

# A G E N D A

**REGULAR MEETING  
VIGO COUNTY PUBLIC LIBRARY  
Monday, April 18, 2022, 5:30 PM  
Vigo County Public Library  
One Library Square  
Terre Haute, IN 47807**

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

1. **Call to Order and Roll Call of Members**
2. **Public Input on Action Items**
3. **Consideration of Minutes of March 21, 2022, Regular Meeting** 2
4. **Treasurer's Report**
  - A. Monthly Financial Statement 5
  - B. Claims and Payroll 6
  - C. Special Claims
  - D. Gift Fund Report 22
5. **Reports to the Library Board**
  - A. VITA Service ~ Jeanette Bouchie
6. **Director's Report** 23
7. **Old Business**
  - A. Update on 12 Points Purchase Agreement 31
8. **New Business**
  - A. Resolution on Surplus Property 45
  - B. Washroom Remodel 47
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Regular Meeting:** Monday, May 16, 2022 at 5:30 p.m., Lifelong Learning Center.
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 March 2022, the following persons were present:

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

**Library Staff Present:** Kristi Howe; Dennis Shepard; Amy Gibson; Lauren Elyea; Heather Rayl; Eric Fisher; and Cindy Bhatti. **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 February 21, 2022, regular meeting, made by Goulding, seconded by Young, passed.

## **TREASURER'S REPORT**

### **Monthly Cash Statement**

Dennis Shepard presented the Cash Statement for the period ending February 28, 2022 (copy attached to official minutes).

### **Claims and Payroll**

Mr. Shepard presented the Month End Claims dated February 28, 2022 in the amount of \$49,748.79 (Library Operating, \$48,939.10; Gift Fund, \$809.69; Grants, \$0); Library Operating Claims dated March 21, 2022, in the amount of \$87,495.51 (Library Operating Fund, \$85,185.81, Gift Fund, \$1,052.37; Grants, \$1,257.33.) (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

### **Special Claims**

There were no special claims.

### **Gift Fund Report**

Mr. Shepard presented the Gift Fund report dated February 28, 2022 for \$57,724.87.

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

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

**REPORTS TO THE LIBRARY BOARD**

**Smithsonian Water/Ways Exhibition in West Terre Haute**

West Branch Manager Eric Fisher presented on the Smithsonian Water/Ways Exhibition in West Terre Haute. Water/Ways is part of Museum on Main Street, a collaboration between the Smithsonian Institution and state humanities councils nationwide. The Museum on Main Street program works with rural communities to design and host high-quality exhibits and provide launching points for local history and story-telling. Water/Ways was brought to West Terre Haute thanks to Wabash Valley Riverscape, who was one of many who applied for their towns to receive this Smithsonian exhibit. The exhibit was interactive with videos, had hands-on experiences, and highlighted the environmental, cultural, and historic importance of water in our lives. The entire exhibition was open from November 20, 2021 through January 2, 2022 at the Vigo County School Corporation Administrative offices. VCPL West Branch hosted a Speaker Series that tied the exhibit to the Wabash River and local history. The Speaker Series included 14 speakers from the following organizations: Indiana State University, Rose-Hulman University, St. Mary-of-the-Woods College, Ivy Tech College, Indiana Department of Natural Resources, the Miami Tribe of Oklahoma, Swope Art Museum and Nature Conservancy of Indiana. VCPL recorded each of the sessions and made them available on YouTube. This was a great opportunity for VCPL to serve as a convening point for all of these different organizations to provide educational and engaging presentations for our community.

**DIRECTOR'S REPORT**

Ms. Howe commented on her written report.

Ms. Howe noted that she received an update from the company who is completing the environmental study on the potential 12 Points location. They have been able to drill and collect samples and indicated that they are running tests and preparing to have a report to the library by the end of the month. The closing date is still targeted for the end of April 2022.

Ms. Howe gave an update on the closing of the Legislative session. The bill with inserted language that would make libraries and libraries staff and schools and school staff subject to felony charges for having materials deemed harmful to minors was defeated.

Ms. Howe mentioned additional items VCPL has been working on; including onboarding new staff and hosting a new hire luncheon for the 16 new staff members who began working at the Library in the last year. The Library has paid for a number of staff to become Notary Publics, both to replace Notaries who have left or retired and to keep up with the demand for the service. VCPL also added a provision in the insurance to protect Notaries in the event of a claim. Ms. Howe also noted that several staff completed the IRS training required to offer free tax assistance service with Volunteer Income Tax Assistance (VITA) to customers who meet the qualifications.

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

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

**E-Rate Funding for 12 Points Branch**

Ms. Howe explained that as a public library, VCPL is eligible for federal E-Rate funding. There are two proposals this evening: the first is to utilize Category I funding to go towards internet costs for the 12 Points Branch and moving forward with the RFP for Frontier Communication for the 1<sup>st</sup> year, until we can utilize the consortium in the next cycle. The second is for Category II funding, which is primarily for the infrastructure at the 12 Points Branch, with a small portion to expand the infrastructure at the West Branch, and moving forward with the RFP for Network Solutions.

A motion to approve the Letters of Intent to purchase Frontier Communications and Network Solutions (contingent upon the purchase of the location), made by Young, seconded by Golding, passed. (Copies of the Letters of Intent and RFPs for Frontier Communications and Network Solutions attached to the official minutes.)

**Resolution on Sale of Surplus Property**

A motion to approve the Resolution on Sale of Surplus Property, made by Young, seconded by Goulding, passed. (Copy of Resolution and Exhibit A attached to official minutes.)

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

No suggestions.

**NEXT MEETING**

Regular Meeting, Monday, April 18, 2022, at 5:30 p.m. at the Main Library.

**ADJOURNMENT**

A motion to adjourn the meeting made by Young, seconded by Jones, passed. The meeting adjourned at 6:12 p.m.

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

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

**ABSENT**

**ABSENT**

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

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

**ABSENT**

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

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

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

## Vigo County Public Library

Cash Statement  
Vigo County Public Library  
March 2022

Account Title Number	Beginning MTD Balance YTD Balance	MTD Debits YTD Debits	MTD Credits YTD Credits	Ending Balance	MTD Change YTD Change
Cash Library Operating Fund 100-01-1010	5,449,947.09 6,507,346.25	101,621.87 304,160.55	577,331.41 1,837,269.25	4,974,237.55	(475,709.54) (1,533,108.70)
Cash Gift Fund 200-00-1010	57,724.87 58,294.97	10,512.20 12,420.66	3,348.28 5,826.84	64,888.79	7,163.92 6,593.82
Cash Rainy Day Fund 201-00-1010	1,748,249.16 1,748,249.16	0.00 0.00	0.00 0.00	1,748,249.16	0.00 0.00
Cash Grants 276-00-1010	(11,659.10) (13,163.42)	5,144.44 56,093.03	1,257.33 50,701.60	(7,771.99)	3,887.11 5,391.43
Cash Public Library Access Car 800-00-1010	65.00 0.00	0.00 130.00	0.00 65.00	65.00	0.00 65.00
Cash-Payroll Withholdings 803-00-1010	1,183.96 1,038.88	72,658.00 256,501.96	72,658.00 256,356.88	1,183.96	0.00 145.08

<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>
*22703	AFRICAN AMERICAN CULTURAL	100	<i>Check</i>	<b>264.97</b>	<b>56622</b>	BIG READ PROGRAM SPONSORSHIP
*22591	LIBRARY IDEAS LLC*	100	<i>Check</i>	<b>715.65</b>	<b>56623</b>	AUDIO REC BOOKS
*22614	MCMURRAY*KIM	100	<i>Check</i>	<b>100.00</b>	<b>56624</b>	VOICEOVER FOR THE BIG READ COMM
*22698	PURPOSEFUL DESIGN*	100	<i>Check</i>	<b>33,427.00</b>	<b>56625</b>	TABLES FOR SPC
						Total Count: <b>4</b>
						Total Amount: <b>34,507.62</b>
*22607	ADP INC - AUTOPAY II*	100	<i>ACH</i>	<b>982.46</b>	<b>6390</b>	PAYROLL SERVICES
*22595	AMAZON.COM LLC*	100	<i>ACH</i>	<b>517.20</b>	<b>6391</b>	SUPPLIES FOR ORIGAMI & CALLIGRAPH
*22596	AMAZON.COM LLC*	100	<i>ACH</i>	<b>281.20</b>	<b>6392</b>	ORIGAMI PAPER FOR YS PROGRAM
*22597	AMAZON.COM LLC*	100	<i>ACH</i>	<b>4.48</b>	<b>6393</b>	CIRC PRINT MATERIAL
*22600	AMAZON.COM LLC*	100	<i>ACH</i>	<b>82.72</b>	<b>6394</b>	DISINFECTANT WIPES AND RECEIPT PA
*22601	AMAZON.COM LLC*	100	<i>ACH</i>	<b>157.60</b>	<b>6395</b>	BAGS FOR YS KITS
*22602	AMAZON.COM LLC*	100	<i>ACH</i>	<b>19.55</b>	<b>6396</b>	DVD/VIDEO MATERIAL
*22603	AMAZON.COM LLC*	100	<i>ACH</i>	<b>26.21</b>	<b>6397</b>	DVD/VIDEO MATERIAL
*22604	AMAZON.COM LLC*	100	<i>ACH</i>	<b>19.98</b>	<b>6398</b>	RAMADAN DECORATION
*22605	AMAZON.COM LLC*	100	<i>ACH</i>	<b>13.99</b>	<b>6399</b>	DVD/VIDEO MATERIAL
*22611	AMAZON.COM LLC*	100	<i>ACH</i>	<b>77.33</b>	<b>6400</b>	VIDEO GAMES
*22621	AMAZON.COM LLC*	100	<i>ACH</i>	<b>11.99</b>	<b>6401</b>	DVD/VIDEO MATERIAL
*22639	AMAZON.COM LLC*	100	<i>ACH</i>	<b>46.98</b>	<b>6402</b>	TISSUES
*22654	AMAZON.COM LLC*	100	<i>ACH</i>	<b>65.99</b>	<b>6403</b>	STORAGE TOTES
				<b>6</b>		

<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>
*22660	AMAZON.COM LLC*	100	ACH	394.00	6404	STANDING DESK CONVERTER
*22665	AMAZON.COM LLC*	100	ACH	55.87	6405	CIRC PRINT MATERIAL
*22666	AMAZON.COM LLC*	100	ACH	14.99	6406	CLIPBOARD FOR LUKE
*22675	AMAZON.COM LLC*	100	ACH	234.86	6407	VIDEO GAMES
*22676	AMAZON.COM LLC*	100	ACH	296.76	6408	SUPPLIES FOR CHOOSE OWN ART ADV
*22677	AMAZON.COM LLC*	100	ACH	52.27	6409	OFFICE DESK SUPPLIES
*22678	AMAZON.COM LLC*	100	ACH	99.98	6410	CP185 BATTERIES FOR RADIOS
*22655	B & H PHOTO ELECTRONICS*	100	ACH	57.81	6411	GAFFER TAPE
*22592	BAKER & TAYLOR INC*	100	ACH	3,656.15	6412	CIRC PRINT MAT, YS MAT
*22668	BAKER & TAYLOR INC*	100	ACH	4,110.87	6413	CIRC PRINT MAT, REF MAT, YS MAT
*22612	BRODART COMPANY*	100	ACH	75.78	6414	WIRE SUPPORTS FOR MATERIALS SHEI
*22663	DEMCO, INC*	100	ACH	307.70	6415	BOOK STANDS
*22674	DEMCO, INC*	100	ACH	70.94	6416	EARTH DAY ACTIVITY FOR ISU EVENT
*22667	E-Z CLEAN INC*	100	ACH	84.35	6417	SUPPLIES
*22636	EXPRESS SERVICES INC*	100	ACH	863.60	6418	PART TIME STAFFING
*22594	GALE/CENGAGE LEARNING*	100	ACH	23.99	6419	CIRC PRINT MATERIAL
*22670	GALE/CENGAGE LEARNING*	100	ACH	314.82	6420	CIRC PRINT MATERIAL
*22671	MELCHO*ANGELINA	100	ACH	10.71	6421	SPRING 22 TEXTBOOK REIMBURSEMEN
*22672	MELCHO*ANGELINA	100	ACH	1,326.00	6422	SPRING 22 TUITION REIMBURSEMENT
*22590	MIDWEST TAPE*	100	ACH	7 871.78	6423	DVD/VIDEO MATERIAL
*22669	MIDWEST TAPE*		ACH	2,366.72	6424	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>
*22673	RICOH USA INC*	100	<i>ACH</i>	1,458.78	6425	COPIER LEASE
		100				
						Total Count: 36
						Total Amount: 19,056.41
*22593	CENTER POINT LARGE PRINT*	100	<i>E-pay</i>	22.17	8716	CIRC PRINT MATERIAL
*22606	MIDLAND PAPER COMPANY INC	100	<i>E-pay</i>	295.00	8717	INK FOR LARGE FORMAT PRINTER
*22608	UNITED PARCEL SERVICE*	100	<i>E-pay</i>	150.00	8718	SHIPPING SERVICE
*22610	APPLE HOUSE*THE	100	<i>E-pay</i>	54.00	8719	MULCH
*22609	APPLE HOUSE*THE	100	<i>E-pay</i>	54.00	8720	MULCH
*22613	FUN EXPRESS, LLC*	100	<i>E-pay</i>	180.75	8721	CRAFT SUPPLIES FOR PASSIVE PROGR
*22615	CNA INSURANCE*	100	<i>E-pay</i>	4,778.00	8722	CYBER LIABILITY INSURANCE
*22616	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	388.61	8723	MAIN SEWAGE BILLING
*22617	OVERDRIVE*	100	<i>E-pay</i>	12,000.00	8724	ANNUAL OVERDRIVE CONSORTIUM
*22620	MIDLAND PAPER COMPANY INC	100	<i>E-pay</i>	295.00	8725	INK FOR LARGE FORMAT PRINTER
*22622	APPLE HOUSE*THE	100	<i>E-pay</i>	54.00	8726	MULCH
*22598	APPLE HOUSE*THE	100	<i>E-pay</i>	54.00	8727	MULCH
*22623	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	10.00	8728	LAUNDERING OF MAIN TABLECLOTHS
*22640	REPUBLIC SERVICES OF WEST	100	<i>E-pay</i>	393.66	8740	MAIN TRASH SERVICE
*22644	FULTON AIR BALANCE*	100	<i>E-pay</i>	4,974.00	8741	TOTAL AIR BALANCE SERVICE
*22653	PURITAN WATER CONDITIONIN	100	<i>E-pay</i>	1,334.14	8749	WATER SOFTENER REPAIR
*22548	CAPITAL ONE	100	<i>E-pay</i>	8 35.48	8750	SUPPLIES FOR BIG READ STORY TIME

<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>
*22657	T-MOBILE USA, INC.*	100	<i>E-pay</i>	1,033.20	8751	MAIN HOTSPOT DATA
*22658	T-MOBILE USA, INC.*	100	<i>E-pay</i>	145.98	8752	WEST HOTSPOT DATA
*22659	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	10.00	8753	LAUNDERING OF MAIN TABLECLOTHS
*22588	SAM'S CLUB DIRECT*	100 200	<i>E-pay</i>	458.48	8754	PROGRAM SUPPLIES
*22679	ARAMARK UNIFORM SERVICES	100	<i>E-pay</i>	151.35	8755	WEST MAT SERVICE
*22680	UNITED PARCEL SERVICE*	100	<i>E-pay</i>	50.00	8756	SHIPPING SERVICE
*22681	VERIZON - WIRELESS*	100	<i>E-pay</i>	205.44	8757	PHONE SERVICE
*22682	PARKE COUNTY SENTINEL *	100	<i>E-pay</i>	47.00	8758	NEWSPAPERS
*22683	CENTER POINT LARGE PRINT*	100	<i>E-pay</i>	228.30	8759	CIRC PRINT MATERIAL
*22685	OFFICE DEPOT*	100	<i>E-pay</i>	31.55	8760	OFFICE SUPPLIES
*22686	OFFICE DEPOT*	100	<i>E-pay</i>	6.68	8761	OFFICE SUPPLIES
*22687	OFFICE DEPOT*	100	<i>E-pay</i>	15.54	8762	OFFICE SUPPLIES
*22461	VISA CARD SERVICES	100 200	<i>E-pay</i>	5,595.17	8763	VARIOUS SUPPLIES, TRAVEL, REGISTR.
*22524	KROGER*	100 200	<i>E-pay</i>	145.14	8764	PROGRAM SUPPLIES
*22696	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	22.04	8765	MAIN IRRIGATION SERVICE
*22697	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	402.90	8766	MAIN WATER SERVICE
*22699	OFFICE DEPOT*	100	<i>E-pay</i>	51.52	8767	CARD STOCK FOR PR
*22700	OFFICE DEPOT*	100	<i>E-pay</i>	99.38	8768	OFFICE SUPPLIES
*22704	ARAMARK UNIFORM SERVICES	100	<i>E-pay</i>	320.54	8769	MAIN MAT SERVICE
*22705	DLC MEDIA, INC.*		<i>E-pay</i>	500.00	8770	NEA BIG READ RADIO COMMERCIAL

<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>
		200				
*22706	DLC MEDIA, INC.*		E-pay	500.00	8771	NEA BIG READ RADIO COMMERCIAL
		200				

Total Count: 38  
Total Amount: 35,093.02

Grand Total Fund 100:	86,361.14
Grand Total Fund 200:	2,295.91
Grand Total Fund 201:	0.00
Grand Total Fund 203:	0.00
Grand Total Fund 276:	0.00
Grand Total Fund 300:	0.00
Grand Total Fund 400:	0.00
Grand Total Fund 800:	0.00

Grand Total Count:	78
Grand Total Amount:	88,657.05

## ACCOUNTS PAYABLE VOUCHER

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

<b>Payee</b> <b>576</b>  <b>VISA CARD SERVICES</b> <b>CARD SERVICES</b> <b>PO BOX 875852</b> <b>KANSAS CITY, MO 64187-5852</b>	<b>Purchase Order No.</b>  220151, 220329, 220328, 220388, 220408, 220411, 220437, 220261 220409, 220317, 220314, 220223 220316, 220348, 220367, 220377 220430, 220353, 220459, 220439 220464, 220291, 220536  <b>Terms</b> <b>E-PAY</b> <b>Date Due</b> <b>3/31/2022</b>
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Invoice Date	Invoice Number	Description (or attach invoice(s))	Amount	
2/19/2022	7465736E4021 3N566	PAPERTURN- ANNUAL SUBSCRIPTION	900	00
2/25/2022	2420429E8006 4AJAG	FACEBOOK- FRIENDS SALES FACEBOOK AD BOOSTS	20	26
3/10/2022	2444500EM8P T6KD26	CHICAGO BOOKS AND JOURNALS- NATIONAL LIBRARY WEEK GRAPHICS	27	12
3/10/2022	2444500EM8P T6KQZK	CHICAGO BOOKS AND JOURNALS- NATIONAL LIBRARY WEEK GRAPHICS	73	83
2/16/2022	2444500E22X9 AEWGG	WALMART- KIT SUPPLIES FOR MARCH AND APRIL	11	29
2/21/2022	2473309E5BL K49RYY	IN BIZ- NOTARY BACKGROUND CHECK- A GIBSON	16	32
2/21/2022	2473309E5BL K49TE3	IN BIZ- NOTARY FEE- A GIBSON	75	00
3/2/2022	2420429EQ0Q T2SDNX	GOOGLE WORKSPACE	72	00
3/2/2022	2449215EDS1E 07Z28	VISTAPRINT- FRIENDS ENVELOPES	142	08
3/2/2022	722921SEDS1 EAED19	CREDIT- VISTAPRINT- FRIENDS ENVELOPES- SALES TAX REFUND	-9	30
3/4/2022	2449216EF000 NMY0B	BROWN DOG GADGETS- TECH TEAM PROGRAM SUPPLIES	185	20
3/7/2022	2413746EK2X B2G6BD	MENARDS- SHELVING FOR STAFF ASSOCIATION	101	39
3/9/2022	2449216EL000 ZH888	HOMELESSTRAINING.COM- ANNUAL SUBSCRIPTION- HOMELESS TRAINING	1149	00

2/21/2022	2443099E5BM BZPLFF	GODADDY.COM- WILDCARD SSL RENEWAL	1399	96
2/18/2022	2471705E24Q5 BPKJR	UNIVERSITY OF WISCONSIN- CONFERENCE REGISTRATION	150	00
2/21/2022	2469216E42X9 W1EVY	MACKSVILLE COFFEE COMPANY- STAFF TRAINING AWARD	44	89
2/19/2022	2449216E2000 HXQ86	NAMECHEAP- FRIENDS DOMAIN RENEWAL (2 YEARS)	30	32
2/21/2022	2407280E4BL GYZF3Y	JOANN FABRIC AND CRAFT STORES- CRICUT SUPPLIES	75	35
2/25/2022	2469216E82XT 46PM5	AMERICAN ASSOCIATION OF NOTARIES- NOTARY SUPPLY KIT- A GIBSON	56	90
3/1/2022	2411343EQ8R 28B559	RAGLADY- MICROFIBER TOWELS FOR MAINTENANCE	301	90
3/3/2022	2413746EF5SD T3FLD	HOBBY LOBBY- SUPPLIES FOR BELOVED	79	41
3/10/2022	24399900EM8J TK0DAG	BEST BUY- IPAD FOR FREINDS	329	99
3/11/2022	2444500EN00P DL3K5	PAPA JOHNS- FOOD FOR ESL BIG READ MEIJER- LEGISLATIVE	59	41
3/11/2022	2469216EP2X NE9WES	CRACKERBARREL- GIFT CARD FOR RONDRELL MOORE	54	95
3/14/2022	2469216ET2X Q6GS6E	ERIC'S HUMBLE PIES- PIE FOR PI DAY	190	00
3/15/2022	2469216ES2X K0EEQA	AMERICAN ASSOCIATION OF NOTARIES- NOTARY SUPPLY KIT- X SAUNDERS	57	90
<b>TOTAL</b>			<b>5595</b>	<b>17</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.	<b>PAYEE</b>	
Charge These Appropriations			
Account Number	Account Name	Amount	
4129	100-01	1149.00	

<b>4245</b>	<b>100-01</b>	<b>44.89</b>	
<b>4314</b>	<b>100-01</b>	<b>16.32</b>	
<b>4325</b>	<b>100-01</b>	<b>15.00</b>	
<b>4441</b>	<b>100-01</b>	<b>86.39</b>	
<b>4213</b>	<b>100-02</b>	<b>99.90</b>	<b>APPROVED</b>
<b>4314</b>	<b>100-02</b>	<b>75.00</b>	<b>, 2022</b>
<b>4325</b>	<b>100-02</b>	<b>14.90</b>	
<b>4221</b>	<b>100-03</b>	<b>301.90</b>	<b>In the amount of \$</b>
<b>4245</b>	<b>100-04</b>	<b>86.64</b>	
<b>4324</b>	<b>100-04</b>	<b>150.00</b>	
<b>4244</b>	<b>100-06</b>	<b>173.00</b>	
<b>4325</b>	<b>100-06</b>	<b>12.20</b>	
<b>4314</b>	<b>100-09</b>	<b>72.00</b>	
<b>4362</b>	<b>100-09</b>	<b>1399.96</b>	
<b>4245</b>	<b>100-11</b>	<b>100.95</b>	
<b>4310</b>	<b>100-11</b>	<b>900.00</b>	
<b>4245</b>	<b>100-12</b>	<b>79.41</b>	
<b>4245</b>	<b>200-00</b>	<b>190.00</b>	
<b>4213</b>	<b>200-72</b>	<b>120.79</b>	
<b>4245</b>	<b>200-72</b>	<b>419.72</b>	
<b>4325</b>	<b>200-72</b>	<b>11.99</b>	
<b>4331</b>	<b>200-72</b>	<b>20.26</b>	
<b>4245</b>	<b>200-92</b>	<b>54.95</b>	
	<b>Total</b>	<b>5,595.17</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>
*22635	KHOURY, JESSICA*	100	Check	1,445.06	56626	BATTLE OF THE BOOKS SPEAKER FEE
*22756	ICONIC DIGITAL MARKETING LI	100	Check	6,750.00	56627	WEBSITE REDESIGN
*22798	INTELLI-BUILDING CONTROL &	100	Check	7,000.00	56628	ANNUAL SERVICE AGREEMENT
*22774	MONROE, NAJAH*	100	Check	150.00	56629	BIG READ PERFORMANCE AT THE SWC
*22824	PALMBERG, JANET*	100	Check	200.00	56630	ARTIST ON ART PIANO COMPONENT
*22701	SQUARE DONUTS*	100	Check	84.00	56631	DONUTS FOR APRIL STAFF INSTITUTE
*22823	WABASH VALLEY MASSAGE*	200	Check	660.00	56632	STAFF INSTITUTE CHAIR MESSAGES
*22641	WATERHOG FLOOR MATS*	100	Check	4,247.94	56633	FLOOR MATS
					Total Count:	8
					Total Amount:	20,537.00
*22711	ADP INC - AUTOPAY II*	100	ACH	708.95	6426	PAYROLL SERVICES
*22729	AMAZON.COM LLC*	100	ACH	42.95	6427	EARBUDS
*22730	AMAZON.COM LLC*	100	ACH	198.45	6428	OUTREACH & PROGRAMMING SUPPLIE
*22731	AMAZON.COM LLC*	100	ACH	26.67	6429	FLASHDRIVES FOR WEST BRANCH
*22732	AMAZON.COM LLC*	100	ACH	11.59	6430	HEAVY DUTY SEWING KIT
*22733	AMAZON.COM LLC*	100	ACH	68.81	6431	PROGRAMMING SUPPLIES
*22734	AMAZON.COM LLC*	100	ACH	37.99	6432	LAMINATING SHEETS
*22735	AMAZON.COM LLC*	100	ACH	679.05	6433	VIDEO GAMES
*22736	AMAZON.COM LLC*	100	ACH	39.99	6434	VIDEO GAMES
*22737	AMAZON.COM LLC*	100	ACH	664.98	6435	TABLECLOTH STORAGE
				14		

<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>
*22738	AMAZON.COM LLC*	100	ACH	16.98	6436	KIT SUPPLIES
*22739	AMAZON.COM LLC*	100	ACH	118.69	6437	KIT SUPPLIES
*22740	AMAZON.COM LLC*	100	ACH	39.99	6438	CIRC PRINT MATERIAL
*22741	AMAZON.COM LLC*	100	ACH	67.94	6439	ITEMS FOR DEPT DISPLAY
*22742	AMAZON.COM LLC*	100	ACH	29.95	6440	REF MATERIAL
*22743	AMAZON.COM LLC*	100	ACH	121.34	6441	SUPPLIES FOR TEEN BOARD GAME NIG
*22744	AMAZON.COM LLC*	100	ACH	99.98	6442	SUPPLIES FOR CHOOSE OWN ART ADV
*22745	AMAZON.COM LLC*	100	ACH	62.93	6443	ORGANIZING CONTAINERS
*22746	AMAZON.COM LLC*	100	ACH	54.99	6444	VIDEO GAMES
*22747	AMAZON.COM LLC*	100	ACH	239.70	6445	STORYTIME SUPPLIES
*22748	AMAZON.COM LLC*	100	ACH	35.33	6446	ART HACKS SUPPLIES
*22749	AMAZON.COM LLC*	100	ACH	126.88	6447	LAUNDRY BAGS AND STANDS
*22750	AMAZON.COM LLC*	200	ACH	23.62	6448	BOX LABELS FOR FRIENDS
*22751	AMAZON.COM LLC*	100	ACH	19.27	6449	DVD/VIDEO MATERIAL
*22752	AMAZON.COM LLC*	100	ACH	464.18	6450	VIDEO GAMES
*22758	AMAZON.COM LLC*	100	ACH	12.99	6451	OUTREACH & PROGRAMMING SUPPLIE
*22759	AMAZON.COM LLC*	100	ACH	49.98	6452	D BATTERIES
*22760	AMAZON.COM LLC*	100	ACH	348.76	6453	3D PRINTING FILAMENT
*22761	AMAZON.COM LLC*	100	ACH	10.99	6454	SUPPLIES FOR KITS
*22787	AMAZON.COM LLC*	100	ACH	28.42	6455	3D PRINTING FILAMENT
*22788	AMAZON.COM LLC*	100	ACH	39.99	6456	VIDEO GAMES

<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>
*22789	AMAZON.COM LLC*	100	ACH	61.99	6457	SHELVING UNIT
*22796	AMAZON.COM LLC*	100	ACH	39.68	6458	CIRC PRINT MATERIAL
*22797	AMAZON.COM LLC*	100	ACH	488.39	6459	SUPPLIES FOR PAINTING W/NICOLE
*22800	AMAZON.COM LLC*	100	ACH	179.86	6460	VIDEO GAMES
*22817	AMAZON.COM LLC*	100	ACH	167.28	6461	CIRCULATING GAMES
*22826	AMAZON.COM LLC*	100	ACH	94.28	6462	MISC SUPPLIES
*22830	AMAZON.COM LLC*	100	ACH	894.12	6463	SUPPLIES FOR SUMMER EARLY LITERA
*22831	AMAZON.COM LLC*	100	ACH	34.99	6464	VIDEO GAMES
*22832	AMAZON.COM LLC*	100	ACH	37.99	6465	LAMINATING POUCHES FOR TECH TEA
*22834	AMAZON.COM LLC*	100	ACH	31.65	6466	HAND SANITIZER AND CLOROX WIPES
*22755	B & H PHOTO ELECTRONICS*	100	ACH	299.96	6467	HUMIDITY CONTROLLED STORAGE
*22719	BAKER & TAYLOR INC*	100 200	ACH	4,015.09	6468	CIRC PRINT MAT, YS MAT, AUD REC BO
*22720	BAKER & TAYLOR INC*	100	ACH	695.00	6469	TS360 REVIEWS
*22802	BAKER & TAYLOR INC*	100 200	ACH	3,217.49	6470	CIRC PRINT MATERIAL, YS MATERIAL
*22811	BOSE MCKINNEY & EVANS LLP	100	ACH	108.00	6471	LEGAL SERVICES
*22769	CULLIGAN WATER CONDITIONI	100	ACH	197.00	6472	MAIN COOLER RENTAL
*22776	CULLIGAN WATER CONDITIONI	100	ACH	5.00	6473	WEST COOLER RENTAL
*22816	DEMCO, INC*	100	ACH	1,026.22	6474	LABEL PROTECTORS, 14 IN MYLAR, LAM
*22715	E-Z CLEAN INC*	100	ACH	411.09	6475	MOTOR FOR LARGE SWEEPER
*22716	E-Z CLEAN INC*		ACH	38.95	6476	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				
*22717	E-Z CLEAN INC*		<i>ACH</i>	<b>80.98</b>	<b>6477</b>	GENERAL SUPPLIES
		100				
*22804	E-Z CLEAN INC*		<i>ACH</i>	<b>28.00</b>	<b>6478</b>	SPEEDY SWEEP HANDLE ASSEMBLY
		100				
*22805	E-Z CLEAN INC*		<i>ACH</i>	<b>510.00</b>	<b>6479</b>	VACUUM ORDER
		100				
*22806	E-Z CLEAN INC*		<i>ACH</i>	<b>750.05</b>	<b>6480</b>	SUPPLY ORDER
		100				
*22838	EPIC INSURANCE MIDWEST*		<i>ACH</i>	<b>280.00</b>	<b>6481</b>	PUBLIC OFFICIAL BOND- R FOX
		100				
*22762	EXPRESS SERVICES INC*		<i>ACH</i>	<b>895.99</b>	<b>6482</b>	PART TIME STAFFING
		100				
*22775	EXPRESS SERVICES INC*		<i>ACH</i>	<b>863.60</b>	<b>6483</b>	PART TIME STAFFING
		100				
*22818	EXPRESS SERVICES INC*		<i>ACH</i>	<b>863.60</b>	<b>6484</b>	PART TIME STAFFING
		100				
*22764	GALE/CENGAGE LEARNING*		<i>ACH</i>	<b>311.82</b>	<b>6485</b>	CIRC PRINT MATERIAL
		100				
*22807	GALE/CENGAGE LEARNING*		<i>ACH</i>	<b>86.22</b>	<b>6486</b>	CIRC PRINT MATERIAL
		100				
*22753	MIDWEST TAPE*		<i>ACH</i>	<b>2,208.61</b>	<b>6487</b>	DVD/VIDEO MATERIAL
		100				
*22754	MIDWEST TAPE*		<i>ACH</i>	<b>6,596.43</b>	<b>6488</b>	HOOPLA INVOICE
		100				
*22808	MIDWEST TAPE*		<i>ACH</i>	<b>2,271.23</b>	<b>6489</b>	DVD/VIDEO MATERIAL
		100				
*22828	NEW AVENUES*		<i>ACH</i>	<b>158.33</b>	<b>6490</b>	ALA CARTE ADMIN FEE
		100				
*22829	NEW AVENUES*		<i>ACH</i>	<b>900.00</b>	<b>6491</b>	CLINICAL HOURS
		100				
*22709	OCLC INC*		<i>ACH</i>	<b>6,066.00</b>	<b>6492</b>	CATALOGING SUBSCRIPTION
		100				
*22809	RICOH USA INC*		<i>ACH</i>	<b>2,519.33</b>	<b>6493</b>	COPIER LEASE
		100				
*22833	TECH LOGIC CORPORATION*		<i>ACH</i>	<b>2,995.00</b>	<b>6494</b>	RFID TAGS
		100				
*22794	UNIQUE MANAGEMENT SERVIC		<i>ACH</i>	<b>319.30</b>	<b>6495</b>	PLACEMENTS
		100				
*22795	UNIQUE MANAGEMENT SERVIC		<i>ACH</i>	<b>594.90</b>	<b>6496</b>	NOTICES
		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>
*22727	WEAS ENGINEERING INC*	100	ACH	491.72	6497	WATER TREATMENT MANAGEMENT
						Total Count: 72 Total Amount: 46,327.47
*22708	NATIONAL BUSINESS FURNITU	100	E-pay	2,049.05	8772	DESK FOR PROGRAMMING OFFICE
*22710	COURTESY CLEANING CENTEF	100	E-pay	14.00	8773	LAUNDERING OF MAIN TABLECLOTHS
*22712	INDIANA AMERICAN WATER CC	100	E-pay	59.08	8774	PRIVATE FIRE SERVICE
*22713	WEX BANK*	100	E-pay	124.00	8775	FUEL
*22714	LOGO CONNXTION*	200	E-pay	202.50	8776	LOGO WEAR ORDER
*22412	LOWE'S COMMERCIAL SERVICI	100	E-pay	590.49	8777	MAINTENANCE SUPPLIES
*22723	OFFICE DEPOT*	100	E-pay	764.20	8779	COPY PAPER AND OFFICE SUPPLIES
*22724	TOWN OF WTH WATER & SEWE	100	E-pay	64.85	8780	WEST WATER SERVICE
*22725	APPLE HOUSE*THE	100	E-pay	54.00	8781	MULCH
*22726	WATSON LABEL PRODUCTS*	100	E-pay	1,076.94	8782	BARCODES
*22728	PAYPAL INC*	100	E-pay	19.95	8783	MONTHLY PAYFLOW LINK
*22757	CINTAS CORPORATION*	100	E-pay	79.19	8784	MAIN CABINET SERVICE
*22763	ENA*	100	E-pay	673.66	8785	VOICE SERVICE
*22765	ACTION PEST CONTROL, INC*	100	E-pay	285.00	8786	WEST MONTHLY INSPECTION
*22766	UNITED PARCEL SERVICE*	100	E-pay	50.00	8787	SHIPPING SERVICE
*22768	HANOVER INSURANCE GROUP	100	E-pay	11,520.50	8788	COMMERICAL INSURANCE POLICY
*22790	ENA*	276	E-pay	1,257.33	8798	INTERNET SERVICE
*22791	WAGeworks, INC.*		E-pay	168.82	8799	COBRA MONTHLY FEE

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
		100				
*22799	ARAMARK UNIFORM SERVICES		<i>E-pay</i>	151.35	8800	WEST MAT SERVICE
		100				
*22801	CENTERPOINT ENERGY*		<i>E-pay</i>	293.27	8801	WEST GAS SERVICE
		100				
*22810	FRONTIER*		<i>E-pay</i>	46.46	8802	WEST PHONE SERVICE
		100				
*22812	FUN EXPRESS, LLC*		<i>E-pay</i>	707.95	8803	SUMMER READING DECORATIONS & O
		200				
*22813	FUN EXPRESS, LLC*		<i>E-pay</i>	14.98	8804	BAGS
		100				
*22814	OFFICE DEPOT*		<i>E-pay</i>	34.73	8805	OFFICE SUPPLIES
		100				
*22815	WTHI TELEVISION*		<i>E-pay</i>	1,585.00	8806	NEA BIG READ TV COMMERCIAL
		100				
		200				
*22819	OVERDRIVE*		<i>E-pay</i>	7,500.00	8807	MARCH CONTENT CREDIT DEPOSIT
		100				
*22820	OVERDRIVE*		<i>E-pay</i>	7,500.00	8808	APRIL CONTENT DEPOSIT
		100				
*22827	APPLE HOUSE*THE		<i>E-pay</i>	54.00	8809	MULCH
		100				
*22836	ARAMARK UNIFORM SERVICES		<i>E-pay</i>	240.08	8810	MAIN MAT SERVICE
		100				
*22837	JOINK LLC*		<i>E-pay</i>	275.00	8811	MONTHLY CLOUD BACKUP
		100				
*22839	DUKE ENERGY *		<i>E-pay</i>	364.70	8812	WEST ELECTRIC SERVICE
		100				
*22840	COURTESY CLEANING CENTEF		<i>E-pay</i>	10.00	8813	LAUNDERING OF MAIN TABLECLOTHS
		100				

Total Count: **32**  
Total Amount: **37,831.08**

<i>Grand Total Fund 100:</i>	<b>100,746.18</b>
<i>Grand Total Fund 200:</i>	<b>2,692.04</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>112</b>
Grand Total Amount:	<b>104,695.55</b>

**Payroll Payable  
Voucher Register**

**Vigo County Public Library**

For Period March -2022

Page 1 of 2 Pages

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
3/4	Pay#5	Gross Payroll	\$ 135,740.35	\$ 135,740.35	ACH	
3/4	Pay#5	FICA	\$ 9,943.48	\$ 9,943.48	ACH	
3/4	Pay#5	PERF	\$ 17,542.07	\$ 17,542.07	ACH	
3/18	Pay#6	Gross Payroll	\$ 137,053.64	\$ 137,053.64	ACH	
3/18	Pay#6	FICA	\$ 10,024.78	\$ 10,024.78	ACH	
3/18	Pay#6	PERF	\$ 17,621.92	\$ 17,621.92	ACH	
3/18	Pay#6	Anthem	\$ 70,367.51	\$ 70,367.51	ACH	
3/18	Pay#6	Guardian	\$ 6,453.80	\$ 6,453.80	ACH	
		Gross Payroll			ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

Total library cost			\$ 404,747.55			
Mar.	pays 5 & 6	Great West	\$ 1,431.42	\$ 1,431.42	ACH	Staff withholding
Mar.	pays 5 & 6	Garnishments	\$ 500.00	\$ 500.00	ACH	Staff withholding
Mar.	pays 5 & 6	AFLAC	\$ 1,139.06	\$ 1,139.06	ACH	Staff withholding
Mar.	pays 5 & 6	United Way	\$ 464.00	\$ 464.00	ACH	Staff withholding
Mar.	pays 5 & 6	Anthem	\$ 8,531.69	\$ 8,531.69	ACH	Staff withholding
Mar.	pays 5 & 6	HSA adj.		\$ -	ACH	Staff withholding
Mar.	pays 5 & 6	Guardian	\$ 882.86	\$ 882.86	ACH	Staff withholding
Mar.	pays 5 & 6	Boston Mutual	\$ 733.22	\$ 733.22	ACH	Staff withholding
Mar.	pays 5 & 6	Fed Tax	\$ 20,955.32	\$ 20,955.32	ACH	Staff withholding
Mar.	pays 5 & 6	State Tax	\$ 8,413.95	\$ 8,413.95	ACH	Staff withholding
Mar.	pays 5 & 6	Local Tax	\$ 5,350.95	\$ 5,350.95	ACH	Staff withholding
Mar.	pays 5 & 6	FICA	\$ 19,968.32	\$ 19,968.32	ACH	Staff withholding
Mar.	pays 5 & 6	Vol. PERF	\$ 4,287.21	\$ 4,287.21	ACH	Staff withholding
Staff Cost			\$ 72,658.00	\$ 72,658.00		

**Payroll Payable**

**Vigo County Public Library**

**Voucher Register**

For Period March -2022

Page 1 of 2 Pages

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

April 18, 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 \$ 404,747.55

Dated this 18th day of April 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

March 31, 2022

Gift Fund Balances  
2022

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 330.86	Unrestricted Use	Admin.
64-SPC	\$ 10,772.42	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	\$ 1,037.08	Support of West Branch	Admin.
72-Friends	\$ 6,443.87	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	\$ 945.05	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>\$ 64,888.79</b>		

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD APRIL 18, 2022

## ADULT SERVICES

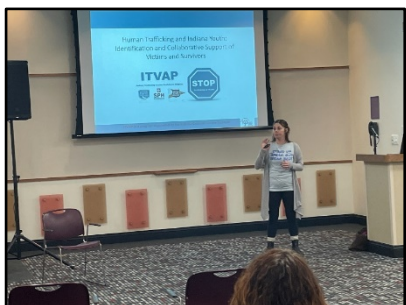
### DAWG AWARDS

On March 1, VCPL was the site of the 7<sup>th</sup> Annual Disability Awareness Work Group (DAWG) Awards celebration, the first time in two years the event has been held in person. The award was established to recognize individuals with disabilities and/or persons, organizations and businesses from the community that have had a positive impact on the lives of those with disabling conditions. This year's winners were Hannah Gadlage, Peter Ciancone, and Infinity House.

### NEA BIG READ



On March 9, as part of the NEA Big Read, Sister Barbara Battista spoke to members of the community about refugees and asylum-seekers at the Southern border of the United States in a presentation titled **Refugees, Fugitives, and Freedom**. The Big Read book, *Beloved*, tells the story of formerly-enslaved people who escaped to freedom, but were still haunted by their traumatic past. Sister Battista connected this lingering trauma with the continued difficulties that modern refugees and asylum-seekers face, even after leaving the dangerous situations from which they have fled.



On March 29, **The Big Read: Modern-day Slavery** program featured Indiana Trafficking Victims Assistance Program Regional Coalition Coordinator Meagan Cunningham, who spoke about the prevalence of human trafficking and modern-day slavery in today's society. She explained that slavery is far from being a thing of the past. In fact, it is a \$150 billion industry victimizing millions of people worldwide. Meagan described the situations that make individuals today vulnerable to human traffickers and discussed "red flags" that can alert us to someone in need of help.

### CUSTOMER FEEDBACK

A customer stopped by the Central Reference Desk to say she wanted to write a complimentary letter to the editor about VCPL's staff. She said, "I just love this place. Everyone is just so helpful here and wonderful! I don't know what I'd do without this place." The customer then mentioned that Brittany Fletcher, Carey LaBella, and Luke Gentry had all been specifically helpful today, but reiterated that every employee she has interacted with in the past has been "amazing."

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD APRIL 18, 2022

Assistant Librarian Luke Gentry overheard a customer walking by the South Entrance saying to their children, "If you like it here, I'd be happy to keep bringing you. I love the library! It's one of my favorite places in the whole world!"

## PROGRAMS AND EVENTS

### DONATION TO WEST CENTRAL INDIANA'S HEALTH START PROGRAM



Matthew Herrick poses with Sarah Trover with a sampling of the board books that were donated to West Central Indiana's Healthy Start program. 550 books were donated to the All Babies Initiative and will be delivered to families monthly through home visits. The All Babies Initiative was created in 2016 to tackle the infant mortality rate in our region. This program is free and works with parents from pregnancy until the child is 18 months old. VCPL is considered a community action member for this organization.

### FROG AND TOAD STORY TIME

More than 55 people attended the *Frog and Toad* storytime on March 18 with the Indiana State University Department of Theatre. This event was held to promote their production of the musical *A Year with Frog and Toad* and coupons to the show were offered at the event. After the storytime, guests created crafts



inspired by the story, took pictures with the cast, and enjoyed snacking on cookies, just like the classic book characters.

### NEA BIG READ

#### OPEN BOOK DISCUSSION

Indiana State University Assistant Vice-President of Student Affairs Dr. Tiffany Reed led an open discussion on the NEA Big Read title, *Beloved*. The program was held at the African-American Cultural Center, where young women gathered to unweave the complex layers of motherhood and sisterhood bound by trauma. The group felt comfortable enough to approach highly personal topics

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD APRIL 18, 2022

regarding jealousy within the family, lack of recognition of mental illness, parental psychological abuse, and sibling favoritism within the black community. They discussed the power of acknowledging the wounds of the heart and the ancestral wounds of the mind. The group confronted the social construct of the “strong-black-woman” archetype and how the community can accept all vulnerable facets of what makes us human. This discussion allowed transparency, vulnerability, and support to help unfetter the community from its multi-generational curses towards a more revived and guiltless future.

## SWOPE ART MUSEUM'S “ARTISTS ON ART” EVENT

The Library sponsored the Swope Art Museum's **Artists on Art** event on March 19. Artist Drék Davis traveled from Louisiana to present on his work that has been on display throughout March as a tie-in to the NEA Big Read. Davis' work tackles difficult concepts of race, while intertwining historical facts and folklore. This presentation was offered in-conjunction with his exhibit “Views from the Crossroads.”



## PARTNERING WITH FSA COUNSELING CENTER & PRIDE CENTER OF TERRE HAUTE

FSA Counseling Center and the Pride Center of Terre Haute partnered with the VCPL to celebrate the NEA Big Read by offering a session of family yoga on March 20. This event was held to celebrate families of all kinds. Attendees stretched, played, and posed together while learning about how to build stronger relationships.

## SPECIAL COLLECTIONS

### KEITH BYERMAN COLLECTION EXHIBITION

In March, SPC Manager Seth James created an exhibition of materials from Dr. Keith Byerman's personal collection of First Edition works by author Toni Morrison. Seth arranged this exhibition to complement Dr. Byerman's lecture on Toni Morrison for the Big Read on March 4. This exhibition served to both introduce members of the public to Toni Morrison's career as an author and to expose them to the world of book collecting. Book collections often illustrate a collector's personal passion in an insightful way, and this exhibition showed Dr. Byerman's keen interest in Toni Morrison and other African American authors.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD APRIL 18, 2022

## NEW TABLES IN SPC

On March 24, SPC received a shipment of new bespoke tables to replace the computer and study tables that had been in SPC for many years. These tables were designed and created by Purposeful Design of Indianapolis, an organization that employs people who are experiencing homelessness and helps them become financially independent and stable. These beautiful maple tables will serve SPC's customers all the better, as the computer tables have built-in cord management, and the study tables include tabletop charging outlets for personal electronic devices. These tables match the stately but practical aesthetic of SPC, and they will soon be complemented by new chairs next month. This new furniture is part of VCPL's efforts to make SPC into a welcoming, aesthetically pleasing space for customers. Please feel free to stop by and check out the new furniture!

## TECH TEAM

### LARGE FORMAT & 3D PRINTERS

Tech Team received an email from a frequent customer of the large format printer. He let the team know that three Haute Create customers were selected to be displayed in a local art show. He stated in his email that "A unique confluence occurred that Haute Create had a distinctive role in the happening. The ArtsIlliana Gallery Phenomenon Show opens April 1 and three sculptures created using Haute Create computers and the large format printer were selected. It is very exciting to be included as an 'outsider' artist; the pieces this gallery displays are always outstanding. This only happened through the collaboration with the people and resources of our library."

For each of Erin Mutchler's 3D printing classes, she always asks the customers what makes them interested in 3D printing. During one of her first classes, a young girl replied that her school lunches have salad in them, but the sporks the school gives them do not have tines long enough to pick up the salad. She said she wanted to 3D print her own spork with longer tines so she can eat the school salads more easily. In the class, Erin briefly showed the customers how to use CAD software to make their own 3D models in addition to how to print them. The day after class, Tech Team received a 3D print online submission from that young customer – a spork she designed herself! Although it was not a perfect spork, she was able to eat her school salad with ease the next day!

## TECHNICAL SERVICES

### CUSTOMER FEEDBACK

Terri Brough received a thank you note and a donation to VCPL from a customer at the Frankfort Public Library in appreciation for a DVD he was able to borrow through Interlibrary Loan. The Librarian from Frankfort Public Library said the customer was so pleased with the service that he wanted to send the donation and express his thanks to VCPL.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD APRIL 18, 2022

## WEST BRANCH

### SPRING BREAK MOVIE

West Branch screened *The Mitchells vs. The Machines* during Spring Break on March 29, the first movie shown at the branch since re-opening the meeting rooms. Seven people were in attendance, all of whom said they really enjoyed the movie and the snacks. With the meeting rooms fully open again, staff are planning to host more programs like this that allow community members to come and have a good time with friends, neighbors, and family in a safe, welcoming environment.

### NATURE EXPLORE CLASSROOM UPDATE

With the return of warmer weather, Charlie and Eric have begun scheduling the next phase of preparation for the outdoor Nature Explore Classroom. Charlie has been working with local business **The Apple House Lawn & Garden** to obtain native plants and flowers that will attract pollinators for Emily's Garden. The redesign of the grass and mulch play areas will commence in the next week or so, depending on the rain and the building and art areas are scheduled to be set up by early summer. Once these are complete, West Branch staff will begin the application process to become a certified **Nature Explore Classroom**. The space will then be able to be used by library staff and community members to learn about and explore nature in a hands-on environment.

## YOUTH SERVICES

### DIGITAL CITIZENSHIP INITIATIVE: CYBERSUCCESS

The Youth Services team continues to be busy with a robust schedule of programming and events. The team completed another run of its Digital Citizenship initiative *CyberSuccess*. This recent iteration included the rollout of a new interactive learning experience; Dark Patterns in Game Design, which teaches participants about the negative design elements in modern video games using the popular game title *Fortnite* as an example.

### TEEN MOVIE AND GAME NIGHTS

The Youth Services team launched a new series of Teen Movie and Game Nights with the showing of the film *Encanto* on April 6 and an engaging premiere session of the game *Jackbox* on April 12. Attendance at both events exceeded expectations and participants indicated that they would be thrilled to see more of these sessions on the VCPL calendar in the future. Coming up, the YS team has a Board Game Night on April 28 and another movie night on May 4.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD APRIL 18, 2022

## BATTLE OF THE BOOKS

The Youth Services team was thrilled to partner with Vigo County School Corporation in their arrangements for the highly anticipated return of the Battle of the Books. YS secured the participation of Young Hoosier Book Award author Jessica Khoury, who came to the elementary school battle on April 8 and spoke to the students after the competition. Afterwards, the students received signed copies of Jessica's book *The Mystwick School of Musicraft*. Special thanks goes out to YS Librarian Megan Howes for her efforts in arranging Jessica's visit!

## ORIGAMI AND CALLIGRAPHY



The Youth Services department hosted Origami and Calligraphy in collaboration with ISU Professor Yukiko Takahashi. This event was presented in two segments in which Professor Takahashi and her students demonstrated the fundamentals of these ancient Japanese art forms. The programs were very well received and YS hopes to continue this partnership in the future.

## PERSONNEL CHANGES

### EMPLOYMENT

Altis, Anthony (Tony) L. - Hired for the full-time non-exempt position of Maintenance Technician in the Maintenance Department effective April 18, 2022.

Kish, Kara S. - Hired for the part-time non-exempt position of Tech Team Technician-Lending Services Clerk in the Tech Team and Lending Services Departments effective April 20, 2022.

### RESIGNATION

Chandler, Lauri A. - Resignation from the part-time non-exempt position of Librarian-Clerk effective April 3, 2022.

Bhatti, Cindy - Separation from full-time exempt position of Director of Public Services effective May 2, 2022.

Respectfully submitted,  
Kristi J. Howe

4/14/22 AG

Vigo County Public Library  
March 2022

	March-22	March-21		YTD 2022	YTD 2021	
Print Circulation	20,777	20,196	2.9%	58,138	56,851	2.3%
A/V Circulation	7,052	8,492	-17.0%	21,138	24,625	-14.2%
Misc	277	298	-7.0%	1,062	908	17.0%
Electronic Devices	73	46	58.7%	207	135	53.3%
<b>TOTAL</b>	<b>28,179</b>	<b>29,032</b>	<b>-2.9%</b>	<b>80,545</b>	<b>82,519</b>	<b>-2.4%</b>

	March-22	March-21		YTD 2022	YTD 2021	
Overdrive						
E-book	5,258	4,281	22.8%	15,359	15,032	2.2%
E-audiobook	3,015	2,817	7.0%	8,735	8,119	7.6%
E-Magazines	237	423	-44.0%	1,101	1,150	-4.3%
E-video or music	8	3	166.7%	18	14	28.6%
<b>TOTAL</b>	<b>8,518</b>	<b>7,524</b>	<b>13.2%</b>	<b>25,213</b>	<b>24,315</b>	<b>3.7%</b>

	March-22	March-21		YTD 2022	YTD 2021	
Hoopla						
E-audiobook	1,751	1,636	7.0%	4,922	4,748	3.7%
Bingepasses	23	0	null	79	0	null
Curiosity Stream	0	0	null	0	0	null
E-Books	902	829	8.8%	2,600	2,600	0.0%
E-Comics	202	179	12.8%	608	574	5.9%
E-music	130	127	2.4%	429	425	0.9%
E-video movie	170	205	-17.1%	655	659	-0.6%
E-video TV	153	204	-25.0%	526	3,718	-85.9%
<b>TOTAL</b>	<b>3,331</b>	<b>3,180</b>	<b>4.7%</b>	<b>9,819</b>	<b>12,724</b>	<b>-22.8%</b>

Museum Pass Circulation	March-22	YTD 2022
C.A.N.D.L.E.S	4	4
Terre Haute Children's Museum	3	3
Vigo Co. Historical Society & Museum	1	1

	March-22	March-21		YTD 2022	YTD 2021	
Reference [fact-finding]	3,420	2,876	18.9%	8,722	8,577	1.7%

**MATERIALS ADDED TO COLLECTION**

Purchased Items	March-22	YTD 2022	Donated Items	March-22	YTD 2022
Book	949	2,364	Book	7	7
Video	365	923	Video	0	0
Video Game	71	116	Video Game	0	0
Music CD	0	8	Music CD	0	0
Audio Book	10	37	Audio Book	0	0
Misc	9	51	Misc	0	0
<b>TOTAL</b>	<b>1,404</b>	<b>3,499</b>	<b>TOTAL</b>	<b>7</b>	<b>7</b>

New Items Ordered	March-22	YTD 2022	New Items Received	March-22	YTD 2022
Book	1,577	3,148	Book	1,135	2147
Video	215	955	Video	412	754
Video Game	68	184	Video Game	52	112
Music CD	12	18	Music CD	0	6
Audio Book	11	63	Audio Book	9	33
Misc	0	29	Misc	0	5
<b>TOTAL</b>	<b>1,883</b>	<b>4,382</b>	<b>TOTAL</b>	<b>1,608</b>	<b>3057</b>

Vigo County Public Library  
March 2022

<b>TAKE &amp; MAKE KITS DISTRIBUTED</b>	<b>March-22</b>	<b>March-21</b>		<b>YTD 2022</b>	<b>YTD 2021</b>	
Early Literacy (ISL: 0-5 yrs)	45	0	null	108	0	null
Children (ISL: 6-11 yrs)	77	125	-38.4%	140	419	-66.6%
Teens (ISL: 12-18yrs)	60	43	39.5%	110	111	-0.9%
Adults (ISL: 19 + yrs)	43	58	-25.9%	97	135	-28.1%
General (all ages)	0	0	null	0	56	-100.0%
<b>TOTAL</b>	<b>225</b>	<b>226</b>	<b>-0.4%</b>	<b>455</b>	<b>721</b>	<b>-36.9%</b>

<b>ON-SITE PROGRAMS</b>	<b>March-22</b>	<b>March-21</b>		<b>YTD 2022</b>	<b>YTD 2021</b>	
Early Literacy programs/events/classes	9	0	null	24	0	null
Youth programs/events/classes	6	0	null	8	0	null
Teen programs/events/classes	4	0	null	8	0	null
Adult programs/events/classes	66	0	null	81	0	null
Family/general	8	1	700.0%	19	3	533.3%
<b>TOTAL</b>	<b>93</b>	<b>1</b>	<b>9200.0%</b>	<b>140</b>	<b>3</b>	<b>4566.7%</b>

<b>ON-SITE ATTENDANCE</b>	<b>March-22</b>	<b>March-21</b>		<b>YTD 2022</b>	<b>YTD 2021</b>	
Early Literacy attendance	55	0	null	187	0	null
Youth attendance	15	0	null	34	0	null
Teen attendance	21	0	null	24	0	null
Adult attendance	219	0	null	538	0	null
Family/general attendance	28	6	366.7%	145	17	752.9%
<b>TOTAL</b>	<b>338</b>	<b>6</b>	<b>5533.3%</b>	<b>928</b>	<b>17</b>	<b>5358.8%</b>

<b>OFF-SITE PROGRAMS</b>	<b>March-22</b>	<b>March-21</b>		<b>YTD 2022</b>	<b>YTD 2021</b>	
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	2	1	100.0%	2	1	100.0%
Family/General outreach	0	2	-100.0%	0	2	-100.0%
Participation in Community Events	0	0	null	0	0	null
<b>TOTAL</b>	<b>2</b>	<b>3</b>	<b>-33.3%</b>	<b>2</b>	<b>3</b>	<b>-33.3%</b>

<b>OFF-SITE ATTENDANCE</b>	<b>March-22</b>	<b>March-21</b>		<b>YTD 2022</b>	<b>YTD 2021</b>	
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	52	65	-20.0%	52	65	-20.0%
Family/General outreach attendance	0	119	-100.0%	0	119	-100.0%
Community Events Interactions	0	0	null	0	0	null
<b>TOTAL</b>	<b>52</b>	<b>184</b>	<b>null</b>	<b>52</b>	<b>184</b>	<b>-71.7%</b>

	<b>March-22</b>	<b>March-21</b>		<b>YTD 2022</b>	<b>YTD 2021</b>	
Computer Users	3,694	3,137	17.8%	9,778	8,684	12.6%
Subscription Databases	11,976	12,164	-1.5%	27,192	40,942	-33.6%
ILL provided to other Libraries	223	182	22.5%	627	453	38.4%
ILL received from other Libraries	119	249	-52.2%	457	698	-34.5%
Web Site Hits	19,448	20,595	-5.6%	54,270	55,764	-2.7%
Mobile App Visits	584	547	6.8%	1,699	1,654	2.7%

	<b>March-22</b>	<b>March-21</b>		<b>YTD 2022</b>	<b>YTD 2021</b>		
Adult materials deliveries	29	30	52	-44.2%	85	146	-41.8%
Youth materials deliveries	19	0	null	56	0	null	
<b>TOTAL</b>	<b>48</b>	<b>52</b>	<b>-7.7%</b>	<b>141</b>	<b>146</b>	<b>-3.4%</b>	

**REINSTATEMENT AND FIRST AMENDMENT TO PURCHASE AND SALE AGREEMENT**

This REINSTATEMENT AND FIRST AMENDMENT TO PURCHASE AND SALE AGREEMENT ("First Amendment") is dated as of January 18, 2022, by and between Keystone Indiana, Inc. and its affiliates, successors and assigns ("Seller"), and Vigo County Public Library ("Buyer"), with reference to the following Recitals:

**R E C I T A L S:**

A. Buyer and Seller are parties to that certain Purchase and Sale Agreement having an effective date of May 24, 2021 ("Contract"), covering the Property located at 2200 North 13th Street, Terre Haute, IN 47804 more particularly described in the Contract.

B. Defined terms which are used in this First Amendment without definition have the meanings given to them in the Contract.

C. Buyer and Seller desire to reinstate and amend the Contract as hereinafter provided.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged and accepted, Buyer and Seller hereby agree to reinstate and amend the Contract as follows:

1. REINSTATEMENT: The Contract is hereby reinstated on the date provided at the top of this page.
2. DUE DILIGENCE: Section 4(a) of the Contract is amended to provide that the Due Diligence Period will expire at 5:00 pm EST, on Friday, April 15, 2022.
3. BUYER'S DUE DILIGENCE OBLIGATIONS: Section 5(c) is amended to acknowledge that Seller has consented to Atlas Technical Consultants, LLC performing a limited phase II environmental assessment of the Property on the terms previously disclosed to Seller, as Buyer's expense.
4. CLOSING: Section 3(a) of the Contract is amended to provide that the Closing will occur on or before 5:00 pm EST, on Friday, April 29, 2022.
5. OFFER ACCEPTANCE DEADLINE BY BUYER: Buyer shall have until 5:00 PM EST, on Thursday, January 20, 2022, to accept the terms of this First Amendment by execution and delivery to Seller and the Title Company.

In all other respects, the Contract remains unmodified and in full force and effect. To the extent of any conflict between the terms of the Contract and the terms of this First Amendment, the First Amendment shall prevail and control.

This First Amendment may be executed in multiple counterparts, each of which, when assembled to include a signature by each party contemplated to sign this First Amendment, shall constitute one complete and fully executed First Amendment. Counterparts to this First Amendment may be executed and delivered by facsimile or e-mail transmission

IN WITNESS WHEREOF, Buyer and Seller have executed this First Amendment as of the date first written above.

“Seller”

Keystone Indiana, Inc.

*Michael Decell*

Michael Decell (Jan 19, 2022 09:49 CST)

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

Name: Michael L. Decell

Title: Vice President

“Buyer”

Vigo County Public Library

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By: *Kristi Howe*

Name: Kristi Howe

Title: Executive Director

## PURCHASE AND SALE AGREEMENT

This Purchase and Sale Agreement ("Contract") is entered into as of the Effective Date (as hereinafter defined) by and between **Keystone Indiana, Inc. and its affiliates, successors and assigns** ("Seller") and **Vigo County Public Library** with no right to assign ("Buyer");

### WITNESSETH:

For and in consideration of the mutual promises herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Seller hereby agrees, subject to the terms, conditions and contingencies hereof, to sell and convey to Buyer, and Buyer hereby agrees to purchase from Seller, that certain real property located at **2200 North 13<sup>th</sup> Street, Terre Haute, IN 47804 Tax Parcel Numbers 84-06-382-023.000-002 & 84-06-10-382-024.000-002** more particularly described in Exhibit "A" attached hereto and made a part hereof (which description shall be modified to conform to the description set forth on the Survey (provided for in Section 4(c) hereof), together with all of Seller's right, title and interest in and to any easements, rights-of-way or other interests in, on or to the described land together with all improvements located thereon, all and singular, and the rights and appurtenances pertaining thereto (the land and other property and rights which are described in this paragraph and which are being conveyed to Buyer pursuant to this Contract are herein together referred to as the "Property") free and clear of all liens, claims, encumbrances, easements, rights-of-way, reservations, restrictions, outstanding mineral interests and other matters affecting the Property or the title thereto except for the Permitted Exceptions (as defined in Section 6(a) hereof), for the price and upon and subject to the terms, provisions and conditions hereinafter set forth. Seller's conveyance to Buyer shall be by Special Warranty Deed and shall be subject to the use restrictions ("Use Restrictions") described in Exhibit "B" attached hereto, which Land Use Restriction shall be incorporated into the Deed and run with the land.

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1. **CONTRACT SALE PRICE:** The sales price ("Sales Price") shall be **One Hundred Twenty Five Thousand and No/100ths Dollars (\$125,000.00)** all of which shall be due and payable to Seller in cash at Closing (as hereinafter defined).
2. **EARNEST MONEY:** Upon execution of this Contract by both parties, the Contract, together with **Six Thousand Two Hundred Fifty and No/100ths Dollars (\$6,250.00)** in the form of a business check, cashier's check or wire transfer ("Earnest Money") shall be delivered to Capital Title, National Commercial Services Division, 4851 LBJ Freeway, Suite 1100, Dallas, TX 75244, Attn: Eric Dahlberg; (214)-919-3019 ("Escrow Agent and "Title Company"). **The effective date ("Effective Date") of this Contract shall be the date when the fully executed copy of this Contract, with Earnest Money attached, is delivered to the Title Company and received by the Title Company (see Page 10).** Earnest Money shall be invested by the Escrow Agent in an interest bearing account with a federally insured institution reasonably acceptable to both Buyer and Seller. Any interest earned on the account shall become additional Earnest Money. At Closing, the Earnest Money, plus interest, shall be applied to the Sales Price.
3. **SETTLEMENT & DEPOSITS:**
  - a. Settlement shall take place at the offices of the Title Company on the Settlement Date within ten (10) calendar days following the expiration of the Due Diligence Period but in no event later than **5:00 PM, Monday, August 30, 2021** (the actual date on which the Settlement occurs being herein referred to as the Settlement Date ("Settlement Date"). The initial Earnest Money Deposit of \$6,250.00 and interest accrued thereon shall be applicable to the Purchase Price upon Settlement and shall be Nonrefundable to Buyer from and after expiration of the Due Diligence Period unless a condition for Buyer's benefit set forth herein (as defined in Section 5(a)) below is not timely satisfied or the Settlement fails as a result of Seller's default.
  - b. **Seller's Settlement Responsibilities:** Subject to the Conditions Precedent set forth in Section 3(a) above, at the Settlement, Seller shall deliver or cause to be delivered to Buyer or the Title Company, as the case may be, the following:

- i. A transferable and recordable Special Warranty Deed ("Deed") granting and conveying to Buyer good and indefeasible title in fee simple to the Property subject only to the Permitted Exceptions as provided for in Section 6(a) of this Contract the Use Restrictions set out in Exhibit "B" attached hereto;
- ii. An Owner's Title Insurance Policy in favor of Buyer dated as of the Closing Date showing fee simple title to the Property to be vested in Buyer subject only to the Permitted Exceptions;
- iii. Evidence of Seller's capacity and authority to close this Contract and transactions provided for herein;
- iv. A non-foreign person affidavit pursuant to Section 1445 of the Internal Revenue Code, as amended;
- v. Payment of Seller's normal and customary expenses as necessary to close this transaction;
- vi. Other documents duly executed and reasonably necessary to close this transaction;

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c. **Buyer's Settlement Responsibilities:** At the Settlement, Buyer shall deliver or cause to be delivered to Seller or the Title Company, as the case may be, the following;

- i. Balance of the Sales Price;
- ii. Evidence of Buyer's capacity and authority to close this Contract and the transaction provided for herein;
- iii. Payment of Buyer's expenses as necessary to close this transaction;
- iv. Other documents duly executed reasonably necessary to close this transaction;

4. **CONDITIONS PRECEDENT TO BUYER'S OBLIGATIONS:** Each of the following are conditions precedent to Buyer's obligation to purchase the Property pursuant to this Contract:

a. **Due Diligence:** Buyer shall have ninety (90) calendar days from the Effective Date of the Contract but no later than **5:00 PM, Thursday, August 19, 2021** (the "Due Diligence Period") to perform any reasonable and customary nondestructive feasibility studies, inspections, tests and environmental assessments of the Property that Buyer deems appropriate, at Buyer's cost (herein referred to as "Due Diligence"). If during the Due Diligence Period, Buyer finds any information or condition(s) concerning the Property (other than matters affecting the title to the Property or matters reflected in the Survey of the Property) which information or condition(s) are objectionable to Buyer, within Buyer's sole discretion or, if Buyer elects for any or no reason not to proceed with the purchase of the Property, Buyer may terminate this Contract by written notice to Seller delivered prior to the end of such Due Diligence Period in which event \$100 will be deducted from the Earnest Money and paid to Seller as independent consideration for this Contract, and the balance of the Earnest Money and any accumulated interest shall be returned immediately to Buyer without any offset, abatement or reduction whatsoever. If, after the Due Diligence Period has expired, the Property does not close as scheduled as set forth under Paragraph 3 at no fault of Seller, Buyer hereby authorizes Title Company to release Earnest Money to Seller without further authorization unless this Contract terminates under a provision which provides the Earnest Money will be returned to Buyer.

- b. **Title Commitment:** Seller shall, within fifteen (15) calendar days after the Effective Date, obtain from the Title Company and deliver to Buyer, at Seller's cost, a commitment for title insurance in the amount of the Sales Price (the "Commitment") for a standard **Indiana Land Title Association** owner's policy to be issued by the Title Company together with copies of all recorded instruments affecting the Property shown as exceptions in the Commitment provided that Buyer shall pay and is responsible for any additional premiums or other costs additional to the premium for standard coverage if Buyer elects to obtain extended coverage and/or title endorsements to the Title Policy
- c. **Survey:** Buyer may, at Buyer's election, obtain and deliver to Seller and the Title Company a current survey of the Property ("Survey") prepared by a surveyor ("Surveyor") licensed to do business in Indiana, at Buyer's cost, which Survey shall be certified to Seller, Buyer and the Title Company and shall be sufficient to cause the Title Company to delete, at Buyer's cost and expense, the printed exception for "discrepancies, conflicts or shortages in area or boundary lines, or encroachments, or any overlapping of improvements ("Survey Exception") in the Owner's Title Policy to be delivered to Buyer at the Closing. The Survey shall be an ALTA/ACSM survey prepared in accordance with "Minimum Standard Detail requirements for ALTA/ACSM Land Title Surveys.

5. **BUYER'S OBLIGATIONS:**

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- a. **Governmental Approvals; Settlement Date Extension:** Buyer hereby acknowledges and agrees that Buyer shall be solely responsible for obtaining any and all necessary governmental approvals including development and building permits, appearances, subdivisions, plats (and re-subdivisions and re-plats), zoning or rezoning, variances or special exceptions, site plans, traffic, utility and drainage approvals required by any governmental authority having jurisdiction over the Property, to enable Buyer to purchase and develop the Property ("Governmental Approvals").
- b. Buyer agrees to use Buyer's diligent, good faith efforts without delay to obtain all such approvals. Seller, at no cost and expense to Seller, shall cooperate with Buyer and join with Buyer in the signing of any documents necessary to obtain such approvals. Seller shall have the right but not the obligation (unless required by local ordinance) to join with Buyer as a co-applicant on any filings or documents made or executed as a part of obtaining the Governmental Approvals, provided, however, in no event shall Seller be obligated, prior to Closing, to sign or deliver any such documents which bind Seller or the Property or create easements or dedications on final plats in respect to the Property. If Seller joins Buyer as a co-applicant to secure any Governmental Approval, Buyer shall indemnify and hold harmless Seller from all liability arising as a result of Seller being an applicant for such approvals including liability for costs or fees, costs of preparing plans or other items to be submitted and costs to carry out any requirements of any governmental agency made as a part of such approval process or arising as a result of any application or submittal.
- c. **Buyer's Due Diligence Obligations:** Buyer agrees to perform all Due Diligence concerning the Property within the Due Diligence Period. In this regard, Buyer or his designated agents may enter upon the Property after forty eight (48) hours prior notice to Berkshire Hathaway Newlin-Miller (Andrew Southard) 812-249-6623 for purposes of performing such Due Diligence. Buyer shall furnish Seller, within five (5) calendar days of receipt, with copies of all reports, studies, analysis and development plans or requirements prepared by or for Buyer as a part of Buyer's Due Diligence. In the event the transaction described in this Contract shall not close, Buyer shall restore the Property to its prior condition, if changed as a result of Buyer's Due Diligence. All Due Diligence shall be at Buyer's sole cost and expense. Whether or not the transaction described in this Contract shall close, Buyer shall indemnify, defend and hold Seller harmless from and against all claims, actions, damages, liability, loss, costs, attorney's fees and expenses related to or

arising from the Due Diligence performed by Buyer, or at Buyer's direction, even if such occurrence(s) were caused by the negligence of Seller to the extent, but no further, that Seller's negligence is based upon Seller's entry into this Contract, the grant of inspection and entry rights to Buyer or Seller's failure to monitor or supervise Buyer's, Buyer's agents', contractors' or employees' activities on the Property.

6. **OTHER AGREEMENTS:**

- a. **Title Insurance Costs; Title Approval:** Buyer shall be responsible for all title insurance costs including the premium for the Owner's Title Insurance Policy. If Buyer has an objection to items disclosed in the Commitment or the Survey provided for herein, Buyer shall within ten (10) calendar days after receipt of both the Commitment and the Survey ("Objection Period") make written objections to Seller concerning matters shown on the Commitment or Survey. If Buyer makes objections, Seller agrees to use reasonable efforts to cure such objections within ten (10) calendar days from the receipt thereof ("Cure Period") with the understanding and agreement that Seller is not obligated either to incur costs in excess of One Thousand and No/100 Dollars (\$1,000.00) or to institute litigation in pursuing any such efforts, but shall in all events be obligated to obtain the release of any liens against the Property voluntarily granted by Seller after the Effective Date. If the written objections are not cured or satisfied within the Cure Period, Buyer shall, as Buyer's sole and exclusive remedy, elect by written notice delivered to Seller within ten (10) calendar days after the Cure Period either (a) to terminate this Contract, or (b) to waive the unsatisfied objections and close the transaction with no reduction in the Sales Price. If Buyer fails to timely notify Seller in writing of any such objections during the Objection Period, it shall be deemed that Buyer has approved and found the Commitment, the Survey and all matters reflected on or in any of them to be acceptable and permitted hereunder and Buyer agrees to take title to the Property subject to such matters. Any items to which Buyer does not object in writing within the Objection Period or to which Buyer does object but subsequently waives (or is deemed to have waived) such objection shall be deemed to be a permitted exception(s) ("Permitted Exceptions").
- b. **PROPERTY CONDITION; AS IS, WHERE IS:** BUYER ACKNOWLEDGES AND AGREES THAT BUYER IS EXPERIENCED IN THE ACQUISITION, DEVELOPMENT, OWNERSHIP AND OPERATION OF PROPERTIES SIMILAR TO THE PROPERTY AND THAT PRIOR TO THE CLOSING, BUYER WILL HAVE PERFORMED DUE DILIGENCE TO BUYER'S SOLE SATISFACTION. BUYER ACKNOWLEDGES AND AGREES THAT BUYER IS RELYING ON BUYER'S (OR BUYER'S REPRESENTATIVES') DUE DILIGENCE OF THE PROPERTY AND NOT UPON ANY STATEMENTS (ORAL OR WRITTEN) WHICH MAY HAVE BEEN MADE OR MAY BE MADE BY SELLER OR ANY OF SELLER'S REPRESENTATIVES. AS A MATERIAL PART OF THE CONSIDERATION FOR THIS CONTRACT, BUYER HEREBY AGREES TO ACCEPT THE PROPERTY ON THE SETTLEMENT DATE IN ITS "AS IS, WHERE IS" CONDITION, WITH ALL FAULTS, AND WITHOUT REPRESENTATION(S) AND/OR WARRANTY(IES) BY SELLER OF ANY KIND, EXPRESS OR IMPLIED, OR ANY ARISING BY OPERATION OF LAW, EXCEPT ONLY THE TITLE WARRANTIES SET FORTH IN THE DEED DELIVERED BY SELLER TO BUYER AT THE CLOSING.
- c. **Broker's Fee:** Buyer and Seller represent and warrant to each other that no real estate commissions, finders' fees or brokers' fees have been or will be incurred in connection with the sale of the Property by Seller to Buyer except that in the event of a Closing, Seller shall be responsible for the payment of a commission to Berkshire Hathaway Newlin-Miller (Andrew Southard) who is exclusively representing Seller in accordance with the terms of a separate agreement ("Seller's Broker") Seller's Broker shall execute a commission sharing agreement with Berkshire Hathaway Newlin-Miller (Bobbi Hann) who is exclusively representing Buyer

("Buyer's Broker"). Buyer and Seller shall indemnify, protect, defend and hold the other harmless against any other such claims made through the parties hereto.

- d. **Possession:** Possession of the Property (subject to the rights of parties claiming under the Permitted Exceptions) shall be delivered to Buyer at Closing.
- e. **Sale Expenses:** The following sale expenses shall be allocated between the parties, as follows:
- i. **Seller's Expenses:** All costs of releasing existing liens and recording the releases, cost of the Commitment, Seller's Settlement or escrow fees, preparation of the deed, brokerage fee/commission and other expenses stipulated to be paid by Seller under other provisions of this Contract.
  - ii. **Buyer's Expenses:** All expenses incident to any loan, Mortgagee's Title Policy premiums, Buyer's Settlement escrow fee, any realty transfer tax survey costs, owners title policy and all costs for endorsements, all transfer and documentary fees, survey costs, Due Diligence costs and expenses, all expenses incurred in obtaining governmental approvals, and other expenses stipulated to be paid by Buyer under other provisions of this Contract.
- f. **Proration's:** Real property taxes and assessments on the Property shall be prorated on the basis that Seller is responsible for (i) all such taxes for the calendar year of the applicable taxing authorities occurring prior to the "Current Tax Period" (as hereinafter defined) and (ii) that portion of such taxes for the Current Tax Period determined on the basis of the number of days which have elapsed from the first day of the Current Tax Period to the close of Escrow, inclusive whether or not the same shall be payable prior to the close of Escrow. The phrase "Current Tax Period" refers to the calendar year of the applicable taxing authority in which the close of Escrow occurs. In the event that as of the close of Escrow the actual tax bills for the year or years in question are not available and the amount of taxes to be prorated as aforesaid cannot be ascertained, then rates and assessed valuation of the previous year shall be used and be final as of Settlement Date. Buyer expressly acknowledges and agrees that any and all special assessments in which the Property is subject to which are payable in installments will continue to be paid in installments, and Seller will be obligated to pay only those installments which are due and payable on or before the Settlement Date, and Buyer assumes and agrees to pay all installments thereof and all other Taxes which are due and payable after the Settlement Date.
- g. **Use Of Property:** If after the Settlement or during the term of this Contract, Buyer, or Seller on behalf of Buyer, changes the use of the Property and the same results in the assessment of additional taxes for the current or any past year, or this sale results in the assessment of additional taxes for the current or any past year, such additional taxes shall be the sole obligation of the Buyer.
- h. **Condemnation:** If any substantial part of the land area of the Property (more than twenty percent (20%) is condemned prior to the Settlement Date, or written notice of such condemnation is delivered to Seller prior to the Settlement Date, Seller shall promptly give Buyer written notice of such condemnation. In the event of a condemnation, Buyer shall have the option either (i) to apply the proceeds of any condemnation award actually received by Seller prior to the Closing to reduce the Sales Price provided herein (or, in the event such proceeds have not been so received, to accept at the Closing an assignment of Seller's rights therein and consummate the sale without reduction in the Sales Price), or (ii) to declare this Contract terminated by delivering written notice of termination to Seller within ten (10) days after Buyer receives written notice of the condemnation. If Buyer elects to terminate this Contract, all awards and compensation arising out of said condemnation shall be the sole property of the Seller.

- i. **Casualty:** In the event of a future loss or casualty during the period of the Contract and prior to the Closing, Buyer may terminate the Contract within ten (10) calendar days written notice to Seller and provided Buyer not then in default, the Earnest Money shall be returned to Buyer or close without a reduction with Sales Price. The risk of loss due to future loss or casualty to the Property during the period of the Contract and prior to Closing shall be on Buyer, provided, however, Seller shall continue to insure the Property up to Closing, but Seller shall have the right to retain any insurance proceeds resulting from any loss or casualty, and Buyer shall receive no reduction in the Sales Price at Closing. Buyer may at Buyer's option separately insure Buyer's contingent interest in the Property with Buyer's insurance carriers at Buyer's sole cost and expense, and shall be the sole beneficiary of any such settlement under Buyer's insurance policy.
- j. **Other Consideration/Conditions:** Intentionally left blank

**7. TERMINATION; DEFAULT OR BREACH:**

- a. **Termination:** If this Contract is terminated for any reason, at Buyer's sole discretion, during the Due Diligence Period and if Buyer is not then in breach hereof, the Earnest Money shall be returned to Buyer and neither party hereto shall have any other or further rights, duties or liabilities under this Contract. If this Contract is terminated after the Due Diligence Period for any reason other than default or breach of this Contract by either party, and if Buyer is not then in breach hereof, then the Earnest Money shall be returned to Buyer and neither party hereto shall have any other or further rights, duties or obligations under this Contract.
- b. **Default Or Breach:** If Buyer defaults under or breaches this Contract for any reason other than Seller's default or breach hereunder, Seller may, as Seller's sole and exclusive remedies, either (i) terminate this Contract and receive the Earnest Money as liquidated damages, or (ii) enforce specific performance of the Buyer's obligations contained in this Contract. If Seller defaults under or breaches this Contract for any reason other than Buyer's default or breach under this Contract, Buyer may, as Buyer's sole and exclusive remedies, and provided Buyer is not in breach or default hereof, either (i) terminate this Contract and receive the Earnest Money, thereby releasing Seller from this Contract, or (ii) enforce specific performance of the Seller's obligations contained in this Contract. Under no circumstances shall Seller be liable to Buyer under this Contract for damages specifically including consequential or punitive damages.

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**8. REPRESENTATIONS AND WARRANTIES OF SELLER:**

- a. Seller hereby represents and warrants to Buyer as follows, which representations and warranties shall be deemed made by Seller to Buyer also as of the Settlement Date:
  - i. Seller is duly authorized and empowered to sell the Property.
  - ii. Seller has paid during Seller's ownership, all standby fees, taxes, charges, debts and other assessments due by Seller with respect to the Property;
  - iii. There will be no unrecorded liens or Uniform Commercial Code security interests against any of the Property which arose by the actions of Seller and which will not be satisfied out of the Sales Price;
- b. If any representation or warranty above is known by Buyer, prior to the Closing, to be untrue and is not remedied by Seller prior to the Settlement, Buyer may, as Buyer's sole and exclusive remedy on account thereof, either:
  - i. terminate this Contract, or

ii. waive Buyer's objections and close the transaction with no reduction in the Sales Price.

9. **MISCELLANEOUS:**

- a. Any notice required or permitted to be delivered hereunder shall be deemed received when personally delivered by U.S. certified mail, return receipt requested or by a reputable overnight delivery service (such as Federal Express or Airborne), addressed to Seller or Buyer, as the case may be, by delivering the same to such person or party; facsimile; or by confirmed email. Notice given in accordance herewith shall be effective upon the earlier of actual receipt at the address of the addressee or one (1) business day after forwarding the overnight courier service, or immediately with confirmation by facsimile or email, as the case may be, at the address set forth below the signature of each party in the Contract.
- b. This Contract shall be construed under and in accordance with the laws of the State of **Indiana**, and all obligations of the parties created hereunder are performable in the **County of Vigo, Indiana**.
- c. This Contract shall be binding upon and inure to the benefit of the parties hereto and, subject to Section 10 hereof, their successors and assigns.
- d. In case any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal and unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Contract shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.
- e. This Contract, including Exhibit(s) "A" and "B" attached hereto and the other items delivered pursuant hereto, constitutes the complete agreement of the parties and supersedes all prior understandings or written or oral agreements between the parties respecting the within subject matter and cannot be changed amended or supplemented except by their written consent. This Contract as well as any amendments and/or supplements may be executed in counterparts, all of which shall be deemed to constitute one document.
- f. **Time Is Of The Essence In This Contract.** No extension of time for performance of any obligation or act shall be deemed an extension of time for performance of any other obligation or act. As used herein, any reference to a number of days shall mean calendar days. If any date for performance of any of the terms, conditions or provisions hereof shall fall on a Saturday, Sunday or legal holiday, then the time of such performance shall be extended to the next business day thereafter.

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10. **ASSIGNMENT:** As a part of the Closing, Buyer may assign this Contract without the prior written consent of Seller, but no such assignment shall relieve Buyer from performing all of the obligations, covenants and agreements of Buyer hereunder, whether arising prior to or after the date of such assignment.

11. **LIKE-KIND EXCHANGE:** Seller or Buyer may desire to consummate the sale or purchase of the Property as a like-kind exchange within the meaning of Section 1031 of the Internal Revenue Code of 1986, as amended, ("1031 Election") and the regulations promulgated thereunder. Seller and Buyer agree to cooperate with the other in this regard and shall, at Seller or Buyer's request, execute and deliver such documents, instrument and agreements as may be necessary therefor or related thereto; provided, however, Seller and Buyer shall not be obligated to accept title to any other land or property other than the Property or to incur any additional costs or expenses associated with any such 1031 Election.

12. **OFFER AND ACCEPTANCE:** Execution of this Contract by Seller and submission of the same to Buyer constitutes an offer by Seller to sell the Property on the terms and provisions set forth herein. Buyer shall have until **5:00 PM CST, Monday, May 24, 2021** to accept such offer by (a) executing the Contract; and (b) causing the same together with the Earnest Money to be delivered to the Title Company as provided for herein. If Buyer does not accept such offer by such date and time and in the manner specified above, or if Buyer shall modify this Contract in any manner and shall tender the modified version of this Contract to the Title Company or Seller, then in any such event, Seller's offer shall be automatically terminated and of no further force and effect, and Seller shall have no obligation under this Contract. If Seller's offer is accepted by such date and time, the Contract shall become an agreement of purchase and sale between Seller and Buyer, performable and enforceable by each party in accordance with its terms.
13. **BUYER'S REQUIRED APPROVALS AND CONDITIONS PRECEDENT:** The Buyer's obligation to purchase this Property is contingent upon the Buyer's ability to obtain approvals for the funding from any source to purchase the Property. Further this Contract and the terms herein are subject to the approval of the Vigo County Public Library Board of Trustees. Buyer shall inform Seller of the acceptance or rejection by Vigo County Public Library Board of Trustees by written notice on or before 5:00 pm Monday, July 1, 2021.
14. **SELLER'S EXECUTIVE MANAGEMENT'S APPROVAL:** This Contract is subject to the approval of the Seller's Executive Management within ten (10) calendar days after Buyer has supplied Seller with written notice Buyer has secured the necessary required approvals from the Vigo County Public Library Board of Trustees. Seller will notify Buyer of approval or rejection. If Seller's approval is not delivered to Buyer within said ten (10) calendar day period, the approval shall be deemed denied and the Contract shall be null and void.
15. **PATRIOT ACT:** The Seller and the Buyer represent and warrant that they are not acting directly or indirectly, for or on behalf any person, group, entity or nation named by the United States Treasury Department as a Specially Designated National and Blocked Person, or for or on behalf of any person, group, entity or nation designated in Presidential Executive Order 13224 as a person who commits, threatens to commit, or supports terrorism; and that they are not engaged in this transaction directly or indirectly on behalf of, or facilitating this transaction directly or indirectly on behalf of, any such person, group, entity or nation. Each party hereby agrees to defend, indemnify and hold harmless the other party from and against any and all claims, damages, losses, risks, liabilities and expenses (including reasonable attorneys' fees and costs) arising from or related to any breach of the foregoing representation and warranty.

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[Signatures on the following page]

EXECUTED in multiple originals on the dates set forth by each party's signature, but effective upon the Effective Date as set forth within.

**SELLER:** Keystone Indiana Inc.

**BUYER:** Vigo County Public Library

Michael Decell  
By: [Michael Decell \(May 19, 2021 10:59 CDT\)](#)  
Name: Michael L. Decell  
Title: Vice President  
Date: May \_\_\_\_, 2021

Kristi Howe  
By: Kristi Howe  
Name: Kristi Howe  
Title: Executive Director  
Date: May 21, 2021

Seller's Address:  
1929 Allen Parkway, 7<sup>th</sup> Floor  
Houston, Texas 77019  
Attention: Cameron R. Alexander  
Real Estate Department  
Phone No.: 281.964.7226  
Cameron.alexander@sci-us.com

Buyer's Address:  
Vigo County Public Library  
1 Library Square  
Terre Haute, IN 47807  
Phone No.: 812-232-1113 x1001  
Email: khowe@vigo.lib.in.us

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with copies to:  
Service Corporation International  
1929 Allen Parkway, 11th Floor  
Houston, Texas 77019  
Attn: Lori Spilde  
Legal Department

with copy to:  
Scott Craig  
511 Wabash Ave  
Terre Haute, IN 47807  
Email: scraig@coxlaw.net  
Phone No.: 812-232-6003

Exhibit "A" - Property Description  
Exhibit "B" - Use Restrictions

**EARNEST MONEY RECEIPT**

The Title Company hereby acknowledges receipt of this **fully executed Contract and the Earnest Money** in the amount of Six Thousand Two Hundred Fifty and No/100ths Dollars (\$6,250.00) on the 24 day of May, 2021 ("Effective Date").

CAPITAL TITLE


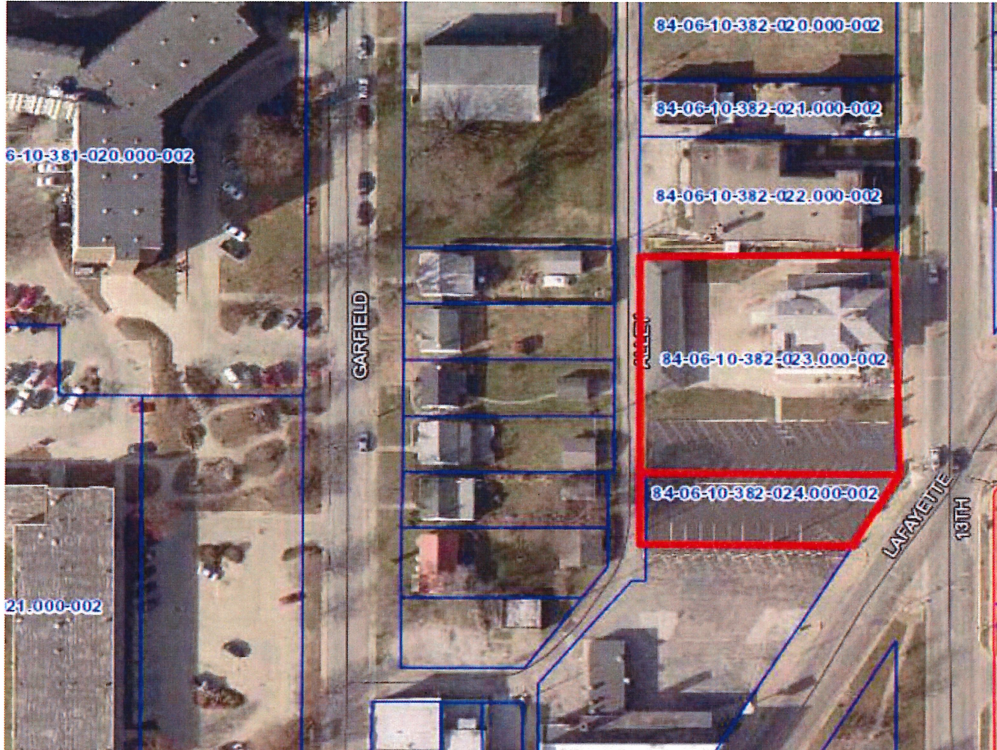
By:   
Name: Eric Dahlberg  
Title: Senior Vice President/Commercial Escrow Manager

EXHIBIT "A"

Legal Description

(To be provided by Seller upon receipt of acceptable Commitment and/or Survey)



**EXHIBIT "B"**

**Use Restrictions**

The following USE RESTRICTION shall be included in the Deed and shall run with the Property:

"The Property is restricted from being used for a funeral home, crematory, or for the sale of funeral, floral, cremation and cemetery related services and/or merchandise, and this restrictive covenant shall run with the land."

**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 April 18, 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 18<sup>th</sup> DAY OF April, 2022.**

**AYE**

**NAY**

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## **EXHIBIT “A”**

### **VIGO COUNTY PUBLIC LIBRARY**

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

- Wood chairs (24)
- HP Probook 4520 (2)
- Kindle eReaders (6)
- Barnes & Noble Nook
- ProOne 600 All-in-One computer
- ProBook laptops (2)
- Wood tables (10)
- Kore brand child size stools, gray (4)
- Lakeshore dollhouse with accessories
- Set of 3 storyteller’s writing boxes
- Ice Cream Shop fine motor set
- Superset Gears set
- Insect catching nets (2 sets of 3)
- Manual balloon pump
- Set of 12 plastic craft tubes
- Floor hockey sticks (11)
- Jump ropes (2)
- Set of 6 wooden craft spoons
- Beanbags for outdoor games (10)
- Pre-lit decorative tree
- Long arm paper cutter
- Melissa & Doug Ice Cream Counter toy
- Globe
- Football beanbag toss game
- Plastic tray
- Box of child size percussion instruments (maracas, rhythm sticks, etc.)
- Music playsets (2)
- Floor piano playset
- Marble run playset
- Set of 16 inflatable sports balls (basketball, baseball, soccer, football)
- Magazine racks (2)

**04/18/2022**



**PROPOSAL – 22-004**  
**Vigo County Public Library- Main Branch**  
**Two Phase Construction, Restroom Renovations**

March 10, 2022

**Ms. Kristi Howe**  
Executive Director  
Vigo County Public Library  
1 Library Square  
Terre Haute, Indiana 47807

**Re: VCPL Main Branch Restroom Renovations**

Ms. Howe,

Holder Design, Inc. is pleased to provide you with the lump sum proposal amount of **\$14,960.00, (fourteen thousand, nine hundred and sixty dollars and no cents)**, for **Architectural Design, Mechanical, Electrical, and Plumbing Engineering** consulting services for your restroom renovation project at the VCPL Main Branch location. At this time we understand this project to be a two-phase renovation. Phase One will include renovations of the first floor public restrooms with exploration of the idea of converting two existing restrooms into three unisex, family style restrooms. Phase Two will include renovating two public and two employee restrooms in the lower level by replacing fixtures, finishes, and lighting. These two phases will be compiled as one bid package and is only a two-phase project so the Library may keep functional restrooms available to the public during operating hours.

**Construction Cost Opinion (range): \$192,350.00 - \$235,100.00**

Based on the above scope of work, we are estimating a Construction Cost Opinion of \$213,725.00 with a 10% contingency of \$21,375.00 to move in either direction due to the varying costs of construction at this time. This is based on an average cost of around \$150 up to \$200 per square foot for projects that involve extensive plumbing renovations.

**The Architect shall perform the following tasks:**

1. Provide design layout and concept drawings, for the Owner's approval, denoting the scope and extent of the work to be performed and a time frame in which the work must be completed.
2. Produce a complete and concise set of Architectural, Mechanical, Electrical and Plumbing construction documents for the purpose of bid and construction.

3. Provide coordination between all disciplines to generate a final, concise set of construction documents.
4. Provide assistance with any state and/or municipal approval processes.
5. Attend all necessary meetings, both formal and informal as required.
6. Assist the owner in the bid process, if and as required.
7. Provide contract administration services, including shop drawing review and processing, site visits throughout the course of construction, review and signature of GC's Application for Payment, address GC field questions (RFI's) related to the drawings and review and signature of change orders.

**Concerns and Exclusions:**

1. Fees Related to State Design Release or Local Permits
2. Abatement - this proposal does not include costs associated with the abatement of undiscovered, or potentially hidden hazardous materials along with all associated equipment.
3. Reimbursables - includes those costs associated with printing, travel, postage, etc... (expected to be minimal if any on this project).

**Compensation Summary:**

Based upon a "lump sum" arrangement, the fees for the scope of the work described will be **\$14,960.00, (fourteen thousand, nine hundred and sixty dollars and no cents)**. Billings will be submitted monthly based upon the percentage of work completed. Unpaid invoices over 30 days may be charged prime plus 2% interest per month.

**Service Fee Structure:**

1. Schematic Design	10 %
2. Design Development	15 %
3. Construction Documentation Phase	60 %
4. Bid and Contract Negotiation	10 %
5. <u>Construction Oversight/Project Closeout</u>	5 %

**Total Fee** **100 %**

**Schedule:**

At this time the schedule for work to be completed is listed as tentative and needs approval from the VCPL Board of Directors. Once final approval is given, we estimate between 30 and 50 business days to complete the set of construction documents. The Architect, Owner and Contractor will need to establish and agree upon a reasonable schedule for the completion of construction.

### **Additional Services:**

If the project scope changes significantly or additional services are required by the Owner or the Owners' representatives, then Holder Design, Inc. will provide services at the standard hourly rates, (attached), or at an agreed upon, negotiated flat fee. The Architect will provide written notice to the Owner prior to proceeding with any additional services.

On behalf of Holder Design, Inc., I would like to express my gratitude for the opportunity to provide our services on this project. Should you have any questions or require additional information, please do not hesitate to contact me directly. I look forward to working with you towards the completion and ultimate success of this project.

Respectfully,



Cari Rohrmayer, NCIDQ  
Managing Partner  
Holder Design, Inc.

## 2022 Billing Rates

<u>Classification of Task</u>	<u>Hourly</u>
Project Architect	\$175.00
Design Services	\$135.00
CAD Services	\$100.00
 <b><u>Reimbursables</u></b>	
Printing (Drawings) ft.	\$0.13/sq.
Postage	cost x 1.1
Consultants	cost x 1.1