

# AGENDA

**REGULAR MEETING  
VIGO COUNTY PUBLIC LIBRARY  
Monday, April 19, 2021, 5:30 PM  
Vigo County Public Library  
One Library Square  
Terre Haute, IN 47807**

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

1. **Call to Order and Roll Call of Members**
2. **Public Input on Action Items**
3. **Consideration of Minutes of March 15, 2021, Regular Meeting** 2
4. **Treasurer's Report**
  - A. Monthly Financial Statement 5
  - B. Claims and Payroll 6
  - C. Special Claims
  - D. Gift Fund Report 20
5. **Reports to the Library Board**
  - A. Providing Technology Assistance During a Pandemic ~ Bonnie McNair
6. **Director's Report** 21
7. **Old Business**
8. **New Business**
  - A. Tech Logic Contract 35
  - B. Resolution for Sale of Surplus Property 70
  - C. Consideration of Policies
    - 1) VCPL Staff Manual
      - a. Emergency Paid Sick Leave Policy and Request Form 72
      - b. FMLA Addendum Policy and Request Form 75
      - c. Compensation for Library Closings and Delays 77
  - D. Administrative Report on Library Services 79
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Regular Meeting:** Monday, May 17, 2021, at 5:30 p.m., Main Library.
11. **Adjournment**

At the Regular Meeting of the Vigo County Public Library Board at the Vigo County Public Library, One Library Square, with a virtual teleconference option, at 5:30 p.m. on the 15<sup>th</sup> day of March 2021, the following persons were present:

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

Library Staff: Kristi Howe; Brett Taylor; Amy Gibson; Sarah Trover; Dennis Shepard; Rob Fox; and Heather Rayl. Virtual: Bonnie McNair; Carey LaBella; and Lauren Elyea.

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 February 15, 2021, regular meeting, made by Fenton, seconded by Young. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - aye, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - aye. Motion passed.

## **TREASURER'S REPORT**

### **Monthly Cash Statement**

Brett Taylor presented the Cash Statement for the period ending February 28, 2021 (copy attached to official minutes).

### **Claims and Payroll**

Mr. Taylor presented the Month End Claims dated February 26, 2021 in the amount of \$42,273.44 (Library Operating, \$42,271.51; Grants, \$1.93); Library Operating Claims dated March 15, 2021, in the amount of \$62,963.10 (Library Operating Fund, \$60,455.77; Gift Fund, \$1,250.00; Grants, \$1,257.33. (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

### **Special Claims**

There were no special claims.

### **Gift Fund Report**

Mr. Taylor presented the Gift Fund report dated February 28, 2021 for \$62,126.51.

**Approval of Treasurer's Report**

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

**REPORTS TO THE LIBRARY BOARD**

**2021 NEA Big Read**

VCPL is one of 84 nonprofit organizations selected to receive an NEA Big Read grant in 2021. Project and Event Manager Sarah Trover reported on the grant and discussed creative ideas that were applied to previously scheduled programming in order to collaborate successfully with organizations and create community conversations during the pandemic. Julia St. John Mandel's *Station Eleven* is this year's selected title. With the help of this grant, the Library will discuss art, culture, survival, life, and death with the community. Citizens can participate in various cultural experiences such as workshops, films, lectures, book discussions, and more in March and April of 2021.

**DIRECTOR'S REPORT**

Ms. Howe commented on her written report.

Ms. Howe reported that policy reviews are underway and anticipated for April and May board meetings.

Ms. Howe discussed the revitalization efforts in the 12 points community and her desire to explore the opportunity to expand library services to that area.

Ms. Howe noted that the library will continue to implement the mask mandate until all staff have had the opportunity to receive a vaccine. Staff are encouraged to receive a vaccine but are not required.

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

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

**Resolution to Close Construction/Debt Service Fund**

Ms. Howe noted that VPCL paid off the final bond payment earlier this year and no longer needs the Construction/Debt Service fund. As such, approval is being requested to close the fund.

A motion approving the Resolution to Close Construction/Debt Service Fund, made by Muyumba, seconded by Young. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - aye, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg – absent (*disconnected from meeting early*). Motion passed. (Copy of Resolution attached to official minutes.)

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

There were no suggestions.

**NEXT MEETING**

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

**ADJOURNMENT**

A motion to adjourn the meeting at 6:15 p.m. made by Fenton, seconded by Goulding. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - aye, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg – absent (*disconnected from meeting early*). Motion passed.

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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

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James M. Young, Board Member

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Sister Dorothy Rasche, Board Member

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Daniel I. Pigg, Board Member

AG 4/8/21

## Vigo County Public Library

Cash Statement  
Vigo County Public Library  
March 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	4,655,886.70	100,670.94	480,877.11		(380,206.17)	
100-01-1010	5,393,659.33	304,798.68	1,422,777.48	4,275,680.53	(1,117,978.80)	
Cash Gift Fund	62,126.51	390.50	4,213.93		(3,823.43)	
200-00-1010	63,760.68	1,502.24	6,959.84	58,303.08	(5,457.60)	
Cash Rainy Day Fund	1,748,249.16	0.00	0.00		0.00	
201-00-1010	1,748,249.16	0.00	0.00	1,748,249.16	0.00	
Cash Grants	(20,914.66)	12,000.00	1,257.33		10,742.67	
276-00-1010	(27,309.59)	24,311.52	7,173.92	(10,171.99)	17,137.60	5
Cash-Payroll Withholdings	1,289.80	66,381.05	66,381.05		0.00	
803-00-1010	1,289.84	199,136.95	199,136.99	1,289.80	(0.04)	

<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>
*19513	ARTS ILLIANA*	01	Check	500.00	56518	MASKS SHOW SPONSORSHIP
*19599	COMPLETE WELDING SERV	01	Check	550.00	56519	DOOR FRAME IN BLOCK WALL IN PI
*19434	CORINNE ROBERTS ILLUSTR	01	Check	100.00	56520	BASIC CARTOONING ZOOM DRAWING
*19535	CRADLES OF CLAY COUNTY	02	Check	700.00	56521	FUNDING FOR EDUCATIONAL SUPP
*19521	KJB THEATERS*	01	Check	138.00	56522	POPCORN FOR THE ROAD
*19537	RYVES YOUTH CENTER*	02	Check	706.94	56523	FUNDING FOR RYVES YOUTH CENT 6
*19536	VIGO COUNTY SCHOOL COI	02	Check	700.00	56524	FUNDING FOR HSE SCHOLARSHIP F
*19534	WABASH RIVER CAREER & '	02	Check	700.00	56525	FUNDS FOR HIGH SCHOOL EQUIVA
					Total Count:	8
					Total Amount:	4,094.94
*19566	ADP INC - AUTOPAY II*	01	ACH	889.80	5277	PAYROLL SERVICES/WORKFORCE I
*19514	AMAZON.COM LLC*	01	ACH	9.84	5278	YS CIRC MATERIAL
*19524	AMAZON.COM LLC*	01	ACH	257.25	5279	EARTH DAY KITS
*19525	AMAZON.COM LLC*	01	ACH	19.99	5280	DVD/VIDEO MATERIAL
*19528	AMAZON.COM LLC*	01	ACH	188.54	5281	DVD/VIDEO MATERIAL
*19529	AMAZON.COM LLC*	01	ACH	14.95	5282	HR SUGGESTION BOX
*19530	AMAZON.COM LLC*	01	ACH	59.09	5283	FILMING SETUP SUPPLIES
*19531	AMAZON.COM LLC*	01	ACH	72.20	5284	LIGHT UP LED PROJECT
*19553	AMAZON.COM LLC*	01	ACH	33.99	5285	DVD/VIDEO MATERIAL
*19554	AMAZON.COM LLC*	01	ACH	31.50	5286	EARTH DAY KITS

**MONTH END CLAIMS**

**3/31/2021**

<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>
*19555	AMAZON.COM LLC*	01	ACH	118.39	5287	LAMINATOR
*19556	AMAZON.COM LLC*	01	ACH	105.98	5288	DVD/VIDEO MATERIAL
*19557	AMAZON.COM LLC*	01	ACH	607.47	5289	MONITORS & CARD READER
*19581	AMAZON.COM LLC*	01	ACH	66.12	5290	OFFICE SUPPLIES
*19583	AMAZON.COM LLC*	01	ACH	119.98	5291	DVD/VIDEO MATERIAL
*19590	AMAZON.COM LLC*	01	ACH	18.75	5292	YS CIRC MATERIAL
*19603	AMAZON.COM LLC*	01	ACH	123.68	5293	HONEYWELL TOWER FANS
*19604	AMAZON.COM LLC*	01	ACH	13.18	5294	CIRC PRINT MATERIAL
*19562	BAKER & TAYLOR INC*	01	ACH	5,546.02	5295	CIRC PRINT MAT, YS MAT, MIC/SERI
*19564	BOOK DEPOT*	01	ACH	3,161.81	5296	BOOKS BEFORE KINDERGARTEN
*19596	COX ZWERNER GAMBILL & :	01	ACH	960.00	5297	LEGAL SERVICES
*19567	E-Z CLEAN INC*	01	ACH	77.40	5298	CLEANING AND SANITATION SUPPL
*19591	E-Z CLEAN INC*	01	ACH	38.30	5299	SUPPLIES
*19601	E-Z CLEAN INC*	01	ACH	80.98	5300	SPEEDY SWEEP AND OTHER SUPPI
*19602	E-Z CLEAN INC*	01	ACH	93.85	5301	A2Z DISINFECTANT GLASS CLEANE
*19578	EPIC INSURANCE MIDWEST	01	ACH	280.00	5302	PUBLIC OFFICIAL BOND - R.FOX
*19579	EPIC INSURANCE MIDWEST	01	ACH	100.00	5303	PUBLIC OFFICIAL BOND - A. GIBSON
*19561	GALE/CENGAGE LEARNING*	01	ACH	206.17	5304	CIRC PRINT MATERIAL
*19563	MIDWEST TAPE*	01	ACH	1,800.72	5305	DVD/VIDEO MATERIAL
*19597	ORACLE ELEVATOR COMPA	01	ACH	522.72	5306	FULL ELEVATOR MAINTENANCE
*19582	RICOH USA INC*	01	ACH	1,458.78	5307	COPIER LEASE

**MONTH END CLAIMS**

**3/31/2021**

<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>
*19589	WORLD ARCHIVES HOLDING	01	<i>ACH</i>	6,815.00	5308	NEWSPAPER ARCHIVE RENEWAL
		01				
						Total Count: 32
						Total Amount: 23,892.45
*19515	JOINK LLC*	01	<i>E-pay</i>	275.00	7654	MONTHLY CLOUD BACKUP
*19518	COURTESY CLEANING CEN'	01	<i>E-pay</i>	10.00	7655	MISC LAUNDERING
*19519	COURTESY CLEANING CEN'	01	<i>E-pay</i>	10.00	7656	LAUNDERING OF WEST SUPPLIES
*19522	DUKE ENERGY *	01	<i>E-pay</i>	436.40	7657	WEST ELECTRIC SERVICE
*19523	DUKE ENERGY *	01	<i>E-pay</i>	14,054.56	7658	MAIN ELECTRIC SERVICE
*19526	ARAMARK UNIFORM SERVIC	01	<i>E-pay</i>	141.80	7659	WEST MAT SERVICE
*19527	CROWN ELECTRIC, INC*	01	<i>E-pay</i>	495.70	7660	REPAIRED COOLING TOWER MOTO
*19388	KROGER*	01	<i>E-pay</i>	79.79	7661	FLAVOR BYTES KITS INGREDIENTS
*19538	AMERICAN WELDING & GAS	01	<i>E-pay</i>	720.00	7662	FIRE EXTINGUISHER ANNUAL INSP
*19540	CINTAS CORPORATION*	01	<i>E-pay</i>	36.11	7663	WEST CABINET SERVICE
*19541	AMERICAN WELDING & GAS	01	<i>E-pay</i>	60.23	7664	FIRE EXTINGUISHER WALL BRACKE
*19542	CNA INSURANCE*	01	<i>E-pay</i>	2,083.00	7665	D&O/EPLI INSURANCE
*19543	CNA INSURANCE*	01	<i>E-pay</i>	5,533.00	7666	CYBER LIABILITY INSURANCE
*19373	VISA CARD SERVICES	01	<i>E-pay</i>	5,567.54	7668	VARIOUS SUPPLIES, TRAVEL, REGI
		01				
*19473	WALMART*	02	<i>E-pay</i>	294.25	7669	VARIOUS SUPPLIES
		01				
*19551	REPUBLIC SERVICES OF WI	01	<i>E-pay</i>	748.87	7670	MAIN TRASH SERVICE
*19560	CENTER POINT LARGE PRIN	01	<i>E-pay</i>	225.90	7671	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>
		01				
*19580	ACTION PEST CONTROL, INC.	01	E-pay	285.00	7679	WEST MONTHLY INSPECTION
*19584	INDIANA AMERICAN WATER	01	E-pay	20.06	7680	IRRIGATION SERVICE
*19585	INDIANA AMERICAN WATER	01	E-pay	340.32	7681	MAIN WATER SERVICE
*19586	T-MOBILE USA, INC.*	01	E-pay	146.50	7682	WEST HOTSPOT DATA
*19587	WAGeworks, INC.*	01	E-pay	168.82	7683	COBRA BENEFITS
*19588	LOGO CONNXTION*	01	E-pay	119.00	7684	MAINTENANCE LOGO WEAR
*19593	SAM'S CLUB DIRECT*	01	E-pay	51.04	7686	STAFF ASSOCIATION SUPPLIES
*19595	ARAMARK UNIFORM SERVICE	02	E-pay	350.57	7687	MAIN SERVICE
*19600	COURTESY CLEANING CENTER	01	E-pay	10.00	7688	MISC LAUNDERING
*19605	VERIZON - WIRELESS*	01	E-pay	205.80	7689	PHONE SERVICE
*19606	T-MOBILE USA, INC.*	01	E-pay	1,091.54	7690	MAIN HOTSPOT DATA
*19607	CROWN ELECTRIC, INC*	01	E-pay	524.70	7691	WORK ON LIGHTING ON DOOR
*19451	KROGER*	01	E-pay	51.58	7692	FLAVOR BYTES KITS INGREDIENTS
*19609	ARAMARK UNIFORM SERVICE	01	E-pay	141.80	7693	WEST MAT SERVICE
*19610	COURTESY CLEANING CENTER	01	E-pay	44.80	7694	MISC LAUNDERING

Total Count: 32  
Total Amount: 34,323.68

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check #</i> <i>ACH #</i> <i>EFT #</i>	<i>Description</i>
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<i>Grand Total Fund 01:</i>	<b>59,347.14</b>
<i>Grand Total Fund 02:</i>	<b>2,963.93</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>72</b>
Grand Total Amount:	<b>62,311.07</b>

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

<b>Payee</b> 576	<b>Purchase Order No.</b> 210236, 210302, 210329, 210262, 210263, 210363, 210386, 210391, 210264, 210299, 210269, 210253, 210267, 210326, 210339
<b>VISA CARD SERVICES CARD SERVICES PO BOX 875852 KANSAS CITY, MO 64187-5852</b>	
<b>Terms</b> E-PAY	
<b>Date Due</b> 3/31/2021	

<b>Invoice Date</b>	<b>Invoice Number</b>	<b>Description (or attach invoice(s))</b>	<b>Amount</b>	
2/21/2021	74657361K006 SBKJN	PAPERTURN - ANNUAL SUBSCRIPTION	696	00
2/28/2021	24072801TBLH 20MF7	JOANN FABRIC - FABRIC AND MISC SUPPLIES	137	54
2/28/2021	247431061T61 25LRZK	TABLECLOTHSFACORY.COM - DÉCOR/PROGRAMMING SUPPLIES	1993	34
2/28/2021	24204291S00B 31WTJ	FACEBOOK - NEA BIG READ ADVERTISING	100	00
3/1/2021	24204291V00B SPMSH	FACEBOOK - NEA BIG READ ADVERTISING	13	47
3/11/2021	2475542254YY Z7GL1	GLENDYS UPTOWN MALL - PROGRAM SUPPLIES	44	40
3/11/2021	2475542254YY Z7GMS	GLENDYS UPTOWN MALL - PROGRAM SUPPLIES	16	05
3/14/2021	244273328M82 XDRXN	BAESLERS MARKET - MODERATOR HONORARIUM	105	95
3/16/2021	74755422A4Y YZ7GN0	GLENDYS UPTOWN MALL - SALES TAX CREDIT	-1	05
3/17/2021	24692162B2Y0 G54LS	FEDERAL COFFEE - STAFF TRAINING PRIZE	72	48
2/24/2021	2449215NLWF 6DQML	ONLINE LABELS - 1000 BOOK KINDERGARTEN LABELS	138	10
2/28/2021	24755421SJLJ T03EB	VCPL - TEST	1	00
3/2/2021	24013081X217 6MRJN	GOOGLE - GOOGLE WORKSPACE	225	85
3/3/2021	74755421XJLJ T03EX	VCPL - TEST	-1	00
2/23/2021	24137461N00Y TJFW3	USPS - POSTAGE INSURANCE FOR ILL	18	95
2/19/2021	74013391H02A QD9VL	PUBLIC RELATIONS SOCIETY CREDIT	-20	00
2/24/2021	24717051N7JL YE9LD	BAYSCAN TECHNOLOGY - HANDI HOLD PRINTER	365	00

2/25/2021	24493981PLQS SSB4P	NATURE EXPLORE - REFERENCE MATERIAL	27	94
3/7/2021	240113420001 7AFPQ	LITTLE FREE LIBRARY - THREE NEW LITTLE FREE LIBRARIES	1201	53
3/9/2021	244921523JHQ H752G	CRICUT - CRICUT MAKER	440	83
3/9/2021	744921524JHD DD1D5	CRICUT - CRICUT MAKER - TAX CREDIT	-28	84
3/9/2021	F55800024000 RTCJI	PUBLIC RELATIONS SOCIETY CREDIT REVERSED	20	00
<b>TOTAL</b>			<b>5567</b>	<b>54</b>

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

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

\_\_\_\_\_  
Librarian

Voucher No.	Warrant No.	PAYEE	
Charge These Appropriations			
<b>Account Number</b>	<b>Account Name</b>	<b>Amount</b>	
4245	01-01	2262.76	
4322	01-02	18.95	
4325	01-04	12.00	
4441	01-04	399.99	
4325	01-08	7.95	
4462	01-08	19.99	
4314	01-09	225.85	APPROVED _____, 20_____
4441	01-10	365.00	
4245	01-11	129.95	
4310	01-11	696.00	
4325	01-11	8.15	
4331	01-11	113.47	In the amount of \$
4245	01-12	1201.53	
4245	02-68	105.95	
	<b>Total</b>	<b>5,567.54</b>	See Claims Docket

Library Form No. 4 (1934)

Prescribed by State Board of Accounts

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
*19675	KJB THEATERS*	100	<i>Check</i>	<b>350.00</b>	<b>56526</b>	HUNGER GAMES FILM RIGHTS
						Total Count: <b>1</b> Total Amount: <b>350.00</b>
*19671	ADP INC - AUTOPAY II*	100	<i>ACH</i>	<b>653.41</b>	<b>5309</b>	PAYROLL SERVICES
*19645	AMAZON.COM LLC*	100	<i>ACH</i>	<b>21.23</b>	<b>5310</b>	YS CIRC MATERIAL
*19646	AMAZON.COM LLC*	100	<i>ACH</i>	<b>15.99</b>	<b>5311</b>	YS CIRC MATERIAL
*19647	AMAZON.COM LLC*	100	<i>ACH</i>	<b>23.98</b>	<b>5312</b>	WONDERBOX AND KIT ITEMS FOR APRI
*19648	AMAZON.COM LLC*	100	<i>ACH</i>	<b>255.66</b>	<b>5313</b>	WONDERBOX AND KIT ITEMS FOR APRI
*19662	AMAZON.COM LLC*	100	<i>ACH</i>	<b>139.85</b>	<b>5314</b>	DVD/VIDEO MATERIAL
*19697	AMAZON.COM LLC*	100	<i>ACH</i>	<b>99.88</b>	<b>5315</b>	DVD/VIDEO MATERIAL
*19708	AMAZON.COM LLC*	100	<i>ACH</i>	<b>115.82</b>	<b>5316</b>	BIG READ ART SUPPLIES
*19709	AMAZON.COM LLC*	100	<i>ACH</i>	<b>42.16</b>	<b>5317</b>	YS CIRC MATERIAL
*19710	AMAZON.COM LLC*	100	<i>ACH</i>	<b>60.19</b>	<b>5318</b>	OFFICE SUPPLIES
*19726	AMAZON.COM LLC*	100	<i>ACH</i>	<b>138.67</b>	<b>5319</b>	DVD/VIDEO MATERIAL
*19727	AMAZON.COM LLC*	100	<i>ACH</i>	<b>10.95</b>	<b>5320</b>	DVD/VIDEO MATERIAL
*19728	AMAZON.COM LLC*	100	<i>ACH</i>	<b>91.39</b>	<b>5321</b>	FLAVOR BYTES PRODUCTION SUPPLIE:
*19666	BAKER & TAYLOR INC*	100	<i>ACH</i>	<b>4,322.34</b>	<b>5322</b>	CIRC PRINT MAT, YS MATERIAL
*19672	BUCKEYE POWER SALES*	100	<i>ACH</i>	<b>950.00</b>	<b>5323</b>	ANNUAL MAINTENANCE AGREEMENT
*19669	CREWS*JEFF	100	<i>ACH</i>	<b>4.67</b>	<b>5324</b>	PLUMBING SUPPLIES
*19658	CULLIGAN WATER CONDITIONI	100	<i>ACH</i>	<b>210.00</b>	<b>5325</b>	MAIN COOLER RENTAL

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*19659	CULLIGAN WATER CONDITIONI	100	ACH	20.00	5326	WEST COOLER RENTAL
*19635	DEMCO, INC*	100	ACH	931.26	5327	FANTASY & NEW STICKERS, LABEL PRO
*19650	E-Z CLEAN INC*	100	ACH	1,007.25	5328	CLEANING AND SANITATION SUPPLIES
*19651	E-Z CLEAN INC*	100	ACH	204.19	5329	CLEANING AND SANITATION SUPPLIES
*19690	E-Z CLEAN INC*	100	ACH	22.74	5330	MICRODYNE
*19691	E-Z CLEAN INC*	100	ACH	229.80	5331	CLEANING AND SANITATION SUPPLIES
*19667	GALE/CENGAGE LEARNING*	100	ACH	258.64	5332	CIRC PRINT MATERIAL
*19696	GOV CONNECTION INC*	100	ACH	271.40	5333	TRACKPAD KEYBOARDS
*19643	JOHNSON CONTROLS SECURI	100	ACH	427.52	5334	WIRELESS HOLD UP BUTTON REPLACE
*19640	LOWE'S COMMERCIAL SERVI	100	ACH	1,172.98	5335	COMPOUND MITER SAW & SUPPLIES
*19629	MIDWEST COMMUNICATIONS, I	100	ACH	1,000.00	5336	2021 NEA BIG READ RADIO PROMO
*19630	MIDWEST COMMUNICATIONS, I	100	ACH	720.00	5337	2021 NEA BIG READ RADIO PROMO
*19653	MIDWEST TAPE*	100	ACH	6,224.88	5338	HOOPLA CONTENT
*19654	MIDWEST TAPE*	100	ACH	3,473.80	5339	DVD/VIDEO MAT, AUDIO RECORDED MU
*19677	NEW AVENUES*	100	ACH	158.33	5340	ALA CARTE ADMIN FEE
*19684	NEW AVENUES*	100	ACH	360.00	5341	CLINICAL HOURS
*19655	OCLC INC*	100	ACH	5,947.06	5342	CATALOGING SUBSCRIPTION
*19673	RICOH USA INC*	100	ACH	1,905.05	5343	COPIER LEASE
*19685	UNIQUE MANAGEMENT SERVIC	100	ACH	517.74	5344	NOTICES
*19686	UNIQUE MANAGEMENT SERVIC	100	ACH	277.45	5345	PLACEMENTS
*19664	WADSWORTH*ASHLEY		ACH	5.46	5346	MILEAGE REIMBURSEMENT

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*19670	WEAS ENGINEERING INC*	100	<i>ACH</i>	491.72	5347	WATER TREATMENT MANAGEMENT
		100				
						Total Count: 39
						Total Amount: 32,783.46
*19623	HANOVER INSURANCE GROUP	100	<i>E-pay</i>	10,426.50	7700	COMMERCIAL INSURANCE POLICY
*19624	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	57.64	7701	PRIVATE FIRE SERVICE
*19626	TOWN OF WTH WATER & SEWE	100	<i>E-pay</i>	63.43	7702	WEST WATER/WASTE SERVICE
*19627	WEX BANK*	100	<i>E-pay</i>	116.32	7703	FUEL
*19628	INDIANA DEPARTMENT OF WOI	100	<i>E-pay</i>	382.00	7704	UNEMPLOYMENT BENEFITS 133485
*19625	STAPLES BUSINESS CREDIT*	100	<i>E-pay</i>	47.58	7705	HEAVY DUTY STAPLER
*19631	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	10.00	7706	MISC. LAUNDERING
*19632	OVERDRIVE*	100	<i>E-pay</i>	3,951.74	7707	OVERDRIVE MAG CONTENT
*19633	BUDGET BLINDS*	100	<i>E-pay</i>	3,291.00	7708	SHADES FOR ADMIN OFFICE
*19634	ENVISIONWARE*	100	<i>E-pay</i>	150.00	7709	CHANGING PROCESSOR IN PAYWARE (
*19636	WATSON LABEL PRODUCTS*	100	<i>E-pay</i>	1,024.34	7710	SINGLE BARCODES
*19637	TABCO PRINTING & PROMOTIC	100	<i>E-pay</i>	12.00	7711	NAME BADGE
*19644	OFFICE DEPOT*	100	<i>E-pay</i>	143.61	7712	OFFICE SUPPLIES
*19652	FUN EXPRESS, LLC*	100	<i>E-pay</i>	256.69	7713	MAY WONDERBOXES AND DEPARTMEN
*19656	CINTAS CORPORATION*	100	<i>E-pay</i>	112.37	7714	MAIN CABINET SERVICE
*19657	CINTAS CORPORATION*	100	<i>E-pay</i>	118.00	7715	MAIN AED LEASE
*19660	ARAMARK UNIFORM SERVICES	100	<i>E-pay</i>	15 274.57	7716	MAIN 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>
*19663	PAYPAL INC*	100	<i>E-pay</i>	19.95	7717	MONTHLY PAYFLOW LINK
*19665	PARKE COUNTY SENTINEL*	100	<i>E-pay</i>	47.00	7718	NEWSPAPERS
*19678	DLC MEDIA, INC.*	100	<i>E-pay</i>	180.00	7719	BIG READ RADIO PROMO
*19679	DLC MEDIA, INC.*	100	<i>E-pay</i>	180.00	7720	BIG READ RADIO PROMO
*19680	DLC MEDIA, INC.*	100	<i>E-pay</i>	140.00	7721	BIG READ RADIO PROMO
*19681	TRIBUNE STAR PUBLISHING CC	100	<i>E-pay</i>	175.00	7722	BIG READ FRONT PAGE AD
*19682	TRIBUNE STAR PUBLISHING CC	100	<i>E-pay</i>	280.00	7723	READERS CHOICE AD
*19683	TRIBUNE STAR PUBLISHING CC	100	<i>E-pay</i>	235.00	7724	BIG READ TERRE HAUTE LIVING AD
*19687	YOUR AUTOMATIC DOOR COM	100	<i>E-pay</i>	198.75	7725	REPAIRED DOOR
*19689	ENA*	100	<i>E-pay</i>	664.39	7726	VOICE SERVICE
*19692	WAGeworks, INC.*	100	<i>E-pay</i>	168.82	7727	COBRA MONTHLY FEES
*19694	FRONTIER*	100	<i>E-pay</i>	48.45	7728	WEST PHONE SERVICE
*19698	LARGE INK, LLC*	100	<i>E-pay</i>	1,350.00	7729	NLW YARD SIGNS
*19699	OFFICE DEPOT*	100	<i>E-pay</i>	299.16	7730	OFFICE SUPPLIES
*19700	BACON & VAN BUSKIRK GLASS	100	<i>E-pay</i>	1,300.00	7731	VINYL REPLACEMENT SPC WINDOWS
*19711	CINTAS CORPORATION*	100	<i>E-pay</i>	59.00	7739	WEST AED LEASE
*19712	NEXSTAR BROADCASTING*	100	<i>E-pay</i>	250.00	7740	BIG READ TV PROMO
*19713	NEXSTAR BROADCASTING*	100	<i>E-pay</i>	250.00	7741	BIG READ TV PROMO
*19714	NEXSTAR BROADCASTING*	100	<i>E-pay</i>	250.00	7742	BIG READ TV PROMO
*19715	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	10.00	7743	MISC. LAUNDERING
*19716	ARAMARK UNIFORM SERVICES	100	<i>E-pay</i>	141.80	7744	WEST MAT SERVICE

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
*19717	THE TRASH MAN*	100	<i>E-pay</i>	<b>105.00</b>	<b>7745</b>	WEST TRASH SERVICE
*19718	APPLE HOUSE*THE	100	<i>E-pay</i>	<b>54.00</b>	<b>7746</b>	MULCH FOR FLOWER BEDS
*19719	APPLE HOUSE*THE	100	<i>E-pay</i>	<b>54.00</b>	<b>7747</b>	MULCH FOR FLOWER BEDS
*19720	VECTREN ENERGY DELIVERY*	100	<i>E-pay</i>	<b>165.78</b>	<b>7748</b>	WEST GAS SERVICE
*19721	ARAMARK UNIFORM SERVICES	100	<i>E-pay</i>	<b>338.57</b>	<b>7749</b>	MAIN SERVICE
*19722	TRIBUNE STAR PUBLISHING CC	100	<i>E-pay</i>	<b>42.61</b>	<b>7750</b>	GOV LEGAL - CASH STATEMENT
*19723	DUKE ENERGY *	100	<i>E-pay</i>	<b>10,758.71</b>	<b>7751</b>	MAIN ELECTRIC SERVICE
*19724	DUKE ENERGY *	100	<i>E-pay</i>	<b>427.10</b>	<b>7752</b>	WEST ELECTRIC SERVICE
*19725	SHERWIN-WILLIAMS*	100	<i>E-pay</i>	<b>22.79</b>	<b>7753</b>	QUART DORIC WHITE PAINT
*19730	ENVISIONWARE*	100	<i>E-pay</i>	<b>900.00</b>	<b>7754</b>	ENVISIONWARE PAYWARE GATEWAY A
*19731	FORT KNOX CLIMATE CONTRO	100	<i>E-pay</i>	<b>1,860.00</b>	<b>7755</b>	CONTROLLED STORAGE UNIT

Total Count: **49**  
Total Amount: **41,413.67**

<i>Grand Total Fund 100:</i>	<b>74,547.13</b>
<i>Grand Total Fund 200:</i>	<b>0.00</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>89</b>
Grand Total Amount:	<b>74,547.13</b>

**Payroll Payable  
Voucher Register**

**Vigo County Public Library**

For Period March -2021

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

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
3/5	Pay#5	Gross Payroll	\$ 123,124.43	\$ 123,124.43	ACH	
3/5	Pay#5	FICA	\$ 9,017.97	\$ 9,017.97	ACH	
3/5	Pay#5	PERF	\$ 16,595.18	\$ 16,595.18	ACH	
3/19	Pay#6	Gross Payroll	\$ 122,409.81	\$ 122,409.81	ACH	
3/19	Pay#6	FICA	\$ 8,965.27	\$ 8,965.27	ACH	
3/19	Pay#6	PERF	\$ 16,517.84	\$ 16,517.84	ACH	
3/19	Pay#6	Anthem	\$ 57,613.54	\$ 57,613.54	ACH	
3/19	Pay#6	Guardian	\$ 5,831.33	\$ 5,831.33	ACH	
		Gross Payroll		\$ -	ACH	
		FICA		\$ -	ACH	
		PERF		\$ -	ACH	

Total library cost			\$ 360,075.37			
March	pays 5 & 6	Great West	\$ 1,579.10	\$ 1,579.10	ACH	Staff withholding
March	pays 5 & 6	Garnishments	\$ 500.00	\$ 500.00	ACH	Staff withholding
March	pays 5 & 6	AFLAC	\$ 1,150.96	\$ 1,150.96	ACH	Staff withholding
March	pays 5 & 6	United Way	\$ 422.00	\$ 422.00	ACH	Staff withholding
March	pays 5 & 6	Anthem	\$ 8,037.38	\$ 8,037.38	ACH	Staff withholding
March	pays 5 & 6	HSA adj.		\$ -	ACH	Staff withholding
March	pays 5 & 6	Guardian	\$ 820.34	\$ 820.34	ACH	Staff withholding
March	pays 5 & 6	Boston Mutual	\$ 755.50	\$ 755.50	ACH	Staff withholding
March	pays 5 & 6	Fed Tax	\$ 18,967.35	\$ 18,967.35	ACH	Staff withholding
March	pays 5 & 6	State Tax	\$ 7,565.30	\$ 7,565.30	ACH	Staff withholding
March	pays 5 & 6	Local Tax	\$ 4,547.17	\$ 4,547.17	ACH	Staff withholding
March	pays 5 & 6	FICA	\$ 17,983.25	\$ 17,983.25	ACH	Staff withholding
March	pays 5 & 6	Vol. PERF	\$ 4,052.70	\$ 4,052.70	ACH	Staff withholding
		Staff Cost	\$ 66,381.05	\$ 66,381.05		

**Payroll Payable  
Voucher Register**

**Vigo County Public Library**

For Period March -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.

April 19, 2021

Date

\_\_\_\_\_  
Brett J. Taylor, Fiscal Officer

**ALLOWANCE OF PAYROLL PAYABLE VOUCHERS**

(ICS-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the voucher listing and the foregoing accounts payable register, consisting of 2 page(s), and except for the vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$ 360,075.37

Dated this 19th day of April 2021 .

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

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

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

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

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

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

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

**GIFT FUND BALANCES  
2021**

<b>FUND</b>	<b>AMOUNT</b>	<b>PURPOSE</b>	<b>Approval</b>
00-General	\$ 929.87	Unrestricted Use	Admin.
64-SPC	\$ 11,080.41	Support of SPC	Admin.
65-Big Read	\$ 850.00	Big Read	Admin.
66-YS	\$ 5,208.92	Support of YS	Admin.
67-LLC	\$ -	Support of LLC	Admin.
68-Crackerbarrel	\$ 124.10	Support of Crackerbarrel	
69-Wright Fdtn.	\$ 10,361.46	Unrestricted Use	Admin.
71-West Branch	\$ 824.22	Support of West Branch	Admin.
72-Friends	\$ -	Support of pre-approved programs	Admin.
73-WVLC	\$ -	Support of LLC literacy	Admin.
74-Wiley Cupola	\$ 1,274.00	Cupola maintenance-Wiley	Admin.
75-Wiley Memorial	\$ 19,310.17	Construction & Maint.	Admin.
77-WVCF MEEKS	\$ 692.84	Childrens literature	Admin.
81-Comm. Conn.	\$ 216.95	Support of CC	Admin.
83-Kiwanis Ys	\$ 360.98	Childrens bk label recog	Admin.
85-Phillips	\$ 3,305.47	Support of LLC and Archi	Admin.
87-Cox	\$ 646.48	Hearing impaired support	Admin.
89-Christmas in the Park	\$ 1,734.02	Christmas in the Park	Admin.
92-Marketing	\$ 1,000.00	Unrestricted Use	Admin.
93-Family Learning Day	\$ -	FAMILY LEARNING DAY	Admin.
94-TH Econ.Dev.	\$ 139.58	Adult nonfiction commemo	Admin.
96-Fundraiser	\$ 243.61	Buy a bk	Admin.
<b>TOTAL</b>	<b>\$ 58,303.08</b>		

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

## PROGRAMS AND EVENTS

### 2021 NEA BIG READ

Thirty copies of the Big Read book were distributed at the Pop-up Pickup event on April 2 in front of Scout's Pizzeria and the Verve. Heather Williams and Julie Williams from the Community Theatre recited Shakespeare for passersby to emulate the Traveling Symphony from Station Eleven. Allison Swearingen and Sarah Trover attended this event to give away copies of the book and discuss the program. They interacted with 47 people during this one hour event. There are two other Pop-Up events scheduled in April.



### SOCIAL SERVICES ORGANIZATIONS & SUPPORTS PROGRAM

Several connections were made during the SSOS: Social Services Organizations & Supports program on April 7 that will hopefully grow into community partnerships. Donna Fullhart was the guest for this month's event and she presented on the Foster Grandparent program from WICAA. This topic was attractive to those that attended and they were eager to learn more about the program and collaborate. Michelle Bennett, Program Administrator of the Osher Lifelong Learning Institute at Indiana State University, discussed hosting a presentation with Donna over the next month, and Harmony Harris from the Clinton Public Library discussed helping recruit volunteers. She had a patron contact her the previous week looking for an opportunity to volunteer and she planned to call them after the meeting to tell them about the Foster Grandparent program with WICAA. Renee Henry from the Terre Haute Children's Museum was also in attendance and she was most interested in having the museum collect cans to benefit the program. This program was the most successful of the three that we have hosted in 2021 because the conversations were all about collaborating and sharing the information that was shared during our hour together.



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

## SPECIAL COLLECTIONS

### NEW EXHIBITION

The Special Collections department's latest exhibition is The Montagnier Collection: Hidden Gems of the VCPL, featuring items from the Henry Montagnier collection. Henry Fairbanks Montagnier was a prominent philanthropist who traveled the world and achieved note as a mountaineer. An avid book collector, Montagnier donated many rare books and manuscripts that he had acquired over the years to the Emeline Fairbanks Memorial Library in the 1910s and 1920s. Items featured in the exhibition include a Spanish attestation of nobility from 1676 and two rare printed books from 1536 and 1660, respectively. SPC staff created this exhibition to showcase some of SPC's rarer materials, and highlight SPC's lesser-known rare book collection – a true “hidden gem” of Vigo County. SPC hopes that this exhibition will pique customers' interest in VCPL's rare book and manuscript collection and serve to inspire further learning about the history of books and printing.

## TECH TEAM

### D.A.W.G. WINNER – ASHLEY WADSWORTH, TECH TEAM LIBRARIAN



Ashley Wadsworth received notification from Pete Ciancone, Director of the Will Center, that she is a winner of the local Disability Awareness Work Group (DAWG) award for positively impacting those with disabilities. She was nominated by Jeanette Bouchie, Adult Services Librarian. From Jeanette's nomination letter: “Over the past three years, Ashley has strived to bring digital literacy to the underserved of Vigo County. She has developed iPad programs designed to encourage and stimulate those with physical and developmental challenges. In order to accomplish her goals, Ashley pursued and was awarded grant funding to purchase 16 iPads and accessories such as OSMO kits. Ashley regularly visits Happiness Bag, Active Day, and many additional adult communities. On a recent visit to Active Day, the caretaking staff remarked how well one individual was engaging with the iPad program – in a way he had not engaged with any of the other activities he had been encouraged to try. A few days later, Ashley Wadsworth received a call from his family expressing enthusiasm about his participation and enjoyment and requesting information they could pursue purchasing one for him to use. A former Happiness Bag staff member has commented that the confidence levels of her clients soared with the iPad classes.”

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

## WEST BRANCH

### GETTING READY FOR SPRING

West staff Charlie Hayworth and Eric Fisher have been working in the beds to prepare for spring. They have been busy weeding, preparing, and mulching the beds, and preparing the empty outside containers and the butterfly garden for spring planting.



### BRANCH REORGANIZATION

Since the additional shelves were added and the nonfiction section was rearranged at the beginning of February, there has been a 90% increase in the number of checkouts per item in the West Branch nonfiction sections. The rearrangement has also allowed the staff to relocate the New Release DVDs and the Binge Boxes to a more prominent location, which makes those oft-requested items easier to find and creates more space in the general DVD collection.



## YOUTH SERVICES

### WONDER BOXES


The Youth Services department introduced the Wonder Box service in January, and it has quickly become one of the most popular offerings at VCPL. Assistant Librarian Kendra Bailey adapted the idea from a presentation she attended at the 2020 YALSA Symposium. Wonder Boxes are for ages 0-19 and provide

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

fun personalized surprises for customers. Each box contains library materials such as books, movies, and games that are selected by Youth Services staff based on the customer's likes and interests. Boxes also contain items the customers can keep like crafts, VCPL earbuds, stickers, pencils and sketchpads, and custom buttons, among many other items. Each box comes with a comment card for customers to fill out and return; below are examples of the feedback received.

Tell us what you thought about your  
Wonder Box


Thank you, Library!  
Liam loved his Wonderbox  
you did a great job of  
incorporating his likes  
& interests. Well done!  
!!



**Library**  
GENERATING CHANGE. TRANSFORMING LIVES.

Tell us what you thought about your  
Wonder Box

I thought it was awesome. I loved  
the movie, the earbuds, and the clay. It  
was full of fun surprises. Thanks for the  
Wonder Box.



**Library**  
GENERATING CHANGE. TRANSFORMING LIVES.

The receiving and opening of my wonderbox was indeed a truly  
magical experience. Especially enjoyed The Book of Mithras. The  
fun packaging brightened up my day and the hot chocolate  
was exquisite. I also found the stickers most enjoyable. Thank  
you for doing this.

## FAMILY PLACE LIBRARIES TRAINING INSTITUTE

Family Place Libraries is a national organization that helps libraries become better equipped to support families and be centers for early learning. This spring, Youth Services Librarian Megan Howes and

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

Youth Services Manager Lauri Chandler are joining a cohort of librarians from around the country to participate in a virtual training institute. While in training, Lauri and Megan will be learning more about early childhood development, connecting with parents and other caregivers, creating early learning spaces, and establishing stronger relationships with community partners so that VCPL may continue to develop as a community space that serves families. While VCPL staff has gone through this training in the past, both Lauri and Megan are new to the process, and they are excited to help develop new services and opportunities for the library and the community.

## PERSONNEL CHANGES

### RESIGNATION

Steichen, Neal M. - Resignation from the full-time non-exempt position of Youth Services Assistant Librarian in the Youth Services department effective May 22, 2021.

### RETIREMENT

Terry, Greg K. - Retirement from the full-time non-exempt position of Payroll Technician in the Business Office effective June 1, 2021.

### TRANSFER

Bridgewater, Brandy L. - Transfer from the full-time non-exempt position of Accounting-Purchasing Agent to the full-time non-exempt position of Accounting-Payroll Technician effective April 19, 2021.

Respectfully submitted,

Kristi J. Howe

4/12/21 Admin AG

Vigo County Public Library  
January 2021

	January-21	January-20		YTD 2021	YTD 2020	
Print Circulation	20,071	24,306	-17.4%	20,071	24,306	-17.4%
A/V Circulation	8,486	18,957	-55.2%	8,486	18,957	-55.2%
Misc	354	402	-11.9%	354	402	-11.9%
Electronic Devices	45	47	-4.3%	45	47	-4.3%
<b>TOTAL</b>	<b>28,956</b>	<b>43,712</b>	<b>-33.8%</b>	<b>28,956</b>	<b>43,712</b>	<b>-33.8%</b>

	January-21	January-20		YTD 2021	YTD 2020	
Overdrive						
E-book	5,608	4,440	26.3%	5,608	4,440	26.3%
E-audiobook	2,806	2,796	0.4%	2,806	2,796	0.4%
E-Magazines	395	236	67.4%	395	236	67.4%
E-video or music	6	27	-77.8%	6	27	-77.8%
<b>TOTAL</b>	<b>8,815</b>	<b>7,499</b>	<b>17.5%</b>	<b>8,815</b>	<b>7,499</b>	<b>17.5%</b>

	January-21	January-20		YTD 2021	YTD 2020	
Hoopla						
E-audiobook	1,643	1,509	8.9%	1,643	1,509	8.9%
E-Books	890	768	15.9%	890	768	15.9%
E-Comics	179	168	6.5%	179	168	6.5%
E-music	158	243	-35.0%	158	243	-35.0%
E-video movie	238	336	-29.2%	238	336	-29.2%
E-video TV	3291	279	1079.6%	3291	279	1079.6%
<b>TOTAL</b>	<b>6,399</b>	<b>3,303</b>	<b>93.7%</b>	<b>6,399</b>	<b>3,303</b>	<b>93.7%</b>

	January-21	January-20		YTD 2021	YTD 2020	
Reference [fact-finding]	2,944	5,041	-41.6%	2,944	5,041	-41.6%

**Items Added to the Collection**

January-21	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Purchased Items	377	248	7	0	13	1	646
Donated Items	0	0	0	0	0	0	0
<b>Total Items Added</b>	<b>377</b>	<b>248</b>	<b>7</b>	<b>0</b>	<b>13</b>	<b>1</b>	<b>646</b>

YTD 2021	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Purchased Items	377	248	7	0	13	1	646
Donated Items	0	0	0	0	0	0	0
<b>Total Items Added</b>	<b>377</b>	<b>248</b>	<b>7</b>	<b>0</b>	<b>13</b>	<b>1</b>	<b>646</b>

**New Materials Ordered and Received**

January-21	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Ordered	836	319	15	0	28	0	1,198
Received	388	266	12	0	13	0	679

YTD 2021	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Ordered	836	319	15	0	28	0	1,198
Received	388	266	26	12	13	0	679

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<b>ON-SITE PROGRAMS</b>	<b>January-21</b>	<b>January-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Youth programs/events/classes	0	27	-100.0%	0	27	-100.0%
Teen programs/events/classes	0	5	-100.0%	0	5	-100.0%
Adult programs/events/classes	0	20	-100.0%	0	20	-100.0%
Family/general	1	20	-95.0%	1	20	-95.0%
<b>TOTAL</b>	<b>1</b>	<b>72</b>	<b>-98.6%</b>	<b>1</b>	<b>72</b>	<b>-98.6%</b>

<b>ON-SITE ATTENDANCE</b>						
Youth attendance	0	185	-100.0%	0	185	-100.0%
Teen attendance	0	22	-100.0%	0	22	-100.0%
Adult attendance	0	435	-100.0%	0	435	-100.0%
Family/general attendance	7	297	-97.6%	7	297	-97.6%
<b>TOTAL</b>	<b>7</b>	<b>939</b>	<b>-99.3%</b>	<b>7</b>	<b>939</b>	<b>-99.3%</b>

<b>OFF-SITE PROGRAMS</b>	<b>January-21</b>	<b>January-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Youth outreach	0	2	-100.0%	0	2	-100.0%
Teen outreach	0	1	NULL	0	1	-100.0%
Adult outreach	0	16	-100.0%	0	16	-100.0%
Family outreach	0	0	NULL	0	0	NULL
Participation in Community Events	0	0	NULL	0	0	NULL
<b>TOTAL</b>	<b>0</b>	<b>19</b>	<b>-100.0%</b>	<b>0</b>	<b>19</b>	<b>-100.0%</b>

<b>OFF-SITE ATTENDANCE</b>						
Youth outreach attendance	0	27	-100.0%	0	27	-100.0%
Teen outreach attendance	0	23	NULL	0	23	-100.0%
Adult outreach attendance	0	211	-100.0%	0	211	-100.0%
Family outreach attendance	0	0	NULL	0	0	NULL
Community Events Interactions	0	0	NULL	0	0	NULL
<b>TOTAL</b>	<b>0</b>	<b>261</b>	<b>-100.0%</b>	<b>0</b>	<b>261</b>	<b>-100.0%</b>

	<b>January-21</b>	<b>January-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Adult materials deliveries	51	48	6.3%	51	48	6.3%
Youth materials deliveries	0	37	-100.0%	0	37	-100.0%
<b>TOTAL</b>	<b>51</b>	<b>85</b>	<b>-40.0%</b>	<b>51</b>	<b>85</b>	<b>-40.0%</b>

	<b>January-21</b>	<b>January-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Computer Users	2,806	6,728	-58.3%	2,806	6,728	-58.3%
Web Site Hits	15,983	22,750	-29.7%	15,983	22,750	-29.7%
Mobile App Visits	571	584	-2.2%	571	584	-2.2%

	<b>January-21</b>	<b>January-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Subscription Databases	11,284	14,196	-20.5%	11,284	14,196	-20.5%
ILL provided to other libraries	84	82	2.4%	84	82	2.4%
ILL received from other libraries	38	182	-79.1%	38	182	-79.1%

**January-21 Online Challenge Programs**

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

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

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

**Livestream Only Attendance** 96

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

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

**Attendance of Livestream Portion** 0

**Views/Hits of Posted/Archived** 0

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

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

**Views/Hits of Recorded Programs** 74

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

Children (ISL:0-11 yrs)	YA (ISL:12-18yrs)	Adult (ISL:18 + yrs)	General (all ages)
109	48	30	56

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	February-21	February-20		YTD 2021	YTD 2020	
Print Circulation	16,584	21,161	-21.6%	36,655	45,467	-19.4%
A/V Circulation	7,647	17,111	-55.3%	16,133	36,068	-55.3%
Misc	256	316	-19.0%	610	718	-15.0%
Electronic Devices	44	53	-17.0%	89	100	-11.0%
<b>TOTAL</b>	<b>24,531</b>	<b>38,641</b>	<b>-36.5%</b>	<b>53,487</b>	<b>82,353</b>	<b>-35.1%</b>

	February-21	February-20		YTD 2021	YTD 2020	
Overdrive						
E-book	5,143	4,382	17.4%	10,751	8,822	21.9%
E-audiobook	2,496	2,552	-2.2%	5,302	5,348	-0.9%
E-Magazines	332	217	53.0%	727	453	60.5%
E-video or music	5	12	-58.3%	11	39	-71.8%
<b>TOTAL</b>	<b>7,976</b>	<b>7,163</b>	<b>11.3%</b>	<b>16,791</b>	<b>14,662</b>	<b>14.5%</b>

Hoopla						
E-audiobook	1,469	1,417	3.7%	3,112	2,926	6.4%
E-Books	881	775	13.7%	1,771	1,543	14.8%
E-Comics	216	179	20.7%	395	347	13.8%
E-music	140	188	-25.5%	298	431	-30.9%
E-video movie	216	333	-35.1%	454	669	-32.1%
E-video TV	223	279	-20.1%	3,514	558	529.7%
<b>TOTAL</b>	<b>3,145</b>	<b>3,171</b>	<b>-0.8%</b>	<b>9,544</b>	<b>6,474</b>	<b>47.4%</b>

	February-21	February-20		YTD 2021	YTD 2020	
Reference [fact-finding]	2,757	4,645	-40.6%	5,701	9,686	-41.1%

**Items Added to the Collection**

February-21	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Purchased Items	890	276	21	3	6	0	1,196
Donated Items	1	0	0	0	0	0	0
<b>Total Items Added</b>	<b>891</b>	<b>276</b>	<b>21</b>	<b>3</b>	<b>6</b>	<b>0</b>	<b>1,196</b>

YTD 2021	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Purchased Items	1,267	524	28	3	19	1	1,842
Donated Items							0
<b>Total Items Added</b>	<b>1,267</b>	<b>524</b>	<b>28</b>	<b>3</b>	<b>19</b>	<b>1</b>	<b>1,842</b>

**New Materials Ordered and Received**

February-21	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Ordered	1,054	309	19	0	5	11	1,398
Received	927	311	19	3	7	11	1,278

YTD 2021	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Ordered	1,890	628	34	0	33	11	2,596
Received	1,315	577	31	3	20	11	1,957

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<b>ON-SITE PROGRAMS</b>	<b>February-21</b>	<b>February-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Youth programs/events/classes	0	51	-100.0%	0	78	-100.0%
Teen programs/events/classes	0	2	-100.0%	0	7	-100.0%
Adult programs/events/classes	0	21	-100.0%	0	46	-100.0%
Family/general	1	21	-95.2%	2	41	-95.1%
<b>TOTAL</b>	<b>1</b>	<b>95</b>	<b>-98.9%</b>	<b>2</b>	<b>172</b>	<b>-98.8%</b>

<b>ON-SITE ATTENDANCE</b>						
Youth attendance	0	440	-100.0%	0	437	-100.0%
Teen attendance	0	8	-100.0%	0	32	-100.0%
Adult attendance	0	166	-100.0%	0	1,012	-100.0%
Family/general attendance	4	272	-98.5%	11	534	-97.9%
<b>TOTAL</b>	<b>4</b>	<b>886</b>	<b>-99.5%</b>	<b>11</b>	<b>2,015</b>	<b>-99.5%</b>

<b>OFF-SITE PROGRAMS</b>	<b>February-21</b>	<b>February-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Youth outreach	0	14	-100.0%	0	16	-100.0%
Teen outreach	0	0	NULL	0	1	-100.0%
Adult outreach	0	18	-100.0%	0	34	-100.0%
Family outreach	0	0	NULL	0	0	NULL
Participation in Community Events	0	0	NULL	0	1	-100.0%
<b>TOTAL</b>	<b>0</b>	<b>32</b>	<b>-100.0%</b>	<b>0</b>	<b>52</b>	<b>-100.0%</b>

<b>OFF-SITE ATTENDANCE</b>						
Youth outreach attendance	0	237	-100.0%	0	264	-100.0%
Teen outreach attendance	0	0	NULL	0	23	-100.0%
Adult outreach attendance	0	299	-100.0%	0	510	-100.0%
Family outreach attendance	0	0	NULL	0	0	NULL
Community Events Interactions	0	0	NULL	0	6	-100.0%
<b>TOTAL</b>	<b>0</b>	<b>536</b>	<b>-100.0%</b>	<b>0</b>	<b>803</b>	<b>-100.0%</b>

	<b>February-21</b>	<b>February-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Adult materials deliveries	43	48	-10.4%	94	96	-2.1%
Youth materials deliveries	0	17	-100.0%	0	54	-100.0%
<b>TOTAL</b>	<b>43</b>	<b>65</b>	<b>-33.8%</b>	<b>94</b>	<b>150</b>	<b>-37.3%</b>

	<b>February-21</b>	<b>February-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Computer Users	2,741	6,041	-54.6%	5,547	12,769	-56.6%
Web Site Hits	19,186	19,743	-2.8%	35,169	42,493	-17.2%
Mobile App Visits	536	584	-8.2%	1,107	1,213	-8.7%

	<b>February-21</b>	<b>February-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Subscription Databases	17,494	12,774	37.0%	28,778	26,970	6.7%
ILL provided to other libraries	56	82	-31.7%	140	164	-14.6%
ILL received from other libraries	27	143	-81.1%	65	325	-80.0%

**February-21 Online Challenge Programs**

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

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

Children (ISL:0-11 yrs)	0
YA (ISL:12-18yrs)	2
Adult (ISL:18 + yrs)	3
General (all ages)	2
ESL - Adult	4
ESL - Family	0
Community Read (all ages)	0
Book Discussion (all ages)	0

**Livestream Only Attendance** 90

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

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

**Attendance of Livestream Portion** 0

**Views/Hits of Posted/Archived** 0

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

Children (ISL:0-11 yrs)	3
YA (ISL:12-18yrs)	0
Adult (ISL:18 + yrs)	2
General (all ages)	2
ESL - Adult	0
ESL - Family	0
Community Read (all ages)	0
Book Discussion (all ages)	0

**Views/Hits of Recorded Programs** 98

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

Children (ISL:0-11 yrs)	YA (ISL:12-18yrs) <sup>31</sup>	Adult (ISL:18 + yrs)	General (all ages)
185	20	57	0

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	March-21	March-20		YTD 2021	YTD 2020	
Print Circulation	20,196	16,228	24.5%	56,851	61,695	-7.9%
A/V Circulation	8,492	9,883	-14.1%	24,625	45,951	-46.4%
Misc	298	364	44.0%	908	1,082	-16.1%
Electronic Devices	46	44	4.5%	135	144	-6.3%
<b>TOTAL</b>	<b>29,032</b>	<b>26,519</b>	<b>9.5%</b>	<b>82,519</b>	<b>108,872</b>	<b>-24.2%</b>

	March-21	March-20		YTD 2021	YTD 2020	
Overdrive						
E-book	4,281	5,015	-14.6%	15,032	13,837	8.6%
E-audiobook	2,817	2,489	13.2%	8,119	7,837	3.6%
E-Magazines	423	221	91.4%	1,150	674	70.6%
E-video or music	3	5	-40.0%	14	44	-68.2%
<b>TOTAL</b>	<b>7,524</b>	<b>7,730</b>	<b>-2.7%</b>	<b>24,315</b>	<b>22,392</b>	<b>8.6%</b>

Hoopla						
E-audiobook	1,636	1,497	9.3%	4,748	4,423	7.3%
E-Books	829	1,006	-17.6%	2,600	2,549	2.0%
E-Comics	179	134	33.6%	574	481	19.3%
E-music	127	243	-47.7%	425	674	-36.9%
E-video movie	205	284	-27.8%	659	953	-30.8%
E-video TV	204	334	-38.9%	3,718	892	316.8%
<b>TOTAL</b>	<b>3,180</b>	<b>3,498</b>	<b>-9.1%</b>	<b>12,724</b>	<b>9,972</b>	<b>27.6%</b>

	March-21	March-20		YTD 2021	YTD 2020	
Reference [fact-finding]	2,876	2,336	23.1%	8,577	12,022	-28.7%

**Items Added to the Collection**

March-21	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Purchased Items	851	301	9	2	11	9	1,183
Donated Items	9	0	0	0	0	0	9
<b>Total Items Added</b>	<b>860</b>	<b>301</b>	<b>9</b>	<b>2</b>	<b>11</b>	<b>9</b>	<b>1,192</b>

YTD 2021	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Purchased Items	2,118	825	37	5	30	10	3,025
Donated Items	10	0	0	0	0	0	10
<b>Total Items Added</b>	<b>2,128</b>	<b>825</b>	<b>37</b>	<b>5</b>	<b>30</b>	<b>10</b>	<b>3,035</b>

**New Materials Ordered and Received**

March-21	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Ordered	1,147	200	14	9	9	11	1,390
Received	758	267	15	5	9	10	1,064

YTD 2021	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Ordered	3,037	828	48	9	42	22	3,986
Received	2,073	844	32 46	8	29	21	3,021

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<b>ON-SITE PROGRAMS</b>	<b>March-21</b>	<b>March-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Youth programs/events/classes	0	13	-100.0%	0	91	-100.0%
Teen programs/events/classes	0	1	-100.0%	0	8	-100.0%
Adult programs/events/classes	0	13	-100.0%	0	54	-100.0%
Family/general	1	9	-88.9%	3	50	-94.0%
<b>TOTAL</b>	<b>1</b>	<b>36</b>	<b>-97.2%</b>	<b>3</b>	<b>203</b>	<b>-98.5%</b>

<b>ON-SITE ATTENDANCE</b>						
Youth attendance	0	93	-100.0%	0	530	-100.0%
Teen attendance	0	6	-100.0%	0	38	-100.0%
Adult attendance	0	255	-100.0%	0	1,149	-100.0%
Family/general attendance	6	79	-92.4%	17	613	-97.2%
<b>TOTAL</b>	<b>6</b>	<b>433</b>	<b>-98.6%</b>	<b>17</b>	<b>2,330</b>	<b>-99.3%</b>

<b>OFF-SITE PROGRAMS</b>	<b>March-21</b>	<b>March-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Youth outreach	0	9	-100.0%	0	25	-100.0%
Teen outreach	0	0	NULL	0	6	-100.0%
Adult outreach	1	10	-90.0%	1	44	-97.7%
Family outreach	2	1	100.0%	2	3	-33.3%
Participation in Community Events	0	0	NULL	0	1	-100.0%
<b>TOTAL</b>	<b>3</b>	<b>20</b>	<b>-85.0%</b>	<b>3</b>	<b>79</b>	<b>-96.2%</b>

<b>OFF-SITE ATTENDANCE</b>						
Youth outreach attendance	0	49	-100.0%	0	313	-100.0%
Teen outreach attendance	0	0	NULL	0	23	-100.0%
Adult outreach attendance	65	173	-62.4%	65	683	-90.5%
Family outreach attendance	119	8	NULL	119	26	357.7%
Community Events Interactions	0	0	NULL	0	6	-100.0%
<b>TOTAL</b>	<b>184</b>	<b>230</b>	<b>-20.0%</b>	<b>184</b>	<b>1,051</b>	<b>-82.5%</b>

	<b>March-21</b>	<b>March-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Adult materials deliveries	52	20	160.0%	146	116	25.9%
Youth materials deliveries	0	16	-100.0%	0	70	-100.0%
<b>TOTAL</b>	<b>52</b>	<b>36</b>	<b>44.4%</b>	<b>146</b>	<b>186</b>	<b>-21.5%</b>

	<b>March-21</b>	<b>March-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Computer Users	3,137	3,069	2.2%	8,684	15,383	-43.5%
Web Site Hits	20,595	18,083	13.9%	55,764	60,576	-7.9%
Mobile App Visits	547	634	-13.7%	1,654	1,847	-10.4%

	<b>March-21</b>	<b>March-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Subscription Databases	12,164	17,101	-28.9%	40,942	44,071	-7.1%
ILL provided to other libraries	182	46	295.7%	453	210	115.7%
ILL received from other libraries	249	33	116.5%	698	440	58.6%

**March-21 Online Challenge Programs**

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

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

Children (ISL:0-11 yrs)	2
YA (ISL:12-18yrs)	1
Adult (ISL:18 + yrs)	3
General (all ages)	4
ESL - Adult	5
ESL - Family	0
Community Read (all ages)	0
Book Discussion (all ages)	0

**Livestream Only Attendance** 151

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

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

**Attendance of Livestream Portion** 0

**Views/Hits of Posted/Archived** 0

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

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

**Views/Hits of Recorded Programs** 39

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

Children (ISL:0-11 yrs)	YA (ISL:12-18yrs)	Adult (ISL:18 + yrs)	General (all ages)
125	43	58	0

# Tech Logic Corporation

## Tech Logic System

THIS CONTRACT FOR TECH LOGIC SYSTEM (hereinafter referred to as the “**Agreement**”), is made and entered into on the date of execution, by and between the Vigo County Public Library, One Library Square, Terre Haute, IN 47807-3609, (hereinafter referred to as the “**Library**”), and Tech Logic Corporation, a corporation duly organized and existing under the laws of the State of Wisconsin (hereinafter referred to as “**Tech Logic**”).

THE PARTIES RECITE AND DECLARE THE FOLLOWING:

1. The Library desires and hereby requests Tech Logic to design, construct and install a Tech Logic System in the Library, to receive, convey, sort and/or deliver books and other materials to and from locations within the Library as required by this Agreement and to provide and install RFID based Self Check-Out Systems.
2. Tech Logic represents that it possesses the skill, experience, knowledge and qualifications to design, develop, install and implement a Tech Logic System as required by this Agreement.

NOW, THEREFORE, in consideration of the herein above recitals, and the amounts to be paid, and of the mutual promises, representations, warranties, covenants and agreements hereinafter stated, and upon the terms and subject to the conditions hereinafter set forth, THE PARTIES AGREE AS FOLLOWS.

### Article 1: Definitions

The following terms and phrases shall have, for the purposes of this Agreement, the meanings set forth below, unless a different meaning is clearly required by the context.

- 1.01 “**ILS**” means the Library’s current Integrated Library System for tracking, recording and accounting for the location, lending and return of library materials, as the system is existing on the date of execution of this Agreement, and as the same may, from time to time, be modified or enhanced.
- 1.02 “**Agreement**” means this Contract for the Tech Logic System and all attachments, Exhibits and Addendums incorporated herein, including all modifications, amendments and Change Orders executed in accordance with the requirements set forth herein.
- 1.03 “**Change Order**” means a written order for any change in the goods or services to be provided under this Agreement which increases or decreases the total Contract Price to be paid by Library hereunder, which Change Order shall be in the form of the Change Order attached hereto as Exhibit E.
- 1.04 “**Effective Date**” means the date on which this Agreement is finally executed by all required signatories.
- 1.05 “**Library Automation Vendor**” or “**LAV**” means a supplier of computer software capable of processing and recording the Library’s materials lending activities, including book check-out and check-in.
- 1.06 “**Manufacturing Design**” means the final design for manufacture of the Tech Logic System. The drawings in the Manufacturing Design serve as the “blueprint” for the manufacture and assembly of the system component parts. The Manufacturing Design, depending on the jurisdiction, may need to be certified by an engineer licensed in the State and/or the municipality of the location of the Library as

complying with all applicable requirements of the Building Code as adopted by the State and/or municipality of the location of the Library, including all engineering calculations for seismic restraints.

- 1.07 “**Notice of Completion**” means Tech Logic’s written Notice of Completion to the Library that installation has been completed and is ready for testing by Library, which Notice of Completion shall be in the form of the Notice of Completion attached hereto as Exhibit F.
- 1.08 “**Project Manager**” means the individual designated as such by Tech Logic, having substantial knowledge and experience with respect to all aspects of the Tech Logic System development, manufacture, installation and testing, including but not limited to the machinery, software, engineering, hardware and related theories utilized in the design, development, installation, testing and operation of the System.

The intent of Tech Logic is to designate one (1) individual to be the Project Manager throughout the term of this Agreement. Tech Logic shall advise the Library of the name of such individual within ten (10) days of the Effective Date.

- 1.09 “**RFID**” means Radio Frequency Identification, which is a method of identifying or detecting data stored on a microchip with an antenna, and which method is more fully defined in Exhibit B attached hereto.
- 1.10 “**Tech Logic System**” or “**TLS**” means a system and encompasses the entire product line as offered by Tech Logic to its customers, including, but not limited to, RFID or barcode check-in or check-out systems, book drops and delivery systems, storage systems, sorting systems, branch distribution systems, patron reserve systems, and computer systems that are designed, manufactured or otherwise developed for the library industry.

The specific reference to the TLS under this Agreement means only such hardware, software, and material components purchased by the Library under this Agreement as set forth in Exhibit C, and as may be amended from time to time pursuant to a Change Order.

## Article 2: Statement of Work

- 2.01 **The TLS.** The TLS shall be designed by Tech Logic, after consultation with Library, and shall be manufactured and installed in accordance with the plans and specifications contained in Exhibit A “System Layout Drawings and Components.” The work shall be performed in a workmanlike and commercially reasonable manner.

A. *Manufacturing Design - TLS.*

Commencing on the Effective Date, Tech Logic shall complete the TLS Manufacturing Design, based on the Plans contained in Exhibit A, “System Layout Drawings and Components,” and designed to achieve the functionality described in Exhibit B, “Description of Functionality of TLS.” Upon completion and approval by the Library, a written Notice of Completion of the Manufacturing Design for the TLS shall be delivered to the Library, which Notice shall specify Tech Logic’s estimated date of testing by Tech Logic.

B. *Shipment.*

Shipment of the components shall be FOB at the plant of Tech Logic. Shipping costs are included in the contracted price. In an event that an outside shipping firm is utilized, all shipment charges shall either be forwarded to the Library for direct payment or shipped collect to be paid for by the Library

on delivery. At the discretion of Tech Logic, Tech Logic may elect to deliver the entire TLS or any portion thereof via Tech Logic's own means.

C. *Delivery.*

(1) General. Delivery of all components of the TLS shall be made to a location mutually agreed to by the parties in advance. Tech Logic shall coordinate delivery of all components with the Library.

(2) Storage. The Library shall provide safe enclosed storage of all components of the TLS. Should storage of the TLS at the site be unavailable, the components of the TLS shall be delivered to a storage space designated by the Library, and the Library shall be both physically and financially responsible for delivery of all components of the TLS from such storage space to the Library for installation. Alternately, Library may employ Tech Logic for storage of the TLS, as provisioned for in section 4.02 (C) of this agreement.

## 2.02 Installation and Testing.

A. *Pre-Shipment Factory Testing.*

Tech Logic shall assemble and test the TLS prior to shipment to the Library. The Library may elect to attend each system test at the Library's expense, provided, however, that the failure of the Library to attend such test shall not constitute the Library's acceptance of the TLS.

B. *Installation.*

The TLS shall be installed at the Library by Tech Logic and its agents in one or more phase(s) at the sole discretion of Tech Logic, during the hours of 7am-7pm local time, with the first phase of installation within a reasonable period time of the delivery of the TLS to the Library. Additional charges may occur if the Library requires installation of the TLS before or after the hours of 7am-7pm local time. Installation of all components of the TLS purchased hereunder will be made with the reasonable assistance of Library and its agents as provided in Article 3. Tech Logic shall assist the Library in any technical conversations with the LAV regarding the interface of the TLS software with the ILS.

Tech Logic shall be responsible for providing all lifts, scaffolding, tools and other needed equipment as required to install all TLS components. It shall be the responsibility of Tech Logic to familiarize itself with the installation site(s) and to make arrangements for all necessary equipment and tools.

C. *Notice of Completion of Installation.*

Following the installation of the TLS, Tech Logic shall notify Library that all TLS components for that part of the system are installed at the Library and running under permanent power by delivering Exhibit F, "Notice of Completion and Acknowledgment" to Library.

D. *Testing and Correction Following Installation.*

Upon completion of the training described in Section 2.03 for each component of the TLS, Library shall have ten (10) business days to test the newly installed components as a part of the TLS, and complete Exhibit G, "Notice of Corrections," which shall include an itemized list of corrections, if any, and submit the Notice of Corrections to Tech Logic for review and corrective action. Upon receipt of the Notice of Corrections, Tech Logic shall repair, replace, reprogram and/or otherwise remedy the corrections to the Library's reasonable satisfaction within fifteen (15) business days of receipt of the Notice of Corrections.

E. *Library's Acknowledgment of Notice of Completion.*

Within ten (10) business days of issuance by Tech Logic of a Notice of Completion, Library shall execute and deliver to Tech Logic an Acknowledgment thereof as contained within the aforementioned Exhibit F, acknowledging that all TLS components for that part of the system are installed at the Library and running under permanent power.

If a Notice of Corrections was issued, then upon completion of corrections by Tech Logic, Library shall forthwith execute the Acknowledgment of the Notice of Completion. Execution of the Acknowledgment by Library shall not be unreasonably withheld. If Library does not deliver a Notice of Corrections within the ten (10) day period described in Section 2.02D, then the TLS shall be deemed complete, correct, and fully operational in all respects, and the Notice of Completion shall itself serve as an Acknowledgment of the Notice of Completion without Library's execution thereof.

2.03 **Training.** In addition to the onsite training described in this Section, Tech Logic shall train system managers and operators through its customer support service as provided herein and in Section 8.02.

A. *Maintenance and Operating Manuals.*

Not later than the time that the Notice of Completion for each aspect of the System is delivered to the Library, Tech Logic shall provide Library with all information and operation manuals. Operation manuals shall include mechanical, electrical and program design documentation for the Library to adequately test, troubleshoot and maintain the TLS.

B. *System Training.*

Tech Logic shall provide personnel onsite at the Library to train Library staff on the operation and maintenance of the TLS as described in Exhibit C, "System Pricing, Component Description and Contract Amendment Schedule,". Tech Logic and Library shall negotiate a mutually agreeable training period. Any agreement regarding a training period does not release the Library from making its timely final payment as described in Article 9 of this Agreement.

Tech Logic shall perform the training services in a timely and professional manner by capable and qualified trainers. The Library shall incur no additional costs from Tech Logic for delays in technical implementation and training services within the control of Tech Logic.

Additional training will be provided at a rate of \$1,500.00 per day, plus travel expenses, for each additional day, if requested by Library in a Change Order.

2.04 **Application of Contract to Components Subsequently Purchased.** The TLS may or may not include all system components that Tech Logic offers or that the Library may need as a finished materials handling system. Tech Logic however represents that even without all available options, the TLS will meet the functionality standards contained in Exhibit B, and that it can adjust the TLS to add system components at any time in the future.

The Library shall have the right, but shall not be obligated, to purchase system components at any time, or from time to time, within one (1) year following Library's execution of the Acknowledgment of the Notice of Completion for the TLS at the current prices, and subject to the following:

A. *Increased Costs.*

Tech Logic shall have the right to increase the charges for the manufacture or installation of the system components to reflect changes in prevailing wages and labor costs, costs associated with unfavorable foreign currency exchange rates, or for any unusual or unforeseen customization required.

B. *RFID/Barcode.*

Tech Logic shall have the right to increase costs associated with third party suppliers or vendors within the RFID and/or Barcode product lines, as such costs for RFID and/or Barcode products are not within the control of Tech Logic.

C. *Third Party Suppliers.*

Tech Logic shall have the right to increase the costs associated with pricing for any product or system component which is supplied by a third party to Tech Logic, as such costs are not in the control of Tech Logic.

D. *Change Order.*

All terms and conditions shall be stated in a Change Order signed by both parties, and shall be subject to current pricing and to Section 9.04.

E. *Schedule.*

The parties shall agree on the schedule for manufacture, delivery and installation of all subsequent purchases, which Project Schedule shall be in the form of the Project Schedule attached hereto as Exhibit H.

Except as otherwise stipulated herein or agreed by the parties, the provisions of this Agreement shall apply to the design, construction, installation, testing, training and support of, and in all other matters related to the TLS.

### Article 3: Obligations of Library

3.01 **Acceptance of Risk and Storage of TLS Components.** Library shall provide safe and enclosed storage of all TLS components until Tech Logic is onsite for installation in accordance with section 2.01 C (2), supra. Except for damage caused by Tech Logic's agents, Library shall bear all risk of loss and damage of TLS components from and after delivery at the location designated by Library.

3.02 **Library's Responsibilities for Installation.**

A. *Interface with ILS.*

If the TLS requires an interface with the Library's ILS, the Library shall be responsible for purchasing and/or contracting with the Library's LAV for a connection that will allow the TLS software to interface with the ILS. Library shall provided remote access to ILS and SIP server for testing capability. All connections required by this Section 3.02 will be made in accordance with Tech Logic's schedule for installation.

B. *Electrical and Mechanical Work.*

Library shall hire, at its own expense, an electrical and mechanical contractor to wire power to the TLS, to provide "Unistrut" installation where applicable and shall provide millwork necessary for installation of Self Check-Out System components, as described in Exhibit A.

C. *Availability of Facilities.*

The Library shall provide adequate work space and storage space at the Library to facilitate the performance of services by Tech Logic during the installation of the TLS for up to four (4) of Tech Logic's personnel, subject to the following conditions:

- **Obstructed Installations.** Tech Logic personnel shall have continuously free and unobstructed access to all areas in which components are to be installed. Any delay during installation of the TLS resulting from action or inaction of parties other than Tech Logic personnel themselves shall constitute an obstruction.
- **Additional labor** shall be paid by Library to Tech Logic at a rate of \$200.00 per hour per Tech Logic personnel, or \$2,000.00 per day per Tech Logic personnel, for any obstruction while such obstruction exists, plus any associated travel expenses incurred by Tech Logic. Such payments for additional labor shall be due and paid by Library within ten (10) days of each occurrence of an obstructed installation.

- Library is particularly aware that when installing system components, Tech Logic personnel must be free to work in conjoined linear paths, installing conveyor sections end-to-end, without having to move operations to other areas.
  - Any interruption in the installation schedule that is not attributable to Tech Logic and which develops into non-workable days shall be fully paid by Library within thirty (30) days of invoice thereupon. Library's and Tech Logic's project managers/supervisors will jointly decide whether economics would dictate the return of Tech Logic personnel to Minnesota; in either case, any additional expenses incurred by Tech Logic shall be paid by Library within thirty (30) days of invoice thereupon.
- 3.03 **Training and Testing.** Library shall fully cooperate with Tech Logic in all installation, testing, and training activities described in Article 2 such that entry of an Acknowledgment of the Notice of Completion is not delayed in any respect thereby.
- 3.04 **Maintenance.** The Library will pay for the use and maintenance of the TLS. The Library will be offered the choice of the following options: (1) Software Support Agreement (Exhibit I), (2) Preventative Maintenance Agreement (Exhibit K), or (3) Full Service Agreement (Exhibit J). At a minimum, the Library must maintain a Software Support Agreement for the term of this contract. A lapse of any full service agreement renewal will require a Tech Logic re-certification of the TLS prior to reinstating the full service agreement. The cost of re-certification is the sole expense of the Library.

## Article 4: Work Schedule

- 4.01 **Work Schedule.** Within thirty (30) days of the Effective Date, Library and Tech Logic shall complete Exhibit H, "Project Schedule," to create a schedule for all work to be completed on the TLS under Article 2. A separate Project Schedule shall be created within thirty (30) days of the execution of a Change Order for the purchase of additional TLS components.
- 4.02 **Delay by Library.** Library may notify Tech Logic to delay delivery or installation of any part of the TLS as necessary or convenient to Library, provided that:
- A. Library's notification shall not be made less than forty-five (45) business days prior to the scheduled delivery or installation date,
  - B. Payment obligations of Library under this Agreement shall not be delayed in any respect thereby and specifically such request shall not delay payments due under Article 9 hereof or any other provisions of this Agreement specifying payments to Tech Logic,
  - C. Library shall fully pay, or reimburse Tech Logic, for commercially reasonable storage charges relative to such rescheduling request at a rate of one-tenth (1/10) of one percent (1%) per week of the total contract price, and
  - D. Library may, as an alternative to storage with Tech Logic, elect to take delivery off-site and at a location other than that of Tech Logic, with any storage costs associated therewith being the exclusive responsibility of the Library.
- 4.03 **Delay by Tech Logic.** Tech Logic shall not unreasonably delay delivery and installation of any part of the TLS without prior written consent of Library, which consent shall not be unreasonably withheld.

## Article 5: Tech Logic's Covenants Concerning Staffing & Work Conditions

- 5.01 **Project Manager.** Tech Logic shall designate a Project Manager, within ten (10) days of the Effective Date, for all work to be done hereunder. The Project Manager shall be accountable and accessible to the Library at all times regarding performance, progress and completion of all phases of work during the development, manufacturing, installation and testing of the TLS. The Project Manager shall supervise the work of Tech Logic's personnel and those of the Tech Logic's subcontractors, if any.
- 5.02 **Tech Logic's Agents.** In addition to the Project Manager, Tech Logic shall engage, at its own expense and discretion, such other persons as may be necessary in Tech Logic's judgment to fulfill the obligations of Tech Logic herein. Tech Logic agrees that all individuals so engaged shall be properly trained, competent and qualified to perform assigned tasks. Tech Logic may replace any person so engaged provided that such substitute person possesses the qualifications above specified.
- 5.03 **Access to and Use of Library's Property.** Tech Logic shall invite only those persons performing tasks for Tech Logic to come upon the Library's premises. Tech Logic shall not bring any property, other than what is required pursuant to the services herein specified, onto any Library premises.
- Tech Logic shall not use, suffer or permit the use of the space provided by the Library to Tech Logic hereunder, nor any part thereof, in any manner or for any purpose, nor permit anything to be done, brought or kept thereon (including, but not limited to, the installation or operation of any electrical, electronic or other equipment) which, in the reasonable judgment of the Library would:
- A. *Delivery of Services.*  
Impair or interfere in any way with the delivery by the Library of services, or the proper and economic heating, air-conditioning, cleaning or other services of the Library by, or occasion discomfort, inconvenience or annoyance to, any of the occupants of the Library or impair the appearance of the Library.
  - B. *Business.*  
Be prejudicial to the business of the Library, or reflect unfavorably on the Library.
  - C. *Relationship.*  
Confuse or mislead the public as to any connection or relationship between the Library and Tech Logic.
  - D. *Impairment of Other Work.*  
Except as agreed in advance between Tech Logic and the Library, perform or fail to perform any action that results in the impairment of any work being performed by the Library's other agents, consultants or contractors.
- 5.04 **Library's Access to Inspect the Work.** Tech Logic shall permit representatives of the Library, at reasonable times, to have access to and inspect Tech Logic's installation work of the TLS.
- 5.05 **Cleanliness and Safety.** No rubbish, dirt, tools or other articles, items or things shall be put in the public areas of the Library by Tech Logic, its officers, employees, agents, invitees, partners or contractors. Tech Logic shall at all times keep the Library free from accumulations of waste material or rubbish caused by its employees, agents or contractors or their work; and at completion of the work, Tech Logic shall remove all its tools, equipment and waste, leaving the work area broom clean. Tech Logic shall conduct the work in a safe and orderly manner and shall take every reasonable precaution so as not to allow injury to any person or damage to the Library.

- 5.06 **Action following Termination.** Upon termination of this Agreement, whether by completion of all work or otherwise, Tech Logic shall remove all of its property from the Library premises. Any property of Tech Logic, its agents or subcontractors, which remains on Library premises more than thirty (30) days after the completion or termination of this Agreement shall be deemed to have been abandoned, and may either be retained by the Library as its property or disposed of in such manner as the Library deems appropriate.
- 5.07 **Compliance with Library's Rules.** Tech Logic shall observe and comply with any reasonable rules which the Library has made or may make and communicate hereafter to an extent not inconsistent with this Agreement, at any time in writing, to Tech Logic.
- 5.08 **Direction of Project Manager.** Tech Logic shall cause its employees to cooperate with all directions of the Library's project manager while at the Library.

## Article 6: Change Orders

- 6.01 **When Change Order Required.** No change in the work to be performed hereunder that will increase or decrease the total Contract Price, including but not limited to any change in the TLS layout, design or components made following completion of the final manufacturing drawings, shall be made except by a Change Order. Upon receipt of a duly executed Change Order, Tech Logic shall proceed with the work involved. All work shall be accomplished under the applicable conditions of this Agreement.
- 6.02 **Requirements of Change Order.** Before a Change Order is approved, it shall include all costs directly related to the change, and Tech Logic shall itemize the costs and provide the Library appropriate supporting data to establish their correctness. The Library shall have the option to decrease the amount or quantity of goods or services to be provided hereunder only if Tech Logic has not irrevocably committed to purchasing such equipment, goods or services.

No Change Order will be effective to change the Contract Price hereunder unless signed by both a qualified representative of the Library and Tech Logic. A qualified representative shall have authority to fully bind its party to terms and conditions of this Agreement, and to any additional expenditure under any Change Order.

## Article 7: Licenses & Proprietary Rights

- 7.01 **Manuals and Software.** Tech Logic's operating manuals and software licenses reflect designs and programs, as well as other components, which comprise the TLS as identified herein, and which have been developed by Tech Logic. The TLS and its related designs, programs, components, and operating systems contain proprietary and/or trade secret information owned by Tech Logic and third party vendors who have entered into licensing agreements with Tech Logic. Use of the software and the operating manuals in a manner not related to the Library's use of the TLS is prohibited.
- 7.02 **Licenses.** Tech Logic hereby grants and licenses to the Library the right to use all software that Tech Logic has developed. Tech Logic shall also provide Library with all third-party software licenses, if any, necessary to grant the Library the right to own and operate the TLS as provided in this Agreement. Library shall, however, be subject to the Standard Software and Service Support Agreement as set forth in Exhibit I.
- 7.03 **Use of TLS.** All items comprising the TLS are deemed to be for Library as a single user, the Library, and may not be resold by Library, or its successors in interest, without the express written consent of

Tech Logic, which consent shall not be unreasonably withheld. Tech Logic does not by this Agreement transfer the right to use any of its proprietary technology, including software and mechanical devices, by Library, except for its use in the TLS. Provided, however, that this provision shall not prohibit the Library from disassembling and disposing of the TLS if and when the system is replaced.

7.04 **Tech Logic's Assurances.** Tech Logic represents and warrants that it has the right to enter into this Agreement and grant to the Library the right to own and use all software, hardware, machinery, systems and manuals hereunder provided. Tech Logic has not transferred to the Library, or its successors in interest, the right to use or otherwise sell or convey the proprietary technology that comprises the TLS and its operations to a third party; however, the Library shall have the right to modify, enhance or relocate the TLS to other Library uses and facilities, subject to loss of any warranty hereunder, if such modification, enhancement or relocation is not performed as provided in Article 8.

7.05 **Intellectual Property Rights.** Tech Logic (or its licensors) retains ownership of all intellectual and industrial property rights (including, without limitation, patents, copyrights, trade secrets, trademarks and designs) in and relating to the TLS and all enhancements, modifications and updates thereof.

Except for the limited license rights expressly granted in this Agreement, nothing in this Agreement shall be construed as granting to the Library or implying the grant of any other rights, by license, assignment, transfer or otherwise, under any intellectual and/or industrial property rights in or relating to the TLS or information provided by Tech Logic. No source code will be communicated to the Library. The Library shall not make any copies, reverse engineer, disassemble, or decompile any software or part thereof.

## Article 8: Warranty & Customer Support

8.01 **Warranty.** During the warranty periods described below, Tech Logic warrants that the TLS will be free of material defects and perform substantially as described in Tech Logic's operating manuals and in Exhibit B. Tech Logic warrants that the TLS will comply with applicable law covering installation and operation of such systems, and Tech Logic further warrants that the TLS will be installed in a workmanlike manner. Warranty coverage established by this Agreement begins, for the TLS and each component of the TLS purchased under a Change Order, upon Tech Logic's delivery of a Notice of Completion for that part of the TLS.

### A. *Warranty Periods.*

There are two specific time periods governing each of Tech Logic's warranties:

- **Run-In Period.** The "Run-In" period for each warranty covers thirty (30) days following the date of the Notice of Completion of Installation for that warranted component. During this time, Tech Logic will correct conditions that adversely affect the functionality of the TLS, without charge.
- **Extended Support Period.** The "Extended Support" period begins on the expiration of the applicable Run-In period and ends on the one-year anniversary of the date of the Notice of Completion of Installation. Tech Logic warrants that for a period of eleven (11) months immediately following the "Run-In" period, the TLS shall not exhibit any defect in materials or workmanship. Tech Logic shall repair or replace, at its option, and at no additional cost to the Library, any mechanism that is defective in material or workmanship.

### B. *Condition to Warranty.*

Library shall notify Tech Logic within ten (10) business days of any defects or malfunctions in the TLS of which it learns from any source. Failure to do so may void the warranty against that defect if the delay in notification has proximately caused<sup>43</sup> the cost or complexity of the repair to increase

C. *Warranty Action.*

Correction of defects of the TLS shall be accomplished by Tech Logic in a timely and expeditious manner, according to the following procedure:

- Telephone Assistance. Tech Logic may attempt to address Library's warranty complaint by telephone assistance or by written or electronic messaging communication before taking further action.
- Further Action. If Tech Logic determines that the problem with the TLS is not merely due to Library's incorrect operation, or if a system manager or team leader having the qualifications described in Section 8.02A is unable to correct the problem with telephonic or other assistance within five (5) business days, Tech Logic shall provide all further assistance required to correct the problem, including labor and materials. If the problem is not one covered by warranty, Library shall pay for all costs of labor and materials at Tech Logic's standard rate for additional labor of \$200.00 per hour (Mon-Fri 9am-6pm) per Tech Logic personnel (2 hour minimum), or \$2,000.00 per day per Tech Logic personnel. Mon-Fri, "after hours" and Saturdays labor rate is \$300 per hour with a 2 hour minimum. Sunday labor rate is \$400 per hour with a 3 hour minimum. Such payments for additional labor shall be due and paid by Library within ten (10) days of each occurrence of such further action.

D. *Post Warranty Action.*

Unless a service contract has been entered into by the parties in a separately executed agreement, after all warranties have been exhausted or for service to be performed outside of warranty coverage, Tech Logic shall provide service at its standard rate for additional labor of \$200.00 per hour (Mon-Fri 9am-6pm) per Tech Logic certified technician, (2 hour minimum), or \$2,000.00 per day per Tech Logic personnel. Mon-Fri, "after hours" and Saturdays labor rate is \$300 per hour with a 3 hour minimum. Sunday labor rate is \$400 per hour with a 2 hour minimum. Such payments for additional labor shall be due and paid by Library within ten (10) days of each occurrence of such post-warranty action.

E. *Non-Covered Items.*

Component or system failures caused by lack of maintenance or by misuse of the TLS, including the introduction of "non-standard" items as described below and the results thereof, are conditions that are not included in warranty coverage. The TLS will not be designed to process the following materials:

- Materials with minor dimensions less than 4 inches;
- Materials with major dimensions greater than 16 inches;
- Materials with a thickness less than 3/16 inch;
- Materials with covers that are off (i.e. puzzles, games, etc.);
- Materials contained in thin or limp bags;
- Materials with loose, torn or bent covers or with rolled or curled pages;
- Video tape, compact disc, DVD, and cassettes with open covers, or items that have come out of their containers;
- Materials with protruding paper such as book marks or "date due" slips;
- Paper bags;
- Mailing tubes;
- Pamphlets, sheet music, newspapers or magazines that are not in a hard case;
- Transparent items;
- Children's toys that are not in a hard case;
- Materials with worn or malfunctioning identification strips or markers; and
- Other items not a part of the Library's circulating library collection.

If Tech Logic determines that a lack of maintenance, misuse, or a non-covered item has caused a component or system failure, then Library shall pay for all costs of labor and materials to correct such failure at Tech Logic's standard rate for additional labor of \$200.00 per hour per Tech Logic certified technician, or \$2,000.00 per day per Tech Logic personnel, plus any associated travel expenses incurred by Tech Logic. Such payments for additional labor shall be due and paid by Library within ten (10) days of such correction activity by Tech Logic.

F. *Further Limitation.*

All warranties given by Tech Logic are limited to replacement or repair of defective components including hardware and computer software. Tech Logic shall determine whether the components should be replaced or repaired. Any warranty is void if the TLS is modified or altered without the knowledge and written permission of Tech Logic. The warranty herein shall remain in effect should the Library move the TLS to another location only if said move is engineered and coordinated by Tech Logic.

8.02 **Customer Support.** Customer support shall be as stated in Article 8, beginning on the date of the Notice of Completion. Tech Logic's customer support is given with the understanding that Library will provide adequately trained personnel to run the TLS, including the following:

A. *System Manager or Team Leader.*

A broad base of computer skills is required as well as a background and understanding of current Microsoft operating system software that runs the TLS. Knowledge of Library operations is equally important. In addition, this person should have good personnel skills and experience in supervision. This person will be required to schedule personnel and provide back-up and training for the people on this team. This person shall be the principal contact with Tech Logic for operation and maintenance of the TLS. Further, this person shall possess, in addition to computer and software literacy, mechanical troubleshooting skills.

B. *System Operators.*

TLS operators shall be capable of running basic Microsoft Windows software applications and have a general familiarity with personal computers. Additionally, the system operators shall be capable of taking readable notes and have the skills to train and pass on their knowledge to other system operators.

C. *System Maintenance Personnel.*

Library's System Maintenance Personnel shall have experience in building and facilities maintenance which shall include heating and ventilating systems, power distribution systems and generalized personal computer operation. Further, Library's System Maintenance Personnel shall also particularly possess a working knowledge of control wiring, and 3-phase electronics. In general, such Personnel shall be willing and able to help trouble shoot system mechanical problems when other Library staff members need assistance. Tech Logic strongly recommends that the Library's System Manager, System Operator(s), and System maintenance personnel attend an additional training course at Tech Logic's Minnesota plant. This ensures that the machine owner(s) is prepared to maintain the system and to satisfy the requirement for offering customer support to the library as mentioned above. The training course cost and the travel expenses for the associated attendees is the exclusive responsibility of the Library. Tech Logic will provide a quote for the training course and propose dates that the course would be available.

## Article 9: Prices & Payment

9.01 **Contract Price.** The total contract price for the TLS is set forth on Exhibit C (herein referred to as the “Contract Price”), which Contract Price shall be paid in installments under the schedule described in Section 9.02. The Contract Price for all other components of the TLS shall be established by a Change Order, but subject to the Pricing Schedule attached hereto as Exhibit C, and adjusted as provided in Section 2.04.

Work to be performed by Tech Logic for Library under this Agreement comprises four phases:

- Systems engineering and manufacturing design professional services (accounting for forty percent (40%) of the Contract Price); and
- Manufacturing (accounting for fifty percent (50%) of the Contract Price); and
- Manufacturing final testing and pre-shipment inspection at Tech Logic (accounting for five percent (5%) of the Contract Price); and
- Installation (accounting for five percent (5%) of the Contract Price).

9.02 **Payment Schedule.** Payment of the Contract Price for Tech Logic Products in Pricing Schedule Exhibit C shall be made as follows:

- A. A first payment, in an amount of forty percent (40%) of the Contract Price, shall be due to Tech Logic within ten (10) days after the Effective Date. Work pursuant to this Agreement shall not begin until receipt of such payment is verified by Tech Logic.
- B. A second payment, in an amount of fifty percent (50%) of the Contract Price shall be due to Tech Logic within ten (10) days after a Notice of Completion of Manufacturing Design is submitted to Library.
- C. A third payment, in the amount of (5%) of the Contract Price, shall be due to Tech Logic within ten (10) days of the date on which notification is made by Tech Logic to Library that manufacturing, final testing and pre-shipment inspection of the TLS is complete and ready to be shipped to Library. Library has the right and may elect to inspect the TLS (at the Library’s expense) prior to actual shipment to Library. Failure of the Library to inspect the TLS prior to shipment to the Library shall not cause a delay of the third payment to Tech Logic.
- D. Final payment, in an amount of five percent (5%) of the Contract Price plus all additional payments required under executed Change Orders, if any, shall be due to Tech Logic within ten (10) days of Tech Logic’s delivery to the Library of the Notice of Completion. Further, if a delay occurs under Section 4.02, supra, then the final 5% payment hereunder shall be paid by Library within thirty (30) days of shipment from Tech Logic. In any event, the final 5% payment hereunder shall be paid by Library within forty five (45) days from the date on which notification is made by Tech Logic to Library that the TLS has been shipped to Library.

9.03 **Payment Schedule for Change Orders.** The payment of any Change Order shall be made in installments, with the first installment being due ten (10) days after the execution of the Change Order. The amount and payment terms of the Change Order shall be as set forth in Sections 9.02 and 9.03, but specifically excluding RFID systems and components. Any RFID systems and components shall be

purchased by Library via a separate purchase order prepared by Tech Logic, having payment terms of being due and payable in full upon entry of the purchase order.

In addition to provisions of section 2.04 herein, the parties understand and agree that Tech Logic may purchase commodities from foreign sources for use in the TLS. Consequently, upon execution of a Change Order, if applicable foreign currency exchange rates pertaining to such commodities have fluctuated by at least five percent (5%) versus U.S. currency from the Effective Date of this Agreement, then prices stated shall be adjusted accordingly by Tech Logic for such Change Order.

- 9.04 **Interest Charges.** If any payments due from Library to Tech Logic are deemed to be, in the sole discretion of Tech Logic, overdue, then interest charges thereon shall be paid by Library to Tech Logic at a rate of one and one-half percent (1.5%) per month.
- 9.05 **Applicability to other locations.** The terms and conditions set forth in this Agreement, extend and apply to purchases of Tech Logic's goods and services by other libraries located within the State of Arkansas, subject to provisions specific to each individual location, including but not limited to System Layout Drawings and Components (Exhibit A); Description of Functionality (Exhibit B); System Pricing, Component Description and Contract Amendment Schedule (Exhibit C); Change Order (Exhibit E); Notice of Completion and Acknowledgement (Exhibit F); Library Notice of Corrections (Exhibit G); Project Schedule and Delivery Schedule (Exhibit H); and Software License Agreement (Exhibit I).

## Article 10: Resolution of Questions & Disputes

- 10.01 **Dispute Resolution.** Tech Logic and Library will exercise their good faith and reasonable effort to negotiate and settle promptly any dispute that may arise with respect to this Agreement. The parties may obtain the services of a mediator or other "alternate dispute resolution" upon their mutual agreement prior to seeking redress through a Court of competent jurisdiction. The parties will share equally in the cost of alternate dispute resolution.
- 10.02 **Venue.** Any formal dispute resolution proceeding, including, but not limited to, mediation, arbitration or litigation, shall be conducted within the County of Vigo County, Indiana.
- 10.03 **Arbitration.** If the work to be performed under this Agreement will be a part of new construction or a renovation or remodeling project, or if installation of the TLS will require coordination with any other construction activities, then Tech Logic agrees to join in any arbitration proceeding involving a dispute to which Tech Logic is a necessary party.

For any other dispute, arbitration between the Library and Tech Logic will be voluntary, but once engaged, binding. If such arbitration is commenced under this Agreement, the arbitration shall be conducted under the rules of the American Arbitration Association, as modified by the provisions of Indiana law, and any award rendered (including an award requiring specific performance) shall be final and binding upon the parties hereto, and the judgment on the award rendered by the Arbitrator or Arbitrators may be entered in any Court having jurisdiction thereof.

## Article 11: Indemnity

Tech Logic agrees to defend, indemnify and hold the Library, and its officers, employees and agents harmless from any liability, claims, damages, costs, judgments or expenses, including reasonable attorneys' fees, to the extent any of the foregoing results, directly or indirectly, from any error or omission and/or willful or negligent act of Tech Logic, its agents, employees or subcontractors in the performance of this Agreement and against all

loss by reason of the failure of Tech Logic fully to perform, in any respect, all obligations under this Agreement. In no event will Tech Logic be liable for any damages caused by the Library's failure to perform its responsibility hereunder, except to the extent any such failure is attributable to the action or inaction of Tech Logic.

## Article 12: Insurance

12.01 **Coverage Required.** Tech Logic shall maintain, and shall require any subcontractors to maintain, during the performance of any work under this Agreement the insurance coverages in the minimum amounts listed below:

- Workers Compensation in accordance with the minimum requirements of the State of Indiana
- Commercial General Liability (including products and completed operations) in the amount of \$1,000,000 per occurrence and \$5,000,000 in the aggregate
- Automobile Liability in the amount of \$1,000,000 per occurrence and \$5,000,000 in the aggregate.

The Library shall be named as an additional insured on both the General and Automobile policies.

12.02 **Certification.** Tech Logic shall deliver proof of all required insurance to Library prior to execution of this Agreement.

## Article 13: Independent Manufacturer

Nothing herein creates or establishes the relationship of a joint venture or partnership between the parties, nor constitutes Tech Logic as the agent, representative or employee of the Library for any manner whatsoever. Tech Logic is and shall remain an independent manufacturer under this Agreement. Any and all personnel employed by Tech Logic or its subcontractors while engaged in the performance of any activity under this Agreement, shall have no implied contractual arrangement with the Library and shall not be considered employees of the Library; and any and all claims of said personnel while so engaged that may arise under the Workers Compensation Act, and any and all claims whatsoever of any personnel arising out of employment or alleged employment by Tech Logic including, without limitation, claims of any discrimination against Tech Logic, its officers, agents, contractors or employees shall in no way be the responsibility of the Library; and Tech Logic shall defend, indemnify and hold the Library, its trustees, officers, agents and employees harmless from any and all such claims.

## Article 14: Termination

14.01 **Termination by Tech Logic.** This Agreement may be terminated by Tech Logic without penalty in the event that Library is in breach of any of its obligations hereunder with respect to Library's obligations to facilitate installation of the TLS, provided that, the Library shall first have been given a written notice that specifies the nature of the breach and Tech Logic offers Library not less than thirty (30) business days to correct the breach.

Notwithstanding this provision, Library shall be fully obligated to pay all amounts owed to Tech Logic under this Agreement, and any non-compliance thereof shall constitute an immediate breach of this Agreement.

14.02 **Termination by Library.** This Agreement may be terminated by the Library without penalty in the event that Tech Logic is in breach of its obligations hereunder, provided that Tech Logic shall have first been given a written notice that specifies the nature of the breach and the Library offers Tech Logic not less than thirty (30) business days to correct the breach.

- 14.03 **Action upon Termination.** Except in the event of Library's termination for breach by Tech Logic, upon termination of this Agreement prior to expiration:
- A. Tech Logic shall be entitled to payment for work performed prior to the date of termination; and
  - B. Library shall immediately return to Tech Logic all of Tech Logic's operating manuals and licenses except for those licenses for hardware or software not created by Tech Logic.
- 14.04 **No Limitation on Remedies.** Except as expressly provided, nothing in this Article 14 shall be deemed to waive or limit any other action, proceeding or remedy to which either party would otherwise be entitled as a result of the breach of this Agreement by the other party.

## Article 15: Performance Bond

IF requested by Library, Tech Logic shall provide to Library at Library's sole expense pursuant to and as specifically stated in Exhibit C, a Performance Bond. The Performance Bond shall be delivered to Library within forty-five (45) days of Library's first payment under Section 9.02A.

The parties understand and agree that the Performance Bond is intended to secure Tech Logic's faithful performance of its obligations under Phases II, III & IV as stated in Article 9, and not as security for professional services that comprise Phase I thereof. The parties further understand and agree that the Contract Price does not include Tech Logic's cost in procuring the bond.

## Article 16: Miscellaneous Provisions

- 16.01 **Compliance with Laws, Codes, Licensing, and Other Standards.** Library shall timely advise Tech Logic of any statutes, rules, codes, licensing, regulations, and other standards which may affect this Agreement and work performed hereunder; and Library shall pay for, and solely bear, all costs of compliance associated therewith that have not been otherwise accounted for herein prior to contract execution.
- Each TLS is generally designed in conformity with the National Electrical Code (NEC) and other standards. However, due to unique designs and observance of various OSHA safety concerns for guards and the like, some deviations from the NEC and other standards may be necessary.
- 16.02 **Advertising and Promotion.** Library agrees that Tech Logic may use Library's name in advertising and promotional materials including press releases, social media outlets, and Tech Logic website(s). Library shall have the right to approve all materials on which the Library name appears in order to protect the best interests of Library, which approval shall not be unreasonably withheld. Tech Logic specifically undertakes to amend within fifteen (15) days and to the satisfaction of the Library, any such materials that are not approved by Library.
- 16.03 **Force Majeure.** Neither party shall be deemed to be in default of any provision of this Agreement for any delay, suspension or failure in performance resulting from acts or events beyond the reasonable control of such party. For purposes of this Agreement, such acts shall include, but are not limited to, acts of God, civil or military authority, pandemic, civil disturbance, war, fires, other catastrophes, or other "force majeure" events beyond the parties' reasonable control. If either party is unable to perform as the result of such an event, such party shall send the other party written notice stating the delay and cause thereof, within at least fifteen (15) days from the date of the occurrence of the force majeure event.

- 16.04 **Governing Law.** The validity, construction and performance of this Agreement shall be governed and construed in accordance with the laws of the State of Indiana.
- 16.05 **Severability.** If any provision of this Agreement, or portions thereof, is found to be invalid by any court of competent jurisdiction, the remainder of this Agreement shall nevertheless remain in full force and effect.
- 16.06 **Notices.** Until one party provides written notice with other instructions to the other party, any written notices required to be given under this Agreement shall be deemed given when delivered personally, when delivered by prepaid certified mail with return receipt requested, or when delivered by electronic transmission with telephonic confirmation as follows:
  - If to Tech Logic: **Gary W. Kirk, President**  
**Tech Logic Corporation**  
**835 Hale Avenue**  
**Oakdale, Minnesota 55128**  
**[GWKIRK@TECH-LOGIC.COM]**
  - If to Library: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 16.07 **Assignment.** Tech Logic shall not assign or sublet the whole or any part of this Agreement without the prior written consent of the Library.
- 16.08 **Intentionally Deleted.**
- 16.09 **Modification.** No modification or cancellation of any portion of this Agreement shall be effective unless in writing and signed by the parties or their duly authorized representatives.
- 16.10 **Complete Agreement.** This Agreement constitutes the entire agreement between the parties with regard to the subject matter hereof. No other representations, understandings or agreements have been made or relied upon in the making of this Agreement other than those specifically set forth herein. The parties herein acknowledge that they have read this Agreement, understand it and agree to be bound by its terms, and further agree that it is the complete and exclusive statement of the agreement between the parties.
- 16.11 **Incorporation of Exhibits.** The following Exhibits attached hereto are hereby incorporated into and form a part of this Agreement.

*Exhibit A:* System Layout Drawings and Components

*Exhibit B:* Description of Functionality

*Exhibit C:* System Pricing, Component Description and Contract Amendment Schedule

**Note:** There is no Exhibit D in this contract.

*Exhibit E:* Change Order

*Exhibit F: Notice of Completion and Acknowledgment*

*Exhibit G: Library Notice of Corrections*

*Exhibit H: Project Schedule and Delivery Schedule*

*Exhibit I: Software License Agreement*

*Exhibit J: Service Agreement for AMH*

\* \* IN WITNESS WHEREOF, the parties hereto have executed this Agreement, as of the dates set forth below.

**Tech Logic Corporation**

**Library**



\_\_\_\_\_  
Gary W. Kirk, President

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

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

April 5, 2021

Date

\_\_\_\_\_  
Date

*Approved as to form.*

\_\_\_\_\_  
Attorney of Law

EXHIBIT A – 1: System Layout Drawings and Components

REVISION HISTORY			
REV	DESCRIPTION	DATE	BY
1	RELEASE TO PROPOSAL	2020	LTA

### PROPOSAL DRAWING

DO NOT BUILD TO THIS PRINT

DRAWING FOR REFERENCE ONLY  
SYSTEM LAYOUT MAY VARY ONCE  
CAD DRAWINGS ARE PROVIDED FOR  
VERIFICATION OF ELEVATIONS AND  
ROOM DIMENSIONS.

**NOTES:**

1. ELECTRICAL REQUIREMENTS: 208 VAC, 3 PHASE, 5 WIRE SERVICE. SEE PRINT FOR LOCATION AND AMP DRAW.
2. CUSTOMER RESPONSIBLE FOR BOOK DROP OPENING ROUGH IN.
3. OWNER'S ELECTRICAL CONTRACTOR WILL ROUGH IN POWER AT THE APPROXIMATE LOCATION SHOWN ON PRINT.
4. AT INSTALLATION, OWNER'S ELECTRICAL CONTRACTOR WILL CONNECT THE LIBRARY'S POWER TO THE POWER DISTRIBUTION CABINET (SUPPLIED BY TECH LOGIC).
5. IF ELECTRICAL BOX IS MOUNTED TO LIBRARY WALL THEN CONTRACTOR WILL NEED TO PULL CONVEYOR MOTOR WIRES FROM CONTROL BOX TO EACH CONVEYOR MOTOR (INDIVIDUAL RUNS) AND CONNECT POWER TO THE AMH SYSTEM. ONCE CONNECTIONS ARE MADE TECH LOGIC WILL VERIFY CONNECTIONS AND POWER UP SYSTEM.
6. CABINETS WITHIN THE SORTING SYSTEM WILL BE FACTORY MOUNTED TO MACHINES. POWER CONNECTION BETWEEN CABINETS ON MACHINE WILL BE COMPLETED BY TECH LOGIC OR LOCAL CONTRACTOR AS REQUIRED.
7. OWNER'S CONTRACTOR TO PROVIDE ONE (1) CAT8E CONNECTION TO LIBRARY'S WAN FOR SIP CONNECTION AND REMOTE TROUBLESHOOTING.
8. TECH LOGIC CONFORMS TO ADA (AMERICANS WITH DISABILITIES ACT) 2010 STANDARDS SECTION 228 (DEPOSITORIES, VENDING MACHINES, CHANGE MACHINES, MAIL BOXES AND FUEL DISPENSERS) AND SECTION 308 (REACH RANGES) SUBSECTIONS 308.2.1, 308.3 AND 308.1, WHICH DICTATE A 15" MINIMUM TO 48" MAXIMUM UNOBSTRUCTED REACH RANGE.
9. THREE FEET (3'-0") MINIMUM CLEARANCE SUGGESTED FOR MANEUVERABILITY AROUND AUTOMATED MATERIAL HANDLING SYSTEM.
10. RECOMMENDED OPERATING TEMPERATURE RANGE: 65°F TO 78°F OPERATING TEMPERATURE LIMITS: 40°F TO 100°F.

PROPRIETARY NOTICE:  
ALL DRAWINGS AND IDEAS HEREIN CONSTITUTE A CONFIDENTIAL DISCLOSURE OF TECH LOGIC CORPORATION AND ARE ITS EXCLUSIVE PROPERTY AND MUST NOT WITHOUT WRITTEN AUTHORIZATION BE DIVULGED, REPRODUCED, COPIED, OR APPROPRIATED IN WHOLE OR IN PART FOR ANY PURPOSE

	STATE: <b>YOUR</b>
ENGINEER: <b>LANCE ANGLIN</b>	COUNTY: <b>LIBRARY</b>
DRAWN ON: <b>1/1/2020</b>	BRANCH: <b>HERE</b>
QWS SIZE: <b>B</b>	DESC: <b>3 BELT 5 BIN INTERIOR RFID</b>
REV: <b>1</b>	SHT: <b>1 of 1</b>
SYSTEM NO: <b>AYX_TECH-LOGIC_RFID_INTERIOR_01_1_U5_2020_LTA</b>	

# Exhibit B

## Description of Functionality

### Vigo County Public Library

The **Description of Functionality** is commonly referred to as a “**Sequence of Operations**” and describes how the system works from both a control point of view and mechanical view. It further defines system specifications that provide the Library with a good understanding of anticipated performance objectives. Throughput rates, speeds of moving devices, and reaction times of the system are all best guesses based on previous system performances. This is so because many variables such as network speeds, automated circulation system response times, Library personnel variances in performance and Library collection variables may all have an impact on system throughput rates, speeds and reaction times.

Tech Logic’s “suite” of software programs is used throughout its systems. Each system is unique and custom configured to fit the Library’s specific environment, yet the basic underlying code is the same from system to system. It is important for the reader to understand that deviations from Tech Logic’s standard suite of functions can produce additional programming costs to the Library.

Tech Logic Corporation (hereinafter referred to as TLC) systems are broken into several major categories each having its own, unique “sequence of operations”. The basic categories are Safety and Emergency Stop Systems, Book Drops and Delivery Systems, Check-In/Out Systems and Asset Management Systems

A TLC system may consist of one or more of these categories in any combination. Therefore, this exhibit includes all of the above mentioned categories even though some of the categories may not apply to the Library’s final system composition.

#### Article 1: Definition of Terms

- 1.01 “**AMH**” means Automated Material Handling System and is used for all levels of handling sophistication within a TLC System.
- 1.02 “**CircIT Application**” is the TLC title for the Visual Basic .NET program that resides on the System PC or Library’s PC and interfaces the Library’s ILS Software.
- 1.03 “**Book(s)**” shall refer to all materials including but not limited to books, tapes, CD’s, DVD’s, magazines and all Library items that must generally be handled by the System within the Library environment.
- 1.04 “**Delivery System**” refers to that portion of the System that receives Books from book drops and transports the Books to the Process Area.
- 1.05 “**ILS**” refers to the Integrated Library System that has provided the Library with its asset tracking software.

- 1.06 “MS” refers to licensed Microsoft Corporation software that resides on the System PC or the Library’s PC. When a PC is purchased by the Library from TLC, the license is transferred to the Library and is considered third party pass through licensing.
- 1.07 “**MS Software(s)**” refers to software that is purchased by Tech Logic Corporation from Microsoft Corporation for use on the System PC. These software’s are considered “Third Party” and licenses are passed through to the Library at the time of System installation and acceptance.
- 1.08 “**Process Area**” means that portion of the System that processes the Books for final placement of Books into storage bins or is stored for patron holds.
- 1.09 “**RFID**” means Radio Frequency Identification that is the method of identifying or detecting data stored on a microchip with an antenna. RFID consists of three components; RFID Tag, RFID antenna, and RFID Reader. The antenna is for amplifying transmission to and from a reader via radio frequency technology. The reader receives the data from the RFID Tag and sends a raw data stream to a PC and is interpreted by the TLC Software to identify the Library Item that the RFID tag is attached to.
- 1.010 “**System Item(s)**” refers to numerated system components as described in Exhibit “C” and identified in Exhibit “A”.
- 1.011 “**System PC**” refers to one or more personnel computer “PC(s)” that control all aspects of the System, including but not limited to all the machines within the System and all communication software’s that interface with the Library’s host computer.
- 1.012 “**System I/O**” refers to all input and output devices within the System. Inputs (I) include all hardwired electronic signals such as photo-eyes, proximity switches, and other electronic devices that the System PC relies on for System status conditions. Outputs (O) include all hardwired electronic signals to System machine devices such as air valves, motors, lights, and other electronic devices that the System PC controls.
- 1.013 “**Tag Conversion**” is the process of transferring industry standard barcoded item ID’s onto RFID Tags.
- 1.014 “**TLC Code**” is programmed instructions written in various computer languages and run via compilation of various software’s that reside on the TLC’s System PC or the Library’s PC. TLC Code is proprietary property of Tech Logic Corporation and licensed for use to the Library, all as stated within the Software License Agreement.
- 1.015 “**TLC Hot Keys**” is a set of predefined quick keys which allows the staff members at the library to quickly toggle to different modes of operations, or application modules.
- 1.016 “**TLC Suite**” refers to the underlying program modules that have been written and developed by TLC to quickly and expeditiously assemble whole system top level programs.
- 1.017 “**TLC-HMI**” refers to TLC’s Human Machine Interface software graphics. TLC-HMI is the visual layer of software code, messages and graphics that the System Operator sees on the System PC.
- 1.018 “**TLC-MI**” refers to the TLC Machine Interface and communicates between hardware calls from the TLC-HMI to the instruction sets of various devices in the AMH.

1.019 “**VB**” refers to Microsoft’s Visual Basic software which resides on the System PC(s) or the Library’s PC(s) and runs TLC Systems via compiled code written by TLC.

## **Article 2: Safety, E-Stops, Control Cabinets, and System Control**

2.01 **Safety Features** are designed into every aspect of a TLC System. Mechanical Systems and machines are designed with safety guards that are painted OSHA yellow. These guards are labeled and should never be removed when the system is powered up and running. Line shaft conveyor rollers are powered using urethane bands that will stop when touched by human hands.

2.02 **Operational Manuals** are provided with each TLC System. These manuals need to be read and studied by all System Operators and Maintenance personnel prior to System operation. The Operation Manuals include many topics including safety, start-up and shut down procedures, maintenance procedures and an extensive disclosure of each control cabinet circuit for each aspect of the system. A spare parts manual will be supplied for AMH systems.

2.03 **All TLC Systems** incorporate a separately wired “closed loop” emergency stop system. The E-Stop Circuit is a hard wired, independently run electrical circuit that has the ability to stop the entire system with the push of a button. It “kills” (cuts power) to all System machines, regardless of where they are located, thereby halting all machine operations. The red mushroom shaped push button is located throughout the system and is designed specifically to offer safety to all Library personnel. Its function is required by law and should be used only for emergency conditions that may be hazardous to human health and/or damaging to machines or Books within the system. Its design is “Push” to halt, “Pull” to reset. The offending, activated E-Stop within the system must be visited and reset before the system can be started. This key feature of the E-Stop circuit means that the system cannot be restarted until all E-Stops within the system are reset. E-Stops are located on system control panels and at additional locations, in small enclosures, as required for adequate personnel safety.

2.04 **Control Panels** are located throughout the system and are identified in Exhibit “A” of this Agreement. Control panels provide the system with power distribution to all System Outputs and gather System Inputs for the System PC. Control panels, when required, may have an electrical disconnect, green illuminated “start” button and/or a red mushroom shaped E-Stop button. In all cases, the system cannot be started until all disconnects are turned on, all E-Stops are reset, as previously mentioned, and all start buttons are pushed. Should a start button refuse to light green when pushed, then an E-Stop within the system is not reset and/or a power disconnect is not turned on. When all the green start buttons on all system control panels are on and lighted, the system can then be started by the System PC.

2.05 **The System PC**, as further described in Exhibit “C”, must be compliant with and runs the following software, if required, each having a distinct purpose within the overall System operation:

A. Microsoft Windows OS

B. Remote Proxy

2.06 **When the System PC boots**, it runs on Microsoft Windows as the operating system software. Once Windows is running and the system has been powered up, as previously mentioned, the operator “double-clicks” on the “Tech Logic” icon which is located on the desk-top and/or within windows “start” menu.

- 2.07 **From the System Operator's point of view**, all the programs are loaded and run behind the scenes and the only software program visible is TLC-HMI. The TLC-HMI is a dynamic, colored picture of the system that shows all the machinery; conveyors full status, EASY BIN<sup>®</sup> Container full status etc. in a manner that is user friendly. Literally, each graphical device changes color as its status changes. For instance, belt conveyors change colors from green to yellow to red depending on their status, which could be empty and stopped, on and moving, or stopped and waiting for upstream traffic to clear. Similarly, the entire system is dynamically changing in the form of status messages and graphical color images. These features are easy for system operators to understand. Once the System PC is booted and all software is up and running, the system runs on its own, virtually capable of running unmanned.
- 2.08 **The MS Visual Basic Software programs**, written by Tech Logic, are divided up into "mini-programs" each one controlling various portions of the system and communicating with each other. This unique feature provides independent "logic", as can be seen throughout this exhibit.

### **Article 3: Book Drops and Delivery Systems**

- 3.01 **Book Drops and Delivery Systems** consist of book drops and conveyors that deliver books to the Processing area. Book drop doors are monitored via photo-eye switches and when the book drop door is opened, the immediate conveyor starts to run. As books pass through the system, each belt conveyor, equipped with photo eyes that detect a book's presence, will start and stop based on its "Full/Not-Full" status.
- 3.02 **The Delivery System** has redundant activities programmed into its logic. It runs the belt conveyors in "accumulate-mode", "run/purge-mode" or "night time mode". The System runs in "run/purge-mode" most of the time and merely delivers books to the processing area as expeditiously as possible. Accumulate mode can be used to queue items on the conveyor belt. Night time mode sets the transfer to sort items into the first available bin without checking the item in. Night time mode minimizes the number of transfers used when the machine is unattended.
- 3.03 **De-Shingler Conveyers** are included in the System package, the De-Shingler Conveyor(s) will act to separate multiple items inserted in the Book Drop. The incline and speed of the De-Shingler Conveyor will separate any items not listed in Section 8.01, E of the Tech Logic contract.
- 3.04 **Staff Induction** is included in the System package, a specific section of conveyor length at the front end of the AMH is designated for this purpose. No separate check-in station or manual check-in process is required. Staff simply place materials on the conveyor --by the handfuls or individually--and items move through the de-shingling, check-in and sorting process automatically. The conveyor should remain in "run-mode" during the induction process to allow some spacing between the handfuls of items being inducted.

### **Article 4: Easy Bin<sup>®</sup> Container Sorting Systems**

- 4.01 **EASY BIN<sup>®</sup> Sorting Systems** are designed to check-in books and sort them into bins using the Library's pre-assigned collection codes as the sort criteria. They are designed to use either barcodes or RFID tags as the identification method. Additionally, the System PC(s) uses TLC's Interface Software to communicate with the ILS for check-in.
- 4.02 **The Sequence of Operations** for an EASY BIN<sup>®</sup> Container Storage System Process Area starts at the last belt conveyor of delivery system. Books are transferred from the Delivery System belt conveyors

and passed onto the Process Area line-shaft and pop-up transfer conveyors. Under ideal conditions this process of belt conveyor to line-shaft conveyor transfer can be as fast as 1-1/2 to 2 seconds per book.

- 4.03 **RFID Tag** is the identification method, it is scanned by the RFID Antenna. If no RFID tag is found the book is rejected and moves to the end “reject” EASY BIN<sup>®</sup> Container. Once an RFID tag has been recognized, the Item ID is processed per section 4.04 of this article.
- 4.04 **Processing a Book** is similar for both barcode and RFID tags and takes the following software steps to determine shelf sortation:
- A. TLC-MI Software determines if the barcode or RFID tag is valid before it tries to process the data. If it’s not valid the book is tagged “Reject” and the system then tracks its destination to the end Smart-Bin for rejection.
  - B. If the barcode or RFID tag is valid, TLC-MI then assembles the ILS “request” string that is written using Standard Interface Protocol (SIP) messaging.
  - C. The “request” string is then passed to the ILS via TCP-IP network communications.
  - D. Once the Book’s barcode or RFID tag is processed by the Library’s ILS, in other words “Checked-In”, the ILS sends a “return” string back to TLC-HMI software via the Software Interface. The “return” string is also written in SIP, and includes the necessary data to perform sortation. The data required from the ILS includes the following fields of data:
    - Collection Code
    - Call Number
    - Item Type Code
    - Agency Destination
    - Patron Name (only if Book is on reserve)
  - E. TLC’s HMI directs, tracks, conveys and transfers the Book to the correct EASY BIN<sup>®</sup> Container.

### Exhibit C: Pricing

<b>Qty</b>	<b>Part Number</b>	<b>Description</b>	<b>Unit Price</b>	<b>1st Yr. Extended price</b>
1	913XXXXX	3 BELT 5 BIN INTERIOR RFID	\$61,839.26	\$61,839.26
1	ASTSOFT	Multi-Bin System Control Software	\$9,228.71	\$9,228.71
1		Installation and Training	\$5,832.03	\$5,832.03
5	25016614	Tech Logic EZ Bin	\$1,150.00	\$5,750.00
			<b>Shipping</b>	<b>\$4,350.00</b>
			<b>Total Contract Pricing</b>	<b>\$87,000.00</b>

# EXHIBIT E: CHANGE ORDER

AMENDMENT NO. \_\_\_\_\_

## Vigo County Public Library

Pursuant to Article 6, Section 6.02 of the Contract, Tech Logic Corporation and the Library herein agree to Contract Amendment(s) as follow and as now reflected in *Exhibit C*, System Pricing, Component Description and Contract Amendment Schedule:

Item No.	Last Qty	New Qty	Part No.	Amendment	Part Description	Price Each	Total Price
					Total Amendment Price Change		\$

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TECH LOGIC CORPORATION**  
(“Tech Logic”)

**LIBRARY**

By: \_\_\_\_\_  
Gary W. Kirk  
President

By: \_\_\_\_\_

Date: \_\_\_\_\_, 2021

<sup>59</sup>Date: \_\_\_\_\_, 2021

# EXHIBIT F: NOTICE OF COMPLETION & ACKNOWLEDGMENT

AMENDMENT NO. \_\_\_\_\_

## Vigo County Public Library

Pursuant to Article 2, Section 2.02, Paragraph C of the Contract, Tech Logic Corporation herein notifies Library that all or part of the TLS is installed and completed at the Library and running under permanent power. The following Contract Amendments are given notice: Amendment No. \_\_\_\_\_ Date Completed \_\_\_\_\_.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Tech Logic Corporation

Date: \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Gary W. Kirk,  
President

## Acknowledgment

Pursuant to Article 2, Section 2.02, Paragraph E of the Contract, Library hereby acknowledges that (I) the TLS is installed and completed at the Library and running under permanent power.

Date: \_\_\_\_\_, 20 \_\_\_\_.

By: \_\_\_\_\_

(Printed Name and Title):  
\_\_\_\_\_

Library Name: \_\_\_\_\_ 60





# Software License Agreement

## Vigo County Public Library

This Software License Agreement (“**Agreement**”) is made this 5th day of April 2021, by and between Tech Logic Corporation (“**Licensor**”) and Vigo County Public Library (“**Library**”).

### 1. License Grant.

- A. *License.* Subject to the terms and conditions of this Agreement, Licensor grants Library a perpetual, nontransferable, nonexclusive license to use the computer program and user documentation listed in Exhibit B (the ‘Software’) at the Installation Address set forth in the Agreement. Library may install and use the Software’s computer program only on one machine at one time at the Installation Address. If Library desires additional copies of the Software’s computer program or user documentation, Licensor will provide such copies at the rates set forth in Exhibit C.
- B. *Restrictions.* Library shall not (i) use the Software to provide services under any name other than that of Library; (ii) use the Software to process the data of third parties without Licensor’s prior written consent; (iii) use the Software in the operation of a service bureau; (iv) modify or change the Software; or (v) decompile, disassemble or otherwise reverse engineer the Software.

### 2. Deliverables.

- A. *Software.* Licensor shall provide Library one executable copy of the Software’s computer program and one copy of the Software’s user documentation. Library shall not copy the Software (except for one archival copy for back up purposes only) or the user documentation.
- B. *Hardware.* Library shall arrange for the purchase or lease, installation, testing and maintenance of adequate hardware. Library shall be solely responsible for hardware maintenance, including periodic inspections, adjustments, and repair.

### 3. Installation, Maintenance and Training.

Licensor shall install and maintain the Software and provide training to Library’s employees pursuant to the terms of the Maintenance Agreement. Library shall provide internet capability to allow Licensor to access, review and modify the Software remotely.

### 4. Payments.

Library shall pay Licensor the Software license fees, in the amounts and under the terms set forth in Exhibit C. All fees shall be payable upon presentation of invoices. Licensor may change its license fees for additional copies of the Software upon thirty (30) days prior written notice.

### 5. Confidentiality.

Library agrees that neither Library, its agents, nor, its employees shall in any manner use, disclose or otherwise communicate any information with respect to the Software which might enable copying of all or any portion of the Software. Library agrees to take all reasonably necessary action to protect the confidential and proprietary information included in the Software, including appropriate instructions and agreement with its employees.

### 6. Title.

Library agrees that Licensor owns all copyright, trade secret, patent, trademark and other proprietary rights in and to the Software, including all modifications thereto.

**7. Warranties.**

Licensor warrants that it has clear title to the Software. Licensor further warrants that for a period of three hundred sixty-five (365) days after installation, the Software, if used by Library in accordance with the Software's user documentation, will substantially perform the functions set forth in Exhibit B. LICENSOR MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES AS TO MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

**8. General Provisions.**

- A. *Assignability.* This Agreement and all rights and obligations thereunder shall not be assignable by Library except with the prior written consent of Licensor. A change in control shall be deemed an assignment subject to this subsection. This Agreement shall be binding upon each party's permitted successors and assigns.
- B. *Liability.* Licensor shall not be liable for special, indirect, incidental or consequential damages, whether arising from contract or negligence. In no event shall Licensor's liability exceed the initial license fee for the Software paid by Library. No action or claim relating to this Agreement or the Software may be instituted more than one (1) year after the event giving rise to such action or claim.
- C. *Indemnification.* Licensor shall indemnify and hold Library harmless from and against any claim of infringement of a United States patent or copyright based upon the Software, provided Library gives Licensor prompt notice of and the opportunity to defend any such claim. Licensor shall have the right to settle such claim or, at Licensor's option, provide Library (i) a paid-up license; (ii) substitute, functionally equivalent software; or (iii) a refund of a pro rata portion of the license fee paid for the Software based on a deemed license term of five (5) years.
- D. *Entire Agreement; Amendment.* This Agreement with its exhibits is the complete and exclusive agreement of the parties and supersedes all other communications, oral or written, between the parties relating to the Agreement's subject matter. Any change to this Agreement shall not be valid unless it is in writing and signed by both parties.
- E. *Choice of Law/Arbitration.* This Agreement shall be governed by the laws of the State of Indiana.
- F. *Default.* In the event of any default of any obligation under this Agreement which remains uncured fifteen (15) days after receipt of written notice of such default, the non-defaulting party may terminate this Agreement. If this Agreement is terminated, all outstanding fees will immediately become due and payable and Library shall return all copies of the Software to Licensor and erase any copies residing in any machine.
- G. *Waiver.* Neither the failure nor any delay to exercise a right, remedy or privilege under this Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of a right, remedy or privilege preclude any further exercise of the same.
- H. *Severability.* A determination that any provision of this Agreement is invalid, illegal or unenforceable shall not affect the enforceability of any other provision.
- I. *Notices.* All notices and other communications required under this Agreement shall be in writing and shall be deemed to have been received when personally delivered or when deposited in the United States mail, sent registered mail by first class, postage prepaid, addressed as set forth at the end of this Agreement.

J.

**TECH LOGIC CORPORATION**  
(“Tech Logic”)

**LIBRARY**

By: \_\_\_\_\_  
Gary W. Kirk  
President

By: \_\_\_\_\_

Date: \_\_\_\_\_, 2021

Date: \_\_\_\_\_, 2021

## **EXHIBIT J: Full Service Agreement**

This FULL SERVICE AGREEMENT is made this 24th day of January, 2020, by and between Tech Logic Corporation (“**Tech Logic**”) and **Vigo County Public Library** (“**Library**”). This agreement will be in effect beginning on the first day after the one-year warranty expiration and expiring one year (365 days) from that date.

WHEREAS Library desires to enter into a Service Agreement for its Tech Logic System;

*And*

WHEREAS Tech Logic represents and warrants that it possesses the skill, experience, knowledge, and qualifications to provide service hereunder;

NOW THEREFORE in consideration of the promises of each party to the other hereunder, and for other good and valuable consideration, the parties agree as stated in the aforementioned articles.

### **Article 1: New System**

Tech Logic offers an annual (12 month) Service Agreement for new Tech Logic AMH systems, which begins on the first day after expiration of warranty coverage on all Tech Logic System components and software.

- All mechanical labor, part and software support.
- (2) Preventative Maintenance Visits are included.
- Each Preventative Maintenance visit consists of one eight (8) hour day at the Library.
- Additional labor hours are billable at \$150 per hour over the eight (8) included in the Preventative Maintenance Visit.
- The price of the AMH System Service Agreement (\$11,285) is payable within 12 months of completion of installation.
- The price of this Service Agreement is subject to change for subsequent annual service periods<sup>1</sup>.
- Discount pricing is available for multiple year pre-payment as follows:

Cost per year		If paid in a lump sum
\$13,650.00	X5	<b>\$68,250.00</b>
\$14,250.00	X3	<b>\$42,750.00</b>
\$15,000.00	X1	<b>\$15,000.00</b>

## Article 2: Existing Systems

Where a system warranty has expired and Library desires to enter into a Service Agreement, Tech Logic offers an annual (12 months) Service Agreement for existing Tech Logic Systems as noted above and conditioned upon the following:

- Tech Logic shall conduct an inspection of the system and replace and/or repair all parts and/or components as necessary in the sole discretion of Tech Logic. Tech Logic shall then certify the system as being qualified for a Tech Logic Annual Service Agreement.
- On-site labor for this procedure shall be billed at the rate of \$200.00 per hour.
- Travel and lodging are not included in this recertification visit, and will be invoiced at \$2,900 along with parts and labor.
- All parts and components shall be discounted ten percent (10%) from the current Tech Logic price list.
- An invoice shall be transmitted along with an inspection and repair invoice pursuant to the aforesaid inspection of the system. Payment of each invoice shall be due and paid by Library within thirty (30) calendar days thereof. Failure to make such payment by the due date(s) shall void this Service Agreement.

## Article 3 – Terms and Conditions

The following terms and conditions shall be applicable to both Article 1 and Article 2 herein:

- Telephone Support: Service includes unlimited telephone support with a response from the right expert within two hours excluding company holidays defined as New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, the Friday after Thanksgiving and Christmas Day. Holidays falling on Saturday will be observed on the Friday before. Holidays falling on Sunday will be observed the Monday after.
- Service Support: Includes response within 24 hours. Library will notify Tech Logic of any Mechanical or Software issue via telephone. Tech Logic will attempt to correct the issue via telephone support and remote proxy. Should Library and Tech Logic agree that an onsite visit is required, Tech Logic shall provide the Library with an action plan including the anticipated on-site time for the technician. Upon receiving authorization from the Library, Tech Logic or its partnered national service provider will proceed with the site visit. Preventative maintenance visits are provided by our partnered service provider.
- Software Support: Contact Tech Logic for specific, task-oriented questions regarding the operation of currently supported AST software. Types of support available include usage, product compatibility, diagnostic information, and defect inquiries about eligible software products. Software maintenance includes remote problem analysis and assistance during normal stated business hours and support for mission critical emergencies during off-shift hours. This is available only on the license(s) covered and the software versions that are currently supported by Tech Logic. All copies/licenses of the software, regardless of how the copies were obtained, must be renewed under a software support program annually. You are entitled to software support only on the licenses covered. Initial contact response time objective of two hours during prime shift for voice and electronic problem submissions. Response time for critical/emergency problems during off-shift hours is three hours. Changes to ILS provider and any reconfiguration and/or testing specific to an ILS upgrade and/or conversion will be a billable service to the Library for software support. A quote for services will be provided and a scope of work determined for the project. Library network issues/troubleshooting are not covered under the support parameters of this program and are billable to the Library if support actions by Tech Logic are deemed necessary to make corrective action.

- Parts: At Tech Logic's discretion, new, non-original manufacturer or remanufactured parts may be used to perform any repairs. Tech Logic may elect to discontinue certain products for a variety of reasons, including but not limited to; the product is obsoleted at the end of its life cycle, key product components are no longer being manufactured, vendor obsolescence or technology obsolescence.
- Shipping: Shipping charges shall only be incurred when ordering replacement wear items or if an expedited method of shipping is requested. Tech Logic standard shipping is ground service.
- Exclusions: Any damage to the automated sorter or its components caused by the misuse, neglect, or unauthorized repair and maintenance of the equipment, is specifically not covered. Fire suppression systems/components are not covered under this program. Customer is responsible for coverage of extended maintenance for fire suppression. Any damage to the software or its components caused by misuse, a malicious virus, unauthorized changes in the software, or unsupported operating systems is specifically not covered under this program. Software support under the aforementioned conditions is billable at \$150.00 per hour or \$2900.00 minimum for onsite support with a charge of \$1450.00 per day for each additional day.
- Routine Weekly/Monthly Maintenance not included: Routine weekly/monthly maintenance as described in the original maintenance documentation provided at the time of sale shall continue to be the responsibility of Library. Issues arising from lack of this maintenance may incur additional charges outside of this program or may render the end of this program.
- Finance Charge: Delinquent payments shall incur a finance charge of 1.5% per month, with service being suspended until the account is cleared.
- Notices: The notice must be in writing and sent by postage prepaid first-class mail, receipted courier service, or electronic mail to the address which appears below each party's signature below or to such other address as any party shall specify by notice in writing to the other party and
- Term: This service program commences on the Effective Date and, subject to this program, continues from year to year in automatic renewal to be invoiced yearly at anniversary date. Either Party may give written notice to the other not less than thirty (30) business days before the annual anniversary of the Effective Date of this service program should renewal be declined. Libraries engaging in either a three (3) or five (5) year program will be responsible for full payment of any remaining renewal years should the program be discontinued before that term has been fulfilled.
- Compliance with Laws, Codes, Licensing, and Other Standards: Library shall timely advise Tech Logic of any State and/or Local statutes, rules, codes, licensing, regulations, and other standards which may affect this service program and work performed hereunder; and Library shall pay for, and solely bear, all costs of compliance associated therewith.
- Liability: Tech Logic shall not be liable for special, indirect, incidental or consequential damages, whether arising from contract or negligence.
- Assignment: This service program and all rights and obligations hereunder shall not be assignable by Library except with the prior written consent of Tech Logic. A change in control shall be deemed an assignment subject to this subsection. This service program shall be binding upon each party's permitted successors and assigns.
- Modification: Any modification or alteration of this service program shall be effective only upon written agreement of the parties thereupon.
- Complete Terms and Conditions: This service program subscription constitutes the entire agreement between the parties with regard to the subject matter hereof. No other representations, understandings or agreements have been made or relied upon in the making of this Service Agreement other than those specifically set forth herein. The parties herein acknowledge that they have read the terms and conditions, understand it and agree to be bound by its terms, and further agree that it is the complete and exclusive statement of the agreement between the parties.

- Force Majeure. Neither party shall be liable to the other party for any failure to perform any of its obligations (except payment obligations) under this program during any period in which such performance is delayed by circumstances beyond its reasonable control including, but not limited to, fire, flood, war, embargo, strike, riot or the intervention of any governmental authority (a "Force Majeure"). In such event, however, the delayed party must promptly provide the other party with written notice of the Force Majeure. The delayed party's time for performance will be excused for the duration of the Force Majeure, but if the Force Majeure events lasts longer than thirty (30) days, the other party may immediately terminate the applicable program by giving written notice to the delayed party.

<sup>1</sup> Price of the service program shall not exceed an increase of 10% on an annualized basis.

## Signatures

### Tech Logic Corporation

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Address: 835 Hale Avenue  
Oakdale, MN 55128

### Library

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**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 April 19, 2021, at which a quorum was present, makes the following findings and adopts the following resolution;

**BE IT RESOLVED**

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

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

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

**ADOPTED THIS 19<sup>th</sup> DAY OF April, 2021.**

**AYE**

**NAY**

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## **EXHIBIT “A”**

### **VIGO COUNTY PUBLIC LIBRARY**

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

- Janitor cart with bag (2)
- Park benches (2)
- Snapper Snow Thrower Model 9625
- 2' x 3' ceiling tiles (100)
- Garden hose reels with wheels (2)
- Apple iPod Touch
- Tool Shop drill press
- Vapor Clean Pro Steamer

**04/19/2021**

## **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 from April 1, 2021, through June 30, 2021, to assist employees affected by the COVID-19 public health emergency.

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 does not afford additional **EPSL** hours to employees who may have previously exhausted **EPSL** entitlements under the **FFCRA**. The **EPSL** policy expands eligibility and extends the period of time in which unused **EPSL** benefits outlined herein may be utilized.

### **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 is seeking or waiting for test results or a medical diagnosis for COVID-19, 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 who is subject to either number 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.
9. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services, in consultation with the secretary of the treasury and the secretary of labor.

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

Exempt and non-exempt full-time employees will have up to 80 hours of **EPSL** available to use for reasons outlined in this policy. Part-time employees are entitled to the number of hours worked, on average over a two-week period, to use for reasons outlined in this policy. The **EPSL** policy does not afford a re-set of **EPSL** hours, however, it allows employees who meet eligibility requirements to utilize previously awarded and unused **EPSL** hours.

### **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 paid time off. Employees on **Emergency Family and Medical Leave (EFML)** may use available **EPSL** during the first 10 days of unpaid **EFML** under the VCPL's **Family and Medical Leave Act Addendum (FMLA Addendum)** policy.

### **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 who is subject to either number 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,

I attest that no other suitable person is available to care for my child or children during the requested period of leave.

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: \_\_\_\_\_

9) I am experiencing another substantially similar condition specified by the secretary of health and human services.

If applicable:

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

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

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

## **FAMILY AND MEDICAL LEAVE ACT (FMLA) ADDENDUM**

### **EMERGENCY FAMILY AND MEDIAL LEAVE**

Due to the ongoing nature of the global Coronavirus pandemic, Vigo County Public Library (VCPL) recognizes the need to voluntarily continue **Emergency Family and Medical Leave (EFML)** provisions within the **Family and Medical Leave Act Addendum (FMLA Addendum)** policy. The policy extends **EFML** benefits from April 1, 2021, through June 30, 2021, to assist employees affected by the COVID-19 public health emergency.

The **FMLA Addendum** policy serves as an addendum to the **Family and Medical Leave Act (FMLA)** policy in this manual, and 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 **FMLA Addendum** policy does not afford additional **FMLA-EFML** benefits, or change **FMLA-EFML** measurement periods or entitlements. The continuance of the **FMLA Addendum** policy only extends the period of time in which unused **EFML** benefits outlined herein may be utilized.

#### **Employee Eligibility**

All exempt and non-exempt full-time and part-time employees hired at least **thirty (30) calendar days** prior to the start of **EFML** leave are eligible.

#### **Qualifying Conditions and Leave Entitlements**

**EFML** is available to eligible employees for whom work is available but who are unable to work or telework due to a need to care for their child whose school or place of care is closed or whose child care provider is unavailable due to COVID-19 related reasons.

Eligible employees may use up to **twelve (12) weeks** of **EFML** leave for approved reasons. The amount of **EFML** used during this period is included in, and not in addition to, the employee's total **FMLA leave entitlement of twelve (12) weeks in a twelve (12) month period** as outlined in the **FMLA** policy in this manual.

#### **EFML Compensation and Substitution of Paid Leave**

**EFML is unpaid for the first ten (10) days, or first two (2) weeks, of leave after which, EFML is paid at two-thirds (2/3rds) the employee's regular rate of pay** for the number of hours the employee would otherwise be scheduled to work. The number of hours an employee normally works each week affects the amount of pay the employee is eligible to receive.

During the ten (10) days, or two (2) weeks, of **unpaid EFML** leave employees may elect to use the following paid leaves concurrent with the use of the unpaid **EFML** leave:

- **Emergency Paid Sick Leave (EPSL)** leave as outlined in the **EPSL** policy in this manual; or
- Accrued and unused VCPL paid leave as outlined in the leave policies in this manual and including sick leave which, outside the implementation of **EFML**, may not be used for purposes of child care that are unrelated to the health care of the child.

During the period in which the employee is receiving **EFML leave pay at two-thirds** of their regular rate of pay, the employee may choose to supplement **EFML** by substituting one-third of accrued and unused VCPL paid leave as outlined above.

#### **Use of EFML Leave**

**EFML** may be utilized intermittently subject to the qualifying conditions outlined above and as agreed to by VCPL administration. Employees utilizing **EFML** are required to adhere to VCPL notice and procedural requirements to report absences as outlined in the Attendance Policy in this manual.

**EMERGENCY FAMILY AND MEDIAL LEAVE REQUEST FORM**

To request Emergency Family and Medical Leave (EFML) as provided under the VCPL Family and Medical Leave Act Addendum (FMLA Addendum) policy, please complete and submit the following request form to Human Resources (HR) as soon as possible. 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: \_\_\_\_\_

Duration of leave, if possible to estimate \_\_\_\_\_

I need to take EFML on an intermittent basis for the following dates/hours (if applicable):

\_\_\_\_\_

I am requesting EFML due to my inability to perform available work, including telework, because 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 reasons related to COVID-19.

I attest that no other suitable person is available to care for my child or children during the requested period of leave.

Name of Child	Age
_____	_____
_____	_____
_____	_____
_____	_____

School /Child Care Provider	Dates of Closing/Unavailability
_____	_____
_____	_____
_____	_____
_____	_____

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

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

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

## **Compensation for Library Closings and Delays**

The Vigo County Public Library (VCPL) may find it necessary to delay opening and or close a library facility or department due to unexpected events such as severe weather, utility outages, adverse building conditions, or pandemic outbreaks; or scheduled events such as remodeling, utility work, or inventory projects. In the event of a delayed opening and or facility or department closing, exempt and non-exempt employees are subject to the following report to work and compensation terms.

### **Compensation for Unscheduled Short-Term Closings and Delays**

During an unscheduled delayed opening and or facility or department closing, exempt and non-exempt employees in the affected facility or department who are scheduled and available to work, but for whom work is unavailable, will receive non-productive compensation at the regular rate of pay for the time they were scheduled to work. Exempt and non-exempt employees who are not scheduled to work or who are unavailable to work due to scheduled paid or unpaid leave are not eligible to receive non-productive compensation. During unscheduled delays or closings that do not have system-wide impact, employees who are scheduled to work and or are relocated to work in a facility or department not affected by a delay or closing, and for whom work is available, are not eligible for non-productive compensation.

In the event an unscheduled delay or closing occurs during a work period, and when the nature of the event does not require immediate evacuation of staff, the routine duties necessary for an orderly facility closing, and when necessary a system or equipment shutdown, should be performed by designated staff and will be compensated at the regular rate of pay. In general, duties performed as part of an orderly facility closing or system or equipment shutdown are considered routine unless the commission of the duties, by necessity, extends beyond an hour after the officially designated delay or closing time.

Non-productive compensation is paid at the regular rate of pay and does not count toward hours worked for purposes of determining an employee's eligibility for overtime compensation during the effected work week.

Employees who are absent, tardy, or leave work early when weather conditions interfere with travel but during which the library has not declared and implemented an unscheduled delay or closing are not eligible for non-productive compensation for the absence, late arrival, or early departure but may, with approval, use accrued and unused vacation leave or request leave without pay.

### **Compensation for Essential On-Site Work While Closed Short-Term**

Under some circumstances an employee may be directed to report to a library facility or remain at work during a delay or closing to provide essential work such as emergency services or specific operational needs beyond the scope of routine duties necessary for an orderly facility closing or system or equipment shutdown. Non-exempt employees directed to report to a library facility or remain at work during an unscheduled closing to provide designated essential work, and during which other affected employees are receiving non-productive compensation, will receive compensation at one and one half times the regular rate of pay for hours worked, in addition to non-productive compensation for the number of hours scheduled to work. Exempt employees are not eligible for additional compensation under these circumstances.

### **Compensation for Authorized Remote Work While Closed Short-Term**

During an unscheduled closing, non-exempt employees authorized by a director or manager to perform necessary remote work, and or to provide remote library services in accordance with routine job duties, will receive compensation at one and one half times the regular rate of pay for hours worked remotely in lieu of non-productive compensation. Exempt employees are not eligible for additional compensation under these circumstances.

### **Extended Closings**

In the case of an extended closing of library facilities, exempt and non-exempt employees in the affected facilities

are expected to work from home, and or work on site as Library Administration deems safe, until full operations are resumed. Extended unscheduled closings are generally defined as closings exceeding two (2) working days. All employees reporting for work on site and or actively working from home during extended closings will be compensated for their regularly scheduled hours at their regular rate of pay as it applies. Employees for whom work is available but who are unavailable or unwilling to work on site or telework may request, and with approval, utilize available accrued paid leave hours or request a leave of absence without pay.

#### **Scheduled Library Closings and Delays**

When a library department or facility is closed due to a scheduled event every effort will be made to transfer displaced employees to another department or facility with work responsibilities commensurate with abilities and experience. There is however no guarantee that each displaced employee will be transferred to exactly the same position, same schedule or number of hours, or same or similar work assignments. Displaced employees may request the use of accrued and unused vacation leave or leave without pay during periods of displacement.

#### **Unemployment Compensation**

During an unscheduled or scheduled closing, employees who are available for work but for whom work is unavailable for more than one full workweek, may be eligible to receive unemployment compensation. Employees who are offered suitable work in other library locations but who refuse the work may forfeit their eligibility to receive unemployment compensation according to Indiana statutes determining unemployment compensation eligibility requirements.

The VCPL reserves the right to assign staff to a different location to perform available work, suspend non-productive compensation, require the use of paid leave for closings exceeding 2 working days, and establish a layoff for periods when work is unavailable. The VCPL Administration and Board of Trustees reserve the right to waive elements of this policy in order to preserve the fiscal stability of the library.



# ADMINISTRATIVE REPORT

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EXPANSION OF  
LIBRARY SERVICES  
APRIL 2021

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## **Introduction**

After closing 3 branches more than a decade ago, VCPL staff and board members have worked to provide creative solutions to meet the needs of all Vigo County residents. The Main Library has been remodeled and a new branch opened in West Terre Haute. Outreach efforts have grown, including circulating technology, off-site programming, and expanded home delivery. Still, we know that many members of our community long to see additional branches return to Vigo County. In-person services are essential for many library users, and a county as large as Vigo County should be able to support additional library locations.

It is worth noting that the library branches previously located on the north, south, and east sides of Terre Haute did not close due to lack of use or community support. The decision to close library branches came in response to the implementation of property tax caps and the anticipated impact of these caps on library revenue. Beyond a doubt, the decision to proactively close library branches was sound and enabled VCPL to establish a more stable financial position. While tax caps are certainly still in play, VCPL has adjusted its financial responsibilities and is in now in a position to consider expanding services beyond the Main Library and the West Terre Haute Branch.

Considering the expansion of library services has been part of each of the last 3 strategic plans and progress thus far has included the West Terre Haute branch and the additional outreach services. Staff have researched bookmobiles, wifi outposts, library vending machines, and potential new facilities. While COVID-19 forced a pause in some of this research, this work has resumed and VCPL is ready to begin moving forward.

## **Two-Pronged Approach**

Vigo County is geographically large, encompassing 410 square miles. However, nearly 60% of Vigo County residents live within just 35 of those square miles. In the city of Terre Haute, approximately 1,732 people live in each square mile, compared to 124 people per square mile in the surrounding county. While VCPL is committed to serving the entire county, the distribution of population confirms that it is not practical to base library locations on geography alone.

Libraries need to be accessible to people who drive and to those who rely on public transportation or walking. By locating libraries in areas of significant density, VCPL can accommodate people within walking distance as well as those who utilize other means of transportation. VCPL recognizes that many residents living in more rural portions of Vigo County would still appreciate more convenient library services, even though transportation may not be as significant a barrier.

To serve the varying needs of Vigo County residents, VCPL is exploring a two-pronged approach to expanding library services: the addition of 1-2 library branches in areas of dense population and community need, and the addition of 2-3 library outposts in areas convenient to residents living in less dense areas.

## Research – Locating Library Branches

When evaluating Vigo County, myriad factors are under consideration: population, income, housing, access to internet and technology, families and children, residents with disabilities, unemployment, etc.

### Population

For the purposes of this document, we have focused on the most densely populated areas of Vigo County as arranged by Census tracts. Population density should be examined closely so that branches are placed in areas with the greatest concentration of people.

The Downtown area (tracts 111, 5, 6, and 7) is the densest area, roughly encompassing the area between the river and 19<sup>th</sup> street east to west and Locus to Washington north to south, with nearly 4,000 people per square mile.

The area around Twelve Points is comprised of tracts 9, 11, 3, and 4, and running from the river to Brown Avenue east to west and Florida Avenue (which is about halfway between Maple and Fort Harrison) to Locust north to south. The third area, the southern end of Terre Haute, tracts 17, 18, and 19 running from the river to 25<sup>th</sup> east to west and Washington to Margaret north to south, are next in line with Twelve Points and South Terre Haute each boasting around 3,000 people per square mile.

Branches in Twelve Points or South Terre Haute would be situated in high population areas. In fact, the census tract that encompasses Twelve Points, track 11, is one of the densest areas of Vigo County, with only the immediate downtown area having higher density. See the population density map for a larger picture of the county.

### Families and Children

[Reports from the Pew Research Center](#) show that parents highly value the role that libraries can play in their children's lives – 79% of parents say that libraries are “very important,” and an additional say that libraries are “somewhat important.” Those with incomes less than \$50K are more likely to say libraries are “very important” than wealthier parents (86% vs. 73%).

VCPL data shows that families and people under 18 were the biggest demographic of program attendance in 2019. Research from the [American Library Association](#) shows that children who have access to books and reading consistently do better in school. Purchasing books is a barrier to families living on limited incomes, but access to a library within easy walking distance increases the chances that families will use the services offered there.

VCPL also provides outreach services to childcare providers to increase kindergarten readiness, and the presence of a library in the direct community will make this service even easier to provide. Libraries serve as a homework hub for school-aged children as after school visits can include research, work on group projects, tutoring, and fun supplemental educational programs.

What regions have the most families with children? In South Terre Haute, 57.52% of families have children and in Twelve Points, 51.61% of families have children. Another way to look at age is to compare the amount of people under the age of 18 in an area. South Terre Haute has 28.77%, and Twelve Points 25.51%. Both of these regions have more people under 18, and families with children than Downtown, which is 20.88% and 44.8%, respectively.

### Income/Poverty

Another way to consider the appropriate location for a library is to review neighborhood income and poverty. Once again, South Terre Haute and Twelve Points are very similar in this regard. The median income of a family in South Terre Haute is \$35.6K a year, and in Twelve Points, \$36.7K. However, Twelve Points has a higher percentage of families living in poverty at 31.9%, compared to South Terre Haute at 22.6%. Twelve Points also has a slightly higher average of workers who make less than \$15K at their primary job at 27.9%, compared to South Terre Haute at 26.4%. Families living in poverty or simply with lower incomes rely on the library for core services, like computer and internet access, job searching, contacting and interacting with service agencies, continuing education, and for access to entertainment and cultural enrichment.

### Internet/Technology/Jobs

In regard to computer and internet access, Twelve Points has an estimated 18.5% of households with no internet at home and 13.7% of households using a smartphone as their only computer, while South Terre Haute statistics reveal 15% of households have no internet and 15% also use a smartphone as their only computer.

Access to technology and the lack thereof has become even more apparent since the pandemic. A child with a Chromebook cannot complete their homework if they do not have access to high speed internet. Very few places in town provide free wifi – and the library is the only place that provides it that is not a business establishment. Smartphones are fine for checking email and Facebook, but when it comes to applying for unemployment, services, or even jobs, a computer is essential. The library has become the go-to place for these individuals, where they can not only use a computer for free, but also get help if they need it.

An additional method of evaluation is educational attainment. People without a high school diploma, or only a high school diploma generally have lower paying positions, and those positions may not offer things like paid time off, retirement plans, or health insurance, especially if they are part time. Twelve Points has 19.7% of people without a diploma and 42.3% of people with only a high school diploma and no college (South Terre Haute is 16.6% and 32.1%, respectively). Libraries can be a way for these people to access educational opportunities, whether they be diploma programs, or online classes at a community college, or even courses the library or community partners offer.

### Summary

We have considered Twelve Points and South Terre Haute for a possible branch, and we believe Twelve Points is the better option at this time. The demographic make-up of both South Terre Haute and Twelve Points is very similar, however Twelve Points has several other factors that make it a more desirable area.

First and foremost, Twelve Points has an identifiable neighborhood center with a vacant building in good condition, with a large parking lot, that can be adapted to be used as a library. South Terre Haute currently has very few options that could easily be adapted.

Twelve Points is a highly walkable area. Sidewalks abound, and while traffic can be somewhat heavy, it does not compare to traffic on 3<sup>rd</sup> Street, which makes South Terre Haute a harder region to navigate on foot. The location in Twelve Points has the advantage of being north of the university and hospital, making it attractive to people who live in North Terre Haute and the Otter Creek areas.

Finally, many families in this region will see their school, Deming Elementary, close this year and students will be transported to other schools in the area. While Deming will be transitioned to an early learning location, the elementary aged children will be displaced. Adding a library branch to the area will lift spirits and help fill the gap in community pride.

## Research – Locating Library Outposts

Physical full-service branches are not the only way VCPL can be available to the community. Another option we are considering at the same time as developing a new branch, is establishing library outposts in less populated areas.

While a physical branch would not necessarily be cost effective in an area with less population density, VCPL can still serve customers by providing wifi hotspots, hold pickups, and smart bins for returns. We have envisioned these outposts being located at existing businesses that have adequate parking and lighting, as most people using the outposts would travel by vehicle. Ideally, each outpost would feature at least one wireless access point broadcasting free library wifi for customers to use at their leisure.

Additionally, we would provide pick up lockers for holds. Lockers would be different sizes to accommodate single or multiple items or even kits. Customers would place holds online or by phone and specify the locker location they want to have their holds delivered to. Library staff take the holds to the pickup location and place them in a locker and the customer receives a specific code and locker number, which they would then use to retrieve their items. The codes would be randomly assigned each time a hold is placed in a specific locker, so only the customer with the code can open it.



Finally, we would like to have smart return bins at library outposts. These bins would be connected to the library catalog and automatically return customers' items when they are placed in the bin. The customer's library account would reflect the items have been returned, and the bins would notify library staff that items were waiting to be picked up. This would make it much more convenient for people to return items, as they would not have to drive into town to one of the branches.

As aforementioned, the Library would ideally partner with local businesses to provide space to place the bins, lockers, and wifi. Take, for example, Casey's General Stores. They are well-lit and well-traveled and located in a variety of locations throughout Vigo County, including Seelyville, Riley, and Youngstown (adjacent to the South Menards).

Another business to consider partnering with is Dollar General. Dollar General has a long tradition of supporting literacy initiatives in local communities. Both Seelyville and Riley have Dollar General Stores. A Dollar General is also located on Clinton Street in North Terre Haute. Other possibilities include local post offices, schools or even fire stations.

Beyond the previously described library outposts, another option for consideration includes the 24/7 library. This emerging trend provides 24/7 access (or extended hours) to a library location that would remain unstaffed much of the

time. Customers would use a card authentication system to access the building. The library would offer computers, printers, meeting space, and perhaps a small browsing collection. This model has been used in the UK and Denmark for several years, and has only recently come to the United States. Remote monitoring through cameras and motion sensors would provide security. These kinds of staff-less libraries could be located in a variety of places, like an empty storefront.

Examples:

“Open Access” at Gwinnett County Public Library - <https://www.gwinnettpl.org/openaccess/>

Unstaffed Libraries in the UK - <https://www.publiclibrariesnews.com/about-public-libraries-news/unstaffed-libraries>

Toronto (Canada) Public Libraries Open Access - <https://www.torontopubliclibrary.ca/hours-locations/extended-hours-pilot-program/index.jsp>

## Focus on Twelve Points

Now that we've considered potential locations for library branches and library outposts, let's focus on Twelve Points as the potential home to a new VCPL branch.

Twelve Points is an historic neighborhood still experiencing the challenges that come with economic decline, but more recently generating momentum as revitalization efforts are underway. At the northwest point of Twelve Points, sits a vacant building that previously operated as a funeral home. The building has two stories, as well as a basement, outdoor space, a large garage, and a parking lot boasting more than 40 spaces.

The building would require renovation, but its previous use and layout is well suited to a library, boasting multiple rooms for tutoring, collaborative work, quiet reading, technology, and more. A Twelve Points branch would do well as a Family Place Library and could expand existing VCPL services to Deming's pre-K center. Many child care centers and home care locations are within walking distance, and students at Ouabache and Franklin elementary schools could choose to visit the Twelve Points Branch instead of the Main Library.

The property layout includes a green space that would be ideal for a community garden and outdoor programming, and the six garage bays seem custom-made for a VCPL maker space. The various bays could accommodate creative arts, like painting or pottery, as well as tech-maker activities. Mechanical and electrical programming are possibilities, as are other traditional skills like canning and cooking.

In addition to a community garden, the outdoor space could include seating and wifi, and the southern exterior of the building would be a fantastic location for a community mural. The integrated driveway loop would allow customers to pick up holds via curbside pick-up without taking up parking spaces. The separate parking lot is adequately-sized to encourage visitors to the Library as well as the Twelve Points businesses.

Ideally, the Twelve Points Branch would employ social services professionals to assist customers with an even wider variety of needs. At the Main Library and the West Terre Haute Branch, many library guests are in need of social services and may be experiencing a wide-variety of crises including drug and alcohol addiction, homelessness, mental health disorders, financial distress, etc. Having social services professionals on staff would not only allow for enhanced customer services, but would also provide opportunities for ongoing training of other library staff.

The Twelve Points area is home to many organizations and agencies that VCPL either already works with or would like to establish relationships with, including Club Soda, a recovery community, and the Garfield Towers, a public housing property managed by the Terre Haute Housing Authority.

## New Building Projections

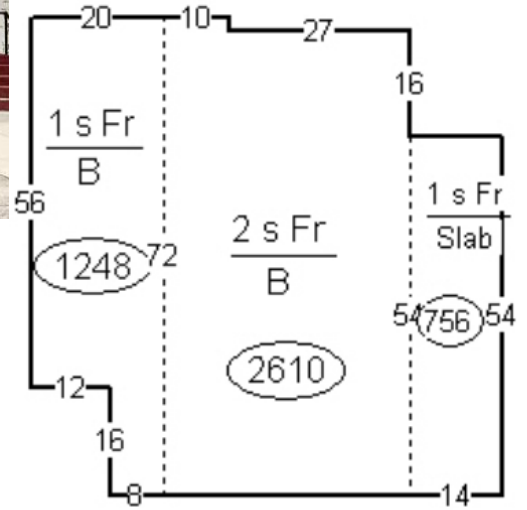
The building at 13<sup>th</sup> and Lafayette that previously operated as Thomas Funeral Home offers 4,600 sq. ft. on .8 Acres including 46 Parking Spaces. The location sits in the heart of the Twelve Points neighborhood, an area that is experiencing a community revitalization. The property also includes a 6 bay garage space for storage or additional program space. A local architect accompanied staff in touring the facility and provided rough estimates for remodeling costs. In addition to remodeling costs and purchasing the property, we have included a contingency fund, fees, signage, security cameras, and furnishings. The estimated budget for this project is approximately \$1,355,000.

Construction costs	\$ 850,000
Estimated engineering fees	\$ 70,000
Estimated moving/new FFE	\$ 200,000
Property purchase price	\$ 85,000
Exterior signage	\$ 15,000
Security Cameras	\$ 35,000
Contingency fund	\$ 100,000
Total Costs:	\$ 1,355,000

### Main Building

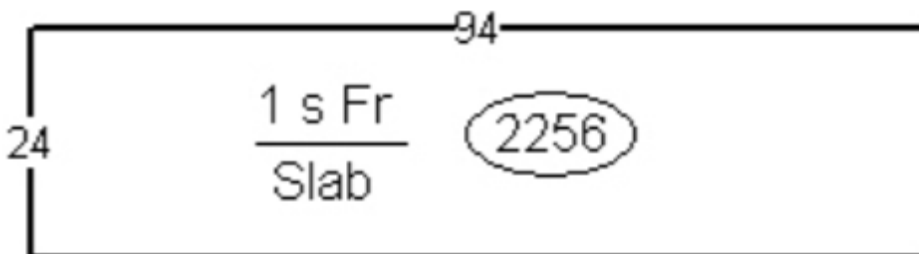
- 4,600 finished total sq. ft.
- 1,200 sq. ft. unfinished basement space
- Working elevator, last inspected and certified in 2019
- 6 exterior entryway doors plus 1 exterior elevator access door
- Main building constructed in 1922, additions completed in 1960s
- Shingle roof on the main building with roll roofing on the North and South additions
- Full electric mechanicals
- Two natural gas fireplaces
- ADA Ramp on the East/13<sup>th</sup> Street side of the building





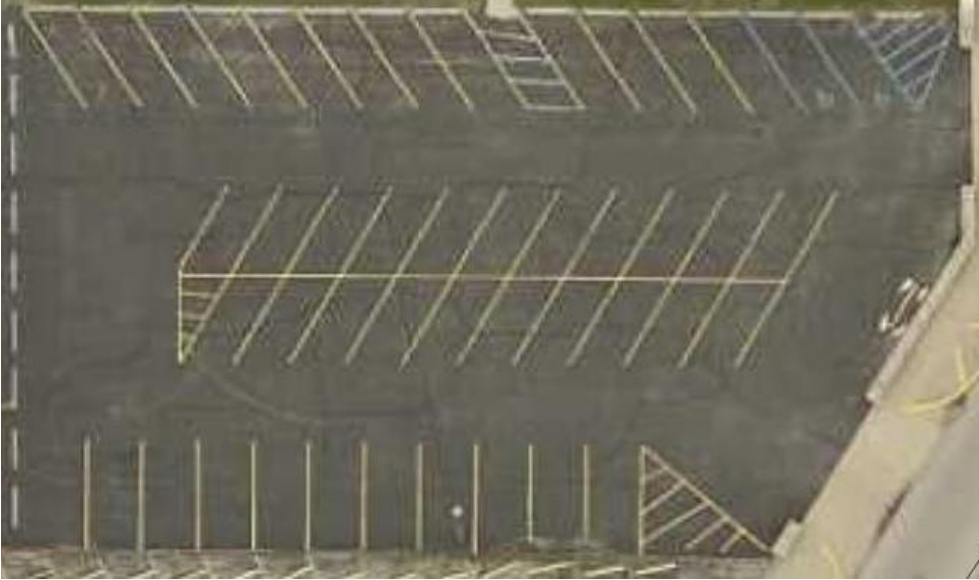
Garage

- 2,256 sq. ft.
- Concrete slab base
- Basement space under Northern-most portion
- Cinderblock construction
- Wood plank ceiling with attic access
- 6 garage bays with manual doors
- Plumbing and Electrical are installed, but need updated
- Shingle roof has not leaked but needs updated
- Three entry doors facing the main building



## Parking Lot

- 46 Parking spaces
- Recently striped
- 21 commercial concrete parking curbs
- Two handicap parking spaces
- Approximately .32 acres



## Ongoing Costs

Ongoing costs at the West Terre Haute branch provide a good base for projecting costs for a branch in Twelve Points as the size of the buildings are similar.

### Current Annual Budget West Terre Haute Branch Facility

Salaries & Benefits	\$ 213,500
Supplies	\$ 2,500
Services	\$ 22,000
Other Costs:	\$ 21,000
TOTAL	\$ 259,000

The West Branch budgets include material expenditures, but computers are replaced in rotation by the Systems department at Main branch and all costs are accounted for in the Systems budget. The Services budget includes all utilities, insurance, etc., but does not include maintenance/custodial costs. All work is coordinated by the Maintenance department at Main branch, and all costs are accounted for in the Maintenance budget.

### Projected Annual Budget for Twelve Points Facility

Salaries & Benefits	\$ 275,000
Supplies	\$ 10,000
Services	\$ 30,000
Other Costs:	\$ 25,000
TOTAL	\$ 340,000

Increased personnel costs would allow for the recruitment of social services professionals.

## Potential Partnerships

### Unique Populations

[Club Soda](#) is a sober living facility just a block away from Twelve Points that houses those seeking substance abuse disorder treatment. This sober living facility would be a valuable partner to the VCPL and their guests could greatly benefit from access to our services.

[Garfield Towers](#) is a public housing facility run by the Terre Haute Housing Authority that has 152 bedroom units. Located a block from Twelve Points, this facility offers section 8 housing.

[McLean High School](#) is the alternative school option for the Vigo County School Corporation that focuses on small teacher to student ratios alongside offering coaching social-emotional intelligence training for their students. These students live throughout the entire county, so we would be interacting with new populations with unique needs.

[Union Hospital](#) is a short 15-minute walk from the Twelve Points area, and this proximity would allow VCPL to better serve their staff of trained professionals. Library programs about health, fitness and lifestyle choices would benefit from this connection and Union would benefit by having VCPL within walking distance.

### Recreation

[Maple Avenue Nature Park](#) owned by the Terre Haute Parks Department is already home to a Little Free Library unit, but could provide valuable programming opportunities. Fishing is available, and they are already connected to the [Go FishIN the City](#) project, which provides Learn to Fish workshops run by DNR. We could also utilize their new bicycle track in the park for cycling programs. This park is a short 15-minute walk or .7 miles from Twelve Points.

[Collett Park](#) is another Terre Haute Park. It is a 4-minute walk from Twelve Points and is listed on the National Register of Historical Places. Old Fashion Day is an event hosted at this park annually that celebrates the history of the park with carriage rides, wood carving, puppetry, pottery and more. There is an indoor rental facility at this park that could be used for larger events, as well as a playground, tennis courts, and soccer fields that could be used for programming.

The [Wabash Valley Railroad Museum](#) is currently closed due to COVID-19, but this facility is only .5 miles from Twelve Points. Created to honor the railroad workers that have helped shape our community, this organization would benefit by having the VCPL as a partner because we could support their mission by hosting educational programming on-site.

### Arts

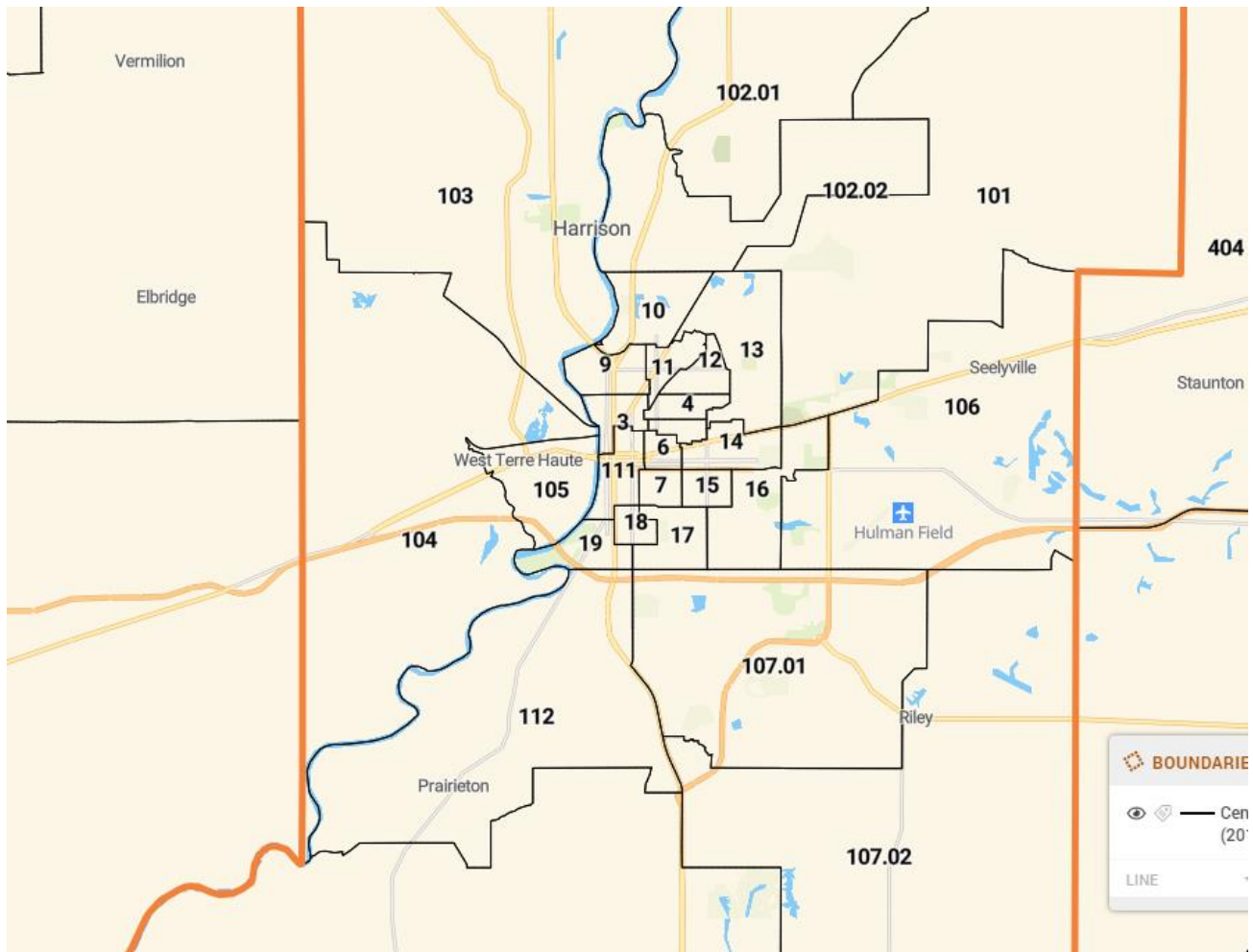
Harmony Hall, originally the Garfield Theatre, this facility has also been used to host children's theatre in the not-so-distant past. Harmony Hall would be an excellent site for programming and a wonderful partner organization.

[Studio 12](#) is a coffee and pie shop that is opening in Twelves Points that also boasts an art gallery space. According to their website, "Artists can rent wall space by the month to display and sell their work, as well as a large more formal gallery space that can be reserved for exhibits that can be up for anywhere from 1-4 weeks." We could partner to showcase artists as well as host events at their location.

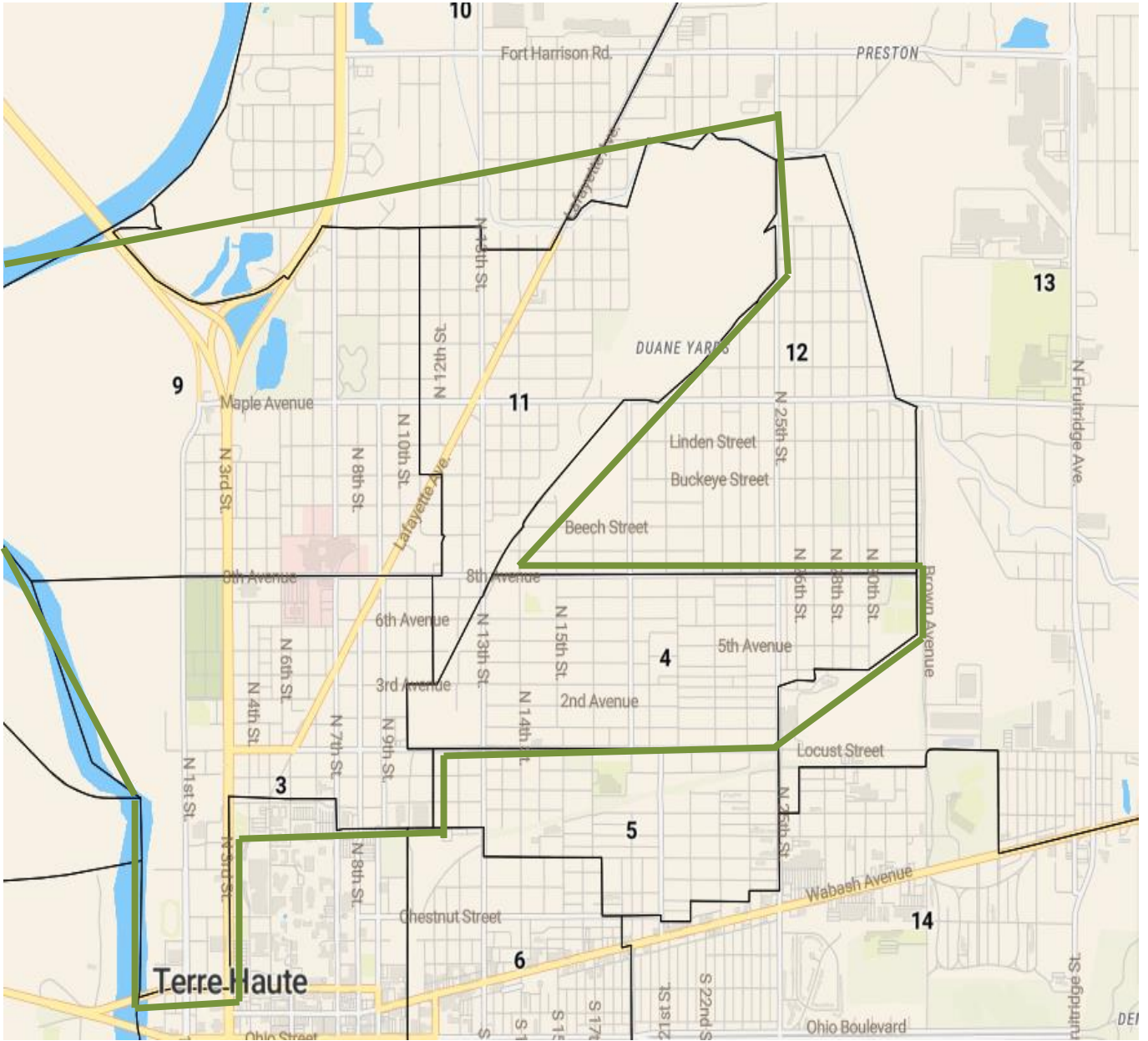
[Simply Sons' Seasoning](#) is opening this month and plans to offer cooking classes after typical retail hours. If they would be interested in partnering, we could potentially rent their space to host cooking classes at their facility using their products.

# Maps & Additional Data

## Census Tracts

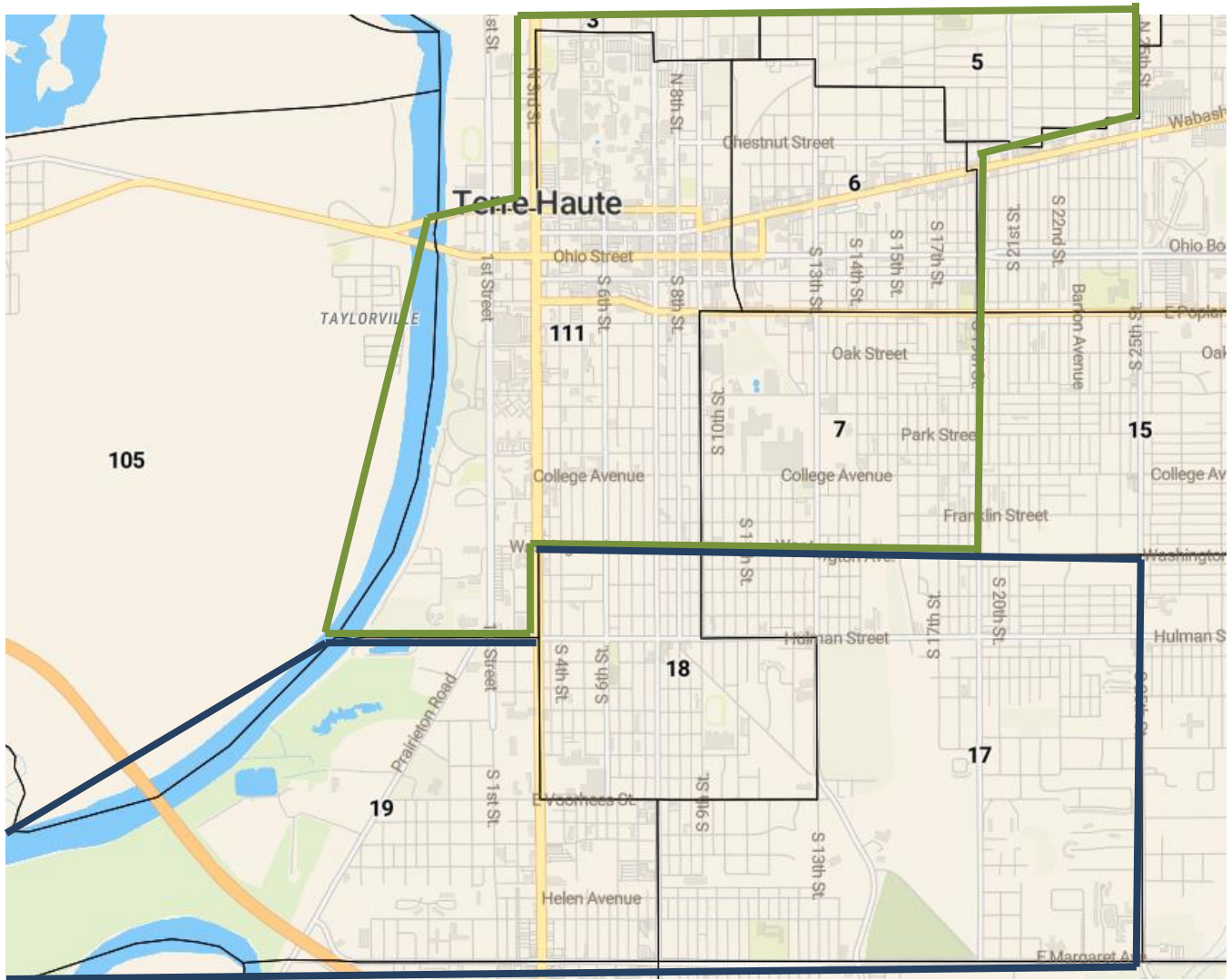


Twelve Points Region – Census Tracts 9, 11, 3, and 4

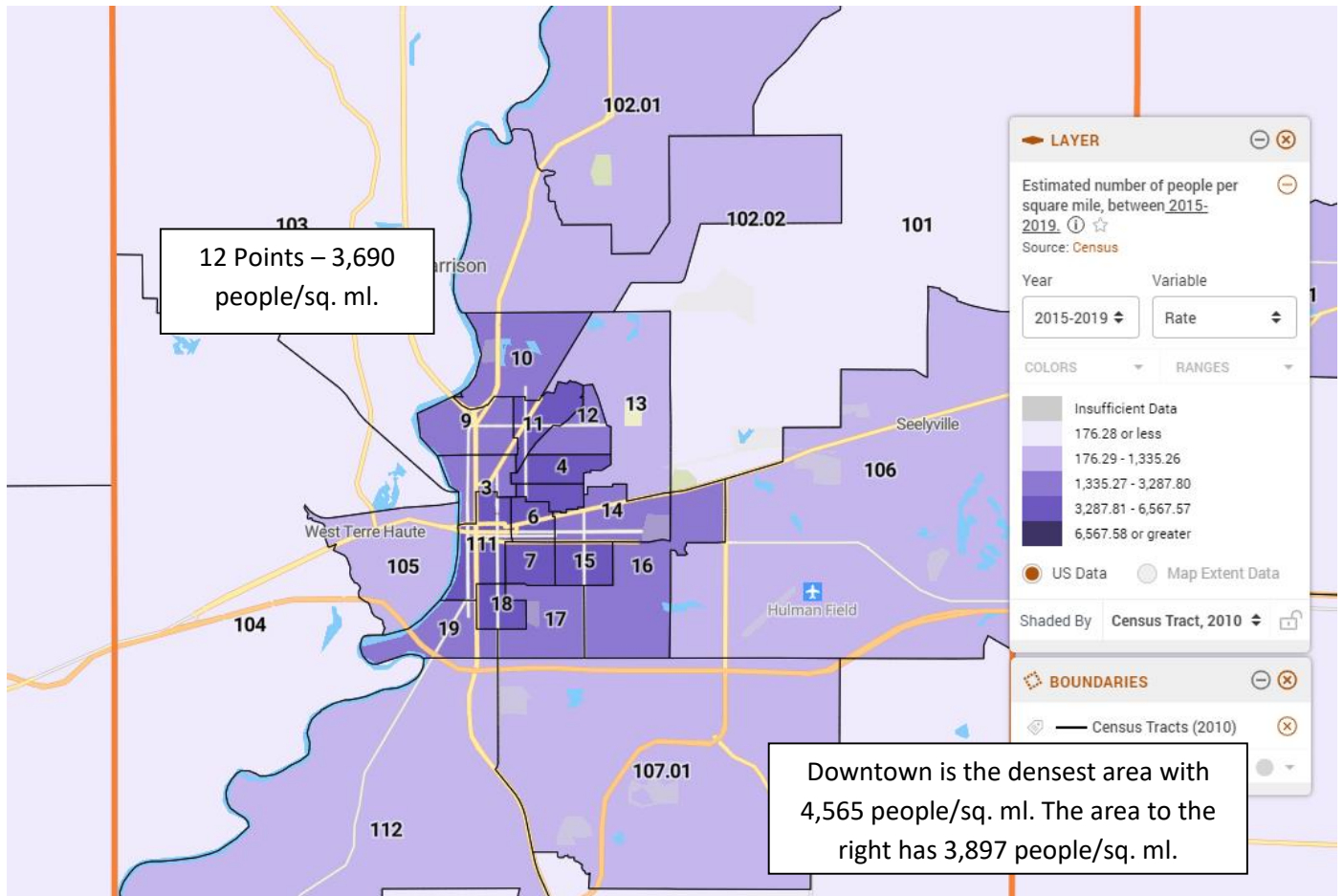


Downtown Region – 111, 5, 6, and 7

South Terre Haute Region – 17, 18, and 19

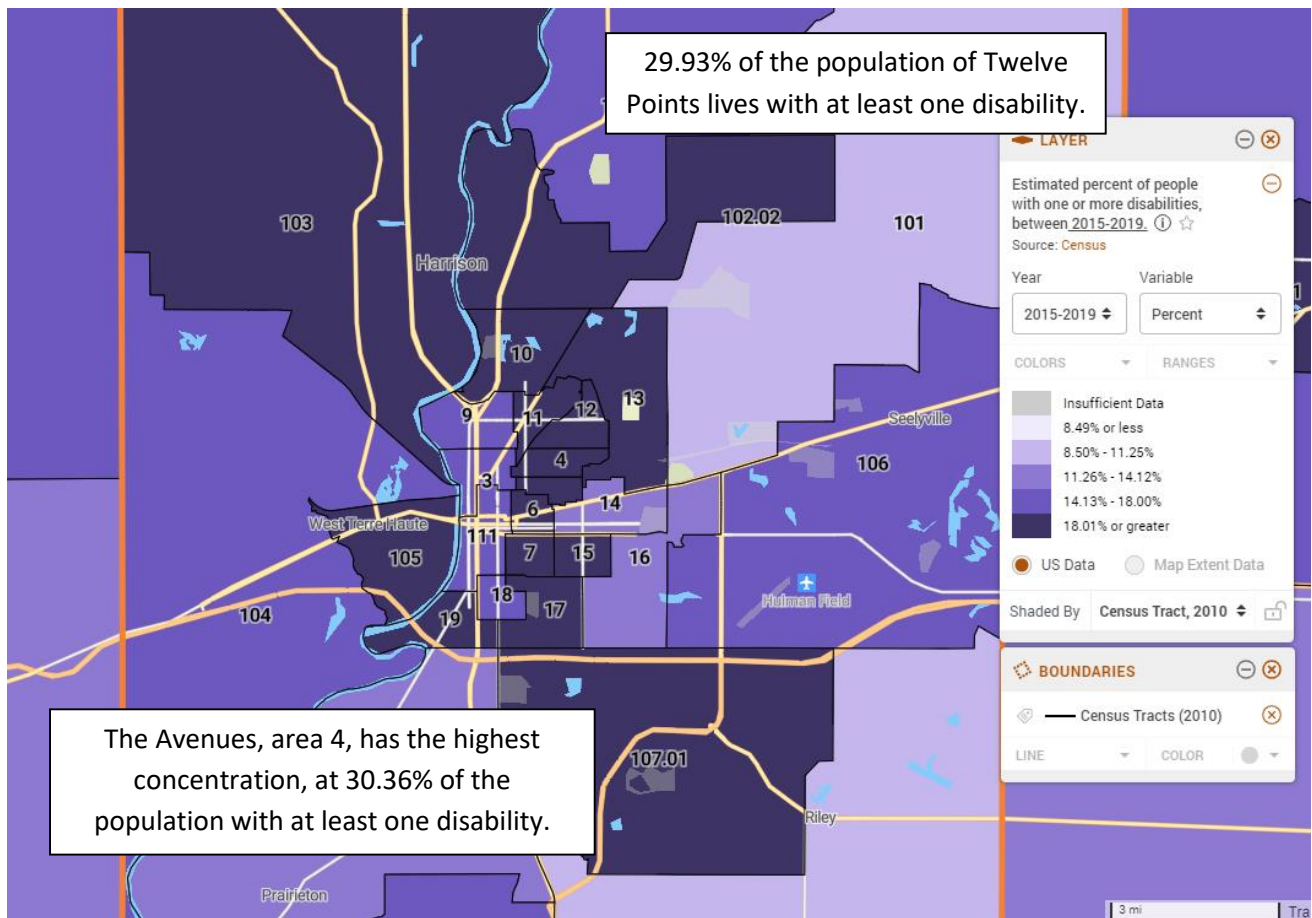


Population Density (census data – 2015-2019)



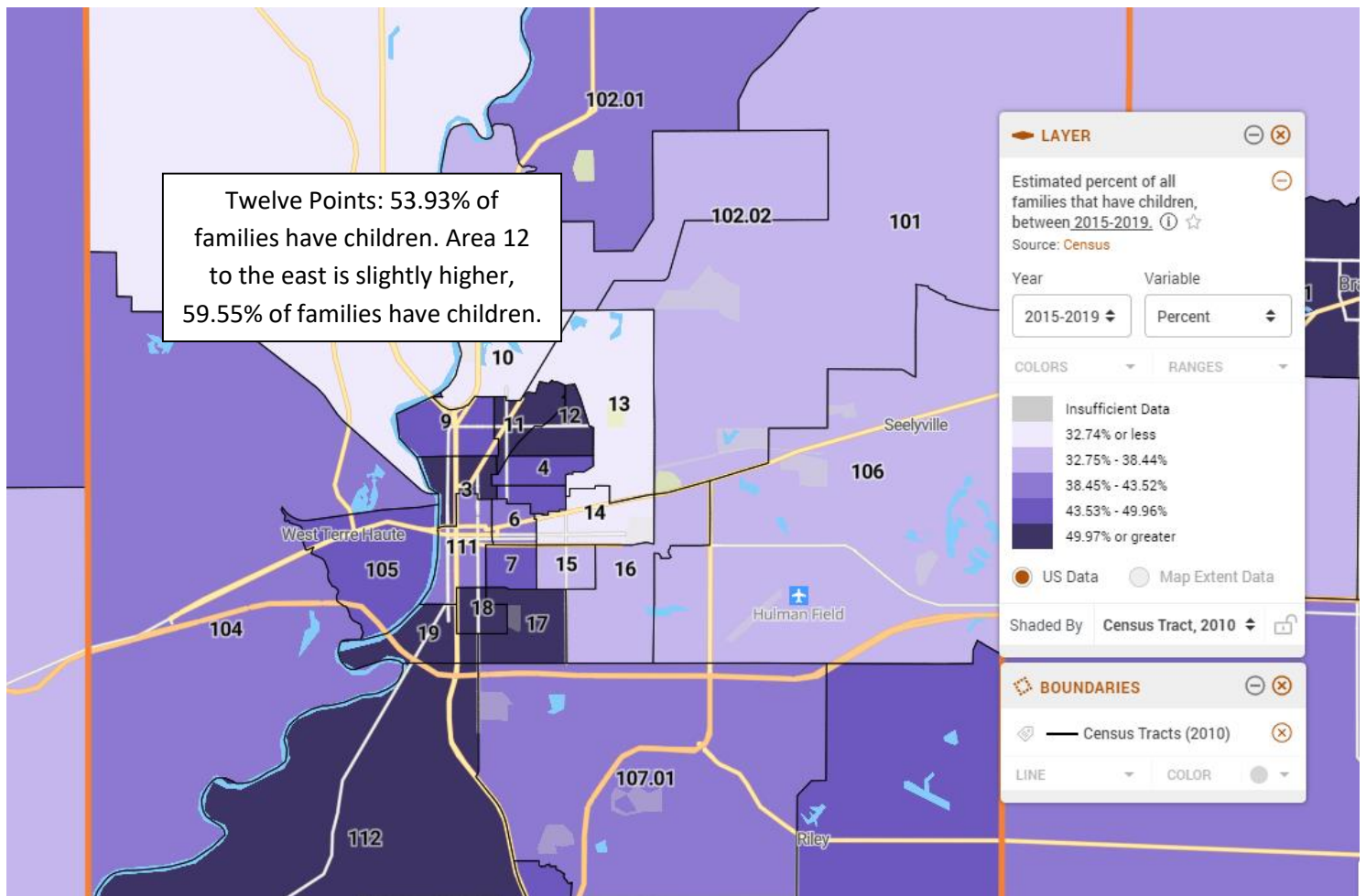
Population density is of primary importance when considering where to place a new library branch. While the Twelve Points area is not geographically very distant from the Main Library, it is one of the more densely populated areas of the county. Most of the county’s population is centered around the major highways. This map illustrates that pickup/drop-off stations in more remote locations, like Seelyville or south of I-70, could serve people in those areas. They do not however, have the population density of the area around 12 Points.

## People with Disabilities



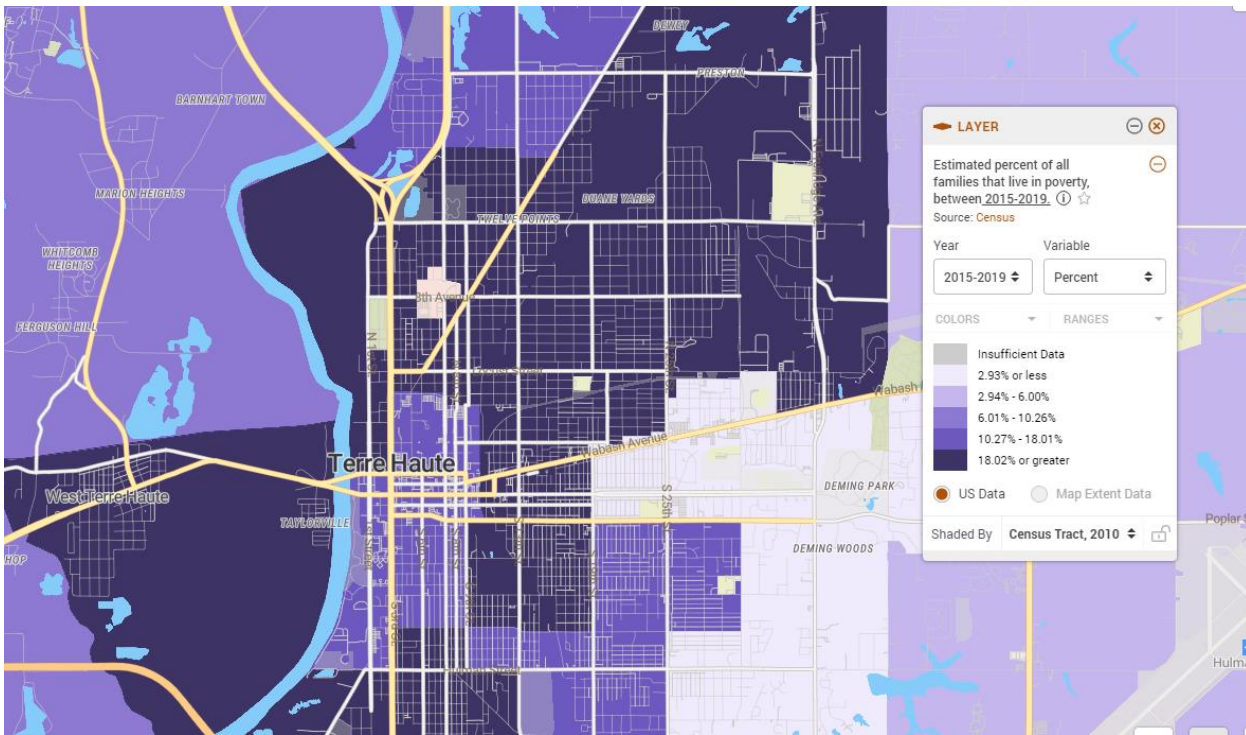
According to the Population Profile of Disability, a report issued by [United States Department of Health and Human Services](#), adults with substantial limitations are at greater risk of living in poverty, and they tend to live in households whose mean and median income is lower. They also tend to live in households that rely on SSI and other government aid programs. People with limited incomes rely on libraries for information, internet access, and even entertainment.

## Percent of Families with Children



As previously mentioned, studies by the [American Library Association](#) show that children who have access to books and reading consistently do better in school. Having a library within walking distance increases the chances that families will use library services. VCPL also provides outreach services to childcare providers to increase kindergarten readiness, and the presence of a library in the direct community will make this service easier to provide. Libraries also serve as a homework hub for school-aged children. The Main Library is quite far for school-aged children in the Twelve Points area, but a branch would be an easy walk.

## Families living in poverty



For comparison:

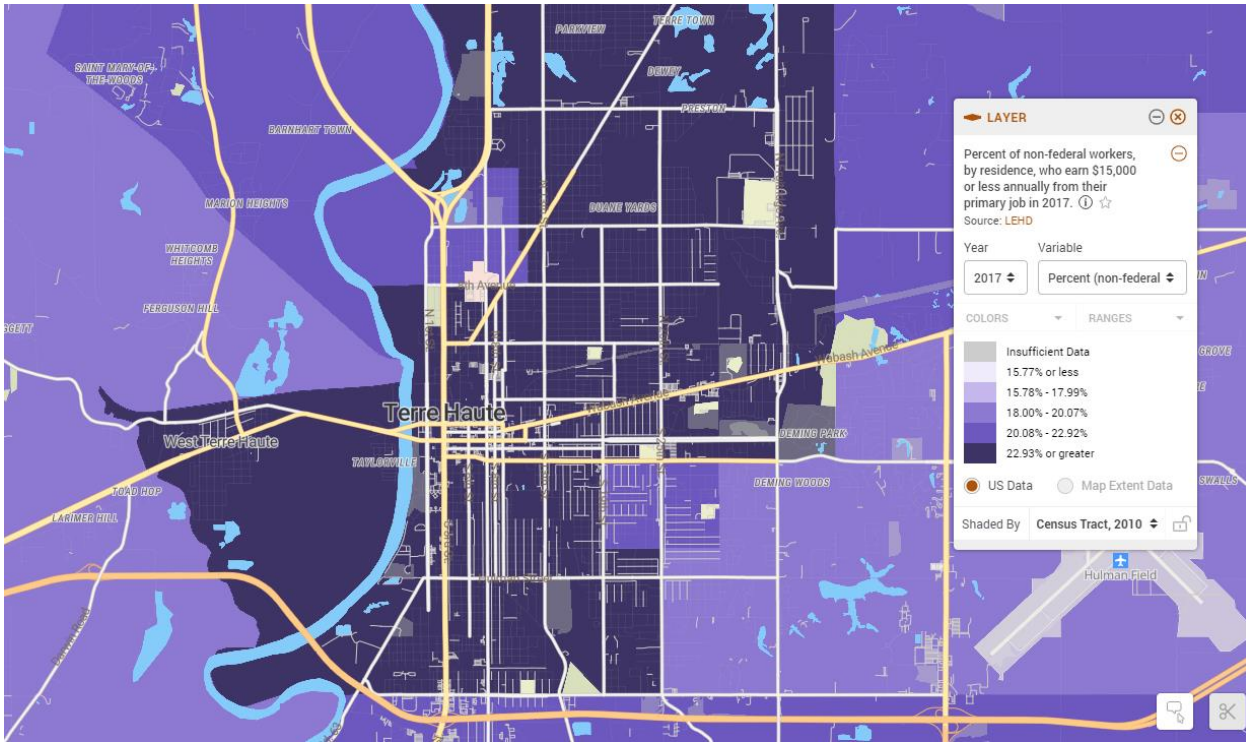
Twelve Points – 34.7%

West TH – 20%

Voorhees Park – 33.97%

The Avenues – 48.64%

Percent of workers who earn less than 15K from their primary job



For comparison:

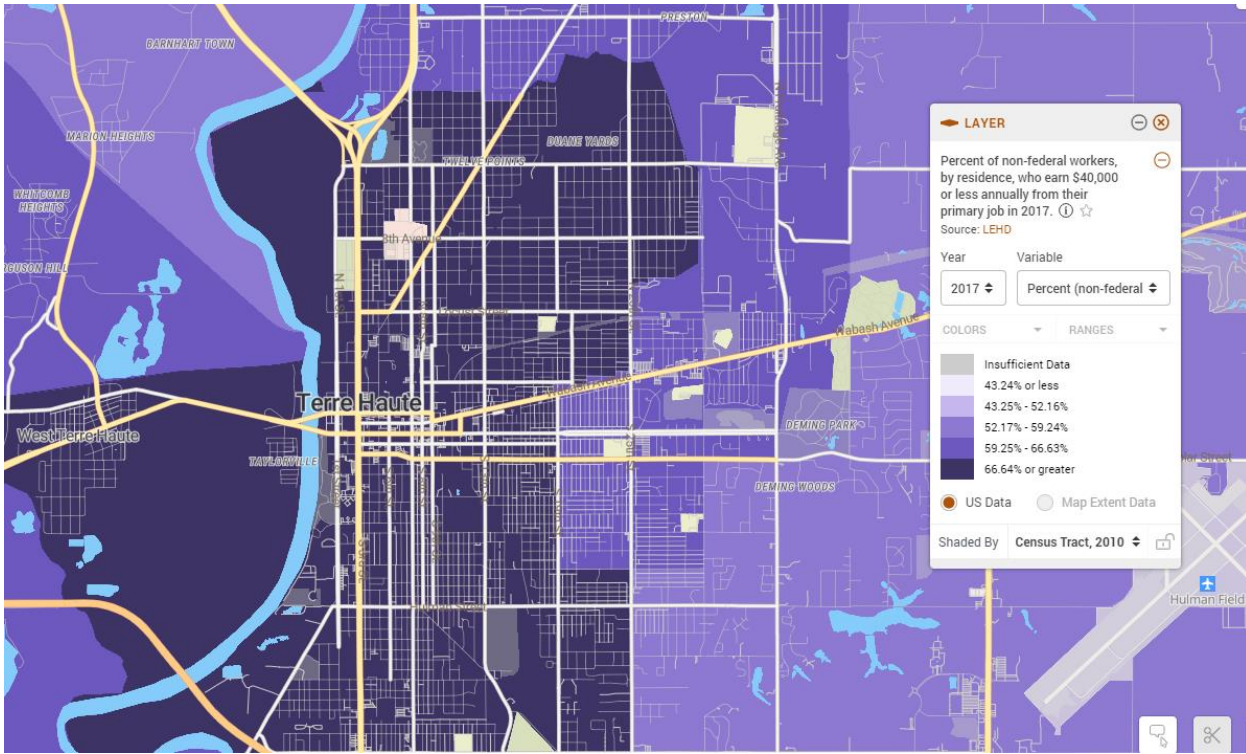
Twelve Points – 26%

West TH – 25%

Voorhees Park – 30%

The Avenues – 31%

Percent of workers who earn less than 40K from primary job



For comparison:

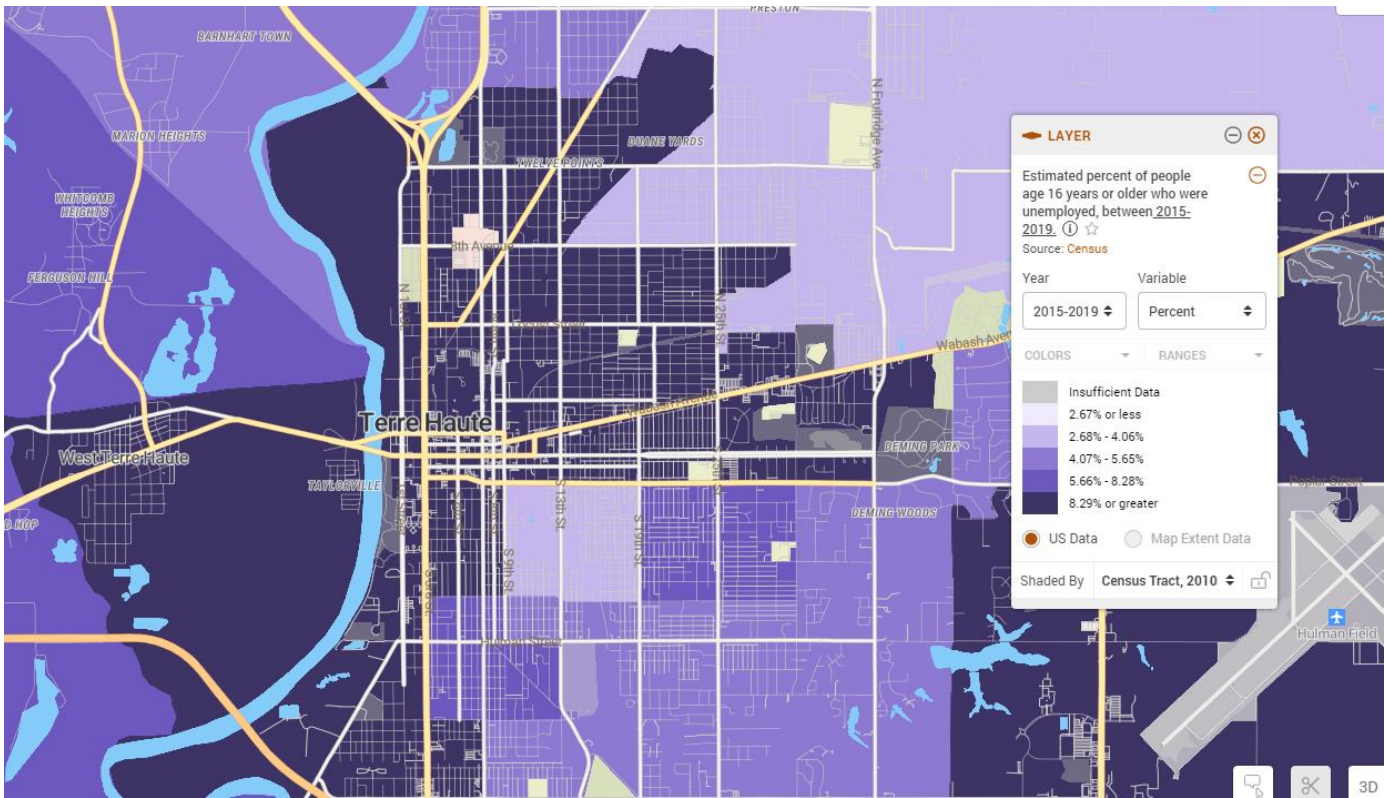
Twelve Points – 75%

West TH – 74%

Voorhees Park – 73%

The Avenues – 79%

% people unemployed



For comparison:

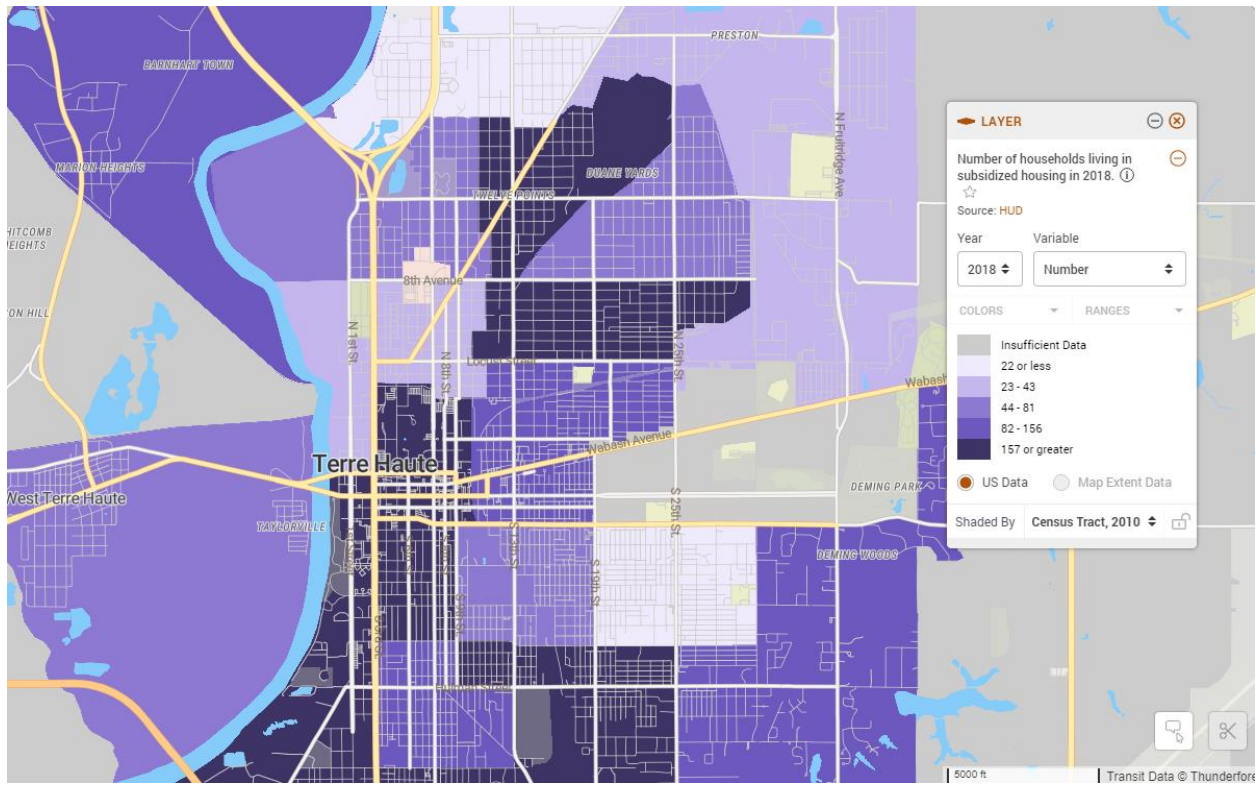
Twelve Points – 15.78%

West TH – 7.3%

Voorhees Park – 19.2%

The Avenues – 15.65%

## Households in Subsidized Housing



For comparison:

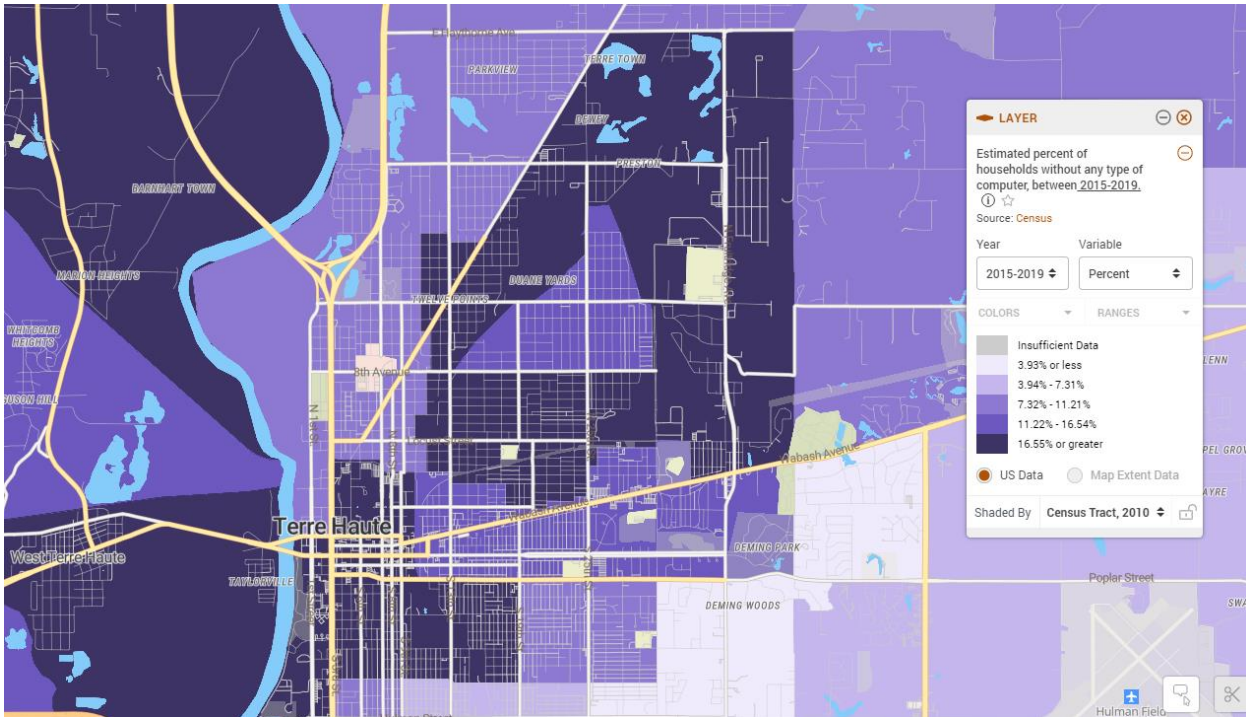
Twelve Points – 280

West TH – 55

Voorhees Park – 192

The Avenues – 201

## Households without any type of computer



For comparison:

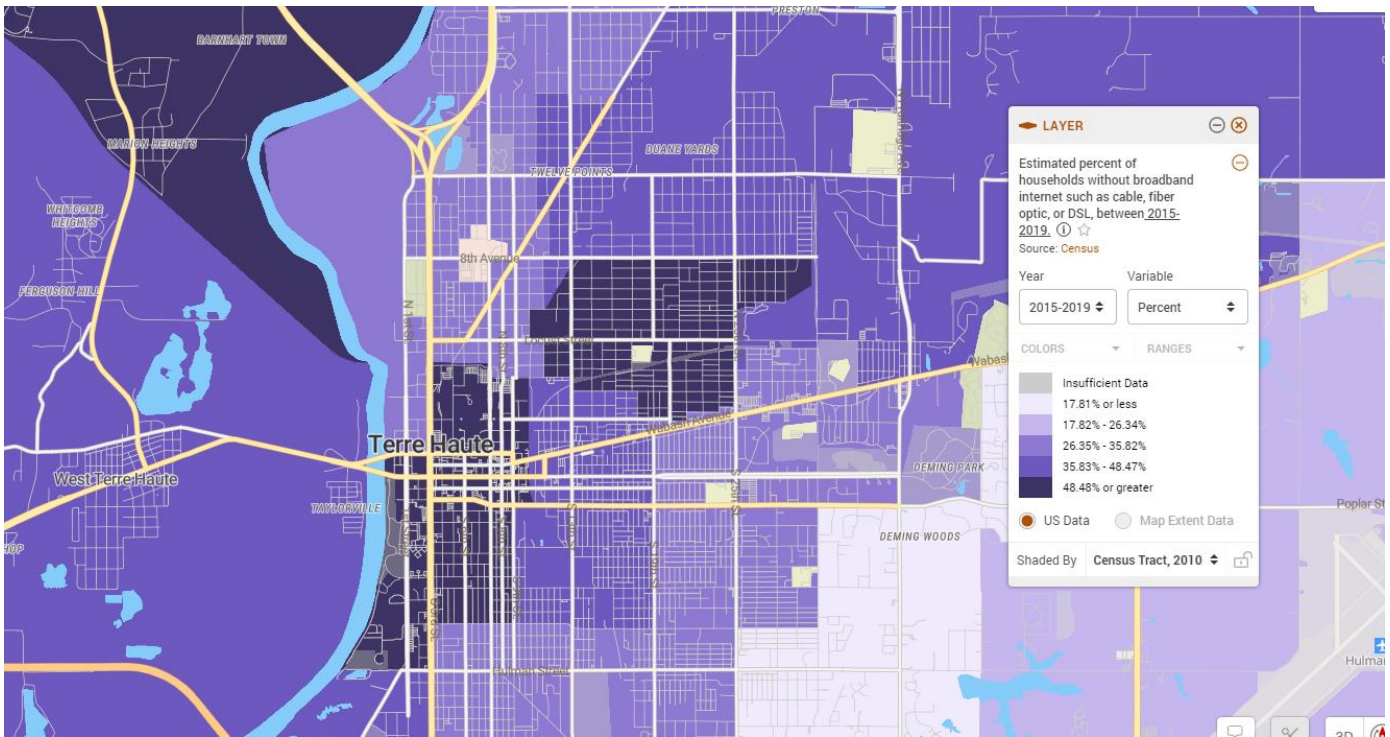
Twelve Points – 18.36%

West TH – 18%

Voorhees Park – 18.15%

The Avenues – 21.85%

## Households without internet



For comparison:

Twelve Points – 18.53%

West TH – 26.64%

Voorhees Park – 22.15%

The Avenues – 24.48%

### Active vs. Inactive Northside Vigo County Cardholders

There are currently 6,185 expired Library cardholders in the 47804 area, and 6,442 expired Library cardholders in the 47805 area. There are currently 1,522 active Library cardholders in the 47804 area, and 1,664 active Library cardholders in the 47805 area. Of those inactive cardholders, 3,026 cardholders became inactive between 2009 and 2011, the three-year period during and after the closure of the Plaza North Branch. This represents 24% of total inactive users in both zip codes during the immediately following three years (length of time a library card is active).

For Comparison:

The 47802 zip code (Southland Branch) and 47803 zip code (Meadows Branch) only experienced a little more than 19% of their expired inactive cardholders between 2009 and 2011.

The 47802 zip code has 4,853 active cardholders and 17,969 expired inactive cardholders of which 3,487 became inactive during the 2009-2011 period representing 19.3% of total expired inactive cardholders.

The 47803 zip code has 3,797 active cardholders and 12,172 expired inactive cardholders of which 2,357 became inactive during the 2009-2011 period representing 19.4% of total expired inactive cardholders.