

**REGULAR MEETING  
VIGO COUNTY PUBLIC LIBRARY  
680 Poplar Street  
Terre Haute, IN 47807  
Wednesday, April 24, 2024, 5:30 PM**

**A G E N D A**

\*Meeting rescheduled due to no quorum on April 15, 2024

1. **Call to Order and Roll Call of Members**
2. **Public Input on Action Items**
3. **Consideration of Minutes of March 18, 2024, Regular Meeting**
4. **Treasurer's Report**
  - A. Monthly Financial Statement
  - B. Claims and Payroll
  - C. Special Claims
  - D. Gift Fund Report
5. **Reports to the Library Board**
6. **Director's Report**
7. **Old Business**
8. **New Business**
  - A. Resolution on Surplus Property
  - B. Consideration of Policy in Staff Manual
    - 1) Work Hours and Schedules Policy
  - C. Approve Network Infrastructure Bid
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Regular Meeting:** Monday, May 20, 2024, at 5:30 p.m., Main Library.
11. **Adjournment**

At the Regular Meeting of the Vigo County Public Library Board at the Vigo County Public Library, 680 Poplar Street, at 5:30 p.m. on the 18<sup>th</sup> day of March 2024, the following persons were present:

Library Board Members Present: Terry W. Jones, President; James M. Young, Vice President; George L. Heubel; and Tiffany D. Cherry.

Library Board Members Absent: Christi A. Fenton, Secretary; Stacy D. Killion; and Brian L. Cain.

Library Staff: Kristi Howe, Dennis Shepard, Amy Gibson, Jeanette Bouchie, Angeline Carson, and Lauren Elyea.

Others: none.

**PUBLIC INPUT ON ACTION ITEMS** - None.

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

A motion to approve the minutes as written for the February 19, 2024, regular meeting, made by Young, seconded by Heubel, passed.

### **CONSIDERATION OF SPECIAL MEETING MINUTES**

A motion to approve the minutes as written for the March 13, 2024, special meeting, made by Cherry, seconded by Heubel, passed.

### **TREASURER'S REPORT**

#### **Monthly Cash Statement**

Dennis Shepard presented the Cash Statement for February 2024 (copy attached to official minutes).

#### **Claims and Payroll**

Mr. Shepard presented the Month End Claims dated February 29, 2024, in the amount of \$48,394.37 (Library Operating, \$42,733.65; Gift Fund, \$5,660.72; Grants, \$0). Library Operating Claims dated March 18, 2024, in the amount of \$75,381.39 (Library Operating Fund, \$72,067.00; Gift Fund, \$2,200.82; Grants, \$1,113.57). (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

#### **Special Claims**

Mr. Shepard presented a special claim dated February 29, 2024, for \$121,589.23 to Keymark Construction for 12 Points remodeling and change orders.

#### **Gift Fund Report**

Mr. Shepard presented the Gift Fund report for February 2024 for \$67,186.96.

**Approval of Treasurer's Report**

A motion to approve the Treasurer's Report, made by Heubel, seconded by Cherry, passed.

**REPORTS TO THE LIBRARY BOARD**

**Strategic Plan Accomplishments ~ Lending Manager Angeline Carson**

Lending Manager Angeline Carson discussed the lending department's role in supporting the VCPL Strategic Plan. She outlined how the department manages the circulation of the library's material collection through tasks such as inspecting and organizing materials, facilitating curbside pickup, delivering items to individual homes and organizations, and providing excellent customer service.

**DIRECTOR'S REPORT**

Ms. Howe commented on her written report.

Ms. Howe provided updates on the status of the chandelier and shared info on the *Getting to Know Your Library Board* training for staff, the Storybook Hike organized by the team at the West Branch, and the very popular *Swift Karaoke* at the main branch.

She also shared an update on the 2024 Community Read program, noting that there has been a lot of enthusiasm around this year's book selection, *The Martian* by Andy Weir. She offered an overview of a few of the programs and invited the board to attend Brendan Kearns' program called *Capturing the Cosmos*. Mr. Kearns will discuss the challenges of celestial photography and provide advice on adjusting camera settings to compensate for common issues like low light, high ISO, or blurry images before photographing the upcoming solar eclipse or any other celestial phenomena.

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

**OLD BUSINESS - None.**

**NEW BUSINESS**

**Strategic Plan Update**

A motion to approve the Strategic Plan for 2024-2025 made by Young, seconded by Cherry, passed. (A copy of the Strategic Plan is attached to the official minutes.)

**Resolution to Pay Merchant Fees with Prior Approval**

A motion to approve the Resolution to Pay Merchant Fees with Prior Approval, made by Young, seconded by Heubel, passed. (A copy of the Resolution to Pay Merchant Fees with Prior Approval is attached to the official minutes.)

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

None.

**NEXT MEETING**

Regular Meeting, Monday, April 15, 2024, at 5:30 p.m., Main Library.

**ADJOURNMENT**

A motion to adjourn the meeting made by Heubel, seconded by Young, passed. The meeting was adjourned at 6:06 p.m.

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Terry W. Jones, President

**ABSENT**

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Christi A. Fenton, Secretary

**ABSENT**

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Brian L. Cain, Board Member

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James M. Young, Vice President

**ABSENT**

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Stacy D. Killion, Board Member

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George L. Heubel, Board Member

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Tiffany D. Cherry, Board Member

AG 4/11/24

Cash Statement  
 Vigo County Public Library  
 March 2024

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	4,665,027.10 5,786,755.08	145,171.02 444,566.77	917,868.11 2,338,991.84	3,892,330.01	(772,697.09) (1,894,425.07)
Cash Gift Fund 200-00-1010	67,186.96 70,043.77	1,079.52 5,907.70	2,887.76 10,572.75	65,378.72	(1,808.24) (4,665.05)
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	(2,006.66) (12,325.97)	0.00 12,370.68	1,113.57 3,164.94	(3,120.23)	(1,113.57) 9,205.74
Cash-WVCF Creating a Better To 277-00-1010	10,000.00 10,000.00	0.00 0.00	0.00 0.00	10,000.00	0.00 0.00
Cash-UW Neighborhood Improve 278-00-1010	0.00 5,000.00	0.00 0.00	0.00 5,000.00	0.00	0.00 (5,000.00)
Cash-WVCF Impact Grant 279-00-1010	10,600.00 10,600.00	0.00 0.00	0.00 0.00	10,600.00	0.00 0.00
Cash Public Library Access Car 800-00-1010	65.00 65.00	0.00 65.00	0.00 65.00	65.00	0.00 0.00
Cash-Payroll Withholdings 803-00-1010	917.94 54.09	109,310.66 259,296.02	108,851.69 257,973.20	1,376.91	458.97 1,322.82

<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>
*28964	CORINNE ROBERTS ILLUSTRAT	100	Check	125.00	56890	DRAWING WITH CORINNE PROGRAM
*29322	FREITAG-WEINHARDT INC*	100	Check	4,760.00	56891	LABOR FOR REPLACING WATER PUMP
						Total Count: 2 Total Amount: 4,885.00
*29237	ADP INC - AUTOPAY II*	100	ACH	1,284.73	9576	PAYROLL SERVICES
*29082	ADP SCREENING & SELECTION	100	ACH	111.22	9577	BACKGROUND SCREENINGS
*29217	AMAZON.COM LLC*	100	ACH	27.39	9578	CIRC PRINT MATERIAL
*29218	AMAZON.COM LLC*	100	ACH	11.72	9579	CIRC PRINT MATERIAL
*29219	AMAZON.COM LLC*	100	ACH	60.20	9580	CIRC PRINT MATERIAL
*29220	AMAZON.COM LLC*	100	ACH	9.40	9581	CIRC PRINT MATERIAL
*29230	AMAZON.COM LLC*	100	ACH	352.35	9582	VIDEO GAMES
*29232	AMAZON.COM LLC*	100	ACH	288.00	9583	SHARK WEEK PROGRAMS/SUMMER
*29233	AMAZON.COM LLC*	100	ACH	74.97	9584	CIRC PRINT MATERIAL
*29235	AMAZON.COM LLC*	100	ACH	73.46	9585	BATTERIES
*29236	AMAZON.COM LLC*	100	ACH	318.40	9586	SANDERS,PAINT SUPPLIES,WIRE CONN
*29238	AMAZON.COM LLC*	100	ACH	24.37	9587	CIRC PRINT MAT AND NON-CIRC PHYSI
*29239	AMAZON.COM LLC*	100	ACH	18.58	9588	CIRC PRINT MAT AND NON-CIRC PHYSI
*29240	AMAZON.COM LLC*	100	ACH	10.33	9589	CIRC PRINT MAT AND NON-CIRC PHYSI
*29241	AMAZON.COM LLC*	100	ACH	19.36	9590	CIRC PRINT MAT AND NON-CIRC PHYSI
*29242	AMAZON.COM LLC*	100	ACH	48.19	9591	CIRC PRINT 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>
*29243	AMAZON.COM LLC*	100	ACH	12.99	9592	CIRC PRINT MATERIAL
*29244	AMAZON.COM LLC*	100	ACH	34.42	9593	CIRC PRINT MATERIAL
*29245	AMAZON.COM LLC*	100	ACH	12.95	9594	DVD/VIDEO MATERIAL AND CIRC PRINT
*29246	AMAZON.COM LLC*	100	ACH	15.15	9595	DVD/VIDEO MATERIAL AND CIRC PRINT
*29248	AMAZON.COM LLC*	100	ACH	37.15	9596	HOT GLUE GUNS FOR ART HACKS
*29262	AMAZON.COM LLC*	100	ACH	40.38	9597	CIRC PRINT MATERIAL
*29264	AMAZON.COM LLC*	100	ACH	48.38	9598	CIRC PRINT MAT AND NON-CIRC PHYSI
*29265	AMAZON.COM LLC*	100	ACH	241.14	9599	WATER BAGS,PROJECT SUPPLIES
*29266	AMAZON.COM LLC*	100	ACH	54.81	9600	PROGRAMS/HEADPHONE HANGERS
*29268	AMAZON.COM LLC*	100	ACH	42.09	9601	CIRC PRINT MATERIAL
*29301	AMAZON.COM LLC*	100	ACH	208.12	9602	DVD/VIDEO MATERIAL AND CIRC PRINT
*29303	AMAZON.COM LLC*	100	ACH	31.59	9603	CIRC PRINT MATERIAL
*29304	AMAZON.COM LLC*	100	ACH	138.27	9604	CIRC PRINT MAT AND VIDEO GAMES
*29305	AMAZON.COM LLC*	100	ACH	13.51	9605	DVD/VIDEO MATERIAL
*29306	AMAZON.COM LLC*	100	ACH	266.97	9606	DVD/VIDEO MATERIAL
*29307	AMAZON.COM LLC*	100	ACH	9.47	9607	WEST POPUP ART PROGRAM PART 2
*29308	AMAZON.COM LLC*	100	ACH	146.42	9608	EARTH DAY & OUTREACH BASKETS
*29309	AMAZON.COM LLC*	100	ACH	114.98	9609	USB DRIVES
*29310	AMAZON.COM LLC*	100	ACH	109.26	9610	OFFICE SUPPLIES
*29311	AMAZON.COM LLC*	100	ACH	19.49	9611	WEST POPUP ART PROGRAM <sub>7</sub>
*29312	AMAZON.COM LLC*		ACH	69.99	9612	TONER FOR TS PRINTER

<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				
*29313	AMAZON.COM LLC*		ACH	67.00	9613	SR FOLDERS
		100				
*29314	AMAZON.COM LLC*		ACH	69.98	9614	BALL CHAIR FOR KATERI
		100				
*29216	B & H PHOTO ELECTRONICS*		ACH	25.64	9615	SOLAR FILTER
		100				
*29252	BAKER & TAYLOR INC*		ACH	1,725.44	9616	CIRC PRINT MAT AND AUD REC BOOKS
		100				
*29296	BAKER & TAYLOR INC*		ACH	3,103.03	9617	CIRC PRINT MATERIAL
		100				
*29298	CRITERION PICTURES USA*		ACH	400.00	9618	LICENSING FOR ISU MOVIE NIGHT
		200				
*29249	E-Z CLEAN INC*		ACH	15.42	9619	SUPPLY ORDER
		100				
*29256	E-Z CLEAN INC*		ACH	123.34	9620	JANITORIAL SUPPLIES
		100				
*29263	E-Z CLEAN INC*		ACH	4.95	9621	SMALL VINYL GLOVES
		100				
*29294	E-Z CLEAN INC*		ACH	795.79	9622	CLEANING SUPPLIES
		100				
*29316	E-Z CLEAN INC*		ACH	19.80	9623	VINYL GLOVES SM CS
		100				
*29328	E-Z CLEAN INC*		ACH	29.70	9624	VINYL GLOVES SM CS
		100				
*29329	E-Z CLEAN INC*		ACH	477.21	9625	CLEANING SUPPLIES
		100				
*29253	EBSCO INFORMATION SERVICE		ACH	51.38	9626	MAGAZINES
		100				
*29251	GALE/CENGAGE LEARNING*		ACH	202.43	9627	CIRC PRINT MATERIAL
		100				
*29295	GALE/CENGAGE LEARNING*		ACH	211.42	9628	CIRC PRINT MATERIAL
		100				
*29318	KIRBY RISK CORPORATION*		ACH	289.44	9629	BALLASTS AND LAMP HOLDERS
		100				
*29321	MIDWEST COMMUNICATIONS, I		ACH	1,088.00	9630	RADIO ADS FOR COMMUNITY READ
		100				
*29250	MIDWEST TAPE*		ACH	975.54	9631	DVD/VIDEO MATERIAL
		100				
*29297	MIDWEST TAPE*		ACH	1,163.06	9632	DVD/VIDEO MATERIAL
		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>
*29330	ORACLE ELEVATOR COMPANY	100	ACH	194.50	9633	RETRIEVED CREDIT CARDS FROM PIT
*29331	ORACLE ELEVATOR COMPANY	100	ACH	435.13	9634	WEEKEND CALL FOR DOOR OPERATION
*29272	PITNEY BOWES BANK INC RES	100	ACH	2,000.00	9635	POSTAGE ON ACCT 25986209
*29234	RICOH USA INC*	100	ACH	3,085.30	9636	COPIER LEASE
*29290	RICOH USA INC*	100	ACH	1,613.66	9637	COPIER LEASE
*29270	TECH ELECTRONICS OF INDIAI	100	ACH	3,230.60	9638	FIRE/INTRUSION SYSTEM INSTALLATIO
*29315	TECH ELECTRONICS OF INDIAI	100	ACH	6,527.86	9639	HALO SENSORS FOR RESTROOMS
					Total Count:	<b>64</b>
					Total Amount:	<b>32,325.82</b>
*29228	OFFICE DEPOT*	100	E-pay	1,255.19	10741	OFFICE SUPPLIES
*29229	OFFICE DEPOT*	100	E-pay	22.05	10742	CARD STOCK FOR PR
*29231	DUKE ENERGY *	100	E-pay	341.12	10743	12 POINTS ELECTRIC SERVICE
*29247	TABCO PRINTING & PROMOTIC	100	E-pay	43.00	10744	BUSINESS CARDS FOR KENDRA
*29254	CENTER POINT LARGE PRINT*	100	E-pay	379.32	10745	CIRC PRINT MATERIAL
*29257	JOINK LLC*	100	E-pay	275.00	10746	MONTHLY CLOUD BACKUP
*29258	COURTESY CLEANING CENTEF	100	E-pay	56.88	10747	LAUNDERING OF MAIN TABLECLOTHS A
*29259	COURTESY CLEANING CENTEF	100	E-pay	40.64	10748	LAUNDERING OF MAIN TABLECLOTHS A
*29267	VISA CARD SERVICES	100 200	E-pay	4,654.25	10749	VARIOUS SUPPLIES, TRAVEL, REGISTR.
*29278	DUKE ENERGY *	100	E-pay	13,606.06	10750	MAIN ELECTRIC SERVICE
*29279	INDIANA AMERICAN WATER CC	100	E-pay	24.77	10751	MAIN IRRIGATION SERVICE

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*29280	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	534.98	10752	MAIN WATER SERVICE
*29281	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	28.21	10753	12 POINTS SEWAGE BILLING
*29282	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	433.66	10754	MAIN SEWAGE BILLING
*29283	ACTION PEST CONTROL, INC*	100	<i>E-pay</i>	84.00	10755	WEST MONTHLY PEST CONTROL
*29284	ACTION PEST CONTROL, INC*	100	<i>E-pay</i>	165.00	10756	MAIN MONTHLY PEST CONTROL
*29207	SAM'S CLUB DIRECT*	100	<i>E-pay</i>	76.10	10757	PROGRAM SUPPLIES
*29286	T-MOBILE USA, INC.*	100	<i>E-pay</i>	97.02	10758	WEST HOTSPOT DATA
*29287	T-MOBILE USA, INC.*	100	<i>E-pay</i>	951.22	10759	MAIN HOTSPOT DATA
*29288	REPUBLIC SERVICES OF WEST	100	<i>E-pay</i>	741.32	10760	MAIN TRASH SERVICE
*29146	CAPITAL ONE	100	<i>E-pay</i>	83.46	10761	PROGRAM SUPPLIES
*29291	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	15.00	10762	LAUNDERING OF WEST TABLECLOTHS
*29299	TABCO PRINTING & PROMOTIC	100	<i>E-pay</i>	75.00	10763	EMBROIDERY FOR MAINTENANCE APP/
*29300	PARKE COUNTY SENTINEL*	100	<i>E-pay</i>	47.00	10764	NEWSPAPERS
*29302	YOUR AUTOMATIC DOOR COM	100	<i>E-pay</i>	1,664.20	10765	REPAIRS TO WALNUT ST. EXIT DOOR
*29320	BELLE TIRE*	100	<i>E-pay</i>	47.53	10766	OIL CHANGE OUTREACH VAN
*29324	TABCO PRINTING & PROMOTIC	100	<i>E-pay</i>	103.75	10767	CARHARTT JACKET FOR MAINT ASSIST.
*29325	VERIZON - WIRELESS*	100	<i>E-pay</i>	175.31	10768	PHONE SERVICE
*29326	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	51.10	10769	LAUNDERING OF MAIN TABLECLOTHS A
*29327	LIBERTY MUTUAL*	100	<i>E-pay</i>	350.00	10770	PUBLIC OFFICIAL BOND- R FOX

Total Count: **30**  
Total Amount: **26,422.14**      10

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check #</i> <i>ACH #</i> <i>EFT #</i>	<i>Description</i>
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<i>Library Operating Fund 100:</i>			<b>62,946.02</b>			
<i>Gift Fund 200:</i>			<b>686.94</b>			
<i>Rainy Day Fund 201:</i>			<b>0.00</b>			
<i>Grant Fund 276:</i>			<b>0.00</b>			
<i>WVCF Creating a Better Tomorrow Grant Fund 277:</i>			<b>0.00</b>			
<i>UW Neighborhood Improvement Grant Fund 278:</i>			<b>0.00</b>			
<i>WVCF Impact Grant Fund 279:</i>			<b>0.00</b>			
<i>Public Library Access Card Fund 800:</i>			<b>0.00</b>			

Grand Total Count:	<b>96</b>
Grand Total Amount:	<b>63,632.96</b>

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Executive Director  
Kristi Howe

VISA - MARCH- MONTHLY TOTAL			PAY 03/29/2024	
DATE	PO#	VENDOR	DESCRIPTION	AMOUNT
<b>KRISTI HOWE</b>		<b>XXXX XXXX XXXX 3729</b>		
2/26/2024	240343	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	23.01
<b>ADM TOTAL</b>				<b>23.01</b>
<b>DENNIS SHEPARD</b>		<b>XXXX XXXX XXXX 6317</b>		
2/29/2024	240419	MAILCHIMP	MAILCHIMP RENEWAL	119.00
2/29/2024	240439	GOOGLE	GOOGLE WORKSPACE	169.97
3/1/2024	240423	GOOGLE	DOCUMENT STUDIO FORM FOR MRF	79.95
<b>DENNIS S TOTAL</b>				<b>368.92</b>
<b>BRANDY BRIDGEWATER</b>		<b>XXXX XXXX XXXX 1093</b>		
2/29/2024	240410	HOMELESS TRAINING INSTITUTE	2024 HOMELESS TRAINING MEMBERSHIP	1149.00
2/29/2024	240413	JIMMY JOHN'S	LUNCHES FOR THCM STAFF	41.19
3/1/2024	240121	ICONIC DIGITAL MARKETING	ANNUAL FEE FOR ICONIC DIGITAL	355.50
3/5/2024	240309	DOLLAR TREE STORES	LIBRATORY TEA LIGHTS	5.00
3/5/2024	240305	JOANN FABRIC AND CRAFT STORES	CONSTELLATION HOOP ART	10.48
3/6/2024	240450	TABLECOTHSFACTORY.COM	REPLACEMENT COCKTAIL TABLECLOTHS	56.94
3/6/2024	240318	LEGO	LEGO PARTS ORDER	57.91
3/12/2024	240502	IN DEPT OF HOMELAND SECURITY	ELEVATOR PERMIT RENEWAL	131.32
3/12/2024	240498	ONLINE LABELS	LABELS FOR SUMMER READING STICKERS	44.93
3/13/2024	240505	FAMILY DOLLAR	BINGO, GA, LIBRATORY SNACKS AND PRIZES	79.34
3/14/2024	232268	AMERICAN LIBRARY ASSOCIATION	BNELSON ALA/ILF STUDENT MEMBERSHIP	46.00
3/14/2024	240408	PAPA JOHNS PIZZA	PIZZA FOR MARCH 14 ESL FAMILY NIGHT	170.84
3/19/2024	240548	SUPERSPACE	EXPERIENCE CENTER FOR YS	354.00
3/19/2024	240518	B&B FOOD DISTRIBUTORS	POPCORN FOR MULTIPLE EVENTS	38.52
3/19/2024	240562	TECHSOUP	MONTHLY CLOUD SOLUTIONS LICENSE	270.00
3/19/2024	240525	AMERICAN LIBRARY ASSOCIATION	ALA WEBINAR	289.00
<b>BRANDY TOTAL</b>				<b>3099.97</b>
<b>HEATHER RAYL</b>		<b>XXXX XXXX XXXX 6325</b>		

2/28/2024	NA	GODADDY	REFUND FOR CANCELLED SSL DOMAIN RENEWAL	-599.98
<b>HEATHER TOTAL</b>				<b>-599.98</b>
<b>VIGO CO PUBLIC LIBRARY      XXXX XXXX XXXX 4648</b>				
2/29/2024	240427	OLLIES BARGAIN OUTLET	SHARK WEEK SUPPLIES	74.85
2/23/2024	240301	LARGE INK	READY TO LAUNCH COMMUNITY READ BOARD	41.46
3/5/2024	240462	DOMINOS PIZZA	NEW EMPLOYEE ORIENTATION LUNCH	36.15
3/19/2024	240522	PRUSA RESEARCH	PRUSA MK4 3D PRINTER WITH ENCLOSURE	1609.87
<b>VIGO TOTAL</b>				<b>1762.33</b>
<b>GRAND TOTAL</b>				<b>4654.25</b>

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*29392	INDIANA STATE UNIVERSITY*	200	Check	270.50	56892	CR MOVIE NIGHT SPACE RENTAL
*29397	HARRELL*ROBERT	100	Check	607.00	56893	BATTLE OF THE BOOKS AUTHOR VISIT
*28911	PARKLAND COLLEGE*	200	Check	204.00	56894	COMM READ TRAVELING SPACE SUIT S
*29422	BIG JACK'S SMALL ENGINE PAF	100	Check	265.00	56895	ZEROTURN MOWER SERVICE
*29423	INDIANA ARCHIVES & RECORD	100	Check	735.00	56896	MIC/SERIALS
*29471	INDIANA STATE LIBRARY*	800	Check	65.00	56897	PLAC CARD 1ST QTR 2024
*29424	LIONHEART CRITICAL POWER :	100	Check	3,385.00	56898	GENERATOR REPAIR/WATER PUMP/LOI
					Total Count:	7
					Total Amount:	5,531.50
*29425	ADP INC - AUTOPAY II*	100	ACH	785.73	9646	PAYROLL SERVICES
*29333	AMAZON.COM LLC*	100	ACH	102.70	9647	OFFICE SUPPLIES
*29334	AMAZON.COM LLC*	100	ACH	13.01	9648	CIRC PRINT MATERIAL
*29335	AMAZON.COM LLC*	100	ACH	22.48	9649	CIRC PRINT MATERIAL
*29336	AMAZON.COM LLC*	100	ACH	33.98	9650	CIRC PRINT MATERIAL
*29337	AMAZON.COM LLC*	200	ACH	546.05	9651	EQUIPMENT FOR FITNESS ROOM
*29338	AMAZON.COM LLC*	100	ACH	131.62	9652	PROGRAM SUPPLIES
*29348	AMAZON.COM LLC*	100	ACH	38.95	9653	CIRC PRINT MATERIAL
*29351	AMAZON.COM LLC*	100	ACH	210.88	9654	CIRC PRINT MAT AND VIDEO GAMES
*29352	AMAZON.COM LLC*	100	ACH	9.89	9655	CIRC PRINT MATERIAL
*29359	AMAZON.COM LLC*	100	ACH	39.89	9656	CIRC PRINT MATERIAL

<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>
*29398	AMAZON.COM LLC*	100	ACH	92.20	9657	DVD/VIDEO MATERIAL AND CIRC PRINT
*29399	AMAZON.COM LLC*	100	ACH	11.49	9658	CIRC PRINT MATERIAL
*29400	AMAZON.COM LLC*	100	ACH	6.95	9659	CIRC PRINT MATERIAL
*29401	AMAZON.COM LLC*	100	ACH	37.79	9660	CIRC PRINT MATERIAL
*29402	AMAZON.COM LLC*	100	ACH	42.31	9661	SUPPLIES FOR TEA IN THE PARK
*29403	AMAZON.COM LLC*	100	ACH	59.21	9662	OFFICE SUPPLIES
*29404	AMAZON.COM LLC*	100	ACH	6.89	9663	CIRC NON-PRINT PHYSICAL MATERIALS
*29405	AMAZON.COM LLC*	100	ACH	108.73	9664	CIRC NON-PRINT PHYSICAL MATERIALS
*29406	AMAZON.COM LLC*	100	ACH	165.29	9665	CIRC NON-PRINT PHYSICAL MATERIALS
*29426	AMAZON.COM LLC*	100	ACH	31.18	9666	EXPANDABLE FILE JACKETS FOR HR
*29427	AMAZON.COM LLC*	100	ACH	19.98	9667	KASA SMART OUTLET
*29428	AMAZON.COM LLC*	100	ACH	13.99	9668	CIRC PRINT MATERIAL
*29429	AMAZON.COM LLC*	100	ACH	79.48	9669	DVD/VIDEO MATERIAL
*29430	AMAZON.COM LLC*	100	ACH	27.79	9670	WOOD BACKDROP
*29431	AMAZON.COM LLC*	100	ACH	212.04	9671	CIRC PRINT MATERIAL
*29432	AMAZON.COM LLC*	100	ACH	27.56	9672	POSTAGE SHEETS FOR TS
*29450	AMAZON.COM LLC*	100	ACH	101.24	9673	STICKERS AND POUCHES
*29451	AMAZON.COM LLC*	100	ACH	194.98	9674	TAP&DIE SET AND NONSLIP PADS
*29462	AMAZON.COM LLC*	100	ACH	213.75	9675	DVD/VIDEO MATERIAL AND CIRC PRINT
*29469	AMAZON.COM LLC*	100	ACH	21.97	9676	CIRC PRINT MAT, DVD/VIDEO MATERIAL
*29470	AMAZON.COM LLC*	100	ACH	169.99	9677	CIRC PRINT MAT, 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>
*29357	BAKER & TAYLOR INC*	100	ACH	1,360.94	9678	CIRC PRINT MATERIAL, AUD REC BOOK
*29407	BAKER & TAYLOR INC*	100	ACH	693.75	9679	CIRC PRINT MATERIAL
*29347	BOOK DEPOT*	200	ACH	758.06	9680	SR PICTURE BOOKS
*29460	BRIDGEWATER*BRANDY	100	ACH	265.09	9681	MILEAGE REIMBURSEMENT- PLA CONF
*29461	BRIDGEWATER*BRANDY	100	ACH	114.00	9682	MEAL AND PARKING REIMBURSEMENT-
*29433	CULLIGAN WATER CONDITIONI	100	ACH	30.50	9683	WEST COOLER RENTAL
*29339	DEMCO, INC*	100	ACH	1,621.93	9684	LAMINATE, NEW STICKERS, SPINE LABE
*29408	E-Z CLEAN INC*	100	ACH	1,205.66	9685	JANITORIAL SUPPLIES
*29409	E-Z CLEAN INC*	100	ACH	74.32	9686	HOSE REPLACEMENT FOR FLOOR SCR
*29472	E-Z CLEAN INC*	100	ACH	24.01	9687	CLEANING SUPPLIES
*29473	E-Z CLEAN INC*	100	ACH	162.02	9688	JANITORIAL SUPPLIES
*29438	ENA*	100	ACH	642.76	9689	VOICE SERVICE
*29448	ENA*	276	ACH	1,107.33	9690	INTERNET SERVICE
*29353	GALE/CENGAGE LEARNING*	100	ACH	159.68	9691	CIRC PRINT MATERIAL
*29410	GALE/CENGAGE LEARNING*	100	ACH	87.72	9692	CIRC PRINT MATERIAL
*29346	GOV CONNECTION INC*	100	ACH	1,692.00	9693	SURGE PROTECTORS
*29354	MIDWEST TAPE*	100	ACH	1,064.05	9695	DVD/VIDEO MATERIAL
*29411	MIDWEST TAPE*	100	ACH	6,021.82	9696	HOOPLA MARCH INVOICE
*29412	MIDWEST TAPE*	100	ACH	1,082.38	9697	DVD/VIDEO MATERIAL
*29447	NEW AVENUES*	100	ACH	166.24	9698	ALA CARTE ADMIN FEE

<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>
*29434	ORACLE ELEVATOR COMPANY	100	ACH	196.50	9699	SERVICE CALL FOR DOOR ISSUE
*29435	PAYPAL INC*	100	ACH	19.95	9700	MONTHLY PAYFLOW LINK
*29458	RAPID REPRODUCTIONS INC*	200	ACH	1,500.00	9701	YARD SIGNS FOR LIB WEEK
*29459	RAPID REPRODUCTIONS INC*	100	ACH	62.50	9702	NLW YARD SIGNS
*29349	RICHEY*JAMIE	100	ACH	67.62	9703	MILEAGE REIMBURSEMENT
*29468	TECH ELECTRONICS OF INDIAN	100	ACH	3,439.14	9704	HALO SENSORS FOR RESTROOMS
*29413	UNIQUE MANAGEMENT SERVIC	100	ACH	674.87	9705	NOTICES
*29446	UNIQUE MANAGEMENT SERVIC	100	ACH	309.00	9706	PLACEMENTS
*29414	WAGWORKS, INC.*	100	ACH	168.82	9707	COBRA MONTHLY FEE
*29356	WEAS ENGINEERING INC*	100	ACH	491.72	9708	WATER TREATMENT MANAGEMENT
					Total Count:	62
					Total Amount:	28,844.37
*29350	SHERWIN-WILLIAMS*	100	E-pay	6,372.00	10771	LINELAZER ES500 PARKING LOT STRIPE
*29355	SAFETY SHOE DISTRIBUTORS*	100	E-pay	192.99	10772	BOOT VOUCHER FOR MAINTENANCE
*29393	INDIANA AMERICAN WATER CC	100	E-pay	57.36	10805	PRIVATE FIRE SERVICE
*29394	TOWN OF WTH WATER & SEWE	100	E-pay	73.91	10806	WEST WATER SERVICE
*29396	WEX BANK*	100	E-pay	103.35	10807	FUEL SERVICE
*29415	CARRIER CORPORATION*	100	E-pay	5,956.28	10808	CHILLER REPAIRS
*29416	CENTER POINT LARGE PRINT*	100	E-pay	73.71	10809	CIRC PRINT MATERIAL
*29417	IDVILLE*	100	E-pay	726.60	10810	PROGRAMMED PROX CARDS
*29418	LOWE'S COMMERCIAL SERVICI		E-pay	129.64	10811	SHOP 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				
*29420	OVERDRIVE*		<i>E-pay</i>	<b>9,750.00</b>	<b>10812</b>	APR MONTHLY DEPOSIT
		100				
*29421	ULINE*		<i>E-pay</i>	<b>1,248.73</b>	<b>10813</b>	60" ROUND TABLES
		100				
*29271	BAESLERS MARKET*		<i>E-pay</i>	<b>24.95</b>	<b>10814</b>	PROGRAM SUPPLIES
		100				
*29437	COURTESY CLEANING CENTEF		<i>E-pay</i>	<b>47.60</b>	<b>10815</b>	LAUNDERING OF MAIN TABLECLOTHS A
		100				
*29206	KROGER*		<i>E-pay</i>	<b>73.09</b>	<b>10816</b>	PROGRAM SUPPLIES
		200				
*29440	OFFICE DEPOT*		<i>E-pay</i>	<b>50.60</b>	<b>10817</b>	OFFICE SUPPLIES
		100				
*29441	OFFICE DEPOT*		<i>E-pay</i>	<b>9.39</b>	<b>10818</b>	OFFICE SUPPLIES
		100				
*29442	OFFICE DEPOT*		<i>E-pay</i>	<b>292.25</b>	<b>10819</b>	PAPER FOR PR
		100				
*29443	OFFICE DEPOT*		<i>E-pay</i>	<b>87.01</b>	<b>10820</b>	OFFICE SUPPLIES
		100				
*29444	CENTERPOINT ENERGY*		<i>E-pay</i>	<b>163.24</b>	<b>10821</b>	WEST GAS SERVICE
		100				
*29445	TRIBUNE STAR PUBLISHING CC		<i>E-pay</i>	<b>350.00</b>	<b>10822</b>	ART GUIDE SPONSORSHIP
		100				
*29449	ENVISIONWARE*		<i>E-pay</i>	<b>1,058.40</b>	<b>10823</b>	ENVISIONWARE PAYWARE RENEWAL
		100				
*29463	LIBERTY MUTUAL*		<i>E-pay</i>	<b>400.00</b>	<b>10824</b>	PUBLIC OFFICIAL BOND- A SWEARINGE
		100				
*29464	COURTESY CLEANING CENTEF		<i>E-pay</i>	<b>36.98</b>	<b>10825</b>	LAUNDERING OF MAIN TABLECLOTHS A
		100				
*29467	TABCO PRINTING & PROMOTIC		<i>E-pay</i>	<b>461.19</b>	<b>10826</b>	STAFF LOGO WEAR ORDER
		200				
*29477	COURTESY CLEANING CENTEF		<i>E-pay</i>	<b>50.40</b>	<b>10828</b>	LAUNDERING OF MAIN TABLECLOTHS A
		100				
*29293	MIDLAND PAPER COMPANY INC		<i>E-pay</i>	<b>312.56</b>	<b>10829</b>	LARGE FORMAT PRINTER SUPPLIES
		100				
*29292	MIDLAND PAPER COMPANY INC		<i>E-pay</i>	<b>249.00</b>	<b>10830</b>	LARGE FORMAT PRINTER SUPPLIES
		100				
*29478	DUKE ENERGY *		<i>E-pay</i>	<b>416.84</b>	<b>10831</b>	WEST ELECTRIC SERVICE
		100				

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
						Total Count: <b>28</b> Total Amount: <b>28,768.07</b>

<i>Library Operating Fund 100:</i>	<b>58,158.72</b>
<i>Gift Fund 200:</i>	<b>3,812.89</b>
<i>Rainy Day Fund 201:</i>	<b>0.00</b>
<i>Grant Fund 276:</i>	<b>1,107.33</b>
<i>WVCF Creating a Better Tomorrow Grant Fund 277:</i>	<b>0.00</b>
<i>UW Neighborhood Improvement Grant Fund 278:</i>	<b>0.00</b>
<i>WVCF Impact Grant Fund 279:</i>	<b>0.00</b>
<i>Public Library Access Card Fund 800:</i>	<b>65.00</b>

Grand Total Count:	<b>97</b>
Grand Total Amount:	<b>63,143.94</b>

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Executive Director  
Kristi Howe

**SPECIAL CLAIMS**

03/29/2024

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*29340	KEYMARK CONSTRUCTION*	100	ACH	1,607.16	9641	CHANGE ORDERS 95 AND 69
*29341	KEYMARK CONSTRUCTION*	100	ACH	2,587.20	9642	CHANGE ORDER 81
*29342	KEYMARK CONSTRUCTION*	100	ACH	4,320.96	9643	ADDITIONAL CHANGE ORDERS
*29343	KEYMARK CONSTRUCTION*	100	ACH	1,680.00	9644	CHANGE ORDER 91
*29344	KEYMARK CONSTRUCTION*	100	ACH	165,595.55	9645	12 POINTS REMODELING AND CHANGE

Total Count: 5  
Total Amount: 175,790.87

Library Operating Fund 100:	175,790.87
Gift Fund 200:	0.00
Rainy Day Fund 201:	0.00
Grant Fund 276:	0.00
WVCF Creating a Better Tomorrow Grant Fund 277:	0.00
UW Neighborhood Improvement Grant Fund 278:	0.00
WVCF Impact Grant Fund 279:	0.00
Public Library Access Card Fund 800:	0.00

Grand Total Count:	5
Grand Total Amount:	175,790.87

Executive Director  
Kristi Howe

**SPECIAL CLAIMS**

04/15/2024

<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>
*29479	INVENGO AMERICAN CORP*	100	ACH	4,830.50	9694	12 POINTS SELF CHECK-PREPAYMENT

Total Count: 1  
Total Amount: 4,830.50

<i>Library Operating Fund 100:</i>	<b>4,830.50</b>
<i>Gift Fund 200:</i>	0.00
<i>Rainy Day Fund 201:</i>	0.00
<i>Grant Fund 276:</i>	0.00
<i>WVCF Creating a Better Tomorrow Grant Fund 277:</i>	0.00
<i>UW Neighborhood Improvement Grant Fund 278:</i>	0.00
<i>WVCF Impact Grant Fund 279:</i>	0.00
<i>Public Library Access Card Fund 800:</i>	0.00

Grand Total Count:	1
Grand Total Amount:	<b>4,830.50</b>

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Executive Director  
Kristi Howe

March 31, 2024

Gift Fund Balances

2024

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 1,001.67	Unrestricted Use	Admin.
64-SPC	\$ 5,905.58	Support of SPC	Admin.
65-Big Read	\$ 720.50	Big Read	Admin.
66-YS	\$ 4,403.18	Support of YS	Admin.
67-WVCF Endowment	\$ 535.00	Support of Strategic Plan Goals	Admin.
68-Crackerbarrel	\$ 38.10	Support of Crackerbarrel	Admin.
69-Wright Foundation	\$ 8,121.03	Unrestricted Use	Admin.
70- West Emily's Garden	\$ -	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,248.14	Support of West Branch	Admin.
72-Friends	\$ 12,842.16	Support of Pre-Approved Programs/Initiatives	Admin.
73-WVLC	\$ -	Support of LLC Literacy Events	Admin.
74-Wiley Cupola	\$ 1,778.00	Maintenance of Cupola	Admin.
75-Wiley Memorial	\$ 20,130.68	Maintenance of Memorial	Admin.
77-WVCF Meeks	\$ 13.92	Childrens Literature	Admin.
81-Community Connections	\$ 216.95	Support of Community Connections	Admin.
83-Kiwanis Ys	\$ -	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	\$ 766.79	Christmas in the Park	Admin.
92-Marketing	\$ 945.05	Unrestricted Use	Admin.
93-Programming and Events	\$ 750.00	Support of Programming and Events	Admin.
94-TH Econ.Dev.	\$ 139.58	Adult Nonfiction Commemorating Speakers	Admin.
95-12 Points	\$ 1,100.00	Support of 12 Points	Admin.
96-Fundraiser	\$ 770.44	Buy a Book	Admin.
<b>TOTAL</b>	<b>\$ 65,378.72</b>		

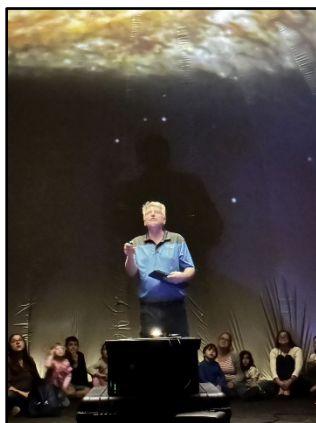
# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD APRIL 24, 2024

## 2024 COMMUNITY READ PROGRAMMING

Planning a Community Read might originate in the VCPL Program and Events Department, but carrying out 2 months of activities with more than 30 partners requires a library-wide effort!



Community partners and all public service departments at VCPL have assisted in distributing more than 2,500 books thus far, as community response to the sci-fi thriller, *The Martian*, has been overwhelmingly positive. One customer in the lobby even shouted in excitement when they found out that *The Martian* books on display were part of the 2024 Community Read and available to take home free of charge! A variety of related programming is still to come throughout the month of April, and reports on a few of the completed programs follow.



VCPL hosted Mobile Ed Productions, Inc. for their presentation of the *Skydome* as part of this year's Community Read Program. Doc, the educator/presenter, took more than 300 people on a virtual adventure through the galaxy inside a 36-foot diameter dome set up in the Main Library Lobby. Registration for *Skydome* filled quickly and community response was overwhelmingly positive with many commenting: *It was awesome! Thank you so much!* Due to this incredible response, the *Skydome* will be back in July in coordination with the Summer Reading program: *Adventures Begin in Your Library*.

Tech Team member Kristin Swaim worked with families to create electricity from potatoes and lemons in conjunction with the Community Read. Participants worked together to use potatoes, pennies, and nails to power LED lights, small motors, and buzzers in a multigenerational design challenge. Participants learned to read the wattage by using multimeters donated to the VCPL by the Friends of the Vigo County Public Library. By the end of the program, families worked to create a long potato chain generating over 17 volts of electricity – the equivalent of an entire pack of AA batteries!

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

## APRIL 24, 2024

On March 29, sixteen children joined presenters Brandon and Adrian Smitley of THIRST gym to train like astronauts! Adrian talked to the kids about why astronauts have to be physically fit before they fly into space and why they exercise in space. Brandon led the group through various exercises that focused on strength, balance, and agility. The exercises included squats, pushups, pogo hops, bear crawls, and more. The children had the opportunity to experience new exercises and have fun while staying active! The event finished with an obstacle course that all of the children greatly enjoyed. Youth Services Librarian Kendra Bailey made completion certificates for all attendees and awarded them to the proud and exhausted kids at the end of the program.



### TECH TEAM

#### HAUTE CREATE WELCOMES OLLI

Members of the Tech Team welcomed Indiana State University's Osher Lifelong Learning Institute (OLLI) for a *Taste of Haute Create* on March 12. During the two-hour introduction to Haute Create, participants were invited to not only observe what Haute Create



has to offer, but were also encouraged to gain hands-on experience with the technology provided at the library. Librarians were on hand to offer one-on-one assistance and answer any questions the participants had about the Cricut, Virtual Reality, 3D Printing, Laser Cutting, and Haute Studio.

### WEST BRANCH

#### KID LIBRARIAN FOR A WEEK



West Branch staff began their *Kid Librarian for a Week* program in March, giving children an opportunity to leave their mark at the library. When visiting during the designated week, the young participants act as *kid librarians*, sharing their favorite books to read, gaining insight into library operations, and contributing according to their abilities. Within the first two weeks of the program, seven kids have

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD APRIL 24, 2024

registered to be *kid librarians*, and those who have participated thus far have been thrilled to be helpful and to see their handiwork being showcased in public spaces.

## YOUTH SERVICES



The Youth Services Department is now offering *Superspace*, a modular play space encouraging imaginative play. Visitors can immerse themselves in open-ended play with thick felt-padded tiles that connect magnetically and allow for endless configurations and designs. Families and children of all ages have been eagerly participating, collaborating, and problem-solving, and staff enjoy seeing the children's enthusiasm as they create their own forts, castles, and ships!

## PERSONNEL CHANGES

### EMPLOYMENT

Meeks-Johnson, Kimberly - Hired for the full-time non-exempt position of Adult Services Assistant in the Adult Services Department effective April 22, 2024.

Phillips III, Joe L - Hired for the part-time non-exempt position of Tech Team Technician in the Tech Team Department effective April 24, 2024.

### RESIGNATION

Saunders, Xavier D. – Resignation from the part-time non-exempt position of Tech Team Technician in the Tech Team Department effective April 2, 2024.

Swaim, Kristen D. - Resignation from the full-time non-exempt position of Tech Training Assistant Librarian in the Tech Team Department effective May 1, 2024.

Respectfully submitted,

Kristi J. Howe

4/10/24 AG

	March-24	March-23		YTD 2024	YTD 2023	
Print Circulation	17,805	19,529	-8.8%	52,243	55,781	-6.3%
A/V Circulation	5,394	6,925	-22.1%	16,229	19,932	-18.6%
Misc	290	262	10.7%	938	679	38.1%
Electronic Devices	58	64	-9.4%	173	183	-5.5%
<b>TOTAL</b>	<b>23,547</b>	<b>26,780</b>	<b>-12.1%</b>	<b>69,583</b>	<b>76,575</b>	<b>-9.1%</b>

	March-24	March-23		YTD 2024	YTD 2023	
Overdrive						
E-book	8,037	7,299	10.1%	23,785	20,409	16.5%
E-audiobook	6,111	4,686	30.4%	18,130	12,887	40.7%
E-Magazines	1,120	327	242.5%	3,448	1,036	232.8%
E-Music	0	0	null	0	0	null
E-video	0	0	null	0	0	null
<b>TOTAL</b>	<b>15,268</b>	<b>12,312</b>	<b>24.0%</b>	<b>45,363</b>	<b>34,332</b>	<b>32.1%</b>

	March-24	March-23		YTD 2024	YTD 2023	
Hoopla						
E-audiobook	1,679	1,844	-8.9%	4,865	5,147	-5.5%
Bingepasses	40	14	185.7%	93	38	144.7%
E-Books	613	824	-25.6%	1,958	2,642	-25.9%
E-Comics	96	154	-37.7%	275	491	-44.0%
E-music	106	169	-37.3%	286	447	-36.0%
E-video movie	157	208	-24.5%	464	640	-27.5%
E-video TV	80	160	-50.0%	261	484	-46.1%
<b>TOTAL</b>	<b>2,771</b>	<b>3,373</b>	<b>-17.8%</b>	<b>8,202</b>	<b>9,889</b>	<b>-17.1%</b>

	March-24	March-23		YTD 2024	YTD 2023	
Reference [fact-finding]	2,253	3,221	-30.1%	7,062	9,461	-25.4%

**MATERIALS ADDED TO COLLECTION**

Purchased Items	March-24	YTD 2024
Book	737	2,174
Video	191	602
Video Game	38	67
Music CD	0	2
Audio Book	12	22
Misc	10	55
<b>TOTAL</b>	<b>988</b>	<b>2,922</b>

Donated Items	March-24	YTD 2024
Book	68	243
Video	0	0
Video Game	0	0
Music CD	0	0
Audio Book	0	0
Misc	0	1
<b>TOTAL</b>	<b>68</b>	<b>244</b>

New Items Ordered	March-24	YTD 2024
Book	972	2,658
Video	188	595
Video Game	46	78
Music CD	0	0
Audio Book	0	18
Misc	1	38
<b>TOTAL</b>	<b>1,207</b>	<b>3,387</b>

New Items Received	March-24	YTD 2024
Book	667	2,217
Video	171	468
Video Game	29	58
Music CD	0	0
Audio Book	13	17
Misc	4	20
<b>TOTAL</b>	<b>884</b>	<b>2,780</b>

<b>ON-SITE PROGRAMS</b>	<b>March-24</b>	<b>March-23</b>		<b>YTD 2024</b>	<b>YTD 2023</b>	
Early Literacy programs/events/classes	26	15	73.3%	69	156	-55.8%
Youth programs/events/classes	25	15	66.7%	57	154	-63.0%
Teen programs/events/classes	6	9	-33.3%	19	106	-82.1%
Adult programs/events/classes	18	17	5.9%	52	174	-70.1%
Family/general	28	16	75.0%	60	186	-67.7%
<b>TOTAL</b>	<b>103</b>	<b>72</b>	<b>43.1%</b>	<b>257</b>	<b>776</b>	<b>-66.9%</b>

<b>ON-SITE ATTENDANCE</b>	<b>March-24</b>	<b>March-23</b>		<b>YTD 2024</b>	<b>YTD 2023</b>	
Early Literacy attendance	436	333	30.9%	1,134	3,764	-69.9%
Youth attendance	289	113	155.8%	781	3,579	-78.2%
Teen attendance	45	73	-38.4%	95	649	-85.4%
Adult attendance	192	239	-19.7%	1,007	1,960	-48.6%
Family/general attendance	907	204	344.6%	1,567	6,506	-75.9%
<b>TOTAL</b>	<b>1,869</b>	<b>962</b>	<b>94.3%</b>	<b>4,584</b>	<b>16,458</b>	<b>-72.1%</b>

<b>OFF-SITE PROGRAMS</b>	<b>March-24</b>	<b>March-23</b>		<b>YTD 2024</b>	<b>YTD 2023</b>	
Early Literacy attendance	1	0	null	2	0	null
Youth outreach	0	4	-100.0%	1	21	-95.2%
Teen outreach	0	0	null	0	2	-100.0%
Adult outreach	15	17	-11.8%	38	141	-73.0%
Family outreach	2	0	null	2	11	-81.8%
Participation in Community Events	1	2	-50.0%	2	72	-97.2%
<b>TOTAL</b>	<b>19</b>	<b>23</b>	<b>-17.4%</b>	<b>45</b>	<b>247</b>	<b>-81.8%</b>

<b>OFF-SITE ATTENDANCE</b>	<b>March-24</b>	<b>March-23</b>		<b>YTD 2024</b>	<b>YTD 2023</b>	
Early Literacy attendance	5	0	null	18	0	null
Youth outreach attendance	0	46	-100.0%	4	419	-99.0%
Teen outreach attendance	0	0	null	0	34	-100.0%
Adult outreach attendance	157	148	6.1%	489	1,888	-74.1%
Family outreach attendance	42	0	null	42	2,954	-98.6%
Community Events Interactions	80	484	-83.5%	119	484	-75.4%
<b>TOTAL</b>	<b>284</b>	<b>678</b>	<b>-58.1%</b>	<b>672</b>	<b>5,779</b>	<b>-88.4%</b>

	<b>March-24</b>	<b>March-23</b>		<b>YTD 2024</b>	<b>YTD 2023</b>	
Web Site Hits	15,743	9,983	57.7%	51,659	28,514	81.2%
Mobile App Visits	33	91	-63.7%	33	319	-89.7%
Computer Users	4,431	4,045	9.5%	12,812	45,258	-71.7%
Subscription Databases	6,250	8,277	-24.5%	19,051	103,518	-81.6%
ILL provided to other Libraries	145	252	-42.5%	709	2,674	-73.5%
ILL received from other Libraries	56	101	-44.6%	299	956	-68.7%

	<b>March-24</b>	<b>March-23</b>		<b>YTD 2024</b>	<b>YTD 2023</b>	
Adult materials deliveries	33	23	43.5%	100	307	-67.4%
Youth materials deliveries	9	20	-55.0%	35	182	-80.8%
<b>TOTAL</b>	<b>42</b>	<b>43</b>	<b>-2.3%</b>	<b>135</b>	<b>489</b>	<b>-72.4%</b>

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

The Board of Trustees of the Vigo County Public Library at the regular meeting held April 15, 2024 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 ~~15th~~<sup>24th</sup> DAY OF APRIL 2024.**

**AYE**

**NAY**

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## **EXHIBIT “A”**

### **VIGO COUNTY PUBLIC LIBRARY**

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

- Dremel 3D40 Flex Printer
- GBC VeloBind Electric Binding Machine
- Black and Decker Coffee Pot
- XBOX One Console and 3 Gaming Remotes
- Socket Mobipocket Reader (2)
- Magazine Rack
- Black Office Chairs (4)
- Small Black Round Table
- Brown Round Table
- Purple Silver Chair
- Animal Rug
- Black Lamp
- Landscape Stone

~~4/15/2024~~ 4/24/24

## WORK HOURS AND SCHEDULES POLICY

Vigo County Public Library (VCPL) employees classified in exempt and non-exempt full-time positions are assigned 40 (forty) hours per workweek with a schedule typically consisting of 8 (eight) hours per day 5 (five) days per workweek. Employees classified in non-exempt part-time positions are assigned less than 40 (forty) hours per workweek with days of the workweek and hours per day varying per position. A workweek is defined as 7 (seven) days beginning on Monday and ending on Sunday. Full and part-time employee workweek schedules are assigned to meet the needs of the library and may be adjusted to ensure staffing levels are appropriate for workflow and to meet changing operational needs.

All exempt and non-exempt full and part-time employees are expected to work or utilize paid leave equal to the total number of hours assigned to their position and their workweek schedule. The specific days and hours that comprise a non-exempt employee's workweek schedule may be altered, but the number of workweek hours assigned to a position may not be changed without written authorization approved by the Executive Director. Workweek variance and utilization of paid leave for employees classified as exempt is administered in accordance with Fair Labor Standards Act (FLSA) regulations for exempt employees.

On occasion, a **non-exempt full or part-time** employee's workweek hours may fall short of the hours assigned to their position and schedule due to time clock activities including rounding, late arrival, or early departure. If the lost time **exceeds 1 (one) hour**, the employee must utilize accrued vacation leave for the total amount of lost time. If the lost time **equals 1 (one) hour or less**, the employee may choose to utilize accrued vacation leave to receive compensation for the lost time, but is not required to do so, and may elect to only be paid for the hours actually worked. However, the employee should be aware that not utilizing vacation leave for the lost time will impact all paid leave accruals for that pay period. If the employee does not have a sufficient balance of vacation leave to utilize for lost time exceeding 1 (one) hour, the employee or employee's manager should contact Human Resources to determine the appropriate course of action. Employees who regularly fall short of hours assigned to their position and regular workweek schedule may require remedial training and/or corrective action regarding attendance issues.

During a workweek in which a **non-exempt full or part-time** employee's workweek hours exceeds the hours assigned to their position, due to utilizing approved sick or vacation leave, the employee must reduce their approved leave hours so that the total number of hours for the workweek equals no more than the number of workweek hours assigned to their position. Under special circumstances, in order to cover department staffing needs, a Manager or Division Director may approve the use of combined worked hours and leave time that exceeds an employee's assigned workweek hours.

### **Sunday Schedules**

Non-exempt full-time and part-time employees who are scheduled to work on Sundays will receive overtime wages (one- and one-half times the hourly rate) regardless of the number of hours the employee has worked during the workweek. Sunday hours are scheduled at the discretion of the Manager and or Division Director. Sunday work hours are in addition to an employee's regular workweek schedule and generally not considered when determining whether an employee has worked or utilized paid leave for the workweek hours assigned to their position.

### **On Call and Emergency Call-Back**

To meet the service needs of the library, Managers and or Division Directors may establish 'on call' schedules for employees. In addition, employees not on a designated 'on call' schedule may be required to respond to an 'emergency call-back' to perform work outside of the employee's regularly scheduled hours. Non-exempt employees who are 'on call' or on 'emergency call-back' may be required to perform work on-site or through

remote access via telephone or computer in order to avoid significant service disruptions, address safety or security issues, or in response to an emergency.

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

Non-exempt employees performing work on an 'on call' or 'emergency call-back' basis will be compensated for a minimum of 1 (one) hour of worked time, or the actual number of 'on call' or 'emergency call-back' hours worked greater than 1 (one) hour. Regardless of the number of hours worked during the workweek, compensation for 'on call' or 'emergency call-back' will be at the overtime rate of one and one-half (1½) times the hourly rate or by accrual of compensatory time off at the rate of one and one-half (1½) hours, depending on the annual overtime selection of the employee.

'On call' or 'emergency call-back' compensation does not apply to:

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

### **Schedule Changes**

Work schedules for full and part-time non-exempt employees are arranged by the department Manager and or Division Director. Daily, weekly, or monthly work schedules may be adjusted at the discretion of the department Manager and or Division Director to meet varying operational and service needs or to reduce department overtime hours. Changes in work schedules will be announced as far in advance as practicable.

**Evaluation of E-rate Proposals**

School/Library Name: Vigo County Public Library

Form 470 Responses for: #240001399

Funding Year: 2024

	Vendor: Optimus	Vendor: NSI	Vendor: Roeing	Vendor: Roeing	Vendor: Roeing	Vendor: Synergetics (Endeavor IT)	Vendor: Synergetics (Endeavor IT)	Vendor: Synergetics (Endeavor IT)	Vendor: Synergetics (Endeavor IT)	
Possible Points	Date Proposal received: 1/10/2024	Date Proposal received: 1/10/2024	Date Proposal received: 1/12/2024	Date Proposal received: 1/12/2024	Date Proposal received: 1/12/2024	Date Proposal received: 1/12/2024	Date Proposal received: 1/12/2024	Date Proposal received: 1/12/2024	Date Proposal received: 1/12/2024	
Comparable Preferred Option	Base Bid Qty Requested: \$17,649.86	Base Bid Qty Requested: \$59,006.11	Base Bid Qty Requested: \$32,484.50	Option 1 APC Qty Requested: \$38,289.50	Option 2 GXT5LJ Qty Requested: \$44,649.50	*Base Bid Qty Requested: \$30,033.07	*Option 1 Base with Network Card Bid Qty Requested: \$33,356.94	*Option 2 GXT5LJ with Network Card Qty Requested: \$43,041.03	*Option 3 GXT5LJ with Network Card Qty Requested: \$47,643.30	
1. Price*	30	30	0	19	15	10	21	18	11	8
2. Compliance with RFP Technical specification requirements	29	0	15	15	20	29	15	10	29	10
3. Compliance with RFP document scope	21	0	20	21	21	21	10	10	10	10
4. References from other schools/libraries supporting satisfactory performance of the service from the vendor	20	0	20	20	20	20	20	20	20	20
<b>Total</b>	<b>100</b>	<b>30</b>	<b>55</b>	<b>75</b>	<b>76</b>	<b>80</b>	<b>66</b>	<b>58</b>	<b>70</b>	<b>48</b>

**\*Price**

Price MUST be given more weight than any other single factor. Price must also be cost-effective. If the price is 2-3 times more than the lowest bidder, it will not be considered cost-effective and therefore denied E-rate funding. If the price is 1.5 times more than the lowest bidder, it will raise concerns with the E-rate program and will be difficult to get funding.  
If the service/equipment being evaluated has ineligible features, deduct the ineligible features out of the total price and only evaluate the eligible portion of the price.

**No Bids Received?**

If you do not receive any bids in response to a FCC Form 470/RFP, we suggest that you memorialize this fact with a memo to the file or email to yourself and/or consultant. Various review processes, including audits, may occur after your competitive bidding process has ended, and this email or memo may be the only documentation of what happened.

**One Bid Received?**

If you receive only one bid, we suggest that you memorialize this fact with a memo to the file or email to yourself and/or consultant. This will help to document that you did not just keep only the winning bid.

# E-RATE 2024 Network Equipment

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Quote # 085401  
Version 1

March 15, 2024

*Prepared For:*

Curt Huffman  
Vigo County Public Library  
One Library Square  
Terre Haute, IN 47807-3609

*Prepared By:*

Chris Pugliese, Sr. Account Executive  
2433 S Ninth ST  
Lafayette, IN 47909

**470 Application# 240001399**

**Roeing Spin# 143005719**



Roeing IT Solutions  
2433 S Ninth ST  
Lafayette, IN 47909  
P: 765-807-7226  
F: 765-474-4485  
www.roeing.com

Friday, March 15, 2024

Vigo County Public Library  
Curt Huffman  
One Library Square  
Terre Haute, IN 47807-3609  
erate2024@vigolibrary.org

Dear Curt,

Thank you for considering Roeing IT Solutions as your partner of choice for your E-Rate project. Headquartered in Lafayette, Indiana, and servicing the entire state, Roeing has been in business for over 40 years partnering with K-12 schools to support the success of their students, teachers, and staff. We appreciate the opportunity to provide Vigo County Public Library our response to your RFP for form 470 #240001399 .

Roeing's engineers are certified in the latest technologies and have developed best practices to assure the success of your project. Our engineers adhere to strict security standards when it comes to implementing projects across all our customers. We work closely with you to ensure a successful project and smooth implementation.

Roeing holds many certifications with our vendor partners to deliver high quality products and services including Basic Maintenance of Internal Connections (BMIC), Internal Connections (IC), and Managed Internal Broadband Services (MIBS).

Our response includes all proposed information and services pertaining to the RFP requirements following USAC rules and regulations. Roeing understands the project depends on the district receiving E-Rate funding and will work with you through the E-Rate process.

We look forward to working with you on this project. As your dedicated account manager, please reach out to me if you have any questions or if I can provide further information.

Sincerely,

Chris Pugliese  
Sr. Account Executive  
Roeing IT Solutions

**E-RATE 2024 Network Equipment**

**Quote #085401 v1**

Prepared For:  
**Vigo County Public Library**  
 Curt Huffman  
 One Library Square  
 Terre Haute, IN 47807-3609  
 P: (812) 232-1113  
 E: erate2024@vigolibrary.org

Prepared by:  
**Roeing IT Solutions**  
 Chris Pugliese  
 2433 S Ninth ST  
 Lafayette, IN 47909  
 P: 765-807-7226  
 E: cpugliese@roeing.com

Date Issued:  
**03.15.2024**  
 Expires:  
**03.28.2024**

Qty	12 Points Branch - Option 2 Vertiv GXT		Price	Ext. Price
1	AXG93273	1000BASE-LX SFP Transceiver w/ DOM for Cisco - GLC-LH-SMD - TAA Compliant - For Data Networking - 1 x 1000Base-LX - 128 MB/s Gigabit Ethernet1 Gbit/s	\$57.00	\$57.00
350	TF6-OS2-PLO	Micro Armor Fiber™ The Original Stainless Steel Armor Single Mode 6 Core 900um OS2 Armored Plenum Optical Fiber Cable	\$2.25	\$787.50
2	FPR3SP	Hubbell Rack Mount Panel, 3 FSP Adapter Panels, Unloaded - 18 - 18 Port(s) - 18 x RJ-11 - 1U High - Rack-mountable	\$250.00	\$500.00
4	FSPB	Hubbell FSP Adapter Panel, Blank	\$10.00	\$40.00
2	FSPSCDS3Y	Fiber Adapter Panel 6pk Panel 3 SC DUP SM Yellow	\$75.00	\$150.00
15	49991-SSC	Leviton FastCAM SC OS2, blue	\$25.00	\$375.00
1	Cable Materials	Misc Cables and Connectors	\$100.00	\$100.00
1	Communications - Fixed Fee	Installation of Fiber Optic Cable between MDF and IDF and between buildings.	\$1,800.00	\$1,800.00
1	Communications - Fixed Fee	Termination of Fiber Optic Cabling	\$1,250.00	\$1,250.00
4	GXT5LI-1000LVRT2U XL	Vertiv Liebert GXT5 Lithium-Ion Online UPS 1000VA/1000W 120V Tower/Rack UPS - Single-phase UPS   1.0 Output Power Factor   Lowest TCO   Optional RDU101 Card  full-color LCD Interface  5-Year Warranty   with (6) NEMA 5-15R Outlets, IntelliSlot, and Extended Dimensions, W X D X H, IN  Unit: 16.9 x 17.3 x 3.4	\$1,515.00	\$6,060.00
14	GXT5LI-1500LVRT2U XL	Vertiv Liebert GXT5 Lithium-Ion Online UPS 1500VA/1350W 120V Tower/Rack UPS - Single-phase UPS   0.9 Output Power Factor   Lowest TCO   Optional RDU101 Card  full-color LCD Interface  5-Year Warranty   with (6) NEMA 5-15R Outlets, IntelliSlot, and Extended	\$1,995.00	\$27,930.00
1	EWMWG362 825	Hoffman (NVENT) ACCESSPLUS™ Wall Mount Cabinet, Double-Hinged, Window Door with Gland Plate, 19 RU, 12 ga, Steel Coated, Black, 36 x 28.31 x 25.1 in.	\$1,135.00	\$1,135.00
1	EWMF2	Hoffman (NVENT) 4-Inch Fan Kit, Includes Plug and Blocking Plates, 115 Vac, 100 CFM, Compatible with up to 36 in. Deep Cabinets, Black	\$185.00	\$185.00
2	AFLTR4LD	Hoffman (NVENT) 4 Inch Fan Filter and Finger Guard Kit	\$45.00	\$90.00
1	Communications ERATE - Fixed Fee	Installation of new wall cabinet .	\$750.00	\$750.00



Qty	12 Points Branch - Option 2 Vertiv GXT		Price	Ext. Price
1	VR3100	Vertiv VR Rack - 42U Server Rack Enclosure  600x1100mm  19-inch Cabinet ( ) - 2000x600x1100mm (HxWxD)  77% perforated doors  Sides  Casters	\$1,550.00	\$1,550.00
1	Shipping	Shipping	\$150.00	\$150.00
2	MR44-HW	Meraki MR44 802.11ax 2.93 Gbit/s Wireless Access Point - 2.40 GHz, 5 GHz - MIMO Technology - 1 x Network (RJ-45) - 2.5 Gigabit Ethernet - Desktop, Ceiling Mountable, Wall Mountable	\$550.00	\$1,100.00
2	LIC-ENT-5YR	Meraki Software Cloud Controller License - 5 Years	\$320.00	\$640.00
			Subtotal:	<b>\$44,649.50</b>

**Terms and Conditions**

Price, availability, and product specs are subject to change without notice at any point during or after the quotation, ordering, and fulfillment process. Please note that such changes should be anticipated for any product that is subject to or may become subject to a tariff.

In addition, the technology industry has been greatly affected by the current global supply and logistics situation created during the pandemic. The industry wide shortages are impacting both what is available to order and orders which have been placed.

The accuracy of the solution provided is dependent on the information gathered. If relevant information is not provided or included in the Form 470, Roeing IT Solutions cannot be held responsible. We urge you to review this quote fully, to ensure it reflects all of your required specifications. If you have additional questions, please contact your designated Roeing IT Solutions contact.

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

Quote Summary	Recurring	One-Time
12 Points Branch - Option 2 Vertiv GXT	\$0.00	\$44,649.50
Recurring Total:	<b>\$0.00</b>	Total: <b>\$44,649.50</b>

Purchase order for 100% of project (non-discounted amount) will be required at time of ordering. By approving quote, client acknowledges that any part of order denied by USAC, will be the client's responsibility.

Acceptance	
Roeing IT Solutions	Vigo County Public Library
_____ Signature / Name 03/15/2024 _____ Date	_____ Signature / Name _____ Date
	_____ Initials

## References

### REFERENCES:

Roeing Corporation has provided similar services to the following:

Brownsburg Community School Corporation  
310 Stadium Drive  
Brownsburg, IN 46112  
Jason Starkweather, IT Operations Manager  
[JStarkweather@brownsburg.k12.in.us](mailto:JStarkweather@brownsburg.k12.in.us)  
317- 852-1030 ext. 2166

Lutheran High School  
5555 S Arlington Ave.  
Indianapolis, IN 46237-2366  
Dave Pasch, IT Director  
[dpasch@lhsi.org](mailto:dpasch@lhsi.org)  
317-787-5474

Northwestern Consolidated Schools of Shelby County  
4920 W 600 N  
Fairland, IN 46126  
Josh Landis, Director of Technology  
[jlandis@nwshelbyschools.org](mailto:jlandis@nwshelbyschools.org)  
765-808-4216

Westfield-Washington Schools  
1143 East 181st Street  
Westfield, IN 46074  
Dan Brita, Systems Integration Director  
[britad@wws.k12.in.us](mailto:britad@wws.k12.in.us)  
317-867-8030

**PROCUREMENT:** Roeing will purchase equipment upon request in a timely manner. Delivery of equipment will depend on product availability at time of order.

**COSTS:** Roeing is providing cost for hardware and services which is listed in body of quote.

**ITEMIZED PRICING:** Itemized cost is listed in the quote provided.

**DELIVERY:** Roeing will purchase equipment and either drop ship to desired location or deliver directly.



Roeing IT Solutions  
 2433 S Ninth ST  
 Lafayette, IN 47909  
 P: 765-474-5402  
 F: 765-474-4485  
 www.roeing.com

## E-Rate Payment Options

Please select a payment option:

\_\_\_\_\_ **Form 472 BEAR** (Billed Entity Applicant Reimbursement) - Order will be processed prior to being fully funded by USAC with a purchase order for the full amount of the project. Customer is fully financially responsible even if funding is denied (in part or in full).

\_\_\_\_\_ **Form 474 SPI** (Service Provider Invoice) - Order will be processed once letter stating that the project is fully funded by USAC.

Please select from one of the following:

\_\_\_\_\_ Accept Eligible Bid Only - Total amount of eligible pricing only as indicated by the quote. This should be reflected on your purchase order.

\_\_\_\_\_ Accept Total Bid - Total amount of eligible and non-eligible pricing as indicated by the quote.

\_\_\_\_\_ Accept Partial Bid - Calculate total of components you will be purchasing on your purchase order and add total here \$\_\_\_\_\_

This bid is for the funding year 2024, with the following contract dates: 7/1/2024 thru 9/30/2025, unless what is being purchased is for a service (Managed Internal Broadband Services, Basic Maintenance of Internal Connections, etc.) which is only contracted from 7/1/2024 - 6/30/2025.

Accepted By:  
 <School Name>

Accepted By:  
 Roeing IT Solutions

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

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

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

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

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

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



# E-RATE CAPABILITY STATEMENT

## COMPANY OVERVIEW

Roeing Corporation, d/b/a Roeing IT Solutions, is an Indiana-based S-corp founded over 40 years ago to provide IT services to healthcare facilities throughout Indiana and across the country. Roeing helped transform the operations of small healthcare facilities by providing software for accounting, medical records, and electronic billing for Medicaid and Medicare at a time when their only option was to submit paper claims and wait for months to be paid. The reduction of the payment cycle from months to weeks was truly transformational for these healthcare facilities.

Today, Roeing continues to provide IT leadership beyond the healthcare industry to government, small/medium businesses, social service agencies, manufacturing, and banking. Over the years Roeing has expanded its service catalog to a full-service IT solution provider. After four decades, Roeing continues to drive innovation and creative technology solutions through our four business practices: **Software, Technology, Infrastructure and IT Service Management.**

## E-RATE PROGRAM INFORMATION

Roeing IT Solutions is a Technical Assistance Partner (TAP) to the State of Indiana, Department of Education and an approved vendor to provide services for Non-Public Schools (EANS II). Since completing the 2021 K-12 E-rate program, Roeing has surpassed \$6M in Federal E-rate Funds over the past five years to provide sustainable technology infrastructure products and services for over 46 schools/school corporations in the State of Indiana. Roeing continues to look for ways to ensure K-12 organizations are secure, online, and capable of remote learning in COVID and COVID recovery.

- **TRAINING:** Through our partnerships with industry leading manufacturers, we're able to deliver best-in-class education solutions quickly. These strategic partnerships also allow us to develop our technical skills through in-depth training and technical certifications and provide technology solutions to our clients using proven methodologies and best practices.
- **REPAIR CENTER:** With two offices in Central Indiana and a team of more than 50 professionals, the staff at Roeing has the experience to deliver our clients outstanding technical support and repair services.
- **WARRANTY:** All hardware comes with the manufacturer-provided warranty terms. While Roeing is not providing any warranty services as part of the e-rate bid, unless specified, Roeing is an authorized warranty service center for a select number of manufacturers.

## COMPANY INFORMATION

SPIN: 143005719

DUNS Number: 096174990

EIN: 35-1461987

Bidder Number: 0000007508

## MISSION

Our mission is to provide our clients innovative and creative technology solutions that elevate their organization to achieve their goals. We are committed to understanding their goals and align those goals with technology driven results.

## CORE COMPETENCIES

- ◆ IT Project Management
- ◆ Software Engineering
- ◆ Data Analysis & Reporting
- ◆ Database & Application Design
- ◆ Business Process Engineering
- ◆ Managed Services
- ◆ Engineering Services
- ◆ Security
- ◆ Cloud Services
- ◆ Networking
- ◆ Wireless
- ◆ Video Surveillance
- ◆ Cabling
- ◆ Fiber Optics
- ◆ Audio Visual
- ◆ Vape Detection

## INDUSTRY ALIGNED

- ◆ State and Local Government
- ◆ Healthcare
- ◆ Manufacturing
- ◆ Financial
- ◆ Indiana K12 Schools- 18 Districts
- ◆ Small/Medium Business

## MICROSOFT CERTIFICATIONS

Certified Gold Partner in the specialized business areas of:

- ◆ Cloud Productivity
- ◆ Datacenter
- ◆ Data Analytics