

# A G E N D A

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

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

1. **Call to Order and Roll Call of Members**
2. **Public Input on Action Items**
3. **Consideration of Minutes of February 21, 2022, Regular Meeting** 2
4. **Treasurer's Report**
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  - B. Claims and Payroll 6
  - C. Special Claims
  - D. Gift Fund Report 22
5. **Reports to the Library Board**
  - A. Smithsonian Water / Ways Exhibition in West Terre Haute ~ Eric Fisher
6. **Director's Report** 23
7. **Old Business**
8. **New Business**
  - A. E-Rate Funding for 12 Points Branch 29
  - B. Resolution on Surplus Property 86
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Regular Meeting:** Monday, April 18, 2022, 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 at 5:30 p.m. on the 21<sup>st</sup> day of February 2022, the following persons were present:

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

**Library Staff Present:** Kristi Howe; Dennis Shepard; Amy Gibson; Bonnie McNair; Jeanette Bouchie; Lauren Elyea; Heather Rayl; Cindy Bhatti; Rob Fox; Sarah Trover; Curt Huffman; and Najah Monroe. **Attended Via Zoom:** 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 18, 2022, Board of Finance meeting, made by Young, seconded by Goulding, passed.

A motion to approve the minutes as written for the January 18, 2022, regular meeting, made by Muyumba, seconded by Young, passed.

## **TREASURER'S REPORT**

### **Monthly Cash Statement**

Dennis Shepard presented the Cash Statement for the period ending January 31, 2022 (copy attached to official minutes).

### **Claims and Payroll**

Mr. Shepard presented the Month End Claims dated January 31, 2022 in the amount of \$90,572.02 (Library Operating, \$90,357.59; Gift Fund, \$214.43; Grants, \$0); Library Operating Claims dated February 21, 2022, in the amount of \$105,525.13 (Library Operating Fund, \$97,691.86, Gift Fund, \$1,431.50; Grants, \$6,401.77.) (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. Shepard presented the Gift Fund report dated January 31, 2022 for \$58,612.46.

**State Board of Accounts Annual Report**

Mr. Shepard noted that the Cash & Investments Statement has been attached for board review. The statement includes the beginning and ending balances for 2021 and is a part of the State Board of Accounts Annual Report, which was available for review at the meeting. Mr. Shepard noted that board approval of the SBOA Annual Report would include board approval to publish the C&I Statement in the Tribune Star newspaper, to meet the State Board of Accounts requirement.

**Approval of Treasurer's Report**

A motion to approve the Treasurer's Report, including the SBOA Annual Report and the Cash and Investment Statement, made by Goulding, seconded by Killion, passed.

**REPORTS TO THE LIBRARY BOARD**

**2022 NEA Big Read**

While this is the 6<sup>th</sup> year in a row that VCPL has received the NEA Big Read grant, it is the 21<sup>st</sup> year for VCPL to offer a Community Read program. Project and Event Manager Sarah Trover reported on the grant and discussed community collaborations that are designed to create community conversations and engagement around this year's selected title of *Beloved* by Toni Morrison. Citizens can participate in various cultural experiences such as workshops, films, lectures, the Sinfonietta Pops Orchestra concert, book discussions, and more during the months of March and April, 2022.

**DIRECTOR'S REPORT**

Ms. Howe noted that included in the Director's Report are details on the ILS migration and a database purge. She explained that by approving the Director's report the board would be approving the database purge and giving the library the ability to waive associated fees or charges for accounts that have been expired and gone uncollected for at least 6 years, with the majority predating 2010.

Ms. Howe noted that the 2021 Indiana State Library Annual Report has also been attached and by approving the Director's Report, the board will be approving this report for submission.

Ms. Howe gave an update on communication with the sellers of the 12 Points location and that the potential closing date is targeted for the end of April.

Ms. Howe gave an update on the VCPL team who visited the State House on Legislative Day. A few days later, Librarian Carey LaBella joined VCSC Media Specialist Kathy Deal for Indiana State Teachers Association Day at the Statehouse to meet with legislators and advocate together.

Ms. Howe also noted that VCPL's Creative Design Specialist Elaina Lewellyn drew the artwork by hand for NEA Big Read program flyer.

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

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

**Consideration of Policies**

**VCPL Staff Manual:**

- Employee Recruitment and Selection
- Removal of the Perspective Employee Policy

Ms. Howe noted that the Prospective Employee Policy was incorporated into the Employee Recruitment and Selection policy.

A motion approving the Employee Recruitment and Selection policy and removal of the Perspective Employee Policy, made by Muyumba, seconded by Killion, passed. (Copy of the Employee Recruitment and Selection policy attached to official minutes.)

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

No suggestions.

**NEXT MEETING**

Regular Meeting, Monday, March 21, 2022, at 5:30 p.m. at the Main Library.

**ADJOURNMENT**

A motion to adjourn the meeting made by Goulding, seconded by Young, passed. The meeting adjourned at 6:21 p.m.

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Terry W. Jones, President

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Olivia K. Goulding, Vice President

**ABSENT**

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Valentine K. Muyumba, Secretary

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Christi A. Fenton, Board Member

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James M. Young, Board Member

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Stacy D. Killion, Board Member

**ABSENT**

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Camille R. Wallace, Board Member

## Vigo County Public Library

Cash Statement  
Vigo County Public Library  
February 2022

Account Title Number	Beginning MTD Balance YTD Balance	MTD Debits YTD Debits	MTD Credits YTD Credits	Ending Balance	MTD Change YTD Change
Cash Library Operating Fund	5,896,079.09	101,147.72	547,279.72		(446,132.00)
100-01-1010	6,507,346.25	202,538.68	1,259,937.84	5,449,947.09	(1,057,399.16)
Cash Gift Fund	58,612.46	1,353.60	2,241.19		(887.59)
200-00-1010	58,294.97	1,908.46	2,478.56	57,724.87	(570.10)
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	(21,257.33)	16,000.00	6,401.77		9,598.23
276-00-1010	(13,163.42)	50,948.59	49,444.27	(11,659.10)	1,504.32
Cash Public Library Access Car	65.00	0.00	0.00		0.00
800-00-1010	0.00	130.00	65.00	65.00	65.00
Cash-Payroll Withholdings	1,183.96	72,489.00	72,489.00		0.00
803-00-1010	1,038.88	183,843.96	183,698.88	1,183.96	145.08

<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>
*22408	BYERMAN, KEITH*	200	Check	750.00	56610	KEYNOTE FOR THE BIG READ 2022
*22435	SHADE TREE PRESS*	100	Check	63.00	56611	CIRC PRINT MATERIAL
*22373	TERRE HAUTE COMMUNITY BA	100	Check	300.00	56612	BIG READ CONCERT
*22434	TRIBUNE STAR PUBLISHING CC	100	Check	2,806.96	56613	NEWSPAPERS
						Total Count: 4
						Total Amount: 3,919.96
*22363	ADP INC - AUTOPAY II*	100	ACH	596.05	6288	PAYROLL SERVICES
*22378	ADP INC - AUTOPAY II*	100	ACH	708.95	6289	PAYROLL SERVICES
*22360	AMAZON.COM LLC*	100	ACH	230.97	6290	APPLE PENCILS FOR IPADS
*22362	AMAZON.COM LLC*	100	ACH	411.21	6291	KIT SUPPLIES MARCH & APRIL
*22365	AMAZON.COM LLC*	100	ACH	358.78	6292	VIDEO GAMES
*22366	AMAZON.COM LLC*	100	ACH	34.93	6293	VIDEO GAMES
*22369	AMAZON.COM LLC*	100	ACH	46.05	6294	CIRC PRINT MATERIAL
*22375	AMAZON.COM LLC*	100	ACH	14.99	6295	CIRC PRINT MATERIAL
*22382	AMAZON.COM LLC*	100	ACH	338.80	6296	TAKE HOME KIT SUPPLIES
*22385	AMAZON.COM LLC*	100	ACH	536.25	6297	VIDEO GAMES
*22387	AMAZON.COM LLC*	100	ACH	639.35	6298	VIDEO GAMES
*22396	AMAZON.COM LLC*	100	ACH	371.03	6299	GAMES FOR TEEN PROGRAMMING
*22407	AMAZON.COM LLC*	100	ACH	37.72	6300	CIRC PRINT MATERIAL
*22421	AMAZON.COM LLC*	100	ACH	12.99	6301	TAKE HOME KIT SUPPLIES
				6		

<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>
*22393	BAKER & TAYLOR INC*	100	ACH	1,724.71	6302	CIRC PRINT MAT, YS MAT, REF PRINT M
*22364	BOOK DEPOT*	100	ACH	464.83	6303	BOOKS FOR HEALTHY START
*22371	DEMCO, INC*	100	ACH	193.83	6304	WIRE BOOK SUPPORTS FOR PICBOOKS
*22414	EXPRESS SERVICES INC*	100	ACH	863.60	6305	PART TIME STAFFING
*22392	GALE/CENGAGE LEARNING*	100	ACH	129.69	6306	CIRC PRINT MATERIAL
*22389	MCPMAHON, KEVIN*	100	ACH	39.00	6307	MILEAGE FOR STATEHOUSE DAY
*22391	MIDWEST TAPE*	100	ACH	2,242.80	6308	DVD/VIDEO MATERIAL, AUDIO REC MUS
*22390	RICOH USA INC*	100	ACH	1,458.78	6309	COPIER LEASE
					Total Count:	22
					Total Amount:	11,455.31
*22368	CITY OF TERRE HAUTE SEWAG	100	E-pay	397.62	8638	MAIN SEWAGE BILLING
*22370	ARAMARK UNIFORM SERVICES	100	E-pay	374.54	8639	MAIN MAT SERVICE
*22372	NATIONAL BUSINESS FURNITU	100	E-pay	1,616.60	8640	FURNITURE FOR SPC STAFF
*22376	FINDAWAY WORLD, LLC*	100	E-pay	159.99	8641	LAUNCHPAD
*22394	REPUBLIC SERVICES OF WEST	100	E-pay	347.74	8646	MAIN TRASH SERVICE
*22395	INDIANA AMERICAN WATER CC	100	E-pay	391.49	8647	MAIN WATER SERVICE
*22397	CINTAS CORPORATION*	100	E-pay	25.78	8648	WEST CABINET SERVICE
*22399	CENTER POINT LARGE PRINT*	100	E-pay	230.70	8649	CIRC PRINT MATERIAL
*22400	WAGWORKS, INC.*	100	E-pay	168.82	8650	COBRA MONTHLY BENEFITS
*22341	VISA CARD SERVICES	100	E-pay	4,834.94	8651	VARIOUS SUPPLIES, TRAVEL, REGISTR.
		200				

<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>
*22403	FUN EXPRESS, LLC*	100	<i>E-pay</i>	<b>73.98</b>	<b>8653</b>	KIT SUPPLIES
*22404	OFFICE DEPOT*	100	<i>E-pay</i>	<b>6.44</b>	<b>8654</b>	CARD STOCK FOR PAYROLL
*22405	OFFICE DEPOT*	100	<i>E-pay</i>	<b>81.00</b>	<b>8655</b>	OFFICE SUPPLIES AND COPY PAPER
*22406	OFFICE DEPOT*	100	<i>E-pay</i>	<b>904.48</b>	<b>8656</b>	OFFICE SUPPLIES AND COPY PAPER
*22179	CAPITAL ONE	100	<i>E-pay</i>	<b>119.37</b>	<b>8658</b>	PROGRAM SUPPLIES
*22416	T-MOBILE USA, INC.*	100	<i>E-pay</i>	<b>100.24</b>	<b>8659</b>	WEST HOTSPOT DATA
*22417	T-MOBILE USA, INC.*	100	<i>E-pay</i>	<b>1,019.28</b>	<b>8660</b>	MAIN HOTSPOT DATA
*22420	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	<b>21.99</b>	<b>8661</b>	MAIN IRRIGATION SERVICE
*22207	SAM'S CLUB DIRECT*	100	<i>E-pay</i>	<b>76.26</b>	<b>8662</b>	SUPPLIES FOR HOSPITALITY TABLE
*22424	FUN EXPRESS, LLC*	100	<i>E-pay</i>	<b>122.67</b>	<b>8663</b>	KIT SUPPLIES
*22425	OVERDRIVE*	100	<i>E-pay</i>	<b>7,500.00</b>	<b>8664</b>	FEBRUARY CONTENT CREDIT DEPOSIT
*22426	OVERDRIVE*	100	<i>E-pay</i>	<b>15,000.00</b>	<b>8665</b>	OVERDRIVE ORDERING FOR 2022
*22428	PITNEY BOWES*	100	<i>E-pay</i>	<b>97.80</b>	<b>8666</b>	POSTAGE LEASE
*22430	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	<b>10.00</b>	<b>8667</b>	LAUNDERING OF MAIN TABLECLOTHS
*22432	VERIZON - WIRELESS*	100	<i>E-pay</i>	<b>205.44</b>	<b>8668</b>	PHONE SERVICE
*22433	ARAMARK UNIFORM SERVICES	100	<i>E-pay</i>	<b>151.35</b>	<b>8669</b>	WEST MAT SERVICE
*22436	ACTION PEST CONTROL, INC*	100	<i>E-pay</i>	<b>285.00</b>	<b>8671</b>	WEST MONTHLY PEST CONTROL
*22437	UNITED PARCEL SERVICE*	100	<i>E-pay</i>	<b>50.00</b>	<b>8672</b>	SHIPPING SERVICE

Total Count: **28**  
 Total Amount: **34,373.52**

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check #</i> <i>ACH #</i> <i>EFT #</i>	<i>Description</i>
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<i>Grand Total Fund 100:</i>	<b>48,939.10</b>
<i>Grand Total Fund 200:</i>	<b>809.69</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>54</b>
Grand Total Amount:	<b>49,748.79</b>



2/8/2022	2449215DPRS 6RJ382	WABASH VALLEY HUMAN RESOURCES ASSOCIATION- MEETING REGISTRATION- J. BOUCHIE	21	23
2/10/2022	2490641DT42R 8PHH7	HOSTGATOR- SSL COVERAGE	30	00
2/15/2022	2407280DY2D Z7P86F	JOANN FABRIC AND CRAFT STORES-KIT SUPPLIES FOR MARCH AND APRIL	127	65
2/5/2022	2490641DL42E R0FQJ	BLUEHOST- INDIPRES DOMAIN NAME REGISTRATION	17	99
2/10/2022	2469216DT2X TA1Z2G	FEDERAL COFFEE AND FINE FOODS- STAFF TRAINING AWARD	4	00
2/10/2022	2469216DT2X T4REYP	FEDERAL COFFEE AND FINE FOODS- STAFF TRAINING AWARD	36	18
1/19/2022	2469216D32XP LR5NA	AMERICAN LIBRARY ASSOCIATION- STUDENT MEMBERSHIP FOR L. GENTRY	44	00
1/22/2022	2469216D62X YMMEF6	AMERICAN ASSOCIATION OF NOTARIES- NOTARY SUPPLY KITS	106	85
1/29/2022	2469216DD2X 8KZ0ZK	AMERICAN ASSOCIATION OF NOTARIES- NOTARY SUPPLY KITS	56	90
2/1/2022	2407280DGBL H2D6SW	JOANN FABRIC AND CRAFT STORES- FABRIC AND SUPPLIES FOR SEWING PROGRAM	75	27
2/2/2022	2444500DH00 PEN7PB	PAPA JOHNS PIZZA- FOOD FOR ESL FAMILY NIGHT	60	87
2/2/2022	2469216DH2X BMRGR8	ICONTACT- ANNUAL SUBSCRIPTION	720	00
2/10/2022	2494301DS09F DE3YG	THE HOME DEPOT- PALLET OF PREEN GARDEN WEED CONTROL	2210	00
2/12/2022	2475542DVJLE F78F1	TERRE HAUTE CHILDREN'S MUSEUM- PASS FOR CIRCULATION	150	00
2/17/2022	2407280E0BL H5X0YX	JOANN FABRIC AND CRAFT STORES- CRICUT SUPPLIES	87	96
<b>TOTAL</b>			<b>4834</b>	<b>94</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 - \_\_\_\_\_, 2022

\_\_\_\_\_  
Librarian

Voucher No.		Warrant No.		PAYEE	
<b>Charge These Appropriations</b>					
Account Number	Account Name	Amount			
4245	100-01	357.57			
4314	100-01	60.62			
4323	100-01	16.00			
4324	100-01	141.23			
4391	100-01	120.00			
4213	100-02	149.85			
4314	100-02	150.00	APPROVED , 2022		
4325	100-02	13.90			
4325	100-03	2210.00			
4245	100-04	213.66	In the amount of \$		
4325	100-04	1.95			
4245	100-06	75.27			
4245	100-07	60.87			
4391	100-07	44.00			
4307	100-08	150.00			
4314	100-09	162.37			
4310	100-11	720.00			
4314	100-11	127.96			
4245	200-00	54.95			
4331	200-72	4.74			
	<b>Total</b>	<b>4,834.94</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>
*22419	BROWN, JESSICA *	200	Check	50.00	56614	SPEAKER FOR ESL BIG READ FAMILY N
*22501	BIG JACK'S SMALL ENGINE PAF	100	Check	169.00	56615	SNOW PLOW REPAIR
*22533	MOGGER'S BREWERY RESTAU	200	Check	757.50	56616	CATERING FOR THE KEYNOTE
*22547	PHOENIX10 TECHNOLOGIES*	100	Check	8,625.00	56617	DATA MIGRATION FOR NEW ILS
*22505	SPRINGFIELD-GREENE COUNT	100	Check	12.99	56618	ILL REIMBURSEMENT
*22578	SWOPE ART MUSEUM*	100	Check	400.00	56619	SPONSORSHIP FOR BIG READ ART TAL
*22545	TERRE HAUTE CHAMBER OF C	100	Check	130.00	56620	REGISTRATIONS FOR WOMENS CONFE
*22493	THE LEAGUE OF TERRE HAUTE	100	Check	500.00	56621	TRIVIA NIGHT TABLE SPONSOR
					Total Count:	8
					Total Amount:	10,644.49
*22514	ADP INC - AUTOPAY II*	100	ACH	713.80	6310	PAYROLL SERVICES
*22549	ADP INC - AUTOPAY II*	100	ACH	19.80	6311	PAYROLL SERVICES
*22194	ADP SCREENING & SELECTION	100	ACH	49.49	6312	BACKGROUND SCREENING- K NYX
*22481	ADTEC INC*	100	ACH	1,980.00	6313	E-RATE CONSULTING FEES- CATEGORY
*22453	AMAZON.COM LLC*	100	ACH	118.00	6314	VIDEO GAMES
*22383	AMAZON.COM LLC*	100	ACH	1,278.45	6315	DURHAM PARTS CABINET
*22445	AMAZON.COM LLC*	100	ACH	16.99	6316	CIRCULATING KITS
*22446	AMAZON.COM LLC*	100	ACH	47.74	6317	DISINFECTANT WIPES AND HAND SANIT
*22447	AMAZON.COM LLC*	200	ACH	228.88	6318	BIG READ PROGRAMMING SUPPLIES
*22448	AMAZON.COM LLC*	100	ACH	119.96	6319	VIDEO GAMES
				13		

<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>
*22449	AMAZON.COM LLC*	100	ACH	36.32	6320	CIRC PRINT MATERIAL
*22450	AMAZON.COM LLC*	100	ACH	599.98	6321	GAMES FOR TEEN PROGRAMMING
*22454	AMAZON.COM LLC*	100	ACH	15.97	6322	CIRC PRINT MATERIAL
*22455	AMAZON.COM LLC*	100	ACH	11.11	6323	YS CIRC MATERIAL
*22466	AMAZON.COM LLC*	100	ACH	26.47	6324	CIRC PRINT MATERIAL
*22471	AMAZON.COM LLC*	100	ACH	14.58	6325	COMMAND HOOKS FOR LENDING
*22472	AMAZON.COM LLC*	100	ACH	72.91	6326	CIRC PRINT MATERIAL
*22473	AMAZON.COM LLC*	100	ACH	13.99	6327	CIRC PRINT MATERIAL
*22476	AMAZON.COM LLC*	100	ACH	19.51	6328	C BATTERIES
*22478	AMAZON.COM LLC*	100	ACH	200.87	6329	KIT SUPPLIES
*22479	AMAZON.COM LLC*	100	ACH	13.99	6330	CIRC PRINT MATERIAL
*22484	AMAZON.COM LLC*	100	ACH	35.97	6331	CIRC PRINT MATERIAL
*22498	AMAZON.COM LLC*	100	ACH	19.49	6332	CR2 BATTERIES
*22500	AMAZON.COM LLC*	100	ACH	185.88	6333	STORAGE UNIT FOR SWITCH GAMES
*22506	AMAZON.COM LLC*	100	ACH	33.48	6334	YS DEPT SUPPLIES
*22507	AMAZON.COM LLC*	100	ACH	192.71	6335	VIDEO GAMES
*22508	AMAZON.COM LLC*	100	ACH	20.54	6336	SUPPLIES FOR BIG READ STORYTIME
*22509	AMAZON.COM LLC*	100	ACH	169.59	6337	TAKE AND MAKE SUPPLIES
*22510	AMAZON.COM LLC*	100	ACH	68.96	6338	CIRC PRINT MATERIAL
*22516	AMAZON.COM LLC*	100	ACH	25.98	6339	CIRC PRINT MATERIAL
*22520	AMAZON.COM LLC*	100	ACH	6.91	6340	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>
*22522	AMAZON.COM LLC*	100	ACH	119.97	6341	VIDEO GAMES
*22538	AMAZON.COM LLC*	100	ACH	26.84	6342	CIRC PRINT MATERIAL
*22541	AMAZON.COM LLC*	100	ACH	519.80	6343	VIDEO GAMES
*22551	AMAZON.COM LLC*	100	ACH	67.89	6344	FROG & TOAD STORYTIME
*22561	AMAZON.COM LLC*	100	ACH	71.94	6345	SCISSORS FOR MAY KITS
*22562	AMAZON.COM LLC*	100	ACH	25.19	6346	CIRC PRINT MATERIAL
*22571	AMAZON.COM LLC*	100	ACH	19.99	6347	VIDEO GAMES
*22572	AMAZON.COM LLC*	100	ACH	119.98	6348	VIDEO GAMES
*22573	AMAZON.COM LLC*	100	ACH	88.35	6349	CIRC PRINT MATERIAL
*22574	AMAZON.COM LLC*	100	ACH	219.95	6350	VIDEO GAMES
*22581	AMAZON.COM LLC*	200	ACH	15.99	6351	COVER FOR FRIENDS IPAD
*22583	AMAZON.COM LLC*	100	ACH	372.27	6352	PROGRAMMING SUPPLIES
*22463	BAKER & TAYLOR INC*	100	ACH	1,071.75	6353	CIRC PRINT MAT, YS MAT, AUD REC BO
*22496	BAKER & TAYLOR INC*	100	ACH	948.27	6354	CIRC PRINT MATERIAL, YS MATERIAL
*22544	BAKER & TAYLOR INC*	100	ACH	2,029.42	6355	CIRC PRINT MAT, YS MAT, AUD REC BO
*22554	BOOK DEPOT*	100	ACH	4,344.28	6356	BOOKS FOR SUMMER READING- ALL AC
*22525	BOSE MCKINNEY & EVANS LLP	100	ACH	270.00	6357	LEGAL SERVICES
*22577	COLDWELL & CO INC*	100	ACH	71.50	6358	BX93 BELTS (X3)
*22456	CULLIGAN WATER CONDITIONI	100	ACH	155.00	6359	MAIN COOLER RENTAL
*22457	CULLIGAN WATER CONDITIONI	100	ACH	20.00	6360	WEST COOLER RENTAL
*22539	E-Z CLEAN INC*		ACH	891.20	6361	SUPPLIES

<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				
*22556	E-Z CLEAN INC*		ACH	100.15	6362	CLEANING SUPPLIES
		100				
*22579	E-Z CLEAN INC*		ACH	169.21	6363	SUPPLIES
		100				
*22459	EXPRESS SERVICES INC*		ACH	690.88	6364	PART TIME STAFFING
		100				
*22526	EXPRESS SERVICES INC*		ACH	863.60	6365	PART TIME STAFFING
		100				
*22570	EXPRESS SERVICES INC*		ACH	863.60	6366	PART TIME STAFFING
		100				
*22462	GALE/CENGAGE LEARNING*		ACH	23.24	6367	CIRC PRINT MATERIAL
		100				
*22495	GALE/CENGAGE LEARNING*		ACH	183.68	6368	CIRC PRINT MATERIAL
		100				
*22542	GALE/CENGAGE LEARNING*		ACH	227.91	6369	CIRC PRINT MATERIAL
		100				
*22465	GRAHAM FEED COMPANY*		ACH	566.40	6370	ICE MELT
		100				
*22502	LABELLA*CAREY		ACH	16.00	6371	REIMBURSEMENT FOR PARKING FEES
		100				
*22503	LABELLA*CAREY		ACH	57.21	6372	MILEAGE REIMBURSEMENT FOR STATE
		100				
*22534	MIDWEST COMMUNICATIONS, I		ACH	150.00	6373	GENERAL LIBRARY PROMO/HOLIDAY PI
		100				
*22535	MIDWEST COMMUNICATIONS, I		ACH	200.00	6374	GENERAL LIBRARY PROMO/HOLIDAY PI
		100				
*22490	MIDWEST TAPE*		ACH	5,702.22	6375	HOOPLA INVOICE
		100				
*22497	MIDWEST TAPE*		ACH	2,779.51	6376	DVD/VIDEO MATERIAL
		100				
*22512	NEW AVENUES*		ACH	270.00	6377	CLINICAL HOURS
		100				
*22513	NEW AVENUES*		ACH	158.33	6378	ALA CARTE ADMIN FEE
		100				
*22489	OCLC INC*		ACH	6,066.00	6379	CATALOGING SUBSCRIPTION
		100				
*22458	PROQUEST INFO & LEARNING I		ACH	4,745.84	6380	FOLD3 RENEWAL
		100				
*22560	PROQUEST INFO & LEARNING I		ACH	16 2,228.10	6381	SANBORN MAPS DATABASE
		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>
*22517	RICOH USA INC*	100	ACH	1,546.68	6382	COPIER LEASE
*22338	STAPLES BUSINESS CREDIT*	100	ACH	219.00	6383	DESK CHAIR FOR SPC STAFF
*22518	UNIQUE MANAGEMENT SERVIC	100	ACH	370.80	6384	PLACEMENTS
*22519	UNIQUE MANAGEMENT SERVIC	100	ACH	457.52	6385	NOTICES
*22483	WADSWORTH*ASHLEY	100	ACH	3.90	6386	MILEAGE REIMBURSEMENT
*22488	WEAS ENGINEERING INC*	100	ACH	491.72	6387	WATER TREATMENT MANAGEMENT
*22464	ZONES INC*	100	ACH	2,879.64	6388	ADOBE CREATIVE CLOUD LICENSE
					Total Count:	<b>79</b>
					Total Amount:	<b>49,859.04</b>
*22384	NATIONAL BUSINESS FURNITU	100	E-pay	3,247.49	8645	FURNITURE FOR LENDING DEPT
*22275	KROGER*	100	E-pay	66.12	8680	PROGRAM SUPPLIES
*22467	OFFICE DEPOT*	100	E-pay	22.46	8681	OFFICE SUPPLIES
*22468	OFFICE DEPOT*	100	E-pay	4.99	8682	OFFICE SUPPLIES
*22469	OFFICE DEPOT*	100	E-pay	2.73	8683	OFFICE SUPPLIES
*22474	INDIANA AMERICAN WATER CC	100	E-pay	59.08	8684	PRIVATE FIRE SERVICE
*22475	PAYPAL INC*	100	E-pay	19.95	8685	MONTHLY PAYFLOW LINK
*22477	ARAMARK UNIFORM SERVICES	100	E-pay	374.54	8686	MAIN MAT SERVICE
*22485	WEX BANK*	100	E-pay	181.10	8687	FUEL
*22487	TOWN OF WTH WATER & SEWE	100	E-pay	64.85	8688	WEST WATER SERVICE
*22504	ENA*	100	E-pay	669.30	8689	VOICE SERVICE
*22515	OFFICE DEPOT*		E-pay	32.48	8690	OFFICE SUPPLIES

<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				
*22521	CENTERPOINT ENERGY*		<i>E-pay</i>	426.21	8691	WEST GAS SERVICE
		100				
*22523	TABCO PRINTING & PROMOTIC		<i>E-pay</i>	1,275.00	8692	LIBRARY CARDS
		100				
*22527	FRONTIER*		<i>E-pay</i>	46.88	8693	WEST PHONE SERVICE
		100				
*22528	TRIBUNE STAR PUBLISHING CC		<i>E-pay</i>	42.61	8694	GOV LEGAL- CASH STATEMENT
		100				
*22529	ENA*		<i>E-pay</i>	1,257.33	8695	INTERNET SERVICE
		276				
*22531	SHERWIN-WILLIAMS*		<i>E-pay</i>	165.78	8696	PAINT FOR CHILLER TANK
		100				
*22536	COURTESY CLEANING CENTEF		<i>E-pay</i>	29.40	8697	LAUNDERING OF MAIN TABLECLOTHS
		100				
*22537	CINTAS CORPORATION*		<i>E-pay</i>	78.53	8698	MAIN CABINET SERVICE
		100				
*22486	THE TRASH MAN*		<i>E-pay</i>	105.00	8699	WEST TRASH SERVICE
		100				
*22550	ARAMARK UNIFORM SERVICES		<i>E-pay</i>	142.47	8700	WEST MAT SERVICE
		100				
*22558	DUKE ENERGY *		<i>E-pay</i>	15,777.44	8701	MAIN ELECTRIC SERVICE
		100				
*22559	DUKE ENERGY *		<i>E-pay</i>	362.52	8702	WEST ELECTRIC SERVICE
		100				
*22563	AMERICAN WELDING & GAS INI		<i>E-pay</i>	640.00	8703	FIRE EXTINGUISHER ANNUAL INSPECTI
		100				
*22564	APPLE HOUSE*THE		<i>E-pay</i>	54.00	8704	MULCH
		100				
*22565	OFFICE DEPOT*		<i>E-pay</i>	272.62	8705	OFFICE SUPPLIES
		100				
*22566	COURTESY CLEANING CENTEF		<i>E-pay</i>	14.00	8706	LAUNDERING OF MAIN TABLECLOTHS
		100				
*22567	OFFICE DEPOT*		<i>E-pay</i>	3.56	8707	OFFICE SUPPLIES
		100				
*22568	APPLE HOUSE*THE		<i>E-pay</i>	54.00	8708	MULCH
		100				
*22575	APPLE HOUSE*THE		<i>E-pay</i>	54.00	8709	MULCH
		100				
*22576	APPLE HOUSE*THE		<i>E-pay</i>	54.00	8710	MULCH
		100		18		
		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>
*22580	ARAMARK UNIFORM SERVICES	100	<i>E-pay</i>	<b>374.54</b>	<b>8711</b>	MAIN MAT SERVICE
*22582	MIDLAND PAPER COMPANY INC	100	<i>E-pay</i>	<b>885.00</b>	<b>8712</b>	INK FOR LARGE FORMAT PRINTER
*22584	APPLE HOUSE*THE	100	<i>E-pay</i>	<b>54.00</b>	<b>8713</b>	MULCH
*22585	LOGO CONNXTION*	100	<i>E-pay</i>	<b>33.00</b>	<b>8714</b>	CAPS FOR MAINTENANCE STAFF
*22586	LOGO CONNXTION*	100	<i>E-pay</i>	<b>45.00</b>	<b>8715</b>	MAINTENANCE CLOTHING

Total Count: **37**  
Total Amount: **26,991.98**

<i>Grand Total Fund 100:</i>	<b>85,185.81</b>
<i>Grand Total Fund 200:</i>	<b>1,052.37</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>124</b>
Grand Total Amount:	<b>87,495.51</b>

**Payroll Payable  
Voucher Register**

**Vigo County Public Library**

For Period February -2022

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
2/4	Pay#3	Gross Payroll	\$ 135,288.12	\$ 135,288.12	ACH	
2/4	Pay#3	FICA	\$ 9,920.35	\$ 9,920.35	ACH	
2/4	Pay#3	PERF	\$ 17,271.52	\$ 17,271.52	ACH	
2/18	Pay#4	Gross Payroll	\$ 136,448.44	\$ 136,448.44	ACH	
2/18	Pay#4	FICA	\$ 9,997.39	\$ 9,997.39	ACH	
2/18	Pay#4	PERF	\$ 17,546.89	\$ 17,546.89	ACH	
2/18	Pay#4	Anthem	\$ 66,841.56	\$ 66,841.56	ACH	
2/18	Pay#4	Guardian	\$ 6,407.59	\$ 6,407.59	ACH	
		Gross Payroll			ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

Total library cost			\$ 399,721.86			
Feb.	pays 3 & 4	Great West	\$ 1,431.42	\$ 1,431.42	ACH	Staff withholding
Feb.	pays 3 & 4	Garnishments	\$ 500.00	\$ 500.00	ACH	Staff withholding
Feb.	pays 3 & 4	AFLAC	\$ 1,139.06	\$ 1,139.06	ACH	Staff withholding
Feb.	pays 3 & 4	United Way	\$ 464.00	\$ 464.00	ACH	Staff withholding
Feb.	pays 3 & 4	Anthem	\$ 8,246.59	\$ 8,246.59	ACH	Staff withholding
Feb.	pays 3 & 4	HSA adj.		\$ -	ACH	Staff withholding
Feb.	pays 3 & 4	Guardian	\$ 871.10	\$ 871.10	ACH	Staff withholding
Feb.	pays 3 & 4	Boston Mutual	\$ 733.22	\$ 733.22	ACH	Staff withholding
Feb.	pays 3 & 4	Fed Tax	\$ 21,076.79	\$ 21,076.79	ACH	Staff withholding
Feb.	pays 3 & 4	State Tax	\$ 8,395.15	\$ 8,395.15	ACH	Staff withholding
Feb.	pays 3 & 4	Local Tax	\$ 5,310.48	\$ 5,310.48	ACH	Staff withholding
Feb.	pays 3 & 4	FICA	\$ 19,917.73	\$ 19,917.73	ACH	Staff withholding
Feb.	pays 3 & 4	Vol. PERF	\$ 4,403.46	\$ 4,403.46	ACH	Staff withholding
Staff Cost			\$ 72,489.00			

**Payroll Payable**

**Vigo County Public Library**

**Voucher Register**

For Period February -2022

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 21, 2022

Date

\_\_\_\_\_  
Dennis L. Shepard Jr., Fiscal Officer

ALLOWANCE OF PAYROLL PAYABLE VOUCHERS

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

We have examined the voucher listing and the foregoing accounts payable register, consisting of 2 page(s), and except for the vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$ 399,721.86

Dated this 21st day of March 2022 .

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

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

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

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

\_\_\_\_\_  
Camille R. Wallace, Board Member

\_\_\_\_\_  
Stacy D. Killion, Board Member

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

February 28, 2022

Gift Fund Balances  
2022

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 403.10	Unrestricted Use	Admin.
64-SPC	\$ 10,739.42	Support of SPC	Admin.
65-Big Read	\$ 450.00	Big Read	Admin.
66-YS	\$ 5,059.54	Support of YS	Admin.
67-WVCF Endowment	\$ 986.00	Support of Strategic Plan Goals	Admin.
68-Crackerbarrel	\$ -	Support of Crackerbarrel	Admin.
69-Wright Foundation	\$ 12,435.26	Unrestricted Use	Admin.
70- West Emily's Garden	\$ 78.36	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,026.08	Support of West Branch	Admin.
72-Friends	\$ (803.24)	Support of Pre-Approved Programs/Initiatives	Admin.
73-WVLC	\$ -	Support of LLC Literacy Events	Admin.
74-Wiley Cupola	\$ 1,274.00	Maintenance of Cupola	Admin.
75-Wiley Memorial	\$ 19,310.17	Maintenance of Memorial	Admin.
77-WVCF Meeks	\$ -	Childrens Literature	Admin.
81-Community Connections	\$ 216.95	Support of Community Connections	Admin.
83-Kiwanis Ys	\$ 371.03	Childrens Book Label Commemorating Speakers	Admin.
85-Phillips	\$ 3,305.47	Support of LLC and Archives	Admin.
87-Cox	\$ 646.48	Hearing Impaired Support	Admin.
89-Christmas in the Park	\$ 944.16	Christmas in the Park	Admin.
92-Marketing	\$ 1,000.00	Unrestricted Use	Admin.
93-Family Learning Day	\$ -	Family Learning Day	Admin.
94-TH Econ.Dev.	\$ 139.58	Adult Nonfiction Commemorating Speakers	Admin.
96-Fundraiser	\$ 142.51	Buy a Book	Admin.
<b>TOTAL</b>	<b>\$ 57,724.87</b>		

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

## ADMINISTRATION & TECHNICAL SERVICES

### ILS MIGRATION AND DATABASE PURGE

Over the past several months staff at the library conducted a library wide inventory. This project was planned by Lauren Elyea, the Technical Services manager, as a way to accurately account for the collection in preparation to migrate to the new ILS in May.

Using the FE Technologies RFID wands that were purchased last year, three Lending staff members, Jessi Hart, Carrie Sisk, and Rose Downs, scanned nearly 240,000 items at the Main Library. West Branch staff members scanned the West collection and SPC staff inventoried their non-tagged microfilm reels and archival collection. After items were scanned any titles that were not accounted for were located individually by departmental staff.

It was estimated this was the first library-wide inventory conducted in at least 15 years. Staff were able to clean up old outdated records as well as clean out collections that had become stagnant and unused over the years. It also assisted Lauren and Heather Rayl in creating accurate settings in the new ILS.

The purchase of the RFID wands greatly reduced the amount of time needed for a full inventory. After migration, we hope to continue at least a yearly inventory process following a schedule targeting different areas of the library each time. Regular inventorying helps identify misshelved items and missing items, keeps our catalog accurate for both customers and staff, and creates a more accurate picture of our collection size and value for audits and annual reports, all of which contribute to achieving our Foundational Goal in the Strategic Plan, specifically ensuring responsible use of financial and human resources and conducting systemic evaluations of services.

### RENOVATION UPDATES

The AV updates to the Main Library meeting rooms will wrap up in late May/early June, as supply chain issues have impacted delivery times. Another project in process includes the securing of a lighting company to update the original lights in the Main Library Lobby chandelier, which includes labor-intensive, custom work. The new lighting will feature energy-efficient, dimmable LEDs.

Local firm Holder Design is working with VCPL Administration on plans for updating 6 washrooms at the Main Library, including the public washrooms on the main level, the public washrooms on the lower level, and the staff washrooms on the lower level. Substantial changes are being sought for the main level washrooms, including the conversion of the existing gendered washrooms to single-stall, family-style washrooms. Lower level washrooms will retain existing shape with updates for function and form. Once design plans are complete, this project will require board action and public bidding.

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

## ADULT SERVICES

### ESL

Dr. Yuju Eunice Huang, a former student in the VCPL's ESL program is now Assistant Professor in the Department of Early Childhood Education, College of Education at National Dong Hwa University in Taiwan. She recently emailed Adult Services Assistant LeRaye Cameron inquiring about wordless picture books she could use for one of her classes. LeRaye was able to make suggestions based on research and VCPL's collection.

## COMMUNITY OUTREACH

VCPL staff members at both Main and West Branch received certification from the IRS VITA program and on February 14 began offering tax preparation services to qualifying members of the community. This is the first year VCPL has offered this much-requested service and the Library is the only VITA site in Vigo County. One grateful taxpayer commented, "Thank you so much. There's just no one else willing to help."

## CUSTOMER FEEDBACK

"A huge than you for all of Luke's help regarding some legislation in Indy - HB-1134," said former candidate for state representative Darrell E. Felling.

"My compliments to the Librarian (Melinda Belles). I took your advice on Ann Leckie and now I'm leaving with two more books to check out! That was very deft trickery on your part to send me on by the Ursula Le Guin's" – A. C. Walt

## PROGRAMS AND EVENTS

### 2022 NEA BIG READ KEYNOTE



Dr. Keith Byerman presented the 2022 NEA Big Read Keynote on March 4 to an audience of forty. At this event, Byerman introduced the audience to Toni Morrison's work and legacy as an influential author. He highlighted the life of Margaret Garner, who was the inspiration for **Beloved**, and reflected on how Morrison transformed this piece of history into a fictional novel, as well as the libretto for an opera in her honor. At this event, Byerman donated copies of Toni Morrison's children's books to be added to the VCPL's collection.

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

## FREE CAR SEAT INSPECTIONS AND FITTINGS



Trained car seat technicians will be on-site to assess the safety of car seat installation and the fit of the children in them on Saturday March 19 thanks to a partnership with Chances and Services for Youth. CASY has free replacement car seats for those in need and VCPL is giving away free books for children in attendance. This event will be held in the parking lot at the VCPL Main Library.

## SPECIAL COLLECTIONS

### ISU CLASS VISIT

In February, SPC welcomed Dan Clark's History 400 class from ISU to explore VCPL's resources and collections. SPC Manager Seth James and Librarian/Archivist Sean Eisele introduced the class to numerous resources, including, but not limited to the newspaper collection on microfilm, the recently implemented archival management program ArchivesSpace, and online research databases. In addition, Seth James discussed with the class several concepts pertaining to archival work, with particular focus given to SPC's commitment to preserving the heritage and voices of Vigo County's diverse community. This class visit allowed SPC staff to introduce these students to resources that directly pertain to local history and to emphasize the importance of studying and researching one's immediate community.

### WILLA BROWN EXHIBITION

For Black History Month, SPC unveiled an exhibition of materials celebrating the life of Willa Brown, a daughter of Terre Haute who was a pioneering aviator. Brown, born in 1906, grew up in Terre Haute, and faced many obstacles as a woman of color who was interested in aviation. Despite the manifold barriers that she faced, Willa Brown became the first African American woman to earn a US pilot's license and went on to train many of the famed Tuskegee Airmen during World War II. Brown was also an educator and a strong advocate for racial and gender equality.

SPC is honored to have multiple items pertaining to Willa Brown in its collection, several of which were used in the exhibition, along with items from other repositories. This exhibition displayed the story of a woman of color from Vigo County who, despite the odds, became a voice for positive change and justice and touched the lives of countless individuals. Brown's example stands to bolster pride in Vigo County's

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

community, and this exhibition exposes an often overlooked, but nonetheless important, aspect of Terre Haute history to VCPL customers. Also of note, the Terre Haute Regional Airport is adding a display featuring Willa Brown, which will open with a ribbon cutting ceremony on Friday, March 25 at 2pm.

## YOUTH SERVICES

### GROWING FORWARD

Youth Services has seen a recent surge in patron traffic. The downstairs area at the Main Library has been an exciting place over the last several weeks with several well-attended story time sessions, one of which saw fifteen children and fourteen adults! YS is also currently expanding its outreach services and an exciting new partnership with the Pride Center is in the works. The Youth Services team also continues to impress the public with its offerings of take-home kits. Although YS recently increased the number of kits available to patrons, demand still rapidly outpaces supply.

## PERSONNEL CHANGES

### RESIGNATION

Bakare, Habeeb T. - Resigned from the full-time non-exempt position of Adult Services Assistant Librarian in the Adult Services department effective March 2, 2022.

### EMPLOYMENT: REHIRE

Dinkins, Tonya M. R. - Re-hired for the full-time non-exempt position of Communications Specialist in the Communications department effective March 21, 2022.

### TRANSFER

Sisk, Carrie L. - Transfer from the full-time non-exempt position of Lending Services Clerk to the full-time non-exempt position of Adult Services Assistant Librarian effective March 21, 2022.

Respectfully submitted,

Kristi J. Howe

3/15/22 AG

	February-22	February-21		YTD 2022	YTD 2021	
Print Circulation	17,220	16,584	3.8%	37,361	36,655	1.9%
A/V Circulation	6,484	7,647	-15.2%	14,086	16,133	-12.7%
Misc	367	256	43.4%	785	610	28.7%
Electronic Devices	63	44	43.2%	134	89	50.6%
<b>TOTAL</b>	<b>24,134</b>	<b>24,531</b>	<b>-1.6%</b>	<b>52,366</b>	<b>53,487</b>	<b>-2.1%</b>

	February-22	February-21		YTD 2022	YTD 2021	
Overdrive						
E-book	4,633	5,143	-9.9%	10,101	10,751	-6.0%
E-audiobook	2,609	2,496	4.5%	5,720	5,302	7.9%
E-Magazines	418	332	25.9%	864	727	18.8%
E-video or music	0	5	-100.0%	10	11	-9.1%
<b>TOTAL</b>	<b>7,660</b>	<b>7,976</b>	<b>-4.0%</b>	<b>16,695</b>	<b>16,791</b>	<b>-0.6%</b>

	February-22	February-21		YTD 2022	YTD 2021	
Hoopla						
E-audiobook	1,536	1,469	4.6%	3,171	3,112	1.9%
Bingepasses	56	0	null	56	0	null
Curiosity Stream	0	0	null	0	0	null
E-Books	860	881	-2.4%	1,698	1,771	-4.1%
E-Comics	244	216	13.0%	406	395	2.8%
E-music	144	140	2.9%	299	298	0.3%
E-video movie	265	216	22.7%	485	454	6.8%
E-video TV	204	223	-8.5%	373	3,514	-89.4%
<b>TOTAL</b>	<b>3,309</b>	<b>3,145</b>	<b>5.2%</b>	<b>6,488</b>	<b>9,544</b>	<b>-32.0%</b>

	February-22	February-21		YTD 2022	YTD 2021	
Reference [fact-finding]	2,759	2,757	0.1%	5,302	5,701	-7.0%

**MATERIALS ADDED TO COLLECTION**

Purchased Items	February-22	YTD 2022	Donated Items	February-22	YTD 2022
Book	534	1,415	Book	0	0
Video	212	558	Video	0	0
Video Game	32	45	Video Game	0	0
Music CD	6	8	Music CD	0	0
Audio Book	15	27	Audio Book	0	0
Misc	20	42	Misc	0	0
<b>TOTAL</b>	<b>819</b>	<b>2,095</b>	<b>TOTAL</b>	<b>0</b>	<b>0</b>

New Items Ordered	February-22	YTD 2022	New Items Received	February-22	YTD 2022
Book	832	1,571	Book	440	1012
Video	329	740	Video	176	342
Video Game	97	116	Video Game	39	60
Music CD	0	6	Music CD	4	6
Audio Book	22	52	Audio Book	9	24
Misc	2	14	Misc	0	5
<b>TOTAL</b>	<b>1,282</b>	<b>2,499</b>	<b>TOTAL</b>	<b>668</b>	<b>1449</b>

Vigo County Public Library  
February 2022

TAKE & MAKE KITS DISTRIBUTED	February-22	February-21		YTD 2022	YTD 2021	
Early Literacy (ISL: 0-5 yrs)	33	0	null	63	0	null
Children (ISL: 6-11 yrs)	30	185	-83.8%	63	294	-78.6%
Teens (ISL: 12-18yrs)	15	20	-25.0%	50	68	-26.5%
Adults (ISL: 19 + yrs)	27	57	-52.6%	54	87	-37.9%
General (all ages)	0	0	null	0	56	-100.0%
<b>TOTAL</b>	<b>105</b>	<b>262</b>	<b>-59.9%</b>	<b>230</b>	<b>505</b>	<b>-54.5%</b>

ON-SITE PROGRAMS	February-22	February-21		YTD 2022	YTD 2021	
Early Literacy programs/events/classes	8	0	null	15	0	null
Youth programs/events/classes	1	0	null	2	0	null
Teen programs/events/classes	3	0	null	4	0	null
Adult programs/events/classes	5	0	null	12	0	null
Family/general	7	1	600.0%	8	2	300.0%
<b>TOTAL</b>	<b>24</b>	<b>1</b>	<b>2300.0%</b>	<b>41</b>	<b>2</b>	<b>1950.0%</b>

ON-SITE ATTENDANCE	February-22	February-21		YTD 2022	YTD 2021	
Early Literacy attendance	56	0	null	132	0	null
Youth attendance	7	0	null	19	0	null
Teen attendance	3	0	null	3	0	null
Adult attendance	104	0	null	237	0	null
Family/general attendance	19	4	375.0%	36	11	227.3%
<b>TOTAL</b>	<b>189</b>	<b>4</b>	<b>4625.0%</b>	<b>427</b>	<b>11</b>	<b>3781.8%</b>

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

OFF-SITE ATTENDANCE	February-22	February-21		YTD 2022	YTD 2021	
Early Literacy attendance	0	0	null	0	0	null
Youth outreach attendance	0	0	null	0	0	null
Teen outreach attendance	0	0	null	0	0	null
Adult outreach attendance	0	0	null	0	0	null
Family outreach attendance	0	0	null	0	0	null
Community Events Interactions	0	0	null	0	0	null
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>null</b>	<b>0</b>	<b>0</b>	<b>null</b>

	February-22	February-21		YTD 2022	YTD 2021	
Computer Users	2,844	2,741	3.8%	6,084	5,547	9.7%
Subscription Databases	6,849	11,284	-39.3%	15,216	28,778	-47.1%
ILL provided to other Libraries	186	188	-1.1%	404	411	-1.7%
ILL received from other Libraries	175	246	-28.9%	338	514	-34.2%
Web Site Hits	18,132	19,186	-5.5%	34,822	35,169	-1.0%
Mobile App Visits	549	536	2.4%	1,115	1,107	0.7%

	February-22	February-21		YTD 2022	YTD 2021	
Adult materials deliveries	28	28	30	56	58	-3.4%
Youth materials deliveries	17	13	30.8%	37	36	2.8%
<b>TOTAL</b>	<b>45</b>	<b>43</b>	<b>4.7%</b>	<b>93</b>	<b>94</b>	<b>-1.1%</b>

## ERATE Funding for 12 Points Branch

In February, VCPL submitted Category One and Two finding for USAC (Universal Service Administration Co.) funding through the federal ERATE program. ERATE allows schools and library to apply for assistance in purchasing internet access, telecommunications services, and related equipment. VCPL receives and 80% discount for these kinds of services, which we already utilize at our Main Library and West Branch.

12 Points Branch is considered a new property, so we needed to post a request for proposals by March 2022 to secure funding for internet service (CAT1) and networking equipment (CAT2) for the projected open date in 2023. In addition, we asked for a small amount of CAT2 funding for West Branch as we were running out of room on the existing switches in that location. After the competitive bids were compared, VCPL signed Letters of Intent to Purchase for both Category One and Category Two services and equipment. The results are as follows:

### **CAT1 Bids**

Of the four bids, one was disqualified as it did not meet the needs we stated in the 470 request. Of the three remaining, there was a clear low bid (Frontier) that fulfilled our requirements.

- Proficient Telecom (Received 2022-03-07 12:35PM): Bid disqualified for not meeting 470 requirements.
- Frontier (Received 2022-03-09 10:18AM) - Bid Considered: 1 Year 200M monthly cost of \$1,340 with a one-time \$250 Non-recurring charge.
- ENA (Received 2022-03-10 9:19AM) - Bid Considered: 3 year term for 200M monthly cost of \$1,625. When compared to 3 year pricing from Frontier and Joink, \$700 and \$1,100 respectively, places their bid well over the others. Requesting a 1 year term is unlikely to provide a comparable bid within range of consideration.
- Joink LLC (Received 2022-03-10 1:59PM): Bid Considered: 1 Year 200M monthly cost of \$3,000.

Based on bids received, pricing for our determined needs of a 1 year term at 200M is substantially lower from one vendor leading to our decision to pursue a letter of intent with Frontier.

### **CAT2 bids**

Of the three bidding parties, one was disqualified as it did not meet the needs we stated in the 470 request. Of the remaining two, there was a significant price difference.

- Netdiverse (Received 2022-02-17 1:29AM): Bid received for total project cost came in at \$133,254.28
- Electronaca (Received 2022-02-27 7:53PM): Multiple bids disqualified for not meeting 470 requirements.
- IntegrityOne Xerox (Received 2022-03-08 12:38PM): Bid retracted by request from vendor after submission 2022-03-08 at 12:39PM

- Network Solutions Incorporated (Received 2022-03-09 6:07PM): Bid received for total project cost came in at \$61,058.47

Based on bids received, Network Solutions, Incorporated is the chosen vendor based on price alone.

Letter of Intent to Purchase

Monday, March 14, 2022

Frontier Communications Corporation  
401 Merritt 7, Norwalk, CT 06851  
SPIN: 143004780  
ATTN: Erica Cervantes

Subject: Letter of Intent to Purchase Service for WAN Circuit to 12 Points Branch  
Category 1, 470 #220014581  
Funding Year 25 (July 1, 2022 – June 30, 2023)

31

Dear Frontier Communications Corporation,

The purpose of this letter is to indicate the Vigo County Public Library's intent to purchase WAN services between the Main Library at One Library Square and the 12 Points Branch at 2200 N. 13<sup>th</sup> Street, both in Terre Haute, IN.

The library is interested in a one (1) year service of 200M EPL between the two locations, quoted at \$1,340 per month, with a one time fee of \$250, pending the following conditions and Universal Service Fund (USF) approval for Category 1 funding for eligible components. The service start time will be negotiated according to the building renovation schedule, but will be no later than summer 2023. This is also to confirm that above is your company's valid Service Provider Identification Number (SPIN) registered with the Schools and Libraries Division of the Universal Services Administrative Company. This document, once signed by both parties, constitutes a legally binding agreement of our intent to purchase, subject to the conditions below.

Purchase of the service is contingent upon the following conditions:

- Approval by the USF for Category 1 funding for the service listed.
- Successful purchase of the property at 2200 N. 13<sup>th</sup> St, Terre Haute, IN.
- Approval by the Library Board.

Frontier Communications Corporation

Vigo County Public Library

By \_\_\_\_\_

By Kristi J. Howe

Name printed \_\_\_\_\_

Name printed Kristi J. Howe

Title \_\_\_\_\_

Title Executive Director

Date \_\_\_\_\_

Date 03/15/22

Letter of Intent to Purchase

Tuesday, March 15, 2022

Network Solutions, Incorporated  
 PO Box 193  
 Granger, IN 46530  
 SPIN: 143005577  
 ATTN: Bill Tadevich

Subject: Letter of Intent to Purchase Equipment and Services  
 Category 2 470 #220014581  
 Funding Year 25 (April 1, 2022 –September 30, 2023)

32

Dear Network Solutions, Incorporated,

The purpose of this letter is to indicate the Vigo County Public Library’s intent to purchase the items and services as listed on the attached quote #080228: \$44,313.32 for 12 Points Branch, and \$16,745.15 for West Branch.

The purchase is pending the following conditions and Universal Service Fund (USF) approval for Category 2 funding for eligible components. Date of purchase for 12 Points Branch will be negotiated according to the building renovation schedule, but will be no later than summer 2023. Purchase of equipment for West Branch will be negotiated after conditions are fulfilled. This is also to confirm that above is your company’s valid Service Provider Identification Number (SPIN) registered with the Schools and Libraries Division of the Universal Services Administrative Company. This document, once signed by both parties, constitutes a legally binding agreement of our intent to purchase equipment and services at the cost listed in the quote above, subject to the conditions below.

Purchase of the service is contingent upon the following conditions:

- Approval by the USF for Category 2 funding for the equipment and services listed.
- Approval by the Library Board.
- Successful purchase of the property at 2200 N. 13<sup>th</sup> St, Terre Haute, IN (for the equipment and services listed for 12 Points Branch).

**Network Solutions, Incorporated**

**Vigo County Public Library**

By \_\_\_\_\_

By Kristi J. Howe

Name printed \_\_\_\_\_

Name printed Kristi J. Howe

Title \_\_\_\_\_

Title Executive Director

Date \_\_\_\_\_

Date 03/15/22



Due Date: March 10, 2022  
5:00 PM EST

Customer Name:  
Vigo County Public Library

RFP NO: 470 #220014581  
WAN Circuit to 12 Points  
Branch

Prepared by Erica Cervantes  
Enterprise Account Executive

Phone: 812-239-7360

Email: [erica.cervantes@ftr.com](mailto:erica.cervantes@ftr.com)



March 8, 2022

Vigo County Public Library  
One Library Square  
Terre Haute, IN 47807  
Heather Rayl

Dear Heather Rayl,

Frontier Communications is pleased to present this proposal to Vigo County Public Library in response to the RFP: 470 #220014581 - WAN Circuit to 12 Points Branch. Please find our response attached.

Frontier's goal is to be the leading provider of communications services, so you can focus on continuous improvement. We have a rich heritage with over 85 years in the communications industry and employ a force of extensively trained employees who can assist with any of your communication requirements. We are confident in the strengths we bring, among them are:

Our executive staff is committed to your success and is accessible at any time. We sincerely appreciate your consideration and look forward to future opportunities providing services to meet your network and data requirements.

Please do not hesitate to contact me if you need more information or have questions.

Sincerely,

Erica Cervantes, Enterprise Account Executive  
[erica.cervantes@ftr.com](mailto:erica.cervantes@ftr.com)

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**Restriction on Disclosure and Use of Data**

This proposal includes data that shall not be disclosed outside of your organization and shall not be duplicated, used, or disclosed, in whole or in part, for any purpose other than in connection with your evaluation of this proposal. If, however, a contract is awarded as a result of, or in connection with, the submission of this proposal, you shall have the right to duplicate, use, or disclose the data only to the extent provided in the resulting contract.

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## Executive Summary

On behalf of Frontier, we are pleased to provide this comprehensive response to the Vigo County Public Library RFP for WAN Services.

Frontier is a leader in voice and data combining one of the fastest, most powerful networks with a robust line-up of voice and data services, managed solutions, and other technologies and applications that are helping define global communications. We look forward to building a strategic partnership with Vigo County Public Library and are proud to count you among our enterprise business partners.

- Frontier utilizes a network surveillance platform to monitor all National Data Backbone routers/switches. If the platform detects an attempt to jeopardize our customers or network, it will automatically alert our 24x7x365 NOC and Tier 3 Engineering group. Frontier will immediately take appropriate action to resolve.
- Frontier Engineering has implemented very strict routing policies and route filters on the National Data Backbone to ensure unauthorized access is mitigated. In the event access is breached, SNMP traps will automatically alert our 24x7x365 NOC and Tier 3 Engineering group. Frontier will immediately take appropriate action to resolve.
- Frontier Engineering Team possesses advanced vendor hardware certification, which allows direct access to specific vendor NOC Team. This provides Frontier the ability to know about any upcoming security vulnerabilities that could impact our customers and/or network. Based on this information, the Engineering Team can evaluate the risk and make appropriate changes.

We believe the combination of a robust, widely deployed, modern network, and proven management expertise makes the Frontier solution the premier choice. Should you have any questions, please feel free to call on any of your account team members.

Once again, thank you for this opportunity - we look forward to working with you on this project.

## Frontier Response to Proposal

The Vigo County Public Library (the “Applicant” or “VCPL”) seeks to lease lit network capacity to provide an eligible Standalone Data Transmission (WAN) Service between its 12 Points Branch Library (2200 N 13<sup>th</sup> Street, Terre Haute, IN 47804) and its network head-end, located at One Library Square, Terre Haute, IN. Bidders are advised that this project will be contingent upon the successful obtaining of E-Rate funding and an Applicant-issued Notice to Proceed, and the contract agreement between the Applicant and the selected vendor must recognize that contingency.

**Frontier Response:** Read and acknowledged.

In each building, the selected vendor will demarc the service in a network closet to be designated by the Applicant. See Appendix A for building maps for locations of current service entrance points and desired demarcation points. Building floor plans may be requested via e-mail to the contact listed herein. For security purposes, this is the only way to obtain these maps.

**Frontier Response:** Read and acknowledged.

Your proposal should include pricing options for 100 Mbps, 200 Mbps, 500 Mbps, 750 Mbps, 1Gbps, and 2Gbps connections between the Branch and the head-end site and should allow for service level changes to be made during the term of the contract.

**Frontier Response:** Read, acknowledges, and with clarification that Frontier is responding with offers based upon 100Mbps, 200Mbps, 500Mbps, 1Gbps, and 2Gbps.

Respondents should offer a fully managed, leased lit solution that delivers the bandwidth scalability and speed, and meets the uptime, latency, and jitter specifications outlined in this RFP. While the service requirements herein would commonly describe leased lit fiber, this request is technology neutral and the Applicant will consider any combination of transmission medium including fiber-only networks, fiber/non- fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, or microwave.

**Frontier Response:** Read and acknowledged. Frontier is responding with a dedicated Fiber solution and has included metrics for uptime, latency, and jitter in the Service Level Agreement section.

The Applicant wishes to work with the selected vendor to establish an appropriate initial service tier for each building to maximize the cost effectiveness of these services to the district. Sites to be connected should be priced separately (individually); the Applicant reserves the right to remove locations from this list prior to the commencement of the project at its discretion.

**Frontier Response:** Read, acknowledges, and with clarification that Frontier is providing complete circuit pricing that involves price for both locations.

The Applicant seeks options for the term of the contract and seeks pricing for 12, 24, 36, 48, and 60 month terms with or without voluntary extensions; other terms will be considered. All cost proposals must reflect the LCP (Lowest Corresponding Price), GSA pricing, and any available governmental unit discounts including existing state

purchasing agreements or contracts. Any proposal referencing an existing state purchasing agreement or contract must include that information in the proposal. Bid prices must be complete for the services proposed and shall include all associated costs, even if the amounts are estimates based upon current applicable taxes, surcharges, or fees. The Applicant requires that the selected vendor be willing to utilize the E-Rate SPI form of invoicing (discounted invoices).

**Frontier Response:** [Read and acknowledged.](#)

Renovations will be happening and we hope to start service in fall or early winter 2022, but the actual start date will be negotiated with the renovation schedule. If there is a fee for installation, the fiber must be lit and started before June 2023. The contract term may be reduced to expire with the end of the E- Rate funding year at the discretion of the Applicant.

**Frontier Response:** [Read and acknowledged.](#)

Your response should describe the network topology being proposed, whether the circuits are dedicated end-to-end for the Applicant's use, and whether there are any mid-path electronics necessary to provision the circuits. You should fully detail the transmission medium proposed and describe all proposed handoffs. Please specify all service provider owned onsite equipment necessary to hand off service to the Applicant's LAN equipment. These circuits must be provisioned with an active, powered stand-alone network device on each end of the link. Simply terminating circuits into an optical interface module is not acceptable. Service provider should provide this information in the form of a network WAN diagram.

**Frontier Response:** [Read and acknowledged.](#)

Each respondent must provide a proposed Service Level Agreement (SLA) with their response. The proposed SLA must include a description of the services provided, and where applicable, describe how these services will be measured. At a minimum, the SLA should describe that the vendor will make all reasonable efforts to ensure 99.99% network availability of each circuit, and the agreement should provide a frame/packet loss commitment of .25% or better, network latency commitment of 3ms or better, and a network jitter commitment of 4ms or better. Additionally, each SLA should describe 24x7x365 trouble-reporting procedures, offer commitments with regard to the time to repair outages, and describe provisions offered in the event of chronic trouble. The services described in the SLA shall be maintained to the specifications of these commitments throughout the term of the contract, and the selected vendor shall remediate any deficiencies at no cost to the Applicant.

**Frontier Response:** [Read and acknowledged.](#)

The Applicant seeks unrestricted bandwidth over these connections, meaning that the provider should not limit or throttle the capacity of circuits at any time for any reason (ie: multicast).

**Frontier Response:** [Read and acknowledged. Frontier does not limit or throttle the capacity of circuits at any time or for any reason.](#)

If there are any separate installation or special construction costs necessary to provision service, the cost proposal must clearly describe those costs separately from monthly

recurring costs and the service provider must be prepared to assist with any USAC review questions concerning those costs. We may request that the undiscounted portion of any upfront, nonrecurring costs be paid in installments as allowed by Section II.A.2. of FCC 14-189 (AKA the Second E-Rate Modernization Order).

**Frontier Response:** Read and acknowledged. There are no special construction charges.

## Questions

Any questions related to the technical aspects of this document should be directed in writing to Heather Rayl, Director of Technology and Special Services, at [erate2022@vigo.lib.in.us](mailto:erate2022@vigo.lib.in.us) no later than 10:00am EST on February 10, 2022. Answers to any written questions or any additional information, revisions, or clarifications to the RFP will be provided in the form of an addendum to be posted with the FCC Form 470 on the Universal Service (E-Rate) website. It is the sole responsibility of the Service Provider to check for any addenda that may be issued.

**Frontier Response:** Read and acknowledged.

## Compliance with Specifications

By submitting a proposal, the Service Provider certifies that it has read and agrees to the following terms and conditions. Failure to meet any requirement outlined herein is adequate cause to reject your proposal.

- The Service Provider has clearly listed any exceptions to any requirements or conditions set forth in this RFP with which it is unable or unwilling to comply, and has included all relevant standard or additional contract terms and conditions with its proposal. Such exceptions, terms, and conditions must be set forth with specificity and may not be incorporated by reference.  
**Frontier Response:** Read and acknowledged.
- The Service Provider agrees that the final contract shall incorporate and not override any terms or conditions set forth in this RFP, minus any agreed-upon exceptions, and that the RFP will be incorporated into the final contract.  
**Frontier Response:** Read, acknowledges, and with exception that Frontier has included a Ready to Execute Agreements for the purpose of becoming the final contract documents, if signed. The Ready to Execute agreement is in complete compliance with E-Rate and USAC guidelines.
- The Service Provider agrees to follow and abide by the rules of the E-Rate program as promulgated by USAC and the FCC and certifies that it has not been suspended, debarred, or placed on Red Light Status within the prior three years. Service Provider further agrees that any costs not funded by the E-rate Program due to Service Provider violations of Program rules will be the sole responsibility of the Service Provider.  
**Frontier Response:** Read and acknowledged.

## Description of Services

Frontier can provide Symmetrical Ethernet (ELINE - MEF 2.0 Certified) services with speed options of 100Mbps, 200Mbps, 500Mbps, 1Gbps, and 2Gbps between 2200 N 13th Street, Terre Haute, IN and One Library Square, Terre Haute, IN.

Topology is a dedicated end-to-end Private Line Ethernet service with mid-path electronics that will need provisioned and will be delivered with active powered devices on either end. Frontier can handoff the services as either an RJ45, Singlemode Fiber, or Multimode Fiber as required at the time of ordering. For speeds above 1 Gbps Frontier requires the handoff be Fiber.

Frontier offers an SLA for our services with a 99.99% availability with a 4 hour Mean Time to Repair. See associated SLA for further details regarding Latency and Jitter in the CITY column for reference.

Vigo County Public Library will need to provide adequate space and power to house Frontier Ethernet termination devices at each site and provide a #6 AWG solid insulated ground wire and 15amp A/C power outlet. Frontier will terminate a RAD NID ETX 203 on each end of the service for speeds 1Gbps and below and a RAD NID ETX 220A on each end of the service for speeds above 1Gbps.

### Summary of Construction:

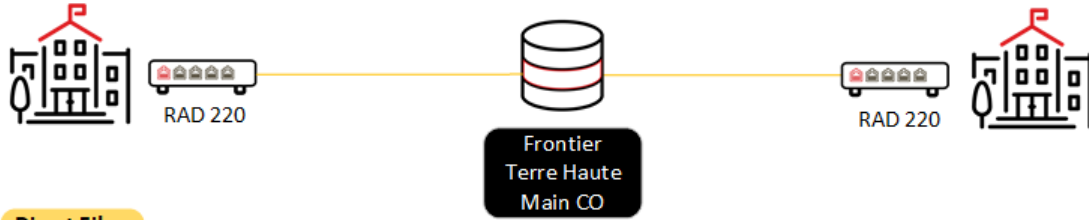
- 2200 N 13th Street, Terre Haute, IN
  - Frontier will provide ~450' of Fiber from a point at the intersection of Lafayette Ave and Maple heading Northeast along Lafayette Ave ~300' to N 13<sup>th</sup> St, then North along N 13<sup>th</sup> St ~100' to edge of customer premise.
  - Frontier does not appear to have any facilities in this building today and will attempt to use existing conduit available at the site to pull the new fiber through. If the existing conduit is damaged, full, or there is not adequate path to the Right of Way Vigo County Public Library may need to provide. Details will be confirmed on a site walk post contract execution.
- One Library Square, Terre Haute, IN
  - Frontier has existing fiber terminated to this location and requires no construction.
  - Frontier will seek to terminate equipment needed to deliver services in the existing space where the fiber terminates today.
  - If Vigo County Public Library requires the services be terminated into a different location Frontier is willing to extend the DMARC provided Vigo County Public Library provides an adequate path to pull though.

Exact details for space and power will be scheduled on a site visit post contract execution.

In any case where Vigo County Public Library needs to provide Frontier conduit steel conduit should be used inside of the customer's building per the National Electrical Code. Conduit size is preferred to be 4" diameter. Conduit bends must be "sweeps", not 90 degree elbows. Long conduit runs may need "pull-points" installed.

2200 N 13<sup>th</sup> St, Terre Haute, IN

1 Library Square, Terre Haute, IN



**Direct Fiber  
Ethernet  
Connections**

## Timeline

TASK	DURATION	TASK EXPLANATION
	45 -60 days	Estimated total project time
<b>1 - Contract Signed</b>	1 day	Firm Contract puts the Project in Motion.
<b>2 - Project Manager Assigned</b>	2 days	A Project Manager (PM) will be assigned immediately following a firm contract. The PM will facilitate all aspects of the project Start to Finish. The PM will reach out within 48 hours of notification of sold contract to introduce themselves and provide contact information. They become the single point of contact for updates.
<b>3 - Job Package / Provisioning Process</b>	2 days	During the Job Package and Provisioning process the Frontier Engineering Team will meet with The Customer to gather all the information needed to design the proper network and process the necessary orders. Once approved by all, the orders are submitted to our dedicated provisioning group.
3.1 - Orders Written	2 days	
3.2 - Customer Consultation / Survey	2 day	Site Walk
3.3 - Engineering Request Submitted	2 days	
3.4 - Equipment Engineering Package	10 days	3.4,3.5,3.6,3.7 are all working in the same 10 days
3.5 - Network Engineering Package	10 days	
3.6 - OSP / Construction Package	10 days	
3.7 - Circuit Package	10 days	
3.8 – Packages handed off to construction to begin work	25 days	3.8 and 3.9 work together, 45-60 days is a minor build, 90-120 days is a major build and normally includes a exhaust of facility with a Ta 5000 or over 5000ft of fiber
3.9 - Materials Received	25 days	
3.10 - Site Location Ready- Space / Pwr / Envir		Construction will not begin if end user requirements are not complete
3.11 – transport turn up	5 days	
3.12 Uni and Evc Provisioning	9 days	
3.13 – End user self-Testing	48 hours	Once the circuit is handed off to the end user, they will have 48 hours to test and accept circuit if they do not come back to PM within 48 hours to accept or advise there is a problem the billing will commence immediately per the day of the hand off of the circuit. This is for EIA, EVPL and ELAN services. This is all end user self-testing handed off to the end user as a plug and play circuit configured based off the discussions from step 3 with the sales engineering meeting and the end user at the data collection meeting.

\*\*\* Frontier will provide customized implementation plan upon award and order initiation.

## Pricing Information

Location 1: Vigo County Public Library / 1 Library Square, Terre Haute, IN 47802

Location 2: 12 Points Branch Library / 2200N 13<sup>th</sup> Street, Terre Haute, IN 47804

On-Net	Product Description	Term	Bandwidth Speed	Location	MRC	NRC
On-Net	100M EPL	1-yr	100M	Loc 1 & 2	\$1,240	\$250
On-Net	100M EPL	2-yr	100M	Loc 1 & 2	\$740	\$250
On-Net	100M EPL	3-yr	100M	Loc 1 & 2	\$600	\$0
On-Net	100M EPL	5-yr	100M	Loc 1 & 2	\$480	\$0
<b>On-Net</b>						
On-Net	200M EPL	1-yr	200M	Loc 1 & 2	\$1,340	\$250
On-Net	200M EPL	2-yr	200M	Loc 1 & 2	\$880	\$250
On-Net	200M EPL	3-yr	200M	Loc 1 & 2	\$700	\$0
On-Net	200M EPL	5-yr	200M	Loc 1 & 2	\$560	\$0
<b>On-Net</b>						
On-Net	500M EPL	1-yr	500M	Loc 1 & 2	\$1,520	\$250
On-Net	500M EPL	2-yr	500M	Loc 1 & 2	\$1,220	\$250
On-Net	500M EPL	3-yr	500M	Loc 1 & 2	\$1,100	\$0
On-Net	500M EPL	5-yr	500M	Loc 1 & 2	\$1,000	\$0
<b>On-Net</b>						
On-Net	1G EPL	1-yr	1G	Loc 1 & 2	\$1,620	\$250
On-Net	1G EPL	2-yr	1G	Loc 1 & 2	\$1,420	\$250
On-Net	1G EPL	3-yr	1G	Loc 1 & 2	\$1,320	\$0
On-Net	1G EPL	5-yr	1G	Loc 1 & 2	\$1,220	\$0
<b>On-Net</b>						
On-Net	2G EPL	1-yr	2G	Loc 1 & 2	\$1,980	\$250
On-Net	2G EPL	2-yr	2G	Loc 1 & 2	\$1,480	\$250
On-Net	2G EPL	3-yr	2G	Loc 1 & 2	\$1,180	\$0
On-Net	2G EPL	5-yr	2G	Loc 1 & 2	\$1,080	\$0

### Note:

For the included pricing information, taxes & surcharges are additional, estimated between 15% & 20%, are Federal & State mandated, & subject to change.

# Proposed Service Level Agreement



E-LINE Schedule  
 ETHERNET VIRTUAL PRIVATE LINE (EVPL)  
 ETHERNET PRIVATE LINE (EPL)

Frontier Confidential

## EXHIBIT 1

### E-LINE SERVICE LEVEL AGREEMENT

This E-LINE Service Level Agreement ("SLA") applies to Ethernet Services ordered pursuant to an E-LINE Ethernet Virtual Private Line (EVPL), Ethernet Private Line (EPL) Schedule executed by and between **Insert Customer Name** ("Customer") and **Frontier Communications of America, Inc.** ("Frontier"). The terms of this SLA apply exclusively to the Ethernet network elements directly within Frontier's management responsibility and control ("E- E-LINE Service").

#### 1. Operational Objectives

A. **Availability:** Circuit Availability is the ability to exchange data packets with the nearest Frontier Internet Point of Presence or E-LINE Customer egress port (Z location) via the ingress port (A location). "Service Outage" occurs when packet transport is unavailable or when the output signal is outside the limits of this service guarantee. Availability is measured by the number of minutes during a calendar month that the E-LINE Service is operational, divided by the total minutes in that calendar month. Calculation is based on the stop-clock method beginning at the date and time of the Customer-initiated trouble ticket and ends when Frontier restores SLA-compliant circuit operation. Frontier's E-LINE Service Availability commitment and applicable Service credit are outlined in **Table 1A**, subject to Sections 3 and 4 below.

Table 1A: E-LINE		
Circuit Availability	MRC Service Credit	
Availability	99.99%	Below 99.99% Service Credit 30% MRC

B. **Mean Time to Repair (MTTR):** MTTR is a monthly calculation of the average duration of time between Trouble Ticket initiation (in accordance with Section 2B) and Frontier's reinstatement of the E-LINE Service to meet the Availability performance objective. The MTTR objectives, and credits applicable to a failure to meet such objectives, are outlined in **Table 1B**, subject to Sections 3 and 4 below.

Table 1B: E-LINE		
Mean Time To Repair	MRC Service Credit	
MTTR	4 Hours	25 % MRC above 4 hrs
		50% MRC above 6 hrs.

#### 2. Performance Objectives

A. **Packet Delivery:** The Frame Loss Ratio (FLR) is a round trip measurement between ingress and egress ports (NIDs) at the Customer's A and Z locations of packet delivery efficiency. FLR is the ratio of packets lost, round trip, vs. packets sent. Packet delivery statistics are collected for one calendar month. Credits will be based on Frontier's verification of packet delivery performance between NIDs at Customer's Service Location. The packet delivery SLA applies to CIR-compliant packets on Ethernet LAN / WAN circuits only. This packet delivery guarantee does not apply to Ethernet Internet services. Frontier offers three FLR Quality of Service (QoS) levels for Ethernet Data Service. The applicable SLA is based on the QoS level, as outlined in **Table 1C**. Ethernet Gold and Platinum are premium level services designed to support commercial customers' mission-critical and real time applications.

- **Silver QoS** service is Frontier's basic business class data service with improved performance across all standard performance parameters. Ethernet Silver SLA, termed Standard Data (SD) Service, is Frontier's upgraded replacement of *Best Effort* Ethernet designed specifically for the commercial customer.
- **Gold QoS** service is a premium business data service featuring enhanced performance parameters with packet forwarding priority set to *Priority Data*.
- **Platinum QoS** service carries Frontier's highest QoS performance parameters and includes voice grade packet forwarding priority set to *Real Time*.

If packet delivery performance falls below the applicable packet delivery percentage, Customer will be entitled to a Service credit as outlined in **Table 1C**, subject to Sections 3 and 4 below.

Table 1C: E-LINE Frame Loss Ratio (FLR)				
Packet Loss QoS Level	Frame Loss Ratio (FLR) CITY	Frame Loss Ratio (FLR) STATE	Frame Loss Ratio (FLR) Inter-STATE	MRC Service Credit
Silver [Standard Data Service]	0.10%	0.10%	0.10%	10%
Gold [Priority Data Service]	0.01%	0.01%	0.025%	15%
Platinum [Real Time Data Service]	0.01%	0.01%	0.025%	20%



B. **Latency:** Latency, Frame Transfer Delay (FTD), is the maximum packet delivery time measured round-trip between Customer's A and Z locations at the Committed Information Rate (CIR). Latency is measured across On-Net Service paths between ingress and egress NIDs. Measurements are taken at one-hour intervals over a one month period. Credits are based on round-trip latency of 95<sup>th</sup> percentile packet. Customer must meet the following criteria to qualify for Service credits on the E-LINE Latency SLA outlined in **Table 1D**:

- Access loops at Customer locations A and Z may be fiber or copper connectivity from the Serving Wire Center to the NIDs at each premise to qualify for the circuit SLA.
- Each SLA guarantee is associated with ONLY one QoS Level. Frontier will honor the Service credit associated with the QoS level ordered for On-Net Services. Customer will be entitled to Service credits if the Service fails to meet applicable Performance Objective as outlined in **Table 1D** subject to Sections 3 and 4 below

Table 1D: E-LINE Frame Transfer Delay (FTD):				
Latency QoS Level	Round Trip Delay CITY	Round Trip Delay STATE	Round Trip Delay Inter-STATE	MRC Service Credit
Silver [Standard Data Service]	≤ 56 ms	≤ 100 ms	≤ 250 ms	10%
Gold [Priority Data Service]	≤ 26 ms	≤ 60 ms	≤ 160 ms	15%
Platinum [Real Time Data Service]	≤ 14 ms	≤ 36 ms	≤ 140 ms	20%

C. **Jitter:** Packet Jitter, Frame Delay Variance (FDV), is the difference in end-to-end one way delay between selected packets in a data stream with any lost packets being ignored. Frontier guarantees average FDV (inter-packet differential) performance on E-LINE Service transmissions will meet performance parameters outlined in the table below. Credits are based on the monthly average Frame Delay Variance. Customer must meet the following criteria to qualify for Service credits on the E-LINE Jitter SLA:

- Access loops at Customer Service Locations A and Z may be fiber or copper connectivity from the Serving Wire Center to the NIDs at each Service Location to qualify for Fiber Loop FDV SLA.
- Each SLA guarantee is associated with ONLY one QoS Level. Frontier will honor the Service credit associated with the QoS level ordered for E-LINE Services, as outlined in the applicable Ethernet Service Schedule. Customer will be entitled to the credit as outlined in **Table 1E** if E-LINE Services fail to meet applicable service level objectives, subject to Sections 3 and 4 below.

Table 1E: E-LINE Frame Delay Variance (FDV):				
Jitter QoS Level	Average Jitter Per Site CITY	Average Jitter Per Site STATE	Average Jitter Per Site Inter-STATE	MRC Service Credit
Silver [Standard Data Service]	n/s	n/s	n/s	10%
Gold [Priority Data Service]	≤ 8 ms	≤ 40 ms	≤ 40 ms	15%
Platinum [Real Time Data Service]	≤ 3 ms	≤ 8 ms	≤ 10 ms	20%

3. **Service Outage Reporting Procedure.**

- Frontier will maintain a point-of-contact for Customer to report a Service Outage, twenty-four (24) hours a day, seven (7) days a week.
- When E-LINE Service is suffering from a Service Outage, Customer must contact Frontier's commercial customer support center (also known as the "NOC") at 1-(888) 637-9620 to identify the Service Outage and initiate an investigation of the cause ("Trouble Ticket"). Responsibility for Trouble Ticket initiation rests solely with Customer. Once the Trouble Ticket has been opened, the appropriate Frontier departments will initiate diagnostic testing and isolation activities to determine the source. In the event of a Service Outage, Frontier and Customer will cooperate to restore the Service. If the cause of a Service Outage is a failure of Frontier's equipment or facilities, Frontier will be responsible for the repair. If the degradation is caused by a factor outside the control of Frontier, Frontier will cooperate with Customer to conduct testing and repair activities at Customer's cost and at Frontier's standard technician rates.
- A Service Outage begins when a Trouble Ticket is initiated and ends when the affected E-LINE Service is Available; provided that if the Customer reports a problem with a Service but declines to allow Frontier access for testing and repair, the Service will be considered to be impaired, but will not be deemed a Service Outage subject to these terms.
- If Frontier dispatches a field technician to perform diagnostic troubleshooting and the failure was caused by the acts or omissions of Customer or its employees, affiliates, contractors, agents, representatives or invitees; then Customer will pay Frontier for all related time and material costs at

Frontier's standard rates.

**4. Credit Request and Eligibility.**

- A. In the event of a Service Outage, Customer may be entitled to a credit against the applicable On-Net Service MRC if (i) Customer initiated a Trouble Ticket; (ii) the Service Outage was caused by a failure of Frontier's equipment, facilities or personnel; (iii) the Service Outage warrants a credit based on the terms of Section 1; and (iv) Customer requests the credit within thirty (30) days of last day of the calendar month in which the Service Outage occurred.
- B. Credits do not apply to Service Outages caused, in whole or in part, by one or more of the following: (i) the acts or omissions of Customer or its employees, affiliates, contractors, agents, representatives or invitees; (ii) failure of power; (iii) the failure or malfunction of non-Frontier equipment or systems; (iv) circumstances or causes beyond the control of Frontier or its representatives; (v) a Planned Service Interruption; (vi) Emergency Maintenance or (vii) interruptions resulting from Force Majeure events as defined in Customer's FSA. In addition, Customer will not be issued credits for a Service Outage during any period in which Frontier is not provided with access to the Service location or any Frontier network element, or while Customer is testing and/or verifying that the problem has been resolved. "Planned Service Interruption" means any Service Outage caused by scheduled maintenance, planned enhancements or upgrades to the Frontier network; provided that Frontier will endeavor to provide at least five (5) business days' notice prior to any such activity if it will impact the Services provided to Customer. "Emergency Maintenance" means maintenance which, if not performed promptly, could result in a serious degradation or loss of service over the Frontier network.
- C. Notwithstanding anything to the contrary, all credit allowances will be limited to maximum of 50% of the MRC for the impacted E-LINE Service, per month. For cascading failures, only the primary or causal failure is used in determining Service Outage and associated consequences. Only one service level component metric can be used for determining Service credits. In the event of the failure of the Service to meet multiple metrics in a one-month period, the highest Service credit will apply, not the sum of multiple Service credits.
- D. This SLA guarantees service performance of Frontier's Ethernet data services only. This SLA does not cover TDM services [DS1, NxDS1, or DS3 services] or other voice or data services provided by Frontier. This SLA does not apply to services provided over third party non-partner facilities, through a carrier hotel, or over Frontier facilities which terminate through a meet point circuit with a third party non-partner carrier.
- E. The final determination of whether Frontier has or has not met SLA metrics will be based on Frontier's methodology for assessment of compliant performance. Service Outage credits are calculated based on the duration of the Service Outage, regardless of whether such Service Outage is the result of failure of the Service to meet one or more performance metric.
- F. Credit allowances, if any, will be deducted from the charges payable by Customer hereunder and will be expressly indicated on a subsequent bill to Customer. Credits provided pursuant to this SLA shall be Customer's sole remedy with regard to Service Outages.

- 5. Chronic Outage:** An individual E-LINE Service qualifies for "Chronic Outage" status if such service fails to meet the Availability objectives, and one or more of the following: (a) a single Trouble Ticket extends for longer than 24 hours, (b) more than 3 Trouble Tickets extend for more than 8 hours, during a rolling 6 month period, or (c) 15 separate Trouble Tickets of any duration within a calendar month. If an E-LINE Service reaches Chronic Outage status, then Customer may terminate the affected E-LINE Service without penalty; provided that Customer must exercise such right within ten (10) days of the E-LINE Service reaching Chronic Outage status and provide a minimum of 15 days prior written notice to Frontier of the intent to exercise such termination right.



# Service Level Agreement (SLA)



## Availability and Mean Time To Repair (MTTR)

EPL, EVPL, EP-LAN, EVP-LAN, AND OFF-NET \*EREACH\*

Circuit Availability (CA)	Monthly Recurring Charge (MRC) Service Credit
Below 99.99%	30%

Mean Time to Repair (MTTR)	
MTTR On-Net: 4 Hours	30%
MTTR Off-Net: 6 Hours	25% Above 6 Hours, 50% Above 8 Hours

## Packet Loss Ratio for EPL, EVPL & E-Reach

EPL, EVPL AND OFF-NET \*EREACH\*

QoS Level	City	State	Inter-State	MRC Service Credit
Silver (Standard Data Service)	0.10%	0.10%	0.10%	10%
Gold (Priority Data Service)	0.01%	0.01%	0.025%	15%
Platinum (Real Time Data Service)	0.01%	0.01%	0.025%	20%

## Latency

EPL AND EVPL

QoS Level	City	State	Inter-State	MRC Service Credit
Silver (Standard Data Service)	≤ 56 ms	≤ 100 ms	≤ 250 ms	10%
Gold (Priority Data Service)	≤ 26 ms	≤ 60 ms	≤ 160 ms	15%
Platinum (Real Time Data Service)	≤ 14 ms	≤ 36 ms	≤ 140 ms	20%

## Jitter

EPL AND EVPL

QoS Level	City	State	Inter-State	MRC Service Credit
Gold (Priority Data Service)	≤ 8 ms	≤ 40 ms	≤ 40 ms	15%
Platinum (Real Time Data Service)	≤ 3 ms	≤ 8 ms	≤ 10 ms	20%

Note: Credit Request and eligibility is detailed in the Frontier Service Agreement (FSA).

## List of References

### Reference 1

Customer name: Beacon Health Services

Contact name: Daniel Erwin

Telephone number: 574-523-3460

Email: [derwin@beaconhealthsystem.org](mailto:derwin@beaconhealthsystem.org)

Description: Ethernet private Line and Internet Services, Voice Services

### Reference 2

Customer name: State of Indiana

Contact name: Charles Sharp

Telephone number: (317) 233-8997

Email: [csharp@iot.in.gov](mailto:csharp@iot.in.gov)

Description: Ethernet private Line and Voice Services

### Reference 3

Customer Name: Harrison County Ohio

Contact name: Kirby McIntosh

Telephone number: (646) 620-7920

Email: [admin@harrisoncountyohio.org](mailto:admin@harrisoncountyohio.org)

Description: Ethernet private Line and Internet Services, Voice Services

## E-Rate Spin Number

**Frontier SPIN number: 143004780**

**SPAC:**

SPIN ▲	Service Provider Name	Doing Business As	Contact Name	Contact Address	Contact Phone	Form 499 Filer	SPAC Filed
143004780	Frontier Midstates, Inc.		Joanna Straley	100 CTE Drive Dallas PA 18612	570631-1574	Y	1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022

## Ready-to-Execute Contract

### Please see attached:

- Attachment A – Vigo County Public Library - FY2022 ERATE FSA.doc
- Attachment B – Vigo County Public Library – EVPL Schedule and E-rate Rider.docx

## Supporting Documentation

### E-Rate Information

Frontier SPIN number: 143004780

SPAC:

SPIN ▲	Service Provider Name	Doing Business As	Contact Name	Contact Address	Contact Phone	Form 499 Filer	SPAC Filed
143004780	Frontier Midstates, Inc.		Joanna Straley	100 CTE Drive Dallas PA 18612	570631-1574	Y	1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022

FRN:

Registration Detail	
FRN:	0001855543
Registration Date:	06/24/2000 06:54:06 PM
Last Updated:	05/21/2015 09:23:00 AM
Business Name:	Frontier Midstates Inc.
Business Type:	Private Sector , Corporation
Contact Organization:	Frontier Communications Corporation
Contact Position:	Sr. Network Engineer
Contact Name:	Elissa E McOmber
Contact Address:	250 South Franklin Cookeville, TN 38501 United States
Contact Email:	elissa.mcomber@ftr.com
ContactPhone:	(931) 528-1584
ContactFax:	(931) 528-1581

## Red Light Verification

3/1/22, 8:26 AM

Red Light Display System



# Red Light Display System (RLDS)

## Red Light Display System

[FCC](#) | [Fees](#) | Red Light Display System

< [FCC Site Map](#)

Logged in as FRN: Frontier Communications (0022071609) [[Log Out](#)]

[Back](#) | [Print](#) | [Help](#)

3/1/2022 10:26 AM

## Current Status of FRN 0022071609

**STATUS: Green**

**You have no delinquent bills which would restrict you from doing business with the FCC.**

**The Red Light Display System checks all FRNs associated with the same Taxpayer Identification Number (TIN). A green light means that there are no outstanding delinquent non-tax debts restricting business with the Commission by any FRN associated with requestor's TIN. The Red Light Display System was last updated on 03/01/2022 at 6:32 AM; it is updated once each business day at about 7 a.m., ET.**

Frontier has been working with the E-Rate program since the inception in 1998. We have been providing system generated discounts since 2006. Frontier E-Rate verification including Frontier E-Rate Rider has been provided. The URL address below provides additional information.  
[https:// frontier.com/resources/discount-programs](https://frontier.com/resources/discount-programs)

## General Information

### Nature of Proposal

Frontier Midstates, Inc., on behalf of itself, and where applicable, on behalf of its local exchange carrier and service affiliates, ("Frontier"), hereby proposes to provide the services identified in this response to the Request for RFP NO: 470 #220014581 - WAN Circuit to 12 Points Branch for Vigo County Public Library. Vigo County Public Library includes its employees, agents and entities controlled by it. This proposal is submitted in good faith with the intention of negotiating a legally binding definitive agreement following an award of business to Frontier.

Frontier does not consider the proposal itself to be a legally binding offer to contract. Frontier's proposal will serve as the starting point for negotiation between the parties of a resulting contract that contains mutually agreeable terms and conditions. For avoidance of any doubt, in the event of an award to Frontier, Frontier will provide Vigo County Public Library with a written agreement that includes mutually agreeable terms and conditions. Frontier expects that neither the RFP nor Frontier's proposal will be incorporated in any definitive agreement, but such agreement will address the topics in this RFP and Frontier's proposal and supersede both.

### Pricing Disclaimer

Notwithstanding anything to the contrary in the RFP, and unless otherwise indicated in this proposal, prices do not include all taxes (including, but not limited to, sales, use, utility, gross receipts, and VAT), similar tax-like and tax-related charges, and other surcharges levied as a result of receipt of the services from Frontier. Frontier's proposed pricing is based upon its response to this RFP. Frontier reserves the right to adjust the proposed pricing, if Vigo County Public Library, does not accept the proposal in its entirety. In addition, unless otherwise noted, all third-party charges are subject to change during the service term.

### Validity Period

Unless otherwise stated in this proposal, this proposal is valid for a period of ninety (90) days from the date submitted. During this period promotions may expire and rates, charges, and/or discounts may fluctuate with changes in the Tariffs or Guidebook unless fixed in this RFP or otherwise negotiated by the parties.

## Product Information

### ETHERNET

## Seamlessly connect locations with Frontier Multi-Site Connectivity

Whether you have two sites or two thousand, seamless connectivity and improved performance keeps your locations connected and collaborating. Frontier Multi-Site Connectivity solutions deliver secure, reliable and scalable connectivity across locations to streamline information sharing throughout your organization.



High performance	Security	Reliability & resiliency	Simplicity
Get speeds up to 100 GB and low latency to move data faster across your WAN	Ensure sensitive data can travel to its destination without internet exposure	Guarantee 99.99% availability and 4-hour MTTR (mean time to repair)	Simplify network management with 24/7 support available through the NOC.

## Configuring Your Multi-Site Connectivity Solution



### EPL (Ethernet Private Line)

- Provides point-to-point connectivity between two locations.
- Great for mid-sized companies connecting a single location to headquarters.



### EVPL (Ethernet Virtual Private Line)

- Connects three or more locations in a hub-and-spoke configuration, ensuring communication only takes place between a hub and spoke, never between spokes.
- Great for businesses with three or more locations needing to share centralized assets with branch locations, but not between locations.



### EP-LAN (Ethernet Private Local Area Network)

- Connects three or more locations in an any-to-any configuration like EP-LAN, but allows for the integration of other services, such as Internet Access and IP Connect via Service Multiplexing at each User Network Interface (UNI)
- Great for multi-site enterprises needing to distribute resources over a large geographic area



### EVP-LAN (Ethernet Virtual Private Local Area Network)

- Connects three or more locations in an any-to-any configuration like EP-LAN, but allows for the integration of other services, such as Internet Access and IP Connect via Service Multiplexing at each User Network Interface (UNI)
- Great for organizations with multiple networks and services needing to share data over a large footprint.

## Frontier Support of the Education Industry

### EDUCATION INDUSTRY

Tools, technology, and network needed to modernize and adapt in education



For schools and their governing districts, needs are as diverse as they are urgent:

-  Accelerate e-learning initiatives
-  Achieve better blended learning support
-  Offer equally effective classroom/learn-from-home experiences
-  Centralize control over IT resources, facilities and staff.
-  Deploy better platforms and solutions under tight budgeting
-  Simplify management of the solutions powering digital education
-  Minimize technology downtime

## Remove technology barriers and maximize your potential

The learning landscape is always changing. Today, schools of all sizes and budgets need tools that empower smart classrooms and distance learning; solutions and platforms that enable better communications between educators, staff, students, and parents; simplify complex IT management tasks; and ensure the school's focus is on providing top-tier education—not forcing antiquated legacy solutions to fit the new world of learning.

"Technology will never replace great teachers, but in the hands of great teachers, it's transformational."

George Couros - Author of "The Innovator's Mindset" and "Innovate Inside the Box"

These needs manifest in numerous ways throughout the educational IT environment, and Frontier has the skill and expertise to help with them all. With a trusted, reliable technology partner at your side, amazing things are possible in education. Here's what we can do to help make your institution shine.



### Challenges:

- Schools must deal with an ever-expanding network edge that connects schools with teachers working from home and students learning remotely; many of these circuits are not under their direct control.
- Slow speeds and disconnections disrupt teaching, learning, and administrative work completion.
- Inability to support newer, more bandwidth - intensive applications: while 99 percent of schools do have access to "high-speed" broadband, current providers and solutions may fall short
- Protecting the network edge is increasingly important, but many schools lack the resources and expertise to make the right decisions regarding network protection.

"Up to one-third of students lack adequate connectivity for full remote learning"

Common Sense Media<sup>9</sup>

## Solutions



### Ethernet

- Streamline connectivity between schools and the district's data centers, enabling sharing of online resources, and the deployment of new communication and collaboration solutions.
- Leverage economies of scale. Schools may now more reliably connect to data centers and applications at the district level, optimizing expenditure.
- Empower easier communications and break down information silos that may otherwise prevent departments and district sites from freely sharing information on a day-to-day basis.



### Dedicated Internet Access

- Improve learning experiences. High- speed, private connectivity boosts efficiency for both in-class and distance learning.
- Better support for bandwidth-heavy educational apps and communication services.
- 99.99% uptime and four hours of MTTR performance guarantees ensure your critical applications, services, and workloads are available when you need them.



### Managed Firewall

- Protect your users and network from malicious activity with a noted expert managing your firewall and digital edge.

"Tech gives the quietest student a voice."

Jerry Blumengarten - Educational Consultant at Thrively<sup>10</sup>



## Collaboration

### Challenges:

- Classroom and blended learning carry unique communications challenges, each requiring similar structure but different technologies to excel.
- Teachers educating from home must still exchange ideas and best practices collaboratively and develop new content to serve students in this new environment.
- Parents and teachers need to find new ways to communicate beyond the school gates to partner in students' education.
- Districts struggle with individual schools using siloed communication tools, which are adequate or local communication but don't interface with tools employed by other locations.

"Consistent access to educational resources is essential: without it, major deficits in the educational experience may arise"

J-PAL North America



## Solutions



### Unified Communications by Frontier

- A blended learning powerhouse: From learn-from-home students to digital classrooms, Unified Communications by Frontier powers interactions that enhance traditional techniques with powerful new capabilities.
- With support for numerous device types and easy-to-define accessibility rules, you decide how and when educators, students, and others can connect to sessions.
- Consistent talk and collaboration between school districts and schools.

## Better Control and Performance

### Challenges:

Ever-increasing focus on data-backed communications solutions puts further strain on district network resources when data packets are not properly sequenced, sorted, and prioritized.

Schools struggle to prioritize data traveling over their networks.

Administrators likewise struggle with or lack insight into network traffic, precluding optimization and policy enforcement.





**WHY** we do is as important as **WHAT** we do

## Vigo County Public Library

Vigo County Public Library - 2022 E-Rate  
470 #220014581

Quote # 080228  
Version 1  
NSI SPIN #: 143005577

Bill Tadevich  
03/09/2022



Wednesday, March 09, 2022

Vigo County Public Library  
Heather Rayl  
1 Library Square  
Terre Haute, IN 47807  
hrayl@vigo.lib.in.us

Dear Heather,

Headquartered in Granger, IN, with three other regional offices to support our Indiana clients, Network Solutions, Inc. appreciates the opportunity to provide the enclosed response of hardware, software, and installation, where specified by the proposal.

Network Solutions, Inc. views our participation in this bid as an opportunity to build a long-term business relationship, and to that end we have looked very closely at every opportunity to deliver our responses at the lowest price possible, while at the same time providing the highest level of implementation deliverables and post installation support where applicable.

As a local Indiana IT Services firm, Network Solutions, Inc. has a successful history of performing excellent implementations in Indiana since 1989 and has the distinction of being Cisco Systems Networks "Go-To" partner for Indiana. NSI is fully certified with Cisco Systems products and has many K/12 Cisco Systems installations.

Our Technical team has over thirty (30) Cisco Certified Engineers with the distinction of Three (3) Cisco Certified Internetwork Expert (CCIE) on our local staff. The CCIE is one of the highest certification that Cisco has available and is recognized worldwide. Network Solutions employ two PMI certified PMP managers. The PMP certification is recognized as the premier certification for project managers.

Vigo County Public Library can therefore be assured that all equipment configuration and on-site installation will be performed by Indiana-based network engineers with local availability for any technical support issues. Network Solutions' engineering expertise comes from our advanced training and hundreds of successful Indiana implementations in the K-12 sector. Over twenty five percent of our business comes from this market including schools systems from Concord, Warsaw, Plymouth, Elkhart, Valparaiso, LaPorte, School Town of Munster, East Allen County, Muncie, MSD of Lawrence, and Perry Township.

All training and post implementation support will also be delivered by Indiana-based engineers and training staff. Project management is a critical element in a successful implementation and that too will be provided by a local team to ensure the highest levels of access, project performance, and client satisfaction.

Thank you again for this opportunity. We look forward to working with you further on this project.

A handwritten signature in black ink that reads "Bill Tadevich".

Bill Tadevich  
Account Manager  
(312) 470-7700

## Executive Summary

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### ● Executive Summary

As Cisco's 2021 SLED (State, Local and Education) Central United States Partner of the year (14 state region), Network Solutions, Inc (NSI) is pleased to submit our response to the Vigo County Public Library E-rate RFP. NSI is an Indiana based partner with offices in Indianapolis, South Bend, Fort Wayne and Chicago. Our local presence and experience selling Cisco in the state of Indiana since 1994 is not matched by any other Cisco partner. NSI's top priority is excellent customer experience. This is achieved by a staff culture which always puts customer first - from engineering to account management team and purchasing department to customer service staff. At NSI, we look forward to the opportunity to serve Vigo County Public Library.

## Strategic Implementation and Support

### ● Strategic Implementation Methodology

The implementation of your system is critical to the success of your project. The greatest system in the world is a total failure if its implementation is not performed correctly the first time. Network Solutions Inc. understands the critical nature of your implementation. We use our Strategic Implementation methodology to guarantee the installation of your system is smooth and trouble-free. The teams that are assigned to your implementation may vary depending on the application and hardware purchased.

NSI's Strategic Implementation methodology is composed of teams of industry and manufacturer-certified engineers:

- Executive Team
- Resource Manager/Project Manager
- Lead Engineer/Application Team
- Physical Infrastructure Team
- Security Team
- Software/Customization Team
- Training Team
- Advanced Support Services Team

A member of each team may be assigned to your project to work directly with you and your staff. Each member of the team is dedicated to ensuring a trouble-free implementation.

Your implementation is managed using ConnectWise. ConnectWise allows all facets of your project to be tracked and documented.

### ● NSI Executive Team

The NSI Executive Team and your executive team will be accessible through all stages of your project. Your executives will be contacted periodically throughout the installation by the NSI Executive Team to provide feedback and recommendations.

### ● Project Manager

Each customer is assigned a PMI Certified Project Manager for the duration of the project. The Project Manager is available for any type of issues that may arise during the project and controls the overall NSI resources.

- Verifies that the resources are available for the project and the Lead Engineer.
- Writes Statement of Work based upon your requirements and project application.
- Verifies that "Network Ready For Use" testing is completed by the Lead Engineer.

### ● Lead Engineer

The Lead Engineer assigned to the project will be a Cisco certified engineer that is directly accountable to you and NSI leadership for the thorough and timely completion of your project. Their responsibilities include:

- Coordinating activities of all team members
- Coordinating ordering of hardware and software
- Scheduling all phases of the implementation
- Working with your staff, contractors and other vendors
- Installation of the hardware and software
- Providing documentation
- Providing on-site support after the cutover to the new system

- “Network Ready For Use” testing

### ● **Physical/Infrastructure Team**

The Physical/Infrastructure Team is responsible for making sure that your network environment/infrastructure is suitable for the applications/hardware purchased. These criteria include:

- Network physical layer supports the system implemented
- New equipment is installed, configured to your specifications and tested
- Existing equipment is upgraded and configured to support standards and protocols and tested
- Lightning and surge protection is in place to protect the equipment
- Document power requirements, advise on any power issues and install UPS systems where required
- Documentation of work performed

### ● **Software/Customization Design Team**

The Software/Customization Design Team is responsible for advanced functionality and custom programming in your system as it relates to the Network infrastructure.

### ● **Training Team**

The Training Team will train either the end-user or will provide a “train the trainer” session for a small group of Technical people using a “hands on” methodology. Administrator training for typical Moves, Adds, and changes is also provided.

### ● **Security Team**

The Security Team examines all elements of your network related to network applications. The team is proactive in advising you of any other network issues and will make recommendations for other security services such as vulnerability and penetration testing.



## NSI Company Overview

Since 1989, Network Solutions, Inc. (NSI) has focused on providing stable and secure network communication solutions. NSI is a privately held company with corporate headquarters in Granger, Indiana and offices in Indianapolis, Fort Wayne and Chicago.

Network Solutions, Inc. specializes in creating positive business outcomes by implementing empowering technology solutions. What we do is very important, but WHY we do it is just as critical. Designing and deploying the solutions for the right situation at the right time can improve an organization's employee productivity, reduce expenditures, improve time to market and reduced risk. Our key areas of expertise include design, implementation and support of network infrastructure, data security, collaboration technologies, data center solutions and wireless networking.

NSI's extensively trained engineers possess in-depth industry knowledge and are ready to put their skills and knowledge to work for you. Our engineers focus on learning and understanding your very specific situation and needs, then providing timely solutions and complete communication. Network Solutions' process maximizes business outcome solutions for our customer organizations.

Network Solutions continues to grow and improve by remaining true to its founding principles. Emphasis is still focused on excellent customer service, agility in responding to customer needs, employee care is top priority and most importantly a desire to honor God with their work. Network Solutions, Inc. continues to celebrate its growth and success with happiness and gratitude to all who have made it possible; God, customers and employees.

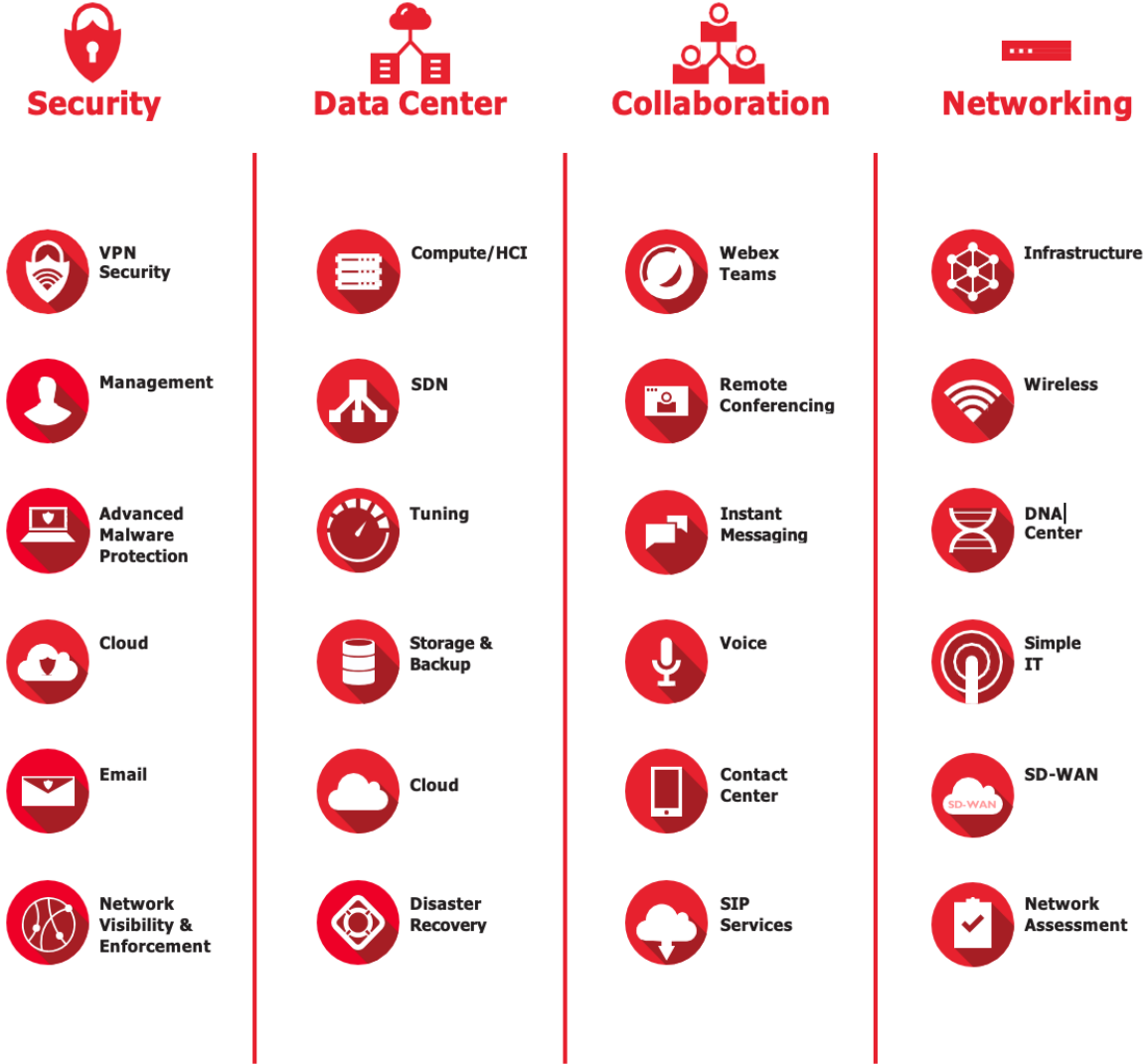
- 1989** Network Solutions, Inc. founded by Larry Tadevich
- 1996** Network Solutions becomes a Cisco Premier Partner
- 2001** Achieved Cisco Silver Certification  
Achieved Cisco Unified Communication Cert.
- 2003** NSI Opens Indianapolis Office
- 2004** NSI Opens Chicago Office
- 2007** Achieved Cisco Customer Satisfaction Award  
Achieved Indiana Chamber of Commerce's "Best Place to Work in Indiana" in the private, small business group
- 2014** 25th Anniversary of NSI  
Awarded Best Places to Work in Indiana  
NSI Opens Fort Wayne Office
- 2015** Featured by CIOReview Magazine as one of "20 Most Promising Networking Solution Providers 2015"
- 2016** Bob Tadevich named new president of NSI  
Awarded Best Places to Work in Indiana for 4<sup>th</sup> time  
Awarded Master Collaboration certification  
Awarded SLED (State & Local Government and Education) Central Cisco Partner of the Year
- 2017** Awarded Best Places to Work in Indiana for 5th time  
NSI releases ProCare Managed Services Offering
- 2018** Network Solutions awarded by Cisco Most Strategic Partner Award
- 2019** Awarded Cisco Partner of the Year for SLED (State & Local Government / Education) Central Region
- 2021** Awarded Cisco Partner of the Year for SLED (State & Local Government / Education) Central Region



## NSI Facts

Legal Company Name:	Network Solutions, Inc.
Tax Exempt Number:	003780007-001-2
Federal Tax ID:	35-1765727
E-Rate SPIN:	143005577
Company Physical Address:	12190 Adams Road Granger, Indiana 46530  9640 Commerce Drive, Suite 420 Carmel, Indiana 46032  180 N Michigan Avenue, Suite 1910C Chicago, Illinois 60601
Company Mailing Address:	P.O. Box 193 Granger, Indiana 46530
Company Phone Number:	574-271-0900 (Granger) 317-489-5423 (Indianapolis) 312-470-7700 x8122 (Chicago)  888-247-0900 (Toll Free)
Company Contacts:	<b>Bill Tadevich</b> Account Manager (312) 470-7700 billt@nsi1.com  <b>Dawn Park</b> Sales Support (574) 271-0900 dawnp@nsi1.com

## Architectures



● Capabilities



**Security**



**CISCO**  
Partner  
Advanced Security Architecture  
Specialized



Meraki Master



**Data Center**



**CISCO**  
Partner  
Advanced Collaboration Architecture  
Specialized



**Virtualization & Storage**




**Collaboration**



**CISCO**  
Partner  
Master Collaboration Specialized



Meraki Master



**Networking**



**CISCO**  
Partner  
Advanced Specialization  
in Routing & Switching



Meraki Master



Meraki Master

## Client References

### ● East Allen County Schools

1000 Prospect Ave.  
New Haven, Indiana 46774  
Keith Madsen, Directory of Technology  
kmadsen@eacs.k12.in.us  
**Phone:** 260.446.0100  
**Website:** <http://www.eacs.k12.in.us>

Network Solutions has implemented network, wireless, voice, and security systems. Early adopter of iPads – NSI worked with customer to integrate devices to the wireless infrastructure.

### ● Anderson Community Schools

1600 Hillcrest Ave.  
Anderson, IN 46011  
Jack Larimore  
**Website:** [www.acsc.net](http://www.acsc.net)

As ACS' partner for 3 decades, NSI has designed, sold, installed, and supported the following technologies: Cisco core, distribution and access layer LAN switching, Cisco 10 Gbps Metropolitan Area Network, Cisco routing and NextGen Firewalls, Cisco WLAN and Unified Communication Solution, plus APC UPS hardware.

### ● Kokomo School Corporation

1500 S. Washington Street  
Kokomo, Indiana 46904  
Jason Gaunt, IT Manager  
jgaunt@kokomo.k12.in.us  
**Phone:** 765.455.8087  
**Website:** [www.kokomoschools.com](http://www.kokomoschools.com)

Kokomo Schools has 6,000 students and 11 schools in the district. NSI has recently completed implementing a district-wide UC project divided into five (5) phases.

## Scope of Work

### Requested Features

Vigo County Public Library is building a new library branch and will need network infrastructure and equipment built out. They would also like to expand the network at the West Branch.

Vigo County Public Library has provided a list of the equipment that includes the features and functionality they require for adequate operation of their network. Alternative equipment may be provided as long as it provides the same features and functionality of the identified equipment.

### Proposed Solution

#### Overview:

NSI has reviewed the RFP and Q&A responses. All equipment is listed below that is being provided. Please review the list for sufficiency.

#### Product Summary

##### 12 Points Branch

- 3 C9300L-48P-4X switch(es)
  - 3 C9300L primary power supplies
  - 3 C9300L secondary power supplies
  - 6 NEMA 5-15 power cable(s)
  - 3 C9300L stacking module(s)
  - 3 50cm stacking cable(s)
- 1 Cisco GLC-LH-SMD transceiver(s)
- 4 Patch Panel Cable Manager(s)
- 4 Cat6 24-Port Patch Panel(s)
- 2 50-pack Cat 6 2' Patch Cable(s)
- 2 APC SMC1500-2UC(s) - 1500VA UPS
- 1 18U Wallmount Rack(s)
- 3 Meraki MR44 WiFi-6 access point(s)
- 3 Meraki MR76 WiFi-6 outdoor access point(s)
  - 6 MA-ANT-21 5Ghz sector antenna(s)
- 6 5-year AP license(s)
- 6 1000' Cat 6 Plenum Cable(s)
- 160 12" Ladder Cable Tray(s)
- 120 Cat 6 Ethernet Jack/Plug(s)
- 60 Patch Panel Blank(s)
- 30 Four-port Faceplate(s)

##### West Branch

- 1 APC SMT1500RM2UC(s) - 1500VA UPS
- 2 C9300L-48P-4X switch(es)
  - 2 C9300L primary power supplies

- 2 C9300L secondary power supplies
- 4 NEMA 5-15 power cable(s)
- 2 C9300L stacking module(s)
- 2 50cm stacking cable(s)
- 2 Patch Panel Cable Manager(s)
- 2 Cat6 24-Port Patch Panel(s)
- 1 50-pack Cat 6 2' Patch Cable(s)
- 1 APC SMC1500-2UC(s) - 1500VA UPS

## Design Assumptions

*The following assumptions were utilized to speed the design process. It is the responsibility of the customer to review each item for accuracy prior to acceptance of this proposal. If any items appear inaccurate, please contact NSI to make revisions prior to the acceptance of this proposal.*

### General Assumptions

- Timelines of this project are subject to the availability and delivery times of the equipment that has been designed in this solution and/or the availability of the engineering resources.
- Any 3rd-Party vendors implementing solutions that integrate with this project will attend project kickoff and status meetings to ensure consistent deliverables and timelines are observed and achieved.
- All equipment and/or services specified in this proposal will be purchased and at the same time. Limited, partial, or phased purchases may require additional or different equipment/services for complete functionality.
- All infrastructure cabling is of Category 5e or greater.
- NSI will maintain the existing aesthetics of the cable management systems as currently deployed. If organizing cables is desired, these services can be provided per a change request.
- This project does not include a post-installation wireless site survey unless otherwise specified.
- AP(s) will be provided an IP address by the customer's DHCP server/implementation.
- RADIUS server configuration is not included in the scope of this project unless otherwise specified.

### Assumptions for UPS (APC)

- The APC Smart UPS (1500VA) will be connected to 120V power.
- The APC Smart UPS (1500VA) will be installed into a 4-post rack providing 2 RU of space.
- The APC Smart UPS (1500VA) will be connected to a NEMA 5-15 receptacle.

### Assumptions for Cisco 9300L Switches

- C9300L switch data stacks will not exceed 8 members.
- 50cm stacking cables will be used to connect switches less than 7U apart.
- C9300L switches covered by EDU/SNT smartnet (8x5xNBD replacement) can be tolerated for individual failures that last one to two business days. Alternatively, a cold spare can be kept to quickly replace the failed device while a replacement is shipped.
- Switch(es) will be provided an IP address by the customer's DHCP server/implementation.

### Assumptions for Meraki MR44 Access Points

- AP(s) will use the standard mounting bracket that supports desktop, wall, ceiling grid (9/16", 15/16", or 1-1/2" flush or recessed rails), and assorted junction box mounting applications.

### Assumptions for Meraki MR76 Access Points

- AP(s) will use the standard mounting plate that supports wall (wall anchors included), solid ceiling, and pole mounting (pole

straps mount to a pole less than 3.9" in diameter).

## NSI Responsibilities

*The following list of responsibilities identifies the tasks NSI is to perform for completion of this project. Tasks not identified in the lists below can be assumed to be the responsibility of the customer and are excluded from this proposal.*

### General NSI Responsibilities

- NSI will develop configuration scripts that provide the functionality required for the design. When replacing equipment, NSI will update administrative aspects of the configuration to the latest standards, but network services or topology changes (renumbering VLANs, creating new subnets/interfaces, and inserting new features) are not considered in-scope.
- When changes are made to the network, NSI will test for the following critical services: DHCP, DNS, and Internet Connectivity.
- NSI will configure a VLAN for new wireless SSIDs (up to 4) on the core switch. Further configuration of switches not purchased with this proposal is outside the scope of this project.
- When changes are made to the network, NSI will test for the following critical services: DHCP, DNS, and Internet Connectivity.

### NSI Responsibilities for UPS (APC)

- Install UPS(s) (performed by an NSI appointed subcontractor per services outlined in the SUBCONTRACTOR LABOR section(s) below).

### NSI Responsibilities for Cisco Switches

- Install each switch into the rack.
- Upgrade each switch's software to the latest recommended release (or one specified by the customer).
- Apply a base configuration to each switch for network administration (hostname, management address, SSH, SNMP, logging, TFTP, NTP, etc.).
- Configure the ports of each switch according to the existing port configurations or an agreed upon template.
- Configure each switch with RPVST, etherchannels (as necessary), and up to ten VLANs (per switch/stack).
- Configure the C9300L switch(/stack) for routing including static, RIP, EIGRP, or OSPF protocols.

### NSI Responsibilities for Meraki Access Points

- Install and label AP(s) (performed by an NSI appointed subcontractor per services outlined in the SUBCONTRACTOR LABOR section(s) below).
- Utilize the existing cabling and location when replacing an existing AP (unless new cabling and/or relocation is specified in the SUBCONTRACTOR LABOR section(s) below).
- Document the location, room, and serial number of installed AP(s) on an AP Install spreadsheet (performed by an NSI appointed subcontractor per services outlined in the SUBCONTRACTOR LABOR section(s) below).
- Claim each AP in the dashboard, assign it to the designated network, name it, place it on building floorplan(s), and configure it with SSIDs (up to 4).
- Configure AP(s) radios for RF-channel and TX-power as needed.

### NSI Responsibilities for Cabling and Rack Hardware

- Installation services are performed by an NSI appointed subcontractor per services outlined in the SUBCONTRACTOR LABOR section(s) below.

## Customer Responsibilities

The following list of responsibilities identifies the tasks the customer is responsible to perform for completion of this project.

### **General Customer Responsibilities**

- Designate a location for any ordered equipment to be delivered to (including virtual hardware and/or software licenses). For physical hardware, the location should provide a secure temperate area for storage and staging of equipment.
- If the installation location is at a different address from the shipping/staging location, transport equipment to each respective installation location.
- Provide NSI access to existing network configurations and documentation as requested.
- Ensure timely access to the equipment installation area. Installation delays caused by access restrictions may be billable on a per occasion instance.
- Provide floorplans of each building where wireless equipment is being installed into (electronic preferred).
- Provide a list of SSIDs that should be available to users
- Provide adequate DHCP services for any new networks that are created.

### **Customer Responsibilities for UPS**

- Provide 2RU space for each UPS and NEMA 5-15 power receptacles.
- Provide a standard 19-inch rack and space to install the device.
- Migrate all non-switching equipment to the UPS unit.

### **Customer Responsibilities for Cisco Switches**

- It is recommended that the customer provide an alternate source of power for the second power supply.
- Provide NEMA 5-15 power receptacles.
- Provide a standard 19-inch rack and space to install each device.
- Provide base configuration requirements (if any).
- Provide a desired software release (if any).
- Provide a desired switchport configuration (if any).
- Provide a preferred VLAN template.

### **Customer Responsibilities for Meraki Access Points**

- Provide 802.3at PoE+ power to AP(s) via the network.
- Specify where APs are to be installed (if not produced by an NSI survey) and the AP hostname convention.
- Provide a floorplan of each location where APs will be installed for NSI to install in the dashboard.

## **Completed Solution State**

The expected final state of the solution is listed below. The project will be considered complete when the following deliverables are provided.

### **Completed State of UPS Implementation**

- UPS(s) installed and connected.

### **Completed State of Cisco Switches Implementation**

- Switch(es) installed in the rack.
- Switch(es) upgraded to the recommended or requested software release.
- Switch(es) configured for network administration.
- Switch(es) with per-port configurations applied.
- Switch(es) with STP, etherchannel, and VLAN configurations<sup>71</sup> applied.

- Switch(es) with routing configuration applied.

#### **Completed State of Meraki Access Points Implementation**

- AP(s) documented on the AP install sheet describing the AP name, serial number, and location of each device.
- AP(s) connected to the Meraki Dashboard and configured.

## **Support**

#### **NSI Project Manager Responsibilities**

- NSI employs Project Managers (PM) to oversee NSI's involvement with every project.
- The PM will serve as the primary point of contact on all communications with NSI for this project.
- The PM will facilitate a kickoff meeting to review the Scope of Work and project expectations.
- The PM will maintain a project plan defining the work / tasks / activities to be completed, and they will communicate due dates based on the timeline agreed upon in the kickoff meeting.
- The PM will schedule and coordinate NSI resources to support the project.

#### **Project Support**

- NSI will provide two hours of dedicated support immediately following each cutover. For after-hours work, dedicated support will be provided the following day. For example, following configuration changes made in the evening, an NSI engineer would be available from 8 - 10AM the following morning. Any issues suspected by the customer to be related to changes made as part of this project can immediately be directed to the implementation engineer for investigation.
- The customer is eligible for two weeks of NSI helpdesk support following final project sign-off. Any issue directly related to this project will need to be directed to [support@nsi1.com](mailto:support@nsi1.com) or by calling 800-247-0900 Option 3. Be sure to reference this project to ensure assignment to the project engineer. Billing will align with the original project.

## **Administrator Review**

*NSI will provide system administrators an overview of configuration changes made during this project and of the core capabilities of newly installed hardware. This review is intended to familiarize administrators with new interfaces or configurations that differ from the replaced environment.*

#### **Review Session**

- NSI will provide up to 2 hours of review provided remotely via WebEx.
- The customer is responsible to invite the necessary participants to the training.

## **Out of Scope**

*NSI will not provide products or services beyond the items identified in this proposal. The list below expressly identifies items that are not included in this proposal.*

#### **Project Exclusions**

- Tasks not listed in this document are out of scope and will require a change request.
- NSI is not responsible for the setup, maintenance, or troubleshooting of endpoint devices (workstations, servers, etc.).

- NSI is not providing any services related to existing network management systems. Any installation, configuration, software upgrades, or other activities involving operation of the existing system are the responsibility of the customer and are not considered in-scope unless otherwise specified.
- The administrator review session is not intended as a replacement of professional training courses that detail industry protocols or system operations.
- The administrator review session is not intended to provide user-based training.

## Final Deliverables

*Following the completion of all project work, NSI will provide the following and request project signoff.*

### **Documentation:**

- NSI will provide an inventory document that identifies all products installed, their serial number, and the corresponding location/building they were installed in.
- NSI will provide the final configuration files of the products installed.
- NSI will provide a network topology drawing of the products installed.
- The Meraki Dashboard provides live data on
  - Inventory
  - Contract Status
  - Topology Drawing
  - Location Maps (for Access Points)
  - Device Configurations
- Project Completion Signoff Document

## Scope of Work Terminology

### ● Scope of Work Terminology

#### Description of a Change Request

Throughout the project, it may be necessary to amend the scope of work to include additional tasks or provide additional equipment to accomplish the original scope. These changes can be identified at various stages of the project but are usually identified in the initial review of the scope of work, during prework or just before implementation.

The requested change may impact the scope, cost and timeline but is deemed necessary to accomplish the original scope so it will be important the entire team discuss the findings and agree the change is necessary.

Once the requested change has been reviewed, a change request form will need to be completed. The change request will be submitted to initiate a re-design to define and document the required changes for final customer approval.

#### Definition of Meetings

Meetings are very important for ensuring all team members are working towards the same goal and completing tasks to accomplish the goal. Therefore, the following meetings may be scheduled during the duration of the project.

- Kick Off Meeting – to discuss the requirements, verify the scope, identify the team members and their role, outline an initial timeline.
- Update Meetings
  - The frequency will be based on the size of the project and outlined in the project plan.
  - Additional meetings are available for an additional charge.
  - All team members are expected to be present.
  - Purpose is to review the project plan.
    - Provide updates on tasks completed.
    - Review next tasks to be completed and agree on due dates.
- Closing Meeting
  - Confirm all work has been completed and all issues resolved.
  - Retrospective (what went well and where improvements can be made).
  - Provide approval to close the project.

#### Description of the Closing Process

Once the engineer has indicated the deliverables have been completed, a request will be sent

- Asking for an update on the implementation
- Verifying everything is working as planned
- Confirming all deliverables have been completed
- **Requesting approval to close the project**

The closing process should take less than 15 days.

#### Potential Impacts to the Timeline

NSI does not carry inventory which means all equipment is ordered once

- The quote is accepted by the customer
- A PO is received
- The project is created if professional services are included

The ship date / delivery date for equipment will define when the project will be scheduled to begin.

In certain situations, an expedite in shipping may be requested. The expedite does not mean the vendor can fulfill the request.

The work effort, resource availability and equipment delivery date, if applicable, will be utilized to define the earliest date when a solution could be implemented.

Timeliness of the data collection effort may impact the implementation date.

Timeliness on providing access to the customer's environment or access to the customer's key technical resource may impact the schedule and implementation date.

## Project Change Request

### ● Project Change Request

Throughout the project, it may be necessary to amend the scope of work to include additional tasks or provide additional equipment to accomplish the original scope. These requests will need to be submitted to NSI on this change request form.

The change request will serve as permission to request the re-design and quote for the requested amendment of scope.

### ● Project Change Request Form

1. Project Information			
a.	Project Name:		
b.	Account Manager:		
c.	Project Manager:		
d.	Customer Sponsor:		
2. Change Request			
a.	Change Category:	<input type="checkbox"/> Requirements Change	<input type="checkbox"/> Equipment Change
		<input type="checkbox"/> Other	
b.	Change Description:	{Be Detailed}	
c.	Change Justification:	{Be Detailed}	
d.	Change Impact:	<input type="checkbox"/> Cost	<input type="checkbox"/> Duration
		<input type="checkbox"/> Implementation Date	
3. Acceptance			
Customer acceptance of proposed change: The customer project team has reviewed and accepts the proposed change to the project scope and modification of the terms of the governing SOW.			
Signature: _____		Date: _____	
Customer Name and Title: _____			

## Project Completion Form

### ● Project Completion Form

This document serves to confirm that the requested work has been completed and all of its deliverables have been met per the Statement of Work.

<b>1. Project Information</b>			
	Project Name:		
	Project Manager:		
<b>2. Customer Information</b>			
	Customer Name:		
	Customer Address:		
	Sponsor:		
	Sponsor's Title:		
	Sponsor's Email:		Sponsor's Phone: <input type="text"/>
<b>3. Summary of Deliverables</b>			
<input type="checkbox"/>	Project Completion Form		
<input type="checkbox"/>	Documentation		
<b>4. Acceptance</b>			
<p>The customer's project team has received and reviewed all expected deliverables of the project, accepts all the services provided, and considers the terms of the Statement of Work fulfilled.</p> <p>Customer authorizes Network Solutions, Inc. to invoice any outstanding balance for services rendered by signing this document.</p> <p>Please sign and return this document within 3 days after receipt.</p>			
Signature: _____		Date: _____	
Print Name _____		Title: _____	

## 12 Points

Part #	Description	Price	Qty	Ext. Price
C9300L-48P-4X-EDU	Cisco Catalyst 9300L - Switch - L3 - managed - 48 x 10/100/1000 (PoE+) + 4 x 10 Gigabit SFP+ (uplink) - rack-mountable - PoE+ (505 W) - K-12 education	\$4,191.10	3	\$12,573.30
PWR-C1-715WAC-P/2	Cisco Config 1 Secondary Power Supply - Power supply - hot-plug / redundant (plug-in module) - 80 PLUS Platinum - AC 100-240 V - 715 Watt - for Catalyst 9300 (715 Watt), 9300 (Higher Scale) (715 Watt), 9300L (715 Watt)	\$589.97	3	\$1,769.91
C9300L-DNA-E-48-3Y	Cisco Digital Network Architecture Essentials - Term License (3 years) - 48 ports - for P/N: C9300L-48P-4X-E-WS, C9300L-48T-4G-E-RF, C9300L-48UXG-2Q-E, C9300L-48UXG4XE-RF	\$528.61	3	\$1,585.83
C9300L-STACK-KIT	Cisco - Network stacking module (pack of 2) - for Catalyst 9300L	\$684.36	3	\$2,053.08
GLC-LH-SMD=	Cisco - SFP (mini-GBIC) transceiver module - GigE - 1000Base-LX, 1000Base-LH - LC/PC single-mode - up to 6.2 miles - 1310 nm - for Cisco 38XX, 39XX, 4451, 892; 250 Series; Catalyst 29XX, 3650, ESS9300; ME 3600; UCS 62XX	\$484.17	1	\$484.17
MR44-HW	Cisco Meraki MR44 - Wireless access point - Wi-Fi 6 - 2.4 GHz, 5 GHz - DC power - cloud-managed	\$613.56	3	\$1,840.68
MR76-HW	Cisco Meraki MR76 - Wireless access point - Wi-Fi 6 - 2.4 GHz, 5 GHz - cloud-managed	\$830.67	3	\$2,492.01
MA-ANT-21	Cisco Meraki 5 GHz Sector Antenna (13 dBi Gain) - Antenna - 13 dBi - directional - outdoor, wall-mountable, pole mount, indoor - for Cisco Meraki MR62, MR66, MR72 Cloud Managed 802.11ac Outdoor AP	\$164.72	6	\$988.32
LIC-ENT-5YR	Cisco Meraki Enterprise Cloud Controller - Subscription license (5 years) - 1 access point - hosted	\$212.07	6	\$1,272.42
SMC1500-2UC	APC Smart-UPS C SMC1500-2UC - UPS (rack-mountable) - AC 120 V - 900 Watt - 1440 VA - USB, serial - output connectors: 6 - 2U - black - with APC SmartConnect - for P/N: SCL500RM1UC, SCL500RM1UNC, SMTL1000RM2UC, SMTL750RM2UC, SMX2000LVNCUS, SMX3000LVUS	\$558.11	2	\$1,116.22



## 12 Points

Part #	Description	Price	Qty	Ext. Price
SUBCONTRACTOR LABOR	<b>Sub-Contractor Labor</b>  <b>12 Point Branch</b> <ul style="list-style-type: none"> <li>• Install (6) Access Points</li> <li>• Install (6,000') Cat 6 Cable exposed above Drop Ceiling               <ul style="list-style-type: none"> <li>○ Includes Pulling, Terminations, Testing and Labeling</li> </ul> </li> <li>• Provide and Install (1) Wall Rack</li> <li>• Install (2) Rack mounted UPS</li> <li>• Provide and Install (4) Horizontal Managers</li> <li>• Provide and Install (4) Cat 6 Patch Panels</li> <li>• Provide and Install (160') 12" Ladder Tray</li> <li>• Provide and Install Cat 6 (50) 2' Patch Cords</li> </ul>	\$12,932.63	1	\$12,932.63
Vigo County Public Library - 12 Points	NSI R/S & Wireless Professional Services	\$5,204.75	1	\$5,204.75
			Subtotal	<b>\$44,313.32</b>

## West

Part #	Description	Price	Qty	Ext. Price
C9300L-48P-4X-EDU	Cisco Catalyst 9300L - Switch - L3 - managed - 48 x 10/100/1000 (PoE+) + 4 x 10 Gigabit SFP+ (uplink) - rack-mountable - PoE+ (505 W) - K-12 education	\$4,191.10	2	\$8,382.20
PWR-C1-715WAC-P/2	Cisco Config 1 Secondary Power Supply - Power supply - hot-plug / redundant (plug-in module) - 80 PLUS Platinum - AC 100-240 V - 715 Watt - for Catalyst 9300 (715 Watt), 9300 (Higher Scale) (715 Watt), 9300L (715 Watt)	\$589.97	2	\$1,179.94
C9300L-DNA-E-48-3Y	Cisco Digital Network Architecture Essentials - Term License (3 years) - 48 ports - for P/N: C9300L-48P-4X-E-WS, C9300L-48T-4G-E-RF, C9300L-48UXG-2Q-E, C9300L-48UXG4XE-RF	\$528.61	2	\$1,057.22
C9300L-STACK-KIT	Cisco - Network stacking module (pack of 2) - for Catalyst 9300L	\$684.36	2	\$1,368.72
SMC1500-2UC	APC Smart-UPS C SMC1500-2UC - UPS (rack-mountable) - AC 120 V - 900 Watt - 1440 VA - USB, serial - output connectors: 6 - 2U - black - with APC SmartConnect - for P/N: SCL500RM1UC, SCL500RM1UNC, SMTL1000RM2UC, SMTL750RM2UC, SMX2000LVNCUS, SMX3000LVUS	\$558.11	1	\$558.11
SUBCONTRACTOR LABOR	<p>Sub-Contractor Labor</p> <p><b>West Branch</b></p> <ul style="list-style-type: none"> <li>• Install (1) Rack mounted UPS</li> <li>• Provide and Install Cable Managers</li> <li>• Provide and Install Cat 6 24 Port Patch Panels</li> <li>• Provide and Install Cat 6 (50) 2' Patch Cords</li> </ul>	\$1,454.21	1	\$1,454.21
Vigo County Public Library - West	NSI R/S Professional Services	\$2,744.75	1	\$2,744.75
Subtotal				<b>\$16,745.15</b>



## Acceptance

The acceptance of this bid, **NSI Quote #080228**, requires the signature of both Vigo County Public Library and Network Solutions, Inc. The issuance of the purchase order for this response may be contingent upon Vigo County Public Library E-Rate Funding approval.

Manufacturer bundle pricing may have been used in order to achieve the lowest possible prices for hardware and software for your organization. If your organization chooses to purchase part of the hardware and software quoted bundled, pricing may not be available. Additional fees may apply. Please contact Bill Tadevich for additional details.

All labor quoted with this bid response is expected to be performed during normal business hours (Monday through Friday, from 8 AM to 5 PM). If labor is required outside of normal business hours, additional fees may apply.

Per USAC requirements, customer agrees to provide Network Solutions, Inc. a signed document authorizing Network Solutions, Inc. to proceed with this project prior to filing the FORM 471. Customer also agrees to promptly submit Form 471 along with the authorization document to USAC.

**Below is a breakdown of the Base Bid, if Vigo County Public Library is only accepting portions of the base bid, please indicate which sites Vigo County Public Library is accepting:**

Accepted	Base Bid Locations	Dollar Amount
	12 Points	\$44,313.32
	West	\$16,745.15
Base Bid Total:		<b>\$61,058.47</b>

## Payment Method

Please choose a preferred method of payment for Quote #080228:

\_\_\_\_\_ **Form 472** Billed Entity Applicant Reimbursement (**BEAR**) Form - Order will be processed upon a Purchase Order for full price. Customer is responsible for getting reimbursement from USAC.

\_\_\_\_\_ **Form 474** Service Provider Invoice (**SPI**) Form - Order will be processed once fully funded by USAC at discounted price. Customer is responsible for their portion as well as any amounts not paid by USAC.

### GRAND TOTAL (Please Select):

\_\_\_\_\_ Base Bid Only - Grand Total Accepted as indicated above.

\_\_\_\_\_ Accepting Parts of Bid, please calculate total: Grand Total Accepted: \$ \_\_\_\_\_

Acceptance of this bid is for the funding year [2022](#), which dictates the following contract dates: 7/1/2022 - 9/30/2023, unless what is being purchased is for a service (Managed Internal Broadband Services, Basic Maintenance of Internal Connections, etc.) which is only contracted from 7/1/2022 - 6/30/2023.

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Agreed to:  
Vigo County Public Library

By: \_\_\_\_\_  
(Authorized Signature)

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

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

Agreed to:  
Network Solutions, Inc

By: Bill Tadevich  
(Authorized Signature)

Name: Bill Tadevich

Date: 03/09/2022



## Terms and Conditions

1. **SHIPPING AND HANDLING.** All equipment purchased by Customer (the "Equipment") is provided FOB at the shipping location. Shipment will be made as specified by Customer and Customer is solely responsible for all expenses in connection with the delivery of the Equipment. The Equipment will be deemed accepted by Customer upon receipt.
2. **PURCHASE PRICE AND TAXES.** Customer shall pay to Network Solutions, Inc. the purchase price set forth in the applicable invoice ("Purchase Price") for each item of Equipment and installation. Customer hereby grants and Network Solutions, Inc. reserves a purchase money security interest in the Equipment and the proceeds thereof as a security for its obligations hereunder until payment of the full Purchase Price to Network Solutions, Inc. Customer authorizes Network Solutions, Inc. to file financing statements to perfect its purchase money security interest. Customer acknowledges that in the event of Customer's default and the exercise by Network Solutions, Inc. of its security interest in the Equipment, all of Customer's systems and activities which depend on the Equipment will be disrupted or rendered inoperable. The Purchase Price is due and payable upon delivery of the Equipment in accordance with the terms on the face of the invoice. Customer shall pay all taxes and other governmental charges assessed in connection with the rental, use or possession of the Equipment including, without limitation, any and all sales and/or use taxes and personal property taxes.
3. **PAST DUE INVOICES.** Invoices are past due the day following the date payment is due. Interest charges shall accrue from that date. In the event of past due invoices, Customer agrees to pay to Network Solutions, Inc., as interest, an amount equal to 2% per month, or the maximum provided by law, (whichever is less) for invoice amounts that are past due. Should Network Solutions, Inc. be forced to initiate legal action to collect unpaid amounts from past due invoices, Customer agrees to pay Network Solutions, Inc.'s reasonable attorney's fees and costs of collection in addition to the interest described above.
4. **TITLE.** Customer shall acquire title to the Equipment upon full payment of the purchase price(s) set forth herein. Notwithstanding the foregoing, Network Solutions, Inc. and any licensor of rights to Network Solutions, Inc. shall retain title to and rights in the intellectual property (whether or not subject to patent or copyright) and content contained in the materials supplied under the terms of this Agreement.
5. **RETURNS.** All returns must be approved by Network Solutions, Inc. and a RMA number assigned prior to return shipment. Customary restocking fees of 15% will apply to all non-defective returns. Returns delivered to Network Solutions, Inc. without prior consent will be rejected and returned. If evaluation product is not returned at the end of the evaluation period, evaluation unit invoices are due and payable on the day following the invoice date.
6. **SELECTION OF EQUIPMENT; MANUFACTURER WARRANTY.** Customer acknowledges that customer has selected the Equipment and disclaims any statements made by Network Solutions, Inc. Customer acknowledges and agrees that use and possession of the Equipment by Customer shall be subject to and controlled by the terms of any manufacturer's or, if appropriate, supplier's warranty, and Customer agrees to look solely to the manufacturer or, if appropriate, supplier with respect to all mechanical, service and other claims, and the right to enforce all warranties made by said manufacturer are hereby, to the extent Network Solutions, Inc. has the right, assigned to Customer. **THE FOREGOING WARRANTY IS THE EXCLUSIVE WARRANTY AND IS IN LIEU OF ANY ORAL REPRESENTATION AND ALL OTHER WARRANTIES AND DAMAGES, WHETHER EXPRESSED, IMPLIED OR STATUTORY. NETWORK SOLUTIONS, INC. HAS NOT MADE NOR DOES MAKE ANY OTHER WARRANTIES OF ANY KIND, EXPRESSED OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY, OR OF NONINFRINGEMENT OF THIRD PARTY RIGHTS AND AS TO NETWORK SOLUTIONS, INC. AND ITS ASSIGNEES, CUSTOMER PURCHASES THE EQUIPMENT "AS IS".**
7. **LIMITATION OF LIABILITY.** Network Solutions, Inc.'s entire liability for any damages which may arise hereunder, for any cause whatsoever, and regardless of the form of action, whether in contract or in tort, including Network Solution, Inc.'s negligence, or otherwise, shall be limited to the Purchase Price paid by Customer for the Equipment. **IN NO EVENT WILL NETWORK SOLUTIONS, INC. BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, OR FOR ANY LOSS OF BUSINESS OR PROSPECTIVE BUSINESS OPPORTUNITIES, PROFITS, SAVINGS, INFORMATION, USE OR OTHER COMMERCIAL OR ECONOMIC LOSS, EVEN IF NETWORK SOLUTIONS, INC. HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**
8. **GOVERNING LAW; DISPUTE RESOLUTION.** This Agreement is made under and will be governed by and construed in accordance with the laws of the State of Indiana (except that body of law controlling conflicts of law) and specifically excluding from application to this Agreement that law known as the United Nations Convention on the International Sale of Goods. The parties will endeavor to settle amicably by mutual discussions any disputes, differences, or claims whatsoever related to this Agreement. Failing such amicable settlement, any controversy, claim, or dispute arising under or relating to this Agreement, including the existence, validity, interpretation, performance, termination or breach thereof, the parties to this Agreement hereby consent to jurisdiction and venue in the courts of the state of Indiana.
9. **SUBSCRIPTION TERM.** For Active User Subscription services provided for a specified term, the following applies:
  - A purchase of an Active User Subscription is an obligation on the part of the Customer to purchase that service for the duration of the Subscription term. The Subscription Term may be for one (1), two (2), three (3) or five (5) years.
  - Network Solutions, Inc has a constant obligation to recalculate the Subscription quantity and Minimum Subscription Fee at the end of every subscription period, should the Subscription quantity increase. Customer agrees to compensate Network Solutions based on the actual Subscription quantity at the end of the Subscription period. Each consecutive twelve (12) month period in a Subscription Term is a Subscription Period.
  - A subscription may not be terminated without cause by either party at any time during the Subscription Term. The Subscription Term shall begin from the earlier of (a) the service activation date, or (b) upon expiration of the Activation Grace Period adjusted for any delay in subject to the Activation Grace Period section.
10. **NON-SOLICIT.** Customer agrees that, during the term of this Agreement and for a period of one (1) year thereafter, customer shall not without NSI's written consent, directly or indirectly: Solicit any personnel of NSI or its affiliates to accept any employment with customer or any other employer. In the event that customer breaches its obligations listed, then customer shall pay to NSI an amount equal to \$100,000 (Liquidated Damages). The parties intend that the NSI Breach Liquidated Damages constitute compensation, and not a penalty. The parties acknowledge and agree that NSI's harm caused by such breach would be impossible or very difficult to accurately estimate, and the NSI breach Liquidated Damages are a reasonable estimate of the anticipated or actual harm that might arise from such breach by customer.
11. **MISCELLANEOUS.** The above terms and conditions are the only terms and conditions upon which Network Solutions, Inc. is willing to sell the Equipment and supersede all



previous agreements, promises or representations, oral or written. (ELDS01 JST 139057v2)



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

The Board of Trustees of the Vigo County Public Library at the regularly scheduled meeting held March 21, 2022, at which a quorum was present, makes the following findings and adopts the following resolution;

**BE IT RESOLVED**

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

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

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

**ADOPTED THIS 21<sup>st</sup> DAY OF MARCH, 2022.**

**AYE**

**NAY**

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## **EXHIBIT “A”**

### **VIGO COUNTY PUBLIC LIBRARY**

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

- HP Envy Laptops (5)
- HP ProBook Laptops (9)
- Sony Vaio Laptop
- Earise Speaker & Mic
- Dremel 3D40 3D Printer (2)
- Dremel Digilab 3D45 3D Printer
- Wood CD Display Units (6)
- Sawhorses (3)
- Metal Barrier Gates (4)
- Metal 2 Drawer Lateral File Cabinet
- Wood Chairs (6)
- Wood 3 Shelf Bookcase
- Manual Projector Screens (2)
- Power Projector Screen
- 6’ Ladder
- 8’ Ladder
- iPad 2
- PlayStation 3
- 3x4 Bulletin Board
- 48” Mini-Blind
- Office Doors (6)
- Entry Door
- 14 Rolling Plastic Chairs
- Plastic Drafting Chairs (3)
- Rolling Desk Chairs (2)
- Wood Benches (2)
- 10 x 10 E-Z Up Canopies (3)
- Janitor Cart
- Purple Cabinet
- 5’ Oval Wood Table
- Mop Buckets (2)
- Slat Wall Shelves (15)
- Interior Dutch Door
- Nintendo Wi
- Wi-Fit Board and Game
- Tree Toss Game
- Frog Game
- Sit and Spin
- Play Kitchen
- Baby Doll Crib
- Play Ship
- HP Probook 4520 (2)
- Nexus Tablets (4)

**03/21/2022**