

# A G E N D A

## REGULAR MEETING VIGO COUNTY PUBLIC LIBRARY

Monday, August 17, 2020, 5:30 PM

**Due to COVID19, the VCPL Board will meet in-person at the Main Library, One Library Square, Terre Haute, IN 47807, in Meeting Rooms A, B, & C with a virtual option. Those joining remotely may do so at**

**[https://us02web.zoom.us/meeting/register/tZcpcOutpJluGteHmrDccdSt-r\\_0tmP-SEf4](https://us02web.zoom.us/meeting/register/tZcpcOutpJluGteHmrDccdSt-r_0tmP-SEf4).**

1. **Call to Order and Roll Call of Members**
2. **Public Input on Action Items**
3. **Consideration of Minutes of Regular Meeting on July 20, 2020**
4. **Treasurer's Report**
  - A. Monthly Financial Statement
  - B. Claims and Payroll
  - C. Special Claims
  - D. Gift Fund Report
5. **Reports to the Library Board**
6. **Director's Report**
7. **Old Business**
8. **New Business**
  - A. Election of Officers: President, Vice President, Secretary
  - B. Election of Treasurer
  - C. Approval of Treasurer's Official Bond
  - D. Presentation of 2021 Library Budget & Permission to Advertise
  - E. Resolution on Safe Deposit Box
  - F. Resolutions on Depository Signatures
  - G. Commitment to Join Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2021 through June 30, 2022
  - H. 2020 - 2021 Health Insurance Contract Renewal
  - I. Declaration of Fiscal Body
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Meeting: Special Board Meeting**, Tuesday, September 8, 2020, at 5:30 p.m. at the Main Library or Virtual. (Public Hearing on 2021 Library Budget).  
**Regular Meeting Monday**, September 21, 2020, at 5:30 p.m. at the Main Library or Virtual. (Adoption of 2021 Library Budget)
11. **Adjournment**

## Terre Haute, Indiana, July 20, 2020

At the Regular Meeting of the Vigo County Public Library Board, during a virtual video teleconference at 5:30 p.m. on the 20<sup>th</sup> day of July 2020, the following persons were present:

Library Board: Terry W. Jones, President; Olivia K. Goulding, Vice President; Valentine K. Muyumba, Secretary; James M. Young (\*arrived at 5:43 p.m.); and Daniel I. Pigg.

Library Staff: Kristi Howe; Dennis Shepard; Amy Gibson; Rob Fox; Heather Rayl; Lauri Chandler; Brett Taylor; Bonnie McNair; Lauren Elyea; and Seth James.

Others: none.

### **PUBLIC INPUT ON ACTION ITEMS**

No public input.

### **CONSIDERATION OF REGULAR MEETING MINUTES**

A motion to approve the minutes of the June 15, 2020, regular meeting, made by Muyumba, seconded by Goulding. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - absent, Mr. Young - absent, Sister Dorothy - absent, Mr. Pigg - aye. Motion passed.

### **TREASURER'S REPORT**

#### **Monthly Cash Statement**

Dennis Shepard presented the Cash Statement for the period ending June 30, 2020 (copy attached to official minutes).

#### **Claims and Payroll**

Mr. Shepard presented the Month End Claims dated June 30, 2020 in the amount of \$78,641.23 (Library Operating, \$77,238.17; Gift Fund \$1,403.06); Library Operating Claims dated July 20, 2020, in the amount of \$115,457.68, (Library Operating Fund, \$115,030.81; Gift Fund, \$426.87; (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

#### **Special Claims**

Mr. Shepard noted a special claim of a bond payment to Vigo County Treasurer for \$211,507.05.

#### **Gift Fund Report**

Mr. Shepard presented the Gift Fund report dated June 30, 2020 for \$69,860.09.

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

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

**REPORTS TO THE LIBRARY BOARD**

There were no reports to the library board.

**DIRECTOR'S REPORT**

Kristi Howe commented on her written report.

Ms. Howe explained that VCPL is currently in phase 6 of the 7-phase plan to restore services and gave details on available resources and services. Currently, the library is open:

- Monday through Thursday: 8:00 a.m. to 8:00 p.m.
- Friday: 8:00 a.m. to 6:00 p.m.
- Saturday: 9:00 a.m. to 5:00 p.m.

Often the peak hours for evening and weekend traffic is when school is in session, so the plan is to resume Sunday hours in mid-August as school resumes. Allowing in-person programming and public use of meeting rooms was initially discussed for phase 6, but that has been delayed due to ongoing increase in COVID-19 cases and the transmission guidelines around group meetings indoors.

Ms. Howe gave 2020 dates for the upcoming budget process:

- July 27: Budget Committee meeting with Mr. Jones, Mrs. Goulding, and Dr. Fenton
- July 29: Appointment with Department of Local Finance
- August 17: Budget presentation & request to provide Notice to Taxpayers at Regular Board Meeting
- September 8: Public Hearing at Special Board Meeting
- September 21: Adoption of Budget at Regular Board Meeting

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

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

Addendum to Community Access to Meeting Rooms and Collaborative Spaces Policy

This addendum calls for reduced capacity and shorter length of time for room reservations. (At this time, meeting rooms are still closed.)

A motion to approve the Addendum to Community Access to Meeting Rooms and Collaborative Spaces policy, made by Pigg, seconded by Goulding. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - absent, Mr. Young - aye, Sister Dorothy - absent, Mr. Pigg - aye. Motion passed. (Copy of addendum attached to official minutes.)

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

No suggestions.

**NEXT MEETING**

Regular Meeting, **Monday, August 17, 2020**, 5:30 p.m., Virtual Video Teleconference.

**ADJOURNMENT**

A motion to adjourn the meeting, made by Young, seconded by Muyumba. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - absent, Mr. Young - aye, Sister Dorothy - absent, Mr. Pigg - aye. Motion passed. The meeting adjourned at 6:09 p.m.

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Terry W. Jones, President

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Olivia K. Goulding, Vice President

**ABSENT**

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Valentine K. Muyumba, Secretary

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Christi A. Fenton, Board Member

**ABSENT**

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James M. Young, Board Member

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Sister Dorothy Rasche, Board Member

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Daniel I. Pigg, Board Member

8/6/20 AG

Vigo County Public Library

Cash Statement  
 Vigo County Public Library  
 July 2020

Account Title Number	Beginning MTD Balance YTD Balance	MTD Debits YTD Debits	MTD Credits YTD Credits	Ending Balance	MTD Change YTD Change
Cash-Pay Control 00-00-1010	1,351.60 1,480.58	64,527.93 496,654.38	64,527.93 496,783.36	1,351.60	0.00 (128.98)
Cash Library Operating Fund 01-01-1010	4,782,058.34 4,474,863.46	95,843.46 3,559,321.29	528,768.65 3,685,051.60	4,349,133.15	(432,925.19) (125,730.31)
Cash Gift Fund 02-00-1010	69,860.09 83,082.22	1,851.33 7,630.64	3,269.98 22,271.42	68,441.44	(1,418.65) (14,640.78)
Cash Public Library Access Car 03-00-1010	0.00 65.00	0.00 0.00	0.00 65.00	0.00	0.00 (65.00)
Cash Excess Levy 06-00-1010	7,275.05 7,275.05	0.00 0.00	0.00 0.00	7,275.05	0.00 0.00
Cash Grants 09-00-1010	(9,287.41) (14,668.06)	0.00 104,788.63	1,257.33 100,665.31	(10,544.74)	(1,257.33) 4,123.32
Cash Rainy Day Fund 11-00-1010	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 Debt Service Fund 18-00-1010	213,913.36 239,871.73	3,083.33 189,429.62	211,507.05 423,811.71	5,489.64	(208,423.72) (234,382.09)

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*17946	KJB THEATERS*	02	Check	200.00	56443	HARRY POTTER AT THE DRIVE IN
*17975	IVY TECH COMMUNITY COLLEC	01	Check	583.65	56444	TUITION FOR CARLY MAXEY
*17980	IVY TECH COMMUNITY COLLEC	01	Check	621.15	56445	TUITION FOR A.SUGGS
*17977	JETT*CELESTA	02	Check	5.00	56446	REFUND OF OBIT REQUEST
					Total Count:	4
					Total Amount:	1,409.80
*17903	AMAZON.COM LLC*	01	ACH	202.69	4656	DESK CHAIR
*17904	AMAZON.COM LLC*	01	ACH	375.26	4657	DVD/VIDEO MATERIAL
*17905	AMAZON.COM LLC*	01	ACH	145.90	4658	COMPUTER SUPPLIES
*17906	AMAZON.COM LLC*	02	ACH	375.58	4659	SCHOOL SUPPLIES COLLAB WITH SALV
*17907	AMAZON.COM LLC*	01	ACH	311.67	4660	SUPPLIES FOR 55 KITS FOR YOGA/MINI
*17908	AMAZON.COM LLC*	01	ACH	1,399.00	4661	3D PRINTER
*17936	AMAZON.COM LLC*	01	ACH	10.99	4662	9 VOLT BATTERIES
*17937	AMAZON.COM LLC*	01	ACH	26.99	4663	AA BATTERIES
*17950	AMAZON.COM LLC*	01	ACH	88.44	4664	DEPARTMENT AND PROGRAM SUPPLIE
*17951	AMAZON.COM LLC*	01	ACH	311.23	4665	OFFICE CHAIR
*17952	AMAZON.COM LLC*	01	ACH	200.91	4666	DVD/VIDEO MATERIAL
*17955	AMAZON.COM LLC*	01	ACH	174.99	4667	HARD DRIVE FOR WEST CAMERA SERV
*17969	AMAZON.COM LLC*	01	ACH	149.00	4668	SMOKING STATION
*17910	BAKER & TAYLOR INC*	01	ACH	6 5,329.93	4669	CIRC PRINT MAT, YS MAT, AUDIO RECO

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*17958	BAKER & TAYLOR INC*	01	ACH	1,050.00	4670	FIRST LOOK CARTS
*17913	E-Z CLEAN INC*	01	ACH	93.64	4671	MAINTENANCE SUPPLIES
*17914	E-Z CLEAN INC*	01	ACH	93.64	4672	MAINTENANCE SUPPLIES
*17915	E-Z CLEAN INC*	01	ACH	345.76	4673	CHEMICAL AND PAPER SUPPLIES
*17957	E-Z CLEAN INC*	01	ACH	1,253.87	4674	CHEMICAL AND PAPER SUPPLIES
*17940	EPROMOS*	02	ACH	1,394.32	4675	BRANDED EARBUDS
*17916	EPROMOS*	01	ACH	315.00	4676	BRANDED CRAYONS
*17972	EXPRESS SERVICES INC*	01	ACH	397.80	4677	PART TIME STAFFING
*17973	EXPRESS SERVICES INC*	01	ACH	411.06	4678	PART TIME STAFFING
*17917	GALE/CENGAGE LEARNING*	01	ACH	11,976.35	4679	GALE COURSES UNLMTD
*17918	GALE/CENGAGE LEARNING*	01	ACH	65.97	4680	CIRC PRINT MATERIAL
*17919	INDUSTRIAL SUPPLY COMPAN'	01	ACH	840.00	4681	TOUCHLESS FAUCETS
*17920	INDUSTRIAL SUPPLY COMPAN'	01	ACH	251.08	4682	TOUCHLESS FAUCETS
*17974	INDUSTRIAL SUPPLY COMPAN'	01	ACH	8,220.00	4683	TOUCHLESS FAUCETS
*17922	MIDWEST TAPE*	01	ACH	3,874.87	4684	DVD/VIDEO MAT, AUDIO RECORDED ML
*17945	RICOH USA INC*	01	ACH	1,458.78	4685	COPIER LEASE
*17933	UNIQUE MANAGEMENT SERVIC	01	ACH	104.31	4686	NOTICES
*17988	FIRST FINANCIAL BANK, NA*	01	ACH	600.00	4687	PAYING AGENT FEE

Total Count: **32**  
Total Amount: **41,849.03**

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*17744	VISA CARD SERVICES	01 02	<i>E-pay</i>	11,086.48	6985	VARIOUS SUPPLIES, TRAVEL, REGISTR.
*17909	ARAMARK UNIFORM SERVICES	01	<i>E-pay</i>	134.45	6986	WEST MAT SERVICE
*17911	CITY OF TERRE HAUTE SEWAG	01	<i>E-pay</i>	957.42	6987	MAIN SEWAGE BILLING
*17912	COURTESY CLEANING CENTEF	01	<i>E-pay</i>	21.00	6988	LAUNDERING OF TABLECLOTHS
*17774	KROGER*	01	<i>E-pay</i>	100.03	6989	FLAVOR BYTES SUPPLIES
*17923	OFFICE DEPOT*	01	<i>E-pay</i>	749.75	6990	COPY PAPER
*17924	OFFICE DEPOT*	01	<i>E-pay</i>	243.00	6991	26A TONER
*17925	OFFICE DEPOT*	01	<i>E-pay</i>	155.36	6992	FACIAL TISSUE
*17926	OFFICE DEPOT*	01	<i>E-pay</i>	219.60	6993	DISPOSABLE FACE MASK
*17927	PPG ARCHITECTURAL FINISHE	01	<i>E-pay</i>	59.95	6994	PAINT FOR OUTDOOR GRATES
*17928	PPG ARCHITECTURAL FINISHE	01	<i>E-pay</i>	25.49	6995	PAINT FOR ADMIN OFFICE
*17929	STROHM NEWSPAPERS INC*	01	<i>E-pay</i>	75.00	6996	NEWSPAPERS
*17930	SULLIVAN DAILY TIMES*	01	<i>E-pay</i>	163.00	6997	NEWSPAPERS
*17931	TABCO PRINTING & PROMOTIC	01	<i>E-pay</i>	592.64	6998	ENVELOPES
*17932	TABCO PRINTING & PROMOTIC	01	<i>E-pay</i>	24.00	6999	NAME BADGES
*17708	WALMART*	01 02	<i>E-pay</i>	120.93	7000	VARIOUS SUPPLIES
*17938	INDIANA AMERICAN WATER CC	01	<i>E-pay</i>	869.08	7001	MAIN WATER SERVICE
*17939	INDIANA AMERICAN WATER CC	01	<i>E-pay</i>	509.49	7002	IRRIGATION SERVICE
*17941	GETTY IMAGES US INC*	01	<i>E-pay</i>	2,900.00	7003	PHOTO STOCK SUBSCRIPTION
*17942	PURITAN WATER CONDITIONIN	01	<i>E-pay</i>	8 696.56	7004	WATER SOFTENER REPAIR

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*17943	ADP INC - AUTOPAY II*	01	E-pay	247.64	7005	WORKFORCE NOW
*17947	ENA*	09	E-pay	1,257.33	7006	INTERNET ACCESS
*17949	ULINE*	01	E-pay	84.43	7008	MAILING SUPPLIES
*17953	ENA*	01	E-pay	680.90	7009	VOICE SERVICE
*17954	REPUBLIC SERVICES OF WEST	01	E-pay	600.25	7010	MAIN TRASH SERVICE
*17956	ARAMARK UNIFORM SERVICES	01	E-pay	360.00	7011	MAIN MAT SERVICE
*17968	PPG ARCHITECTURAL FINISHE	01	E-pay	20.00	7019	PAINT - FUNCTIONAL GREY
*17970	OFFICE DEPOT*	01	E-pay	79.75	7020	OFFICE SUPPLIES
*17971	OFFICE DEPOT*	01	E-pay	26.99	7021	OFFICE SUPPLIES
*17976	ORKIN PEST CONTROL*	01	E-pay	701.11	7022	WEST YEARLY PEST CONTROL
*17978	CINTAS CORPORATION*	01	E-pay	93.64	7023	MAIN CABINET SERVICE
*17979	T-MOBILE USA, INC.*	01	E-pay	787.07	7024	HOTSPOT DATA
*17981	OVERDRIVE*	01	E-pay	4,200.00	7025	OVERDRIVE CONTENT
*17982	ADP INC - AUTOPAY II*	01	E-pay	668.06	7026	PAYROLL SERVICES
*17983	MIDWEST COMMUNICATIONS, I	01	E-pay	572.00	7027	SUMMER READING RADIO PROMO

Total Count: **35**  
Total Amount: **30,082.40**

Grand Total Fund 01:	69,240.79
Grand Total Fund 02:	2,843.11
Grand Total Fund 03:	0.00
Grand Total Fund 04:	0.00
Grand Total Fund 06:	0.00
Grand Total Fund 09:	1,257.33
Grand Total Fund 11:	0.00
Grand Total Fund 18:	0.00

Grand Total Count:	71
Grand Total Amount:	73,341.23

## ACCOUNTS PAYABLE VOUCHER

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

<b>Payee 576</b>  <b>VISA CARD SERVICES                  CARD SERVICES                  PO BOX 875852                  KANSAS CITY, MO 64187-5852</b>	<b>Purchase Order No. 200855, 200891,                  201021, 201036, 200832, 200863,                  200824, 200952, 200983, 200981,                  200930, 201047, 201056, 200927,                  200953, 200971, 200991, 201018,                  200906, 200919, 200920, 200925,                  200951, 200948, 200993, 201007,                  19222-R, 201068</b>  <b>Terms E-PAY</b>  <b>Date Due 7/31/2020</b>
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Invoice Date	Invoice Number	Description (or attach invoice(s))	Amount	
6/18/2020	2420429HS006 8BMJZ	FACEBOOK - SUMMER READING SIGN UP PROMO	100	00
6/21/2020	2420429HX002 971T3	FACEBOOK - WEST SUMMER CELEBRATION ADVERTISING	100	00
7/8/2020	2442629JF0GR X804Q	THE TULIP COMPANY - LANDSCAPING SUPPLIES	149	65
7/9/2020	2469216JG2XJ A2W7J	MEIJER - MAINTENANCE SUPPLIES	37	36
6/19/2020	2444500HWEW 7JEBW	DOLLAR TREE STORES - SUMMER READING BACKPACK SUPPLIES	508	00
6/19/2020	2444500HWHE W7JEE8	DOLLAR TREE STORES - BOOKS & SUPPLIES FOR SUMMER CELEBRATION	328	00
6/23/2020	2449215HZJH VMAHMY	NAMECHEAP - MOTHER GOOSE DOMAIN NAME	30	32
6/26/2020	2439900J2EM4 G3FXN	BEST BUY - LOGITECH WIRELESS MOUSE	31	86
7/1/2020	2473309J7BLK 4AVSM	DEPT OF HOMELAND SECURITY - ELEVATOR OPERATING PERMIT	131	98
7/2/2020	240429J87SRK WYFA	GOOGLE - GOOGLE G SUITE	657	20
7/9/2020	2449215JFJJ5 GNZJ1	NAMECHEAP - DOMAIN NAME VIGOLIBRARY.ORG	15	16
7/14/2020	2413746JM2X 9YL0KG	MENARDS - ADMIN MICROWAVE	79	00
7/15/2020	2470780JN0VZ 71ZJ7	INDIANA LIBRARY FEDERATION - ILF MEMBERSHIP DUES	100	00
6/23/2020	2413746J02X9 JNPPF	MENARDS - MAINTENANCE SUPPLIES	454	83
6/26/2020	2472519J2015 N5A3R	NORM'S MIRROR IMAGE GLASS - TEMPERED GLASS FOR TECH TEAM	872	50
6/30/2020	2469216J62XV XZ32B	LOWES - SHARKBITE 1/4 INCH SHUT OFF VALVES	29	34

7/2/2020	2449398J92M QDL4V7	LAKESHORE LEARNING MATERIALS - CLASSROOM CRAYONS FOR YS	231	64
7/11/2020	2401134JH000 02N02	AMERICAN LIBRARY ASSN STORE - SUPERCHARGED STORYTIMES BOOKS	117	93
6/18/2020	2416407HV7D KJPEW2	SUBWAY - STAFF ASSOCIATION MEAL	454	35
6/22/2020	2427074HYS66 M3FHH	BATTERY SOLUTIONS - BATTERY RECYCLE KIT	74	95
6/22/2020	2439900HYEM 1QZ8BA	BEST BUY - LOGITECH WIRELESS MOUSE	29	99
6/23/2020	2420429HZ02 Q10K2Q	GOOGLE - DOCUMENT STUDIO FOR MRF	31	03
6/23/2020	2444500J000J 69VXQ	DOLLAR TREE STORES - ADULT PROGRAM ART HACKS GLUE	9	00
6/25/2020	2413746J25SQ YMGFM	HOBBY LOBBY - ADULT PROGRAM ART HACKS SUPPLIES	26	85
7/2/2020	2413746J9HEX JVXSF	INBIZ - FRIENDS BUSINESS ENTITY REPORT	21	00
7/2/2020	2413746J98PX V470Y	INBIZ - FRIENDS BUSINESS ENTITY REPORT	1	00
7/7/2020	2444500JE5SB 174ST	GFS MARKETPLACE - PAINTING WITH NICOLE SUPPLIES	13	57
7/8/2020	2469216JE2XF MEJV4	HP PRODUCT CORP - HP 17.3 LAPTOPS	6407	97
7/16/2020	2469216JN2X QA8D14	AMERICAN LIBRARY ASSOCIATION - E. FISHER MEMBERSHIP ALA/ILF JOINT	42	00
<b>TOTAL</b>			<b>11086</b>	<b>48</b>

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

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

\_\_\_\_\_  
Librarian

<b>Voucher No.</b>	<b>Warrant No.</b>	<b>PAYEE</b>	
<b>Charge These Appropriations</b>			
<b>Account Number</b>	<b>Account Name</b>	<b>Amount</b>	
4245	01-01	37.36	
4441	01-01	79.00	
4213	01-02	136.80	
4391	01-02	100.00	
4223	01-03	215.80	
4231	01-03	1,140.87	
4235	01-03	149.65	
4363	01-03	131.98	

<b>4245</b>	<b>01-04</b>	<b>871.14</b>	<b>APPROVED</b>	<b>, 20</b>
<b>4443</b>	<b>01-06</b>	<b>6,407.97</b>		
<b>4391</b>	<b>01-08</b>	<b>42.00</b>		
<b>4314</b>	<b>01-09</b>	<b>657.20</b>		
<b>4310</b>	<b>01-11</b>	<b>31.03</b>		
<b>4314</b>	<b>01-11</b>	<b>45.48</b>		
<b>4331</b>	<b>01-11</b>	<b>200.00</b>	<b>In the amount of \$</b>	
<b>4245</b>	<b>02-00</b>	<b>454.35</b>		
<b>4245</b>	<b>02-72</b>	<b>385.85</b>		
	<b>Total</b>	<b>11,086.48</b>	<b>See Claims Docket</b>	

Library Form No. 4 (1934)

Prescribed by State Board of Accounts

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*17991	AMAZON.COM LLC*	02	ACH	50.97	4688	ELASTIC FOR FACE MASK PROG.
*17992	AMAZON.COM LLC*	02	ACH	356.11	4689	SEWING SUPPLIES
*17993	AMAZON.COM LLC*	01	ACH	382.71	4690	DREMEL PLA FILAMENT
*18020	AMAZON.COM LLC*	01	ACH	135.52	4691	DVD/VIDEO MATERIAL
*18021	AMAZON.COM LLC*	01	ACH	137.74	4692	DVD/VIDEO MATERIAL
*18052	AMAZON.COM LLC*	01	ACH	113.41	4693	DVD/VIDEO MATERIAL
*18053	AMAZON.COM LLC*	01	ACH	35.99	4694	WEBCAM FOR TESTING
*18054	AMAZON.COM LLC*	01	ACH	67.44	4695	PROGRAM SUPPLIES
*17994	BAILEY*KENDRA	01	ACH	9.77	4696	MILEAGE REIMBURSEMENT
*18028	BAKER & TAYLOR INC*	01	ACH	4,509.18	4697	CIRC PRINT MAT, YS MAT
*17996	CULLIGAN WATER CONDITIONI	01	ACH	20.00	4698	WEST COOLER RENTAL
*17997	CULLIGAN WATER CONDITIONI	01	ACH	145.00	4699	MAIN SERVICE
*17998	DELL MARKETING LP*	01	ACH	3,602.00	4700	CARBON BLACK AV VMWARE
*18022	DEMCO, INC*	01 02	ACH	76.85	4701	BAGS FOR FACE MASK PROG
*18000	E-Z CLEAN INC*	01	ACH	172.50	4702	RED UNGER MOP HEADS
*18001	E-Z CLEAN INC*	01	ACH	45.49	4703	MAINTENANCE SUPPLIES
*18045	E-Z CLEAN INC*	01	ACH	420.67	4704	JANITORIAL SUPPLIES
*18046	E-Z CLEAN INC*	01	ACH	118.00	4705	SANITIZER DISPENSER STAND
*18057	E-Z CLEAN INC*	01	ACH	80.35	4706	JANITORIAL SUPPLIES
*18025	EXPRESS SERVICES INC*		ACH	530.40	4707	PART TIME STAFFING

<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>
		01				
*18030	GALE/CENGAGE LEARNING*	01	ACH	242.16	4708	CIRC PRINT MATERIAL
*18042	GOV CONNECTION INC*	01	ACH	6,319.26	4709	COMPUTERS FOR SERVICE DESKS
*18026	HOWE*KRISTI	01	ACH	131.76	4710	FACE MASK MATERIAL REIMBURSEMENT
*18032	INDIANA LIBRARY FEDERATION	01	ACH	400.00	4711	YS CONFERENCE
*18033	INDIANA LIBRARY FEDERATION	01	ACH	400.00	4712	YS CONFERENCE
*17826	LOWE'S COMMERCIAL SERVICES	01	ACH	301.33	4713	MAINTENANCE SUPPLIES
*18059	MIDWEST COMMUNICATIONS, INC	01	ACH	484.00	4714	SUMMER READING RADIO PROMO
*18029	MIDWEST TAPE*	01	ACH	3,666.30	4715	DVD/VIDEO MATERIAL, AUDIO RECORD
*18034	MIDWEST TAPE*	01	ACH	6,635.91	4716	HOOPLA CONTENT-JULY
*18039	NEW AVENUES*	01	ACH	150.00	4717	ALA CARTE ADMIN FEE
*18040	NEW AVENUES*	01	ACH	340.00	4718	CLINICAL HOURS
*18008	OCLC INC*	01	ACH	5,947.06	4719	CATALOGING SUBSCRIPTION
*18011	ONI RISK PARTNERS, INC.*	01	ACH	100.00	4720	PUBLIC OFFICIAL BOND - B.BRIDGEMAN
*18031	PENWORTHY COMPANY*	01	ACH	141.99	4721	YS CIRC MATERIAL
*18038	RICOH USA INC*	01	ACH	954.58	4722	COPIER LEASE
*18013	STAPLES CONTRACT & COMMERCIAL	01	ACH	43.98	4723	OFFICE SUPPLIES
*18014	STINSON*AMBER	01	ACH	114.65	4724	SUMMER TEXTBOOK REIMBURSEMENT
*18023	STINSON*AMBER	01	ACH	500.00	4725	SUMMER 2020 TUITION REIMBURSEMENT
*18017	WEAS ENGINEERING INC*	01	ACH	491.72	4726	WATER TREATMENT MANAGEMENT

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
						Total Count: <b>39</b>
						Total Amount: <b>38,374.80</b>
*17990	ACTION PEST CONTROL, INC*	01	<i>E-pay</i>	<b>285.00</b>	<b>7032</b>	WEST MONTHLY INSPECTION
*17995	CINTAS CORPORATION*	01	<i>E-pay</i>	<b>118.00</b>	<b>7033</b>	MAIN AED LEASE
*18002	FUN EXPRESS, LLC*	02	<i>E-pay</i>	<b>159.80</b>	<b>7034</b>	LACE & TRACE KITS
*18005	METZGER LANDSCAPE INC*	01	<i>E-pay</i>	<b>59.24</b>	<b>7035</b>	IRRIGATION MAINTENANCE
*18006	INNOVATIVE COMMUNICATION	01	<i>E-pay</i>	<b>876.50</b>	<b>7036</b>	PA SYSTEM UPGRADE
*18009	OFFICE DEPOT*	01	<i>E-pay</i>	<b>33.80</b>	<b>7037</b>	OFFICE SUPPLIES
*18010	OFFICE DEPOT*	01	<i>E-pay</i>	<b>14.70</b>	<b>7038</b>	OFFICE SUPPLIES
*18012	PAYPAL INC*	01	<i>E-pay</i>	<b>19.95</b>	<b>7039</b>	MONTHLY PAYFLOW LINK
*18015	TOWN OF WTH WATER & SEWE	01	<i>E-pay</i>	<b>66.04</b>	<b>7040</b>	WEST WATER/WASTE SERVICE
*18016	VERIZON - WIRELESS*	01	<i>E-pay</i>	<b>205.53</b>	<b>7041</b>	PHONE SERVICE
*18018	WEX BANK*	01	<i>E-pay</i>	<b>95.47</b>	<b>7042</b>	FUEL
*18019	INDIANA AMERICAN WATER CC	01	<i>E-pay</i>	<b>57.64</b>	<b>7043</b>	PRIVATE FIRE SERVICE
*18024	ARAMARK UNIFORM SERVICES	01	<i>E-pay</i>	<b>360.00</b>	<b>7044</b>	MAIN SERVICE
*18035	KJB THEATERS*	01	<i>E-pay</i>	<b>660.00</b>	<b>7045</b>	POPCORN FOR HARRY POTTER
*18037	WAGeworks, INC.*	01	<i>E-pay</i>	<b>168.82</b>	<b>7046</b>	COBRA MONTHLY FEE
*18044	FRONTIER*	01	<i>E-pay</i>	<b>46.02</b>	<b>7047</b>	WEST PHONE SERVICE
*18047	DUKE ENERGY *	01	<i>E-pay</i>	<b>715.51</b>	<b>7048</b>	WEST ELECTRIC SERVICE
*18048	DUKE ENERGY *	01	<i>E-pay</i>	<b>10,658.45</b>	<b>7049</b>	MAIN ELECTRIC SERVICE
*18049	CINTAS CORPORATION*		<i>E-pay</i>	<b>20.80</b>	<b>7050</b>	WEST CABINET 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>
		01				
*18050	CINTAS CORPORATION*		<i>E-pay</i>	<b>59.00</b>	<b>7051</b>	WEST AED LEASE
		01				
*18051	ARAMARK UNIFORM SERVICES		<i>E-pay</i>	<b>134.45</b>	<b>7052</b>	WEST MAT SERVICE
		01				
*18055	ADP INC - AUTOPAY II*		<i>E-pay</i>	<b>654.50</b>	<b>7053</b>	PAYROLL SERVICES
		01				
*18060	CROSSROADS DOOR & HARDV		<i>E-pay</i>	<b>75.00</b>	<b>7054</b>	AB13 CORE AND 2 KEYS FOR LLC DOOF
		01				

Total Count: **23**  
Total Amount: **15,544.22**

<i>Grand Total Fund 01:</i>	<b>53,285.24</b>
<i>Grand Total Fund 02:</i>	<b>633.78</b>
<i>Grand Total Fund 03:</i>	<b>0.00</b>
<i>Grand Total Fund 04:</i>	<b>0.00</b>
<i>Grand Total Fund 06:</i>	<b>0.00</b>
<i>Grand Total Fund 09:</i>	<b>0.00</b>
<i>Grand Total Fund 11:</i>	<b>0.00</b>
<i>Grand Total Fund 18:</i>	<b>0.00</b>

Grand Total Count:	<b>62</b>
Grand Total Amount:	<b>53,919.02</b>

**Payroll Payable  
Voucher Register**

**Vigo County Public Library**

For Period July -2020

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

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
7/10	Pay#14	Gross Payroll	\$ 119,856.61	\$ 119,856.61	ACH	
7/10	Pay#14	FICA	\$ 8,764.87	\$ 8,764.87	ACH	
7/10	Pay#14	PERF	\$ 15,803.28	\$ 15,803.28	ACH	
7/24	Pay#15	Gross Payroll	\$ 120,467.24	\$ 120,467.24	ACH	
7/24	Pay#15	FICA	\$ 8,812.11	\$ 8,812.11	ACH	
7/24	Pay#15	PERF	\$ 15,953.99	\$ 15,953.99	ACH	
7/24	Pay#15	Anthem	\$ 48,626.83	\$ 48,626.83	ACH	
7/24	Pay#15	Guardian	\$ 5,355.22	\$ 5,355.22	ACH	
		Gross Payroll		\$ -	ACH	
		FICA		\$ -	ACH	
		PERF		\$ -	ACH	

Total library cost			\$ 343,640.15			
July	pays 14 & 15	Great West	\$ 1,577.02	\$ 1,577.02	ACH	Staff withholding
July	pays 14 & 15	Garnishments	\$ 500.00	\$ 500.00	ACH	Staff withholding
July	pays 14 & 15	AFLAC	\$ 1,212.76	\$ 1,212.76	ACH	Staff withholding
July	pays 14 & 15	United Way	\$ 366.00	\$ 366.00	ACH	Staff withholding
July	pays 14 & 15	Anthem	\$ 8,332.10	\$ 8,332.10	ACH	Staff withholding
July	pays 14 & 15	HSA adj.		\$ -	ACH	Staff withholding
July	pays 14 & 15	Guardian	\$ 777.26	\$ 777.26	ACH	Staff withholding
July	pays 14 & 15	Boston Mutual	\$ 566.22	\$ 566.22	ACH	Staff withholding
July	pays 14 & 15	Fed Tax	\$ 18,417.97	\$ 18,417.97	ACH	Staff withholding
July	pays 14 & 15	State Tax	\$ 7,449.67	\$ 7,449.67	ACH	Staff withholding
July	pays 14 & 15	Local Tax	\$ 4,456.22	\$ 4,456.22	ACH	Staff withholding
July	pays 14 & 15	FICA	\$ 17,577.03	\$ 17,577.03	ACH	Staff withholding
July	pays 14 & 15	Vol. PERF	\$ 3,295.68	\$ 3,295.68	ACH	Staff withholding
Staff Cost			\$ 64,527.93	\$ 64,527.93		

**Payroll Payable  
Voucher Register**

**Vigo County Public Library**

For Period July -2020

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

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

July 31, 2020

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 \$ 343,640.15

Dated this 17th day of August 2020 .

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

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

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

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

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

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

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

**GIFT FUND BALANCES  
2020**

<b>FUND</b>	<b>AMOUNT</b>	<b>PURPOSE</b>	<b>Approval</b>
00-General	\$ 3,141.28	Unrestricted Use	Admin.
64-SPC	\$ 9,897.84	Support of SPC	Admin.
65-Big Read	\$ 2,100.00	Big Read	Admin.
66-YS	\$ 5,208.92	Support of YS	Admin.
67-LLC	\$ -	Support of LLC	Admin.
68-Crackerbarrel	\$ 285.00	Support of Crackerbarrel	
69-Wright Fdtn.	\$ 10,361.46	Unrestricted Use	Admin.
71-West Branch	\$ 640.72	Support of West Branch	Admin.
72-Friends	\$ 4,294.93	Support of pre-approved programs	Admin.
73-WVLC	\$ 2,806.94	Support of LLC literacy	Admin.
74-Wiley Cupola	\$ 1,274.00	Cupola maintenance-Wiley	Admin.
75-Wiley Memorial	\$ 19,310.17	Construction & Maint.	Admin.
77-WVCF MEEKS	\$ 692.84	Childrens literature	Admin.
81-Comm. Conn.	\$ 216.95	Support of CC	Admin.
83-Kiwanis Ys	\$ 60.98	Childrens bk label recog	Admin.
85-Phillips	\$ 3,305.47	Support of LLC and Archi	Admin.
87-Cox	\$ 646.48	Hearing impaired support	Admin.
89-Christmas in the Park	\$ 1,567.22	Christmas in the Park	Admin.
92-Marketing	\$ 1,000.00	Unrestricted Use	Admin.
93-Family Learning Day	\$ 1,300.25	FAMILY LEARNING DAY	Admin.
94-TH Econ.Dev.	\$ 139.58	Adult nonfiction commemo	Admin.
96-Fundraiser	\$ 190.41	Buy a bk	Admin.
<b>TOTAL</b>	<b>\$ 68,441.44</b>		

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD AUGUST 17, 2020

## ADULT SERVICES

### ONLINE ART EXHIBIT FOR LOCAL ARTISTS

Adult Services Assistant Allison Swearingen worked with local artists from the River City Art Association and Wabash Valley Art Guild to arrange a virtual art display as a safer alternative to the onsite exhibit the art groups typically provide each month. Featured artists were Richard and Edith Acton, who submitted beautiful fused glass and clay artworks. Strategic Communications Manager Elizabeth Scamihorn suggested the alternative display, then photographed the works, created a video, and curated the virtual display for posting on the VCPL Facebook page. The display provided a few brief moments for customers to escape life's current stressors and enjoy the work of local artists.

### ONLINE PROGRAMS

VCPL Adult Services Librarian Jeanette Bouchie has been creating virtual programming that strives to both engage and inform the community. Examples include the Reflections programs, which explores the civil rights movement in the U.S. and civil rights here in Terre Haute. She has also created an ESL Learning Experience that explores the use of "learning pods" – groups of students doing virtual schooling together – a controversial option many parents are turning to during the pandemic. Upcoming programs include "Job Hunting During a Pandemic" and "The Spanish Flu Pandemic of 1918."

### IVY TECH'S "PARTNER UP"

Ivy Tech Community College of Indiana, along with Vigo County Public Library and several other community partners, hosted an online program titled "Partner Up," aimed to raise awareness of various resources that are available in the community to get support, education, and training for employment and new career paths. Adult Services Assistant Librarian Luke Gentry presented information about the Book-A-Librarian program and VCPL's computer lab that the public can use for applying for financial aid, registering for classes, and working on academic assignments. Director of Public Services Cindy Bhatti, as well as Youth Services Assistant Librarians Jaleeseya Elmore, Kendra McCrea-Bailey, and Sage Waelbroeck also presented in other virtual rooms. This program was held via Zoom on July 21 and again on August 6.

### CUSTOMER FEEDBACK

Assistant Librarian Luke Gentry was working at the Center Reference desk when a customer approached, holding up a piece of paper that read, "I need to fax." Luke replied, "Sure! Do you have a cover sheet for that?" The customer was unable to understand the question, so Luke asked, "¿Habla Español?" (Do you speak Spanish?) "Sí!" (Yes!) the customer responded with a smile. Luke explained in Spanish how to use the fax machine and the customer was successful in sending the fax. Luke is one

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD AUGUST 17, 2020

of a number of VCPL staff members who is able to help Spanish-speaking members of our community successfully use our library resources and services.

VCPL customers continue to appreciate the library's efforts to be open and keep staff and customers safe. Many customers are complimentary about the continued curbside service, enthusiastic about the online programs, and appreciative of the hand sanitizer stations. We are also beginning to see customers put forward more efforts at social distancing. Customers have expressed their thanks that VCPL remains open and provides many services.

In late July, Kerri England had a customer with an elderly mother who approached the desk and asked if we had something that her mother could use for a mask. When Kerri opened the drawer and was able to offer a choice of a few different colors and patterns of fabric masks, the customer was visibly happy and said, "Oh my! These are nice ones! I was just hoping you had a disposable one so we could get through the library quickly today." When the customer returned with her mother, now happily wearing a new red mask and waving to the librarian, the customer conveyed her mother's thanks. Many customers are surprised and pleased at having a reusable mask provided by the library when they do not have or have forgotten one of their own.

## PROGRAMS AND EVENTS

### SUMMER READING PROGRAM



The Summer Reading Program "Imagine Your Story" concluded on July 31. In the face of unique challenges, 946 people participated in the program by logging hours, watching videos created by local nonprofits, and even picking up trash to beautify the community. 221 children, ages 0-19, earned backpacks full of activities and school supplies for completing the challenge. These materials, much like the free books they received for signing up, could be picked up curbside or delivered to their door. Adults who participated had a chance to earn one of nineteen \$50 gift cards for locally-owned restaurants. Memberships for Swope Art Museum, Terre Haute Children's Museum, and Vigo County Historical Society and Museum were also given away to six lucky winners. This program supports and engages the community. *Photo courtesy of Haute Happenings.*

Customer Feedback on the Summer Reading Program:

"It was a great program with reading badges and activity badges. For the kids, (in previous years) I wasn't great about logging consistently but since I log my books with Goodreads, it was easy to log them on Beanstack. Back in March, I didn't really read too much but then slowly began to read and listen to more books but I think the summer reading program made me read and listen more which I

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD AUGUST 17, 2020

enjoy. The library has always had fun things but I appreciate everything they are doing with virtual events and contactless curbside. Thank you VCPL librarians!" - Sarah McCarthy

"Although we are big readers, we have never successfully completed an entire summer reading program, because we lost our sheets, forgot to turn them in, lost interest, etc. Beanstack MAJORLY fixed this problem!" - Devon Kinne

"I thought that the array of programming was great. Your staff did a wonderful job in a tough situation and they provided a Summer Reading experience that was highly beneficial for this community."  
- Anonymous

"You all have ROCKED the 'tucked in at home life'...what a huge, huge blessing you all have been with all the delivery/curbside/print/booking picking services, summer reading program events, supplies/kits to pick up...THANK YOU!!"- Anonymous

## VCPL SPONSORSHIP WITH THE MOON LITE DRIVE-IN



On July 30, 362 people enjoyed a free showing of *Harry Potter and the Sorcerer's Stone* with complimentary popcorn for every car paid for by VCPL. Escaping into the Wizarding World of Harry Potter, while social distancing and wearing masks, was well received by the community.



# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD AUGUST 17, 2020

## WEST BRANCH

### HARRY POTTER FLAVOR BYTES



On July 29, Librarian Sharon McConnell and Youth Services Assistant Librarian Kendra Bailey led a live Zoom session of the popular virtual cooking program Flavor Bytes. 17 participants of varying ages joined the program to learn how to make two popular dishes from the **Harry Potter** series. Kendra walked the participants, step-by-step, through the process of making pumpkin hand pies, and Sharon demonstrated how to make butterscotch-based, non-alcoholic butter beer. Participants were given kits containing the non-staple, non-perishable ingredients prior to the program, which allowed them to cook along with Kendra and Sharon. Many of

the participants thanked the Library for holding the program, saying what a wonderful time they had and that both recipes were delicious!

## YOUTH SERVICES

### 14<sup>TH</sup> AND CHESTNUT COMMUNITY CENTER VISIT



On July 23, Youth Services Librarian Megan Howes and Assistant Librarian Kendra Bailey visited the 14<sup>th</sup> and Chestnut Community Center to provide an outreach activity for 15 campers in 3<sup>rd</sup> through 5<sup>th</sup> grades. Kendra and Megan taught the campers how to make marbled paper with shaving cream and food coloring. This project focused more on the process than the end product, and kids were encouraged to be creative by choosing colors, cutting out shapes in the paper, and using the shaving cream mixture in whatever way they chose. The children loved mixing colors together to create unique tones and many used the “paint” in ways that Kendra and Megan had not expected! The campers all mentioned how much fun they had and gave Megan and Kendra a big “thank you” as they were leaving.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD AUGUST 17, 2020

## LITTLE FREE LIBRARIES

The Little Free Libraries are free book-sharing boxes where anyone may take a book or share a book. VCPL maintains boxes in several locations throughout our community, and various VCPL staff members have been helping to restore and repaint the boxes. Nicole Norris, from the Technical Services department, drew inspiration from Puerto Rican artist, Vicente Ydrach. When Ydrach saw the social media



post, he commented, *Beautiful! You honor me with your interpretation. Your paintings are the best compliment I've ever had!!! Thank you so much. Keep doing whatever you are doing. I love it!* It was an honor to hear from the artist himself in such an uplifting way and for him to give recognize a very talented staff member. Nicole also hosts VCPL's popular *Painting with Nicole* program.

## BILINGUAL MATERIALS

Youth Services Assistant Librarian Sage was helping a customer find some children's graphic novels about historical events. Sage noticed that the mother of the children was browsing in the World Languages section of the department. The mother began speaking excitedly in Spanish to the rest of her family, and the children responded enthusiastically in Spanish. When Sage returned to the family, they mentioned to the adults that they noticed the family's interest in the Spanish section. Sage explained that they were responsible for ordering the World Language books and that the family could feel free to let Sage know if they ever have any requests. The mother happily responded, "I have a list!" She proceeded to tell Sage that the family had just finished reading the first books of the *Dog Man* and *Warriors* series in Spanish, and they would love to be able to utilize VCPL for the sequels. The family had visited VCPL a few times before the closure in March and was pleasantly surprised to find the World Languages section on their first trip back.

## PERSONNEL

### CHANGE IN STATUS

Walker, Misty L. - Change in status from the part-time non-exempt position of Lending Services Assistant to the full-time non-exempt position of Lending Services Clerk in the Lending Services Department effective July 27, 2020.

Respectfully submitted,

Kristi J. Howe

8/12/20 Admin AG

**Vigo County Public Library**  
**Board of Trustees**

Proposed Slate of Officers 2020 - 2021

President: Terry Jones

Vice President: Olivia Goulding

Secretary: Valentine Muyumba

\*Treasurer: Brett Taylor, Director of Support Services

\* Requires separate motion and vote



**PUBLIC OFFICIAL BOND**  
 State Form 55947 (11-15)  
 Approved by State Board of Accounts, 2015  
 INDIANA DEPARTMENT OF INSURANCE

Bond number 999062849

Brett James Taylor, as Principal, and  
The Ohio Casualty Insurance Company, as Surety, as well as all heirs, executors, and  
 administrators of the Principal and Surety, are bound, jointly and severally, to the **State of Indiana**, in the  
 amount of \$250,000.00, if subparagraphs (b) is violated. In all other respects, the following  
 conditions apply to this Public Official Bond.

- a) The Principal is duly elected, commissioned, appointed, or employed as Treasurer/Director of Support Services - Vigo County Public Library for Vigo County Public Library in the State of Indiana.
- b) The Principal shall faithfully perform and fulfill his or her duties of the position named in subparagraph (a); including compliance with IC 5-11 and paying over on demand to the persons entitled or authorized to receive the same, all moneys that may come into his or her hands during the term of this Public Official Bond.
- c) The term of this Public Official Bond is for a one (1) year term beginning on the 17th day of August, 2020 and ending on the 17th day of August, 2021.
- d) This Public Official Bond cannot be continued, extended, or renewed as provided by IC 5-4-1-18(m).
- e) This Public Official Bond complies with IC 5-4-1-18, and any conflict between this bond and the Indiana Code shall be resolved in favor of the statutory provisions.
- f) The Legislature may change, modify, or repeal any relevant law now in force and exact and all laws during the existence of this Public Official Bond, but this Public Official Bond will remain in full force and effect, except for that which was directly altered by the change in law.

<u>The Ohio Casualty Insurance Company</u>	<u>Brett James Taylor</u>
<u>175 Berkeley Street</u>	<u>2308 Franklin St</u>
<u>Boston, MA 02116</u>	<u>Terre Haute, IN 47803</u>



Timothy A. Mikolajewski  
 Attorney in Fact  
 Timothy A. Mikolajewski

By Brett James Taylor

Accepted and approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

**OATH OF OFFICE**

State of \_\_\_\_\_

County of \_\_\_\_\_

I, Brett James Taylor, do solemnly swear (or affirm) that I will support, protect and defend the Constitution of The United States and the Constitution of the State of Indiana, and that I will discharge the duties of my office of Treasurer/Director of Support Services - Vigo County Public Library with fidelity; that I have not paid or contributed, or promised to pay or contribute, either directly or indirectly, any money or other valuable thing to procure my nomination or election (or appointment), except for necessary and proper expenses expressly authorized by law; that I have not knowingly violated any election law of this State, or procured it to be done by others in my behalf; that I will not knowingly receive, directly or indirectly, any money or other valuable thing for the performance or non-performance of any act or duty pertaining to my office than the compensation allowed by law. So help me God.

\_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_

\_\_\_\_\_



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

The Ohio Casualty Insurance Company

POWER OF ATTORNEY

Principal: Brett James Taylor

Agency Name: ONI RISK PARTNERS, INC

Bond Number: 999062849

Obligee: State of Indiana, State House

Bond Amount: (\$250,000.00 ) Two Hundred Fifty Thousand Dollars And Zero Cents

KNOW ALL PERSONS BY THESE PRESENTS: that The Ohio Casualty Insurance Company, a corporation duly organized under the laws of the State of New Hampshire (herein collectively called the "Company"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint Timothy A. Mikolajewski in the city and state of Seattle, WA, each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Company in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Company and the corporate seal of the Company has been affixed thereto this 26th day of September, 2016.



The Ohio Casualty Insurance Company

By: [Signature of David M. Carey]

David M. Carey, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

STATE OF PENNSYLVANIA ss  
COUNTY OF MONTGOMERY

On this 26th day of September, 2016, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of The Ohio Casualty Insurance Company and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA  
Notarial Seal  
Teresa Pastella, Notary Public  
Upper Merion Twp., Montgomery County  
My Commission Expires March 28, 2021  
Member, Pennsylvania Association of Notaries

By: [Signature of Teresa Pastella]  
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-law and Authorizations of The Ohio Casualty Insurance Company, which is now in full force and effect reading as follows:

ARTICLE IV – OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature or electronic signatures of any assistant secretary of the Company or facsimile or mechanically reproduced or electronic seal of the Company, wherever appearing upon a certified copy of any power of attorney or bond issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, of The Ohio Casualty Insurance Company do hereby certify that this power of attorney executed by said Company is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Company this 14th day of August, 2020.



By: [Signature of Renee C. Llewellyn]

Renee C. Llewellyn, Assistant Secretary

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.



# eBonding Indemnity Agreement

Bond Number: 999062849

Agency Name: ONI RISK PARTNERS, INC  
Agency Address: 925 Wabash Ave Ste 200, Terre Haute, IN 47807-3237

Agency Code: 285098

Principal's Full Name: Brett James Taylor  
Address: 2308 Franklin St, Terre Haute, IN 47803

Indemnity to be signed by:  
Name: Brett James Taylor  
Address: 2308 Franklin St, Terre Haute, IN 47803

## Indemnity Agreement

The undersigned (collectively "Indemnitor") represents that all statements and representations made in the bond Application are true and made without reservation to induce Liberty Mutual Insurance Company and any other company that is part of or added to the Liberty Mutual Group, severally not jointly, and/or for which surety business is underwritten by Liberty Mutual Surety ("Surety") to extend surety credit in any manner or amount, including but not limited to providing or having provided requested Bond(s) including any modifications thereto in reliance upon the provision of its indemnity, and with regard to such surety credit hereby agrees with Surety, its successors and assigns, as follows: (1) to pay premiums when due; (2) to deliver evidence satisfactory to Surety, of the release of all liability; (3) to exonerate, hold harmless and indemnify Surety from and against all claims, losses, liability, damages of any type (including punitive), costs, fees, expenses, suits, orders, judgments, or adjudications whatsoever which Surety may incur in any manner related to the extension of surety credit, including the enforcement of the agreements contained herein and any matter subject to any bankruptcy court (collectively "LOSS"); (4) That Surety shall have the right, at its sole discretion, to pay, adjust, settle or compromise any and all claims or LOSS and the voucher or other evidence of such payment, settlement or compromise, whether Surety was liable therefore or not, shall be conclusive evidence of the fact and extent of Indemnitor's liability; (5) to place Surety in funds immediately upon demand, the amount Surety deems necessary to protect itself from any LOSS or potential LOSS, whether or not Surety has made payment or posted a reserve, Surety having the right to use all or part of these funds in payment or settlement of any LOSS or in reimbursement to Surety for payment of same; (6) that Indemnitor hereby authorizes Surety to investigate statements made herein, and to obtain credit report information from credit reporting sources/bureaus, and to check credit with creditors and/or lending institutions, and further authorizes any present or former employer or any other person, firm or corporation, to furnish information concerning Indemnitor in connection with the Surety's extension of surety credit and with Indemnitor's compliance with obligations hereunder and under any Bond or underlying obligation, and Indemnitor hereby releases any of the aforementioned from liability in consequence of furnishing or disclosing such information; (7) that Surety may bring separate suits to recover hereunder as causes of action shall accrue and that the bringing of suit or recovery of judgment upon any cause of action shall not prejudice or bar the bringing of other suits upon other causes of action, whether heretofore or thereafter arising; (8) that all other rights which Surety may have or acquire against Indemnitor under other or additional agreements of indemnity or any other written agreement (with this Agreement collectively "INDEMNITY") related to the extension of surety credit, shall be in addition to and not in lieu of the rights afforded Surety under this Agreement; (9) that if Surety executes any Bond(s) with any co-surety or reinsures all or any part of any Bond(s), that all the terms of this Agreement shall apply and operate for the benefit of such co-surety and reinsurer, as their interests may appear; (10) that these covenants shall be jointly and severally binding upon Indemnitor, its respective heirs, executors, administrators, successors and assigns; (11) that Surety shall have the right to decline to issue or to cancel Bond(s) at any time, free of claim for loss or damage by Indemnitor, and Surety shall be under no obligation to disclose its reasons therefore, the provisions of any law to the contrary being hereby waived; (12) that the exercise, delay of or failure by Surety to exercise of any right, remedy or power whatsoever shall not preclude Surety's simultaneous or subsequent exercise or constitute any waiver of such or other rights, remedies or powers; (13) that if any Bond(s) relate to the assets of an estate, Indemnitor will provide reasonable access to all records concerning the estate and upon request shall provide a written report of the condition of the estate. Furthermore, Indemnitor grants, assigns, pledges and conveys to Surety as security, a lien on and security interest in and to Indemnitor's interest, title and rights in the proceeds of any insurance policy affording coverage for all or part of any bonded obligation, and in the contracts or obligations (and all proceeds thereof without limitation) that grow in any manner whatsoever as a result of the extension of surety credit. While the lien and security interests are effective immediately, Surety may exercise its remedies with respect to such only in the event of: a) Indemnitor's failure to fulfill any obligation whatsoever for which i) Bond(s) are provided, ii) contained in any Bond(s), or iii) contained within any INDEMNITY agreement with the Surety; and b) any assignment by Indemnitor for the benefit of creditors or any agreement or proceeding of liquidation, receivership or bankruptcy whatsoever. Indemnitor hereby authorizes Surety to file any such financing statement as Surety deems necessary or appropriate to perfect the liens and security interest granted herein.

**With respect to Court Bonds and Receiver/Trustee Bonds: INDEMNITORS ACKNOWLEDGE AND AGREE THAT THE FIRST YEAR PREMIUM IS FULLY-EARNED WHEN THE BOND IS ISSUED EVEN IF THE BOND IS SUBSEQUENTLY REDUCED OR TERMINATED DURING THE FIRST YEAR. IF A BOND IS REDUCED OR TERMINATED DURING THE SECOND OR SUBSEQUENT YEAR AFTER A RENEWAL PREMIUM IS PAID, THE RENEWAL PREMIUM SHALL BE ADJUSTED PRO RATA UPON REDUCTION OR TERMINATION.**

Signed and dated this 14th day of August, 2020.

Principal: Brett James Taylor

Indemnitor(s) sign here:

Witness' signatures:

By: Brett James Taylor

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

## NOTICE TO TAXPAYERS

The **Notice to Taxpayers** is available online at [www.budgetnotices.in.gov](http://www.budgetnotices.in.gov) or by calling (888) 739-9826.

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at **680 Poplar Street**.

Notice is hereby given to taxpayers of **VIGO COUNTY PUBLIC LIBRARY, Vigo County, Indiana** that the proper officers of **Vigo County Public Library** will conduct a public hearing on the year **2021** budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of **Vigo County Public Library** not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, **Vigo County Public Library** shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of **Vigo County Public Library** will meet to adopt the following budget:

Public Hearing Date	Tuesday, September 08, 2020	Adoption Meeting Date	Monday, September 21, 2020
Public Hearing Time	5:30 PM	Adoption Meeting Time	5:30 PM
Public Hearing Location	Vigo County Public Library	Adoption Meeting Location	Vigo County Public Library
Estimated Civil Max Levy	\$7,117,728		
Property Tax Cap Credit Estimate	\$1,573,580		

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy	6 Levy Percentage Difference (Column 3 / Column 5)
0101-GENERAL	\$9,100,000	\$7,117,728	\$0	\$6,829,964	4.21%
0180-DEBT SERVICE	\$0	\$0	\$0	\$332,181	-100.00%
<b>Totals</b>	<b>\$9,100,000</b>	<b>\$7,117,728</b>	<b>\$0</b>	<b>\$7,162,145</b>	

# RESOLUTION ON SAFE DEPOSIT BOX

## Vigo County Public Library

**WHEREAS** the Vigo County Public Library has certain securities and records that require safekeeping which cannot be provided within the present building, and

**WHEREAS** a safe deposit box at the First Financial Bank of Terre Haute will meet those safekeeping needs,

**THEREFORE, BE IT RESOLVED** that safe deposit box space be procured from the said First Financial Bank and that two members of the Board of Trustees and two members of the Library Staff be listed as authorized representatives of the Board with the stipulation that the signatures of at least two of the four persons authorized shall be required for access to the safe deposit box, at least one of whom shall be a Board Member, and

**BE IT FURTHER RESOLVED** that Board Members, Terry W. Jones and Valentine K. Muyumba, and Staff Members, Brett Taylor and Dennis L. Shepard Jr., are hereby authorized and directed to procure said safe deposit box from said First Financial Bank at regular and ordinary bank rates and to execute all necessary documents to procure the same.

**President** \_\_\_\_\_

**Secretary** \_\_\_\_\_

ADOPTED by the Vigo County Public Library Board of Trustees on the 17<sup>th</sup> day of August, 2020.

**AYE**

**NAY**

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**VIGO COUNTY PUBLIC  
LIBRARY BOARD OF  
TRUSTEES**

**RESOLUTION ON DEPOSITORY SIGNATURES**

**BE IT RESOLVED**, that the **FIRST FINANCIAL BANK** of Terre Haute, Indiana, as a designated depository of this political subdivision be, and it is hereby requested, authorized and directed to honor checks, drafts, warrants, or other orders for payment of money drawn in this political subdivision's name when bearing the actual signatures or the properly impressed machine signatures (specimens thereof which are on file with said bank) of all the following officers:

PRESIDENT \_\_\_\_\_  
Terry W. Jones

SECRETARY \_\_\_\_\_  
Valentine K. Muyumba

TREASURER \_\_\_\_\_  
Brett Taylor

The **FIRST FINANCIAL BANK** of Terre Haute shall be entitled to honor and to charge this political subdivision for such checks, drafts, warrants, or other orders for payment when duly authorized in accordance with the above.

**DULY ADOPTED** by the Board of Trustees of the Vigo County Public Library at its regularly scheduled meeting held on the 17<sup>th</sup> day of August 2020, at which meeting a quorum was present.

**AYE**

**NAY**

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**VIGO COUNTY PUBLIC  
LIBRARY BOARD OF  
TRUSTEES**

**RESOLUTION ON DEPOSITORY SIGNATURES**

**BE IT RESOLVED**, that the **TERRE HAUTE SAVINGS BANK** of Terre Haute, Indiana, as a designated depository of this political subdivision be, and it is hereby requested, authorized and directed to honor checks, drafts, warrants, or other orders for payment of money drawn in this political subdivision's name when bearing the actual signatures of all the following officers:

PRESIDENT \_\_\_\_\_  
Terry W. Jones

SECRETARY \_\_\_\_\_  
Valentine K. Muyumba

TREASURER \_\_\_\_\_  
Brett Taylor

The **TERRE HAUTE SAVINGS BANK** of Terre Haute shall be entitled to honor and to charge this political subdivision for such checks, drafts, warrants, or other orders for payment when duly authorized in accordance with the above.

**DULY ADOPTED** by the Board of Trustees of the Vigo County Public Library at its regularly scheduled meeting held on the 17<sup>th</sup> day of August 2020, at which meeting a quorum was present.

**AYE**

**NAY**

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**COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR  
PUBLIC LIBRARY INTERNET ACCESS for  
FUNDING YEAR JULY 1, 2021 THROUGH JUNE 30, 2022**

WHEREAS, the board of the Vigo County Public Library has determined that it is beneficial to its operations to join the Indiana State Library Consortium for Public Library Internet Access; and

WHEREAS, the board recognizes that being part of the Indiana State Library Consortium for Public Library Internet Access requires following certain rules, including:

1. Filtering all computers in order to receive the e-Rate discount on vendor invoices (If the library chooses not to filter, they can be in the consortium and not receive e-rate discount, but may be eligible for reimbursement from State Technology Grant Fund.);
2. ensuring that the total cost of non e-rate services is included in at least one fund budget;
3. assuming financial responsibility for non-eRate portion that may not be covered by the State Technology Grant Fund;
4. working with AdTec in the filing of all forms, except Form 470, with the Universal Service Administrative Company Schools & Libraries Division; and

WHEREAS, the board acknowledges that by joining the Indiana State Library Consortium for Public Library Internet Access it receives certain benefits and that by opting out of the consortium, or by failing to abide by the Consortium rules, the library will lose the benefits.

NOW THEREFORE BE IT RESOLVED that the library shall be a member of the Indiana State Library Consortium for Public Library Internet Access and, as a member, the library shall abide by the rules of the Indiana State Library Consortium for Public Library Internet Access.

DULY ADOPTED by the Board of Trustees of the Vigo County Public Library at its regular meeting held on the 17th day of August, 2020, at which meeting a quorum was present.

NAY

AYE

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ATTEST:

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Secretary

2020-2021 VCPL Employee/Employer Cost Share for Dental, Vision, and Medical Plans

	Employee Bi-Weekly Cost for Each of 2 Pays per Month	Employee Cost Share per Month	Library Cost Share per Month	Total Premium per Month
<b>Dental – Guardian</b>				
Employee	2.84	5.68	34.15	39.83
Employee/Children	7.91	15.82	76.41	92.23
Employee/Spouse	7.30	14.60	70.59	85.19
Employee/Dependents	13.00	26.00	112.15	138.15

<b>Vision – Anthem</b>				
Employee	0.60	1.20	6.82	8.02
Employee/Children	1.11	2.22	10.13	12.35
Employee/Spouse	2.00	4.00	12.92	16.92
Employee/Dependents	4.10	8.20	14.25	22.45

<b>Health – Anthem PPO</b>				
Employee	61.12	122.24	622.38	744.62
Employee/Children	117.14	234.28	1113.48	1347.76
Employee/Spouse	170.00	340.00	1417.32	1757.32
Employee/Dependents	188.00	376.00	1569.94	1945.94

<b>Health – Anthem HSA</b>				
Employee	8.05	16.10	639.33	655.43
Employee/Children	20.34	40.68	1145.65	1186.33
Employee/Spouse	41.50	83.00	1463.83	1546.83
Employee/Dependents	46.50	93.00	1619.85	1712.85

## **Declaration of Fiscal Body**

### **Vigo County Public Library & Vigo County Council**

Under certain conditions designated in IC 6-1.1-17-20.3 and 20.4, the Vigo County Public Library's budget is subject to binding review and adoption by a separate fiscal body; this report identifies the fiscal body that would do any binding budget adoption in the event such binding adoption is required.

In the case of a triggering event under IC 6-1.1-17-20.3 or 20.4 that requires the Vigo County Public Library to submit its budget to a separate fiscal body for binding budget adoption, the fiscal body that is responsible for that binding adoption is the Vigo County Council.

I hereby certify this report was adopted by the Vigo County Public Library Board on August 17, 2020.

Terry W. Jones		
Library Board President	Signature	Date

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#### **Fiscal Body Acknowledgement**

Pursuant to the requirements of IC 6-1.1-17-20.6, the Vigo County Council acknowledges it is the fiscal body responsible for binding review and approval of the Vigo County Public Library's budget under IC 6-1.1-17-20.3 and 20.4 when the conditions exist that require such binding review.

I hereby certify this report was adopted by the Vigo County Council on \_\_\_\_\_.  
Date

Councilman Mike Morris		
Fiscal Body President	Signature	Date