

**REGULAR MEETING**  
**VIGO COUNTY PUBLIC LIBRARY**  
**680 Poplar Street**  
**Terre Haute, IN 47807**  
**Monday, April 17, 2023, 5:30 PM**

**A G E N D A**

- |   |           |
|---|-----------|
| 1. <b>Call to Order and Roll Call of Members</b>                                  |           |
| 2. <b>Public Input on Action Items</b>  |           |
| 3. <b>Consideration of Minutes of March 20, 2023, Regular Meeting</b>             | <b>2</b>  |
| 4. <b>Treasurer's Report</b>  |           |
| A. Monthly Financial Statement  | 6         |
| B. Claims and Payroll   | 7         |
| C. Special Claims   | 21        |
| D. Gift Fund Report   | 22        |
| 5. <b>Reports to the Library Board</b>  |           |
| A. Job Seekers Series ~ Jeanette Bouchie  |           |
| 6. <b>Director's Report</b>   | <b>23</b> |
| 7. <b>Old Business</b>  |           |
| A. VCPL Board of Trustees Bylaws  | 32        |
| 8. <b>New Business</b>  |           |
| A. Consideration of Policies in the VCPL Staff Manual:                            |           |
| 1) Compensation Policy  | 38        |
| 2) Employee Classification Policy   | 40        |
| 3) Separation of Employment   | 42        |
| B. Resolution on Surplus Property   | 44        |
| 9. <b>Suggestions from the Staff, Board or Public for Action or Study</b>         |           |
| 10. <b>Next Regular Meeting:</b> Monday, May 15, 2023 at 5:30 p.m., Main Library. |           |
| 11. <b>Adjournment</b>  |           |

At the rescheduled 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 20<sup>th</sup> day of March 2023, the following persons were present:

Library Board Members Present: Terry W. Jones, President; Olivia K. Goulding, Vice President; Christi A. Fenton, Secretary; Valentine K. Muyumba.

Library Board Members Absent: James M. Young, Stacy D. Killion, and Brian Cain.

Library Staff: Kristi Howe, Dennis Shepard, Amy Gibson, Heather Rayl, Jeanette Bouchie, Lauren Elyea, Brandy Bridgewater, Elizabeth Scamihorn, Eric Fisher, and Bonnie McNair.

Others: none.

## **PUBLIC INPUT ON ACTION ITEMS**

None.

## **CONSIDERATION OF REGULAR MEETING MINUTES**

A motion to approve the minutes as written for the February 23, 2023, regular meeting, made by Muyumba, seconded by Goulding, passed.

## **TREASURER'S REPORT**

### **Monthly Cash Statement**

Dennis Shepard presented the Cash Statement dated March 16, 2023 (copy attached to official minutes).

### **Claims and Payroll**

Mr. Shepard presented the Month End Claims dated February 28, 2023, in the amount of \$27,329.41 (Library Operating, \$27,272.03; Gift Fund, \$57.38; Grants, \$0) Library Operating Claims dated March 20, 2023, in the amount of \$142,972.34 (Library Operating Fund, \$137,261.81, Gift Fund, \$4,453.20; Grants, \$1,257.33) (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

### **Special Claims**

Mr. Shepard presented two special claims. The first special claim was for \$62,742.69 to Earl Rodgers & Associates for the bathroom renovation at the main library, which included a \$1,560.00 change order. The second special was for \$206,078.40 to Keymark Construction for the 12 Points renovation, which included change orders totaling \$24,506.00.

### **Gift Fund Report**

Mr. Shepard presented the Gift Fund report dated February 28, 2023, for \$66,444.15.

**Approval of Treasurer's Report**

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

**REPORTS TO THE LIBRARY BOARD**

**Nature Explore Classroom ~ West Branch Manager Eric Fisher**

Mr. Fisher shared that the Nature Explore program is a division of Dimensions Educational Research Foundation and is a national initiative that recognizes schools and other organizations that have made a commitment to providing outdoor classrooms and comprehensive programming to help children use the natural world as an integral part of learning. The certification requirements include creating a well-designed outdoor space and a commitment to staff development and family involvement. Mr. Fisher displayed photographs of the outdoor space that has been at West Branch for several years and explained how the design, landscaping, and addition of equipment has been updated to meet requirements for the certification. Mr. Fisher shared that he is gathering information on how the space is being used for programming by the library and community partners, as well as by customers and families so he can apply for the certification.

**DIRECTOR'S REPORT**

Ms. Howe commented on her written report.

Ms. Howe gave updates on 12 Points, including that VCPL has received a grant of \$5,000 to go towards the installation of the splash pad at 12 Points from the United Way of the Wabash Valley.

Ms. Howe shared that VCPL received a letter from Area Planning concerning the current address of the Library as One Library Square. They have indicated that this address is not compliant with 911 regulations. Ms. Howe and other librarians started researching when the Library started using One Library Square and found that it has been since June of 1997, which is before the library even moved in and was in construction, and there is documentation that USPS and Area Planning approved the use of the address at that time. However, VCPL understands that with upgrades to 911 locations over the years, it is a fair request to migrate to the descriptive address of 680 Poplar Street and will start making that change when ordering new supplies.

Ms. Howe shared that Senate Bill 12 has passed in the Senate and is going to the House of Representatives. Ms. Howe shared that there could be a need for board members to contact their legislators and that she would watch the bill closely and keep them up to date.

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

**OLD BUSINESS**

**Library Board Bylaws Review**

Ms. Howe explained that state standards require the Library Board to review by-laws every 3 years. The board discussed suggestions provided by Attorney Scott Craig in advance of the meeting.

Mr. Jones called to table the bylaw changes until the next meeting, motion made by Fenton, seconded by Goulding, passed.

**NEW BUSINESS**

**Consideration of Policies:**

**Confidential Information Policy**

Ms. Howe noted that this policy outlines the privacy expectations for Library staff and will be reviewed by staff annually.

A motion to approve the new Confidential Information Policy for the VCPL Staff Manual, made by Muyumba, seconded by Fenton, passed. (Copy of Sick Leave Policy for Exempt and Non-Exempt Employees Policy attached to official minutes.)

**Sick Leave Policy for Exempt and Non-Exempt Employees**

Ms. Howe noted a few of the proposed updates to the Sick Leave Policy for Exempt and Non-Exempt Employees that will promote flexibility and longevity benefits:

- Sick leave cap has been eliminated.
- A percentage of sick leave may now be paid out to employees separating their employment voluntarily or involuntarily by resignation, termination, or retirement (previously you had to retire from the library in order to be eligible for a percentage of sick leave payout).
- All employees will be eligible for a percentage of sick leave payout upon separation, after at least 5 full years of service after hire date.
- Years of part-time service will be counted toward sick leave payout eligibility upon separation of employment since part-time employees are eligible to earn sick leave.

A motion to approve the Sick Leave Policy for Exempt and Non-Exempt Employees, made by Muyumba, seconded by Goulding, passed. (Copy of Sick Leave Policy for Exempt and Non-Exempt Employees Policy attached to official minutes.)

**Displays, Exhibits, and Community Postings Policy**

Ms. Howe noted that VCPL previously had a Display and Exhibits policy and a Community Posting Policy and these policies have been merged. The request for reconsideration has also been added to this policy.

A motion to approve the Displays, Exhibits, and Community Postings Policy, made by Fenton, seconded by Muyumba, passed. (Copy of Displays, Exhibits, and Community Postings Policy attached to official minutes.)

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

There were no suggestions.

**NEXT MEETING**

Regular Meeting, April 17, 2023, at 5:30 p.m. at Main Library.

**ADJOURNMENT**

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

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Terry W. Jones, President

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Olivia K. Goulding, Vice President

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Christi A. Fenton, Secretary

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Valentine K. Muyumba, Board Member

**ABSENT**

**ABSENT**

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James M. Young, Board Member

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Stacy D. Killion, Board Member

**ABSENT**

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Brian L. Cain, Board Member

AG 3/29/23

Cash Statement  
 Vigo County Public Library  
 March 2023

| Account Title<br>Number                       | Beginning<br>MTD Balance<br>YTD Balance | MTD Debits<br>YTD Debits | MTD Credits<br>YTD Credits   | Ending<br>Balance | MTD Change<br>YTD Change       |
|---|---|--------------------------|------------------------------|-------------------|--------------------------------|
| Cash Library Operating Fund<br>100-01-1010    | 5,388,745.14<br>6,386,598.53            | 134,875.34<br>404,643.32 | 1,043,106.16<br>2,310,727.53 | 4,480,514.32      | (908,230.82)<br>(1,906,084.21) |
| Cash Gift Fund<br>200-00-1010                 | 66,444.15<br>50,396.42                  | 972.11<br>18,941.45      | 5,252.51<br>7,174.12         | 62,163.75         | (4,280.40)<br>11,767.33        |
| Cash Rainy Day Fund<br>201-00-1010            | 1,748,249.16<br>1,748,249.16            | 0.00<br>0.00             | 0.00<br>0.00                 | 1,748,249.16      | 0.00<br>0.00                   |
| Cash Grants<br>276-00-1010                    | 2,370.92<br>(11,997.55)                 | 0.00<br>16,883.13        | 1,257.33<br>3,771.99         | 1,113.59          | (1,257.33)<br>13,111.14        |
| Cash Public Library Access Car<br>800-00-1010 | 0.00<br>65.00                           | 0.00<br>0.00             | 0.00<br>65.00                | 0.00              | 0.00<br>(65.00)                |
| Cash-Payroll Withholdings<br>803-00-1010      | 1,069.56<br>1,352.89                    | 109,266.55<br>258,124.78 | 108,755.94<br>257,897.50     | 1,580.17          | 510.61<br>227.28               |

| <b>Voucher #</b> | <b>Name of Claimant</b>    | <b>Fund</b> | <b>Amount</b> | <b>Total</b> | <b>Check #<br/>ACH #<br/>EFT #</b> | <b>Description</b>               |
|------------------|----------------------------|-------------|---------------|--------------|------------------------------------|----------------------------------|
| *25632           | KING, MADISON*             | 100         | Check         | 100.00       | 56766                              | PERFORMER PAYMENT FOR SPRING PI  |
| *25850           | CORINNE ROBERTS ILLUSTRAT  | 100         | Check         | 125.00       | 56767                              | SPEAKER FEE FOR DRAWING PROGRAI  |
| *25996           | CHILDREN'S THEATRE OF TERI | 100         | Check         | 125.00       | 56768                              | SUMMER READING AD / SPRING PRODU |
| *25983           | ST. PATRICK SCHOOL*        | 100         | Check         | 500.00       | 56769                              | IRISH DASH SPONSORSHIP           |
| *26007           | THE LEAGUE OF TERRE HAUTE  | 100         | Check         | 250.00       | 56770                              | CLOTHES CLOSET SPONSOR           |
| *25889           | WALDENS WELLNESS AND FITI  | 200         | Check         | 50.00        | 56771                              | CR PROGRAM ON APRIL 8            |
|                  |                            |             |               |              | Total Count:                       | 6                                |
|                  |                            |             |               |              | Total Amount:                      | 1,150.00                         |
| *25966           | ADP INC - AUTOPAY II*      | 100         | ACH           | 1,067.32     | 7983                               | PAYROLL SERVICES                 |
| *25799           | ADP SCREENING & SELECTION  | 100         | ACH           | 69.42        | 7984                               | BACKGROUND SCREENING             |
| *25967           | AMAZON.COM LLC*            | 100         | ACH           | 359.84       | 7985                               | VIDEO GAMES                      |
| *25968           | AMAZON.COM LLC*            | 100         | ACH           | 51.05        | 7986                               | DVD/VIDEO MATERIAL               |
| *25969           | AMAZON.COM LLC*            | 100         | ACH           | 12.93        | 7987                               | DVD/VIDEO MATERIAL               |
| *25970           | AMAZON.COM LLC*            | 100         | ACH           | 16.99        | 7988                               | AUDIO RECORDED MUSIC             |
| *25971           | AMAZON.COM LLC*            | 100         | ACH           | 4.60         | 7989                               | KEY LOCK BOX FOR HR              |
| *25978           | AMAZON.COM LLC*            | 100         | ACH           | 24.99        | 7990                               | TISSUES                          |
| *25992           | AMAZON.COM LLC*            | 100         | ACH           | 39.99        | 7991                               | CIRC PRINT MATERIAL              |
| *25993           | AMAZON.COM LLC*            | 100         | ACH           | 16.21        | 7992                               | CIRC PRINT MATERIAL AND MUSIC CD |
| *25994           | AMAZON.COM LLC*            | 100         | ACH           | 23.78        | 7993                               | WALL CHARGERS FOR KITS           |
| *25995           | AMAZON.COM LLC*            | 100         | ACH           | 34.90        | 7994                               | PAINTING PROGRAM SUPPLIES        |
|                  |                            |             |               | 7            |                                    |                                  |

| <b>Voucher #</b> | <b>Name of Claimant</b> | <b>Fund</b> | <b>Amount</b> | <b>Total</b> | <b>Check #<br/>ACH #<br/>EFT #</b> | <b>Description</b>                |
|------------------|-------------------------|-------------|---------------|--------------|------------------------------------|-----------------------------------|
| *26005           | AMAZON.COM LLC*         | 100         | ACH           | 19.67        | 7995                               | CIRC PRINT MATERIAL               |
| *26006           | AMAZON.COM LLC*         | 100         | ACH           | 16.99        | 7996                               | CIRC PRINT MATERIAL               |
| *26008           | AMAZON.COM LLC*         | 100         | ACH           | 5.99         | 7997                               | CIRC KITS AND CIRC PRINT MATERIAL |
| *26009           | AMAZON.COM LLC*         | 100         | ACH           | 14.47        | 7998                               | CIRC KITS AND CIRC PRINT MATERIAL |
| *26010           | AMAZON.COM LLC*         | 100         | ACH           | 25.60        | 7999                               | DVD/VIDEO MATERIAL                |
| *26011           | AMAZON.COM LLC*         | 100         | ACH           | 20.96        | 8000                               | CIRC PRINT MATERIAL AND MUSIC CD  |
| *26012           | AMAZON.COM LLC*         | 100         | ACH           | 12.99        | 8001                               | CIRC PRINT MATERIAL               |
| *26013           | AMAZON.COM LLC*         | 100         | ACH           | 8.09         | 8002                               | LARGE ADHESIVE WALL HOOKS 12 PAC  |
| *26014           | AMAZON.COM LLC*         | 200         | ACH           | 160.40       | 8003                               | CR TEEN MENTAL HEATH PROGRAM      |
| *26015           | AMAZON.COM LLC*         | 100         | ACH           | 32.14        | 8004                               | CIRC PRINT MATERIAL               |
| *26026           | AMAZON.COM LLC*         | 100         | ACH           | 25.12        | 8005                               | CIRC PRINT MATERIAL               |
| *26028           | AMAZON.COM LLC*         | 100         | ACH           | 11.48        | 8006                               | CIRC PRINT MATERIAL               |
| *26047           | AMAZON.COM LLC*         | 100         | ACH           | 17.99        | 8007                               | SPRING BREAK PROG. SUPPLIES       |
| *26048           | AMAZON.COM LLC*         | 100         | ACH           | 59.97        | 8008                               | EMBROIDERY & BATTERIES            |
| *26049           | AMAZON.COM LLC*         | 100         | ACH           | 13.93        | 8009                               | CIRC PRINT MATERIAL               |
| *25963           | BAKER & TAYLOR INC*     | 100         | ACH           | 3,135.23     | 8010                               | CIRC PRINT MATERIAL               |
| *26032           | BAKER & TAYLOR INC*     | 100         | ACH           | 2,107.01     | 8011                               | CIRC PRINT MAT, AUDIO REC BOOKS   |
| *26025           | DEMCO, INC*             | 100         | ACH           | 100.23       | 8012                               | GLOSSY LABEL PROTECTORS, LAMINA   |
| *25977           | E-Z CLEAN INC*          | 100         | ACH           | 52.50        | 8013                               | HANDSOAPS AND GLOVES              |
| *26024           | E-Z CLEAN INC*          | 100         | ACH           | 8            | 900.10                             | 8014 SUPPLIES                     |

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|------------------|---------------------------|-------------|---------------|--------------|------------------------------------|---------------------------------|
| *25962           | EBSCO INFORMATION SERVICE | 100         | ACH           | 5.19         | 8015                               | MAGAZINES                       |
| *26000           | EXPRESS SERVICES INC*     | 100         | ACH           | 781.89       | 8016                               | PART TIME STAFFING              |
| *25964           | GALE/CENGAGE LEARNING*    | 100         | ACH           | 379.40       | 8017                               | CIRC PRINT MATERIAL             |
| *26030           | GALE/CENGAGE LEARNING*    | 100         | ACH           | 110.21       | 8018                               | CIRC PRINT MATERIAL             |
| *26016           | MIDWEST COMMUNICATIONS, I | 100         | ACH           | 1,920.00     | 8019                               | COMMUNITY READ RADIO ADVERTISEM |
| *25965           | MIDWEST TAPE*             | 100         | ACH           | 1,054.61     | 8020                               | DVD/VIDEO MATERIAL              |
| *26057           | MODULAR ROBOTICS*         | 100         | ACH           | 4,238.00     | 8021                               | RE-ISSUE ACH CUBELETS SETS      |
| *26044           | RICOH USA INC*            | 100         | ACH           | 1,458.78     | 8022                               | COPIER LEASE                    |
| *26002           | SMITH'S SMALL ENGINES*    | 100         | ACH           | 17.07        | 8023                               | TUBE FOR GRAVELY MOWER          |
| *26018           | SPAID-ROBERTS, ELISE*     | 100         | ACH           | 6.00         | 8024                               | REIMBURSEMENT FOR TABLESCAPES I |
|                  |                           |             |               |              | Total Count:                       | 42                              |
|                  |                           |             |               |              | Total Amount:                      | 18,434.03                       |
| *25972           | DUKE ENERGY *             | 100         | E-pay         | 86.43        | 9762                               | 12 POINTS ELECTRIC SERVICE      |
| *25973           | DUKE ENERGY *             | 100         | E-pay         | 460.57       | 9763                               | WEST ELECTRIC SERVICE           |
| *25982           | UNIVERSAL ADVERTISING*    | 100         | E-pay         | 259.50       | 9764                               | TERRE HAUTE/VIGO COUNTY MAP AD  |
| *25984           | TABCO PRINTING & PROMOTIC | 100         | E-pay         | 29.65        | 9765                               | NAME PLATE FOR NEW BOARD MEMBE  |
| *25985           | OFFICE DEPOT*             | 100         | E-pay         | 13.69        | 9766                               | OFFICE SUPPLIES                 |
| *25997           | COURTESY CLEANING CENTEF  | 100         | E-pay         | 15.19        | 9767                               | LAUNDERING OF MAINTENANCE RAGS  |
| *26001           | BELLE TIRE*               | 100         | E-pay         | 549.06       | 9769                               | VAN OIL CHANGE AND TIRES        |
| *26003           | T-MOBILE USA, INC.*       | 100         | E-pay         | 938.15       | 9770                               | MAIN HOTSPOT DATA               |
| *26004           | REPUBLIC SERVICES OF WEST |             | E-pay         | 419.16       | 9771                               | MAIN TRASH SERVICE              |

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|------------------|---------------------------|-------------|---------------|--------------|------------------------------------|------------------------------------|
|                  |                           | 100         |               |              |                                    |                                    |
| *26017           | ULINE*                    |             | <i>E-pay</i>  | 40.50        | 9772                               | #2 MAILERS                         |
|                  |                           | 100         |               |              |                                    |                                    |
| *26021           | INDIANA AMERICAN WATER CC |             | <i>E-pay</i>  | 286.78       | 9773                               | MAIN WATER SERVICE                 |
|                  |                           | 100         |               |              |                                    |                                    |
| *26022           | INDIANA AMERICAN WATER CC |             | <i>E-pay</i>  | 24.20        | 9774                               | MAIN IRRIGATION SERVICE            |
|                  |                           | 100         |               |              |                                    |                                    |
| *26023           | T-MOBILE USA, INC.*       |             | <i>E-pay</i>  | 228.34       | 9775                               | WEST HOTSPOT DATA                  |
|                  |                           | 100         |               |              |                                    |                                    |
| *26027           | CNA INSURANCE*            |             | <i>E-pay</i>  | 2,276.00     | 9776                               | D&O/EPLI INSURANCE                 |
|                  |                           | 100         |               |              |                                    |                                    |
| *26029           | COURTESY CLEANING CENTEF  |             | <i>E-pay</i>  | 20.46        | 9777                               | LAUNDERING OF MAINTENANCE RAGS     |
|                  |                           | 100         |               |              |                                    |                                    |
| *26031           | CENTER POINT LARGE PRINT* |             | <i>E-pay</i>  | 47.94        | 9778                               | CIRC PRINT MATERIAL                |
|                  |                           | 100         |               |              |                                    |                                    |
| *26033           | PARKE COUNTY SENTINEL*    |             | <i>E-pay</i>  | 47.00        | 9779                               | NEWSPAPERS                         |
|                  |                           | 100         |               |              |                                    |                                    |
| *25950           | KROGER*                   |             | <i>E-pay</i>  | 75.42        | 9780                               | PROGRAM SUPPLIES                   |
|                  |                           | 200         |               |              |                                    |                                    |
| *25885           | CAPITAL ONE               |             | <i>E-pay</i>  | 423.97       | 9781                               | PROGRAM SUPPLIES                   |
|                  |                           | 100         |               |              |                                    |                                    |
|                  |                           | 200         |               |              |                                    |                                    |
| *26038           | OFFICE DEPOT*             |             | <i>E-pay</i>  | 56.12        | 9782                               | OFFICE SUPPLIES                    |
|                  |                           | 100         |               |              |                                    |                                    |
| *25989           | VISA CARD SERVICES        |             | <i>E-pay</i>  | 3,945.62     | 9783                               | VARIOUS SUPPLIES, TRAVEL, REGISTR. |
|                  |                           | 100         |               |              |                                    |                                    |
|                  |                           | 200         |               |              |                                    |                                    |
| *26041           | VERIZON - WIRELESS*       |             | <i>E-pay</i>  | 136.72       | 9784                               | PHONE SERVICE                      |
|                  |                           | 100         |               |              |                                    |                                    |
| *26042           | CITY OF TERRE HAUTE SEWAG |             | <i>E-pay</i>  | 28.21        | 9785                               | MAIN SEWAGE BILLING                |
|                  |                           | 100         |               |              |                                    |                                    |
| *26043           | CITY OF TERRE HAUTE SEWAG |             | <i>E-pay</i>  | 28.21        | 9786                               | 12 POINTS SEWAGE BILLING           |
|                  |                           | 100         |               |              |                                    |                                    |
| *26058           | COURTESY CLEANING CENTEF  |             | <i>E-pay</i>  | 20.15        | 9787                               | LAUNDERING OF MAINTENANCE RAGS     |
|                  |                           | 100         |               |              |                                    |                                    |
| *26059           | COURTESY CLEANING CENTEF  |             | <i>E-pay</i>  | 15.04        | 9788                               | LAUNDERING OF MAINTENANCE RAGS     |
|                  |                           | 100         |               |              |                                    |                                    |
| *26060           | LIBERTY MUTUAL*           |             | <i>E-pay</i>  | 400.00       | 9789                               | PUBLIC OFFICIAL BOND - B.BRIDGEWAT |
|                  |                           | 100         |               |              |                                    |                                    |
| *26061           | LIBERTY MUTUAL*           |             | <i>E-pay</i>  | 100.00       | 9790                               | PUBLIC OFFICIAL BOND A.GIBSON      |
|                  |                           | 100         |               |              |                                    |                                    |

| <i>Voucher #</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Amount</i> | <i>Total</i> | <i>Check #<br/>ACH #<br/>EFT #</i> | <i>Description</i>             |
|------------------|-------------------------|-------------|---------------|--------------|------------------------------------|--------------------------------|
|                  |                         |             |               |              |                                    | Total Count: <b>28</b>         |
|                  |                         |             |               |              |                                    | Total Amount: <b>10,972.08</b> |

|                              |                  |
|------------------------------|------------------|
| <i>Grand Total Fund 100:</i> | <b>29,756.80</b> |
| <i>Grand Total Fund 200:</i> | <b>799.31</b>    |
| <i>Grand Total Fund 201:</i> | <b>0.00</b>      |
| <i>Grand Total Fund 203:</i> | <b>0.00</b>      |
| <i>Grand Total Fund 276:</i> | <b>0.00</b>      |
| <i>Grand Total Fund 300:</i> | <b>0.00</b>      |
| <i>Grand Total Fund 400:</i> | <b>0.00</b>      |
| <i>Grand Total Fund 800:</i> | <b>0.00</b>      |

|                     |                  |
|---------------------|------------------|
| Grand Total Count:  | <b>76</b>        |
| Grand Total Amount: | <b>30,556.11</b> |

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Executive Director  
Kristi Howe

| VISA - MARCH - MONTHLY TOTAL |        |                            | PAY 03/31/2023                      |                |
|------------------------------|--------|----------------------------|-------------------------------------|----------------|
| DATE                         | PO#    | VENDOR                     | DESCRIPTION                         | AMOUNT         |
| <b>KRISTI HOWE</b>           |        | <b>XXXX XXXX XXXX 3729</b> |                                     |                |
| 2/20/2023                    | 230294 | NAMECHEAP                  | FRIENDS DOMAIN RENEWAL              | 15.16          |
| 2/22/2023                    | 230146 | FACEBOOK                   | FRIENDS SALES FACEBOOK AD BOOSTS    | 25.00          |
| 2/22/2023                    | 230146 | FACEBOOK                   | FRIENDS SALES FACEBOOK AD BOOSTS    | 3.76           |
| 2/19/2023                    | 230319 | PAPERTURN                  | WEB FLIPBOOK FINAL PAYMENT          | 150.00         |
| 2/25/2023                    | 230198 | GOOGLE                     | BRIDGERTON BALL YOUTUBE ADS         | 150.00         |
| 3/1/2023                     | 230198 | GOOGLE                     | BRIDGERTON BALL YOUTUBE ADS         | 30.29          |
| <b>ADM TOTAL</b>             |        |                            |                                     | <b>374.21</b>  |
| <b>DENNIS SHEPARD</b>        |        | <b>XXXX XXXX XXXX 6317</b> |                                     |                |
| 2/28/2023                    | 230360 | GOOGLE                     | GOOGLE WORKSPACE                    | 93.60          |
| 2/28/2023                    | 220545 | MAILCHIMP                  | EMAIL MARKETING ANNUAL SUBSCRIPTION | 100.00         |
| 2/28/2023                    | 230196 | FACEBOOK                   | BRIDGERTON EVENT PROMOTION          | 100.00         |
| <b>DENNIS S TOTAL</b>        |        |                            |                                     | <b>293.60</b>  |
| <b>BRANDY BRIDGEWATER</b>    |        | <b>XXXX XXXX XXXX 1093</b> |                                     |                |
| 2/22/2023                    | 230257 | INDIANA LIBRARY FEDERATION | ILF MEMBERSHIP FOR ANDREW POPE      | 100.00         |
| 3/1/2023                     | 230365 | INDIANA LIBRARY FEDERATION | ILF DUES- JEANETTE BOUCHIE          | 100.00         |
| 3/1/2023                     | 230361 | INDIANA LIBRARY FEDERATION | ILF MEMBERSHIP FEE- ANGELINA        | 80.00          |
| 3/3/2023                     | 230392 | MENARDS INC                | LOCKING WALL PLATES FOR WASHROOMS   | 528.14         |
| 3/2/2023                     | 230376 | INDIANA LIBRARY FEDERATION | ILF MEMBERSHIP RENEWAL FOR SEAN     | 80.00          |
| 3/8/2023                     | 230381 | INDIANA LIBRARY FEDERATION | ILF MEMBERSHIP FEE- KENDRA          | 80.00          |
| 3/8/2023                     | 230371 | INDIANA LIBRARY FEDERATION | MEMBERSHIP RENEWAL- SARAH TROVER    | 100.00         |
| 3/9/2023                     | 230438 | CIRBA SOLUTIONS            | BATTERY RECYCLING KIT               | 83.95          |
| 3/9/2023                     | 230434 | MENARDS INC                | LOCKING OUTLET COVERS               | 547.94         |
| 2/19/2023                    | 230496 | TECHSOUP GLOBAL            | MONTHLY MICROSOFT CLOUD SOLUTIONS   | 240.00         |
| 3/7/2023                     | 230332 | ICONIC DIGITAL MARKETING   | ANNUAL WEBSITE MAINTENANCE PLAN     | 355.50         |
| <b>BRANDY TOTAL</b>          |        |                            |                                     | <b>2295.53</b> |
| <b>HEATHER RAYL</b>          |        | <b>XXXX XXXX XXXX 6325</b> |                                     |                |
| 2/17/2023                    | 230285 | DOLLAR GENERAL STORE       | PANCAKEBOT PROGRAM SUPPLIES         | 49.75          |

|   |        |   |  |                |
|---|--------|---|--|----------------|
| 2/17/2023   | 230280 | SOCIETY OF INDIANA ARCHIVISTS             | ANNUAL INSTITUTIONAL MEMBERSHIP              | 30.00          |
| 2/17/2023   | 230281 | SOCIETY OF INDIANA ARCHIVISTS             | ANNUAL CONFERENCE REGISTRATIONS              | 106.00         |
| 3/1/2023  | NA     | GODADDY.COM                               | REFUND FOR CANCELLED SSL CERTIFICATE         | -799.98        |
| <b>HEATHER TOTAL</b>                              |        |   |  | <b>-614.23</b> |
| <b>VIGO CO PUBLIC LIBRARY XXXX XXXX XXXX 4648</b> |        |   |  |                |
| 2/17/2023   | 230306 | WISEPIES PIZZA AND SUBS                   | NEW EMPLOYEE ORIENTATION LUNCH               | 78.04          |
| 2/28/2023   | 230359 | WABASH VALLEY HUMAN RESOURCES ASSOCIATION | MEETING REGISTRATION- A WADSWORTH            | 21.23          |
| 3/13/2023   | 230450 | HOMELESS TRAINING INSTITUTE               | HOMELESS TRAINING RENEWAL                    | 1149.00        |
| 3/10/2023   | 230449 | CHAVAS MEXICAN GRILL                      | NEW HIRE ORIENTATION LUNCH                   | 51.48          |
| 3/14/2023   | 230461 | JOANN FABRIC AND CRAFT STORES             | TABLESCAPES CRICUT FILM FOR TEXT             | 90.91          |
| 3/16/2023   | 230412 | PAPA JOHNS PIZZA                          | PIZZA FOR ESL FAMILY NIGHT                   | 135.75         |
| 3/1/2023  | 230349 | ONLINE LABELS, INC                        | COMMUNITY READ BOOK LABELS- ADDITIONAL BOOKS | 70.10          |
| <b>VIGO TOTAL</b>                                 |        |   |  | <b>1596.51</b> |
| <b>GRAND TOTAL</b>                                |        |   |  | <b>3945.62</b> |

| <i>Voucher #</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Amount</i> | <i>Total</i>    | <i>Check #<br/>ACH #<br/>EFT #</i> | <i>Description</i>               |
|------------------|-------------------------|-------------|---------------|-----------------|------------------------------------|----------------------------------|
| *25629           | COMMON GROUND YOGA*     | 100         | <i>Check</i>  | <b>380.00</b>   | <b>56772</b>                       | CHAIR YOGA SERIES                |
| *25631           | KING, MADISON*          | 200         | <i>Check</i>  | <b>150.00</b>   | <b>56773</b>                       | CR 2023 ART JOURNALING PROGRAM   |
| *25851           | STARMER WORKS LLC*      | 100         | <i>Check</i>  | <b>2,293.36</b> | <b>56774</b>                       | SPEAKER FEE FOR BATTLE OF THE BO |
| *26135           | LIBRARY IDEAS LLC*      | 100         | <i>Check</i>  | <b>419.18</b>   | <b>56775</b>                       | AUDIO RECORDED BOOKS             |
| *26197           | INDIANA STATE LIBRARY*  | 800         | <i>Check</i>  | <b>130.00</b>   | <b>56776</b>                       | PLAC CARD 1ST QUARTER 2023       |
|                  |                         |             |               |                 | Total Count:                       | <b>5</b>                         |
|                  |                         |             |               |                 | Total Amount:                      | <b>3,372.54</b>                  |
| *26107           | ADP INC - AUTOPAY II*   | 100         | <i>ACH</i>    | <b>760.10</b>   | <b>8026</b>                        | PAYROLL SERVICES                 |
| *26064           | AMAZON.COM LLC*         | 100         | <i>ACH</i>    | <b>50.54</b>    | <b>8027</b>                        | LAMINATING SHEETS AND LYSOL WIPE |
| *26065           | AMAZON.COM LLC*         | 100         | <i>ACH</i>    | <b>179.97</b>   | <b>8028</b>                        | VIDEO GAMES                      |
| *26063           | AMAZON.COM LLC*         | 100         | <i>ACH</i>    | <b>58.05</b>    | <b>8029</b>                        | OZIUM AND SHOP SINK FAUCET       |
| *26110           | AMAZON.COM LLC*         | 100         | <i>ACH</i>    | <b>12.99</b>    | <b>8030</b>                        | CIRC PRINT MATERIAL              |
| *26111           | AMAZON.COM LLC*         | 100         | <i>ACH</i>    | <b>215.29</b>   | <b>8031</b>                        | RUBBERMAID FLAT BED CART         |
| *26112           | AMAZON.COM LLC*         | 100         | <i>ACH</i>    | <b>72.29</b>    | <b>8032</b>                        | CIRC PRINT MATERIAL              |
| *26113           | AMAZON.COM LLC*         | 100         | <i>ACH</i>    | <b>12.99</b>    | <b>8033</b>                        | REFERENCE MATERIAL               |
| *26114           | AMAZON.COM LLC*         | 100         | <i>ACH</i>    | <b>5.38</b>     | <b>8034</b>                        | DVD/VIDEO MATERIAL               |
| *26115           | AMAZON.COM LLC*         | 100         | <i>ACH</i>    | <b>44.20</b>    | <b>8035</b>                        | CIRC PRINT MATERIAL              |
| *26116           | AMAZON.COM LLC*         | 100         | <i>ACH</i>    | <b>15.29</b>    | <b>8036</b>                        | CIRC PRINT MATERIAL              |
| *26117           | AMAZON.COM LLC*         | 100         | <i>ACH</i>    | <b>102.64</b>   | <b>8037</b>                        | CIRC PRINT MATERIAL              |
| *26147           | AMAZON.COM LLC*         | 100         | <i>ACH</i>    | <b>170.02</b>   | <b>8038</b>                        | PAINTING W/ NICOLE               |

| <b>Voucher #</b> | <b>Name of Claimant</b>   | <b>Fund</b> | <b>Amount</b> | <b>Total</b> | <b>Check #<br/>ACH #<br/>EFT #</b> | <b>Description</b>                |
|------------------|---------------------------|-------------|---------------|--------------|------------------------------------|-----------------------------------|
| *26154           | AMAZON.COM LLC*           | 200         | ACH           | 44.24        | 8039                               | CR-ROLL OF ART PAPER & DISPENSER  |
| *26158           | AMAZON.COM LLC*           | 200         | ACH           | 41.97        | 8040                               | CR-BULLET JOURNALS                |
| *26171           | AMAZON.COM LLC*           | 100         | ACH           | 514.57       | 8041                               | BATTERIES AND PAPER FOR PR        |
| *26172           | AMAZON.COM LLC*           | 100         | ACH           | 58.35        | 8042                               | CIRC PRINT MATERIAL               |
| *26173           | AMAZON.COM LLC*           | 100         | ACH           | 14.11        | 8043                               | CIRC PRINT MATERIAL               |
| *26174           | AMAZON.COM LLC*           | 100         | ACH           | 9.95         | 8044                               | CIRC PRINT MATERIAL               |
| *26175           | AMAZON.COM LLC*           | 100         | ACH           | 14.98        | 8045                               | CIRC PRINT MATERIAL               |
| *26176           | AMAZON.COM LLC*           | 100         | ACH           | 24.99        | 8046                               | CIRC PRINT MATERIAL               |
| *26181           | AMAZON.COM LLC*           | 100         | ACH           | 24.99        | 8047                               | TISSUES                           |
| *26182           | AMAZON.COM LLC*           | 100         | ACH           | 9.99         | 8048                               | CIRC NON PRINT PHYSICAL MATERIAL  |
| *26183           | AMAZON.COM LLC*           | 100         | ACH           | 7.99         | 8049                               | CIRC PRINT MATERIAL               |
| *26102           | BAKER & TAYLOR INC*       | 100         | ACH           | 3,251.20     | 8050                               | CIRC PRINT MATERIAL               |
| *26119           | BAKER & TAYLOR INC*       | 100         | ACH           | 4,066.61     | 8051                               | CIRC PRINT MAT, AUDIO RECORDED BC |
| *26124           | COX ZWERNER GAMBILL & SUL | 100         | ACH           | 3,607.79     | 8052                               | LEGAL SERVICES                    |
| *26126           | CULLIGAN WATER CONDITIONI | 100         | ACH           | 180.00       | 8053                               | MAIN COOLER RENTAL                |
| *26127           | CULLIGAN WATER CONDITIONI | 100         | ACH           | 36.50        | 8054                               | WEST COOLER RENTAL                |
| *26071           | E-Z CLEAN INC*            | 100         | ACH           | 135.76       | 8055                               | SUPPLIES                          |
| *26100           | E-Z CLEAN INC*            | 100         | ACH           | 84.35        | 8056                               | HANDSOAPS AND GLOVES              |
| *26101           | E-Z CLEAN INC*            | 100         | ACH           | 84.35        | 8057                               | SUPPLIES                          |
| *26187           | E-Z CLEAN INC*            | 100         | ACH           | 1,088.97     | 8058                               | CLEANING AND PAPER SUPPLIES       |
| *26066           | EXPRESS SERVICES INC*     | 100         | ACH           | 350.72       | 8060                               | PART TIME STAFFING                |

| <b>Voucher #</b> | <b>Name of Claimant</b>   | <b>Fund</b> | <b>Amount</b> | <b>Total</b> | <b>Check #<br/>ACH #<br/>EFT #</b> | <b>Description</b>                |
|------------------|---------------------------|-------------|---------------|--------------|------------------------------------|-----------------------------------|
| *26129           | EXPRESS SERVICES INC*     | 100         | ACH           | 869.13       | 8061                               | PART TIME STAFFING                |
| *26104           | GALE/CENGAGE LEARNING*    | 100         | ACH           | 344.14       | 8062                               | CIRC PRINT MATERIAL               |
| *26130           | GALE/CENGAGE LEARNING*    | 100         | ACH           | 123.82       | 8063                               | CIRC PRINT MATERIAL               |
| *26149           | HOLDER DESIGN, INC*       | 100         | ACH           | 20,000.00    | 8064                               | ADDTNL CHARGES 12 POINTS DESIGN   |
| *26134           | INDUSTRIAL SUPPLY COMPAN' | 100         | ACH           | 199.13       | 8065                               | SUMP PUMP                         |
| *26103           | MIDWEST TAPE*             | 100         | ACH           | 1,997.68     | 8066                               | DVD/VIDEO MATERIAL, AUD REC MUSIC |
| *26140           | MIDWEST TAPE*             | 100         | ACH           | 7,401.41     | 8067                               | HOOPLA MARCH INVOICE              |
| *26141           | MIDWEST TAPE*             | 100         | ACH           | 1,660.31     | 8068                               | DVD/VIDEO MATERIAL                |
| *26155           | NEW AVENUES*              | 100         | ACH           | 166.24       | 8069                               | ALA CARTE ADMIN FEE               |
| *26143           | OCLC INC*                 | 100         | ACH           | 6,347.67     | 8070                               | CATALOGING SUBSCRIPTION           |
| *26144           | PAYPAL INC*               | 100         | ACH           | 19.95        | 8071                               | MONTHLY PAYFLOW LINK              |
| *26105           | RAPID REPRODUCTIONS INC*  | 276         | ACH           | 163.20       | 8072                               | DISPLAY BANNERS FOR IF/THEN PROJE |
| *26185           | REEL FILM PRODUCTION LLC* | 100         | ACH           | 5,775.00     | 8073                               | 16MM FILM DIGITIZATION            |
| *26164           | SISK*CARRIE               | 100         | ACH           | 1,500.00     | 8074                               | SPRING 2023 TUITION REIMBURSEMEN' |
| *26165           | SISK*CARRIE               | 100         | ACH           | 86.03        | 8075                               | SPRING 2023 TEXTBOOK REIMBURSEM   |
| *25894           | STAPLES BUSINESS CREDIT*  | 200         | ACH           | 44.85        | 8076                               | BANKERS BOXES FOR THE FRIENDS W'  |
| *26167           | UNIQUE MANAGEMENT SERVIC  | 100         | ACH           | 652.51       | 8077                               | NOTICES                           |
| *26168           | UNIQUE MANAGEMENT SERVIC  | 100         | ACH           | 391.40       | 8078                               | PLACEMENTS                        |
| *26169           | WAGWORKS, INC.*           | 100         | ACH           | 168.82       | 8079                               | COBRA MONTHLY FEE                 |
| *26106           | WEAS ENGINEERING INC*     | 100         | ACH           | 491.72       | 8080                               | WATER TREATMENT MANAGEMENT        |

| <b>Voucher #</b> | <b>Name of Claimant</b>   | <b>Fund</b> | <b>Amount</b> | <b>Total</b>     | <b>Check #<br/>ACH #<br/>EFT #</b> | <b>Description</b>                                       |
|------------------|---------------------------|-------------|---------------|------------------|------------------------------------|--|
|                  |                           |             |               |                  |                                    | Total Count: <b>54</b><br>Total Amount: <b>63,755.14</b> |
| *25939           | SAM'S CLUB DIRECT*        | 100         | <i>E-pay</i>  | <b>90.80</b>     | <b>9791</b>                        | PROGRAM SUPPLIES   |
| *26074           | SAFETY SHOE DISTRIBUTORS* | 100         | <i>E-pay</i>  | <b>100.00</b>    | <b>9792</b>                        | ALLOTMENT FOR WORK BOOTS                                 |
| *26120           | CENTERPOINT ENERGY*       | 100         | <i>E-pay</i>  | <b>19.24</b>     | <b>9818</b>                        | 12 POINTS GAS SERVICE                                    |
| *26121           | CINTAS CORPORATION*       | 100         | <i>E-pay</i>  | <b>82.97</b>     | <b>9819</b>                        | MAIN CABINET SERVICE                                     |
| *26122           | COURTESY CLEANING CENTEF  | 100         | <i>E-pay</i>  | <b>24.80</b>     | <b>9820</b>                        | LAUNDERING OF MAINTENANCE RAGS                           |
| *26123           | COURTESY CLEANING CENTEF  | 100         | <i>E-pay</i>  | <b>26.35</b>     | <b>9821</b>                        | LAUNDERING OF MAINTENANCE RAGS                           |
| *26125           | CROSSROADS DOOR & HARDV   | 100         | <i>E-pay</i>  | <b>163.00</b>    | <b>9822</b>                        | DOOR CLOSER FOR SERVER ROOM                              |
| *26128           | ENA*                      | 100         | <i>E-pay</i>  | <b>675.39</b>    | <b>9823</b>                        | VOICE SERVICE  |
| *26132           | HANOVER INSURANCE GROUP   | 100         | <i>E-pay</i>  | <b>11,616.75</b> | <b>9824</b>                        | COMMERCIAL INSURANCE POLICY                              |
| *26073           | LOWE'S COMMERCIAL SERVICI | 100         | <i>E-pay</i>  | <b>491.80</b>    | <b>9825</b>                        | MAINTENANCE SUPPLIES                                     |
| *26142           | TOWN OF WTH WATER & SEWE  | 100         | <i>E-pay</i>  | <b>69.99</b>     | <b>9826</b>                        | WEST WATER SERVICE                                       |
| *26150           | OFFICE DEPOT*             | 100         | <i>E-pay</i>  | <b>195.58</b>    | <b>9827</b>                        | OFFICE SUPPLIES  |
| *26151           | OFFICE DEPOT*             | 100         | <i>E-pay</i>  | <b>8.54</b>      | <b>9828</b>                        | OFFICE SUPPLIES  |
| *26152           | OFFICE DEPOT*             | 100         | <i>E-pay</i>  | <b>42.16</b>     | <b>9829</b>                        | OFFICE SUPPLIES  |
| *26153           | HOLLINGER METAL EDGE INC* | 100         | <i>E-pay</i>  | <b>125.40</b>    | <b>9830</b>                        | BOOK STORAGE BOXES VARIOUS SIZE:                         |
| *26157           | JOINK LLC*                | 100         | <i>E-pay</i>  | <b>275.00</b>    | <b>9831</b>                        | MONTHLY CLOUD BACKUP                                     |
| *26159           | INDIANA AMERICAN WATER CC | 100         | <i>E-pay</i>  | <b>58.26</b>     | <b>9832</b>                        | PRIVATE FIRE SERVICE                                     |
| *26160           | ENA*                      | 276         | <i>E-pay</i>  | <b>1,257.33</b>  | <b>9833</b>                        | INTERNET SERVICE   |
| *26046           | HOBBY LOBBY*              |             | <i>E-pay</i>  | <b>91.26</b>     | <b>9834</b>                        | PROGRAM SUPPLIES   |

| <i>Voucher #</i> | <i>Name of Claimant</i>     | <i>Fund</i> | <i>Amount</i> | <i>Total</i> | <i>Check #<br/>ACH #<br/>EFT #</i> | <i>Description</i>             |
|------------------|-----------------------------|-------------|---------------|--------------|------------------------------------|--------------------------------|
|                  |                             | 100         |               |              |                                    |                                |
| *26163           | B & S PLUMBING & HEATING IN |             | <i>E-pay</i>  | 200.00       | 9835                               | EJECTOR PUMP ISSUE             |
|                  |                             | 100         |               |              |                                    |                                |
| *26166           | TABCO PRINTING & PROMOTIC   |             | <i>E-pay</i>  | 1,320.00     | 9836                               | LIBRARY CARDS                  |
|                  |                             | 100         |               |              |                                    |                                |
| *26170           | WEX BANK*                   |             | <i>E-pay</i>  | 160.22       | 9837                               | FUEL                           |
|                  |                             | 100         |               |              |                                    |                                |
| *26177           | CENTERPOINT ENERGY*         |             | <i>E-pay</i>  | 242.47       | 9838                               | WEST GAS SERVICE               |
|                  |                             | 100         |               |              |                                    |                                |
| *26178           | FRONTIER*                   |             | <i>E-pay</i>  | 65.65        | 9839                               | WEST PHONE SERVICE             |
|                  |                             | 100         |               |              |                                    |                                |
| *26180           | COURTESY CLEANING CENTEF    |             | <i>E-pay</i>  | 20.77        | 9840                               | LAUNDERING OF MAINTENANCE RAGS |
|                  |                             | 100         |               |              |                                    |                                |
| *26186           | OVERDRIVE*                  |             | <i>E-pay</i>  | 9,000.00     | 9841                               | APRIL MONTHLY CONTENT DEPOSIT  |
|                  |                             | 100         |               |              |                                    |                                |
| *26188           | DUKE ENERGY *               |             | <i>E-pay</i>  | 426.87       | 9842                               | WEST ELECTRIC SERVICE          |
|                  |                             | 100         |               |              |                                    |                                |
| *26189           | DUKE ENERGY *               |             | <i>E-pay</i>  | 16,601.64    | 9843                               | MAIN ELECTRIC SERVICE          |
|                  |                             | 100         |               |              |                                    |                                |

Total Count: 28  
Total Amount: 43,452.24

|                              |                   |
|------------------------------|-------------------|
| <i>Grand Total Fund 100:</i> | <b>108,748.33</b> |
| <i>Grand Total Fund 200:</i> | <b>281.06</b>     |
| <i>Grand Total Fund 201:</i> | <b>0.00</b>       |
| <i>Grand Total Fund 203:</i> | <b>0.00</b>       |
| <i>Grand Total Fund 276:</i> | <b>1,420.53</b>   |
| <i>Grand Total Fund 300:</i> | <b>0.00</b>       |
| <i>Grand Total Fund 400:</i> | <b>0.00</b>       |
| <i>Grand Total Fund 800:</i> | <b>130.00</b>     |

|                     |                   |
|---------------------|-------------------|
| Grand Total Count:  | <b>87</b>         |
| Grand Total Amount: | <b>110,579.92</b> |

Executive Director  
Kristi Howe

Payroll Payable  
Voucher Register

Vigo County Public Library  
For Period March -2023

| Date Filed | Voucher Number | NAME OF CLAIMANT | AMOUNT OF VOUCHER | AMOUNT ALLOWED | CHECK/<br>WARRANT NUMBER | MEMORANDUM |
|------------|----------------|------------------|-------------------|----------------|--------------------------|------------|
| 3/3        | Pay#5          | Gross Payroll    | \$ 143,353.61     | \$ 143,353.61  | ACH                      |            |
| 3/3        | Pay#5          | FICA             | \$ 10,376.72      | \$ 10,376.72   | ACH                      |            |
| 3/3        | Pay#5          | PERF             | \$ 18,809.29      | \$ 18,809.29   | ACH                      |            |
| 3/17       | Pay#6          | Gross Payroll    | \$ 149,837.81     | \$ 149,837.81  | ACH                      |            |
| 3/17       | Pay#6          | FICA             | \$ 10,937.53      | \$ 10,937.53   | ACH                      |            |
| 3/17       | Pay#6          | PERF             | \$ 18,857.28      | \$ 18,857.28   | ACH                      |            |
| 3/17       | Pay#6          | Anthem           | \$ 83,217.09      | \$ 83,217.09   | ACH                      |            |
| 3/17       | Pay#6          | Guardian         | \$ 6,431.70       | \$ 6,431.70    | ACH                      |            |
| 3/31       | Pay#7          | Gross Payroll    | \$ 140,716.14     | \$ 140,716.14  | ACH                      |            |
| 3/31       | Pay#7          | FICA             | \$ 10,606.18      | \$ 10,606.18   | ACH                      |            |
| 3/31       | Pay#7          | PERF             | \$ 18,172.18      | \$ 18,172.18   | ACH                      |            |

| Total library cost |                |                     | \$            | 611,315.53    |     |                   |
|--------------------|----------------|---------------------|---------------|---------------|-----|-------------------|
| March              | pays 5, 6, & 7 | Nationwide          | \$ 2,140.20   | \$ 2,140.20   | ACH | Staff withholding |
| March              | pays 5, 6, & 7 | Garnishments        | \$ 750.00     | \$ 750.00     | ACH | Staff withholding |
| March              | pays 5, 6, & 7 | Garnishment Reimbur | \$ -          | \$ -          | ACH | Staff withholding |
| March              | pays 5, 6, & 7 | AFLAC               | \$ 1,021.22   | \$ 1,021.22   | ACH | Staff withholding |
| March              | pays 5, 6, & 7 | United Way          | \$ 738.00     | \$ 738.00     | ACH | Staff withholding |
| March              | pays 5, 6, & 7 | Anthem              | \$ 10,023.44  | \$ 10,023.44  | ACH | Staff withholding |
| March              | pays 5, 6, & 7 | HSA adj.            |               | \$ -          | ACH | Staff withholding |
| March              | pays 5, 6, & 7 | Guardian            | \$ 890.54     | \$ 890.54     | ACH | Staff withholding |
| March              | pays 5, 6, & 7 | Boston Mutual       | \$ 746.86     | \$ 746.86     | ACH | Staff withholding |
| March              | pays 5, 6, & 7 | Fed Tax             | \$ 32,263.97  | \$ 32,263.97  | ACH | Staff withholding |
| March              | pays 5, 6, & 7 | State Tax           | \$ 13,409.49  | \$ 13,409.49  | ACH | Staff withholding |
| March              | pays 5, 6, & 7 | Local Tax           | \$ 8,190.12   | \$ 8,190.12   | ACH | Staff withholding |
| March              | pays 5, 6, & 7 | FICA                | \$ 31,920.35  | \$ 31,920.35  | ACH | Staff withholding |
| March              | pays 5, 6, & 7 | Vol. PERF           | \$ 6,661.75   | \$ 6,661.75   | ACH | Staff withholding |
| Staff Cost         |                |                     | \$ 108,755.94 | \$ 108,755.94 |     |                   |

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.

April 17, 2023

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 \$ 611,315.53

Dated this 17th day of April 2023 .

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

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

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

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

\_\_\_\_\_  
Brian L. Cain, Board Member

\_\_\_\_\_  
Stacy D. Killion, Board Member

\_\_\_\_\_  
James M.Young, Board Member

| <i>Voucher #</i> | <i>Name of Claimant</i>   | <i>Fund</i> | <i>Amount</i> | <i>Total</i>     | <i>Check #<br/>ACH #<br/>EFT #</i> | <i>Description</i>           |
|------------------|---------------------------|-------------|---------------|------------------|------------------------------------|------------------------------|
| *26148           | EARL RODGERS & ASSOCIATE: | 100         | <i>ACH</i>    | <b>41,773.04</b> | <b>8059</b>                        | BATHROOM RENOVATIONS AT MAIN |

Total Count: **1**  
Total Amount: **41,773.04**

|                              |                  |
|------------------------------|------------------|
| <i>Grand Total Fund 100:</i> | <b>41,773.04</b> |
| <i>Grand Total Fund 200:</i> | <b>0.00</b>      |
| <i>Grand Total Fund 800:</i> | <b>0.00</b>      |
| <i>Grand Total Fund 400:</i> | <b>0.00</b>      |
| <i>Grand Total Fund 203:</i> | <b>0.00</b>      |
| <i>Grand Total Fund 276:</i> | <b>0.00</b>      |
| <i>Grand Total Fund 201:</i> | <b>0.00</b>      |
| <i>Grand Total Fund 300:</i> | <b>0.00</b>      |

|                     |                  |
|---------------------|------------------|
| Grand Total Count:  | <b>1</b>         |
| Grand Total Amount: | <b>41,773.04</b> |

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Executive Director  
Kristi Howe

**March 31, 2023**

**Gift Fund Balances  
2023**

| <b>FUND</b>              | <b>AMOUNT</b>       | <b>PURPOSE</b>                               | <b>APPROVAL</b> |
|--------------------------|---------------------|--|-----------------|
| 00-General               | \$ 308.42           | Unrestricted Use                             | Admin.          |
| 64-SPC                   | \$ 7,215.58         | Support of SPC                               | Admin.          |
| 65-Big Read              | \$ 450.00           | Big Read                                     | Admin.          |
| 66-YS                    | \$ 4,459.33         | Support of YS                                | Admin.          |
| 67-WVCF Endowment        | \$ -                | Support of Strategic Plan Goals              | Admin.          |
| 68-Crackerbarrel         | \$ (72.03)          | Support of Crackerbarrel                     | Admin.          |
| 69-Wright Foundation     | \$ 9,099.92         | Unrestricted Use                             | Admin.          |
| 70- West Emily's Garden  | \$ 278.36           | Maintenance of Emily's Garden at West Branch | Admin.          |
| 71-West Branch           | \$ 1,382.58         | Support of West Branch                       | Admin.          |
| 72-Friends               | \$ 9,671.32         | Support of Pre-Approved Programs/Initiatives | Admin.          |
| 73-WVLC                  | \$ -                | Support of LLC Literacy Events               | Admin.          |
| 74-Wiley Cupola          | \$ 1,778.00         | Maintenance of Cupola                        | Admin.          |
| 75-Wiley Memorial        | \$ 20,130.68        | Maintenance of Memorial                      | Admin.          |
| 77-WVCF Meeks            | \$ 638.00           | Childrens Literature                         | Admin.          |
| 81-Community Connections | \$ 216.95           | Support of Community Connections             | Admin.          |
| 83-Kiwanis Ys            | \$ 234.53           | Childrens Book Label Commemorating Speakers  | Admin.          |
| 85-Phillips              | \$ 3,305.47         | Support of LLC and Archives                  | Admin.          |
| 87-Cox                   | \$ 646.48           | Hearing Impaired Support                     | Admin.          |
| 89-Christmas in the Park | \$ 565.09           | Christmas in the Park                        | Admin.          |
| 92-Marketing             | \$ 945.05           | Unrestricted Use                             | Admin.          |
| 93-Family Learning Day   | \$ -                | Family Learning Day                          | Admin.          |
| 94-TH Econ.Dev.          | \$ 139.58           | Adult Nonfiction Commemorating Speakers      | Admin.          |
| 96-Fundraiser            | \$ 770.44           | Buy a Book                                   | Admin.          |
| <b>TOTAL</b>             | <b>\$ 62,163.75</b> |  |                 |

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD APRIL 17, 2023

## PUBLIC RELATIONS

### INTENTIONALLY BLACK: IMMERSION OF THE ARTS

VCPL proudly served as an event sponsor of *Intentionally Black: Immersion of the Arts*, an evening of live painting performances and inspired poetry readings hosted by Arts Illiana. More than 100 community members celebrated creativity at this exhibition of works by local Black artists and poets. Live paintings were performed by Jerome Goff and Michele Shauntee-Reeder, while Bryan Lipkins and Valerie Hart-Craig shared their inspired poetry. The artists are featured in the photo to the right with Arts Illiana Executive Director Jon Robeson and VCPL Strategic Communications Manager Elizabeth Scamihorn. Elizabeth facilitated the sponsorship and attended the event along with Programs and Events Specialist Susan Jakaitis and Adult Services Assistant Librarians Arielle Craig and Victoria Acuff. VCPL was greatly acknowledged for its support and was given a round of applause.



## WABASH VALLEY COMMUNITY READ PROGRAM

### COMMUNITY READ BOOK DISCUSSIONS



Reference Librarian Melinda Belles led an in-house book discussion on *The Authenticity Project* on April 6. The book elicited varied responses from the participants, who shared their authentic views, to the delight of the facilitators. Other public book discussions were scheduled at the Sullivan Public Library, Clinton Public Library, Brazil Public Library, Bloomfield Greene County Public Library, and Parke County Public Library.

VCPL Librarians led book discussions in March and April at Macksville Coffee Company in West Terre Haute, Ferm Fresh and Twelve Points Book Company in Twelve Points, and Little Bear Coffee Shop on the North side of Terre Haute. Librarians also facilitated discussion at private book clubs that met at VCPL, Westminster, the Terminal, CODA, Cunningham Memorial Library, and the Wabash Valley Activity Center. Participating librarians included Jeanette Bouchie, Sharon McConnell, Melinda Belles, Hayley Hart, Luke Gentry, Meghan Salinas, and Carrie Sisk.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD APRIL 17, 2023

## ESL WOMEN'S CONVERSATION GROUP



VCPL's Adult Services Department celebrated the 2023 Community Read book *The Authenticity Project* by Clare Pooley with multiple programs and events. English-as-a-Second Language families explored the concept of authenticity during a virtual vision-board program led by Chelsea Howard of the VCPL Tech Team, and members of The ESL Women's Conversation Group enjoyed discussing the book on March 22. Copies in both French and Spanish were checked out by members.

## HIDDEN HISTORY OF TERRE HAUTE: VOLUME 1

Special Collections Librarian Logan Knight delighted the audience with tales of Terre Haute history that were certainly not common knowledge. Attendees were introduced to infamous people who were foundational to the history of Terre Haute. *Hidden History: Volume 2* will be presented by SPC Manager David Kite on April 18 and promises to surprise the audience again.



## SINFONIETTA ORCHESTRA DEVELOPS THEMES OF *THE AUTHENTICITY PROJECT*.



On March 19, the Sinfonietta Pops Orchestra presented *To Thine Own Self Be True*. They enchanted the audience with a wide variety of classic and popular tunes, each selected for their connection to one of the themes of this year's Community Read. VCPL

Executive Director Kristi Howe served as Mistress of Ceremonies, introducing each piece and identifying its relationship to the Community Read book, *The Authenticity Project*.

## CONCLUDING PROGRAM OF THE COMMUNITY READ

On April 27, VCPL will host a reception for the artists of the River City Art Association and the Wabash Valley Art Association who participated in the Art Exhibit for the Community Read. Member artists have displayed original artworks based on the book, *The Authenticity Project*, since March 1 on the first level

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD APRIL 17, 2023

of the Main Library. Awards for Best in Show and People's Choice will be presented at the reception, and Guest Judge Christy Brinkman-Robertson, Art Curator at Rose-Hulman Institute of Technology, will determine the "Best of Show" Award.

## ADULT SERVICES

### CUSTOMER FEEDBACK

"(Adult Services Librarian) Melinda (Belles) was so helpful today! When she found the book I wanted, she took the time to take me right to it! I get overwhelmed by all the books and it takes me forever to find one. She helped me cheerfully and quickly. Thank you, Melinda!"

"(Adult Services Assistant Librarian) Luke (Gentry) was so personable and cheerful! He was so knowledgeable about all three reasons I came here today! He is an awesome employee and I thought you should know."

Customer Eloise Lovell spoke with Melinda Belles and informed her, "this is a great library" and "it keeps me young."

### JOB SEEKERS PROGRAM

Darin May, of Goodwill Industries, Inc., instructed attendees on "How to Dress for Success on a Budget" during the March 15 and 21 Job Seekers program. Mr. May spoke about the importance of dressing professionally and displayed examples for various types of employment. He also provided tips on how to accomplish this on a budget.

## SPECIAL COLLECTIONS

### DEVELOPING PRIDE IN THE COMMUNITY

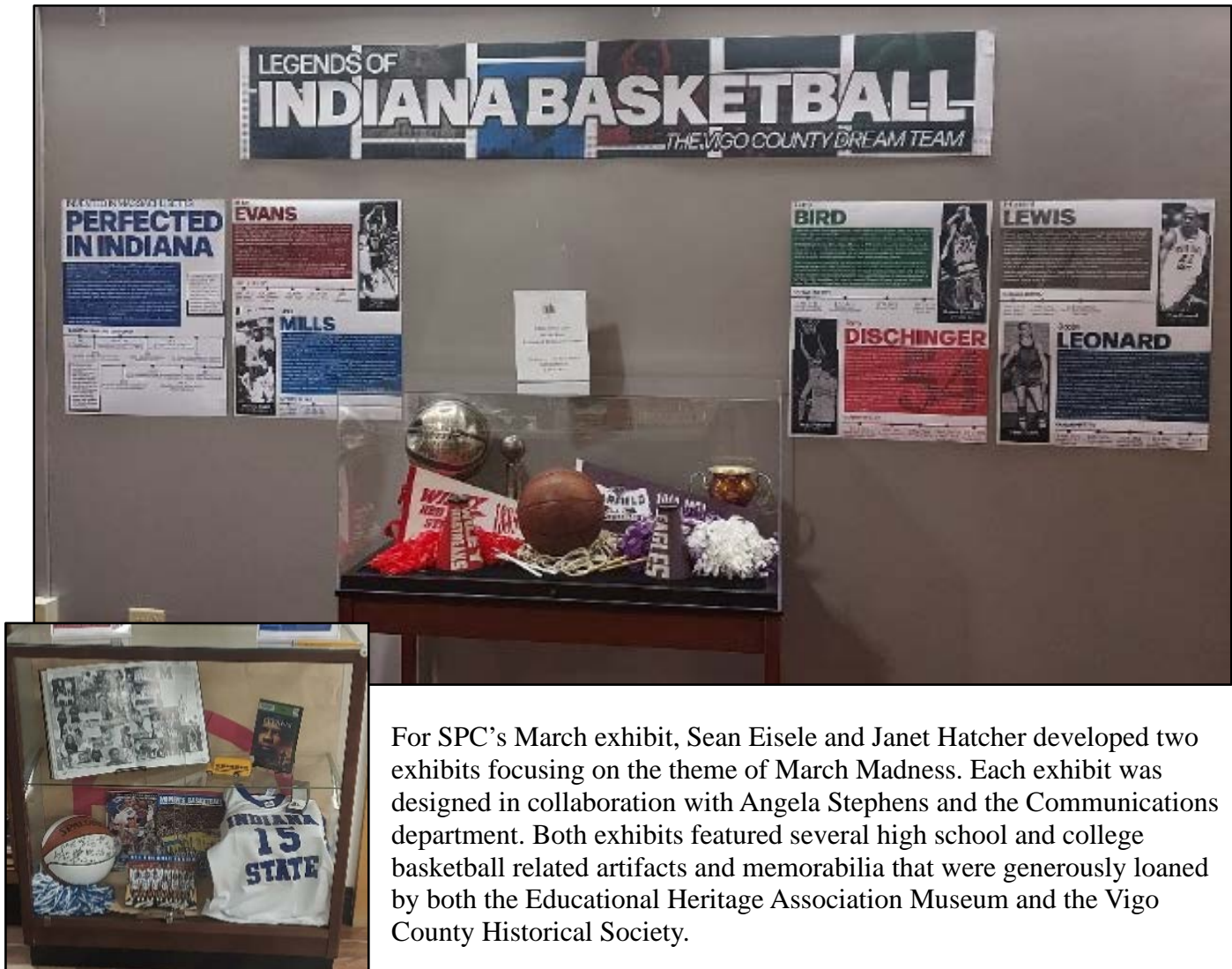


The Osher Lifelong Learning Institute at ISU reached out to SPC with an interest in partnering with SPC for an OLLI course on Wabash Valley and Terre Haute history. On the afternoon of March 23, Logan Knight gave a presentation to a packed room of 50 OLLI members. After the presentation, Marci Shaw of OLLI sent us a thank you card with these generous thoughts:

"Dear David and Logan. I'd like to offer a huge thank you to you both for your work on the Wabash Valley History course! OLLI members especially enjoyed learning about the early origins of the Wabash Valley. You provided a very thorough, engaging lesson on our local history. I hope we can find more ways for you to collaborate with OLLI in the future!"

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD APRIL 17, 2023

## COLLABORATION AND COMMUNITY



For SPC's March exhibit, Sean Eisele and Janet Hatcher developed two exhibits focusing on the theme of March Madness. Each exhibit was designed in collaboration with Angela Stephens and the Communications department. Both exhibits featured several high school and college basketball related artifacts and memorabilia that were generously loaned by both the Educational Heritage Association Museum and the Vigo County Historical Society.

## TECH TEAM

### INTRO TO PODCASTING – HAUTE STUDIO

Haute Studio was filled with laughter and zinging taglines while participants practiced their ideas for potential podcasts during a recent Intro to Podcasting session. Sean Eisele, Special Collections Librarian, recorded their attempts while Bonnie McNair, Tech Team Manager, encouraged their worthy attempts. One attendee's idea was Debate Combat where he and his friends would debate such ground breaking topics of, "Which is better? Chicken vs. Beef." Another participant wanted to expose listeners to family stories. As part of the class, participants were sent their audio samples so they could prove to others they

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD APRIL 17, 2023

actually took the class. One responded: “Thank you so much! I had a great time, and I loved learning something new that I hope I can implement in the future in a positive, educational, and enjoyable way for many. 😊”

## WEST BRANCH

### CHAIR YOGA



Kelsey Terry from Common Ground Yoga led a Chair Yoga class the second Monday of each month from January through April. This gentle form of yoga allowed for anyone to participate, especially those with limited mobility. Among the regular yoga practitioners were a

group of people from The Happiness Bag. They came every month to relax with lavender-scented hand towels and calming music and to explore accessible yoga poses.

### SPRING BREAK AT WEST

For Spring Break, West Branch hosted two programs for kids and their families. The first was *Painting with Nicole*. For this edition of the wildly popular painting program, Nicole Norris from Technical Services led the youth step-by step to paint cute hedgehogs. The meeting rooms at West were packed with kids and some of their parents to explore their artistic nature. Everyone had a blast, and one of the best things about art programs like this is that everyone's creation is unique to their own personality!



# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD APRIL 17, 2023

An additional program held during Spring Break was the Mini Golf Tournament. The score cards of the 51 participants were divided into four age groups: 0-5, 6-11, 12-19, 20+. Each group competed for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place trophies, which were printed on the 3D printers at Main by Erin Mutchler.



## YOUTH SERVICES

### SPRING BREAK SMASH IN YOUTH SERVICES

March: In like a lion and out like a...lion? Youth Services enjoyed a wild week of Spring Break festivities to close out the month of March! To get things started, YS was happy to welcome Madison King from local art supply store MuseArt for an exciting program called *Let's Make Art History*. In this fun-filled and educational session, participants not only learned basic drawing techniques, but they also discovered the value of critical thinking and how to evaluate sources of information. With these tools, anyone can utilize real facts to construct comic book-style works of historical fiction. And that was only the beginning!



On the following day, YS conducted major back-to-back events in the story time room. First, longtime YS friend and partner Corinne Roberts returned for a spectacular cartooning program which drew a tremendous crowd. This production was available to patrons both at home and in the library via Zoom. The in-house attendance was so large that an overflow viewing area had to be set up in the main YS space!

Following Corinne's session, YS staff executed a rapid breakdown and rebuild of the story time room to convert it for *Lego Stop Motion Animation for Kids*. Hosted by YS Assistant Matt Shattuck, participants deployed YS' supply of iPad devices to create their very own stop motion movies. These movies were "shot" using props created from YS' supply of Lego building materials. All attendees were amazed to see their imaginations come to life on the iPads as they learned and implemented the methods of stop motion animation. After their creation, these movies' files were available for participants to download on their home devices. A parallel version of this event was hosted for the Teen audience later in the week.

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD APRIL 17, 2023

Nonetheless, there was still an itch that the Youth Services staff couldn't quite scratch. To remedy this, they first hosted another edition of *Paws-itively Stress Free*, a program in partnership with Love on a Leash where patrons can interact with trained therapy dogs who are adept at providing a calm, relaxing atmosphere. This session was geared for teens, who have shown quite a fondness for our furry friends. The barking got even louder, however! To close out Spring Break week, Youth Services celebrated the release of Dav Pilkey's *Dog Man: Twenty Thousand Fleas Under the Sea*. Turnout was huge as young patrons swarmed the library in search of *Dog Man*-themed crafts, and participants had the opportunity to enter a prize drawing as well. It was an excellent end to an exciting week, and the Youth Services team already has its eye on Summer!

## PERSONNEL CHANGES

### EMPLOYMENT

Carson, Angeline E. - Hired for the full-time non-exempt position of Lending Services Manager effective April 12, 2023.

Rice, Hope E. - Hired for the full-time non-exempt position of Program and Events Manager effective April 12, 2023.

### RESIGNATION

Knight, Logan T. - Resignation from the full-time non-exempt position of Special Collections Librarian in the Special Collections Department effective April 7, 2023.

Pope III, Andrew J. - Resignation from the full-time non-exempt position of Youth Services Manager in the Youth Services Department effective April 14, 2023.

### TEMPORARY ASSIGNMENT

Evans, Christopher E. - Begin Express Employment Professionals temporary assignment in the full-time position of Maintenance Assistant-Groundskeeper in the Maintenance Department effective March 10, 2023. End Express Employment Professionals temporary assignment in the full-time position of Maintenance Assistant-Groundskeeper in the Maintenance Department effective April 5, 2023

Respectfully submitted,

Kristi J. Howe

4/12/23 AG

|                    | March-23      | March-22      |              | YTD 2023      | YTD 2022      |              |
|--------------------|---------------|---------------|--------------|---------------|---------------|--------------|
| Print Circulation  | 19,529        | 20,777        | -6.0%        | 55,781        | 58,138        | -4.1%        |
| A/V Circulation    | 6,925         | 7,140         | -3.0%        | 19,932        | 21,425        | -7.0%        |
| Misc               | 262           | 199           | 31.7%        | 679           | 785           | -13.5%       |
| Electronic Devices | 64            | 73            | -12.3%       | 183           | 207           | -11.6%       |
| <b>TOTAL</b>       | <b>26,780</b> | <b>28,189</b> | <b>-5.0%</b> | <b>76,575</b> | <b>80,555</b> | <b>-4.9%</b> |

|              | March-23      | March-22     |              | YTD 2023      | YTD 2022      |              |
|--------------|---------------|--------------|--------------|---------------|---------------|--------------|
| Overdrive    |               |              |              |               |               |              |
| E-book       | 7,299         | 5,258        | 38.8%        | 20,409        | 15,359        | 32.9%        |
| E-audiobook  | 4,686         | 3,015        | 55.4%        | 12,887        | 8,735         | 47.5%        |
| E-Magazines  | 327           | 237          | 38.0%        | 1,036         | 1,101         | -5.9%        |
| E-Music      | 0             | 0            | null         | 0             | 0             | null         |
| E-video      | 0             | 8            | -100.0%      | 0             | 18            | -100.0%      |
| <b>TOTAL</b> | <b>12,312</b> | <b>8,518</b> | <b>44.5%</b> | <b>34,332</b> | <b>25,213</b> | <b>36.2%</b> |

|               | March-23     | March-22     |             | YTD 2023     | YTD 2022     |             |
|---------------|--------------|--------------|-------------|--------------|--------------|-------------|
| Hoopla        |              |              |             |              |              |             |
| E-audiobook   | 1,844        | 1,751        | 5.3%        | 5,147        | 4,922        | 4.6%        |
| Bingepasses   | 14           | 23           | -39.1%      | 38           | 79           | -51.9%      |
| E-Books       | 824          | 902          | -8.6%       | 2,642        | 2,600        | 1.6%        |
| E-Comics      | 154          | 202          | -23.8%      | 491          | 608          | -19.2%      |
| E-music       | 169          | 130          | 30.0%       | 447          | 429          | 4.2%        |
| E-video movie | 208          | 170          | 22.4%       | 640          | 655          | -2.3%       |
| E-video TV    | 160          | 153          | 4.6%        | 484          | 526          | -8.0%       |
| <b>TOTAL</b>  | <b>3,373</b> | <b>3,331</b> | <b>1.3%</b> | <b>9,889</b> | <b>9,819</b> | <b>0.7%</b> |

|                          | March-23 | March-22 |       | YTD 2023 | YTD 2022 |      |
|--------------------------|----------|----------|-------|----------|----------|------|
| Reference [fact-finding] | 3,221    | 3,420    | -5.8% | 9,461    | 8,722    | 8.5% |

**MATERIALS ADDED TO COLLECTION**

| Purchased Items | March-23     | YTD 2023     |
|-----------------|--------------|--------------|
| Book            | 1,091        | 3,370        |
| Video           | 325          | 1,346        |
| Video Game      | 44           | 94           |
| Music CD        | 3            | 23           |
| Audio Book      | 20           | 43           |
| Misc            | 34           | 119          |
| <b>TOTAL</b>    | <b>1,517</b> | <b>4,995</b> |

| Donated Items | March-23 | YTD 2023 |
|---------------|----------|----------|
| Book          | 6        | 8        |
| Video         | 0        | 0        |
| Video Game    | 0        | 0        |
| Music CD      | 0        | 0        |
| Audio Book    | 0        | 0        |
| Misc          | 0        | 0        |
| <b>TOTAL</b>  | <b>6</b> | <b>8</b> |

| New Items Ordered | March-23     | YTD 2023     |
|-------------------|--------------|--------------|
| Book              | 1,122        | 3,303        |
| Video             | 221          | 652          |
| Video Game        | 17           | 82           |
| Music CD          | 6            | 10           |
| Audio Book        | 38           | 74           |
| Misc              | 1            | 2            |
| <b>TOTAL</b>      | <b>1,405</b> | <b>4,123</b> |

| New Items Received | March-23     | YTD 2023    |
|--------------------|--------------|-------------|
| Book               | 831          | 2318        |
| Video              | 189          | 548         |
| Video Game         | 10           | 76          |
| Music CD           | 3            | 5           |
| Audio Book         | 22           | 39          |
| Misc               | 0            | 1           |
| <b>TOTAL</b>       | <b>1,055</b> | <b>2987</b> |

| <b>TAKE &amp; MAKE KITS DISTRIBUTED</b> | <b>March-23</b> | <b>March-22</b> |               | <b>YTD 2023</b> | <b>YTD 2022</b> |               |
|---|-----------------|-----------------|---------------|-----------------|-----------------|---------------|
| Early Literacy (ISL: 0-5 yrs)           | 0               | 45              | -100.0%       | 0               | 108             | -100.0%       |
| Children (ISL: 6-11 yrs)                | 0               | 77              | -100.0%       | 0               | 140             | -100.0%       |
| Teens (ISL: 12-18yrs)                   | 0               | 60              | -100.0%       | 0               | 110             | -100.0%       |
| Adults (ISL: 19 + yrs)                  | 27              | 43              | -37.2%        | 49              | 97              | -49.5%        |
| General (all ages)                      | 0               | 0               | null          | 239             | 0               | null          |
| <b>TOTAL</b>                            | <b>27</b>       | <b>225</b>      | <b>-88.0%</b> | <b>288</b>      | <b>455</b>      | <b>-36.7%</b> |

| <b>ON-SITE PROGRAMS</b>                | <b>March-23</b> | <b>March-22</b> |               | <b>YTD 2023</b> | <b>YTD 2022</b> |              |
|--|-----------------|-----------------|---------------|-----------------|-----------------|--------------|
| Early Literacy programs/events/classes | 15              | 9               | 66.7%         | 41              | 24              | 70.8%        |
| Youth programs/events/classes          | 15              | 9               | 66.7%         | 39              | 11              | 254.5%       |
| Teen programs/events/classes           | 9               | 4               | 125.0%        | 27              | 8               | 237.5%       |
| Adult programs/events/classes          | 17              | 73              | -76.7%        | 43              | 85              | -49.4%       |
| Family/general                         | 16              | 10              | 60.0%         | 47              | 18              | 161.1%       |
| <b>TOTAL</b>                           | <b>72</b>       | <b>105</b>      | <b>-31.4%</b> | <b>197</b>      | <b>146</b>      | <b>34.9%</b> |

| <b>ON-SITE ATTENDANCE</b> |            |            |              |              |            |               |
|---------------------------|------------|------------|--------------|--------------|------------|---------------|
| Early Literacy attendance | 189        | 55         | 243.6%       | 493          | 187        | 163.6%        |
| Youth attendance          | 101        | 79         | 27.8%        | 288          | 98         | 193.9%        |
| Teen attendance           | 63         | 21         | 200.0%       | 178          | 24         | 641.7%        |
| Adult attendance          | 405        | 306        | 32.4%        | 1,053        | 543        | 93.9%         |
| Family/general attendance | 204        | 90         | 126.7%       | 1,083        | 126        | 759.5%        |
| <b>TOTAL</b>              | <b>962</b> | <b>551</b> | <b>74.6%</b> | <b>3,095</b> | <b>978</b> | <b>216.5%</b> |

| <b>OFF-SITE PROGRAMS</b>          | <b>March-23</b> | <b>March-22</b> |               | <b>YTD 2023</b> | <b>YTD 2022</b> |                |
|-----------------------------------|-----------------|-----------------|---------------|-----------------|-----------------|----------------|
| Early Literacy attendance         | 0               | 0               | null          | 0               | 0               | null           |
| Youth outreach                    | 4               | 0               | null          | 12              | 0               | null           |
| Teen outreach                     | 0               | 0               | null          | 0               | 0               | null           |
| Adult outreach                    | 17              | 2               | 750.0%        | 33              | 2               | 1550.0%        |
| Family outreach                   | 0               | 1               | -100.0%       | 0               | 1               | -100.0%        |
| Participation in Community Events | 2               | 0               | null          | 2               | 0               | null           |
| <b>TOTAL</b>                      | <b>23</b>       | <b>3</b>        | <b>666.7%</b> | <b>47</b>       | <b>3</b>        | <b>1466.7%</b> |

| <b>OFF-SITE ATTENDANCE</b>    |            |            |               |              |            |               |
|-------------------------------|------------|------------|---------------|--------------|------------|---------------|
| Early Literacy attendance     | 0          | 0          | null          | 0            | 0          | null          |
| Youth outreach attendance     | 32         | 0          | null          | 79           | 0          | null          |
| Teen outreach attendance      | 0          | 0          | null          | 0            | 0          | null          |
| Adult outreach attendance     | 162        | 80         | 102.5%        | 458          | 80         | 472.5%        |
| Family outreach attendance    | 0          | 200        | -100.0%       | 0            | 200        | -100.0%       |
| Community Events Interactions | 484        | 0          | null          | 484          | 0          | null          |
| <b>TOTAL</b>                  | <b>678</b> | <b>280</b> | <b>142.1%</b> | <b>1,021</b> | <b>280</b> | <b>264.6%</b> |

|                                   | <b>March-23</b> | <b>March-22</b> |        | <b>YTD 2023</b> | <b>YTD 2022</b> |        |
|-----------------------------------|-----------------|-----------------|--------|-----------------|-----------------|--------|
| Web Site Hits                     | 9,983           | 19,448          | -48.7% | 28,514          | 54,270          | -47.5% |
| Mobile App Visits                 | 91              | 584             | -84.4% | 319             | 1,699           | -81.2% |
| Computer Users                    | 4,045           | 3,694           | 9.5%   | 11,143          | 9,778           | 14.0%  |
| Subscription Databases            | 8,277           | 11,976          | -30.9% | 21,003          | 27,192          | -22.8% |
| ILL provided to other Libraries   | 252             | 223             | 13.0%  | 778             | 627             | 24.1%  |
| ILL received from other Libraries | 101             | 119             | -15.1% | 269             | 457             | -41.1% |

|                            | <b>March-23</b> | <b>March-22</b> |               | <b>YTD 2023</b> | <b>YTD 2022</b> |               |
|----------------------------|-----------------|-----------------|---------------|-----------------|-----------------|---------------|
| Adult materials deliveries | 23              | 29              | -20.7%        | 68              | 85              | -20.0%        |
| Youth materials deliveries | 20              | 19              | 5.3%          | 53              | 56              | -5.4%         |
| <b>TOTAL</b>               | <b>43</b>       | <b>48</b>       | <b>-10.4%</b> | <b>121</b>      | <b>141</b>      | <b>-14.2%</b> |

# VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

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## ARTICLE I IDENTIFICATION

Section 1. The name of this Board is the “Board of Trustees” of the Vigo County Public Library, hereinafter referred to as “the Board”. The VIGO COUNTY PUBLIC LIBRARY will be hereinafter referred to as “the VCPL”.

Section 2. The geographic territory and boundaries of the VCPL and the taxed library district shall consist of the entire County of Vigo, in the State of Indiana.

## ARTICLE II AUTHORITY AND PURPOSE

Section 1. The Board shall govern the VCPL, a municipal corporation separate and distinct from other civil or municipal corporations, and CLASS 1 library organized under the public library provisions, according to the purposes and authority set forth in IC 36-12, as amended, and such other Indiana and federal laws as affect the operation of the VCPL.

Section 2. The purpose of the VCPL is to provide open access for all to information, programs, resources, and services to enrich the quality of life in the Vigo County community. The library services provided by the VCPL are supported by public funds and include collecting and organizing library materials, providing reference and referral, and the provision of related library services to library patrons.

Section 3. Members of the Board shall serve without compensation, except that the Treasurer may be compensated at a rate established by the Board, per IC 36-12-2-21 if a Board Member is serving as Treasurer. The Board may also elect a paid VCPL staff member to serve as Treasurer. A Board member may not serve as a paid employee of the VCPL.

Section 4. The Board may engage legal counsel as needed for legal advice. The President of the Board or the Library Executive Director may request the legal opinions of legal counsel for any matter which comes within the jurisdiction of the Board and shall report the opinion to the Board.

## ARTICLE III PERSONNEL

Section 1. The Board shall select a librarian who holds a certificate under IC 36-12-11 to serve as the Executive Director of the VCPL. The selection shall be made solely upon the basis of the candidate’s training and proficiency in the science of library administration. The Board shall fix the compensation of the Executive Director, prescribe the powers and duties, and determine the term and tenure in office. The Executive Director, as the administrative head of the library, is responsible to the Board for the operation and management of the VCPL, per IC 36-12-2-24(a).

Section 2. The Executive Director shall have the authority to write and enforce administrative regulations or procedures governing the VCPL which logically stem from adopted and approved Board policies. Such regulations or procedures shall be consistent with the policies of the Board.

# VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

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Section 3. Among the duties of the Executive Director, unless otherwise directed by the Board, but not in limitation thereof, are:

- responsibility for the care of the building(s) and equipment
- the supervision, employment and direction of the staff
- the efficiency of the library's provision of service to the public
- the administration of the long-range strategic plan and short-term goals
- the operation of the library under the financial conditions set forth in the annual budget

Section 4. The Executive Director shall attend all Board meetings. The Executive Director shall report to the Board upon request all activities of the VCPL under their direction.

## ARTICLE IV CONFLICTS OF INTEREST

Section 1. Board members, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity, and honor. Board members shall promote a high level of service observing ethical standards. Board members shall not use the VCPL for personal advantage or the personal advantage of friends, relatives, or dependents and shall avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the institution.

Section 2. Board members will declare any conflict of interest between their personal life and their position on the VCPL Board and avoid voting on issues that appear to be a conflict of interest. It is incumbent upon any Board member to disqualify or recuse themselves from voting immediately whenever the appearance of a conflict of interest exists.

Section 3. If a financial conflict of interest exists, the Board member shall complete the Uniform Conflict of Interest Disclosure Form as required by I.C. 35-44.1-1-4.

## ARTICLE V NEPOTISM

Section 1. The VCPL complies with the nepotism provisions of IC 36-1-20.2 and does not employ relatives of the Executive Director or any member of the Board as outlined in the Employment of Relatives policy contained in the VCPL Staff Manual.

## ARTICLE VI AMENDMENTS

Section 1. These bylaws may be amended or repealed at any regular meeting or special meetings called for that purpose by the Board or its President, with a quorum present, by a majority vote of the members present.

Section 2. A copy of any proposed Amendments shall be provided to each Board member at least 14 days before the meeting where the vote on the<sup>33</sup> amended bylaws will occur.

# VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

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Section 3. Amendments may be proposed by any member of the Board.

Section 4. The amendments for each year shall be submitted to the Indiana State Library upon submission of the annual report.

## ARTICLE VII MEMBERSHIP

Section 1. Members of the Board shall be appointed pursuant to IC 36-12-2-9, and as follows:

| CLASS 1 Library (County Library) | Appointing Authority                        |
|----------------------------------|---|
| Trustee 1 IC 36-12-2-11          | Vigo County Council                         |
| Trustee 2 IC 36-12-2-11          | Vigo County Council                         |
| Trustee 3 IC 36-12-2-11          | Vigo County School Corporation School Board |
| Trustee 4 IC 36-12-2-11          | Vigo County School Corporation School Board |
| Trustee 5 IC 36-12-2-11          | Vigo County School Corporation School Board |
| Trustee 6 IC 36-12-2-11          | Vigo County Commissioners                   |
| Trustee 7 IC 36-12-2-11          | Vigo County Commissioners                   |

Section 2. Board members are appointed to four-year terms but continue to serve until a successor is appointed. A member may not serve more than four consecutive per IC 36-12-2-8 and 18.

## ARTICLE VIII OFFICERS

Section 1. Officers of the Board shall be a President, Vice President, Secretary, and Treasurer, per IC 36-12-2-22 and IC 36-12-2-23. All officers shall be members of the Board except the Treasurer may be a paid employee of VCPL.

Section 2. The officers shall be elected at the August meeting for a term of one year, per IC 36-12-2-23.

Section 3. Vacancies in any office shall be filled by election at the next regular meeting of the Board after the vacancy occurs.

Section 4. Any officer may be removed from office before the expiration of the term of office for cause by the affirmative vote of at least a majority of the members of the Board then in office, at any regular meeting of the Board or at any special meeting of the Board called for that purpose.

Section 5. The President shall preside at all Board meetings, appoint committees deemed necessary, certify all bills allowed by the Board, sign all warrants on the Treasurer for the payment of money, enforce the observance of these rules, and perform such other duties as pertain to the office of the President and are necessary to carry out the wishes of the Board, subject to the public library laws, as amended.

Section 6. The Vice-President shall perform all duties incumbent upon the President during the absence or disability of the President, and shall perform such other duties as may be required by

# VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

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law, these Bylaws or as prescribed by the VCPL Board, and in general shall have all the powers and duties customarily vested in the office of Vice-President, subject to the public library laws, as amended.

Section 7. The Secretary shall countersign all warrants on the Treasurer for the payment of money and in conjunction with the Executive Director of the library: shall notify the proper appointing powers of vacancies on the Board, such notice shall be given when possible, two weeks before the vacancy occurs; shall certify the rate of taxation as determined by the Board to the County Auditor, and see that the levy is properly made and recorded; shall keep a record of attendance at Board meetings, and if any member is absent without reasonable excuse from six consecutive meetings for any cause other than illness, it shall be the duty of the Secretary to inform the appointing authority that the member is not serving the best interests of the VCPL and should be replaced by someone who will take an active part in the work.

Section 8. In addition to duties outlined in IC 36-12-2-22, the Treasurer shall be responsible for and keep a detailed account of receipts and expenditures and be responsible for monthly reports and an annual report of receipts and expenditures; shall deposit all funds in accordance with the provisions of law and as may be directed by the Board and its Board of Finance, shall sign all warrants approved by the Board; in general shall have all the powers and duties customarily vested in the office of Treasurer, subject to the public library laws, as amended; will be responsible for and keep one key to the lock box at Terre Haute First Financial Bank, and the second key shall be maintained in the VCPL safe. The Treasurer shall provide a corporate surety bond in the amount prescribed by the Board for the faithful execution of duties and the accurate accounting of all funds and securities, the cost of which bond, including the cost of filing and recording, shall be paid from the VCPL operating fund.

## ARTICLE IX MEETINGS

Section 1. The Board shall meet monthly on the third Monday of each month at 5:30 PM in a meeting room of a library facility.

Section 2. The Board may meet electronically pursuant to the electronic meeting policy.

Section 3. The August meeting of the Board shall be the annual meeting, per IC 36-12-2-23.

Section 4. The full Board and its officers constitutes the Board of Finance and shall meet annually in January, after the first Monday and on or before the last day of January, to review finances and depositories, per IC 5-13-7-5 to 7-6.

Section 5. Regular, special and executive session meetings will be publicized and conducted in accordance with the Open Door Law of Indiana (IC 5-14-1.5).

Section 6. Special meetings may be called by the President, or upon written request of two (2) members, for the transaction of business as stated in the call, per IC 36-12-2-23. Notice stating the time and place of any special meeting and the purpose for which called shall be given each member of the Board at least 2 days in advance of such meeting and to the local media 48 hours in advance, excluding holidays and weekends, per IC 5-14-1.5-5.

# VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

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Section 7. A quorum for the transaction of business shall consist of at least four (4) Board members, regardless of any current vacancies on a library's boards.

Section 8. The order of business shall be:

- Call to order
- Public input on agenda items
- Reading and approval of minutes
- Reading and approval of financial report and approval of claims (bills)
- Reports to the Board from staff or outside individuals
- Report of the Library Executive Director
- Old Business
- New Business
- Public input (optional)
- Adjournment

Section 9. Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the Board.

## ARTICLE X COMMITTEES

Section 1. Special committees for conducting projects undertaken or adopted by the Board, and for study and investigation of proposed projects, may be appointed by the President as occasion demands, such Committee to serve until completion of the tasks for which it was appointed or until sooner terminated by the President or the Board. Committees shall have such powers and duties as may be prescribed to them by the Board, subject to the limitations of the public library laws. All committee members need not be members of the Board, but such committee shall have at least one (1) Board member serving on that committee.

## ARTICLE XI INDEMNIFICATION OF BOARD MEMBERS

Section 1. The VCPL shall maintain an adequate level of liability insurance coverage for Board members and Board officers. Each Board member and Board officer of the VCPL now or hereafter serving as such, shall be indemnified by the library against any and all claims and liabilities to which said person has or shall become subject by reason of serving or having served as such board member or officer, or by reason of any action alleged to have been taken, omitted or neglected by such person as such board member or board officer; and the VCPL shall reimburse each such person for all legal expenses reasonably incurred by said person in connection with any such claim or liability, provided, however, that no such person shall be indemnified against or be reimbursed for any expense incurred in connection with or any claim or liability arising out of said person's own willful misconduct or gross negligence. The right of indemnification herein above provided shall not be exclusive of any rights to which any Board member or officer of the VCPL may otherwise be entitled by law. The VCPL's obligation to indemnify any person shall be conditioned upon that person giving timely written notice to the library of the claim or action for which the indemnification is sought. Failure to give such notice releases the VCPL of all obligation of indemnification.

# VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

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## ARTICLE XII POLICIES, PLANS, RULES, AND REGULATIONS

Section 1. The Board shall operate VCPL in compliance with all applicable federal, state, and local laws including but not limited to the following:

- Americans with Disabilities Act
- Federal and State employment law
- Indiana laws governing municipal corporations
- Indiana library law
- Indiana public library standards
- Indiana public librarian certification
- Indiana library and historical department law
- Building or health and safety codes

Section 2. In addition to operating in accordance with these Bylaws and the laws of the United States and the State of Indiana, the Board shall adopt policies, plans, rules, and regulations to govern its operations, and may affirm policies, plans, rules and regulations proposed by the Library Executive Director for the management and administration of the VCPL, as required by 590 IAC 6-1-5.

## ARTICLE III REVIEW OF BYLAWS

Section 1. The bylaws shall be reviewed every three years and the secretary shall affix the date of review to the bylaws for audit as well as indicating the action in the minutes.

Duly adopted by unanimous vote of the Vigo County Public Library Board of Trustees at their meeting held on \_\_\_\_\_, as evidenced by each member's signature below.

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

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

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

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

\_\_\_\_\_  
James M. Young, Board Member

\_\_\_\_\_  
Stacy D. Killion, Board Member

\_\_\_\_\_  
Brian L. Cain, Board Member

## COMPENSATION POLICY

Vigo County Public Library (VCPL) provides compensation to employees in the form of wages and benefits in accordance with established job classes and wage ranges as outlined in the **Resolution on Wages, Full and Part-Time Wage Ranges, and Benefits** (Staff Manual Appendix E) adopted by the Library Board of Trustees each December for the subsequent year. Job classes and wage ranges are established in compliance with the **Fair Labor Standards Act (FLSA)** and in accordance with the **Employee Classification Policy** located in this manual.

### Job Classes

Individual job classes and corresponding wage ranges are determined by factors relevant to each class including level and scope of responsibility, education and or certification requirements, essential job skills and experience, and the context in which a job class functions. Each job class is comprised of positions that perform work with comparable responsibilities and complexity and with comparable educational and or experiential requirements.

### Wage Ranges

A minimum and a maximum wage range is assigned to each job class with the minimum representing the entry level wage for new hires and the maximum representing the highest level of wage growth available for positions within the job class.

Employee wage growth within the available range for a job class is determined by a variety of factors including but not limited to the following:

- Availability of budgetary resources and or fiscal constraints.
- Adoption of wage adjustments by the Library Board of Trustees.
- Employee performance review ratings during relevant review period(s).
- Fulfilment of an education requirement when VCPL has provisionally placed an employee at a lesser pay level for a position prior to attainment of required qualifying credentials.
- Successful completion of an education or certification program mandated by VCPL that is in addition to the minimum education and certification requirements for the position.

Once an employee has reached the highest level of wage growth within a job class, additional wage increases are capped at the established range maximum unless and until the range maximum is increased. Job classes and wage ranges are reviewed annually by library administration and the Board of Trustees and may be adjusted to align with organizational priorities and initiatives, relevant labor market trends, budgetary resources, and or regulatory changes. Annual wage adjustments are generally effective beginning with the first pay date of the year subsequent to the adoption of the adjustment.

### Benefits

VCPL provides statutory and discretionary fringe benefits to employees as outlined in the **Resolution On Wages, Full and Part-Time Wage Ranges and Benefits**. Statutory benefits include employer's contribution for social security and Medicare taxes, family and medical leave, military leave, unemployment compensation, and worker's compensation.

Exempt and non-exempt full-time employees in job classes 1–7 receive the following discretionary fringe benefits:

- Paid vacation, sick, holiday, and bereavement leave.
- Group health, vision, and dental insurance (optional participation).

- Employee assistance plan.
- Indiana Public Retirement System account with both the employer and employee required contributions paid by VCPL.
- Long term disability insurance.
- Life insurance.

Non-exempt part-time employees in job classes 3-7 receive the following discretionary fringe benefits:

- Paid vacation, sick, holiday, and bereavement leave.
- Group health insurance for employees who are regularly compensated for 30 or more hours per week (optional participation).
- Group vision and dental insurance for employees who are regularly compensated for fifteen (15) or more hours per week (optional participation).
- Employee assistance plan.

## EMPLOYEE CLASSIFICATION POLICY

For purposes of payroll administration and eligibility for overtime and employee benefits, Vigo County Public Library (VCPL) classifies employees in accordance with the Fair Labor Standards Act (FLSA) as follows:

### 1. EXEMPT EMPLOYEES

Employees in the following positions are classified as exempt based on salary status and the duties of the position and such classification is a part of each job description: The Executive Director (Job Class 1) and Division Directors (Job Class 2). Exempt employees are paid on a salary basis and are not entitled to overtime pay or compensatory time for hours worked in excess of 40 hours per workweek. VCPL complies with the salary basis requirements of the FLSA and does not allow deductions from the salaries of exempt employees that violate the FLSA. If an exempt employee believes an improper salary deduction has been made it should be reported immediately to the Director of Human Resources or Executive Director for prompt investigation and, when appropriate, reimbursement of improper deduction. As outlined in the **Resolution on Wages, Full and Part-Time Wage Ranges, and Benefits** (Staff Manual Appendix E), exempt employees are eligible for fringe benefits such as health, dental, vision, long term disability, and life insurance benefits; participation in the Indiana Public Retirement System; and paid bereavement, vacation, sick, and holiday leave.

### 2. FULL-TIME NON-EXEMPT EMPLOYEES

Employees in Job Classes 3-7 who are regularly scheduled to work forty (40) hours per workweek are classified as full-time non-exempt and such classification is a part of each job description. Full-time non-exempt employees are paid for hours worked or paid leave utilized and are entitled to overtime pay or accrual of compensatory time for hours worked in excess of forty (40) per workweek at the rate of one and one-half (1½) times the regular hourly rate in accordance with the **Overtime Pay and Fair Labor Standards Act** policy in this manual. As outlined in the **Resolution on Wages, Full and Part-Time Wage Ranges, and Benefits**, full-time non-exempt employees who work and or utilize paid leave for forty (40) hours per workweek on a regular basis are eligible for fringe benefits such as health, dental, vision, long term disability, and life insurance benefits; participation in the Indiana Public Retirement System; and paid bereavement, vacation, sick, and holiday leave.

### 3. PART-TIME NON-EXEMPT EMPLOYEES

Employees in Job Classes 3-7 who are regularly scheduled to work for less than forty (40) hours per workweek are classified as part-time non-exempt and such classification is a part of each job description. Part-time non-exempt employees are paid for hours worked or paid leave utilized and are entitled to overtime pay for hours worked in excess of forty (40) per workweek at the rate of one and one-half (1½) times the regular hourly rate in accordance with the **Overtime Pay and Fair Labor Standards Act** policy in this manual. As outlined in the **Resolution on Wages, Full and Part-Time Wage Ranges, and Benefits**, part-time non-exempt employees are eligible for fringe benefits such as paid bereavement, vacation, sick, and holiday leave; part-time employees who regularly receive compensation for thirty (30) or more hours per workweek may be eligible for health insurance benefits in accordance with the Affordable Care Act; part-time employees who regularly receive compensation for fifteen (15) or more hours per workweek may be eligible for dental and vision insurance.

4. **EMPLOYMENT SERVICE EMPLOYEES**

Employment service employees work for a company or agency that for a fee provides employees to perform specific assignments, generally on a temporary basis. Employment service employees are employees of the respective company or agency and not of VCPL. Employment service employees who perform work for VCPL in excess of forty (40) hours per workweek are entitled to overtime pay at the rate of one and one-half (1 ½) times the regular hourly rate. Employment service employees are not eligible for VCPL employee fringe benefits.

## SEPARATION OF EMPLOYMENT

Vigo County Public Library (VCPL) employees are employed at will with no definite duration for employment. A separation of employment can be initiated at any time by VCPL or the employee, with or without cause, and with or without notice. Employment with VCPL is generally separated through one of the following actions:

1. **Voluntary Termination** - Defined as a voluntary separation of employment initiated by the employee through resignation, job abandonment, or retirement.
  - A. **Resignation** - Employees who are voluntarily terminating employment by resignation should submit to the immediate supervisor and or human resources a written notice of resignation establishing the end of employment date. Two (2) weeks of notice prior to the end of employment date is the minimum recommended standard for resigning employees. Employees in managerial and or administrative positions are encouraged to provide at least one (1) month of notice prior to the end of employment date. VCPL reserves the right to accept an employee's notice of resignation and to accelerate such notice to determine the employee's end of employment date to be effective immediately, or on any other date prior to the intended end of employment date that VCPL deems appropriate.
  - B. **Job Abandonment** - Employees who have not reported to work for three (3) consecutive work days and have not notified VCPL regarding the reason for the absence are considered to have voluntarily terminated employment by job abandonment.
  - C. **Retirement** – Employees in job classes 1–7 who intend to retire should submit to their manager and or human resources a written notice of retirement establishing the end of employment date. One (1) month of notice prior to the end of employment date is the minimum recommended standard for retiring employees. Employees in managerial or administrative positions are encouraged to provide at least two (2) months of notice prior to the end of employment date.
2. **Involuntary Termination** – Defined as an involuntary separation of employment initiated by VCPL for a variety of reasons including but not limited to performance issues, misconduct, policy violation, layoff, elimination of position, reduction in force, or for any reason that is not prohibited by law or in contravention of public policy.

In the case of involuntary termination, VCPL may, in its sole discretion, give an employee notice of its intent to terminate, but is not required to give any such notice. When involuntary termination is the result of a layoff, position elimination, or reduction in force VCPL will make reasonable effort to transfer the employee to another available and appropriate position for which the employee is qualified. When a transfer is not available or feasible, VCPL will give as much advance notice as possible to allow the employee adequate time to seek employment elsewhere.

An employee who has been involuntarily terminated may appeal the decision to the VCPL Board of Trustees. The appeal must be in writing, addressed to the President of the Board, and must be filed within ten (10) days of the termination. The appeal may be heard before the full Board of Trustees or before a committee designated by the President of the Board for that purpose. The proceedings will be informal and require only written notice of the final decision without specific finding of facts unless requested in writing by the affected employee prior to the hearing. The hearings will be held in executive session. The employee may be represented by private legal counsel. The VCPL Board

of Trustees' legal advisor may be present and may participate. Testimony may be required to be taken under oath. The decision of the VCPL Board of Trustees is final and binding on all parties.

**Voluntary and Involuntary Terms of Separation**

Employees who voluntarily or involuntarily separate employment will receive compensation for work only until the last day of active employment to be paid on the next pay date subsequent to separation of employment.

Employees who voluntarily or involuntarily separate employment will receive pay for earned and unused vacation leave, compensatory time, and eligible holiday and sick leave pay at the regular rate of pay according to the schedules outlined in the **Vacation Leave Policy For Non-Exempt Employees, Vacation Leave Policy for Exempt Employees, Holidays Policy, Sick Leave Policy For Exempt and Non-Exempt Employees, and Overtime and Fair Labors Standards Act** located in this manual. Earned and unused eligible leave, as outlined in the above policies, is paid on the next pay date subsequent to separation of employment.

**Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA)**

Employees and qualified beneficiaries who are covered under the VCPL **Health, Vision, and Dental Insurance Plan** at the time of voluntarily or involuntary termination may elect to continue participation in the enrolled plans at the employee's expense, for up to eighteen (18) months. Qualified beneficiaries may be eligible for COBRA extensions up to twenty nine (29) or thirty six (36) months depending on COBRA qualifying events. For additional information see the **Health, Vision, and Dental Insurance Policy** located in this manual.

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

The Board of Trustees of the Vigo County Public Library at the regular meeting held April 17, 2023, 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 17th DAY OF APRIL, 2023.**

**AYE**

**NAY**

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## **EXHIBIT “A”**

### **VIGO COUNTY PUBLIC LIBRARY**

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

- Computer Tables (4)
- Samsung Galaxy Note 5
- IPAD
- Split AC System with Electric Heaters (3)
- Brown/Tan Chairs (2)
- Square Table
- Shaker Side Table
- Glass Shields (2)
- Plexi Glass Shiels (3)
- 4’ Starter Table
- Jamax Machines (11)
- Slat Wall Display Case
- Gray Computer Chair
- Taski Floor Carpet Scrubber
- Samsung 40” TV

**04/17/2023**