

AGENDA

**REGULAR MEETING
VIGO COUNTY PUBLIC LIBRARY
Monday, August 16, 2021, 5:30 PM
Vigo County Public Library
One Library Square
Terre Haute, IN 47807**

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

1. **Call to Order and Roll Call of Members**
2. **Public Input on Action Items**
3. **Consideration of Minutes of July 19, 2021, Regular Meeting** 2
4. **Treasurer's Report**
 - A. Monthly Financial Statement 5
 - B. Claims and Payroll 6
 - C. Special Claims
 - D. Gift Fund Report 20
5. **Reports to the Library Board**
 - A. Summer Reading Program ~ Sarah Trover
6. **Director's Report** 21
7. **Old Business**
8. **New Business**
 - A. Election of Officers: President, Vice President, Secretary
 - B. Election of Treasurer
 - C. Approval of Treasurer's Official Bond 29
 - D. Presentation of 2022 Library Budget & Permission to Advertise 31
 - E. Resolution on Safe Deposit Box 38
 - F. Resolutions on Depository Signatures 39
 - G. Commitment to Join Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2022, through June 30, 2023 41
 - H. 2021 - 2022 Health Insurance Contract Renewal 42
 - I. Consideration of Policies
 - 1) Health, Vision, Dental Insurance policy 43
 - 2) Retirement Plan policy 45
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Meeting:**

Special Meeting (Public Hearing on 2022 Library Budget), Tuesday, September 7, 2021, at 5:30 p.m. at the Main Library.
Regular Meeting (Adoption of 2022 Library Budget), Monday, September 20, 2021, at 5:30 p.m. at the Main Library.
11. **Adjournment**

At the Regular Meeting of the Vigo County Public Library Board at the Vigo County Public Library, One Library Square, with a virtual teleconference option, at 5:30 p.m. on the 19th day of July 2021, the following persons were present:

Library Board Members Present: Terry W. Jones, President; Olivia K. Goulding, Vice President; Valentine K. Muyumba, Secretary; Christi A. Fenton; James Young; and Sister Dorothy Rasche.
Library Board Members Absent: Daniel I. Pigg.

Library Staff: Kristi Howe; Amy Gibson; Brett Taylor; Heather Rayl; Lauren Elyea; Bonnie McNair; Elizabeth Scamihorn; Dennis Shepard; Cindy Bhatti; and Seth James. Virtual: Carey LaBella; and Jeanette Bouchie.

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 June 21, 2021, regular meeting, made by Fenton, seconded by Sister Dorothy, passed.

TREASURER'S REPORT

Monthly Cash Statement

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

Claims and Payroll

Mr. Taylor presented the Month End Claims dated June 30, 2021 in the amount of \$39,423.82 (Library Operating, \$37,989.67; Gift Fund, \$176.82; Grants, \$1,257.33); Library Operating Claims dated June 19, 2021, in the amount of \$132,924.22 (Library Operating Fund, \$131,545.25, Gift Fund, \$121.64; Grants, \$1,257.33.) (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

Special Claims

Mr. Taylor presented a special claim of \$43,500 to Tech Logic Corporation for the second payment on the Automatic Material Handler.

Gift Fund Report

Mr. Taylor presented the Gift Fund report dated June 30, 2021 for \$59,386.51.

Approval of Treasurer's Report

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

REPORTS TO THE LIBRARY BOARD

Integrated Library System Solutions

VCPL currently shares an ILS (Integrated Library System) with Indiana State University and St. Mary of the Woods College. While sharing a system has been advantageous in some ways, in other ways it has been unfavorable. Over the past several months, Heather Rayl and Lauren Elyea have been investigating possible ILS solutions for VCPL that might better serve customer and staff needs. A committee of VCPL staff was formed to begin planning for staff-wide evaluations of ILS options. Mrs. Rayl and Ms. Elyea presented their plans to view demonstrations and use trials to evaluate options, along with a potential timeline for requesting board approval, migration, and a go-live date.

DIRECTOR'S REPORT

Ms. Howe commented on her written report.

Ms. Howe requested authorization to provide written notice of intent to withdraw from the consortium per the Memo of Understanding (MOU) for the LCVC.

Ms. Howe discussed the due diligence process and timeline, appraisal, and architect proposal for the 12 points property.

Ms. Howe shared information on the 2022 Budget process and requested board member volunteers to join the Advisory committee. Terry Jones and Olivia Goulding volunteered.

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

OLD BUSINESS

There was no old business.

NEW BUSINESS

Consideration of Policies in the VCPL Staff Manual

Holidays Policy

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

Resolution on Sale of Surplus Property

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

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

Mr. Jones, along with the board members and Ms. Howe, thanked Sister Dorothy for her time and dedication to the VCPL Board of Trustees.

NEXT MEETING

Regular Meeting, **Monday, August 16, 2021** at 5:30 p.m., Main Library.

ADJOURNMENT

A motion to adjourn the meeting made by Fenton, seconded by Sister Dorothy, passed. The meeting adjourned at 6:16 p.m.

Terry W. Jones, President

Olivia K. Goulding, Vice President

Valentine K. Muyumba, Secretary

Christi A. Fenton, Board Member

James M. Young, Board Member

Sister Dorothy Rasche, Board Member

ABSENT

Daniel I. Pigg, Board Member

AG 7/20/21

Vigo County Public Library

Cash Statement
 Vigo County Public Library
 July 2021

Account Title Number	Beginning MTD Balance YTD Balance	MTD Debits YTD Debits	MTD Credits YTD Credits	Ending Balance	MTD Change YTD Change
Cash Library Operating Fund 100-01-1010	6,562,140.63 5,393,659.33	101,468.33 4,392,300.83	591,153.89 3,713,505.09	6,072,455.07	(489,685.56) 678,795.74
Cash Gift Fund 200-00-1010	59,386.51 63,760.68	175.43 4,015.49	121.64 8,335.87	59,440.30	53.79 (4,320.38)
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	(11,943.98) (27,309.59)	4,400.00 30,711.52	1,257.33 12,203.24	(8,801.31)	3,142.67 18,508.28
Cash Public Library Access Car 800-00-1010	0.00 0.00	65.00 65.00	0.00 0.00	65.00	65.00 65.00
Cash-Payroll Withholdings 803-00-1010	1,122.16 1,289.84	64,212.47 495,441.24	64,212.47 495,608.92	1,122.16	0.00 (167.68)

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description	
*20359	CONLEY REAL ESTATE APPRAI	100	Check	1,500.00	56549	APPRAISAL FOR 12 POINTS PROPERTY	
20350	FULTON AIR BALANCE	100	Check	14,000.00	56550	TOTAL AIR BALANCE SERVICE	
20356	INVENGO AMERICAN CORP	100	Check	3,460.00	56551	SELF-CHECKS, CIRC PADS, SCAN WANI	
20432	KJB THEATERS	100	Check	216.00	56552	POPCORN FOR JAWS	
*20374	KONA ICE OF MIDWEST INDIAN	100	Check	450.00	56553	WEST SUMMER CELEBRATION	
					Total Count:	5	
					Total Amount:	19,626.00	
20355	ADP INC - AUTOPAY II	100	ACH	237.12	5584	WORKFORCE NOW HCM SUITE	
20406	ADP INC - AUTOPAY II	100	ACH	665.30	5585	PAYROLL SERVICES	
*20315	ADP SCREENING & SELECTION	100	ACH	220.53	5586	BACKGROUND SCREENING	
20354	AMAZON.COM LLC	100	ACH	84.81	5587	KIT SUPPLIES	
20375	AMAZON.COM LLC	100	ACH	169.95	5588	ROTARY TRIMMER	
20376	AMAZON.COM LLC	100	ACH	119.98	5589	VIDEO GAMES	
20377	AMAZON.COM LLC	100	ACH	49.97	5590	RAINBIRD DRIP LINE AND FITTINGS	
20380	AMAZON.COM LLC	100	ACH	23.98	5591	SUN HATS (SMALL)	
20390	AMAZON.COM LLC	100	ACH	29.99	5592	DVD/VIDEO MATERIAL	
20391	AMAZON.COM LLC	100	ACH	75.80	5593	CALENDARS FOR ADULT SERVICES	
20393	AMAZON.COM LLC	100	ACH	40.20	5594	FILING FOLDERS	
20397	AMAZON.COM LLC	100	ACH	79.98	5595	VIDEO GAMES	
20408	AMAZON.COM LLC	100	ACH	6	130.41	5596	CIRC PRINT MATERIAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
20420	AMAZON.COM LLC	100	ACH	80.31	5597	SMORES TECH KITS
20422	AMAZON.COM LLC	100	ACH	31.90	5598	HARD HATS
20425	AMAZON.COM LLC	100	ACH	445.71	5599	HOSES AND ACCESSORIES
20426	AMAZON.COM LLC	100	ACH	199.80	5600	VIDEO GAMES
20429	AMAZON.COM LLC	100	ACH	64.09	5601	ITEMS FOR WONDERBOXES IN SEPTEMBER
20431	AMAZON.COM LLC	100	ACH	48.03	5602	SEWING KITS SUPPLIES
20365	BAKER & TAYLOR INC	100	ACH	9,164.32	5603	CIRC PRINT MAT, YS MAT, AUD REC BO
20421	BAKER & TAYLOR INC	100	ACH	1,050.00	5604	FIRST LOOK CARTS
20433	COLDWELL & CO INC	100	ACH	122.48	5605	HVAC BELTS
*20351	COX ZWERNER GAMBILL & SUI	100	ACH	3,502.50	5606	LEGAL SERVICES
20370	E-Z CLEAN INC	100	ACH	174.96	5607	VINYL GLOVES (M,L,XL) CASE
20360	GALE/CENGAGE LEARNING	100	ACH	207.67	5608	CIRC PRINT MATERIALS
*20352	INDIANA LIBRARY FEDERATION	100	ACH	80.00	5609	ILF MEMBERSHIPS- A POPE AND K TUT
*20419	INDIANA LIBRARY FEDERATION	100	ACH	900.00	5610	ILF YS CONFERENCE REGISTRATION
*20372	JONES*NICOLE	100	ACH	13.22	5611	MILEAGE REIMBURSEMENT
*20392	MIDWEST COMMUNICATIONS, I	100	ACH	700.00	5612	SUMMER READING RADIO PROMO
20364	MIDWEST TAPE	100	ACH	4,553.50	5613	DVD/VIDEO MATERIAL
20414	RICOH USA INC	100	ACH	1,458.78	5614	COPIER LEASE
						Total Count: 31
						Total Amount: 24,725.29
				7		
20358	FUN EXPRESS, LLC		E-pay	158.27	8017	SUPPLIES FOR NATURE EXPLORE & OL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		100				
20361	CENTER POINT LARGE PRINT		<i>E-pay</i>	22.17	8018	CIRC PRINT MATERIAL
		100				
20362	OFFICE DEPOT		<i>E-pay</i>	119.67	8019	OFFICE SUPPLIES
		100				
20363	FUN EXPRESS, LLC		<i>E-pay</i>	122.97	8020	SUPPLIES FOR NATURE EXPLORE & OU
		100				
*20366	COURTESY CLEANING CENTEF		<i>E-pay</i>	54.60	8021	LAUNDERING OF TABLECLOTHS
		100				
*20367	ARAMARK UNIFORM SERVICES		<i>E-pay</i>	148.90	8022	WEST MAT SERVICE
		100				
20318	KROGER		<i>E-pay</i>	229.41	8023	FLAVOR BYTES KIT SUPPLIES
		100				
*20379	CITY OF TERRE HAUTE SEWAG		<i>E-pay</i>	740.00	8024	MAIN SEWAGE BILLING
		100				
20381	LARGE INK, LLC		<i>E-pay</i>	14.91	8025	VINYL EXTERIOR NUMBERS FOR WEST
		100				
*20382	COURTESY CLEANING CENTEF		<i>E-pay</i>	19.88	8026	LAUNDERING OF TABLECLOTHS
		100				
*20383	ARAMARK UNIFORM SERVICES		<i>E-pay</i>	347.72	8027	MAIN SERVICE
		100				
*20373	VISA CARD SERVICES		<i>E-pay</i>	2,286.23	8028	VARIOUS SUPPLIES, TRAVEL, REGISTR.
		100				
*20386	REPUBLIC SERVICES OF WEST		<i>E-pay</i>	348.66	8029	MAIN TRASH SERVICE
		100				
*20388	TABCO PRINTING & PROMOTIC		<i>E-pay</i>	215.00	8030	BUSINESS CARDS
		100				
20389	GETTY IMAGES US INC		<i>E-pay</i>	2,900.00	8031	ANNUAL STOCK PHOTO SUBSCRIPTION
		100				
20394	OVERDRIVE		<i>E-pay</i>	39.00	8032	DIGIPALOOZA CONFERENCE
		100				
20395	OVERDRIVE		<i>E-pay</i>	7,500.00	8033	JULY CONTENT CREDIT DEPOSIT
		100				
20396	LOGO CONNXTION		<i>E-pay</i>	470.00	8034	ANSI 107 WORK SHIRTS
		100				
20403	JAMEX		<i>E-pay</i>	420.00	8039	ANNUAL PROCESSING SUBSCRIPTION
		100				
*20404	INDIANA AMERICAN WATER CC		<i>E-pay</i>	935.47	8040	MAIN WATER SERVICE
		100				
*20405	INDIANA AMERICAN WATER CC		<i>E-pay</i>	8	8041	MAIN IRRIGATION SERVICE
		100				

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
20407	JOHNSTONE SUPPLY	100	<i>E-pay</i>	48.00	8042	FILTERS FOR WEST
20409	VERIZON - WIRELESS	100	<i>E-pay</i>	205.74	8043	PHONE SERVICE
20411	T-MOBILE USA, INC.	100	<i>E-pay</i>	148.88	8044	WEST HOTSPOT DATA
20412	T-MOBILE USA, INC.	100	<i>E-pay</i>	1,005.53	8045	MAIN HOTSPOT DATA
20357	SAM'S CLUB DIRECT	100	<i>E-pay</i>	213.87	8046	PROGRAM SUPPLIES
20415	OFFICE DEPOT	100	<i>E-pay</i>	91.62	8047	OFFICE SUPPLIES
*20418	DICK MCCALISTER & SONS INC	100	<i>E-pay</i>	925.00	8048	WATER LEAK REPAIR
*20191	CAPITAL ONE	100	<i>E-pay</i>	23.54	8049	SUPPLIES FOR KITS IN JULY
20434	DLC MEDIA, INC.	100	<i>E-pay</i>	300.00	8050	SUMMER READING RADIO PROMO
20435	DLC MEDIA, INC.	100	<i>E-pay</i>	300.00	8051	SUMMER READING RADIO PROMO
20436	CINTAS CORPORATION	100	<i>E-pay</i>	88.09	8052	MAIN CABINET SERVICE
20442	ACTION PEST CONTROL, INC	100	<i>E-pay</i>	285.00	8053	WEST MONTHLY INSPECTION
20443	TASB, INC.	100	<i>E-pay</i>	4,000.00	8054	BOARDBOOK SUBSCRIPTION
*20444	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	10.00	8055	LAUNDERING OF TABLECLOTHS

Total Count: **35**
Total Amount: **25,548.36**

Grand Total Fund 100:	69,899.65
Grand Total Fund 200:	0.00
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:	71
Grand Total Amount:	69,899.65

ACCOUNTS PAYABLE VOUCHER**Vigo County Public Library Terre Haute, Indiana****Payee 576****Purchase Order No. 210816, 210888****VISA CARD SERVICES
CARD SERVICES
PO BOX 875852
KANSAS CITY, MO 64187-5852****210902, 210977, 210921, 210929
210949, 210954, 210815, 210909
210956, 210987, 210999, 211013****Terms E-PAY****Date Due 7/30/2021**

Invoice Date	Invoice Number	Description (or attach invoice(s))	Amount	
6/19/2021	24204295A00Q QNXpz	FACEBOOK- JUNETEENTH EVENT PROMO	100	00
6/22/2021	24426295E0G RXMX55	THE TULIP COMPANY & MORE- FLOWERS FOR LANDSCAPING	155	94
6/25/2021	24492155GJH SVHKPV	NAMECHEAP- MOTHER GOOSE DOMAIN PURCHASE	30	32
7/14/2021	242042963003 MD486	FACEBOOK- WEST BRANCH SUMMER CELEBRATION	100	00
6/29/2021	24692165L2X9 78QHD	PURDUE CES FUND- CONFERENCE FEE FOR SEAN EISELE	325	00
7/1/2021	24692165N2X V1JSXH	PURDUE CES FUND- CONFERENCE FEE FOR MEGAN HOWES	325	00
7/2/2021	24692165P2XX E35WD	GOOGLE WORKSPACE PAYPAL-NATURE EXPLORE CLASS	222	40
7/8/2021	24492155XRS5 P1SLN	REGISTRATION FOR SHARON MCCONNELL	35	00
6/24/2021	24204295F00F Z25SQ	FACEBOOK- SUMMER READING LAUNCH	200	00
6/24/2021	24445005G00 M54VAM	DOLLAR TREE STORES, INC.- YS PROGRAM SUPPLIES	11	00
6/24/2021	24445005G00 M54VGB	DOLLAR TREE STORES, INC.- YS PROGRAM SUPPLIES	4	00
7/6/2021	24492155VLW K119FG	ONLINE LABELS- RETURN ADDRESS LABELS AND BOOK LABELS	257	23
7/12/2021	242707461S66 HEGXF	BATTERY SOLUTIONS- BATTERY RECYCLING KIT	74	95
7/14/2021	2469216632XX 8WFJ3	EXPEDIA- HOTEL RESERVATION FOR ILF YOUTH SERVICES CONFERENCE	433	44
7/16/2021	244450066EJ4 7BA22	DOLLAR GENERAL- SUMMER CELEBRATION MISC	11	95

TOTAL			2286	23

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 - _____, 2021

Librarian

Voucher No.		Warrant No.		PAYEE	
Charge These Appropriations					
Account Number	Account Name	Amount			
4213	100-02	74.95			
4235	100-03	155.94			
4245	100-04	15.00			
4323	100-04	433.44			
4324	100-04	325.00			
4245	100-08	11.95			
4324	100-08	35.00			
4314	100-09	222.40			
4245	100-11	245.08			
4314	100-11	30.32			
4325	100-11	12.15			
4331	100-11	400.00			
4324	100-14	325.00			
				APPROVED _____, 2021	
				In the amount of \$	
	Total	2,286.23		See Claims Docket	

Library Form No. 4 (1934)

Prescribed by State Board of Accounts

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
20523	ADP INC - AUTOPAY II	100	ACH	670.15	5615	PAYROLL SERVICES
20485	AMAZON.COM LLC	100	ACH	84.61	5616	HALLOWEEN MASK KIT SUPPLIES
20486	AMAZON.COM LLC	100	ACH	57.19	5617	THERMAL PAPER FOR SELF-CHECKS
20487	AMAZON.COM LLC	100	ACH	103.29	5618	SUPPLIES FOR OUTREACH & FAMILY LE
20488	AMAZON.COM LLC	100	ACH	155.85	5619	VIDEO GAMES
20489	AMAZON.COM LLC	100	ACH	29.99	5620	VIDEO GAMES
20499	AMAZON.COM LLC	100	ACH	28.41	5621	CIRC MATERIALS
20502	AMAZON.COM LLC	100	ACH	10.92	5622	TRASH CAN FOR ADULT SERVICES
20507	AMAZON.COM LLC	100	ACH	35.64	5623	SMORES TECH KITS
20508	AMAZON.COM LLC	100	ACH	37.99	5624	LAMINATING SHEETS
20517	AMAZON.COM LLC	100	ACH	45.34	5625	HAND SANITIZER
20518	AMAZON.COM LLC	100	ACH	406.31	5626	PRIZES FOR YS CONFERENCE
20526	AMAZON.COM LLC	100	ACH	1,627.86	5627	BOOKS FOR DIGITAL CITIZEN AND BOXI
20527	AMAZON.COM LLC	100	ACH	9.95	5628	BOOKS FOR DIGITAL CITIZEN AND BOXI
20528	AMAZON.COM LLC	100	ACH	99.98	5629	DVD/VIDEO MATERIAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
20529	AMAZON.COM LLC	100	ACH	28.99	5630	VIDEO GAMES
20530	AMAZON.COM LLC	100	ACH	123.85	5631	FLAVOR BYTES KITS SUPPLIES
20490	BAKER & TAYLOR INC	100	ACH	9,442.12	5632	CIRC PRINT MAT, YS MAT, AUDIO REC E
20511	BAKER & TAYLOR INC	100	ACH	868.95	5633	YS MATERIAL, CIRC PRINT MATERIAL
20513	BOOK DEPOT	100	ACH	269.19	5634	YS GIRLS WHO CODE & FALL TEEN TAK
*20475	CULLIGAN WATER CONDITIONI	100	ACH	25.00	5635	WEST COOLER RENTAL
*20476	CULLIGAN WATER CONDITIONI	100	ACH	150.00	5636	MAIN COOLER RENTAL
20465	DEMCO, INC	100	ACH	200.78	5637	SMALL ACRYLIC ZIG-ZAG DISPLAY
20493	E-Z CLEAN INC	100	ACH	490.62	5638	CLEANING SUPPLIES
20554	EPIC INSURANCE MIDWEST	100	ACH	189.00	5639	PUBLIC OFFICIAL BOND-- D SHEPARD
20481	GALE/CENGAGE LEARNING	100	ACH	365.84	5640	CIRC PRINT MATERIAL
20538	GALE/CENGAGE LEARNING	100	ACH	12,575.17	5641	GALE COURSES ONLINE DATABASE
*20548	GLOBAL INDUSTRIAL COMPAN'	100	ACH	326.49	5642	PLASTIC ROLLER SHOPPING BASKETS
*20552	KNIGHT*LOGAN	100	ACH	3,000.00	5643	SUMMER 2021 TUITION REIMBURSEMEI
*20292	LOWE'S COMMERCIAL SERVICI	100	ACH	111.80	5644	MAINTENANCE SUPPLIES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*20500	MELCHO*ANGELINA	100	ACH	1,500.00	5645	SUMMER 21 TUITION REIMBURSEMENT
20466	MIDWEST TAPE	100	ACH	5,955.85	5646	HOOPLA INVOICE
20467	MIDWEST TAPE	100	ACH	1,573.40	5647	DVD/VIDEO MAT, AUDIO REC MUSIC
20515	MIDWEST TAPE	100	ACH	3,552.94	5648	DVD/VIDEO MATERIAL, AUDIO REC MUS
20539	NEW AVENUES	100	ACH	158.33	5649	ALA CARTE ADMIN FEE
20540	NEW AVENUES	100	ACH	270.00	5650	CLINICAL HOURS
20479	OCLC INC	100	ACH	6,066.00	5651	CATALOGING SUBSCRIPTION
20519	RICOH USA INC	100	ACH	1,399.35	5652	COPIER LEASE
20469	STAPLES BUSINESS CREDIT	100	ACH	227.98	5653	OFFICE CHAIR FOR KRISTI- TP9000
*20521	UNIQUE MANAGEMENT SERVIC	100	ACH	549.33	5654	NOTICES
*20522	UNIQUE MANAGEMENT SERVIC	100	ACH	259.55	5655	PLACEMENTS
20506	WEAS ENGINEERING INC	100	ACH	491.72	5656	WATER TREATMENT MANAGEMENT
					Total Count:	42
					Total Amount:	53,575.73
*20468	TOWN OF WTH WATER & SEWE	100	E-pay	64.04	8070	WEST WATER SERVICE
20471	OFFICE DEPOT	100	E-pay	4.88	8071	OFFICE SUPPLIES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
20472	OFFICE DEPOT	100	<i>E-pay</i>	3.56	8072	OFFICE SUPPLIES
20473	PAYPAL INC	100	<i>E-pay</i>	19.95	8073	MONTHLY PAYFLOW LINK
20474	WEX BANK	100	<i>E-pay</i>	154.38	8074	FUEL
*20477	TABCO PRINTING & PROMOTIC	100	<i>E-pay</i>	12.00	8075	BUSINESS CARDS
*20478	TABCO PRINTING & PROMOTIC	100	<i>E-pay</i>	12.00	8076	BUSINESS CARDS
20482	CENTER POINT LARGE PRINT	100	<i>E-pay</i>	222.30	8077	CIRC PRINT MATERIAL
20483	OVERDRIVE	100	<i>E-pay</i>	7,500.00	8078	OVERDRIVE CONTENT
*20484	LAKESHORE LEARNING MATEF	100	<i>E-pay</i>	114.43	8079	YS MATERIAL
*20492	APPLE HOUSE*THE	100	<i>E-pay</i>	54.00	8080	MULCH
*20494	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	59.08	8081	PRIVATE FIRE SERVICE
*20496	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	19.46	8082	LAUNDERING OF TABLECLOTHS
20498	WAGeworks, INC.	100	<i>E-pay</i>	45.00	8083	COBRA- NOTICE FOR SUBSIDY ELIGIBIL
*20503	ARAMARK UNIFORM SERVICES	100	<i>E-pay</i>	347.72	8084	MAIN SERVICE
20505	ORKIN PEST CONTROL	100	<i>E-pay</i>	70.00	8085	WEST MONTHLY PEST CONTROL
20509	JOINK LLC	100	<i>E-pay</i>	275.00	8086	MONTHLY CLOUD BACKUP
20427	BAESLERS MARKET	100	<i>E-pay</i>	77.88	8087	PROGRAM SUPPLIES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
20520	FUN EXPRESS, LLC	100	<i>E-pay</i>	231.32	8088	YS PROGRAM SUPPLIES
*20524	HANOVER INSURANCE GROUP	100	<i>E-pay</i>	739.00	8089	WORKERS COMPENSATION POLICY
20525	CENTERPOINT ENERGY	100	<i>E-pay</i>	21.28	8090	GAS SERVICE
20531	OFFICE DEPOT	100	<i>E-pay</i>	87.60	8091	OFFICE SUPPLIES
20532	FRONTIER	100	<i>E-pay</i>	48.40	8092	WEST PHONE SERVICE
20533	NEXSTAR BROADCASTING	100	<i>E-pay</i>	500.00	8093	SUMMER READING ADVERTISEMENTS
20534	NEXSTAR BROADCASTING	100	<i>E-pay</i>	260.00	8094	SUMMER READING ADVERTISEMENTS
20535	NEXSTAR BROADCASTING	100	<i>E-pay</i>	255.00	8095	SUMMER READING ADVERTISEMENTS
20536	CROWN ELECTRIC, INC	100	<i>E-pay</i>	4,252.05	8096	SERVICE CALL TO REPLACE A/C MOTOI
*20537	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	47.25	8097	LAUNDERING OF TABLECLOTHS
20541	ENA	100	<i>E-pay</i>	669.54	8098	VOICE SERVICE
20542	WAGeworks, INC.	100	<i>E-pay</i>	168.82	8099	COBRA BENEFITS
20543	CINTAS CORPORATION	100	<i>E-pay</i>	42.86	8100	WEST CABINET SERVICE
20544	WTHI TELEVISION	100	<i>E-pay</i>	342.00	8101	SUMMER READING ADVERTISEMENTS
20545	WTHI TELEVISION	100	<i>E-pay</i>	30.00	8102	SUMMER READING ADVERTISEMENTS

<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>
20546	WTHI TELEVISION	100	<i>E-pay</i>	320.00	8103	SUMMER READING ADVERTISEMENTS
*20547	YOUR AUTOMATIC DOOR COM	100	<i>E-pay</i>	192.50	8104	MAIN EXTERIOR DOOR REPAIR
*20551	ARAMARK UNIFORM SERVICES	100	<i>E-pay</i>	162.36	8105	WEST MAT SERVICE
*20553	ACCURATE CUTTING TECHNOL	100	<i>E-pay</i>	41.65	8106	BLADE SHARPENING FOR PAPER CUTT

Total Count: **37**
Total Amount: **17,467.31**

<i>Grand Total Fund 100:</i>	70,818.05
<i>Grand Total Fund 200:</i>	224.99
<i>Grand Total Fund 201:</i>	0.00
<i>Grand Total Fund 203:</i>	0.00
<i>Grand Total Fund 276:</i>	0.00
<i>Grand Total Fund 300:</i>	0.00
<i>Grand Total Fund 400:</i>	0.00
<i>Grand Total Fund 800:</i>	0.00

Grand Total Count:	79
Grand Total Amount:	71,043.04

Payroll Payable
Voucher Register

Vigo County Public Library

For Period July -2021

Page 1 of 2 Pages

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
7/9	Pay#14	Gross Payroll	\$ 119,574.21	\$ 119,574.21	ACH	
7/9	Pay#14	FICA	\$ 8,767.43	\$ 8,767.43	ACH	
7/9	Pay#14	PERF	\$ 16,056.27	\$ 16,056.27	ACH	
7/23	Pay#15	Gross Payroll	\$ 117,309.95	\$ 117,309.95	ACH	
7/23	Pay#15	FICA	\$ 8,594.21	\$ 8,594.21	ACH	
7/23	Pay#15	PERF	\$ 15,733.32	\$ 15,733.32	ACH	
7/23	Pay#15	Anthem	\$ 53,842.16	\$ 53,842.16	ACH	
7/23	Pay#15	Guardian	\$ 5,369.97	\$ 5,369.97	ACH	
		Gross Payroll			ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

Total library cost			\$ 345,247.52			
July	pays 14 & 15	Great West	\$ 1,579.10	\$ 1,579.10	ACH	Staff withholding
July	pays 14 & 15	Garnishments	\$ 500.00	\$ 500.00	ACH	Staff withholding
July	pays 14 & 15	AFLAC	\$ 1,077.26	\$ 1,077.26	ACH	Staff withholding
July	pays 14 & 15	United Way	\$ 422.00	\$ 422.00	ACH	Staff withholding
July	pays 14 & 15	Anthem	\$ 7,458.34	\$ 7,458.34	ACH	Staff withholding
July	pays 14 & 15	HSA adj.		\$ -	ACH	Staff withholding
July	pays 14 & 15	Guardian	\$ 758.24	\$ 758.24	ACH	Staff withholding
July	pays 14 & 15	Boston Mutual	\$ 661.56	\$ 661.56	ACH	Staff withholding
July	pays 14 & 15	Fed Tax	\$ 18,549.01	\$ 18,549.01	ACH	Staff withholding
July	pays 14 & 15	State Tax	\$ 7,278.87	\$ 7,278.87	ACH	Staff withholding
July	pays 14 & 15	Local Tax	\$ 4,384.45	\$ 4,384.45	ACH	Staff withholding
July	pays 14 & 15	FICA	\$ 17,361.58	\$ 17,361.58	ACH	Staff withholding
July	pays 14 & 15	Vol. PERF	\$ 4,182.06	\$ 4,182.06	ACH	Staff withholding
Staff Cost			\$ 64,212.47			

Payroll Payable

Vigo County Public Library

Voucher Register

For Period July -2021

Page ___1___ of ___2___ Pages

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

August 16, 2021

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 \$ 345,247.52

Dated this 16th day of August 2021 .

Terry W. Jones, Board President

Olivia K. Goulding, Board Vice President

Valentine K. Muyumba, Board Secretary

Christi A. Fenton, Board Member

Daniel I. Pigg, Board Member

Sister Dorothy Rasche, Board Member

James M.Young, Board Member

GIFT FUND BALANCES**2021**

FUND	AMOUNT	PURPOSE	Approval
00-General	\$ 849.89	Unrestricted Use	Admin.
64-SPC	\$ 11,529.41	Support of SPC	Admin.
65-Big Read	\$ 450.00	Big Read	Admin.
66-YS	\$ 5,208.92	Support of YS	Admin.
67-WVCF Endowment	\$ 986.00	Support of Strategic Plan	Admin.
68-Crackerbarrel	\$ 65.09	Support of Crackerbarrel	
69-Wright Fdtn.	\$ 10,361.46	Unrestricted Use	Admin.
71-West Branch	\$ 770.71	Support of West Branch	Admin.
72-Friends	\$ -	Support of pre-approved programs/ii	Admin.
73-WVLC	\$ -	Support of LLC literacy e	Admin.
74-Wiley Cupola	\$ 1,274.00		Admin.
75-Wiley Memorial	\$ 19,310.17	Construction & Maint.	Admin.
77-WVCF MEEKS	\$ 1,300.84	Childrens literature	Admin.
81-Comm. Conn.	\$ 216.95	Support of CC	Admin.
83-Kiwanis Ys	\$ 148.80	Childrens bk label recogn:	Admin.
85-Phillips	\$ 3,305.47	Support of LLC and Archiv	Admin.
87-Cox	\$ 646.48	Hearing impaired support	Admin.
89-Christmas in the Park	\$ 1,734.02	Christmas in the Park	Admin.
92-Marketing	\$ 1,000.00	Unrestricted Use	Admin.
93-Family Learning Day	\$ -	FAMILY LEARNING DAY	Admin.
94-TH Econ.Dev.	\$ 139.58	Adult nonfiction commemor	Admin.
96-Fundraiser	\$ 142.51	Buy a bk	Admin.
TOTAL	\$ 59,440.30		

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD AUGUST 16, 2021

NEA GRANT AWARD



After originally being notified that VCPL did not receive this federal grant, the Library has now been awarded \$20,000 from the National Endowment of the Arts. Another organization declined their award and the NEA and Arts Midwest subsequently offered the grant opportunity to VCPL. So, VCPL will be hosting the National Endowment of the Arts Big Read for 2022, and throughout March and April the focus will be on Toni Morrison's novel, **Beloved**.

ADULT SERVICES

ESL WOMEN'S CONVERSATION GROUP

Members of the ESL Women's Conversation Group met at Deming Park for a *Welcome Back* picnic on July 14. Many of the participants had been away for the summer, and they enjoyed an opportunity to share their experiences and practice their English-speaking skills.



COMMUNITY OUTREACH

Adult Services Librarian Carey LaBella and Adult Services Assistant Librarian Luke Gentry joined more than 70 local businesses and educational institutions for the Community Cares Resources Fair at Ivy Tech on July 20. During this event, they spoke with 116 people from the community, discussing services the Library provides for job seekers and those wanting to build career skills.

DIY KITS SERIES

Adult Services staff has launched a series of DIY kits that focus on the ecological benefits of upcycling and making your own products. The first kit, "DIY Graphic Novel Coasters" demonstrated a creative way to re-purpose books while also making customers aware of a part of VCPL's collection that they may not have previously explored.

PROGRAMS AND EVENTS

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD AUGUST 16, 2021

HAMILTON CENTER, INC'S: WE LIVE! IN ROSE PARK



On July 31, VCPL staff attended the Hamilton Center, Inc.'s *We Live!* in Rose Park. Attendees spun the wheel to win prizes. Andy Pope, Mandy All, Sharon McConnell, and LeRaye Cameron attended this event to represent the Library. Staff interacted with nearly 500 people at this event. Mandy All reflected on the event

stating, "Everyone was really grateful for our time and the prizes. One mom came back around a second time and thanked us again for coming, and said that the kids in the neighborhood love this event. "It's like Christmas. They love getting any prizes that are offered."

SUMMER READING

WHAT'S WITH ANIMALS' TAILS?



Youth Services staff members facilitated a program partnership with Purdue Extension/4-H to provide the program *What's with Animals Tails?* as part of the Summer Reading Program: Tails and Tales.

Sara Haag, from Purdue Extension, brought live animals and led the program where patrons got to learn about the importance of animals' tails and why they have them. They also explored general information about alpacas and llamas. Patrons got to pet the live animals and explore other fleece and furs.

JAWS AT THE MOON LITE DRIVE-IN

On July 26, VCPL showed Steven Spielberg's *Jaws* at the Moon Lite Drive-In Theater to make a unique connection to the Summer Reading theme of Tails & Tales. The crowd was eager to see the film and were dressed for the event in shark apparel. 90 people attended this event and enjoyed free popcorn provided by the Library. Nicole Norris and Sarah Trover represented the library at the movie.



DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD AUGUST 16, 2021

2021 SUMMER READING WRAP-UP



1,334 Vigo County Summer Reading Club participants recorded 1,321,027 minutes or 22,017 hours of reading during the months of June and July! Participants in the Early Literacy program earned a storytime kit in an insulated lunchbox that contained a book, a CD with nursery rhymes, a dry erase practice book with letters, finger puppets, and more. Kids ages 6-11 who completed the program took home an animal backpack filled with engaging S.T.E.A.M. activities like dinosaur eggs to crack open, bug catching tongs, and more. Teens received drawstring VCPL bags full of stickers, pins, cell phone rings, and notebooks. Adults were able to win a chance drawing for a \$50 Visa gift card upon completion. There were three grand prizes for each age group, including play tunnels, Disney+ memberships, inflatable pools, and a giant Connect 4 set. In total, thirteen community members won grand prizes this year. It was a wildly successful summer!

SPECIAL COLLECTIONS

NEW MATERIALS FROM ISU

In July, Special Collections staff received a large shipment of items from ISU and added those materials to the SPC Archives and public collection. Materials include many large record books that used to be in the City record's office, including volumes that document medical licenses, liquor licenses, and other such information. Many of these records are from the early 1900s, and have excellent research potential for historians, researchers, and genealogists. Due to SPC's ongoing relationship with the ISU Library's Special Collections department, these records have found a safe home in VCPL archives and will be preserved for future users. Several of these items are great candidates for digitization, and SPC staff hopes to create a digitization plan for these materials once the collections have been thoroughly inventoried.

TECH TEAM

RECENT CUSTOMER INTERACTIONS

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD AUGUST 16, 2021

On the evening of July 27, Ashley Wadsworth was going for a walk in a neighborhood near her home when she was approached by a woman who began talking to her about the Facebook Book Club that Ashley hosts. The woman said that she enjoys the book club, and that she has already begun reading the book for September.

Stacey Rozmin, from the Girl Scouts of Central Indiana, came to see *Jaws* at the Moon Lite Drive-in, sponsored by VCPL. She told Sarah Trover, Program and Events Manager, "I could not have done my job over the last year if it weren't for the library & the collaborative spaces. I am still using the spaces at least twice a week." She wanted the library to know that the hard work does not go unnoticed or unappreciated.

Luke Gentry was assisting a customer with the fax machine, when the customer said, "You really like your job, don't you?" He replied that he did. "I know it," the customer said, "I don't think I know anywhere else where the people just seem to want to help so much like they do here. I just really appreciate the people that work here. Everyone is just so helpful and polite and courteous. Both on this side," the customer indicated the Reference Desks, "and over there in the computer lab. I'm just so impressed with everyone that works here. If I have a problem in the computer lab, I can just pick up the phone and they'll control that arrow and help me figure out what I'm doing. Everybody here is just great!"

A customer walked by the Reference desk having come from the computer lab. They said, "Matthew (Beckham, Tech Team Technician) is so helpful! He does such a good job, both now and back before the pandemic. He's an asset to the Library!"

HAUTE STUDIO

Haute Studio opened to the public on August 2! The first customer reserved Haute Studio to record a series of educational health videos and was pleased with the many options available to her. The customer also commented that she had been to other libraries and was impressed with everything this library had to offer; she specifically mentioned the sewing machine kits that will be available in-house beginning September 1.

WEST BRANCH

SUMMER CELEBRATION

On July 17, the West Branch held its annual Summer Celebration at the branch and offered a Kona Ice Tour through parts of West Terre Haute. The Library van lead the Kona Ice truck to the West IGA parking lot to pass out free Kona Ices and books to members of the community. Then they travelled to set up at the South 7th Street Park. As they drove through the neighborhoods, kids and families who saw the Library van with the Kona Ica truck followed them to the park to get their treats.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD AUGUST 16, 2021

After the stop at the park, the tour made its way back to the West Branch, where guests had already begun to gather for games, art activities, music, books, and Kona Ice. Five therapy dogs from Love On A Leash and their owners came to visit with the community and to show off some great dog tricks. There was even a special visitor from the book *Where the Wild Things Are* by Maurice Sendak. The tour had 58 people stop by between the two locations, and there were approximately 45 visitors to the branch.



PERSONNEL CHANGES

RESIGNATION

Taylor, Brett J. - Resignation from the full-time salaried exempt position of Director of Support Services effective August 2, 2021.

EMPLOYMENT

Walker, Elizabeth - Rehired for the part-time non-exempt position of Human Resources Assistant in Administration effective August 4, 2021.

Bakare, Habeeb T. - Hired for the full-time non-exempt position of Adult Services Assistant Librarian in the Adult Services department effective August 9, 2021.

Craig, Arielle K. - Hired for the full-time non-exempt position of Adult Services Assistant Librarian in the Adult Services department effective August 9, 2021.

Hart, Hayley A. - Hired for the full-time non-exempt position of Adult Services Librarian in the Adult Services department effective August 9, 2021.

Respectfully submitted,

Kristi J. Howe

8/11/21 AG

Vigo County Public Library
July 2021

	July-21	July-20		YTD 2021	YTD 2020	
Print Circulation	21,998	17,141	28.3%	139,812	103,980	34.5%
A/V Circulation	7,477	9,475	-21.1%	53,308	64,425	-17.3%
Misc	452	177	155.4%	2,323	1,674	38.8%
Electronic Devices	76	34	123.5%	354	226	56.6%
TOTAL	30,003	26,827	11.8%	195,797	170,305	15.0%

	July-21	July-20		YTD 2021	YTD 2020	
Overdrive						
E-book	5,527	5,783	-4.4%	35,522	38,818	-8.5%
E-audiobook	2,936	2,781	5.6%	24,526	18,419	33.2%
E-Magazines	258	147	75.5%	2,171	1,382	57.1%
E-video or music	3	6	-50.0%	37	88	-58.0%
TOTAL	8,724	8,717	0.1%	62,256	58,707	6.0%

Hoopla						
E-audiobook	1,536	1,527	0.6%	9,785	10,866	-9.9%
E-Books	855	969	-11.8%	5,253	6,729	-21.9%
E-Comics	200	196	2.0%	1,242	1,318	-5.8%
E-music	137	219	-37.4%	904	1,520	-40.5%
E-video movie	186	311	-40.2%	1,381	2,197	-37.1%
E-video TV	170	292	-41.8%	4,180	2,065	102.4%
TOTAL	3,084	3,514	-12.2%	22,745	24,695	-7.9%

	July-21	July-20		YTD 2021	YTD 2020	
Reference [fact-finding]	2,730	3,224	-15.3%	19,536	19,710	-0.9%

Items Added to the Collection

July-21	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Purchased Items	1,270	232	17	2	8	0	1,529
Donated Items	0	0	0	0	0	0	0
Total Items Added	1,270	232	17	2	8	0	1,529

YTD 2021	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Purchased Items	5,484	2,071	113	26	73	44	7,811
Donated Items	11	0	0	0	0	0	11
Total Items Added	5,495	2,071	113	26	73	44	7,822

New Materials Ordered and Received

July-21	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Ordered	1,231	335	31	0	7	10	1,614
Received	1,399	272	24	6	11	10	1,722

YTD 2021	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Ordered	7,552	2,162	150	28	87	74	10,053
Received	5,733	2,045	131	26	74	53	8,062

Vigo County Public Library
July 2021

ON-SITE PROGRAMS	July-21	July-20		YTD 2021	YTD 2020	
Youth programs/events/classes	3	0	NULL	6	91	-93.4%
Teen programs/events/classes	0	0	NULL	0	8	-100.0%
Adult programs/events/classes	4	0	NULL	5	54	-90.7%
Family/general	2	1	100.0%	10	55	-81.8%
TOTAL	9	1	800.0%	21	208	-89.9%

ON-SITE ATTENDANCE						
Youth attendance	28	0	NULL	81	530	-84.7%
Teen attendance	0	0	NULL	0	38	-100.0%
Adult attendance	37	0	NULL	99	1,149	-91.4%
Family/general attendance	50	9	455.6%	180	660	-72.7%
TOTAL	115	9	1177.8%	360	2,377	-84.9%

OFF-SITE PROGRAMS	July-21	July-20		YTD 2021	YTD 2020	
Youth outreach	0	2	-100.0%	0	31	-100.0%
Teen outreach	0	1	-100.0%	0	9	-100.0%
Adult outreach	0	1	-100.0%	15	46	-67.4%
Family outreach	2	1	100.0%	7	8	-12.5%
Participation in Community Events	3	0	NULL	6	1	500.0%
TOTAL	5	5	0.0%	28	95	-70.5%

OFF-SITE ATTENDANCE						
Youth outreach attendance	0	313	-100.0%	0	918	-100.0%
Teen outreach attendance	0	85	-100.0%	0	174	-100.0%
Adult outreach attendance	0	263	-100.0%	346	1,177	-70.6%
Family outreach attendance	148	362	-59.1%	503	714	-29.6%
Community Events Interactions	896	0	NULL	1,462	6	24266.7%
TOTAL	1,044	1,023	2.1%	2,311	2,989	-22.7%

	July-21	July-20		YTD 2021	YTD 2020	
Adult materials deliveries	58	29	100.0%	340	200	70.0%
Youth materials deliveries	0	22	-100.0%	0	109	-100.0%
TOTAL	58	51	13.7%	340	309	10.0%

	July-21	July-20		YTD 2021	YTD 2020	
Computer Users	2,935	2,097	40.0%	19,600	18,578	5.5%
Web Site Hits	15,906	17,120	-7.1%	117,944	125,692	-6.2%
Mobile App Visits	552	579	-4.7%	3,879	4,116	-5.8%

	July-21	July-20		YTD 2021	YTD 2020	
Subscription Databases	9,645	16,770	-42.5%	84,244	108,203	-22.1%
ILL provided to other libraries	177	146	21.2%	1,519	515	195.0%
ILL received from other libraries	230	165	39.4%	1,784	844	111.4%

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

Children (ISL:0-11 yrs)	4
YA (ISL:12-18yrs)	2
Adult (ISL:18 + yrs)	5
General (all ages)	0
ESL - Adult	0
ESL - Family	0
Community Read (all ages)	0
Book Discussion (all ages)	0
Livestream Only Attendance	64

Recorded Programs - (Never Presented Live)

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

Views/Hits of Recorded Programs 138

Grab & Go/Take & Make Kits Distributed by Age Group

Children (ISL:0-11 yrs)	YA (ISL:12-18yrs)	Adult (ISL:18 + yrs)	General (all ages)
192	0	29	0



BOND RIDER

To be attached to and form a part of :

Bond No.: **999028999**

Cross Ref Bond No.: _____

Type of Bond: Business Manager/Interim Treasurer- Vigo County Public Library

Dated effective: December 31, 2019

Executed by: Dennis L. Shepard, Jr.
_____, as Principal,

And by: The Ohio Casualty Insurance Company, as Surety,

In favor of: State of Indiana, State House

In consideration of the mutual agreements herein contained the Principal and the Surety hereby consent to:

Changing: Bond Amount

From: \$100,000.00

One Hundred Thousand Dollars And Zero Cents

To: \$250,000.00

Two Hundred Fifty Thousand Dollars And Zero Cents

Nothing herein contained shall vary, alter or extend any provision or condition of this bond except as herein expressly stated.

This rider is effective: July 30, 2021

Signed and Sealed on: August 12, 2021

Principal Name: Dennis L. Shepard, Jr.

By: _____

Surety Name: The Ohio Casualty Insurance Company

By: Timothy A. Mikolajewski
Timothy A. Mikolajewski

Agency Name: ONI Risk Partners, Inc

Agency Address: 925 Wabash Ave, Ste 200, Terre Haute, IN 47807-3237





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

The Ohio Casualty Insurance Company

POWER OF ATTORNEY

Principal: Dennis L. Shepard, Jr.
Agency Name: ONI Risk Partners, Inc Bond Number: 999028999
Obligee: State of Indiana, State House
Bond Amount: (\$250,000.00) Two Hundred Fifty Thousand Dollars And Zero Cents

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

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



The Ohio Casualty Insurance Company

By: [Signature]
David M. Carey, Assistant Secretary

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

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

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

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



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: [Signature]
Teresa Pastella, Notary Public

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

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

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

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

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

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

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Company this 12th day of August, 2021.



By: [Signature]
Renee C. Llewellyn, Assistant Secretary

Budget Form 1 - Budget Estimate

Year: 2022 County: Vigo Unit: Vigo County Public Library

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4111	Executive Director	\$113,942	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4112	Salary of Dept. Directors	\$197,314	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4113	Salary of Librarians	\$991,761	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4114	Salary of Support Staff	\$1,665,936	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4115	Wages of Hourly	\$199,161	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4116	Salary of Maintenance	\$276,513	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4117	Wages of Hrly Maintenance	\$32,000	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4118	Overtime	\$18,874	31 \$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4119	Sunday Pay	\$70,499	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4121	Employer's share FICA	\$270,506	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4122	Unemployment Compensation	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4123	Employer's Contribution PERF	\$469,289	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4124	Employer's Contribution-Group Insurance	\$991,233	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4125	Employer's Contribution-Dental Insurance	\$59,153	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4126	Employer's Contribution-Vision Insurance	\$8,423	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4127	Employer's Contribution-Life Insurance	\$25,858	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4128	Separation Payout	\$45,059	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4129	Other Benefits	\$66,000	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Office Supplies	4213	Other Office Supplies	\$21,510	\$0

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Operating Supplies	4221	Cleaning and Sanitation Supplies	\$9,500	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Operating Supplies	4222	Fuel, Oil and Lubricants	\$2,500	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Operating Supplies	4223	Operating Supplies and Parts	\$42,950	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Repair and Maintenance Supplies	4231	Building Materials and Supplies	\$6,000	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Repair and Maintenance Supplies	4235	Grounds Maintenance Supplies	\$7,100	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	4241	Materials Preparation	\$46,000	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	4243	Audio-Visual Supplies	\$1,818	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	4244	Computer Supplies	\$12,313	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	4245	Other Library Supplies	\$193,409	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	4246	Staff Development Materials	\$6,900	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	4311	Consulting Services	\$70,000	32 \$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	4312	Engineering & Archit. Services	\$70,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	4313	Legal Services	\$4,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	4314	Other Professional Services	\$425,672	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	4334	Digitization	\$12,500	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	4321	Telephone & Internet Services	\$46,060	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	4322	Postage	\$4,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	4323	Traveling Expenses	\$13,590	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	4324	Professional Meetings	\$17,620	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	4325	Freight & Shipping	\$12,350	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Printing and Advertising	4331	Advertising & Publication of Notices	\$68,100	\$0

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Insurance	4341	Official Bonds	\$3,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Insurance	4342	Other Insurance	\$60,400	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	4351	Gas	\$3,500	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	4352	Electricity	\$172,500	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	4353	Water	\$12,400	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	4354	Waste Disposal Services	\$18,950	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance	4361	Building/structures repairs	\$1,094,272	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance	4362	Software Maintenance contracts	\$114,070	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance	4363	Maintenance Contracts	\$116,572	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Rentals	4372	Equipment Rental	\$200	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Rentals	4373	Lease/rental contracts	\$40,480	33 \$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4301	Downloadable E-Material	\$109,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4302	Databases	\$166,215	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4303	YP E-Materials	\$15,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4307	Ciculating Educational Access	\$2,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4310	Software Licensing	\$109,664	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4391	Dues	\$16,713	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4392	Taxes & Assessments	\$175	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4395	Petty Cash Funds	\$650	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4396	Bank fees	\$2,535	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4397	Refunds	\$60	\$0

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4398	Cash Drawer discrepancies	\$50	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Machinery, Equipment, and Vehicles	4440	Furniture/Equip Major	\$76,300	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Machinery, Equipment, and Vehicles	4441	Furniture/Equip Minor	\$441,054	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4442	Circulating Equipment	\$10,571	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4443	Public Access Technology	\$1,965	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4461	Circulating Print Material	\$113,233	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4462	Reference Print Material	\$1,600	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4463	YS Circ. Print Material	\$68,500	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4471	Magazines	\$10,310	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4472	Newspapers	\$9,110	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4473	Reference Material Serials	\$1,062	34 \$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4481	DVD/Video Material	\$94,700	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4482	Audio Recorded Music	\$675	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4483	Microfilm	\$3,900	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4485	Audio Recorded Books	\$4,500	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4114	Salary-Support Staff	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4116	Salary-Maint. Staff	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4117	Hourly Maintenance	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4121	FICA	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4123	PERF	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4124	Health Insurance	\$0	\$0

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4125	Dental Insurance	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4126	Vision Insurance	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4127	Life Insurance	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4213	Office Supplies	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4312	Engineering/Archit Services	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4314	Other Prof Services	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4324	Meeting/Conf Registration	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4331	Advertising/Pub Notice	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4361	Bldgs/Struct Repair contracts	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4440	Furniture/Equip Major	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4441	Furniture/Equip Minor	\$0	35 \$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4461	Circ. Print Material	\$0	\$0
0101 - GENERAL Total						\$9,491,299	\$0
UNIT TOTAL						\$9,491,299	\$0

Budget Form 2 - Estimate of Miscellaneous Revenue

Year: 2022 County: Vigo Unit: 0229 - Vigo County Public Library

Fund	Revenue Code	Revenue Name	July 1 - December 31, 2021	January 1 - December 31, 2022
0101 - GENERAL	R112	Financial Institution Tax distribution	\$27,473	\$54,946
0101 - GENERAL	R114	Motor Vehicle/Aircraft Excise Tax Distribution	\$237,650	\$475,300
0101 - GENERAL	R135	Commercial Vehicle Excise Tax Distribution (CVET)	\$14,236	\$28,472
0101 - GENERAL	R138	Local Income Tax (LIT) Certified Shares	\$349,185	\$899,178
0101 - GENERAL	R409	Document and Copy Fees	\$2,100	\$4,200
0101 - GENERAL	R423	Other Charges for Services, Sales, and Fees	\$1,300	\$2,600
0101 - GENERAL	R503	Other Fines and Forfeitures	\$5,700	\$11,400
0101 - GENERAL	R902	Earnings on Investments and Deposits	\$3,000	\$6,000
GENERAL			\$640,644	\$1,482,096
0180 - DEBT SERVICE	R112	Financial Institution Tax Distribution	\$0	\$0
0180 - DEBT SERVICE	R114	Vehicle/Aircraft Excise Tax Distribution	\$0	\$0
0180 - DEBT SERVICE	R135	Commercial Vehicle Excise Tax Distribution (CVET)	\$0	\$0
0180 - DEBT SERVICE	R138	Local Income Tax (LIT) Certified Shares	\$0	\$0
0180 - DEBT SERVICE	R910	Transfers In - Transferred from Another Fund	\$0	\$0
DEBT SERVICE			\$0	\$0
0229 - VIGO COUNTY PUBLIC LIBRARY Total			\$640,644	\$1,482,096

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NOTICE TO TAXPAYERS

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

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at **1 Library Square, Terre Haute, IN 47807**.

Notice is hereby given to taxpayers of **VIGO COUNTY PUBLIC LIBRARY, Vigo County, Indiana** that the proper officers of **Vigo County Public Library** will conduct a public hearing on the year **2022** budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of **Vigo County Public Library** not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, **Vigo County Public Library** shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of **Vigo County Public Library** will meet to adopt the following budget:

Public Hearing Date	Tuesday, September 7, 2021	Adoption Meeting Date	Monday, September 20, 2021
Public Hearing Time	5:30 PM	Adoption Meeting Time	5:30 PM
Public Hearing Location	Vigo County Public Library	Adoption Meeting Location	Vigo County Public Library
Estimated Civil Max Levy	\$7,423,790		
Property Tax Cap Credit Estimate	\$1,368,910		

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy	6 Levy Percentage Difference (Column 3 / Column 5)
0101-GENERAL	\$9,491,299	\$7,423,790	\$0	\$7,109,516	4.42%
Totals	\$9,491,299	\$7,423,790	\$0	\$7,109,516	

RESOLUTION ON SAFE DEPOSIT BOX

Vigo County Public Library

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

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

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

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

President _____

Secretary _____

ADOPTED by the Board of Trustees of the Vigo County Public Library on the 16th day of August, 2021.

AYE

NAY

**VIGO COUNTY PUBLIC
LIBRARY BOARD OF
TRUSTEES**

RESOLUTION ON DEPOSITORY SIGNATURES

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

PRESIDENT _____
Terry W. Jones

SECRETARY _____
Valentine K. Muyumba

TREASURER _____
Dennis L. Shepard Jr.

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

DULY ADOPTED by the Board of Trustees of the Vigo County Public Library at its regularly scheduled meeting held on the 16th day of August 2021, at which meeting a quorum was present.

AYE

NAY

**VIGO COUNTY PUBLIC
LIBRARY BOARD OF
TRUSTEES**

RESOLUTION ON DEPOSITORY SIGNATURES

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

PRESIDENT _____
Terry W. Jones

SECRETARY _____
Valentine K. Muyumba

TREASURER _____
Dennis L. Shepard Jr.

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

DULY ADOPTED by the Board of Trustees of the Vigo County Public Library at its regularly scheduled meeting held on the 16th day of August 2021, at which meeting a quorum was present.

AYE

NAY

**COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR
PUBLIC LIBRARY INTERNET ACCESS for
FUNDING YEAR JULY 1, 2022 THROUGH JUNE 30, 2023**

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

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

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

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

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

DULY ADOPTED by the Board of Trustees of the Vigo County Public Library at its regular meeting held on the 16th day of August, 2021, at which meeting a quorum was present.

NAY

AYE

ATTEST:

Secretary

2021-2022 VCPL Employee/Employer Cost Share for Dental, Vision, and Medical Plans

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

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

Health – Anthem PPO				
Employee	62.55	125.10	694.01	819.11
Employee/Children	120.29	240.58	1242.01	1482.59
Employee/Spouse	175.30	350.60	1582.52	1933.12
Employee/Dependents	194.11	388.22	1752.39	2140.61

Health – Anthem HSA				
Employee	8.60	17.20	703.74	720.94
Employee/Children	21.80	43.60	1261.30	1304.90
Employee/Spouse	43.85	87.70	1613.73	1701.43
Employee/Dependents	48.50	97.00	1787.06	1884.06

Health, Vision, and Dental Insurance Policy

Vigo County Public Library (VCPL) full-time and part-time employees are eligible to participate in the library's Group Health Plan as outlined below:

- Employees receiving compensation for an average of thirty (30) or more hours per week are eligible to participate in the health, vision, and/or dental plan(s) under the Group Health Plan for single, children, spouse, and family coverage.
- Employees receiving compensation for an average of fifteen (15) or more hours per week are eligible to participate in the vision and/or dental plan(s) under the Group Health Plan for single, children, spouse, and family coverage.
- Eligible employees may elect to participate in the Group Health Plan upon employment, COBRA qualifying event, change to qualifying status, or during an Open Enrollment period.

The employee and employer cost share for employee participation in the health, vision, and dental plans is outlined in the annual RESOLUTION ON WAGES, FULL AND PART-TIME WAGE RANGES, AND BENEFITS adopted each year by the VCPL Board of Trustees. Upon authorization of the employee VCPL will deduct the employee portion of the premium(s) for the selected plan(s) from each enrolled employee's bi-weekly earnings for twenty-four (24) pay periods per calendar year, not to exceed 2 pays per month. Under certain circumstances, the employee portion of the premium(s) may be paid directly to the Business Office. The remainder of the monthly premium(s) for the employee's selected plan(s) will be paid by the library.

An Open Enrollment period for eligible employees to participate in the Group Health Plan is conducted according to guidelines established by the insurance providers and VCPL plan administration. Open Enrollment is held no less frequently than once in any consecutive twelve (12) month period and is defined as a period of time at least thirty-one (31) days prior to the Group's renewal date and thirty-one (31) days following the renewal date.

Continuation of Coverage

Consolidated Omnibus Budget Reconciliation Act of 1985

The Consolidated Omnibus Budget Reconciliation Act (COBRA) requires most Group Health Plans to provide covered employees and their qualified dependents a temporary continuation of group health coverage that might otherwise be terminated due to qualifying events. Continuation of coverage under COBRA guidelines is at the employee's or covered dependent's expense and includes an administrative fee charged by VCPL's COBRA Administrator.

Under COBRA guidelines employees who experience qualifying events such as voluntarily resignation, retirement, reduction in hours, and in some cases, involuntarily termination, are entitled to continue group health coverage for eighteen (18) months. An employee whose involuntary termination is brought about by gross misconduct is not entitled to continuation of group health coverage as mandated by COBRA.

Qualified dependents of covered employees are entitled to extend group health coverage for up to thirty-six (36) months in the event of a death, divorce, legal separation, dependent child who is no longer eligible, or entitlement to Medicare benefits of the VCPL covered employee.

Continuation coverage under guidelines established by COBRA may end if any of the following events occur:

1. Failure to make timely payments of premiums.
2. Assumption of coverage under another group health plan or entitlement to Medicare.
3. Termination of the library's Group Health Plan.

Indiana Code 5-10-8-2.6

Pursuant to Indiana Code (IC) 5-10-8-2.6 continuation of group health coverage at the employee's expense may be elected by the following covered employees:

1. Retiring employees and their spouses under certain conditions.
2. Employees who are on leave without pay.

Family and Medical Leave Act of 1993

Employees who participate in the group health insurance plans for which VCPL pays a portion of the premium are entitled to continuation of coverage during Family and Medical Leave (FMLA) on the same terms as if the employee had continued to work. Employees must continue to provide payment of their share of the cost of health care premiums for such plans through payroll deduction or, in the event of unpaid FMLA, paid directly to the Business Office. Direct payments to the Business Office must be made by the fifteenth (15th) of the month for coverage the subsequent month.

Leave of Absence

Employees who are on an unpaid leave of absence, excluding FMLA, are not eligible for the VCPL paid portion of the health, vision, and dental insurance premium(s) but may elect to continue coverage at their own expense. Full premium payment must be made directly to the Business Office in advance of the month of coverage. VCPL reserves the right to charge a pro-rated insurance premium based on the number of days for which the employee is on an unpaid leave of absence.

Conditions and Terms

Health, vision, and dental insurance coverage for enrolled employees becomes effective in accordance with the Group Health Plan certificate.

Employees eligible to participate in the VCPL's Group Health Plan may not receive payment in lieu of receiving health, vision, or dental insurance coverage.

Individuals making direct payments to the Business Office for any portion of the monthly premium must submit the payment by the fifteenth (15th) of the month for coverage of the subsequent month.

Employees should contact the Human Resources Manager, or the VCPL employee benefits broker, for further information regarding health, vision, or dental insurance coverage.

RETIREMENT PLAN

Vigo County Public Library (VCPL) participates in the Indiana Public Retirement System (INPRS) Public Employee Retirement Fund (PERF) to provide retirement benefits for employees in PERF covered positions (all full time employees). VCPL pays both the employer and employee portion of the mandated defined contributions to the fund. However, employees in PERF covered positions may make additional voluntary contributions to their PERF fund within the limits as defined by PERF.

The benefits employees will receive when they retire will depend on, among other things, the years of credited service with Vigo County Public Library and or other INPRS contributing employers.

Employees who are within six months of retirement should contact the Business Office for assistance with application for PERF benefits.

Continuation of Group Health Plan Coverage After Retirement

Consolidated Omnibus Budget Reconciliation Act of 1985

Employees who retire may elect to continue group health plan coverage under guidelines established by the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) for a period of up to eighteen (18) months. Dependents of employees may also extend health insurance coverage for up to thirty-six (36) months in the event of a death, divorce, legal separation, dependent child who is no longer eligible, or entitlement to Medicare benefits of the VCPL covered employee.

Continuation of coverage under COBRA guidelines is at the employee's or covered dependent's expense and includes an administrative fee charged by VCPL's COBRA Administrator.

Continuation coverage under guidelines established by COBRA may end if any of the following events occur:

1. Failure to make timely payments of premiums.
2. Assumption of coverage under another group or entitlement to Medicare.
3. Termination of the Library's group health plan.

Indiana Code 5-10-8-2.6

Pursuant to Indiana Code (IC) 5-10-8-2.6 continuation of group health plan coverage at the employee's expense may be elected by retiring employees and their spouses under certain conditions.