

# A G E N D A

**REGULAR MEETING  
VIGO COUNTY PUBLIC LIBRARY  
Monday, June 21, 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 May 17, 2021, Regular Meeting** 2
4. **Treasurer's Report**
  - A. Monthly Financial Statement 5
  - B. Claims and Payroll 6
  - C. Special Claims 21
  - D. Gift Fund Report 22
5. **Reports to the Library Board**
  - A. VCSC Potential Building Projects ~ Dr. Robert Haworth
6. **Director's Report** 23
7. **Old Business**
8. **New Business**
  - A. Consideration of Policies:
    - 1) VCPL Staff Manual: Work Hours and Schedules policy 31
  - B. Resolutions on Public Employees' Retirement Fund 32
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Regular Meeting:** Monday, July 19, 2021 at 5:30 p.m., Main Library.
11. **Adjournment**

At the Regular Meeting of the Vigo County Public Library Board at the Vigo County Public Library, One Library Square, with a virtual teleconference option, at 5:30 p.m. on the 17<sup>th</sup> day of May 2021, the following persons were present:

Library Board: Terry W. Jones (*arrived at 5:35 p.m.*), President; Olivia K. Goulding, Vice President; Valentine K. Muyumba, Secretary; Christi A. Fenton; James M. Young; Sister Dorothy Rasche; and Daniel I. Pigg.

Library Staff: Heather Rayl; Brett Taylor; Amy Gibson; Eric Fisher; Bonnie McNair; Lauren Elyea; Jeanette Bouchie; Rob Fox; Cindy Bhatti; and Dennis Shepard. Virtual: Kristi Howe; Andrew Akers; Sharon McConnell; Carey LaBella; Terri Brough; and Curt Huffman. Others Virtual: Karen Long.

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

No public input.

### **AGENDA UPDATE**

New Business item entitled *Earnest Money Contract* was renamed *Purchase and Sale Agreement*.

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

A motion to approve the minutes as written for the April 19, 2021, regular meeting, made by Muyumba, seconded by Sister Dorothy, passed.

### **TREASURER'S REPORT**

#### **Monthly Cash Statement**

Brett Taylor presented the Cash Statement for the period ending April 30, 2021 (copy attached to official minutes).

#### **Claims and Payroll**

Mr. Taylor presented the Month End Claims dated April 30, 2021 in the amount of \$47,928.06 (Library Operating, \$47,151.43; Gift Fund, \$776.63); Library Operating Claims dated May 17, 2021, in the amount of \$69,305.45 (Library Operating Fund, \$67,998.20; Gift Fund, \$49.92; 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 April 30, 2021 for \$59,523.44.

**Approval of Treasurer's Report**

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

**REPORTS TO THE LIBRARY BOARD**

**Browse the Branch: Virtually Experience the West Branch Library**

West Branch Manager Eric Fisher collaborated with his staff to create a virtual tour of the West Branch Library. Mr. Fisher presented a prototype of the virtual tour and hopes to make the online experience available to the public soon.

**DIRECTOR'S REPORT**

Heather Rayl commented on the written report.

Mrs. Rayl noted that new self-check stations will be installed in the lobby, South Entrance, Youth Services, and the West Branch this month. VCPL also has a tentative date scheduled for the installation of the automated materials handler in September 2021.

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

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

**Consideration of Policies VCPL Policy Manual:**

**VCPL Policy Manual - Participating in Meetings via Electronic Communication Policy**

Mrs. Rayl explained that a state law recently passed permitting library boards to adopt a policy to conduct electronic meetings. Mrs. Rayl shared requirements outlined within the policy in order to conduct electronic meetings.

A motion approving the new policy in the VCPL Policy Manual, made by Sister Dorothy, seconded by Fenton, passed. (Copy of policy attached to official minutes.)

**VCPL Policy Manual - Interlibrary Loan Policy**

A motion approving the policy revisions in the VCPL Policy Manual, made by Muyumba, seconded by Fenton, passed. (Copy of policy attached to official minutes.)

**Resolution Regarding Material for Friends' Book Sales**

Mrs. Rayl explained that the annual resolution authorizes the transfer of Library discards to the Friends of the Vigo County Public Library for the purpose of resale.

A motion to approve the Resolution Regarding Material for the Friends' Book Sale, made by Goulding, seconded by Young, passed. (Copy of Resolution attached to official minutes.)

**Purchase and Sale Agreement**

Mrs. Rayl shared the edits to the purchase and sale agreement made by VCPL Attorney Scott Craig. Mrs. Rayl noted that the negotiated purchase price is \$125,000 and that VCPL has 90 days to conduct the due diligence process.

A motion to approve the Purchase and Sale Agreement contingent upon VCPL Attorney Scott Craig's final approval of his suggested edits, made by Pigg, seconded by Muyumba, passed.

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

Dr. Fenton explained that all first graders in the Vigo County School Corporation go on an annual field trip to the Vigo County Children's Museum and VCPL. There is a need to fund the travel costs. In previous years, Friends of the VCPL supported these travel costs. But, given the pandemic and the lack of book sales, funding requests were not made to the Friends for 2021. Kristi Howe, via zoom, responded that VCPL would find funding within the Library's operating budget to support the first grade visits in the interim.

**NEXT MEETING**

Regular Meeting, **Monday, June 21, 2021** at 5:30 p.m., Main Library.

**ADJOURNMENT**

A motion to adjourn the meeting made by Sister Dorothy, seconded by Goulding, passed. The meeting adjourned at 6:00 p.m.

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

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

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

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

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

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

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

Cash Statement  
Vigo County Public Library  
May 2021

Account Title Number	Beginning MTD Balance YTD Balance	MTD Debits YTD Debits	MTD Credits YTD Credits	Ending Balance	MTD Change YTD Change	
Cash Library Operating Fund	3,725,795.20	143,884.73	479,323.37		(335,438.64)	
100-01-1010	5,393,659.33	553,440.87	2,556,743.64	3,390,356.56	(2,003,302.77)	
Cash Gift Fund	59,523.44	156.73	284.97		(128.24)	
200-00-1010	63,760.68	3,655.96	8,021.44	59,395.20	(4,365.48)	
Cash Rainy Day Fund	1,748,249.16	0.00	0.00		0.00	
201-00-1010	1,748,249.16	0.00	0.00	1,748,249.16	0.00	
Cash Grants	(8,171.99)	0.00	1,257.33		(1,257.33)	
276-00-1010	(27,309.59)	26,311.52	8,431.25	(9,429.32)	17,880.27	5
Cash-Payroll Withholdings	1,791.58	64,559.49	65,228.91		(669.42)	
803-00-1010	1,289.84	365,686.22	365,853.90	1,122.16	(167.68)	

<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>
*19953	SQUARE DONUTS*	200	Check	10.50	56531	UNITED WAY AWARD
*19969	CAPITAL TITLE*	100	Check	6,250.00	56532	EARNEST MONEY FOR 12 POINTS
*19935	COMMUNITY THEATRE*	200	Check	200.00	56533	POP UP THEATRE PERFORMANCES
*19956	FRANKFORT COMMUNITY PUBLI	100	Check	26.67	56534	ILL REIMBURSEMENT
*19938	MENTAL HEALTH AMERICA OF	100	Check	200.00	56535	VENDOR FAIR // PRIDE CENTER
					Total Count:	5
					Total Amount:	6,687.17
*19926	ADP INC - AUTOPAY II*	100	ACH	886.73	5426	PAYROLL SERVICES/WORKFORCE NOV
*19945	AMAZON.COM LLC*	100	ACH	21.89	5427	YS CIRC MATERIAL
*19959	AMAZON.COM LLC*	100	ACH	29.99	5428	DVD/VIDEO MATERIAL
*19978	AMAZON.COM LLC*	100	ACH	369.75	5429	SUMMER READING BAGS, STAFF SUPPI
*19928	AMAZON.COM LLC*	100	ACH	99.96	5430	HEADSETS FOR BUSINESS OFFICE
*19929	AMAZON.COM LLC*	100	ACH	78.60	5431	SUPPLIES FOR GARDENING KITS
*19930	AMAZON.COM LLC*	100	ACH	107.96	5432	POWER STRIPS WITH USB FOR LAPTOP
*19946	AMAZON.COM LLC*	100	ACH	20.25	5433	YS CIRC MATERIAL
*19973	AMAZON.COM LLC*	100	ACH	13.37	5434	CIRCULATING MATERIALS
*19974	AMAZON.COM LLC*	100	ACH	15.33	5435	CIRCULATING MATERIALS
*19977	AMAZON.COM LLC*	100	ACH	32.90	5436	OFFICE SUPPLIES
*19984	BAKER & TAYLOR INC*	100 200	ACH	3,052.51	5437	CIRC PRINT MATERIAL
*20001	BRIDGEWATER*BRANDY	100	ACH	6 195.70	5438	REISSUE SPRING 2021 BOOK REIMBUR:

<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>
*20002	BRIDGEWATER*BRANDY	100	ACH	500.00	5439	REISSUE 2021 SPRING TUITION REIMBU
*19962	E-Z CLEAN INC*	100	ACH	22.22	5440	MICROFIBER MOP HANDLE AND HEAD
*19963	E-Z CLEAN INC*	100	ACH	40.78	5441	SUPPLY ORDER
*19980	EBSCO INFORMATION SERVICE	100	ACH	4.33	5442	NEWSPAPERS
*19983	GALE/CENGAGE LEARNING*	100	ACH	367.36	5443	CIRC PRINT MATERIAL
*19957	INGLE*ASHLEY	100	ACH	58.83	5444	SPRING 2021 BOOK REIMBURSEMENT
*19958	INGLE*ASHLEY	100	ACH	1,000.00	5445	SPRING 2021 TUITION REIMBURSEMEN
*19932	KIRBY RISK CORPORATION*	100	ACH	34.84	5446	CARLON JUNCTION BOX COVER
*19992	MELCHO*ANGELINA	100	ACH	1,500.00	5447	SPRING 2021 TUITION REIMBURSEMEN
*19981	MIDWEST TAPE*	100	ACH	3,748.77	5448	DVD/VIDEO MAT
*19989	RICOH USA INC*	100	ACH	1,458.78	5449	COPIER LEASE
					Total Count:	24
					Total Amount:	13,660.85
*19931	OFFICE DEPOT*	100	E-pay	14.11	7837	OFFICE SUPPLIES
*19936	MIDLAND PAPER COMPANY INC	100	E-pay	329.96	7838	LARGE FORMAT PRINTER PAPER
*19937	INDIANA STATE LIBRARY*	100	E-pay	1,910.00	7839	INFOEXPRESS RENEWAL 2021-2022
*19940	PITNEY BOWES*	100	E-pay	123.70	7840	POSTAGE LEASE
*19941	MACE FORD*	100	E-pay	97.41	7841	ESCAPE OIL CHANGE
*19942	OVERDRIVE*	100	E-pay	7,500.00	7842	OVERDRIVE CONTENT
*19943	DUKE ENERGY *	100	E-pay	414.18	7843	WEST ELECTRIC SERVICE
*19944	DUKE ENERGY *		E-pay	10,656.63	7844	MAIN ELECTRIC SERVICE

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
		100				
*19934	VISA CARD SERVICES		<i>E-pay</i>	3,794.25	7845	VARIOUS SUPPLIES, TRAVEL, REGISTR.
		100				
*19960	ACTION PEST CONTROL, INC*		<i>E-pay</i>	3,834.00	7846	MAIN YEARLY PEST SERVICE
		100				
*19961	ULINE*		<i>E-pay</i>	39.53	7847	JIFFYLITE MAILERS
		100				
*19965	FUN EXPRESS, LLC*		<i>E-pay</i>	345.06	7848	LEAP INTO SCIENCE SUPPLIES
		100				
*19966	CITY OF TERRE HAUTE SEWAG		<i>E-pay</i>	370.59	7849	WASTE DISPOSAL SERVICES
		100				
*19968	MIDLAND PAPER COMPANY INC		<i>E-pay</i>	605.00	7851	LARGE FORMAT PRINTER INK 700ML
		100				
*19971	TABCO PRINTING & PROMOTIC		<i>E-pay</i>	346.29	7852	LOCAL WOMEN'S HISTORY AWARDS
		100				
*19976	LIBRARY STORE*THE		<i>E-pay</i>	88.17	7853	EARBUDS
		100				
*19979	CENTER POINT LARGE PRINT*		<i>E-pay</i>	313.38	7854	CIRC PRINT MATERIALS
		100				
*19982	FINDAWAY WORLD, LLC*		<i>E-pay</i>	1,389.91	7855	CIRCULATING EQUIPMENT
		100				
*19986	SAM'S CLUB DIRECT*		<i>E-pay</i>	180.00	7856	MEMBERSHIP FEES
		100				
*19990	CARRIER CORPORATION*		<i>E-pay</i>	1,832.93	7857	REPAIR ON CHILLER
		100				
*19991	T-MOBILE USA, INC.*		<i>E-pay</i>	152.80	7858	WEST HOTSPOT DATA
		100				
*19993	INDIANA AMERICAN WATER CC		<i>E-pay</i>	493.80	7859	MAIN WATER SERVICE
		100				
*19994	INDIANA AMERICAN WATER CC		<i>E-pay</i>	21.84	7860	IRRIGATION SERVICE
		100				
*19995	ARAMARK UNIFORM SERVICES		<i>E-pay</i>	148.90	7861	WEST MAT SERVICE
		100				
*19996	LARGE INK, LLC*		<i>E-pay</i>	214.25	7862	VINYL DOOR SIGNS HOURS
		100				
*19998	REPUBLIC SERVICES OF WEST		<i>E-pay</i>	348.87	7863	MAIN TRASH SERVICE
		100				
*19999	VERIZON - WIRELESS*		<i>E-pay</i>	205.81	7864	PHONE SERVICE
		100				
*20003	ARAMARK UNIFORM SERVICES		<i>E-pay</i>	8 347.72	7865	MAIN SERVICE
		100				

<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>
*20004	T-MOBILE USA, INC.*	100	<i>E-pay</i>	740.73	7866	MAIN HOTSPOT DATA
*20005	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	10.00	7867	LAUNDERING OF TABLECLOTHS
*20022	TRIBUNE STAR PUBLISHING CC	100	<i>E-pay</i>	715.00	7879	MAY TH LIVING + READERS CHOICE:BE:
*20024	ACTION PEST CONTROL, INC*	100	<i>E-pay</i>	285.00	7880	WEST MONTHLY INSPECTION
*19757	CAPITAL ONE	100	<i>E-pay</i>	82.17	7888	VARIOUS SUPPLIES
*20000	COMPLETE WELDING SERVICE	100	<i>E-pay</i>	120.00	7889	WELDING GRAVELY AND TRASH CAN LI

Total Count: 34  
Total Amount: 38,071.99

<i>Grand Total Fund 100:</i>	<b>58,184.96</b>
<i>Grand Total Fund 200:</i>	<b>235.05</b>
<i>Grand Total Fund 201:</i>	<b>0.00</b>
<i>Grand Total Fund 203:</i>	<b>0.00</b>
<i>Grand Total Fund 276:</i>	<b>0.00</b>
<i>Grand Total Fund 300:</i>	<b>0.00</b>
<i>Grand Total Fund 400:</i>	<b>0.00</b>
<i>Grand Total Fund 800:</i>	<b>0.00</b>

Grand Total Count:	<b>63</b>
Grand Total Amount:	<b>58,420.01</b>

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

<b>Payee</b> 576	<b>Purchase Order No.</b> 210576, 210599, 210583, 210617, 210610, 210705, 210582, 210560, 210674, 210677 210554, 210486, 210550, 210524 210686, 210600, 210591, 210548, 210593, 210575, 210642, 210685
<b>VISA CARD SERVICES CARD SERVICES PO BOX 875852 KANSAS CITY, MO 64187-5852</b>	<b>Terms</b> E-PAY
	<b>Date Due</b> 5/28/2021

<b>Invoice Date</b>	<b>Invoice Number</b>	<b>Description (or attach invoice(s))</b>	<b>Amount</b>	
4/30/2021	24204293L9RX RBP0F	FACEBOOK- 1,000 BOOKS BEFORE KINDERGARTEN LAUNCH	100	00
4/26/2021	24426293M0G RXQT8L	TULIP COMPANY- LANDSCAPING SUPPLIES	148	61
4/26/2021	74426293M0G RXQT9G	TULIP COMPANY- LANDSCAPING SUPPLIES	-10	38
5/9/2021	244921541JJ3 5H0E3	CANVA- ANNUAL SUBSCRIPTION RENEWAL	239	16
5/2/2021	24692163V2X4 JDDWA	GOOGLE WORKSPACE	222	00
5/5/2021	24055233X2D YTW0PQ	WALMART- STORAGE FOR SUMMER PRIZES	258	96
5/11/2021	244921543LYE 8Q44B	MEISTERLABS- ANNUAL SUBSCRIPTION	297	00
4/22/2021	24559303GS66 ENW5G	SOCIETY OF INDIANA ARCHIVISTS- CONFERENCE REGISTRATION	25	00
4/22/2021	24559303GS66 ENW5R	SOCIETY OF INDIANA ARCHIVISTS- CONFERENCE REGISTRATION	25	00
4/22/2021	24559303GS66 ENW58	SOCIETY OF INDIANA ARCHIVISTS- MEMBERSHIP RENEWAL	30	00
4/22/2021	24559303GS66 ENW6A	SOCIETY OF INDIANA ARCHIVISTS- CONFERENCE REGISTRATION	25	00
4/22/2021	24559303GS66 ENW6J	SOCIETY OF INDIANA ARCHIVISTS- CONFERENCE REGISTRATION	35	00
5/7/2021	24692163Z2XP TXHZW	FEDERAL COFFEE- STAFF TRAINING PRIZE	67	65
5/12/2021	2413746452X8 YT57P	MENARDS- LITTLE FREE LIBRARY AND FRIENDS SIGN	124	24
5/14/2021	2413746472XD WEJNJ	MENARDS- LITTLE FREE LIBRARY AND FRIENDS SIGN	143	02
5/14/2021	7413746472XH HYW7R	MENARDS- LITTLE FREE LIBRARY AND FRIENDS SIGN <sup>10</sup>	-124	24

4/20/2021	24431063FBLH JNLDL	MAGGIE AND MOE'S POPLAR FLOWERS- LOCAL WOMEN'S HISTORY	77	56
5/5/2021	24011343X001 9Y4ZT	INDIESCREENING.COM- BLACK MEN IN WHITE COATS	343	85
4/19/2021	74284503E3BG T3RFW	PAYPAL - NINE APP LICENSES	129	90
4/21/2021	74423423F3BG RGLJ7	PAYPAL - NINE APP LICENSES	129	90
4/21/2021	74423423F3BG RH1HL	PAYPAL - NINE APP LICENSES	129	90
4/22/2021	2445003HHEW 6D87W	DOLLAR TREE STORES- FLAVOR BYTES KITS- LOAF PANS	32	00
4/27/2021	24733093NBL K49MLA	INBIZ- NOTARY BACKGROUND CHECK	16	32
4/27/2021	24733093NBL K49NPL	IN PROFESSIONAL LICENSING AGENCY - NOTARY LICENSE PROCESS	75	00
4/28/2021	24011343N001 2V008	BITLY- ANNUAL SUBSCRIPTION	348	00
4/28/2021	24492153NRT G90E4W	PUBLIC RELATIONS SOCIETY OF AMERICA- ANNUAL MEMBERSHIP	325	00
4/29/2021	24492153PS0 MWZQ0P	ONLINE LABELS - LABELS	416	05
4/29/2021	24692163P2XB N0NQE	APPLE- APPLE DEVELOPER PROGRAM MEMBERSHIP	105	93
5/8/2021	2413746418PZ BF3M8	MENARDS- NITRILE GLOVES FOR MORNING MAINTENANCE	42	86
5/14/2021	240728046BLG Z2VGM	JOANN FABRIC AND CRAFT STORES- CRICUT SUPPLIES	15	96
<b>TOTAL</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 - \_\_\_\_\_, 21

\_\_\_\_\_  
Librarian

Voucher No.	Warrant No.	PAYEE	
Charge These Appropriations			
<b>Account Number</b>	<b>Account Name</b>	<b>Amount</b>	
4221	100-03	42.86	
4231	100-03	143.02	
4235	100-03	138.23	
4245	100-01	67.65	
4245	100-06	15.96	
4245	100-08	32.00	
4245	100-11	416.05	

<b>4245</b>	<b>100-12</b>	<b>680.37</b>	
<b>4310</b>	<b>100-09</b>	<b>389.70</b>	
<b>4310</b>	<b>100-11</b>	<b>884.16</b>	
<b>4314</b>	<b>100-01</b>	<b>16.32</b>	
<b>4314</b>	<b>100-02</b>	<b>75.00</b>	
<b>4314</b>	<b>100-09</b>	<b>222.00</b>	
<b>4324</b>	<b>100-14</b>	<b>110.00</b>	<b>APPROVED</b> , 21
<b>4331</b>	<b>100-11</b>	<b>100.00</b>	
<b>4362</b>	<b>100-11</b>	<b>105.93</b>	
<b>4391</b>	<b>100-11</b>	<b>325.00</b>	
<b>4391</b>	<b>100-14</b>	<b>30.00</b>	
			<b>In the amount of \$</b>
	<b>Total</b>	<b>3,794.25</b>	<b>See Claims Docket</b>

Library Form No. 4 (1934)

Prescribed by State Board of Accounts

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
*20053	STEVENS PUPPETS*	100	<i>Check</i>	<b>790.00</b>	<b>56536</b>	TWO PERFORMANCES
*20141	PRO CONCRETE LEVELING*	100	<i>Check</i>	<b>788.00</b>	<b>56538</b>	RAISE SIDEWALK ON 7TH STREET
*20149	SANDERS AND ASSOCIATES IN	100	<i>Check</i>	<b>365.00</b>	<b>56539</b>	12 POINTS BUILDING INSPECTION
*20153	TERRE HAUTE CPR*	100	<i>Check</i>	<b>1,467.00</b>	<b>56541</b>	CPR (3 CLASSES)
					Total Count:	<b>4</b>
					Total Amount:	<b>3,410.00</b>
*20052	ADP INC - AUTOPAY II*	100	<i>ACH</i>	<b>648.75</b>	<b>5450</b>	PAYROLL SERVICES
*20139	ADP INC - AUTOPAY II*	100	<i>ACH</i>	<b>667.39</b>	<b>5451</b>	PAYROLL SERVICES
*19877	ADP SCREENING & SELECTION	100	<i>ACH</i>	<b>72.12</b>	<b>5452</b>	BACKGROUND SCREENING
*20011	AMAZON.COM LLC*	100	<i>ACH</i>	<b>308.88</b>	<b>5453</b>	DVD/VIDEO MATERIAL
*20042	AMAZON.COM LLC*	100	<i>ACH</i>	<b>15.21</b>	<b>5454</b>	3 MICRO USB CABLES FOR EREADERS
*20056	AMAZON.COM LLC*	100	<i>ACH</i>	<b>119.76</b>	<b>5455</b>	DVD/VIDEO MATERIAL
*20023	AMAZON.COM LLC*	100	<i>ACH</i>	<b>27.97</b>	<b>5456</b>	MAKER KIT TO GO SUPPLIES
*20026	AMAZON.COM LLC*	100	<i>ACH</i>	<b>114.43</b>	<b>5457</b>	SUPPLIES FOR PROGRAM KITS
*20025	AMAZON.COM LLC*	100	<i>ACH</i>	<b>14.95</b>	<b>5458</b>	KITCHENAID MIXER GREASE
*20029	AMAZON.COM LLC*	100	<i>ACH</i>	<b>114.95</b>	<b>5459</b>	CLEANABLE MOUSE PADS
*20019	AMAZON.COM LLC*	100	<i>ACH</i>	<b>16.99</b>	<b>5460</b>	SHELVES
*20020	AMAZON.COM LLC*	100	<i>ACH</i>	<b>60.02</b>	<b>5461</b>	OFFICE SUPPLIES
*20027	AMAZON.COM LLC*	100	<i>ACH</i>	<b>14.39</b>	<b>5462</b>	BUNN COFFEE FILTERS
*20041	AMAZON.COM LLC*	100	<i>ACH</i>	<b>57.48</b>	<b>5463</b>	YOUTH SV CIRC MATERIALS
				13		

<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>
*20064	AMAZON.COM LLC*	100	ACH	109.93	5464	DVD/VIDEO MATERIAL
*20065	AMAZON.COM LLC*	100	ACH	465.91	5465	PROGRAM SUPPLIES FOR SUMMER
*20067	AMAZON.COM LLC*	100	ACH	195.00	5466	VARIDESK DUAL MONITOR ARM
*20075	AMAZON.COM LLC*	100	ACH	299.48	5467	STANDING DESK FOR ADMIN
*20087	AMAZON.COM LLC*	100	ACH	29.99	5468	DVD/VIDEO MATERIAL
*20101	AMAZON.COM LLC*	100	ACH	90.57	5469	DVD/VIDEO MATERIAL
*20103	AMAZON.COM LLC*	100	ACH	40.49	5470	YS CIRC MATERIAL
*20104	AMAZON.COM LLC*	100	ACH	11.97	5471	MAKER KIT SUPPLIES
*20144	AMAZON.COM LLC*	100	ACH	174.10	5472	DVD/VIDEO MATERIAL
*20145	AMAZON.COM LLC*	100	ACH	44.65	5473	YS CIRC MATERIAL
*20147	AMAZON.COM LLC*	100	ACH	262.87	5474	NEW BUTTON MAKER AND KIT SUPPLIE
*20151	AMAZON.COM LLC*	100	ACH	474.16	5475	BIONIC HOSES
*20152	AMAZON.COM LLC*	100	ACH	7.95	5476	CR2032 BATTERIES
*20164	AMAZON.COM LLC*	100	ACH	112.00	5477	NEW BUTTON MAKER AND KIT SUPPLIE
*20165	AMAZON.COM LLC*	100	ACH	105.08	5478	DVD/VIDEO MATERIAL
*20083	BAKER & TAYLOR INC*	100 200	ACH	2,517.32	5479	CIRC PRINT MAT, YS MAT, AUDIO RECO
*20054	BOOK DEPOT*	100	ACH	347.59	5480	COMMUNITY BAND GIVEAWAYS
*20047	BOOK DEPOT*	100	ACH	172.12	5481	BOOKS FOR PROGRAM KITS
*20088	BUCKEYE POWER SALES*	100	ACH	2,126.64	5482	RADIATOR REPLACEMENT/GENERATOR
*20113	CAMERON*LERAYE	100	ACH	14 7.80	5483	MILEAGE REIMBURSEMENT
*20132	CAMERON*LERAYE		ACH	5.07	5484	MILEAGE REIMBURSEMENT

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
		100				
*20049	CULLIGAN WATER CONDITIONI	100	ACH	145.00	5485	MAIN COOLER RENTAL
		100				
*20058	CULLIGAN WATER CONDITIONI	100	ACH	25.00	5486	WEST COOLER RENTAL
		100				
*20051	E-Z CLEAN INC*	100	ACH	538.81	5487	CLEANING AND OTHER SUPPLIES
		100				
*20092	E-Z CLEAN INC*	100	ACH	58.48	5488	SUPPLY ORDER
		100				
*20093	E-Z CLEAN INC*	100	ACH	183.60	5489	CLEANING AND OTHER SUPPLIES
		100				
*20135	E-Z CLEAN INC*	100	ACH	51.31	5490	CLEANING AND OTHER SUPPLIES
		100				
*20038	EPROMOS*	100	ACH	374.43	5491	BRANDED PROMOTIONAL ITEMS
		100				
*20037	EPROMOS*	100	ACH	788.06	5492	BRANDED PROMOTIONAL ITEMS
		100				
*20050	EPROMOS*	100	ACH	876.53	5493	BRANDED PROMOTIONAL ITEMS
		100				
*20133	EPROMOS*	100	ACH	472.70	5494	BRANDED PROMOTIONAL ITEMS
		100				
*20044	FISHER*ERIC	100	ACH	1,500.00	5495	SPRING 2021 TUITION REIMBURSEMEN
		100				
*20080	GALE/CENGAGE LEARNING*	100	ACH	217.41	5496	CIRCULATING PRINT MATERIAL
		100				
*20028	KIRBY RISK CORPORATION*	100	ACH	140.01	5497	REPLACEMENT FLOOR BOX FOR SPC
		100				
*20097	KIRBY RISK CORPORATION*	100	ACH	190.50	5498	CARLON JUNCTION BOX COVER
		100				
*20062	MIDWEST TAPE*	100	ACH	6,020.47	5499	HOOPLA INVOICE
		100				
*20079	MIDWEST TAPE*	100	ACH	2,723.00	5500	DVD/VIDEO MATERIAL
		100				
*20114	NEW AVENUES*	100	ACH	158.33	5501	ALA CARTE ADMIN FEE
		100				
*20115	NEW AVENUES*	100	ACH	90.00	5502	CLINICAL HOURS
		100				
*20128	NUB GAMES, INC.*	100	ACH	555.00	5503	LIBRARY H3LP CHAT SERVICE
		100				
*20060	OCLC INC*	100	ACH	5,947.06	5504	CATALOGING SUBSCRIPTION
		100				

<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>
*20129	ORACLE ELEVATOR COMPANY	100	<i>ACH</i>	522.72	5505	FULL ELEVATOR MAINTENANCE
*20089	RICOH USA INC*	100	<i>ACH</i>	1,548.60	5506	COPIER LEASE
*20121	SUGGS*ANTHONY	100	<i>ACH</i>	500.00	5507	SPRING 2021 TUITION REIMBURSEMEN'
*20122	SUGGS*ANTHONY	100	<i>ACH</i>	500.00	5508	SPRING 2021 TUITION REIMBURSEMEN'
*20123	SUGGS*ANTHONY	100	<i>ACH</i>	74.74	5509	SPRING 2021 BOOK REIMBURSEMENT
*20124	SUGGS*ANTHONY	100	<i>ACH</i>	808.15	5510	SPRING 2021 BOOK REIMBURSEMENT
*20074	TUTTLE*KATERI	100	<i>ACH</i>	500.00	5511	2021 SPRING TUITION REIMBURSEMEN'
*20090	UNIQUE MANAGEMENT SERVIC	100	<i>ACH</i>	448.68	5512	NOTICES
*20091	UNIQUE MANAGEMENT SERVIC	100	<i>ACH</i>	259.55	5513	PLACEMENTS
*20073	VERNON LIBRARY SUPPLIES IN	100	<i>ACH</i>	1,212.40	5514	HANDY HOLDS WRAPPERS
*20055	WEAS ENGINEERING INC*	100	<i>ACH</i>	491.72	5515	WATER TREATMENT MANAGEMENT
					Total Count:	<b>66</b>
					Total Amount:	<b>37,776.24</b>
*20043	OFFICE DEPOT*	100	<i>E-pay</i>	116.71	7890	OFFICE SUPPLIES
*20046	WEX BANK*	100	<i>E-pay</i>	231.37	7891	FUEL
*20057	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	59.08	7892	PRIVATE FIRE SERVICE
*20059	CINTAS CORPORATION*	100	<i>E-pay</i>	74.62	7893	MAIN CABINET SERVICE
*20061	OFFICE DEPOT*	100	<i>E-pay</i>	32.18	7894	OFFICE SUPPLIES
*20063	PAYPAL INC*	100	<i>E-pay</i>	19.95	7895	MONTHLY PAYFLOW LINK
*20066	PITNEY BOWES*	100	<i>E-pay</i>	97.80	7896	POSTAGE LEASE
*20068	TOWN OF WTH WATER & SEWE		<i>E-pay</i>	60.39	7897	WEST WATER/WASTE SERVICE

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
		100				
*19875	LOWE'S COMMERCIAL SERVICE	100	<i>E-pay</i>	1,204.11	7898	MAINTENANCE SUPPLIES
		100				
*20072	ENA*	100	<i>E-pay</i>	666.97	7899	VOICE SERVICE
		100				
*20077	THE TRASH MAN*	100	<i>E-pay</i>	105.00	7900	WEST TRASH SERVICE
		100				
*20082	HANOVER INSURANCE GROUP	100	<i>E-pay</i>	10,432.50	7901	COMMERCIAL INSURANCE POLICY
		100				
*20084	ENA*	276	<i>E-pay</i>	1,257.33	7902	INTERNET SERVICE
		100				
*20085	SHERWIN-WILLIAMS*	100	<i>E-pay</i>	261.09	7903	PARKING LOT BLUE 5GAL
		100				
*20086	OFFICE DEPOT*	100	<i>E-pay</i>	195.41	7904	OFFICE SUPPLIES
		100				
*20094	CENTERPOINT ENERGY*	100	<i>E-pay</i>	41.52	7905	WEST GAS SERVICE
		100				
*20095	FRONTIER*	100	<i>E-pay</i>	48.45	7906	WEST PHONE SERVICE
		100				
*20096	TRIBUNE STAR PUBLISHING CO	100	<i>E-pay</i>	235.00	7907	TH LIVING JUNE/JULY AD
		100				
*20099	SHERWIN-WILLIAMS*	100	<i>E-pay</i>	82.38	7908	PAINT FOR WEST PARKING LOT
		100				
*20100	ARAMARK UNIFORM SERVICES	100	<i>E-pay</i>	148.90	7909	WEST MAT SERVICE
		100				
*20102	WORLD TRADE PRESS*	100	<i>E-pay</i>	750.00	7910	ATOZ FOOD AMERICA AND ATOZ WORL
		100				
*20105	OVERDRIVE*	100	<i>E-pay</i>	7,500.00	7911	OVERDRIVE JUNE CONTENT CREDIT DE
		100				
*20106	WAGeworks, INC.*	100	<i>E-pay</i>	168.82	7912	COBRA MONTHLY FEE
		100				
*20109	ARAMARK UNIFORM SERVICES	100	<i>E-pay</i>	347.72	7914	MAIN SERVICE
		100				
*20110	B & S PLUMBING & HEATING IN	100	<i>E-pay</i>	265.00	7915	WEST SERVICE
		100				
*20116	AMERICAN WELDING & GAS INC	100	<i>E-pay</i>	110.00	7916	WEST ANNUAL FIRE EXTINGUISHER INC
		100				
*20117	APPLE HOUSE*THE	100	<i>E-pay</i>	81.52	7917	WEED BEATER ULTRA
		100				
*20118	JOHNSTONE SUPPLY*	100	<i>E-pay</i>	17 173.60	7918	24X48X1/2 DIFFUSER #L98-713
		100				

<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>
*20119	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	31.36	7919	LAUNDERING OF TABLECLOTHS
*20127	DICK MCCALISTER & SONS INC	100	<i>E-pay</i>	725.00	7920	Y.S. FLOOR DRAIN CLEANOUT
*20136	FUN EXPRESS, LLC*	100	<i>E-pay</i>	191.32	7921	PRIDE & RECOVERY EVENTS
*20137	DUKE ENERGY *	100	<i>E-pay</i>	11,684.85	7922	MAIN ELECTRIC SERVICE
*20138	DUKE ENERGY *	100	<i>E-pay</i>	599.35	7923	WEST ELECTRIC SERVICE
*20140	MACE FORD*	100	<i>E-pay</i>	130.65	7924	TIRE PATCH ON VAN
*20142	OFFICE DEPOT*	100	<i>E-pay</i>	162.00	7925	TONER
*20143	FUN EXPRESS, LLC*	100	<i>E-pay</i>	7.99	7926	PRIDE & RECOVERY EVENTS
*20146	FUN EXPRESS, LLC*	100	<i>E-pay</i>	67.46	7927	KIT SUPPLIES
*20148	MIDWEST COLLABORATIVE - LI	100	<i>E-pay</i>	250.00	7928	ANNUAL MEMBERSHIP FEE
*20154	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	25.48	7929	LAUNDERING OF TABLECLOTHS

Total Count: **39**  
Total Amount: **38,642.88**

<i>Grand Total Fund 100:</i>	<b>78,555.82</b>
<i>Grand Total Fund 200:</i>	<b>15.97</b>
<i>Grand Total Fund 201:</i>	<b>0.00</b>
<i>Grand Total Fund 203:</i>	<b>0.00</b>
<i>Grand Total Fund 276:</i>	<b>1,257.33</b>
<i>Grand Total Fund 300:</i>	<b>0.00</b>
<i>Grand Total Fund 400:</i>	<b>0.00</b>
<i>Grand Total Fund 800:</i>	<b>0.00</b>

Grand Total Count:	<b>109</b>
Grand Total Amount:	<b>79,829.12</b>

**Payroll Payable  
Voucher Register**

**Vigo County Public Library**

For Period May -2021

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Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
5/14	Pay#10	Gross Payroll	\$ 119,892.85	\$ 119,892.85	ACH	
5/14	Pay#10	FICA	\$ 8,776.13	\$ 8,776.13	ACH	
5/14	Pay#10	PERF	\$ 16,205.10	\$ 16,205.10	ACH	
5/28	Pay#11	Gross Payroll	\$ 120,504.31	\$ 120,504.31	ACH	
5/28	Pay#11	FICA	\$ 8,866.78	\$ 8,866.78	ACH	
5/28	Pay#11	PERF	\$ 16,283.92	\$ 16,283.92	ACH	
5/28	Pay#11	Anthem	\$ 56,600.12	\$ 56,600.12	ACH	
5/28	Pay#11	Guardian	\$ 5,695.12	\$ 5,695.12	ACH	
		Gross Payroll			ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

Total library cost			\$ 352,824.33			
May	pays 10 & 11	Great West	\$ 1,579.10	\$ 1,579.10	ACH	Staff withholding
May	pays 10 & 11	Garnishments	\$ 500.00	\$ 500.00	ACH	Staff withholding
May	pays 10 & 11	AFLAC	\$ 1,652.74	\$ 1,652.74	ACH	Staff withholding
May	pays 10 & 11	United Way	\$ 422.00	\$ 422.00	ACH	Staff withholding
May	pays 10 & 11	Anthem	\$ 7,341.12	\$ 7,341.12	ACH	Staff withholding
May	pays 10 & 11	HSA adj.		\$ -	ACH	Staff withholding
May	pays 10 & 11	Guardian	\$ 752.52	\$ 752.52	ACH	Staff withholding
May	pays 10 & 11	Boston Mutual	\$ 755.50	\$ 755.50	ACH	Staff withholding
May	pays 10 & 11	Fed Tax	\$ 18,557.95	\$ 18,557.95	ACH	Staff withholding
May	pays 10 & 11	State Tax	\$ 7,423.49	\$ 7,423.49	ACH	Staff withholding
May	pays 10 & 11	Local Tax	\$ 4,458.52	\$ 4,458.52	ACH	Staff withholding
May	pays 10 & 11	FICA	\$ 17,642.92	\$ 17,642.92	ACH	Staff withholding
May	pays 10 & 11	Vol. PERF	\$ 4,143.05	\$ 4,143.05	ACH	Staff withholding
Staff Cost				\$ 65,228.91		

**Payroll Payable  
Voucher Register**

**Vigo County Public Library**

For Period May -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.

June 21, 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 \$ 352,824.33

Dated this 21st day of June 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

<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>
*20162	INVENGO AMERICAN CORP*	100	<i>Check</i>	<b>61,248.30</b>	<b>56537</b>	SELF-CHECKS, CIRC PADS, SCAN WANI
*20134	TECH LOGIC CORPORATION*	100	<i>Check</i>	<b>34,800.00</b>	<b>56540</b>	AUTOMATIC MATERIAL HANDLER

Total Count: **2**  
Total Amount: **96,048.30**

<i>Grand Total Fund 100:</i>	<b>96,048.30</b>
<i>Grand Total Fund 200:</i>	<b>0.00</b>
<i>Grand Total Fund 800:</i>	<b>0.00</b>
<i>Grand Total Fund 400:</i>	<b>0.00</b>
<i>Grand Total Fund 203:</i>	<b>0.00</b>
<i>Grand Total Fund 276:</i>	<b>0.00</b>
<i>Grand Total Fund 201:</i>	<b>0.00</b>
<i>Grand Total Fund 300:</i>	<b>0.00</b>

Grand Total Count:	<b>2</b>
Grand Total Amount:	<b>96,048.30</b>

**GIFT FUND BALANCES****2021**

<b>FUND</b>	<b>AMOUNT</b>	<b>PURPOSE</b>	<b>Approval</b>
00-General	\$ 494.90	Unrestricted Use	Admin.
64-SPC	\$ 11,338.41	Support of SPC	Admin.
65-Big Read	\$ 450.00	Big Read	Admin.
66-YS	\$ 5,208.92	Support of YS	Admin.
67-WVCF Endowment	\$ 986.00	Support of Strategic Plan	Admin.
68-Crackerbarrel	\$ 65.09	Support of Crackerbarrel	
69-Wright Fdtn.	\$ 10,361.46	Unrestricted Use	Admin.
71-West Branch	\$ 867.35	Support of West Branch	Admin.
72-Friends	\$ 299.14	Support of pre-approved programs/it	Admin.
73-WVLC	\$ -	Support of LLC literacy ev	Admin.
74-Wiley Cupola	\$ 1,274.00		Admin.
75-Wiley Memorial	\$ 19,310.17	Construction & Maint.	Admin.
77-WVCF MEEKS	\$ 1,300.84	Childrens literature	Admin.
81-Comm. Conn.	\$ 216.95	Support of CC	Admin.
83-Kiwanis Ys	\$ 207.87	Childrens bk label recogn:	Admin.
85-Phillips	\$ 3,305.47	Support of LLC and Archiv	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 commemor	Admin.
96-Fundraiser	\$ 188.55	Buy a bk	Admin.
<b>TOTAL</b>	<b>\$ 59,395.20</b>		

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JUNE 21, 2021

## NEW FEDERAL HOLIDAY

### JUNETEENTH

HR Manager Rob Fox will work with the Library attorney to update the Library's policies to reflect the addition of Juneteenth as a federal holiday for all classes of library staff. For 2021, Administration recommends the addition of Juneteenth as a floating holiday available for use between June – September. After adopting a revised policy, Juneteenth will become a 2<sup>nd</sup> quarter floating holiday.

## STAFF MANUAL UPDATE

### FFCRA-RELATED POLICIES

The EPSL policy and the emergency addendum to the FMLA policy related to COVID-19 are set to expire June 30, 2021. As the number of cases has slowed and the vaccine has been readily available for a couple of months, Administration recommends that these policies be allowed to expire and be removed from the Staff Manual on July 1, 2021.

## ADULT SERVICES

### ESL WOMEN'S CONVERSATION GROUP

Now that the weather has improved, the ESL Women's Conversation Group has resumed meeting at Deming Park. They discussed current events while practicing English conversation skills. "I've missed this so much!" gushed one of the women. "It's so helpful to meet in person again," agreed another. "It's much easier to practice in person." The May 3 discussions

focused on the flood of immigrant children at the U.S. border, which prompted participants to debate various points of view. One of the women whose family suffered from COVID several months ago, indicated that her husband still had not recovered his sense of taste, so this topic was also explored, along with potential remedies for the problem. Another member, who has enjoyed VCPL's Flavor Bytes programs, made carrot bread for the group.



## CUSTOMER FEEDBACK

Adult Services Librarian Mandy All assisted a customer who was interested in computer classes. Mandy explained that VCPL was not hosting in-person classes yet, but demonstrated how to access classes via

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD

## JUNE 21, 2021

Gale Courses. The customer was overjoyed to learn about the different trainings offered, and said “the Library is my favorite place in town!”

Adult Services Assistant Librarian Luke Gentry helped a customer with information requests regarding EPA rules and regulations. His response upon learning those materials were waiting for him: “You people are awesome. I’m so grateful that you’ve been there helping everyone during such a difficult time! The community can’t function without you!”

### COMMUNITY IMPROVEMENT



Adult Services Librarian Carey LaBella serves as chair of the development team for the United Way of the Wabash Valley Strong Neighborhoods Impact Council. On May 14, she participated in the announcement that the UW has partnered with CenterPoint Energy to create a program of mini-grants to be used for neighborhood improvement. Carey told WTWO, “This investment in our council will provide our neighbors needed resources to become more connected and prouder of the place they call home.”

### PROGRAMS AND EVENTS

#### TEAM OF MERCY – SURVIVING THE COLOR RUN

VCPL staff members attended Team of Mercy’s *Surviving the Color Run* at Deming Park on May 22. This event is a fundraiser for Team of Mercy services available for those impacted by suicide. The color run is also an uplifting event that is organized to connect the community and facilitate conversation around this difficult issue. Sarah Trover, Allison Swearingen, and Brittany Fletcher represented the Library at this event and they interacted with 158 individuals.



#### THE PRIDE CENTER OF TERRE HAUTE GRAND OPENING

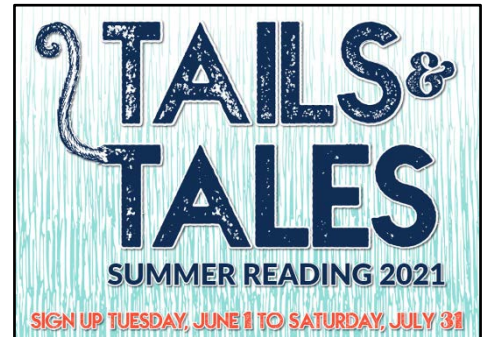


The Library was thrilled to support the grand opening of the Pride Center of Terre Haute on June 5. At this event, staff shared library resources available including LGBTQIA+ books, movies, documentaries and more. Library staff worked alongside representatives of the Pride Center’s Book Club initiative, and it was the start of a wonderful future partnership. Amy Gibson, Carly Maxey, and Carolyn Clark represented VCPL at this wonderful community event that was attended by more than 500 people.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JUNE 21, 2021

## SUMMER READING PROGRAM

Summer Reading started on June 1, and in the first week, more than 720 people registered! There are four different programs this year with slight variations to make the reading program and prizes age appropriate: Family Literacy (ages 0-5), Kids (6-11), Teens (12-19), and Adults (19+). There is also a separate staff program. This year's program is managed through the Beanstack app, and customers can easily track their own reading and earn prizes. The app can be used to track what books are read and an incorporated timer makes tracking simple for kids and adults. Two weeks in, more than 1,000 participants have already read 23,000+ minutes!



## MARIONETTE PERFORMANCES

Stevens Puppets presented two marionette performances of Goldilocks and the Three Bears on the Library lawn. This specific story was chosen to connect to our Summer Reading Program's theme of Tales & Tails. Sarah Trover, Angelina Melcho, Andy Pope, and the entire maintenance team worked hard to keep library guests in the shade and well-hydrated during these outdoor events while the temperature was nearing 90 degrees. The Water on Wheels station was utilized to provide filtered water to guests in reusable cups rather than bottled water to maintain our sustainability efforts. 94 people, spanning all ages, enjoyed the performances on June 11.



## TECH TEAM

### CIRCULATING EQUIPMENT KIT – LAPTOP/HOTSPOT COMBINATION

Tech Team created a circulating equipment kit for individuals working with area organizations for functions such as job training or required classes for foster parent licensing. The kit consists of a laptop and hotspot. In mid-May, the kit had its first checkout after a referral from the Terre Haute Housing Authority! Multiple times, the individual borrowing the kit expressed her gratitude for this opportunity. This kit allowed the community member to perform required job training prior to starting employment.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JUNE 21, 2021

## CIRCULATING HOTSPOT SURVEY UPDATES

When VCPL was originally awarded an LSTA Grant for circulating hotspots in 2018-2019, Ashley Wadsworth created a survey to gather feedback about the service from the community. Some paper surveys are still included in the hotspot cases, and a link to take the survey online is also still available. We received a paper form recently with great reviews, stating, "Thank you for providing this service because it is too expensive to have internet at my home because I am single." Of the online survey responses since the beginning of 2020, all submissions indicated they were "definitely likely" to borrow a hotspot again.

## CONTINUING EDUCATION WEBINARS

The Tech Team continues to develop new skills by attending online webinars. In May, team members participated in the Indiana State Library's *Critical Hit: Using Dungeons and Dragons to Gamify Training and Evaluation*, which provided valuable instruction hints when providing onboarding training. Bonnie McNair attended Makerbot's Motorsports with Advanced Engineering in 3D Printing. This session drove into the world of competitive racing with Prodrive Motorsport and the way they used 3D printing for one of the most grueling races, the Dakar Rally. This on-demand 3d printing solution neatly tied into a customer's request to learn more about 3D printing Pinewood Derby car kits for local scouts.

Another timely webinar was Ryan Dowd's *Customers Without Masks: Simple strategies that get people to follow your COVID-19 policies*. It was specifically geared towards addressing people who enter library buildings without wearing a mask and encouraged staff to thoughtfully assess each customer and their reason for not wearing a mask before jumping to conclusions. The webinar also discussed how to reconcile the Americans with Disabilities Act with mask mandates.

## WEST BRANCH

### WEST BRANCH SHELTER

Use of the covered shelter at the West Branch has increased as the weather has improved. In addition to West Branch visitors using the shelter, other VCPL departments are using the space as a location for some in-person programs. Youth Services and Adult Services are scheduling through summer and into September to use the outdoor space since it is a covered, open-air location with tables for art, story times, science experiments, and more. Camp Navigate, which is located in a section of the West Vigo Community Center, uses the shelter and the open space to let the kids play most afternoons. Charlie Hayworth, West's maintenance staff, has heard from organizers at the West Vigo Community Center that they have used the space to host barbeques and



# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JUNE 21, 2021

picnics on the weekends. Charlie works hard to make sure the area is well maintained and clean, and it has become a community gathering place as well as a library-wide programming space.

## YOUTH SERVICES

### LITTLE SPROUTS

Little Sprouts is a new program created by staff from Youth Services and West Branch. Little Sprouts is a series of videos for children pertaining to different aspects of gardening, from planning your first garden to learning about good soil. These videos are posted to YouTube



and customers have the option to sign up for an extended learning kit with supplies to either complete a craft or experiment on the topic covered. For example, the What's Inside a Seed video had a kit that contained all the supplies needed to conduct an experiment using lima beans to investigate the inside of a seed. It contained instructions, lima beans, and a magnifying glass. These kits have been extremely popular and registration has been filling up the first day it opens. The videos and kits are designed to encourage children to learn more about nature and to spend time outdoors.

## PERSONNEL CHANGES

### EMPLOYMENT

McMahon, Kevin S. - Hired for the part-time non-exempt position of Youth Services Assistant Librarian in the Youth Services department effective May 24, 2021.

### RESIGNATION

Elmore, Jaleeseya S. - Resignation from the full-time non-exempt position of Youth Services Assistant Librarian effective June 4, 2021.

Respectfully submitted,

Kristi J. Howe

6/15/21 Admin AG

Vigo County Public Library  
May 2021

	May-21	May-20		YTD 2021	YTD 2020	
Print Circulation	1,872	9,914	-81.1%	93,939	72,065	30.4%
A/V Circulation	6,738	2,480	171.7%	38,099	48,546	-21.5%
Misc	318	217	46.5%	1,489	1,304	14.2%
Electronic Devices	36	11	227.3%	241	161	49.7%
<b>TOTAL</b>	<b>8,964</b>	<b>12,622</b>	<b>-29.0%</b>	<b>133,768</b>	<b>122,076</b>	<b>9.6%</b>

	May-21	May-20		YTD 2021	YTD 2020	
Overdrive						
E-book	4,925	6,711	-26.6%	24,877	27,061	-8.1%
E-audiobook	2,835	2,705	4.8%	13,704	12,935	5.9%
E-Magazines	264	217	21.7%	1,713	1,098	56.0%
E-video or music	1	14	-92.9%	20	77	-74.0%
<b>TOTAL</b>	<b>8,025</b>	<b>9,647</b>	<b>-16.8%</b>	<b>40,314</b>	<b>41,171</b>	<b>-2.1%</b>

Hoopla						
E-audiobook	1,624	1,706	-4.8%	6,690	7,700	-13.1%
E-Books	852	1,061	-19.7%	3,653	4,780	-23.6%
E-Comics	228	203	12.3%	857	925	-7.4%
E-music	169	210	-19.5%	623	1,093	-43.0%
E-video movie	248	271	-8.5%	964	1,604	-39.9%
E-video TV	121	305	-60.3%	3,870	1,507	156.8%
<b>TOTAL</b>	<b>3,242</b>	<b>3,756</b>	<b>-13.7%</b>	<b>16,657</b>	<b>17,609</b>	<b>-5.4%</b>

	May-21	May-20		YTD 2021	YTD 2020	
Reference [fact-finding]	2,494	1,481	68.4%	13,740	13,777	-0.3%

**Items Added to the Collection**

May-21	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Purchased Items	613	372	29	7	11	3	1,035
Donated Items	1	0	0	0	0	0	0
<b>Total Items Added</b>	<b>614</b>	<b>372</b>	<b>29</b>	<b>7</b>	<b>11</b>	<b>3</b>	<b>1,035</b>

YTD 2021	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Purchased Items	3,411	1,527	78	24	41	19	5,100
Donated Items	11	0	0	0	0	0	11
<b>Total Items Added</b>	<b>3,422</b>	<b>1,527</b>	<b>78</b>	<b>24</b>	<b>41</b>	<b>19</b>	<b>5,111</b>

**New Materials Ordered and Received**

May-21	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Ordered	1,178	150	26	0	7	3	1,364
Received	489	313	20	7	10	4	843

YTD 2021	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Ordered	5,278	1,325	101	17	66	47	6,834
Received	3,291	1,457	28 87	20	48	33	4,936

Vigo County Public Library  
May 2021

<b>ON-SITE PROGRAMS</b>	<b>May-21</b>	<b>May-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Youth programs/events/classes	0	0	Null	0	92	-100.0%
Teen programs/events/classes	0	0	Null	0	8	-100.0%
Adult programs/events/classes	0	0	Null	0	54	-100.0%
Family/general	1	1	0.0%	5	52	-90.4%
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>0.0%</b>	<b>5</b>	<b>206</b>	<b>-97.6%</b>

<b>ON-SITE ATTENDANCE</b>						
Youth attendance	0	0	Null	0	530	-100.0%
Teen attendance	0	0	Null	0	38	-100.0%
Adult attendance	0	0	Null	0	1,149	-100.0%
Family/general attendance	8	10	-20.0%	31	632	-95.1%
<b>TOTAL</b>	<b>8</b>	<b>10</b>	<b>-20.0%</b>	<b>31</b>	<b>2,349</b>	<b>-98.7%</b>

<b>OFF-SITE PROGRAMS</b>	<b>May-21</b>	<b>May-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Youth outreach	0	0	Null	0	25	-100.0%
Teen outreach	0	0	Null	0	6	-100.0%
Adult outreach	4	0	Null	7	44	-84.1%
Family outreach	0	0	Null	4	3	33.3%
Participation in Community Events	1	0	Null	1	0	Null
<b>TOTAL</b>	<b>5</b>	<b>0</b>	<b>0.0%</b>	<b>12</b>	<b>78</b>	<b>-84.6%</b>

<b>OFF-SITE ATTENDANCE</b>						
Youth outreach attendance	0	0	Null	0	313	-100.0%
Teen outreach attendance	0	0	Null	0	23	-100.0%
Adult outreach attendance	33	0	Null	224	683	-67.2%
Family outreach attendance	0	0	Null	260	26	900.0%
Community Events Interactions	158	0	Null	158	0	Null
<b>TOTAL</b>	<b>191</b>	<b>0</b>	<b>0.0%</b>	<b>642</b>	<b>1,045</b>	<b>-38.6%</b>

	<b>May-21</b>	<b>May-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Adult materials deliveries	47	11	327.3%	235	127	85.0%
Youth materials deliveries	0	0	0.0%	0	70	-100.0%
<b>TOTAL</b>	<b>47</b>	<b>11</b>	<b>327.3%</b>	<b>235</b>	<b>197</b>	<b>19.3%</b>

	<b>May-21</b>	<b>May-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Computer Users	2,460	26	9361.5%	13,927	15,864	-12.2%
Web Site Hits	14,642	17,569	-16.7%	86,499	90,968	-4.9%
Mobile App Visits	595	548	8.6%	2,764	2,926	-5.5%

	<b>May-21</b>	<b>May-20</b>		<b>YTD 2021</b>	<b>YTD 2020</b>	
Subscription Databases	11,813	11,622	1.6%	62,543	77,887	-19.7%
ILL provided to other libraries	65	37	75.7%	364	247	47.4%
ILL received from other libraries	27	50	-46.0%	175	491	-64.4%

**May - 2021 Online Challenge Programs**

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

**May - 2021 Livestream Only Programs - # of streaming events Facebook, Zoom, Skype, etc. (not reposted or archived)**

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

**Livestream Only Attendance** 64

**May - 2021 Livestream Programs To Be Posted/Archived**

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

**Attendance of Livestream Portion** 0

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

**May - 2021 Recorded Programs - (Never Presented Live)**

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

**Views/Hits of Recorded Programs** 36

**May - 2021 Grab & Go/Take & Make Kits Distributed by Age Group**

Children (ISL:0-11 yrs)	YA (ISL:12-18yrs)	Adult (ISL:18 + yrs)	General (all ages)
158	0	32	70

## **WORK HOURS AND SCHEDULES**

Non-exempt full-time employees are normally assigned a 40-hour week, working 8 (eight) hours per day 5 (five) days per workweek, and are scheduled according to the needs of the department and the library. A workweek is defined as 7 (seven) days beginning on Monday and ending on Sunday.

Non-exempt part-time employees are normally assigned less than 40 hours per workweek and are scheduled according to the needs of the department and the library.

Non-exempt full-time and part-time employees who are scheduled to work on Sundays will receive overtime wages (one and one half times the hourly rate) regardless of the number of hours the employee has worked during the workweek. Sunday hours are scheduled at the discretion of the manager and or division director. Saturday and Sunday assignments are generally rotated and divided among full-time and part-time employees.

To meet the service needs of the library, managers and or division directors may establish 'on call' schedules for employees. In addition, employees not on a designated 'on call' schedule may be required to respond to an 'emergency call-back' to perform work outside of the employee's regularly scheduled hours. Non-exempt employees who are 'on call' or on 'emergency call-back' may be required to perform work on-site or through remote access via telephone or computer in order to avoid significant service disruptions, address safety or security issues, or in response to an emergency.

Employees 'on call' are expected to respond with verbal or electronic communication within 15 minutes of an 'on call' request. Employees responding to 'on call' requests that require on-site work are expected to arrive on-site within 30 minutes of an 'on call' request. Prohibited behavior/violations outlined in the Drug-Free Workplace policy in this manual apply to employees during 'on call' periods.

Non-exempt employees performing work on an 'on call' or 'emergency call-back' basis will be compensated for a minimum of 1 (one) hour of worked time, or the actual number of 'on call' or 'emergency call-back' hours worked greater than 1 (one) hour. Compensation for 'on call' or 'emergency call-back' will be at the overtime rate of one and one-half times the hourly rate regardless of the number of hours worked during the workweek. 'On call' or 'emergency call-back' compensation does not apply to:

- Off-duty time for employees who are 'on call' waiting to be engaged in 'on call' work.
- Routine duties which can be performed during regular working hours and which are not characterized by immediacy in order to continue adequate operations outside of the employee's regular working hours.
- Routine duties performed on-site or remotely during regular working hours and which occur during periods of extended unscheduled closings.
- Hours worked by non-exempt full and part-time employees during temporary or permanent schedule changes to meet the needs of the library.

Work schedules for both full and part-time employees are arranged by the department manager and or division director. Daily, weekly, or monthly work schedules may be changed at the discretion of the department manager and or division director to meet varying conditions, peak customer service times, or reduce department overtime hours. Changes in work schedules will be announced as far in advance as practicable.

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
VIGO COUNTY PUBLIC LIBRARY  
2021**

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The Board of Trustees of the Vigo County Public Library at its regular meeting held June 21, 2021, at which a quorum was present, makes the following findings and adopts the following resolution:

**BE IT RESOLVED**

1. The Vigo County Public Library (“VCPL”) desires to modify its participation in the Public Employees Retirement Fund (“PERF”) so that all full-time employees are PERF participants.
2. In order to accomplish this change, the Indiana Public Retirement System (“INPRS”), the administrative agency that oversees PERF, has provided VCPL with a resolution the Library Board of Trustees is required to adopt.
3. The INPRS resolution includes language and provisions that state or imply that VCPL is joining PERF for the first time, as though it had not previously participated.
4. VCPL has been advised by INPRS that its resolution may not be altered or revised in any way and must include the aforementioned language and provisions.
5. The Library Board of Trustees is adopting this Resolution to clarify that it is its intent and purpose, the language and provisions of the INPRS resolution notwithstanding, to make no changes to VCPL’s participation in PERF other than to make all full-time positions covered positions under PERF.

**ADOPTED** this 21<sup>st</sup> day of June, 2021.


**ReRESOLUTION ELECTING TO JOIN THE PUBLIC EMPLOYEES' RETIREMENT FUND  
AS ADMINISTERED BY THE  
INDIANA PUBLIC RETIREMENT SYSTEM**

WHEREAS, the Vigo County Public Library Board is the governing body of

Vigo County Public Library, a political subdivision or miscellaneous participating entity in the STATE OF INDIANA; and

WHEREAS, for the purposes of this document and interpretation of statutes governing the Public Employees Retirement Fund ("PERF"), "Plan" refers to the public employees' defined contribution plan under IC 5-10.3-12 ("PERF My Choice: Retirement Savings Plan"). "Fund" refers to the PERF Hybrid defined benefit pension fund ("PERF Hybrid").

WHEREAS, political subdivisions may participate in the PERF My Choice: Retirement Savings Plan and choose whether employees are required to become members of the **Plan**, the **Fund** or may choose membership in either the **Plan** or the **Fund**.

WHEREAS, The governing body is fully cognizant that, if it is resolved that the governing body will place any employees in the **Fund**, the percentage of cost of gross annual payroll of covered employees has been set at \_\_\_\_\_% by the actuary of the Fund, and that the Board of Trustees of the Indiana Public Retirement System directs the actuary to annually review the status of the employees covered and shall adjust the cost percentage accordingly so that the Fund will remain on an actuarially sound basis; and

WHEREAS, The governing body is fully cognizant that, if it is resolved that the governing body will require employees to enter the **Plan** or offer employees a choice between **Fund** and **Plan** membership, the governing body shall submit a resolution with the following information regarding their participation in the **Plan**:

1. Specify the political subdivision's contribution rate to the plan as a percentage of each member's compensation AND pay such contributions as required under IC 5-10.3-12-23; and IC 5-10.3-12-24.5. Such rates must be greater than or equal to zero percent (0%) and may not exceed the percentage that would produce the normal cost for participation in the fund under IC 5-10.2-2-11.
2. Specify the political subdivision's matching rate that is the percentage of each member's additional contributions to the plan that the political subdivision will match. A political subdivision may specify only:
  - (1) Zero percent (0%); or
  - (2) Fifty percent (50%).
3. Specify whether the political subdivision will pay any part of a member's contribution on behalf of the member.
4. Specify whether employees will automatically be enrolled in the **Fund** or the **Plan** if an eligible employee does not make an affirmative election.

WHEREAS, if such governing body participates in **Fund**, such governing body acknowledges its liability and that, pursuant to law, it and its successors in office, must appropriate sufficient funds each year to retire the employees' prior service liability in an orderly manner and also fund the current cost accruing annually.

WHEREAS, if such governing body participates in **Plan**, such governing body acknowledges its liability and that, pursuant to law, it and its successors in office, must appropriate sufficient funds each year to meet all contribution obligations required by law.

WHEREAS, such governing body acknowledges and agrees to make a supplemental contribution to the fund in an amount necessary to pay the employer's share of the fund's actuarial unfunded liability that other employers would otherwise be required to pay because the employer's employees are becoming members of the plan instead of the fund.

WHEREAS, such governing body acknowledges and agrees, when an employee separates from service before the member is fully vested in the employer contribution subaccount, the amount in the employer contribution subaccount is forfeited as of the date the member separates from service and that such forfeited amounts shall be used to reduce the unfunded accrued liability of the fund as determined under IC 5-10.2-2-11(a)(3) and IC 5-10.2-2-11(a)(4). Employers without an unfunded liability, such as employers joining PERF for the first time and offering only Plan membership, such forfeited amounts will be returned to the employer in the form of a credit to the employer contribution subaccount.

WHEREAS, the General Assembly of the State of Indiana has authorized covered employers to pick-up all or part of members' mandatory contributions.

**NOW THEREFORE, BE IT ORDAINED** by the governing body of the **Vigo County Public Library** in the State of Indiana:

**SECTION ONE:** The Vigo County Public Library elects to become a participating political subdivision or miscellaneous participating entity in the Public Employees' Retirement Fund by including classes of employees as stated below in the coverage under Chapter 340 of the Acts of 1945, and all Acts amendatory thereof and supplemental thereto.

**SECTION TWO:** The Vigo County Public Library elects to offer the following retirement plan(s) under the Public Employees' Retirement Fund:

- PERF Hybrid
- PERF My Choice: Retirement Savings Plan
- Both PERF Hybrid and PERF My Choice: Retirement Savings Plan to **all employees**, allowing the employee to choose in which retirement plan the employee will participate, based upon the employee's previous participation in the **Fund** or the **Plan**.

- PERF My Choice: Retirement Savings Plan, in addition to PERF Hybrid, for which this governing body has already submitted a resolution to join PERF Hybrid.
- PERF Hybrid only to certain classes of employees and PERF My Choice: Retirement Savings Plan to **certain classes of employees** as set forth in an attached document.
- Both PERF Hybrid and PERF My Choice: Retirement Savings Plan to certain classes of employees, as set forth in an attached document, allowing those employees to choose in which retirement plan the employee will participate, based upon the employee's previous participation in the **Fund** or the **Plan**.

If PERF My Choice in any format is selected above; please indicate whether PERF Hybrid retirees will be allowed to participate in PERF My Choice. If one of the checkboxes below is not selected, the default will be that no PERF Hybrid retirees will be allowed to participate in PERF My Choice.

- Yes, PERF Hybrid retirees will be allowed to participate in PERF My Choice
- No, PERF Hybrid retirees will **not** be allowed to participate in PERF My Choice

**SECTION THREE:** If an employee is eligible to choose membership in either the Fund or the Plan, and that employee fails to make an election within the period set forth in IC 5-10.3-12-20 and 35 IAC 1.3-4-1, said employee will be automatically and irrevocably enrolled in the following plan:

- PERF Hybrid
- PERF My Choice: Retirement Savings Plan

**SECTION FOUR:** That, effective as of the 1st day of August, 2021, this participating political subdivision or miscellaneous participating entity shall pick up **all** or

    % of the mandatory contribution for **all** or \_\_\_\_\_ employees who are members of PERF. Said employees shall not be entitled to choose to receive the contributed amounts directly instead of having them paid by the employer to the specified pension fund.

**CHOOSE EITHER 4A OR 4B**

**4A. New Money Pick-Up** - That the above contributions, even though designated as employee contributions for state law purposes, are being paid by the employer in addition to regular compensation as a supplemental contribution that is separate and distinct from the employees' current or future compensation, and in lieu of contributions by the employees. Such contributions will not be included in the gross income of the employees for any tax reporting purposes, such as for federal, state or local income tax withholding, or FICA taxes, until distributed either through a pension benefit or a lump sum payment. These contributions are made on a pre-tax basis and are paid by the employer on behalf of the employee.

**4B. Salary Reduction Pick-Up** - That said contributions, even though designated as employee contributions for state law purposes, are being paid by the employer via a reduction in salary. Such contributions will not be included in the gross income of the employees for certain tax reporting purposes, that is, for federal, state, or local income tax withholding, until distributed either through a pension benefit or a lump sum payment. Such contributions will be included in the gross income of the employees for FICA taxes when they are made. These contributions are made on a pre-tax basis but are paid by the employee through a payroll deduction.

**SECTION FIVE:** The N/A, as a participating political subdivision, offering the Plan, agrees to pay a contribution rate to the Plan as a percentage of each member's compensation in the amount of \_\_\_\_%. This amount may range from 0% to the percentage that would produce the normal cost for participation in the fund under IC 5-10.2-2-11.

**SECTION SIX:** The Vigo County Public Library, as a participating political subdivision, offering the Plan, agrees to pay a matching rate in the amount of:

Fifty Percent (50%)

Zero Percent (0%)

which is the percentage of each member's additional voluntary contributions to the Plan that governing body will match.

**SECTION SEVEN:** The positions listed on an attached document are declared covered by the Fund, the Plan, or Both as indicated in the attached document.

**SECTION EIGHT:** It is hereby declared that none of the classifications or positions specified in Section Three are compensated on a fee basis or of an emergency nature, or in a part-time category.

**SECTION NINE:** The active participation membership of the Vigo County Public Library (Name of Political Sub) shall begin on August 1, 2021.

**SECTION TEN:** This resolution shall be in full force and effect from date of passage and upon approval of the Board of Trustees of the Indiana Public Retirement System, except that active participating membership shall begin on the date set forth in Section Nine.





