

AGENDA

**REGULAR MEETING
VIGO COUNTY PUBLIC LIBRARY
Monday, December 20, 2021, 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 15, 2021, Regular Meeting** 2
4. **Treasurer's Report**
 - A. Monthly Financial Statement 6
 - B. Claims and Payroll 7
 - C. Special Claims
 - D. Gift Fund Report 26
5. **Reports to the Library Board**
 - A. Navigating the New Normal:
Effective Public Relations during a Pandemic, Elizabeth Scamihorn
6. **Director's Report** 27
7. **Old Business**
 - A. VCPL Director Evaluation Report
8. **New Business**
 - A. Resolution on 2022 Wages, Full and Part-Time Wage Ranges and Benefits 35
 - B. Consideration of Policies
 - 1) Computer, Internet and Wireless Access Use Policy 44
 - 2) Holidays policy 46
 - 3) Sick Leave Policy for Exempt and Non-Exempt Employees 48
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Regular Meeting:** Tuesday, January 18, 2022 at 5:30 p.m., West Branch.
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 at 5:30 p.m. on the 15th day of November 2021, the following persons were present:

Library Board Members Present: Terry W. Jones, President; Olivia K. Goulding, Vice President; Valentine K. Muyumba, Secretary; Christi A. Fenton; Camille R. Wallace, and James M. Young.
Library Board Members Absent: Stacy D. Killion.

Library Staff Present: Kristi Howe; Amy Gibson; Lauren Elyea; Jeanette Bouchie; Bonnie McNair; Elizabeth Scamihorn; Cindy Bhatti; and Sarah Trover. Library Staff Present Via Zoom: Dennis Shepard; and Carey LaBella.

Others: The Tiffany and Mark Baker family.

Mr. Jones welcomed new board member Camille Wallace.

PUBLIC INPUT ON ACTION ITEMS

No public input.

CONSIDERATION OF REGULAR MEETING MINUTES

A motion to approve the minutes as written for the October 18, 2021, regular meeting, made by Fenton, seconded by Young, passed.

TREASURER'S REPORT

Monthly Cash Statement

Dennis Shepard presented the Cash Statement for the period ending October 31, 2021 (copy attached to official minutes).

Claims and Payroll

Mr. Shepard presented the Month End Claims dated October 29, 2021 in the amount of \$40,567.33 (Library Operating, \$40,382.63; Gift Fund, \$184.70; Grants, \$0); Library Operating Claims dated November 15, 2021, in the amount of \$78,083.89 (Library Operating Fund, \$76,256.72, Gift Fund, \$569.84; Grants, \$1,257.33.) (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

Special Claims

There was one special claim for the SirsiDynix ILS System for \$43,047.99.

Gift Fund Report

Mr. Shepard presented the Gift Fund report dated October 31, 2021 for \$57,346.10.

Approval of Treasurer's Report

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

REPORTS TO THE LIBRARY BOARD

VCSC Strategic Plan and Potential Building Updates

VCSC Executive Director of Elementary Education/Title I Dr. Christi Fenton presented on potential high school projects that range from renovations to building new high schools. Dr. Fenton handed out flyers with QR codes and a survey for attendees to check out the Community Thought Exchange website where thoughts can be shared and users can rate ideas presented by others. Dr. Fenton noted that there is potential for a referendum on the May 2022 Ballot to address high school facilities based on feedback collected at community meetings and from the exchange site. (Flyer and survey attached to official minutes).

VCPL Systemic Racism Training

VCPL Executive Director Kristi Howe gave an overview of the Fighting Systemic Racism trainings that VCPL staff has been participating in this year. Last fall, VCPL invited Peace Learning Center to introduce the concept of Implicit Bias to all staff. After staff completed the Implicit Bias training, Ms. Howe worked with a group of staff volunteers to develop a yearlong training that has been conducted using Beanstack. New topics/themes are introduced each month and staff have three or more activities to complete. While the training is designed so employees can work at their own pace, all staff are required to complete all training activities by year-end. To account for various interest levels and learning styles, there are five or more activities that staff can choose from monthly, including book discussions, articles, videos, information scavenger hunts, podcasts, presentations, and more. The monthly training topics for 2021 were Understanding Terms & Definitions, The Concept of Race, Reconstruction, Civil Rights, Education, Intersectionality, Current Events, Structural & Institutional Racism, Mass Incarceration, Stereotypes & Representation in Media, Local History and White Allies.

As the November training focus was on Local History, VCPL hosted Vigo County Historian Tim Crumrin for a presentation on the history of the Ku Klux Klan in Terre Haute and the surrounding area. VCPL also welcomed Erick Beverly, founder of CHANGE of Terre Haute, who spoke on the historical threads of racism and activism that connect to today's movements and energy, the need for open community conversations that can break through stereotypes and media representation, and the work CHANGE is doing to make a difference in the Wabash Valley.

Inclusiveness is a VCPL core value and must be reflected through VCPL's commitment to doing important work around racism and discrimination. Ms. Howe stated that she recognizes discussing racism and confronting individual biases can be uncomfortable. She encourages staff to be genuine and honest with themselves, even when that means uncovering their own flaws and behaviors. She is asking staff to be willing to learn new things, listen to other viewpoints, and consider change that will make us better humans moving forward.

DIRECTOR'S REPORT

Ms. Howe commented on her written report, noting the inclusion of closing dates for 2022.

Ms. Howe noted that the sellers of the 12 Points property have released people to complete the phase II environmental study.

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

OLD BUSINESS

None.

NEW BUSINESS

Library Director Evaluation

Mr. Jones requested volunteers to meet with the Library Director to discuss her performance and organizational challenges/successes in 2021. These volunteers will then bring information to the full Board for formal action. Mr. Jones, Mrs. Goulding, and Dr. Fenton volunteered.

Consideration of Policies - VCPL Staff Manual: Equal Employment Opportunity Policy

A motion approving the revisions to the Equal Employment Opportunity Policy, made by Fenton, seconded by Wallace, passed. (Copy of the Equal Employment Opportunity Policy attached to official minutes.)

Resolution on Sale of Surplus Property

A motion to approve the Resolution on Sale of Surplus Property, made by Muyumba, seconded by Fenton, passed. (Copy of Resolution and Exhibit A attached to official minutes.)

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

No suggestions.

NEXT MEETING

Regular Meeting, Monday, December 20, 2021, at 5:30 p.m. at the Main Library.

ADJOURNMENT

A motion to adjourn the meeting made by Fenton, seconded by Young, passed. The meeting adjourned at 6:30 p.m.

Terry W. Jones, President

Olivia K. Goulding, Vice President

Valentine K. Muyumba, Secretary

Christi A. Fenton, Board Member

ABSENT

James M. Young, Board Member

Stacy D. Killion, Board Member

Camille R. Wallace, Board Member

AG 12/5/21

Vigo County Public Library

Cash Statement
 Vigo County Public Library
 November 2021

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	4,783,430.70 5,393,659.33	102,310.28 4,802,836.85	545,603.51 5,856,358.71	4,340,137.47	(443,293.23) (1,053,521.86)
Cash Gift Fund 200-00-1010	57,346.10 63,760.68	174.31 5,912.66	1,063.86 13,216.79	56,456.55	(889.55) (7,304.13)
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	(11,315.97) (27,309.59)	0.00 30,711.52	2,514.66 17,232.56	(13,830.63)	(2,514.66) 13,478.96
Cash Public Library Access Car 800-00-1010	0.00 0.00	0.00 65.00	0.00 65.00	0.00	0.00 0.00
Cash-Payroll Withholdings 803-00-1010	1,517.83 1,289.84	64,652.46 787,610.98	65,131.41 787,861.94	1,038.88	(478.95) (250.96)

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
21219	CLINTON PUBLIC LIBRARY	100	Check	6.99	56579	ILL REIMBURSEMENT
*21321	HISTORIC MAP WORKS ONLINE	100	Check	1,066.00	56580	HISTORIC MAP WORKS SUBSCRIPTION
21341	REEL FILM PRODUCTION LLC	100	Check	5,785.00	56581	16MM FILM DIGITIZATION BATCH 1
					Total Count:	3
					Total Amount:	6,857.99
21232	ADP INC - AUTOPAY II	100	ACH	921.82	5941	PAYROLL SERVICES
21222	AMAZON.COM LLC	100	ACH	12.99	5942	SUPPLIES FOR KITS
21272	AMAZON.COM LLC	200	ACH	0.10	5943	CHRISTMAS IN PARK SUPPLIES
21212	AMAZON.COM LLC	100	ACH	7.50	5944	DVD/VIDEO MATERIAL
21244	AMAZON.COM LLC	100	ACH	40.00	5945	REF MATERIAL
21211	AMAZON.COM LLC	100	ACH	785.48	5946	VIDEO GAMES
21242	AMAZON.COM LLC	100	ACH	49.47	5947	KIT SUPPLIES
21230	AMAZON.COM LLC	200	ACH	24.34	5948	OUTLET FOR RADIO STATION
21235	AMAZON.COM LLC	100	ACH	55.74	5949	CIRC PRINT MATERIAL
21237	AMAZON.COM LLC	100	ACH	42.95	5950	EARBUDS
21231	AMAZON.COM LLC	100	ACH	15.19	5951	DVD MATERIAL
21223	AMAZON.COM LLC	100	ACH	271.74	5952	SUPPLIES FOR KITS
21236	AMAZON.COM LLC	100	ACH	22.09	5953	USB DRIVES FOR TECH TEAM
21221	AMAZON.COM LLC	100	ACH	59.99	5954	VIDEO GAMES
21276	AMAZON.COM LLC	100	ACH	29.88	5955	VIDEO GAMES
				7		

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
21277	AMAZON.COM LLC	100	ACH	370.99	5956	MIRACLE TREE DECORATING CONTEST
21299	AMAZON.COM LLC	100	ACH	220.00	5957	EPSON MAINTENANCE KITS FOR LG FO
21300	AMAZON.COM LLC	100	ACH	61.47	5958	DVD/VIDEO MATERIAL
21301	AMAZON.COM LLC	100	ACH	106.16	5959	DVD/VIDEO MATERIAL
21305	AMAZON.COM LLC	100 200	ACH	455.41	5960	CIRC MATERIALS
21306	AMAZON.COM LLC	100	ACH	5,460.72	5961	DRIEMEL DIGILAB 3D PRINTERS 3D45
21311	AMAZON.COM LLC	100	ACH	59.49	5962	YS CIRC MATERIAL
21315	AMAZON.COM LLC	100	ACH	20.22	5963	CLASP ENVELOPES FOR HR
21316	AMAZON.COM LLC	200	ACH	33.99	5964	SANTA FOR CHRISTMAS IN THE PARK
21317	AMAZON.COM LLC	100	ACH	88.70	5965	CIRCULATING GAMES
21326	AMAZON.COM LLC	100	ACH	64.98	5966	VIDEO GAMES
21327	AMAZON.COM LLC	100	ACH	74.18	5967	CIRC PRINT MAT
21330	AMAZON.COM LLC	100	ACH	169.75	5968	VIDEO GAMES
21331	AMAZON.COM LLC	100	ACH	33.49	5969	DVD MATERIAL
21332	AMAZON.COM LLC	100	ACH	259.98	5970	CIRCULATING KITS
21296	BAKER & TAYLOR INC	100 200	ACH	7,688.91	5971	CIRC PRINT MAT, YS MAT, REF MAT
21302	BOOK DEPOT	100	ACH	474.46	5972	BOOKS FOR TAKE-AND-MAKE KITS
*21270	CHANDLER*LAUREN	100	ACH	5.93	5973	MILEAGE REIMBURSEMENT
*21303	DOWNS*ROSE	100	ACH	76.97	5974	MEAL REIMBURSEMENT FOR ILF CONF
*21282	EBSCO INFORMATION SERVICE	100	ACH	8 12,636.24	5975	MAGAZINES, NEWSPAPERS, REF MAT S

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*21283	EBSCO INFORMATION SERVICE	100	ACH	42.52	5976	NEWSPAPERS AND MAGAZINES
*21284	EBSCO INFORMATION SERVICE	100	ACH	76.71	5977	NEWSPAPERS AND MAGAZINES
*21291	ELYEA*LAUREN	100	ACH	69.42	5978	MILEAGE REIMBURSEMENT FOR ILF CC
*21292	ELYEA*LAUREN	100	ACH	20.77	5979	MEAL REIMBURSEMENT FOR ILF CONF
21280	GALE/CENGAGE LEARNING	100	ACH	269.90	5980	CIRC PRINT MAT
21243	INDIVIDUAL SOFTWARE INC	100	ACH	1,400.00	5981	RESUMEMAKER RENEWAL
*21266	INGLE*ASHLEY	100	ACH	64.90	5982	MILEAGE REIMBURSEMENT FOR ILF CC
*21297	INGLE*ASHLEY	100	ACH	66.56	5983	MEAL REIMBURSEMENT FOR ILF CONF
*21312	LABELLA*CAREY	100	ACH	65.05	5984	MILEAGE REIMBURSEMENT FOR ILF CC
*21314	LABELLA*CAREY	100	ACH	89.38	5985	MEAL REIMBURSEMENT FOR ILF CONF
*21267	MELCHO*ANGELINA	100	ACH	79.37	5986	MILEAGE REIMBURSEMENT FOR ILF CC
*21268	MELCHO*ANGELINA	100	ACH	70.73	5987	MEAL REIMBURSEMENT FOR ILF CONF
21279	MIDWEST TAPE	100	ACH	1,693.63	5988	DVD/VIDEO MATERIAL
21294	RICOH USA INC	100	ACH	59.00	5989	COPIER LEASE
21295	RICOH USA INC	100	ACH	160.00	5990	COPIER LEASE
21238	SMITH'S SMALL ENGINES	100	ACH	57.95	5991	FRONT TIRE FOR GRAVELY ZERO TURN
21229	TECH LOGIC CORPORATION	100	ACH	723.00	5992	RFID BOOK TAGS
*21246	WADSWORTH*ASHLEY	100	ACH	13.89	5993	MEAL REIMBURSEMENT FOR ILF CONF
						Total Count: 53
						Total Amount: 35,724.10
9						
*21213	ARAMARK UNIFORM SERVICES		E-pay	374.54	8364	MAIN MAT SERVICE

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		100				
21218	OVERDRIVE		<i>E-pay</i>	7,500.00	8365	NOVEMBER CONTENT CREDIT DEPOSIT
		100				
21220	JOINK LLC		<i>E-pay</i>	275.00	8366	MONTHLY CLOUD BACKUP
		100				
*21224	TABCO PRINTING & PROMOTIC		<i>E-pay</i>	7,075.00	8367	REUSABLE BAGS
		100				
21225	OFFICE DEPOT		<i>E-pay</i>	3.56	8368	2022 CALENDAR ORDER AND RUBBER I
		100				
21226	OFFICE DEPOT		<i>E-pay</i>	15.99	8369	2022 CALENDAR ORDER AND RUBBER I
		100				
21227	FUN EXPRESS, LLC		<i>E-pay</i>	1,191.10	8370	LETTERS TO SANTA- MIRACLE PROGRA
		100				
21234	CINTAS CORPORATION		<i>E-pay</i>	94.68	8371	MAIN CABINET SERVICE
		100				
*21239	COURTESY CLEANING CENTEF		<i>E-pay</i>	23.80	8372	LAUNDERING OF TABLECLOTHS
		100				
*21240	YOUR AUTOMATIC DOOR COM		<i>E-pay</i>	331.96	8373	MAIN ENTRY DOOR REPAIR
		100				
*21241	COURTESY CLEANING CENTEF		<i>E-pay</i>	67.20	8374	LAUNDERING OF TABLECLOTHS
		100				
21245	CROWN ELECTRIC, INC		<i>E-pay</i>	307.79	8375	WIRING FOR UV UNIT FOR HVAC
		100				
*21249	BROOKFIELD GROUP*THE		<i>E-pay</i>	4,351.87	8376	MICROSOFT SA RENEWAL
		100				
*21271	COURTESY CLEANING CENTEF		<i>E-pay</i>	10.00	8377	LAUNDERING OF TABLECLOTHS
		100				
21273	ACTION PEST CONTROL, INC		<i>E-pay</i>	285.00	8378	WEST MONTHLY INSPECTION
		100				
*21275	CITY OF TERRE HAUTE SEWAG		<i>E-pay</i>	965.25	8379	MAIN SEWAGE BILLING
		100				
21281	CENTER POINT LARGE PRINT		<i>E-pay</i>	255.27	8380	CIRC PRINT MATERIAL
		100				
*21214	VISA CARD SERVICES		<i>E-pay</i>	5,958.78	8385	VARIOUS SUPPLIES, TRAVEL, REGISTR.
		100				
		200				
21304	T-MOBILE USA, INC.		<i>E-pay</i>	152.80	8386	WEST HOTSPOT DATA
		100				
*21307	REPUBLIC SERVICES OF WEST		<i>E-pay</i>	331.48	8387	MAIN TRASH SERVICE
		100				
*21308	ARAMARK UNIFORM SERVICES		<i>E-pay</i>	151.35	8388	WEST MAT SERVICE
		100				
				10		

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
21309	OFFICE DEPOT	100	<i>E-pay</i>	32.79	8389	BINDERS FOR ADMIN
21310	OFFICE DEPOT	100	<i>E-pay</i>	39.33	8390	OFFICE SUPPLIES
*21042	CAPITAL ONE	100 200	<i>E-pay</i>	212.29	8391	HELIUM TANKS FOR PARADE
21318	T-MOBILE USA, INC.	100	<i>E-pay</i>	1,047.37	8392	MAIN HOTSPOT DATA
*21319	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	21.99	8393	MAIN IRRIGATION SERVICE
*21320	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	396.78	8394	MAIN WATER SERVICE
21322	ENA	276	<i>E-pay</i>	1,257.33	8395	INTERNET SERVICE
*21324	YOUR AUTOMATIC DOOR COM	100	<i>E-pay</i>	417.50	8396	MAIN ENTRANCE DOOR REPAIR
21334	OFFICE DEPOT	100	<i>E-pay</i>	97.12	8397	OFFICE SUPPLIES
21335	OFFICE DEPOT	100	<i>E-pay</i>	89.28	8398	OFFICE SUPPLIES
21336	PITNEY BOWES	100	<i>E-pay</i>	97.80	8399	COPIER LEASE
*21337	ARAMARK UNIFORM SERVICES	100	<i>E-pay</i>	374.54	8400	MAIN MAT SERVICE
21338	CINTAS CORPORATION	100	<i>E-pay</i>	30.86	8401	WEST CABINET SERVICE
21339	RICOH USA INC	100	<i>E-pay</i>	1,458.78	8402	COPIER LEASE
21340	VERIZON - WIRELESS	100	<i>E-pay</i>	205.47	8403	PHONE SERVICE

Total Count: **36**
Total Amount: **35,501.65**

<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>	76,332.39
<i>Grand Total Fund 200:</i>	494.02
<i>Grand Total Fund 201:</i>	0.00
<i>Grand Total Fund 203:</i>	0.00
<i>Grand Total Fund 276:</i>	1,257.33
<i>Grand Total Fund 300:</i>	0.00
<i>Grand Total Fund 400:</i>	0.00
<i>Grand Total Fund 800:</i>	0.00

Grand Total Count:	92
Grand Total Amount:	78,083.74

ACCOUNTS PAYABLE VOUCHER

Vigo County Public Library Terre Haute, Indiana

Payee 576 VISA CARD SERVICES CARD SERVICES PO BOX 875852 KANSAS CITY, MO 64187-5852	Purchase Order No. 211501, 211614 211641, 211639, 211569, 211570 211686, 211601, 211624, 211622 211685, 211422, 211615, 211727 211564, 211352, 211645, 211672 211710 Terms E-PAY Date Due 11/30/2021
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Invoice Date	Invoice Number	Description (or attach invoice(s))	Amount	
10/30/2021	24204299F000 JZD8F	FACEBOOK- FRIENDS FACEBOOK AD BOOST FOR NOV SALE	10	00
10/31/2021	24204299G006 WSRBN	FACEBOOK- HALLOWEEN BOOK GIVEAWAY AD BOOST	100	00
11/3/2021	24204299K008 SMADJ	FACEBOOK- FRIENDS FACEBOOK AD BOOST FOR NOV SALE	10	00
11/4/2021	24692169L2XS 7E2AW	FEDERAL COFFEE AND FINE FOODS- UNITED WAY LUNCH WINNER- ADULT SERVICES	184	58
11/11/2021	74657369W02J 87J5J	PAPERTURN- ADDITIONAL PDF FLIPBOOK PAGES WEB	55	33
10/26/2021	24733099QBL K66XMJ	IN DEPT OF HOMELAND SECURITY- BOILER PERMIT RENEWAL	28	30
10/27/2021	24801669D0G RWRLR9	MONICAL'S PIZZA OF TERRE HAUTE- UNITED WAY DRAWING LUNCH	50	70
10/30/2021	24906419F3W2 WSG8L	HOOTSUITE- ANNUAL SUBSCRIPTION SOCIAL MEDIA PLANNING	348	00
11/1/2021	24803949JSRS BGSXJ	GOOGLE- GOOGLE WORKSPACE	228	00
11/7/2021	24055239P2D K9S4YR	WALMART- FLEECE BLANKETS FOR FALL FEST OF WRITERS	52	92
11/7/2021	24055239R2D K3MSL7	WALMART- FLEECE BLANKETS FOR FALL FEST OF WRITERS	35	28
11/4/2021	24559309LS66 H99GF	SOCIETY OF INDIANA ARCHIVISTS- FALL WORKSHOP REGISTRATION	35	00
11/4/2021	24559309LS66 H99G0	SOCIETY OF INDIANA ARCHIVISTS- FALL WORKSHOP REGISTRATION	25	00
11/4/2021	24559309LS66 H99G8	SOCIETY OF INDIANA ARCHIVISTS- FALL WORKSHOP REGISTRATION	25	00
11/11/2021	24430999WBM BXTY63	GODADDY.COM- WILDCARD SSL RENEWAL 13	899	98

11/16/2021	2469216A02X6 YSW38	MARRIOTT INDIANAPOLIS- ILF CONFERENCE HOTEL RESERVATION	175	77
10/30/2021	24493989G2M Q9S2LY	LAKESHORE LEARNING MATERIALS- LAMINATING SUPPLIES FOR BOOK WALK	27	26
11/16/2021	2494300A1BM 8PNTMY	KFC- MEAL FOR ILF CONFERENCE	19	10
10/26/2021	24744559QD33 1EM0T	CISCO-EAGLE INC- PORTABLE SAFETY ZONE BARRICADE SYSTEM	2951	66
11/5/2021	24137469NHE ZW7R0M	CRACKER BARREL- STAFF INSTITUTE BREAKFAST	422	90
11/10/2021	24692169S2XD RZF5G	FEDERAL COFFEE AND FINE FOODS- THANK YOU GIFT CARDS FOR FALL FEST OF WRITERS	140	00
11/17/2021	2401134A1001 6TY6Q	VIGO COUNTY HISTORICAL SOCIETY- FAMILY PASS FOR CIRCULATION	125	00
11/17/2021	2444500A200P E2E0K	DOLLAR TREE STORES, INC- CHRISTMAS IN THE PARK SUPPLIES	9	00
TOTAL			5958	78

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 - _____, 2021

Librarian

Voucher No.	Warrant No.	PAYEE	
Charge These Appropriations			
Account Number	Account Name	Amount	
4245	100-01	422.90	
4323	100-01	194.87	
4325	100-03	210.00	
4363	100-03	28.30	
4441	100-03	2741.66	
4245	100-07	228.20	
4307	100-07	125.00	
4245	100-08	27.26	
4314	100-09	228.00	
4362	100-09	899.98	

4310	100-11	403.33	
4331	100-11	100.00	
4324	100-14	85.00	
4245	200-00	235.28	
4331	200-72	20.00	
4245	200-89	9.00	APPROVED , 2021
			In the amount of \$
	Total	5,958.78	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
*21476	BUTLER'S PANTRY LLC*THE	100	Check	200.00	56582	FOOD FOR ESL HOLIDAY PARTY
21499	BRAZIL TIMES	100	Check	124.00	56583	NEWSPAPERS
*21435	CLINTONIAN*THE	100	Check	88.00	56584	NEWSPAPER SUBSCRIPTION
*21021	CORINNE ROBERTS ILLUSTRAT	100	Check	100.00	56585	YS DRAWING PROGRAM
21442	MIRACLE ON 7TH STREET	100	Check	1,000.00	56586	MIRACLE ON 7TH STREET PARTNERSHI
21540	REEL FILM PRODUCTION LLC	100	Check	8,775.16	56587	16MM FILM DIGITIZATION FINAL INVOICI
					Total Count:	6
					Total Amount:	10,287.16
*21510	ACUFF*VICTORIA	100	ACH	75.00	5994	MEAL REIMBURSEMENT FOR ILF CONF
21390	ADP INC - AUTOPAY II	100	ACH	679.85	5995	PAYROLL SERVICES
21517	ADP INC - AUTOPAY II	100	ACH	684.70	5996	PAYROLL SERVICES
*21250	ADP SCREENING & SELECTION	100	ACH	224.59	5997	BACKGROUND SCREENINGS
*21437	ALTARAMA INFORMATION SYS	100	ACH	6,103.75	5998	DESKSTATS RENEWAL
21373	AMAZON.COM LLC	100	ACH	52.57	5999	CIRCULATING GAMES
21374	AMAZON.COM LLC	100	ACH	39.94	6000	DVD/VIDEO MATERIAL
21377	AMAZON.COM LLC	100	ACH	121.83	6001	SPEAKERS, CARTS, MOUSE PADS & US
21378	AMAZON.COM LLC	100	ACH	1,108.85	6002	SPEAKERS, CARTS, MOUSE PADS & US
21379	AMAZON.COM LLC	100	ACH	11.99	6003	CIRC PRINT MATERIAL
21380	AMAZON.COM LLC	100	ACH	164.52	6004	CIRC PRINT MATERIAL
21381	AMAZON.COM LLC	100	ACH	34.99	6005	VIDEO GAMES

<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>
21382	AMAZON.COM LLC	100	ACH	15.49	6006	DVD MATERIAL
21397	AMAZON.COM LLC	100	ACH	19.92	6007	DVD/VIDEO MATERIAL
21413	AMAZON.COM LLC	100	ACH	70.28	6008	DISINFECTANT WIPES AND HAND SANIT
21428	AMAZON.COM LLC	100	ACH	299.74	6009	CIRCULATING GAMES
21429	AMAZON.COM LLC	100	ACH	95.10	6010	DVD/VIDEO MATERIAL
21438	AMAZON.COM LLC	100	ACH	11.49	6011	1099 ENVELOPES
21439	AMAZON.COM LLC	100	ACH	59.05	6012	THERMAL PAPER FOR RECEIPT PRINTE
21452	AMAZON.COM LLC	100	ACH	641.18	6013	DVD/VIDEO MATERIAL
21454	AMAZON.COM LLC	100	ACH	98.96	6014	DVD/VIDEO MATERIAL
21457	AMAZON.COM LLC	100	ACH	36.80	6015	DVD/VIDEO MATERIAL
21467	AMAZON.COM LLC	100	ACH	36.95	6016	REF MATERIAL
21468	AMAZON.COM LLC	100	ACH	11.99	6017	DVD MATERIAL
21470	AMAZON.COM LLC	100	ACH	24.99	6018	DVD/VIDEO MATERIAL
21483	AMAZON.COM LLC	100	ACH	19.92	6019	DVD/VIDEO MATERIAL
21484	AMAZON.COM LLC	100	ACH	47.95	6020	DVD/VIDEO MATERIAL
21515	AMAZON.COM LLC	100	ACH	499.00	6021	BUSINESS PRIME MEMBERSHIP
21518	AMAZON.COM LLC	100	ACH	20.22	6022	SANDWICH BAGS FOR SUPPLY ROOM
21519	AMAZON.COM LLC	100	ACH	28.98	6023	FLAVOR BYTES SUPPLIES
21520	AMAZON.COM LLC	100	ACH	11.99	6024	DVD/VIDEO MATERIAL
21530	AMAZON.COM LLC	100	ACH	36.08	6025	EXPANDABLE FOLDERS FOR BUS OFFI
21533	AMAZON.COM LLC	100	ACH	50.98	6026	AA AND AAA BATTERIES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
21539	AMAZON.COM LLC	100	ACH	68.38	6027	SPACE HEATERS
21544	AMAZON.COM LLC	100	ACH	75.98	6028	BAGS FOR KITS
21545	AMAZON.COM LLC	100	ACH	25.98	6029	KIT SUPPLIES
21546	AMAZON.COM LLC	100	ACH	140.79	6030	ART HACKS SUPPLIES
21388	BAKER & TAYLOR INC	100 200	ACH	4,507.92	6031	CIRC PRINT MAT, YS MAT, AUD REC BO
21389	BAKER & TAYLOR INC	100 200	ACH	3,589.02	6032	CIRC PRINT MAT, YS MAT, AUD REC BO
21497	BAKER & TAYLOR INC	100 200	ACH	5,581.62	6033	CIRC PRINT MAT, YS MAT
*21446	BOSE MCKINNEY & EVANS LLP	100	ACH	105.00	6034	LEGAL SERVICES
*21547	BRIDGEWATER*BRANDY	100	ACH	500.00	6035	FALL 2021 TUITION REIMBURSEMENT
*21548	BRIDGEWATER*BRANDY	100	ACH	29.97	6036	FALL 2021 TEXTBOOK REIMBURSEMEN
21387	COLIBRI SYSTEM	100	ACH	259.66	6037	COLIBRI COVERS
21534	COVER ONE INC	100	ACH	1,325.26	6038	BOOK BINDING MACHINE AND COVERS
*21406	COX ZWERNER GAMBILL & SUL	100	ACH	945.00	6039	LEGAL SERVICES
21455	CRAIG, ARIELLE	100	ACH	68.90	6040	MEAL REIMBURSEMENT ILF CONF
21456	CRAIG, ARIELLE	100	ACH	67.86	6041	MILEAGE REIMBURSEMNT FOR ILF CON
*21398	CULLIGAN WATER CONDITIONI	100	ACH	5.00	6042	WEST COOLER RENTAL
*21399	CULLIGAN WATER CONDITIONI	100	ACH	155.00	6043	MAIN COOLER RENTAL
21386	DEMCO, INC	100	ACH	286.00	6044	LAMINATE, MYLAR, TAPE
21376	E-Z CLEAN INC	100	ACH	1,079.65	6045	GENERAL CLEANING SUPPLIES
21367	EPIC INSURANCE MIDWEST		ACH	75.00	6046	NOTARY BOND- E MUTCHLER

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		100				
21460	EPIC INSURANCE MIDWEST		<i>ACH</i>	75.00	6047	NOTARY BOND- C MAXEY
		100				
21461	EPIC INSURANCE MIDWEST		<i>ACH</i>	75.00	6048	NOTARY BOND- C CLARK
		100				
21462	EPIC INSURANCE MIDWEST		<i>ACH</i>	75.00	6049	NOTARY BOND- T BROUGH
		100				
21463	EPIC INSURANCE MIDWEST		<i>ACH</i>	75.00	6050	NOTARY BOND- M BECKHAM
		100				
21464	EPIC INSURANCE MIDWEST		<i>ACH</i>	75.00	6051	NOTARY BOND- B FLETCHER
		100				
21507	EPROMOS		<i>ACH</i>	576.42	6052	PROMOTIONAL ITEMS
		100				
21541	EPROMOS		<i>ACH</i>	1,443.36	6053	PROMOTIONAL ITEMS
		100				
*21372	FRANKS*LARAINÉ		<i>ACH</i>	14.55	6054	MILEAGE REIMBURSEMENT
		100				
21392	GALE/CENGAGE LEARNING		<i>ACH</i>	69.72	6055	CIRC PRINT MATERIAL
		100				
21393	GALE/CENGAGE LEARNING		<i>ACH</i>	320.12	6056	CIRC PRINT MATERIAL
		100				
*21342	GENTRY*LUKE		<i>ACH</i>	33.11	6057	MEAL REIMBURSEMENT FOR ILF CONF
		100				
*21343	GENTRY*LUKE		<i>ACH</i>	47.35	6058	MEAL REIMBURSEMENT FOR ILF CONF
		100				
*21344	GENTRY*LUKE		<i>ACH</i>	67.78	6059	MILEAGE REIMBURSEMENT FOR ILF
		100				
*21489	GENTRY*LUKE		<i>ACH</i>	47.30	6060	FALL 2021 TEXTBOOK REIMBURSEMENT
		100				
*21490	GENTRY*LUKE		<i>ACH</i>	1,500.00	6061	FALL 2021 TUITION REIMBURSEMENT
		100				
21347	MCMAHON, KEVIN		<i>ACH</i>	47.58	6062	MILEAGE REIMBURSEMENT FOR ILF CC
		100				
21348	MCMAHON, KEVIN		<i>ACH</i>	60.02	6063	MEAL REIMBURSEMENT FOR ILF CONF
		100				
*21542	MELCHO*ANGELINA		<i>ACH</i>	2,826.00	6064	FALL 2021 TUITION REIMBURSEMENT
		100				
*21543	MELCHO*ANGELINA		<i>ACH</i>	54.51	6065	FALL 2021 TEXTBOOK REIMBURSEMENT
		100				
*21409	MIDWEST COMMUNICATIONS, I		<i>ACH</i>	19 220.00	6066	WATERWAYS SPEAKER SERIES PROMC
		100				

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*21410	MIDWEST COMMUNICATIONS, I	100	ACH	680.00	6067	WATERWAYS SPEAKER SERIES PROMC
*21411	MIDWEST COMMUNICATIONS, I	100	ACH	80.00	6068	WATERWAYS SPEAKER SERIES PROMC
*21412	MIDWEST COMMUNICATIONS, I	100	ACH	450.00	6069	GENERAL LIBRARY PROMO/HOLIDAY PI
*21514	MIDWEST COMMUNICATIONS, I	100	ACH	220.00	6070	WATERWAYS SPEAKER SERIES PROMC
21384	MIDWEST TAPE	100	ACH	1,823.80	6071	DVD/VIDEO MATERIAL
21385	MIDWEST TAPE	100	ACH	2,789.92	6072	DVD/VIDEO MATERIAL, AUD REC MUSIC
21405	MIDWEST TAPE	100	ACH	5,354.61	6073	HOOPLA INVOICE
21511	NEW AVENUES	100	ACH	90.00	6074	CLINICAL HOURS
21402	OCLC INC	100	ACH	760.84	6075	WEBDEWEY SUBSCRIPTION
21403	OCLC INC	100	ACH	6,066.00	6076	CATALOGING SUBSCRIPTION
21370	ONE CALL NOW	100	ACH	90.00	6077	ONE CALL RENEWAL
*21391	ORACLE ELEVATOR COMPANY	100	ACH	522.72	6078	FULL ELEVATOR MAINTENANCE
*21516	ORACLE ELEVATOR COMPANY	100	ACH	1,416.00	6079	ADA PHONE REPLACEMENT
21345	POPE, ANDREW	100	ACH	49.37	6080	MILEAGE REIMBURSEMENT FOR ILF CC
21346	POPE, ANDREW	100	ACH	74.23	6081	MEAL REIMBURSEMENT FOR ILF CONF
21441	RAPID REPRODUCTIONS INC	100	ACH	51.00	6082	CHRISTMAS IN THE PARK BANNER
21487	RICOH USA INC	100	ACH	2,147.04	6083	COPIER LEASE
21293	STAPLES BUSINESS CREDIT	100	ACH	67.92	6084	PACKING MATERIALS
*21528	SUGGS*ANTHONY	100	ACH	500.00	6085	FALL 2021 TUITION REIMBURSEMENT
*21529	SUGGS*ANTHONY	100	ACH	117.11	6086	FALL 2021 TEXTBOOK REIMBURSEMEN
*21471	UNIQUE MANAGEMENT SERVIC	100	ACH	463.50	6087	PLACEMENTS

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*21472	UNIQUE MANAGEMENT SERVIC	100	<i>ACH</i>	606.61	6088	NOTICES
21432	WEAS ENGINEERING INC	100	<i>ACH</i>	491.72	6089	WATER TREATMENT MANAGEMENT
*21430	WORLD ARCHIVES HOLDINGS,	100	<i>ACH</i>	4,076.00	6090	2022 MICROFILM SUBSCRIPTION
						Total Count: 97
						Total Amount: 67,022.84
*21371	SHOPPER INC*THE	100	<i>E-pay</i>	62.35	8422	DOUBLE DVD CASES
21400	WEX BANK	100	<i>E-pay</i>	100.65	8423	FUEL
21407	PAYPAL INC	100	<i>E-pay</i>	19.95	8424	MONTHLY PAYFLOW LINK
*21408	TERRE HAUTE CHAMBER OF C	100	<i>E-pay</i>	995.00	8425	MEMBERSHIP DUES
*21422	LIBRARY STORE*THE	100	<i>E-pay</i>	137.89	8426	AUDIOBOOKS CASES
*21423	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	59.08	8427	PRIVATE FIRE SERVICE
*21424	TOWN OF WTH WATER & SEWE	100	<i>E-pay</i>	63.17	8428	WEST WATER SERVICE
21425	THE TRASH MAN	100	<i>E-pay</i>	105.00	8429	WEST TRASH SERVICE
*21426	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	51.80	8430	LAUNDERING OF TABLECLOTHS
21278	BAESLERS MARKET	100	<i>E-pay</i>	143.00	8431	PROGRAM SUPPLIES
21431	UNITED PARCEL SERVICE	100	<i>E-pay</i>	100.00	8432	SHIPPING SERVICE
21433	FUN EXPRESS, LLC	100	<i>E-pay</i>	402.93	8433	MIRACLE PARADE SUPPLIES & DECOR/
21329	KROGER	100	<i>E-pay</i>	79.60	8434	FLAVOR BYTES FILMING INGREDIENTS
*21444	HANOVER INSURANCE GROUP	100	<i>E-pay</i>	10,621.99	8435	COMMERCIAL INSURANCE POLICY
21445	RA-COMM INC	100	<i>E-pay</i>	10,684.00	8436	TWO-WAY RADIOS FOR ALL DEPARTME
21448	FULTON AIR BALANCE		<i>E-pay</i>	4,000.00	8438	TOTAL AIR BALANCE SERVICE

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		100				
21449	OFFICE DEPOT	100	<i>E-pay</i>	348.55	8439	OFFICE SUPPLIES
		100				
21450	ENA	100	<i>E-pay</i>	676.80	8440	VOICE SERVICE
		100				
*21145	LOWE'S COMMERCIAL SERVI	100	<i>E-pay</i>	271.06	8441	MAINTENANCE SUPPLIES
		100				
*21453	ARAMARK UNIFORM SERVICES	200	<i>E-pay</i>	151.35	8442	WEST MAT SERVICE
		100				
21458	DLC MEDIA, INC.	100	<i>E-pay</i>	210.00	8443	WATER/WAYS SPEAKER SERIES PROMI
		100				
21459	DLC MEDIA, INC.	100	<i>E-pay</i>	157.50	8444	WATER/WAYS SPEAKER SERIES PROMI
		100				
21475	CENTERPOINT ENERGY	100	<i>E-pay</i>	302.56	8445	WEST GAS SERVICE
		100				
*21478	ARAMARK UNIFORM SERVICES	100	<i>E-pay</i>	374.54	8446	MAIN MAT SERVICE
		100				
21479	WAGeworks, INC.	100	<i>E-pay</i>	168.82	8447	COBRA BENEFITS
		100				
21485	UNITED PARCEL SERVICE	100	<i>E-pay</i>	150.00	8448	SHIPPING SERVICE
		100				
21486	FRONTIER	100	<i>E-pay</i>	47.85	8449	WEST PHONE SERVICE
		100				
21492	ENA	100	<i>E-pay</i>	1,257.33	8451	INTERNET SERVICE
		276				
*21496	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	14.00	8452	LAUNDERING OF TABLECLOTHS
		100				
21513	HOLLINGER METAL EDGE INC	100	<i>E-pay</i>	41.80	8460	ARCHIVAL TAGS
		100				
21523	OVERDRIVE	100	<i>E-pay</i>	17,000.00	8461	DECEMBER CONTENT CREDIT DEPOSIT
		100				
21524	OVERDRIVE	100	<i>E-pay</i>	7,500.00	8462	DECEMBER CONTENT CREDIT DEPOSIT
		100				
21525	LARGE INK, LLC	100	<i>E-pay</i>	140.00	8463	GEORGE WARD LABELS
		100				
*21526	DUKE ENERGY *	100	<i>E-pay</i>	14,216.43	8464	MAIN ELECTRIC SERVICE
		100				
*21527	DUKE ENERGY *	100	<i>E-pay</i>	391.26	8465	WEST ELECTRIC SERVICE
		100				
*21532	TABCO PRINTING & PROMOTIC	100	<i>E-pay</i>	29.05	8466	NAMEPLATE FOR BOARD MEMBER CAM
		100				

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
*21535	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	23.80	8467	LAUNDERING OF TABLECLOTHS
21536	CINTAS CORPORATION	100	<i>E-pay</i>	94.77	8468	MAIN CABINET SERVICE
21537	JOINK LLC	100	<i>E-pay</i>	275.00	8469	MONTHLY CLOUD BACKUP
*21549	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	49.00	8470	LAUNDERING OF TABLECLOTHS

Total Count: **40**
Total Amount: **71,517.88**

<i>Grand Total Fund 100:</i>	147,255.10
<i>Grand Total Fund 200:</i>	315.45
<i>Grand Total Fund 201:</i>	0.00
<i>Grand Total Fund 203:</i>	0.00
<i>Grand Total Fund 276:</i>	1,257.33
<i>Grand Total Fund 300:</i>	0.00
<i>Grand Total Fund 400:</i>	0.00
<i>Grand Total Fund 800:</i>	0.00

Grand Total Count:	143
Grand Total Amount:	148,827.88

Payroll Payable
Voucher Register

Vigo County Public Library

For Period November -2021

Page 1 of 2 Pages

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
11/12	Pay#23	Gross Payroll	\$ 118,409.19	\$ 118,409.19	ACH	
11/12	Pay#23	FICA	\$ 8,674.56	\$ 8,674.56	ACH	
11/12	Pay#23	PERF	\$ 15,237.41	\$ 15,237.41	ACH	
11/26	Pay#24	Gross Payroll	\$ 118,059.65	\$ 118,059.65	ACH	
11/26	Pay#24	FICA	\$ 8,642.81	\$ 8,642.81	ACH	
11/26	Pay#24	PERF	\$ 15,121.42	\$ 15,121.42	ACH	
11/26	Pay#24	Anthem	\$ 59,074.08	\$ 59,074.08	ACH	
11/26	Pay#24	Guardian	\$ 5,693.89	\$ 5,693.89	ACH	
11/9 -		Unemployment Refund	\$ (1,248.63)	\$ (1,248.63)		
		Gross Payroll			ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

Total library cost			\$ 347,664.38			
Nov.	pays 23 & 24	Great West	\$ 1,429.10	\$ 1,429.10	ACH	Staff withholding
Nov.	pays 23 & 24	Garnishments	\$ 1,432.10	\$ 1,432.10	ACH	Staff withholding
Nov.	pays 23 & 24	AFLAC	\$ 1,490.97	\$ 1,490.97	ACH	Staff withholding
Nov.	pays 23 & 24	United Way	\$ 402.00	\$ 402.00	ACH	Staff withholding
Nov.	pays 23 & 24	Anthem	\$ 7,216.55	\$ 7,216.55	ACH	Staff withholding
Nov.	pays 23 & 24	HSA adj.		\$ -	ACH	Staff withholding
Nov.	pays 23 & 24	Guardian	\$ 785.02	\$ 785.02	ACH	Staff withholding
Nov.	pays 23 & 24	Boston Mutual	\$ 733.22	\$ 733.22	ACH	Staff withholding
Nov.	pays 23 & 24	Fed Tax	\$ 18,756.15	\$ 18,756.15	ACH	Staff withholding
Nov.	pays 23 & 24	State Tax	\$ 7,302.41	\$ 7,302.41	ACH	Staff withholding
Nov.	pays 23 & 24	Local Tax	\$ 4,365.02	\$ 4,365.02	ACH	Staff withholding
Nov.	pays 23 & 24	FICA	\$ 17,317.37	\$ 17,317.37	ACH	Staff withholding
Nov.	pays 23 & 24	Vol. PERF	\$ 3,901.50	\$ 3,901.50	ACH	Staff withholding
Staff Cost				\$ 65,131.41		

**Payroll Payable
Voucher Register**

Vigo County Public Library

For Period November -2021

Page 1 of 2 Pages

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC5-11-10-1,6.

December 20, 2021

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 \$ 347,664.38

Dated this 20th day of December 2021 .

Terry W. Jones, Board President

Olivia K. Goulding, Board Vice President

Valentine K. Muyumba, Board Secretary

Christi A. Fenton, Board Member

Camille R. Wallace, Board Member

Stacy D. Killion, Board Member

James M.Young, Board Member

Novembere 30, 2021

**Gift Fund Balances
2021**

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 845.49	Unrestricted Use	Admin.
64-SPC	\$ 10,397.42	Support of SPC	Admin.
65-Big Read	\$ 450.00	Big Read	Admin.
66-YS	\$ 5,208.92	Support of YS	Admin.
67-WVCF Endowment	\$ 986.00	Support of Strategic Plan Goals	Admin.
68-Crackerbarrel	\$ 65.09	Support of Crackerbarrel	Admin.
69-Wright Foundation	\$ 10,361.46	Unrestricted Use	Admin.
70- West Emily's Garden	\$ 78.36	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 962.35	Support of West Branch	Admin.
72-Friends	\$ (20.00)	Support of Pre-Approved Programs/Initiatives	Admin.
73-WVLC	\$ -	Support of LLC Literacy Events	Admin.
74-Wiley Cupola	\$ 1,274.00	Maintenance of Cupola	Admin.
75-Wiley Memorial	\$ 19,310.17	Maintenance of Memorial	Admin.
77-WVCF Meeks	\$ 260.80	Childrens Literature	Admin.
81-Community Connections	\$ 216.95	Support of Community Connections	Admin.
83-Kiwanis Ys	\$ 148.80	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	\$ 676.70	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 Commemorating Speakers	Admin.
96-Fundraiser	\$ 142.51	Buy a Book	Admin.
TOTAL	\$ 56,456.55		

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD DECEMBER 20, 2021

VCPL CLOSINGS

January 2022 through January 2023 schedule of planned closings for the Vigo County Public Library is provided below:

New Year's Day	Saturday	January 1, 2022
Sunday after New Year's Day	Sunday	January 2, 2022
Easter	Sunday	April 17, 2022
VCPL Staff Institute	Friday	April 22, 2022
Sunday before Memorial Day	Sunday	May 29, 2022
Memorial Day	Monday	May 30, 2022
Independence Day	Monday	July 4, 2022
Sunday before Labor Day	Sunday	September 4, 2022
Labor Day	Monday	September 5, 2022
VCPL Staff Institute	Friday	September 30, 2022
<i>Thanksgiving Eve - close at 6:00 p.m.</i>	<i>Wednesday</i>	<i>November 23, 2022</i>
Thanksgiving Day	Thursday	November 24, 2022
Christmas Eve	Saturday	December 24, 2022
Christmas Day	Sunday	December 25, 2022
New Year's Eve	Saturday	December 31, 2022
New Year's Day	Sunday	January 1, 2023

Note: The italicized date above is an early closing.

ADULT SERVICES

FALL FESTIVAL OF WRITERS

Eighty-three guests attended VCPL's first annual Fall Festival of Writers on November 13, featuring 12 local authors of various genres. Children were able to write and illustrate their own stories, and new writers were invited to attend a writers' round table discussion.

Author Beth Gormong commented, *Thank you for all you did to make us feel special. It was a wonderfully planned event. I look forward to participating next year.* Author Christine Bradfield stopped by the Reference desk to inform staff that she sold 11 books; however, much more importantly to her, she made new contacts with other local authors. In fact, she and



DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD DECEMBER 20, 2021

several of the authors from the program are now meeting regularly to exchange ideas. Author Sarah Tuck featured the event on her YouTube show "The Simply Sarah Show": <https://youtu.be/cWUQ9ZQJICM>. Two attendees were overheard by staff exchanging ideas about writing and another commented that the library should offer more programs of a similar nature.

CUSTOMER FEEDBACK

Customer Feedback on Librarian David Kite's Native American History Month display: A very happy customer informed staff she loved the display and commented, "It was about time to have a display like this." She also demonstrated how to say "have a good day" in Cherokee!

An infrequent customer approached Assistant Librarian Luke Gentry looking for books that weren't a part of VCPL's collection. After discovering that they could request the books from other Indiana libraries through the Interlibrary Loan program, they enthusiastically began telling their spouse about how helpful everyone always is whenever they come into the library. The spouse agreed, calling VCPL a "top-tier library" and pointing out they also love how well-decorated the Library is for the holidays, especially the beautiful trees.

FRIENDS OF THE VIGO COUNTY PUBLIC LIBRARY

The pandemic forced the Friends of the Library to pause all of their activities for nearly 17 months and automatically renew all memberships through March of 2022, so there was no revenue coming in from book sales or membership dues. In August of 2021, customers were delighted when the Friends reopened the Little Book Shop, and in November, the Friends held their first book sale since the pandemic began! Customers lined the ramp to the entrance of the Library prior to opening time to show their support! VCPL Staff and Friends Volunteers heard wonderful praise from customers throughout the weekend who were thrilled that book sales have returned.

The Holiday Book Sale did look a little different this year, as it was held for 2 days instead of the traditional 4 day sale; however, customers again lined up at the doors ready for the sale to begin. Volunteers, including Friends Board Members, worked hard with a smaller crew than in past years, and helped raise more than \$2,400



toward their mission to support Library resources, programming, and services. The Friends plan to continue hosting book sales in 2022, with the first sale of the year scheduled for the first weekend in February, and will hold a membership drive in the spring of 2022.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD DECEMBER 20, 2021

PROGRAMS AND EVENTS

MIRACLE ON 7TH STREET & LIGHT YOUR WAY PARADE



On December 4, VCPL kicked off the Holiday Season with activities for Miracle on 7th Street. A food drive was held in the Library parking lot while families and friends came into the building to send letters to Santa and make fun crafts. The evening was capped off with the Light your Way Parade. VCPL Staff Caroline Clark, Melinda Belles, Laraine Franks, Jeanette Bouchie and Cindy Bhatti enjoyed passing out glow sticks and greeting community members along the route.

THE POLAR EXPRESS AT THE MOON LITE DRIVE-IN

On December 12, attendees cozied up in their vehicles at the Moon Lite Drive-In to enjoy the classic holiday film *The Polar Express*, hosted by VCPL. Each car received free admission and complimentary popcorn. Carolyn Clark and Cindy Bhatti really enjoyed interacting with attendees, as it was a great way to ring in the Holiday Season!



CHRISTMAS IN THE PARK

“All I Want for Christmas is Ewe” was the VCPL theme for Deming Park’s Christmas in the Park event. The Library’s committee, who worked hard designing, constructing, and painting materials, included Nicole Norris, Jeff Crews, Sarah Trover, Troy Switzer, Arielle Craig, Dennis Shepard, Brandy Bridgewater, Dora Garraton, and LeRaye Cameron.



2021 marks seven years that the Library has participated in this fun community event. Stop by Deming Park and enjoy all the lights!

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD DECEMBER 20, 2021

SPECIAL COLLECTIONS

16MM FILM DIGITIZATION

In November, SPC staff began the process of digitizing the large collection of 16mm films that have been housed in Archives for several decades. The films include newsreels from the 1960s and 70s, promotional videos for VCPL, a lengthy documentary focused on Eugene Debs (which includes the folk stylings of one Harry Chapin), interviews of sisters from Saint Mary-of-the-Woods discussing the changes made to their religious habits (clothing), and a newsreel portraying the aftermath of the 1962 Home Packing Plant explosion. By the end of this year, SPC staff will have digitized some 24 films from the more than sixty films in VCPL's possession, and staff will continue to digitize the next batch of films in 2022. SPC looks forward to presenting portions of these films to staff and the public in the coming months, as these films are valuable records of Vigo County history and will do much to illuminate Vigo County's colorful past.

YOUTH SERVICES

KITS AND WONDERBOXES

Youth Services has been busy preparing for the holiday season! They have been providing kits and Wonderboxes for families to share and connect with one another at home through fun crafts and the enjoyment of books. These programs have been very well received and Youth Services has experienced a high volume of demand. They have also hosted a number of story times for their younger friends.

LETTERS TO SANTA



Youth Services was proud to host Letters to Santa as part of the Miracle on 7th Street festival on December 3-4. Participating in the Miracle festival provides an opportunity to reach out to many families who may not be familiar with the Library and its programs. The YS team received a large number of visitors and saw a lot of smiling faces walk through their doors. The YS team is very eager to see them all again soon.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD DECEMBER 20, 2021

WEST BRANCH

WATER/WAYS SPEAKER SERIES

As part of the Smithsonian Institution *Museum on Main Street's* Water/Ways traveling exhibition, the West Branch has been the host location for a Speaker Series. Over the course of the past four weeks, 14 guest speakers, presenting on various topics related to the Wabash River and its impact on the Wabash Valley, have brought approximately 30 people to each presentation.



Some of the topics have included: Terre Haute and the Wabash River in the Late 19th Century, Pearls of the Wabash, Miami Indians and Their Connection to the River, and Saint Anne Shell Chapel. Many of the guests to the speaker presentations were visiting the West Branch for the first time, and several commented to staff members how lovely this location was for a venue and how great it is to have such a nice library in West Terre Haute. The Water/Ways exhibit is hosted by RiverSCAPE and is housed at the Vigo County School Corporation Administrative Office located at 501 W. Olive St. in West Terre Haute until January 2, 2022. You can find more information about the main exhibit and the other Water/Ways offerings at <https://wabashriverscape.org/waterways>.

Note from Jane Santucci, an event organizer:

I just wanted to thank the Vigo County Public Library for their dedication to the Water/Ways speaker series. Without your partnership, the success of the program would not be possible. I want to thank you personally for saying YES. The simple word YES, alleviated so many worries. Thank you and your team for helping to promote the speaker series. We know without this partnership the turnout wouldn't be what it has been. Indiana Humanities has been amazed at the turnout.

I also want to thank Eric Fisher and the dedicated staff at the West Branch. I have just been amazed at their commitment to move schedules, work late, come in early to make the speaker sessions possible. The Vigo County Public Library system is a major asset to our community.

Thank you from the bottom of my heart.

NEW MAKER CART

The West Branch purchased a new Maker Cart to be used during scheduled Maker Hour programs and for passive maker activities. This month, Librarian Sharon McConnell led a Maker Hour cardboard

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD DECEMBER 20, 2021

gingerbread house program, where participants reused cardboard to design and create a gingerbread house. They then used copper tape, batteries, and lights to create circuits to light up their holiday creation and decorated their houses with any supplies from the maker cart that they wanted to use. In addition to staff-led programs, the cart will be used by customers who would like to create on their own. There will be printed guides for specific projects, along with all of the parts necessary, and anyone can come in and use the cart whenever there is an open meeting room at the branch. In the spirit of creativity, the Maker Cart users are also encouraged to use the materials to come up with their own project designs. The Maker Cart and the scheduled programs are designed to teach STEM skills and to encourage participants to build, create, learn, and explore.



PERSONNEL CHANGES

EMPLOYMENT

Phillips, Amanda E. - Hired for the full-time non-exempt position of Youth Services Librarian in the Youth Services Department effective November 15, 2021.

Hart, Aaron T. - Hired for the full-time non-exempt position of Lending Services Clerk in the Lending Services Department effective November 29, 2021.

Llewellyn, Elaina K. - Hired for the full-time non-exempt position of Creative Design Specialist in the Strategic Communications Department effective December 10, 2021.

Thomas, Em F. - Hired for the full-time non-exempt position of Youth Services Assistant Librarian in the Youth Services Department effective December 20, 2021.

TRANSFER

Shattuck, Matthew R. - 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 Youth Services Assistant in the Youth Services department effective November 29, 2021.

Respectfully submitted,
Kristi J. Howe

12/15/21 AG

Vigo County Public Library
November 2021

	November-21	November-20		YTD 2021	YTD 2020	
Print Circulation	19,309	19,419	-0.6%	220,939	183,657	20.3%
A/V Circulation	7,641	8,573	-10.9%	81,288	100,666	-19.2%
Misc	412	301	36.9%	3,941	2,774	42.1%
Electronic Devices	68	45	51.1%	639	404	58.2%
TOTAL	27,430	28,338	-3.2%	306,807	287,501	6.7%

	November-21	November-20		YTD 2021	YTD 2020	
Overdrive						
E-book	4,603	4,919	-6.4%	54,635	57,343	-4.7%
E-audiobook	2,604	2,803	-7.1%	35,758	32,066	11.5%
E-Magazines	339	52	551.9%	3,559	1,786	99.3%
E-video or music	13	4	225.0%	90	146	-38.4%
TOTAL	7,559	7,778	-2.8%	94,042	91,341	3.0%

Hoopla						
E-audiobook	1,575	1,464	7.6%	16,242	16,972	-4.3%
E-Books	791	879	-10.0%	8,368	10,061	-16.8%
E-Comics	217	178	21.9%	2,060	1,936	6.4%
E-music	169	194	-12.9%	1,496	2,323	-35.6%
E-video movie	207	348	-40.5%	2,141	3,292	-35.0%
E-video TV	148	251	-41.0%	4,743	3,144	50.9%
TOTAL	3,107	3,314	-6.2%	35,050	37,728	-7.1%

	November-21	November-20		YTD 2021	YTD 2020	
Reference [fact-finding]	2,586	2,553	1.3%	30,200	30,682	-1.6%

Items Added to the Collection

November-21	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Purchased Items	793	488	84	1	20	2	1,388
Donated Items	0	0	0	0	0	0	0
Total Items Added	793	488	84	1	20	2	1,388

YTD 2021	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Purchased Items	9,857	3,671	319	61	117	78	14,103
Donated Items	11	0	0	0	0	0	11
Total Items Added	9,868	3,671	319	61	117	78	14,114

New Materials Ordered and Received

November-21	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Ordered	996	199	60	0	11	4	1,270
Received	1,063	246	144	0	21	4	1,478

YTD 2021	Book	Video	Video Game	Music CD	Audio Book	Misc	Total
Ordered	11,608	3,180	499	54	136	153	15,630
Received	9,795	3,543	404	52	120	128	14,042

	November-21	November-20		YTD 2021	YTD 2020	
Adult materials deliveries	64	29	120.7%	562	340	65.3%
Youth materials deliveries	234	20	1070.0%	395	177	123.2%
TOTAL	298	49	508.2%	957	517	85.1%

	November-21	November-20		YTD 2021	YTD 2020	
Computer Users	2,934	2,453	19.6%	31,643	28,047	12.8%
Web Site Hits	16,414	15,683	4.7%	182,016	193,814	-6.1%
Mobile App Visits	550	564	-2.5%	6,107	6,465	-5.5%

	November-21	November-20		YTD 2021	YTD 2020	
Subscription Databases	7,128	9,525	-25.2%	122,376	155,262	-21.2%
ILL provided to other libraries	192	192	0.0%	2,356	1,277	84.5%
ILL received from other libraries	220	257	-14.4%	2,712	1,897	43.0%

VIGO COUNTY PUBLIC LIBRARY

**RESOLUTION ON 2022 WAGES, FULL AND PART TIME
WAGE RANGES AND BENEFITS**

The Vigo County Public Library (VCPL) Board of Trustees hereby certifies the acceptance of 2022 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 20th day of December, 2021

AYE

NAY

VIGO COUNTY PUBLIC LIBRARY 2022 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 2022 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 7, 2022 pay date. Eligible job performance increases will be based on the following formula:

- **1,500 annualized wage increase for exempt and non-exempt full-time employees with an annualized wage of less than \$50,000**
- **3.0% 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 **72 cents** per hour wage increase which is equivalent to the per hour increase for full-time employees receiving an annualized \$1,500 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 7, 2022 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.

One-Time Pandemic Bonus Payment: In recognition of the struggles that staff and their families have experienced during the past two years of the global pandemic, a one-time pandemic bonus payment will be issued to employees actively employed as of January 3, 2022, on pay date January 7, 2022 as follows:

- Current full-time and part-time employees hired on or before December 31, 2020, will receive a gross bonus of \$1,500.00
- Current full-time and part-time employees hired between January 1, 2021, and December 31, 2021, will receive a gross bonus of \$750.00
- Bonus payments are not added to the employee base wages and are subject to federal, state, and local payroll tax withholding requirements

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 (HAS) is optional for full-time and part-time 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 2022 (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, 2021 through pay date September 16, 2022. 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
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	112.15	138.15
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	62.55	125.10	694.01	819.11
Employee/ Children	120.29	240.58	1242.01	1482.59
Employee/ Spouse	175.30	350.60	1582.52	1933.32
Employee/ Dependents	194.11	388.22	1752.39	2140.61
Health – Anthem HDHP with HSA				
Employee	8.60	17.20	703.74	720.94
Employee/ Children	21.80	43.60	1261.30	1304.90
Employee/ Spouse	43.85	87.70	1613.73	1701.43
Employee/ Dependents	48.50	97.00	1787.06	1884.06

Open Enrollment: Open Enrollment for the VCPL’s Group Health Plan which includes health, vision, and dental coverage will take place September 1, 2022 through September 30, 2022, with date of coverage to begin effective October 1, 2022. 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 will be eligible for one (1) additional floating holiday awarded in December 2022, to be taken during the first quarter of 2023.

**VIGO COUNTY PUBLIC LIBRARY
2022 WAGE RANGES
FULL AND PART TIME EMPLOYEES**

CLASS	WAGE RANGE	POSITION	QUALIFICATIONS	INDIANA CERTIFICATION	WAGE INCREASE
1 Full-Time Exempt	\$85,850- \$136,350 (\$3,301.92- \$5,244.23 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"> ● 3.0% annual wage increase as approved by the VCPL Board of Trustees
2 Full-Time Exempt	\$57,000 - \$97,000 (\$2,192.31- \$3,730.77 bi-weekly)	<ul style="list-style-type: none"> ● Director of Human Resources * ● Director of Public Services ● Director of Support Services * ● Director of Technology and Special 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"> ● 3.0% 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 Full and Part-Time Non-Exempt	\$47,000- \$77,000 (\$22.60- \$37.02 per hour)	<ul style="list-style-type: none"> ● Adult Services Manager ● Business Manager * ● Facilities Manager * ● Human Resources/Administrative Support Specialist * (Part-time) ● Lending Services Manager * ● Network Administrator/ISTS Manager * ● Project and Event Manager ● Special Collections Manager ● Strategic Communications Manager * ● Tech Team Manager ● Technical Services Manager ● West Branch Manager ● Youth Services Manager 	<p>MLS Managers: ALA accredited MLS: 3 or more years professional experience; administrative/management experience</p> <p>Non-MLS Managers: Bachelor's degree or at least 60 hours of college or Associate's degree and specialized training and experience related to the position</p>	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"> ● \$1,500.00 annual wage increase for full-time employees with an annualized wage of less than \$50,000, ● 3.0% annual wage increase for full-time employees with an annualized wage of \$50,000 or more ● 72 cents per hour wage increase for part-time employees ● All wage increases are contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process

**VIGO COUNTY PUBLIC LIBRARY
2022 WAGE RANGES
FULL AND PART TIME EMPLOYEES**

CLASS	WAGE RANGE	POSITION	QUALIFICATIONS	INDIANA CERTIFICATION	WAGE INCREASE
4 Full and Part-Time Non-Exempt	\$39,000-\$69,000 (\$18.75-\$33.17 per hour)	<ul style="list-style-type: none"> • Administrative Assistant * • Adult Services Librarian (5) • Professional Development Mentor (Part-time) • Special Collections Librarian (2) • Tech Training Librarian • West Branch Librarian • Youth Services Librarian (2) 	<p>MLS Positions: ALA accredited MLS; special preparation and/ or experience in type of work may be required for position</p> <p>Non MLS Position: 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>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)</p> <p>*No Indiana Librarian Certification Required</p>	<ul style="list-style-type: none"> • \$1,500.00 annual wage increase for full-time employees with an annualized wage of less than \$50,000 • 3.0% annual wage increase for full-time employees with an annualized wage of \$50,000 or more • 72 cents per hour wage increase for part-time employees • All wage increases are contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process
5 Full and Part-Time Non-Exempt	\$33,500-\$55,000 (\$16.11-\$26.44 per hour)	<ul style="list-style-type: none"> • Adult Services Assistant Librarian (4) • Tech Training Assistant Librarian • Youth Services Assistant Librarian (5) • Youth Services Assistant Librarian (Part-time) 	<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>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)</p>	<ul style="list-style-type: none"> • \$1,500.00 annual wage increase⁴² for full-time employees with an annualized wage of less than \$50,000 • 3.0% annual wage increase for full-time employees with an annualized wage of \$50,000 or more • 72 cents per hour wage increase for part-time employees • All wage increases are contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process

**VIGO COUNTY PUBLIC LIBRARY
2022 WAGE RANGES
FULL AND PART TIME EMPLOYEES**

CLASS	WAGE RANGE	POSITION	QUALIFICATIONS	INDIANA CERTIFICATION	WAGE INCREASE
6 Full and Part-Time Non-Exempt	\$32,500-\$55,000 (\$15.63-\$26.44 per hour)	<ul style="list-style-type: none"> ● Accounting/Purchasing Agent ● Accounting/Payroll Technician ● Acquisitions Technician (2) ● Cataloging Technician * ● Cataloging Technician (Part-time) * ● Communications Specialist (Part-time) ● Content Specialist ● Creative Design Specialist ● Information Systems Technician ● Technical Services Technician 	Bachelor's degree or at least 60 hours of college or Associate's degree, and specialized training or experience related to the 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"> ● \$1,500.00 annual wage increase for full-time employees with an annualized wage of less than \$50,000 ● 3.0% annual wage increase for full-time employees with an annualized wage of \$50,000 or more ● 72 cents per hour wage increase for part-time employees ● All wage increases are contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process
7 Full and Part-Time Non-Exempt	\$29,000-\$50,000 (\$13.94-\$24.04 per hour)	<ul style="list-style-type: none"> ● Adult Services Assistant (Part-time) ● Lending Services Clerk (10) ● Lending Services Clerk (3 Part-time) ● Maintenance Assistant (3) ● Maintenance Assistant (2 Part-time) ● Maintenance Assistant & Groundskeeper ● Maintenance Technician ● Special Collections Clerk ● Tech Team Technician (2) ● Tech Team Technician (2 Part-time) ● Technical Services Assistant (Part-time) ● West Branch/SPC Clerk ● West Branch Assistant ● Youth Services Assistant (2) 	High School diploma; specialized training and/or related work experience	N/A	<ul style="list-style-type: none"> ● \$1,500.00 annual wage increase for full-time employees with an annualized wage of less than \$50,000 ● 3.0% annual wage increase for full-time employees with an annualized wage of \$50,000 or more ● 72 cents per hour wage increase for part-time employees ● All wage increases are contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process

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.

HOLIDAYS

Vigo County Public Library (VCPL) provides paid holiday leave to eligible employees according to the following schedule:

Exempt and Full-Time Non-Exempt

- Personal Holiday (Floating)
- New Year's Day
- Martin Luther King Day/Presidents Day (Floating)
- Memorial Day
- Juneteenth (Floating)
- Independence Day
- Labor Day
- Veterans Day (Floating)
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

Eligible exempt and full-time non-exempt employees receive compensation for holiday leave at the regular rate of pay for eight (8) hours of pay for each holiday. To be eligible for holiday leave, exempt and full-time non-exempt employees must have worked and or utilized VCPL paid leave for a minimum of eight (8) hours during the workweek in which the holiday occurs.

Part-Time Non-Exempt

- Personal Holiday (Floating)
- New Year's Day
- Martin Luther King Day/Presidents Day (Floating)
- Memorial Day
- Juneteenth (Floating)
- Independence Day
- Labor Day
- Veterans Day (Floating)
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

Eligible part-time non-exempt employees receive compensation for holiday leave at the regular rate of pay for eight (8) hours of pay for each holiday. To be eligible for holiday leave, part-time non-exempt employees must have worked and or utilized VCPL paid leave for a minimum of four (4) hours during the workweek in which the holiday occurs.

Holiday Use and Limitations

Holidays which are designated as floating holidays must be taken in full eight (8) hour segments and, with the exception of the Personal Holiday, within the calendar quarter in which the holiday occurs. The Personal Holiday may be taken at any time during the calendar year. When a non-floating holiday occurs on a Saturday or Sunday, the holiday will become a floating holiday for that calendar year and must be taken within the calendar quarter in which the holiday occurs.

When a non-floating holiday coincides with an employee's VCPL paid jury duty, military leave, vacation, or sick leave, the holiday leave pay supersedes other paid leaves.

Under some circumstances an employee may be directed to work during a non-floating designated holiday in order to provide essential work such as emergency services or specific operational needs. Non-exempt employees directed to work during a non-floating designated holiday will receive compensation at one and one half times the regular rate of pay for hours worked in addition to eight (8) hours of holiday leave pay at the regular rate of pay.

Employees are not eligible for holiday leave under the following conditions:

- While on any unpaid leave of absence for the full work week in which the holiday occurs.
- While receiving Workers Compensation or Long Term Disability benefits for the full work week in which the holiday occurs and during which the employee has not utilized the minimum VCPL non-holiday paid leave hours for holiday leave eligibility.
- When an employee is no longer on the VCPL employment rolls.

Scheduled Holiday Closings

The Vigo County Public Library Board of Trustees approves a calendar of holidays each year to establish the date each holiday is observed by VCPL in the subsequent year. The established calendar of scheduled holiday closings is included in Appendix G of this manual.

Religious Observance

To the extent that work schedules do not interfere with effective library operations, VCPL will make every effort to accommodate an employee's request to be away from work for religious holiday observances. Employees may use accrued and unused vacation leave, compensatory time, floating holiday leave, or request leave without pay.

SICK LEAVE POLICY FOR EXEMPT AND NON-EXEMPT EMPLOYEES

Recognizing that the inability to work because of illness, injury, preventative health care, or necessary treatments for medical conditions or disabilities may cause economic hardship, the Vigo County Public Library (VCPL) provides exempt and non-exempt employees paid sick leave according to the following schedule:

Sick Leave Accrual

Exempt employees earn .0462 hours of sick leave for each hour for which they receive salaried compensation or utilize approved paid VCPL leave up to forty (40) hours per work week and up to the maximum accrual per calendar year. Non-exempt employees earn .0462 hours of sick leave for each hour worked or for which they utilize approved paid VCPL leave up to 40 hours per work week and up to the maximum accrual per calendar year. Because sick leave is accrued based on hours worked, the amount of sick leave time earned in a year will vary between different employees. Exempt and non-exempt employees may accrue up to ninety six (96) hours of paid sick leave per calendar year equivalent to twelve (12) eight (8) hour days.

Accrued and unused sick leave balances may be carried forward to the next calendar year but may not exceed the maximum balance of one thousand forty (1,040) hours equivalent to one hundred thirty (130) eight (8) hour days. As of the adoption of this policy, employees whose accrued and unused balances exceed one thousand forty (1,040) hours may retain the unused balance, but may not earn or accrue additional sick leave unless unused leave is less than the maximum balance.

Accrual Schedule and Limitations

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

Exempt and non-exempt employees may not earn or accrue sick leave under the following conditions:

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

Use of Sick Leave

Earned sick leave may be used with manager approval when accrued leave is credited to the employee sick leave balance. Use of earned sick leave prior to credited accrual must be approved by the Executive Director or a Division Director.

Sick leave may be used and or approved for use under the following conditions for employees and or family members:

- 1) Employee
 - a. When incapacitated by illness or injury including but not limited to pregnancy, childbirth or a related medical condition
 - b. To attend medical, dental, optical, or other health care appointments including behavioral health and counseling
 - c. For treatment for medical conditions or disabilities
 - d. The placement with the employee of a child for adoption or foster care
- 2) Family member
 - a. To provide care for the illness and or treatment for medical conditions or disabilities of a family member

- b. To attend medical, dental, optical, or other health care appointments for a family member including behavioral health and counseling
- c. For the purposes of this policy family member is defined as:
 - i. Spouse or domestic partner
 - ii. child, parent, grand parent, or sibling (and corresponding in-law, step, domestic partner, foster, or guardianship relation)
 - iii. persons residing in your household who are dependent upon you for care and or persons for whose care and or health decisions you are legally designated primary responsibility

Sick leave must be utilized under the following guidelines subject to limitations of scheduling and subject to any requirements of the Family and Medical Leave Act (FMLA) with regard to intermittent or reduced leave for a serious health condition as defined in the Act and in the FMLA policy in this manual:

- 1) Non-exempt employees must utilize sick leave in no less than one quarter hour (¼ hour = 0.25 hour) segments
- 2) Exempt employees must utilize sick leave in full-day (8 hour) segments, except when used in conjunction with intermittent FMLA Leave

Employees who request and are granted a personal leave of absence for conditions outlined in the approved use of sick leave in this policy may utilize accrued unused sick leave at the regular rate of pay, to be paid on a bi-weekly basis, according to guidelines set forth in the Leave of Absence, FMLA, and Long Term Disability Insurance policies in this manual as they may apply.

Employees returning from FMLA Leave or personal leave of absence related to the employee's own health, must receive and submit to Human Resources a medical release statement from the employee's health care provider before returning to work.

Sick leave may not be used and or approved for use for the following purposes including but not limited to:

- 1) Absences not related to illness, health care, or child adoption or foster care placement
- 2) Childcare not related to illness or health care
- 3) Weather or other conditions that interfere with travel or transportation
- 4) Vehicle or home repair or maintenance
- 5) Pet care

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

Employees may not receive pay for sick leave concurrent with other paid leaves or benefits.

Employees who voluntarily resign, are involuntarily terminated, or suffer a layoff will not receive pay for accrued unused sick leave. Employees may not receive payment in lieu of sick leave except under the following conditions:

Employees hired prior to January 2001:

Employees who were hired prior to January 2001 and are terminating their employment by retirement will receive equivalent payment, at the regular rate of pay, for a portion of the accrued unused sick leave, up to a maximum of one thousand forty (1,040) hours equivalent to one hundred and thirty (130) eight (8) hour days. Payment for accrued unused sick leave will be paid to the retiring employee on the pay date subsequent to the pay period following the date of retirement in accordance with the following schedule:

Number of years of continuous service in a VCPL exempt or non-exempt full-time job class	Percentage of up to 1,040 hours of accrued sick leave for which equivalent wage payment is awarded
5 full years up to less than 10 years	20%
10 full years up to less than 15 years	40%
15 full years up to less than 20 years	60%
20 full years up to less than 25 years	80%
25 full years +	100%

Employees hired subsequent to January 2001:

Employees who were hired subsequent to January 2001 and are terminating their employment by retirement will receive equivalent payment, at the regular rate of pay, for a portion of the accrued unused sick leave, up to a maximum of six hundred (600) hours equivalent to seventy-five (75) eight (8) hour days. Payment for accrued unused sick leave will be paid to the retiring employee on the pay date subsequent to the pay period following the date of retirement in accordance with the following schedule:

Number of years of continuous service in a VCPL exempt or non-exempt full-time job class	Percentage of up to 600 hours of accrued sick leave for which equivalent wage payment is awarded
5 full years up to less than 10 years	20%
10 full years up to less than 15 years	40%
15 full years up to less than 20 years	60%
20 full years up to less than 25 years	80%
25 full years +	100%

Sick Leave And FMLA Leave For Exempt and Non-Exempt Employees

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