

# A G E N D A

**REGULAR MEETING  
VIGO COUNTY PUBLIC LIBRARY  
Monday, December 19, 2022, 5:30 PM  
Vigo County Public Library  
One Library Square  
Terre Haute, IN 47807**

1. **Call to Order and Roll Call of Members**
2. **Public Input on Action Items**
3. **Consideration of Minutes of November 21, 2022, Regular Meeting** 2
4. **Consideration of Minutes of December 5, 2022, Special Meeting** 5
5. **Treasurer's Report**
  - A. Monthly Financial Statement 7
  - B. Claims and Payroll 8
  - C. Special Claims 25
  - D. Gift Fund Report 26
6. **Reports to the Library Board**
7. **Director's Report** 27
8. **Old Business**
9. **New Business**
  - A. Award Bid for 12 Points Renovation
  - B. Resolution on 2023 Wages, Full and Part-Time Wage Ranges, and Benefits 33
  - C. Resolution for Surplus Property 42
  - D. Resolution to Transfer Funds between Major Categories 44
  - E. Annual Review: Computer, Internet, and Wireless Access Use Policy 45
10. **Suggestions from the Staff, Board or Public for Action or Study**
11. **Next Regular Meeting:**

Regular Meeting, Tuesday, January 17, 2023 5:30 PM, West Branch Library.  
The Board of Finance meeting convenes immediately following the January 17 Regular Board meeting.
12. **Adjournment**

At the Regular Meeting of the Vigo County Public Library Board at the Vigo County Public Library, One Library Square at 5:30 p.m. on the 21<sup>st</sup> day of November 2022, the following persons were present:

**Library Board Members Present:** Terry W. Jones, President; Olivia K. Goulding, Vice President; Valentine K. Muyumba, James M. Young; and Stacy D. Killion.

**Library Board Members Absent:** Christi A. Fenton, Secretary.

**Library Staff Present:** Kristi Howe; Dennis Shepard; Amy Gibson; Jeanette Bouchie; Carey LaBella; Brandy Bridgewater; Lauren Elyea; Bonnie McNair; and Andrew Akers.

**Others:** N/A

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

None.

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

A motion to approve the minutes as written for the October 17, 2022, regular meeting, made by Goulding, seconded by Young, passed.

### **TREASURER'S REPORT**

#### **Monthly Cash Statement**

Dennis Shepard presented the Cash Statement for the period ending October 31, 2022 (copy attached to official minutes).

#### **Claims and Payroll**

Mr. Shepard presented the Month End Claims dated October 31, 2022 in the amount of \$182,424.65 (Library Operating, \$176,617.31; Gift Fund, \$3,053.72; Grants, \$2,211.66) Library Operating Claims dated November 21, 2022, in the amount of \$128,786.32 (Library Operating Fund, \$124,071.87, Gift Fund, \$2,911.60; Grants, \$1,257.33) (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

#### **Special Claims**

No special claims.

#### **Gift Fund Report**

Mr. Shepard presented the Gift Fund report dated October 31, 2022 for \$52,891.65.

**Approval of Treasurer's Report**

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

**REPORTS TO THE LIBRARY BOARD**

**Lending Services ~ Andrew Akers**

Lending Manager Andrew Akers shared an overview of the services provided by the Lending department. Lending staff members are responsible for greeting customers, maintaining bookshelves, handling customer accounts, and creating Library cards, including resident cards, reciprocal cards, non-resident cards, and PLAC cards. Mr. Akers also provided a brief overview of homebound and delivery services, curbside services, and community events that Lending team members attend to promote library card registrations.

**DIRECTOR'S REPORT**

Ms. Howe commented on her written report.

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

**OLD BUSINESS**

None.

**NEW BUSINESS**

**Library Director Evaluation Committee**

Mr. Jones requested volunteers to meet with the Library Director to discuss her performance and organizational challenges/successes for 2022. These volunteers will then bring information to the full Board for formal action. Mr. Jones, Mr. Young, and Mrs. Killion volunteered.

**Consideration of Policies:**

**Service Fee Policy**

Mrs. Howe provided an overview of the changes to the policy.

A motion to approve the Service Fee Policy, made by Killion, seconded by Muyumba, passed.

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

There were no suggestions.

**NEXT MEETING**

Special Meeting, Monday, December 5, 2022, at 5:00 p.m. at the Main Library.  
Regular Meeting, Monday, December 19, 2022, at 5:30 p.m. at the Main Library.

**ADJOURNMENT**

A motion to adjourn the meeting made by Muyumba, seconded by Goulding, passed. The meeting adjourned at 6:11 p.m.

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Terry W. Jones, President

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Olivia K. Goulding, Vice President

**ABSENT**

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Christi A. Fenton, Secretary

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Valentine K. Muyumba, Board Member

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James M. Young, Board Member

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Stacy D. Killion, Board Member

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Vacant

At the Special Meeting of the Vigo County Public Library Board at the Vigo County Public Library, One Library Square at 5:00 p.m. on the 5<sup>th</sup> day of December 2022, the following persons were present:

Library Board Members Present: Terry W. Jones, President; Valentine K. Muyumba, and James M. Young; and Stacy D. Killion.

Library Board Members Absent: Olivia K. Goulding, Vice President; and Christi A. Fenton, Secretary.

Library Staff Present: Kristi Howe; Dennis Shepard; Amy Gibson; Bonnie McNair; Brandy Bridgewater; Lauren Elyea; and Heather Rayl.

Others: Scott Craig, VCPL Attorney; Matt Holder, Cari Rohrmayer, and Ashley McCauley of Holder Design; Karen Adams of Keymark Construction; Trace Harruff of CDI, Inc.; and Lucy Swalls of Hannig Construction.

## **OPEN BIDS FOR 12 POINTS RENOVATION**

VCPL Attorney Scott Craig opened the submitted bids and read them aloud for the public record. The bids are recorded below in the order they were opened:

### Hannig Construction:

Base Bid: \$2,107,000  
Alternate #1: \$385,200  
Alternate #2: \$61,300

### CDI, Inc.:

Base Bid: \$2,230,000  
Alternate #1: \$382,000  
Alternate #2: \$344,000

### Keymark Construction:

Base Bid: \$1,972,500  
Alternate #1: \$383,000  
Alternate #2: \$48,500

Ms. Howe and Mr. Craig recommended the Board take the bids under advisement and seek architectural and legal review before awarding the bid.

A motion to take bids under advisement made by Killion, seconded by Young, passed.

## **NEXT MEETING**

Regular Meeting, Monday, December 19, 2022, at 5:30 p.m. at the Main Library.

**ADJOURNMENT**

A motion to adjourn the meeting made by Young, seconded by Killion, passed. The meeting adjourned at 5:07 p.m.

**ABSENT**

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Terry W. Jones, President

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Olivia K. Goulding, Vice President

**ABSENT**

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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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Stacy D. Killion, Board Member

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VACANT

AG 12/15/22

Vigo County Public Library

Cash Statement  
 Vigo County Public Library  
 November 2022

Account Title Number	Beginning MTD Balance YTD Balance	MTD Debits YTD Debits	MTD Credits YTD Credits	Ending Balance	MTD Change YTD Change
Cash Library Operating Fund 100-01-1010	4,813,246.23 6,507,346.25	112,946.15 4,953,331.65	634,475.48 7,168,961.00	4,291,716.90	(521,529.33) (2,215,629.35)
Cash Gift Fund 200-00-1010	52,891.65 58,294.97	1,188.74 29,137.49	4,089.37 37,441.44	49,991.02	(2,900.63) (8,303.95)
Cash Rainy Day Fund 201-00-1010	1,748,249.16 1,748,249.16	0.00 0.00	0.00 0.00	1,748,249.16	0.00 0.00
Cash Grants 276-00-1010	(12,634.61) (13,163.42)	0.00 82,008.59	1,268.57 82,748.35	(13,903.18)	(1,268.57) (739.76)
Cash Public Library Access Car 800-00-1010	0.00 0.00	0.00 130.00	0.00 130.00	0.00	0.00 0.00
Cash-Payroll Withholdings 803-00-1010	1,077.60 1,038.88	74,409.25 908,900.13	74,409.19 908,861.35	1,077.66	0.06 38.78

<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>
*25028	TODD'S HYDRAULIC REPAIR &	100	<i>Check</i>	1,280.00	56716	HITCH INSTALLATION
*24828	FIFE, EMILY*	100	<i>Check</i>	550.00	56717	HARPIST FOR MIRACLE ON 7TH ST
*25037	INTELLI-BUILDING CONTROL &	100	<i>Check</i>	32,625.00	56718	VAV CONTROL UPGRADE PHASE 3
*25049	OPENING THE BOOK NORTH AI	100	<i>Check</i>	5,965.00	56719	SIX MOBILE BOOKSHELVES
						Total Count: 4
						Total Amount: 40,420.00
*25016	ADP INC - AUTOPAY II*	100	<i>ACH</i>	760.10	7473	PAYROLL SERVICES
*24935	AMAZON.COM LLC*	100	<i>ACH</i>	99.98	7474	VIDEO GAMES
*24936	AMAZON.COM LLC*	100	<i>ACH</i>	47.85	7475	CIRC PRINT MATERIAL
*24937	AMAZON.COM LLC*	100	<i>ACH</i>	288.44	7476	DVD/VIDEO MATERIAL
*24942	AMAZON.COM LLC*	100	<i>ACH</i>	39.99	7477	YS DVD/VIDEO MATERIAL
*24943	AMAZON.COM LLC*	100	<i>ACH</i>	23.98	7478	CIRC PRINT MATERIAL
*24944	AMAZON.COM LLC*	100	<i>ACH</i>	61.02	7479	DISINFECTANT WIPES, HAND SANITIZEI
*24945	AMAZON.COM LLC*	100	<i>ACH</i>	39.99	7480	VIDEO GAMES
*24946	AMAZON.COM LLC*	100	<i>ACH</i>	29.99	7481	VIDEO GAMES
*24947	AMAZON.COM LLC*	100	<i>ACH</i>	149.09	7482	VIDEO GAMES
*24958	AMAZON.COM LLC*	100	<i>ACH</i>	65.99	7483	AIR FILTER FOR BUS OFFICE
*24959	AMAZON.COM LLC*	100	<i>ACH</i>	8.95	7484	CIRC PRINT MATERIAL
*24971	AMAZON.COM LLC*	100	<i>ACH</i>	259.20	7485	VIDEO GAMES
*24972	AMAZON.COM LLC*	100	<i>ACH</i>	42.46	7486	YS CIRC MATERIAL
				8		

<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>
*24978	AMAZON.COM LLC*	100	ACH	7.58	7487	DVD/VIDEO MATERIAL
*24984	AMAZON.COM LLC*	100	ACH	51.56	7488	CIRC PRINT MATERIAL
*24991	AMAZON.COM LLC*	100	ACH	105.46	7489	DVD/VIDEO MATERIAL
*24994	AMAZON.COM LLC*	100	ACH	32.40	7490	DVD/VIDEO MATERIAL
*24995	AMAZON.COM LLC*	100	ACH	29.50	7491	DVD/VIDEO MATERIAL
*25017	AMAZON.COM LLC*	100	ACH	19.99	7492	VIDEO GAMES AND CIRC MATERIAL
*25018	AMAZON.COM LLC*	100	ACH	82.82	7493	RESIN & ALCOHOL INK
*25019	AMAZON.COM LLC*	100	ACH	49.99	7494	CIRC PRINT MAT AND DVD/VIDEO MAT
*25020	AMAZON.COM LLC*	100	ACH	533.40	7495	REPLACEMENT KEYBOARDS LARGE PR
*25021	AMAZON.COM LLC*	100	ACH	49.21	7496	YS CIRC PRINT MATERIAL
*25022	AMAZON.COM LLC*	100	ACH	33.11	7497	DVD/VIDEO MATERIAL
*25023	AMAZON.COM LLC*	100	ACH	41.56	7498	DVD/VIDEO MATERIAL
*25024	AMAZON.COM LLC*	100	ACH	38.66	7499	AVERY LABELS FOR ADMIN
*25025	AMAZON.COM LLC*	100	ACH	36.82	7500	CIRC PRINT MATERIAL
*25026	AMAZON.COM LLC*	100	ACH	8.36	7501	DVD/VIDEO MATERIAL
*24963	BAKER & TAYLOR INC*	100	ACH	5,137.12	7502	CIRC PRINT MAT, YS MAT, AUD REC BO
*24973	BATTERIES PLUS #011*	100	ACH	97.90	7503	BATTERIES FOR FIRE SYSTEM
*24961	BOOK DEPOT*	100	ACH	411.16	7504	BOOKS FOR PROGRAMMING
*24957	BOUCHIE*JEANETTE	100	ACH	85.46	7505	MILEAGE REIMBURSEMENT FOR ILF CC
*24955	CLARK*CAROLYN	100	ACH	9 25.85	7506	MILEAGE REIMBURSEMENT FOR VOTE

<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>
*24956	CLARK*CAROLYN	100	ACH	85.26	7507	MILEAGE REIMBURSEMENT FOR ILF CC
*24982	E-Z CLEAN INC*	100	ACH	1,000.74	7508	BATTERIES FOR SCRUBBER,WAXED LIN
*24996	E-Z CLEAN INC*	100	ACH	236.84	7509	SUPPLY ORDER
*24965	EBSCO INFORMATION SERVICE	100	ACH	95.40	7510	NEWSPAPERS
*24992	EISELE*SEAN	100	ACH	17.00	7511	MEAL REIMBURSEMENT FOR ILF CONF
*24993	EISELE*SEAN	100	ACH	85.75	7512	MILEAGE REIMBURSEMENT FOR ILF CC
*24964	GALE/CENGAGE LEARNING*	100	ACH	338.88	7513	CIRC PRINT MATERIAL
*25010	GENTRY*LUKE	100	ACH	85.46	7514	MILEAGE REIMBURSEMENT FOR ILF CC
*25011	GENTRY*LUKE	100	ACH	47.55	7515	MEAL REIMBURSEMENT FOR ILF CONF
*25012	GENTRY*LUKE	100	ACH	51.75	7516	MEAL REIMBURSEMENT FOR ILF CONF
*25013	GENTRY*LUKE	100	ACH	42.75	7517	MEAL REIMBURSEMENT FOR ILF CONF
*24941	HATCHER*JANET	100	ACH	83.01	7518	MILEAGE REIMBURSEMENT FOR ILF CC
*24953	HATCHER*JANET	100	ACH	113.81	7519	MEAL REIMBURSEMENT FOR ILF CONF
*24954	HOWE*KRISTI	100	ACH	25.15	7520	REIMBURSEMENT FOR SUPPLIES FOR V
*24962	MIDWEST TAPE*	100 276	ACH	2,012.81	7521	DVD/VIDEO MATERIAL
*24960	PENWORTHY COMPANY*	100	ACH	1,499.50	7522	CIRCULATING EQUIPMENT
*25015	PITNEY BOWES*	100	ACH	97.80	7523	POSTAGE LEASE
*25003	RAPID REPRODUCTIONS INC*	100	ACH	85.06	7524	HALLOWEEN BOOK GIVEWAY SIGNS
*24967	SISK*CARRIE	100	ACH	54.18	7525	MEAL REIMBURSEMENT FOR ILF CONF
*24968	SISK*CARRIE	100	ACH	10 82.12	7526	MILEAGE REIMBURSEMENT FOR ILF CC
*24985	SWITZER, TROY*		ACH	104.86	7527	MILEAGE REIMBURSEMENT FOR ILF CC

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
		100				
*24986	SWITZER, TROY*		<i>ACH</i>	<b>99.00</b>	<b>7528</b>	MEAL REIMBURSEMENT FOR ILF CONF
		100				
*25014	WORLD ARCHIVES HOLDINGS,		<i>ACH</i>	<b>4,279.00</b>	<b>7529</b>	MICROFILM SUBSCRIPTION
		100				
						Total Count: <b>57</b>
						Total Amount: <b>19,418.62</b>
*24933	BUDGET BLINDS*		<i>E-pay</i>	<b>1,372.00</b>	<b>9478</b>	BLINDS FOR LIBRARY EXP. MANAGERS
		100				
*24934	BUDGET BLINDS*		<i>E-pay</i>	<b>503.00</b>	<b>9479</b>	BLINDS FOR PR OFFICE
		100				
*24939	CITY OF TERRE HAUTE SEWAC		<i>E-pay</i>	<b>28.21</b>	<b>9480</b>	12 POINTS SEWAGE BILLING
		100				
*24940	CITY OF TERRE HAUTE SEWAC		<i>E-pay</i>	<b>721.98</b>	<b>9481</b>	MAIN SEWAGE BILLING
		100				
*24966	APPLE HOUSE*THE		<i>E-pay</i>	<b>29.17</b>	<b>9482</b>	SUPPLIES FOR PROGRAMMING
		100				
*24974	OVERDRIVE*		<i>E-pay</i>	<b>7,500.00</b>	<b>9483</b>	NOVEMBER CONTENT CREDIT DEPOSIT
		100				
*24975	OVERDRIVE*		<i>E-pay</i>	<b>3,000.00</b>	<b>9484</b>	ADDITIONAL CONTENT CREDIT DEPOSIT
		100				
*24976	SHERWIN-WILLIAMS*		<i>E-pay</i>	<b>192.93</b>	<b>9485</b>	NOMADIC DESERT GAL
		100				
*24983	JOINK LLC*		<i>E-pay</i>	<b>275.00</b>	<b>9486</b>	MONTHLY CLOUD BACKUP
		100				
*24987	OFFICE DEPOT*		<i>E-pay</i>	<b>966.23</b>	<b>9487</b>	COPY PAPER AND OFFICE SUPPLIES
		100				
*24988	OFFICE DEPOT*		<i>E-pay</i>	<b>20.99</b>	<b>9488</b>	2023 CALENDAR ORDER
		100				
*24989	OFFICE DEPOT*		<i>E-pay</i>	<b>15.99</b>	<b>9489</b>	2023 CALENDAR ORDER
		100				
*24997	REPUBLIC SERVICES OF WEST		<i>E-pay</i>	<b>438.65</b>	<b>9490</b>	MAIN TRASH SERVICE
		100				
*24998	COURTESY CLEANING CENTEF		<i>E-pay</i>	<b>16.52</b>	<b>9491</b>	LAUNDERING OF MAIN TABLECLOTHS
		100				
*24999	NEXSTAR BROADCASTING*		<i>E-pay</i>	<b>240.00</b>	<b>9492</b>	VOTE VIGO PROMO
		100				
*25000	NEXSTAR BROADCASTING*		<i>E-pay</i>	<b>500.00</b>	<b>9493</b>	VOTE VIGO PROMO
		100				
				11		

<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>
*25002	NEXSTAR BROADCASTING*	100	<i>E-pay</i>	<b>380.00</b>	<b>9495</b>	VOTE VIGO PROMO
*24919	CAPITAL ONE	100	<i>E-pay</i>	<b>167.57</b>	<b>9496</b>	PROGRAM SUPPLIES
*24733	SAM'S CLUB DIRECT*	200	<i>E-pay</i>	<b>329.52</b>	<b>9497</b>	PROGRAM SUPPLIES
*25035	T-MOBILE USA, INC.*	100	<i>E-pay</i>	<b>117.60</b>	<b>9498</b>	WEST HOTSPOT DATA
*25036	T-MOBILE USA, INC.*	100	<i>E-pay</i>	<b>1,035.17</b>	<b>9499</b>	MAIN HOTSPOT DATA
*25038	BROOKFIELD GROUP*THE	100	<i>E-pay</i>	<b>4,324.00</b>	<b>9500</b>	MICROSOFT SOFTWARE RENEWAL
*25039	VERIZON - WIRELESS*	100	<i>E-pay</i>	<b>205.11</b>	<b>9501</b>	PHONE SERVICE
*25044	BUDGET BLINDS*	100	<i>E-pay</i>	<b>80.00</b>	<b>9502</b>	NEW MOTOR FOR YS BLINDS
*25045	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	<b>669.22</b>	<b>9503</b>	MAIN WATER SERVICE
*24970	VISA CARD SERVICES		<i>E-pay</i>	<b>10,967.63</b>	<b>9504</b>	VARIOUS SUPPLIES, TRAVEL, REGISTR.
		<b>100</b>				
		<b>200</b>				

Total Count: **26**  
Total Amount: **34,096.49**

<i>Grand Total Fund 100:</i>	<b>92,746.10</b>
<i>Grand Total Fund 200:</i>	<b>1,177.77</b>
<i>Grand Total Fund 201:</i>	<b>0.00</b>
<i>Grand Total Fund 203:</i>	<b>0.00</b>
<i>Grand Total Fund 276:</i>	<b>11.24</b>
<i>Grand Total Fund 300:</i>	<b>0.00</b>
<i>Grand Total Fund 400:</i>	<b>0.00</b>
<i>Grand Total Fund 800:</i>	<b>0.00</b>

Grand Total Count:	<b>87</b>
Grand Total Amount:	<b>93,935.11</b>

VISA - NOVEMBER- MONTHLY TOTAL			PAY 11/30/2022	
DATE	PO#	VENDOR	DESCRIPTION	AMOUNT
<b>KRISTI HOWE</b>		<b>XXXX XXXX XXXX 3729</b>		
10/25/2022	220151	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	\$25.00
11/10/2022	222180	JEFFREY ALANS	CHRISTMAS PROGRAM SUPPLIES	\$80.73
11/10/2022	222179	JOANN FABRIC AND CRAFT STORES	CHRISTMAS SUPPLIES FOR ADMIN	\$241.29
11/11/2022	222187	TABLECLOTHSFACORY.COM	TABLECLOTHS FOR PROGRAMMING	\$870.37
11/9/2022	222186	CANVA	ADDITIONAL USER LICENSE	\$29.69
<b>ADM TOTAL</b>				<b>1247.08</b>
<b>DENNIS SHEPARD</b>		<b>XXXX XXXX XXXX 6317</b>		
10/18/2022	221989	VIGO COUNTY HISTORICAL SOCIETY	TICKETS FOR 100 YEAR EVENT	260.00
10/31/2022	222106	GOOGLE	GOOGLE WORKSPACE	93.60
10/29/2022	220545	MAILCHIMP	EMAIL MARKETING ANNUAL SUBSCRIPTION	90.00
10/18/2022	221998	FACEBOOK	HALLOWEEN BOOK GIVEAWAY PROMOTION	204.21
10/30/2022	222309	HOOTSUITE	ANNUAL SUBSCRIPTION SOCIAL MEDIA	588.00
<b>DENNIS S TOTAL</b>				<b>1235.81</b>
<b>BRANDY BRIDGEWATER</b>		<b>XXXX XXXX XXXX 1093</b>		
10/26/2022	222065	WABASH VALLEY GOODWILL	CHRISTMAS IN PARK SUPPLIES	9.38
11/1/2022	222110	MAPPING SOLUTIONS	REF MATERIAL	72.99
10/28/2022	222089	CCI SOLUTIONS	AUDIOBOOK CASES FOR B&T	281.15
10/31/2022	222095	WABASH VALLEY HUMAN RESOURCES ASSOCIATION	LEGAL SEMINAR REGISTRATIONS	1,029.50
11/2/2022	222128	WALMART	CHRISTMAS IN THE PARK SUPPLIES	51.17
11/7/2022	221877	OCULUS	VR OCULUS EXPERIENCES	245.99
11/7/2022	221877	OCULUS	VR OCULUS EXPERIENCES	213.91
11/10/2022	222143	LEGO	LEGO LAB SUPPLIES	18.80
11/9/2022	22043	KROGER	FOOD FOR ESL FAMILY NIGHT	88.76
11/7/2022	221877	OCULUS	VR OCULUS EXPERIENCES	133.69
11/2/2022	222057	DOLLAR TREE STORES INC	CHRISTMAS IN THE PARK SUPPLIES	20.00
11/16/2022	222217	PAPA JOHN'S PIZZA	NEW EMPLOYEE ORIENTATION LUNCH	42.13

11/16/2022	222176	TERRE HAUTE CHILDREN'S MUSEUM	CIRCULATING MUSEUM PASSES	300.00
11/16/2022	222205	FAZOLIS	HOSTING LUNCH FOR PU EXT	100.00
11/15/2022	222215	32AUCTIONS	AUCTION FEE FOR 12 PTS PUBLIC AUCTION	50.00
<b>BRANDY TOTAL</b>				<b>2657.47</b>
<b>HEATHER RAYL</b>		<b>XXXX XXXX XXXX 6325</b>		
10/19/2022	222021	INDIANA LIBRARY FEDERATION	MEMBERSHIP FEE	120.00
10/19/2022	222020	INDIANA LIBRARY FEDERATION	ANNUAL CONFERENCE/PRE CONFERENCE	298.00
10/26/2022	221877	OCULUS	VR OCULUS EXPERIENCES	90.37
11/15/2022	222233	JIMMY JOHNS	MEAL FOR ILF CONFERENCE	12.54
11/14/2022	222234	LOOSE GOOSE COFFEE COMPANY	MEALS FOR ILF CONFERENCE	17.82
11/17/2022	222235	MARRIOTT HOTEL	HOTEL RESERVATION FOR ILF CONF	346.26
11/16/2022	222232	MARRIOTT HOTEL	MEALS FOR ILF CONFERENCE	92.48
11/16/2022	221858	MARRIOTT HOTEL	HOTEL RESERVATIONS FOR ILF CON	1,908.00
10/26/2022	221877	OCULUS	VR OCULUS EXPERIENCES	95.18
<b>HEATHER TOTAL</b>				<b>2980.65</b>
<b>VIGO CO PUBLIC LIBRARY</b>		<b>XXXX XXXX XXXX 4648</b>		
10/24/2022	222003	CCI SOLUTIONS	6 AND 8 DISC CASES	51.63
10/24/2022	221963	VIGO COUNTY HISTORICAL SOCIETY	MUSEUM PASSES	250.00
10/15/2022	221978 and 222041	CANDLES HOLOCAUST MUSEUM	MUSEUM PASSES	360.00
10/20/2022	222000	BEST BUY	PR CUSTOM PCS	999.98
10/20/2022	221982	DOMINO'S PIZZA	PIZZA FOR MONSTER PROM	168.80
10/27/2022	222042	VIGO COUNTY HISTORICAL SOCIETY	WEST BRANCH FAMILY PASS	125.00
10/28/2022	222088	WABASH VALLEY GOODWILL	BIKE PURCHASE FOR CUSTOMER	20.99
10/28/2022	222090	NAME BADGE PRODUCTIONS	MAGNETIC ATTACHMENTS FOR BADGES	78.33
11/16/2022	221858	MARRIOTT HOTEL	HOTEL RESERVATIONS FOR ILF CONF	791.89
<b>VIGO TOTAL</b>				<b>2846.62</b>
<b>GRAND TOTAL</b>				<b>10967.63</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>
*25150	BRAZIL TIMES*	100	Check	124.00	56720	NEWSPAPERS
*25146	JACOB-DIETZ, INC.*	100	Check	550.00	56721	SERVICE CALL TO REPAIR FIRE ALARM
*25142	LIBRARY IDEAS LLC*	100	Check	277.71	56722	AUDIO REC BOOKS
*25143	OPENING THE BOOK NORTH AI	100	Check	1,006.00	56723	SIX MOBILE BOOKSHELVES
						Total Count: 4
						Total Amount: 1,957.71
*25174	ADP INC - AUTOPAY II*	100	ACH	775.43	7530	PAYROLL SERVICES
*24909	ADP SCREENING & SELECTION	100	ACH	52.46	7531	BACKGROUND SCREENING- S JACKSON
*25187	ALTARAMA INFORMATION SYS	100	ACH	6,103.75	7532	DESKSTATS RENEWAL
*25042	AMAZON.COM LLC*	100	ACH	27.22	7533	DVD/VIDEO MATERIAL
*25040	AMAZON.COM LLC*	100	ACH	31.98	7534	DVD/VIDEO MATERIAL
*25053	AMAZON.COM LLC*	100	ACH	21.27	7535	CIRC PRINT MATERIAL
*25073	AMAZON.COM LLC*	100	ACH	17.46	7536	CIRC PRINT MAT AND DVD/VIDEO MAT
*25074	AMAZON.COM LLC*	100	ACH	26.38	7537	CIRC PRINT MAT AND DVD/VIDEO MAT
*25075	AMAZON.COM LLC*	100	ACH	64.71	7538	CIRC PRINT MAT AND DVD/VIDEO MAT
*25076	AMAZON.COM LLC*	100	ACH	7.99	7539	CIRC PRINT MAT AND DVD/VIDEO MAT
*25077	AMAZON.COM LLC*	100	ACH	24.99	7540	CIRC PRINT MAT
*25078	AMAZON.COM LLC*	100	ACH	44.37	7541	CIRC PRINT MATERIAL
*25079	AMAZON.COM LLC*	100	ACH	62.66	7542	CIRC PRINT MATERIAL
*25080	AMAZON.COM LLC*	100	ACH	60.09	7543	CIRC PRINT MATERIAL

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
*25081	AMAZON.COM LLC*	100	ACH	65.90	7544	CIRC PRINT MATERIAL
*25082	AMAZON.COM LLC*	100	ACH	108.59	7545	SUPPLIES FOR HR OFFICE
*25083	AMAZON.COM LLC*	100	ACH	24.99	7546	TISSUES AND LEGAL EXPANSION FOLD
*25084	AMAZON.COM LLC*	100	ACH	23.27	7547	AUDIO RECORDED MUSIC
*25089	AMAZON.COM LLC*	100	ACH	46.83	7548	DVD/VIDEO MATERIAL
*25090	AMAZON.COM LLC*	100	ACH	39.99	7549	LAMINATING POUCHES
*25091	AMAZON.COM LLC*	100	ACH	34.99	7550	YS DVD/VIDEO MATERIAL
*25092	AMAZON.COM LLC*	100	ACH	29.78	7551	YS CIRC PRINT MATERIAL
*25093	AMAZON.COM LLC*	100	ACH	59.99	7552	VIDEO GAMES
*25094	AMAZON.COM LLC*	100	ACH	44.15	7553	DVD/VIDEO MATERIAL
*25095	AMAZON.COM LLC*	100	ACH	23.88	7554	CIRC PRINT MATERIAL
*25096	AMAZON.COM LLC*	100	ACH	167.50	7555	WINTER GLOVES,METAL OUTLET BOX,
*25097	AMAZON.COM LLC*	100	ACH	39.99	7556	CIRC PRINT MATERIAL
*25098	AMAZON.COM LLC*	100	ACH	50.27	7557	CIRC PRINT MATERIAL
*25145	AMAZON.COM LLC*	100	ACH	51.90	7558	RAINGEAR LARGE
*25151	AMAZON.COM LLC*	100	ACH	208.00	7559	CP185 BATTERIES FOR RADIOS
*25167	AMAZON.COM LLC*	100	ACH	499.00	7560	BUSINESS PRIME MEMBERSHIP
*25177	AMAZON.COM LLC*	100	ACH	39.99	7561	VIDEO GAMES
*25178	AMAZON.COM LLC*	100	ACH	11.95	7562	CIRC PRINT MATERIAL
*25179	AMAZON.COM LLC*	100	ACH	29.99	7563	VIDEO GAMES AND CIRC MATERIAL
*25180	AMAZON.COM LLC*	100	ACH	20.60	7564	DISINFECTANT WIPES

<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>	
*25181	AMAZON.COM LLC*	100	ACH	84.35	7565	CIRC PRINT MATERIAL	
*25182	AMAZON.COM LLC*	100	ACH	18.97	7566	CIRC PRINT MATERIAL	
*25197	AMAZON.COM LLC*	100	ACH	86.93	7567	TORIN 2.5 TON LOW PROFILE JACK	
*25203	AMAZON.COM LLC*	100	ACH	189.91	7568	YS DVD/VIDEO MATERIAL	
*25204	AMAZON.COM LLC*	100	ACH	13.98	7569	ANIMAL STICKERS FOR PATRONS	
*25205	AMAZON.COM LLC*	100	ACH	26.93	7570	CIRC PRINT MATERIAL	
*25206	AMAZON.COM LLC*	100	ACH	20.49	7571	CIRC PRINT MATERIAL	
*25099	BAKER & TAYLOR INC*	100	ACH	5,653.49	7572	CIRC PRINT MAT, YS MAT, CIRC EQUIPM	
*25147	BAKER & TAYLOR INC*	100	ACH	5,838.09	7573	CIRC PRINT MAT, YS MAT, REF PRINT M	
*25054	BOOK DEPOT*	200	ACH	155.70	7574	JJC BOOKCLUB- BOOKS	
*25199	BOUCHIE*JEANETTE	100	ACH	6.60	7575	MEAL REIMBURSEMENT FOR VITA CON	
*25200	BOUCHIE*JEANETTE	100	ACH	78.60	7576	MILEAGE REIMBURSEMENT	
*25190	BRIDGEWATER*BRANDY	100	ACH	500.00	7577	FALL 2022 TUITION REIMBURSEMENT	
*25191	BRIDGEWATER*BRANDY	100	ACH	218.59	7578	FALL 2022 TEXTBOOK REIMRBUSEMEN	
*25211	BRIDGEWATER*BRANDY	100	ACH	23.96	7579	REIMBURSEMENT FOR ADMIN LUNCHEI	
*25085	CLARK*CAROLYN	100	ACH	46.21	7580	MEAL REIMBURSEMENT FOR ILF CONF	
*25086	COX ZWERNER GAMBILL & SUL	100	ACH	255.00	7581	LEGAL SERVICES	
*25087	CRAIG, ARIELLE*	100	ACH	85.16	7582	MILEAGE REIMBURSEMENT FOR ILF CC	
*25088	CRAIG, ARIELLE*	100	ACH	36.43	7583	MEAL REIMBURSEMENT FOR ILF CONF	
*25100	CULLIGAN WATER CONDITIONI	100	ACH	17	23.50	7584	WEST COOLER RENTAL

<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>
*25101	CULLIGAN WATER CONDITIONI	100	ACH	163.50	7585	MAIN COOLER RENTAL
*25102	E-Z CLEAN INC*	100	ACH	199.71	7586	PUMP REPAIR WEST EXTRACTOR
*25103	E-Z CLEAN INC*	100	ACH	1,088.05	7587	GENERAL SUPPLIES
*25104	EBSCO INFORMATION SERVICE	100	ACH	76.71	7588	MAGAZINES AND NEWSPAPERS
*25105	EBSCO INFORMATION SERVICE	100	ACH	13,331.64	7589	MAGAZINES, REF MATERIAL, REF PRINT
*25106	GALE/CENGAGE LEARNING*	100	ACH	429.57	7590	CIRC PRINT MATERIAL
*25149	GALE/CENGAGE LEARNING*	100	ACH	56.23	7591	CIRC PRINT MATERIAL
*25107	GARRATON*DORA	100	ACH	411.80	7592	MEAL AND TRAVEL REIMBURSEMENT F
*25173	GIBSON*AMY	100	ACH	6.40	7593	REIMBURSEMENT FOR HOLIDAY LUNCH
*25056	GOV CONNECTION INC*	100	ACH	2,477.82	7594	24" IMAC M1 APPLE COMPUTER
*25059	HOWARD, CHELSEA*	100	ACH	56.00	7596	MEAL REIMBURSEMENT FOR ILF CONF
*25058	HOWARD, CHELSEA*	100	ACH	84.18	7597	MILEAGE REIMBURSEMENT FOR ILF CC
*25108	INVENGO AMERICAN CORP*	100	ACH	1,735.50	7598	SCANNING WAND
*25175	MCCONNELL*SHARON	100	ACH	48.55	7599	MEAL REIMBURSEMENT FOR ILF CONF
*25176	MCCONNELL*SHARON	100	ACH	78.74	7600	MILEAGE REIMBURSEMENT FOR ILF CC
*25109	MELCHO*ANGELINA	100	ACH	1,098.00	7601	FALL 2022 TUITION REIMBURSEMENT
*25171	MIDWEST COMMUNICATIONS, I	100	ACH	480.00	7602	CHRISTMAS MUSIC SPONSORSHIP
*25110	MIDWEST TAPE*	100	ACH	4,253.36	7603	DVD/VIDEO MATERIAL, AUDIO REC MUS
*25148	MIDWEST TAPE*	100	ACH	3,296.94	7604	DVD/VIDEO MATERIAL, AUD REC MUSIC
*25165	MIDWEST TAPE*	100	ACH	5,876.48	7605	HOOPLA NOVEMBER INVOICE
*25172	NEW AVENUES*	100	ACH	166.24	7606	ALA CARTE ADMIN FEE

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*25111	OCLC INC*	100	ACH	783.66	7607	WEBDEWEY SUBSCRIPTION
*25112	OCLC INC*	100	ACH	6,347.67	7608	CATALOGING SUBSCRIPTION
*25208	ORACLE ELEVATOR COMPANY	100	ACH	556.70	7609	FULL ELAVATOR MAINTENANCE
*25209	ORACLE ELEVATOR COMPANY	100	ACH	564.70	7610	FULL ELEVATOR MAINTENANCE
*25210	ORACLE ELEVATOR COMPANY	100	ACH	1,131.39	7611	FULL ELEVATOR MAINTENANCE- SEMI /
*25189	PITNEY BOWES BANK INC RES	100	ACH	1,650.00	7612	POSTAGE ON ACCOUNT 25986209
*25113	QUIPU GROUP LLC*	100	ACH	3,500.00	7613	ANNUAL SUBSCRIPTION
*25207	RAPID REPRODUCTIONS INC*	100	ACH	57.80	7614	CHRISTMAS IN THE PARK BANNER
*25114	RICOH USA INC*	100	ACH	2,349.69	7615	COPIER LEASE
*25212	SALINAS*MEGHAN	100	ACH	3,000.00	7616	FALL 2022 TUITION REIMBURSEMENT
*25115	SERVICE EXPRESS, INC*	100	ACH	3,601.44	7617	SWITCH MAINT RENEWAL
*25166	SIRSIDYNIX*	100	ACH	5,040.00	7618	EXTRA CREDITS
*25116	SMITH'S SMALL ENGINES*	100	ACH	7.99	7619	GEAR LUBE FOR HEDGE TRIMMER
*25117	SMITH'S SMALL ENGINES*	100	ACH	25.75	7620	SMALL ENGINE SUPPLIES
*25144	SWEARINGEN*ALLISON	100	ACH	8.87	7621	MILEAGE REIMBURSEMENT
*25192	SWEARINGEN*ALLISON	100	ACH	235.00	7622	FALL 2022 TUITION REIMBURSEMENT
*25193	SWEARINGEN*ALLISON	100	ACH	125.34	7623	FALL 2022 TEXTBOOK REIMBURSEMEN'
*25118	UNIQUE MANAGEMENT SERVIC	100	ACH	742.50	7624	NOTICES
*25119	UNIQUE MANAGEMENT SERVIC	100	ACH	607.70	7625	PLACEMENTS
*25164	VALUE LINE PUBLISHING LLC*	100	ACH	3,750.00	7626	VALUE LINE RENEWAL
*25120	WADSWORTH*ASHLEY		ACH	4.41	7627	MILEAGE REIMBURSEMENT

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
		100				
*25121	WAGeworks, INC.*	100	<i>ACH</i>	168.82	7628	COBRA MONTHLY FEE
*25122	WEAS ENGINEERING INC*	100	<i>ACH</i>	491.72	7629	WATER TREATMENT MANAGEMENT
		100				
					Total Count:	99
					Total Amount:	92,471.77
*25070	TOWN OF WTH WATER & SEWE	100	<i>E-pay</i>	85.86	9515	WEST WATER SERVICE
*25071	RICOH USA INC*	100	<i>E-pay</i>	1,458.78	9516	COPIER LEASE
*25072	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	313.72	9517	MAIN IRRIGATION SERVICE
*25123	CENTERPOINT ENERGY*	100	<i>E-pay</i>	19.24	9518	12 POINTS GAS SERVICE
*25124	CENTERPOINT ENERGY*	100	<i>E-pay</i>	315.97	9519	WEST GAS SERVICE
*25125	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	58.66	9520	LAUNDERING OF MAIN TABLECLOTHS
*25126	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	13.86	9521	LAUNDERING OF MAIN TABLECLOTHS
*25127	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	28.00	9522	LAUNDERING OF MAIN TABLECLOTHS
*25128	CROSSROADS DOOR & HARDV	100	<i>E-pay</i>	8.00	9523	WEST KEYS
*25129	ENA*	276	<i>E-pay</i>	1,257.33	9524	INTERNET SERVICE
*25130	ENA*	100	<i>E-pay</i>	673.67	9525	VOICE SERVICE
*25131	FRONTIER*	100	<i>E-pay</i>	65.59	9526	WEST PHONE SERVICE
*25132	HANOVER INSURANCE GROUP	100	<i>E-pay</i>	11,166.66	9527	COMMERCIAL INSURANCE POLICY
*24765	HOBBY LOBBY*	100	<i>E-pay</i>	293.43	9528	PROGRAM SUPPLIES
*25134	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	58.84	9529	PRIVATE FIRE SERVICE
*25135	LAKESHORE LEARNING MATEF	100	<i>E-pay</i>	20 1,246.93	9530	YS 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>
*24271	LOWE'S COMMERCIAL SERVICE	100 200	<i>E-pay</i>	<b>553.70</b>	<b>9531</b>	MAINTENANCE SUPPLIES
*25137	OFFICE DEPOT*	100	<i>E-pay</i>	<b>26.25</b>	<b>9532</b>	AVERY LABELS FOR ADMIN
*25138	OFFICE DEPOT*	100	<i>E-pay</i>	<b>71.73</b>	<b>9533</b>	OFFICE SUPPLIES
*25139	OFFICE DEPOT*	100	<i>E-pay</i>	<b>34.11</b>	<b>9534</b>	OFFICE SUPPLIES
*25140	THE TRASH MAN*	100	<i>E-pay</i>	<b>105.00</b>	<b>9535</b>	WEST TRASH SERVICE
*25141	WEX BANK*	100	<i>E-pay</i>	<b>184.44</b>	<b>9536</b>	FUEL
*25168	NEXSTAR BROADCASTING*	100	<i>E-pay</i>	<b>500.00</b>	<b>9537</b>	VOTE VIGO PROMO
*25169	NEXSTAR BROADCASTING*	100	<i>E-pay</i>	<b>220.00</b>	<b>9538</b>	VOTE VIGO PROMO
*25170	NEXSTAR BROADCASTING*	100	<i>E-pay</i>	<b>160.00</b>	<b>9539</b>	VOTE VIGO PROMO
*25183	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	<b>15.40</b>	<b>9540</b>	LAUNDERING OF MAIN TABLECLOTHS
*25184	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	<b>80.50</b>	<b>9541</b>	LAUNDERING OF MAIN TABLECLOTHS
*25185	DUKE ENERGY *	100	<i>E-pay</i>	<b>514.04</b>	<b>9542</b>	WEST ELECTRIC SERVICE
*25186	DUKE ENERGY *	100	<i>E-pay</i>	<b>23,682.22</b>	<b>9543</b>	MAIN ELECTRIC SERVICE
*25198	JOINK LLC*	100	<i>E-pay</i>	<b>275.00</b>	<b>9544</b>	MONTHLY CLOUD BACKUP
*25202	CINTAS CORPORATION*	100	<i>E-pay</i>	<b>121.87</b>	<b>9545</b>	MAIN CABINET SERVICE

Total Count: **31**  
Total Amount: **43,608.80**

<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 100:</i>	<b>136,580.67</b>
<i>Grand Total Fund 200:</i>	<b>200.28</b>
<i>Grand Total Fund 201:</i>	<b>0.00</b>
<i>Grand Total Fund 203:</i>	<b>0.00</b>
<i>Grand Total Fund 276:</i>	<b>1,257.33</b>
<i>Grand Total Fund 300:</i>	<b>0.00</b>
<i>Grand Total Fund 400:</i>	<b>0.00</b>
<i>Grand Total Fund 800:</i>	<b>0.00</b>

Grand Total Count:	<b>134</b>
Grand Total Amount:	<b>138,038.28</b>

Payroll Payable  
Voucher Register

Vigo County Public Library  
For Period November -2022

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
11/10	Pay#23	Gross Payroll	\$ 137,280.09	\$ 137,280.09	ACH	
11/10	Pay#23	FICA	\$ 9,991.17	\$ 9,991.17	ACH	
11/10	Pay#23	PERF	\$ 17,896.81	\$ 17,896.81	ACH	
11/25	Pay#24	Gross Payroll	\$ 136,033.29	\$ 136,033.29	ACH	
11/25	Pay#24	FICA	\$ 9,895.79	\$ 9,895.79	ACH	
11/25	Pay#24	PERF	\$ 17,608.06	\$ 17,608.06	ACH	
11/25	Pay#24	Anthem	\$ 82,317.18	\$ 82,317.18	ACH	
11/25	Pay#24	Guardian	\$ 6,432.34	\$ 6,432.34	ACH	
		Gross Payroll	\$ -	\$ -	ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

Total library cost			\$ 417,454.73			
Novemtk pays 23 & 24	Nationwide	\$ 1,383.72	\$ 1,383.72	ACH	Staff withholding	
Novemtk pays 23 & 24	Garnishments	\$ 1,072.21	\$ 1,072.21	ACH	Staff withholding	
Novemtk pays 23 & 24	Garnishment Reimbur	\$ 545.28	\$ 545.28	ACH	Staff withholding	
Novemtk pays 23 & 24	AFLAC	\$ 1,029.26	\$ 1,029.26	ACH	Staff withholding	
Novemtk pays 23 & 24	United Way	\$ 464.00	\$ 464.00	ACH	Staff withholding	
Novemtk pays 23 & 24	Anthem	\$ 9,885.60	\$ 9,885.60	ACH	Staff withholding	
Novemtk pays 23 & 24	HSA adj.		\$ -	ACH	Staff withholding	
Novemtk pays 23 & 24	Guardian	\$ 887.70	\$ 887.70	ACH	Staff withholding	
Novemtk pays 23 & 24	Boston Mutual	\$ 746.86	\$ 746.86	ACH	Staff withholding	
Novemtk pays 23 & 24	Fed Tax	\$ 20,734.12	\$ 20,734.12	ACH	Staff withholding	
Novemtk pays 23 & 24	State Tax	\$ 8,450.87	\$ 8,450.87	ACH	Staff withholding	
Novemtk pays 23 & 24	Local Tax	\$ 5,059.48	\$ 5,059.48	ACH	Staff withholding	
Novemtk pays 23 & 24	FICA	\$ 19,886.97	\$ 19,886.97	ACH	Staff withholding	
Novemtk pays 23 & 24	Vol. PERF	\$ 4,263.18	\$ 4,263.18	ACH	Staff withholding	
Staff Cost		\$ 74,409.25	\$ 74,409.25			

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 19, 2022  
Date

\_\_\_\_\_  
Dennis L. Shepard Jr., Fiscal Officer

ALLOWANCE OF PAYROLL PAYABLE VOUCHERS

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

We have examined the voucher listing and the foregoing accounts payable register, consisting of 2 page(s), and except for the vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$ 417,454.73

Dated this 19th day of December 2022 .

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

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

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

\_\_\_\_\_  
Valentine K. Muyumba, Board Member

\_\_\_\_\_  
Vacant

\_\_\_\_\_  
Stacy D. Killion, 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>
*25031	HOLDER DESIGN, INC*	100	ACH	70,500.00	7595	12 POINTS BRANCH DESIGN

Total Count: 1  
Total Amount: 70,500.00

<i>Grand Total Fund 100:</i>	<b>70,500.00</b>
<i>Grand Total Fund 200:</i>	0.00
<i>Grand Total Fund 800:</i>	0.00
<i>Grand Total Fund 400:</i>	0.00
<i>Grand Total Fund 203:</i>	0.00
<i>Grand Total Fund 276:</i>	0.00
<i>Grand Total Fund 201:</i>	0.00
<i>Grand Total Fund 300:</i>	0.00

Grand Total Count:	1
Grand Total Amount:	70,500.00

November 30, 2022

Gift Fund Balances

2022

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 73.85	Unrestricted Use	Admin.
64-SPC	\$ 6,940.28	Support of SPC	Admin.
65-Big Read	\$ 450.00	Big Read	Admin.
66-YS	\$ 5,189.54	Support of YS	Admin.
67-WVCF Endowment	\$ -	Support of Strategic Plan Goals	Admin.
68-Crackerbarrel	\$ -	Support of Crackerbarrel	Admin.
69-Wright Foundation	\$ 6,922.56	Unrestricted Use	Admin.
70- West Emily's Garden	\$ 278.36	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,206.58	Support of West Branch	Admin.
72-Friends	\$ 442.36	Support of Pre-Approved Programs/Initiatives	Admin.
73-WVLC	\$ -	Support of LLC Literacy Events	Admin.
74-Wiley Cupola	\$ 1,778.00	Maintenance of Cupola	Admin.
75-Wiley Memorial	\$ 19,310.17	Maintenance of Memorial	Admin.
77-WVCF Meeks	\$ 638.00	Childrens Literature	Admin.
81-Community Connections	\$ 216.95	Support of Community Connections	Admin.
83-Kiwanis Ys	\$ 234.53	Childrens Book Label Commemorating Speakers	Admin.
85-Phillips	\$ 3,305.47	Support of LLC and Archives	Admin.
87-Cox	\$ 646.48	Hearing Impaired Support	Admin.
89-Christmas in the Park	\$ 537.82	Christmas in the Park	Admin.
92-Marketing	\$ 945.05	Unrestricted Use	Admin.
93-Family Learning Day	\$ -	Family Learning Day	Admin.
94-TH Econ.Dev.	\$ 139.58	Adult Nonfiction Commemorating Speakers	Admin.
96-Fundraiser	\$ 735.44	Buy a Book	Admin.
<b>TOTAL</b>	<b>\$ 49,991.02</b>		

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD DECEMBER 19, 2022

## PROGRAMS AND EVENTS

### COMMUNITY THEATRE

Youth Services staff Amanda Phillips and Allison Weaver engaged with a classroom of 50 children attending the Community Theater dress rehearsal of “Charlotte’s Web” on November 10. VCPL provided a free book to each child in attendance.

### MIRACLE ON 7<sup>TH</sup> STREET



Professional Harpist Emily Fife set the stage at VCPL for a wonderful, relaxing, opening night of Miracle on 7th Street. Attendees were soothed by a three-hour concert of holiday, popular, and classical music. Feedback was very positive, with one customer asking if Emily’s performance could become a December tradition for VCPL! Most in attendance had never seen a live harp performance and were in awe of the music.

The Miracle on 7th Street Committee held food drives throughout Terre Haute, with VCPL as one of the drop-off locations. Pictured to the right is Community

Member Brandon Halleck at the food drop off site in the Library parking lot.



On December 9, staff from Youth Services, Tech Team, and Program & Events collaborated to host winter workshops for youth and parents as part of the Miracle on 7th Street festivities. Winter craft activities were available in the Lifelong Learning Center, while the Tech Team hosted a sewing project in Haute Create. Youth Services staff offered beaded ornament sessions in the teen space for older children. VCPL staff Kateri Tuttle, Susan Jakaitis, Chelsea Howard, Em Thomas, Kendra McCray-Bailey, Le Raye Cameron, Amanda Philipps, and Allison Weaver planned and facilitated an exciting afternoon for the community.

### SANTA PARTY AT UNION HOSPITAL

VCPL Program & Events Specialist Kateri Tuttle delivered 200 books for the Union Hospital Santa Party for children and grandchildren of hospital staff ages pre-school through 12 years old. Union Hospital Payroll Specialist Christopher DeLisle coordinated the gift with VCPL HR Manager Rob Fox.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD DECEMBER 19, 2022



As an added treat, the elves at the Vigo County Public Library donated 200 books to gift to your kiddos!

## BOOKS FOR FOSTER YOUTH

As in past years, VCPL staff collaborated with the Indiana Department of Child Services to ensure 300 new books would make their way to children in foster care. Staff from the IN DCS Regional Foster Care team provide the number of children (and their ages) receiving foster care services in Vigo County, and then Library staff select various age-appropriate titles for the children's holiday gifts.

## ANNUAL 12 POINTS TREE LIGHTING CEREMONY

On December 2, Adult Services Manager Jeanette Bouchie represented VCPL at the 5<sup>th</sup> Annual 12 Points Tree Lighting Ceremony at Gold Medal Park. Jeanette was able to engage with 97 attendees to let them know about the planning for the new VCPL Branch at 12 Points.

## ALL-BABIES INITIATIVE

On December 9, VCPL participated in the "All-Babies Initiative" at Chances and Services for Youth, which provides services for mothers and children up to 18 months old. Program and Events Specialist Kateri Tuttle and Youth Services Assistant Librarian Em Thomas represented VCPL and provided free books for the babies and siblings at this Christmas event.

## TECH TEAM

### NEW KEYBOARDS

The West Wing computer users are raving about the new keyboards. These keyboards have large letters/numbers (think large print in books) so users of all abilities can be successful in their typing efforts. The keys are backlit and laser cut so they shouldn't rub off, which is one major reason we needed to swap out the old ones since many of the heavily used keys could barely be read. Another great feature is they are quiet touch so our heavy-typers shouldn't annoy their neighbors.

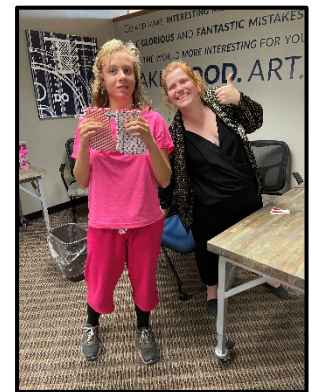
# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD DECEMBER 19, 2022

One customer gushed about the upgrade, noting she did not need the larger print currently but it was good to know the library was looking out for those who did. Another remarked he did not know how much he heard others typing until, all of a sudden, the background noise was gone. He also likes the spring of the keys and says it makes using the computer more enjoyable.



## COSPLAY PROGRAMMING & SEWING

Haute Create has hosted many sewing-centered projects recently. Cosplay, which is the practice of dressing up as a character from a movie, book, or video game, is a popular pastime. To address the growing interest in the community of designing and creating your own costume, Haute Create has added an industrial serger, embroidery machine, and vacuum former to the army of available sewing machines. At the monthly Cosplay Meetup in November, one attendee visited from Bloomington, who was curious to see what a public library offered as he was a TikTok influencer with a following of over 300k.



He was hand embroidering a cape based on a Dungeons & Dragons character he created. Another customer started an extremely sturdy bag during the open sewing time and came back the next day to finish. She was so proud of her bag, she brought her best friend with her to see her complete it.

## WEST BRANCH

### NATURE EXPLORE MUSICAL INSTRUMENT

Charlie and Eric installed the new flower musical instruments in the Nature Explore Outdoor Classroom Music and Movement Area. This area is last of the ten areas required to become a certified Nature Explore Classroom, and Eric is in the process of completing the application for the certification. Even though the weather has been cold and often times rainy, the musical instruments have already been played by many young visitors.



# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD DECEMBER 19, 2022

## YOUTH SERVICES

### SCIENCE & STORIES

Youth Services had a lot of fun in November with Science & Stories! This story time model for 6-11 year olds has been very successful this year and has explored a number of different themes. To help get into the holiday spirit, YS chose pilgrims as the theme for this edition of the popular series. With Kate Messner's award winning book *History Smashers: The Mayflower* as the backbone, YS Manager Andy Pope and Librarian Megan Howes led participants on an informative journey with helpful activities that explored pilgrim approaches to boat and house construction, as well as fun experiments with "dancing" corn and orange slime! The November Science & Stories posed a challenge - it was the first attempt to use a non-fiction book with this story time model. Nonetheless, participants remained engaged with smiles on their faces, and learned both relevant and obscure facts about the pilgrims, their engagement with native tribes, and the founding of the United States.

### EMPATHY BUILDERS: NATIVE AMERICAN HERITAGE MONTH

YS has another novel story time offering: Empathy Builders, which targets younger age children (0-5), but seeks to combine early literacy education with social/emotional learning. In the November edition, YS Assistant Librarian Em Thomas designed the session around Native American Heritage Month. Em chose the books *Thunder Boy Jr.* and *First Laugh-Welcome, Baby!* Through these titles, participants were able to gain a glimpse at Native American culture and customs. Moreover, Em guided a craft activity utilizing symmetric forms to demonstrate the beauty of Navajo art. These sessions are always a blast and interest in them continues to grow!

## PERSONNEL CHANGES

### EMPLOYMENT

Hart, Aaron T. - Transfer from the full-time non-exempt position of Lending Services Clerk in the Lending Services Department to the full-time non-exempt position of Branch Assistant at West Branch effective December 5, 2022.

Respectfully submitted,

Kristi J. Howe

12/14/22 AG

**CIRCULATION**

	November-22	November-21		YTD 2022	YTD 2021	
Print	17,318	19,309	-10.3%	213,966	220,939	-3.2%
A/V	6,156	7,641	-19.4%	72,898	81,288	-10.3%
Misc	339	412	-17.7%	3,668	3,941	-6.9%
Electronic Devices	51	68	-25.0%	669	639	4.7%
<b>TOTAL</b>	<b>23,864</b>	<b>27,430</b>	<b>-13.0%</b>	<b>291,201</b>	<b>306,807</b>	<b>-5.1%</b>

<b>Overdrive</b>	November-22	November-21		YTD 2022	YTD 2021	
E-book	5,901	4,603	28.2%	63,331	54,635	15.9%
E-audiobook	3,506	2,604	34.6%	35,597	35,758	-0.5%
E-Magazines	298	339	-12.1%	3,692	3,559	3.7%
E-video or music	0	0	null	46	90	-48.9%
<b>TOTAL</b>	<b>9,705</b>	<b>13</b>	<b>74553.8%</b>	<b>102,666</b>	<b>94,042</b>	<b>9.2%</b>

<b>Hoopla</b>	November-22	November-21		YTD 2022	YTD 2021	
E-audiobook	1,568	1,575	-0.4%	17,557	16,242	8.1%
Bingepasses	17	0	null	203	0	null
Curiosity Stream	0	0	null	0	0	null
E-Books	748	791	-5.4%	7,987	8,368	-4.6%
E-Comics	146	217	-32.7%	2,451	2,060	19.0%
E-music	189	169	11.8%	1,592	1,496	6.4%
E-video movie	275	207	32.9%	2,176	2,141	1.6%
E-video TV	194	148	31.1%	1,745	4,743	-63.2%
<b>TOTAL</b>	<b>3,137</b>	<b>3,107</b>	<b>1.0%</b>	<b>33,711</b>	<b>35,050</b>	<b>-3.8%</b>

<b>Museum Passes</b>	November-22	YTD 2022
Candles Holocaust Museum and Education Center	2	17
Terre Haute Children's Museum	2	23
Vigo County Historical Society & Museum	1	23

**MATERIALS ADDED TO COLLECTION**

<b>PURCHASED ITEMS</b>	November-22	YTD 2022	<b>DONATED ITEMS</b>	November-22	YTD 2022
Book	832	10,828	Book	0	9
Video	128	2,893	Video	0	0
Video Game	26	404	Video Game	0	0
Music CD	11	47	Music CD	0	0
Audio Book	1	79	Audio Book	0	0
Misc	19	179	Misc	0	0
<b>TOTAL</b>	<b>1,017</b>	<b>14,430</b>	<b>TOTAL</b>	<b>0</b>	<b>9</b>

**NEW ITEMS**

<b>ORDERED</b>	November-22	YTD 2022	<b>RECEIVED</b>	November-22	YTD 2022
Book	654	11,917	Book	962	10830
Video	414	3,289	Video	409	3008
Video Game	9	478	Video Game	62	429
Music CD	15	49	Music CD	2	42
Audio Book	5	116	Audio Book	18	101
Misc	119	365	Misc	69	181
<b>TOTAL</b>	<b>1,216</b>	<b>16,214</b>	<b>TOTAL</b>	<b>1,522</b>	<b>14591</b>

**SERVICES**

	November-22	November-21		YTD 2022	YTD 2021	
Computer Users	3,306	2,934	12.7%	38,649	31,828	21.4%
Subscription Databases	5,782	7,128	-18.9%	88,619	122,376	-27.6%
ILL provided to other Libraries	218	192	13.5%	2,105	2,356	-10.7%
ILL received from other Libraries	69	220	-68.6%	1,502	2,712	-44.6%
Web Site Visits	13,593	16,414	-17.2%	210,200	182,016	15.5%
Mobile App Visits	450	550	-18.2%	5,436	5,557	-2.2%

	November-22	November-21		YTD 2022	YTD 2021	
Adult material deliveries	26	30	-13.3%	282	327	-13.8%
Youth material deliveries	21	19	10.5%	186	208	-10.6%
<b>TOTAL</b>	<b>47</b>	<b>49</b>	<b>-4.1%</b>	<b>468</b>	<b>535</b>	<b>-12.5%</b>

	November-22	November-21		YTD 2022	YTD 2021	
Reference [fact-finding]	2,718	2,586	5.1%	35,628	30,200	18.0%

<b>TAKE &amp; MAKE KITS DISTRIBUTED</b>	November-22	November-21	
Early Literacy (ISL: 0-5 yrs)	48	0	null
Children (ISL: 6-11 yrs)	45	22	104.5%
Teens (ISL: 12-18yrs)	30	10	200.0%
Adults (ISL: 19 + yrs)	19	0	null
General (all ages)	0	0	null
<b>TOTAL</b>	<b>142</b>	<b>32</b>	<b>343.8%</b>

<b>ON-SITE PROGRAMS</b>	November-22	November-21	
Early Literacy (ISL: 0-5 yrs)	12	0	null
Children (ISL: 6-11 yrs)	9	26	-65.4%
Teens (ISL: 12-18yrs)	7	1	600.0%
Adults (ISL: 19 + yrs)	9	4	125.0%
General (all ages)	17	2	750.0%
<b>TOTAL</b>	<b>54</b>	<b>33</b>	<b>63.6%</b>

<b>ON-SITE PROGRAM ATTENDANCE</b>	November-22	November-21	
Early Literacy (ISL: 0-5 yrs)	96	0	null
Children (ISL: 6-11 yrs)	515	400	28.8%
Teens (ISL: 12-18yrs)	13	1	1200.0%
Adults (ISL: 19 + yrs)	413	214	93.0%
General (all ages)	231	22	950.0%
<b>TOTAL</b>	<b>1,268</b>	<b>637</b>	<b>99.1%</b>

<b>OFF-SITE PROGRAMS</b>	November-22	November-21	
Early Literacy (ISL: 0-5 yrs)	1	0	null
Children (ISL: 6-11 yrs)	3	0	null
Teens (ISL: 12-18yrs)	2	0	null
Adults (ISL: 19 + yrs)	4	2	100.0%
General (all ages)	0	0	null
Participation in Community Events	1	1	0.0%
<b>TOTAL</b>	<b>11</b>	<b>3</b>	<b>266.7%</b>

<b>OFF-SITE ATTENDANCE</b>	November-22	November-21	
Early Literacy attendance	4	0	null
Youth outreach attendance	6	0	null
Teen outreach attendance	8	0	null
Adult outreach attendance	91	78	16.7%
Family outreach attendance	0	320	null
Community Events Interactions	50	55	-9.1%
<b>TOTAL</b>	<b>159</b>	<b>133</b>	<b>19.5%</b>

**VIGO COUNTY PUBLIC LIBRARY**

**RESOLUTION ON 2023 WAGES, FULL AND PART TIME  
WAGE RANGES AND BENEFITS**

The Vigo County Public Library (VCPL) Board of Trustees hereby certifies the acceptance of 2023 wages, full and part-time wage ranges by position classification, and benefits, a copy of which is attached to this Resolution. Positions outlined in the attachment represent current VCPL staffing levels and may change in effect from time to time at the discretion of Library Administration. This Resolution is subject to change by the Board of Trustees for appropriate, unforeseen causes. VCPL employees are employed at will and compensation may be changed at any time for budgetary reasons. Payment of all wages is dependent upon the certification of a tax rate insuring the collection of adequate funds to meet payroll obligations.

**ADOPTED this 19<sup>th</sup> day of December, 2022**

**AYE**

**NAY**

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## VIGO COUNTY PUBLIC LIBRARY 2023 WAGES AND BENEFITS

Vigo County Public Library (VCPL) provides equal employment opportunities to all employees and applicants for employment without regard to race, color, national origin, citizenship, genetic information, religion, age, marital status, pregnancy, nursing mother status, any disability including physical, mental or sensory disability, sex, sexual orientation, gender identity or expression, and military or veteran status.

The VCPL Equal Employment Opportunity Policy applies to all terms and conditions of employment, including, but not limited to, recruitment, selection, training, hiring, promotion, termination, transfer, leaves of absence, compensation, or any other personnel action.

VCPL complies with all applicable federal, state, and local laws governing nondiscrimination in employment and fills positions by selecting from among all applicants without discrimination the person who is best suited to the job, and hires at the lowest wage that is fair and equitable.

### **1. Wages**

Detailed wage ranges for each class and position are outlined in the Wage Range tables located within this document. Wage ranges for 2023 have been adjusted to reflect increasing cost of living and wage trends and Administration recommends adjusting the ranges with an increase of at least 1% in subsequent calendar years.

### **2. Performance Increases for Staff:**

**Full-time Staff:** Exempt and non-exempt full-time employees in all job classes may be granted a wage increase for satisfactory job performance based on the guidelines set forth in the Performance Review Process payable in twenty-six (26) pay periods beginning with the January 6, 2023 pay date. Eligible job performance increases will be based on the following formula:

- **2,000 annualized wage increase for exempt and non-exempt full-time employees with an annualized wage of less than \$50,000**
- **4.0% annualized wage increase for exempt and non-exempt full-time employees with an annualized wage of 50,000 or more**

**Part-Time Staff:** Part-time employees will receive a **96 cents** per hour wage increase which is equivalent to the per hour increase for full-time employees receiving an annualized \$2,000 increase.

**Wage Ranges:** Employees who reach the maximum base wage compensation level for their job class are subject to wage caps as outlined annually in the Wage Ranges and Benefits Resolution. Those employees will not receive a wage increase that exceeds the established cap for their job class, but instead will receive a one-time payment in an amount that is up to the equivalent of the approved increase, on the January 6, 2023 pay date. The one-time payment will not be added to the employee's base wage.

**Other Increases or Adjustments:** A wage increase of up to \$1,500 may be applied to the base annualized wage for employees completing an educational or certification program mandated for them by the library, or to employees permanently transferring to positions with greater responsibility. A one-time payment of up to \$1,500 may be awarded to employees temporarily assuming greater responsibilities and such payments will not be applied to employee base wages. Subject to increases in job class wage ranges and or issues of internal equity, employees may be eligible for a wage adjustment to ensure all employees are appropriately compensated within the classification ranges.

### **Pay Periods**

A pay period is defined as two (2) consecutive workweeks consisting of fourteen (14) calendar days with the workweek beginning on Monday and ending on Sunday. There are twenty-six (26) pay periods per calendar year.

Annualized wages for exempt employees are paid on a bi-weekly basis based on the twenty-six (26) pay periods per calendar year. Non-exempt full-time and part-time employees receive bi-weekly earnings in accordance with the number of hours worked and or available accrued and or eligible paid leave taken during the pay period. All employees receive pay for the full pay period that precedes the next payday.

**Payroll Distribution**

VCPL employees are issued payment for wages via electronic direct deposit, unless waived in accordance with the Payroll Administration Policy adopted by the VCPL Board of Trustees.

**Compliance with Fair Labor Standards Act**

All VCPL employees are classified as exempt or non-exempt according to the provisions of the Fair Labor Standards Act (FLSA), and such classification is a part of each job description. Exempt and non-exempt classifications are set forth in the EMPLOYEE CLASSIFICATIONS POLICY adopted by the VCPL Board of Trustees

**Overtime Pay**

All non-exempt employees have the option, when they work more than 40 hours in one workweek, of receiving overtime pay at the rate of 1 and 1/2 times the regular rate of pay, or of being awarded compensatory time off at the rate of 1 and 1/2 hours for each hour of overtime worked (subject to the limitations and conditions required by law and as set forth in the EMPLOYEE CLASSIFICATIONS POLICY as adopted by the VCPL Board of Trustees). Each full-time employee classified as non-exempt must choose an overtime option that will be in effect for the calendar year. The overtime option is chosen upon employment and may only be changed once a year in December to be in effect for the subsequent calendar year.

**Fringe Benefits:**

**Health, Vision, and Dental Insurance:** Participation in the Anthem Preferred Provider Organization (PPO) or High Deductible Health Plan (HDHP) with Health Savings Account (HSA) is optional for employees receiving compensation for an average of thirty (30) or more hours per week, as determined by the Affordable Care Act (ACA). Participation in the Anthem Blue View Vision Plan and or Guardian Dental Plan is optional for all employees receiving compensation for an average of fifteen (15) or more hours per week. Qualifying employees may elect to participate in the Anthem PPO or HDHP with HSA, and/or Anthem Blue View Vision Plan, and or the Guardian Dental Plan for single, children, spouse, and family coverage upon employment, COBRA qualifying event, change to qualifying status, or during an Annual Open Enrollment period. Upon authorization of the employee, the VCPL will deduct the employee portion of the premium for the selected plan(s) from each enrolled employee’s earnings bi-weekly for 24 pay periods in 2023 (not to exceed 2 pays per month) or the premium may be paid directly by check or cash to the Business Office. The remainder of the monthly premium for the plan(s) selected will be paid by the library. The rates outlined in the table below are effective pay date October 14, 2022 through pay date September 29, 2023. The table illustrates the plan types and the enrolled employee bi-weekly cost for each of two pays per month for the designated plans:

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

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

<b>Health – Anthem PPO</b>				
Employee	77.89	155.78	882.85	1038.63
Employee/ Children	150.39	300.78	1579.14	1879.92
Employee/ Spouse	220.60	441.20	2009.99	2451.19
Employee/ Dependents	244.28	488.56	2225.73	2714.29

<b>Health – Anthem HDHP with HSA</b>				
Employee	8.67	17.34	849.99	867.33
Employee/ Children	23.54	47.08	1522.79	1569.87
Employee/ Spouse	51.17	102.34	1944.58	2046.92
Employee/ Dependents	56.66	113.32	2153.31	2266.63

**Open Enrollment:** Open Enrollment for the VCPL’s Group Health Plan which includes health, vision, and dental coverage will take place September 1, 2023 through September 30, 2023, with date of coverage to begin effective October 1, 2023. Subsequent to the Open Enrollment period VCPL employees cannot elect coverage or add children and/or a spouse to the VCPL health, dental, and vision plans unless the employee qualifies under a COBRA qualified event, or changes to qualifying status.

**Life Insurance:** VCPL provides life insurance equal to the annualized wage for full-time employees in job classes 1-7 at no cost to the employee. The life insurance plan also includes \$10,000 life insurance coverage for eligible spouses and \$5,000 life insurance coverage for eligible children.

**Long Term Disability Insurance:** VCPL provides a long term (income protection) disability insurance plan for full-time employees in job classes 1-7 at no cost to the employee. The plan provides for the payment of 60% of a covered employee’s annualized wage in the event of a covered disability after a 90-day elimination period.

**Employee Assistance Plan:** VCPL provides an Employee Assistance Plan (EAP) for all full-time and part-time staff at no cost to the employee. The plan provides up to five (5) no-cost confidential counseling sessions per calendar year to the covered employee, spouse, domestic partner, child (natural and adopted), step-child, or a child living in the home under guardianship. EAP counseling services are offered for personal, marital/relationship, grief, stress, communication, financial, work related matters, and drug/alcohol problems.

**Optional Other Insurances:** Upon employment, during an Annual Open Enrollment period, or due to a qualifying event, all full-time and part-time employees have the option of purchasing short term disability insurance, cancer, and other available products at their own expense through Aflac insurance company. Employees also have the option of purchasing voluntary life insurance through the Boston Mutual insurance company during an Open Enrollment period. Premiums for Aflac and Boston Mutual optional insurance coverage are payroll deducted upon employee authorization.

### **Staff Travel Reimbursement**

Employees who use their own personal vehicle to engage in travel for library purposes will be reimbursed for mileage at the State of Indiana approved mileage rate.

### **Social Security Tax**

VCPL pays the mandated employer's percentage of Social Security and Medicare tax based on each employee's wages in accordance with federal regulations. The mandated employee percentage of Social Security and Medicare tax based on the employee's wages is payroll deducted by VCPL in accordance with federal regulations.

### **Retirement**

VCPL pays both the employer and employee contributions to the Indiana Public Retirement System (INPRS) account for each full-time employee, with **11.2%** of earnings the employer portion and **3.0%** of earnings the employee portion. All full-time exempt and non-exempt positions in job classes 1-7 are classified as Indiana Public Retirement System covered positions and employees working in those positions are INPRS plan participants.

### **Vacation Leave**

Vacation leave for full-time and part-time employees is accrued according to guidelines outlined in the VACATION LEAVE POLICY FOR EXEMPT EMPLOYEES and the VACATION LEAVE POLICY FOR NON-EXEMPT EMPLOYEES as adopted by the VCPL Board of Trustees.

### **Sick Leave**

Sick leave for exempt and non-exempt full-time and part-time employees is accrued according to guidelines outlined in the SICK LEAVE POLICY as adopted by the VCPL Board of Trustees.

### **Holidays**

VCPL provides paid time off to full-time and part-time employees for holidays according to the guidelines outlined in the HOLIDAYS POLICY as adopted by the VCPL Board of Trustees.

### **Staff Development**

VCPL provides support for staff development in accordance with the STAFF DEVELOPMENT POLICY as adopted by the VCPL Board of Trustees. VCPL support for staff development delivers benefits to the employee, the library, and the public and is a key element for VCPL in unlocking potential, recruiting and retaining talent, and maintaining organizational vitality.

### **Bereavement Leave**

Leave of absence with pay is allowed in the event of the death of an employee's immediate family member according to the guidelines outlined in the BEREAVEMENT LEAVE POLICY as adopted by the VCPL Board of Trustees. Part-time employees will be credited for the number of hours for which they were scheduled to work during the bereavement leave.

### **Family and Medical Leave Act**

Family and Medical Leave (FMLA) is provided to eligible employees according to the FAMILY AND MEDICAL LEAVE ACT POLICY adopted by the VCPL Board of Trustees.

### **Indiana Military Family Leave Act**

Indiana Military Family Leave is provided to eligible employees according to the INDIANA MILITARY FAMILY LEAVE ACT POLICY adopted by the VCPL Board of Trustees.

### **Uniformed Services Employment and Reemployment Rights Act (USERRA)**

Military Leave is provided to eligible employees according to the MILITARY LEAVE POLICY adopted by the VCPL Board of Trustees.

**Prospective Employee Interview and Moving Expense Reimbursement**

VCPL may reimburse prospective candidates for professional or administrative vacancies for interview and moving expenses according to guidelines outlined in the PROSPECTIVE EMPLOYEE POLICY.

**Unemployment Compensation**

VCPL reimburses the Indiana Workforce Development Office (Department of Employment and Training Services) as billed for unemployment claims.

**Worker's Compensation**

VCPL provides worker's compensation insurance for accident or injury on the job in accordance with regulations of the Industrial Board of Indiana.

**Indiana Deferred Compensation Plan**

VCPL is a member of the Indiana Deferred Compensation Plan and makes the employee authorized payroll deduction for full-time and part-time employees who choose to participate in the plan as outlined in the Indiana Deferred Compensation Plan resolution adopted by the VCPL Board of Trustees.

**Wellness Floating Holiday**

All full-time and part-time employees that participate in the VCPL Wellness Program and meet eligibility requirements within the calendar year will be eligible for one (1) wellness floating holiday, to be taken by June 30th of the subsequent year.

**VIGO COUNTY PUBLIC LIBRARY  
2023 WAGE RANGES  
FULL AND PART TIME EMPLOYEES**

CLASS	WAGE RANGE	POSITION	QUALIFICATIONS	INDIANA CERTIFICATION	WAGE INCREASE
1 Full-Time Exempt	\$87,138- \$138,395  (\$3,351.46- \$5,322.88 bi-weekly)	<ul style="list-style-type: none"> <li>Executive Director</li> </ul>	ALA accredited MLS: 8 or more years professional experience; 6 years administrative duties	<b>Indiana Librarian Certification</b> – Director- - Level 1 (ALA accredited MLS degree or equivalent with 10 years of professional library experience or 6 years of professional experience including 3 years of supervisory experience—100 LEUs every 5 years)	<ul style="list-style-type: none"> <li><b>4.0% annual wage increase</b> as approved by the VCPL Board of Trustees</li> </ul>
2 Full-Time Exempt	\$57,855- \$98,455  (\$2,225.19- \$3,786.73 bi-weekly)	<ul style="list-style-type: none"> <li>Director of Human Resources *</li> <li>Director of Public Services</li> <li>Director of Support Services *</li> <li>Director of Technology and Special Services</li> </ul>	ALA accredited MLS for Administrative Librarian positions, Master’s or Bachelor’s Degree for Non-Librarian positions: 8 or more years professional experience; 3 years administrative duties	<b>Indiana Librarian Certification</b> – Department or Branch Head—Level 4 (Bachelor’s degree from an accredited college or university, including 15 semester hours of required library science courses—75 LEUs every 5 years)  *No Indiana Librarian Certification Required	<ul style="list-style-type: none"> <li><b>4.0% annual wage increase for salaried employees with an annualized wage of \$50,000 or more</b>, contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process</li> </ul>
3 Full and Part- Time Non- Exempt	\$47,705- \$78,155  (\$22.94- \$37.57 per hour)	<ul style="list-style-type: none"> <li>Adult Services Manager</li> <li>Business Manager *</li> <li>Facilities Manager *</li> <li>Human Resources/Administrative Support Specialist * (Part-time)</li> <li>Lending Services Manager *</li> <li>Library Experience Manager *</li> <li>Network Administrator/ISTS Manager *</li> <li>Program and Event Manager</li> <li>Special Collections Manager</li> <li>Strategic Communications Manager *</li> <li>Tech Team Manager</li> <li>Technical Services Manager</li> <li>West Branch Manager</li> <li>Youth Services Manager</li> </ul>	<p><b>MLS Managers:</b> ALA accredited MLS: 3 or more years of professional experience; administrative/management experience</p> <p><b>Non-MLS Managers:</b> Bachelor’s degree or at least 60 hours of college or Associate’s degree and specialized training and experience related to the position</p>	<b>Indiana Librarian Certification</b> – Department or Branch Head -- Level 4 (Bachelor’s degree from an accredited college or university, including 15 semester hours of required library science courses—75 LEUs every 5 years)  *No Indiana Librarian Certification Required	<ul style="list-style-type: none"> <li><b>\$2,000.00 annual wage increase<sup>39</sup> for full-time employees with an annualized wage of less than \$50,000,</b></li> <li><b>4.0% annual wage increase for full-time employees with an annualized wage of \$50,000 or more</b></li> <li><b>96 cents per hour wage increase for part-time employees</b></li> <li>All wage increases are contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process</li> </ul>

**VIGO COUNTY PUBLIC LIBRARY  
2023 WAGE RANGES  
FULL AND PART TIME EMPLOYEES**

<b>CLASS</b>	<b>WAGE RANGE</b>	<b>POSITION</b>	<b>QUALIFICATIONS</b>	<b>INDIANA CERTIFICATION</b>	<b>WAGE INCREASE</b>
4 Full and Part-Time Non-Exempt	\$39,585-\$70,035  (\$19.03-\$33.67 per hour)	<ul style="list-style-type: none"> <li>• Administrative Assistant *</li> <li>• Adult Services Librarian (4)</li> <li>• Collection Development Librarian (2)</li> <li>• Human Resources Development Librarian</li> <li>• Special Collections Librarian (2)</li> <li>• West Branch Librarian</li> <li>• Youth Services Librarian (3)</li> </ul>	<p><b>MLS Positions:</b> ALA accredited MLS; special preparation and/ or experience in type of work may be required for position</p> <p><b>Non MLS Position:</b> Bachelor's degree or at least 60 hours of college or Associate's degree, and specialized training or experience related to the position.</p>	<p><b>Indiana Librarian Certification –</b> Professional Assistant -- Level 5 (60 hours of college or associates degree and 9 semester hours of required library science courses—50 LEUs every 5 years)</p> <p>*No Indiana Librarian Certification Required</p>	<ul style="list-style-type: none"> <li>• <b>\$2,000.00 annual wage increase for full-time employees with an annualized wage of less than \$50,000</b></li> <li>• <b>4.0% annual wage increase for full-time employees with an annualized wage of \$50,000 or more</b></li> <li>• <b>96 cents per hour wage increase for part-time employees</b></li> <li>• All wage increases are contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process</li> </ul>
5 Full and Part-Time Non-Exempt	\$34,003-\$55,825  (\$16.35-\$26.84 per hour)	<ul style="list-style-type: none"> <li>• Adult Services Assistant Librarian (4)</li> <li>• Tech Training Assistant Librarian (3)</li> <li>• Youth Services Assistant Librarian (3)</li> </ul>	<p>Bachelor's degree or at least 60 hours of college or Associate's degree, and specialized training or experience related to the position.</p>	<p><b>Indiana Librarian Certification –</b> Professional Assistant -- Level 5 (60 hours of college or associates degree and 9 semester hours of required library science courses—50 LEUs every 5 years)</p>	<ul style="list-style-type: none"> <li>• <b>\$2,000.00 annual wage increase<sup>40</sup> for full-time employees with an annualized wage of less than \$50,000</b></li> <li>• <b>4.0% annual wage increase for full-time employees with an annualized wage of \$50,000 or more</b></li> <li>• <b>96 cents per hour wage increase for part-time employees</b></li> <li>• All wage increases are contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process</li> </ul>

**VIGO COUNTY PUBLIC LIBRARY  
2023 WAGE RANGES  
FULL AND PART TIME EMPLOYEES**

<b>CLASS</b>	<b>WAGE RANGE</b>	<b>POSITION</b>	<b>QUALIFICATIONS</b>	<b>INDIANA CERTIFICATION</b>	<b>WAGE INCREASE</b>
6 Full and Part-Time Non-Exempt	\$32,988-\$55,825  (\$15.86-\$26.84 per hour)	<ul style="list-style-type: none"> <li>• Accounting/Purchasing Technician</li> <li>• Payroll Technician</li> <li>• Acquisitions Technician (2)</li> <li>• Cataloging Technician *</li> <li>• Cataloging Technician-Lending Services Clerk *</li> <li>• Content Specialist</li> <li>• Creative Design Specialist</li> <li>• Digital Marketing Specialist</li> <li>• Information Systems Technician (2)</li> <li>• Program and Event Specialist *</li> <li>• Program and Event Specialist * (part-time)</li> <li>• Technical Services Technician</li> </ul>	Bachelor's degree or at least 60 hours of college or Associate's degree, and specialized training or experience related to the position.	* <b>Indiana Librarian Certification</b> – Professional Assistant -- Level 5 (60 hours of college or associates degree and 9 semester hours of required library science courses—50 LEUs every 5 years)	<ul style="list-style-type: none"> <li>• <b>\$2,000.00 annual wage increase for full-time employees with an annualized wage of less than \$50,000</b></li> <li>• <b>4.0% annual wage increase for full-time employees with an annualized wage of \$50,000 or more</b></li> <li>• <b>96 cents per hour wage increase for part-time employees</b></li> <li>• All wage increases are contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process</li> </ul> <p style="text-align: right;">41</p>
7 Full and Part-Time Non-Exempt	\$29,435-\$50,750  (\$14.15-\$24.40 per hour)	<ul style="list-style-type: none"> <li>• Adult Services Assistant</li> <li>• Lending Services Clerk (8)</li> <li>• Lending Services Clerk (2 Part-time)</li> <li>• Maintenance Assistant (2)</li> <li>• Maintenance Assistant (2 Part-time)</li> <li>• Maintenance Assistant &amp; Groundskeeper (2)</li> <li>• Maintenance Technician</li> <li>• Special Collections Clerk (2)</li> <li>• Tech Team Technician (2)</li> <li>• Tech Team Technician (2 Part-time)</li> <li>• Technical Services Assistant</li> <li>• West Branch Assistant (2)</li> <li>• West Branch Maintenance Assistant</li> <li>• Youth Services Assistant (2)</li> </ul>	High School diploma; specialized training and/or related work experience	N/A	<ul style="list-style-type: none"> <li>• <b>\$2,000.00 annual wage increase for full-time employees with an annualized wage of less than \$50,000</b></li> <li>• <b>4.0% annual wage increase for full-time employees with an annualized wage of \$50,000 or more</b></li> <li>• <b>96 cents per hour wage increase for part-time employees</b></li> <li>• All wage increases are contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process</li> </ul>

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

The Board of Trustees of the Vigo County Public Library at the regular meeting held December 19, 2022, at which a quorum was present, makes the following findings and adopts the following resolution;

**BE IT RESOLVED**

That the equipment and furnishings shown on Exhibit “A” attached hereto are surplus property of the VCPL and are no longer needed for library purposes.

The items of surplus property listed in exhibit “A” are more than one item with an estimated value of less than five thousand dollars (\$5,000).

The Executive Director of the VCPL is hereby authorized to sell, transfer, demolish, or junk the surplus items on behalf of the VCPL at a public or private sale without advertising pursuant to I.C. 5-22-22-6 or as worthless property pursuant to I.C. 5-22-22-8.

**ADOPTED THIS 19th DAY OF DECEMBER, 2022.**

**AYE**

**NAY**

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## **EXHIBIT “A”**

### **VIGO COUNTY PUBLIC LIBRARY**

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

- Computer Tables (2)
- AMH bins (5)
- AV Drop Box Bins (2)
- Board Tables (5)
- Cart for Chairs
- Rolling Metal Cabinet
- IPAD
- LED Strip light
- 3-D Mirascope
- Samsung Galaxy Note 10 phone
- 10 port USB Smart Charging Stations (4)
- Tin Can Robot Kit
- Armorbox Kido iPad cases (16)
- Samsung TV Camera
- Flypower Switching adapters (4)
- Asus Laptop

**12/19/2022**

**Resolution to Transfer Funds between Major Categories  
Within the Library Operating Fund  
Vigo County Public Library**

**WHEREAS**, funds are needed for the renovation of the new 12 Points Library Branch, certain existing appropriations in the Library Operating Fund now need to be transferred from one major category to another;

**WHEREAS**, said transfer will not require the expenditure of more money than the total amount approved for the Library Operating Fund budget in 2022;

**NOW THEREFORE BE IT RESOLVED**, that the following transfers be immediately made within the Library Operating Fund.

Transfer <b>from</b> Operating Fund:	Transfer <b>to</b> Operating Fund:
Category: Benefits            \$50,000	Category: Services
Supplies                        \$70,000	<i>Subcategory: Buildings/Structures Repair</i>
Capital Outlays <u>\$195,000</u>	_____
<b>\$315,000</b>	<b>\$315,000</b>

**DULY ADOPTED** by the Board of Trustees of the Vigo County Public Library at its regular meeting held on the 19<sup>th</sup> day of December, 2022, at which meeting a quorum was present.

NAY	AYE
_____	_____
_____	_____
_____	_____
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ATTEST:

\_\_\_\_\_

Secretary

## **COMPUTER, INTERNET, AND WIRELESS ACCESS USE POLICY**

The Vigo County Public Library provides access to computers and the internet as part of its mission to create an environment of opportunity with availability of resources in a variety of formats. While the ability to utilize digital technology and access the internet provides a wealth of resources that are personally, professionally, and culturally enriching to individuals, the internet is an unregulated medium that enables access to content that may be inaccurate, offensive, disturbing, and possibly illegal.

### **Filtering**

As required by the Children's Internet Protection Act (CIPA), and in order to remain eligible for certain federal funding, the VCPL implements a technology protection measure (TPM) that filters internet content accessed via all VCPL computers and networks. The TPM serves as a safeguard against access to visual depictions that are (1) obscene, (2) contain child pornography, or (3) are harmful to minors (defined as any person younger than 17 years of age), however, it should not be perceived to guarantee that all such depictions will be blocked.

While the TPM inhibits access to content that violates CIPA and is not generally acceptable in a public library, it is technically impossible to guarantee that the TPM will be error free. The Vigo County Public Library is not responsible for the unintentional inclusion of prohibited content or the exclusion of legitimate content that may be the result of TPM software limitations. An authorized staff member may disable the TPM, upon request by a user 17 years of age or older, to allow unrestricted access for research or any other lawful purpose. The TPM cannot be disabled on the Library's wireless network. The Children's Internet Protection Act (CIPA) does not allow disabling internet filtering software for minors under any circumstances.

### **Responsibility of Users**

With the freedom and privilege to access computer networks and internet resources comes the responsibility to use them in a responsible and ethical manner that includes, but is not limited to, the following:

- Using resources for educational, informational, and recreational purposes and not for unauthorized, illegal, or unethical purposes.
- Respecting the privacy of others by not misrepresenting oneself as another user, by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system or damaging or altering software components of any network or database.
- Making only authorized copies of copyrighted or licensed software or data.
- Refraining from the display of images or materials that may be offensive to other customers or library staff, whether using filtered or unfiltered internet access, or accessing files from a portable device. Users must be aware of and respect the rights of others in the library. The Vigo County Public Library recognizes and supports federal laws pertaining to information access and is obligated to comply with laws pertaining to exposure to certain explicit images and materials.

### **Access by Minors and Internet Safety**

The Vigo County Public Library upholds and affirms the right and responsibility of parents to determine and monitor their children's use of library materials and resources, including those available through the internet. The Vigo County Public Library encourages parents and guardians to work closely with their children in accessing online resources and services and selecting resources that are consistent with personal and family values.

In compliance with the Neighborhood Children's Internet Protection Act (N-CIPA) and in order to provide reasonable protective measures for minors (defined as under the age of 17), the VCPL:

- Utilizes a TPM to filter internet content accessed via VCPL computers and networks and inhibits access by minors to content that is obscene, illegal, or harmful to minors.
- Develops and maintains appropriate websites and online resources for children and teens.
- Prohibits minors from use of library computer equipment or internet access to engage in unauthorized access, including hacking and other unlawful activities online.
- Provides information for parents and minors regarding safe internet use practices including:
  - Following safety and security guidelines when using electronic mail, chat rooms, social media sites, and other forms of direct electronic communications.
  - Preventing the unauthorized disclosure, use, and dissemination of personal information regarding minors.
  - Providing access to online safety resources such as Netsmartz Safety Tips ([www.netsmartz.org](http://www.netsmartz.org))

### **Wireless Access**

As an extension of the VCPL network, wireless access is available at all library locations for customers to use with their own wireless devices or with library wireless devices. All rules, regulations, and principles contained within this policy are applicable to the use of the wireless network. The VCPL makes no guarantees as to compatibility of customer owned devices with the library's wireless network, nor as to reliability or security of connections to the network or to the internet. Information transmitted via public wireless networks can be intercepted and should not be considered secure. Customers should utilize up-to-date virus protection, personal firewalls, and other security measures to protect devices from viruses and hackers. The VCPL assumes no responsibility for the safety of customer devices, device configurations, security, or data files resulting from connection to the Library's wireless network, nor liability for damages to hardware, software or data.

### **Policy Enforcement and Limits of Liability**

The Vigo County Public Library retains the right to determine appropriate use of Library computer and network resources for the purpose of enforcing this policy. Users who violate the policy or refuse to abide by instructions of Library staff may be suspended from the use of computer and network resources or have Library privileges revoked.

The VCPL assumes no liability for any loss or damage to users' data or devices, nor for any personal damage or injury incurred as a result of using VCPL computer or network resources. This includes damage or injury sustained from invasions of the user's privacy.

Complaints regarding the application of these policies should be brought to the attention of Library Administration for investigation.