

# A G E N D A

**REGULAR MEETING  
VIGO COUNTY PUBLIC LIBRARY  
Monday, September 21, 2020, 5:30 PM  
Vigo County Public Library  
1 Library Square, Terre Haute, IN  
Terre Haute, IN 47807**

1. **Call to Order and Roll Call of Members**
2. **Public Input on Action Items**
3. **Consideration of Minutes of August 17, 2020 Regular Meeting** 2
4. **Consideration of Minutes of September 8, 2020 Special Meeting** 6
5. **Treasurer's Report**
  - A. Monthly Financial Statement 8
  - B. Claims and Payroll 9
  - C. Special Claims
  - D. Gift Fund Report 23
6. **Reports to the Library Board**
7. **Director's Report**
8. **Old Business**
- A. Adoption of 2021 Library Budget
9. **New Business**
10. **Suggestions from the Staff, Board or Public for Action or Study**
11. **Next Meeting:** Regular Meeting, **October 19, 2020** at 5:30 p.m., Main Library.
12. **Adjournment**

## Terre Haute, Indiana, August 17, 2020

At the Regular Meeting of the Vigo County Public Library Board, during a virtual video teleconference at 5:30 p.m. on the 17<sup>th</sup> day of August 2020, the following persons were present:

Library Board: Terry W. Jones, President; Olivia K. Goulding, Vice President; Valentine K. Muyumba, Secretary; Christi A. Fenton; Sister Dorothy Rasche; James M. Young; and Daniel I. Pigg (arrived at 5:43 p.m.).

Library Staff: Kristi Howe; Dennis Shepard; Amy Gibson; Heather Rayl; Brett Taylor; Lauren Elyea; Bonnie McNair; Cindy Bhatti; Seth James; Curt Huffman; and Susan Jakaitis.

Others: none.

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

No public input.

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

A motion to approve the minutes of the July 20, 2020, regular meeting, made by Goulding, seconded by Dr. Fenton. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - aye, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - absent. Motion passed.

### **TREASURER'S REPORT**

#### **Monthly Cash Statement**

Dennis Shepard presented the Cash Statement for the period ending July 31, 2020 (copy attached to official minutes).

#### **Claims and Payroll**

Mr. Shepard presented the Month End Claims dated July 31, 2020 in the amount of \$73,341.23 (Library Operating, \$69,240.79; Gift Fund \$2,843.11; Grants \$1,257.33); Library Operating Claims dated August 17, 2020, in the amount of \$53,919.02, (Library Operating Fund, \$53,285.24; Gift Fund, \$633.78; (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

#### **Special Claims**

There were no special claims.

#### **Gift Fund Report**

Mr. Shepard presented the Gift Fund report dated July 31, 2020 for \$68,441.44.

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

A motion to approve the Treasurer's Report, made by Young, seconded by Sister Dorothy. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - aye, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - aye. Motion passed.

**REPORTS TO THE LIBRARY BOARD**

There were no reports to the library board.

**DIRECTOR'S REPORT**

A motion approving the Director's Report, made by Fenton, seconded by Muyumba. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - aye, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - aye. Motion passed. (Copy of Director's Report attached to official minutes.)

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

**Election of Officers: President, Vice President, Secretary**

Mr. Jones presented the following 2020-2021 slate of officers for consideration: Mr. Jones, President; Mrs. Goulding, Vice President; and Mrs. Muyumba, Secretary.

A motion to approve the 2020-2021 slate of officers as submitted, made by Sister Dorothy, seconded by Pigg, passed. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - aye, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - aye. Motion passed.

**Election of Treasurer**

A motion to appoint Brett J. Taylor as Treasurer, made by Fenton, seconded by Goulding, passed. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - aye, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - aye. Motion passed.

**Approval of Treasurer's Official Bond**

A motion to approve the Treasurer's Official Bond for the recommended amount of \$250,000, made by Muyumba, seconded by Sister Dorothy, passed. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - aye, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - aye. Motion passed.

**Presentation of 2021 Library Budget & Permission to Advertise**

Ms. Howe gave details on the budget planning process.

VCPL utilized the 4.2% growth quotient stipulated by the Indiana Department of Local Government Finance to calculate the maximum amount for the 2021 budget. The total budget proposal is \$9,100,000 compared to \$8,730,879 in 2020.

Ms. Howe noted that the Public Hearing would be on September 8, 2020 and the 2021 Budget Adoption would be on September 21, 2020.

A motion giving permission to advertise the 2021 Library budget, made by Sister Dorothy, seconded by Fenton, passed. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - aye, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - aye. Motion passed. (Copy of 2021 Budget Form 3 attached to official minutes.)

**Resolution on Safe Deposit Box**

A motion to approve the Resolution for the Securities & Records Safe Deposit Box, made by Muyumba, seconded by Sister Dorothy, passed. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - aye, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - aye. Motion passed. (Copy of Resolution attached to official minutes.)

**Resolutions on Depository Signatures**

A motion to approve the Resolutions on Depository Signatures at Terre Haute Savings Bank and First Financial Bank for Brett J. Taylor, replacing Dennis Shepard as Treasurer; Valentine K. Muyumba, Secretary; and Terry W. Jones, President, made by Goulding, seconded by Young, passed. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - aye, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - aye. Motion passed. (Copy of Resolutions attached to official minutes.)

**Commitment to Join Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2021 through June 30, 2022**

A motion to approve the commitment to join the Consortium, made by Muyumba, seconded by Fenton, passed. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - aye, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - aye. Motion passed.

**2020 - 2021 Health Insurance Contract Renewal**

A motion to approve the 2020 - 2021 Health Insurance Contract Renewal, made by Fenton, seconded by Goulding, passed. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - aye, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - aye. Motion passed. (Copy of Insurance Contract Renewal attached to official minutes.)

**Declaration of Fiscal Body**

A motion to declare the Vigo County Council as the elected fiscal body responsible for providing binding review for the VCPL budget when required by law, made by Muyumba, seconded by Goulding, passed. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - aye, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - aye. Motion passed.

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

No suggestions.

**NEXT MEETING**

Special Meeting, **Tuesday, September 8, 2020**, 5:30 p.m., Main Library. (Public Hearing on 2021 Library Budget)

Regular Meeting, **Monday, September 21, 2020**, 5:30 p.m., Main Library. (Adoption of 2021 Library Budget)

**ADJOURNMENT**

A motion to adjourn the meeting, made by Young, seconded by Muyumba. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - aye, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - aye. Motion passed. The meeting adjourned at 6:18 p.m.

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Terry W. Jones, President

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Olivia K. Goulding, Vice President

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Valentine K. Muyumba, Secretary

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Christi A. Fenton, Board Member

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James M. Young, Board Member

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Sister Dorothy Rasche, Board Member

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Daniel I. Pigg, Board Member

9/3/20 AG

## Terre Haute, Indiana, September 8, 2020

At the Special Meeting of the Vigo County Public Library Board held in-person with a virtual option through Zoom, at the Vigo County Public Library building, One Library Square, at 5:30 p.m. on the 8<sup>th</sup> day of September 2020, the following persons were present:

Library Board: Terry W. Jones, President (attended virtually); Olivia K. Goulding, Vice President; Valentine K. Muyumba, Secretary (attended virtually); Christi A. Fenton; Sister Dorothy; and Jamie Young.

Library Staff: Kristi Howe; Amy Gibson; Brett Taylor; Dennis Shepard; Heather Rayl; Rob Fox; Laurie Chandler (attended virtually); Bonnie McNair (attended virtually); Angelina Melcho (attended virtually); Lauren Elyea (attended virtually); and Carey LaBella (attended virtually).

Others: None.

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

No public input.

### **DIRECTOR'S REPORT**

Ms. Howe commented on her written report.

A motion approving the Director's Report, made by Muyumba, seconded by Fenton. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - aye, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - absent. Motion passed. (Copy of Director's Report attached to official minutes.)

### **PUBLIC HEARING ON 2021 LIBRARY BUDGET**

Mr. Jones opened the public hearing for discussion of the 2021 Library Budget.

There were no questions or comments from Board members or public.

Mr. Jones declared the public hearing closed.

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

There were no suggestions.

### **NEXT MEETING**

Regular Meeting, Monday, September 21, 2020, 5:30 p.m., Main Library.  
(Adoption of 2021 Library Budget)

**Library Board Minutes  
September 8, 2020**

**ADJOURNMENT**

A motion to adjourn the meeting, made by Young, seconded by Goulding. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - aye, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - absent. Motion passed. The meeting adjourned at 5:50 p.m.

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Terry W. Jones, President

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Olivia K. Goulding, Vice President

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Valentine K. Muyumba, Secretary

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Christi A. Fenton, Board Member

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James M. Young, Board Member

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Sister Dorothy Rasche, Board Member

**ABSENT**

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Daniel I. Pigg, Board Member

9/10/20 AG

Vigo County Public Library

Cash Statement  
 Vigo County Public Library  
 August 2020

Account Title Number	Beginning MTD Balance YTD Balance	MTD Debits YTD Debits	MTD Credits YTD Credits	Ending Balance	MTD Change YTD Change
Cash-Pay Control 00-00-1010	1,351.60 1,480.58	64,185.83 560,840.21	64,185.83 560,969.19	1,351.60	0.00 (128.98)
Cash Library Operating Fund 01-01-1010	4,349,133.15 4,474,863.46	95,385.65 3,654,706.94	454,314.49 4,139,366.09	3,990,204.31	(358,928.84) (484,659.15)
Cash Gift Fund 02-00-1010	68,441.44 83,082.22	293.23 7,923.87	2,406.46 24,677.88	66,328.21	(2,113.23) (16,754.01)
Cash Public Library Access Car 03-00-1010	0.00 65.00	0.00 0.00	0.00 65.00	0.00	0.00 (65.00)
Cash Excess Levy 06-00-1010	7,275.05 7,275.05	0.00 0.00	0.00 0.00	7,275.05	0.00 0.00
Cash Grants 09-00-1010	(10,544.74) (14,668.06)	3,000.00 107,788.63	1,257.33 101,922.64	(8,802.07)	1,742.67 5,865.99
Cash Rainy Day Fund 11-00-1010	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 Debt Service Fund 18-00-1010	5,489.64 239,871.73	3,083.33 192,512.95	0.00 423,811.71	8,572.97	3,083.33 (231,298.76)

<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>
*18149	CANDLES HOLOCAUST MUSEU	01	<i>Check</i>	<b>750.00</b>	<b>56448</b>	ADMISSION FOR FAMILY LEARNING ADV
*18117	GOSHEN COLLEGE GOOD LIBR	01	<i>Check</i>	<b>37.78</b>	<b>56449</b>	ILL REIMBURSEMENT
*18126	TERRE HAUTE CHILDREN'S MU	01	<i>Check</i>	<b>850.00</b>	<b>56450</b>	MEMBERSHIPS FOR PRIZES
*18152	TERRE HAUTE PARKS & RECRI	01	<i>Check</i>	<b>150.00</b>	<b>56451</b>	TRAIN TICKETS FOR FAMILY LEARNING
					Total Count:	<b>4</b>
					Total Amount:	<b>1,787.78</b>
*18061	ADP INC - AUTOPAY II*	01	<i>ACH</i>	<b>247.64</b>	<b>4728</b>	WORKFORCE NOW
*18100	ADP INC - AUTOPAY II*	01	<i>ACH</i>	<b>654.50</b>	<b>4729</b>	PAYROLL SERVICES
*18062	AMAZON.COM LLC*	01	<i>ACH</i>	<b>20.99</b>	<b>4730</b>	MOTION SENSOR BATTERIES
*18063	AMAZON.COM LLC*	01	<i>ACH</i>	<b>310.14</b>	<b>4731</b>	COMPUTER SUPPLIES FOR STUDENT A
*18064	AMAZON.COM LLC*	01	<i>ACH</i>	<b>149.82</b>	<b>4732</b>	DVD/VIDEO MATERIAL
*18066	AMAZON.COM LLC*	02	<i>ACH</i>	<b>4.98</b>	<b>4733</b>	SEWING NEEDLES
*18083	AMAZON.COM LLC*	01	<i>ACH</i>	<b>1,749.50</b>	<b>4734</b>	STAFF WEBCAMS
*18089	AMAZON.COM LLC*	01	<i>ACH</i>	<b>126.25</b>	<b>4735</b>	YS CIRC MATERIAL
*18090	AMAZON.COM LLC*	01	<i>ACH</i>	<b>56.53</b>	<b>4736</b>	YS CIRC MATERIAL
*18091	AMAZON.COM LLC*	01	<i>ACH</i>	<b>14.90</b>	<b>4737</b>	YS CIRC MATERIAL
*18101	AMAZON.COM LLC*	01	<i>ACH</i>	<b>86.39</b>	<b>4738</b>	YS CIRC MATERIAL
*18102	AMAZON.COM LLC*	01	<i>ACH</i>	<b>143.27</b>	<b>4739</b>	3D FILAMENT
*18103	AMAZON.COM LLC*	01	<i>ACH</i>	<b>33.88</b>	<b>4740</b>	SEPTEMBER PROGRAM SUPPLIES
*18104	AMAZON.COM LLC*	01	<i>ACH</i>	<b>191.26</b>	<b>4741</b>	SEPTEMBER PROGRAM SUPPLIES
				<b>9</b>		

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*18105	AMAZON.COM LLC*	01	ACH	50.97	4742	FACE MASK PROG - ELASTICS
*18106	AMAZON.COM LLC*	01	ACH	267.80	4743	FAMILY LEARNING SIGN UP SUPPLIES
*18107	AMAZON.COM LLC*	01	ACH	386.83	4744	DVD/VIDEO MATERIAL
*18141	AMAZON.COM LLC*	02	ACH	182.23	4745	ADULT PROG ART HACKS SUPPLIES
*18142	AMAZON.COM LLC*	01	ACH	75.15	4746	YS CIRC MATERIAL
*18143	AMAZON.COM LLC*	01	ACH	46.70	4747	DVD/VIDEO MATERIAL
*18145	AMAZON.COM LLC*	01	ACH	72.15	4748	CIRC PRINT MATERIAL
*18111	BAKER & TAYLOR INC*	01	ACH	6,891.22	4749	CIRC PRINT MAT, YS MAT, REF PRINT M
*18144	BOOK DEPOT*	01 02	ACH	3,275.91	4750	FAMILY LEARNING ADVENTURE SUPPLI
*18114	E-Z CLEAN INC*	01	ACH	70.60	4751	JANITORIAL SUPPLIES
*18150	E-Z CLEAN INC*	01	ACH	33.96	4752	PURELL HAND SANITIZER
*18073	EXPRESS SERVICES INC*	01	ACH	380.12	4753	PART TIME STAFFING
*18115	EXPRESS SERVICES INC*	01	ACH	530.40	4754	PART TIME STAFFING
*18116	GALE/CENGAGE LEARNING*	01	ACH	444.57	4755	CIRC PRINT MATERIAL
*18118	GOV CONNECTION INC*	01	ACH	17.02	4756	VIDEO HEADSETS
*18068	HAYWORTH*CHARLIE	01	ACH	36.48	4757	MILEAGE REIMBURSEMENT
*18098	KNIGHT*LOGAN	01	ACH	3,000.00	4758	SUMMER 2020 TUITION REIMBURSEMEI
*18120	MIDWEST TAPE*	01	ACH	2,067.68	4759	DVD/VIDEO MAT, AUDIO RECORDED ML
*18084	ONI RISK PARTNERS, INC.*	01	ACH	75.00	4760	NOTARY BOND - C.BHATTI
*18085	ONI RISK PARTNERS, INC.*	01	ACH	75.00	4761	NOTARY BOND - J.ELMORE
*18086	ONI RISK PARTNERS, INC.*		ACH	1,000.00	4762	PUBLIC OFFICIAL BOND

<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>
		01				
*18139	RAPID REPRODUCTIONS INC*	01	ACH	97.20	4763	MASKS REQUIRED SIGNS
*18146	RICOH USA INC*	01	ACH	1,458.78	4764	COPIER LEASE
*18134	SUGGS*ANTHONY	01	ACH	244.98	4765	TEXTBOOK REIMBURSEMENT
*18125	TECH ELECTRONICS OF INDIAN	01	ACH	144.00	4766	CAMERA LICENSES
*18128	UNIQUE MANAGEMENT SERVIC	01	ACH	97.65	4767	NOTICES
*18129	WADSWORTH*ASHLEY	01	ACH	2.99	4768	DISINFECTING WIPES REIMBURSEMEN
						Total Count: 41
						Total Amount: 24,815.44
*18065	JOINK LLC*	01	E-pay	275.00	7056	MONTHLY CLOUD BACKUP
*18071	VECTREN ENERGY DELIVERY*	01	E-pay	20.59	7057	WEST GAS SERVICE
*18072	CROWN ELECTRIC, INC*	01	E-pay	212.50	7058	REPAIRED EXTERIOR LIGHTING
*18082	TABCO PRINTING & PROMOTIC	01	E-pay	435.63	7059	LETTERHEAD
*17899	KROGER*	01	E-pay	117.97	7061	PROGRAM SUPPLIES
*18092	ENA*	01	E-pay	657.20	7062	VOICE SERVICE
*18096	OVERDRIVE*	01	E-pay	286.29	7063	OVERDRIVE - EXTRA CONTENT JULY
*18097	OVERDRIVE*	01	E-pay	12,000.00	7064	OVERDRIVE ANNUAL FEES
*18108	ARAMARK UNIFORM SERVICES	01	E-pay	141.80	7065	WEST MAT SERVICE
*18109	ARAMARK UNIFORM SERVICES	01	E-pay	360.00	7066	MAIN SERVICE
*18110	B & S PLUMBING & HEATING IN	01	E-pay	221.40	7067	REPAIR ON CHILLER TOWER
*18112	CENTER POINT LARGE PRINT*	01	E-pay	11 90.48	7068	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>
*18113	CITY OF TERRE HAUTE SEWAG	01	<i>E-pay</i>	<b>1,253.57</b>	<b>7069</b>	MAIN SEWAGE BILLING
*18119	METZGER LANDSCAPE INC*	01	<i>E-pay</i>	<b>87.19</b>	<b>7070</b>	IRRIGATION MAINTENANCE
*18121	OFFICE DEPOT*	01	<i>E-pay</i>	<b>325.22</b>	<b>7071</b>	OFFICE SUPPLIES
*18123	REPUBLIC SERVICES OF WEST	01	<i>E-pay</i>	<b>598.17</b>	<b>7072</b>	MAIN TRASH SERVICE
*18124	T-MOBILE USA, INC.*	01	<i>E-pay</i>	<b>879.45</b>	<b>7073</b>	HOTSPOT DATA
*17901	WALMART*	01	<i>E-pay</i>	<b>218.93</b>	<b>7074</b>	VARIOUS SUPPLIES
*18075	VISA CARD SERVICES	01 02	<i>E-pay</i>	<b>4,775.19</b>	<b>7075</b>	VARIOUS SUPPLIES, TRAVEL, REGISTR.
*18137	ACTION PEST CONTROL, INC*	01	<i>E-pay</i>	<b>285.00</b>	<b>7076</b>	WEST MONTHLY INSPECTION
*18138	INDIANA AMERICAN WATER CC	01	<i>E-pay</i>	<b>806.04</b>	<b>7077</b>	MAIN WATER SERVICE
*18140	CINTAS CORPORATION*	01	<i>E-pay</i>	<b>84.19</b>	<b>7078</b>	MAIN CABINET SERVICE
*18147	B & S PLUMBING & HEATING IN	01	<i>E-pay</i>	<b>147.00</b>	<b>7079</b>	WEST SERVICE
*18153	INDIANA AMERICAN WATER CC	01	<i>E-pay</i>	<b>393.04</b>	<b>7080</b>	IRRIGATION SERVICE
*18154	OVERDRIVE*	01	<i>E-pay</i>	<b>1,000.00</b>	<b>7081</b>	OVERDRIVE YS CONTENT
*18081	SAM'S CLUB DIRECT*	01 02	<i>E-pay</i>	<b>272.20</b>	<b>7082</b>	PROGRAM SUPPLIES
*18156	FASTENAL COMPANY*	01	<i>E-pay</i>	<b>47.19</b>	<b>7083</b>	DRILL BIT AND BOLTS FOR WORK BENC
*18157	ENA*	09	<i>E-pay</i>	<b>1,257.33</b>	<b>7084</b>	INTERNET ACCESS

Total Count: **28**  
Total Amount: **27,248.57**

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check #</i> <i>ACH #</i> <i>EFT #</i>	<i>Description</i>
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<i>Grand Total Fund 01:</i>	<b>50,821.78</b>
<i>Grand Total Fund 02:</i>	<b>1,772.68</b>
<i>Grand Total Fund 03:</i>	<b>0.00</b>
<i>Grand Total Fund 04:</i>	<b>0.00</b>
<i>Grand Total Fund 06:</i>	<b>0.00</b>
<i>Grand Total Fund 09:</i>	<b>1,257.33</b>
<i>Grand Total Fund 11:</i>	<b>0.00</b>
<i>Grand Total Fund 18:</i>	<b>0.00</b>

Grand Total Count:	<b>73</b>
Grand Total Amount:	<b>53,851.79</b>





<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>
*18256	ADP INC - AUTOPAY II*	01	ACH	667.39	4769	PAYROLL SERVICES
*17989	ADP SCREENING & SELECTION	01	ACH	13.17	4770	DRIVING RECORD SCREENING
*18180	AMAZON.COM LLC*	01	ACH	27.90	4771	POSTAGE TAPE
*18181	AMAZON.COM LLC*	01	ACH	49.99	4772	HEAVY DUTY HOLE PUNCH
*18182	AMAZON.COM LLC*	01	ACH	24.99	4773	EXTRA LARGE TOTES FOR YS
*18193	AMAZON.COM LLC*	01	ACH	65.53	4774	DVD/VIDEO MATERIAL
*18194	AMAZON.COM LLC*	01	ACH	620.27	4775	DVD/VIDEO MATERIAL
*18198	AMAZON.COM LLC*	01	ACH	48.26	4776	DRY ERASE MARKERS & ZIP TIES
*18199	AMAZON.COM LLC*	01	ACH	128.78	4777	SUPPLIES FOR SEPT PROGRAMS
*18212	AMAZON.COM LLC*	01	ACH	10.79	4778	CIRC PRINT MATERIAL
*18213	AMAZON.COM LLC*	01	ACH	27.94	4779	FAMILY LEARNING SUPPLIES FOR KIDS
*18214	AMAZON.COM LLC*	01	ACH	100.86	4780	FAMILY LEARNING SUPPLIES FOR KIDS
*18215	AMAZON.COM LLC*	01	ACH	359.83	4781	DVD/VIDEO MATERIAL
*18216	AMAZON.COM LLC*	01	ACH	102.09	4782	YS CIRC MATERIAL
*18217	AMAZON.COM LLC*	01	ACH	26.84	4783	CIRC PRINT MATERIAL
*18218	AMAZON.COM LLC*	01	ACH	37.98	4784	SUPPLIES FOR SEPT PROGRAMS
*18219	AMAZON.COM LLC*	01	ACH	124.92	4785	HANGING RACK & THANK YOUS
*18220	AMAZON.COM LLC*	01	ACH	52.74	4786	OFFICE SUPPLIES
*18252	AMAZON.COM LLC*	01	ACH	228.86	4787	YS CIRC MATERIAL
*18272	AMAZON.COM LLC*	01	ACH	9.99	4788	CIRC PRINT MATERIAL
*18273	AMAZON.COM LLC*	01	ACH	687.09	4789	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>
		01				
*18211	BAKER & TAYLOR INC*	01	ACH	8,952.94	4790	CIRC PRINT MAT, YS MAT, BUY A BOOK
		01				
		02				
*18191	CULLIGAN WATER CONDITIONI	01	ACH	145.00	4791	MAIN COOLER RENTAL
*18192	CULLIGAN WATER CONDITIONI	01	ACH	25.00	4792	WEST COOLER RENTAL
*18275	DEMCO, INC*	01	ACH	1,733.02	4793	SPACES/SIGN UP MAINTENANCE
*18262	E-Z CLEAN INC*	01	ACH	536.14	4794	CUSTODIAL SUPPLIES
*18248	ELMORE*JALEESEYA	01	ACH	16.32	4795	REIMBURSEMENT NOTARY BACKGROU
*18223	EPROMOS*	01	ACH	289.04	4796	FAMILY LEARNING PROMO
*18183	EXPRESS SERVICES INC*	01	ACH	530.40	4797	PART TIME STAFFING
*18222	EXPRESS SERVICES INC*	01	ACH	530.40	4798	PART TIME STAFFING
*18277	EXPRESS SERVICES INC*	01	ACH	530.40	4799	PART TIME STAFFING
*18285	EXPRESS SERVICES INC*	01	ACH	530.40	4800	PART TIME STAFFING
*18224	GALE/CENGAGE LEARNING*	01	ACH	260.14	4801	CIRC PRINT MAT
*18257	GALE/CENGAGE LEARNING*	01	ACH	4,617.85	4802	DB LEGAL FORMS SUBSCRIPTION
*18258	GALE/CENGAGE LEARNING*	01	ACH	6,905.09	4803	DB CHILTON LIBRARY
*18225	GOV CONNECTION INC*	01	ACH	851.00	4804	STAFF HEADSETS
*18184	HOWE*KRISTI	01	ACH	42.86	4805	REIMBURSEMENT FOR MASK ELASTIC
*18206	INDUSTRIAL SUPPLY COMPAN'	01	ACH	664.00	4806	AUTO FLUSHERS WEST
*18207	INDUSTRIAL SUPPLY COMPAN'	01	ACH	1,992.00	4807	SIDE MOUNT
*18259	JOHNSON CONTROLS SECURI'	01	ACH	1,107.51	4808	MAIN ANNUAL SERVICE
*18135	LOWE'S COMMERCIAL SERVI	01	ACH	235.19	4809	MAINTENANCE 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>
*18229	MIDWEST TAPE*	01	<i>ACH</i>	<b>6,798.92</b>	<b>4810</b>	HOOPLA CONTENT - AUGUST
*18230	MIDWEST TAPE*	01	<i>ACH</i>	<b>1,724.73</b>	<b>4811</b>	DVD/VIDEO MAT, AUDIO RECORDED ML
*18234	NEW AVENUES*	01	<i>ACH</i>	<b>150.00</b>	<b>4812</b>	ALA CARTE ADMIN FEE
*18202	OCLC INC*	01	<i>ACH</i>	<b>5,947.06</b>	<b>4813</b>	CATALOGING SUBSCRIPTION
*18236	ONI RISK PARTNERS, INC.*	01	<i>ACH</i>	<b>75.00</b>	<b>4814</b>	NOTARY BOND - E.FISHER
*18190	ORACLE ELEVATOR COMPANY	01	<i>ACH</i>	<b>522.72</b>	<b>4815</b>	FULL ELEVATOR MAINTENANCE
*18239	RICOH USA INC*	01	<i>ACH</i>	<b>746.45</b>	<b>4816</b>	COPIER LEASE
*18179	STAPLES CONTRACT & COMME	01	<i>ACH</i>	<b>23.45</b>	<b>4817</b>	OFFICE SUPPLIES
*18274	TECH ELECTRONICS OF INDIAI	01	<i>ACH</i>	<b>568.00</b>	<b>4818</b>	INSTALLED AND ACTIVATED CAMERAS
*18240	UNIQUE MANAGEMENT SERVIC	01	<i>ACH</i>	<b>284.52</b>	<b>4819</b>	NOTICES
*18241	UNIQUE MANAGEMENT SERVIC	01	<i>ACH</i>	<b>626.50</b>	<b>4820</b>	PLACEMENTS
*18209	WEAS ENGINEERING INC*	01	<i>ACH</i>	<b>491.72</b>	<b>4821</b>	WATER TREATMENT MANAGEMENT
					Total Count:	<b>53</b>
					Total Amount:	<b>51,869.98</b>
*18185	COURTESY CLEANING CENTEF	01	<i>E-pay</i>	<b>21.00</b>	<b>7103</b>	LAUNDERING OF TABLECLOTHS
*18186	PAYPAL INC*	01	<i>E-pay</i>	<b>19.95</b>	<b>7104</b>	MONTHLY PAYFLOW LINK
*18187	VERIZON - WIRELESS*	01	<i>E-pay</i>	<b>205.53</b>	<b>7105</b>	PHONE SERVICE
*18189	ARAMARK UNIFORM SERVICES	01	<i>E-pay</i>	<b>297.47</b>	<b>7106</b>	MAIN SERVICE
*18195	ARAMARK UNIFORM SERVICES	01	<i>E-pay</i>	<b>141.80</b>	<b>7107</b>	WEST MAT SERVICE
*18196	YOUR AUTOMATIC DOOR COM	01	<i>E-pay</i>	<b>327.46</b>	<b>7108</b>	REPAIR WALNUT ST. DOOR
*18197	CINTAS CORPORATION*		<i>E-pay</i>	<b>118.00</b>	<b>7109</b>	MAIN AED LEASE

<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>
		01				
*18201	COMPUTYPE*	01	<i>E-pay</i>	814.66	7110	SPINE LABEL SETS
*18203	INDIANA AMERICAN WATER CC	01	<i>E-pay</i>	57.64	7111	PRIVATE FIRE SERVICE
*18208	LAKESHORE LEARNING MATEF	01	<i>E-pay</i>	96.57	7112	BOOKS FOR STORY WALK PROGRAM
*18210	TOWN OF WTH WATER & SEWE	01	<i>E-pay</i>	58.65	7113	WEST WATER/WASTE SERVICE
*18221	CENTER POINT LARGE PRINT*	01	<i>E-pay</i>	225.90	7114	CIRC PRINT MATERIAL
*18079	HOBBY LOBBY*	01	<i>E-pay</i>	434.70	7115	PAINTING WITH NICOLE ITEMS
*18228	LAKESHORE LEARNING MATEF	01	<i>E-pay</i>	218.43	7116	YS MATERIAL
*18231	OVERDRIVE*	01	<i>E-pay</i>	9,200.00	7117	OVERDRIVE - SEPT. CONTENT
*18232	OFFICE DEPOT*	01	<i>E-pay</i>	3.22	7118	CARD STOCK
*18233	TASB, INC.*	01	<i>E-pay</i>	3,187.50	7119	BOARDBOOK SUBSCRIPTION
*18238	PITNEY BOWES*	01	<i>E-pay</i>	92.29	7120	POSTAGE LEASE
*18242	WAGeworks, INC.*	01	<i>E-pay</i>	168.82	7121	COBRA MONTHLY FEE
*18245	HANOVER INSURANCE GROUP	01	<i>E-pay</i>	11,406.25	7122	COMMERCIAL INSURANCE POLICY
*18246	FRONTIER*	01	<i>E-pay</i>	46.02	7123	WEST PHONE SERVICE
*18249	DUKE ENERGY *	01	<i>E-pay</i>	10,306.09	7124	MAIN ELECTRIC SERVICE
*18250	DUKE ENERGY *	01	<i>E-pay</i>	801.13	7125	WEST ELECTRIC SERVICE
*18251	CINTAS CORPORATION*	01	<i>E-pay</i>	27.80	7126	WEST CABINET SERVICE
*18253	ARAMARK UNIFORM SERVICES	01	<i>E-pay</i>	141.80	7127	WEST MAT SERVICE
*18099	KROGER*	01	<i>E-pay</i>	71.31	7128	PROGRAM SUPPLIES
*18263	ENA*	01	<i>E-pay</i>	19 651.90	7129	VOICE SERVICE

<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>
*18276	CINTAS CORPORATION*	01	<i>E-pay</i>	<b>59.00</b>	<b>7137</b>	WEST AED LEASE
*18278	ULINE*	01	<i>E-pay</i>	<b>78.01</b>	<b>7138</b>	MAIL SUPPLIES
*18279	FUN EXPRESS, LLC*	01	<i>E-pay</i>	<b>123.01</b>	<b>7139</b>	CANDIDATE FORUM SUPPLIES
*18280	ARAMARK UNIFORM SERVICES	01	<i>E-pay</i>	<b>365.36</b>	<b>7140</b>	MAIN SERVICE
*18282	JOINK LLC*	01	<i>E-pay</i>	<b>275.00</b>	<b>7141</b>	MONTHLY CLOUD BACKUP
*18286	VECTREN ENERGY DELIVERY*	01	<i>E-pay</i>	<b>20.75</b>	<b>7142</b>	WEST GAS SERVICE
*18287	HANK METZGER LANDSCAPE*	01	<i>E-pay</i>	<b>438.25</b>	<b>7143</b>	IRRIGATION SERVICE

Total Count: **34**  
Total Amount: **40,501.27**

<i>Grand Total Fund 01:</i>	<b>92,289.11</b>
<i>Grand Total Fund 02:</i>	<b>82.14</b>
<i>Grand Total Fund 03:</i>	<b>0.00</b>
<i>Grand Total Fund 04:</i>	<b>0.00</b>
<i>Grand Total Fund 06:</i>	<b>0.00</b>
<i>Grand Total Fund 09:</i>	<b>0.00</b>
<i>Grand Total Fund 11:</i>	<b>0.00</b>
<i>Grand Total Fund 18:</i>	<b>0.00</b>

Grand Total Count:	<b>87</b>
Grand Total Amount:	<b>92,371.25</b>

**Payroll Payable  
Voucher Register**

**Vigo County Public Library**

For Period August -2020

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
8/7	Pay#16	Gross Payroll	\$ 119,407.46	\$ 119,407.46	ACH	
8/7	Pay#16	FICA	\$ 8,730.77	\$ 8,730.77	ACH	
8/7	Pay#16	PERF	\$ 15,718.35	\$ 15,718.35	ACH	
8/21	Pay#17	Gross Payroll	\$ 118,757.59	\$ 118,757.59	ACH	
8/21	Pay#17	FICA	\$ 8,675.43	\$ 8,675.43	ACH	
8/21	Pay#17	PERF	\$ 15,852.90	\$ 15,852.90	ACH	
8/21	Pay#17	Anthem	\$ 56,802.34	\$ 56,802.34	ACH	
8/21	Pay#17	Guardian	\$ 5,307.16	\$ 5,307.16	ACH	
		Gross Payroll		\$ -	ACH	
		FICA		\$ -	ACH	
		PERF		\$ -	ACH	

Total library cost			\$ 349,252.00			
August	pays 16 & 17	Great West	\$ 1,577.02	\$ 1,577.02	ACH	Staff withholding
August	pays 16 & 17	Garnishments	\$ 500.00	\$ 500.00	ACH	Staff withholding
August	pays 16 & 17	AFLAC	\$ 1,212.76	\$ 1,212.76	ACH	Staff withholding
August	pays 16 & 17	United Way	\$ 366.00	\$ 366.00	ACH	Staff withholding
August	pays 16 & 17	Anthem	\$ 8,382.70	\$ 8,382.70	ACH	Staff withholding
August	pays 16 & 17	HSA adj.		\$ -	ACH	Staff withholding
August	pays 16 & 17	Guardian	\$ 790.26	\$ 790.26	ACH	Staff withholding
August	pays 16 & 17	Boston Mutual	\$ 566.22	\$ 566.22	ACH	Staff withholding
August	pays 16 & 17	Fed Tax	\$ 18,311.15	\$ 18,311.15	ACH	Staff withholding
August	pays 16 & 17	State Tax	\$ 7,348.80	\$ 7,348.80	ACH	Staff withholding
August	pays 16 & 17	Local Tax	\$ 4,411.42	\$ 4,411.42	ACH	Staff withholding
August	pays 16 & 17	FICA	\$ 17,406.19	\$ 17,406.19	ACH	Staff withholding
August	pays 16 & 17	Vol. PERF	\$ 3,313.31	\$ 3,313.31	ACH	Staff withholding
Staff Cost			\$ 64,185.83	\$ 64,185.83		

**Payroll Payable  
Voucher Register**

**Vigo County Public Library**

For Period August -2020

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 31, 2020

Date

\_\_\_\_\_  
Brett J. Taylor, Fiscal Officer

**ALLOWANCE OF PAYROLL PAYABLE VOUCHERS**

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

We have examined the voucher listing and the foregoing accounts payable register, consisting of 2 page(s), and except for the vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$ 349,252.00

Dated this 21st day of September 2020 .

\_\_\_\_\_  
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  
2020**

<b>FUND</b>	<b>AMOUNT</b>	<b>PURPOSE</b>	<b>Approval</b>
00-General	\$ 3,178.57	Unrestricted Use	Admin.
64-SPC	\$ 10,008.84	Support of SPC	Admin.
65-Big Read	\$ 2,100.00	Big Read	Admin.
66-YS	\$ 5,208.92	Support of YS	Admin.
67-LLC	\$ -	Support of LLC	Admin.
68-Crackerbarrel	\$ 285.00	Support of Crackerbarrel	
69-Wright Fdtn.	\$ 10,361.46	Unrestricted Use	Admin.
71-West Branch	\$ 648.72	Support of West Branch	Admin.
72-Friends	\$ 3,225.66	Support of pre-approved programs	Admin.
73-WVLC	\$ 2,806.94	Support of LLC literacy	Admin.
74-Wiley Cupola	\$ 1,274.00	Cupola maintenance-Wiley	Admin.
75-Wiley Memorial	\$ 19,310.17	Construction & Maint.	Admin.
77-WVCF MEEKS	\$ 692.84	Childrens literature	Admin.
81-Comm. Conn.	\$ 216.95	Support of CC	Admin.
83-Kiwanis Ys	\$ 60.98	Childrens bk label recog	Admin.
85-Phillips	\$ 3,305.47	Support of LLC and Archi	Admin.
87-Cox	\$ 646.48	Hearing impaired support	Admin.
89-Christmas in the Park	\$ 1,567.22	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 commemo	Admin.
96-Fundraiser	\$ 290.41	Buy a bk	Admin.
<b>TOTAL</b>	<b>\$ 66,328.21</b>		