

# A G E N D A

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

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

1. **Call to Order and Roll Call of Members**
2. **Public Input on Action Items**
3. **Consideration of Minutes of February 15, 2021 Regular Meeting** 2
4. **Treasurer's Report**
  - A. Monthly Financial Statement 5
  - B. Claims and Payroll 6
  - C. Special Claims
  - D. Gift Fund Report 18
5. **Reports to the Library Board**
  - A. 2021 NEA Big Read ~ Sarah Trover
6. **Director's Report** 19
7. **Old Business**
8. **New Business**
  - A. Resolution to Close Construction / Debt Service Fund 23
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Regular Meeting:** Monday, April 19, 2021 at 5:30 p.m., Main Library.
11. **Adjournment**

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

Library Board: Terry W. Jones, President; Valentine K. Muyumba, Secretary; Christi A. Fenton; James M. Young; and Daniel I. Pigg, *joined the meeting at 5:45 p.m.*

Library Staff: Kristi Howe; Brett Taylor; Amy Gibson; Heather Rayl; Lauri Chandler; Carly Maxey; Lauren Elyea; Rob Fox; Amber Stinson; Dennis Shepard; Curt Huffman; Cindy Bhatti; and Carey LaBella.

Others: none.

## **PUBLIC INPUT ON ACTION ITEMS**

No public input.

## **CONSIDERATION OF REGULAR MEETING MINUTES**

A motion to approve the minutes as written for the January 19, 2021, regular meeting, made by Muyumba, seconded by Fenton. Roll Call: Mr. Jones - aye, Mrs. Goulding - absent, Mrs. Muyumba - aye, Dr. Fenton - aye, Mr. Young - aye, Sister Dorothy - absent, Mr. Pigg - absent. Motion passed.

## **CONSIDERATION OF BOARD OF FINANCE MEETING MINUTES**

A motion to approve the minutes as written for the January 19, 2021, Board of Finance meeting, made by Fenton, seconded by Muyumba. Roll Call: Mr. Jones - aye, Mrs. Goulding - absent, Mrs. Muyumba - aye, Dr. Fenton - aye, Mr. Young - aye, Sister Dorothy - absent, Mr. Pigg - absent. Motion passed.

## **TREASURER'S REPORT**

### **Monthly Cash Statement**

Brett Taylor presented the Cash Statement for the period ending January 31, 2021 (copy attached to official minutes).

### **Claims and Payroll**

Mr. Taylor presented the Month End Claims dated January 29, 2021 in the amount of \$72,380.18 (Library Operating, \$70,789.33; Gift Fund, \$190.85; Grants, \$1,400.00); Library Operating Claims dated February 15, 2021, in the amount of \$60,339.58 (Library Operating Fund, \$57,198.19; Gift Fund, \$1,884.06; Grants, \$1,257.33. (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

**Special Claims**

There were no special claims.

**Gift Fund Report**

Mr. Taylor presented the Gift Fund report dated January 21, 2021 for \$64,301.33.

**Approval of Treasurer's Report**

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

**REPORTS TO THE LIBRARY BOARD**

**Resources Sharing in a Pandemic**

Technical Services Manager Lauren Elyea reported on resource sharing in a pandemic with VCPL's Interlibrary Loan services, specifically focusing on the enhanced use of ILL via the statewide sharing program.

**DIRECTOR'S REPORT**

Ms. Howe commented on her written report, including updates on the role of library staff in vaccine registration, the INPRS PERF audit, and SB 288.

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

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

There was no new business.

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

There were no suggestions.

**NEXT MEETING**

Regular Meeting, **Monday, March 15, 2021** at 5:30 p.m., Main Library or virtual.

**ADJOURNMENT**

A motion to adjourn the meeting at 6:02 p.m. made by Fenton, seconded by Pigg. Roll Call: Mr. Jones - aye, Mrs. Goulding - absent, Mrs. Muyumba - aye, Dr. Fenton - aye, Mr. Young - aye, Sister Dorothy - absent, Mr. Pigg - aye. Motion passed.

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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

AG 3/4/21

Vigo County Public Library

Cash Statement  
 Vigo County Public Library  
 February 2021

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	1,289.84 1,289.84	66,485.62 132,755.90	66,485.66 132,755.94	1,289.80	(0.04) (0.04)	
Cash Library Operating Fund 01-01-1010	5,016,479.85 5,393,659.33	103,238.46 204,127.74	463,831.61 941,900.37	4,655,886.70	(360,593.15) (737,772.63)	
Cash Gift Fund 02-00-1010	64,301.33 63,760.68	380.24 1,111.74	2,555.06 2,745.91	62,126.51	(2,174.82) (1,634.17)	
Cash Grants 09-00-1010	(17,655.40) (27,309.59)	0.00 12,311.52	3,259.26 5,916.59	(20,914.66)	(3,259.26) 6,394.93	5
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	

<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>
*19368	INVENGO AMERICAN CORP*	01	Check	921.50	56506	RFID TAGS
*19333	KJB THEATERS*	01	Check	375.00	56507	THE ROAD (FILM RIGHTS)
*19378	POSTAGE BY PHONE*	01	Check	2,000.00	56508	POSTAGE ON ACCT 25986209
*19334	WIESE USA INC*	01	Check	536.00	56509	PALLET RACK UPRIGHTS
				Total Count:	4	
				Total Amount:	3,832.50	
*19355	ADP INC - AUTOPAY II*	01	ACH	236.39	5213	WORKFORCE NOW
*19356	ADP INC - AUTOPAY II*	01	ACH	658.07	5214	PAYROLL SERVICES
*19357	ADP INC - AUTOPAY II*	01	ACH	576.40	5215	TAX REPORTING/W-2S
*19339	AMAZON.COM LLC*	01	ACH	166.76	5216	YS CIRC MATERIAL
*19340	AMAZON.COM LLC*	01	ACH	231.30	5217	KIT SUPPLIES FOR MARCH/APRIL
*19341	AMAZON.COM LLC*	01	ACH	88.89	5218	BIG READ FOLDERS & BACKDROP
*19343	AMAZON.COM LLC*	01	ACH	25.77	5219	RADIO EAR PIECE REPLACEMENTS
*19344	AMAZON.COM LLC*	01	ACH	74.86	5220	DVD/VIDEO MATERIAL
*19345	AMAZON.COM LLC*	01	ACH	29.99	5221	DVD/VIDEO MATERIAL
*19374	AMAZON.COM LLC*	01 09	ACH	12.19	5222	CIRC PRINT MATERIAL
*19376	AMAZON.COM LLC*	01	ACH	57.05	5223	LAPTOP POWER SUPPLIES
*19364	BAKER & TAYLOR INC*	01	ACH	6,187.02	5224	AUDIO RECORDED BOOKS, YS MATERI/
*19332	DONALD R FREY & COMPANY I	01	ACH	1,995.00	5225	SOFTWARE CHANGE UPGRADE FEE
*19349	EPROMOS*		ACH	311.43	5226	MASKS & BAGS FOR THE BIG READ

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
		01				
*19350	EPROMOS*		<i>ACH</i>	810.17	5227	MASKS & BAGS FOR THE BIG READ
		01				
*19363	GALE/CENGAGE LEARNING*		<i>ACH</i>	358.36	5228	CIRC PRINT MATERIAL
		01				
*19335	GRAHAM FEED COMPANY*		<i>ACH</i>	536.55	5229	ICE MELT
		01				
*19365	MIDWEST TAPE*		<i>ACH</i>	2,332.57	5230	DVD/VIDEO MAT, AUDIO RECORDED ML
		01				
					Total Count:	18
					Total Amount:	14,688.77
*19336	OFFICE DEPOT*		<i>E-pay</i>	1,060.80	7577	BIG READ PAPER
		01				
*19337	DUKE ENERGY *		<i>E-pay</i>	15,033.97	7578	MAIN ELECTRIC SERVICE
		01				
*19342	REPUBLIC SERVICES OF WEST		<i>E-pay</i>	609.31	7579	MAIN TRASH SERVICE
		01				
*19346	INDIANA AMERICAN WATER CC		<i>E-pay</i>	350.61	7580	MAIN WATER SERVICE
		01				
*19347	INDIANA AMERICAN WATER CC		<i>E-pay</i>	19.89	7581	IRRIGATION SERVICE
		01				
*19348	CINTAS CORPORATION*		<i>E-pay</i>	27.29	7582	WEST CABINET SERVICE
		01				
*19351	ARAMARK UNIFORM SERVICES		<i>E-pay</i>	338.57	7583	MAIN SERVICE
		01				
*19353	CITY OF TERRE HAUTE SEWAG		<i>E-pay</i>	415.64	7584	MAIN SEWAGE BILLING
		01				
*19354	DUKE ENERGY *		<i>E-pay</i>	409.18	7585	WEST ELECTRIC SERVICE
		01				
*19358	JOINK LLC*		<i>E-pay</i>	275.00	7586	MONTHLY CLOUD BACKUP
		01				
*19359	COURTESY CLEANING CENTEF		<i>E-pay</i>	10.00	7587	MISC LAUNDERING
		01				
*19360	COURTESY CLEANING CENTEF		<i>E-pay</i>	10.00	7588	MISC LAUNDERING
		01				
*19361	TRIBUNE STAR PUBLISHING CC		<i>E-pay</i>	1,938.51	7589	NEWSPAPERS
		01				
*19362	CENTER POINT LARGE PRINT*		<i>E-pay</i>	7 157.59	7590	CIRC PRINT MATERIAL
		01				

<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>
*19366	CROWN ELECTRIC, INC*	01	<i>E-pay</i>	212.50	7591	PARKING LOT LIGHTING REPAIR
*19312	WALMART*	01	<i>E-pay</i>	218.83	7592	VARIOUS SUPPLIES
*19246	VISA CARD SERVICES	01	<i>E-pay</i>	1,647.14	7593	VARIOUS SUPPLIES, TRAVEL, REGISTR.
*19382	T-MOBILE USA, INC.*	01	<i>E-pay</i>	152.80	7594	WEST HOTSPOT DATA
*19383	CROWN ELECTRIC, INC*	01	<i>E-pay</i>	85.00	7595	CIRCUIT OVERLOADED ON 2ND FLOOR
*19385	COURTESY CLEANING CENTEF	01	<i>E-pay</i>	10.00	7596	MISC LAUNDERING
*19386	LOGO CONNXTION*	01	<i>E-pay</i>	114.00	7597	MAINTENANCE UNIFORMS
*19389	FUN EXPRESS, LLC*	01	<i>E-pay</i>	207.84	7598	PRIZES FOR 1000 BOOKS BEFORE KIND
*19390	OFFICE DEPOT*	01	<i>E-pay</i>	305.90	7599	CLOROX WIPES
*19391	ARAMARK UNIFORM SERVICES	01	<i>E-pay</i>	141.80	7600	WEST MAT SERVICE

Total Count: **24**  
Total Amount: **23,752.17**

Grand Total Fund 01:	42,271.51
Grand Total Fund 02:	0.00
Grand Total Fund 03:	0.00
Grand Total Fund 04:	0.00
Grand Total Fund 06:	0.00
Grand Total Fund 09:	1.93
Grand Total Fund 11:	0.00
Grand Total Fund 18:	0.00

Grand Total Count:	46
Grand Total Amount:	42,273.44

# ACCOUNTS PAYABLE VOUCHER

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

<b>Payee 576</b>  <b>VISA CARD SERVICES</b> <b>CARD SERVICES</b> <b>PO BOX 875852</b> <b>KANSAS CITY, MO 64187-5852</b>	<b>Purchase Order No. 210160, 210183,</b> <b>210185, 210105, 210081, 210095,</b> <b>210172, 210272, 210204, 210229,</b> <b>210211</b>
	<b>Terms E-PAY</b>
	<b>Date Due 2/26/2021</b>

Invoice Date	Invoice Number	Description (or attach invoice(s))	Amount	
1/29/2021	24707800Z0W 0EKZRQ	INDIANA LIBRARY FEDERATION - K.HOWE PERSONAL MEMBERSHIP	120	00
2/3/2021	242753913S66 EMT8J	CIRCLE CENTRE MALL - PARKING FOR CONVENTION CENTER	14	00
2/5/2021	247672515000 031L1	B&B FOOD DISTRIBUTORS - STAFF APPRECIATION LUNCHEON SUPPLIES	92	74
1/20/2021	24492150LLW2 68TER	AUDIOBLOCKS - ANNUAL SUBSCRIPTION	33	00
1/21/2021	24492150MJJ1 LK4JL	NAMECHEAP - DOMAIN PURCHASE & RENEWAL	66	06
1/25/2021	24492150TMLL QE98G	ONLINE LABELS - BOOK LABELS	238	85
2/2/2021	2469216112X8 ET2GM	GOOGLE INC - GOOGLE WORKSPACE	228	00
2/5/2021	24906411439N NDAW0	BLUEHOST - DOMAIN NAME REG. INDIPRES.ORG	17	99
2/10/2021	24137461A2X9 F0R6V	MENARDS - OPERATING SUPPLIES AND PARTS	75	06
2/11/2021	24692161A2X M2Y0E8	FEDERAL COFFEE - STAFF TRAINING PRIZE	61	44
2/8/2021	F55800017000 TCL0S	REFUND - DUPLICATE CHARGE - PUBLIC RELATIONS SOCIETY OF AMERICA	-20	00
2/11/2021	24692161A2X8 F5QT6	ICONCONTACT LLC - ANNUAL SUBSCRIPTION	720	00
<b>TOTAL</b>			<b>1647</b>	<b>14</b>

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

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

\_\_\_\_\_  
Librarian

Voucher No.		Warrant No.		PAYEE	
<b>Charge These Appropriations</b>					
Account Number	Account Name	Amount			
4245	01-01	154.18			
4314	01-01	17.99			
4323	01-01	14.00			
4391	01-01	120.00	APPROVED , 20		
4223	01-03	75.06			
4314	01-09	228.00			
4245	01-11	229.90			
4310	01-11	753.00			
4314	01-11	66.06	In the amount of \$		
4324	01-11	-20.00			
4325	01-11	8.95			
	<b>Total</b>	<b>1,647.14</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>
*19511	BATES* DR LAURA	02	Check	750.00	56510	KEYNOTE FOR THE BIG READ
*19447	INVENGO AMERICAN CORP*	01	Check	148.50	56511	RFID TAGS
*19448	JACOB-DIETZ, INC.*	01	Check	393.00	56512	ANNUAL SPRINKLER INSPECTION
*19452	LIBRARY IDEAS LLC*	01	Check	44.95	56513	AUDIO RECORDED BOOKS
*19483	MIDDLE COUNTRY PUBLIC LIBF	01	Check	2,600.00	56514	FAMILY PLACE TRAINING
*19479	REP INDUSTRIES INC*	01	Check	818.49	56515	ILL BOOK BANDS
*19512	TERRE HAUTE PARKS & RECRI	01	Check	250.00	56516	RECOVERY EVENT SPACE RENTAL
*19484	TERRE HAUTE SYMPHONY ORC	01 02	Check	3,000.00	56517	SYMPHONY ORCHESTRA PERFORMANC
					Total Count:	8
					Total Amount:	8,004.94
*19418	ADP INC - AUTOPAY II*	01	ACH	672.05	5231	PAYROLL SERVICES
*19274	ADP SCREENING & SELECTION	01	ACH	62.02	5232	BACKGROUND SCREENING
*19420	AMAZON.COM LLC*	01	ACH	99.94	5233	IPAD CORDS & CHARGERS, AVERY STI
*19421	AMAZON.COM LLC*	01	ACH	220.91	5234	BIKE LOCKS AND WEBCAM
*19422	AMAZON.COM LLC*	01	ACH	34.05	5235	BATTERIES
*19423	AMAZON.COM LLC*	01	ACH	21.01	5236	CRICUT CUTTING MATS
*19424	AMAZON.COM LLC*	01	ACH	76.35	5237	THERMAL RECEIPT PAPER, PROGRAM :
*19425	AMAZON.COM LLC*	01	ACH	101.64	5238	USB THUMB DRIVES
*19426	AMAZON.COM LLC*	01	ACH	474.03	5239	KIT SUPPLIES FOR APRIL AND WONDEF
*19427	AMAZON.COM LLC*	01	ACH	61.78	5240	DVD/VIDEO MATERIAL

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*19428	AMAZON.COM LLC*	01	ACH	4.75	5241	PLASTIC BAGS FOR PROGRAMS
*19487	AMAZON.COM LLC*	01	ACH	485.91	5242	KITS, WONDERBOX, DEPT SPRING SUP
*19492	AMAZON.COM LLC*	01	ACH	121.42	5243	ACRYLIC SIGN HOLDERS
*19503	AMAZON.COM LLC*	01	ACH	109.08	5244	DVD/VIDEO MATERIAL
*19504	AMAZON.COM LLC*	01	ACH	47.22	5245	CIRC PRINT MATERIAL
*19506	AMAZON.COM LLC*	01	ACH	31.95	5246	ID PREVENTION ROLLER/OFFICE SUPPI
*19507	AMAZON.COM LLC*	01	ACH	19.99	5247	YS CIRC MATERIAL
*19508	AMAZON.COM LLC*	01	ACH	14.99	5248	YS CIRC MATERIAL
*19431	BAKER & TAYLOR INC*	01	ACH	5,169.79	5249	CIRC PRINT MAT, YS MAT
*19476	BRODART COMPANY*	01	ACH	44.03	5250	MYSTERY, URBAN FICTION GENRE LAB
*19438	CULLIGAN WATER CONDITIONI	01	ACH	110.00	5251	MAIN COOLER RENTAL
*19439	CULLIGAN WATER CONDITIONI	01	ACH	20.00	5252	WEST COOLER RENTAL
*19440	E-Z CLEAN INC*	01	ACH	39.75	5253	SQUEEGEE FOR WALK BEHIND FLOOR
*19510	E-Z CLEAN INC*	01	ACH	506.51	5254	MAINTENANCE SUPPLIES
*19442	GALE/CENGAGE LEARNING*	01	ACH	149.93	5255	CIRC PRINT MATERIAL
*19445	INDIANA LIBRARY FEDERATION	01	ACH	40.00	5256	K.BAILEY ILF MEMBERSHIP
*19446	INDUSTRIAL SUPPLY COMPAN'	01	ACH	28.90	5257	BALL VALVE WITH UNIONS
*19490	INDUSTRIAL SUPPLY COMPAN'	01	ACH	52.95	5258	PARTS FOR WEST STAFF TOILET
*19450	JONES*NICOLE	01	ACH	8.78	5259	MILEAGE REIMBURSEMENT
*19455	LOWE'S COMMERCIAL SERVICI	01	ACH	220.82	5260	MAINTENANCE SUPPLIES
*19457	MIDWEST TAPE*	01	ACH	5,638.60	5261	HOOPLA CONTENT

<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>
*19458	MIDWEST TAPE*	01	<i>ACH</i>	5,202.02	5262	DVD/VIDEO MAT, AUDIO RECORDED ML
*19493	NEW AVENUES*	01	<i>ACH</i>	158.33	5263	ALA CARTE ADMIN FEE
*19459	OCLC INC*	01	<i>ACH</i>	5,947.06	5264	CATALOGING SUBSCRIPTION
*19461	PENWORTHY COMPANY*	01	<i>ACH</i>	1,042.92	5265	YS MATERIAL
*19463	PROQUEST INFO & LEARNING I	01	<i>ACH</i>	1,896.70	5266	SANBORN MAP DATABASE RENEWAL
*19464	PROQUEST INFO & LEARNING I	01	<i>ACH</i>	4,607.62	5267	FOLD3 SUBSCRIPTION 2021-2022
*19478	RICOH USA INC*	01	<i>ACH</i>	762.84	5268	COPIER LEASE
*19465	RICOH USA INC*	01	<i>ACH</i>	1,458.78	5269	COPIER LEASE
*19466	SHOWCASES*	01	<i>ACH</i>	114.05	5270	AUDIOBOOK CASES
*19470	UNIQUE MANAGEMENT SERVIC	01	<i>ACH</i>	582.78	5271	NOTICES
*19471	UNIQUE MANAGEMENT SERVIC	01	<i>ACH</i>	349.05	5272	PLACEMENTS
*19472	UNITED WAY OF WABASH VALL	01	<i>ACH</i>	1,000.00	5273	CORPORATE SPONSOR
*19474	WEAS ENGINEERING INC*	01	<i>ACH</i>	491.72	5274	WATER TREATMENT MANAGEMENT
*19475	ZONES INC*	01	<i>ACH</i>	2,761.80	5275	ADOBE CREATIVE CLOUD LICENSE
					Total Count:	45
					Total Amount:	41,064.82
*19410	INDIANA AMERICAN WATER CC	01	<i>E-pay</i>	57.64	7619	PRIVATE FIRE SERVICE
*19412	T-MOBILE USA, INC.*	01	<i>E-pay</i>	1,078.05	7620	MAIN HOTSPOT DATA
*19413	TOWN OF WTH WATER & SEWE	01	<i>E-pay</i>	61.26	7621	WEST WATER/WASTE SERVICE
*19414	VECTREN ENERGY DELIVERY*	01	<i>E-pay</i>	292.47	7622	WEST GAS SERVICE
*19415	WEX BANK*		<i>E-pay</i>	179.88	7623	FUEL

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>	
		01					
*19416	FRONTIER*		<i>E-pay</i>	47.92	7624	WEST PHONE SERVICE	
		01					
*19411	INDIANA DEPARTMENT OF WOI		<i>E-pay</i>	415.00	7625	UNEMPLOYMENT BENEFITS 133485	
		01					
*19417	ACTION PEST CONTROL, INC*		<i>E-pay</i>	285.00	7626	WEST MONTHLY INSPECTION	
		01					
*19429	ARAMARK UNIFORM SERVICES		<i>E-pay</i>	338.57	7627	MAIN SERVICE	
		01					
*19430	ARAMARK UNIFORM SERVICES		<i>E-pay</i>	141.80	7628	WEST MAT SERVICE	
		01					
*19432	CINTAS CORPORATION*		<i>E-pay</i>	131.06	7629	MAIN CABINET SERVICE	
		01					
*19433	CINTAS CORPORATION*		<i>E-pay</i>	118.00	7630	MAIN AED LEASE	
		01					
*19435	COURTESY CLEANING CENTEF		<i>E-pay</i>	10.00	7631	MISC LAUNDERING	
		01					
*19437	CROSSROADS DOOR & HARDV		<i>E-pay</i>	23.00	7632	DUPLICATE KEYS	
		01					
*19441	ENA*		<i>E-pay</i>	662.23	7633	VOICE SERVICE	
		01					
*19387	HOBBY LOBBY*		<i>E-pay</i>	90.65	7634	MATERIALS FOR BIG READ KITS	
		01					
*19460	PAYPAL INC*		<i>E-pay</i>	19.95	7635	MONTHLY PAYFLOW LINK	
		01					
*19462	PITNEY BOWES*		<i>E-pay</i>	97.80	7636	POSTAGE LEASE	
		01					
*19469	TRIBUNE STAR PUBLISHING CC		<i>E-pay</i>	276.93	7637	NEWSPAPERS	
		01					
*19477	ULINE*		<i>E-pay</i>	40.24	7638	#2 JIFFYLITE MAILER	
		01					
*19481	STAPLES BUSINESS CREDIT*		<i>E-pay</i>	55.44	7639	ADMIN FAX TONER	
		01					
*19485	VERIZON - WIRELESS*		<i>E-pay</i>	205.68	7640	PHONE SERVICE	
		01					
*19486	WAGeworks, INC.*		<i>E-pay</i>	168.82	7641	COBRA MONTHLY FEE	
		01					
*19488	OFFICE DEPOT*		<i>E-pay</i>	3.56	7642	OFFICE SUPPLIES	
		01					
*19489	OFFICE DEPOT*		<i>E-pay</i>	14	276.06	7643	OFFICE SUPPLIES
		01					

<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>
*19491	CINTAS CORPORATION*	01	<i>E-pay</i>	<b>59.00</b>	<b>7644</b>	WEST AED LEASE
*19505	ENA*	09	<i>E-pay</i>	<b>1,257.33</b>	<b>7652</b>	INTERNET SERVICE
*19509	OVERDRIVE*	01	<i>E-pay</i>	<b>7,500.00</b>	<b>7653</b>	OVERDRIVE CONTENT

Total Count: **28**  
Total Amount: **13,893.34**

<i>Grand Total Fund 01:</i>	<b>60,455.77</b>
<i>Grand Total Fund 02:</i>	<b>1,250.00</b>
<i>Grand Total Fund 03:</i>	<b>0.00</b>
<i>Grand Total Fund 04:</i>	<b>0.00</b>
<i>Grand Total Fund 06:</i>	<b>0.00</b>
<i>Grand Total Fund 09:</i>	<b>1,257.33</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>81</b>
Grand Total Amount:	<b>62,963.10</b>

**Payroll Payable  
Voucher Register**

**Vigo County Public Library**

For Period February -2021

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

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
2/5	Pay#3	Gross Payroll	\$ 125,277.42	\$ 125,277.42	ACH	
2/5	Pay#3	FICA	\$ 9,194.23	\$ 9,194.23	ACH	
2/5	Pay#3	PERF	\$ 16,714.75	\$ 16,714.75	ACH	
2/19	Pay#4	Gross Payroll	\$ 121,360.94	\$ 121,360.94	ACH	
2/19	Pay#4	FICA	\$ 8,884.96	\$ 8,884.96	ACH	
2/19	Pay#4	PERF	\$ 16,282.54	\$ 16,282.54	ACH	
2/19	Pay#4	Anthem	\$ 59,352.87	\$ 59,352.87	ACH	
2/19	Pay#4	Guardian	\$ 6,089.75	\$ 6,089.75	ACH	
		Gross Payroll		\$ -	ACH	
		FICA		\$ -	ACH	
		PERF		\$ -	ACH	

Total library cost			\$ 363,157.46			
Feb.	pays 3 & 4	Great West	\$ 1,579.10	\$ 1,579.10	ACH	Staff withholding
Feb.	pays 3 & 4	Garnishments	\$ 500.00	\$ 500.00	ACH	Staff withholding
Feb.	pays 3 & 4	AFLAC	\$ 1,150.96	\$ 1,150.96	ACH	Staff withholding
Feb.	pays 3 & 4	United Way	\$ 419.00	\$ 419.00	ACH	Staff withholding
Feb.	pays 3 & 4	Anthem	\$ 7,916.18	\$ 7,916.18	ACH	Staff withholding
Feb.	pays 3 & 4	HSA adj.		\$ -	ACH	Staff withholding
Feb.	pays 3 & 4	Guardian	\$ 791.48	\$ 791.48	ACH	Staff withholding
Feb.	pays 3 & 4	Boston Mutual	\$ 755.50	\$ 755.50	ACH	Staff withholding
Feb.	pays 3 & 4	Fed Tax	\$ 19,135.95	\$ 19,135.95	ACH	Staff withholding
Feb.	pays 3 & 4	State Tax	\$ 7,608.36	\$ 7,608.36	ACH	Staff withholding
Feb.	pays 3 & 4	Local Tax	\$ 4,573.21	\$ 4,573.21	ACH	Staff withholding
Feb.	pays 3 & 4	FICA	\$ 18,079.20	\$ 18,079.20	ACH	Staff withholding
Feb.	pays 3 & 4	Vol. PERF	\$ 3,976.72	\$ 3,976.72	ACH	Staff withholding
		Staff Cost	\$ 66,485.66	\$ 66,485.66		

**Payroll Payable  
Voucher Register**

**Vigo County Public Library**

For Period February -2021

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

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

March 15, 2021

Date

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

ALLOWANCE OF PAYROLL PAYABLE VOUCHERS

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

We have examined the voucher listing and the foregoing accounts payable register, consisting of 2 page(s), and except for the vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$ 363,157.46

Dated this 15th day of March 2021 .

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

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

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

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

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

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

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

## GIFT FUND BALANCES

2021

<b>FUND</b>	<b>AMOUNT</b>	<b>PURPOSE</b>	<b>Approval</b>
00-General	\$ 905.91	Unrestricted Use	Admin.
64-SPC	\$ 10,886.41	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	\$ 230.05	Support of Crackerbarrel	
69-Wright Fdtn.	\$ 10,361.46	Unrestricted Use	Admin.
71-West Branch	\$ 802.72	Support of West Branch	Admin.
72-Friends	\$ -	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	\$ 360.98	Childrens bk label recog	Admin.
85-Phillips	\$ 3,305.47	Support of LLC and Archi	Admin.
87-Cox	\$ 646.48	Hearing impaired support	Admin.
89-Christmas in the Park	\$ 1,734.02	Christmas in the Park	Admin.
92-Marketing	\$ 1,000.00	Unrestricted Use	Admin.
93-Family Learning Day	\$ -	FAMILY LEARNING DAY	Admin.
94-TH Econ.Dev.	\$ 139.58	Adult nonfiction commemo	Admin.
96-Fundraiser	\$ 143.61	Buy a bk	Admin.
<b>TOTAL</b>	<b>\$ 62,126.51</b>		

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

## REVISED SCHEDULE OF CLOSINGS

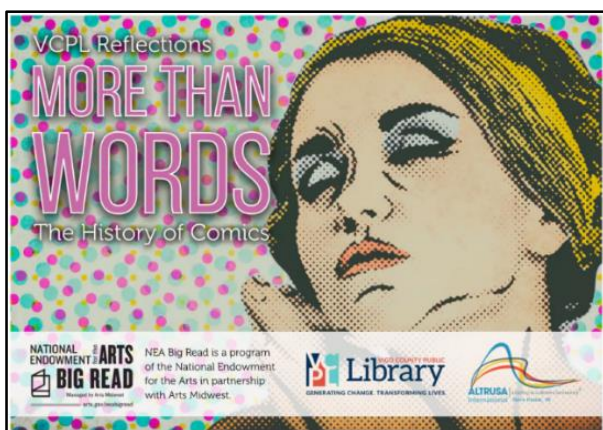
January 2021 through January 2022 schedule of planned closings for the Vigo County Public Library is provided below:

New Year's Day	Friday	January 1, 2021
Easter	Sunday	April 4, 2021
Sunday before Memorial Day	Sunday	May 30, 2021
Memorial Day	Monday	May 31, 2021
Independence Day	Sunday	July 4, 2021
Sunday before Labor Day	Sunday	September 5, 2021
Labor Day	Monday	September 6, 2021
VCPL Staff Institute	Friday	October 1, 2021
<i>Thanksgiving Eve - close at 6:00 p.m.</i>	<i>Wednesday</i>	<i>November 24, 2021</i>
Thanksgiving Day	Thursday	November 25, 2021
Christmas Eve	Friday	December 24, 2021
Christmas Day	Saturday	December 25, 2021
Sunday after Christmas Day	Sunday	December 26, 2021
New Year's Eve	Friday	December 31, 2021
New Year's Day	Saturday	January 1, 2022
Sunday after New Year's Day	Sunday	January 2, 2022

Note: The italicized date above is an early closing.

## ADULT SERVICES

### REACHING OUT



Adult Services Librarian Jeanette Bouchie collaborated with Tech Team Librarian Ashley Wadsworth to bring the Big Read Program, “More Than Words: The History of Comics,” to residents at Westminster Village Health and Rehabilitation. The Tech Team loaned Chromebooks to the residents, who were then able to view the program live via Zoom. Jeanette continues to re-design programming to include isolated populations who want to be a part of the Library’s larger community. The Activity Coordinator at Westminster shared, “I think this interaction is so important for them.”

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

## STIMULUS FUNDING FOR E-CONTENT

*The new CARES Act Mini-Grant Program helps all types of libraries in Indiana respond to the COVID-19 pandemic. Stimulus funding for this grant comes to the State Library via LSTA funds from the federal appropriation made to the Institute of Museum and Library Services (IMLS) through the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act.*

VCPL's Adult Services Department received a second CARES Act Mini-Grant awarding \$2,000. Adult Services Librarian Carey LaBella used the funding to purchase e-content for Overdrive/Libby, as the demand has increased for those materials due to the pandemic.

## KUDOS FOR A SPECIAL SERVICE



For nearly a year now, library staff members have been making cloth masks. As part of this library-wide initiative to make masks available to the public, Assistant Librarian Meghan Salinas reached a personal record of making 423 fabric masks in 3 months for distribution to customers in need. This was Meghan's first experience in sewing from a pattern, a skill taught to her by Librarian Raina Konazeski. Her enthusiasm in taking the sewing machine out to the public desk encouraged customers to ask for the pattern and instructions and helped them realize that VCPL is working to ensure everyone has an opportunity to safely visit the Library.

## NEA BIG READ 2021

### SHALL WE MEET AGAIN: ITS NEVER TOO LATE TO LEARN SHAKESPEARE KITS

*Shall We Meet Again: It's never too late to learn Shakespeare* kits were made available to adults ages 19 and up as part of the NEA Big Read 2021, in lieu of a traditional Shakespeare program. Thirty kits were made available to customers starting on March 8 and at the end of the first day there were only seven kits left. These kits included two books for customers to keep, Shakespeare mints, a recommended reading list curated by adult services librarian David Kite and a custom bookmark. These bookmarks were designed and created by Adult Services Librarians Meghan Salinas and Raina Konazeski.



## 2021 KEYNOTE PRESENTATION

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



Thirty-four people attended our virtual keynote presentation on March 5, with Dr. Laura Bates for the 2021 NEA Big Read: *Station Eleven*. This presentation highlighted the universal appeal of Shakespeare's work, tied together the works of Shakespeare and VCPL's 2021 NEA Big read. It was highly interactive with polls, comments, and conversations with the audience. One very satisfied attendee even called the Library the next day to let us know that this was their first virtual program ever and they loved it.



## SOCIAL SERVICES ORGANIZATIONS & SUPPORTS PROGRAM

On February 3, the first SSOS: Social Services Organizations & Supports program with the Council on Domestic Abuse (CODA) and Family Development Specialist from Western Indiana Community Action Agency (WICAA) was held virtually through Zoom. Eight people attended and contributed to a valuable conversation about domestic violence in our community and access to resources for those impacted by COVID-19.

## TECH TEAM

### VCPL MUSIC TRIVIA

*Straight Outta the 80s: Music Trivia* was a hit! Fourteen teams competed on a day when library buildings were closed due to winter weather conditions. Players used one device to see the questions via Zoom and a second device to answer using kahoot.it. At the end of the game, many teams stayed on the Zoom call to chat about the game and laugh. Many requested more trivia nights while it is still cold outside!

Because of this enthusiastic response, Ashley Wadsworth and PR worked quickly to get *From Asgard to Wakanda: Marvel Movie Trivia* available and marketed for March 2. Thirteen teams vied for bragging rights, with some repeat challengers and new challengers alike. Teams stayed on to discuss movies and upcoming trivia themes they'd like to see. A few comments from the survey were "This was a lot of fun! It's the first time I played Kahoot with teams so it was a good change :)" and "This was great, thank you so much! I'm a teacher and create Kahoots for my students and I know how time consuming creating a good one is...this was awesome! Thank you so much!"

## WEST BRANCH

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

## BIG READ BOOKS & BREW

The monthly Books & Brews book club met on March 1 to discuss the Big Read book selection *Station Eleven*. In addition to four of the regular group members, there were four new attendees who said they had been looking for a book club in the area, two staff attendees—Sarah Trover and Cindy Bhatti, and the Big Read Keynote speaker, Dr. Laura Bates. Everyone had great discussion comments on the many diverse themes found in the book. Two of the new attendees indicated that they would be joining next month for the discussion of *The Song of Achilles* by Madeline Miller.

## YOUTH SERVICES

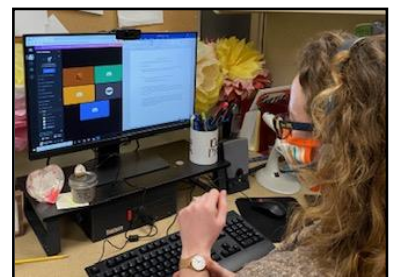
### REAL MEN READ

Youth Services Assistant Librarian Neal Steichen is helping United Way of Wabash Valley to bring positive male role models to young children in the area. *Real Men Read* is a part of the Success By 6 program where men read story books to classes in the Wabash Valley. Since the program is virtual this year, Neal is reading picture books through Zoom to kindergarteners! Children in the class receive free picture books to expand their own personal libraries. Readers also talk to the class about the stories, helping children to build their vocabulary and critical understanding. The program continues through April and has already been a great success with the kids.

### TAB ON DISCORD

The pandemic has caused many services and programs at VCPL to adapt and change, including the Teen Advisory Board (TAB). Since the Summer of 2020, the TAB has been meeting virtually on Discord. Discord gives the TAB members an online place to safely socialize, talk about shared interests, and write book and media reviews. It has proved to be a great way for TAB members to stay in touch with each other and engage with the Library during a time when teens were more isolated than ever before.

TAB members receive one hour of community service for attending a virtual meeting and have opportunities to get more volunteer time by helping with projects like ideas for teen space displays and the previously mentioned book and media reviews. Currently TAB members are assisting with the Women's History Trivia event in March by researching and submitting questions to Youth Services Assistant Librarian Kendra Bailey and West Branch Librarian Sharon McConnell.



Respectfully submitted,

Kristi J. Howe

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

**WHEREAS**, the Board of the Vigo County Public Library finds that the Construction / Debt Service Fund fulfilled its obligations to the project for which it was created; and

**WHEREAS**, all expenses incidental to the issuance of bonds, (including advertising, printing of bonds, attorney fees any other expenses) are fulfilled; and

**WHEREAS**, the indebtedness associated with the Construction / Debt Service Fund is retired; therefore,

We the Board of Trustees of the Vigo County Public Library do resolve to close out the Construction / Debt Service Fund.

**DULY ADOPTED** by the Board of Trustees of the Vigo County Public Library at its regular meeting held on the 15<sup>th</sup> day of March, 2021, at which meeting a quorum was present.

NAY

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ATTEST:

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Secretary