COM LLC*	100	ACH	399.95	5698	10X20 & 10X10 CANOPIES
*20699	AMAZON.COM LLC*	100	ACH	107.75	5699	VIDEO GAMES
*20724	AMAZON.COM LLC*	100	ACH	14.58	5700	YS Supplies
*20734	AMAZON.COM LLC*	200	ACH	142.72	5701	CHRISTMAS IN THE PARK MUSIC
*20738	AMAZON.COM LLC*	100	ACH	119.98	5702	VIDEO GAMES
*20739	AMAZON.COM LLC*	100	ACH	140.47	5703	SPRAYER AND WEED KILLER
*20627	BAKER & TAYLOR INC*	100 200	ACH	6,025.04	5704	CIRC PRINT MATERIAL AND YS MATERI
*20691	BAKER & TAYLOR INC*	100	ACH	1,723.27	5705	CIRC PRINT MATERIAL, YS MATERIAL
*20737	BAKER & TAYLOR INC*	100 200	ACH	4,434.34	5706	CIRC PRINT MAT, YS MAT, AUDIO REC E
*20712	BATTERIES PLUS #011*	100	ACH	255.90	5707	BATTERIES FOR PALLET STACKER
*20732	BOOK DEPOT*	100	ACH	3,227.35	5708	BOOKS FOR FAMILY LEARNING DAY
*20733	BOOK DEPOT*	100	ACH	3,227.75	5709	VCPL HALLOWEEN PLUS DEMING PARK
*20715	BOSE MCKINNEY & EVANS LLP	100	ACH	2,992.50	5710	LEGAL SERVICES
*20755	CAMERON*LERAYE	100	ACH	16.38	5711	MILEAGE REIMBURSEMENT
*20678	COX ZWERNER GAMBILL & SUI	100	ACH	1,695.00	5712	LEGAL SERVICES
*20667	CULLIGAN WATER CONDITIONI	100	ACH	17 25.00	5713	WEST COOLER RENTAL

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*20666	CULLIGAN WATER CONDITIONI	100	ACH	155.00	5714	MAIN COOLER RENTAL
*20668	E-Z CLEAN INC*	100	ACH	80.35	5715	GENERAL CLEANING SUPPLIES
*20669	E-Z CLEAN INC*	100	ACH	68.23	5716	CLEANING SUPPLIES
*20725	EPROMOS*	100	ACH	1,091.64	5717	FLD & ISU HOMECOMING PROMO
*20626	GALE/CENGAGE LEARNING*	100	ACH	221.90	5718	CIRC PRINT MATERIAL
*20748	GALE/CENGAGE LEARNING*	100	ACH	4,848.74	5719	GALE LEGAL FORMS SUBSCRIPTION
*20749	GALE/CENGAGE LEARNING*	100	ACH	7,250.34	5720	CHILTON DATABASE RENEWAL
*20700	GRAHAM FEED COMPANY*	100	ACH	387.45	5721	40# PELLETS PLUS SURESOFT PALLET
*20692	HOLDER DESIGN, INC*	100	ACH	4,500.00	5722	12 POINTS BRANCH DESIGN
*20633	HOWES*MEGAN	100	ACH	128.31	5723	MILEAGE CLAIM REIMBURSEMENT
*20760	JOHNSON CONTROLS SECURI	100	ACH	2,416.80	5724	MAIN ANNUAL SERVICE
*20676	KIRBY RISK CORPORATION*	100	ACH	388.10	5725	WIREMOLD AND BOXES FOR HVAC
*20706	KIRBY RISK CORPORATION*	100	ACH	9.48	5726	EXTERIOR PLATE COVERS
*20628	MIDWEST TAPE*	100	ACH	3,429.24	5727	DVD/VIDEO MATERIAL
*20689	MIDWEST TAPE*	100	ACH	1,276.20	5728	DVD/VIDEO MATERIAL
*20704	MIDWEST TAPE*	100	ACH	5,711.02	5729	HOOPLA INVOICE
*20735	MIDWEST TAPE*	100	ACH	2,908.47	5730	DVD/VIDEO MATERIAL, AUDIO REC MUS
*20744	NEW AVENUES*	100	ACH	90.00	5731	CLINICAL HOURS
*20745	NEW AVENUES*	100	ACH	158.33	5732	ALA CARTE ADMIN FEE
*20711	OCLC INC*	100	ACH	18 6,066.00	5733	CATALOGING SUBSCRIPTION

<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>
*20751	ORACLE ELEVATOR COMPANY	100	ACH	522.72	5734	FULL ELEVATOR MAINTENANCE
*20681	RICOH USA INC*	100	ACH	2,020.77	5735	COPIER LEASE
*20631	TECH LOGIC CORPORATION*	100	ACH	975.00	5736	X-RANGE/FULL DISC RFID TAGS
*20630	TECH LOGIC CORPORATION*	100	ACH	718.00	5737	BOOK RFID TAGS
*20720	TECH LOGIC CORPORATION*	100	ACH	8,700.00	5738	AUTOMATIC MATERIAL HANDLER
*20695	UNIQUE MANAGEMENT SERVIC	100	ACH	606.67	5739	NOTICES
*20696	UNIQUE MANAGEMENT SERVIC	100	ACH	313.25	5740	PLACEMENTS
*20707	WEAS ENGINEERING INC*	100	ACH	491.72	5741	WATER TREATMENT MANAGEMENT
					Total Count:	61
					Total Amount:	88,741.64
*20670	ARAMARK UNIFORM SERVICES	100	E-pay	347.72	8165	MAIN MAT SERVICE
*20671	TOWN OF WTH WATER & SEWE	100	E-pay	67.96	8166	WEST WATER SERVICE
*20672	OFFICE DEPOT*	100	E-pay	1.06	8167	OFFICE SUPPLIES
*20673	OFFICE DEPOT*	100	E-pay	148.05	8168	OFFICE SUPPLIES
*20674	OFFICE DEPOT*	100	E-pay	32.50	8169	FLOOR MATS FOR CHAIRS
*20675	OFFICE DEPOT*	100	E-pay	21.30	8170	9x12 CATALOG ENVELOPES
*20677	CINTAS CORPORATION*	100	E-pay	30.07	8171	WEST CABINET SERVICE
*20679	THE TRASH MAN*	100	E-pay	105.00	8172	WEST TRASH SERVICE
*20680	FRONTIER*	100	E-pay	48.66	8173	WEST PHONE SERVICE
*20592	LOWE'S COMMERCIAL SERVICI	100	E-pay	176.26	8174	DRYWALL,,JOINTCOMPOUND,POSTS,BU
				19		

<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>
*20688	HANOVER INSURANCE GROUP	100	E-pay	10,622.01	8175	COMMERCIAL INSURANCE POLICY
*20690	LAKESHORE LEARNING MATEF	100	E-pay	1,102.97	8176	YS MATERIAL
*20701	COURTESY CLEANING CENTEF	100	E-pay	10.00	8177	LAUNDERING OF TABLECLOTHS
*20702	INDIANA AMERICAN WATER CC	100	E-pay	59.08	8178	PRIVATE FIRE SERVICE
*20708	WEX BANK*	100	E-pay	197.79	8179	FUEL
*20710	ENA*	100	E-pay	666.29	8180	VOICE SERVICE
*20716	ORKIN PEST CONTROL*	100	E-pay	806.40	8181	WEST YEARLY PEST CONTROL
*20718	PAYPAL INC*	100	E-pay	19.95	8182	MONTHLY PAYFLOW LINK
*20726	WAGeworks, INC.*	100	E-pay	168.82	8183	COBRA BENEFITS
*20727	CENTERPOINT ENERGY*	100	E-pay	22.76	8184	GAS SERVICE
*20728	CROWN ELECTRIC, INC*	100	E-pay	534.30	8185	WIRING FOR NEW LIGHTS WALNUT ST I
*20729	JOHNSTONE SUPPLY*	100	E-pay	95.64	8186	FILTERS FOR WEST
*20730	KW GRAPHICS*	100	E-pay	1,420.00	8187	PAPER CUTTER SERVICE CONTRACT
*20736	CENTER POINT LARGE PRINT*	100	E-pay	22.17	8188	CIRC PRINT MATERIAL
*20740	DUKE ENERGY *	100	E-pay	10,788.46	8189	MAIN ELECTRIC SERVICE
*20741	DUKE ENERGY *	100	E-pay	783.24	8190	WEST BRANCH ELECTRIC
*20742	ARAMARK UNIFORM SERVICES	100	E-pay	347.72	8191	MAIN CABINET SERVICE
*20743	ARAMARK UNIFORM SERVICES	100	E-pay	171.24	8192	WEST MAT SERVICE
*20746	OVERDRIVE*	100	E-pay	12,000.00	8193	YEARLY OVERDRIVE CONSORTIUM INV
*20747	OFFICE DEPOT*	100	E-pay	73.60	8194	OFFICE SUPPLIES
*20731	KROGER*	100	E-pay	5.90	8195	FLAVOR BYTES RECORDING 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>
*20752	POSTAGE BY PHONE*	100	<i>E-pay</i>	<b>2,000.00</b>	<b>8196</b>	POSTAGE ON ACCT 25986209
*20754	INTELLI-BUILDING CONTROL &	100	<i>E-pay</i>	<b>20,900.00</b>	<b>8197</b>	VAV RETROFIT
*20756	JOINK LLC*	100	<i>E-pay</i>	<b>275.00</b>	<b>8198</b>	MONTHLY CLOUD BACKUP
*20757	DICK MCCALISTER & SONS INC	100	<i>E-pay</i>	<b>250.00</b>	<b>8199</b>	ELECTRIC SEWER SERVICE MAIN LINE
*20758	OFFICE DEPOT*	100	<i>E-pay</i>	<b>7.32</b>	<b>8200</b>	OFFICE SUPPLIES
*20759	OFFICE DEPOT*	100	<i>E-pay</i>	<b>7.85</b>	<b>8201</b>	OFFICE SUPPLIES

Total Count: **37**  
Total Amount: **64,337.09**

<i>Grand Total Fund 100:</i>	<b>153,659.96</b>
<i>Grand Total Fund 200:</i>	<b>232.77</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>103</b>
Grand Total Amount:	<b>153,892.73</b>

**Payroll Payable**  
**Voucher Register**

**Vigo County Public Library**

For Period August -2021

Page 1 of 2 Pages

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
8/6	Pay#16	Gross Payroll	\$ 116,556.44	\$ 116,556.44	ACH	
8/6	Pay#16	FICA	\$ 8,546.15	\$ 8,546.15	ACH	
8/6	Pay#16	PERF	\$ 15,619.52	\$ 15,619.52	ACH	
8/20	Pay#17	Gross Payroll	\$ 118,730.10	\$ 118,730.10	ACH	
8/20	Pay#17	FICA	\$ 8,714.37	\$ 8,714.37	ACH	
8/20	Pay#17	PERF	\$ 15,330.57	\$ 15,330.57	ACH	
8/20	Pay#17	Anthem	\$ 53,459.45	\$ 53,459.45	ACH	
8/20	Pay#17	Guardian	\$ 5,317.98	\$ 5,317.98	ACH	
		Gross Payroll			ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

Total library cost			\$ 342,274.58			
Aug.	pays 16 & 17	Great West	\$ 1,579.10	\$ 1,579.10	ACH	Staff withholding
Aug.	pays 16 & 17	Garnishments	\$ 1,432.10	\$ 1,432.10	ACH	Staff withholding
Aug.	pays 16 & 17	AFLAC	\$ 1,077.26	\$ 1,077.26	ACH	Staff withholding
Aug.	pays 16 & 17	United Way	\$ 422.00	\$ 422.00	ACH	Staff withholding
Aug.	pays 16 & 17	Anthem	\$ 7,308.66	\$ 7,308.66	ACH	Staff withholding
Aug.	pays 16 & 17	HSA adj.		\$ -	ACH	Staff withholding
Aug.	pays 16 & 17	Guardian	\$ 732.24	\$ 732.24	ACH	Staff withholding
Aug.	pays 16 & 17	Boston Mutual	\$ 661.56	\$ 661.56	ACH	Staff withholding
Aug.	pays 16 & 17	Fed Tax	\$ 18,212.39	\$ 18,212.39	ACH	Staff withholding
Aug.	pays 16 & 17	State Tax	\$ 7,252.46	\$ 7,252.46	ACH	Staff withholding
Aug.	pays 16 & 17	Local Tax	\$ 4,363.14	\$ 4,363.14	ACH	Staff withholding
Aug.	pays 16 & 17	FICA	\$ 17,260.64	\$ 17,260.64	ACH	Staff withholding
Aug.	pays 16 & 17	Vol. PERF	\$ 4,183.46	\$ 4,183.46	ACH	Staff withholding
Staff Cost			\$ 64,485.01			

**Payroll Payable**

**Vigo County Public Library**

For Period August -2021

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

**Voucher Register**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC5-11-10-1,6.

September 20, 2021

Date

\_\_\_\_\_  
Dennis L. Shepard Jr., 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 \$ 342,274.58

Dated this 20th day of September 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

\_\_\_\_\_  
Stacy D. Killion, Board Member

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

August 31, 2021

Gift Fund Balances  
2021

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 709.52	Unrestricted Use	Admin.
64-SPC	\$ 11,684.41	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 Goals	Admin.
68-Crackerbarrel	\$ 65.09	Support of Crackerbarrel	Admin.
69-Wright Foundation	\$ 10,361.46	Unrestricted Use	Admin.
71-West Branch	\$ 802.71	Support of West Branch	Admin.
72-Friends	\$ -	Support of Pre-Approved Programs/Initiatives	Admin.
73-WVLC	\$ -	Support of LLC Literacy Events	Admin.
74-Wiley Cupola	\$ 1,274.00	Maintenance of Cupola	Admin.
75-Wiley Memorial	\$ 19,310.17	Maintenance of Memorial	Admin.
77-WVCF Meeks	\$ 1,007.25	Childrens Literature	Admin.
81-Community Connections	\$ 216.95	Support of Community Connections	Admin.
83-Kiwanis Ys	\$ 148.80	Childrens Book Label Commemorating Speakers	Admin.
85-Phillips	\$ 3,305.47	Support of LLC and Archives	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 Commemorating Speakers	Admin.
96-Fundraiser	\$ 142.51	Buy a Book	Admin.
<b>TOTAL</b>	<b>\$ 59,193.34</b>		

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD SEPTEMBER 20, 2021

## INTEGRATED LIBRARY SYSTEM SOLUTIONS

As presented at the August Board meeting, VCPL is pursuing a new integrated library system (ILS) apart from the Library Consortium of Vigo County. The first step of this process was to identify an ILS that would suit the Library's needs. Heather Rayl and Lauren Elyea identified two products for staff to evaluate in addition to the system VCPL currently uses as a member of the LCVC. In August, staff were asked to attend demonstrations of the new products. Staff input was considered vital to this initial evaluation phase.

The demonstrations were roughly grouped by common tasks that each department carries out, for instance basic circulation (registering borrowers, checking materials in and out) or collection development (ordering materials, identifying older materials to discard). Six topic-driven demonstrations were scheduled for each product; demonstrations were also recorded for staff to review later. Demonstrations for SirsiDynix – Symphony were scheduled in the first week of August, and demonstrations for The Library Corporation – Library.Solution were scheduled in the second week. Staff were also invited to a demonstration of Vega, a new public-facing catalog that is compatible with the current ILS, Innovative – Sierra.

Once the demonstrations were completed, VCPL staff members had the opportunity to “play” in sandbox, or trial, environments from both vendors. The VCPL ILS Migration Committee put together exercises to help lead staff through the sandboxes and provide assistance in comparing the ILS systems. The committee also created evaluations specific to the demonstration topics that included quick answer questions, such as which ILS did you like best or dislike the most, as well as opportunities for staff to explain the reasons behind choosing their answers.

The results from the evaluation showed that most staff preferred one of the two newer ILS products over continuing with Sierra. Once Sierra was eliminated from consideration, staff were asked to answer one final survey question choosing between Symphony and Library.Solution with  $\frac{2}{3}$  of staff preferring Symphony.

The ILS Migration Committee and Library Administration recommend the Library Board authorize Library Administration to pursue a contract with SirsiDynix for their ILS, Symphony. Pending this authorization, a contract could be available for the Library Board to approve at the next (October) Board Meeting. Plans for the migration to the Symphony ILS would occur through the winter and spring of 2022, with an anticipated launch of the new ILS in May of 2022.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD SEPTEMBER 20, 2021

## ADULT SERVICES

### ART HACKS



Art Hacks has returned to VCPL! The program, which introduces customers to different artistic styles, is now being held in the West Branch pavilion. On August 17, Adult Services Librarian Raina Konazeski led a discussion on the use of watercolors to create sunflowers. On September 17, Assistant Librarian Meghan Salinas will focus on Straw-blown Fluid Art.

### MEETING ROOMS

Meeting rooms are once again in use by the public as Adult Services Staff began making reservations in August. Customers and local organizations have expressed pleasure that VCPL has made this service available.

### CUSTOMER FEEDBACK

*"You guys are the best library!"*

*"You know my favorite part about coming into this library? The person sitting at this desk is almost always a happy person. I really appreciate that!"*

*"We love the 'Do You Need Help' brochures!"* – Area Seven Agency on Aging and Disabled

## TECH TEAM

### IN-HOUSE USE HAUTE CREATE MAKER KITS



The Tech Team was very busy in August getting ready to offer in-house kits as a way to utilize our resources in a safe and responsible manner. Launching September 1, customers can utilize our equipment that was previously only available for larger group programming. One of the first customers brought in several items to refresh and fix using a sewing machine. She expressed amazement at what her library has to offer the community.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD SEPTEMBER 20, 2021

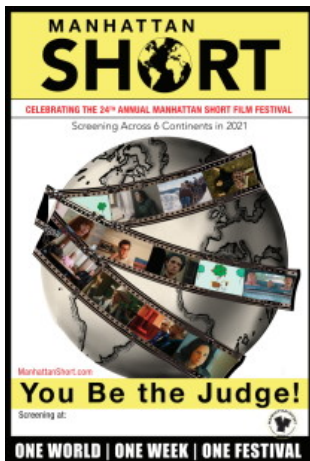
Below are the type of kits with total number of kits currently available in parenthesis:

- Makey Makey (21)
- Bloxels classic (11)
- Bloxels Star Wars (3)
- Stikbot Stop Motion (3)
- Minecraft Stop Motion (1)
- Disney Stop Motion (1)
- Osmos (16)
- Sphero (6)
- Sewing Machine (6)

VCPL does provide an iPad or a Chromebook if the kits requires one. The Sewing Machine comes with a supply packet consisting of thread, bobbin, pins, scissors, pin cushion and other items users might need to successfully complete their project. The Sphero and Sewing Machine kits are recommended for ages 12 and up. Parents/caregivers are welcome to help their younger kids with those two kits, as well. There are laminated instructions inside each kit, as the kits are intended to be self-directed/adult-directed. Tech Team members Ashley Wadsworth and Brittany Fletcher led the effort to compile the kits and collaborated with the VCPL Communications department to have them promoted to the community.

## WEST BRANCH

### MANHATTAN SHORT FILM FESTIVAL



This month, the MANHATTAN SHORT Film Festival will return to Vigo County. The Vigo County Public Library is partnering with the Moonlite Drive-In to host the 24<sup>th</sup> Annual Short Film Festival. The ten finalists will be screened worldwide during a one-week period, with Best Film and Best Actor categories voted on by audience members. The finalists are all qualified for Oscar nominations, with two films from 2020 being nominated for a 2021 Oscar. This is a wonderful opportunity for the residents of Vigo County to unite with film lovers from all over the world to participate in a unique film festival experience. The films will be shown Wednesday, September 29, beginning at 8:00 pm at the Moonlite Drive-In.

## YOUTH SERVICES

### ILF YOUTH SERVICES CONFERENCE

The ILF Youth Services Conference took place on August 22 and 23 in Muncie, and several staff members were able to attend. Youth Services Librarians Megan Howes and Andy Pope and Youth Services Assistant Librarians Angelina Melcho, Kateri Tuttle, and Kendra McCrea-Bailey all attended the two-day conference. The staff members attended sessions on sensory storytimes, community asset mapping,

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD SEPTEMBER 20, 2021

technology programs, remote gaming programs, self-care, story walks, and much more. They all came away from the conference with many ideas to bring back and implement at VCPL.

## PERSONNEL CHANGES

### CHANGE IN STATUS

Knight, Logan T. - Due to completion of MLS degree, change in status from job class 6 to job class 5 in the position of Special Collections Librarian effective August 9, 2021.

### EMPLOYMENT

Dinkins, Tonya M. R. - Hired for the part-time non-exempt position of Communications Specialist in the Communications department effective August 24, 2021.

Mutchler, Erin M. - Hired for the full-time non-exempt position of Tech Team Assistant Librarian in the Tech Team department effective September 7, 2021.

### RESIGNATION

Meyers, Shawn J. - Resignation from the full-time non-exempt position of Maintenance Assistant-Groundskeeper in the Maintenance Department effective September 24, 2021.

### PROFESSIONAL DEVELOPMENT

Megan Howes; Kateri Tuttle; Angeline Melcho; Kendra McCrea-Bailey; Andy Pope - ILF Youth Services Conference, Muncie, IN; August 22 – 23, 2021; \$1,610.

Respectfully submitted,  
Kristi J. Howe

9/14/21 AG

Vigo County Public Library  
August 2021

	August-21	August-20		YTD 2021	YTD 2020	
Print Circulation	20,995	19,126	9.8%	160,807	123,106	30.6%
A/V Circulation	7,004	9,666	-27.5%	60,312	74,091	-18.6%
Misc	395	201	96.5%	2,718	1,875	45.0%
Electronic Devices	77	44	75.0%	431	270	59.6%
<b>TOTAL</b>	<b>28,471</b>	<b>29,037</b>	<b>-1.9%</b>	<b>224,268</b>	<b>199,342</b>	<b>12.5%</b>

	August-21	August-20		YTD 2021	YTD 2020	
Overdrive						
E-book	4,993	5,814	-14.1%	40,515	44,632	-9.2%
E-audiobook	3,126	2,780	12.4%	27,652	21,199	30.4%
E-Magazines	305	128	138.3%	2,476	1,510	64.0%
E-video or music	16	15	6.7%	53	103	-48.5%
<b>TOTAL</b>	<b>8,440</b>	<b>8,737</b>	<b>-3.4%</b>	<b>70,696</b>	<b>67,444</b>	<b>4.8%</b>

Hoopla						
E-audiobook	1,637	1,647	-0.6%	11,422	12,513	-8.7%
E-Books	724	909	-20.4%	5,977	7,638	-21.7%
E-Comics	266	175	52.0%	1,508	1,493	1.0%
E-music	136	211	-35.5%	1,040	1,731	-39.9%
E-video movie	199	273	-27.1%	1,580	2,470	-36.0%
E-video TV	201	290	-30.7%	4,381	2,355	86.0%
<b>TOTAL</b>	<b>3,163</b>	<b>3,505</b>	<b>-9.8%</b>	<b>25,908</b>	<b>28,200</b>	<b>-8.1%</b>

	August-21	August-20		YTD 2021	YTD 2020	
Reference [fact-finding]	3,015	2,990	0.8%	22,551	22,700	-0.7%

**Items Added to the Collection**

August-21	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Purchased Items	1,381	390	21	8	5	4	1,809
Donated Items	0	0	0	0	0	0	0
<b>Total Items Added</b>	<b>1,381</b>	<b>390</b>	<b>21</b>	<b>8</b>	<b>5</b>	<b>4</b>	<b>1,809</b>

YTD 2021	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Purchased Items	6,865	2,461	134	34	78	48	9,620
Donated Items	11	0	0	0	0	0	11
<b>Total Items Added</b>	<b>6,876</b>	<b>2,461</b>	<b>134</b>	<b>34</b>	<b>78</b>	<b>48</b>	<b>9,631</b>

**New Materials Ordered and Received**

August-21	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Ordered	1,163	241	54	9	8	1	1,476
Received	1,054	462	12	5	2	1	1,536

YTD 2021	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Ordered	8,715	2,403	204	37	95	75	11,529
Received	6,787	2,507	143	31	76	54	9,598

Vigo County Public Library  
August 2021

<b>ON-SITE PROGRAMS</b>	<b>August-21</b>	<b>August-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Youth programs/events/classes	2	0	NULL	8	91	-91.2%
Teen programs/events/classes	0	0	NULL	0	8	-100.0%
Adult programs/events/classes	5	0	NULL	10	54	-81.5%
Family/general	1	1	0.0%	11	56	-80.4%
<b>TOTAL</b>	<b>8</b>	<b>1</b>	<b>700.0%</b>	<b>29</b>	<b>209</b>	<b>-86.1%</b>

<b>ON-SITE ATTENDANCE</b>						
Youth attendance	24	0	NULL	105	530	-80.2%
Teen attendance	0	0	NULL	0	38	-100.0%
Adult attendance	21	0	NULL	120	1,149	-89.6%
Family/general attendance	6	4	50.0%	186	664	-72.0%
<b>TOTAL</b>	<b>51</b>	<b>4</b>	<b>1175.0%</b>	<b>411</b>	<b>2,381</b>	<b>-82.7%</b>

<b>OFF-SITE PROGRAMS</b>	<b>August-21</b>	<b>August-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Youth outreach	0	0	NULL	0	31	-100.0%
Teen outreach	0	0	NULL	0	9	-100.0%
Adult outreach	4	0	NULL	19	46	-58.7%
Family outreach	0	0	NULL	7	8	-12.5%
Participation in Community Events	0	0	NULL	6	1	500.0%
<b>TOTAL</b>	<b>4</b>	<b>0</b>	<b>NULL</b>	<b>32</b>	<b>95</b>	<b>-66.3%</b>

<b>OFF-SITE ATTENDANCE</b>						
Youth outreach attendance	0	0	NULL	0	918	-100.0%
Teen outreach attendance	0	0	NULL	0	174	-100.0%
Adult outreach attendance	20	0	NULL	366	1,177	-68.9%
Family outreach attendance	0	0	NULL	503	714	-29.6%
Community Events Interactions	0	0	NULL	1,462	6	24266.7%
<b>TOTAL</b>	<b>20</b>	<b>0</b>	<b>NULL</b>	<b>2,331</b>	<b>2,989</b>	<b>-22.0%</b>

	<b>August-21</b>	<b>August-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Adult materials deliveries	56	28	100.0%	396	228	73.7%
Youth materials deliveries	0	16	-100.0%	0	125	-100.0%
<b>TOTAL</b>	<b>56</b>	<b>44</b>	<b>27.3%</b>	<b>396</b>	<b>353</b>	<b>12.2%</b>

	<b>August-21</b>	<b>August-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Computer Users	3,270	1,944	68.2%	22,870	20,522	11.4%
Web Site Hits	15,918	16,905	-5.8%	133,862	142,597	-6.1%
Mobile App Visits	589	603	-2.3%	4,468	4,719	-5.3%

	<b>August-21</b>	<b>August-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Subscription Databases	11,387	12,908	-11.8%	95,631	121,111	-21.0%
ILL provided to other libraries	224	205	9.3%	1,743	720	142.1%
ILL received from other libraries	273	308	-11.4%	2,057	1,152	78.6%

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

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Children (ISL:0-11 yrs)	0
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
<b>Livestream Only Attendance</b>	<b>6</b>

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

---

Children (ISL:0-11 yrs)	0
YA (ISL:12-18yrs)	0
Adult (ISL:18 + yrs)	1
General (all ages)	0
ESL - Adult	0
ESL - Family	0
Community Read (all ages)	0
Book Discussion (all ages)	0
<b>Views/Hits of Recorded Programs</b>	<b>48</b>

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

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Children (ISL:0-11 yrs)	YA (ISL:12-18yrs)	Adult (ISL:18 + yrs)	General (all ages)
0	0	29	0

# ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)  
 Approved by the State Board of Accounts, 2015  
 Prescribed by the Department of Local Government Finance

Budget Form No. 4  
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Ordinance / Resolution Number:

Be it ordained/resolved by the **Vigo County Public Library** that for the expenses of **VIGO COUNTY PUBLIC LIBRARY** for the year ending December 31, **2022** the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of **VIGO COUNTY PUBLIC LIBRARY**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the **Vigo County Public Library**.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
Vigo County Public Library	Library Board	09/20/2021

Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0101	GENERAL	\$9,491,299	\$7,423,790	0.2125
		<b>\$9,491,299</b>	<b>\$7,423,790</b>	<b>0.2125</b>

# ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)  
 Approved by the State Board of Accounts, 2015  
 Prescribed by the Department of Local Government Finance

Budget Form No. 4  
 Generated 9/8/2021 1:47:54 PM

Name		Signature
Terry W. Jones	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Olivia K. Goulding	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Valentine K. Muyumba	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Christi A. Fenton	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Daniel I. Pigg	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
James M. Young	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Stacy D. Killion	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	

## ATTEST

Name	Title	Signature

In accordance with IC 6-1.1-17-16(k), we state our intent to issue debt after December 1 and before January 1      Yes  No

In accordance with IC 6-1.1-17-16(k), we state our intent to file a shortfall appeal after December 1 and before December 31      Yes  No

## **Emergency Paid Sick Leave**

Due to the ongoing nature of the global Coronavirus pandemic, Vigo County Public Library (VCPL) recognizes the need to voluntarily continue provisions within the **Emergency Paid Sick Leave (EPSL)** policy to assist employees affected by the COVID-19 public health emergency to be effective from October 1, 2021 through June 30, 2022.

The **EPSL** policy is the VCPL's own, unique policy that is modeled on but not identical to provisions outlined in the **Families First Coronavirus Response Act (FFCRA)** and revised by the **American Rescue Plan Act (ARPA)**. The continuance of the **EPSL** policy provides exempt and non-exempt full-time and part-time employees an additional allotment of **EPSL** hours including those employees who may have previously exhausted **EPSL** entitlements under the **FFCRA**.

### **Eligibility**

All exempt and non-exempt full-time and part-time employees are eligible for **EPSL**, regardless of date of hire, when unable to work or telework (work from home), with a need for leave due to one of the following reasons:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.
4. The employee has tested positive or received a medical diagnosis for COVID-19, or is seeking or waiting for test results or a medical diagnosis, or the VCPL has requested the employee to obtain a test or medical diagnosis.
5. The employee is obtaining a COVID-19 vaccine.
6. The employee is recovering from any illness related to receiving a COVID-19 vaccine.
7. The employee is caring for an individual subject to conditions as outlined in numbers 1 or 2 above.
8. The employee is caring for their child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 related reasons.

### **Amount of Emergency Paid Sick Leave**

Exempt and non-exempt full-time and part-time employees are allotted the equivalent of up to five (5) working days per quarter of **EPSL** for reasons outlined in this policy starting October 1, 2021 and ending June 30, 2022. A work day equivalent for part-time employees utilizing **EPSL** will be determined by the average number of hours for which the employee is generally scheduled during a two-week period. The five (5) **EPSL** allotment days per quarter are neither cumulative nor can unused quarter allotments be carried forward to subsequent quarters.

### **Rate of Pay**

Employees utilizing **EPSL** will receive compensation for **EPSL** hours at their regular rate of pay.

### **Interaction with Other Paid Leave**

Employees may use **EPSL** for reasons outlined in this policy before using any other accrued and unused paid time off.

### **Job Protections**

No employee who appropriately utilizes **EPSL** under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave.

**Emergency Paid Sick Leave Request Form**

To request Emergency Paid Sick Leave (EPSL) as provided under Vigo County Public Library's Emergency Paid Sick Leave policy, please complete and submit the following request form to Human Resources (HR) as soon as possible before the need for leave commences. Verbal or email notification will be accepted by HR until a completed form can be provided.

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Manager: \_\_\_\_\_

Requested Leave Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

The amount of Emergency Paid Sick Leave being requested is \_\_\_\_\_ hours.

I am requesting EPSL due to my inability to work or telework (work from home) because (check the appropriate reason below):

- 1) I am subject to a federal, state, or local quarantine or isolation order related to COVID-19.

Name of the governmental entity ordering quarantine: \_\_\_\_\_

- 2) I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

Name of the health care provider ordering quarantine: \_\_\_\_\_

- 3) I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.

Name of the health care provider contacted to seek diagnosis: \_\_\_\_\_

- 4) I am seeking or waiting for test results or a medical diagnosis for COVID-19 or my employer has requested that I obtain a test or medical diagnosis.

Name of testing site and or health care provider contacted to seek diagnosis: \_\_\_\_\_

- 5) I am obtaining a COVID-19 vaccine.

Location, date and time of vaccination: \_\_\_\_\_

- 6) I am recovering from an illness related to receiving the COVID-19 vaccine.

Date of vaccine: \_\_\_\_\_

- 7) I am caring for an individual subject to conditions as outlined in numbers 1 or 2 above.

Name of the governmental entity or health care provider ordering quarantine: \_\_\_\_\_

\_\_\_\_\_

Name of the individual: \_\_\_\_\_ Relationship: \_\_\_\_\_

8) I am caring for my child whose primary or secondary school or place of care has been closed, or my childcare provider is unavailable due to COVID-19 precautions; and,

Name of Child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Child's School: \_\_\_\_\_ Closure Dates: \_\_\_\_\_

Eligible Child Care Provider: \_\_\_\_\_ Dates Unavailable: \_\_\_\_\_

If applicable:

I have attached additional documentation supporting my request/need for leave.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Signature \_\_\_\_\_ Date \_\_\_\_\_