

A G E N D A

REGULAR MEETING VIGO COUNTY PUBLIC LIBRARY Monday, December 21, 2020, 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 November 16, 2020, Regular Meeting** 2
4. **Treasurer's Report**
 - A. Monthly Financial Statement 5
 - B. Claims and Payroll 6
 - C. Special Claims
 - D. Gift Fund Report 20
5. **Reports to the Library Board**
6. **Director's Report** 21
7. **Old Business**
8. **New Business**
 - A. VCPL Director Evaluation Report
 - B. Annual Policy Review
 - 1) Policy Manual: Computer, Internet, and Wireless Access Use Policy 25
 - C. Resolution on 2021 Wages, Full and Part-Time Wage Ranges and Benefits 27
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Meeting:** Regular Meeting, Tuesday, **January 19, 2021** at 5:30 p.m., Main Library.
Board of Finance meeting convenes immediately following the regular meeting.
11. **Adjournment**

At the Regular Meeting of the Vigo County Public Library Board at the Vigo County Public Library, One Library Square with a Virtual Teleconference option, at 5:30 p.m. on the 16th day of November 2020, the following persons were present:

Library Board: Terry W. Jones, President; and Sister Dorothy Rasche. Present Via Zoom: Olivia K. Goulding, Vice President (*joined via zoom at 5:52 p.m.*); Valentine K. Muyumba, Secretary; Christi A. Fenton; and Jamie Young (*disconnected for approximately 1 minute at 5:50 p.m.*).

Library Staff: Kristi Howe; Dennis Shepard; Amy Gibson; Heather Rayl; Lauren Elyea; Rob Fox; Cindy Bhatti; and Susan Jakaitis. Present via Zoom: Seth James; and Carey LaBella.

Others: Daljeet Bhatti.

PUBLIC INPUT ON ACTION ITEMS

No public input.

CONSIDERATION OF REGULAR MEETING MINUTES

A motion to approve the minutes of the October 19, 2020, regular meeting, made by Muyumba, seconded by Fenton, passed.

Roll Call: Mr. Jones - aye, Mrs. Goulding - absent, Mrs. Muyumba - aye, Dr. Fenton - aye, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - absent. Motion passed.

TREASURER'S REPORT

Monthly Cash Statement

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

Claims and Payroll

Mr. Shepard presented the Month End Claims dated October 30, 2020 in the amount of \$68,073.91 (Library Operating, \$66,835.50; Gift Fund \$523.97; Grants \$714.44); Library Operating Claims dated November 16, 2020, in the amount of \$99,857.13 (Library Operating Fund, \$98,266.17; Gift Fund, \$50.00; Grants, \$1,540.96. (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

Gift Fund Report

Mr. Shepard presented the Gift Fund report dated October 31, 2020 for \$66,348.01.

Approval of Treasurer's Report

A motion to approve the Treasurer's Report, made by Young, seconded by Sister Dorothy, passed. Roll Call: Mr. Jones - aye, Mrs. Goulding - absent, Mrs. Muyumba - aye, Dr. Fenton - aye, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - absent. 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 noted that VCPL cancelled the Winter Staff Institute due to the rise in positive COVID-19 cases throughout the county/state. VCPL will explore a virtual celebration to recognize staff milestones and invite retirees.

Ms. Howe provided details on voting day. Lines were shorter than in the past, but this was anticipated given the increase of mail-in and early voting. Positive feedback was received throughout the day.

Ms. Howe discussed the impact of VCPL staff absences due to illness, quarantine orders, and e-learning, and applauded the staff for being flexible and accommodating.

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

OLD BUSINESS

There was no old business.

NEW BUSINESS

Library Director Evaluation

Mr. Jones requested volunteers to meet with the Library Director to discuss her performance and organizational challenges/successes in 2020. These volunteers will then bring information to the full Board for formal action. Mr. Jones, Mrs. Goulding, and Dr. Fenton volunteered.

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

No suggestions.

NEXT MEETING

Regular Meeting, **Monday, December 21, 2020**, 5:30 p.m., Main Library.

ADJOURNMENT

A motion to adjourn the meeting, made by Young, seconded by Fenton. The meeting adjourned at 5:55 p.m. Roll Call: Mr. Jones - aye, Mrs. Goulding - aye, Mrs. Muyumba - aye, Dr. Fenton - aye, Mr. Young - aye, Sister Dorothy - aye, Mr. Pigg - absent. Motion passed.

Terry W. Jones, President

Olivia K. Goulding, Vice President

Valentine K. Muyumba, Secretary

Christi A. Fenton, Board Member

James M. Young, Board Member

Sister Dorothy Rasche, Board Member

ABSENT

Daniel I. Pigg, Board Member

12/14/20 AG

Vigo County Public Library

Cash Statement
 Vigo County Public Library
 November 2020

Account Title Number	Beginning MTD Balance YTD Balance	MTD Debits YTD Debits	MTD Credits YTD Credits	Ending Balance	MTD Change YTD Change
Cash-Pay Control 00-00-1010	1,957.98 1,480.58	66,120.21 785,942.74	66,726.59 786,071.72	1,351.60	(606.38) (128.98)
Cash Library Operating Fund 01-01-1010	3,085,864.94 4,474,863.46	94,921.97 3,942,164.42	497,895.19 5,734,136.16	2,682,891.72	(402,973.22) (1,791,971.74)
Cash Gift Fund 02-00-1010	66,348.01 83,082.22	254.73 9,847.54	2,692.66 29,019.68	63,910.08	(2,437.93) (19,172.14)
Cash Public Library Access Car 03-00-1010	0.00 65.00	65.00 65.00	0.00 65.00	65.00	65.00 0.00
Cash Excess Levy 06-00-1010	7,275.05 7,275.05	0.00 0.00	0.00 0.00	7,275.05	0.00 0.00
Cash Grants 09-00-1010	(11,031.17) (14,668.06)	0.00 108,788.63	1,540.96 106,692.70	(12,572.13)	(1,540.96) 2,095.93
Cash Rainy Day Fund 11-00-1010	1,748,249.16 1,748,249.16	0.00 0.00	0.00 0.00	1,748,249.16	0.00 0.00
Cash Debt Service Fund 18-00-1010	14,739.63 239,871.73	3,083.33 201,762.94	0.00 423,811.71	17,822.96	3,083.33 (222,048.77)

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
18717	AO WELLNESS CENTER	02	<i>Check</i>	1,180.00	56466	EMPLOYEE WELLNESS INITIATIVE
						Total Count: 1 Total Amount: 1,180.00
18721	ADP INC - AUTOPAY II	01	<i>ACH</i>	917.65	4990	PAYROLL SERVICES/WORKFORCE NOW
18715	AMAZON.COM LLC	01	<i>ACH</i>	9.99	4991	CALENDAR ORDER
18716	AMAZON.COM LLC	01	<i>ACH</i>	3.63	4992	CALENDAR ORDER
18718	AMAZON.COM LLC	01	<i>ACH</i>	304.82	4993	DVD/VIDEO MATERIAL
18719	AMAZON.COM LLC	01	<i>ACH</i>	170.01	4994	YS CIRC MATERIAL
18726	AMAZON.COM LLC	01	<i>ACH</i>	9.99	4995	CALENDAR ORDER
18737	AMAZON.COM LLC	01	<i>ACH</i>	421.36	4996	DVD/VIDEO MATERIAL
18740	AMAZON.COM LLC	01	<i>ACH</i>	124.84	4997	CIRC PRINT MATERIAL
18741	AMAZON.COM LLC	01	<i>ACH</i>	23.49	4998	DVD/VIDEO MATERIAL
18742	AMAZON.COM LLC	01	<i>ACH</i>	551.00	4999	DVD/VIDEO MATERIAL
18753	AMAZON.COM LLC	01	<i>ACH</i>	113.38	5000	YS CIRC MATERIAL
18757	AMAZON.COM LLC	01	<i>ACH</i>	423.97	5001	ITEMS FOR KITS IN JANUARY
18768	AMAZON.COM LLC	01	<i>ACH</i>	199.47	5002	WONDERBOX AND KIT SUPPLIES
18739	BAKER & TAYLOR INC	01	<i>ACH</i>	9,868.71	5003	YS MAT, CIRC PRINT MAT, REF PRINT M
18735	BOOK DEPOT	01	<i>ACH</i>	322.62	5004	SUSTAINABLE GIFT WRAPPING BOOKS
18751	E-Z CLEAN INC	01	<i>ACH</i>	16.98	5005	HAND SANITIZER
18752	E-Z CLEAN INC	01	<i>ACH</i>	607.43	5006	CLEANING SUPPLIES
				6		

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*18748	EBSCO INFORMATION SERVICE	01	ACH	27.13	5007	NEWSPAPERS
18745	GALE/CENGAGE LEARNING	01	ACH	809.68	5008	CIRC PRINT MATERIAL
*18732	HOWE*KRISTI	01	ACH	70.28	5009	MASK FABRIC REIMBURSEMENT
*18714	INDIANA LIBRARY FEDERATION	01	ACH	2,000.00	5010	ILF CONFERENCE
18749	MIDWEST TAPE	01	ACH	5,532.96	5011	DVD/VIDEO MAT, AUDIO RECORDED MU
						Total Count: 22
						Total Amount: 22,529.39
18720	CARRIER CORPORATION	01	E-pay	702.50	7322	CHILLER REPAIR
18724	CINTAS CORPORATION	01	E-pay	54.79	7323	MAIN CABINET SERVICE
18727	ULINE	01	E-pay	40.17	7324	#2 BUBBLE MAILER
18728	NEXSTAR BROADCASTING	01	E-pay	100.00	7325	VOTE VIGO PROMO
18729	NEXSTAR BROADCASTING	01	E-pay	30.00	7326	VOTE VIGO PROMO
18730	NEXSTAR BROADCASTING	01	E-pay	330.00	7327	VOTE VIGO PROMO
18731	LARGE INK, LLC	02	E-pay	68.17	7328	BANNER FOR CHRISTMAS IN THE PARK
*18733	COURTESY CLEANING CENTEF	01	E-pay	21.00	7329	LAUNDERING OF TABLECLOTHS
18734	VECTREN ENERGY DELIVERY	01	E-pay	80.76	7330	WEST GAS SERVICE
18736	JOINK LLC	01	E-pay	275.00	7331	MONTHLY CLOUD BACKUP
*18743	ARAMARK UNIFORM SERVICES	01	E-pay	365.36	7332	MAIN SERVICE
18746	CENTER POINT LARGE PRINT	01	E-pay	492.54	7333	CIRC PRINT MATERIAL
*18747	LAKESHORE LEARNING MATEF	01	E-pay	36.98	7334	YS MATERIAL
*18754	CITY OF TERRE HAUTE SEWAG		E-pay	974.26	7335	MAIN SEWAGE BILLING

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		01				
*18758	COURTESY CLEANING CENTEF	01	<i>E-pay</i>	10.00	7336	LAUNDERING OF YS SUPPLIES
18759	FASTENAL COMPANY	01	<i>E-pay</i>	20.41	7337	BOLTS FOR HVAC STRAINER
18762	SHERWIN-WILLIAMS	01	<i>E-pay</i>	38.01	7338	PARKING LOT PAINT TOUCH-UP
18763	SHERWIN-WILLIAMS	01	<i>E-pay</i>	199.53	7339	PARKING LOT PAINT TOUCH-UP
*18764	ARAMARK UNIFORM SERVICES	01	<i>E-pay</i>	141.80	7340	WEST MAT SERVICE
*18765	INDIANA AMERICAN WATER CC	01	<i>E-pay</i>	378.92	7341	MAIN WATER SERVICE
*18766	INDIANA AMERICAN WATER CC	01	<i>E-pay</i>	19.89	7342	IRRIGATION SERVICE
*18767	REPUBLIC SERVICES OF WEST	01	<i>E-pay</i>	596.70	7343	MAIN TRASH SERVICE
18770	VERIZON - WIRELESS	01	<i>E-pay</i>	205.56	7344	PHONE SERVICE
*18666	VISA CARD SERVICES	01	<i>E-pay</i>	6,230.71	7345	VARIOUS SUPPLIES, TRAVEL, REGISTR.
		01				
		02				
18775	ACTION PEST CONTROL, INC	01	<i>E-pay</i>	285.00	7346	WEST MONTHLY INSPECTION
*18776	ARAMARK UNIFORM SERVICES	01	<i>E-pay</i>	365.36	7347	MAIN SERVICE
18777	CINTAS CORPORATION	01	<i>E-pay</i>	27.29	7348	WEST CABINET SERVICE
18778	OFFICE DEPOT	01	<i>E-pay</i>	172.53	7349	OFFICE SUPPLIES
18692	SAM'S CLUB DIRECT	01	<i>E-pay</i>	315.39	7350	STAFF INSTITUTE DRINKS/SNACKS
		02				
18780	SAFETY SHOE DISTRIBUTORS	01	<i>E-pay</i>	300.00	7351	STEEL TOED BOOTS
18781	SAFETY SHOE DISTRIBUTORS	01	<i>E-pay</i>	299.99	7352	STEEL TOED BOOTS
18782	T-MOBILE USA, INC.	01	<i>E-pay</i>	146.08	7353	WEST HOTSPOT DATA
18783	T-MOBILE USA, INC.	01	<i>E-pay</i>	1,001.95	7354	MAIN HOTSPOT DATA
		01		8		
18528	WALMART	01	<i>E-pay</i>	81.72	7355	VARIOUS SUPPLIES

<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				
18785	PITNEY BOWES		<i>E-pay</i>	97.80	7356	POSTAGE LEASE
		01				
18786	VERIZON - WIRELESS		<i>E-pay</i>	205.56	7357	PHONE SERVICE
		01				
18761	COFFMAN MEDIA, LLC		<i>E-pay</i>	976.00	7358	SIGNAGE LIVE CCTV RENEWAL
		01				

Total Count: **37**
Total Amount: **15,687.73**

<i>Grand Total Fund 01:</i>	36,754.46
<i>Grand Total Fund 02:</i>	2,642.66
<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>	0.00

Grand Total Count:	60
Grand Total Amount:	39,397.12

ACCOUNTS PAYABLE VOUCHER**Vigo County Public Library Terre Haute, Indiana**

Payee 576	Purchase Order No. 201635, 201614, 201651, 201669, 201686, 201718, 201712, 201783, 201625, 201609, 201659, 201660, 201663, 201653, 201792, 201691, 201733
VISA CARD SERVICES CARD SERVICES PO BOX 875852 KANSAS CITY, MO 64187-5852	
Terms E-PAY	
Date Due 11/30/2020	

Invoice Date	Invoice Number	Description (or attach invoice(s))	Amount	
11/2/2020	2420429N100A PM3R3	FACEBOOK - TH TERROR TALES PROMOTION	50	00
10/25/2020	2407314MTS6 XGF550	CARROT-TOP INDUSTRIES - AMERICAN FLAGS FOR WEST BRANCH	56	43
10/29/2020	2449215MYML HK2F1W	ONLINE LABELS - WATER BOTTLE LABELS	146	91
10/31/2020	2490641N032P K4T2Y	HOOTSUITE - SOCIAL MEDIA MANAGEMENT SUBSCRIPTION	348	00
11/3/2020	2420429N3BN F3BWH6	GOOGLE INC - GOOGLE CLOUD - G SUITE	309	28
11/12/2020	7407314NQS6 XHNS3V	CARROT-TOP INDUSTRIES - AMERICAN FLAGS FOR WEST BRANCH - REFUND	-3	69
11/12/2020	2413746NQ5S B737Z6	HOBBY LOBBY - CHRISTMAS IN THE PARK SUPPLIES	127	70
11/12/2020	2444500NQ5S 9Y84A5	GFS MARKETPLACE - STAFF INSTITUTE JUICE	47	97
11/12/2020	2449215NQJJ0 JJ3ZE	CRICUT - CRICUT ACCESS	128	27
11/5/2020	7469216N62XP F8HMK	REFUND PARTY CITY TAX	-8	61
10/22/2020	2476062MR8P QP8SQV	DRAMATIC PUBLISHING - CIRC PRINT MATERIAL	21	37
10/28/2020	2490641MX32 GB2HEB	GIFTCARDS.COM - SERVICE AND RETIREE AWARDS	733	69
10/31/2020	2469216N02X N7ZG27	STARBUCKS - STARBUCKS FOR UW DRAWING	28	47
10/31/2020	2476062N1DM P3DQY4	VALUE LINE PUBLISHING - VALUE LINE DATABASE	3625	00
11/2/2020	2422638N2AR LBM8ZM	SAMS CLUB - ELECTION DAY PUBLIC SNACKS & PROGRAM SNACKS	336	26
11/2/2020	2420429N100F RZ8D0	FACEBOOK - MANHATTAN SHORT FACEBOOK PROMO	93	40
11/5/2020	2427074N5S66 DZL60	BATTERY SOLUTIONS - BATTERY RECYCLE KIT	74	95

11/8/2020	2490641N8339 NT3JN	GIFTCARDS.COM - SERVICE AND RETIREE AWARDS	45	94
11/11/2020	2476501NQ60 YNBK0	MCALISTERS DELI - UW AWARD LUNCH	69	37
TOTAL			6230	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	310.30			
4213	01-02	74.95			
4310	01-06	128.27			
4302	01-07	3,625.00			
4461	01-07	21.37			
4245	01-08	47.00			
4325	01-08	5.74			
4314	01-09	309.28			
4245	01-11	106.34	APPROVED	, 20	
4310	01-11	348.00			
4325	01-11	31.96			
4331	01-11	143.40			
4245	02-00	612.65			
4245	02-64	25.96			
4245	02-72	312.79	In the amount of \$		
4245	02-89	127.70			
	Total	6,230.71	See Claims Docket		

Library Form No. 4 (1934)

Prescribed by State Board of Accounts

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

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
18827	AMAZON.COM LLC	01	ACH	47.34	5022	MAINTENANCE GLOVES
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

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		01				
18904	E-Z CLEAN INC	01	ACH	640.09	5043	CLEANING SUPPLIES
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	ACH	257.29	5054	MAINTENANCE SUPPLIES
*18882	MEYERS*SHAWN	02	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

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*18885	ORACLE ELEVATOR COMPANY	01	<i>ACH</i>	522.72	5063	FULL ELEVATOR MAINTENANCE
*18887	PRUIETT*NICOLE	01	<i>ACH</i>	15.99	5064	MILEAGE REIMBURSEMENT
18937	RICOH USA INC	01	<i>ACH</i>	749.72	5065	COPIER LEASE
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>	15 1,257.33	7394	INTERNET ACCESS
18847	OVERDRIVE		<i>E-pay</i>	8,913.71	7395	OVERDRIVE CONTENT- DECEMBER

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description	
		01					
18850	FUN EXPRESS, LLC		<i>E-pay</i>	188.20	7396	YS CUSTOMER GIVEAWAYS	
		01					
*18858	LAKESHORE LEARNING MATEF		<i>E-pay</i>	120.93	7397	YS MATERIAL	
		01					
*18865	APPLE HOUSE*THE		<i>E-pay</i>	54.00	7398	MULCH	
		01					
18868	BAESLERS MARKET		<i>E-pay</i>	329.94	7399	PROGRAM SUPPLIES	
		02					
18871	CINTAS CORPORATION		<i>E-pay</i>	118.00	7400	MAIN AED LEASE	
		01					
*18873	COURTESY CLEANING CENTEF		<i>E-pay</i>	10.00	7401	LAUNDERING OF TABLECLOTHS	
		01					
18886	PAYPAL INC		<i>E-pay</i>	19.95	7402	PAYFLOW MONTHLY LINK	
		01					
*18889	TERRE HAUTE CHAMBER OF C		<i>E-pay</i>	995.00	7403	MEMBERSHIP DUES	
		01					
18750	HOBBY LOBBY		<i>E-pay</i>	23.96	7404	CHRISTMAS IN THE PARK SUPPLIES	
		02					
18788	KROGER		<i>E-pay</i>	121.48	7405	FLAVOR BYTES KIT INGREDIENTS	
		01					
*18901	HANOVER INSURANCE GROUP		<i>E-pay</i>	11,406.25	7406	COMMERCIAL INSURANCE POLICY	
		01					
18902	SAFETY SHOE DISTRIBUTORS		<i>E-pay</i>	200.00	7407	STEEL TOED BOOTS	
		01					
18905	CINTAS CORPORATION		<i>E-pay</i>	92.90	7408	MAIN CABINET SERVICE	
		01					
*18909	DUKE ENERGY *		<i>E-pay</i>	11,941.02	7409	MAIN ELECTRIC SERVICE	
		01					
*18910	DUKE ENERGY *		<i>E-pay</i>	414.38	7410	WEST ELECTRIC SERVICE	
		01					
*18917	ARAMARK UNIFORM SERVICES		<i>E-pay</i>	738.86	7411	MAIN MAT SERVICES	
		01					
18921	CINTAS CORPORATION		<i>E-pay</i>	59.00	7413	WEST AED LEASE	
		01					
18922	FRONTIER		<i>E-pay</i>	46.53	7414	WEST PHONE SERVICE	
		01					
*18926	COURTESY CLEANING CENTEF		<i>E-pay</i>	18.90	7415	LAUNDERING OF TABLECLOTHS	
		01					
18928	VECTREN ENERGY DELIVERY		<i>E-pay</i>	16	161.25	7416	WEST GAS SERVICE
		01					

<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>
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

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

**Payroll Payable
Voucher Register**

Vigo County Public Library

For Period November -2020

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
11/13	Pay#23	Gross Payroll	\$ 121,440.94	\$ 121,440.94	ACH	
11/13	Pay#23	FICA	\$ 8,895.84	\$ 8,895.84	ACH	
11/13	Pay#23	PERF	\$ 16,187.15	\$ 16,187.15	ACH	
11/27	Pay#24	Gross Payroll	\$ 125,835.92	\$ 125,835.92	ACH	
11/27	Pay#24	FICA	\$ 9,242.53	\$ 9,242.53	ACH	
11/27	Pay#24	PERF	\$ 16,617.34	\$ 16,617.34	ACH	
11/27	Pay#24	Anthem	\$ 58,185.16	\$ 58,185.16	ACH	
11/27	Pay#24	Guardian	\$ 5,494.20	\$ 5,494.20	ACH	
		Gross Payroll		\$ -	ACH	
		FICA		\$ -	ACH	
		PERF		\$ -	ACH	

Total library cost			\$ 361,899.08			
Nov.	pays 23 & 24	Great West	\$ 1,577.02	\$ 1,577.02	ACH	Staff withholding
Nov.	pays 23 & 24	Garnishments	\$ 500.00	\$ 500.00	ACH	Staff withholding
Nov.	pays 23 & 24	AFLAC	\$ 1,819.14	\$ 1,819.14	ACH	Staff withholding
Nov.	pays 23 & 24	United Way	\$ 366.00	\$ 366.00	ACH	Staff withholding
Nov.	pays 23 & 24	Anthem	\$ 7,739.12	\$ 7,739.12	ACH	Staff withholding
Nov.	pays 23 & 24	HSA adj.		\$ -	ACH	Staff withholding
Nov.	pays 23 & 24	Guardian	\$ 762.62	\$ 762.62	ACH	Staff withholding
Nov.	pays 23 & 24	Boston Mutual	\$ 566.22	\$ 566.22	ACH	Staff withholding
Nov.	pays 23 & 24	Fed Tax	\$ 19,643.50	\$ 19,643.50	ACH	Staff withholding
Nov.	pays 23 & 24	State Tax	\$ 7,662.50	\$ 7,662.50	ACH	Staff withholding
Nov.	pays 23 & 24	Local Tax	\$ 4,604.69	\$ 4,604.69	ACH	Staff withholding
Nov.	pays 23 & 24	FICA	\$ 18,138.42	\$ 18,138.42	ACH	Staff withholding
Nov.	pays 23 & 24	Vol. PERF	\$ 3,347.36	\$ 3,347.36	ACH	Staff withholding
Staff Cost			\$ 66,726.59	\$ 66,726.59		

**Payroll Payable
Voucher Register**

Vigo County Public Library

For Period November -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.

November 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 \$ 361,899.08

Dated this 21st day of December 2020 .

Terry W. Jones, Board President

Olivia K. Goulding, Board Vice President

Valentine K. Muyumba, Board Secretary

Christi A. Fenton, Board Member

Daniel I. Pigg, Board Member

Sister Dorothy Rasche, Board Member

James M.Young, Board Member

**GIFT FUND BALANCES
2020**

FUND	AMOUNT	PURPOSE	Approval
00-General	\$ 995.26	Unrestricted Use	Admin.
64-SPC	\$ 10,346.91	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	\$ 710.72	Support of West Branch	Admin.
72-Friends	\$ 2,835.84	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	\$ 1,371.35	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	\$ 241.21	Buy a bk	Admin.
TOTAL	\$ 63,910.08		

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD DECEMBER 21, 2020

ADMINISTRATION

BENEFIT CONSIDERATION

In response to a suggestion by the Staff Association, Library Administration has been considering a modification to the Vacation Leave policies for staff. At present, payout of accrued/unused vacation leave only occurs when the employee terminates employment. Under discussion is a modification to allow for an annual payout of 40 hours if an employee vacation leave bank exceeds 200 hours. While the Staff Association praised the very generous leave offered at VCPL, they noted that the option to receive a payout for one week of leave may be very valuable for employees in need of extra income. Providing this option gives employees flexibility, and by limiting the number of hours that can be paid out each year, the Library benefit policy still emphasizes the importance of using vacation time to disconnect from work and take care of oneself.

The annual financial liability for this benefit modification would be around \$65,000. Currently, 24 employees have vacation leave banks in excess of 200 hours, and if all 24 chose to cash in 40 hours, the financial impact would be just under \$25,000. Factors to consider:

- Taking on additional financial liability during a time of potentially decreasing revenue merits serious consideration.
- Many in our community are ALICE – Asset Limited, Income Constrained, Employed. Library staff are no exception, and the opportunity to receive pay in exchange for 40 hours of vacation might be a welcome solution to an unexpected car repair bill or emergency room visit.

MILEAGE REIMBURSEMENT

Per policy, the VCPL reimburses employees for mileage at the State of Indiana reimbursement rate, which recently increased to 39 cents per mile. VCPL employees using their personal vehicle for library purposes may request mileage reimbursement as outlined in the Employee Travel and Reimbursement Policy. The Business Office uses Google Maps to verify mileage claims.

TUITION & TEXTBOOK REIMBURSEMENT

In 2020, 13 library employees were reimbursed for college tuition for approved coursework. Once all 2020 payments are made (some courses are just now concluding), tuition reimbursement for said coursework will exceed \$39,000. Textbook reimbursement will be nearly \$2,800.

Participants include staff pursuing training relevant to their current positions as well as those pursuing the completion of degrees that will qualify them for future positions.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD DECEMBER 21, 2020

ADULT SERVICES

ILF VOLUNTEER

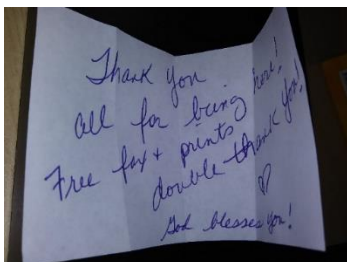
On November 17 and 18, the Indiana Library Federation (ILF) hosted their Annual Conference virtually, via Zoom. Most sessions were recorded to allow attendees to take part in sessions they were unable to participate in during the conference times. Assistant Librarian Luke Gentry reached out to Tisa Davis, the Communications Manager for the ILF, to offer help if they needed assistance with captioning videos. Tisa was thrilled to have help. Luke was able to assist with captioning the session called “Improving the Patron Experience,” which shared insights into helping libraries keep their customers safer, while minimizing program and space restrictions placed on them due to the pandemic.

POSITIVE FEEDBACK

After reviewing the book, “Hidden History of Terre Haute” for the “Terre Haute Living” magazine, Librarian David Kite encountered a customer who checked out three books from the read-alike list accompanying the review. The book review inspired the customer to come to the Library and learn more about the community.

Assistant Librarian Luke Gentry reported a conversation he had with his Dad thinking back on his Library experience this year. “Since I was a kid, I haven’t read a lot of books. I remember reading the Hardy Boys, some financial books, the Bible, and stuff that was required for school, but other than that, not a lot. Since the pandemic shutdown, though, I’ve been listening to audiobooks on Libby and I’ve been loving it! I earned 720 points in the Summer Reading Program, and now I’ve read 16 books since the start of it! I’ve read some Hunger Games, Where the Crawdads Sing – I REALLY liked that one, the Michelle Obama book [Becoming], and a bunch of books by Baldacci. I like them because they have a lot of connections between all the books. I even found a collection that has all the Hardy Boys books combined into one book!”

David Kite reported that in November, Adult Services completed 42 notarizations and assisted with 249 faxes, which highlights the need in the community for these free services. Below is a note that was left in the suggestion box, thanking VCPL for the free printing and faxing services.



(Thank you for being here! Free Fax & prints double thank you! God bless you!)

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD DECEMBER 21, 2020

PROGRAMS AND EVENTS

LITTLE FREE LIBRARIES

All twelve Little Free Libraries have been updated over the last year with new paint and placed throughout the community. The official Little Free Library website has also been updated with new photos. All units can be looked up using their charter number or by the zip code on the website. They are also



Deming Park



Fowler Park



Ryves Youth Center

listed on the VCPL website. New staff artists participated in this project this year, including Nicole Jones, Kateri Tuttle, and Heather Rayl. Nicole Norris took a leadership role in this project by coordinating much of the painting on the lower level. This project was overseen by Sarah Trover.

MIRACLE ON 7TH STREET

On December 5, the Miracle on 7th Street committee and Coke Bottling conducted a food drive at VCPL to help with food insecurity in Vigo County. Six barrels were filled with non-perishable food items in only four hours! All food was donated to St. Ben's Soup Kitchen, Providence Food Pantry of West Terre Haute, and 14th and Chestnut Community Center.

Sarah Trover served as a board member for the Miracle on 7th Street organization for the first time in 2020 and helped to coordinate the Window Decorating contest. She did all social media to promote it and organized participation for downtown businesses.

TECH TEAM

CODING FOR OPACS

Xavier Saunders, Tech Team Assistant, collaborated with Systems to help get the OPAC (Online Patron Access Catalog) computers up and going. These OPACs are located in areas where customers browse and provide a quick and easy way to determine what the VCPL offers. Xavier used their coding skills to modify the JavaScript of an existing Chrome extension to help clear user data entered in searches and log users out after a certain period of time.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD DECEMBER 21, 2020

WEST BRANCH

WRAP IT UP: SUSTAINABLE GIFT WRAPPING

The West Branch staff teamed up with Program and Events manager Sarah Trover, Adult Services Librarian Carey LaBella, and Public Relations staff to offer a multi-faceted program for the holidays. The focus of the program is to bring attention to the amount of trash generated during the holiday season, mostly due to packaging and wrapping. The team created a Facebook event where links are provided for information on sustainability, wrapping gifts with traditional Japanese furoshiki—square cloth used to wrap anything from lunch bento boxes to holiday gifts, a curated holiday listening list on hoopla®, and a video made by Branch Manager Eric Fisher, with the help of Youth Services staff, giving a brief overview of sustainability and examples of ways to wrap gifts reusing material found around the home. To accompany the information shared on the Facebook event page, the team provided a kit containing a book on DIY gift-making using mason jars, a book about holiday hacks to make life a little less stressful during this season, a mason jar, a reusable chalkboard label, chalk, and furoshiki to help the first 50 registrants experience a more sustainable holiday gift-giving season.

YOUTH SERVICES

COMPUTER SCIENCE EDUCATION WEEK



Hour of Code takes place during Computer Science Education Week in December and aims to provide a one-hour introduction to coding basics and to broaden interest in the computer science field. This year, Tech Team and Youth Services joined forces to promote a virtual program and new technology kits available for circulation. A tutorial, Blast Asteroids, was created using a book called Coding with Scratch 3.0. Twenty copies of the book were given away to registrants, and five copies were ordered for the VCPL collection. Three new coding kits also premiered during Hour of Code week: Coding Critter, Evo the Ozobot, and Matatalab Coding robot. Each kit has a screen-free option and is now available for checkout.

Respectfully submitted,

Kristi J. Howe

12/14/20 Admin AG

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 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)

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 during authorized use of 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.

VIGO COUNTY PUBLIC LIBRARY

**RESOLUTION ON 2021 WAGES, FULL AND PART-TIME
WAGE RANGES AND BENEFITS**

The VCPL Board of Trustees hereby certifies the acceptance of 2021 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 21st day of December, 2020

AYE

NAY

VIGO COUNTY PUBLIC LIBRARY 2021 WAGES AND BENEFITS

Vigo County Public Library 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. Vigo County Public Library complies with all applicable federal, state, and local laws governing nondiscrimination in employment at both library locations. The 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.

Vigo County Public Library prohibits any form of unlawful employee harassment based on 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.

Vigo County Public Library 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

Wage ranges for each class and position are outlined in the extensive tables located within this document.

Full-Time Professional Wages: starting \$38,200

Full-Time Support Staff Wages: starting \$27,200

Part-Time Wages: starting \$11.44 per hour

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 job performance based on the guidelines set forth in the Performance Review Process payable in 26 pay periods beginning with the January 8, 2021 pay date. The job performance increase will be based on the following formula:

- **\$1,350 annual wage increase for exempt and non-exempt full-time employees with an annualized wage of less than \$50,000**
- **2.7% annual 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 **50 cents** per hour wage increase upon satisfactory job performance as set forth in the Performance Review Process payable beginning with the January 8, 2021 pay date.

Wage Ranges - Other: Employees in all ranges who have maintained high seniority levels may be subject to wage caps as outlined annually in the Wage Ranges Resolution. Those employees will not receive the proposed increase to exceed the established cap. Subject to increases in the wage ranges or issues of internal equity, employees may be eligible for a wage adjustment to ensure all employees are appropriately compensated within the classification ranges.

Interim/Other Increase: A one-time annual 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 bonus of up to \$1,500 may be awarded

to employees temporarily assuming greater responsibilities and such bonuses will not be applied to employee base wages.

Pay Periods

The work week is Monday through Sunday. Annualized wages for exempt employees are paid on a bi-weekly basis based on 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 paid leave taken in the preceding pay period, based on 26 pay periods per calendar year. All employees receive pay for the full pay period that precedes the next payday.

Payroll Distribution

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

Compliance with Fair Labor Standards Act

All Vigo County Public Library employees are classified as exempt or non-exempt according to the provisions of the Fair Labor Standards Act, 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 Board of Trustees in effect from time to time.

Overtime Pay

All non-exempt full-time employees have the option, when they work more than 40 hours in one work week, of receiving overtime pay at the rate of 1 and 1/2 times the regular rate of pay, or of taking 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 adopted by the Board of Trustees in effect from time to time). Each full-time employee classified as non-exempt must indicate which overtime option they choose for the calendar year every December for the subsequent year.

Fringe Benefits:

- **Health, Vision, and Dental Insurance:** Participation in the VCPL Group Health Plan is optional for full-time and part-time employees receiving compensation for an average of 30 or more hours per week, as determined by the Affordable Care Act. Qualifying employees may elect to participate in the Anthem PPO or High Deductible Health Plan 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 2021 (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 2, 2020 through pay date September 17, 2021. This 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
Dental - Guardian				
Employee	2.84	5.68	34.15	39.83
Employee/ Children	7.91	15.82	76.41	92.23

Employee/ Spouse	7.30	14.60	70.59	85.19
Employee/ Dependents	13.00	26.00	105.57	131.57

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

Health – Anthem PPO				
Employee	61.12	122.24	622.38	744.62
Employee/ Children	117.14	234.28	1113.48	1347.76
Employee/ Spouse	170.00	340.00	1417.32	1757.32
Employee/ Dependents	188.00	376.00	1569.94	1945.94

Health – Anthem HDHP with HSA				
Employee	8.05	16.10	639.33	655.43
Employee/ Children	20.34	40.68	1145.65	1186.33
Employee/ Spouse	41.50	83.00	1463.83	1546.83
Employee/ Dependents	46.50	93.00	1619.85	1712.85

- **Open Enrollment:** Open Enrollment for the VCPL’s Group Health Plan which includes health, vision, and dental coverage will take place September 1, 2021 through September 30, 2021, with date of coverage to begin effective October 1, 2021. 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:** Vigo County Public Library 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:** Vigo County Public Library 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:** Vigo County Public Library provides an EAP (Employee Assistance Plan) 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.
- **Other:** Upon hire, during an Annual Open Enrollment period, or 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

Vigo County Public Library pays the percent of employee's wages in accordance with federal regulations for the employer contribution to the Social Security Tax. VCPL payroll deducts the employee percentage of wages for the employee contribution to the Social Security Tax, with the federal mandated percentage contributed towards the Medicare portion of the Social Security tax. All employer and employee taxes are paid and payroll deducted in accordance with federal government regulations.

Retirement

Vigo County Public Library pays both the employer and employee contributions to the Indiana Public Retirement System 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 employees is accrued according to guidelines outlined in the SICK LEAVE POLICY as adopted by the VCPL Board of Trustees.

Holidays

Vigo County Public Library 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

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. Vigo County Public Library provides support for staff development in accordance with the STAFF DEVELOPMENT POLICY as adopted by the VCPL Board of Trustees.

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 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

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

Worker's Compensation

Vigo County Public Library 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

Vigo County Public Library 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 Board of Trustees of the Vigo County Public Library.

Wellness Floating Holiday

All full-time and part-time employees that participate in the VCPL Wellness Program and meet eligibility requirements will be eligible for one (1) additional floating holiday awarded in December 2021, to be taken during the first quarter of 2022.

VIGO COUNTY PUBLIC LIBRARY 2021 WAGE RANGES: PART-TIME EMPLOYEES

Class	Wage Range	Position	Qualifications	Indiana Certification	Hourly Increase
		<ul style="list-style-type: none"> • (eliminated) 			
A Non- Exempt	\$14.04- \$25.48	<ul style="list-style-type: none"> • Youth Services Assistant Librarian (1) * (vacant) 	Bachelor's degree or at least 60 hours of college or Associate's degree, and specialized training or experience related to the position. * Requires Indiana Librarian Certification	<u>Requires: Indiana Librarian Certification</u> – 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)	50 cents per hour contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process
B Non- Exempt	\$11.44- \$21.44	<ul style="list-style-type: none"> • Special Collections Assistant (1) • Lending Services Assistant (4) (2-vacant) • Adult Services Assistant (1) • Tech Team Assistant (3) (1-vacant) • Technical Services Assistant (1) • West Branch Clerk (1) • Maintenance Assistant (2) 	Entry level: High school diploma or student attending high school in limited situations.	No Indiana Librarian Certification Required	50 cents per hour contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process

VIGO COUNTY PUBLIC LIBRARY 2021 WAGE RANGES: FULL-TIME EMPLOYEES

<u>CLASS</u>	<u>WAGE RANGE</u>	<u>POSITION</u>	<u>QUALIFICATIONS</u>	<u>INDIANA CERTIFICATION</u>	<u>Wage Increase</u>
1 Exempt	\$85,000- \$135,000 (\$3,269.23- \$5,192.31 bi-weekly)	<ul style="list-style-type: none"> Executive Director 	ALA accredited MLS: 8 or more years professional experience; 6 years administrative duties	Indiana Librarian Certification – Director- - Level 1 (ALA accredited MLS degree or equivalent with 10 years professional library experience or 6 years professional experience including 3 years supervisory experience—100 LEUs every 5 years)	<ul style="list-style-type: none"> 2.7% annual wage increase as approved by the VCPL Board of Trustees
2 Exempt	\$53,000 - \$93,000 (\$2,038.46- \$3,576.92 bi-weekly)	<ul style="list-style-type: none"> Director of Public Services Director of Technology and Special Services Director of Support Services * 	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	Indiana Librarian Certification – 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"> 2.7% annual wage increase for salaried employees with an annualized wage of 50,000 or more, contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process
3 Non- Exempt	\$43,000- \$73,000 (\$20.67- \$35.10 per hour)	<ul style="list-style-type: none"> Technical Services Manager Special Collections Manager Tech Team Manager Youth Services Manager Project and Event Manager 	ALA accredited MLS: 3 or more years professional experience; administrative/management experience	Indiana Librarian Certification – 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)	<ul style="list-style-type: none"> \$1,350.00 annual wage increase for full-time employees with an annualized wage of less than \$50,000, contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process 2.7% annual wage increase for full-time employees with an annualized wage of 50,000 or more, contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process

VIGO COUNTY PUBLIC LIBRARY 2021 WAGE RANGES: FULL-TIME EMPLOYEES

<u>CLASS</u>	<u>WAGE RANGE</u>	<u>POSITION</u>	<u>QUALIFICATIONS</u>	<u>INDIANA CERTIFICATION</u>	<u>Wage Increase</u>
4 Non-Exempt	\$38,000-\$68,000 (\$18.27-\$32.69 per hour)	<ul style="list-style-type: none"> ● Human Resources Manager (Exempt = \$1,461.54-\$2,615.38 bi-weekly) ● Strategic Engagement Manager (vacant) ● Business Manager ● Administrative Assistant ● Lending Services Manager ● Network Administrator/ISTS Manager ● Facilities Manager ● Strategic Communications Manager ● Adult Services Manager * ● West Branch Manager * 	Bachelor's degree or at least 60 hours of college or Associate's degree, and specialized training or experience related to the position; related administrative or management experience as required by position. * Requires Indiana Librarian Certification	*Indiana Librarian Certification – *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)	<ul style="list-style-type: none"> ● \$1,350.00 annual wage increase for full-time employees with an annualized wage of less than \$50,000, contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process ● 2.7% annual wage increase for full-time employees with an annualized wage of 50,000 or more, contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process
5 Non-Exempt	\$38,200-\$68,000 (\$18.37-\$32.69 per hour)	<ul style="list-style-type: none"> ● Special Collections Librarian ● Adult Services Librarian (7) (1-vacant) ● Youth Services Librarian ● Tech Training Librarian ● West Branch Librarian 	ALA accredited MLS; special preparation and/ or experience in type of work may be required for position	Indiana Librarian Certification – 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"> ● \$1,350.00 annual wage increase for full-time employees with an annualized wage of less than \$50,000, contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process ● 2.7% annual wage increase for full-time employees with an annualized wage of 50,000 or more, contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process

VIGO COUNTY PUBLIC LIBRARY 2020 WAGE RANGES: FULL-TIME EMPLOYEES

<u>CLASS</u>	<u>WAGE RANGE</u>	<u>POSITION</u>	<u>QUALIFICATIONS</u>	<u>INDIANA CERTIFICATION</u>	<u>Wage Increase</u>
6 Non-Exempt	\$28,200- \$53,000 (\$13.56- \$25.48 per hour)	<ul style="list-style-type: none"> ● Accounting/Purchasing Agent ● Payroll Technician ● Web Designer & Developer ● Communications Specialist ● Information Systems Technician (2) ● Technical Services Technician ● Tech Training Assistant Librarian * ● Youth Services Assistant Librarian (5) * (1-vacant) ● Special Collections Assistant Librarian * ● Adult Services Assistant Librarian (2) * ● Cataloging Technician (2) * 	Bachelor's degree or at least 60 hours of college or Associate's degree, and specialized training or experience related to the position. * Requires Indiana Librarian Certification	*Indiana Librarian Certification – 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"> ● \$1,350.00 annual wage increase for full-time employees with an annualized wage of less than \$50,000, contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process ● 2.7% annual wage increase for full-time employees with an annualized wage of 50,000 or more, contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process
7 Non-Exempt	\$27,200- \$48,000 (\$13.08- \$23.08 per hour)	<ul style="list-style-type: none"> ● Adult Services Assistant ● Maintenance Technician ● Maintenance Assistant (3) ● Maintenance Assistant & Groundskeeper ● Lending Services Clerk (8) ● Special Collections Clerk ● West Branch Assistant ● Youth Services Assistant (2) ● Acquisitions Technician (2) ● Tech Team Technician (2) 	Specialized training; related work experience and/or administrative or supervisory experience	No Indiana Librarian Certification Required	<ul style="list-style-type: none"> ● \$1,350.00 annual wage increase for full-time employees, contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process