

**REGULAR MEETING  
VIGO COUNTY PUBLIC LIBRARY  
680 Poplar Street  
Terre Haute, IN 47807  
Monday, December 18, 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 December 7, 2023, Executive Session**
4. **Consideration of Minutes of November 20, 2023, Regular Meeting**
5. **Treasurer's Report**
  - A. Monthly Financial Statement
  - B. Claims and Payroll
  - C. Special Claims
  - D. Gift Fund Report
6. **Reports to the Library Board**
  - A. Adult Services Update ~ Jeanette Bouchie
7. **Director's Report**
8. **Old Business**
  - A. Library Director Evaluation Committee
9. **New Business**
  - A. Holidays Policy
  - B. Annual Review: Computer, Internet, and Wireless Access Use Policy
  - C. Resolution to Transfer Funds between Major Categories
  - D. Resolution on 2024 Wages, Wage Ranges, and Benefits
10. **Suggestions from the Staff, Board or Public for Action or Study**
11. **Next Regular Meeting:**

Tuesday, January 16, 2024, at 5:30 p.m., West Branch Library.  
The Board of Finance meeting convenes immediately following the Regular Board meeting.
12. **Adjournment**

**CALL TO ORDER**

President Jones called the Personnel Committee Meeting to order in **Executive Session** at the Vigo County Public Library, One Library Square at 3:35 p.m. on the 7<sup>th</sup> day of December 2023, and the following persons were present:

Terry W. Jones, President; James M. Young, Vice President; Christi A. Fenton, Secretary; Kristi Howe, Executive Director.

**DISCUSSION**

The Personnel Committee met in Executive Session pursuant to IC 5-14-1.5-6.1(b)(9) to discuss a job performance evaluation of individual employees. Any related action will be taken in a public meeting, as required by Indiana Code.

**ADJOURNMENT**

Meeting adjourned at 4:38 p.m.

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Terry W. Jones, President

KH 12/8/23

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

Library Board Members Present: Terry W. Jones, President; James M. Young, Vice President; Christi A. Fenton, Secretary; Valentine K. Muyumba, Stacy D. Killion, and George L. Heubel.

Library Board Members Absent: Brian L. Cain.

Library Staff: Kristi Howe, Dennis Shepard, Amy Gibson, Lola Snyder, Jeanette Bouchie, LeRaye Cameron, Lauren Elyea, and Rob Fox.

Others: Paige Lintzenich, THN AP Government Class.

**PUBLIC INPUT ON ACTION ITEMS** - None.

### **CONSIDERATION OF REGULAR MEETING MINUTES**

A motion to approve the minutes as written for the October 16, 2023, Regular Meeting, made by Fenton, seconded by Muyumba, passed.

### **TREASURER'S REPORT**

#### **Monthly Cash Statement**

Dennis Shepard presented the Cash Statement dated November 20, 2023 (copy attached to official minutes).

#### **Claims and Payroll**

Mr. Shepard presented the Month End Claims dated October 31, 2023, in the amount of \$38,130.96 (Library Operating, \$34,546.21; Gift Fund, \$3,418.19; Grants, \$166.56) Library Operating Claims dated November 20, 2023, in the amount of \$89,916.11 (Library Operating Fund, \$88,074.97; Gift Fund, \$523.40, Grants, \$1,317.74). (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 October 31, 2023, for \$217,491.37 to Keymark Construction for the 12 Points project remodeling and change orders.

#### **Gift Fund Report**

Mr. Shepard presented the Gift Fund report dated October 31, 2023, for \$52,429.87.

#### **Approval of Treasurer's Report**

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

## **REPORTS TO THE LIBRARY BOARD**

### **Youth Services ~ Lola Snyder**

Lola Snyder, Youth Services Manager, provided a summary of the Library tours designed for first-grade students across the Vigo County School District. In previous years, the first-grade field trips included the Library and the TH Children's Museum, so due to time constraints, students exclusively toured the youth services department. Now that the first-grade field trip is exclusive to VCPL, the experience has been expanded to include stops in other departments, including a look at the Automated Materials Handler in Lending and 3D printing in Haute Create.

### **DIRECTOR'S REPORT**

Ms. Howe commented on her written report, noting that VCPL staff presented four sessions at the Indiana Library Federation Annual Conference. Jeanette Bouchie discussed the Library's VITA Tax program, and Carey LaBella participated in a panel discussion on intellectual freedom. Troy Switzer delivered a presentation on creative IT management within tight budget constraints, and Heather Rayl and Kendra McCrea-Bailey shared insights on the Library's collaboration with Fowler Park and the staffing of a cabin in the Pioneer Village. Board Members Jamie Young and Valentine Muyumba attended the conference.

Ms. Howe shared that she was invited to serve as a guest lecturer for an English course called *Banned in the USA* at Rose-Hulman Institute for Technology where she discussed issues surrounding book banning and censorship, including the impact on public libraries.

Ms. Howe shared that VCPL has been engaged in implementing a 5-year Strategic Plan spanning from 2019 to 2023. To create this plan, the Library enlisted the assistance of outside consultants and conducted public surveys. However, the onset of the pandemic disrupted the progress for a couple of years. With VCPL currently in the process of constructing a new branch, Ms. Howe is recommending a 2-year extension or addendum to the existing plan, as many of its objectives remain relevant. She provided details on the updates and encouraged board members to offer any feedback they might have.

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

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

#### **Library Director Evaluation Committee**

Mr. Jones called for volunteers to meet with the Library Director to discuss her performance, organizational challenges, and successes for 2023. The committee will bring information to the full Board for formal action. Mr. Jones, Mr. Young, and Dr. Fenton volunteered.

**Consideration of Policies in Staff Manual:**

**Payroll Administration Policy**

Ms. Howe explained that the updates to the Payroll Administration Policy include new timekeeping methods for all non-exempt employees. All non-exempt employees will be clocking in and out through an ADP Kiosk app or the ADP web version for recording work hours (previously only part-time employees clocked in and out).

A motion to approve the Payroll Administration Policy, made by Heubel, seconded by Fenton, passed. (A copy of the Payroll Administration Policy is attached to the official minutes).

**Attendance Policy**

Ms. Howe explained that revisions were made to the Attendance Policy to clarify definitions for early departure, tardiness, planned scheduled absences, and unplanned unscheduled absences. Additionally, the Attendance Policy revision outlines expectations regarding no call/no show absences.

A motion to approve the Attendance Policy, made by Muyumba, seconded by Heubel, passed. (A copy of the Attendance Policy is attached to the official minutes).

**Biometric Data Privacy Policy (new)**

Ms. Howe explained that ADP offers a facial biometric scan option for clocking in and out. The Biometric Data Privacy Policy is a policy that defines how VCPL will collect, store, and use facial biometric data to authenticate employee identity and record time entries using a biometric timeclock.

A motion to approve the Biometric Data Privacy Policy, made by Young, seconded by Killion, passed. (A copy of the Biometric Data Privacy Policy is attached to the official minutes).

**Permission to Remove HIPAA Policy**

Ms. Howe noted that VCPL's legal counsel recommended the removal of the HIPAA Policy from the Staff Manual. VCPL is not a covered entity under HIPAA since the Library is a plan sponsor, not a health plan or a health care provider.

A motion to remove the HIPAA Policy from the VCPL Staff Manual, made by Heubel, seconded by Fenton, passed.

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

None.

**NEXT MEETING**

Regular Meeting, December 18, 2023, at 5:30 p.m. at Main Library.

**ADJOURNMENT**

A motion to adjourn the meeting made by Muyumba, seconded by Young, passed. The meeting adjourned at 6:10 p.m.

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Terry W. Jones, President

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James M. Young, Vice President

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Christi A. Fenton, Secretary

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Valentine K. Muyumba, Board Member

**ABSENT**

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Stacy D. Killion, Board Member

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Brian L. Cain, Board Member

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George L. Heubel, Board Member

AG 12/11/23

Vigo County Public Library

Cash Statement

Cash Statement  
 Vigo County Public Library  
 November 2023

Period 11/2023

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	4,406,670.73 6,386,598.53	138,616.40 5,666,072.05	539,630.57 8,047,014.02	4,005,656.56	(401,014.17) (2,380,941.97)
Cash Gift Fund 200-00-1010	52,429.87 50,396.42	1,184.40 50,639.19	1,688.94 49,110.28	51,925.33	(504.54) 1,528.91
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	(8,635.72) (11,997.55)	0.00 21,883.13	1,384.09 19,905.39	(10,019.81)	(1,384.09) 1,977.74
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	25,000.00 0.00	0.00 25,000.00	0.00 0.00	25,000.00	0.00 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	47.98 1,352.89	73,108.37 882,033.36	73,108.31 883,338.21	48.04	0.06 (1,304.85)

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*28149	SQUARE DONUTS*	200	Check	37.50	56837	SQUARE DONUTS WINNER OF UNITED \
*28144	ACE SIGN COMPANY*	100	Check	576.00	56838	ELEVATOR DOORS AND TRIM VINYL WF
*28211	YOUNG*JAMES MATTHEW	100	Check	109.68	56839	MEAL REIMBURSEMENT- ILF CONFEREI
				Total Count:	3	
				Total Amount:	723.18	
*28194	ADP INC - AUTOPAY II*	100	ACH	775.01	9053	PAYROLL SERVICES
*28029	ADP SCREENING & SELECTION	100	ACH	124.50	9054	BACKGROUND SCREENINGS
*28176	AMAZON.COM LLC*	100	ACH	35.91	9055	CIRC PRINT MATERIAL
*28114	AMAZON.COM LLC*	100	ACH	76.52	9056	LYSOL WIPES AND TISSUES
*28115	AMAZON.COM LLC*	100	ACH	47.99	9057	WHEELCHAIR ANTI-THEFT DEVICE
*28120	AMAZON.COM LLC*	100	ACH	144.95	9058	TABLETS AND MOUNTING ARMS
*28121	AMAZON.COM LLC*	100	ACH	57.97	9059	ACCESSORIES FOR BARBIE PROGRAM
*28122	AMAZON.COM LLC*	100	ACH	9.96	9060	3D PRINTER MAINT KIT
*28127	AMAZON.COM LLC*	100	ACH	334.61	9061	DVD/VIDEO MATERIAL
*28128	AMAZON.COM LLC*	100	ACH	659.68	9062	VIDEO GAMES AND CIRC PRINT MATER
*28129	AMAZON.COM LLC*	100	ACH	5.00	9063	DVD/VIDEO MATERIAL
*28130	AMAZON.COM LLC*	100	ACH	9.95	9064	CIRC PRINT MATERIAL
*28139	AMAZON.COM LLC*	100	ACH	109.11	9065	DECEMBER WEST PROGRAMMING AMA
*28147	AMAZON.COM LLC*	100	ACH	13.20	9066	CIRC PRINT MATERIAL
*28151	AMAZON.COM LLC*	100	ACH	6.95	9067	CIRC PRINT MATERIAL

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*28152	AMAZON.COM LLC*	100	ACH	30.11	9068	CIRC PRINT MATERIAL
*28153	AMAZON.COM LLC*	100	ACH	749.95	9069	TABLETS AND MOUNTING ARMS
*28154	AMAZON.COM LLC*	100	ACH	45.33	9070	CIRC PRINT MATERIAL
*28155	AMAZON.COM LLC*	100	ACH	269.56	9071	VARIOUS PROGRAM SUPPLIES
*28157	AMAZON.COM LLC*	100	ACH	136.69	9072	2024 COMMUNITY READ SUPPLIES
*28158	AMAZON.COM LLC*	100	ACH	64.95	9073	CIRC PRINT MATERIAL
*28170	AMAZON.COM LLC*	100	ACH	40.41	9074	COPY PAPER FOR PROGRAMMING
*28171	AMAZON.COM LLC*	100	ACH	1,999.80	9075	ACER 27 IN MONITORS
*28172	AMAZON.COM LLC*	100	ACH	14.11	9076	CIRC PRINT MATERIAL
*28173	AMAZON.COM LLC*	100	ACH	183.24	9077	SUPPLIES
*28174	AMAZON.COM LLC*	100	ACH	12.99	9078	CIRC PRINT MATERIAL
*28175	AMAZON.COM LLC*	100	ACH	10.99	9079	CIRC PRINT MATERIAL
*28180	AMAZON.COM LLC*	100	ACH	33.62	9080	AA AND CR2 BATTERIES
*28195	AMAZON.COM LLC*	100	ACH	19.99	9081	DVD/VIDEO MATERIAL
*28196	AMAZON.COM LLC*	100	ACH	49.99	9082	VIDEO GAMES
*28197	AMAZON.COM LLC*	100	ACH	99.00	9083	DEWALT VACUUM 20V
*28198	AMAZON.COM LLC*	100	ACH	348.79	9084	MATERIALS FOR TECH TEAM
*28199	AMAZON.COM LLC*	100	ACH	32.95	9085	#2 MAILERS
*28131	BAKER & TAYLOR INC*	100	ACH	1,683.72	9086	CIRC PRINT MAT, AUD RECORDED BOO
*28201	BAKER & TAYLOR INC*	100 200	ACH	2,612.02	9087	CIRC PRINT MATERIAL, AUD REC BOOK
*28116	BOOK DEPOT*		ACH	201.42	9088	BOOKS FOR FOSTER YOUTH AT CHRIS'

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
		100				
*28178	CRAIG, ARIELLE*		ACH	57.25	9089	MEAL REIMBURSEMENT FOR ILF CONF
		100				
*28182	CRAIG, ARIELLE*		ACH	75.46	9090	MILEAGE REIMBURSEMENT
		100				
*28125	E-Z CLEAN INC*		ACH	944.25	9091	SUPPLIES
		100				
*28126	E-Z CLEAN INC*		ACH	114.48	9092	SUPPLIES
		100				
*28133	EBSCO INFORMATION SERVICE		ACH	319.80	9093	REF MATERIAL SERIAL
		100				
*28202	GALE/CENGAGE LEARNING*		ACH	767.68	9094	CIRC PRINT MATERIAL
		100				
*28132	GALE/CENGAGE LEARNING*		ACH	199.43	9095	CIRC PRINT MATERIAL
		100				
*28209	LABELLA*CAREY		ACH	71.54	9096	MILEAGE REIMBURSEMENT
		100				
*28210	LABELLA*CAREY		ACH	50.33	9097	MEAL REIMBURSEMENT FOR ILF CONF
		100				
*28135	MIDWEST TAPE*		ACH	1,669.47	9098	DVD/VIDEO MATERIAL
		100				
*28160	ONSOLVE*		ACH	90.00	9099	ONE CALL RENEWAL
		100				
*28136	PITNEY BOWES BANK INC RES		ACH	2,000.00	9100	POSTAGE ON ACCOUNT 25986209
		100				
*28193	RICOH USA INC*		ACH	2,917.56	9101	COPIER LEASE
		100				
*28161	TECH ELECTRONICS OF INDIAN		ACH	3,806.53	9102	FIRE/INTRUSION SYSTEM INSTALLATIO
		100				
					Total Count:	50
					Total Amount:	24,134.72
*28118	LARGE INK, LLC*		E-pay	25.50	10412	FOAMCORE SIGNAGE
		100				
*28119	INDIANA AMERICAN WATER CC		E-pay	30.86	10413	12 POINTS WATER SERVICE
		100				
*28123	COURTESY CLEANING CENTEF		E-pay	12.00	10414	LAUNDERING OF MAINTENANCE RAGS
		100				
*28124	COURTESY CLEANING CENTEF		E-pay	54.72	10415	LAUNDERING OF MAINTENANCE RAGS
		100				

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*28134	CENTER POINT LARGE PRINT*	100	<i>E-pay</i>	194.76	10416	CIRC PRINT MATERIAL
*28137	SAFETY SHOE DISTRIBUTORS*	100	<i>E-pay</i>	100.00	10417	ALLOTMENT FOR WORK BOOTS
*28150	TABCO PRINTING & PROMOTIC	100	<i>E-pay</i>	1,329.35	10418	MAINTENANCE CLOTHING ORDER
*28156	MIDLAND PAPER COMPANY INC	100	<i>E-pay</i>	528.00	10419	LARGE FORMAT PRINTER INK
*28159	REPUBLIC SERVICES OF WEST	100	<i>E-pay</i>	434.04	10420	MAIN TRASH SERVICE
*28168	T-MOBILE USA, INC.*	100	<i>E-pay</i>	161.71	10421	WEST HOTSPOT DATA
*28169	T-MOBILE USA, INC.*	100	<i>E-pay</i>	1,050.03	10422	MAIN HOTSPOT DATA
*28179	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	23.87	10423	LAUNDERING OF MAINTENANCE RAGS
*28183	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	183.67	10424	MAIN IRRIGATION SERVICE
*28184	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	581.38	10425	MAIN WATER SERVICE
*28185	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	28.21	10426	12 POINTS SEWAGE BILLING
*28186	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	730.99	10427	MAIN SEWAGE BILLING
*28111	VISA CARD SERVICES	100 200 276	<i>E-pay</i>	6,648.67	10428	VARIOUS SUPPLIES, TRAVEL, REGISTR.
*28192	VERIZON - WIRELESS*	100	<i>E-pay</i>	175.31	10429	PHONE SERVICE
*28200	CENTER POINT LARGE PRINT*	100	<i>E-pay</i>	23.97	10430	CIRC PRINT MATERIAL
*28203	PRIORITY ENGINEERING*	100	<i>E-pay</i>	3,500.00	10431	BOOKEYE MAINTENANCE CONTRACT
*28072	CAPITAL ONE	100 200	<i>E-pay</i>	238.31	10432	PROGRAM SUPPLIES
*28207	SAM'S CLUB DIRECT*	100 200	<i>E-pay</i>	242.43	10433	PROGRAM SUPPLIES

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
						Total Count: 22 Total Amount: 16,297.78

<i>Grand Total Fund 100:</i>	<b>39,923.79</b>
<i>Grand Total Fund 200:</i>	<b>1,165.54</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>66.35</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>75</b>
Grand Total Amount:	<b>41,155.68</b>

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Executive Director  
Kristi Howe

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

<b>Payee</b>	<b>576</b>	<b>Purchase Order No.</b>
<b>VISA CARD SERVICES CARD SERVICES PO BOX 875852 KANSAS CITY, MO 64187-5852</b>		231716, 232048, 231930, 231319
		232028, 232024, 232026, 232020
		232022, 261942, 231990, 231976
		231927, 231950, 231903, 231741
		231913, 231931, 231911, 231928
		231916, 231934, 230332, 230146
		231841, 231924, 230501, 231878
		231891, 231874, 232062, 232049
		232047, 232081, 232067, 231972
		231995, 232066, 232086, 231314
		<b>Terms</b> <b>E-PAY</b>
		<b>Date Due</b> <b>11/30/2023</b>

<b>Invoice Date</b>	<b>Invoice Number</b>	<b>Description (or attach invoice(s))</b>	<b>Amount</b>	
10/30/2023	24492163303 00032866589	TABLECLOTHSFACORY.COM - TABLECLOTHS BEIGE AND GOLD	113	94
11/1/2023	24204293305007 04654059	FACEBOOK - FRIENDS SALES FACEBOOK AD BOOSTS	25	00
11/9/2023	2401134331300 0045931147	CANVA - ANOTHER CANVA USER	29	86
11/14/2023	244921533187133 02320178	EVENTBRITE - SERVICE CLUB LUNCHEON REGISTRATIONS	45	00
10/29/2023	24692163302102 099817742	MAILCHIMP- EMAIL MARKETING ANNUAL SUBSCRIPTION	100	00
10/30/2023	24906413303186 010633254	HOOTSUITE- HOOTSUITE SUBSCRIPTION	588	00
11/1/2023	246921633051039 72710241	GOOGLE WORKSPACE	156	00
11/1/2023	2420429305001 294319053	GOOGLE- HALLOWEEN BOOK GIVEAWAY YOUTUBE PROMOTION	232	24
11/1/2023	241134333066001 192124753	WEBSTAUANTSTORE- 725KIT KOALA KARE CHILD SAFETY SEAT STRAP	44	76
11/1/2023	244921533057170 42628431	ONLINE LABELS- LABELS FOR PR	12	97

11/10/2023	2449216331400 0050205667	ATMOSFX INC- ATMOS PROJECTION KIT	440	19
11/21/2023	24204293325000 213107058	FACEBOOK- HALLOWEEN BOOK GIVEAWAY PROMOTION	82	31
11/22/2023	240728033260833 30361273	JOANN FABRIC AND CRAFT STORE- PLATES FOR ADMIN	19	75
11/11/2023	249064133141869 39138977	GODADDY.COM- WILDCARD SSL RENEWAL	899	98
10/24/2023	247330932984 00074012651	INBIZ- NOTARY BACKGROUND CHECK- B NELSON	15	70
10/26/2023	241988032993 42459070855	WABASH VALLEY HUMAN RESOURCES ASSOCIATION- CONFERENCE REGISTRATION	102	95
10/27/2023	24943013301010 180217950	THE HOME DEPOT- CABINET	199	00
10/27/2023	247330933014000 77045927	INDIANA LICENSING ENTERPRISE- NOTARY FEE- B NELSON	74	37
11/1/2023	246921633051043 82804459	ICONIC DIGITAL MARKETING- ANNUAL WEBSITE MAINTENANCE PLAN	355	50
11/3/2023	2469216330710 288974690	AMERICAN ASSOCIATION OF NOTARIES- NOTARY SUPPLY KIT- B NELSON	72	66
11/4/2023	746921633081 06170977811	SALES TAX REFUND- AMERICAN ASSOCIATION OF NOTARIES- NOTARY SUPPLY KIT- B NELSON	-4	76
11/10/2023	24492163314000 057066856	RAINBOW SYMPHONY- ECLIPSE GLASSES AND VIEWERS	525	00
11/13/2023	244921533170 84163415932	CNA SURETY DIRECT BILL- NOTARY BOND- B NELSON	75	00
11/14/2023	2494300331997 0309510125	CROWNE PLAZA INDIANAPOLIS DOWNTOWN- HOTEL RESERVATION FOR ILF CONF- J YOUNG	407	56
11/15/2023	74801973319726 009360405	AED SUPERSTORE- SALES TAX REFUND ON PREVIOUS ORDER	-13	02
11/16/2023	2449216332000 0035469513	VIGO COUNTY HISTORICAL SOCIETY- HISTORY CENTER FAMILY PASSES FOR 2024	250	00
11/19/2023	244450033233005 05072737	TECHSOUP- MONTHLY CLOUD SOLUTIONS LICENSE	240	00

11/20/2023	244921533247 19350823130	FULL SPECTRUM LASER- LASER CUTTING SUPPLIES	46	07
11/22/2023	247330933274000 73016153	INBIZ- NOTARY CONTINUING ED- C CLARK	49	37
10/30/2023	24137463304100 401386450	MENARDS- SERVER ROOM SUPPLIES	560	05
11/1/2023	244273333067 10040906153	ALDI- LIBRARY NETWORKING EVENT	29	45
11/1/2023	2479338305001 9449787072	SUBWAY- BOXED LUNCHES FOR UNITED WAY KICKOFF	232	21
11/1/2023	244450033 06000800556506	DOLLAR GENERAL- LIBRARY NETWORKING EVENT	7	49
11/8/2023	241164133132008 72600642	HOME SCIENCE TOOLS- IF/THEN GRANT	66	35
11/14/2023	244538833190046 59111651	PATTY SHACK- LUNCH FOR NEW EMPLOYEE ORIENTATION	44	50
11/15/2023	242042933190026 77535046	GALLUP STRENGTHS CENTER- CLIFTON STRENGTHS 34 ACCESS CODES	239	96
11/21/2023	2413746332610055 3038523	MENARDS- DECEMBER MAKER CART SUPPLIES	15	00
11/21/2023	242316833268370 00049896	FAMILY DOLLAR- BINGO PRIZES AND WATER	62	45
11/21/2023	244450033260009 01398416	DOLLAR TREE STORES- CANDYLAND PRIZES/GRINCHMAS SUPPLIES	86	25
11/22/2023	240728033269685 03719458	JOANN FABRIC AND CRAFT STORE- FABRIC FOR SLEEPOVERS	119	56
<b>TOTAL</b>			<b>6,648</b>	<b>67</b>

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

<b>Voucher No.</b>	<b>Warrant No.</b>	<b>PAYEE</b>
<b>Charge These Appropriations</b>		15
<b>4245</b>	<b>100-01</b>	<b>219.19</b>

<b>4314</b>	<b>100-01</b>	<b>255.66</b>	
<b>4323</b>	<b>100-01</b>	<b>407.56</b>	
<b>4324</b>	<b>100-01</b>	<b>147.95</b>	
<b>4213</b>	<b>100-02</b>	<b>59.95</b>	
<b>4314</b>	<b>100-02</b>	<b>149.37</b>	
<b>4325</b>	<b>100-02</b>	<b>7.95</b>	
<b>4223</b>	<b>100-03</b>	<b>30.90</b>	
<b>4231</b>	<b>100-03</b>	<b>560.05</b>	
<b>4325</b>	<b>100-03</b>	<b>13.86</b>	
<b>4245</b>	<b>100-04</b>	<b>119.56</b>	
<b>4245</b>	<b>100-06</b>	<b>25.00</b>	
<b>4325</b>	<b>100-06</b>	<b>21.07</b>	
<b>4307</b>	<b>100-07</b>	<b>250.00</b>	
<b>4245</b>	<b>100-08</b>	<b>163.70</b>	
<b>4310</b>	<b>100-09</b>	<b>240.00</b>	
<b>4314</b>	<b>100-09</b>	<b>156.00</b>	
<b>4362</b>	<b>100-09</b>	<b>899.98</b>	
<b>4129</b>	<b>100-10</b>	<b>49.37</b>	
<b>4245</b>	<b>100-11</b>	<b>8.02</b>	
<b>4310</b>	<b>100-11</b>	<b>688.00</b>	
<b>4314</b>	<b>100-11</b>	<b>355.50</b>	
<b>4325</b>	<b>100-11</b>	<b>4.95</b>	
<b>4331</b>	<b>100-11</b>	<b>314.55</b>	
<b>4362</b>	<b>100-11</b>	<b>29.86</b>	
<b>4245</b>	<b>100-12</b>	<b>638.94</b>	
<b>4245</b>	<b>200-00</b>	<b>56.69</b>	
<b>4245</b>	<b>200-69</b>	<b>44.50</b>	
<b>4325</b>	<b>200-69</b>	<b>23.19</b>	
<b>4441</b>	<b>200-69</b>	<b>417.00</b>	
<b>4245</b>	<b>200-72</b>	<b>199.00</b>	In the amount of \$
<b>4331</b>	<b>200-72</b>	<b>25.00</b>	APPROVED , 2023
<b>4245</b>	<b>276-90</b>	<b>58.40</b>	
<b>4325</b>	<b>276-90</b>	<b>7.95</b>	
	<b>Total</b>	<b>6,648.67</b>	<b>See Claims Docket</b>

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>
*27976	FEDERAL COFFEE AND FINE F	200	Check	200.00	56840	ESL HOLIDAY DINNER
*27508	CORINNE ROBERTS ILLUSTRAT	100	Check	125.00	56841	PRESENTER DRAWING WITH CORRINE
*28382	MUSE ART TERRE HAUTE*	200	Check	63.00	56842	REISSUE- PROGRAM SUPPLIES
*28401	REACH SERVICES*	100	Check	313.41	56843	CHRISTMAS BOOKS FOR PROGRAMMIN
*28287	SQUARE DONUTS*	200	Check	25.00	56844	DONUTS FOR UW DRAWING
*28381	TONEY, KRIS*	100	Check	21.38	56845	REISSUE- REIMBURSEMENT FOR PROC
*28341	UNION HOSPITAL CENTER FOR	100	Check	50.00	56846	EMPLOYEE SCREENING
*28380	VIGO COUNTY SCHOOL CORP*	100	Check	75.00	56847	REISSUE- THE SALUTE PROMOTIONAL .
					Total Count:	8
					Total Amount:	872.79
*28330	ADP INC - AUTOPAY II*	100	ACH	780.37	9103	PAYROLL SERVICES
*28215	AMAZON.COM LLC*	100	ACH	493.62	9104	REPLACEMENT TEEN XBOX
*28217	AMAZON.COM LLC*	100	ACH	14.99	9105	MENORAH
*28218	AMAZON.COM LLC*	100	ACH	10.88	9106	CIRC PRINT MATERIAL
*28219	AMAZON.COM LLC*	100	ACH	9.98	9107	CIRC PRINT MATERIAL AND DVD/VIDEO
*28220	AMAZON.COM LLC*	100	ACH	30.73	9108	CIRC PRINT MATERIAL AND DVD/VIDEO
*28222	AMAZON.COM LLC*	100	ACH	45.36	9109	BATTERIES FOR SYSTEMS
*28254	AMAZON.COM LLC*	100	ACH	12.62	9110	CIRC PRINT MATERIAL
*28256	AMAZON.COM LLC*	100	ACH	5.99	9111	CIRC PRINT MATERIAL
*28266	AMAZON.COM LLC*	100	ACH	8.23	9112	CIRC PRINT MATERIAL

<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>
*28267	AMAZON.COM LLC*	100	ACH	223.54	9113	VIDEO GAMES
*28268	AMAZON.COM LLC*	100	ACH	90.27	9114	TOY STORAGE/BOOKS
*28271	AMAZON.COM LLC*	100	ACH	27.86	9115	DVD BOXES FOR ILL
*28275	AMAZON.COM LLC*	100	ACH	41.43	9116	JAN 8TH TEA FOR TEENS SUPPLIES
*28276	AMAZON.COM LLC*	100	ACH	35.98	9117	COMPLIMENTARY COFFEE CUPS
*28277	AMAZON.COM LLC*	100	ACH	66.71	9118	CIRC PRINT MATERIAL
*28278	AMAZON.COM LLC*	100	ACH	65.99	9119	AIR FILTER FOR BUS OFFICE
*28280	AMAZON.COM LLC*	100	ACH	242.16	9120	OFFICE SUPPLIES AND BATTERIES
*28281	AMAZON.COM LLC*	100	ACH	21.63	9121	CIRC PRINT MAT AND NON CIRC PHYSIK
*28282	AMAZON.COM LLC*	100	ACH	48.52	9122	CIRC PRINT MAT AND NON CIRC PHYSIK
*28283	AMAZON.COM LLC*	100	ACH	24.99	9123	CIRC PRINT MATERIAL
*28297	AMAZON.COM LLC*	100	ACH	55.34	9124	CIRC PRINT MAT
*28298	AMAZON.COM LLC*	100	ACH	34.00	9125	CIRC PRINT MATERIAL
*28299	AMAZON.COM LLC*	100	ACH	17.99	9126	NOTARY BAG
*28300	AMAZON.COM LLC*	100	ACH	29.43	9127	REPLACEMENT XBOX CONTROLLER
*28301	AMAZON.COM LLC*	100	ACH	854.95	9128	CIRC PRINT MATERIAL
*28302	AMAZON.COM LLC*	100	ACH	65.64	9129	CABLE TIES
*28303	AMAZON.COM LLC*	100	ACH	45.69	9130	LAMINATING SHEETS
*28304	AMAZON.COM LLC*	100	ACH	69.41	9131	GRINCH COSTUME
*28305	AMAZON.COM LLC*	100	ACH	21.76	9132	CIRC PRINT MATERIAL AND DVD/VIDEO
*28306	AMAZON.COM LLC*	100	ACH	9.81	9133	CIRC PRINT MATERIAL AND DVD/VIDEO

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*28307	AMAZON.COM LLC*	100	ACH	11.20	9134	CIRC PRINT MATERIAL AND DVD/VIDEO
*28308	AMAZON.COM LLC*	100	ACH	77.34	9135	CIRC PRINT MATERIAL AND DVD/VIDEO
*28331	AMAZON.COM LLC*	100	ACH	86.24	9136	CIRC PRINT MATERIAL
*28332	AMAZON.COM LLC*	100	ACH	116.68	9137	CIRC PRINT MATERIAL
*28333	AMAZON.COM LLC*	100	ACH	139.98	9138	DVD/VIDEO MATERIAL
*28334	AMAZON.COM LLC*	100	ACH	343.21	9139	CIRC NON PRINT PHYSICAL MATERIAL
*28335	AMAZON.COM LLC*	100	ACH	47.15	9140	ALL BABIES CHRISTMAS ACTIVITY
*28336	AMAZON.COM LLC*	100	ACH	113.15	9141	CIRC PRINT MATERIAL
*28337	AMAZON.COM LLC*	100	ACH	74.78	9142	CIRC PRINT MATERIAL
*28338	AMAZON.COM LLC*	100	ACH	39.52	9143	JAN MAKER CART SUPPLIES
*28344	AMAZON.COM LLC*	100	ACH	205.41	9144	CIRC PRINT MATERIAL
*28346	AMAZON.COM LLC*	100	ACH	256.47	9145	SCRUBBER,RO/DI FILTER, SIMPLE GREI
*28347	AMAZON.COM LLC*	100	ACH	67.25	9146	CIRC PRINT MATERIAL
*28348	AMAZON.COM LLC*	100	ACH	29.28	9147	CIRC PRINT MATERIAL
*28349	AMAZON.COM LLC*	100	ACH	39.35	9148	CIRC PRINT MATERIAL
*28351	AMAZON.COM LLC*	100	ACH	12.41	9149	WIRELESS DOORBELL FOR LENDING
*28352	AMAZON.COM LLC*	100	ACH	32.94	9150	CIRC PRINT MATERIAL
*28353	AMAZON.COM LLC*	100	ACH	5.99	9151	DEC/JAN PROGRAMMING AND TEEN GA
*28354	AMAZON.COM LLC*	100	ACH	311.65	9152	DEC/JAN PROGRAMMING AND TEEN GA
*28377	AMAZON.COM LLC*	100	ACH	508.00	9153	TSP100III THERMAL PRINTERS\$9

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*28383	AMAZON.COM LLC*	100	ACH	43.68	9154	CIRC PRINT MATERIAL
*28384	AMAZON.COM LLC*	100	ACH	22.63	9155	CIRC PRINT MATERIAL
*28388	AMAZON.COM LLC*	200	ACH	161.96	9156	DIGITAL DRAWING PADS
*28389	AMAZON.COM LLC*	100	ACH	44.46	9157	BOOK EASELS
*28390	AMAZON.COM LLC*	100	ACH	522.49	9158	PRINTER FOR TS
*28403	AMAZON.COM LLC*	100	ACH	1,019.00	9159	MEETING OWL 3
*28404	AMAZON.COM LLC*	100	ACH	196.95	9160	3D PRINTER FILAMENT
*28405	AMAZON.COM LLC*	100	ACH	499.00	9161	BUSINESS PRIME MEMBERSHIP
*28406	AMAZON.COM LLC*	100	ACH	135.00	9162	TOY STORAGE/BOOKS
*28295	BAKER & TAYLOR INC*	100	ACH	1,122.84	9163	CIRC PRINT MATERIAL
*28342	BAKER & TAYLOR INC*	100 200	ACH	3,000.36	9164	CIRC PRINT MAT AND REF MAT
*28407	BOUCHIE*JEANETTE	100	ACH	80.85	9165	MILEAGE REIMBURSEMENT
*28290	CULLIGAN WATER CONDITIONI	100	ACH	24.50	9166	WEST COOLER RENTAL
*28291	CULLIGAN WATER CONDITIONI	100	ACH	30.50	9167	WEST COOLER RENTAL
*28339	DEMCO, INC*	100	ACH	1,309.73	9168	LAMINATE, SPINE LABELS, BAGS FOR P
*28288	E-Z CLEAN INC*	100	ACH	1,075.05	9169	MAINTENANCE SUPPLIES
*28296	EBSCO INFORMATION SERVI	100	ACH	10.82	9170	NEWSPAPER
*28343	EBSCO INFORMATION SERVI	100	ACH	383.25	9171	MAGAZINES
*28255	INDIANA LIBRARY FEDERATION	100	ACH	100.00	9172	JEANETTE ILF DUES
*28263	INDIANA LIBRARY FEDERATION	100	ACH	120.00	9173	ILF MEMBERSHIP ANNUAL RENEWAL- H
*28350	INDIANA LIBRARY FEDERATION		ACH	80.00	9174	ILF DUES- ANGELINA

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
		100				
*28292	MIDWEST TAPE*		<i>ACH</i>	<b>6,507.03</b>	<b>9183</b>	HOOPLA NOVEMBER INVOICE
		100				
*28293	MIDWEST TAPE*		<i>ACH</i>	<b>2,361.55</b>	<b>9184</b>	DVD/VIDEO MATERIAL
		100				
*28385	NEW AVENUES*		<i>ACH</i>	<b>166.24</b>	<b>9185</b>	ALA CARTE ADMIN FEE
		100				
*28310	OCLC INC*		<i>ACH</i>	<b>816.97</b>	<b>9186</b>	WEBDEWEY
		100				
*28289	PAYPAL INC*		<i>ACH</i>	<b>19.95</b>	<b>9187</b>	MONTHLY PAYFLOW LINK
		100				
*28313	PITNEY BOWES*		<i>ACH</i>	<b>97.80</b>	<b>9188</b>	POSTAGE LEASE
		100				
*28340	RICOH USA INC*		<i>ACH</i>	<b>4,374.62</b>	<b>9189</b>	COPIER LEASE
		100				
*28098	STAPLES BUSINESS CREDIT*		<i>ACH</i>	<b>1,021.46</b>	<b>9190</b>	PAPER FOR PR
		100				
		200				
*28311	TECH LOGIC CORPORATION*		<i>ACH</i>	<b>7,650.00</b>	<b>9191</b>	AMH PREVENTATIVE
		100				
*28248	UNIQUE MANAGEMENT SERVIC		<i>ACH</i>	<b>597.40</b>	<b>9192</b>	PLACEMENTS
		100				
*28249	UNIQUE MANAGEMENT SERVIC		<i>ACH</i>	<b>793.81</b>	<b>9193</b>	NOTICES
		100				
*28355	UNIVERSITY PRODUCTS INC*		<i>ACH</i>	<b>509.11</b>	<b>9194</b>	PHOTO ARCHIVE SUPPLIES
		100				
*28321	VALUE LINE PUBLISHING LLC*		<i>ACH</i>	<b>3,825.00</b>	<b>9195</b>	VALUE LINE INVOICE
		100				
*28253	WAGeworks, INC.*		<i>ACH</i>	<b>168.82</b>	<b>9196</b>	COBRA MONTHLY FEE
		100				
*28314	WEAS ENGINEERING INC*		<i>ACH</i>	<b>491.72</b>	<b>9197</b>	WATER TREATMENT MANAGEMENT
		100				
*28294	WORLD ARCHIVES HOLDINGS,		<i>ACH</i>	<b>4,504.00</b>	<b>9198</b>	2024 MICROFILM SUBSCRIPTION
		100				
					Total Count:	<b>88</b>
					Total Amount:	<b>49,912.42</b>
*28214	BELLE TIRE*		<i>E-pay</i>	<b>235.98</b>	<b>10434</b>	BATTERY FOR TRUCK
		100				
*28216	OFFICE DEPOT*		<i>E-pay</i>	<b>1,024.96</b>	<b>10435</b>	OFFICE SUPPLIES
		100				

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*28221	TABCO PRINTING & PROMOTIC	100	<i>E-pay</i>	10,960.00	10436	LITTLE THUNDER TOTE (5000 BLUE BAG
*28250	ENA*	100	<i>E-pay</i>	612.27	10457	VOICE SERVICE
*28251	ENA*	276	<i>E-pay</i>	1,003.33	10458	INTERNET SERVICE
*28252	HANOVER INSURANCE GROUP	100	<i>E-pay</i>	12,575.75	10459	COMMERCIAL INSURANCE POLICY
*28258	JOINK LLC*	100	<i>E-pay</i>	275.00	10460	MONTHLY CLOUD BACKUP
*28259	OVERDRIVE*	100	<i>E-pay</i>	9,000.00	10461	DEC MONTHLY CONTENT DEPOSIT
*28264	CENTERPOINT ENERGY*	100	<i>E-pay</i>	195.90	10462	WEST GAS SERVICE
*28265	TOWN OF WTH WATER & SEWE	100	<i>E-pay</i>	71.32	10463	WEST WATER SERVICE
*28270	THE TRASH MAN*	100	<i>E-pay</i>	135.00	10464	WEST TRASH SERVICE
*28272	RA-COMM INC*	100	<i>E-pay</i>	119.00	10465	WIRE EARBUDS
*28146	LOWE'S COMMERCIAL SERVICI	100	<i>E-pay</i>	413.17	10466	MAINTENANCE SUPPLIES
*28284	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	58.26	10467	PRIVATE FIRE SERVICE
*28286	WEX BANK*	100	<i>E-pay</i>	118.60	10469	FUEL
*28315	ACTION PEST CONTROL, INC*	100	<i>E-pay</i>	165.00	10470	MAIN MONTHLY PEST CONTROL
*28316	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	19.69	10471	LAUNDERING OF MAINTENANCE RAGS
*28317	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	24.18	10472	LAUNDERING OF MAINTENANCE RAGS
*28318	OFFICE DEPOT*	100	<i>E-pay</i>	216.45	10473	OFFICE SUPPLIES
*28166	HOBBY LOBBY*	100	<i>E-pay</i>	27.84	10474	CANDYLAND PROGRAM SUPPLIES
*28320	LARGE INK, LLC*	200	<i>E-pay</i>	66.00	10475	CHRISTMAS IN THE PARK BANNER
*28366	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	13.33	10476	LAUNDERING OF MAINTENANCE RAGS
*28376	COURTESY CLEANING CENTEF		<i>E-pay</i>	21.92	10477	LAUNDERING OF MAINTENANCE RAGS

<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				
*28379	COURTESY CLEANING CENTEF		<i>E-pay</i>	13.89	10479	LAUNDERING OF MAIN TABLECLOTHS
		100				
*28386	DUKE ENERGY *		<i>E-pay</i>	25,438.05	10480	MAIN ELECTIC SERVICE
		100				
*28387	DUKE ENERGY *		<i>E-pay</i>	404.00	10481	WEST ELECTRIC SERVICE
		100				
*28391	FRONTIER*		<i>E-pay</i>	2.21	10482	WEST PHONE SERVICE
		100				
*28392	OFFICE DEPOT*		<i>E-pay</i>	22.07	10483	OFFICE SUPPLIES
		100				
*28393	ULINE*		<i>E-pay</i>	75.42	10484	SMOCK/GOWN
		100				
*28312	BROOKFIELD GROUP*THE		<i>E-pay</i>	3,075.00	10485	MICROSOFT VOLUME LICENSING RENE
		100				

Total Count: 30  
Total Amount: 66,383.59

<i>Grand Total Fund 100:</i>	<b>115,597.48</b>
<i>Grand Total Fund 200:</i>	<b>567.99</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>1,003.33</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>126</b>
Grand Total Amount:	<b>117,168.80</b>

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Executive Director  
Kristi Howe

**Payroll Payable**  
**Voucher Register**

**Vigo County Public Library**

For Period November -2023

Page 1 of 2 Pages

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
11/10	Pay#23	Gross Payroll	\$ 134,952.39	\$ 134,952.39	ACH	
11/10	Pay#23	FICA	\$ 9,784.90	\$ 9,784.90	ACH	
11/10	Pay#23	PERF	\$ 17,922.50	\$ 17,922.50	ACH	
11/24	Pay#24	Gross Payroll	\$ 137,978.43	\$ 137,978.43	ACH	
11/24	Pay#24	FICA	\$ 10,006.57	\$ 10,006.57	ACH	
11/24	Pay#24	PERF	\$ 18,536.17	\$ 18,536.17	ACH	
11/24	Pay#24	UHC	\$ 73,469.76	\$ 73,469.76	ACH	
11/24	Pay#24	Guardian	\$ 6,637.46	\$ 6,637.46	ACH	
		Gross Payroll	\$ -	\$ -	ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

		Total library cost	\$ 409,288.18			
November	Pays 23 & 24	Nationwide	\$ 1,557.88	\$ 1,557.88	ACH	Staff withholding
November	Pays 23 & 24	Garnishments	\$ -	\$ -	ACH	Staff withholding
November	Pays 23 & 24	Garnishment Reim	\$ -	\$ -	ACH	Staff withholding
November	Pays 23 & 24	AFLAC	\$ 874.80	\$ 874.80	ACH	Staff withholding
November	Pays 23 & 24	United Way	\$ 402.00	\$ 402.00	ACH	Staff withholding
November	Pays 23 & 24	UHC	\$ 9,590.00	\$ 9,590.00	ACH	Staff withholding
November	Pays 23 & 24	HSA adj.		\$ -	ACH	Staff withholding
November	Pays 23 & 24	Guardian	\$ 1,375.78	\$ 1,375.78	ACH	Staff withholding
November	Pays 23 & 24	Boston Mutual	\$ 581.20	\$ 581.20	ACH	Staff withholding
November	Pays 23 & 24	Fed Tax	\$ 20,249.15	\$ 20,249.15	ACH	Staff withholding
November	Pays 23 & 24	State Tax	\$ 8,340.66	\$ 8,340.66	ACH	Staff withholding
November	Pays 23 & 24	Local Tax	\$ 5,056.80	\$ 5,056.80	ACH	Staff withholding
November	Pays 23 & 24	FICA	\$ 19,791.49	\$ 19,791.49	ACH	Staff withholding
November	Pays 23 & 24	Vol. PERF	\$ 5,288.55	\$ 5,288.55	ACH	Staff withholding
		Staff Cost	\$ 73,108.31	\$ 73,108.31		

**Payroll Payable  
Voucher Register**

**Vigo County Public Library**

For Period November -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.

December 18, 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 \$ 409,288.18

Dated this 18th day of December 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>
*28368	KEYMARK CONSTRUCTION*	100	<i>ACH</i>	<b>11,582.53</b>	<b>9175</b>	CHANGE ORDERS 25-27
*28369	KEYMARK CONSTRUCTION*	100	<i>ACH</i>	<b>5,951.23</b>	<b>9176</b>	CHANGE ORDER 21
*28370	KEYMARK CONSTRUCTION*	100	<i>ACH</i>	<b>3,460.80</b>	<b>9177</b>	CHANGE ORDER 22
*28371	KEYMARK CONSTRUCTION*	100	<i>ACH</i>	<b>6,051.36</b>	<b>9178</b>	CHANGE ORDER 23
*28372	KEYMARK CONSTRUCTION*	100	<i>ACH</i>	<b>57,943.83</b>	<b>9179</b>	CHANGE ORDER 57
*28373	KEYMARK CONSTRUCTION*	100	<i>ACH</i>	<b>672.00</b>	<b>9180</b>	CHANGE ORDER 59
*28374	KEYMARK CONSTRUCTION*	100	<i>ACH</i>	<b>2,352.00</b>	<b>9181</b>	CHANGE ORDER 56
*28375	KEYMARK CONSTRUCTION*	100	<i>ACH</i>	<b>253,583.73</b>	<b>9182</b>	12 POINTS REMODELING

Total Count: **8**  
Total Amount: **341,597.48**

<i>Grand Total Fund 100:</i>	<b>341,597.48</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>8</b>
Grand Total Amount:	<b>341,597.48</b>

Executive Director  
Kristi Howe

November 30, 2023

Gift Fund Balances

2023

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 861.20	Unrestricted Use	Admin.
64-SPC	\$ 5,684.58	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	\$ 8,645.03	Unrestricted Use	Admin.
70- West Emily's Garden	\$ -	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,130.14	Support of West Branch	Admin.
72-Friends	\$ 1,153.49	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	\$ 13.92	Childrens Literature	Admin.
81-Community Connections	\$ 216.95	Support of Community Connections	Admin.
83-Kiwanis Ys	\$ 9.85	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	\$ 406.29	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.
<b>TOTAL</b>	<b>\$ 51,925.33</b>		

# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD DECEMBER 18, 2023

## ADULT SERVICES

Realizing that not all families in Vigo County can come into the library, Adult Services Librarian Meghan Salinas and Assistant Librarian Carrie Sisk introduced residents of the CODA Emergency Shelter to VCPL's online resources. The participants were excited to discover what was available to them even if they were unable to visit the physical library, and ten individuals signed up for library cards.

Director of Technology and Special Services Heather Rayl and Adult Services Manager Jeanette Bouchie attended the last two Habitat for Humanity housewarmings of 2023. They presented the Dowell and Rogers families with tablets for the adults and books for the children. Each family member was also given a new library card and information about VCPL and its resources.

Adult Services Librarian Bonnie McNair was complimented by two brand new and unrelated residents to Vigo County. Both women had little familiarity with the area. Bonnie took the time to help each of them find information about local parks, museums, and local places of interest. Her welcoming attitude was appreciated by both individuals, who were looking to make connections. As Bonnie put it, "There's no better place for that than the library."

A Rose-Hulman professor who hails from Turkey was very appreciative of the ESL offerings at the Vigo County Public Library. He informed Adult Services Assistant LeRaye Cameron that his parents were new to the U. S. and speak little English. He told her hadn't expected to find such a wonderful international community in Terre Haute and was so pleased to discover one at the library. Making those connections and finding a space where one feels they belong is crucial for success in a new community.

## SPECIAL COLLECTIONS

The Special Collections Department commemorated Veterans Day and National Pearl Harbor Remembrance Day this year with a dual exhibit. One exhibit featured items once belonging to former Library Director Ed Howard related to his military service, and the second exhibit featured several military items graciously on loan from the Veterans Memorial Museum of Terre Haute. The museum staff was very happy to work with the library on the exhibit, and VCPL staff look forward to working with them in the future.



# DIRECTOR'S REPORT TO THE VIGO COUNTY PUBLIC LIBRARY BOARD DECEMBER 18, 2023

## YOUTH SERVICES



VCPL staff members Kendra Bailey, Aaron Hart, Heather Rayl, Kris Toney, and Jeanette Bouchie spent the first weekend of December in Pioneer Village at Fowler Park's annual Christmas Walk. Staff members interacted with more than 1,200 visitors to the schoolhouse cabin and shared stories about how Christmas was celebrated (or not celebrated) in the early 1800s. Guests also made ornaments out of dried oranges and listened to a reading of *'Twas the Night Before Christmas*. The cabin was full most of the time during both days of the events and staff members had wonderful interactions with many community members who thanked them for the live reading and the glimpse into local history.

Youth Services Librarian Megan Howes is currently serving as the head of the Indiana Library Federation's Youth Services Division, which is the group that plans the annual ILF Youth Services Conference. The conference takes place over two days, and public youth and school librarians from all over the state are invited to attend. During the conference, children's librarians engage in networking and attend informative sessions covering topics that are relevant to today's library professionals. These sessions range from book banning and conflict resolution, to storytime tips and game night programs. This year, Megan's committee put together a successful conference in August with more than 150 people attending, and they are looking forward to putting together another event for the Spring of 2024.

## PERSONNEL CHANGES

### EMPLOYMENT

Lloyd, Patricia M. - Re-hired for the part-time non-exempt position of Lending Services Clerk in the Lending Services Department effective November 29, 2023.

### RETIREMENT

Bennett, Anna M. - Retirement from the full-time non-exempt position of Facilities Assistant in the Facilities Department effective December 1, 2023.

Respectfully submitted,  
Kristi J. Howe

12/11/23 AG

	November-23	November-22		YTD 2023	YTD 2022	
Print Circulation	16,713	17,318	-3.5%	205,090	213,966	-4.1%
A/V Circulation	5,958	6,226	-4.3%	70,637	73,703	-4.2%
Misc	312	274	13.9%	3,427	2,752	24.5%
Electronic Devices	74	51	45.1%	696	669	4.0%
<b>TOTAL</b>	<b>23,057</b>	<b>23,869</b>	<b>-3.4%</b>	<b>279,850</b>	<b>291,090</b>	<b>-3.9%</b>

	November-23	November-22		YTD 2023	YTD 2022	
Overdrive						
E-book	7,098	5,901	20.3%	78,670	63,331	24.2%
E-audiobook	4,976	3,506	41.9%	52,221	35,597	46.7%
E-Magazines	1,187	298	298.3%	5,518	3,692	49.5%
E-Music	0	0	null	0	0	null
E-video	0	0	null	0	46	null
<b>TOTAL</b>	<b>13,261</b>	<b>9,705</b>	<b>36.6%</b>	<b>136,409</b>	<b>102,666</b>	<b>32.9%</b>

	November-23	November-22		YTD 2023	YTD 2022	
Hoopla						
E-audiobook	1,881	1,568	20.0%	20,515	17,557	16.8%
Bingepasses	43	17	152.9%	270	203	33.0%
E-Books	763	748	2.0%	9,746	7,987	22.0%
E-Comics	205	146	40.4%	1,828	2,451	-25.4%
E-music	161	189	-14.8%	1,685	1,592	5.8%
E-video movie	271	275	-1.5%	2,493	2,176	14.6%
E-video TV	102	194	-47.4%	1,676	1,745	-4.0%
<b>TOTAL</b>	<b>3,426</b>	<b>3,137</b>	<b>9.2%</b>	<b>38,213</b>	<b>33,711</b>	<b>13.4%</b>

	November-23	November-22		YTD 2023	YTD 2022	
Reference [fact-finding]	2,518	2,718	-7.4%	27,024	35,628	-24.1%

**MATERIALS ADDED TO COLLECTION**

Purchased Items	November-23	YTD 2023
Book	738	10,978
Video	405	3,537
Video Game	46	405
Music CD	3	42
Audio Book	18	172
Misc	15	301
<b>TOTAL</b>	<b>1,225</b>	<b>15,435</b>

Donated Items	November-23	YTD 2023
Book	106	678
Video	0	0
Video Game	0	0
Music CD	0	0
Audio Book	0	0
Misc	0	0
<b>TOTAL</b>	<b>106</b>	<b>678</b>

New Items Ordered	November-23	YTD 2023
Book	313	10,550
Video	169	2,514
Video Game	5	408
Music CD	8	28
Audio Book	0	153
Misc	6	97
<b>TOTAL</b>	<b>501</b>	<b>13,750</b>

New Items Received	November-23	YTD 2023
Book	574	9,267
Video	255	2,473
Video Game	104	472
Music CD	3	16
Audio Book	11	184
Misc	5	96
<b>TOTAL</b>	<b>952</b>	<b>12,508</b>

<b>TAKE &amp; MAKE KITS DISTRIBUTED</b>	<b>November-23</b>	<b>November-22</b>		<b>YTD 2023</b>	<b>YTD 2022</b>	
Early Literacy (ISL: 0-5 yrs)	0	48	-100.0%	0	486	-100.0%
Children (ISL: 6-11 yrs)	0	45	-100.0%	0	535	-100.0%
Teens (ISL: 12-18yrs)	0	30	-100.0%	0	346	-100.0%
Adults (ISL: 19 + yrs)	28	19	47.4%	158	348	-54.6%
General (all ages)	0	0	null	239	0	null
<b>TOTAL</b>	<b>28</b>	<b>142</b>	<b>-80.3%</b>	<b>397</b>	<b>1715</b>	<b>-76.9%</b>

<b>ON-SITE PROGRAMS</b>	<b>November-23</b>	<b>November-22</b>		<b>YTD 2023</b>	<b>YTD 2022</b>	
Early Literacy programs/events/classes	9	12	-25.0%	140	129	8.5%
Youth programs/events/classes	20	9	122.2%	139	99	40.4%
Teen programs/events/classes	4	7	-42.9%	96	56	71.4%
Adult programs/events/classes	6	9	-33.3%	163	178	-8.4%
Family/general	12	17	-29.4%	172	128	34.4%
<b>TOTAL</b>	<b>51</b>	<b>54</b>	<b>-5.6%</b>	<b>710</b>	<b>590</b>	<b>20.3%</b>

<b>ON-SITE ATTENDANCE</b>	<b>November-23</b>	<b>November-22</b>		<b>YTD 2023</b>	<b>YTD 2022</b>	
Early Literacy attendance	229	96	138.5%	2,620	1,437	82.3%
Youth attendance	607	515	17.9%	2,988	2,914	2.5%
Teen attendance	35	13	169.2%	506	241	110.0%
Adult attendance	45	413	-89.1%	3,085	3,429	-10.0%
Family/general attendance	156	231	-32.5%	6,384	4,343	47.0%
<b>TOTAL</b>	<b>1,072</b>	<b>1,268</b>	<b>-15.5%</b>	<b>15,583</b>	<b>12,364</b>	<b>26.0%</b>

<b>OFF-SITE PROGRAMS</b>	<b>November-23</b>	<b>November-22</b>		<b>YTD 2023</b>	<b>YTD 2022</b>	
Early Literacy attendance	0	1	-100.0%	0	1	-100.0%
Youth outreach	0	3	-100.0%	21	15	40.0%
Teen outreach	0	2	-100.0%	2	3	-33.3%
Adult outreach	11	4	175.0%	130	58	124.1%
Family outreach	1	0	null	10	7	42.9%
Participation in Community Events	1	1	0.0%	70	49	42.9%
<b>TOTAL</b>	<b>13</b>	<b>11</b>	<b>18.2%</b>	<b>233</b>	<b>133</b>	<b>75.2%</b>

<b>OFF-SITE ATTENDANCE</b>	<b>November-23</b>	<b>November-22</b>		<b>YTD 2023</b>	<b>YTD 2022</b>	
Early Literacy attendance	0	4	-100.0%	0	4	-100.0%
Youth outreach attendance	0	6	-100.0%	303	265	14.3%
Teen outreach attendance	0	8	-100.0%	11	17	-35.3%
Adult outreach attendance	146	91	60.4%	1,852	977	89.6%
Family outreach attendance	16	0	null	1,723	1,215	41.8%
Community Events Interactions	30	50	-40.0%	13,966	11,217	24.5%
<b>TOTAL</b>	<b>192</b>	<b>159</b>	<b>20.8%</b>	<b>17,855</b>	<b>13,695</b>	<b>30.4%</b>

	<b>November-23</b>	<b>November-22</b>		<b>YTD 2023</b>	<b>YTD 2022</b>	
Web Site Hits	13,896	13,593	2.2%	133,052	210,200	-36.7%
Mobile App Visits	50	450	-88.9%	811	5,886	-86.2%
Computer Users	3,640	3,306	10.1%	41,971	38,649	8.6%
Subscription Databases	10,792	8,291	30.2%	94,635	88,619	6.8%
ILL provided to other Libraries	165	218	-24.3%	2,436	2,105	15.7%
ILL received from other Libraries	40	69	-42.0%	761	1,502	-49.3%

	<b>November-23</b>	<b>November-22</b>		<b>YTD 2023</b>	<b>YTD 2022</b>	
Adult materials deliveries	29	26	11.5%	282	282	0.0%
Youth materials deliveries	7	21	-66.7%	170	186	-8.6%
<b>TOTAL</b>	<b>36</b>	<b>47</b>	<b>-23.4%</b>	<b>452</b>	<b>468</b>	<b>-3.4%</b>

## **HOLIDAYS**

Vigo County Public Library (VCPL) provides paid holiday leave to eligible exempt and non-exempt full and part-time employees according to the following schedule and guidelines.

### **Observed Holidays**

Observed holidays occur on a designated date on which the library closes in observance of the holiday. Eligible exempt and non-exempt full and part-time employees receive holiday leave pay for the following holidays observed by VCPL:

- New Year's Day
- Martin Luther King Day/Presidents Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

In the event an observed holiday falls on a Saturday or Sunday, employees may utilize the observed holiday as a floating holiday within the quarter of the calendar year in which the observed holiday occurs.

Employees who have neither worked nor utilized at least 8 hours of other VCPL paid leave during the pay period in which an observed holiday occurs are not eligible for the observed holiday's leave pay.

### **Regular and Optional Earned Floating Holidays**

Floating holidays do not occur on a designated date but may have restrictions on when they are utilized as outlined below.

- **Personal Holiday** – A floating holiday awarded to all exempt and non-exempt full and part-time employees at the beginning of a calendar year and that employees may utilize at any time during that calendar year.
- **Wellness Holiday** – An optional earned floating holiday awarded to any exempt or non-exempt full or part-time employee who participates in and completes the required activities for the VCPL Wellness Program. An earned Wellness Holiday is available for use in the calendar year subsequent to completing the Wellness Program and must be taken by June 30 of that year.

Employees who wish to utilize their floating holiday(s) must have either worked or utilized at least 8 hours of other VCPL paid leave during the same pay period in which they wish to utilize the leave.

### **Holiday Pay and Use**

Eligible exempt and non-exempt full and part-time employees receive compensation for holiday leave at the regular rate of pay for eight (8) hours of pay for each holiday. All paid holiday leave must be utilized in full eight (8) hour increments. When an observed holiday coincides with an employee's VCPL paid jury duty, military leave, vacation, or sick leave, the holiday leave pay supersedes other paid leaves.

Under certain circumstances such as specific operational or emergency service needs, an employee may be directed to work during an observed holiday. Non-exempt full and part-time employees directed to work during an observed holiday will receive compensation at one- and one-half times the regular rate of pay for the hours worked on that holiday in addition to the eight (8) hours of holiday leave paid at their regular rate of pay.

### **Exclusions for Holiday Leave Pay**

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

- When an employee is on an unpaid leave of absence during the pay period in which an observed holiday occurs.
- While receiving Workers Compensation or Long-Term Disability benefits for the full pay period in which the observed holiday occurs and during which the employee has not worked or utilized at least 8 hours of additional VCPL paid leave.
- When an employee is no longer on the VCPL employment rolls.

**Religious Observance**

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

**Adopted by the Vigo County Public Library Board of Trustees on the \_\_\_\_\_.**

## **COMPUTER, INTERNET, AND WIRELESS ACCESS USE POLICY**

The Vigo County Public Library provides access to computers and the internet as part of its mission to create an environment of opportunity with availability of resources in a variety of formats. While the ability to utilize digital technology and access the internet provides a wealth of resources that are personally, professionally, and culturally enriching to individuals, the internet is an unregulated medium that enables access to content that may be inaccurate, offensive, disturbing, and possibly illegal.

### Filtering

As required by the Children's Internet Protection Act (CIPA), and in order to remain eligible for certain federal funding, the VCPL implements a technology protection measure (TPM) that filters internet content accessed via all VCPL computers and networks. The TPM serves as a safeguard against access to visual depictions that (1) are obscene, (2) contain child pornography, or (3) are harmful to minors (defined as any person younger than 17 years of age), however, it should not be perceived to guarantee that all such depictions will be blocked.

While the TPM inhibits access to content that violates CIPA and is not generally acceptable in a public library, it is technically impossible to guarantee that the TPM will be error free. The Vigo County Public Library is not responsible for the unintentional inclusion of prohibited content or the exclusion of legitimate content that may be the result of TPM software limitations. An authorized staff member may disable the TPM, upon request by a user 17 years of age or older, to allow unrestricted access for research or any other lawful purpose. The TPM cannot be disabled on the library's wireless network. The Children's Internet Protection Act (CIPA) does not allow disabling internet filtering software for minors under any circumstances.

### Responsibility of Users

With the freedom and privilege to access computer networks and internet resources comes the requirement to use them in a responsible and ethical manner that includes, but is not limited to, the following:

- Using resources for educational, informational, and recreational purposes and not for unauthorized, illegal, or unethical purposes.
- Respecting the privacy of others by not misrepresenting oneself as another user, by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system or damaging or altering software components of any network or database.
- Making only authorized copies of copyrighted or licensed software or data.
- Refraining from the display of images or other content that may be offensive to other customers or library staff, whether using filtered or unfiltered internet access, or accessing files from a portable device. Users must be aware of and respect the rights of others in the library. The Vigo County Public Library recognizes and supports federal laws pertaining to information access and is obligated to comply with laws pertaining to exposure to certain explicit images and other content.

### Access by Minors and Internet Safety

The Vigo County Public Library upholds and affirms the right and responsibility of parents to determine and monitor their children's use of library materials and resources, including those available through the internet. The Vigo County Public Library encourages parents and guardians to work closely with their children in accessing online resources and services and selecting resources that are consistent with personal and family values.

In compliance with the Neighborhood Children's Internet Protection Act (N-CIPA) and in order to provide reasonable protective measures for minors (defined as under the age of 17), the VCPL:

- Utilizes a TPM to filter internet content accessed via VCPL computers and networks and inhibits access by minors to content that is obscene, illegal, or harmful to minors.
- Develops and maintains appropriate websites and online resources for children and teens.

- Prohibits minors from using library computer equipment or internet access to engage in unauthorized access, including hacking and other unlawful activities online.
- Provides information for parents and minors regarding safe internet use practices including:
  - Following safety and security guidelines when using electronic mail, chat rooms, social media sites, and other forms of direct electronic communications.
  - Preventing the unauthorized disclosure, use, and dissemination of personal information regarding minors.
  - Providing access to online safety resources.

### Wireless Access

As an extension of the VCPL network, wireless access is available at all library locations for customers to use with their own wireless devices or with library wireless devices. All rules, regulations, and principles contained within this policy are applicable to the use of the wireless network. The VCPL makes no guarantees as to compatibility of customer owned devices with the library's wireless network, nor as to reliability or security of connections to the network or to the internet. Information transmitted via public wireless networks can be intercepted and should not be considered secure. Customers should utilize up-to-date virus protection, personal firewalls, and other security measures to protect devices from viruses and hackers. The VCPL assumes no responsibility for the safety of customer devices, device configurations, security, or data files resulting from connection to the library's wireless network, nor liability for damages to hardware, software, or data.

### Policy Enforcement and Limits of Liability

The Vigo County Public Library retains the right to determine appropriate use of library computer and network resources for the purpose of enforcing this policy. Users who violate the policy or refuse to abide by instructions of library staff may be suspended from the use of computer and network resources or have library privileges revoked.

The VCPL assumes no liability for any loss or damage to users' data or devices, nor for any personal damage or injury incurred as a result of using VCPL computer or network resources. This includes damage or injury sustained from invasions of the user's privacy.

Complaints regarding the application of these policies should be brought to the attention of VCPL Administration for investigation.



**VIGO COUNTY PUBLIC LIBRARY**

**RESOLUTION ON 2024 WAGES, FULL AND PART TIME  
WAGE RANGES AND BENEFITS**

The Vigo County Public Library (VCPL) Board of Trustees hereby certifies the acceptance of 2024 wages, full and part-time wage ranges by position classification, and benefits, a copy of which is attached to this Resolution. Positions outlined in the attachment represent current VCPL staffing levels and may change in effect from time to time at the discretion of Library Administration. This Resolution is subject to change by the Board of Trustees for appropriate, unforeseen causes. VCPL employees are employed at will and compensation may be changed at any time for budgetary reasons. Payment of all wages is dependent upon the certification of a tax rate insuring the collection of adequate funds to meet payroll obligations.

**ADOPTED this 18<sup>th</sup> day of December, 2023**

**AYE**

**NAY**

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## VIGO COUNTY PUBLIC LIBRARY 2024 WAGES AND BENEFITS

Vigo County Public Library (VCPL) provides equal employment opportunities to all employees and applicants for employment without regard to race, color, national origin, citizenship, genetic information, religion, age, marital status, pregnancy, nursing mother status, any disability including physical, mental or sensory disability, sex, sexual orientation, gender identity or expression, and military or veteran status.

The VCPL Equal Employment Opportunity Policy applies to all terms and conditions of employment, including, but not limited to, recruitment, selection, training, hiring, promotion, termination, transfer, leaves of absence, compensation, or any other personnel action.

VCPL complies with all applicable federal, state, and local laws governing nondiscrimination in employment and fills positions by selecting from among all applicants without discrimination the person who is best suited to the job, and hires at the lowest wage that is fair and equitable.

### **1. Wages**

Detailed wage ranges for each class and position are outlined in the Wage Range tables located within this document. Wage ranges for 2024 have been adjusted to reflect increasing cost of living and wage trends and Administration recommends adjusting the ranges with an increase of at least 1% in subsequent calendar years.

### **2. Performance Increases for Staff**

**Full-time Staff:** Exempt and non-exempt full-time employees in all job classes may be granted a wage increase for satisfactory job performance based on the guidelines set forth in the Performance Review Process payable in twenty-six (26) pay periods beginning with the January 5, 2024 pay date. Eligible job performance increases will be based on the following formula:

- **1,500 annualized wage increase for exempt and non-exempt full-time employees with an annualized wage of less than \$50,000**
- **3.0% annualized wage increase for exempt and non-exempt full-time employees with an annualized wage of 50,000 or more**

**Part-Time Staff:** Part-time employees will receive a **72 cents** per hour wage increase which is equivalent to the per hour increase for full-time employees receiving an annualized \$1,500 increase.

**Wage Ranges:** Employees who reach the maximum base wage compensation level for their job class are subject to wage caps as outlined annually in the Wage Ranges and Benefits Resolution. Those employees will not receive a wage increase that exceeds the established cap for their job class, but instead will receive a one-time payment in an amount that is up to the equivalent of the approved increase, on the January 5, 2024 pay date. The one-time payment will not be added to the employee's base wage.

**Other Increases or Adjustments:** A wage increase of up to \$1,500 may be applied to the base annualized wage for employees completing an educational or certification program mandated for them by the library, or to employees permanently transferring to positions with greater responsibility. A one-time payment of up to \$1,500 may be awarded to employees temporarily assuming greater responsibilities and such payments will not be applied to employee base wages. Subject to increases in job class wage ranges and or issues of internal equity, employees may be eligible for a wage adjustment to ensure all employees are appropriately compensated within the classification ranges.

### **Pay Periods**

A pay period is defined as two (2) consecutive workweeks consisting of fourteen (14) calendar days with the workweek beginning on Monday and ending on Sunday. There are twenty-six (26) pay periods per calendar year. Annualized wages for exempt employees are paid on a bi-weekly basis based on the twenty-six (26) pay periods per calendar year. Non-exempt full-time and part-time employees receive bi-weekly earnings in accordance with the

number of hours worked and or available accrued and or eligible paid leave taken during the pay period. All employees receive pay for the full pay period that precedes the next payday.

**Health, Vision, and Dental Insurance**

Participation in the United Healthcare (UHC) Preferred Provider Organization (PPO) or High Deductible Health Plan (HDHP) with Health Savings Account (HSA) is optional for employees receiving compensation for an average of thirty (30) or more hours per week, as determined by the Affordable Care Act (ACA). Participation in the Guardian Dental and or Vision Plans is optional for all employees receiving compensation for an average of fifteen (15) or more hours per week. Qualifying employees may elect to participate in the UHC PPO or HDHP with HSA, and/or Guardian Vision Plans, and or the Guardian Dental Plan for single, children, spouse, and family coverage upon employment, COBRA qualifying event, change to qualifying status, or during an Annual Open Enrollment period. Upon authorization of the employee, the VCPL will deduct the employee portion of the premium for the selected plan(s) from each enrolled employee’s earnings bi-weekly for 24 pay periods in 2024 (not to exceed 2 pays per month) or the premium may be paid directly by check or cash to the Business Office. The remainder of the monthly premium for the plan(s) selected will be paid by the library.

The benefit plan rates outlined in the table below are effective pay date January 5, 2024, through pay date December 20, 2024. The table illustrates the plan types and the enrolled employee bi-weekly cost for each of two pays per month for the designated plans:

	Employee Bi-Weekly Cost for Each of 2 Pays per Month	Employee Cost Share per Month	Library Cost Share per Month	Total Premium per Month
<b>Vision – Davis Designer B Guardian</b>				
Employee	\$1	\$2	\$6.02	\$8.02
Employee/ Spouse	\$2	\$4	\$12.92	\$16.92
Employee/ Children	\$1.50	\$3	\$9.35	\$12.35
Employee/ Family	\$4	\$8	\$14.45	\$22.45
<b>Vision – VSP Choice B Guardian</b>				
Employee	\$4	\$8	\$5.82	\$13.82
Employee/ Spouse	\$8	\$16	\$10.17	\$26.17
Employee/ Children	\$8	\$16	\$10.66	\$26.66
Employee/ Family	\$14	\$28	\$14.21	\$42.21
<b>Medical – UHC PPO</b>				
Employee	\$80	\$160	\$836.88	\$996.88
Employee/ Spouse	\$220	\$440	\$1,912.64	\$2,352.64
Employee/ Children	\$150	\$300	\$1,504.35	\$1,804.35
Employee/ Family	\$245	\$490	\$2,114.85	\$2,604.85
<b>Medical – UHC HDHP</b>				
Employee	\$10	\$20	\$836.03	\$856.03
Employee/ Spouse	\$50	\$100	\$1,920.23	\$2,020.23
Employee/ Children	\$25	\$50	\$1,499.41	\$1,549.41
Employee/ Family	\$55	\$110	\$2,126.81	\$2,236.81
<b>Dental - Guardian</b>				
Employee	\$2.84	\$5.68	\$34.15	\$39.83
Employee/ Spouse	\$7.30	\$14.60	\$70.59	\$85.19
Employee/ Children	\$7.91	\$15.82	\$76.41	\$92.23
Employee/ Dependents	\$13	\$26	\$112.15	\$138.15

### **Open Enrollment**

Open Enrollment for the VCPL's Group Health Plan which includes health, vision, and dental coverage will take place in December 2024, with date of coverage to begin effective January 1, 2025. Subsequent to the Open Enrollment period VCPL employees cannot elect coverage or add children and/or a spouse to the VCPL health, dental, and vision plans unless the employee qualifies under a COBRA qualified event, or changes to qualifying status.

### **Retirement**

VCPL pays both the employer and employee contributions to the Indiana Public Retirement System (INPRS) account for each full-time employee, with **11.2%** of earnings the employer portion and **3.0%** of earnings the employee portion. All full-time exempt and non-exempt positions in job classes 1-7 are classified as Indiana Public Retirement System covered positions and employees working in those positions are INPRS plan participants.

**VIGO COUNTY PUBLIC LIBRARY  
2024 WAGE RANGES  
FULL AND PART TIME EMPLOYEES**

<b>CLASS</b>	<b>WAGE RANGE</b>	<b>POSITION</b>	<b>QUALIFICATIONS</b>	<b>INDIANA CERTIFICATION</b>	<b>WAGE INCREASE</b>
1 Full-Time Exempt	\$88,009- \$139,779  (\$3,384.97- \$5,376.11 bi-weekly)	<ul style="list-style-type: none"> <li>● Executive Director</li> </ul>	ALA accredited MLS: 8 or more years professional experience; 6 years administrative duties	<b>Indiana Librarian Certification</b> – Director-- Level 1 (ALA accredited MLS Degree or equivalent with 10 years of professional library experience or 6 years of professional experience including 3 years of supervisory experience—100 LEUs every 5 years)	<ul style="list-style-type: none"> <li>● <b>3.0% annual wage increase</b> as approved by the VCPL Board of Trustees</li> </ul>
2 Full-Time Exempt	\$58,434- \$99,440  (\$2,247.44- \$3,824.60 bi-weekly)	<ul style="list-style-type: none"> <li>● Director of Human Resources *</li> <li>● Director of Public Services (vacant)</li> <li>● Director of Support Services *</li> <li>● Director of Technology and Special Services</li> </ul>	ALA accredited MLS for Administrative Librarian positions, Master's or Bachelor's Degree for Non-Librarian positions: 8 or more years professional experience; 3 years administrative duties	<b>Indiana Librarian Certification</b> – Department or Branch Head—Level 4 (Bachelor's Degree from an accredited college or university, including 15 semester hours of required library science courses— 75 LEUs every 5 years)  *No Indiana Librarian Certification Required	<ul style="list-style-type: none"> <li>● <b>3.0% annual wage increase for salaried employees with an annualized wage of \$50,000 or more</b>, contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process</li> </ul>
3 Full-Time Non-Exempt	\$48,182- \$78,937  (\$23.17- \$37.95 per hour)	<ul style="list-style-type: none"> <li>● Adult Services Manager</li> <li>● Business Manager *</li> <li>● Facilities Manager *</li> <li>● Lending Services Manager *</li> <li>● Library Experience Manager *</li> <li>● Network Administrator/ISTS Manager *</li> <li>● Program and Event Manager</li> <li>● Special Collections Manager</li> <li>● Strategic Communications Manager*</li> <li>● Tech Team Manager</li> <li>● Technical Services Manager</li> <li>● West Branch Manager</li> <li>● Youth Services Manager</li> </ul>	<b>MLS Managers:</b> ALA accredited MLS: 3 or more years of professional experience; administrative/management experience  <b>Non-MLS Managers:</b> Bachelor's Degree or at least 60 hours of college or Associate's Degree and specialized training and experience related to the position	<b>Indiana Librarian Certification</b> – Department or Branch Head -- Level 4 (Bachelor's Degree from an accredited college or university, including 15 semester hours of required library science courses— 75 LEUs every 5 years)  *No Indiana Librarian Certification Required	<ul style="list-style-type: none"> <li>● <b>\$1,500.00 annual wage increase for full-time employees with an annualized wage of less than \$50,000,</b></li> <li>● <b>3.0% annual wage increase for full-time employees with an annualized wage of \$50,000 or more</b></li> <li>● All wage increases are contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process</li> </ul>

**VIGO COUNTY PUBLIC LIBRARY  
2024 WAGE RANGES  
FULL AND PART TIME EMPLOYEES**

<b>CLASS</b>	<b>WAGE RANGE</b>	<b>POSITION</b>	<b>QUALIFICATIONS</b>	<b>INDIANA CERTIFICATION</b>	<b>WAGE INCREASE</b>
4 Full and Part-Time Non-Exempt	\$39,981-\$70,735  (\$19.22-\$34.01 per hour)	<ul style="list-style-type: none"> <li>● Executive Assistant *</li> <li>● Adult Services Librarian (5)</li> <li>● Collection Development Librarian (2)</li> <li>● Human Resources/Administrative Support Specialist * (Part-time)</li> <li>● Human Resources Development Librarian</li> <li>● Special Collections Librarian</li> <li>● Youth Services Librarian (5)</li> </ul>	<p><b>MLS Positions:</b> ALA accredited MLS; special preparation and/ or experience in type of work may be required for position</p> <p><b>Non MLS Position:</b> Bachelor's Degree or at least 60 hours of college or Associate's Degree, and specialized training or experience related to the position.</p>	<p><b>Indiana Librarian Certification –</b> Professional Assistant -- Level 5 (60 hours of college or Associate's Degree and 9 semester hours of required library science courses—50 LEUs every 5 years)</p> <p>*No Indiana Librarian Certification Required</p>	<ul style="list-style-type: none"> <li>● <b>\$1,500.00 annual wage increase for full-time employees with an annualized wage of less than \$50,000</b></li> <li>● <b>3.0% annual wage increase for full-time employees with an annualized wage of \$50,000 or more</b></li> <li>● <b>72 cents per hour wage increase for part-time employees</b></li> <li>● All wage increases are contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process</li> </ul>
5 Full and Part-Time Non-Exempt	\$34,343-\$56,383  (\$16.51-\$27.11 per hour)	<ul style="list-style-type: none"> <li>● Adult Services Assistant Librarian (2)</li> <li>● Special Collections Assistant Librarian</li> <li>● Tech Training Assistant Librarian (2)</li> <li>● West Branch Assistant Librarian</li> <li>● Youth Services Assistant Librarian</li> </ul>	<p>Bachelor's Degree or at least 60 hours of college or Associate's Degree, and specialized training or experience related to the position.</p>	<p><b>Indiana Librarian Certification –</b> Professional Assistant -- Level 5 (60 hours of college or Associate's Degree and 9 semester hours of required library science courses—50 LEUs every 5 years)</p>	<ul style="list-style-type: none"> <li>● <b>\$1,500.00 annual wage increase for full-time employees with an annualized wage of less than \$50,000</b></li> <li>● <b>3.0% annual wage increase for full-time employees with an annualized wage of \$50,000 or more</b></li> <li>● <b>72 cents per hour wage increase for part-time employees</b></li> <li>● All wage increases are contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process</li> </ul>

**VIGO COUNTY PUBLIC LIBRARY  
2024 WAGE RANGES  
FULL AND PART TIME EMPLOYEES**

<b>CLASS</b>	<b>WAGE RANGE</b>	<b>POSITION</b>	<b>QUALIFICATIONS</b>	<b>INDIANA CERTIFICATION</b>	<b>WAGE INCREASE</b>
6 Full and Part-Time Non-Exempt	\$33,318-\$56,383  (\$16.02-\$27.11 per hour)	<ul style="list-style-type: none"> <li>● Accounting/Purchasing Technician</li> <li>● Payroll Technician</li> <li>● Acquisitions Technician (2)</li> <li>● Cataloging Technician *</li> <li>● Cataloging Technician-Lending Services Clerk *</li> <li>● Content Specialist</li> <li>● Creative Design Specialist</li> <li>● Digital Marketing Specialist</li> <li>● Information Systems Technician (2)</li> <li>● Program and Event Specialist *</li> </ul>	Bachelor's Degree or at least 60 hours of college or Associate's Degree, and specialized training or experience related to the position.	* <b>Indiana Librarian Certification</b> – Professional Assistant -- Level 5 (60 hours of college or Associate's Degree and 9 semester hours of required library science courses—50 LEUs every 5 years)	<ul style="list-style-type: none"> <li>● <b>\$1,500.00 annual wage increase for full-time employees with an annualized wage of less than \$50,000</b></li> <li>● <b>3.0% annual wage increase for full-time employees with an annualized wage of \$50,000 or more</b></li> <li>● <b>72 cents per hour wage increase for part-time employees</b></li> <li>● All wage increases are contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process</li> </ul>
7 Full and Part-Time Non-Exempt	\$29,729-\$51,258  (\$14.29-\$24.64 per hour)	<ul style="list-style-type: none"> <li>● Adult Services Assistant</li> <li>● Lending Services Clerk (8)</li> <li>● Lending Services Clerk (2 Part-time)</li> <li>● Facilities Assistant 3 including 1 vacant)</li> <li>● Facilities Assistant (2 Part-time)</li> <li>● Facilities Assistant &amp; Groundskeeper (2)</li> <li>● Facilities Technician</li> <li>● Special Collections Clerk (2)</li> <li>● Tech Team Technician (2)</li> <li>● Tech Team Technician (2 Part-time)</li> <li>● Technical Services Assistant</li> <li>● West Branch Assistant (2)</li> <li>● Youth Services Assistant</li> <li>● Youth Services Assistant (2 Part-time vacant)</li> </ul>	High School Diploma; specialized training and/or related work experience	N/A	<ul style="list-style-type: none"> <li>● <b>\$1,500.00 annual wage increase for full-time employees with an annualized wage of less than \$50,000</b></li> <li>● <b>3.0% annual wage increase for full-time employees with an annualized wage of \$50,000 or more</b></li> <li>● <b>72 cents per hour wage increase for part-time employees</b></li> <li>● All wage increases are contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process</li> </ul>