

**REGULAR MEETING
VIGO COUNTY PUBLIC LIBRARY
680 Poplar Street
Terre Haute, IN 47807
Monday, November 20, 2023, 5:30 PM**

A G E N D A

1. **Call to Order and Roll Call of Members**
2. **Public Input on Action Items**
3. **Consideration of Minutes of October 16, 2023, Regular Meeting**
4. **Treasurer's Report**
 - A. Monthly Financial Statement
 - B. Claims and Payroll
 - C. Special Claims
 - D. Gift Fund Report
5. **Reports to the Library Board**
 - A. Youth Services ~ Lola Snyder
6. **Director's Report**
7. **Old Business**
8. **New Business**
 - A. Library Director Evaluation Committee
 - B. Consideration of Policies in Staff Manual:
 - 1) Payroll Administration Policy
 - 2) Attendance Policy
 - 3) Biometric Data Privacy Policy (New)
 - 4) Permission to Remove HIPAA Policy
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Regular Meeting:** Monday, December 18, 2023, at 5:30 p.m., Main Library.
11. **Adjournment**

At the Regular Meeting of the Vigo County Public Library Board at the Vigo County Public Library, 680 Poplar Street, at 5:30 p.m. on the 16th day of October 2023, the following persons were present:

Library Board Members Present: Terry W. Jones, President; Christi A. Fenton, Secretary; Valentine K. Muyumba, and George L. Heubel.

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

Library Staff: Kristi Howe, Dennis Shepard, Amy Gibson, Jeanette Bouchie, Brandy Bridgewater, Hope Rice, Lauren Elyea, Heather Rayl, and Lola Snyder.

Others: None.

PUBLIC INPUT ON ACTION ITEMS - None.

CONSIDERATION OF REGULAR MEETING MINUTES

A motion to approve the minutes as written for the September 18, 2023, Regular Meeting, made by Fenton, seconded by Heubel, passed.

TREASURER'S REPORT

Monthly Cash Statement

Dennis Shepard presented the Cash Statement dated October 11, 2023 (copy attached to official minutes).

Claims and Payroll

Mr. Shepard presented the Month End Claims dated September 29, 2023, in the amount of \$39,894.63 (Library Operating, \$37,948.10; Gift Fund, \$943.20; Grants, \$1,003.33) Library Operating Claims dated October 16, 2023, in the amount of \$77,691.34 (Library Operating Fund, \$75,977.66; Gift Fund, \$710.35, Grants, \$1,003.33). (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

Special Claims

Mr. Shepard presented a special claim dated September 29, 2023, for \$298,435.48 to Keymark Construction for the 12 Points project.

Gift Fund Report

Mr. Shepard presented the Gift Fund report dated September 30, 2023, for \$53,956.68.

Approval of Treasurer's Report

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

REPORTS TO THE LIBRARY BOARD

Programs and Events ~ Hope Rice

Program and Event Manager Hope Rice gave an overview of VCPL's 29th Annual Family Learning Day event, held on Saturday, September 23. Forty-seven community organizations offered educational activities and experiences suited for all ages. Along with books, crafts, and activities, the event also featured therapy animals from Love on a Leash, alpacas from the Sisters of Providence White Violet Center for Eco-Justice, a Foam Homies Bubble Party, music and dancing with DJ Danny Wayne, and a Touch-a-Truck area. Mrs. Rice was excited to share that 1,706 people were counted in attendance at this year's event, surpassing last year's turnout by 500.

DIRECTOR'S REPORT

Ms. Howe commented on her written report.

Ms. Howe shared that at the beginning of October the Library celebrated Banned Books week. This week is the National Friends of Libraries week. There is a display up in the Friends Little Book Shop and the PR team has interviewed several Friends Board members and will be featuring those videos on social media. October is also Indiana Archives month, so the Library has taken the opportunity to spotlight items from Special Collections, such as local history, genealogy, and rare materials.

Ms. Howe announced that the 2024 VCPL Community Read title will be *The Martian* by Any Weir. She explained that the novel will be a great connection to the events being scheduled in anticipation of the 2024 solar eclipse in April 2024.

Ms. Howe invited board members to attend the Celebrating Library Workers event scheduled for Friday, November 3 from 4:00 – 6:00 p.m. This is a new networking/social event hosted by VCPL to network, recognize upcoming retirements, and celebrate the impact library workers make every day. Invitations were sent to library workers from K-12, public, and academic libraries in Vigo County.

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

OLD BUSINESS

None.

NEW BUSINESS

Resolution on Surplus Property

A motion approving the Resolution on Surplus Property made by Fenton, seconded by Heubel, passed. (Copy of Resolution on Surplus Property attached to official minutes.)

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

None.

NEXT MEETING

Regular Meeting, November 20, 2023, at 5:30 p.m. at Main Library.

ADJOURNMENT

A motion to adjourn the meeting made by Fenton, seconded by Muyumba, passed. The meeting was adjourned at 6:05 p.m.

ABSENT

Terry W. Jones, President

James M. Young, Vice President

Christi A. Fenton, Secretary

Valentine K. Muyumba, Board Member

ABSENT

ABSENT

Stacy D. Killion, Board Member

Brian L. Cain, Board Member

George L. Heubel, Board Member

AG 11/15/23

Cash Statement
 Vigo County Public Library
 October 2023

Account Title Number	Beginning MTD Balance YTD Balance	MTD Debits YTD Debits	MTD Credits YTD Credits	Ending Balance	MTD Change YTD Change
Cash Library Operating Fund 100-01-1010	5,000,817.77 6,386,598.53	218,109.37 5,527,455.65	812,256.41 7,507,383.45	4,406,670.73	(594,147.04) (1,979,927.80)
Cash Gift Fund 200-00-1010	53,956.68 50,396.42	2,601.73 49,454.79	4,128.54 47,421.34	52,429.87	(1,526.81) 2,033.45
Cash Rainy Day Fund 201-00-1010	1,748,249.16 1,748,249.16	0.00 0.00	0.00 0.00	1,748,249.16	0.00 0.00
Cash Grants 276-00-1010	(7,465.83) (11,997.55)	0.00 21,883.13	1,169.89 18,521.30	(8,635.72)	(1,169.89) 3,361.83
Cash-WVCF Creating a Better To 277-00-1010	10,000.00 0.00	0.00 10,000.00	0.00 0.00	10,000.00	0.00 10,000.00
Cash-UW Neighborhood Improveme 278-00-1010	5,000.00 0.00	0.00 5,000.00	0.00 0.00	5,000.00	0.00 5,000.00
Cash-WVCF Impact Grant 279-00-1010	0.00 0.00	25,000.00 25,000.00	0.00 0.00	25,000.00	25,000.00 25,000.00
Cash Public Library Access Car 800-00-1010	0.00 65.00	0.00 130.00	0.00 195.00	0.00	0.00 (65.00)
Cash-Payroll Withholdings 803-00-1010	11,028.32 1,352.89	74,587.78 808,924.99	85,568.12 810,229.90	47.98	(10,980.34) (1,304.91)

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
27866	BRYAN, DANIELLE	200	Check	75.00	56827	STAFF INSTITUTE SPEAKER
*27864	MCKINNEY*THOMAS	100	Check	300.00	56828	TAEKWONDO INSTRUCTOR
*27507	CORINNE ROBERTS ILLUSTRAT	100	Check	125.00	56829	PRESENTER DRAWING WITH CORRINE
*27944	CHILDREN'S THEATRE OF TERI	100	Check	180.00	56830	SPONSORSHIP
27946	DLC MEDIA, INC.	100	Check	196.00	56831	VETERANS DAY SPONSORSHIP
*27855	JENNINGS COUNTY PUBLIC LIE	100	Check	19.98	56832	ILL REIMBURSEMENT
27828	LIBRARY IDEAS LLC	100	Check	99.90	56833	AUDIO RECORDED BOOKS
					Total Count:	7
					Total Amount:	995.88
27841	ADP INC - AUTOPAY II	100	ACH	1,055.77	8913	PAYROLL SERVICES
27830	AMAZON.COM LLC	100	ACH	10.00	8914	CIRC PRINT MATERIAL
27831	AMAZON.COM LLC	100	ACH	33.15	8915	#2 BUBBLE MAILERS
27836	AMAZON.COM LLC	100	ACH	154.20	8916	CIRC NON-PRINT AND PRINT MATERIAL
27837	AMAZON.COM LLC	100	ACH	176.82	8917	CIRC NON-PRINT AND PRINT MATERIAL
27842	AMAZON.COM LLC	100	ACH	49.96	8918	GAME PLASTIC TOTES
27843	AMAZON.COM LLC	100	ACH	140.98	8919	DVD/VIDEO MATERIAL
27844	AMAZON.COM LLC	100	ACH	16.27	8920	CIRC NON-PRINT AND PRINT MATERIAL
27845	AMAZON.COM LLC	100	ACH	14.98	8921	VELCRO
27846	AMAZON.COM LLC	100	ACH	79.98	8922	DVD/VIDEO MATERIAL
27850	AMAZON.COM LLC	100	ACH	119.97	8923	DVD/VIDEO MATERIAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
27871	AMAZON.COM LLC	100	ACH	15.99	8924	GAME PLASTIC TOTES
27884	AMAZON.COM LLC	100	ACH	55.07	8925	REF MATERIAL
27885	AMAZON.COM LLC	100	ACH	153.24	8926	SUPPLIES FOR BARBIE PARTY AND ART
27886	AMAZON.COM LLC	100	ACH	332.20	8927	1ST GRADE BOOKMARKS/ECLIPSE
27887	AMAZON.COM LLC	100	ACH	20.31	8928	VIDEO GAMES AND CIRC PRINT MATER
27888	AMAZON.COM LLC	100	ACH	63.22	8929	VIDEO GAMES AND CIRC PRINT MATER
27889	AMAZON.COM LLC	100	ACH	28.30	8930	VIDEO GAMES AND CIRC PRINT MATER
27890	AMAZON.COM LLC	100	ACH	119.97	8931	VIDEO GAMES
27891	AMAZON.COM LLC	100	ACH	29.99	8932	VIDEO GAMES
27892	AMAZON.COM LLC	100	ACH	139.50	8933	DVD/VIDEO MATERIAL
27893	AMAZON.COM LLC	100	ACH	29.99	8934	DVD/VIDEO MATERIAL
27894	AMAZON.COM LLC	100	ACH	219.74	8935	DVD/VIDEO MATERIAL
27895	AMAZON.COM LLC	100	ACH	62.49	8936	BATHROOM STANDING CABINET
27896	AMAZON.COM LLC	100	ACH	198.87	8937	DVD/VIDEO MATERIAL
27897	AMAZON.COM LLC	100	ACH	39.99	8938	DVD/VIDEO MATERIAL
27917	AMAZON.COM LLC	100	ACH	318.23	8939	LIBRARIAN PARTY & LLC LIGHTING
27918	AMAZON.COM LLC	100	ACH	10.52	8940	CIRC PRINT MATERIAL
27919	AMAZON.COM LLC	100	ACH	3.20	8941	CIRC PRINT MATERIAL
27930	AMAZON.COM LLC	100	ACH	45.01	8942	CIRC PRINT MATERIAL
27932	AMAZON.COM LLC	100	ACH	69.87	8943	DVD/VIDEO MATERIAL
27933	AMAZON.COM LLC	100	ACH	34.99	8944	REF MATERIAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
27934	AMAZON.COM LLC	100	ACH	10.79	8945	SUPPLIES FOR LED LIGHTING LLC
27935	AMAZON.COM LLC	276	ACH	166.56	8946	IF/THEN ASTRONOMY
27936	AMAZON.COM LLC	100	ACH	15.80	8947	CIRC PRINT MATERIAL
27941	AMAZON.COM LLC	100	ACH	70.61	8948	LYSOL WIPES AND TISSUES
27827	BAKER & TAYLOR INC	100 200	ACH	2,245.77	8949	CIRC PRINT MAT, AUD REC BOOKS
27899	BAKER & TAYLOR INC	100 200	ACH	3,048.92	8950	CIRC PRINT MATERIAL
*27921	COX ZWERNER GAMBILL & SUL	100	ACH	360.00	8951	LEGAL SERVICES
27872	E-Z CLEAN INC	100	ACH	770.83	8952	CHEMICAL AND PAPER PRODUCTS
27873	E-Z CLEAN INC	100	ACH	13.44	8953	SUPPLIES
27952	E-Z CLEAN INC	100	ACH	507.46	8954	CHEMICAL AND PAPER PRODUCTS
27953	E-Z CLEAN INC	100	ACH	287.25	8955	OFCAB FRESH 2.0 DISPENSER AND SCE
27867	EXPRESS SERVICES INC	100	ACH	208.24	8956	PART TIME STAFFING
27840	GALE/CENGAGE LEARNING	100	ACH	5,345.74	8957	LEGAL FORMS RENEWAL
27898	GALE/CENGAGE LEARNING	100	ACH	27.74	8958	CIRC PRINT MATERIAL
27870	HANK METZGER LANDSCAPE	100	ACH	549.70	8959	IRRIGATION SERVICE
27829	KIRBY RISK CORPORATION	100	ACH	9.51	8964	LOW VOLTAGE BRACKETS
27744	LIBRARYPASS INC	100	ACH	2,900.00	8965	COMICS PLUS INVOICE
27826	MIDWEST TAPE	100	ACH	655.21	8966	DVD/VIDEO MATERIAL, AUD REC MUSIC
27852	TECH LOGIC CORPORATION	100	ACH	2,494.00	8967	RFID BOOK AND STING RAY TAGS
27901	WEAVER, ALISON	100	ACH	70.00	8968	REIMBURSEMENT FOR ALA STUDENT M

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
						Total Count: 52 Total Amount: 23,600.34
27833	BELLE TIRE	100	<i>E-pay</i>	55.26	10327	FORD F150 OIL CHANGE
*27834	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	12.00	10328	LAUNDERING OF MAIN TABLECLOTHS
*27835	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	18.60	10329	LAUNDERING OF MAINTENANCE RAGS
27839	LARGE INK, LLC	200	<i>E-pay</i>	523.67	10330	SIGNAGE FOR EMILY'S GARDEN WEST I
27847	OFFICE DEPOT	100	<i>E-pay</i>	9.67	10331	AVERY LABELS FOR TS
27848	OFFICE DEPOT	100	<i>E-pay</i>	24.84	10332	OFFICE SUPPLIES
27849	CROWN ELECTRIC, INC	100	<i>E-pay</i>	1,292.50	10333	NORTH SIDE CAMERA POWER
*27854	DUKE ENERGY *	100	<i>E-pay</i>	86.45	10334	12 POINTS ELECTRIC SERVICE
*27865	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	30.86	10343	12 POINTS WATER SERVICE
*27874	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	23.87	10344	LAUNDERING OF MAINTENANCE RAGS
*27875	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	120.90	10345	LAUNDERING OF MAINTENANCE RAGS
*27876	NORM'S MIRROR IMAGE GLASS	100	<i>E-pay</i>	248.17	10346	GLASS REPLACEMENT IN SPC CABINET
27877	ACTION PEST CONTROL, INC	100	<i>E-pay</i>	165.00	10347	MAIN MONTHLY PEST CONTROL
*27878	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	2,037.44	10348	MAIN SEWAGE BILLING
*27879	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	28.21	10349	12 POINTS SEWAGE BILLING
27880	JOINK LLC	100	<i>E-pay</i>	275.00	10350	MONTHLY CLOUD BACKUP
*27881	REPUBLIC SERVICES OF WEST	100	<i>E-pay</i>	435.90	10351	MAIN TRASH SERVICE
27883	ACTION PEST CONTROL, INC	100	<i>E-pay</i>	80.00	10352	WEST MONTHLY PEST CONTROL
27902	T-MOBILE USA, INC.		<i>E-pay</i>	197.28	10353	WEST HOTSPOT DATA

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		100				
27903	T-MOBILE USA, INC.		E-pay	1,006.11	10354	MAIN HOTSPOT DATA
		100				
*27907	COURTESY CLEANING CENTEF		E-pay	17.36	10355	LAUNDERING OF MAINTENANCE RAGS
		100				
*27908	DICK MCCALISTER & SONS INC		E-pay	485.00	10356	DRAIN CLEAN OUT STAFF RR AND SHO
		100				
*27913	INDIANA AMERICAN WATER CC		E-pay	461.48	10357	MAIN IRRIGATION SERVICE
		100				
*27914	INDIANA AMERICAN WATER CC		E-pay	854.80	10358	MAIN WATER SERVICE
		100				
*27915	COURTESY CLEANING CENTEF		E-pay	39.06	10359	LAUNDERING OF MAIN TABLECLOTHS
		100				
*27916	COURTESY CLEANING CENTEF		E-pay	135.47	10360	LAUNDERING OF MAIN TABLECLOTHS
		100				
27922	OFFICE DEPOT		E-pay	5.05	10361	OFFICE SUPPLIES
		100				
27923	OFFICE DEPOT		E-pay	42.50	10362	OFFICE SUPPLIES
		100				
*27929	COURTESY CLEANING CENTEF		E-pay	13.95	10364	LAUNDERING OF MAINTENANCE RAGS
		100				
*27853	CAPITAL ONE		E-pay	237.87	10365	PROGRAM SUPPLIES
		100				
		200				
*27924	VISA CARD SERVICES		E-pay	4,395.16	10369	VARIOUS SUPPLIES, TRAVEL, REGISTR.
		100				
		200				
27951	VERIZON - WIRELESS		E-pay	175.31	10370	PHONE SERVICE
		100				

Total Count: 32
Total Amount: 13,534.74

Grand Total Fund 100:	34,546.21
Grand Total Fund 200:	3,418.19
Grand Total Fund 201:	0.00
Grand Total Fund 203:	0.00
Grand Total Fund 276:	166.56
Grand Total Fund 300:	0.00
Grand Total Fund 400:	0.00
Grand Total Fund 800:	0.00

Grand Total Count:	91
Grand Total Amount:	38,130.96

Executive Director
Kristi Howe

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

Payee 576	Purchase Order No.
VISA CARD SERVICES CARD SERVICES PO BOX 875852 KANSAS CITY, MO 64187-5852	231753, 231719, 231741, 230501 231798, 231797, 231796, 230332 231750, 231703, 231782, 231817 231522, 231868, 231309, 231319 230309
	Terms E-PAY
	Date Due 10/31/2023

Invoice Date	Invoice Number	Description (or attach invoice(s))	Amount	
9/29/2023	24692163272100 287301301	MAILCHIMP - EMAIL MARKETING ANNUAL SUBSCRIPTION	100	00
10/1/2023	248039432759200 02301981	GOOGLE WORKSPACE	156	00
10/1/2023	248039432759200 02337787	GOOGLE ADS- FAMILY LEARNING DAY PROMOTION	196	82
10/10/2023	244921532837133 15409803	VISTAPRINT- FRIENDS 2024 CALENDARS	392	68
10/12/2023	744921532857436 38149581	VISTAPRINT- FRIENDS 2024 CALENDARS- SALES TAX REFUND	-25	69
10/19/2023	242042932920001 65857352	FACEBOOK- FAMILY LEARNING DAY AND HALLOWEEN BOOK GIVEAWAY PROMOTION	175	00
10/21/2023	2420429294000 038563722	FACEBOOK- HALLOWEEN BOOK GIVEAWAY PROMOTION	8	87
10/21/2023	24204293294 00021081062	FACEBOOK- HALLOWEEN BOOK GIVEAWAY PROMOTION	12	44
10/2/2023	24493983275206 127700088	LIBRARY JUICE ACADEMY- CARING FOR COLLECTIONS PRESERVATION COURSE	200	00
9/25/2023	2439900326850 3013742260	BEST BUY- AMH AIO WALL MOUNT	26	99
9/27/2023	24247603272001 010260944	BANNERS.COM- FRIENDS OUTDOOR BANNERS	336	52
10/1/2023	246921632741020 46214880	ICONIC DIGITAL MARKETING- ANNUAL WEBSITE MAINTENANCE PLAN	355	50

10/5/2023	249064132781842 99503588	GIFTCARDS.COM- STAFF INSTITUTE GIFT CARDS FOR SERVICE AWARDS	1302	30
10/9/2023	24445003283500 389661103	DOLLAR GENERAL STORE- P&E EVENT DÉCOR	43	00
10/9/2023	247554232821 72820536149	GLENDY'S UPTOWN MALL- P&E EVENT DÉCOR	58	49
10/11/2023	24445003285007 56954296	PAPA JOHN'S PIZZA- ESL FAMILY NIGHT	147	50
10/12/2023	24692163285100 849871770	T SHIRT 1- FRIENDS T-SHIRTS	379	12
10/19/2023	24445003292300 487125302	TECHSOUP- MONTHLY CLOUD SOLUTIONS LICENSE	240	00
10/11/2023	24137463285100 438378960	MENARDS- SERVER ROOM SUPPLIES	289	62
TOTAL			4,395	16

I certify that the attached invoice(s) is true and correct and the materials or services itemized thereon for which charge is made were ordered and received except

Date - _____, 2023

Librarian

Voucher No.	Warrant No.	PAYEE	
Charge These Appropriations			
Account Number	Account Name	Amount	
4231	100-03	289.62	
4314	100-09	156.00	
4244	100-09	26.99	
4310	100-09	240.00	
4310	100-11	100.00	
4314	100-11	355.50	
4331	100-11	393.13	
4245	100-12	101.49	
4324	100-14	200.00	
4245	200-00	166.35	
4325	200-00	4.37	
4245	200-72	2357.34	
4325	200-72	4.37	
			In the amount of \$ 12
			APPROVED _____, 2023

	Total	4,395.16	See Claims Docket

Library Form No. 4 (1934)

Prescribed by State Board of Accounts

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
*28043	CHILD'S WORLD*THE	276	<i>Check</i>	24.95	56834	IF/THEN GRANT SUPPLIES
*27970	EVANSVILLE VANDERBURGH P	100	<i>Check</i>	144.10	56835	MILEAGE FOR STAFF INSTITUTE SPEAK
*28065	SWANK MOVIE LICENSING USA	100	<i>Check</i>	1,736.00	56836	SWANK MOVIE LICENSE RENEWAL
					Total Count:	3
					Total Amount:	1,905.05
*28100	BRIGHTER EXTERIOR LIGHTIN	100	<i>ACH</i>	2,530.00	8969	ROOFLINE HOLIDAY LIGHTING
27972	ADP INC - AUTOPAY II	100	<i>ACH</i>	775.01	8970	PAYROLL SERVICES
28097	ADP INC - AUTOPAY II	100	<i>ACH</i>	1,039.69	8971	PAYROLL SERVICES
28026	AMAZON.COM LLC	100	<i>ACH</i>	99.98	8972	DVD/VIDEO MATERIAL
28027	AMAZON.COM LLC	100	<i>ACH</i>	217.90	8973	DVD/VIDEO MATERIAL
27955	AMAZON.COM LLC	100	<i>ACH</i>	308.89	8974	VIDEO GAMES AND CIRC PRINT MATER
27959	AMAZON.COM LLC	100	<i>ACH</i>	14.45	8975	CIRC PRINT MATERIAL
27961	AMAZON.COM LLC	100	<i>ACH</i>	29.23	8976	ORGANIZATIONAL SUPPLIES
27964	AMAZON.COM LLC	100	<i>ACH</i>	25.36	8977	CIRC PRINT MATERIAL
27969	AMAZON.COM LLC	100	<i>ACH</i>	43.09	8978	DVD/VIDEO MATERIAL
27975	AMAZON.COM LLC	100	<i>ACH</i>	59.88	8979	VIDEO GAMES AND CIRC PRINT MATER
27978	AMAZON.COM LLC	100	<i>ACH</i>	34.64	8980	CIRC PRINT MATERIAL
27979	AMAZON.COM LLC	100	<i>ACH</i>	6.70	8981	CIRC PRINT MATERIAL
27986	AMAZON.COM LLC	100	<i>ACH</i>	39.99	8982	DVD/VIDEO MATERIAL
27987	AMAZON.COM LLC	100	<i>ACH</i>	23.21	8983	VIDEO GAMES AND CIRC PRINT MATER

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
28002	AMAZON.COM LLC	100	ACH	123.78	8984	PROGRAMMING SUPPLIES
28003	AMAZON.COM LLC	100	ACH	215.17	8985	2024 STAFF CALENDAR ORDER
28004	AMAZON.COM LLC	100	ACH	24.81	8986	CIRC PRINT MATERIAL
28011	AMAZON.COM LLC	100	ACH	59.14	8987	DVD/VIDEO MATERIAL
28014	AMAZON.COM LLC	100	ACH	16.98	8988	DVD/VIDEO MATERIAL
28018	AMAZON.COM LLC	100	ACH	240.00	8989	REFERENCE MATERIAL
28019	AMAZON.COM LLC	100	ACH	69.00	8990	#4 AND #7 BUBBLE MAILERS
28036	AMAZON.COM LLC	100	ACH	47.94	8991	VIDEO GAMES AND CIRC PRINT MATER
28037	AMAZON.COM LLC	100	ACH	20.23	8992	DVD/VIDEO MATERIAL
28039	AMAZON.COM LLC	100	ACH	75.97	8993	FEMALE MANNEQUIN FOR PROGRAM
28040	AMAZON.COM LLC	100	ACH	135.43	8994	CIRC NON PRINT PHYSICAL MATERIAL
28041	AMAZON.COM LLC	100	ACH	349.99	8995	BARIATRIC WHEELCHAIR
28071	AMAZON.COM LLC	100	ACH	24.39	8996	LAMINATION POUCHES
28081	AMAZON.COM LLC	100	ACH	19.88	8997	NO PETS DECALS
28083	AMAZON.COM LLC	100	ACH	13.69	8998	CIRC PRINT MATERIAL
28084	AMAZON.COM LLC	100	ACH	9.98	8999	LIGHTNING TO USB ADAPTER
28085	AMAZON.COM LLC	100	ACH	24.49	9000	HEAVY DUTY 3 HOLE PUNCH
28086	AMAZON.COM LLC	100	ACH	7.99	9001	CIRC PRINT MAT, AUDIO RECORDED BC
28087	AMAZON.COM LLC	100	ACH	32.93	9002	CIRC PRINT MAT, AUDIO RECORDED BC
28088	AMAZON.COM LLC	100	ACH	5.89	9003	CIRC PRINT MAT, AUDIO RECORDED BC
28089	AMAZON.COM LLC		ACH	14.99	9004	CIRC PRINT MAT, AUDIO RECORDED BC

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		100				
28090	AMAZON.COM LLC		ACH	204.79	9005	WHITE BOARD FOR PR TEAM OFFICE
		100				
28091	AMAZON.COM LLC		ACH	22.78	9006	GRINCHMAS AMAZON
		100				
28092	AMAZON.COM LLC		ACH	14.99	9007	COMPLIMENTARY COFFEE CUPS WITH
		100				
28093	AMAZON.COM LLC		ACH	133.98	9008	REFRIGERATOR FILTER/THREAD REPAI
		100				
28094	AMAZON.COM LLC		ACH	55.09	9009	BATTERIES
		100				
27966	BAKER & TAYLOR INC		ACH	1,973.10	9010	CIRC PRINT MAT
		100				
		200				
28016	BAKER & TAYLOR INC		ACH	3,130.21	9011	CIRC PRINT MAT, AUD REC BOOKS
		100				
		200				
28074	BAKER & TAYLOR INC		ACH	1,271.76	9012	CIRC PRINT MAT, AUD REC BOOKS
		100				
		200				
*28108	BOUCHIE*JEANETTE		ACH	72.52	9013	MILEAGE REIMBURSEMENT
		100				
*28109	BOUCHIE*JEANETTE		ACH	25.62	9014	MEAL/PARKING REIMBURSEMENT FOR
		100				
*28034	COX ZWERNER GAMBILL & SUL		ACH	782.50	9015	LEGAL SERVICES
		100				
*28044	CREWS*JEFF		ACH	10.70	9016	REIMBURSEMENT FOR PAINTING SUPP
		100				
*27985	CULLIGAN WATER CONDITIONI		ACH	6.00	9017	WEST COOLER RENTAL
		100				
28006	E-Z CLEAN INC		ACH	792.34	9018	SUPPLIES
		100				
28048	E-Z CLEAN INC		ACH	13.44	9019	SUPPLIES
		100				
28049	E-Z CLEAN INC		ACH	74.11	9020	SUPPLIES
		100				
28050	E-Z CLEAN INC		ACH	47.44	9021	SUPPLIES
		100				
*27965	EBSCO INFORMATION SERVICE		ACH	76.71	9022	MAGAZINES AND NEWSPAPERS
		100				
*28047	EBSCO INFORMATION SERVICE		ACH	10,776.61	9023	MAGAZINES, NEWSPAPERS, REF MAT S
		100				

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
28015	GALE/CENGAGE LEARNING	100	ACH	107.96	9024	CIRC PRINT MATERIAL
28052	GALE/CENGAGE LEARNING	100	ACH	3,996.75	9025	CHILTON INVOICE A
*28012	HART*AARON	100	ACH	132.30	9026	MILEAGE REIMBURSEMENT
*28055	HOWE*KRISTI	100	ACH	146.02	9027	MILEAGE REIMBURSEMENT
*28104	MCCREA-BAILEY*KENDRA	100	ACH	74.98	9028	MILEAGE REIMBURSEMENT
*27995	MIDWEST COMMUNICATIONS, I	100	ACH	1,000.00	9029	HALLOWEEN BOOK GIVEAWAY PROMO
27967	MIDWEST TAPE	100	ACH	1,471.14	9030	DVD/VIDEO MATERIAL
28017	MIDWEST TAPE	100	ACH	2,181.42	9031	DVD/VIDEO MATERIAL
28057	MIDWEST TAPE	100	ACH	7,487.12	9032	HOOPLA OCT INVOICE
28073	MIDWEST TAPE	100	ACH	2,346.13	9033	DVD/VIDEO MATERIAL, AUD REC MUSIC
27977	MODULAR ROBOTICS	200	ACH	258.00	9034	BLUETOOTH HATS
28023	NEW AVENUES	100	ACH	90.00	9035	CLINICAL HOURS
28059	NEW AVENUES	100	ACH	166.24	9036	ALA CARTE ADMIN FEE
*27981	OVERHEAD DOOR CO TERRE F	100	ACH	1,438.00	9037	REPAIR BOTTOM PANEL OF MAIN GARAGE
27998	PAYPAL INC	100	ACH	19.95	9038	MONTHLY PAYFLOW LINK
28101	PITNEY BOWES	100	ACH	74.79	9039	MAIL STATION INK CARTRIDGE
27971	QUIPU GROUP LLC	100	ACH	3,500.00	9040	ANNUAL PITS SUBSCRIPTION
28064	RICOH USA INC	100	ACH	3,903.05	9041	COPIER LEASE
27974	RICOH USA INC	100	ACH	1,458.78	9042	COPIER LEASE
27789	STAPLES BUSINESS CREDIT	100	ACH	106.58	9043	FILING CABINET FOR LENDING
28102	SWITZER, TROY		ACH	56.76	9044	MEAL/PARKING REIMBURSEMENT FOR

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
		100				
28103	SWITZER, TROY		<i>ACH</i>	89.18	9045	MILEAGE REIMBURSEMENT
		100				
*28045	TECH ELECTRONICS OF INDIAN		<i>ACH</i>	6,355.91	9046	FIRE/INTRUSION SYSTEM INSTALLATIO
		100				
*28046	TECH ELECTRONICS OF INDIAN		<i>ACH</i>	900.00	9047	WEST ANNUAL SERVICE- ALARM MONIT
		100				
*28031	UNIQUE MANAGEMENT SERVIC		<i>ACH</i>	360.50	9048	PLACEMENTS
		100				
*28032	UNIQUE MANAGEMENT SERVIC		<i>ACH</i>	793.24	9049	NOTICES
		100				
28030	WAGeworks, INC.		<i>ACH</i>	168.82	9050	COBRA MONTHLY FEE
		100				
27973	WEAS ENGINEERING INC		<i>ACH</i>	491.72	9051	WATER TREATMENT MANAGEMENT
		100				
					Total Count:	83
					Total Amount:	65,440.72
*27980	COURTESY CLEANING CENTEF		<i>E-pay</i>	22.79	10378	LAUNDERING OF MAINTENANCE RAGS
		100				
27904	BAESLERS MARKET		<i>E-pay</i>	1,106.53	10380	PROGRAM SUPPLIES
		100				
		200				
27997	WEX BANK		<i>E-pay</i>	217.78	10381	FUEL
		100				
27999	DLC MEDIA, INC.		<i>E-pay</i>	500.00	10382	HALLOWEEN BOOK GIVEAWAY PROMO
		100				
28000	DLC MEDIA, INC.		<i>E-pay</i>	500.00	10383	HALLOWEEN BOOK GIVEAWAY PROMO
		100				
*28005	CROSSROADS DOOR & HARDV		<i>E-pay</i>	163.00	10384	DOOR CLOSER FOR SPC MGT OFFICE
		100				
28009	ENA		<i>E-pay</i>	612.27	10385	VOICE SERVICE
		100				
*28013	INDIANA AMERICAN WATER CC		<i>E-pay</i>	58.26	10386	PRIVATE FIRE SERVICE
		100				
27671	SAM'S CLUB DIRECT		<i>E-pay</i>	1,286.97	10387	PROGRAM SUPPLIES
		100				
		200				
28024	JOINK LLC		<i>E-pay</i>	275.00	10388	MONTHLY CLOUD BACKUP
		100				
28025	ENA		<i>E-pay</i>	1,003.33	10389	INTERNET SERVICE

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		276				
*28028	TOWN OF WTH WATER & SEWE	100	<i>E-pay</i>	70.66	10390	WEST WATER SERVICE
28033	CENTERPOINT ENERGY	100	<i>E-pay</i>	73.02	10391	WEST GAS SERVICE
28035	OVERDRIVE	100	<i>E-pay</i>	9,000.00	10392	NOV MONTHLY CONTENT DEPOSIT
28021	KROGER	100	<i>E-pay</i>	141.53	10393	PROGRAM SUPPLIES
28051	FRONTIER	100	<i>E-pay</i>	71.61	10394	WEST PHONE SERVICE
28060	NICHE ACADEMY	100	<i>E-pay</i>	3,800.00	10395	NICHE ACADEMY INVOICE
28061	OFFICE DEPOT	100	<i>E-pay</i>	264.69	10396	OFFICE SUPPLIES
28062	OFFICE DEPOT	100	<i>E-pay</i>	990.48	10397	OFFICE SUPPLIES
*28067	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	25.42	10398	LAUNDERING OF MAIN TABLECLOTHS
*28068	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	12.00	10399	LAUNDERING OF MAINTENANCE RAGS
*28069	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	15.81	10400	LAUNDERING OF MAINTENANCE RAGS
*28070	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	31.00	10401	LAUNDERING OF MAINTENANCE RAGS
28075	CENTER POINT LARGE PRINT	100	<i>E-pay</i>	119.25	10402	CIRC PRINT MATERIAL
28077	OFFICE DEPOT	100	<i>E-pay</i>	16.99	10403	2024 STAFF CALENDAR ORDER
28078	OFFICE DEPOT	100	<i>E-pay</i>	28.88	10404	OFFICE SUPPLIES
*28079	LAKESHORE LEARNING MATEF	276	<i>E-pay</i>	289.46	10405	IF/THEN ITEMS
*28082	DUKE ENERGY *	100	<i>E-pay</i>	481.67	10406	WEST ELECTRIC SERVICE
28095	ACTION PEST CONTROL, INC	100	<i>E-pay</i>	80.00	10407	WEST MONTHLY PEST CONTROL
*27816	LOWE'S COMMERCIAL SERVICI	100	<i>E-pay</i>	10.43	10408	DRAIN CLEANER
*28105	DUKE ENERGY *	100	<i>E-pay</i>	181.51	10409	12 POINTS ELECTRIC SERVICE

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
28106	LIBERTY MUTUAL	100	<i>E-pay</i>	825.00	10410	PUBLIC OFFICIAL BOND- D SHEPARD
28107	ACTION PEST CONTROL, INC	100	<i>E-pay</i>	295.00	10411	K-9 SERVICE CALL

Total Count: **33**
Total Amount: **22,570.34**

<i>Grand Total Fund 100:</i>	88,074.97
<i>Grand Total Fund 200:</i>	523.40
<i>Grand Total Fund 201:</i>	0.00
<i>Grand Total Fund 203:</i>	0.00
<i>Grand Total Fund 276:</i>	1,317.74
<i>Grand Total Fund 300:</i>	0.00
<i>Grand Total Fund 400:</i>	0.00
<i>Grand Total Fund 800:</i>	0.00

Grand Total Count:	119
Grand Total Amount:	89,916.11

Executive Director
Kristi Howe

**Payroll Payable
Voucher Register**

Vigo County Public Library

For Period October -2023

Page 1 of 2 Pages

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
10/13	Pay#21	Gross Payroll	\$ 141,222.18	\$ 141,222.18	ACH	
10/13	Pay#21	FICA	\$ 10,254.98	\$ 10,254.98	ACH	
10/13	Pay#21	PERF	\$ 18,676.57	\$ 18,676.57	ACH	
10/27	Pay#22	Gross Payroll	\$ 138,133.85	\$ 138,133.85	ACH	
10/27	Pay#22	FICA	\$ 10,018.72	\$ 10,018.72	ACH	
10/27	Pay#22	PERF	\$ 18,290.28	\$ 18,290.28	ACH	
10/27	Pay#22	UHC	\$ 55,086.50	\$ 55,086.50	ACH	
10/27	Pay#22	Guardian	\$ 14,040.28	\$ 14,040.28	ACH	
		Gross Payroll	\$ -	\$ -	ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

		Total library cost	\$ 405,723.36			
October	Pays 21 & 22	Nationwide	\$ 1,556.80	\$ 1,556.80	ACH	Staff withholding
October	Pays 21 & 22	Garnishments	\$ -	\$ -	ACH	Staff withholding
October	Pays 21 & 22	Garnishment Reim	\$ -	\$ -	ACH	Staff withholding
October	Pays 21 & 22	AFLAC	\$ 1,312.20	\$ 1,312.20	ACH	Staff withholding
October	Pays 21 & 22	United Way	\$ 402.00	\$ 402.00	ACH	Staff withholding
October	Pays 21 & 22	UHC	\$ 19,064.40	\$ 19,064.40	ACH	Staff withholding
October	Pays 21 & 22	HSA adj.		\$ -	ACH	Staff withholding
October	Pays 21 & 22	Guardian	\$ 2,402.76	\$ 2,402.76	ACH	Staff withholding
October	Pays 21 & 22	Boston Mutual	\$ 569.08	\$ 569.08	ACH	Staff withholding
October	Pays 21 & 22	Fed Tax	\$ 20,925.36	\$ 20,925.36	ACH	Staff withholding
October	Pays 21 & 22	State Tax	\$ 8,540.69	\$ 8,540.69	ACH	Staff withholding
October	Pays 21 & 22	Local Tax	\$ 5,155.00	\$ 5,155.00	ACH	Staff withholding
October	Pays 21 & 22	FICA	\$ 20,273.70	\$ 20,273.70	ACH	Staff withholding
October	Pays 21 & 22	Vol. PERF	\$ 5,366.13	\$ 5,366.13	ACH	Staff withholding
		Staff Cost	\$ 85,568.12	\$ 85,568.12		

**Payroll Payable
Voucher Register**

Vigo County Public Library

For Period October -2023

Page ___1___ of ___2___ Pages

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

November 20, 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 \$ 405,723.36

Dated this 20th day of November 2023 .

Terry W. Jones, Board President

James M. Young, Board Vice President

Christi A. Fenton, Board Secretary

Valentine K. Muyumba, Board Member

Brian L. Cain, Board Member

Stacy D. Killion, Board Member

George L. Heubel, Board Member

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
27947	KEYMARK CONSTRUCTION	100	<i>ACH</i>	40,008.94	8960	CHANGE ORDERS 25-27
27948	KEYMARK CONSTRUCTION	100	<i>ACH</i>	3,046.42	8961	CHANGE ORDERS 29 AND 33
27949	KEYMARK CONSTRUCTION	100	<i>ACH</i>	2,352.00	8962	CHANGE ORDER 56
27950	KEYMARK CONSTRUCTION	100	<i>ACH</i>	172,084.01	8963	12 POINTS REMODELING

Total Count: **4**
Total Amount: **217,491.37**

<i>Grand Total Fund 100:</i>	217,491.37
<i>Grand Total Fund 200:</i>	0.00
<i>Grand Total Fund 800:</i>	0.00
<i>Grand Total Fund 400:</i>	0.00
<i>Grand Total Fund 203:</i>	0.00
<i>Grand Total Fund 276:</i>	0.00
<i>Grand Total Fund 201:</i>	0.00
<i>Grand Total Fund 300:</i>	0.00

Grand Total Count:	4
Grand Total Amount:	217,491.37

Executive Director
Kristi Howe

October 31, 2023

Gift Fund Balances

2023

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 1,137.35	Unrestricted Use	Admin.
64-SPC	\$ 5,639.58	Support of SPC	Admin.
65-Big Read	\$ 450.00	Big Read	Admin.
66-YS	\$ 4,403.18	Support of YS	Admin.
67-WVCF Endowment	\$ 535.00	Support of Strategic Plan Goals	Admin.
68-Crackerbarrel	\$ -	Support of Crackerbarrel	Admin.
69-Wright Foundation	\$ 9,167.22	Unrestricted Use	Admin.
70- West Emily's Garden	\$ -	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,113.02	Support of West Branch	Admin.
72-Friends	\$ 802.57	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	\$ 48.36	Childrens Literature	Admin.
81-Community Connections	\$ 216.95	Support of Community Connections	Admin.
83-Kiwanis Ys	\$ 25.84	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	\$ 475.10	Christmas in the Park	Admin.
92-Marketing	\$ 945.05	Unrestricted Use	Admin.
93-Programming and Events	\$ 250.00	Support of Programming and Events	Admin.
94-TH Econ.Dev.	\$ 139.58	Adult Nonfiction Commemorating Speakers	Admin.
95-12 Points	\$ 450.00	Support of 12 Points	Admin.
96-Fundraiser	\$ 770.44	Buy a Book	Admin.
TOTAL	\$ 52,429.87		

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD NOVEMBER 20, 2023

ADULT SERVICES

FALL FESTIVAL OF WRITERS

An annual event that creates an environment of opportunity and uniquely connects readers and writers, the 2023 Fall Festival of Writers featured fourteen local authors. Authored works included non-fiction writing on subjects like local history, nature, memoir, and law/government, as well as fiction works featuring poetry, romance, science fiction, and children's literature. Each participating author had space to promote their work and share information, but the real magic happened in the conversations that occurred between reader and writer. Through shared interest and experience, diverse groups of people found connection and community as they shared their own history with books, stories, or poems. The new writers learned from the veterans, and the 121 visiting readers added titles and authors to their TBR (to-be-read) lists.

LIBRARY STAFF MAKE A DIFFERENCE

EXCELLENT SERVICE & RELATIONSHIP BUILDING

On October 5, a patron named Darlene entered the SPC Manager's office to tell him what a wonderful experience she had with Special Collections Assistant Sloane Conley. Darlene exclaimed that Sloane was extremely knowledgeable and was also very patient in the way she listened to Darlene and answered her questions. She also said that Sloane really took her time to listen to Darlene's question and help her find her answer.

A former ESL Women's Conversation Club member visited VCPL to share her appreciation for the assistance provided by VCPL during her early days living in the United States. She shared that she is now a U.S. citizen and shared photos of her citizenship ceremony with VCPL staff member LeRaye Cameron before noting how excited she was to be eligible to vote in the November election.

CONNECTING CUSTOMERS TO RESOURCES

As Library Experience Manager, Anthony Suggs has been tasked with getting to know customers and building ongoing relationships to help create a welcoming and safe environment at VCPL. In building relationships with customers who face struggles, Anthony connects people with other agencies who have the resources to help, including Wabash Valley Goodwill Industries. In collaboration with Goodwill, Anthony can provide customers in need with Goodwill vouchers for clothing and household items (once every 12 months). In 2022, he distributed 40 vouchers, but there has been a significant increase in requests, as he has given out 184 vouchers in 2023.

Most customers seeking assistance tell Anthony that they need the vouchers for work attire, clothing for interviews, or the change in seasons. One of the voucher recipients, Austin, informed Anthony he was very thankful for the voucher and credited it with helping him obtain a new job. Austin said the voucher, along with resources Anthony was able to connect him with, have helped him stay clean for the past 5 months and having a job has given him a sense of self-worth and an understanding of responsibility.

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD NOVEMBER 20, 2023

In addition to referrals and vouchers, Anthony has distributed nearly 400 items in 2023, including hygiene kits, hats, gloves, coats, shoes, snacks, and bottles of water! VCPL obtains many of these items via service agencies, donations, and special programs.

TECH TEAM'S ASSISTANCE LEADS TO ACCEPTANCE

Library patron James recently expressed his thanks to the Tech Team for their assistance in helping him go back to school! James had been attempting to sort his VA benefits for tuition assistance so he could get his CDL license and change career paths. Tech Team member Matt Beckham helped James navigate the VA benefit system, and James has been accepted to a program that begins this month and can be paid for with his VA benefits.

PROGRAMS AND EVENTS, WEST BRANCH

TRICK-OR-TREAT, BUT THE REAL TREAT IS A NEW BOOK!

In the lead-up to Halloween, VCPL staff participated in trunk-or-treat events at Ryves Youth Center, Deming Park, and 12 Points in an effort to reach families who may not regularly visit one of the physical library locations. Staff praised the creativity or spookiness of the costumed children, while also speaking with accompanying adults to promote Library services and encourage the families to attend one of the VCPL Halloween events. Staff were able to connect with more than 2200 people at these outreach events.

West Branch staff joined their colleagues from the West Terre Haute Hometown Holiday Committee and the West Terre Haute Community Center to host a trunk-or-treat event at the Community Center on Saturday, October 21. Staff saw more than 350 people come through that evening, but in support of community pride and reducing barriers, VCPL staff hosted a separate event before the trunk-or-treating began. Just before the community activities began, the West Branch staff hosted a costume exchange and workshop, allowing approximately 80 people to participate by donating, trading, or making their own costumes.



As a member of Downtown Terre Haute (DTH is a non-profit focused on preserving an historic and vibrant downtown) and the Chamber of Commerce, VCPL joined other downtown businesses and organizations for *Haunted Haute* on October 27. Booths were set-up outside for vendors and businesses to share candy with trick-or-treaters, but inside the Main Library, more than 1600 guests took photos, enjoyed play time, and selected from tables full of new books waiting to be read. Studies show that having

DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD

NOVEMBER 20, 2023

books in a home increases literacy and vocabulary building, as well as numeracy, critical-thinking, attention span, and other areas of academic success. By providing free books for readers to enjoy in their homes, VCPL is not just encouraging a love of reading, but is positioning students for current and future success!

SPECIAL COLLECTIONS

TERROR TALES! THE FACELESS NUN OF SAINT MARY OF THE WOODS

During the COVID-19 pandemic in 2020, Special Collections launched Terre Haute Terror Tales – a digital video featuring local lore of a spooky nature to coincide with Halloween. This October, SPC released their fourth *Terror Tales* video; this episode told the story of the *Faceless Nun of Saint Mary-of-the-Woods* and had 500 views in less than a week. The production of this video was a close collaboration between SPC and Public Relations, driven primarily by SPC Librarian Sean Eisele and featuring actors from myriad library departments. SPC appreciates the collaboration with staff of the Sisters of Providence who provided interviews, access to archives, and permission to film on campus.

The *Terror Tales* videos can be viewed on VCPL's YouTube channel:
[https://www.youtube.com/results?search_query=terre+haute+terror+tales.](https://www.youtube.com/results?search_query=terre+haute+terror+tales)



OCTOBER WAS INDIANA ARCHIVES MONTH

To celebrate Indiana Archives Month in October, SPC collaborated with Public Relations for a series of social media posts raising awareness of archival collections and highlighting several of the rare, unique, or historic materials VCPL has in its collection.



The social media posts generated enough community interest that WTHI News approached the Library to do a news story about Special Collections. SPC Manager David Kite discussed several items in the collection that were significant to Wabash Valley history, as well as other interesting and rare items in the collection.



DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD NOVEMBER 20, 2023

TECH TEAM

GERMAN STUDENTS EXPLORE TECH HIGHLIGHTS



On October 23, 15 German Exchange students and 2 teachers being hosted by local high schools embarked on a “Terre Haute Highlights” tour, which included time to explore VCPL’s Haute Create. They spent an hour discovering Virtual Reality and 3D Printing, creating art on the iPad Pro, and voice recording in Haute Studio. Many of the students intend to study technology and were impressed with the laser-cutter and the 3D design software the Library offered to all customers free of charge.

CAPTURING FALL: A SNAPSHOT OF COMMUNITY PHOTOGRAPHY

If you drove by the Main Library on October 24, you may have spotted several people taking photos! These amateur photographers were part of a program designed to help people better understand and utilize their cell-phone cameras. Participants learned new techniques to enhance their photography skills and then walked around the block practicing. Haute Create was abuzz with customers wanting to share their images, and in the weeks since, many participants have returned to share some of the photos they have taken with their new skills.

YOUTH SERVICES

On October 14, Tom McKinney of Minton’s ATA Blackbelt & Leadership Academy presented three introductory Tae Kwon Do programs. Programs were separated by age with each class learning appropriate techniques for their level. Participants were taught the core values of Tae Kwon Do, which include respect, self-confidence, teamwork, and discipline.

PERSONNEL CHANGES

EMPLOYMENT

Spicer, Catherine E. - Hired for the full-time non-exempt position of Tech Training Assistant Librarian in the Tech Team Department effective November 14, 2023.

TRANSFER

Raubuck, Jareb I. - Transfer from the part-time non-exempt position of Lending Services Clerk in the Lending Services Department to the full-time position of Facilities Assistant in the Facilities Department effective October 30, 2023.

Respectfully submitted,
Kristi J. Howe

	October-23	October-22		YTD 2023	YTD 2022	
Print Circulation	17,505	19,062	-8.2%	188,377	196,648	-4.2%
A/V Circulation	6,257	6,865	-8.9%	64,679	67,477	-4.1%
Misc	335	233	43.8%	3,115	2,478	25.7%
Electronic Devices	65	52	25.0%	622	618	0.6%
TOTAL	24,162	26,212	-7.8%	256,793	267,221	-3.9%

	October-23	October-22		YTD 2023	YTD 2022	
Overdrive						
E-book	7,423	6,321	17.4%	71,572	57,430	24.6%
E-audiobook	5,267	3,663	43.8%	47,245	32,091	47.2%
E-Magazines	1,148	385	198.2%	4,331	3,394	27.6%
E-Music	0	0	null	0	0	null
E-video	0	0	null	0	46	-100.0%
TOTAL	13,838	10,369	33.5%	123,148	92,961	32.5%

	October-23	October-22		YTD 2023	YTD 2022	
Hoopla						
E-audiobook	1,895	1,594	18.9%	18,634	15,989	16.5%
Bingepasses	35	15	133.3%	227	186	22.0%
E-Books	930	730	27.4%	8,983	7,239	24.1%
E-Comics	164	125	31.2%	1,623	2,305	-29.6%
E-music	178	138	29.0%	1,524	1,403	8.6%
E-video movie	230	155	48.4%	2,222	1,901	16.9%
E-video TV	127	154	-17.5%	1,574	1,551	1.5%
TOTAL	3,559	2,911	22.3%	34,787	30,574	13.8%

	October-23	October-22		YTD 2023	YTD 2022	
Reference [fact-finding]	2,267	3,066	-26.1%	24,506	32,910	-25.5%

MATERIALS ADDED TO COLLECTION

Purchased Items	October-23	YTD 2023
Book	754	10,240
Video	206	3,132
Video Game	41	359
Music CD	3	39
Audio Book	10	154
Misc	21	286
TOTAL	1,035	14,210

Donated Items	October-23	YTD 2023
Book	80	572
Video	0	0
Video Game	0	0
Music CD	0	0
Audio Book	0	0
Misc	0	0
TOTAL	80	572

New Items Ordered	October-23	YTD 2023
Book	628	10,237
Video	419	2,345
Video Game	26	403
Music CD	0	20
Audio Book	0	153
Misc	17	91
TOTAL	1,090	13,249

New Items Received	October-23	YTD 2023
Book	893	8,693
Video	225	2,218
Video Game	99	368
Music CD	0	13
Audio Book	18	173
Misc	18	91
TOTAL	1,253	11,556

TAKE & MAKE KITS DISTRIBUTED	October-23	October-22		YTD 2023	YTD 2022	
Early Literacy (ISL: 0-5 yrs)	0	49	-100.0%	0	438	-100.0%
Children (ISL: 6-11 yrs)	0	49	-100.0%	0	490	-100.0%
Teens (ISL: 12-18yrs)	0	36	-100.0%	0	316	-100.0%
Adults (ISL: 19 + yrs)	0	19	-100.0%	130	329	-60.5%
General (all ages)	0	0	null	239	0	null
TOTAL	0	153	-100.0%	369	1573	-76.5%

ON-SITE PROGRAMS	October-23	October-22		YTD 2023	YTD 2022	
Early Literacy programs/events/classes	8	10	-20.0%	131	117	12.0%
Youth programs/events/classes	28	46	-39.1%	119	90	32.2%
Teen programs/events/classes	9	9	0.0%	92	49	87.8%
Adult programs/events/classes	8	13	-38.5%	157	169	-7.1%
Family/general	16	19	-15.8%	160	111	44.1%
TOTAL	69	97	-28.9%	659	536	22.9%

ON-SITE ATTENDANCE	October-23	October-22		YTD 2023	YTD 2022	
Early Literacy attendance	312	92	239.1%	2,391	1,341	78.3%
Youth attendance	815	998	-18.3%	2,381	2,399	-0.8%
Teen attendance	42	54	-22.2%	471	228	106.6%
Adult attendance	237	781	-69.7%	3,040	3,016	0.8%
Family/general attendance	1,854	2,221	-16.5%	6,228	4,112	51.5%
TOTAL	3,260	4,146	-21.4%	14,511	11,096	30.8%

OFF-SITE PROGRAMS	October-23	October-22		YTD 2023	YTD 2022	
Early Literacy attendance	0	0	null	0	0	null
Youth outreach	0	4	-100.0%	21	12	75.0%
Teen outreach	0	0	null	2	1	100.0%
Adult outreach	18	12	50.0%	119	54	120.4%
Family outreach	2	2	0.0%	9	7	28.6%
Participation in Community Events	6	5	20.0%	69	48	43.8%
TOTAL	26	23	13.0%	220	122	80.3%

OFF-SITE ATTENDANCE	October-23	October-22		YTD 2023	YTD 2022	
Early Literacy attendance	0	0	null	0	0	null
Youth outreach attendance	0	25	-100.0%	303	259	17.0%
Teen outreach attendance	0	0	null	11	9	22.2%
Adult outreach attendance	199	122	63.1%	1,706	886	92.6%
Family outreach attendance	1,023	275	272.0%	1,707	1,215	40.5%
Community Events Interactions	2,353	2,878	-18.2%	13,936	11,167	24.8%
TOTAL	3,575	3,300	8.3%	17,663	13,536	30.5%

	October-23	October-22		YTD 2023	YTD 2022	
Web Site Hits	14,526	14,673	-1.0%	119,156	196,607	-39.4%
Mobile App Visits	40	456	-91.2%	761	5,436	-86.0%
Computer Users	4,070	3,855	5.6%	38,331	35,343	8.5%
Subscription Databases	9,792	8,291	18.1%	83,843	82,837	1.2%
ILL provided to other Libraries	127	230	-44.8%	2,271	1,887	20.3%
ILL received from other Libraries	87	97	-10.3%	721	1,433	-49.7%

	October-23	October-22		YTD 2023	YTD 2022	
Adult materials deliveries	31	24	29.2%	253	256	-1.2%
Youth materials deliveries	12	15	-20.0%	163	165	-1.2%
TOTAL	43	39	10.3%	416	421	-1.2%

PAYROLL ADMINISTRATION POLICY

Vigo County Public Library (VCPL) employees are issued payment for wages or salary on a bi-weekly pay cycle as set forth in the annual **Resolution on Wages, Full and Part-Time Wage Ranges, and Benefits** adopted each December by the VCPL Board of Trustees for the subsequent year.

Method of Payment

VCPL employees are required to participate in electronic payroll direct deposit unless a waiver is granted. Waivers for direct deposit will be granted to employees for the following reasons:

- Situations where it would cause the employee undue hardship; or
- Unalterable court orders prohibiting an employee from participating in electronic banking or direct deposit.

Employees requesting a waiver must submit a letter outlining justification for the waiver to the VCPL Director of Human Resources. Requests for waivers will be reviewed and evaluated based upon the above requirements.

At the time of employment, employees who have not been granted a waiver are required to designate a financial institution and to complete authorization forms for payment of wages or salary via electronic direct deposit. Electronic direct deposits and electronic earnings statements are issued by the VCPL Business Office utilizing a third-party provider for payroll services.

Workweek, Pay Period, and Payday

A workweek is defined as seven (7) consecutive days beginning on a Monday and ending on a Sunday.

A pay period is defined as two (2) consecutive workweeks consisting of fourteen (14) calendar days.

Payments and earnings statements for a full pay period are issued on the Friday that is ten (10) business days, Monday through Friday, after that pay period has ended. When a scheduled pay date falls on a holiday observed by the provider for payroll services, payments and earning statements will be issued on the business day prior to the holiday.

Withholding

Employees are required to complete and sign a federal IRS W-4 Employee's Withholding Allowance Certificate and an Indiana WH-4 Employee's Withholding Exemption and County Status Certificate on the first day of employment.

- Employees who wish to change their withholding rate and or number of allowances must submit a revised IRS W-4 and or Indiana WH-4 form to the Business Office.
- Employees whose county of residence has changed during the tax year should submit an updated Indiana WH-4 form to the Business Office no later than December 31 of the same tax year.

Employees will receive an IRS W-2 Wage and Tax Statement for the tax year on or before January 31 of the subsequent year. Former employees who separated employment with the VCPL during the tax year will be mailed an IRS W-2 Wage and Tax Statement to the most recent address on file via United States Postal Service on or before January 31 of the subsequent year.

Deductions

All deductions mandated by law such as federal, state, and local taxes are automatically withheld from employee pay for each pay period.

Authorized deductions for participation in the VCPL Group Health Plan are withheld from employee pay for the first two (2) pay periods within each month.

Voluntary deductions, for which the employee has submitted signed authorization, are automatically withheld from employee pay for pay periods in which the provider requires scheduled payment or, when applicable, the employee authorization has designated payment. Voluntary deductions include but are not limited to health savings accounts, retirement accounts, Credit Union deductions, United Way or Staff Association donations, and premiums for short term disability, life insurance, or supplemental health or other insurance plans.

Involuntary deductions including, but not limited to, court ordered wage garnishments for payment of a debt; unpaid federal, state, or local taxes; court ordered alimony and or child support or arrears thereof; bankruptcy orders; or defaulted student loans, are administered in accordance with the provisions of the Consumer Credit Protection Act (CCPA), Indiana Code 24-4.5-5-104 - 106, and Indiana Code 31-16-15. VCPL does not impose or collect any fees in compensation for the administration of involuntary deductions from an employee's pay.

Recording Time and Attendance

To ensure that employees receive accurate pay and pursuant to the Fair Labor Standards Act (FLSA) requirement for completeness and accuracy of timekeeping records, all VCPL employees are required to utilize VCPL's authorized ADP timekeeping processes for recording time worked and leave taken. The manner of recording time worked, and leave taken for exempt and non-exempt employees is outlined below.

- **Exempt** employees are required to accurately record on their ADP timecard, the days worked and or leave days utilized for each day in the pay period.
- **Non-exempt full and part-time** employees are required to accurately record hours worked by clocking in and out on an authorized ADP timekeeping system which includes the ADP Workforce Now Portal and the ADP Time Kiosk. Use of an employee's personal device to clock in or out is prohibited. Non-exempt employees utilize clocking in and out to accurately record arrival and departure times, including departure and return times for unpaid meal breaks. Leave time is reflected on a timecard when a leave request has been submitted by the employee and approved by the manager.

Each employee is responsible for reviewing their own timecard for accuracy of regular and overtime hours worked and or leave utilized during the pay period and certifying its accuracy by approving the timecard via the electronic employee approval process in ADP Workforce Now. Managers are responsible for verifying accuracy of the employee approved timecard prior to submitting it as approved and ready for payroll processing.

Each employee is responsible for reviewing their earnings statement for the pay period to ensure it accurately reflects the certified and approved timecard submitted. If an error is detected an employee should contact their Manager, Division Director, and the Business Office immediately to verify payroll records and to correct the error. Underpayment of wages or salary are reconciled at the next regular pay date. Overpayment of wages or salary will be collected from the employee in accordance with Indiana Code 22-2-6-4.

Adopted by the Vigo County Public Library Board of Trustees on the _____ day of _____ 2023.

ATTENDANCE POLICY

Vigo County Public Library (VCPL) requires that each employee assume responsibility for managing their attendance with the understanding that consistent and reliable attendance is an essential job function critical to satisfactory job performance. In addition to contributing to satisfactory job performance, good attendance practices demonstrate commitment and accountability for one's own job responsibilities and respect for the commitments and responsibilities of coworkers, managers, and library services.

Consistent and reliable attendance is characterized by:

- Adhering to your assigned schedule.
- Arriving on time and ready to work at the scheduled start time for your shift and after meal and rest breaks.
- Leaving no sooner than the scheduled departure time at the end of your shift or for meal and rest breaks.
- Scheduling and requesting time off in advance for expected absences.
- Having infrequent occurrences of unscheduled absences.

The following definitions and standards are applicable for purposes of attendance management:

- **Punctuality** – Arriving at and departing from work on time as scheduled and leaving and returning from meal and rest breaks as scheduled, and in the time allotted for them.
- **Tardiness** – Reporting to work after the scheduled start time or returning late from meal and rest breaks. Late arrivals of sixty (60) minutes or more without notification will be considered a no call/no show absence.
- **Early Departure** – Leaving prior to the designated end of shift or leaving early for meal and rest breaks. Early departure of sixty (60) minutes or more without notification will be considered a no call/no show absence.
- **Rounding** – Measurements assigned to time clock rounding are not intended for use as justification for late arrival or early departure by any full or part-time employee and are not an exempting factor in determining tardiness or early departure.
- **Planned Scheduled Absence** – Scheduled absences occur when employees submit requests for time off in advance and receive approval from their manager. Employees are encouraged to request time off one (1) month in advance, however, an absence with notification occurring by 4PM on the day prior to the absence will be considered planned.
- **Unplanned Unscheduled Absence** – Unscheduled absences are generally the result of unexpected circumstances such as illness or emergency and should not occur when an absence could have been scheduled in advance. Employees should provide notification of an unscheduled absence as soon as is possible and, ideally, no later than one (1) hour prior to the designated start of shift.
 - More than five (5) unplanned non-FMLA related absences per performance review period will be considered not meeting expectations for reliable attendance.
- **Absenteeism** – Absenteeism is characterized by the establishment of a pattern or frequent practice of unscheduled absences.
- **No Call/No Show** – Failing to report to work as scheduled without notifying manager or designee of the absence unless extraordinary circumstances prevent the employee from doing so. No Call/No Show absences include:

- Three (3) consecutive full days of absence from scheduled work without notification will be considered a voluntarily termination of employment by job abandonment.
- Failing to report to work more than sixty (60) minutes after the scheduled start time or abandoning work for more than sixty (60) minutes of scheduled work time without notifying manager or designee will result in corrective action up to and including termination. In general, the 1st instance of a sixty (60) minute no call/no show absence will result in a written warning, the 2nd instance will result in a Human Resources corrective action memo, and a 3rd instance occurring within a twelve (12) month period will result in termination.
- VCPL reserves the right to accelerate corrective action or terminate employment at any stage of no call/no show absences.

Call-in Procedures – Employees are required to notify their Manager, or designee, of absences, late arrivals, or early departures prior to the scheduled work time for which they will be absent. Call-in procedures may include notification via phone, text, or email, and such procedures are determined by department managers. Employees providing notification of an absence, late arrival, or early departure must receive an acknowledgement of the notification for the notice to be confirmed.

Deviations from assigned work schedules must be authorized by a Manager or Division Director and noted on the employee timecard. Time lost due to tardiness, early departure, or no call/no show absences may be made up only with Manager or Division Director approval and only during the same workweek in which the time was lost.

Management of Attendance Issues

Managers should address attendance issues in accordance with the **Performance Management** policy in this manual including providing timely feedback and redirection to employees who demonstrate a pattern of absenteeism, tardiness, early departure, or failure to follow call in procedures. Human Resources should be advised of any attendance issues that have not been remediated by initial feedback and redirection in order to assist with further action.

Employees are expected to demonstrate reliable attendance and to utilize available leave responsibly and in compliance with the policies in this manual. Excessive absenteeism, tardiness, early departures, or misrepresenting the use of leave restricted for specific purposes as outlined in the policies in this manual will be subject to disciplinary action, up to and including termination. Authorized absences under Family and Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), military service, jury or witness leave, and bereavement leave are not considered for purposes of absenteeism, tardiness, or early departure, however, failure to follow call-in procedures may result in corrective action.

**Adopted by the Vigo County Public Library Board of Trustees on the _____ day of
_____ 2023.**

BIOMETRIC DATA PRIVACY POLICY

Vigo County Public Library (VCPL) may collect certain biometric data from employees for the sole purpose of providing employees access to its biometric time and attendance system.

As used in this policy, biometric data means personal information that uniquely identifies an individual based on physical characteristics such as face geometry. VCPL, ADP, and/or ADP's vendors collect, store, and use facial biometric data to authenticate employee identity and record time entries via a biometric timeclock.

To the extent that VCPL, ADP, and/or ADP's vendors collect, capture, or otherwise obtain biometric data relating to an employee, VCPL must first:

1. Inform the employee in writing that such biometric data is being provided to ADP and/or ADP's vendors;
2. Inform the employee in writing of the specific purpose and length of time for which the employee's biometric data is being collected, stored, and used; and
3. Receive a written consent signed by the employee authorizing VCPL, ADP, and/or ADP's vendors to collect, store, and use the employee's biometric data for the specific purposes disclosed by VCPL, ADP, and/or ADP's vendors.

VCPL will not disclose or disseminate biometric data to anyone other than ADP and/or ADP's vendors without or unless:

1. First obtaining written employee consent to such disclosure or dissemination;
2. Disclosure is required by state or federal law or municipal ordinance; or
3. Disclosure is pursuant to a valid warrant or subpoena issued by a court of competent jurisdiction.

VCPL will retain employee biometric data only until one of the following occurs:

1. The employee submits written notification revoking consent to use their biometric data; or
2. There is a separation of employment and a new pay cycle, subsequent to the separation, has commenced.

VCPL, ADP, and/or ADP's vendors shall use a reasonable standard of care to store, transmit, and protect from disclosure any biometric data collected. Such storage, transmission, and protection from disclosure shall be performed in a manner that is the same as or more protective than the manner in which VCPL stores, transmits, and protects from disclosure other confidential and sensitive information, including personal information that can be used to uniquely identify an individual.

Adopted by the Vigo County Public Library Board of Trustees on the _____ day of _____ 2023.

BIOMETRIC TIMEKEEPING CONSENT FORM

Vigo County Public Library (VCPL) utilizes an ADP biometric facial recognition timeclock system for the purpose of verifying employee identity and recording time entries for non-exempt employees.

The biometric timeclock is a computer-based system that scans an employee’s facial characteristics extracting unique data points to create a unique mathematical representation. This representation is used to authenticate the employee for clocking in or out when they have chosen to be enrolled in the biometric timekeeping system to record their hours worked. The VCPL biometric timeclocks do not collect or store images of the employee’s face.

The VCPL employee named below has been advised and understands that providing biometric data is not required to secure or retain employment. Employees are free to decline enrollment in the VCPL biometric timekeeping system or provide biometric data without any adverse employment action. If an employee provides consent for enrollment in the biometric timekeeping system and use of biometric data for purposes of clocking in and out, they may revoke consent at any time by notifying VCPL in writing.

The employee understands that VCPL will retain biometric data for timekeeping purposes only until one of the following occurs:

- The employee submits written notification revoking consent to use their biometric data; or
- There is a separation of employment and a new pay cycle, subsequent to the separation, has commenced.

The undersigned employee acknowledges that they have received the VCPL Biometric Information Privacy policy and voluntarily consents to enrollment in the VCPL biometric timekeeping system and the collection, storage, and use of facial biometric data through a biometric timeclock as described above. The undersigned employee also voluntarily consents to VCPL providing such biometric data to ADP and its vendors for the purposes identified above.

Employee Name (print)

Employee Signature

Date

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AS AMENDED

The Vigo County Public Library complies with the privacy requirements mandated by the Health Insurance Portability and Accountability Act of 1996 as amended (HIPAA) and the corresponding privacy rules, known as “the Rule”. This policy applies to the management of PROTECTED HEALTH INFORMATION, known as PHI, by the following health plans sponsored by the Vigo County Public Library:

1. Anthem® Healthcare Health Insurance Plans
2. Guardian sGuardian® Dental Insurance Plan
3. Anthem® Vision Insurance Plan
4. New Avenues Employee Assistance Plan

These health plans are referred to collectively in this policy as “the Plan”.

The Vigo County Public Library designates the above listed health plans as affiliated covered entities and an organized health care arrangement. These plans may share an individual’s PHI with one another.

The Vigo County Public Library Board of Trustees hereby appoints the person serving in the capacity of Human Resources Manager as the Privacy Officer for “the Plan” with the following duties:

- 1) Establishing and enforcing procedures for the handling of PHI by the Vigo County Public Library and its employees and agents
- 2) Establishing safeguards for the protection of PHI
- 3) Receiving and handling complaints about violations of “the Rule” or this policy
- 4) Preparing and distributing the Plans **NOTICE OF PRIVACY PRACTICES** as required by “the Rule” and this policy
- 5) Receiving and handling inquiries to protect PHI, for access to PHI, to amend PHI, and for an accounting of disclosures of PHI
- 6) Identifying business associates, agents, and sub-contractors, and securing appropriate business associate agreements, appropriate consents, and authorizations when required by “the Rule” or this policy
- 7) Maintaining documentation of “the Plan’s” compliance with the “the Rule”
- 8) Handling Health and Human Services audits and inquiries

Nothing in this policy shall be deemed to prevent the Privacy Officer from delegating his or her duties to other persons or to prevent the Vigo County Public Library from engaging the services of third party consultants to assist the Privacy Officer in the performance of his or her duties.

“The Plan” will not use or disclose PHI except as required or permitted by “the Rule”, this policy, and “the Plan’s” **NOTICE OF PRIVACY PRACTICES**. “The Plan” and its business associates may use and disclose PHI for purposes of treatment, payment, and health care operations, subject to any limitations. “The Plan” will never use or disclose or request another

covered entity to disclose more than the minimum PHI necessary to achieve the intended purpose of the use, disclosure, or request.

The Vigo County Public Library requires that each employee must read the **NOTICE OF PRIVACY PRACTICES** (notice attached to this policy) and sign the **AUTHORIZATION FOR USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION** form (form attached to this policy) prior to the release of PHI.

The Vigo County Public Library will sign business associate agreements with “the Plan” providers in order to fulfill “the Rule” requirements.

Adopted by the Vigo County Public Library Board of Trustees on the 21st day of January 2014.

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Health Insurance Portability and Accountability Act of 1996 as Amended

Authorization for Use and Disclosure of Protected Health Information

I hereby authorize use and disclosure of protected health information (PHI) as described below.

1. This authorization relates only to the PHI of:

Name _____

2. This authorization applies only to the following PHI (include a specific description and limitations such as information related to a particular diagnosis or claim and/or information relating to particular dates):

3. This authorization applies only to PHI maintained by the following:

- 1) JA Benefits
- 2) Anthem® Healthcare Health Insurance Plans
- 3) Guardian VisGuardian® Dental Insurance Plan
- 4) Anthem® Vision Insurance Plan
- 5) New Avenues Employee Assistance Plan
- 6) Privacy Officer of the Vigo County Public Library

This authorization also applies to any business associates of the person(s) or agencies described above to the extent they actually maintain PHI in question.

4. This authorization only permits use and disclosure of PHI for the following purpose (described the purpose for the disclosure or include the statement “at the request of the individual” if you do not want to state the purpose):

This authorization only permits use and disclosure of PHI to the following persons or classes of persons (include the names and descriptions of persons to whom the PHI may be disclosed):

5. This authorization expires (indicate a date or event upon which the authorization will end): Upon termination of employment or written notice provided by the Executive Director of the Vigo County Public Library.

6. I have read and understand the following statements regarding my rights:
- a) I may revoke this authorization at any time by giving written notice to the same persons or entities named in Paragraph 3 above. I understand that my revocation will not affect any use or disclosure of my PHI that was made in reliance on the authorization before I revoked it.
 - b) My health plan cannot require me to sign this authorization in order to be eligible for coverage, to enroll in “the Plan”, or to receive benefits or treatment.
 - c) It is possible that the persons who receive information based on this authorization may disclose it to others and as a result the information may no longer be protected by federal privacy rules.

7. I acknowledge that I have received a signed copy of this authorization.

Signature

Date

8. If this authorization has been signed by a personal representative of the individual to whom this authorization relates the following must be completed.

I am the personal representative of the individual named in this release by virtue of my status as _____

(relationship such as parent, attorney-in-fact, guardian, etc.)

I represent that I have authority to sign this authorization.

Signature

Date

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Health Insurance Portability and Accountability Act of 1996 as Amended

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW VIGO COUNTY PUBLIC LIBRARY EMPLOYEE HEALTH INFORMATION MAY BE USED AND DISCLOSED AND HOW VCPL EMPLOYEES CAN OBTAIN ACCESS TO THIS INFORMATION.

This notice applies to the following plans maintained by VIGO COUNTY PUBLIC LIBRARY.

1. Anthem® Health Insurance Plan
2. Guardian® Dental Insurance Plan
3. Anthem® Vision Insurance Plan
4. New Avenues Employee Assistance Plan

These plans are collectively referenced by this notice as “the Plan”.

Federal law regulates the ways in which an employee health plan such as “the Plan” can use and disclose employee health information. This notice is intended to inform VCPL employees about the uses and disclosures of health information that may be made by “the Plan” and about employee rights and “the Plan’s” legal duties with respect to employee health information.

As used in this Notice, the “health information” means information about employees that “the Plan” creates, receives, or maintains; and that relates to an employee’s physical or mental condition or payment for health care provided to the employee; and that can reasonably be used to identify employees.

Uses and Disclosures

Federal law permits “the Plan” to use and disclose employee health information for purposes of treatment, payment, and health care operations.

Treatment: The term “treatment” means the provision, coordination, or management of health care by one or more health care providers, including consultations, referrals and coordination with a third party. “The Plan” is not a health care provider and does not render health care; however, “the Plan” may disclose health information to a health care provider. “The Plan” may use and disclose health information for these purposes without employee consent or permission.

Payment: The term “payment” includes the activities undertaken by a health care provider to obtain payment and the activities undertaken by a plan to determine eligibility and benefits; to conduct utilization review, pre-certification, concurrent care and retrospective review activities; to bill and collect premiums; to coordinate benefits and enforce its reimbursement and subrogation rights; and to obtain payment from stop-loss insurance. “The Plan” may use and disclose employee health information for these purposes without employee consent or permission.

Health Care Operations: The term “health care operations” includes underwriting, premium rating, and other activities relating to the creation or maintenance of a health plan; the acquisition and maintenance of stop-loss insurance; conducting or arranging for medical review, legal services and auditing; business planning and development relating to the management and operation of a health plan; and conducting the general business activities of a plan. “The Plan” may use and disclose employee health information for these purposes without employee consent or permission.

Plan Sponsor: The activities and functions listed above may actually be performed by VIGO COUNTY PUBLIC LIBRARY, the sponsor of “the Plan”, on “the Plan’s” behalf. “The Plan” may disclose employee health information to VIGO COUNTY PUBLIC LIBRARY to the extent necessary for it to perform those activities and functions.

Business Associates: The activities and functions listed above may also be performed by third parties, called business associates. “The Plan” may disclose employee health information to a business associate to the extent necessary for it to perform these activities and functions. “The Plan’s” claims administrator is a business associate. “The Plan” may have other business associates as well. When disclosing information to a business associate, “the Plan” will appropriately protect employee health information by contract.

Other Disclosures: “The Plan” may use or disclose employee health information without employee consent or authorization for other purposes. For example:

- 1) “The Plan” may use and disclose employee health information to contact employees to provide information about treatment alternatives or other health-related benefits or services that may be of interest to employees.
- 2) “The Plan” may disclose employee health information to a person who is authorized by applicable law to make decisions on an employee’s behalf regarding the employee’s health care and to the employee’s executor, administrator, or other personal representative following the employee’s death to the extent it is relevant to such representation.
- 3) “The Plan” may disclose employee health information to a family member or a close friend who is involved in the employee’s health care or payment for health care to the extent of his or involvement; however, “the Plan” will not do so if the employee tells it not to.
- 4) “The Plan” may use and disclose employee health information and inform a family member or a close friend who is involved in the employee’s health care regarding the employee’s location, condition, or death.
- 5) “The Plan” may use and disclose an employee’s health information when it is required by law to do so.
- 6) “The Plan” may disclose an employee’s health information to an authorized public health authority for certain public health activities such as preventing and controlling disease, injury or disability or to report child abuse and neglect; in addition, “the Plan” may use and disclose an employee’s health information to report problems with drugs or medical devices, to enable product recalls and replacements.

- 7) “The Plan” may use and disclose employee health information as necessary to permit the employer to comply with laws governing workers compensation, work-related medical conditions or workplace related medical surveillance.
- 8) “The Plan” may disclose employee health information in response to a court order or subpoena, discovery request or other lawful process.
- 9) “The Plan” may disclose employee health information to a law enforcement official for law enforcement purposes.
- 10) “The Plan” may disclose employee health information to coroners, medical examiners, and funeral directors as needed for them to perform their duties.
- 11) “The Plan” may use or disclose employee health information to organ procurement, banking or transplantation organizers to facilitate organ, eye and tissue donation and transplantation.
- 12) “The Plan” may use or disclose employee health information for certain research purposes.
- 13) “The Plan” may use or disclose employee health information to avert a serious threat to the health or safety of any person or to the public.
- 14) “The Plan” may disclose employee health information to military personnel (if employee is in the military) when necessary to assure proper execution of a military mission; to authorized federal officials for the conduct of lawful intelligence, for counterintelligence and national security purposes, to the State Department as needed for security clearances and to determine availability for service under the Foreign Service Act or for a family member to accompany a Foreign Service member abroad, and for the protection of the President, foreign heads of state and other government officials.
- 15) “The Plan” may disclose employee health information to a correctional institution where the employee is an inmate.
- 16) “The Plan” may disclose employee health information to a governmental health oversight agency.
- 17) Each of the listed plans in “the Plan” may disclose PHI with one another as necessary to carry out treatment, payment, and healthcare operations.

“The Plan” will not make any other use or disclosure of employee health information (other than disclosures incidental to a permitted use or disclosure) unless the employee provides written authorization to do so. Employees may revoke any authorization that he or she may have provided. The revocation must be in writing and must be submitted to the same person or entity to whom the employee submitted the original authorization. However, the revocation will not apply to the extent that “the Plan” has acted in reliance on it.

Employee Rights

Employees have certain rights with respect to his or her health information. These rights are listed below in this section. In order to exercise these rights, an employee must make a request in writing and submit the request to the contact person listed near the end of this Notice.

Restrictions on Disclosures: Employees have the right to make a written request that “the Plan” place restrictions on uses and disclosures of health information to carry out treatment, payment, or health care operations. In addition, employees may request restrictions on “the Plan’s” right to disclose health information to persons involved in the employee’s medical care (such as a spouse, relative or close friend) to the extent of their involvement when the employee is unable to consent or object to the disclosure due to incapacity or to emergency circumstances. “The Plan” is not required to agree to any requested restrictions.

Restrictions on Communications from “the Plan”: Employees have the right to make a written request that “the Plan” communicate by alternate means or at alternate locations if the employee clearly states that the disclosure of health information through “the Plan’s” ordinary means of communications could endanger the employee. “The Plan” will accommodate reasonable requests.

Inspection and Copying of Health Information: Employees have the right to make a written request to be allowed to inspect and copy his or her health information. However, this does not apply to psychotherapy notes or information compiled in anticipation of litigation. “The Plan” may grant or deny a request based on criteria set forth in its Privacy Policy.

Amendment of Health Information: Employees have the right to make a written request to amend health information. As a part of the request, the employee must explain the reasons why the information should be amended. “The Plan” may grant or deny a request based on criteria set forth in its Privacy Policy.

Accounting of Disclosures: Employees have the right to make a written request for and to receive an accounting of disclosures of health information that “the Plan” has made during the 6 years prior to the date the accounting is requested. However, this does not apply to disclosures made for purposes of treatment, payment or health care operations, disclosures made to the employee, disclosures made to persons involved in the employee’s care, disclosures made for national security or intelligence purposes as authorized by the National Security Act, disclosures to correctional institutions officials for health care or other purposes pertinent to the operation of the institutions or disclosures that occurred before April, 14, 2004.

Paper Copy of Notice: Employees have a right to make a written request for and to request and receive a paper copy, even if the employee has received an electronic version of this Notice.

“The Plan’s” Duties

“The Plan” is required by law to maintain the privacy of employee health information and to provide employees with notice of its legal duties and privacy practices with respect to employee health information.

“The Plan” is also required to abide by the terms of the **NOTICE OF PRIVACY PRACTICES** currently in effect. “The Plan” can change the terms of this NOTICE and make the terms of the new NOTICE effective for all the health information that it maintains. If “the Plan” makes a material change to the terms of the NOTICE, it will notify all employees (including retirees and

former employees) who are covered under the “the Plan” by first class mail at their home address as maintained by “the Plan”, or by hand delivery at the employee’s work site.

Complaints:

Employees may complain to “the Plan” and to the Secretary of the Department of Health and Human Services if he or she believes that privacy rights have been violated.

Employees who wish to file a complaint care HealthGuardianswith “the Plan” must send a written statement describing the complaint to the contact person listed below. No one will retaliate against employees for filing a complaint.

Contact:

If an employee wishes to file a complaint or obtain further information about “the Plan’s” privacy policy, please contact:

Rob Fox
HR Manager/Privacy Officer
Vigo County Public Library
680 Poplar Street
Terre Haute IN 47807
Voice: 812-645-3627
Fax: 812-235-1439

e-mail: rfox@vigo.lib.in.us

Effective Date:

The effective date of this **NOTICE OF PRIVACY PRACTICES** is April 19, 2004.

Adopted by the Vigo County Public Library Board of Trustees on the 21st day of January 2014.

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