

# AGENDA

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

1. **Call to Order and Roll Call of Members**
2. **Public Input on Action Items**
3. **Consideration of Minutes of October 18, 2021 Regular Meeting** 2
4. **Treasurer's Report**
  - A. Monthly Financial Statement 5
  - B. Claims and Payroll 6
  - C. Special Claims 21
  - D. Gift Fund Report 22
5. **Reports to the Library Board**
  - A. VCSC Strategic Plan and Potential Building Updates - Christi Fenton
  - B. VCPL Systemic Racism Training - Kristi Howe
6. **Director's Report** 23
7. **Old Business**
8. **New Business**
  - A. Library Director Evaluation Committee
  - B. Consideration of Policies
    - 1) Staff Manual: Equal Employment Opportunity Policy 29
  - C. Resolution on Sale of Surplus Property 32
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Regular Meeting**: Monday, December 20, 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 at 5:30 p.m. on the 18<sup>th</sup> day of October 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: Stacy D. Killion.

Mr. Jones announced that Mr. Pigg has resigned his position on the VCPL Board of Trustees to devote more time to his family and his family business. Mr. Jones and the board thanked Mr. Pigg for his service. This resignation is effective immediately.

Library Staff: Kristi Howe; Amy Gibson; Dennis Shepard; Bonnie McNair; Jeff Crews; Jeanette Bouchie; Lauren Elyea; Heather Rayl; Rob Fox; and Andrew Akers.

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 September 20, 2021, regular meeting, made by Muyumba, seconded by Goulding, passed.

## **TREASURER'S REPORT**

### **Monthly Cash Statement**

Dennis Shepard presented the Cash Statement for the period ending September 30, 2021 (copy attached to official minutes).

### **Claims and Payroll**

Mr. Shepard presented the Month End Claims dated September 30, 2021 in the amount of \$45,879.82 (Library Operating, \$43,184.17; Gift Fund, \$2,695.65; Grants, \$0); Library Operating Claims dated October 18, 2021, in the amount of \$83,859.47 (Library Operating Fund, \$82,392.64, Gift Fund, \$144.50; Grants, \$1,257.33; PLAC Card, \$65.00.) (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 September 30, 2021 for \$56,536.48.

**Approval of Treasurer's Report**

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

**REPORTS TO THE LIBRARY BOARD**

**New AMH Update ~ Andrew Akers**

Lending Services Manager Andrew Akers gave a presentation on the installation of the new automatic handler (AMH). The previous AMH was 9 years old, and like most outdated equipment, it was resulting in expensive maintenance and difficulty finding parts. The new equipment is space saving and has a host of advantages for staff and customers.

**DIRECTOR'S REPORT**

Ms. Howe commented on her written report.

Ms. Howe noted that she contacted the seller of the potential 12 Points location and they have assured her that they are working on items related to the environmental study.

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

**OLD BUSINESS**

None.

**NEW BUSINESS**

**Approval of ARPA Grant Contract and Appropriation of Funds**

A motion approving the ARPA Grant Contract, made by Goulding, seconded by Muyumba, passed. A motion approving the Appropriation of Funds, made by Young, seconded by Muyumba, passed. (Copy of the Grant Contract attached to official minutes.)

**Resolution to Establish ARPA Technology & Social Distancing Needs Grant Fund**

A motion approving the Resolution to Establish ARPA Technology & Social Distancing Needs Grant Fund, made by Fenton, seconded by Goulding, passed. (Copy of the Resolution attached to official minutes.)

**Sirsi Dynix Contract**

A motion approving the SirsiDynix Contract, made by Fenton, seconded by Muyumba, passed. (Copy of Contract attached to official minutes.)

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

No suggestions.

**NEXT MEETING**

Regular Meeting, Monday, November 15, 2021, at 5:30 p.m. at the Main Library.

**ADJOURNMENT**

A motion to adjourn the meeting made by Goulding, seconded by Fenton, passed. The meeting adjourned at 6:05 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

---

Stacy D. Killion, Board Member

---

VACANT

AG 11/6/21

Vigo County Public Library

Cash Statement  
 Vigo County Public Library  
 October 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	5,293,020.54 5,393,659.33	100,429.54 4,700,526.57	610,019.38 5,310,755.20	4,783,430.70	(509,589.84) (610,228.63)
Cash Gift Fund 200-00-1010	56,536.48 63,760.68	1,138.82 5,738.35	329.20 12,152.93	57,346.10	809.62 (6,414.58)
Cash Rainy Day Fund 201-00-1010	1,748,249.16 1,748,249.16	0.00 0.00	0.00 0.00	1,748,249.16	0.00 0.00
Cash Grants 276-00-1010	(10,058.64) (27,309.59)	0.00 30,711.52	1,257.33 14,717.90	(11,315.97)	(1,257.33) 15,993.62
Cash Public Library Access Car 800-00-1010	65.00 0.00	0.00 65.00	65.00 65.00	0.00	(65.00) 0.00
Cash-Payroll Withholdings 803-00-1010	1,080.52 1,289.84	92,177.05 722,958.52	91,739.74 722,730.53	1,517.83	437.31 227.99

<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>
*21081	MUNCIE PUBLIC LIBRARY*	100	<i>Check</i>	<b>21.98</b>	<b>56573</b>	ILL REIMBURSEMENT
						Total Count: <b>1</b> Total Amount: <b>21.98</b>
*20998	ADP INC - AUTOPAY II*	100	<i>ACH</i>	<b>916.97</b>	<b>5836</b>	PAYROLL SERVICES
*20946	ADP SCREENING & SELECTION	100	<i>ACH</i>	<b>62.02</b>	<b>5837</b>	BACKGROUND SCREENING- A WEAVER
*20995	AMAZON.COM LLC*	100	<i>ACH</i>	<b>91.25</b>	<b>5838</b>	ART HACKS SUPPLIES
*21010	AMAZON.COM LLC*	100	<i>ACH</i>	<b>299.99</b>	<b>5839</b>	EPSON SCANNER FOR BUSINESS OFFICE
*21011	AMAZON.COM LLC*	100	<i>ACH</i>	<b>272.51</b>	<b>5840</b>	USB DRIVES & AV STORAGE CASE
*21012	AMAZON.COM LLC*	100	<i>ACH</i>	<b>105.31</b>	<b>5841</b>	CIRCULATING GAMES
*21014	AMAZON.COM LLC*	100	<i>ACH</i>	<b>159.97</b>	<b>5842</b>	VIDEO GAMES
*21015	AMAZON.COM LLC*	100	<i>ACH</i>	<b>178.63</b>	<b>5843</b>	VIDEO GAMES
*21024	AMAZON.COM LLC*	100	<i>ACH</i>	<b>10.79</b>	<b>5844</b>	DVD/VIDEO MATERIAL
*21025	AMAZON.COM LLC*	100	<i>ACH</i>	<b>119.98</b>	<b>5845</b>	VIDEO GAMES
*21026	AMAZON.COM LLC*	100	<i>ACH</i>	<b>70.28</b>	<b>5846</b>	CLOROX WIPES AND HAND SANITIZER
*21027	AMAZON.COM LLC*	100	<i>ACH</i>	<b>661.96</b>	<b>5847</b>	VIDEO GAMES
*21030	AMAZON.COM LLC*	100	<i>ACH</i>	<b>46.96</b>	<b>5848</b>	CIRC PRINT MATERIAL
*21033	AMAZON.COM LLC*	100	<i>ACH</i>	<b>167.41</b>	<b>5849</b>	YS CIRC MATERIAL
*21036	AMAZON.COM LLC*	100	<i>ACH</i>	<b>12.48</b>	<b>5850</b>	DVD/VIDEO MATERIAL
*21037	AMAZON.COM LLC*	100	<i>ACH</i>	<b>149.63</b>	<b>5851</b>	HALLOWEEN SUPPLIES/ DECORATIONS
*21040	AMAZON.COM LLC*	100	<i>ACH</i>	<b>19.99</b>	<b>5852</b>	DVD/VIDEO MATERIAL
				<b>6</b>		

<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>
*21041	AMAZON.COM LLC*	100	ACH	269.95	5853	VIDEO GAMES
*21044	AMAZON.COM LLC*	100	ACH	29.99	5854	DVD/VIDEO MATERIAL
*21045	AMAZON.COM LLC*	100	ACH	49.97	5855	CIRCULATING KITS
*21046	AMAZON.COM LLC*	100	ACH	24.99	5856	D BATTERIES
*21047	AMAZON.COM LLC*	100	ACH	12.98	5857	AVERY LABELS FOR WEST
*21048	AMAZON.COM LLC*	100	ACH	43.33	5858	CIRC MATERIAL
*21059	AMAZON.COM LLC*	100	ACH	53.96	5859	DVD/VIDEO MATERIAL
*21060	AMAZON.COM LLC*	100	ACH	487.54	5860	VIDEO GAMES
*21061	AMAZON.COM LLC*	100	ACH	15.83	5861	DVD/VIDEO MATERIAL
*21062	AMAZON.COM LLC*	100	ACH	13.00	5862	DVD/VIDEO MATERIAL
*20994	BAKER & TAYLOR INC*	100 200	ACH	3,557.06	5863	CIRC PRINT MAT, YS MAT
*21034	BAKER & TAYLOR INC*	100 200	ACH	4,088.37	5864	CIRC PRINT MAT, YS MAT, AUD REC BO
*20993	GALE/CENGAGE LEARNING*	100	ACH	233.90	5865	CIRC PRINT MATERIAL
*21038	GALE/CENGAGE LEARNING*	100	ACH	49.48	5866	CIRC PRINT MATERIAL
*21053	GRAHAM FEED COMPANY*	100	ACH	27.96	5867	HAYBALES FOR PARADE
*21035	MIDWEST TAPE*	100	ACH	1,533.17	5868	DVD/VIDEO MATERIAL, AUD REC MUSIC
*21008	NEW AVENUES*	100	ACH	158.33	5869	ALA CARTE ADMIN FEE
*21054	RICOH USA INC*	100	ACH	1,458.78	5870	COPIER LEASE

Total Count: **35**  
Total Amount: **15,454.72**

<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>
*20997	JOINK LLC*	100	<i>E-pay</i>	275.00	8281	MONTHLY CLOUD BACKUP
*21009	CINTAS CORPORATION*	100	<i>E-pay</i>	99.52	8291	MAIN CABINET SERVICE
*21016	OVERDRIVE*	100	<i>E-pay</i>	7,500.00	8292	OCTOBER CONTENT CREDIT DEPOSIT
*21017	FUN EXPRESS, LLC*	100	<i>E-pay</i>	745.13	8293	ISU HOMECOMING & HALLOWEEN
*21018	OFFICE DEPOT*	100	<i>E-pay</i>	151.07	8294	OFFICE SUPPLIES
*21019	OFFICE DEPOT*	100	<i>E-pay</i>	23.88	8295	OFFICE SUPPLIES
*21020	OFFICE DEPOT*	100	<i>E-pay</i>	7.54	8296	OFFICE SUPPLIES
*20869	VISA CARD SERVICES	100	<i>E-pay</i>	9,743.59	8297	VARIOUS SUPPLIES, TRAVEL, REGISTR.
*21023	APPLE HOUSE*THE	100	<i>E-pay</i>	54.00	8298	MULCH FOR GARDEN
*21029	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	794.06	8299	MAIN SEWAGE BILLING
*21031	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	33.60	8300	LAUNDERING OF TABLECLOTHS
*21032	REPUBLIC SERVICES OF WEST	100	<i>E-pay</i>	328.86	8301	MAIN TRASH SERVICE
*21039	HANK METZGER LANDSCAPE*	100	<i>E-pay</i>	150.00	8302	IRRIGATION SERVICE
*21043	CENTER POINT LARGE PRINT*	100	<i>E-pay</i>	209.13	8303	CIRC PRINT MATERIAL
*21049	T-MOBILE USA, INC.*	100	<i>E-pay</i>	984.44	8304	MAIN HOTSPOT DATA
*21050	T-MOBILE USA, INC.*	100	<i>E-pay</i>	147.89	8305	WEST HOTSPOT DATA
*21051	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	359.41	8306	MAIN IRRIGATION SERVICE
*21052	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	642.36	8307	MAIN WATER SERVICE
*21055	OFFICE DEPOT*	100	<i>E-pay</i>	78.80	8308	CHAIR MATS FOR ALL DEPTS
*21056	OFFICE DEPOT*	100	<i>E-pay</i>	830.75	8309	COPY PAPER AND 26A TONER
*20976	SAM'S CLUB DIRECT*	100	<i>E-pay</i>	510.34	8310	PROGRAM 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>
		200				
*20934	CAPITAL ONE		<i>E-pay</i>	197.01	8311	POSTER BOARD FOR STORY WALK
		100				
*21065	ARAMARK UNIFORM SERVICES		<i>E-pay</i>	171.24	8312	WEST MAT SERVICE
		100				
*21066	VERIZON - WIRELESS*		<i>E-pay</i>	205.47	8313	PHONE SERVICE
		100				
*21076	UNIVERSAL ADVERTISING		<i>E-pay</i>	188.00	8314	MAPS ADVERTISING
		100				
*21077	ARAMARK UNIFORM SERVICES		<i>E-pay</i>	374.54	8315	MAIN MAT SERVICE
		100				
*21085	ACTION PEST CONTROL, INC*		<i>E-pay</i>	285.00	8316	WEST MONTHLY INSPECTION
		100				

Total Count: **27**  
Total Amount: **25,090.63**

<i>Grand Total Fund 100:</i>	<b>40,382.63</b>
<i>Grand Total Fund 200:</i>	<b>184.70</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>63</b>
Grand Total Amount:	<b>40,567.33</b>

## ACCOUNTS PAYABLE VOUCHER

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

<b>Payee</b> <b>576</b>	<b>Purchase Order No.</b> <b>211380, 211384</b> <b>211383, 211340, 211269, 211446</b> <b>211466, 211471, 211454, 211420</b> <b>211415, 211432, 211381, 211367</b> <b>211397, 211356, 211456, 211416</b> <b>211429, 211436, 211465, 211504</b>
<b>VISA CARD SERVICES</b> <b>CARD SERVICES</b> <b>PO BOX 875852</b> <b>KANSAS CITY, MO 64187-5852</b>	<b>Terms</b> <b>E-PAY</b>
	<b>Date Due</b> <b>10/29/2021</b>

Invoice Date	Invoice Number	Description (or attach invoice(s))	Amount	
9/17/2021	24204298400A G584W	FACEBOOK- FAMILY LEARNING DAY FB EVENT PROMO	125	00
9/27/2021	24204298EA2T 13BF5	FACEBOOK- FAMILY FUN NIGHT AT COLLETT PARK PROMO	175	00
9/30/2021	24204298H00Q 57Z1M	FACEBOOK- MANHATTEN SHORT FILM FESTIVAL	25	00
9/17/2021	744939885BM 4K4VBA	CREDIT- ACADEMY SPORTS- DISC GOLF TARGET CIRCULATING KIT- REFUND FOR SALES TAX AND ITEM DISCOUNT	-70	06
9/18/2021	2405523852DK QSLR6	ACADEMY SPORTS- DISC GOLF TARGET CIRCULATING KIT	128	38
9/18/2021	2490641853TG N3PZT	TITANHQ- SPAM FILTER RENEWAL	1242	00
10/2/2021	24692168K2XJ V1JJV	GOOGLE- GOOGLE WORKSPACE	228	00
10/6/2021	24692168P2XJ ZR0L6	WALMART- GAME CODES FOR YS PROGRAM	39	98
10/7/2021	24692168R2X9 1GHAQ	FEDERAL COFFEE AND FINE FOODS- STAFF TRAINING PRIZE	79	00
10/15/2021	24445009000N RNYWT	PAPA JOHNS PIZZA- PIZZAS FOR ESL FAMILY NIGHT	54	02
9/28/2021	24492168F000 MVH64	DROPEVENT- STAFF INSTITUTE SINGLE EVENT PHOTO GALLERY	49	00
9/28/2021	24692168F2X6 7FRWF	FEDERAL COFFEE AND FINE FOODS- STAFF TRAINING PRIZE	61	88
9/30/2021	24072808HBL H3BGJ7	JOANN FABRICS AND CRAFT STORES- YS KIT SUPPLIES	263	67
9/17/2021	24204298400Q 7T47P	FACEBOOK- FAMILY LEARNING DAY FB EVENT PROMO	250	00
9/21/2021	2469216882XF KYW0W	OFFICEWONDERLAND.COM- PROJECTOR AND MULTIPRESENTER STICK	6024	00

9/24/2021	24492168B000 KRHXY	ASTRONOMERS WITHOUT BORDERS- TELESCOPE FOR KITS	499	98
9/27/2021	24137468F2XB 2EB9H	MENARDS- GARDEN EDGING PAVERS	43	42
9/30/2021	24692168H2X TZX0FG	FEDERAL COFFEE AND FINE FOODS- SUMMER READING PRIZE FOR STAFF	92	84
10/1/2021	24445008KHE Y59TA6	DOLLAR TREE STORES- FLAVOR BYTES KIT SUPPLIES	61	62
10/4/2021	24445008NHE W8VP3E	DOLLAR TREE STORES- YS KIT SUPPLIES FOR NOV DEC	46	32
10/4/2021	24445008NHE W8VP61	DOLLAR TREE STORES- YS KIT SUPPLIES FOR NOV DEC	51	47
10/5/2021	24445008PHE W8KA29	DOLLAR TREE STORES- YS KIT SUPPLIES FOR NOV DEC	61	77
10/6/2021	24072808PBL GXV50H	JOANN FABRICS AND CRAFT STORES- MAKER HOUR PROGRAM MATERIALS	130	82
10/6/2021	24692168P2XL KLVJ6	AMAZON- GAME CODES FOR YS PROGRAM	39	98
10/14/2021	24692168Z2XJ X35VN	FEDERAL COFFEE AND FINE FOODS- STAFF TRAINING PRIZE	40	50
<b>TOTAL</b>			<b>9743</b>	<b>59</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	181.38	
4362	100-01	49.00	
4245	100-04	467.63	
4325	100-04	35.56	
4243	100-06	329.00	
4440	100-06	5695.00	
4245	100-07	54.02	
4442	100-07	558.30	
4235	100-08	43.42	
4245	100-08	178.82	
4325	100-08	113.62	
4314	100-09	228.00	
4362	100-09	1242.00	

<b>4331</b>	<b>100-11</b>	<b>575.00</b>	
<b>4245</b>	<b>100-12</b>	<b>92.84</b>	
			<b>APPROVED</b> , 2021
			<b>In the amount of \$</b>
	<b>Total</b>	<b>9,743.59</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>
*21148	SQUARE DONUTS*	200	Check	25.00	56574	DONUTS FOR FRIENDS GROUP
*21209	SWANK MOVIE LICENSING USA	100	Check	1,652.00	56575	COPYRIGHT COMPLIANCE LICENSE
*21189	UNIVERSITY OF NOTRE DAME*	100	Check	214.00	56576	ILL REIMBURSEMENT
*21210	UV SOLUTIONS, LLC*	100	Check	9,507.00	56577	UV UNIT FOR HVAC
*21132	WABASH VALLEY HUMAN RESC	100	Check	525.00	56578	LEGAL SEMINAR REGISTRATIONS
					Total Count:	5
					Total Amount:	11,923.00
*21123	ADP INC - AUTOPAY II*	100	ACH	675.00	5872	PAYROLL SERVICES
*21083	AMAZON.COM LLC*	100	ACH	314.71	5873	HANGING BAG REPLACEMENTS, MESH
*21166	AMAZON.COM LLC*	100	ACH	80.59	5874	SUPPLIES FOR FALL FEST OF WRITERS
*21069	AMAZON.COM LLC*	100	ACH	119.97	5875	VIDEO GAMES
*21070	AMAZON.COM LLC*	100	ACH	136.94	5876	99% ISO ALCOHOL, SNACK BAGS, LED B
*21071	AMAZON.COM LLC*	100	ACH	41.46	5877	DVD/VIDEO MATERIAL
*21075	AMAZON.COM LLC*	100	ACH	60.72	5878	DVD/VIDEO MATERIAL
*21079	AMAZON.COM LLC*	100	ACH	24.99	5879	DVD/VIDEO MATERIAL
*21080	AMAZON.COM LLC*	100	ACH	9.99	5880	DVD/VIDEO MATERIAL
*21084	AMAZON.COM LLC*	100	ACH	18.16	5881	VITAMIN E OIL FOR KITS
*21087	AMAZON.COM LLC*	100	ACH	59.98	5882	VIDEO GAMES
*21091	AMAZON.COM LLC*	100	ACH	12.99	5883	CARD HOLDERS FOR ART DISPLAYS
*21109	AMAZON.COM LLC*	100	ACH	29.99	5884	VIDEO GAMES

<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>
*21113	AMAZON.COM LLC*	200	ACH	387.74	5885	CHRISTMAS IN THE PARK ORDER
*21115	AMAZON.COM LLC*	100	ACH	239.85	5886	VIDEO GAMES
*21138	AMAZON.COM LLC*	100	ACH	13.78	5887	DVD MATERIAL
*21140	AMAZON.COM LLC*	100	ACH	117.19	5888	DVD MATERIAL
*21155	AMAZON.COM LLC*	100	ACH	22.99	5889	DVD MATERIAL
*21160	AMAZON.COM LLC*	100	ACH	15.95	5890	DVD/VIDEO MATERIAL
*21161	AMAZON.COM LLC*	100	ACH	638.80	5891	VIDEO GAMES
*21162	AMAZON.COM LLC*	100	ACH	52.63	5892	VIDEO GAMES
*21163	AMAZON.COM LLC*	100	ACH	808.11	5893	VIDEO GAMES
*21164	AMAZON.COM LLC*	100	ACH	13.95	5894	DVD MATERIAL
*21165	AMAZON.COM LLC*	100	ACH	177.84	5895	BOOKS FOR WATERWAYS EXHIBIT
*21167	AMAZON.COM LLC*	100	ACH	378.11	5896	2022 CALENDAR ORDER
*21173	AMAZON.COM LLC*	100	ACH	57.47	5897	DVD/VIDEO MATERIAL
*21182	AMAZON.COM LLC*	100	ACH	54.75	5898	COMMAND STRIPS FOR WALL DISPLAY:
*21183	AMAZON.COM LLC*	100	ACH	9.99	5899	BUSINESS CARD HOLDER
*21184	AMAZON.COM LLC*	100	ACH	113.33	5900	PAPER CUTTER
*21185	AMAZON.COM LLC*	100	ACH	45.81	5901	DVD/VIDEO MATERIAL
*21188	AMAZON.COM LLC*	100	ACH	15.04	5902	2022 CALENDAR ORDER
*21190	AMAZON.COM LLC*	100	ACH	89.28	5903	CIRCULATING KITS
*21191	AMAZON.COM LLC*	100	ACH	69.14	5904	DVD/VIDEO MATERIAL
*21197	AMAZON.COM LLC*	200	ACH	56.93	5905	CHRISTMAS IN THE PARK 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>
*21204	AMAZON.COM LLC*	100	ACH	67.67	5906	DVD/VIDEO MATERIAL
*21205	AMAZON.COM LLC*	100	ACH	24.96	5907	SLATWALL HOOKS FOR CIRCULATING P
*21206	AMAZON.COM LLC*	100	ACH	71.98	5908	TEEN KIT SUPPLIES
*21207	AMAZON.COM LLC*	100	ACH	129.69	5909	REFERENCE MATERIAL
*21208	AMAZON.COM LLC*	100	ACH	273.94	5910	REF MATERIAL
*21090	BAKER & TAYLOR INC*	100 200	ACH	1,154.87	5911	CIRC PRINT MAT, YS MAT, AUD REC BO
*21144	BAKER & TAYLOR INC*	100	ACH	273.54	5912	YS MAT, AUD REC BOOKS
*21196	CAMERON*LERAYE	100	ACH	12.09	5913	MILEAGE REIMBURSEMENT
*21124	CULLIGAN WATER CONDITIONI	100	ACH	20.00	5914	WEST COOLER RENTAL
*21125	CULLIGAN WATER CONDITIONI	100	ACH	145.00	5915	MAIN COOLER RENTAL
*21203	DEMCO, INC*	100	ACH	1,296.03	5916	LABEL PROTECTORS, NEW, BEST, BAG:
*21141	DEMCO, INC*	100	ACH	413.42	5917	MAKER STORAGE CART
*21147	DEMCO, INC*	100	ACH	1,819.67	5918	SPACES/ SIGN UP MAINTENANCE
*21082	E-Z CLEAN INC*	100	ACH	921.86	5919	GENERAL CLEANING SUPPLIES
*21158	E-Z CLEAN INC*	100	ACH	3.72	5920	GENERAL CLEANING SUPPLIES
*21195	EPIC INSURANCE MIDWEST*	100	ACH	825.00	5921	PUBLIC OFFICIAL BOND- D SHEPARD
*21089	GALE/CENGAGE LEARNING*	100	ACH	448.32	5922	CIRC PRINT MATERIAL
*21143	GALE/CENGAGE LEARNING*	100	ACH	73.47	5923	CIRC PRINT MATERIAL
*21086	KIRBY RISK CORPORATION*	200	ACH	80.40	5924	CHRISTMAS IN THE PARK
*21156	MIDWEST COMMUNICATIONS, I	100	ACH	1,020.00	5925	HALLOWEEN BOOK GIVEAWAY RADIO F

<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>
*21157	MIDWEST COMMUNICATIONS, I	100	<i>ACH</i>	980.00	5926	HALLOWEEN BOOK GIVEAWAY RADIO F
*21088	MIDWEST TAPE*	100	<i>ACH</i>	3,857.50	5927	DVD/VIDEO MATERIAL, AUD REC MUSIC
*21120	MIDWEST TAPE*	100	<i>ACH</i>	5,900.84	5928	HOOPLA INVOICE
*21142	MIDWEST TAPE*	100	<i>ACH</i>	2,564.51	5929	DVD/VIDEO MATERIAL
*21146	NEW AVENUES*	100	<i>ACH</i>	180.00	5930	CLINICAL HOURS
*21186	NEW AVENUES*	100	<i>ACH</i>	158.33	5931	ALA CARTE ADMIN FEE
*21122	OCLC INC*	100	<i>ACH</i>	6,066.00	5932	CATALOGING SUBSCRIPTION
*21178	ORACLE ELEVATOR COMPANY	100	<i>ACH</i>	590.00	5933	ELEVATOR REPAIR
*21176	RICOH USA INC*	100	<i>ACH</i>	1,430.84	5934	COPIER LEASE
*21175	SERVICE EXPRESS, INC*	100	<i>ACH</i>	1,968.00	5935	SWITCH MAINT RENEWAL
*21179	UNIQUE MANAGEMENT SERVIC	100	<i>ACH</i>	340.10	5937	PLACEMENTS
*21180	UNIQUE MANAGEMENT SERVIC	100	<i>ACH</i>	516.65	5938	NOTICES
*21111	WEAS ENGINEERING INC*	100	<i>ACH</i>	491.72	5939	WATER TREATMENT MANAGEMENT
					Total Count:	67
					Total Amount:	39,084.29
*21110	TOWN OF WTH WATER & SEWE	100	<i>E-pay</i>	63.61	8333	WEST WATER SERVICE
*20922	BAESLERS MARKET*	100	<i>E-pay</i>	149.90	8334	PROGRAM SUPPLIES
*21114	ENA*	276	<i>E-pay</i>	1,257.33	8335	INTERNET SERVICE
*21116	OFFICE DEPOT*	100	<i>E-pay</i>	11.12	8336	AVERY LABELS FOR TS 6464
*21117	OFFICE DEPOT*	100	<i>E-pay</i>	433.02	8337	OFFICE SUPPLIES
*21118	OFFICE DEPOT*		<i>E-pay</i>	121.22	8338	OFFICE 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>
		100				
*21119	OFFICE DEPOT*	100	<i>E-pay</i>	51.52	8339	CARD STOCK FOR PR
*21121	NICHE ACADEMY*	100	<i>E-pay</i>	3,800.00	8340	ANNUAL SUBSCRIPTION RENEWAL
*21126	YOUR AUTOMATIC DOOR COM	100	<i>E-pay</i>	272.50	8341	AUTOMATIC DOOR REPAIR
*21127	PAYPAL INC*	100	<i>E-pay</i>	19.95	8342	MONTHLY PAYFLOW LINK
*21129	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	10.00	8343	LAUNDERING OF TABLECLOTHS
*21134	MACE FORD*	100	<i>E-pay</i>	180.12	8344	GENERAL SERVICE ON VAN
*21135	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	59.08	8345	PRIVATE FIRE SERVICE
*21136	WEX BANK*	100	<i>E-pay</i>	127.08	8346	FUEL
*21068	LOWE'S COMMERCIAL SERVI	100	<i>E-pay</i>	178.51	8347	MAINTENANCE SUPPLIES
*21159	WAGeworks, INC.*	100	<i>E-pay</i>	168.82	8348	COBRA MONTHLY FEE
*21168	ENA*	100	<i>E-pay</i>	684.49	8349	VOICE SERVICE
*21169	CENTERPOINT ENERGY*	100	<i>E-pay</i>	62.78	8350	WEST GAS SERVICE
*21170	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	39.20	8351	LAUNDERING OF TABLECLOTHS
*21171	R&A SALES & SERVICE CORP*	100	<i>E-pay</i>	4,367.20	8352	PAD FILTERS AND BAG FILTERS FOR 20
*21172	OFFICE DEPOT*	100	<i>E-pay</i>	65.85	8353	OFFICE SUPPLIES
*21174	ULINE*	100	<i>E-pay</i>	35.74	8354	#2 BUBBLE MAILERS
*21177	FRONTIER*	100	<i>E-pay</i>	47.85	8355	WEST PHONE SERVICE
*21181	ARAMARK UNIFORM SERVICES	100	<i>E-pay</i>	131.45	8356	WEST MAT SERVICE
*20979	KROGER*	100	<i>E-pay</i>	45.57	8357	ESL FAMILY NIGHT FOOD
*21198	NEXSTAR BROADCASTING*	100	<i>E-pay</i>	500.00	8359	HALLOWEEN BOOK GIVEAWAY PROMO

<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>
*21199	NEXSTAR BROADCASTING*	100	<i>E-pay</i>	240.00	8360	HALLOWEEN BOOK GIVEAWAY PROMO
*21200	NEXSTAR BROADCASTING*	100	<i>E-pay</i>	300.00	8361	HALLOWEEN BOOK GIVEAWAY PROMO
*21201	DUKE ENERGY *	100	<i>E-pay</i>	13,215.07	8362	MAIN ELECTRIC SERVICE
*21202	DUKE ENERGY *	100	<i>E-pay</i>	437.62	8363	WEST ELECTRIC SERVICE
		100				

Total Count: **30**  
Total Amount: **27,076.60**

<i>Grand Total Fund 100:</i>	<b>76,256.72</b>
<i>Grand Total Fund 200:</i>	<b>569.84</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>102</b>
Grand Total Amount:	<b>78,083.89</b>

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

**Vigo County Public Library**

For Period October -2021

Page 1 of 2 Pages

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
10/1	Pay#20	Gross Payroll	\$ 118,588.23	\$ 118,588.23	ACH	
10/1	Pay#20	FICA	\$ 8,690.75	\$ 8,690.75	ACH	
10/1	Pay#20	PERF	\$ 15,272.25	\$ 15,272.25	ACH	
10/15	Pay#21	Gross Payroll	\$ 116,894.01	\$ 116,894.01	ACH	
10/15	Pay#21	FICA	\$ 8,571.97	\$ 8,571.97	ACH	
10/15	Pay#21	PERF	\$ 15,051.41	\$ 15,051.41	ACH	
10/15	Pay#21	Anthem	\$ 57,624.57	\$ 57,624.57	ACH	
10/15	Pay#21	Guardian	\$ 6,101.08	\$ 6,101.08	ACH	
10/29	Pay #22	Gross Payroll	\$ 115,384.14	\$ 115,384.14	ACH	
10/29	Pay #22	FICA	\$ 8,707.17	\$ 8,707.17	ACH	
10/29	Pay #22	PERF	\$ 14,905.07	\$ 14,905.07	ACH	

Total library cost			\$ 485,790.65			
Oct.	pays 20,21,22	Great West	\$ 2,148.84	\$ 2,148.84	ACH	Staff withholding
Oct.	pays 20,21,22	Garnishments	\$ 2,144.99	\$ 2,144.99	ACH	Staff withholding
Oct.	pays 20,21,22	AFLAC	\$ 1,035.62	\$ 1,035.62	ACH	Staff withholding
Oct.	pays 20,21,22	United Way	\$ 603.00	\$ 603.00	ACH	Staff withholding
Oct.	pays 20,21,22	Anthem	\$ 7,035.60	\$ 7,035.60	ACH	Staff withholding
Oct.	pays 20,21,22	HSA adj.		\$ -	ACH	Staff withholding
Oct.	pays 20,21,22	Guardian	\$ 813.82	\$ 813.82	ACH	Staff withholding
Oct.	pays 20,21,22	Boston Mutual	\$ 646.52	\$ 646.52	ACH	Staff withholding
Oct.	pays 20,21,22	Fed Tax	\$ 27,912.29	\$ 27,912.29	ACH	Staff withholding
Oct.	pays 20,21,22	State Tax	\$ 10,955.77	\$ 10,955.77	ACH	Staff withholding
Oct.	pays 20,21,22	Local Tax	\$ 6,550.45	\$ 6,550.45	ACH	Staff withholding
Oct.	pays 20,21,22	FICA	\$ 25,969.89	\$ 25,969.89	ACH	Staff withholding
Oct.	pays 20,21,22	Vol. PERF	\$ 5,886.87	\$ 5,886.87	ACH	Staff withholding
Oct.	Adjusting Entr	Employee refund	\$ 36.08	\$ 36.08		
Staff Cost			\$ 91,739.74	\$ 91,703.66		

**Payroll Payable  
Voucher Register**

**Vigo County Public Library**

For Period October -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.

November 15, 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 \$ 485,790.65

Dated this 15th day of November 2021 .

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

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

\_\_\_\_\_  
Valentine K. Muyumba, Board Secretary

\_\_\_\_\_  
Christi A. Fenton, Board Member

\_\_\_\_\_  
Camille R. Wallace, Board Member

\_\_\_\_\_  
Stacy D. Killion, 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>
*21194	SIRSIDYNIX*	10	ACH	43,047.99	5936	SIRSIDYNIX ILS SYSTEM

Total Count: 1  
Total Amount: 43,047.99

<i>Grand Total Fund 01:</i>	<b>0.00</b>
<i>Grand Total Fund 02:</i>	<b>0.00</b>
<i>Grand Total Fund 03:</i>	<b>0.00</b>
<i>Grand Total Fund 04:</i>	<b>0.00</b>
<i>Grand Total Fund 06:</i>	<b>0.00</b>
<i>Grand Total Fund 09:</i>	<b>0.00</b>
<i>Grand Total Fund 11:</i>	<b>0.00</b>
<i>Grand Total Fund 18:</i>	<b>0.00</b>

Grand Total Count:	<b>1</b>
Grand Total Amount:	<b>43,047.99</b>

October 31, 2021

Gift Fund Balances  
2021

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 1,050.46	Unrestricted Use	Admin.
64-SPC	\$ 10,294.42	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.
70- West Emily's Garden	\$ 78.36	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 946.35	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	\$ 378.38	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	\$ 1,342.70	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>\$ 57,346.10</b>		

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

## VCPL CLOSINGS

January 2022 through January 2023 schedule of planned closings for the Vigo County Public Library is provided below:

New Year's Day	Saturday	January 1, 2022
Easter	Sunday	April 17, 2022
VCPL Staff Institute	Friday	April 8, 2022
Sunday before Memorial Day	Sunday	May 29, 2022
Memorial Day	Monday	May 30, 2022
Independence Day	Monday	July 4, 2022
Sunday before Labor Day	Sunday	September 4, 2022
Labor Day	Monday	September 5, 2022
VCPL Staff Institute	Friday	September 30, 2022
<i>Thanksgiving Eve - close at 6:00 p.m.</i>	<i>Wednesday</i>	<i>November 23, 2022</i>
Thanksgiving Day	Thursday	November 24, 2022
Christmas Eve	Saturday	December 24, 2022
Christmas Day	Sunday	December 25, 2022
New Year's Eve	Saturday	December 31, 2022
New Year's Day	Sunday	January 1, 2023

## ADULT SERVICES

### ESL

On October 14, Adult Services hosted the first ESL Family Night since the pandemic began. Assistant Librarian and board-game designer Luke Gentry discussed the history of board games and displayed some of the games VCPL offers customers. One attendee commented:

*So far, we have played once, the game Luke taught us. We had so much fun. Thank you, Luke. We do love to learn how to play those board games. (We) also learned that we can borrow (games) from library. Wow.*



## VOLUNTEERS

VCPL welcomed four volunteers from Rose-Hulman Institute of Technology on October 2. They assisted the Adult Services department with the collection renewal project.

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

## ARTIST OF THE MONTH



Art is back on the VCPL walls! The River City Art Association and Wabash Valley Art Guild featured artists Dian Phillips and Cathie Laska in October.



## SPECIAL COLLECTIONS

### TERRE HAUTE TERROR TALES

On October 21, VCPL held its second annual *Terre Haute Terror Tales* event at the Moon Lite Drive-In. In addition to a showing horror film *The Uninvited*, the event also featured a showing of the new *Terre Haute Terror Tales* short-film created by Special Collections staff. The short-film is titled, *Terre Haute Terror Tales: Dr. Pence's Hall* and tells the story of Dr. Allen Pence, a member of the Spiritualist Society of Terre Haute and frequent host of séances in the years following the Civil War. In addition, the film explores the séances held by medium Anna Stewart. 50 people attended the *Terre Haute Terror Tales* event, and SPC staff were delighted to expose so many people to Vigo County's intriguing (and spooky) history. To make sure that customers who did not attend the October event can still view SPC's short-film, *Terre Haute Terror Tales: Dr. Pence's Hall* is also available on the VCPL YouTube channel.

## TECH TEAM

Tech Team staff invited youth, ages 5-11, to "Run their Own Pizza Company" in October. Using the Pizza Company education game from Osmo, youth physically created pizza using cardboard ingredients representing pepperoni, green peppers, mushrooms, anchovies, corn, and onions. Then, they were able to practice their money math skills by providing correct change to the online customers in the game using imitation dollar bills. Tips were earned for correctly assembling pizza in a timely manner. Too many ingredients caused the company's overhead to rise, and incorrect pizzas prompted customers to leave, which impacted the daily sales goal. After 40 minutes of making pizzas and giving change, one attendee said to their adult, "This working is hard work. It's fun but I'm tired." Participants also were able to view other Osmo learning opportunities, which the VCPL offers as in-house kits. Several attendees made plans to come back to use the Osmo again in Haute Create.



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

## WEST BRANCH

### TAI CHI FOR STRESS RELIEF

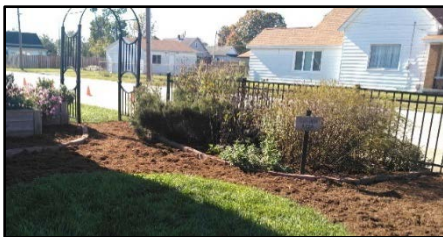
The West Branch partnered with Walden's Wellness & Fitness Dojo to bring a four-part tai chi series to the West Branch during the month of October. For an hour each Monday evening, participants met either in the shelter or inside the branch, depending on the weather, to learn basic tai chi movements and a gentle form to help relax and ease stress. Stephen Walden, owner of Walden's Wellness & Fitness Dojo, and his assistant, Susan Tingley, led the weekly program. Several participants expressed how much they enjoyed the opportunity to learn a new way to relax and help cope with stress; they also noted that they would definitely participate if the Library hosted another program similar to this in the future.

### MAKER HOUR: FABRIC PUMPKINS

To get in the Fall spirit, West Branch Librarian Sharon McConnell led a program in which participants learned basic craft and sewing skills and created fabric pumpkins to add to their seasonal décor. Several options for making the project were offered, including a no-sew option, hand sewing, and the option to use a sewing machine. Each participant was able to make at least two pumpkins, allowing them to try different ways to create. Two of the participants used this opportunity to learn how to use a sewing machine for the first time.



### SAINT MARY-OF-THE-WOODS FOUNDATION DAY



As part of their Foundation Day service project, four students from Saint Mary-of-the-Woods College volunteered at the West Branch to assist with a variety of projects. Volunteers relabeled magazines, pulled materials for deselection, and even mulched Emily's Garden! It was a very productive day and a great opportunity to build community relationships in West Terre Haute.

## YOUTH SERVICES

Youth Services has been engaged in multiple programming efforts over the past month that have required significant commitment of staff resources. These efforts have been both well executed and well received. First Grade tours are a familiar collaboration with the Vigo County School Corporation that introduces

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

local youth to the Library where they can explore collections and story time activities. The students have been happy during their time at the library and express excitement about returning in the future.

Another program conducted recently was the Digital Citizenship initiative named CyberSuccess. This program has proactively sought to help young people establish foundational knowledge of multiple digital literacies and awareness of the laws and customs that govern behavior online. This program is in its first iteration, and it has been confirmed that there is indeed a community interest in the topic. Moreover, a viable pedagogical framework was constructed based on the concepts of embedded learning that will provide fun and education for all participants.

## PERSONNEL CHANGES

### CHANGE IN STATUS

Maxey, Carly A. - Change in status from the full-time non-exempt position of Cataloging Technician to the part-time non-exempt position of Cataloging Technician in the Technical Services Department effective November 1, 2021.

### EMPLOYMENT

Weaver, Alison C. - Hired for the full-time non-exempt position of Youth Services Assistant Librarian in the Youth Services department effective October 25, 2021.

Burns, Debra B. - Hired for the full-time non-exempt position of Maintenance Assistant-Groundskeeper in the Maintenance Department effective November 17, 2021.

### RESIGNATION

Jones, Nicole L. - Resigned from the full-time non-exempt position of Youth Services Assistant effective October 29, 2021.

Respectfully submitted,  
Kristi J. Howe

11/11/21 AG

	October-21	October-20		YTD 2021	YTD 2020	
Print Circulation	20,043	20,355	-1.5%	201,630	164,238	22.8%
A/V Circulation	6,649	9,143	-27.3%	73,647	92,093	-20.0%
Misc	379	306	23.9%	3,529	2,473	42.7%
Electronic Devices	69	44	56.8%	571	359	59.1%
<b>TOTAL</b>	<b>27,140</b>	<b>29,848</b>	<b>-9.1%</b>	<b>279,377</b>	<b>259,163</b>	<b>7.8%</b>

	October-21	October-20		YTD 2021	YTD 2020	
Overdrive						
E-book	4,857	5,150	-5.7%	50,032	52,424	-4.6%
E-audiobook	2,691	2,486	8.2%	33,154	29,263	13.3%
E-Magazines	384	73	426.0%	3,220	1,734	85.7%
E-video or music	12	34	-64.7%	77	142	-45.8%
<b>TOTAL</b>	<b>7,944</b>	<b>7,743</b>	<b>2.6%</b>	<b>86,483</b>	<b>83,563</b>	<b>3.5%</b>

Hoopla						
E-audiobook	1,660	1,478	12.3%	14,667	15,508	-5.4%
E-Books	795	761	4.5%	7,577	9,182	-17.5%
E-Comics	164	134	22.4%	1,843	1,758	4.8%
E-music	135	173	-22.0%	1,327	2,129	-37.7%
E-video movie	186	247	-24.7%	1,934	2,944	-34.3%
E-video TV	153	247	-38.1%	4,595	2,893	58.8%
<b>TOTAL</b>	<b>3,093</b>	<b>3,040</b>	<b>1.7%</b>	<b>31,943</b>	<b>34,414</b>	<b>-7.2%</b>

	October-21	October-20		YTD 2021	YTD 2020	
Reference [fact-finding]	2,585	2,713	-4.7%	27,614	28,129	-1.8%

**Items Added to the Collection**

October-21	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Purchased Items	958	300	52	8	9	2	1,329
Donated Items	0	0	0	0	0	0	0
<b>Total Items Added</b>	<b>958</b>	<b>300</b>	<b>52</b>	<b>8</b>	<b>9</b>	<b>2</b>	<b>1,329</b>

YTD 2021	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Purchased Items	9,064	3,183	235	60	97	76	12,715
Donated Items	11	0	0	0	0	0	11
<b>Total Items Added</b>	<b>9,075</b>	<b>3,183</b>	<b>235</b>	<b>60</b>	<b>97</b>	<b>76</b>	<b>12,726</b>

**New Materials Ordered and Received**

October-21	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Ordered	736	208	211	11	9	6	1,181
Received	901	463	61	8	10	0	1,443

YTD 2021	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Ordered	10,612	2,981	439	54	125	149	14,360
Received	8,732	3,297	27 260	52	99	124	12,564

	October-21	October-20		YTD 2021	YTD 2020	
Adult materials deliveries	56	40	40.0%	498	311	60.1%
Youth materials deliveries	134	15	793.3%	161	157	2.5%
<b>TOTAL</b>	<b>190</b>	<b>55</b>	<b>245.5%</b>	<b>659</b>	<b>468</b>	<b>40.8%</b>

	October-21	October-20		YTD 2021	YTD 2020	
Computer Users	2,929	2,603	12.5%	28,709	25,594	12.2%
Web Site Hits	15,882	17,367	-8.6%	165,602	178,131	-7.0%
Mobile App Visits	532	604	-11.9%	5,557	5,901	-5.8%

	October-21	October-20		YTD 2021	YTD 2020	
Subscription Databases	9,606	11,902	-19.3%	115,248	145,737	-20.9%
ILL provided to other libraries	191	192	-0.5%	2,164	1,085	99.4%
ILL received from other libraries	190	254	-25.2%	2,492	1,640	52.0%

**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)
25	1	33	0

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

Vigo County Public Library (VCPL) is committed to an inclusive and supportive work environment in which all individuals are treated with respect and dignity. VCPL complies with all federal, state, and local Equal Employment Opportunity (EEO) laws and strictly prohibits unlawful discriminatory practices including harassment and disparate treatment.

It is the policy of VCPL to ensure equal employment opportunity without discrimination or harassment on the basis of race; color; national origin; citizenship; genetic information; religion; age; marital status; pregnancy; nursing mother status; any disability including physical, mental or sensory disability; sex; sexual orientation; gender identity or expression; military or veteran status; or any other basis or characteristic protected by federal, state and or local laws.

### **Individuals and Conduct Covered**

This policy applies to all applicants and employees and prohibits discriminatory and unlawful conduct whether engaged in by fellow employees or by workplace third parties which includes persons not directly employed by or connected to VCPL such as outside vendors, consultants or customers. VCPL expects that all relationships among employees and workplace third parties will be business-like and free of bias, prejudice and harassment. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

### **Harassment**

Harassment is unwelcome verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual based on race; color; national origin; citizenship; genetic information; religion; age; marital status; pregnancy; nursing mother status; any disability including physical, mental, or sensory disability; sex; sexual orientation; gender identity or expression; military or veteran status; or any other basis or characteristic protected by federal, state, and or local law that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment.
- Has the purpose or effect of unreasonably interfering with an individual's work performance.
- Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes:

- Epithets
- Slurs or negative stereotyping
- Threatening, intimidating, or hostile acts
- Denigrating jokes
- Printed or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed or circulated on employer premises including procuring, creating, and or circulating such material on company time or using company equipment such as email, phone, text or voice messages, social networking sites, or other means

Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe and pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

### **Sexual Harassment**

Sexual harassment constitutes discrimination and is prohibited under federal, state, and local laws and by the Vigo County Public Library. For the purposes of this policy, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Examples of sexual harassment include:

- Unwanted and/or unwelcome sexual comments, advances, flirtations, propositions, or requests for sexual favors
- Questions or comments regarding one's sexual experience, activity, sexual prowess or deficiencies
- Commentary about an individual's body or sexual attractiveness
- Sexually oriented jokes, comments and innuendo
- Leering, whistling, touching or other physical, verbal or visual conduct of a sexual nature
- Display in the workplace of sexually suggestive objects or pictures

### **Filing a Complaint**

VCPL encourages reporting of all incidents of workplace discrimination, harassment or retaliation, regardless of the offender's identity, position, or relationship to the library. A victim of harassment or sexual harassment may not always be the intended recipient of the harassing behavior. It can be someone who witnesses the behavior, finds it offensive, and feels affected by it. Individuals who believe they have been victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate manager, human resources, or any other member of library administration. In addition, individuals who believe they are being subjected to such conduct are also encouraged to promptly advise the offender that their behavior is unwelcome and should be discontinued. This action alone will put the offender on notice that the conduct is unwelcome and may prevent additional occurrences. VCPL recognizes, however, that under some circumstances an individual may prefer to pursue the matter through the reporting and or complaint procedures.

VCPL encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships and or working conditions become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention are the most effective method of resolving actual or perceived incidents of harassment.

### **Investigative and Responsive Actions**

All reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Substantiated misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. For employee misconduct, responsive action may include additional training, referral to counseling through the Library's Employee Assistance Program, disciplinary action such as a written warning, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination of employment, as VCPL believes appropriate under the circumstances. For misconduct by third parties responsive action may include appropriate restrictions to services or premises.

If a party to a complaint is not satisfied with the response or does not agree with its resolution, that party may appeal to the VCPL Human Resources Manager or the Executive Director.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

**Anti-Retaliation**

VCPL prohibits retaliation against any individual who makes a good faith report of discrimination or harassment or participates in an investigation of such a report. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

The Equal Employment Opportunity Policy applies to all terms and conditions of employment, including, but not limited to, recruitment, selection, training, hiring, promotion, termination, transfer, leaves of absence, compensation, or any other personnel action. VCPL will make every reasonable effort to make sure that all concerned are familiar with these policies and are aware that any complaint in violation of such policy will be investigated and resolved appropriately. Any employee who has questions or concerns about this policy should contact the Human Resources Manager or Executive Director.

DRAFT

**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 November 15, 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 15<sup>th</sup> DAY OF November, 2021.**

**AYE**

**NAY**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **EXHIBIT “A”**

### **VIGO COUNTY PUBLIC LIBRARY**

#### **SURPLUS EQUIPMENT, FURNISHINGS, & ACCESSORIES**

- Bibliotheca/3M Automatic Material Handler
- (7) HP ProOne 600 G1 All-in-One Computers
- (1) HP Compaq Pro 4300 A-in-One Computer
- (1) HP ProOne 600 G2 All-in-One Computer
- Boston 2615 Paper Cutter
- Sanitaire Vacuum

**11/15/2021**