

AGENDA

REGULAR MEETING VIGO COUNTY PUBLIC LIBRARY Tuesday, January 19, 2021, 5:30 PM Virtual

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

1. **Call to Order and Roll Call of Members**
2. **Public Input on Action Items**
3. **Consideration of Minutes of December 21, 2020, Regular Meeting** 2
4. **Treasurer's Report**
 - A. Monthly Financial Statement 5
 - B. Claims and Payroll 6
 - C. Special Claims 25
 - D. Gift Fund Report 26
 - E. Resolution to Pay Bills with Prior Approval 27
 - F. Resolution to Encumber Funds 29
5. **Reports to the Library Board**
6. **Director's Report** 31
7. **Old Business**
8. **New Business**
 - A. Families First Coronavirus Response Act
 - 1) Addendum for Emergency Family Medical Leave Expansion Act 34
 - 2) Emergency Paid Sick Leave 36
 - B. Vacation Leave Policy for Exempt Employees 38
 - C. Vacation Leave Policy for Non-Exempt Employees 40
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Regular Meeting:** Monday, February 15, 2021, at 5:30 p.m., Main Library.
11. **Adjournment**

At the Regular Meeting of the Vigo County Public Library Board, during a virtual teleconference at 5:30 p.m. on the 21st day of December 2020, the following persons were present:

Library Board: Terry W. Jones, President; Olivia K. Goulding, Vice President; Valentine K. Muyumba, Secretary; Christi A. Fenton; James M. Young, *arrived at 5:35 p.m.*; Sister Dorothy Rasche; and Daniel Pigg.

Library Staff: Kristi Howe; Brett Taylor; Amy Gibson; Dennis Shepard; Heather Rayl; Rob Fox; Seth James; Sloane Engle; Cindy Bhatti; Carey LaBella; Lauren Elyea; Lauri Chandler; and Anthony Suggs.

Others: none.

PUBLIC INPUT ON ACTION ITEMS

No public input.

CONSIDERATION OF REGULAR MEETING MINUTES

A motion to approve the minutes of the November 16, 2020, regular meeting, 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.

TREASURER'S REPORT

Monthly Cash Statement

Brett Taylor presented the Cash Statement for the period ending November 30, 2020 (copy attached to official minutes).

Claims and Payroll

Mr. Taylor presented the Month End Claims dated November 30, 2020 in the amount of \$39,397.12 (Library Operating, \$36,754.46; Gift Fund, 2,642.66); Library Operating Claims dated December 21, 2020, in the amount of \$102,782.37 (Library Operating Fund, \$100,886.33; Gift Fund, \$638.71; Grants, \$1,257.33. (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

Gift Fund Report

Mr. Taylor presented the Gift Fund report dated November 30, 2020 for \$63,910.08.

Approval of Treasurer's Report

A motion to approve the Treasurer's Report, made by Fenton, 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.

REPORTS TO THE LIBRARY BOARD

There were no reports to the library board.

DIRECTOR'S REPORT

Ms. Howe commented on her written report. Ms. Howe stated that Mr. Jones had requested an update on the Tuition & Textbook Reimbursement benefit and that it is included in the written report.

Ms. Howe gave details on an idea proposed by Staff Association to modify the Vacation Leave policies to allow for an annual payout of 40 hours if an employee vacation leave bank exceeds 200 hours. At present, payout of accrued/unused vacation leave only occurs when the employee terminates employment. Mrs. Howe expressed that she has reservations on recommending that the organization take on additional financial liability when there is potential for decreases in revenue due to the pandemic. Ms. Howe also noted that she is supportive of the idea but was inclined to hold on to the proposal perhaps until the organization knows more about the future. Ms. Howe stated when she discussed the idea with the personnel committee they understood her reservations, yet encouraged her to present it to the full board. Ms. Howe stated that the idea is being presented for general feedback and no action is being requested at this meeting. Various members asked questions, requested projections, and recommended that administration work with the library attorney to update the Vacation Leave Policy and bring it before the board at the January meeting, pending availability due to the holidays.

A motion approving the Director's Report, made by Pigg, 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 Director's Report attached to official minutes.)

OLD BUSINESS

There was no old business.

NEW BUSINESS

VCPL Director Evaluation Report

Mr. Jones, Mrs. Goulding, and Dr. Fenton provided an evaluation of Ms. Howe's performance; board members each received a copy of the written report and recommended a salary adjustment.

A motion approving the Director Evaluation Report and Salary Recommendation, 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.

Annual Policy Review - Policy Manual: Computer, Internet, and Wireless Access Use Policy

Ms. Howe clarified the requirement for the Board to review this policy annually to remain compliant with State Standards and eligibility for E-rate Funding.

A motion approving the Computer, Internet, and Wireless Access Use Policy, made by Fenton, 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. (Copy of policy attached to official minutes.)

Resolution on 2021 Wages, Full and Part-Time Wage Ranges and Benefits

Ms. Howe noted that the primary change was to the wage tables at the end of the document. Updates were made to reflect current staffing levels. A number of positions have been listed as vacant and one was eliminated after a retirement. A few of the part-time positions that were vacated during the pandemic are public facing and as the Library is encouraging limited foot traffic during the pandemic, there has not been an immediate need to fill those positions. They are included in the salary resolution, however, because Library administration intends to fill them in the future.

Ms. Howe noted that the proposed wage increase is earned through satisfactory annual performance reviews.

A motion to approve the Resolution on 2021 Wages, Full and Part-time Ranges, & Benefits, made by Goulding, 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 Resolution attached to official minutes).

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

No suggestions.

NEXT MEETING

Regular Meeting, **Tuesday, January 19, 2021**, 5:30 p.m., Main Library or virtually. The Library Board of Finance meeting convenes immediately following the regular board meeting.

ADJOURNMENT

A motion to adjourn the meeting at 6:18 p.m., made by Sister Dorothy, seconded by Young. 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.

Terry W. Jones, President

Olivia K. Goulding, Vice President

Valentine K. Muyumba, Secretary

Christi A. Fenton, Board Member

James M. Young, Board Member

Sister Dorothy Rasche, Board Member

Daniel I. Pigg, Board Member

01/12/21 AG

Cash Statement
 Vigo County Public Library
 December 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	1,351.60	63,764.41	63,826.17		(61.76)
00-00-1010	1,480.58	849,707.15	849,897.89	1,289.84	(190.74)
Cash Library Operating Fund	2,682,891.72	3,249,716.51	538,948.90		2,710,767.61
01-01-1010	4,474,863.46	7,191,880.93	6,273,085.06	5,393,659.33	918,795.87
Cash Gift Fund	63,910.08	631.98	781.38		(149.40)
02-00-1010	83,082.22	10,479.52	29,801.06	63,760.68	(19,321.54)
Cash Public Library Access Car	65.00	0.00	65.00		(65.00)
03-00-1010	65.00	65.00	130.00	0.00	(65.00)
Cash Excess Levy	7,275.05	0.00	7,275.05		(7,275.05)
06-00-1010	7,275.05	0.00	7,275.05	0.00	(7,275.05)
Cash Grants	(12,572.13)	1,519.87	16,257.33		(14,737.46)
09-00-1010	(14,668.06)	110,308.50	122,950.03	(27,309.59)	(12,641.53)
Cash Rainy Day Fund	1,748,249.16	0.00	0.00		0.00
11-00-1010	1,748,249.16	0.00	0.00	1,748,249.16	0.00
Cash Debt Service Fund	17,822.96	189,389.12	0.00		189,389.12
18-00-1010	239,871.73	391,152.06	423,811.71	207,212.08	(32,659.65)

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
18870	BROWN DOG GADGETS	01	<i>Check</i>	182.57	56467	LED BADGE KITS
		02				
*18935	CENTER FOR OCCUPATIONAL I	01	<i>Check</i>	41.00	56468	SCREENING
*18903	HISTORIC MAP WORKS ONLINE	01	<i>Check</i>	1,066.00	56469	HISTORIC MAP WORKS SUBSCRIPTION
*18934	INDIANA DEPARTMENT OF WOI	01	<i>Check</i>	362.00	56470	UNEMPLOYMENT BENEFITS
18846	INDIANA STATE LIBRARY	01	<i>Check</i>	35.00	56471	ILL REIMBURSEMENT
*18907	JASPER COUNTY PUBLIC LIBR/	01	<i>Check</i>	59.88	56472	ILL REIMBURSEMENT
18908	OTTERBEIN PUBLIC LIBRARY	01	<i>Check</i>	19.99	56473	ILL REIMBURSEMENT
*18945	POPLAR ROOFING & CONSTRU	01	<i>Check</i>	15,787.99	56474	ROOFING REPAIR
18864	SERVICE EXPRESS, INC	01	<i>Check</i>	1,851.56	56475	SWITCH MAINTENANCE
						Total Count: 9
						Total Amount: 19,405.99
18832	ADP INC - AUTOPAY II	01	<i>ACH</i>	681.37	5013	PAYROLL SERVICES
18912	ADP INC - AUTOPAY II	01	<i>ACH</i>	667.39	5014	PAYROLL SERVICES
18820	AMAZON.COM LLC	01	<i>ACH</i>	244.23	5015	MULTIMETER ELECTRICIANS COMBO
18821	AMAZON.COM LLC	01	<i>ACH</i>	25.98	5016	SCRATCH ART TECH PROGRAM
18822	AMAZON.COM LLC	01	<i>ACH</i>	7.99	5017	IMPACT SOCKETS
18823	AMAZON.COM LLC	01	<i>ACH</i>	373.90	5018	ACCESSORIES FOR FILMING
18824	AMAZON.COM LLC	01	<i>ACH</i>	73.76	5019	EPSON LFP MAINTENANCE KITS
18825	AMAZON.COM LLC	01	<i>ACH</i>	5.77	5020	LARGE FORMAT PRINTER MAINTENANC
18826	AMAZON.COM LLC	01	<i>ACH</i>	27.76	5021	SEWING MACHINE NEEDLES
18827	AMAZON.COM LLC	01	<i>ACH</i>	47.34	5022	MAINTENANCE GLOVES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
18828	AMAZON.COM LLC	01	ACH	337.53	5023	WONDERBOX AND PROGRAM SUPPLIES
18829	AMAZON.COM LLC	01	ACH	550.34	5024	SUPPLIES FOR FILMING
18830	AMAZON.COM LLC	01	ACH	32.84	5025	REFERENCE MATERIAL
18831	AMAZON.COM LLC	01	ACH	166.92	5026	ADMIN HOLIDAY SUPPLIES
18840	AMAZON.COM LLC	01	ACH	499.00	5027	PRIME MEMBERSHIP
18848	AMAZON.COM LLC	01	ACH	46.00	5028	REF MATERIAL
18906	AMAZON.COM LLC	01	ACH	108.98	5029	CIRC PRINT MATERIAL
18941	AMAZON.COM LLC	01	ACH	359.10	5030	DISINFECTING WIPES
18948	AMAZON.COM LLC	01	ACH	69.98	5031	NEW CHAIR
18853	BAKER & TAYLOR INC	01 02	ACH	7,198.98	5032	CIRC PRINT MAT, REF PRINT MAT, YS M
*18893	BRIDGEWATER*BRANDY	01	ACH	269.64	5033	FALL 2020 BOOK REIMBURSEMENT
*18894	BRIDGEWATER*BRANDY	01	ACH	1,000.00	5034	FALL 2020 TUITION REIMBURSEMENT
*18874	CULLIGAN WATER CONDITIONI	01	ACH	20.00	5035	WEST COOLER RENTAL
*18875	CULLIGAN WATER CONDITIONI	01	ACH	125.00	5036	MAIN COOLER RENTAL
18876	DEMCO, INC	01	ACH	39.42	5037	HANGING BAGS
*18943	DOWNS*ROSE	01	ACH	500.00	5038	FALL 2020 TUITION REIMBURSEMENT
*18944	DOWNS*ROSE	01	ACH	85.59	5039	FALL 2020 BOOK REIMBURSEMENT
18854	E-Z CLEAN INC	01	ACH	19.15	5040	CLEANING SUPPLIES
18855	E-Z CLEAN INC	01	ACH	41.89	5041	CLEANING SUPPLIES
18877	E-Z CLEAN INC	01	ACH	67.92	5042	HAND SANITIZER
18904	E-Z CLEAN INC	01	ACH	7	5043	CLEANING SUPPLIES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
18946	E-Z CLEAN INC	01	ACH	76.03	5044	CLEANING SUPPLIES
18947	E-Z CLEAN INC	01	ACH	1,020.00	5045	VACUUMS
18878	EPIC INSURANCE MIDWEST	01	ACH	75.00	5046	NOTARY BOND - M.WALKER
18923	EPIC INSURANCE MIDWEST	01	ACH	375.00	5047	PUBLIC OFFICIAL BOND - DSHEPARD
18927	EPIC INSURANCE MIDWEST	01	ACH	75.00	5048	NOTARY BOND - N.STEICHEN
*18879	FOX*ROB	01	ACH	12.17	5049	MILEAGE REIMBURSEMENT
18856	GALE/CENGAGE LEARNING	01	ACH	135.69	5050	CIRC PRINT MATERIAL
18913	GOV CONNECTION INC	01	ACH	1,053.21	5051	ADDITIONAL AIO
18942	GOV CONNECTION INC	01	ACH	467.15	5052	ADDITIONAL PHONES
*18857	HOWE*KRISTI	01	ACH	8.54	5053	CLOROX WIPES REIMBURSEMENT
*18644	LOWE'S COMMERCIAL SERVICE	01 02	ACH	257.29	5054	MAINTENANCE SUPPLIES
*18882	MEYERS*SHAWN	01	ACH	8.97	5055	MILEAGE REIMBURSEMENT
*18851	MIDWEST COMMUNICATIONS, I	01	ACH	37.50	5056	WBOW CHRISTMAS MUSIC SPONSOR
*18852	MIDWEST COMMUNICATIONS, I	01	ACH	150.00	5057	WBOW CHRISTMAS MUSIC SPONSOR
18859	MIDWEST TAPE	01	ACH	2,679.76	5058	DVD/VIDEO MAT, AUDIO RECORDED ML
18860	MIDWEST TAPE	01	ACH	5,801.50	5059	HOOPLA CONTENT - NOV
18911	NEW AVENUES	01	ACH	158.33	5060	ALA CARTE ADMIN FEE
18883	OCLC INC	01	ACH	745.92	5061	WEBDEWEY SUBSCRIPTION
18884	OCLC INC	01	ACH	5,947.06	5062	CATALOGING AND METADATA SUBSCR
*18885	ORACLE ELEVATOR COMPANY	01	ACH	522.72	5063	FULL ELEVATOR MAINTENANCE
*18887	PRUIETT*NICOLE	01	ACH	8 15.99	5064	MILEAGE REIMBURSEMENT
18937	RICOH USA INC		ACH	749.72	5065	COPIER LEASE

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		01				
18888	RICOH USA INC	01	<i>ACH</i>	1,458.78	5066	COPIER LEASE
*18896	STINSON*AMBER	01	<i>ACH</i>	88.44	5067	FALL 2020 BOOK REIMBURSEMENT
*18897	STINSON*AMBER	01	<i>ACH</i>	608.00	5068	FALL 2020 TUITION REIMBURSEMENT
*18951	TAYLOR*BRETT	01	<i>ACH</i>	42.78	5069	ADMIN SUPPLIES REIMBURSEMENT
*18890	TUTTLE*KATERI	01	<i>ACH</i>	500.00	5070	FALL 2020 TUITION REIMBURSEMENT
*18915	UNIQUE MANAGEMENT SERVIC	01	<i>ACH</i>	393.80	5071	PLACEMENTS
*18916	UNIQUE MANAGEMENT SERVIC	01	<i>ACH</i>	566.01	5072	NOTICES
18892	WEAS ENGINEERING INC	01	<i>ACH</i>	491.72	5073	WATER TREATMENT MANAGEMENT
					Total Count:	61
					Total Amount:	38,855.94
*18833	APPLE HOUSE*THE	01	<i>E-pay</i>	148.15	7388	SOUTH ENTRANCE AND WALNUT ENTR
18834	WEX BANK	01	<i>E-pay</i>	85.56	7389	FUEL
*18835	TOWN OF WTH WATER & SEWE	01	<i>E-pay</i>	58.65	7390	WEST WATER/WASTE SERVICE
*18836	BROOKFIELD GROUP*THE	01	<i>E-pay</i>	4,123.87	7391	MICROSOFT RENEWAL
*18837	INDIANA AMERICAN WATER CC	01	<i>E-pay</i>	57.64	7392	PRIVATE FIRE SERVICE
*18844	ARAMARK UNIFORM SERVICES	01	<i>E-pay</i>	141.80	7393	WEST MAT SERVICE
18845	ENA	09	<i>E-pay</i>	1,257.33	7394	INTERNET ACCESS
18847	OVERDRIVE	01	<i>E-pay</i>	8,913.71	7395	OVERDRIVE CONTENT- DECEMBER
18850	FUN EXPRESS, LLC	01	<i>E-pay</i>	188.20	7396	YS CUSTOMER GIVEAWAYS
*18858	LAKESHORE LEARNING MATEF	01	<i>E-pay</i>	120.93	7397	YS MATERIAL
*18865	APPLE HOUSE*THE	01	<i>E-pay</i>	54.00	7398	MULCH

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
18868	BAESLERS MARKET	02	<i>E-pay</i>	329.94	7399	PROGRAM SUPPLIES
18871	CINTAS CORPORATION	01	<i>E-pay</i>	118.00	7400	MAIN AED LEASE
*18873	COURTESY CLEANING CENTEF	01	<i>E-pay</i>	10.00	7401	LAUNDERING OF TABLECLOTHS
18886	PAYPAL INC	01	<i>E-pay</i>	19.95	7402	PAYFLOW MONTHLY LINK
*18889	TERRE HAUTE CHAMBER OF C	01	<i>E-pay</i>	995.00	7403	MEMBERSHIP DUES
18750	HOBBY LOBBY	02	<i>E-pay</i>	23.96	7404	CHRISTMAS IN THE PARK SUPPLIES
18788	KROGER	01	<i>E-pay</i>	121.48	7405	FLAVOR BYTES KIT INGREDIENTS
*18901	HANOVER INSURANCE GROUP	01	<i>E-pay</i>	11,406.25	7406	COMMERCIAL INSURANCE POLICY
18902	SAFETY SHOE DISTRIBUTORS	01	<i>E-pay</i>	200.00	7407	STEEL TOED BOOTS
18905	CINTAS CORPORATION	01	<i>E-pay</i>	92.90	7408	MAIN CABINET SERVICE
*18909	DUKE ENERGY *	01	<i>E-pay</i>	11,941.02	7409	MAIN ELECTRIC SERVICE
*18910	DUKE ENERGY *	01	<i>E-pay</i>	414.38	7410	WEST ELECTRIC SERVICE
*18917	ARAMARK UNIFORM SERVICES	01	<i>E-pay</i>	738.86	7411	MAIN MAT SERVICES
18921	CINTAS CORPORATION	01	<i>E-pay</i>	59.00	7413	WEST AED LEASE
18922	FRONTIER	01	<i>E-pay</i>	46.53	7414	WEST PHONE SERVICE
*18926	COURTESY CLEANING CENTEF	01	<i>E-pay</i>	18.90	7415	LAUNDERING OF TABLECLOTHS
18929	HOLLINGER METAL EDGE INC	01	<i>E-pay</i>	495.36	7417	ARCHIVAL TAGS AND ENVELOPES
*18936	COURTESY CLEANING CENTEF	01	<i>E-pay</i>	9.00	7418	LAUNDERING OF TABLECLOTHS
18939	OVERDRIVE	01	<i>E-pay</i>	2,000.00	7419	OVERDRIVE YS CONTENT
18940	WAGeworks, INC.	01	<i>E-pay</i>	168.82	7420	COBRA MONTHLY FEE
19047	VERIZON - WIRELESS	01	<i>E-pay</i>	161.25	7456	PHONE 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>
						Total Count: 32 Total Amount: 44,520.44

<i>Grand Total Fund 01:</i>	100,886.33
<i>Grand Total Fund 02:</i>	638.71
<i>Grand Total Fund 03:</i>	0.00
<i>Grand Total Fund 04:</i>	0.00
<i>Grand Total Fund 06:</i>	0.00
<i>Grand Total Fund 09:</i>	1,257.33
<i>Grand Total Fund 11:</i>	0.00
<i>Grand Total Fund 18:</i>	0.00

Grand Total Count:	102
Grand Total Amount:	102,782.37

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
18971	BOOKPAL, LLC	01 09	Check	25,440.00	56476	STATION ELEVEN BOOKS FOR 2021
19014	BRAZIL TIMES	01	Check	124.00	56477	NEWSPAPER
*19041	BUSINESS OFFICE PETTY CASI	01	Check	1.50	56478	CASH TRANSACTIONS
*19012	CLINTONIAN*THE	01	Check	86.00	56479	NEWSPAPERS
*18872	CORINNE ROBERTS ILLUSTRAT	01	Check	100.00	56480	ZOOM DRAWING CLASS
19013	LIBRARY IDEAS LLC	01	Check	918.54	56481	AUDIO RECORDED BOOKS
*18979	MIDLAND PAPER COMPANY INC	01	Check	1,490.00	56482	EPSON AQUEOUS HD INK LARGE FORM
*19039	POPLAR ROOFING & CONSTRU	01	Check	13,097.01	56483	ROOFING REPAIR
18980	PRO CONCRETE LEVELING	01	Check	833.33	56484	REPAIR PARKING SPOT NEAR LOADING
						Total Count: 9
						Total Amount: 42,090.38
18990	ADP INC - AUTOPAY II	01	ACH	245.60	5075	WORKFORCE NOW
19005	ADP INC - AUTOPAY II	01	ACH	658.07	5076	PAYROLL SERVICES
18985	AMAZON.COM LLC	01	ACH	179.99	5077	AIR PURIFIER FOR BUSINESS OFFICE
18986	AMAZON.COM LLC	01	ACH	326.14	5078	VARIOUS KIT SUPPLIES
18987	AMAZON.COM LLC	01	ACH	37.98	5079	MICRO SD CARDS
18988	AMAZON.COM LLC	01	ACH	57.72	5080	CARDBOARD DVD MAILERS
19008	AMAZON.COM LLC	01 02	ACH	110.94	5081	KITCHEN TOOLS
19027	AMAZON.COM LLC	01	ACH	254.21	5082	KITCHEN SET FOR RECORDING
19028	AMAZON.COM LLC		ACH	9.48	5083	1099 ENVELOPES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		01				
*19029	BAILEY*KENDRA		<i>ACH</i>	3,000.00	5084	FALL 2020 REIMBURSEMENT
		01				
19010	BAKER & TAYLOR INC		<i>ACH</i>	7,026.55	5085	CIRC PRINT MAT, REF PRINT MAT, YS M
		01				
19024	E-Z CLEAN INC		<i>ACH</i>	21.70	5086	CLEANING SUPPLIES
		01				
19025	E-Z CLEAN INC		<i>ACH</i>	16.98	5087	HAND SANITIZER
		01				
19026	E-Z CLEAN INC		<i>ACH</i>	67.92	5088	CLEANING SUPPLIES
		01				
*19002	EBSCO INFORMATION SERVICE		<i>ACH</i>	82.24	5089	NEWSPAPER, MAGAZINES
		01				
*19017	EBSCO INFORMATION SERVICE		<i>ACH</i>	74.66	5090	NEWSPAPERS
		01				
*18996	FISHER*ERIC		<i>ACH</i>	76.24	5091	FALL 2020 BOOK REIMBURSEMENT
		01				
*18997	FISHER*ERIC		<i>ACH</i>	1,500.00	5092	FALL 2020 TUITION REIMBURSEMENT
		01				
19015	GALE/CENGAGE LEARNING		<i>ACH</i>	419.09	5093	CIRC PRINT MATERIAL
		01				
18969	GOV CONNECTION INC		<i>ACH</i>	2,449.60	5094	STAFF MONITOR REPLACEMENTS
		01				
18970	GOV CONNECTION INC		<i>ACH</i>	11,485.80	5095	STAFF PC REPLACEMENTS
		01				
*18993	HACKERT*LAUREN		<i>ACH</i>	58.14	5096	FALL 2020 BOOK REIMBURSEMENT
		01				
*18994	HACKERT*LAUREN		<i>ACH</i>	22.03	5097	FALL 2020 BOOK REIMBURSEMENT
		01				
*18995	HACKERT*LAUREN		<i>ACH</i>	3,000.00	5098	FALL 2020 REIMBURSEMENT
		01				
*19032	HOWE*KRISTI		<i>ACH</i>	99.31	5099	MASK MATERIAL REIMBURSEMENT
		01				
*18967	INGLE*ASHLEY		<i>ACH</i>	500.00	5100	FALL 2020 TUITION REIMBURSEMENT
		01				
19011	INGRAM LIBRARY SERVICES		<i>ACH</i>	844.52	5101	CIRC PRINT MATERIAL, YS MATERIAL
		01				
*18981	JOHNSON CONTROLS SECURITY		<i>ACH</i>	1,083.81	5102	PANEL UPGRADES W/ MAINTENANCE
		01				
*18982	JOHNSON CONTROLS SECURITY		<i>ACH</i>	13 2,809.03	5103	PANEL UPGRADES W/ MAINTENANCE
		01				

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*18983	JOHNSON CONTROLS SECURI	01	ACH	2,809.03	5104	PANEL UPGRADES W/ MAINTENANCE
*18998	KNIGHT*LOGAN	01	ACH	3,000.00	5105	FALL 2020 TUITION REIMBURSEMENT
*18999	KNIGHT*LOGAN	01	ACH	38.80	5106	FALL 2020 TEXTBOOK REIMBURSEMEN
19009	MIDWEST TAPE	01	ACH	6,277.84	5107	DVD/VIDEO MAT, AUDIO RECORDED ML
*18964	SALINAS*MEGHAN	01	ACH	3,000.00	5108	FALL 2020 REIMBURSEMENT
*18965	SALINAS*MEGHAN	01	ACH	155.86	5109	FALL 2020 BOOK REIMBURSEMENT
*18975	STINSON*AMBER	01	ACH	22.78	5110	MILEAGE REIMBURSEMENT
*19030	SUGGS*ANTHONY	01	ACH	500.00	5111	FALL 2020 TUITION REIMBURSEMENT
*19031	SUGGS*ANTHONY	01	ACH	50.23	5112	FALL 2020 TEXTBOOK REIMBURSEMEN
*18989	SUPERIOR CABINET & SUPPLY	01	ACH	274.00	5113	PANELS FOR BOOKCASES
*18966	SWEARINGTON*ALLISON	01	ACH	4.68	5114	MILEAGE REIMBURSEMENT
					Total Count:	40
					Total Amount:	52,650.97
*18968	COURTESY CLEANING CENTEF	01	E-pay	23.94	7429	LAUNDERING OF TABLECLOTHS
*18976	ARAMARK UNIFORM SERVICES	01	E-pay	141.80	7430	WEST MAT SERVICE
18977	ACTION PEST CONTROL, INC	01	E-pay	285.00	7431	WEST MONTHLY INSPECTION
18984	ULINE	01	E-pay	55.68	7432	#4 BUBBLE MAILERS
*18931	VISA CARD SERVICES	01 02	E-pay	1,816.75	7433	VARIOUS SUPPLIES, TRAVEL, REGISTR.
18891	WALMART	01 02	E-pay	400.90	7434	VARIOUS SUPPLIES
19003	T-MOBILE USA, INC.		E-pay	133.89	7435	WEST HOTSPOT DATA

<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>
		01				
19004	T-MOBILE USA, INC.	01	<i>E-pay</i>	1,072.39	7436	MAIN HOTSPOT DATA
19006	CINTAS CORPORATION	01	<i>E-pay</i>	64.79	7437	WEST CABINET SERVICE
19016	CENTER POINT LARGE PRINT	01	<i>E-pay</i>	338.55	7438	CIRC PRINT MATERIAL
*19018	CROSSROADS DOOR & HARDW	01	<i>E-pay</i>	798.00	7439	LOCKS AND REPLACEMENT BACK COVI
*19019	INDIANA AMERICAN WATER CC	01	<i>E-pay</i>	19.89	7440	IRRIGATION SERVICE
*19020	INDIANA AMERICAN WATER CC	01	<i>E-pay</i>	324.89	7441	MAIN WATER SERVICE
*19021	REPUBLIC SERVICES OF WEST	01	<i>E-pay</i>	600.18	7442	MAIN TRASH SERVICE
*19023	CITY OF TERRE HAUTE SEWAG	01	<i>E-pay</i>	343.56	7443	MAIN SEWAGE BILLING
18992	INDIANA STATE LIBRARY	01	<i>E-pay</i>	4,900.00	7444	FIRSTSEARCH CONSORTIUM FEE
18838	SAM'S CLUB DIRECT	01	<i>E-pay</i>	229.98	7445	REFRIGERATOR FOR MAINTENANCE
19034	OFFICE DEPOT	01	<i>E-pay</i>	826.50	7446	OFFICE SUPPLIES
19035	OFFICE DEPOT	01	<i>E-pay</i>	54.54	7447	PR SUPPLIES
19036	OFFICE DEPOT	01	<i>E-pay</i>	41.86	7448	OFFICE SUPPLIES
19037	OFFICE DEPOT	01	<i>E-pay</i>	46.82	7449	OFFICE SUPPLIES
*19040	COURTESY CLEANING CENTEF	01	<i>E-pay</i>	9.00	7450	LAUNDERING OF TABLECLOTHS
19042	WEST VIGO IGA	01	<i>E-pay</i>	15.45	7451	FLAVOR BYTES INGREDIENTS

Total Count: **23**
Total Amount: **12,544.36**

<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>	92,138.04
<i>Grand Total Fund 02:</i>	147.67
<i>Grand Total Fund 03:</i>	0.00
<i>Grand Total Fund 04:</i>	0.00
<i>Grand Total Fund 06:</i>	0.00
<i>Grand Total Fund 09:</i>	15,000.00
<i>Grand Total Fund 11:</i>	0.00
<i>Grand Total Fund 18:</i>	0.00

Grand Total Count:	72
Grand Total Amount:	107,285.71

I certify that the attached invoice(s) is true and correct and the materials or services itemized thereon for which charge is made were ordered and received except

Date - _____, 20_____

Librarian

Voucher No.		Warrant No.		PAYEE	
Charge These Appropriations					
Account Number		Account Name		Amount	
4245	01-01			44.02	
4314	01-01			657.54	
4213	01-02			74.99	
4314	01-02			75.00	APPROVED _____, 20_____
4322	01-02			5.41	
4325	01-02			16.02	
4245	01-08			192.84	
4314	01-09			228.00	
4241	01-10			164.60	
4314	01-11			28.32	In the amount of \$
4245	01-11			104.90	
4331	01-11			91.11	
4245	02-00			128.73	
4245	02-89			5.27	
		Total		1,816.75	See Claims Docket

Library Form No. 4 (1934)

Prescribed by State Board of Accounts

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
*19095	INDIANA DEPARTMENT OF WOI	01	<i>Check</i>	718.00	56485	UNEMPLOYMENT BENEFITS 133485
*19124	BIG JACK'S SMALL ENGINE PAF	01	<i>Check</i>	324.00	56486	SNOW PLOW REPAIR
*19141	BOARD OF PUBLIC WORKS ANI	01	<i>Check</i>	75.00	56487	HANDICAP PARKING
19092	DATABASEUSA.COM LLC	01	<i>Check</i>	3,914.00	56488	ATOZ DATABASE SUBSCRIPTION
*19110	KOKOMO-HOWARD COUNTY PI	01	<i>Check</i>	9.99	56489	ILL REIMBURSEMENT
*19145	SOCIETY FOR HUMAN RESOUF	01	<i>Check</i>	219.00	56490	PROFESSIONAL MEMBERSHIP
*19146	WABASH VALLEY HUMAN RESC	01	<i>Check</i>	45.00	56491	WVHRA MEMBERSHIP FOR ROB FOX
					Total Count:	7
					Total Amount:	5,304.99
19133	ADP INC - AUTOPAY II	01	<i>ACH</i>	658.07	5116	PAYROLL SERVICES
19055	AMAZON.COM LLC	01	<i>ACH</i>	947.14	5117	PUBLIC ACCESS LAPTOP
19056	AMAZON.COM LLC	01	<i>ACH</i>	248.16	5118	SUPPLIES FOR YS BATHROOMS AND SI
19057	AMAZON.COM LLC	01	<i>ACH</i>	169.00	5119	ACCESSORIES FOR FILMING
19091	AMAZON.COM LLC	01	<i>ACH</i>	15.95	5120	CIRC PRINT MATERIAL
19123	AMAZON.COM LLC	01	<i>ACH</i>	9.99	5121	CIRC PRINT MATERIAL
19137	AMAZON.COM LLC	01	<i>ACH</i>	12.97	5122	ADULT PROG - ART HACKS
19138	AMAZON.COM LLC	01	<i>ACH</i>	263.06	5123	ADULT PROG - ART HACKS
19120	BAKER & TAYLOR INC	01	<i>ACH</i>	1,980.10	5124	CIRC PRINT MAT, YS MAT, AUDIO RECO
*19117	CULLIGAN WATER CONDITIONI	01	<i>ACH</i>	25.00	5125	WEST COOLER RENTAL
*19118	CULLIGAN WATER CONDITIONI	01	<i>ACH</i>	150.00	5126	MAIN COOLER RENTAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
19065	E-Z CLEAN INC	01	ACH	524.80	5127	CLEANING AND SANITATION SUPPLIES
*19066	ELMORE*JALEESEYA	01	ACH	212.98	5128	FALL 2020 BOOK REIMBURSEMENT
*19125	ELMORE*JALEESEYA	01	ACH	1,000.00	5129	FALL 2020 TUITION REIMBURSEMENT
19067	EPROMOS	01	ACH	290.00	5130	BRANDED CRAYONS
*19098	INDIANA LIBRARY FEDERATION	01	ACH	3,992.35	5131	2021 LIBRARY MEMBERSHIP
*19113	INDIANA LIBRARY FEDERATION	01	ACH	90.00	5132	ILF MEMBERSHIP - D.SHEPARD
*19074	INDUSTRIAL SUPPLY COMPAN'	01	ACH	30.08	5133	BRASS PLUG FOR SINK
19112	INGRAM LIBRARY SERVICES	01	ACH	214.90	5134	CIRC PRINT MAT, YS MATERIAL
*19080	LOWE'S COMMERCIAL SERVICI	01	ACH	942.55	5135	MAINTENANCE SUPPLIES
19093	MIDWEST TAPE	01	ACH	6,000.01	5136	HOOPLA DECEMBER CONTENT
19109	MIDWEST TAPE	01	ACH	1,160.73	5137	DVD/VIDEO MATERIAL
19108	NEW AVENUES	01	ACH	158.33	5138	ALA CARTE ADMIN FEE
19107	OCLC INC	01	ACH	5,947.06	5139	CATALOGING SUBSCRIPTION
19097	RICOH USA INC	01	ACH	686.91	5140	COPIER LEASE
19105	RICOH USA INC	01	ACH	1,458.78	5141	COPIER LEASE
*19128	UNIQUE MANAGEMENT SERVIC	01	ACH	559.08	5142	NOTICES
*19129	UNIQUE MANAGEMENT SERVIC	01	ACH	358.00	5143	PLACEMENTS
19102	WEAS ENGINEERING INC	01	ACH	491.72	5144	WATER TREATMENT MANAGEMENT

Total Count: **29**
Total Amount: **28,597.72**

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
19076	KROGER	01	E-pay	108.16	7464	FLAVOR BYTES INGREDIENTS
19089	VECTREN ENERGY DELIVERY	01	E-pay	166.30	7465	WEST GAS SERVICE
19096	CROWN ELECTRIC, INC	01	E-pay	684.25	7467	NEW LEDS IN COMPUTER ROOM
*19100	COURTESY CLEANING CENTEF	01	E-pay	9.00	7468	LAUNDERING OF TABLECLOTHS
19101	WEX BANK	01	E-pay	39.44	7469	FUEL
19103	VERIZON - WIRELESS	01	E-pay	44.31	7470	PHONE SERVICE
*19104	TOWN OF WTH WATER & SEWE	01	E-pay	59.52	7471	WEST WATER/WASTE SERVICE
19106	PAYPAL INC	01	E-pay	19.95	7472	MONTHLY PAYFLOW LINK
19111	JOINK LLC	01	E-pay	275.00	7473	MONTHLY CLOUD BACKUP
*19114	INDIANA AMERICAN WATER CC	01	E-pay	57.64	7474	PRIVATE FIRE SERVICE
19116	ENA	01	E-pay	655.59	7475	VOICE SERVICE
19119	CINTAS CORPORATION	01	E-pay	118.00	7476	MAIN AED LEASE
*19121	ARAMARK UNIFORM SERVICES	01	E-pay	365.36	7477	MAIN SERVICE
*19122	ARAMARK UNIFORM SERVICES	01	E-pay	141.80	7478	WEST MAT SERVICE
19087	STAPLES BUSINESS CREDIT	01	E-pay	299.99	7479	CHAIR FOR ADULT SERVICES
19126	CINTAS CORPORATION	01	E-pay	134.97	7480	MAIN CABINET SERVICE
19130	ENA	09	E-pay	1,257.33	7481	INTERNET ACCESS
19131	VECTREN ENERGY DELIVERY	01	E-pay	286.62	7482	WEST GAS SERVICE
19132	WAGeworks, INC.	01	E-pay	168.82	7483	COBRA MONTHLY FEE
19072	HOBBY LOBBY	01	E-pay	470.53	7484	SKETCH BOOKS AND PAINT
19140	JOINK LLC	01	E-pay	275.00	7485	MONTHLY CLOUD BACKUP

<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>
19142	FRONTIER	01	<i>E-pay</i>	47.92	7486	WEST PHONE SERVICE
19143	CINTAS CORPORATION	01	<i>E-pay</i>	59.00	7487	WEST AED LEASE
*19144	MIDLAND PAPER COMPANY INC	01	<i>E-pay</i>	295.00	7488	EPSON AQUEOUS HD INK LARGE FORM
19078	LARGE INK, LLC	01	<i>E-pay</i>	83.44	7489	FACE MASK REQUIRED SIGNS
19060	DLC MEDIA, INC.	01	<i>E-pay</i>	99.00	7490	CURBSIDE AND HOME DELIVERY PROM
19061	DLC MEDIA, INC.	01	<i>E-pay</i>	99.00	7491	CURBSIDE AND HOME DELIVERY PROM
19062	DLC MEDIA, INC.	01	<i>E-pay</i>	75.00	7492	CURBSIDE AND HOME DELIVERY PROM
19063	DLC MEDIA, INC.	01	<i>E-pay</i>	75.00	7493	CURBSIDE AND HOME DELIVERY PROM
19064	DLC MEDIA, INC.	01	<i>E-pay</i>	48.00	7494	CURBSIDE AND HOME DELIVERY PROM

Total Count: **30**
Total Amount: **6,518.94**

<i>Grand Total Fund 01:</i>	39,164.32
<i>Grand Total Fund 02:</i>	0.00
<i>Grand Total Fund 03:</i>	0.00
<i>Grand Total Fund 04:</i>	0.00
<i>Grand Total Fund 06:</i>	0.00
<i>Grand Total Fund 09:</i>	1,257.33
<i>Grand Total Fund 11:</i>	0.00
<i>Grand Total Fund 18:</i>	0.00

Grand Total Count:	66
Grand Total Amount:	40,421.65

Payroll Payable
Voucher Register

Vigo County Public Library

For Period December -2020

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
12/11	Pay#25	Gross Payroll	\$ 118,903.93	\$ 118,903.93	ACH	
12/11	Pay#25	FICA	\$ 8,706.74	\$ 8,706.74	ACH	
12/11	Pay#25	PERF	\$ 15,740.98	\$ 15,740.98	ACH	
12/25	Pay#26	Gross Payroll	\$ 118,105.95	\$ 118,105.95	ACH	
12/25	Pay#26	FICA	\$ 8,645.26	\$ 8,645.26	ACH	
12/25	Pay#26	PERF	\$ 15,770.99	\$ 15,770.99	ACH	
12/25	Pay#26	Anthem	\$ 51,473.77	\$ 51,473.77	ACH	
12/25	Pay#26	Guardian	\$ 5,585.48	\$ 5,585.48	ACH	
		Gross Payroll		\$ -	ACH	
		FICA		\$ -	ACH	
		PERF		\$ -	ACH	

Total library cost			\$ 342,933.10			
Dec.	pays 25 & 26	Great West	\$ 1,577.03	\$ 1,577.03	ACH	Staff withholding
Dec.	pays 25 & 26	Garnishments	\$ 500.00	\$ 500.00	ACH	Staff withholding
Dec.	pays 25 & 26	AFLAC	\$ 1,212.76	\$ 1,212.76	ACH	Staff withholding
Dec.	pays 25 & 26	United Way	\$ 366.00	\$ 366.00	ACH	Staff withholding
Dec.	pays 25 & 26	Anthem	\$ 7,797.93	\$ 7,797.93	ACH	Staff withholding
Dec.	pays 25 & 26	HSA adj.		\$ -	ACH	Staff withholding
Dec.	pays 25 & 26	Guardian	\$ 777.87	\$ 777.87	ACH	Staff withholding
Dec.	pays 25 & 26	Boston Mutual	\$ 755.50	\$ 755.50	ACH	Staff withholding
Dec.	pays 25 & 26	Fed Tax	\$ 18,386.83	\$ 18,386.83	ACH	Staff withholding
Dec.	pays 25 & 26	State Tax	\$ 7,337.94	\$ 7,337.94	ACH	Staff withholding
Dec.	pays 25 & 26	Local Tax	\$ 4,402.14	\$ 4,402.14	ACH	Staff withholding
Dec.	pays 25 & 26	FICA	\$ 17,351.98	\$ 17,351.98	ACH	Staff withholding
Dec.	pays 25 & 26	Vol. PERF	\$ 3,360.19	\$ 3,360.19	ACH	Staff withholding
Staff Cost			\$ 63,826.17	\$ 63,826.17		

**Payroll Payable
Voucher Register**

Vigo County Public Library

For Period December -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.

December 30, 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 \$ 342,933.10

Dated this 19th day of January 2021 .

Terry W. Jones, Board President

Olivia K. Goulding, Board Vice President

Valentine K. Muyumba, Board Secretary

Christi A. Fenton, Board Member

Daniel I. Pigg, Board Member

Sister Dorothy Rasche, Board Member

James M.Young, Board Member

<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>
19090	VIGO COUNTY TREASURER	01 18	ACH	215,806.25	5115	JANUARY 2021 GO & REFUNDING BOND

Total Count: 1
Total Amount: 215,806.25

<i>Grand Total Fund 01:</i>	8,594.17
<i>Grand Total Fund 02:</i>	0.00
<i>Grand Total Fund 03:</i>	0.00
<i>Grand Total Fund 04:</i>	0.00
<i>Grand Total Fund 06:</i>	0.00
<i>Grand Total Fund 09:</i>	0.00
<i>Grand Total Fund 11:</i>	0.00
<i>Grand Total Fund 18:</i>	207,212.08

Grand Total Count:	1
Grand Total Amount:	215,806.25

**GIFT FUND BALANCES
2020**

FUND	AMOUNT	PURPOSE	Approval
00-General	\$ 570.07	Unrestricted Use	Admin.
64-SPC	\$ 10,433.41	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	\$ 727.72	Support of West Branch	Admin.
72-Friends	\$ 2,743.06	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	\$ 1,734.02	Christmas in the Park	Admin.
92-Marketing	\$ 1,000.00	Unrestricted Use	Admin.
93-Family Learning Day	\$ -	FAMILY LEARNING DAY	Admin.
94-TH Econ.Dev.	\$ 139.58	Adult nonfiction commemo	Admin.
96-Fundraiser	\$ 143.61	Buy a bk	Admin.
TOTAL	\$ 63,760.68		

VIGO COUNTY PUBLIC LIBRARY

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the **Vigo County Public Library** must pay its bills on time and the **Vigo County Public Library Board of Trustees** requests that all bills be paid by their due date, the **Vigo County Public Library Board of Trustees** hereby approves the following types of disbursements be made in advance of Library Board meeting as stipulated by Indiana Code 36-12-3-16.

- (1) Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivision.
- (2) Dues, subscriptions, and publications.
- (3) License or permit fees.
- (4) Insurance premiums.
- (5) Utility payments or connection charges.
- (6) Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
- (7) Grants of state funds authorized by statute.
- (8) Maintenance and service agreements.
- (9) Legal retainer fees.
- (10) Conference fees.
- (11) Expenses related to the educational or professional development of an individual employed by the Library Board, including:
 - (A) in-service training;
 - (B) attending seminars or other special courses of instruction; and
 - (C) tuition reimbursement;if the Library Board has determined that the expenditures directly benefit the Library.
- (12) Leases or rental agreements.
- (13) Bond or coupon payments.
- (14) Payroll costs.
- (15) State, federal, or county taxes.
- (16) Expenses that must be paid because of emergency circumstances.

Resolution to pay bills with prior approval

Page 2

(17) Expenses incurred to advertise and promote the programs and services of the Library.

(18) Other expenses described in another Library Board resolution.

The Vigo County Public Library Board of Trustees requests that each payment of expenses lawfully incurred for Library purposes must be supported by a fully itemized invoice or other documentation. The Library Director must certify to the Library Board that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts and presented at the next regularly scheduled Library Board meeting.

The Vigo County Library Board also requests that payment be made to the staff of the Vigo County Public Library on the regularly scheduled dates as adopted in the salary resolution. These payments must also be certified to the Library Board that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts and presented at the next regularly scheduled Library Board meeting.

Adopted this 19th day of January, 2021.

AYE

NAY

ATTEST:

Valentine K. Muyumba, Secretary

VIGO COUNTY PUBLIC LIBRARY

RESOLUTION TO ENCUMBER FUNDS

WHEREAS, It has been determined that it is now necessary to encumber appropriations from the Operating Fund for items which have purchase orders to further the projects of the **Vigo County Public Library** during 2021; Now, therefore be it resolved by the **Library Board of the Vigo County Public Library, Vigo County, Indiana**, that the following appropriations hereby be encumbered from the 2020 budget for the Operating Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same:

OPERATING FUND

Order#	Name	Line Item	Encumbered	Encumbrance
Purchase	Vendor's	Budget	Amount	Purpose of
201274-R	ELMORE*JALEESEYA	4129	\$ 1,000.00	Fall 2020 Tuition Reimbursement
201366-R3	ELMORE*JALEESEYA	4246	\$ 212.98	Fall 2020 Book Reimbursement
201514-R	MIDWEST COMMUNICATIONS, INC.*	4331	\$ 47.50	Christmas Music Sponsor
201670	MIDWEST COMMUNICATIONS, INC.*	4331	\$ 1,720.00	2021 NEA Big Read Radio Promo
201710-R	E-Z CLEAN INC*	4221	\$ 101.88	Hand Sanitizer
201777	AMAZON.COM LLC*	4245	\$ 169.00	Accessories for Filming
201793-R	FACEBOOK, INC.*	4331	\$ 8.89	Curbside & Home Delivery Promo
201794	LARGE INK, LLC*	4314	\$ 83.44	Face Mask Required Signs
201805	DLC MEDIA, INC.*	4331	\$ 396.00	Curbside & Home Delivery Promo
201841-R	HOBBY LOBBY*	4245	\$ 35.48	Sustainable Gifting Program
201847-R	E-Z CLEAN INC*	4221	\$ 93.85	A2Z Disinfectant Glass Cleaner
201854	LIBRARY STORE*THE	4441	\$ 864.33	West Branch Shelving
201854	LIBRARY STORE*THE	4325	\$ 156.66	West Branch Shelving Shipping
201856	DEMCO, INC*	4441	\$ 12,901.70	Carts, Display Cases
201856	DEMCO, INC*	4325	\$ 940.85	Carts, Display Cases Shipping
201860	MIDLAND PAPER COMPANY INC*	4245	\$ 295.00	Epson Aqueous HD Ink Large Format Printer
201864	GOV CONNECTION INC*	4441	\$ 271.40	Trackpad Keyboards
201867-R	STAPLES BUSINESS CREDIT*	4441	\$ 299.99	Chair for Adult Services
201868	DEMCO, INC*	4441	\$ 1,895.24	Opto Flare Display Mobile Island
201872-R2	LOWE'S COMMERCIAL SERVICES*	4223	\$ 700.48	Striping Machine and Supplies
201872-R2	LOWE'S COMMERCIAL SERVICES*	4325	\$ 20.00	Striping Machine Shipping
201877-R	HOBBY LOBBY*	4245	\$ 391.63	Sketch Books and Paint
201879	WIESE USA INC*	4441	\$ 276.00	Pallet Rack Uprights
201879	WIESE USA INC*	4325	\$ 260.00	Pallet Rack Uprights Shipping
201881	EPROMOS*	4245	\$ 290.00	Branded Crayons
201882-R	LOWE'S COMMERCIAL SERVICES*	4235	\$ 169.39	Storage Box for West
201885	LOWE'S COMMERCIAL SERVICES*	4245	\$ 18.99	Snow Shovel for West Branch
201906-R	KROGER*	4245	\$ 108.16	Flavor Bytes Ingredients
201907-R	LOWE'S COMMERCIAL SERVICES*	4235	\$ 33.69	Misc. Outdoor Supplies
201910-R	VECTREN ENERGY DELIVERY*	4351	\$ 161.25	West Gas Service
201910-R	VECTREN ENERGY DELIVERY*	4390	\$ 5.05	Late Fee / Finance Charge
201930-R	HOBBY LOBBY*	4245	\$ 4.49	Art Hacks Supplies
201936-R	MENARDS INC*	4245	\$ 14.99	Curtain Rod for Flavor Bytes Set
201939	HOBBY LOBBY*	4245	\$ 38.93	Fabric for Masks
201940-R	INDUSTRIAL SUPPLY COMPANY*	4223	\$ 15.64	Brass Plug for Sink
201940-R	INDUSTRIAL SUPPLY COMPANY*	4325	\$ 14.44	Brass Plug Shipping
201942	REP INDUSTRIES INC*	4241	\$ 790.00	ILL Book Bands
201942	REP INDUSTRIES INC*	4325	\$ 10.00	ILL Book Bands Shipping
201943	AMERICAN ASSOCIATION OF NOTARIES	4213	\$ 49.95	Notary Supplies
201943	AMERICAN ASSOCIATION OF NOTARIES	4325	\$ 6.95	Notary Supplies Shipping
201947	VIGO COUNTY TREASURER*	4381	\$ 7,787.92	January 2021 GO & Refunding Bond Payment
201947	VIGO COUNTY TREASURER*	4382	\$ 806.25	January 2021 GO & Refunding Bond Payment
201950-R	E-Z CLEAN INC*	4221	\$ 530.64	Cleaning & Sanitation Supplies
201951	SAM'S CLUB DIRECT*	4245	\$ 109.98	Knife Set for West Kitchen
201966-R	AMAZON.COM LLC*	4443	\$ 947.14	Public Access Laptop
201967-R	AMAZON.COM LLC*	4245	\$ 248.16	Supplies for YS Bathrooms & Sewing Machine
201974	AMERICAN LIBRARY ASSOCIATION*	4324	\$ 130.00	Midwinter Meeting Registration
201980	TECH LOGIC CORPORATION*	4310	\$ 11,000.00	Automatic Material Handler Software
201980	TECH LOGIC CORPORATION*	4440	\$ 71,650.00	Automatic Material Handler Unit
201980	TECH LOGIC CORPORATION*	4314	\$ 6,000.00	Automatic Material Handler Installation
201980	TECH LOGIC CORPORATION*	4441	\$ 7,000.00	Automatic Material Handler Bins
201980	TECH LOGIC CORPORATION*	4325	\$ 4,350.00	Automatic Material Handler Shipping

201982	INVENGO AMERICAN CORP*	4440	\$	66,000.00	Self Chek Stations & Smart Bins
201982	INVENGO AMERICAN CORP*	4441	\$	18,000.00	Circulating Pads and Scanning Wand
201982	INVENGO AMERICAN CORP*	4314	\$	9,500.00	Self-Check Station Installation & Training
201982	INVENGO AMERICAN CORP*	4325	\$	6,500.00	Self Chek Stations Shipping
	OPERATING FUND TOTAL		\$	<u>235,434.31</u>	
DEBT SERVICE FUND					
201947	VIGO COUNTY TREASURER*	4381	\$	207,212.08	JANUARY 2021 GO & REFUNDING BOND PAYMENTS
	CONSTRUCTION FUND TOTAL		\$	<u>207,212.08</u>	
	TOTAL ALL FUNDS		\$	<u>442,646.39</u>	

Adopted by the Board of Trustees of the Vigo County Public Library, read in full this 19th Day of January, 2021, by the following aye and nay vote.

AYE

NAY

ATTEST:

Secretary, Library Board

CC: Copies are to be sent to Department of Local Government Finance and State Board of Accounts

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JANUARY 19, 2021

ADULT SERVICES

COMMUNITY NEEDS

The free printing, notary, and faxing services offered by the Library continue to be of great help to our community and customers. In the month of December, Adult Services assisted with 340 faxes. Of the 54 logged notarizations, 46 were completed by the Adult Services team. Customers have said that they are unable to easily locate these services elsewhere and other organizations/businesses usually charge a fee.

Customers are also making good use of the "Legal Forms" database, which can assist with simple legal issues by providing basic forms, such as the popular Quit Claim Deeds, Living Will (for health care), Power of Attorney for Indiana, No-Fault Divorce, and the Unified Tax Credit for the Elderly SC-40. To pro-actively assist customers, these high-demand forms have been photocopied for quick pick-up.

POSITIVE FEEDBACK

Luke Gentry, Assistant Librarian, reported that a customer came in to pick up two Wonder Boxes and wanted to share their gratitude to VCPL. The customer stated that they just love all of the programs VCPL has been doing recently and that her family has participated in several. She wanted the Library to know that they appreciate the programs very much, and are especially looking forward to the upcoming Fudge demonstration video, offered by the West Branch.

When a customer came in to pick up her "Art Hacks" kit in December, she complimented Librarian Raina Konazeski and the Library's program by saying, "My daughter and I just love Raina! She's fantastic! We try not to miss any of her programs because they are always so great. We like to do them together on Saturdays, and we like that we can re-watch previous programs if we want to do them again! Please keep up the great programs. Your library does so much. It's so exciting to see what is going to happen each month!"

WEST BRANCH

FLAVOR BYTES REVAMP

At the end of November, the West Branch staff began re-evaluating the Flavor Bytes cooking programs they have been hosting each month. The following month, the team started redesigning and producing the new and improved Flavor Bytes program. Like most of the programs being offered, the take-home kit aspect has been very popular with the program participants. The live Zoom cook-along component, however, has not been received with the same enthusiasm. It became clear that customers were looking for things to do at their own pace, not at a set day and time. The staff decided to keep the popular take-home kit, but produce short cooking instructional videos that can be watched on the program participant's

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JANUARY 19, 2021

own schedule. With the assistance of Elizabeth Scamihorn and Kateri Tuttle, Eric Fisher and Sharon McConnell transformed the West Branch kitchen into a cooking studio, ready to record and edit high-quality instructional cooking and kitchen skills videos. Sharon tested out the new format for the program, recording the first video for the reimagined program, which goes live on January 11 on the Library's YouTube channel. While cooking videos are not a novelty, customers enjoy seeing their favorite Library staff cooking and baking at the Library. Staff can connect customers to the many resources VCPL has available, while also providing human connection and the confidence to try new things!

BRANCH PROJECTS

West Branch staff has taken the opportunity during the slower months to reevaluate the collection and the layout of the branch. Each staff member has been involved with running circulation reports, moving materials to new locations, relabeling shelves, and making decisions on how best to present the materials to the customers. One of the major changes made was to swap the Young Adult material, which was located at the front of the building near the door, with the Adult non-fiction section, which was located near the staff office. In moving the non-fiction collection near the other adult circulating material, an increase in the circulation of non-fiction items has occurred. These changes have also allowed for the Teen/Young Adult seating area to be relocated to a larger space between the computer area and the meeting rooms. This seating area will be close to the Young Adult material and give the teens and older youth a sense of independence, being away from the front door and the circulation desk, while still being within view of staff. In addition to swapping these two sections, new shelves are being added to the Adult non-fiction area to better accommodate the rearranging of materials and the growing demand at the branch for these books.

PROGRAMS AND EVENTS

CHRISTMAS IN THE PARK



A committee from VCPL, made up of staff from six different departments, created a festive display for Deming Park's Christmas in the Park. This display was titled "Special Delivery: Holiday Wishes from Vigo County Public Library" and featured more than five jumbo holiday cards to celebrate the season. Thousands of guests viewed this display throughout the month of December. This committee included Sarah Trover, Jeff Crews, Nicole Norris, Dennis Shepard, Matt Beckham, LeRaye Cameron, Luke Gentry, and Jeanette Bouchie.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD JANUARY 19, 2021

YOUTH SERVICES

VCPL HELPS PREPARE 4-YEAR OLDS FOR KINDERGARTEN

The United Way of the Wabash Valley's Success by Six Impact Council will provide educational play packs to 4-year-old children in the Wabash Valley in early 2021. With a special interest in reaching children who are not currently attending preschool, VCPL was chosen as a site where families can receive the K-packs.

The K-Packs are designed to help 4-year olds better prepare for their upcoming transition to kindergarten. The kits are funded by a Strong Start grant to the United Way of the Wabash Valley from Early Learning Indiana. Each K-pack includes instruction cards, a cardboard whiteboard paddle, dry erase markers, Play-Doh, a book about farm animals, plastic farm animals, dice, magnetic letters, and a balancing science experiment. The instruction cards were written by the preschool staff at Vigo County School Corporation and the Terre Haute Children's Museum to include activities for each of the major pre-K and kindergarten learning goals.

Distribution of these kits will begin at VCPL in February 2021 and continue as supplies last. Registration is required.

PERSONNEL CHANGE

RETIREMENT

Coppinger, Gayl C. - Retiring from the part-time non-exempt position of Special Collections Assistant effective February 12, 2021.

Respectfully submitted,

Kristi J. Howe

1/12/21 Admin AG

FAMILIES FIRST CORONAVIRUS RESPONSE ACT

Family and Medical Leave Act (FMLA) Addendum

Emergency Family and Medical Leave Expansion Act

This addendum to the **Family and Medical Leave Act (FMLA)** policy addresses compliance with the paid leave requirements of the **Emergency Family and Medical Leave Expansion Act (EFMLEA)** enacted as part of the **Families First Coronavirus Response Act (FFCRA)**. In accordance with the **FFCRA** this addendum and the provisions therein were in effect beginning April 1, 2020, and expired on December 31, 2020.

Due to the ongoing nature of the global Coronavirus pandemic, and the Federal Government encouraging employers to continue to voluntarily offer paid sick and family leave, Vigo County Public Library (VCPL) recognizes the need to continue provisions within the **FMLA Addendum** from January 1, 2021 through March 31, 2021. The continuance of the **FMLA Addendum** does not afford additional **FMLA-EFMLA** benefits, or change **FMLA-EFMLA** measurement periods or entitlements. The continuance of the **FMLA Addendum** only extends the period of time in which unused **Emergency Family Medical Leave Expansion Act** benefits outlined herein may be utilized.

Employee Eligibility

All VCPL employees are eligible for **Expanded Family and Medical Leave (EFML)** if they have been on the payroll for at least **thirty (30) calendar days** as determined by the provisions of the **FFCRA**.

Qualifying Conditions and Leave Entitlements

EFML is available to eligible employees for whom work is available but who are unable to work or telework due to a need to care for their child whose school or place of care is closed or whose child care provider is unavailable due to COVID-19 related reasons.

Eligible employees may use up to **twelve (12) weeks** of **EFML** leave as determined by the **FFCRA**. The amount of **EFML** used during this period is included in, and not in addition to, the employee's total **FMLA leave entitlement of twelve (12) weeks in a twelve (12) month period** as outlined in the **FMLA** policy in this manual.

EFML Compensation and Substitution of Paid Leave

EFML is unpaid for the first ten (10) days, or first two (2) weeks, of leave after which, EFML is paid at two-thirds (2/3rds) the employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Regular rate of pay and number of scheduled hours are determined in accordance with the requirements and guidelines of the **FFCRA**.

During the ten (10) days, or two (2) weeks, of **unpaid EFML** leave employees may elect to use the following paid leaves concurrent with the use of the unpaid **EFML** leave:

- **Emergency Paid Sick Leave Act (EPSLA)** leave as outlined in the **EPSL** policy in this manual; or
- Accrued and unused VCPL paid leave as outlined in the leave policies in this manual and including sick leave which, outside the implementation of **EFML**, may not be used for purposes of child care that are unrelated to the health care of the child.

During the period in which the employee is receiving **EFML leave pay at two-thirds** of their regular rate of pay, the employee may choose to supplement **EFML** by substituting one-third of accrued and unused VCPL paid leave as outlined above.

Use of EFML Leave

EFML may be utilized intermittently subject to the qualifying conditions outlined above and as agreed to by VCPL administration. Employees utilizing **EFML** are required to adhere to VCPL notice and procedural requirements to report absences as outlined in the Attendance Policy in this manual.

DRAFT

Emergency Paid Sick Leave

Vigo County Public Library (VCPL) will provide **Emergency Paid Sick Leave (EPSL)** in accordance with the **Families First Coronavirus Response Act (FFCRA)**, to assist employees affected by the COVID-19 public health emergency. This policy was in effect from April 1, 2020, and expired on December 31, 2020.

Due to the ongoing nature of the global Coronavirus pandemic, and the Federal Government encouraging employers to continue to voluntarily offer paid sick and family leave, VCPL recognizes the need to continue provisions within the **EPSL** policy from January 1, 2021 through March 31, 2021. The continuance of the **EPSL** policy does not afford additional **EPSL** hours to employees who may have previously exhausted **EPSL** entitlements under the **FFCRA**. The continuance of the **EPSL** policy only extends the period of time in which unused **EPSL** benefits outlined herein may be utilized.

Eligibility

All exempt and non-exempt full-time and part-time employees are eligible for **EPSL**, regardless of date of hire, when unable to work or telework (work from home), with a need for leave due to one of the following reasons:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for their child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 related reasons.
6. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services, in consultation with the secretary of the treasury and the secretary of labor.

Amount of Emergency Paid Sick Leave

Exempt and non-exempt full-time employees will have up to 80 hours of **EPSL** available to use for qualifying reasons. Part-time employees are entitled to the number of hours worked, on average over a two-week period, to use for qualifying reasons.

Rate of Pay

Employees utilizing **EPSL** will receive compensation for **EPSL** hours at their regular rate of pay.

Interaction with Other Paid Leave

Employees may use **EPSL** for qualifying reasons, before using any other accrued paid time off.

Employees on **Emergency Family Medical Leave (EFML)**, under the **FFCRA**, may use **EPSL** during the first 10 days of unpaid EFML under the **FFCRA Emergency Family Medical Leave Expansion Act** policy.

Job Protections

No employee who appropriately utilizes **EPSL** under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave.

DRAFT

VACATION LEAVE POLICY FOR EXEMPT EMPLOYEES

Recognizing the importance of vacation leave for rest, recreation, and personal activities the Vigo County Public Library (VCPL) provides exempt employees paid vacation leave according to the following schedule:

Exempt Employee Accrual

Exempt employees earn .0924 hours of vacation leave for each hour for which they receive salaried compensation or utilize approved paid VCPL leave up to forty (40) hours per work week and up to the maximum accrual per calendar year. Exempt employees may accrue up to one hundred ninety two (192) hours per calendar year equivalent to twenty four (24) eight (8) hour days. Accrued and unused vacation balances may be carried forward to the next calendar year but may not exceed the maximum balance of three hundred eighty four (384) hours equivalent to forty eight (48) eight (8) hour days.

Accrual Schedule and Limitations for Exempt Employees

Earned vacation leave is accrued during each bi-weekly pay period and credited to the employee vacation leave balance at the conclusion of the pay period.

Exempt employees may not earn and or accrue vacation leave under the following conditions:

- 1) For hours worked and/or paid leave utilized exceeding 40 hours per work week
- 2) When vacation leave accrual is in excess of the allowed calendar year accrual or maximum unused vacation leave accrual balance amount.
- 3) While an employee is on any unpaid leave of absence
- 4) For hours the employee receives sixty-six and two-thirds percent (66 2/3%) of the employee's wages from Worker's Compensation benefits
- 5) For hours the employee receives sixty percent (60%) of the employee's wages from VCPL Long Term Disability benefits
- 6) When an employee is no longer on the VCPL employment rolls

Use of Vacation Leave for Exempt Employees

Earned vacation leave may be used with Executive Director approval when accrued leave is credited to the employee vacation leave balance. Use of earned vacation leave prior to credited accrual must be approved by the Executive Director. Vacation leave must be utilized in no less than full day (8 hour) segments.

If a designated holiday for which the employee is eligible falls within an employee's vacation leave period, the holiday is not considered a vacation leave day.

Exempt employees may not receive pay for vacation leave concurrent with other paid leaves or benefits.

Exempt employees who request and are granted a Leave of Absence may utilize accrued unused vacation leave at the regular rate of pay, to be paid on a bi-weekly basis, according to the guidelines set forth in the Leave of Absence, Family and Medical Leave Act, and Long Term Disability Insurance policies in this manual as they may apply.

Employees who are unable to work during periods for which they receive Worker's Compensation are subject to the guidelines set forth in the Worker's Compensation Policy in this manual.

Payment in Lieu of Vacation Leave for Exempt Employees

Exempt employees may receive pay in lieu of vacation leave under the following conditions:

- 1) Separation of employment through resignation, retirement, dismissal, layoff, or death. Accrued and unused vacation leave is paid on the next pay date subsequent to separation of employment at the regular rate of pay at the time of separation.
- 2) Once per calendar year, an exempt employee with a vacation accrual balance of three hundred (300) hours or more may opt to receive payment for no more than forty (40) hours of unused vacation accrual. Requests for payment in lieu of vacation leave must be submitted to Human Resources at least two (2) weeks prior to the scheduled pay date that payment is requested. Payments in lieu of vacation time will be in addition to the employee's regular pay for the pay period and will be subject to all normal employment taxes and withholdings.

Vacation Leave and FMLA Leave for Exempt Employees

To the extent that any provision in this policy conflicts with or is superseded by the Family and Medical Leave Act (FMLA), the regulations declared under it, or any other federal law, the provision of the FMLA, its regulations or other law, as the case may be, control. In the event an employee qualifies for FMLA and is utilizing accrued and unused vacation leave, the VACATION LEAVE POLICY FOR EXEMPT EMPLOYEES will be administered concurrent with FMLA leave.

VACATION LEAVE POLICY FOR NON-EXEMPT EMPLOYEES

Recognizing the importance of vacation leave for rest, recreation, and personal activities the Vigo County Public Library (VCPL) provides non-exempt employees paid vacation leave according to the following schedule. As outlined in the Employee Classification policy in this manual, employees classified as non-exempt includes both full-time and part-time employees and the provisions in this policy apply equally to both unless specifically stated otherwise.

Non-Exempt Employee Accrual

All non-exempt employees earn .0924 hours of vacation leave for each hour worked or for which they utilize approved paid VCPL leave up to forty (40) hours per work week and up to the maximum accrual of one hundred ninety two (192) hours of paid vacation leave per calendar year. Accrued and unused vacation balances may be carried forward to the next calendar year but may not exceed the maximum balance of two hundred eighty eight (288) hours.

Accrual Schedule and Limitations for Non-Exempt Employees

Earned vacation leave is accrued during each bi-weekly pay period and credited to the employee vacation leave balance at the conclusion of the pay period.

Non-exempt employees may not earn and or accrue vacation leave under the following conditions:

- 1) For hours worked and/or paid leave utilized exceeding 40 hours per work week
- 2) When vacation leave accrual is in excess of the allowed calendar year accrual or maximum unused vacation leave accrual balance amount.
- 3) While an employee is on any unpaid leave of absence
- 4) For hours the employee receives sixty-six and two-thirds percent (66 2/3%) of the employee's wages from Worker's Compensation benefits
- 5) For hours the employee receives sixty percent (60%) of the employee's wages from VCPL Long Term Disability benefits
- 6) When an employee is no longer on the VCPL employment rolls

Use of Vacation Leave for Non-Exempt Employees

Earned vacation leave may be used with manager approval when accrued leave is credited to the employee vacation leave balance. Use of earned vacation leave prior to credited accrual must be approved by a Division Director. Vacation leave must be utilized in no less than one quarter hour (1/4 hour = 0.25 hour) segments.

If a designated holiday for which the employee is eligible falls within an employee's vacation leave period, the holiday is not considered a vacation leave day.

Non-exempt employees may not receive pay for vacation leave concurrent with other paid leaves or benefits.

Non-exempt employees who request and are granted a Leave of Absence may utilize accrued unused vacation leave at the regular rate of pay, to be paid on a bi-weekly basis, according to the guidelines set forth in the Leave of Absence, Family and Medical Leave Act, and Long Term Disability Insurance policies in this manual as they may apply.

Employees who are unable to work during periods for which they receive Worker's Compensation are subject to the guidelines set forth in the Worker's Compensation Policy in this manual.

Payment in Lieu of Vacation Leave for Non-Exempt Employees

Non-exempt employees may receive pay in lieu of vacation leave under the following conditions:

- 1) Separation of employment through resignation, retirement, dismissal, layoff, or death. Accrued and unused vacation leave is paid on the next pay date subsequent to separation of employment at the regular rate of pay at the time of separation.
- 2) Once per calendar year, a full-time non-exempt employee with a vacation accrual balance of two hundred (200) hours or more may opt to receive payment for no more than forty (40) hours of unused vacation accrual. Once per calendar year, a part-time non-exempt employee with a vacation accrual balance of one hundred (100) hours or more may opt to receive payment for no more than forty (40) hours of unused vacation accrual. Requests for payment in lieu of vacation leave must be submitted to Human Resources at least two (2) weeks prior to the scheduled pay date that payment is requested. Payments in lieu of vacation time will be in addition to the employee's regular pay for the pay period and will be subject to all normal employment taxes and withholdings.

Vacation Leave and FMLA Leave for Non-Exempt Employees

To the extent that any provision in this policy conflicts with or is superseded by the Family and Medical Leave Act (FMLA), the regulations declared under it, or any other federal law, the provision of the FMLA, its regulations or other law, as the case may be, control. In the event an employee qualifies for FMLA and is utilizing accrued and unused vacation leave, the VACATION LEAVE POLICY FOR NON-EXEMPT EMPLOYEES will be administered concurrent with FMLA leave.