

A G E N D A

**REGULAR MEETING
VIGO COUNTY PUBLIC LIBRARY
Monday, February 21, 2022, 5:30 PM
Vigo County Public Library
One Library Square
Terre Haute, IN 47807**

<https://bit.ly/VCPL-Board-Meetings>

1. **Call to Order and Roll Call of Members**
2. **Public Input on Action Items**
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6. **Reports to the Library Board**
 - A. 2022 NEA Big Read ~ Sarah Trover
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 - A. Indiana State Library 2021 Annual Report 32
8. **Old Business**
9. **New Business**
 - A. **Consideration of Policies**
 - 1) VCPL Staff Manual: Employee Recruitment and Selection 75
 - 2) VCPL Staff Manual: Removal of the Prospective Employee Policy 77
10. **Suggestions from the Staff, Board or Public for Action or Study**
11. **Next Regular Meeting:** Monday, March 21, 2022 at 5:30 p.m., Main Library.
12. **Adjournment**

Terre Haute, Indiana, January 18, 2022

MEETING OF THE BOARD OF FINANCE VIGO COUNTY PUBLIC LIBRARY

At the meeting of the Vigo County Public Library Board of Finance at the Vigo County Public Library West Branch, 125 N. Church St., West Terre Haute, at 6:05 p.m. on the 18th day of January 2022, the following persons were present:

Library Board Members Present: Terry W. Jones, President; Valentine K. Muyumba, Secretary; Christi A. Fenton; Camille R. Wallace and Stacy D. Killion. **Library Board Members Absent:** Olivia K. Goulding, Vice President; and James M. Young.

Library Staff: Kristi Howe; Dennis Shepard; Amy Gibson; Bonnie McNair; Lauren Elyea; Carey LaBella; and Sharon McConnell. **Attended via Zoom:** Lauri Chandler.

Others: none.

ELECTION OF OFFICERS

A motion to designate the current Library Board Officers as the Board of Finance Officers, made by Fenton, seconded by Killion, motion passed.

RECEIVE AND REVIEW THE TREASURER’S WRITTEN REPORT SUMMARIZING THE VCPL’S INVESTMENTS DURING THE PREVIOUS CALENDAR YEAR

Dennis Shepard presented the written report with no recommendations for changes.

A motion to accept the Treasurer’s written report made by Muyumba, seconded by Killion, motion passed.

NEXT MEETING

The next meeting of the Board of Finance will be in January 2023, at the West Branch Library, immediately following the regular Library Board meeting.

ADJOURNMENT

A motion to adjourn the meeting, made by Muyumba, seconded by Killion, motion passed. The meeting adjourned at 6:11 p.m.

ABSENT

Terry W. Jones, President

Olivia K. Goulding, Vice President

Valentine K. Muyumba, Secretary

Christi A. Fenton, Board Member

ABSENT

James M. Young, Board Member

Stacy D. Killion, Board Member

Camille R. Wallace, Board Member

Terre Haute, Indiana, January 18, 2022

At the Regular Meeting of the Vigo County Public Library Board at the Vigo County Public Library West Branch, 125 N. Church St., West Terre Haute, at 5:30 p.m. on the 18th day of January 2022, the following persons were present:

Library Board Members Present: Terry W. Jones, President; Valentine K. Muyumba, Secretary; Christi A. Fenton; Camille R. Wallace and Stacy D. Killion.

Library Board Members Absent: Olivia K. Goulding, Vice President; and James M. Young.

Library Staff: Kristi Howe; Dennis Shepard; Amy Gibson; Bonnie McNair; Lauren Elyea; Carey LaBella; and Sharon McConnell. Attended via Zoom: Lauri Chandler.

Others: none.

PUBLIC INPUT ON ACTION ITEMS

No public input.

CONSIDERATION OF REGULAR MEETING MINUTES

A motion to approve the minutes of the December 20, 2021, regular meeting, made by Muyumba, seconded by Fenton, passed.

TREASURER'S REPORT

Monthly Cash Statement

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

Claims and Payroll

Mr. Shepard presented the Month End Claims dated December 31, 2020 in the amount of \$87,750.17 (Library Operating, \$87,087.32; Gift Fund, \$662.85); Library Operating Claims dated January 18, 2022, in the amount of \$116,443.22 (Library Operating Fund, \$73,312.78; Gift Fund, \$22.94; Grants, \$43,042.50; PLAC, \$65.00); (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

Special Claims

No special claims.

Gift Fund Report

Mr. Shepard presented the Gift Fund report dated December 30, 2021 with a balance of \$58,294.97.

Mr. Shepard reported that the exit conference for the State Board of Accounts Audit was completed and no exceptions were found.

Approval of Treasurer's Report

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

REPORTS TO THE LIBRARY BOARD

There was no report.

DIRECTOR'S REPORT

Ms. Howe thanked the Board and shared many thanks from the staff for the financial incentives that were approved at the previous board meeting. She included that staff members reached out to express their gratitude for the wage range increases, annual raises, and pandemic bonuses, and noted how appreciative she and the staff are to work for a Board that understands and values their employees.

Ms. Howe gave an update on communication with the sellers of the 12 Points locations and the new timeline.

Ms. Howe discussed this year's legislative session and bills that are being discussed that would impact libraries if passed. Ms. Howe shared the Freedom to Read statement and explained that a team of staff are reviewing the Collection Development policy for updates to make sure it reflects current practices.

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

OLD BUSINESS

There was no old business.

NEW BUSINESS

Capital Assets Policy

Mr. Shepard noted that this policy governs depreciation retroactively to January 1, 2021.

A motion to approve the Capital Assets policy, made by Muyumba, seconded by Fenton, passed. (Copy of the Capital Assets policy attached to official minutes.)

Resolution to Pay Bills with Prior Approval

A motion to approve the Resolution to Pay Bills with Prior Approval, made by Killion, seconded by Muyumba, passed. (Copy of Resolution to Pay Bills with Prior Approval attached to official minutes.)

Resolution to Encumber Funds

A motion to approve the Resolution to Encumber Funds, made by Fenton, seconded by Muyumba. (Copy of Resolution to Encumber Funds attached to official minutes.)

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

No suggestions were made.

NEXT MEETING

Regular Meeting, **Monday, February 21, 2022**, 5:30 p.m., Main Library.

ADJOURNMENT

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

ABSENT

Terry W. Jones, President

Olivia K. Goulding, Vice President

Valentine K. Muyumba, Secretary

Christi A. Fenton, Board Member

ABSENT

James M. Young, Board Member

Stacy D. Killion, Board Member

Camille R. Wallace, Board Member

2/9/22 AG

Vigo County Public Library

Cash Statement
 Vigo County Public Library
 January 2022

Account Title Number	Beginning MTD Balance YTD Balance	MTD Debits YTD Debits	MTD Credits YTD Credits	Ending Balance	MTD Change YTD Change
Cash Library Operating Fund 100-01-1010	6,507,346.25 6,507,346.25	101,390.96 101,390.96	712,658.12 712,658.12	5,896,079.09	(611,267.16) (611,267.16)
Cash Gift Fund 200-00-1010	58,294.97 58,294.97	554.86 554.86	237.37 237.37	58,612.46	317.49 317.49
Cash Rainy Day Fund 201-00-1010	1,748,249.16 1,748,249.16	0.00 0.00	0.00 0.00	1,748,249.16	0.00 0.00
Cash Grants 276-00-1010	(13,163.42) (13,163.42)	34,948.59 34,948.59	43,042.50 43,042.50	(21,257.33)	(8,093.91) (8,093.91)
Cash Public Library Access Car 800-00-1010	0.00 0.00	130.00 130.00	65.00 65.00	65.00	65.00 65.00
Cash-Payroll Withholdings 803-00-1010	1,038.88 1,038.88	111,354.96 111,354.96	111,209.88 111,209.88	1,183.96	145.08 145.08

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
22120	CAPITAL TITLE	100	Check	6,250.00	56599	EARNEST MONEY FOR 12 POINTS BRAN
22155	INFOBASE	100	Check	9,197.00	56600	DATABASE RENEWAL
*22154	INTELLI-BUILDING CONTROL &	100	Check	11,000.00	56601	UL VAV BOX UPGRADE
22097	PRAIRIE PRESS	100	Check	64.99	56602	NEWSPAPER
22122	THE HAUTE INITIATIVE INC	100	Check	2,000.00	56603	COMMUNITY CALENDAR PARTNERSHIP
22156	TUMBLEWEED PRESS INC	100	Check	750.00	56604	SUBSCRIPTION FOR TUMBLEBOOKS
					Total Count:	6
					Total Amount:	29,261.99
22112	ADP INC - AUTOPAY II	100	ACH	249.60	6175	PAYROLL SERVICES
22142	ADP INC - AUTOPAY II	100	ACH	704.10	6176	PAYROLL SERVICES
22103	AMAZON.COM LLC	100	ACH	29.99	6177	DVD/VIDEO MATERIAL
22104	AMAZON.COM LLC	100	ACH	83.96	6178	OFFICE SUPPLIES
22105	AMAZON.COM LLC	100	ACH	24.94	6179	DISINFECTANT WIPES
22109	AMAZON.COM LLC	100	ACH	286.45	6180	VIDEO GAMES
22118	AMAZON.COM LLC	100	ACH	77.01	6181	AA AND D BATTERIES
22119	AMAZON.COM LLC	100	ACH	25.08	6182	DVD BOXES FOR ILL
22123	AMAZON.COM LLC	100	ACH	187.48	6183	FACE MASKS FOR STAFF
22127	AMAZON.COM LLC	100	ACH	95.36	6184	CIRC MATERIAL
22128	AMAZON.COM LLC	100	ACH	21.86	6185	CIRC MATERIAL
22129	AMAZON.COM LLC	100	ACH	253.65	6186	SUPPLIES FOR TEEN TAKE HOME KIT

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
22133	AMAZON.COM LLC	100	ACH	419.95	6187	ADULT SERVICES SUPPLIES
22144	AMAZON.COM LLC	100	ACH	20.46	6188	HAND SANITIZER
22145	AMAZON.COM LLC	100	ACH	12.50	6189	CIRC PRINT MATERIAL
22146	AMAZON.COM LLC	100	ACH	7.98	6190	CIRCULATING KITS
22147	AMAZON.COM LLC	100	ACH	158.72	6191	CIRCULATING KITS
22148	AMAZON.COM LLC	100	ACH	28.37	6192	CIRC MATERIAL
22150	AMAZON.COM LLC	100	ACH	21.00	6193	CIRC PRINT MATERIAL
22151	AMAZON.COM LLC	100	ACH	329.16	6194	BIG READ KITS & SPRING BREAK KITS
22164	AMAZON.COM LLC	100	ACH	110.30	6195	CIRC PRINT MATERIAL
22166	AMAZON.COM LLC	100	ACH	244.80	6196	SUPPLIES FOR CYBERSUCCESS STORY
22167	AMAZON.COM LLC	100	ACH	61.20	6197	SUPPLIES FOR CYBERSUCCESS STORY
22100	BAKER & TAYLOR INC	100 200	ACH	1,455.99	6198	CIRC PRINT MAT, YS MAT, AUD REC BO
22137	BAKER & TAYLOR INC	100 200	ACH	2,943.09	6199	CIRC PRINT MATERIAL, YS MAT, REF PF
22108	E-Z CLEAN INC	100	ACH	172.58	6200	VACUUM REPAIR
22132	E-Z CLEAN INC	100	ACH	66.69	6201	TRASH BAGS
22168	E-Z CLEAN INC	100	ACH	128.68	6202	VACUUM REPAIR
22169	E-Z CLEAN INC	100	ACH	745.05	6203	CLEANING & OTHER SUPPLIES
*22101	EBSCO INFORMATION SERVICE	100	ACH	20.58	6204	MAGAZINES
22165	EPROMOS	100	ACH	422.11	6205	PROMOTIONAL ITEMS
22099	GALE/CENGAGE LEARNING	100	ACH	8 25.49	6206	CIRC PRINT MATERIAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
22134	GALE/CENGAGE LEARNING	100	ACH	24.74	6207	CIRC PRINT MATERIAL
22117	GRAHAM FEED COMPANY	100	ACH	578.20	6208	ICE MELT
*22102	INDUSTRIAL SUPPLY COMPAN'	100	ACH	40.16	6209	AERATOR KITS
22163	KIRBY RISK CORPORATION	100	ACH	176.70	6210	BALLASTS
22098	MIDWEST TAPE	100	ACH	1,061.38	6211	DVD/VIDEO MATERIAL, AUD REC MUSIC
22135	MIDWEST TAPE	100	ACH	1,743.25	6212	DVD/VIDEO MATERIAL
*22113	TUTTLE*KATERI	100	ACH	500.00	6213	FALL 2021 TUITION REIMBURSEMENT
					Total Count:	39
					Total Amount:	13,558.61
*22106	ARAMARK UNIFORM SERVICES	100	E-pay	151.35	8539	WEST MAT SERVICE
*22107	NATIONAL BUSINESS FURNITU	100	E-pay	3,115.20	8540	BOOKCASES FOR PROGRAMMING OFFI
*22110	DUKE ENERGY *	100	E-pay	18,075.63	8541	MAIN ELECTRIC SERVICE
*22111	DUKE ENERGY *	100	E-pay	452.17	8542	WEST ELECTRIC SERVICE
22121	ZOOBEAN	100	E-pay	3,495.00	8543	BEANSTACK SUBSCRIPTION
*22124	GRAINGER INDUSTRIAL SUPPL	100	E-pay	1,256.61	8544	BANNER STAKES PLUS CART PKG
*22131	ARAMARK UNIFORM SERVICES	100	E-pay	374.54	8545	MAIN MAT SERVICE
*22136	CITY OF TERRE HAUTE SEWAG	100	E-pay	406.63	8546	MAIN SEWAGE BILLING
*22092	VISA CARD SERVICES	100 200	E-pay	6,264.04	8547	VARIOUS SUPPLIES, TRAVEL, REGISTR.
*22143	REPUBLIC SERVICES OF WEST	100	E-pay	361.50	8548	MAIN TRASH SERVICE
22149	OVERDRIVE	100	E-pay	9 7,500.00	8549	JANUARY CONTENT CREDIT

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
22152	FASTENAL COMPANY	100	<i>E-pay</i>	7.42	8550	BOLTS FOR MAINTENANCE
22153	OFFICE DEPOT	100	<i>E-pay</i>	320.25	8551	OFFICE SUPPLIES
*22158	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	15.40	8553	LAUNDERING OF MAIN TABLECLOTHS
*22080	CAPITAL ONE	100	<i>E-pay</i>	99.00	8554	ADMIN SUPPLIES
22171	T-MOBILE USA, INC.	100	<i>E-pay</i>	1,071.42	8556	MAIN HOTSPOT DATA
22172	T-MOBILE USA, INC.	100	<i>E-pay</i>	116.62	8557	WEST HOTSPOT DATA
22116	SAM'S CLUB DIRECT	100	<i>E-pay</i>	66.24	8558	SUPPLIES FOR HOSPITALITY TABLE
*22174	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	21.99	8559	MAIN IRRIGATION SERVICE
*22175	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	394.13	8560	MAIN WATER SERVICE
*22176	YOUR AUTOMATIC DOOR COM	100	<i>E-pay</i>	462.50	8561	MAIN DOOR REPAIR
*22177	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	10.00	8562	LAUNDERING OF MAIN TABLECLOTHS
22183	RICOH USA INC	100	<i>E-pay</i>	1,458.78	8563	COPIER LEASE
22184	VERIZON - WIRELESS	100	<i>E-pay</i>	574.97	8564	PHONE FOR MAINTENANCE MANAGER
22185	VERIZON - WIRELESS	100	<i>E-pay</i>	205.44	8565	PHONE SERVICE
22186	CENTER POINT LARGE PRINT	100	<i>E-pay</i>	278.64	8566	CIRC PRINT MATERIAL
22188	ACTION PEST CONTROL, INC	100	<i>E-pay</i>	285.00	8567	WEST MONTHLY INSPECTION
*22190	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	19.60	8568	LAUNDERING OF MAIN TABLECLOTHS
22192	INFOUSA MARKETING, INC	100	<i>E-pay</i>	740.00	8569	REFERENCE MATERIAL SERIAL
*22201	ARAMARK UNIFORM SERVICES	100	<i>E-pay</i>	151.35	8570	WEST MAT SERVICE

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check #</i> <i>ACH #</i> <i>EFT #</i>	<i>Description</i>
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<i>Grand Total Fund 100:</i>	90,357.59
<i>Grand Total Fund 200:</i>	214.43
<i>Grand Total Fund 201:</i>	0.00
<i>Grand Total Fund 203:</i>	0.00
<i>Grand Total Fund 276:</i>	0.00
<i>Grand Total Fund 300:</i>	0.00
<i>Grand Total Fund 400:</i>	0.00
<i>Grand Total Fund 800:</i>	0.00

Grand Total Count:	75
Grand Total Amount:	90,572.02

ACCOUNTS PAYABLE VOUCHER

Vigo County Public Library Terre Haute, Indiana

Payee 576 VISA CARD SERVICES CARD SERVICES PO BOX 875852 KANSAS CITY, MO 64187-5852	Purchase Order No. 220059, 220058, 220056, 211947 211948, 211980, 211987, 211975-R 220061, 220064, 21165-R2, 211979 212020, 220060, 220106, 220105 220131, 211501-R, 211962 Terms E-PAY Date Due 1/31/2022
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Invoice Date	Invoice Number	Description (or attach invoice(s))	Amount	
12/25/2021	2420429B7005 Q9SXM	FACEBOOK- FRIENDS FACEBOOK AD BOOST	10	00
12/28/2021	2401134BA000 SH0YX	CANVA- ADDITIONAL USER LICENCE	22	97
1/7/2022	2444500QRBL LKP2PP	WALMART- SUPPLIES FOR CRACKERBARREL AND WARMING STATION	128	60
1/7/2022	2444500QRBL LKP2SA	SAM'S CLUB DIRECT- SUPPLIES FOR CRACKERBARREL EVENT	44	34
1/7/2022	2469216QP2X 9ZD4W1	BITES & BLESSINGS- REFRESHMENTS FOR CRACKERBARREL EVENT	25	00
12/17/2021	2473309B0BL K83ND6	INBIZ- NOTARY BACKGROUND CHECK- C MAXEY	16	32
12/17/2021	2473309B0BL K83NMD	INBIZ- NOTARY FEE- C MAXEY	75	00
12/21/2021	2401134B3000 T0BPB	VIGO COUNTY HISTORICAL SOCIETY- CIRCULATING PASS FOR WEST	125	00
12/23/2021	2469216B52Y0 6TB40	WALMART- LAPTOPS FOR YS PROGRAMMING	1098	00
12/28/2021	2416407BAMJ MX81WR	FEDERAL EXPRESS- SHIPPING CHARGE	16	97
1/1/2022	2469216QH2X NPVX18	GOOGLE- GOOGLE WORKSPACE	228	00
1/11/2022	2473309QWBL K3BF4R	INBIZ- NOTARY BACKGROUND CHECK- J BOUCHIE	16	32
1/11/2022	2473309QWBL K3BF83	INBIZ- NOTARY BACKGROUND SCREENING- J BOUCHIE	75	00
1/5/2022	2490641QM40 G3J2F2	AUDINATE- SOFTWARE LICENSE	53	49

1/7/2022	7490641QN40 H6M3W1	AUDINATE- SOFTWARE LICENSE- SALES TAX REFUND	-3	50
1/16/2022	2490641D0414 Z563L	BLUEHOST INC- INDIPRES WEB HOSTING	431	64
12/21/2021	2496216B32XP BJR7L	AMERICAN ASSOCIATION OF NOTARIES- NOTARY SUPPLY KITS	156	80
12/21/2021	2469216B32X BPH0J2	CANDLES HOLOCAUST MUSEUM- CIRCULATING PASS FOR WEST	120	00
12/30/2021	2437735BQ000 23TKT	PRIORITY ENGINEERING- MAINTENANCE AGREEMENT AND WARRANTY FOR BOOKEYE SCANNER	3500	00
1/10/2022	2469216QS2X DZ1PVQ	FEDERAL COFFEE AND FINE FOODS- STAFF TRAINING AWARD	124	09
TOTAL			6264	04

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 - _____, 2022

Librarian

Voucher No.		Warrant No.		PAYEE	
Charge These Appropriations					
Account Number	Account Name	Amount			
4245	100-01	337.86			
4314	100-01	32.64			
4325	100-01	6.95			
4314	100-02	150.00			
4325	100-02	16.97			
4443	100-04	1098.00			
4310	100-06	49.99	APPROVED _____, 2022		
4307	100-08	245.00			
4314	100-09	659.64			
4310	100-11	22.97	In the amount of \$		
4363	100-14	3500.00			
4245	200-68	134.02			
4331	200-72	10.00			
	Total	6,264.04	See Claims Docket		

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
22358	DIY HARDWARE & RENTALS	200	Check	330.00	56605	LEGISLATIVE CRACKERBARREL STAGE
*22214	FARRINGTON'S GROVE HISTOF	100	Check	200.00	56606	BENEFACTOR MEMBERSHIP
*22247	GANNETT HOLDINGS LLC OHIC	100	Check	107.88	56607	NEWSPAPERS
22274	JACOB-DIETZ, INC.	100	Check	360.00	56608	ANNUAL FIRE SPRINKLER SYSTEM INSF
22349	MCCALISTER BROTHERS INC.	100	Check	150.00	56609	ELECTRIC SEWER SERVICE FOR MAIN I
					Total Count:	5
					Total Amount:	1,147.88
22271	ADP INC - AUTOPAY II	100	ACH	1,373.80	6214	PAYROLL SERVICES
22319	ADP INC - AUTOPAY II	100	ACH	447.72	6215	PAYROLL SERVICES
22181	AMAZON.COM LLC	100	ACH	931.96	6216	CANTILEVER MOBILE RACK
22182	AMAZON.COM LLC	100	ACH	255.92	6217	FACE MASKS FOR STAFF
22197	AMAZON.COM LLC	100	ACH	69.98	6218	BALL CHAIR FOR ADMIN OFFICE
22198	AMAZON.COM LLC	100	ACH	24.94	6219	DISINFECTANT WIPES
22199	AMAZON.COM LLC	100	ACH	13.98	6220	PENLIGHT FOR LENDING STAFF
22200	AMAZON.COM LLC	100	ACH	130.56	6221	YS CIRC MATERIAL
22202	AMAZON.COM LLC	100	ACH	25.28	6222	CIRC PRINT MATERIAL
22203	AMAZON.COM LLC	100	ACH	27.06	6223	CIRC PRINT MATERIAL
22204	AMAZON.COM LLC	100	ACH	58.08	6224	CIRC MATERIAL
22205	AMAZON.COM LLC	100	ACH	41.92	6225	CIRC MATERIAL
22206	AMAZON.COM LLC	100	ACH	382.72	6226	VIDEO GAMES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
22235	AMAZON.COM LLC	100	ACH	10.90	6227	CIRC PRINT MATERIAL
22236	AMAZON.COM LLC	100	ACH	15.37	6228	YS CIRC MATERIAL
22237	AMAZON.COM LLC	100	ACH	438.82	6229	ART HACKS SUPPLIES
22238	AMAZON.COM LLC	100	ACH	21.76	6230	DVD/VIDEO MATERIAL
22245	AMAZON.COM LLC	100	ACH	309.99	6231	NEW PAPER SHREDDER FOR YS
22257	AMAZON.COM LLC	100	ACH	173.48	6232	SPRING BREAK & ITEMS FOR NAJAH
22258	AMAZON.COM LLC	100	ACH	19.99	6233	LOCKING NOTARY BAG
22259	AMAZON.COM LLC	100	ACH	94.92	6234	CIRC MATERIAL
22284	AMAZON.COM LLC	100	ACH	59.99	6235	CIRC MATERIAL
22288	AMAZON.COM LLC	100	ACH	493.99	6236	DVD/VIDEO MATERIAL
22290	AMAZON.COM LLC	100	ACH	23.22	6237	DVD/VIDEO MATERIAL
22291	AMAZON.COM LLC	100	ACH	9.96	6238	DVD/VIDEO MATERIAL
22303	AMAZON.COM LLC	100	ACH	24.89	6239	DVD/VIDEO MATERIAL
22321	AMAZON.COM LLC	100	ACH	200.76	6240	VIDEO GAMES
22322	AMAZON.COM LLC	100	ACH	116.46	6241	VIDEO GAMES
22323	AMAZON.COM LLC	100	ACH	118.72	6242	VIDEO GAMES
22327	AMAZON.COM LLC	100	ACH	30.99	6243	NOTARY BAG
22328	AMAZON.COM LLC	100	ACH	17.79	6244	CHALK MARKERS FOR TEEN SPACE CH
22330	AMAZON.COM LLC	100	ACH	381.69	6245	PAINT CABINET AND LADDERS
22331	AMAZON.COM LLC	100	ACH	45.18	6246	BATTERIES FOR ALARM SYSTEM
22336	AMAZON.COM LLC		ACH	29.26	6247	FOLDERS FOR PAYROLL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		100				
22337	AMAZON.COM LLC		ACH	22.49	6248	CIRC PRINT MATERIAL
		100				
22345	AMAZON.COM LLC		ACH	79.00	6249	HEADPHONES FOR PUBLIC COMPUTER
		100				
22352	AMAZON.COM LLC		ACH	91.90	6250	CIRC PRINT MATERIAL
		100				
22355	AMAZON.COM LLC		ACH	51.82	6251	DVD/VIDEO MATERIAL
		100				
22239	B & H PHOTO ELECTRONICS		ACH	293.61	6252	GAFFER TAPE & AV SUPPLIES
		100				
22282	B & H PHOTO ELECTRONICS		ACH	44.25	6253	AV FOR MAIN LOBBY
		100				
22191	BAKER & TAYLOR INC		ACH	350.97	6254	CIRC PRINT MAT, YS MAT
		100				
22249	BAKER & TAYLOR INC		ACH	1,729.28	6255	CIRC PRNT MAT, YS MAT, AUD REC BO
		100				
22335	BAKER & TAYLOR INC		ACH	2,648.93	6256	CIRC PRINT MAT, YS MAT
		100				
22304	BOOK DEPOT		ACH	3,287.23	6257	KINDERGARTEN RDUP & SPRING PROG
		100				
*22295	BOSE MCKINNEY & EVANS LLP		ACH	2,592.00	6258	LEGAL SERVICES
		100				
22298	BRODART COMPANY		ACH	276.00	6259	END PANEL DISPLAY
		100				
*22209	COX ZWERNER GAMBILL & SUL		ACH	570.00	6260	LEGAL SERVICES
		100				
*22272	CULLIGAN WATER CONDITIONI		ACH	250.00	6261	MAIN COOLER RENTAL
		100				
*22273	CULLIGAN WATER CONDITIONI		ACH	15.00	6262	WEST COOLER RENTAL
		100				
22196	DEMCO, INC		ACH	99.09	6263	HANGING BAGS FOR MUSEUM PASSES
		100				
22287	E-Z CLEAN INC		ACH	65.00	6264	CLEANING & OTHER SUPPLIES
		100				
22348	E-Z CLEAN INC		ACH	328.23	6265	CLEANING & OTHER SUPPLIES
		100				
22350	E-Z CLEAN INC		ACH	940.66	6266	CLEANIING SUPPLIES
		100				
22213	EPIC INSURANCE MIDWEST		ACH	16 75.00	6267	NOTARY BOND- X. SAUNDERS
		100				

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
22324	EPIC INSURANCE MIDWEST	100	ACH	400.00	6268	PUBLIC OFFICIAL BOND- B BRIDGEWAT
22325	EPIC INSURANCE MIDWEST	100	ACH	100.00	6269	PUBLIC OFFICIAL BOND- A GIBSON
22356	EXPRESS SERVICES INC	100	ACH	172.72	6270	PART TIME STAFFING
22193	GALE/CENGAGE LEARNING	100	ACH	230.91	6271	CIRC PRINT MATERIAL
22250	GALE/CENGAGE LEARNING	100	ACH	62.92	6272	CIRC PRINT MATERIAL
22333	GALE/CENGAGE LEARNING	100	ACH	166.43	6273	CIRC PRINT MATERIAL
*22292	INDUSTRIAL SUPPLY COMPAN'	100	ACH	96.98	6274	SOLENOID VALVE FOR BOTTLE FILL
22187	MIDWEST TAPE	100	ACH	2,153.63	6275	DVD/VIDEO MATERIAL
22240	MIDWEST TAPE	100	ACH	6,239.38	6276	HOOPLA INVOICE
22251	MIDWEST TAPE	100	ACH	797.58	6277	PROCESSING INVOICE
22334	MIDWEST TAPE	100	ACH	911.74	6278	DVD/VIDEO MATERIAL, AUD REC MUSIC
22244	NEW AVENUES	100	ACH	158.33	6279	ALA CARTE ADMIN FEE
22269	OCLC INC	100	ACH	6,066.00	6280	CATALOGING SUBSCRIPTION
22279	RICOH USA INC	100	ACH	1,606.01	6281	COPIER LEASE
22243	TEAM TECH	100	ACH	19,101.83	6282	MEETING ROOM AV REDESIGN
22242	TEAM TECH	276	ACH	5,144.44	6283	MEETING ROOM AV REDESIGN
*22285	UNIQUE MANAGEMENT SERVIC	100	ACH	494.40	6284	PLACEMENTS
*22286	UNIQUE MANAGEMENT SERVIC	100	ACH	568.44	6285	NOTICES
22262	WEAS ENGINEERING INC	100	ACH	491.72	6286	WATER TREATMENT MANAGEMENT

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
22210	OFFICE DEPOT	100	<i>E-pay</i>	3.56	8571	OFFICE SUPPLIES
22211	OFFICE DEPOT	100	<i>E-pay</i>	51.80	8572	OFFICE SUPPLIES
22212	OFFICE DEPOT	100	<i>E-pay</i>	32.14	8573	OFFICE SUPPLIES
*22241	TOWN OF WTH WATER & SEWE	100	<i>E-pay</i>	65.29	8594	WEST WATER SERVICE
22246	PAYPAL INC	100	<i>E-pay</i>	19.95	8595	MONTHLY PAYFLOW LINK
*22248	LAKESHORE LEARNING MATEF	100	<i>E-pay</i>	106.96	8596	YS MATERIAL
22252	OFFICE DEPOT	100	<i>E-pay</i>	13.18	8597	OFFICE SUPPLIES
22253	OFFICE DEPOT	100	<i>E-pay</i>	89.28	8598	OFFICE SUPPLIES
22254	OFFICE DEPOT	100	<i>E-pay</i>	79.40	8599	OFFICE SUPPLIES
22255	OFFICE DEPOT	100	<i>E-pay</i>	2.76	8600	OFFICE SUPPLIES
22256	ULINE	100	<i>E-pay</i>	127.16	8601	#2 AND #4 MAILERS
*22260	HANOVER INSURANCE GROUP	100	<i>E-pay</i>	1,889.00	8602	PROFESSIONAL LIABILITY POLICY
22261	ORKIN PEST CONTROL	100	<i>E-pay</i>	1,311.67	8603	MAIN YEARLY PEST SERVICE
22263	ENA	276	<i>E-pay</i>	1,257.33	8604	INTERNET SERVICE
*22264	ARAMARK UNIFORM SERVICES	100	<i>E-pay</i>	374.54	8605	MAIN MAT SERVICE
22266	ENA	100	<i>E-pay</i>	669.30	8606	VOICE SERVICE
*22267	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	59.08	8607	PRIVATE FIRE SERVICE
22268	WEX BANK	100	<i>E-pay</i>	195.29	8608	FUEL
22277	CENTERPOINT ENERGY	100	<i>E-pay</i>	486.04	8609	WEST GAS SERVICE
22189	STAPLES CREDIT PLAN	100	<i>E-pay</i>	33.98	8610	1099 NEC ENVELOPES
22280	FRONTIER		<i>E-pay</i>	46.88	8611	WEST PHONE 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>
		100				
22283	CINTAS CORPORATION		<i>E-pay</i>	126.69	8612	MAIN CABINET SERVICE
		100				
22178	BAESLERS MARKET		<i>E-pay</i>	71.66	8613	PROGRAM SUPPLIES
		100				
*22296	MIDLAND PAPER COMPANY INC		<i>E-pay</i>	204.38	8614	LARGE FORMAT INK & PAPER
		100				
*22297	MIDLAND PAPER COMPANY INC		<i>E-pay</i>	900.00	8615	LARGE FORMAT INK & PAPER
		100				
22313	CROWN ELECTRIC, INC		<i>E-pay</i>	7,480.00	8624	ADDITIONAL BREAKER PANEL UL
		100				
22314	LOGO CONNXTION		<i>E-pay</i>	288.00	8625	MAINTENANCE LOGO WEAR ORDER
		100				
22315	LOGO CONNXTION		<i>E-pay</i>	1,154.50	8626	MAINTENANCE CLOTHING
		100				
22317	RA-COMM INC		<i>E-pay</i>	1,930.00	8627	MOTOROLA RADIOS
		100				
22318	LOGO CONNXTION		<i>E-pay</i>	1,101.50	8628	LOGO WEAR ORDER
		200				
22326	UNITED PARCEL SERVICE		<i>E-pay</i>	150.00	8629	SHIPPING SERVICE
		100				
22329	LARGE INK, LLC		<i>E-pay</i>	181.58	8630	WILLA BROWN EXHIBITION LABELS
		100				
*22332	COURTESY CLEANING CENTEF		<i>E-pay</i>	28.00	8631	LAUNDERING OF MAIN TABLECLOTHS
		100				
*22346	DUKE ENERGY *		<i>E-pay</i>	390.80	8632	WEST ELECTRIC SERVICE
		100				
*22347	DUKE ENERGY *		<i>E-pay</i>	17,817.86	8633	MAIN ELECTRIC SERVICE
		100				
22351	OFFICE DEPOT		<i>E-pay</i>	1.15	8634	OFFICE SUPPLIES
		100				
*22079	LOWE'S COMMERCIAL SERVICI		<i>E-pay</i>	14.22	8635	MAINTENANCE SUPPLIES
		100				
22354	JOINK LLC		<i>E-pay</i>	275.00	8636	MONTHLY CLOUD BACKUP
		100				
*22357	ARAMARK UNIFORM SERVICES		<i>E-pay</i>	151.35	8637	WEST MAT SERVICE
		100				

Total Count: 39
Total Amount: 39,181.28

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check #</i> <i>ACH #</i> <i>EFT #</i>	<i>Description</i>
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<i>Grand Total Fund 100:</i>	97,691.86
<i>Grand Total Fund 200:</i>	1,431.50
<i>Grand Total Fund 201:</i>	0.00
<i>Grand Total Fund 203:</i>	0.00
<i>Grand Total Fund 276:</i>	6,401.77
<i>Grand Total Fund 300:</i>	0.00
<i>Grand Total Fund 400:</i>	0.00
<i>Grand Total Fund 800:</i>	0.00

Grand Total Count:	117
Grand Total Amount:	105,525.13

**Payroll Payable
Voucher Register**

Vigo County Public Library

For Period January -2022

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
	1/7 Pay#1	Gross Payroll	\$ 244,839.69	\$ 244,839.69	ACH	
	1/7 Pay#1	FICA	\$ 18,312.11	\$ 18,312.11	ACH	
	1/7 Pay#1	PERF	\$ 29,875.88	\$ 29,875.88	ACH	
	Previous qtr.					
	1/19 Adjustment	FICA	\$ 18.70	\$ 18.70	ACH	
	1/21 Pay#2	Gross Payroll	\$ 132,463.40	\$ 132,463.40	ACH	
	1/21 Pay#2	FICA	\$ 9,709.30	\$ 9,709.30	ACH	
	1/21 Pay#2	PERF	\$ 16,794.88	\$ 16,794.88	ACH	
	1/21 Pay#2	Anthem	\$ 67,431.94	\$ 67,431.94	ACH	
	1/21 Pay#2	Guardian	\$ 6,612.48	\$ 6,612.48	ACH	
		Gross Payroll			ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

Total library cost			\$ 526,058.38			
Jan.	pays 1 & 2	Great West	\$ 1,461.42	\$ 1,461.42	ACH	Staff withholding
Jan.	pays 1 & 2	Garnishments	\$ 500.00	\$ 500.00	ACH	Staff withholding
Jan.	pays 1 & 2	AFLAC	\$ 993.98	\$ 993.98	ACH	Staff withholding
Jan.	pays 1 & 2	United Way	\$ 574.00	\$ 574.00	ACH	Staff withholding
Jan.	pays 1 & 2	Anthem	\$ 8,011.89	\$ 8,011.89	ACH	Staff withholding
Jan.	pays 1 & 2	HSA adj.		\$ -	ACH	Staff withholding
Jan.	pays 1 & 2	Guardian	\$ 852.42	\$ 852.42	ACH	Staff withholding
Jan.	pays 1 & 2	Boston Mutual	\$ 733.22	\$ 733.22	ACH	Staff withholding
Jan.	pays 1 & 2	Fed Tax	\$ 44,909.52	\$ 44,909.52	ACH	Staff withholding
Jan.	pays 1 & 2	State Tax	\$ 11,743.93	\$ 11,743.93	ACH	Staff withholding
Jan.	pays 1 & 2	Local Tax	\$ 7,466.66	\$ 7,466.66	ACH	Staff withholding
Jan.	pays 1 & 2	FICA	\$ 28,021.40	\$ 28,021.40	ACH	Staff withholding
Jan.	pays 1 & 2	Vol. PERF	\$ 5,941.44	\$ 5,941.44	ACH	Staff withholding
Staff Cost				\$ 111,209.88		

**Payroll Payable
Voucher Register**

Vigo County Public Library

For Period January -2022

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.

February 21, 2022
Date

Dennis L. Shepard Jr., Fiscal Officer

ALLOWANCE OF PAYROLL PAYABLE VOUCHERS

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

We have examined the voucher listing and the foregoing accounts payable register, consisting of 2 page(s), and except for the vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$ 526,058.38

Dated this 21st day of February 2022 .

Terry W. Jones, Board President

Olivia K. Goulding, Board Vice President

Valentine K. Muyumba, Board Secretary

Christi A. Fenton, Board Member

Camille R. Wallace, Board Member

Stacy D. Killion, Board Member

James M.Young, Board Member

January 31, 2022

Gift Fund Balances
2022

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 684.95	Unrestricted Use	Admin.
64-SPC	\$ 10,604.42	Support of SPC	Admin.
65-Big Read	\$ 450.00	Big Read	Admin.
66-YS	\$ 5,059.54	Support of YS	Admin.
67-WVCF Endowment	\$ 986.00	Support of Strategic Plan Goals	Admin.
68-Crackerbarrel	\$ -	Support of Crackerbarrel	Admin.
69-Wright Foundation	\$ 12,435.26	Unrestricted Use	Admin.
70- West Emily's Garden	\$ 78.36	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,012.08	Support of West Branch	Admin.
72-Friends	\$ (48.50)	Support of Pre-Approved Programs/Initiatives	Admin.
73-WVLC	\$ -	Support of LLC Literacy Events	Admin.
74-Wiley Cupola	\$ 1,274.00	Maintenance of Cupola	Admin.
75-Wiley Memorial	\$ 19,310.17	Maintenance of Memorial	Admin.
77-WVCF Meeks	\$ -	Childrens Literature	Admin.
81-Community Connections	\$ 216.95	Support of Community Connections	Admin.
83-Kiwanis Ys	\$ 371.03	Childrens Book Label Commemorating Speakers	Admin.
85-Phillips	\$ 3,305.47	Support of LLC and Archives	Admin.
87-Cox	\$ 646.48	Hearing Impaired Support	Admin.
89-Christmas in the Park	\$ 944.16	Christmas in the Park	Admin.
92-Marketing	\$ 1,000.00	Unrestricted Use	Admin.
93-Family Learning Day	\$ -	Family Learning Day	Admin.
94-TH Econ.Dev.	\$ 139.58	Adult Nonfiction Commemorating Speakers	Admin.
96-Fundraiser	\$ 142.51	Buy a Book	Admin.
TOTAL	\$ 58,612.46		

**Vigo County Public Library, Vigo County, Indiana
Cash & Investments Combined Statement - 2021**

	Local Fund Number	Local Fund Name	Beg Cash & Inv Bal Jan 1,2021	Receipts	Disbursements	End Cash & Inv Bal Dec 31,2021
Governmental Activities	100	Library Operating	\$5,393,659.33	\$7,535,351.22	\$6,421,664.30	\$6,507,346.25
	200	Gift	\$63,760.68	\$7,558.38	\$13,024.09	\$58,294.97
	201	Rainy Day	\$1,748,249.16	\$0.00	\$0.00	\$1,748,249.16
	276	Grants, Misc.	-\$27,309.59	\$30,711.52	\$16,565.35	-\$13,163.42
	300	Debt Service Fund	\$207,212.08	\$0.00	\$207,212.08	\$0.00
	800	Plac Card	\$0.00	\$65.00	\$65.00	\$0.00
	803	Pay Control	\$1,289.84	\$850,943.11	\$851,194.07	\$1,038.88
		Total All Funds	\$7,386,861.50	\$8,424,629.23	\$7,509,724.89	\$8,301,765.84

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD FEBRUARY 21, 2022

ADMINISTRATION & TECHNICAL SERVICES

ILS MIGRATION AND DATABASE PURGE

Preparation for migrating to the new ILS, SirsiDynix Symphony, continues at VCPL. Last month, Administrative Team members Heather Rayl and Lauren Elyea hosted several listening sessions for library staff to discuss the setup of the new system. Staff were able to preview versions of the new public catalog and were particularly excited about the opportunity to have an integrated real-time view of our physical materials and digital materials, which will greatly aid in discovery for VCPL customers. In March, Heather and Lauren will begin training on the administration of the new ILS and will have it configured for an all-staff training in April. The anticipated go-live date is May 19.

As VCPL staff prepares for data extraction and migration, database clean-up is a priority. A full inventory of the physical collection is underway and an examination of the patron records has been completed. It is recommended that libraries remove outdated/expired library card records prior to migration, but it appears that VCPL has maintained old records from previous ILS systems (dating back to the 1990s). In preparation for the upcoming migration, Administration will be conducting an extensive purge of outdated patron records, including the waiving of associated fees or charges, for accounts that have been expired for more than 6 years. Accounts that expired 3-6 years ago, but have less than \$50 in fees, will also be purged. (Library card records only need to be kept for 3 years, but 6 years is the state recommendation for retaining files related to library revenue.)

ADULT SERVICES

ART HACKS



Assistant Librarian Habeeb Bakare introduced Art Hacks participants to the adult version of creating paper chains. He explained how artists today are taking this childhood craft and making beautiful pieces of wall art.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD FEBRUARY 21, 2022

COMMUNITY OUTREACH

Adult Services Assistant Librarian Luke Gentry used his experiences in designing board games to assist members of local Daisy Troop 839 in earning STEM Girl Scout Badges for Board Game Design. Luke spoke to this group of 1st and 2nd graders about the concept of being an inventor and about the way designing and testing a board game is a type of inventing. After this short presentation, the girls in the troop worked on designing board games of their own, then began playtesting each other's designs in order to earn their badges.



On January 28, VCPL hosted a Community Resource Alliance meeting with 28 in-person and virtual attendees representing 25 area organizations. Participants shared information about resources and events providing services for the community

CUSTOMER FEEDBACK

A customer recently asked Assistant Librarian Luke Gentry about the Crackerbarrel session hosted by VCPL and mentioned they would like to attend in the future. After being given information for upcoming sessions, the customer commented, "Well, as long as there are libraries like this one, I guess there's still hope for us after all."

A customer stopped Lending Services Manager Andrew Akers to share how great Luke Gentry was when helping her with her phone. She said he was very professional and helpful and wanted us to know he was a credit to our service.

A customer observed the Holocaust Remembrance Day display in Adult Services and selected the copy of the graphic novel **Maus** that was included. She approached the reference desk, held up the book, and told Adult Services Librarian and display creator David Kite that with everything that is happening in the world recently, she really appreciated that the library had this book on display. She was really proud to see it there.

Adult Services Librarian Melinda Belles helped a mother find books on architecture for her son, as well as additional titles to submit for ILL or purchase consideration. She was very appreciative and expressed her gratitude for the resources offered by VCPL staff.

A customer commented to Librarian David Kite on the Black History Month wall display. She said she really appreciated seeing that, especially since she was of the "older generation". She added that it was important for the "younger generation" to see "that sort of thing" so they can learn from it. She checked out one of the books and repeatedly stated that it was "really beautiful" and that she was glad she stopped in to see it.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD FEBRUARY 21, 2022

PROGRAMS AND EVENTS

CUSTOMER COMMENT VIA FACEBOOK



When I was a child, the library was my happy place. My mom wasn't able to get me a library card, so I'd walk the few blocks alone from my house to the public library to find novels to get lost in. I'd doggy ear the page I was left on and hide the book in an obscure spot so I could come back for it the next day.

Needless to say, I was in love with the reactions of the girls when they finally had their first trip to the [Vigo County Public Library](#). We definitely had to sign them up for library cards and will be spending many more days there!



INDIANA STATE UNIVERSITY HONORS STUDENTS VOLUNTEER



Twenty-two Indiana State University Honors students volunteered to put stickers in books that will later be distributed as part of the National Endowment of the Arts Big Read program that will kick-off on March 1. These students prepared 3,000 books in less than two hours.

LEGISLATIVE CRACKERBARREL

Education, abortion, gun licensing and transgender rights were just some of the issues community members discussed with legislators with at the second Legislative Crackerbarrel session at VCPL on February 12. Seventy-five people attended this event sponsored by Vigo County Public Library, League of Women Voters of Vigo County, the WILL Center,



DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD FEBRUARY 21, 2022

Vigo County Teacher's Association, Vigo County Taxpayers Association, Greater Terre Haute Branch of the NAACP, and Southern Indiana Area Labor Federation. Executive Director Kristi Howe concluded the event by discussing the VCPL Strategic Plan Goal to champion positive civic engagement and inviting the audience to tour the Library to view the various Black History Month displays.

SPECIAL COLLECTIONS

SPC INVENTORY PROJECT

In conjunction with the ongoing work being done by Technical Services in preparation for the implementation of VCPL's new integrated library system, SPC has been working on inventorying its holdings. This process, while certainly a sizable endeavor, has been extraordinarily helpful for staff to assess what sorts of materials SPC has, what items may be good candidates for weeding, and what materials will need to be re-labeled. This process has also allowed SPC staff to acquaint themselves with items that they may have never seen before! In short, this project not only helps ease the transition of SPC items into the new ILS, but has also been an occasion of learning for staff and the overall betterment of the department. All of these outcomes will certainly benefit SPC customers in the future.

WEST BRANCH

WEST BRANCH COLLECTION DEVELOPMENT PROJECT

The West Branch staff, led by Librarian Sharon McConnell, has been working diligently to ensure the collection at the Branch is up-to-date, easy to access, and meets the needs of the West Branch customers. Sharon has evaluated each section to determine if materials are not circulating and need to be weeded, or if anything needs to be replaced due to over-use. The thorough weeding will allow for more space on the shelves for new books and will keep the shelves from being too full of material that is not being used. This will allow customers to find exactly what they are looking for and maybe even something new. The staff are consistently looking for ways to improve the layout and flow of the Branch. Some examples include interfiling the various award books so customers don't have to look in three different sections to find the book they want and labeling the magazine shelves with magnetic labels so that customers can see which magazines the library has even if the newest magazine is not currently on the front-facing shelf. As a whole, this project will help the West Branch customers navigate the library easily and find the material they are looking for, whether they have a call number in-hand or are just browsing the collection.



DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD FEBRUARY 21, 2022

YOUTH SERVICES

CREATIVITY ON DISPLAY

The Youth Services Department is busy and full of excitement! While staff continue to conduct high-quality staple programs and services such as outreach and story times, there is a lot of new activity as well. Take-home kits have been so successful that YS has had to dramatically increase the available supply to meet the high demand. CyberSuccess has moved into an exciting new phase as well, as the team explores the possibilities of learning and engagement in shared digital spaces such as cooperative video games. With a recent infusion of fresh ideas and enthusiasm, the YS team has planned several new initiatives for the Spring and Summer, so stay tuned!

PERSONNEL CHANGES

EMPLOYMENT

McCoskey, Glen - Begin Express Employment Professionals temporary assignment in the full-time position of Maintenance Assistant-Groundskeeper in the Maintenance Department effective February 11, 2022.

Nyx, Kiran Sue - Hired for the full-time non-exempt position of Human Services Specialist in the Administration Department effective February 14, 2022.

Engle, Sloane Elizabeth - Transfer from the full-time non-exempt position of West Branch-Special Collections Clerk to the full-time non-exempt position of West Branch Clerk effective February 21, 2022.

Noble, Sandra Lea - Hired for the full-time non-exempt position of Special Collections Clerk in the Special Collections Department effective February 14, 2022.

Chandler, Lauren Ann - Transfer from the part-time non-exempt temporary position of Professional Development Mentor in the Youth Services Department to the part-time non-exempt position of Librarian-Clerk effective January 24, 2022 (will serve as substitute staffing for departments performing librarian/clerk functions).

Respectfully submitted,
Kristi J. Howe

2/17/22 AG

	January-22	January-21		YTD 2022	YTD 2021	
Print Circulation	20,141	20,071	0.3%	20,141	20,071	0.3%
A/V Circulation	7,602	8,486	-10.4%	7,602	8,486	-10.4%
Misc	418	354	18.1%	418	354	18.1%
Electronic Devices	71	45	57.8%	71	45	57.8%
TOTAL	28,232	28,956	-2.5%	28,232	28,956	-2.5%

	January-22	January-21		YTD 2022	YTD 2021	
Overdrive						
E-book	5,468	5,608	-2.5%	5,468	5,608	-2.5%
E-audiobook	3,111	2,806	10.9%	3,111	2,806	10.9%
E-Magazines	446	395	12.9%	446	395	12.9%
E-video or music	10	6	66.7%	10	6	66.7%
TOTAL	9,035	8,815	2.5%	9,035	8,815	2.5%

	January-22	January-21		YTD 2022	YTD 2021	
Hoopla						
E-audiobook	1,635	1,643	-0.5%	1,635	1,643	-0.5%
E-Books	838	890	-5.8%	838	890	-5.8%
E-Comics	162	179	-9.5%	162	179	-9.5%
E-music	155	158	-1.9%	155	158	-1.9%
E-video movie	220	238	-7.6%	220	238	-7.6%
E-video TV	169	3,291	-94.9%	169	3,291	-94.9%
TOTAL	3,179	6,399	-50.3%	3,179	6,399	-50.3%

	January-22	January-21		YTD 2022	YTD 2021	
Reference [fact-finding]	2,534	2,944	-13.9%	2,534	2,944	-13.9%

MATERIALS ADDED TO COLLECTION

Purchased Items	January-22	YTD 2022	Donated Items	January-22	YTD 2022
Book	881	881	Book	0	0
Video	346	346	Video	0	0
Video Game	13	13	Video Game	0	0
Music CD	2	2	Music CD	0	0
Audio Book	12	12	Audio Book	0	0
Misc	22	22	Misc	0	0
TOTAL	1,276	1,276	TOTAL	0	0

New Items Ordered	January-22	YTD 2022	New Items Received	January-22	YTD 2022
Book	739	739	Book	572	572
Video	411	411	Video	166	166
Video Game	19	19	Video Game	21	21
Music CD	6	6	Music CD	2	2
Audio Book	30	30	Audio Book	15	15
Misc	12	12	Misc	5	5
TOTAL	1,217	1,217	TOTAL	781	781

Vigo County Public Library
January 2022

TAKE & MAKE KITS DISTRIBUTED	January-22	January-21		YTD 2022	YTD 2021	
Early Literacy (ISL: 0-5 yrs)	30	0	null	30	0	null
Children (ISL: 6-11 yrs)	33	109	-69.7%	33	109	-69.7%
Teens (ISL: 12-18yrs)	35	48	-27.1%	35	48	-27.1%
Adults (ISL: 19 + yrs)	27	30	-10.0%	27	30	-10.0%
General (all ages)	0	56	-100.0%	0	56	-100.0%
TOTAL	125	243	-48.6%	125	243	-48.6%

ON-SITE PROGRAMS	January-22	January-21		YTD 2022	YTD 2021	
Early Literacy programs/events/classes	7	0	null	7	0	null
Youth programs/events/classes	1	0	null	1	0	null
Teen programs/events/classes	1	0	null	1	0	null
Adult programs/events/classes	7	0	null	7	0	null
Family/general	1	1	0.0%	1	1	0.0%
TOTAL	17	1	1600.0%	17	1	1600.0%

ON-SITE ATTENDANCE	January-22	January-21		YTD 2022	YTD 2021	
Early Literacy attendance	76	0	null	76	0	null
Youth attendance	12	0	null	12	0	null
Teen attendance	0	0	null	0	0	null
Adult attendance	133	0	null	133	0	null
Family/general attendance	17	7	142.9%	17	7	142.9%
TOTAL	238	7	3300.0%	238	7	3300.0%

OFF-SITE PROGRAMS	January-22	January-21		YTD 2022	YTD 2021	
Early Literacy attendance	0	0	null	0	0	null
Youth outreach	0	0	null	0	0	null
Teen outreach	0	0	null	0	0	null
Adult outreach	0	0	null	0	0	null
Family outreach	0	0	null	0	0	null
Participation in Community Events	0	0	null	0	0	null
TOTAL	0	0	null	0	0	null

OFF-SITE ATTENDANCE	January-22	January-21		YTD 2022	YTD 2021	
Early Literacy attendance	0	0	null	0	0	null
Youth outreach attendance	0	0	null	0	0	null
Teen outreach attendance	0	0	null	0	0	null
Adult outreach attendance	0	0	null	0	0	null
Family outreach attendance	0	0	null	0	0	null
Community Events Interactions	0	0	null	0	0	null
TOTAL	0	0	null	0	0	null

	January-22	January-21		YTD 2022	YTD 2021	
Computer Users	3,240	2,806	15.5%	3,240	2,806	15.5%
Subscription Databases	8,367	11,284	-25.9%	8,367	11,284	-25.9%
ILL provided to other Libraries	218	223	-2.2%	218	223	-2.2%
ILL received from other Libraries	163	268	-39.2%	163	268	-39.2%
Web Site Hits	16,690	15,983	4.4%	16,690	15,983	4.4%
Mobile App Visits	566	571	-0.9%	566	571	-0.9%

	January-22	January-21		YTD 2022	YTD 2021	
Adult materials deliveries	28	31	0.0%	28	28	0.0%
Youth materials deliveries	20	23	-13.0%	20	23	-13.0%
TOTAL	48	51	-5.9%	48	51	-5.9%

VIGO COUNTY PUBLIC LIBRARY

Indiana Public Library Annual Report 2021

CURRENT YEAR PREVIOUS YEAR

1 - General Information

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Please provide the most current information available.

01-001	Name of the person preparing this report	Amy Gibson	<i>Amy Gibson</i>
01-002	Preparer's phone number	(812) 645-3624	<i>(812) 645-3624</i>
01-003	Time zone in which the library's administrative entity is located	Eastern Time	<i>Eastern Time</i>
01-004	Library name	VIGO COUNTY PUBLIC LIBRARY	<i>VIGO COUNTY PUBLIC LIBRARY</i>
01-005	Library class	A	<i>A</i>
01-006	Library director	Kristi J. Howe	<i>Kristi J. Howe</i>
01-007	Street address	ONE LIBRARY SQUARE	<i>ONE LIBRARY SQUARE</i>
01-008	City	TERRE HAUTE	<i>TERRE HAUTE</i>
01-009	ZIP code	47807	<i>47807</i>
01-010	Is the mailing address the same as the address listed above?	Yes	<i>Yes</i>
01-011	Mailing address	ONE LIBRARY SQUARE	<i>ONE LIBRARY SQUARE</i>
01-012	Mailing city	TERRE HAUTE	<i>TERRE HAUTE</i>
01-013	Mailing ZIP code	47807	<i>47807</i>
01-014	Congressional district number	8	<i>8</i>
01-015	Phone	(812) 232-1113	<i>(812) 232-1113</i>
01-016	Fax	(812) 235-1439	<i>(812) 235-1439</i>
01-017	Does your library have an answering machine, voicemail or other similar technology?	Yes	<i>Yes</i>
01-018	Library URL	vigo.lib.in.us	<i>vigo.lib.in.us</i>
01-019	Public library email address or a means of electronic contact listed on the library's website	questions@vigo.lib.in.us	<i>questions@vigo.lib.in.us</i>
	Building Questions	32	
01-	Year the current central library was built	1979	<i>1979</i>

020

01-021	Year of the most recent structural addition or alteration to the current central library	2017	2017
01-022	Square footage of the central library	78,570	78,570

01-023 Click [here](#) to complete the central library daily hours.

This link will take you to a table where you can record the typical hours that the central library is open.

Please enter the hours in the following format: XX:XX AM or XX:XX PM. Please enter the hours that the library is open during a typical week. These are the hours which will be made available online at <https://www.in.gov/library/pldirectory.htm> and updated as you notify us of changes.

01-023a If your central library has non-standard schedule that cannot be correctly entered into the above form, please provide those hours here. For example, if your library closes for an hour for lunch, or if you have a special winter schedule, report that here.

01-038	Total number of hours the central library is open during a typical week	70	70
01-039	Total number of hours per week the central library is open after 5:00 PM	13	13
01-040	Total number of hours per week the central library is open on Saturday	8	8
01-041	Total number of hours per week the central library is open on Sunday	4	4
01-042	Number of weeks per year the central library was open in 2021	52	39
01-043	Number of weeks the central library was closed due to COVID-19	0	7
01-044	Number of weeks the central library had limited occupancy due to COVID-19	0	6
01-045	Total public service hours the central library was open in 2021	3,534.0	2,730.00

Internet Access

01-046	Does the library provide internet access?	Yes	Yes
01-047	What type of internet access is available in the central library?	Fiber Optic	Fiber Optic
01-048	Specify the download speed of internet access in the central library.	1000 MBPS	1000 MBPS

Please specify the unit of measurement (e.g., 20 MBPS)

Branch Information

01-200	Total number of branches (If this answer = 0, skip questions 01-200a through 01-237)	1	1
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Individual Branch Information

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

01-200a	Branch name	WEST BRANCH LIBRARY	WEST BRANCH LIBRARY
01-201a	Branch street address	33 125 NORTH CHURCH STREET	125 NORTH CHURCH STREET

01- 202a	Branch city	WEST TERRE HAUTE	<i>WEST TERRE HAUTE</i>
01- 203a	Branch county	VIGO	<i>VIGO</i>
01- 204a	Branch ZIP	47885	<i>47885</i>
01- 205a	Is the mailing address the same as the address listed above?	No	<i>No</i>
01- 206a	Branch mailing address	1 Library Square, Terre Haute, IN 47807	<i>1 Library Square, Terre Haute, IN 47807</i>
01- 207a	Phone	(812) 235-2121	<i>(812) 235-2121</i>
01- 208a	Fax	(812) 478-9602	<i>(812) 478-9602</i>
01- 209a	Year built	2001	<i>2001</i>
01- 210a	Year of the most recent structural addition or alteration to branch building	2016	<i>2016</i>
01- 211a	Square footage of branch	5000	<i>5000</i>
01- 212a	Number of weeks per year individual branch was open in 2021	52	<i>39</i>
01- 213a	Number of weeks the individual branch closed due to COVID-19	0	<i>7</i>
01- 214a	Number of weeks the individual branch had limited occupancy due to COVID-19	0	<i>6</i>
01- 215a	Monday opening time	12:00 PM	<i>12:00 PM</i>
01- 216a	Monday closing time	8:00 PM	<i>08:00 PM</i>
01- 217a	Tuesday opening time	10:00 AM	<i>10:00 AM</i>
01- 218a	Tuesday closing time	6:00 PM	<i>06:00 PM</i>
01- 219a	Wednesday opening time	12:00 PM	<i>12:00 PM</i>
01- 220a	Wednesday closing time	8:00 PM	<i>08:00 PM</i>
01- 221a	Thursday opening time	10:00 AM	<i>10:00 AM</i>
01- 222a	Thursday closing time	6:00 PM	<i>06:00 PM</i>
01- 223a	Friday opening time	10:00 AM	<i>10:00 AM</i>
01- 224a	Friday closing time	6:00 PM	<i>6:00 PM</i>
01- 225a	Saturday opening time		
01- 226a	Saturday closing time		
01- 227a	Sunday opening time		
01- 228a	Sunday closing time		

01- 229a	Total open hours for the branch library during a typical week.	40	40
01- 230a	Total public service hours the branch was open in 2021	1,974	1,560
01- 231a	Does the branch library provide internet access?	Yes	Yes
01- 232a	What type of internet access is available in the branch library?	Fiber Optic	Fiber Optic
01- 233a	Specify the download speed of internet access in the branch library	1000 mbps	100
01- 237	Total annual public service hours of all branches	1,974.00	1,560.00

Bookmobile Information

01- 300	Total number of bookmobiles (<i>If this answer = 0, skip questions 01-301a through 01-315</i>)	0	0
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Individual Bookmobile Information

01- 301a	Bookmobile name		
01- 302a	Street address		
01- 303a	City		
01- 304a	County		
01- 305a	ZIP		
01- 306a	Is the bookmobile's mailing address the same as the address listed above?		
01- 307a	Mailing address		
01- 308a	Phone		
01- 309a	Fax		
01- 310a	Total number of hours the bookmobile is open during a typical week		
01- 311a	Number of weeks per year the bookmobile is open		
01- 312a	Number of weeks the bookmobile closed due to COVID-19		
01- 313a	Number of weeks the bookmobile had limited occupancy due to COVID-19		
01- 314a	Total public service hours the bookmobile was open in 2021		
01- 315	Total annual public service hours of all bookmobiles	0.00	0.00
01- 500	Total system public service hours per year	5,508.00	4,290.00

2 - Registrations

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

02-001	Total number of resident registered users	21,738	23,897
02-002	Total number of users from contracting areas	N/A	N/A
02-003	Total number of non-resident registered users	94	101
02-003a	Total number of registered users	21,832	
02-004	Total number of reciprocal users	369	431
02-005	Total number of PLAC users	3	3
02-006	Total number of non-resident cards issued to student users	28	12
02-007	Total number of non-resident cards issued to school employees	8	3
02-008	Total number of non-resident cards issued to library employees	17	10
02-009	Amount of non-resident fee	\$65.00	\$65.00
02-010	Date the library board adopted this fee	02/17/2020	2/17/2020
02-011	Does your library annually purge or mark inactive accounts for those patrons who have not used their accounts for the last three (3) years and do not owe materials, fines, or fees to the library?	Yes	Yes

3 - Libraries and Political Subdivisions

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

If your library district is located in more than one county or is a county contractual, please list information for both counties or library and contractual division.

See the instructions for a description of the political divisions.

2010 Census figures are used for all calculations

03-001	Name of primary county	VIGO	VIGO
03-002	Total assessed valuation for library district	\$4,109,546,642	\$4,050,987,211
03-003	Operating tax rate	0.1730	.1686
03-004	Source year for data	2021	2020
03-005	Debt fund tax rate	N/A	.0082
03-006	LCPF tax rate	N/A	N/A
03-007	Did your library roll the LCPF into the operating tax rate?	N/A	N/A
03-008	Name of additional county	N/A ³⁶	N/A

03-009	Total assessed valuation for additional county	N/A	N/A
03-010	Operating tax rate for additional county	N/A	N/A
03-011	Debt fund tax rate	N/A	N/A
03-012	LCPF tax rate	N/A	N/A
03-013	Total district population without contracts	107,848	107,848
03-014	Total district population with contracts	0	0
03-015	Political subdivision name	Vigo	Vigo
03-016	Type of political unit (taxed units 1, 2, 3, 4, 9, 11, 12 only)	3	3
03-017	Population <u>2010 census</u> (taxed and served)	107,848	107,848
03-018	Type of political unit (contracting units 5, 6, 7, 8, 10 only)	N/A	N/A
03-019	Population <u>2010 census</u> (served by contract)	N/A	N/A
03-020	Were there any changes to your library's service area? (Changes may include annexations, mergers, or changes to contracts.)	No	No
03-021	If the answer to 03-020 is YES, please explain		

4 - Operating Revenue

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Local Government Revenue

04-001	Property tax or CEDIT income from library tax rate	\$5,671,913	\$5,426,878
04-002	Miscellaneous income taxes or LIT (Local Income Tax)	\$1,235,396	\$1,144,781
04-003	Contractual revenue received for service	\$0	\$0
04-004	Total local government revenue	\$6,907,309	\$6,571,659

State Government Revenue

04-005	Financial Institutions Tax (FIT)	\$77,536	\$59,853
04-006	License Vehicle Excise Tax	\$491,064	\$457,784
04-007	Commercial Vehicle Excise Tax (CVET)	\$31,735	\$29,574
04-008	Broadband Connectivity Grant	\$12,312	\$15,088

04-009	Other state revenue	\$0	\$0
04-010	Source(s):	N/A	N/A
04-011	Total state revenue	\$612,647	\$562,299
<u>Federal Government Revenue</u>			
04-012	LSTA grants	\$0	\$837
04-013	Other federal revenue (including CARES Act funds)	\$18,400	\$92,863
04-014	Source(s):	LSTA Cares Act State Grants and NEA Big Read Grant	<i>E-Rate Category 2 Reimbursement, NEA Big Read Grant, and National Endowment for Humanities</i>
04-015	Total federal revenue	\$18,400	\$93,700
<u>Other Revenue</u>			
04-016	PLAC reimbursement	\$0	
04-017	Fines and fees	\$15,392	\$20,953
04-018	Interest on investments	\$1,131	\$15,815
04-019	Gift receipts	\$7,558	\$10,480
04-020	Private and public foundation grants	\$0	\$0
04-021	Miscellaneous revenue	\$11,249	\$13,159
04-022	Source(s):	Checking interest, refunds, petty cash receipt, flash drives, earbuds, totes, Miracle on 7th contest award, \$ for scrap, surplus property sales, PLAC card sale	<i>Checking interest, refunds, transfer in from levy excess fund, petty cash receipt, flash drives, earbuds, tote bags, scrap, and surplus property.</i>
04-023	Total other revenue	\$35,330	\$60,407
04-024	Total operating revenue	\$7,573,686	\$7,288,065

5 - Operating Fund Expenditures

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Staff and Supplies

05-001	Salaries/wages of all library staff	\$3,105,406	\$3,154,102
05-002	Employee benefits	\$1,468,064	\$1,386,915
05-003	Other personal services	\$0	\$0
05-	Total personal services	\$4,573,470	\$4,541,017

004			
05-005	Total staff expenditures	\$4,573,470	\$4,541,017
05-006	Total supplies	\$184,727	\$199,570
<u>Other Services and Charges</u>			
05-007	Professional services	\$380,581	\$341,596
05-008	Communication and transportation	\$62,956	\$50,661
05-009	Printing and advertising	\$31,873	\$13,930
05-010	Insurance	\$53,177	\$55,894
05-011	Utility services	\$184,343	\$163,455
05-012	Repairs and maintenance	\$122,002	\$208,556
05-013	Rentals	\$38,588	\$31,734
05-014	Debt service	\$0	\$0
05-015	Lease rental	\$0	\$0
05-016	Other	\$21,097	\$13,069
05-017	Total of other services and charges	\$894,617	\$878,895
<u>Capital Outlays from Operating Fund Expenditures</u>			
05-018	Land	\$0	\$0
05-019	Buildings	\$0	\$0
05-020	Improvements other than buildings	\$0	\$0
05-021	Furniture and equipment	\$220,695	\$77,868
05-022	Capital outlays for public access computers, e-readers and electronic media devices. DO NOT REPORT in Q05-021	\$2,045	\$6,408
<u>Library Materials - Operating Fund Expenditures</u>			
05-023	Books	\$155,188	\$158,601
05-024	Periodicals and newspapers	\$16,150	\$16,393
05-025	Audio/Visual materials, microforms, and other non-printed, physical materials	\$94,462	\$100,106
05-026	E-books, electronic collections, and database licensing/purchase/lease expenditures	\$275,590	\$267,950
05-027	Electronic physical format, including Playaways and e-book readers	\$4,718	\$3,193
<u>Library Materials - Non-Operating Fund Expenditures</u>			
05-028	Books	\$1,730 ³⁹	\$1,157

05-029	Periodicals and newspapers	\$0	\$0
05-030	Audio/Visual materials, microforms, and other non-printed, physical materials	\$0	\$0
05-031	E-book and electronic database licensing/purchase/lease expenditures	\$3,400	\$0
05-032	Electronic physical format, including Playaways and e-book readers	\$0	\$0
05-033	Total expenditures for print materials	\$173,088	\$176,151
05-034	Total expenditures for electronic materials	\$283,708	\$271,143
05-035	Total expenditures for other materials	\$94,462	\$100,106
05-036	Total expenditures for collections	\$551,258	\$547,400
05-037	Total operating fund capital outlays	\$493,258	\$362,569
05-038	Total operating fund expenditure for collection development	\$548,153	\$552,651
05-039	Total non-operating fund expenditure for collection development	\$5,150	\$1,157
05-040	Public access computers, e-readers and electronic media devices from all non-operating funds	\$0	\$0
05-041	Total operating fund expenditures	\$6,421,662	\$6,250,001
05-042	Other operating expenditures	\$1,302,084	\$1,162,741
05-043	Total operating expenditures	\$6,426,812	\$6,251,158
05-044	Total capital fund expenditures	\$0	\$0
<u>Non-Resident Fee Standard</u>			
05-045	Total collection expenditures	\$553,303	\$553,808
05-046	Total 2020 operating expenditures per capita	\$57.95	\$61.70
05-047	Difference between 2020 OE per capita and non-resident fee (subtract Q02-009 from Q05-046). If the output is a positive number, then your library's non-resident fee needs to be raised to match or exceed the operating expenditure per capita at the next scheduled board meeting.	\$-7.05	\$-3.30
05-047a	Does your library's non-resident fee meet the standard? (Select YES if 05-047 is a negative number; Select NO if 05-047 is a positive number)	Yes	Yes
05-048	Total 2021 operating expenditures per capita. PLEASE MAKE SURE YOUR 2022 NON-RESIDENT FEE IS EQUAL OR GREATER THAN THIS AMOUNT	59.54	57.95
<u>Collection Development Standard</u>			
05-049	Collection development expenditure (from all funds) as a percentage of operating fund expenditure	8.6% 40	8.8%

6 - Capital Revenue

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

06-001	Local government capital revenue	\$0	\$0
06-002	State government capital revenue	\$0	\$0
06-003	Federal government capital revenue	\$0	\$0
06-004	Other capital revenue	\$0	\$0
06-005	Total capital revenue	\$0	\$0

7 - Employment Data

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

ALA-MLS Librarians

07-001	Total number of all librarians with an ALA-MLS	20.00	19.00
07-002	Total number of paid hours per week for all ALA-MLS librarians	800	760
07-003	FTE for all ALA-MLS librarians	20.00	19.00

All Librarians

07-004	Total number of all librarians, including ALA-MLS librarians	34.00	33.00
07-005	Total number of paid hours per week for all librarians, including ALA-MLS librarians	1,328	1,300
07-006	FTE for all librarians	33.20	32.50

All Other Staff

07-007	Total number of all other paid staff	46.00	51.00
07-008	Total number of paid hours per week for all other paid staff	1,675.5	1,836.5
07-009	FTE for all other paid staff	41.89	45.91
07-010	Total number of all paid staff	80.00	84.00
07-011	Total hours paid per week for all paid staff	3,003.50	3,136.50
07-012	FTE for all paid staff	75.09	78.41
07-013	Number of hours per week considered to be full-time employment in your library	40	40

8 - Library Service and Technology

41

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Interlibrary Loans

08-001	Number of interlibrary loan items (including photocopies) your library has provided to other libraries	892	676
08-002	Evergreen transits to other libraries. Number will be supplied by the Indiana State Library	0	0
08-003	SRCS materials provided to other libraries. Number will be supplied by the Indiana State Library	1,560	801
08-004	Total number of loans provided to other libraries	2,452	1,477
08-005	Number of interlibrary loan items (including photocopies) your library has borrowed from other libraries	386	680
08-006	Evergreen transits received from other libraries. Number will be supplied by the Indiana State Library	0	0
08-007	SRCS materials received from other libraries. Number will be supplied by the Indiana State Library	2,469	1,479
08-008	Total number of loans received from other libraries	2,855	2,159
08-009	Net lending rate	0.86	0.68

Programs

A program is any planned event which introduces the attendees to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. They may also provide cultural, recreational, or educational information, often designed to meet a specific social need.

Synchronous (Live) In-Person Program Sessions

08-010	Number of children's programs held in the library	73	92
08-010a	Number of programs targeted at children ages 0-5 (enter "NA" if unknown)	N/A	
08-010b	Number of programs targeted at children ages 6-11 (enter "NA" if unknown)	N/A	
08-011	Number of children's programs held offsite	0	33
08-011a	Number of programs targeted at children ages 0-5 (enter "NA" if unknown)	N/A	
08-011b	Number of programs targeted at children ages 6-11 (enter "NA" if unknown)	N/A	
08-012	Number of young adult programs held in the library	2	8
08-013	Number of young adult programs held offsite	0	11
08-014	Number of adult programs held in the library	32	54
08-015	Number of adult programs held offsite	24 42	56

08-016	Number of general interest (all ages) programs held in the library	19	61
08-017	Number of general interest (all ages) programs held offsite	9	10
08-018	Total number of non-library sponsored programs	91	1,657
08-019	Total number of in-person programs held at the library	126	325
08-020	Total number of in-person programs held offsite	33	
08-021	Attendance at children's programs held in the library	917	530
08-021a	Attendance at programs targeted at children ages 0-5 (enter "NA" if unknown)	N/A	
08-021b	Attendance at programs targeted at children ages 6-11 (enter "NA" if unknown)	N/A	
08-022	Attendance at children's programs held offsite	0	1,144
08-022a	Attendance at programs targeted at children ages 0-5 (enter "NA" if unknown)	N/A	
08-022b	Attendance at programs targeted at children ages 6-11 (enter "NA" if unknown)	N/A	
08-023	Attendance at young adult programs held in the library	2	38
08-024	Attendance at young adult programs held offsite	0	352
08-025	Attendance at adult programs held in the library	750	1,149
08-026	Attendance at adult programs held offsite	471	1,375
08-027	Attendance at general interest (all ages) programs held in the library	3,071	756
08-028	Attendance at general interest (all ages) programs held offsite	668	1,170
08-029	Total attendance at non-library sponsored programs	1,869	7,374
08-030	Total children's in-person program attendance	917	1,674
08-030a	Total attendance at programs for children 0-5 (enter "NA" if unknown)	0	
08-030b	Total attendance at programs for children 6-11 (enter "NA" if unknown)	0	
08-031	Total young adult in-person program attendance	2	390
08-032	Total attendance at all in-person programs held in the library	4,740	6,514
08-033	Total attendance at all in-person programs held offsite	1,139 ⁴³	

08- **Total attendance at all in-person programs** 5,879
034

Synchronous (Live) Virtual Programs

Live, virtual programs are conducted via a Web conferencing or Webinar platform such as Facebook, YouTube, or Zoom, during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time.

08- 035	Number of children's synchronous virtual programs	18	9
08- 035a	Number of synchronous virtual programs targeted at children ages 0-5 ((enter "NA" if unknown)	N/A	
08- 035b	Number of synchronous virtual programs targeted at children ages 6-11 (enter "NA" if unknown)	N/A	
08- 036	Number of young adult synchronous virtual programs	14	5
08- 037	Number of adult synchronous virtual programs	44	48
08- 038	Number of general interest (all ages) synchronous virtual programs	30	9
08- 039	Total number of synchronous virtual programs	106	71
08- 040	Attendance at children's synchronous virtual programs as counted by participants	118	0
08- 040a	Attendance at synchronous virtual programs aimed at children 0-5 as counted by participants (enter "NA" if unknown)	N/A	
08- 040b	Attendance at synchronous virtual programs aimed at children 6-11 as counted by participants (enter "NA" if unknown)	N/A	
08- 040c	Attendance at children's synchronous virtual programs as counted by participant devices (enter "NA" if unknown)	N/A	
08- 040d	Attendance at synchronous virtual programs aimed at children 0-5 as counted by participant devices (enter "NA" if unknown)	N/A	
08- 040e	Attendance at synchronous virtual programs aimed at children 6-11 as counted by participant devices (enter "NA" if unknown)	N/A	
08- 041	Attendance at young adult synchronous virtual programs as counted by participants	94	0
08- 041a	Attendance at young adult synchronous virtual programs as counted by participant devices (enter "NA" if unknown)	N/A	
08- 042	Attendance at adult synchronous virtual programs as counted by participants	263	0
08- 042a	Attendance at adult synchronous virtual programs as counted by participant devices (enter "NA" if unknown)	N/A	
08- 043	Attendance at general interest (all ages) synchronous virtual programs as counted by participants	180	350
08- 043a	Attendance at general (all ages) synchronous virtual programs as counted by participant devices (enter "NA" if unknown)	0	
08- 044	Total attendance at synchronous virtual programs as counted by participants	655	44 350
08-	Total attendance at synchronous (live) virtual	0	

044a	programs as counted by participant devices (enter "NA" if unknown)		
08-045	Total number of children's synchronous (live) programs (includes in-person and synchronous virtual)	91	134
08-045a	Number of programs targeted at children ages 0-5 (enter "NA" if unknown)	N/A	
08-045b	Number of programs targeted at children ages 6-11 (enter "NA" if unknown)	N/A	
08-046	Total number of young adult synchronous (live) programs (includes in-person and synchronous virtual)	16	24
08-047	Total number of synchronous (live) programs (includes in-person and synchronous virtual)	232	396
08-048	Total attendance at children's synchronous (live) programs (includes in-person and synchronous virtual)	1,035	1,674
08-048a	Attendance at programs targeted at children ages 0-5 (enter "NA" if unknown)	N/A	
08-048b	Attendance at programs targeted at children ages 6-11 (enter "NA" if unknown)	N/A	
08-049	Total attendance at young adult synchronous (live) programs (includes in-person and synchronous virtual)	96	390
08-050	Total attendance at all synchronous (live) programs (includes in-person and synchronous virtual)	5,395	6,864
08-051	Total Number of Asynchronous (Recorded) Program Presentations	34	39
08-052	Total Views of Asynchronous (Recorded) Program Presentations	1,569	1,322
<u>Children's Reading Program</u>			
08-053	How many weeks of a Children's Reading Program did your library offer at each fixed location?	9	9
08-054	Total number of annual visits to the library	180,181	130,578
08-054a	Library visits reporting method	CT - Annual Count	Count
08-055	Total number of reference transactions in 2021	32,738	33,107
08-055a	Reference transactions reporting method	CT - Annual Count	Count
08-056	Instructional references services	2,437	3,545
<u>Electronic Collections (includes Licensed Databases)</u>			
08-057	Number of state-licensed databases (INSPIRE databases)	86	86
08-058	Number of local and other licensed databases (not INSPIRE)	19	19
08-059	Name(s) of public use/commercial databases to which the library subscribes	Access Newspaper Archive; AtoZ Databases; NoveList; Archives Unbound; Chiltons; Legal Forms; Gale Courses; Hoopla; Niche Academy;	Response has been entered.

AncestryPLUS; HeritageQuest;
Historic Map Works; Fold3 by
Ancestry; Resume Maker;
Tumblebooks; ValueLine; AtoZ
Food America; AtoZ World
Food; Overdrive

08- 060	Total electronic collections/databases	105	105
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Public Computers

08- 061	Number of uses (sessions) of public internet computers in 2021	34,716	30,545
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08- 061a	Reporting method for number of uses of public internet computers	CT - Annual Count	
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08- 062	Number of wireless internet uses per year	59,819	125,538
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08- 062a	Reporting method for wireless sessions	CT - Annual Count	
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08- 063	Number of public internet computers system-wide	61	40
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08- 064	Number of staff computers	114	132
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08- 065	Number of website visits	196,605	209,118
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Library System Automation

08- 066	Does your library have an automated bookkeeping system?	Yes	Yes
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08- 067	Name of bookkeeping system	BUCS	BUCS
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08- 068	Brand and version of Integrated Library System	Sierra, Version 5.0.0_14	Sierra, Version 5.0.0_14
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9 - Circulation and Holdings

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

09- 001	Circulation of physical items	330,672	313,073
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09- 002	Use of electronic materials (<i>e.g. e-books circulated or electronic materials downloaded annually</i>)	102,091	99,251
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09- 003	Successful retrieval of electronic information (<i>e.g. electronic material usage or views not meeting the definition of circulation and not otherwise reported in 09-002</i>)	128,894	163,547
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09- 004	Total electronic content use	230,985	262,798
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09- 005	Circulation of all children's materials	133,368	122,407
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09- 006	Circulation of other physical items	10,600	
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09- 007	Total circulation of all materials	432,763	412,324
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09- 008	Total collection use	561,657 ⁴⁶	575,871
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09-009	Total in-house usage of materials	N/A	N/A
<u>Selected Holdings</u>			
09-010	Books (print)	110,859	112,584
09-011	Does the library belong to an e-book consortium?	Yes	Yes
09-012	Name of e-book consortium	Indiana Digital Media	Indiana Digital Media
09-013	E-books (LOCAL HOLDINGS)	6,830	9,865
09-014	E-books (CONSORTIUM HOLDINGS)	73,782	65,569
09-015	E-books (TOTAL)	80,612	75,434
09-016	Video materials - physical units	14,979	15,113
09-017	Video materials - downloadable units (LOCAL HOLDINGS)	6	6
09-018	Video materials - downloadable units (CONSORTIUM HOLDINGS)	313	447
09-019	Video materials - downloadable units (TOTAL)	319	453
09-020	Audio materials - physical units	6,538	7,017
09-021	Audio materials - downloadable units (LOCAL HOLDINGS)	2,571	1,812
09-022	Audio materials - downloadable units (CONSORTIUM HOLDINGS)	27,518	21,083
09-023	Audio materials - downloadable units (TOTAL)	30,089	22,895
09-024	Current print serial subscriptions	219	228
09-025	Current electronic serials subscriptions	3,917	85
09-026	Does your library circulate hotspots?	Yes	Yes
09-027	Other circulating physical items	2,284	
09-028	Total physical items in collection (09-010 + 09-016 + 09-020 + 09-027)	134,660	

10 - Library Board

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

10-0001	Position: President	President	President
10-0002	First name	Terry	Terry
10-0003	Middle initial/name	W.	W.
10-0004	Last name	Jones ⁴⁷	Jones

10-0005	Home address	1609 6th Ave.	<i>1609 6th Ave.</i>
10-0006	City	Terre Haute	<i>Terre Haute</i>
10-0007	ZIP code	47807	<i>47807</i>
10-0008	Email address	t8jones@msn.com	<i>t8jones@msn.com</i>
10-0009	Appointing authority	Vigo County Commissioners	<i>Vigo County Commissioners</i>
10-0010	Date term expires	7/20/2024	<i>7/20/2024</i>
10-0011	Number of consecutive terms	3	<i>3</i>
10-0012	Date of initial appointment	06/27/2012	<i>06/27/2012</i>
10-0101	Position: Vice President	Vice President	<i>Vice President</i>
10-0102	First name	Olivia	<i>Olivia</i>
10-0103	Middle initial/name	K.	<i>K.</i>
10-0104	Last name	Goulding	<i>Goulding</i>
10-0105	Home address	2306 N. 10th Street	<i>2306 N. 10th Street</i>
10-0106	City	Terre Haute	<i>Terre Haute</i>
10-0107	ZIP code	47804	<i>47804</i>
10-0108	Email address	chess.olivia@gmail.com	<i>chess.olivia@gmail.com</i>
10-0109	Appointing authority	Vigo County Commissioners	<i>Vigo County Commissioners</i>
10-0110	Date term expires	7/9/23	<i>7/9/23</i>
10-0111	Number of consecutive terms	2	<i>2</i>
10-0112	Date of initial appointment	7/09/15	<i>7/09/15</i>
10-0201	Position: Secretary	Secretary	<i>Secretary</i>
10-0202	First name	Valentine	<i>Valentine</i>
10-0203	Middle initial/name	K.	<i>K.</i>
10-0204	Last name	Muyumba	<i>Muyumba</i>
10-0205	Home address	1760 S. 34th St.	<i>1760 S. 34th St.</i>
10-0206	City	Terre Haute	<i>Terre Haute</i>
10-0207	ZIP code	⁴⁸ 47803	<i>47803</i>

10-0208	Email address	valentine.muyumba@indstate.edu	<i>valentine.muyumba@indstate.edu</i>
10-0209	Appointing authority	Vigo County Council	<i>Vigo County Council</i>
10-0210	Date term expires	12/31/2023	<i>12/31/2023</i>
10-0211	Number of consecutive terms	4	<i>4</i>
10-0212	Date of initial appointment	09/09/2007	<i>09/09/2007</i>
10-0301	Position: Treasurer (Boards may have either a treasurer or treasurer/employee, but not both)	Treasurer	<i>Treasurer</i>
10-0302	First name	N/A	<i>N/A</i>
10-0303	Middle initial/name		
10-0304	Last name	N/A	<i>N/A</i>
10-0305	Home address	N/A	<i>N/A</i>
10-0306	City	N/A	<i>N/A</i>
10-0307	ZIP code	N/A	<i>N/A</i>
10-0308	Email address	N/A	<i>N/A</i>
10-0309	Appointing authority	N/A	<i>N/A</i>
10-0310	Date term expires	N/A	<i>N/A</i>
10-0311	Number of consecutive terms	N/A	<i>N/A</i>
10-0312	Date of initial appointment	N/A	<i>N/A</i>
10-0401	Position: Treasurer / Employee (Boards may have either a treasurer or treasurer/employee, but not both)	Treasurer / Employee	<i>Treasurer / Employee</i>
10-0402	First name	Dennis	<i>Brett</i>
10-0403	Middle initial/name	Lee	<i>James</i>
10-0404	Last name	Shepard Jr.	<i>Taylor</i>
10-0405	Home address	1591 W. Indian Meadows Dr	<i>2308 Franklin Street</i>
10-0406	City	Terre Haute	<i>Terre Haute</i>
10-0407	ZIP code	47803	<i>47803</i>
10-0408	Email address	dshepard@vigo.lib.in.us	<i>btaylor@vigo.lib.in.us</i>
10-0409	Appointing authority		
10-	Date term expires		

0410		
10- 0411	Number of consecutive terms	
10- 0412	Date of initial appointment	
10- 0501	Position: Member	Member <i>Member</i>
10- 0502	First name	James <i>James</i>
10- 0503	Middle initial/name	M <i>M</i>
10- 0504	Last name	Young <i>Young</i>
10- 0505	Home address	2410 N. 10th Street <i>2410 N. 10th Street</i>
10- 0506	City	Terre Haute <i>Terre Haute</i>
10- 0507	ZIP code	47804 <i>47804</i>
10- 0508	Email address	jmy@vigoschools.org <i>jmy@vigoschools.org</i>
10- 0509	Appointing authority	Vigo County School Board <i>Vigo County School Board</i>
10- 0510	Date term expires	7/31/2023 <i>7/31/2023</i>
10- 0511	Number of consecutive terms	1 <i>1</i>
10- 0512	Date of initial appointment	07/15/2019 <i>07/15/2019</i>
10- 0601	Position: Member	Member <i>Member</i>
10- 0602	First name	Stacy <i>Daniel</i>
10- 0603	Middle initial/name	D. <i>I.</i>
10- 0604	Last name	Killion <i>Pigg</i>
10- 0605	Home address	8084 Mandy Joe Ct <i>3980 N. Gosnell Pl.</i>
10- 0606	City	Terre Haute <i>West Terre Haute</i>
10- 0607	ZIP code	47805 <i>47885</i>
10- 0608	Email address	stacy.killion@vigoschools.org <i>daniel.pigg@indstate.edu</i>
10- 0609	Appointing authority	Vigo County School Board <i>Vigo County Council</i>
10- 0610	Date term expires	8/31/25 <i>12/31/2024</i>
10- 0611	Number of consecutive terms	1 <i>2</i>
10- 0612	Date of initial appointment	9/8/21 <i>01/03/2017</i>
10-	Position: Member	Member <i>Member</i>

0701		
10- 0702	First name Christi	<i>Christi</i>
10- 0703	Middle initial/name A.	<i>A.</i>
10- 0704	Last name Fenton	<i>Fenton</i>
10- 0705	Home address 1481 Watermark Court	<i>1481 Watermark Court</i>
10- 0706	City Terre Haute	<i>Terre Haute</i>
10- 0707	ZIP code 47803	<i>47803</i>
10- 0708	Email address caf@vigoschools.org	<i>caf@vigoschools.org</i>
10- 0709	Appointing authority Vigo County School Board	<i>Vigo County School Board</i>
10- 0710	Date term expires 08/31/25	<i>07/28/21</i>
10- 0711	Number of consecutive terms 3	<i>2</i>
10- 0712	Date of initial appointment 03/10/2014	<i>03/10/2014</i>
10- 0801	Position: Member Member	<i>Member</i>
10- 0802	First name Camille	<i>Sister Dorothy</i>
10- 0803	Middle initial/name R.	
10- 0804	Last name Wallace	<i>Rasche</i>
10- 0805	Home address 1231 South Center Street	<i>427 Washington Avenue</i>
10- 0806	City Terre Haute	<i>Terre Haute</i>
10- 0807	ZIP code 47802	<i>47802</i>
10- 0808	Email address camille@thculturecompany.com	<i>drasche@spsmw.org</i>
10- 0809	Appointing authority Vigo County Council	<i>Vigo County School Board</i>
10- 0810	Date term expires 12/31/2024	<i>07/28/2021</i>
10- 0811	Number of consecutive terms 1	<i>1</i>
10- 0812	Date of initial appointment 11/10/2021	<i>06/26/2017</i>
10- 0901	Position: Member Member	<i>Member</i>
10- 0902	First name	
10- 0903	Middle initial/name	
10-	Last name	

0904

10- Home address

0905

10- City

0906

10- ZIP code

0907

10- Email address

0908

10- Appointing authority

0909

10- Date term expires

0910

10- Number of consecutive terms

0911

10- Date of initial appointment

0912

10- Position: Member

1001

Member

Member

10- First name

1002

10- Middle initial/name

1003

10- Last name

1004

10- Home address

1005

10- City

1006

10- ZIP code

1007

10- Email address

1008

10- Appointing authority

1009

10- Date term expires

1010

10- Number of consecutive terms

1011

10- Date of initial appointment

1012

10- Position: Member

1101

Member

Member

10- First name

1102

10- Middle initial/name

1103

10- Last name

1104

10- Home address

1105

10- City

1106

10- ZIP code

1107

10- Email address

1108

10- Appointing authority

1109

10- Date term expires

1110

10- Number of consecutive terms

1111

10- Date of initial appointment

1112

10- Position: Member

1201

Member

Member

10- First name

1202

10- Middle initial/name

1203

10- Last name

1204

10- Home address

1205

10- City

1206

10- ZIP code

1207

10- Email address

1208

10- Appointing authority

1209

10- Date term expires

1210

10- Number of consecutive terms

1211

10- Date of initial appointment

1212

10- What day of the month is the regular library board meeting?

0991

3rd Monday

3rd Monday

10- What is the time of the regular library board meeting?

0992

5:30 PM

5:30 PM

11 - Salary Section

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

11- Annual salary of the director

001

\$113,941

\$110,622

11- Does the library director have an employment contract?

002

No

No

11- What is the current level of certification held by the library director?

003

LC 1

LC 1

11- Job Title - Assistant or Associate Director

004

Assistant Director

Assistant Director

11- Certification level

LC 4

LC 4

005			
11-006	Minimum hourly wage	\$27.40	\$25.48
11-007	Maximum hourly wage	\$46.63	\$44.71
11-008	Job Title - Department Head, Manager or Supervisor	Department Head	<i>Department Head</i>
11-009	Certification level	LC 4	<i>LC 4</i>
11-010	Minimum hourly wage	\$22.60	\$20.67
11-011	Maximum hourly wage	\$37.02	\$35.10
11-012	Job Title - Branch Head	Branch Head	<i>Branch Head</i>
11-013	Certification level	LC 4	<i>LC 4</i>
11-014	Minimum hourly wage	\$22.60	\$18.27
11-015	Maximum hourly wage	\$37.02	\$32.69
11-016	Job Title - Administrative Assistant	Administrative Assistant	<i>Administrative Assistant</i>
11-017	Certification level	None required	<i>None required</i>
11-018	Minimum hourly wage	\$18.75	\$18.27
11-019	Maximum hourly wage	\$33.17	\$32.69
11-020	Job Title - Automation, Network or System Manager	Automation / Network / System Manager	<i>Automation / Network / System Manager</i>
11-021	Certification level	None required	<i>None required</i>
11-022	Minimum hourly wage	\$22.60	\$18.27
11-023	Maximum hourly wage	\$37.02	\$32.69
11-024	Job Title - Business Manager	Business Manager	<i>Business Manager</i>
11-025	Certification level	None required	<i>None required</i>
11-026	Minimum hourly wage	\$22.60	\$18.27
11-027	Maximum hourly wage	\$37.02	\$32.69
11-028	Job Title - Cataloging or Technical Services Librarian	Cataloging or Technical	<i>Cataloging or Technical</i>
11-029	Certification level		
11-030	Minimum hourly wage		
11-031	Maximum hourly wage	54	

11-032	Job Title - Children's Librarian	Children's Librarian	<i>Children's Librarian</i>
11-033	Certification level	LC 5	<i>LC 5</i>
11-034	Minimum hourly wage	\$18.75	<i>\$18.37</i>
11-035	Maximum hourly wage	\$33.17	<i>\$32.69</i>
11-036	Job Title - General Reference or Adult Librarian	General Reference or Adult Librarian	<i>General Reference or Adult Librarian</i>
11-037	Certification level	LC 5	<i>LC 5</i>
11-038	Minimum hourly wage	\$18.75	<i>\$18.37</i>
11-039	Maximum hourly wage	\$33.17	<i>\$32.69</i>
11-040	Job Title - Young Adult Librarian	Young Adult Librarian	<i>Young Adult Librarian</i>
11-041	Certification level	LC 5	<i>LC 5</i>
11-042	Minimum hourly wage	\$18.75	<i>\$18.37</i>
11-043	Maximum hourly wage	\$33.17	<i>\$32.69</i>
11-044	Job Title - Indiana History, Local History, or Genealogy Librarian	Indiana History, Local History, or Genealogy Librarian	<i>Indiana History, Local History, or Genealogy Librarian</i>
11-045	Certification level	LC 5	<i>LC 5</i>
11-046	Minimum hourly wage	\$18.75	<i>\$18.37</i>
11-047	Maximum hourly wage	\$33.17	<i>\$32.69</i>
11-048	Job Title - Specialist (Professional)	Specialist (Professional)	<i>Specialist (Professional)</i>
11-049	Certification level	Spec 5	<i>Spec 5</i>
11-050	Minimum hourly wage	\$18.75	<i>\$18.36</i>
11-051	Maximum hourly wage	\$33.17	<i>\$31.73</i>
11-052	Job Title - Library Assistant	Library Assistant	<i>Library Assistant</i>
11-053	Certification level	LC 5	<i>LC 5</i>
11-054	Minimum hourly wage	\$16.11	<i>\$13.56</i>
11-055	Maximum hourly wage	\$26.44	<i>\$25.48</i>
11-056	Job Title - Bookkeeper or Treasurer	Bookkeeper or Treasurer	<i>Bookkeeper or Treasurer</i>
11-057	Certification level	None required	<i>None required</i>
11-	Minimum hourly wage	\$15.63	<i>\$13.56</i>

058			
11-059	Maximum hourly wage	\$26.44	\$25.48
11-060	Job Title - Library Technician (including computer)	Library Technician	<i>Library Technician</i>
11-061	Certification level	None required	<i>None required</i>
11-062	Minimum hourly wage	\$13.94	<i>\$13.56</i>
11-063	Maximum hourly wage	\$24.04	<i>\$25.48</i>
11-064	Job Title - Clerk, Clerical or Aide	Clerical or Aide	<i>Clerical or Aide</i>
11-065	Certification level	None required	<i>None required</i>
11-066	Minimum hourly wage	\$13.94	<i>\$13.08</i>
11-067	Maximum hourly wage	\$24.04	<i>\$23.08</i>
11-068	Job Title - Maintenance, Custodian, Janitor, or Housekeeper	Maintenance, Custodian	<i>Maintenance, Custodian</i>
11-069	Certification level	None required	<i>None required</i>
11-070	Minimum hourly wage	\$13.94	<i>\$13.08</i>
11-071	Maximum hourly wage	\$24.04	<i>\$23.08</i>
11-072	Job Title - Page, Intern or Student Assistant	Page, Intern or Student Assistant	<i>Page, Intern or Student Assistant</i>
11-073	Certification level		
11-074	Minimum hourly wage		
11-075	Maximum hourly wage		
11-076	Job Title - Temporary Substitute	Temporary Substitute	<i>Temporary Substitute</i>
11-077	Certification level		
11-078	Minimum hourly wage		
11-079	Maximum hourly wage		
11-080	Job Title - Interlibrary Loan	Interlibrary Loan	<i>Interlibrary Loan</i>
11-081	Certification level		
11-082	Minimum hourly wage		
11-107	Maximum hourly wage		
11-084	Job Title - Human Resources	56 Human Resources	<i>Human Resources</i>

11-085	Certification level	None required	<i>None required</i>
11-086	Minimum hourly wage	\$27.40	<i>\$18.27</i>
11-087	Maximum hourly wage	\$46.63	<i>\$32.69</i>
11-088	Job Title - Marketing	Marketing	<i>Marketing</i>
11-089	Certification level	None required	<i>None required</i>
11-090	Minimum hourly wage	\$22.60	<i>\$18.27</i>
11-091	Maximum hourly wage	\$37.02	<i>\$32.69</i>
11-092	Job Title - Circulation Librarian	Circulation Librarian	<i>Circulation Librarian</i>
11-093	Certification level		
11-094	Minimum hourly wage		
11-095	Maximum hourly wage		
11-096	Job Title - Other	Yes	<i>No</i>
11-097	Specify other job title	Tech Training Librarian	<i>Tech Training Librarian</i>
11-098	Certification level	LC 5	<i>LC 5</i>
11-099	Minimum hourly wage	\$18.75	<i>\$18.37</i>
11-100	Maximum hourly wage	\$33.17	<i>\$32.69</i>
11-101	Job Title - Other	Yes	<i>Yes</i>
11-102	Specify other job title	Facilities Manager	<i>Facilities Manager</i>
11-103	Certification level	None required	<i>None required</i>
11-104	Minimum hourly wage	\$22.60	<i>\$18.27</i>
11-105	Maximum hourly wage	\$37.02	<i>\$32.69</i>
11-106	Job Title - Other	Yes	<i>Yes</i>
11-107	Specify other job title	Creative Design Specialist	<i>Web Designer & Developer</i>
11-108	Certification level	None required	<i>None required</i>
11-109	Minimum hourly wage	15.63	<i>13.56</i>
11-110	Maximum hourly wage	26.44	<i>25.48</i>
11-	Job Title - Other	No	<i>No</i>

- 111
 11- Specify other job title
 112
 11- Certification level
 113
 11- Minimum hourly wage
 114
 11- Maximum hourly wage
 115

Employee Fringe Benefit Information - Full-time Employees

11- 501	PERF	Yes	Yes
11- 502	Deferred compensation	Yes	Yes
11- 503	Health insurance	Yes	Yes
11- 504	Health Savings Account (HSA)	Yes	Yes
11- 505	Dental insurance	Yes	Yes
11- 506	Life insurance	Yes	Yes
11- 507	Vision insurance	Yes	Yes
11- 508	Disability insurance	Yes	Yes
11- 509	Paid time off for continuing education	Yes	Yes
11- 510	Reimbursement for continuing education	Yes	Yes
11- 511	Other1 (specify)	Employee Assistance Plan	Employee Assistance Plan
11- 512	Other2 (specify)		

Employee Fringe Benefit Information - Part-time Employees

11- 513	PERF	No	No
11- 514	Deferred compensation	Yes	Yes
11- 515	Health insurance	Yes	Yes
11- 516	Health Savings Account (HSA)	Yes	Yes
11- 517	Dental insurance	Yes	Yes
11- 518	Life insurance	Yes	Yes
11- 519	Vision insurance	Yes	Yes
11- 520	Disability insurance	Yes	No
11- 521	Paid time off for continuing education	Yes	Yes
11-	Reimbursement for continuing education	Yes	Yes

522			
11- 523	Other1 (specify)	Employee Assistance Plan	<i>Employee Assistance Plan</i>
11- 524	Other2 (specify)		

Paid Time Off Per Year - Full-time Librarian

11- 525	Number of vacation days	24	24
11- 526	Number of sick days	12	12
11- 527	Number of personal days	0	0
11- 528	Number of holidays	12	11
11- 529	Number of funeral/bereavement days	3	3
11- 530	Number of other days (specify) OR all-purpose PTO	0	0

Paid Time Off Per Year - Part-Time Librarian

11- 531	Number of vacation days	12-18	12-18
11- 532	Number of sick days	0	0
11- 533	Number of personal days	0	0
11- 534	Number of holidays	9	8
11- 535	Number of funeral/bereavement days	3	3
11- 536	Number of other days	0	0

Paid Time Off Per Year - Full-Time Support Staff

11- 537	Number of vacation days	24	24
11- 538	Number of sick days	12	12
11- 539	Number of personal days	0	0
11- 540	Number of holidays	12	11
11- 541	Number of funeral/bereavement days	3	3
11- 542	Number of other days	0	0

Paid Time Off Per Year - Part-Time Support Staff

11- 543	Number of vacation days	12-18	12-18
11- 544	Number of sick days	0	0
11- 545	Number of personal days	0	0
11- 546	Number of holidays	9	8
11-	Number of funeral/bereavement days	3	3

547

11- 548	Number of other days	0	0
------------	----------------------	---	---

12 - PLAC Loans

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Report the number of PLAC loans your library made to a home patron of the following libraries.

DO NOT report any loans made to your own library. You may SKIP any libraries with no loans; you do not need to enter "0" if no loans were made.

12- 001	Did your library make any PLAC loans?	Y	Y
12- 002	Adams Public Library System		
12- 003	Akron Carnegie Public Library		
12- 004	Alexandria-Monroe Public Library		
12- 005	Alexandrian Public Library		
12- 006	Allen County Public Library		
12- 007	Anderson Public Library		
12- 008	Andrews-Dallas Township Public Library		
12- 009	Argos Public Library		
12- 010	Attica Public Library		
12- 011	Aurora Public Library District		
12- 012	Avon-Washington Township Public Library		
12- 013	Bartholomew County Public Library		
12- 014	Barton Rees Pogue Memorial Public Library		
12- 015	Batesville Memorial Public Library		
12- 016	Bedford Public Library		
12- 017	Bell Memorial Public Library		
12- 018	Benton County Public Library		
12- 019	Berne Public Library		
12- 020	Bicknell-Vigo Township Public Library	60	
12-	Bloomfield-Eastern Greene County Public Library		

021
12- Boonville-Warrick County Public Library
022
12- Boswell-Grant Township Public Library
023
12- Bourbon Public Library
024
12- Brazil Public Library
025
12- Bremen Public Library
026
12- Bristol-Washington Township Public Library
027
12- Brook-Iroquois-Washington Township Public
028 Library
12- Brookston-Prairie Township Public Library
029
12- Brown County Public Library
030
12- Brownsburg Public Library
031
12- Brownstown Public Library
032
12- Butler Public Library
033
12- Cambridge City Public Library
034
12- Camden-Jackson Township Public Library
035
12- Carmel Clay Public Library
036
12- Carnegie Public Library Of Steuben County
037
12- Centerville-Center Township Public Library
038
12- Charlestown Clark County Public Library
039
12- Churubusco Public Library
040
12- Clayton-Liberty Township Public Library
041
12- Clinton Public Library
042
12- Coatesville-Clay Township Public Library
043
12- Colfax-Perry Township Public Library
044
12- Converse-Jackson Township Public Library
045
12- Covington-Veedersburg Public Library
046
12- Crawford County Public Library
047
12- Crawfordsville District Public Library

048
12- Crown Point Community Public Library
049
12- Culver-Union Township Public Library
050
12- Danville-Center Township Public Library
051
12- Darlington Public Library
052
12- Delphi Public Library
053
12- Dublin Public Library
054
12- Dunkirk Public Library
055
12- Earl Park Public Library
056
12- East Chicago Public Library
057
12- Eckhart Public Library
058
12- Edinburgh Wright-Hageman Public Library
059
12- Elkhart Public Library
060
12- Evansville-Vanderburgh Public Library
061
12- Fairmount Public Library
062
12- Farmland Public Library
063
12- Fayette County Public Library
064
12- Flora-Monroe Township Public Library
065
12- Fort Branch-Johnson Township Public Library
066
12- Fortville-Vernon Township Public Library
067
12- Francesville-Salem Township Public Library
068
12- Frankfort Community-Clinton County Contractual
069 Public Library
12- Franklin County Public Library District
070
12- Fremont Public Library
071
12- Fulton County Public Library
072
12- Garrett Public Library
073
12- Gary Public Library
074
12- Gas City-Mill Township Public Library

075
12- Goodland & Grant Township Public Library
076
12- Goshen Public Library
077
12- Greensburg-Decatur County Contractual Public
078 Library
12- Greentown & Eastern Howard School Public
079 Library
12- Greenwood Public Library
080
12- Hagerstown-Jefferson Township Public Library
081
12- Hamilton East Public Library
082
12- Hamilton North Public Library
083
12- Hammond Public Library
084
12- Hancock County Public Library
085
12- Harrison County Public Library
086
12- Hartford City Public Library
087
12- Henry Henley Public Library IN0165
088
12- Huntingburg Public Library
089
12- Huntington City-Township Public Library
090
12- Hussey-Mayfield Memorial Public Library
091
12- Indianapolis-Marion County Public Library
092
12- Jackson County Public Library
093
12- Jasonville Public Library
094
12- Jasper County Public Library
095
12- Jasper-Dubois County Contractual Public Library
096
12- Jay County Public Library
097
12- Jefferson County Public Library
098
12- Jeffersonville Township Public Library
099
12- Jennings County Public Library
100
12- Johnson County Public Library
101
12- Jonesboro Public Library

1

102
12- Joyce Public Library
103
12- Kendallville Public Library
104
12- Kentland-Jefferson Township Public Library
105
12- Kewanna-Union Township Public Library
106
12- Kingman-Millcreek Public Library
107
12- Kirklin Public Library
108
12- Knightstown Public Library
109
12- Knox County Public Library
110
12- Kokomo-Howard County Public Library
111
12- La Crosse Public Library
112
12- La Grange County Public Library
113
12- La Porte County Public Library
114
12- Ladoga-Clark Township Public Library
115
12- Lake County Public Library
116
12- Lawrenceburg Public Library
117
12- Lebanon Public Library
118
12- Ligonier Public Library
119
12- Lincoln Heritage Public Library
120
12- Linden Carnegie Public Library
121
12- Linton Public Library
122
12- Logansport-Cass County Public Library
123
12- Loogootee Public Library
124
12- Lowell Public Library
125
12- Marion Public Library
126
12- Matthews Public Library
127
12- Melton Public Library
128
12- Michigan City Public Library

129
12- Middlebury Community Public Library
130
12- Middletown Fall Creek Township Public Library
131
12- Milford Public Library
132
12- Mishawaka-Penn-Harris Public Library
133
12- Mitchell Community Public Library
134
12- Monon Town & Township Public Library
135
12- Monroe County Public Library
136
12- Monterey-Tippecanoe Township Public Library
137
12- Montezuma Public Library
138
12- Monticello-Union Township Public Library
139
12- Montpelier-Harrison Township Public Library
140
12- Mooresville Public Library
141
12- Morgan County Public Library
142
12- Morrisson Reeves Library
143
12- Muncie-Center Township Public Library
144
12- Nappanee Public Library
145
12- New Albany-Floyd County Public Library
146
12- New Carlisle & Olive Township Public Library
147
12- New Castle-Henry County Public Library
148
12- New Harmony Workingmen's Institute
149
12- Newburgh Chandler Public Library
150
12- Newton County Public Library
151
12- Noble County Public Library
152
12- North Judson-Wayne Township Public Library
153
12- North Madison County Public Library System
154
12- North Manchester Public Library
155
12- North Webster Community Public Library

156
 12- Oakland City-Columbia Township Public Library
 157
 12- Odon Winkelpleck Public Library
 158
 12- Ohio County Public Library
 159
 12- Orleans Town & Township Public Library
 160
 12- Osgood Public Library
 161
 12- Otterbein Public Library
 162
 12- Owen County Public Library
 163
 12- Owensville Carnegie Public Library
 164
 12- Oxford Public Library
 165
 12- Paoli Public Library
 166
 12- Parke County Public Library
 167
 12- Peabody Public Library
 168
 12- Pendleton Community Public Library
 169
 12- Penn Township Public Library
 170
 12- Perry County Public Library
 171
 12- Peru Public Library
 172
 12- Pierceton & Washington Township Public Library
 173
 12- Pike County Public Library
 174
 12- Plainfield-Guilford Township Public Library
 175
 12- Plymouth Public Library
 176
 12- Porter County Public Library System
 177
 12- Poseyville Carnegie Public Library
 178
 12- Princeton Public Library
 179
 12- Pulaski County Public Library
 180
 12- Putnam County Public Library
 181
 12- Remington-Carpenter Township Public Library
 182
 12- Ridgeville Public Library

44

I

66

- 183
- 12- Roachdale-Franklin Township Public Library
- 184
- 12- Roann Paw-Paw Township Public Library
- 185
- 12- Roanoke Public Library
- 186
- 12- Royal Center-Boone Township Public Library
- 187
- 12- Rushville Public Library
- 188
- 12- Salem-Washington Township Public Library
- 189
- 12- Scott County Public Library
- 190
- 12- Shelby County Public Library
- 191
- 12- Sheridan Public Library
- 192
- 12- Shoals Public Library
- 193
- 12- South Whitley-Cleveland Township Public Library
- 194
- 12- Speedway Public Library
- 195
- 12- Spencer County Public Library
- 196
- 12- Spiceland Town-Township Public Library
- 197
- 12- St. Joseph County Public Library
- 198
- 12- Starke County Public Library System
- 199
- 12- Sullivan County Public Library
- 200
- 12- Swayzee Public Library
- 201
- 12- Switzerland County Public Library
- 202
- 12- Syracuse-Turkey Creek Township Public Library
- 203
- 12- Thorntown Public Library
- 204
- 12- Tippecanoe County Public Library
- 205
- 12- Tipton County Public Library
- 206
- 12- Tyson Library Association, Inc
- 207
- 12- Union City Public Library
- 208
- 12- Union County Public Library
- 209
- 12- Van Buren Public Library

1

210
12- Vermillion County Public Library
211
12- Vigo County Public Library
212
12- Wabash Carnegie Public Library
213
12- Wakarusa-Olive & Harrison Township Public
214 Library
12- Walkerton-Lincoln Township Public Library
215
12- Walton & Tipton Township Public Library
216
12- Wanatah Public Library
217
12- Warren Public Library
218
12- Warsaw Community Public Library
219
12- Washington Carnegie Public Library
220
12- Washington Township Public Library
221
12- Waterloo-Grant Township Public Library
222
12- Waveland-Brown Township Public Library
223
12- Wells County Public Library
224
12- West Lafayette Public Library
225
12- West Lebanon-Pike Township Public Library
226
12- Westchester Public Library
227
12- Westfield-Washington Public Library
228
12- Westville-New Durham Township Public Library
229
12- Whiting Public Library
230
12- Willard Library of Evansville
231
12- Williamsport-Washington Township Public
232 Library
12- Winchester Community Public Library
233
12- Wolcott Community Public Library
234
12- Worthington Jefferson Township Public Library
235
12- York Township Public Library
236
12- Yorktown Public Library

237

12-238	TOTAL PLAC Loans	44	3
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13 - Compliance with Standards for Public Libraries

The following questions refer to the library's compliance with the Indiana Public Library Standards (560 IAC 6).

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Standards which can be verified by data or information elsewhere in the report do not appear in this section.

Please answer either "Yes", "No", or "N/A" if applicable.

Do not skip any questions.

13-001	Does your library comply with Public Library Law under IC 36-12?	Yes	Yes
13-002	If the answer to 13-001 is NO, explain:		
13-003	Does your library comply with other Indiana laws that affect municipal corporations?	Yes	Yes
13-004	If the answer to 13-003 is NO, explain:		
13-005	Does your library comply with all federal laws affecting employment practice?	Yes	Yes
13-006	If the answer to 13-005 is NO, explain:		
13-007	Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes?	Yes	Yes
13-008	If the answer to 13-007 is NO, explain:		
13-009	Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?	Yes	Yes
13-010	If the answer to 13-009 is NO, explain:		
13-011	Do the library board and the director maintain separate functions?	Yes	Yes
13-012	Is the board responsible for governance and policy?	Yes	Yes
13-013	Is the director responsible for administration, operation and management of the library?	Yes	Yes
13-014	Does the director work full-time?	Yes	Yes
13-015	Does the director have the required certification under 590 IAC 5? (If unsure, check at https://mylicense.in.gov/EVerification/Search.aspx)	Yes	Yes

With the advice and recommendations of the library director, has the library board adopted the following plans and policies?

13-016	A schedule of classification of employees	No	Yes
13-017	An annual schedule of salaries	Yes	Yes
13-	A proposed library budget	Yes	Yes

018

Personnel Policies

Has the library board adopted written personnel policies and procedures dealing with:

13-019	Recruitment?	Yes	Yes
13-020	Selection?	Yes	Yes
13-021	Appointments?	Yes	Yes
13-022	Personnel actions?	Yes	Yes
13-023	Salary administration?	Yes	Yes
13-024	Employee benefits?	Yes	Yes
13-025	Conditions of work?	Yes	Yes
13-026	Leaves?	Yes	Yes
13-027	Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees?	Yes	Yes
13-028	Does the library have current, written bylaws that state its purpose and its operational procedures?	Yes	Yes
13-029	Do the library bylaws specifically state rules governing conflicts of interest issues?	Yes	Yes
13-030	Do the library bylaws specifically state rules governing nepotism?	Yes	Yes
13-031	Have the bylaws been reviewed by the board in the last three (3) years?	Yes	Yes
13-032	Has a copy of the current version of the bylaws, along with all of the amendments approved by the library board, been submitted to the Indiana State Library?	Yes	Yes
13-033	Does your library have a written collection development plan?	Yes	Yes
13-034	Does your library have a written circulation policy detailing the principles of access for all library materials and service?	Yes	Yes
13-035	Does your library provide support for continuing education for staff and trustees?	Yes	Yes

Long-Range Plan

13-036	Does the library have a written long-range plan of service?	Yes	Yes
13-037	What year did your current long-range plan begin?	2019	2019
13-038	What year does your current long-range plan end?	2023	2023
13-039	Has your long-range plan been reviewed and updated in the last three (3) to five (5) years, depending upon the length of your plan?	Yes	Yes
13-040	Have copies of the plan, plus all updates and revisions, been filed with the Indiana State Library?	Yes ⁷⁰	Yes

13-041	Does your long-range plan include a statement of community needs and goals?	Yes	Yes
13-042	Does your long-range plan include measurable objectives and service in response to the community's needs and goals?	Yes	Yes
13-043	Does your long-range plan include an assessment of facilities, services, technology, and operations?	Yes	Yes
13-044	Does your long-range plan include an ongoing evaluation process?	Yes	Yes
13-045	Does your long-range plan include a plan for financial resources and sustainability?	Yes	Yes
13-046	Does your long-range plan include an equipment replacement schedule?	Yes	Yes
13-047	Does your long-range plan include a professional development strategy?	Yes	Yes
13-048	Does your long-range plan include a statement of collaboration with other public libraries?	Yes	Yes
13-049	Does your long-range plan include a statement of collaboration with other community partners?	Yes	Yes

Resource Sharing

13-050	Does your library provide interlibrary loan free of charge <i>to other libraries</i> within Indiana?	Yes	Yes
	Answer YES if your policy is to lend, even if no loans were requested.		
13-051	Does your library provide interlibrary loan free of charge <i>to your users</i> ?	Yes	Yes
	Answer YES if your policy is to lend, even if no loans were requested.		
13-052	Does your library lend materials via a statewide reciprocal borrowing program?	Yes	Yes
13-053	Does your library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana?	No	No
13-054	If the answer to 13-053 is YES, please list libraries with which you have reciprocal borrowing agreements.		
13-055	Does your library lend materials using the OCLC resource sharing system?	Yes	Yes
13-056	Is your library a member of Evergreen Indiana?	No	No
13-057	How many days per week does your library receive InfoExpress courier service?	3	3
	Does the library provide adult services, including:		
13-058	Reference services, including knowledge of and access to reference materials, including INSPIRE?	Yes	Yes
13-059	A collection of materials for adults?	Yes	Yes
13-060	A space designated for adults in each fixed location?	Yes	Yes
	Does the library provide young adult services, including:		
13-061	Reference services, including knowledge of and access to reference materials, including INSPIRE?	Yes	Yes
13-	A collection of materials for young adults?	Yes	Yes

062

13- A space designated for young adults in each fixed location? Yes Yes
063

Does the library provide children's services, including:

13- Reference services, including knowledge of and access to reference materials, including INSPIRE? Yes Yes
064

13- A collection of materials for children? Yes Yes
065

13- A space designated for children in each fixed location? Yes Yes
066

Public Access

13- Are patrons who are unable to read regular print, because of a visual or a physical disability, provided access to large print books, braille books, audio books, and/or enhanced media? Yes Yes
067

13- Does the library provide computers for the free use of all persons, regardless of residency? Yes Yes
068

13- Does your library provide a means for the public to print and make copies at each location? Yes Yes
069

Website

Does your library's website include:

13- Current hours of operation? Yes Yes
070

13- A physical address (or addresses) for your library? Yes Yes
071

13- A map for each fixed location? Yes Yes
072

13- A telephone number? Yes Yes
073

13- An email address or other means of electronic contact? Yes Yes
074

13- A link to INSPIRE.in.gov? Yes Yes
075

13- Publicly posted policies, including, but not limited to, circulation, fees, and internet use? Yes Yes
076

13- A link to the library's online public access catalog? Yes Yes
077

13- A calendar or schedule of events and programs, updated at least monthly, including the dates for the library board meetings? Yes Yes
078

14 - Statement of Intent to Comply with Standards

14- Please explain any NO answers given in Part 13.
001

15 - Supplemental Questions

COVID-19 Pandemic's Effect on Library Services

15- Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic? No Yes
001

15- Did library staff continue to provide services to the public during any portion of the period when 72 Yes
002

	the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?		
15-003	Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?		<i>Yes</i>
15-004	Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?		<i>Yes</i>
15-005	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes	<i>Yes</i>
15-006	Did the library intentionally add Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	No	<i>No</i>
15-007	Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	No	<i>No</i>
15-008	Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?	No	<i>No</i>
15-009	Did the library offer "Take and Make" activities in 2021?	Yes	<i>No</i>
15-009a	Number of "Take and Make" activities distributed (optional)	2,106	<i>1,049</i>
Library Consultants			

If you have used the services of a professional consultant or architect in the last three years (2018-2021), please provide their information here. Click "Add Group" to enter additional consultants.

15-010	Consultant or Company Name	Holder Design
15-011	Type of consulting service performed	New branch design
15-012	Street Address	19 South 6th St.
15-013	City	Terre Haute
15-014	State	IN
15-015	Zip	47807
15-016	Phone	(812) 235-1300
15-017	Website	www.holderdesign.net
15-010	Consultant or Company Name	Robert Hoke
15-011	Type of consulting service performed	Strategic Planning
15-012	Street Address	⁷³ 5301 E 9th St.

15- 013	City	Indianapolis
15- 014	State	IN
15- 015	Zip	46219
15- 016	Phone	(317) 356-6367
15- 017	Website	

15- What's something your library did in the past year
018 that you're proud of?

CERTIFICATION

Click [here](#) to print a copy of the Signature Page. This needs to be signed by both the director and board president and returned via email or mail to the Indiana State Library Development Office. This is also due by March 1, 2022.

EMPLOYEE RECRUITMENT AND SELECTION

It is the policy of Vigo County Public Library (VCPL) to provide equal employment opportunity to all employees and applicants. VCPL values a diverse workforce and an inclusive culture and is committed to the practice of an unbiased recruitment and selection process that complies with all applicable laws and results in hiring, developing, and retaining skilled and motivated individuals.

Job Opening

When a position becomes available VCPL engages in a comparative assessment of the position's requirements and responsibilities against evolving organizational needs and strategic goals. This allows VCPL to align the position with what is currently required in order to make the most effective use of resources and or recruit the most viable candidates for the position and the organization.

Recruitment

Job announcements for available positions are generally posted for recruitment of internal and external candidates simultaneously. On occasion; internal recruitment may precede an external posting. External recruitment is conducted through a variety of inclusive sources, including workforce development and employment agencies, web based job publishing sites, and when relevant, higher education institutes and professional resources and networks. All internal and external candidates are required to complete and submit a VCPL job application for the available position in order to be considered. VCPL retains submitted job applications for the minimum retention period required by state and federal law.

Candidate Selection and Interview

Applicants are reviewed for employment potential based solely on their individual qualifications relative to the requirements for the position. Qualified candidates are offered an interview, which is conducted in person unless, based on the candidate's location and the library's discretion, it is more reasonable to conduct the initial interview by other methods. Candidates who are interviewed will be asked to provide and authorize contact with references who can attest to their skills, past performance, work habits, and qualifications for the job.

Reimbursement for up to \$1,000 of allowable travel expenses may be available to candidates interviewing for positions in job classes 1 through 4 if travel originates outside a one hundred (100) mile radius of Vigo County, IN. Allowable travel expenses include lodging and meals, common carrier transportation for economy or coach fares, or current approved VCPL mileage rates for use of personal vehicle. To receive reimbursement for allowable travel expenses, itemized receipts must be submitted to VCPL within the thirty (30) day period after the interview.

Job Offer

The candidate determined most qualified for the position based on objective evaluation of qualifications, interview performance, and information provided by references will receive a conditional job offer contingent upon successful completion of the background screening process. Candidates accepting the offer will be required to provide documentation for verification of identity, eligibility for employment in accordance with federal law and VCPL policy, and completion of a background screening process. Access to documentation and identifying information is restricted to human resources for authorized employment use only. Use of information obtained during this process is restricted to human resources and those VCPL employees who need to know to evaluate suitability for employment. VCPL does not disclose personnel files of public employees or files of applicants except in compliance with Indiana Code 5-14-3-4(b)(8).

Candidates for job classes 1 through 4 who have accepted an offer of employment, successfully completed the background screening, and relocated to the local area as a result of this employment may be reimbursed for up to \$2,500 of allowable moving expenses if the move originated outside a 100 mile radius of Vigo County, IN. Allowable expenses include the rental of a moving truck or trailer or the hire of a licensed moving company. To receive reimbursement for allowable moving expenses, itemized receipts must be submitted to VCPL within the thirty (30) day period after relocation and commencement of employment with VCPL. The Executive Director of VCPL reserves the right to extend the reimbursement receipt submission period for relocation expenses when relocation cannot be completed within the thirty (30) day period after commencement of employment. Reimbursements paid to employees may be treated as taxable wages and may be subject to payroll tax withholdings based on current Internal Revenue Service regulations.

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PROSPECTIVE EMPLOYEE POLICY

Vigo County Public Library may reimburse reasonable expenses, up to a maximum of \$1,000, for prospective employees while interviewing with the Library as candidates for professional and or administrative vacancies. Reimbursement for interviewing expenses for candidates may be considered for applicants if travel originates outside of a 100 mile radius of Terre Haute, Indiana. In order to reimburse a candidate for interviewing expenses, the vacancy must be advertised on a national basis via national publications, professional organizations, via a national job search firm or employment agency, or through an Internet list serve or search mechanism. Reimbursement may include expenses for lodging and meals while traveling for the interview including air, rail, or bus costs, automobile rental, or mileage reimbursement for the use of a personal vehicle at the approved mileage rate established by the Vigo County Public Library Board of Trustees annually in the Resolution on Salaries, Salary Ranges, Hourly Wages and Benefits. Air, rail, or bus costs are for economy or coach fares only. The prospective candidate must submit receipts for out-of-pocket costs for the above expenditures within 30 days after the interview date. The establishment of an interview offer, date and time are at the discretion of the library director.

Vigo County Public Library may reimburse a newly hired professional or administrative staff member the reasonable expenses for moving to the local area if the staff member is moving from outside a 100 mile radius of Terre Haute, Indiana. Recruitment and advertising for the vacancy for which the individual was hired must have been performed on a national basis according to the above guidelines. Moving expenses may be reimbursed up to a maximum of \$2,500 and may include the cost of renting a moving truck or trailer or the hire of a licensed moving company. The newly hired employee must submit actual out-of-pocket receipts for moving expenditures in order to claim reimbursement. Claims for reimbursement must be submitted within 30 days after the employee has begun his or her employment with VCPL.

Adopted by the Vigo County Public Library Board of Trustees on the 17th day of July 2017.