

A G E N D A

**SPECIAL MEETING
VIGO COUNTY PUBLIC LIBRARY
Tuesday, September 6, 2022, 5:30 PM
Vigo County Public Library
One Library Square
Terre Haute, IN 47807**

1. **Call to Order and Roll Call of Members**
2. **Public Input on Action Items**
3. **Public Hearing on 2023 Library Operating Budget** 2
4. **New Business**
 - A. 2022 - 2023 Health Insurance Contract Renewal 9
 - B. Rights and Responsibilities Policy Update 10
 - C. Surplus Property Resolution 11
5. **Suggestions from the Staff, Board or Public for Action or Study**
6. **Next Regular Meeting:** Monday, September 19, 2022 at 5:30 p.m., Main Library (Adoption of 2023 Library Operating Budget).
7. **Adjournment**

Budget Form 1 - Budget Estimate

Year: 2023 County: Vigo Unit: Vigo County Public Library

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4111	Salary of Exec. Director	\$117,360	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4112	Salary of Dept. Directors	\$280,091	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4113	Salary of Librarians	\$952,059	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4114	Salary of Support Staff	\$2,091,742	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4115	Wages of Hourly	\$149,285	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4116	Salary of Maintenance	\$286,424	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4117	Wages of Hrly Maintenance	\$38,739	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4118	Overtime	\$14,800	2 \$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4119	Sunday Pay	\$69,500	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4121	Employer's share FICA	\$301,246	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4122	Unemployment Compensation	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4123	Employer's Contribution PERF	\$532,191	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4124	Employer's Contribution-Group Insurance	\$1,181,441	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4125	Employer's Contribution-Dental Insurance	\$65,456	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4126	Employer's Contribution-Vision Insurance	\$11,967	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4127	Employer's Contribution-Life Insurance	\$28,838	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4128	Separation Payout	\$73,000	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4129	Other Benefits	\$106,000	\$0
PERSONAL SERVICES Total						\$6,300,139	\$0

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Office Supplies	4213	Other Office Supplies	\$21,000	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Operating Supplies	4221	Cleaning and Sanitation Supplies	\$9,500	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Operating Supplies	4222	Fuel, Oil and Lubricants	\$3,600	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Operating Supplies	4223	Operating Supplies and Parts	\$38,450	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Repair and Maintenance Supplies	4231	Building Materials and Supplies	\$6,000	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Repair and Maintenance Supplies	4235	Grounds Maintenance Supplies	\$8,000	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	4241	Materials Preparation	\$38,000	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	4243	Audio-Visual Supplies	\$2,000	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	4244	Computer Supplies	\$8,850	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	4245	Other Library Supplies	\$177,900	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	4246	Staff Development Materials	\$6,700	\$0
SUPPLIES Total						\$320,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	4311	Consulting Services	\$20,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	4312	Engineering & Archit. Services	\$50,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	4313	Legal Services	\$15,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	4314	Other Professional Services	\$523,759	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	4334	Digitization	\$37,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	4321	Telephone & Internet Services	\$49,580	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	4322	Postage	\$4,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	4323	Traveling Expenses	\$11,415	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	4324	Professional Meetings	\$19,945	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	4325	Freight & Shipping	\$19,850	\$0

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Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Printing and Advertising	4331	Advertising & Publication of Notices	\$32,200	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Insurance	4341	Official Bonds	\$3,075	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Insurance	4342	Other Insurance	\$60,400	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	4351	Gas	\$7,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	4352	Electricity	\$221,500	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	4353	Water	\$14,800	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	4354	Waste Disposal Services	\$18,850	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance	4361	Building/structures repairs	\$1,050,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance	4362	Software Maintenance contracts	\$98,210	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance	4363	Maintenance Contracts	\$56,765	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Rentals	4372	Equipment Rental	\$200	4 \$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Rentals	4373	Lease/rental contracts	\$42,500	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4301	Downloadable E-Material	\$105,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4302	Databases	\$167,085	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4303	YP E-Materials	\$15,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4307	Ciculating Educational Access	\$600	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4310	Software Licensing	\$38,148	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4391	Dues	\$15,148	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4392	Taxes & Assessments	\$175	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4395	Petty Cash Funds	\$650	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4396	Bank fees	\$2,035	\$0

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4397	Refunds	\$60	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4398	Cash Drawer discrepancies	\$50	\$0
SERVICES AND CHARGES Total						\$2,700,000	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Machinery, Equipment, and Vehicles	4440	Furniture/Equip Major	\$75,000	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Machinery, Equipment, and Vehicles	4441	Furniture/Equip Minor	\$242,847	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4442	Circulating Equipment	\$5,000	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4443	Public Access Technology	\$6,259	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4461	Circulating Print Material	\$118,265	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4462	Reference Print Material	\$1,600	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4463	YS Circ. Print Material	\$68,500	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4471	Magazines	\$10,370	5 \$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4472	Newspapers	\$9,245	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4473	Reference Material Serials	\$1,062	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4481	DVD/Video Material	\$97,700	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4482	Audio Recorded Music	\$675	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4483	Microfilm	\$4,200	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4485	Audio Recorded Books	\$5,000	\$0
CAPITAL OUTLAYS Total						\$645,723	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4114	Salary-Support Staff	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4116	Salary-Maint. Staff	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4117	Hourly Maintenance	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4121	FICA	\$0	\$0

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4123	PERF	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4124	Health Insurance	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4125	Dental Insurance	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4126	Vision Insurance	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4127	Life Insurance	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4213	Office Supplies	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4312	Engineering/Archit Services	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4314	Other Prof Services	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4324	Meeting/Conf Registration	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4331	Advertising/Pub Notice	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4361	Bldgs/Struct Repair contracts	\$0	6 \$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4440	Furniture/Equip Major	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4441	Furniture/Equip Minor	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4461	Circ. Print Material	\$0	\$0
PROPERTY TAX CAP Total						\$0	\$0
NO DEPARTMENT Total						\$9,965,862	\$0
TOTAL 0101 - GENERAL FUND						\$9,965,862	\$0

Budget Form 2 - Estimate of Miscellaneous Revenue

Year: 2023 County: Vigo Unit: 0229 - Vigo County Public Library

Fund: 0101 - GENERAL

Revenue Code	Revenue Name	July 1 - December 31, 2022	January 1 - December 31, 2023
R112	Financial Institution Tax distribution	\$33,017	\$66,034
R114	Motor Vehicle/Aircraft Excise Tax Distribution	\$240,206	\$480,412
R135	Commercial Vehicle Excise Tax Distribution (CVET)	\$15,893	\$31,786
R138	Local Income Tax (LIT) Certified Shares	\$312,015	\$1,192,934
R409	Document and Copy Fees	\$1,500	\$500
R423	Other Charges for Services, Sales, and Fees	\$1,300	\$2,600
R503	Other Fines and Forfeitures	\$3,688	\$7,376
R902	Earnings on Investments and Deposits	\$9,502	\$19,004
GENERAL Total		\$617,121	\$1,800,646

NOTICE TO TAXPAYERS

The **Notice to Taxpayers** is available online at www.budgetnotices.in.gov or by calling (888) 739-9826.

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at **1 Library Square, Terre Haute, IN 47807**.

Notice is hereby given to taxpayers of **VIGO COUNTY PUBLIC LIBRARY, Vigo County, Indiana** that the proper officers of **Vigo County Public Library** will conduct a public hearing on the year **2023** budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of **Vigo County Public Library** not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, **Vigo County Public Library** shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of **Vigo County Public Library** will meet to adopt the following budget:

Public Hearing Date	Tuesday, September 6, 2022	Adoption Meeting Date	Monday, September 19, 2022
Public Hearing Time	5:30 PM	Adoption Meeting Time	5:30 PM
Public Hearing Location	Vigo County Public Library	Adoption Meeting Location	Vigo County Public Library
Estimated Civil Max Levy	\$7,794,980		
Property Tax Cap Credit Estimate	\$1,759,940		

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy	6 Levy Percentage Difference (Column 3 / Column 5)
0101-GENERAL	\$9,965,862	\$7,794,980	\$0	\$7,421,407	5.03%
Totals	\$9,965,862	\$7,794,980	\$0	\$7,421,407	

2022-2023 VCPL Employee/Employer Cost Share for Dental, Vision, and Medical 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				
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	77.89	155.78	882.85	1038.63
Employee/Children	150.39	300.78	1579.14	1879.92
Employee/Spouse	220.60	441.20	2009.99	2451.19
Employee/Dependents	244.28	488.56	2225.73	2714.29

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

RIGHTS AND RESPONSIBILITIES

Everyone is welcome and has the right to enjoy the resources and services available to them at the Vigo County Public Library (VCPL). Along with the right to enjoy library services comes the responsibility to do so in a manner that conveys respect and tolerance toward others and is free from language or behaviors that create a disruptive or hostile environment for other library users or staff. The following rights and responsibilities are intended to provide information and behavioral guidance for library users, but is not all inclusive.

You have a **RIGHT**:

- To enjoy the library any day of the week during business hours
- To an environment that is free of intolerance, discrimination, hostility, and solicitation
- To facilities that are clean, safe, and welcoming
- To facilities, materials, and services that function as intended
- To utilize properly trained and controlled service animals on library premises
- To confidentiality of your library transactions and personal information

You have a **RESPONSIBILITY**:

- To interact with others in a respectful manner free from threatening, harassing, or discriminatory language or behaviors
- To conduct yourself in a manner that does not disrupt or interfere with others use of the library or the ability of library staff to provide service
- To understand that the safety and behavior of dependents rests with the parent or guardian
- To attend to your personal belongings
- To monitor and control the behavior of your service animal
- To wear clothing that covers both tops and bottoms i.e. shirts, pants, shoes
- To properly dispose of your trash and debris
- To leave at the designated closing time or when asked to leave by library staff
- To comply with library policies and staff direction
- To obey all federal, state and local laws.

Library users failing to meet these responsibilities and or infringing on the rights of other library users or staff will receive a warning and an opportunity to correct behaviors that do not align with this policy. Suspension from library premises and or services may also be implemented. Behaviors that pose an imminent risk to the health or safety of others will result in immediate suspension from library premises without warning and with or without the assistance of local law enforcement.

When possible, library users who have been suspended from library premises or services will be provided with written notification stating the library policy violated and specifying the length and conditions of the suspension. Appeals of suspension may be made in writing to the Executive Director of the Library or designees. Further appeals may be made in writing to the Library Board of Trustees. As determined by federal, state, or local law, and library policy, misconduct may lead to legal action or criminal prosecution.

Adopted by the Vigo County Public Library Board of Trustees on the ___ day of ____

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

The Board of Trustees of the Vigo County Public Library at the special meeting held September 6, 2022, at which a quorum was present, makes the following findings and adopts the following resolution;

BE IT RESOLVED

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

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

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

ADOPTED THIS 6^h DAY OF September, 2022.

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EXHIBIT “A”

VIGO COUNTY PUBLIC LIBRARY

SURPLUS EQUIPMENT, FURNISHINGS, & ACCESSORIES

- Metal kitchen sink
- Porcelain bathroom sink
- Cast iron sinks (3)
- Assorted cabinet drawers (18)
- Safe
- Accordion doors (6 sets)
- Assorted light fixtures (39)
- Assorted cabinet doors (36)
- Assorted shutters (12)
- Large quantity of cedar planks
- Bookcase
- Assorted wood spindles (13)
- Coat racks with shelves (4)
- Wood handrails (2)
- Painting with frame
- Assorted shelves (8)
- Assorted doors (33)
- Assorted awnings (5)
- Wall cabinets (2)
- Radiator cover
- Medicine cabinet
- Mirror
- Fireplace mantel
- Dishes (2)

09/06/2022