

**BOARD
of
TRUSTEES**



President
James M. Young
Appointed by:
School Board
8/1/23
to
7/31/27

Vice President
Tiffany D. Cherry
Appointed by:
County Council
1/1/24
to
12/31/27

Secretary
George L. Heubel
Appointed by:
County
Commissioners
8/8/23
to
8/8/27

Member
Stacy D. Killion
Appointed by:
School Board
9/1/25
to
8/31/29

Member
Tom W. Bogigian
Appointed by:
County Council
1/7/25
to
12/31/28

Member
Kelly J. Ford
Appointed by:
County
Commissioners
8/13/24
to
8/13/28

Member
Janet Brosmer
Appointed by:
School Board
9/1/25
to
8/31/29

**REGULAR MEETING
VIGO COUNTY PUBLIC LIBRARY
680 Poplar Street
Terre Haute, IN 47807
Monday, November 17, 2025, 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 20, 2025, Regular Meeting*** 2
4. **Treasurer's Report**
 - a) Monthly Financial Statement 5
 - b) Claims and Payroll 6
 - c) Special Claims
 - d) Gift Fund Report 26
5. **Reports to the Library Board**
 - a) Crystal Ward and Dani Helton - 12 Points Clean-Up Space
6. **Director's Report** 27
7. **Old Business**
8. **New Business**
 - a) Library Executive Director Evaluation Committee
 - b) 2026 Health Insurance 34
 - c) Employee Conduct and Professionalism Standards Policy 46
 - d) Removal of Guidelines for Appropriate Conduct from Staff Manual Appendix 48
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Regular Meeting:** Monday, December 15, 2025, 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, Terre Haute, at 5:31 p.m. on the 20th day of October 2025, the following people were present:

Library Board Members Present: James M. Young, President; Kelly J. Ford; Tom W. Bogigian; and Janet Brosmer.

Library Board Members Absent: George L. Heubel, Secretary; Tiffany Cherry, Vice President; and Stacy D. Killion.

Library Staff: Jordan Orwig, Dennis Shepard, Gretchen Ricketts, Hope Rice, Rob Fox, and Hailey Mackelburger

Others: None.

PUBLIC INPUT ON ACTION ITEMS

None.

CONSIDERATION OF REGULAR COMMITTEE MEETING MINUTES

A motion to approve the minutes as written for September 15, 2025, regular meeting, made by Brosmer, seconded by Bogigian, passed.

TREASURER'S REPORT

Monthly Cash Statement

Mr. Shepard presented the Cash Statement for the period ending September 30, 2025 (copy attached to official minutes).

Claims and Payroll

Mr. Shepard presented the Month End Claims dated September 30, 2025, in the amount of \$99,600.66 (Library Operating, \$99,143.49; Gift Fund, \$457.17; Grants, \$0). Library Operating Claims dated October 20, 2025, in the amount of \$128,843.98 (Library Operating Fund, \$126,016.87; Gift Fund, \$2757.11; Grants, \$0). (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

Special Claims

None.

Gift Fund Report

Mr. Shepard presented the Gift Fund report dated September 30, 2025, for \$53,208.23.

Approval of Treasurer’s Report

A motion to approve the Treasurer’s Report, made by Ford, seconded by Bogigian, passed.

REPORTS TO THE LIBRARY BOARD

Program and Events Manager Hope Rice presented information on the 2025 Family Learning Day. Approximately 2,000 people attended this year with 53 community organizations participating. VCPL gave away 2,757 books to attendees. VCPL had 280 participants complete the exit survey and indicated their favorite activities were all the activities, with most of them hearing about the event through Facebook posts from the VCPL Public Relations department, who did an exceptional job advertising the event this year. Next year’s Family Learning Day is scheduled for September 26, 2026.

DIRECTOR’S REPORT

Mr. Orwig commented on his written report, which included an update on the 2026 – 2028 strategic planning process with Stratavize. A small group of employees have been invited to participate in a committee to work with Stratavize on next steps that include community and staff surveys. Mr. Orwig also highlighted the numerous positive customer interactions provided by departments this past month.

A motion approving the Director’s Report made by Bogigian, seconded by Brosmer, passed. (Copy of Director’s Report attached to official minutes.)

OLD BUSINESS

None.

NEW BUSINESS

Unattended Children and Vulnerable Adult Policy

Mr. Orwig provided an overview of proposed changes to the Unattended Children and Vulnerable Adult Policy.

A motion to approve the changes to the Unattended Children and Vulnerable Adult Policy, made by Brosmer, seconded by Bogigian, passed.

Indiana Deferred Compensation Plan Policy

Mr. Orwig invited Mr. Fox, Director of Human Resources, to present an overview of the proposed changes to the Indiana Deferred Compensation Plan Policy, which would allow participation by part-time employees, in addition to current full-time employees, while also allowing post-tax contributions.

A motion to approve the policy changes, made by Ford, seconded by Brosmer, passed.

A motion to approve the Indiana Deferred Compensation Resolution and Adoption Agreement, made by Brosmer, seconded by Bogigian, passed.

Resolution for Sale of Surplus Property

A motion to accept the Resolution for Sale of Surplus Property, made by Bogigian, seconded by Ford, passed.

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

Mr. Bogigian asked if it was possible for a librarian to visit a high school classroom to sign students up for a library card for students to access digital books, music, podcasts, etc. Mr. Orwig pointed out that the library does extensive outreach at the beginning of each school year, but mainly at the elementary school level. He pointed out the need for parental consent for card holders under the age of 18 and stated he would look into possible outreach initiatives at the high school level.

NEXT MEETINGS

Regular Meeting, Monday, November 17, 2025, at 5:30 p.m. at the Main Library.

ADJOURNMENT

A motion to adjourn the meeting made by Ford seconded by Bogigian, passed. The meeting was adjourned at 6:16 p.m.

James M. Young, President

ABSENT

George L. Heubel, Secretary

Janet R. Brosmer, Board Member

Tom W. Bogigian, Board Member

ABSENT

Tiffany Cherry, Vice President

ABSENT

Stacy D. Killion, Board Member

Kelly J. Ford, Board Member

Cash Statement
 Vigo County Public Library
 October 2025

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	4,469,952.46 5,680,441.78	147,182.29 5,677,123.81	690,532.26 7,430,963.10	3,926,602.49	(543,349.97) (1,753,839.29)
Cash Gift Fund 200-00-1010	53,208.23 68,245.53	253.83 22,429.26	4,493.55 41,706.28	48,968.51	(4,239.72) (19,277.02)
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-State Technology Reimburs 276-00-1010	0.00 (14,493.17)	0.00 19,938.59	0.00 5,445.42	0.00	0.00 14,493.17
Cash-NICCL Technology Improvem 282-00-1010	0.00 500.00	0.00 0.00	0.00 500.00	0.00	0.00 (500.00)
Cash-NEA Big Read 283-00-1010	0.00 0.00	0.00 20,000.00	0.00 20,000.00	0.00	0.00 0.00
Cash Public Library Access Car 800-00-1010	70.00 0.00	0.00 140.00	70.00 140.00	0.00	(70.00) 0.00
Cash-Payroll Withholdings 803-00-1010	1,125.60 11,420.24	84,372.71 930,717.99	84,447.71 941,087.63	1,050.60	(75.00) (10,369.64)

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Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*35337	WABASH VALLEY HUMAN RESC	100	Check	80.00	57145	LUNCH MEETING REGISTRATIONS
*35382	HAWKINS*MEGAN	100	Check	50.00	57146	SPEAKER FEE
35430	SQUARE DONUTS	200	Check	30.00	57147	UNITED WAY DONUT WINNER
*35439	COURTESY CLEANING CENTEF	100	Check	111.06	57148	LAUNDERING OF MAIN TABLECLOTHS A
35354	GAYLORD ARCHIVAL	100	Check	116.02	57149	ARCHIVAL SUPPLIES
*35389	HISTORIC MAP WORKS ONLINE	100	Check	1,066.00	57150	DATABASE RENEWAL
					Total Count:	6
					Total Amount:	1,453.08
35357	ADP INC - AUTOPAY II	100	ACH	905.45	12868	PAYROLL SERVICES
35402	ADP INC - AUTOPAY II	100	ACH	913.48	12869	PAYROLL SERVICES
35386	AMAZON.COM LLC	100	ACH	127.49	12870	CHAIR FOR LAUREN AND MANDY
35404	AMAZON.COM LLC	100	ACH	58.68	12871	CIRC NON PRINT MATERIAL
35348	AMAZON.COM LLC	100	ACH	23.28	12872	GLOWFORGE CLEANING SUPPLIES
35387	AMAZON.COM LLC	100	ACH	138.99	12873	CIRC PRINT MAT, DVD/VIDEO MAT, CIRC
35407	AMAZON.COM LLC	100	ACH	76.83	12874	PROGRAM SUPPLIES
35405	AMAZON.COM LLC	100	ACH	6	12875	CIRC NON PRINT MATERIAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
35343	AMAZON.COM LLC	100	ACH	30.94	12876	DVD/VIDEO MATERIAL AND CIRC PRINT
35422	AMAZON.COM LLC	100	ACH	41.67	12877	CIRC PRINT MATERIAL
35424	AMAZON.COM LLC	100	ACH	11.68	12878	CIRC NON PRINT MATERIAL
35408	AMAZON.COM LLC	100	ACH	48.62	12879	RULER FOR BOOK FOLDING PROGRAM
35383	AMAZON.COM LLC	100	ACH	15.09	12880	CIRC PRINT MATERIAL
35381	AMAZON.COM LLC	100	ACH	271.30	12881	CIRC PRINT MATERIAL AND DVD/VIDEO
35375	AMAZON.COM LLC	100	ACH	106.42	12882	OFFICE SUPPLIES
35400	AMAZON.COM LLC	100	ACH	12.99	12883	CIRC PRINT MATERIAL
35398	AMAZON.COM LLC	100	ACH	90.52	12884	OFFICE SUPPLIES
35341	AMAZON.COM LLC	100	ACH	161.00	12885	CHAIR FOR LAUREN AND MANDY
35347	AMAZON.COM LLC	100	ACH	26.89	12886	PADLOCKS
35342	AMAZON.COM LLC	100	ACH	12.05	12887	DVD/VIDEO MATERIAL
35345	AMAZON.COM LLC	100	ACH	24.30	12888	CIRC PRINT MATERIAL AND DVD/VIDEO
35314	AMAZON.COM LLC	100	ACH	8.34	12889	CREEPY CARROTS BOOK FOR STORYT
35331	AMAZON.COM LLC	100	ACH	30.49	12890	CIRC PRINT MATERIAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
35425	AMAZON.COM LLC	100	ACH	89.99	12891	EMERGENCY EQUIPMENT FOR 12 POIN
35340	AMAZON.COM LLC	100	ACH	17.30	12892	CIRC PRINT MATERIAL
35403	AMAZON.COM LLC	100	ACH	94.07	12893	OFFICE SUPPLIES
35379	AMAZON.COM LLC	100	ACH	35.99	12894	DVD/VIDEO MATERIAL
35440	AMAZON.COM LLC	100	ACH	83.84	12895	A/V AND HAUTE CREATE SUPPLIES
35441	AMAZON.COM LLC	100	ACH	181.09	12896	PROGRAM SUPPLIES
35444	AMAZON.COM LLC	100	ACH	416.67	12897	BOARD GAMES FOR CIRCULATING COL
35406	AMAZON.COM LLC	100	ACH	12.26	12898	SUPPLIES FOR ADULT COLORING PROC
35344	AMAZON.COM LLC	100	ACH	339.94	12899	DVD/VIDEO MATERIAL AND CIRC PRINT
35380	AMAZON.COM LLC	100	ACH	59.88	12900	CIRC PRINT MAT, DVD/VIDEO MAT, CIRC
35401	AMAZON.COM LLC	100	ACH	10.38	12901	CIRC PRINT MAT AND DVD/VIDEO MAT
35339	AMAZON.COM LLC	100	ACH	135.62	12902	CIRC PRINT MAT, DVD/VIDEO MAT, CIRC
35346	AMAZON.COM LLC	100	ACH	190.75	12903	CIRC PRINT MATERIAL AND DVD/VIDEO
35338	AMAZON.COM LLC	100	ACH	41.72	12904	CIRC PRINT MATERIAL
35423	AMAZON.COM LLC	100	ACH	257.99	12905	CIRC PRINT MAT AND DVD/VIDEO MAT
35332	AMAZON.COM LLC		ACH	36.98	12906	CIRC PRINT MATERIAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		100				
35419	AMAZON.COM LLC	100	ACH	337.85	12907	CIRC PRINT MAT AND DVD/VIDEO MAT
		100				
35333	AMAZON.COM LLC	100	ACH	51.15	12908	CIRC PRINT MAT, DVD/VIDEO MAT, CIRC
		100				
35438	AMAZON.COM LLC	100	ACH	49.07	12909	CIRC PRINT MAT, DVD/VIDEO MAT, CIRC
		100				
35352	E-Z CLEAN INC	100	ACH	731.84	12910	JANITORIAL SUPPLIES
		100				
35391	E-Z CLEAN INC	100	ACH	505.08	12911	JANITORIAL SUPPLIES
		100				
*35396	EBSCO INFORMATION SERVICE	100	ACH	108.13	12912	MAGAZINES AND NEWSPAPERS
		100				
35385	EXPRESS SERVICES INC	100	ACH	905.81	12913	PART TIME STAFFING
		100				
35443	EXPRESS SERVICES INC	100	ACH	906.83	12914	PART TIME STAFFING
		100				
35335	GALE/CENGAGE LEARNING	100	ACH	54.57	12915	CIRC PRINT MATERIAL
		100				
35395	GALE/CENGAGE LEARNING	100	ACH	24.04	12916	CIRC PRINT MATERIAL
		100				
35394	INGRAM LIBRARY SERVICES	100	ACH	1,992.33	12917	CIRC PRINT MATERIAL
		100				
35393	MIDWEST TAPE	100	ACH	2,062.48	12918	DVD/VIDEO MATERIAL
		100				
35399	OVERDRIVE	100	ACH	5,000.00	12919	EXTRA DEPOSIT
		100				
35390	REEL FILM PRODUCTION LLC	100	ACH	1,435.00	12920	FILM DIGITIZATION
		100				
35336	RICOH USA INC	100	ACH	9 136.86	12921	COPIER LEASE
		100				

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
35397	RICOH USA INC	100	ACH	3,227.32	12922	COPIER LEASE
35384	RICOH USA INC	100	ACH	5,191.14	12923	COPIER LEASE
35442	SIRSIDYNIX	100	ACH	1,440.00	12924	RENEWIQ CONNECTOR WITH SIRSI
35361	STRATAVIZE CONSULTING	100	ACH	2,600.00	12925	CONSULTING SERVICES FOR STRATEG
*35427	SWEARINGEN*ALLISON	100	ACH	11.32	12926	MILEAGE REIMBURSEMENT
35373	UNIVERSITY PRODUCTS INC	100	ACH	205.02	12927	ARCHIVAL SUPPLIES
35409	UNIVERSITY PRODUCTS INC	100	ACH	87.60	12928	ARCHIVAL SUPPLIES
*35313	WORLD ARCHIVES HOLDINGS,	100	ACH	4,965.00	12929	MICROFILM SUBSCRIPTION
					Total Count:	62
					Total Amount:	37,182.15
35334	CENTER POINT LARGE PRINT	100	E-pay	148.02	12307	CIRC PRINT MATERIAL
*35353	DUKE ENERGY *	100	E-pay	1,076.93	12308	12 POINTS ELECTRIC SERVICE
35356	JOINK LLC	100	E-pay	150.00	12310	MONTHLY CLOUD BACKUP
*35362	REPUBLIC SERVICES OF WEST	100	E-pay	859.19	12311	MAIN TRASH SERVICE
35363	T-MOBILE USA, INC.	100	E-pay	188.17	12312	WEST HOTSPOT DATA
35364	T-MOBILE USA, INC.	100	E-pay	934.53	12313	MAIN HOTSPOT DATA

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*35365	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	911.19	12314	MAIN SEWAGE BILLING
*35366	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	28.21	12315	12 POINTS SEWAGE BILLING
35194	SAM'S CLUB DIRECT	100 200	<i>E-pay</i>	562.11	12318	PROGRAM SUPPLIES
*35319	CAPITAL ONE	100	<i>E-pay</i>	383.13	12319	PROGRAM SUPPLIES
*35374	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	536.40	12320	MAIN IRRIGATION SERVICE
35376	OFFICE DEPOT	100	<i>E-pay</i>	17.09	12321	OFFICE SUPPLIES
35377	OFFICE DEPOT	100	<i>E-pay</i>	16.34	12322	OFFICE SUPPLIES
35378	OFFICE DEPOT	100	<i>E-pay</i>	1,069.70	12323	OFFICE SUPPLIES
*35410	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	912.40	12324	MAIN WATER SERVICE
*35420	TROPHY SHOP*THE	200	<i>E-pay</i>	141.00	12325	25 YEAR SERVICE AWARD PLAQUE
35426	OFFICE DEPOT	100	<i>E-pay</i>	281.54	12326	OFFICE SUPPLIES
*35367	VISA CARD SERVICES	100 200	<i>E-pay</i>	7,476.83	12327	VARIOUS SUPPLIES, TRAVEL, REGISTR.
35437	VERIZON - WIRELESS	100	<i>E-pay</i>	265.58	12328	PHONE SERVICE

Total Count: **19**
 Total Amount: **15,958.36**

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description				
	<i>Library Operating Fund 100:</i>		52,857.15							
	<i>Gift Fund 200:</i>		1,736.44							
	<i>Rainy Day Fund 201:</i>		0.00							
	<i>State Technology Reimbursement Grant Fund 276:</i>		0.00							
	<i>WVCF Creating a Better Tomorrow Grant Fund 277:</i>		0.00							
	<i>UW Neighborhood Improvement Grant Fund 278:</i>		0.00							
	<i>WVCF Impact Grant Fund 279:</i>		0.00							
	<i>Lifelong Arts Indiana Grant Fund 280:</i>		0.00							
	<i>Lifelong Arts Indiana Grant Fund 281:</i>		0.00							
	<i>NEA Big Read Grant Fund 283:</i>		0.00							
	<i>Public Library Access Card Fund 800:</i>		0.00							
					<table border="1"> <tr> <td>Grand Total Count:</td> <td>87</td> </tr> <tr> <td>Grand Total Amount:</td> <td>54,593.59</td> </tr> </table>		Grand Total Count:	87	Grand Total Amount:	54,593.59
Grand Total Count:	87									
Grand Total Amount:	54,593.59									
					<hr/> <p>Executive Director Jordan Orwig</p>					

VISA -OCTOBER- MONTHLY TOTAL			PAY 10/31/2025	
DATE	PO#	VENDOR	DESCRIPTION	AMOUNT
DENNIS SHEPARD		XXXX XXXX XXXX 6317		
9/23/2025	251874	STAPLES BUSINESS CREDIT	COPY PAPER	199.96
9/28/2025	251914	TECHSOUP	MONTHLY CLOUD SOLUTIONS LICENSE	306.00
9/29/2025	250090	MAILCHIMP	MAILCHIMP MONTHLY FEE	135.00
9/30/2025	251931	GOOGLE	GOOGLE WORKSPACE	218.40
10/1/2025	251159, 251161	GOOGLE	FLD AND HBG YOUTUBE AD PROMOTIONS	566.06
10/6/2025	252007	FACEBOOK	TERROR TALES FACEBOOK BOOST	154.00
10/21/2025	251163, 251162	FACEBOOK	CON AT THE CROSSROADS AND HBG FACEBOOK BOOSTS	226.72
DENNIS TOTAL				1806.14
BRANDY BRIDGEWATER		XXXX XXXX XXXX 7644		
9/22/2025	251864	B&H PHOTO ELECTRONICS	REPLACEMENT BLADE FOR ROTARY TRIMMER	64.46
9/24/2025	251870	BAMBU LAB	FILAMENT REFILLS	153.89
9/24/2025	251876	PLANTATOREM	CERAMIC SPHERE FOR 12 POINTS	273.95
9/24/2025	250034	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	14.41
9/30/2025	251920	INDIANA LIBRARY FEDERATION	ILF CONF REGISTRATION- J BOUCHIE	310.00
9/30/2025	251916	INDIANA LIBRARY FEDERATION	ILF CONF REGISTRATIONS	2190.00
10/1/2025	250089	ICONIC DIGITAL MARKETING	WEBSITE FEE	355.50
10/2/2025	251923	BAMBU LAB	FILAMENT REFILLS PACK	119.90
10/3/2025	251934	STICKER BLITZ	STICKERS FOR CAC	145.00
10/6/2025	251954	VISTAPRINT	FRIENDS MAGNETIC POSTCARDS	453.67
10/7/2025	251945	INBIZ	MATT BECKHAM NOTARY FEE	49.37
10/8/2025	251953	BROWN DOG GADGETS	SOLAR POWERED CRITTERS AND BUGS	218.99
10/10/2025	251990	TRACTOR SUPPLY	STORAGE FOR PROGRAM SUPPLIES	57.80
10/10/2025	251993	LIREKA	CIRC PRINT MATERIAL	282.48
10/10/2025	251978	BAMBU LAB	SUPERSPACE REPAIR	56.48
10/14/2025	252003	VIGO COUNTY HISTORICAL SOCIETY	HISTORY CENTER MUSEUM PASSES FOR MAIN	250.00
10/15/2025	251995	UNITED PARCEL SERVICE	SHIPPING SERVICE	24.40
10/16/2025	252038	HOME IMPROVEMENT SUPPLY	RDI ALUMINUM BRACKETS	45.46
10/16/2025	252048	GIFTCARDS.COM	STAFF AWARDS	361.00
10/16/2025	252040	JONTI-CRAFT INC	FURNITURE REPLACEMENT PARTS	53.00

10/19/2025	252099	TECH SOUP	MONTHLY CLOUD SOLUTIONS LICENSE	30.00
10/20/2025	250034	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	27.00
10/21/2025	252033	ALDI	SUPPLY LIST FOR MADAMES DANI PROGRAM	54.93
BRANDY TOTAL				5591.69
HEATHER RAYL XXXX XXXX XXXX 6325				
HEATHER TOTAL				0.00
JORDAN ORWIG XXXX XXXX XXXX 0293				
JORDAN TOTAL				0.00
VIGO CO PUBLIC LIBRARY XXXX XXXX XXXX 4648				
10/14/2025	252101	PAYPAL	DOCUMENT STUDIO SUBSCRIPTION	79.00
VIGO TOTAL				79.00
GRAND TOTAL				7476.83

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
35421	SQUARE DONUTS	100	Check	140.00	57151	DONUTS FOR STAFF INSTITUTE
*35542	THIEMANN OFFICE PRODUCTS	100	Check	21,750.00	57152	PREPAYMENT- FLIP CHAIRS FOR MAIN
35562	LUCIA'S TAQUERIA	100	Check	2,771.50	57153	CATERING FOR STAFF INSTITUTE
35570	TIPTON WELDING	100	Check	12,405.00	57154	FABRICATING HANDRAILS AT MAIN
34903	DO ART PRODUCTIONS	100	Check	900.00	57155	PROGRAM FOR CON AT THE CROSSRO
*34625	HA*GENE	100	Check	1,000.00	57156	PROGRAM FOR CON AT THE CROSSRO
35517	CITY PRESS	100	Check	33.04	57157	LARGE PRINT FRIENDS OF LIBRARY WE
*35594	COURTESY CLEANING CENTEF	100	Check	314.64	57158	LAUNDERING OF MAIN TABLECLOTHS A
35564	FREITAG-WEINHARDT INC	100	Check	18,800.00	57159	HVAC WORK AT WEST
					Total Count:	9
					Total Amount:	58,114.18
*32856	MCQUAID*SARAH	100 200	ACH	700.00	12931	FEE FOR MUSICAL PERFORMANCE
35567	ADP INC - AUTOPAY II	100	ACH	931.06	12932	PAYROLL SERVICES
35521	ADTEC INC	100	ACH	1,495.00	12933	ERATE CONSULTING FEE
35529	ADTEC INC	100	ACH	995.00	12934	ERATE CONSULTING FEE
35464	AMAZON.COM LLC	100	ACH	52.76	12935	CHAIR REPLACEMENT WHEELS
				15		

<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>
35467	AMAZON.COM LLC	100	ACH	44.99	12936	DVD/VIDEO MATERIAL AND CIRC PRINT
35468	AMAZON.COM LLC	100	ACH	8.49	12937	CIRC PRINT MATERIAL
35473	AMAZON.COM LLC	100	ACH	43.69	12938	CIRC PRINT MATERIAL
35474	AMAZON.COM LLC	100	ACH	19.85	12939	RUG GRIPPER, HAZARD FLOOR TAPE, C
35477	AMAZON.COM LLC	100	ACH	25.98	12940	CIRC PRINT MATERIAL
35478	AMAZON.COM LLC	100	ACH	180.92	12941	DVD/VIDEO MATERIAL AND CIRC PRINT
35479	AMAZON.COM LLC	200	ACH	43.97	12942	STAFF INSTITUTE SPEAKER GIFTS
35493	AMAZON.COM LLC	100	ACH	39.99	12943	CIRC PRINT AND DVD/VIDEO MATERIAL
35494	AMAZON.COM LLC	100	ACH	74.97	12944	HANGERS
35495	AMAZON.COM LLC	100	ACH	74.97	12945	HANGERS
35496	AMAZON.COM LLC	100	ACH	135.53	12946	OFFICE SUPPLIES
35499	AMAZON.COM LLC	100	ACH	62.67	12947	PROGRAM SUPPLIES
35520	AMAZON.COM LLC	100	ACH	59.99	12948	DVD/VIDEO MATERIAL
35522	AMAZON.COM LLC	100	ACH	235.22	12949	DVD/VIDEO MATERIAL AND CIRC PRINT
35534	AMAZON.COM LLC	100	ACH	25.99	12950	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>
35535	AMAZON.COM LLC	100	ACH	6.99	12951	CIRC PRINT MAT AND DVD/VIDEO MAT
35536	AMAZON.COM LLC	100	ACH	103.41	12952	PARKING SIGNS AND DEODORIZERS
35537	AMAZON.COM LLC	100	ACH	80.88	12953	DVD/VIDEO MATERIAL AND CIRC PRINT
35538	AMAZON.COM LLC	100	ACH	240.00	12954	DVD/VIDEO MATERIAL AND CIRC PRINT
35546	AMAZON.COM LLC	100	ACH	216.24	12955	DVD/VIDEO MATERIAL AND CIRC PRINT
35549	AMAZON.COM LLC	100	ACH	18.89	12956	CIRC PRINT MATERIAL
35550	AMAZON.COM LLC	100	ACH	329.97	12957	DVD/VIDEO MATERIAL AND CIRC PRINT
35551	AMAZON.COM LLC	100	ACH	172.87	12958	DVD/VIDEO MATERIAL AND CIRC PRINT
35552	AMAZON.COM LLC	100	ACH	311.66	12959	DVD/VIDEO MATERIAL AND CIRC PRINT
35554	AMAZON.COM LLC	100	ACH	26.73	12960	CIRC PRINT MAT AND DVD/VIDEO MAT
35555	AMAZON.COM LLC	100	ACH	27.36	12961	ACOUSTIC PANELS
35556	AMAZON.COM LLC	100	ACH	92.99	12962	CIRC NON PRINT MATERIAL
35557	AMAZON.COM LLC	100	ACH	344.98	12963	CIRC NON PRINT MATERIAL
35558	AMAZON.COM LLC	100	ACH	11.15	12964	CIRC PRINT MATERIAL
35559	AMAZON.COM LLC	100	ACH	225.48	12965	PROGRAM AND SEWING 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>
35560	AMAZON.COM LLC	200	ACH	8.49	12966	MARKERS
35578	AMAZON.COM LLC	100	ACH	41.22	12967	CIRC PRINT MATERIAL AND CIRC NON F
35582	AMAZON.COM LLC	100	ACH	17.70	12968	CIRC PRINT MATERIAL AND CIRC NON F
35590	AMAZON.COM LLC	100	ACH	44.97	12969	CIRC PRINT MAT AND DVD/VIDEO MAT
35591	AMAZON.COM LLC	100	ACH	35.93	12970	CIRC NON PRINT MATERIAL
35592	AMAZON.COM LLC	100	ACH	54.04	12971	DVD/VIDEO MATERIAL AND CIRC PRINT
35593	AMAZON.COM LLC	100	ACH	304.25	12972	DVD/VIDEO MATERIAL AND CIRC PRINT
35602	AMAZON.COM LLC	100	ACH	27.23	12973	CIRC PRINT MATERIAL
35603	AMAZON.COM LLC	100	ACH	16.64	12974	CIRC PRINT MATERIAL AND CIRC NON F
35604	AMAZON.COM LLC	100	ACH	120.97	12975	CIRC PRINT MATERIAL AND CIRC NON F
35605	AMAZON.COM LLC	100	ACH	29.49	12976	CIRC PRINT MATERIAL AND CIRC NON F
35614	AMAZON.COM LLC	100	ACH	16.69	12977	CIRC PRINT MAT AND DVD/VIDEO MAT
35615	AMAZON.COM LLC	100	ACH	39.98	12978	CIRC NON PRINT MATERIAL
35618	AMAZON.COM LLC	100	ACH	76.59	12979	CIRC PRINT MATERIAL AND CIRC NON F
35619	AMAZON.COM LLC	100	ACH	48.40	12980	CIRC PRINT MATERIAL AND CIRC NON F
35620	AMAZON.COM LLC		ACH	23.18	12981	CIRC PRINT MATERIAL AND CIRC NON F

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		100				
35621	AMAZON.COM LLC		ACH	23.14	12982	CIRC PRINT MATERIAL AND CIRC NON F
		100				
35622	AMAZON.COM LLC		ACH	69.00	12983	CIRC PRINT MATERIAL AND DVD/VIDEO
		100				
35623	AMAZON.COM LLC		ACH	120.59	12984	OFFICE SUPPLIES FOR BUS OFFICE
		100				
35624	AMAZON.COM LLC		ACH	19.25	12985	CIRC PRINT MAT AND DVD/VIDEO MATE
		100				
35625	AMAZON.COM LLC		ACH	32.07	12986	CIRC PRINT MAT AND DVD/VIDEO MATE
		100				
35626	AMAZON.COM LLC		ACH	19.95	12987	RUG GRIPPER, HAZARD FLOOR TAPE, C
		100				
35635	AMAZON.COM LLC		ACH	21.85	12988	CIRC PRINT MATERIAL
		100				
35636	AMAZON.COM LLC		ACH	82.36	12989	BATTERIES
		100				
35641	AMAZON.COM LLC		ACH	10.79	12990	CIRC PRINT MATERIAL
		100				
35497	AMAZON.COM LLC		ACH	23.23	12991	DVD/VIDEO MATERIAL
		100				
35553	AMAZON.COM LLC		ACH	24.99	12992	CIRC PRINT MAT AND DVD/VIDEO MAT
		100				
35583	AMAZON.COM LLC		ACH	98.43	12993	PROGRAM SUPPLIES
		100				
*35518	APEX WATER AND PROCESS IN		ACH	516.50	12994	SERVICE CONTRACT NOVEMBER 2025
		100				
35483	BAKER & TAYLOR INC		ACH	88.52	12995	CIRC PRINT MATERIAL
		100				
*35639	BOUCHIE*JEANETTE		ACH	120.78	12996	MEAL AND PARKING REIMBURSEMENT

<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				
*35640	BOUCHIE*JEANETTE	100	ACH	75.46	12997	MILEAGE REIMBURSEMENT FOR ILF CO
		100				
*35631	CARSON*ANGELINE	100	ACH	75.46	12998	MILEAGE REIMBURSEMENT FOR ILF CO
		100				
*35632	CARSON*ANGELINE	100	ACH	179.06	12999	MEAL AND PARKING REIMBURSEMENT
		100				
*35469	CULLIGAN WATER CONDITIONI	100	ACH	24.50	13000	WEST COOLER RENTAL
		100				
35448	E-Z CLEAN INC	100	ACH	74.66	13001	JANITORIAL SUPPLIES
		100				
35489	E-Z CLEAN INC	100	ACH	455.91	13002	JANITORIAL SUPPLIES
		100				
35571	E-Z CLEAN INC	100	ACH	169.56	13003	JANITORIAL SUPPLIES
		100				
35525	EXPRESS SERVICES INC	100	ACH	906.83	13004	PART TIME STAFFING
		100				
35610	EXPRESS SERVICES INC	100	ACH	898.40	13005	PART TIME STAFFING
		100				
*35545	INDIANA LIBRARY FEDERATION	100	ACH	5,415.79	13006	2026 INSTITUTIONAL MEMBERSHIP
		100				
*35547	INDIANA LIBRARY FEDERATION	100	ACH	120.00	13007	MEMBERSHIP DUES FOR H. RAYL
		100				
*35548	INDIANA LIBRARY FEDERATION	100	ACH	100.00	13008	MEMBERSHIP DUES-L SNYDER
		100				
*35588	INDIANA LIBRARY FEDERATION	100	ACH	120.00	13009	2026 MEMBERSHIP- J ORWIG
		100				
*35589	INDIANA LIBRARY FEDERATION	100	ACH	100.00	13010	ILF DUES
		100				
35482	INGRAM LIBRARY SERVICES	100	ACH	20 5,775.07	13011	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>
35581	INGRAM LIBRARY SERVICES	100	ACH	3,864.70	13012	CIRC PRINT MATERIAL
*35637	LABELLA*CAREY	100	ACH	144.26	13013	MILEAGE REIMBURSEMENT FOR ILF CC
*35638	LABELLA*CAREY	100	ACH	129.65	13014	MEAL AND PARKING REIMBURSEMENT
*35634	LETURGEZ*HAYLE	100	ACH	120.13	13015	MEAL REIMBURSEMENT FOR ILF CONF
*35629	MACKELBURGER*HAILEY	100	ACH	109.26	13016	MEAL REIMBURSEMENT FOR ILF CONF
*35633	MAHDI*KAY	100	ACH	138.74	13017	MEAL REIMBURSEMENT FOR ILF CONF
*35532	MIDWEST COMMUNICATIONS, I	100	ACH	840.00	13018	RADIO ADS FOR HALLOWEEN BOOK GIV
35481	MIDWEST TAPE	100	ACH	2,123.81	13019	DVD/VIDEO MATERIAL
35580	MIDWEST TAPE	100	ACH	3,915.08	13020	DVD/VIDEO MATERIAL
35526	NEW AVENUES	100	ACH	180.00	13021	CLINICAL HOURS
35609	NEW AVENUES	100	ACH	166.24	13022	ALA CARTE ADMIN FEE
35543	OVERDRIVE	100	ACH	10,150.00	13023	MONTHLY OVERDRIVE DEPOSIT
35544	OVERDRIVE	100	ACH	30,000.00	13024	ADDITIONAL DEPOSIT
35475	PAYPAL INC	100	ACH	19.95	13025	MONTHLY PAYFLOW LINK
35528	QUIPU GROUP LLC	100	ACH	3,750.00	13026	PITS ANNUAL SUBSCRIPTION

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
35627	RICOH USA INC	100	ACH	1,172.43	13027	COPIER LEASE
35628	SPICER, CATHERINE	100	ACH	192.04	13028	MEAL AND PARKING REIMBURSEMENT
35530	STAPLES BUSINESS CREDIT	100	ACH	591.25	13029	PAPER FOR PR
35630	STRATAVIZE CONSULTING	100	ACH	200.00	13030	CONSULTING SERVICES FOR STRATEG
*35568	UNIQUE MANAGEMENT SERVIC	100	ACH	792.69	13031	NOTICES
*35569	UNIQUE MANAGEMENT SERVIC	100	ACH	525.30	13032	PLACEMENTS
*35502	WADSWORTH*ASHLEY	100	ACH	11.27	13033	MILEAGE REIMBURSEMENT
35561	WAGEWORKS, INC.	100	ACH	168.82	13034	COBRA MONTHLY FEE
35498	ZAYO EDUCATION LLC	100	ACH	1,629.33	13035	INTERNET SERVICE
35519	ZAYO EDUCATION LLC	100	ACH	612.04	13036	VOICE SERVICE
					Total Count:	106
					Total Amount:	85,675.55
35462	BUDGET BLINDS	100	E-pay	850.00	12341	WINDOW FILM FOR 12 POINTS WORKRRC
*35463	INDIANA AMERICAN WATER CC	100	E-pay	56.83	12342	PRIVATE FIRE SERVICE
35472	WEX BANK	100	E-pay	186.60	12343	FUEL SERVICE
35492	ACTION PEST CONTROL, INC	100	E-pay	115.00	12344	12 POINTS K9 SERVICE CALL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
35503	JKO MEDIA GROUP	100	E-pay	500.00	12345	HALLOWEEN BOOK GIVEAWAY
35504	JKO MEDIA GROUP	100	E-pay	500.00	12346	HALLOWEEN BOOK GIVEAWAY
35506	NICHE ACADEMY	100	E-pay	3,990.00	12347	ONLINE SUBSCRIPTION ACCESS
*35523	TOWN OF WTH WATER & SEWE	100	E-pay	77.88	12348	WEST WATER SERVICE
*35527	TRIBUNE STAR PUBLISHING CC	100	E-pay	200.00	12350	BUY 3 GET 3 ADS TRIBSTAR
35531	OFFICE DEPOT	100	E-pay	975.55	12351	OFFICE SUPPLIES
*35514	LOWE'S COMMERCIAL SERVICI	100	E-pay	638.50	12352	MAINTENANCE SUPPLIES
35565	CENTERPOINT ENERGY	100	E-pay	68.39	12353	WEST GAS SERVICE
35566	CENTERPOINT ENERGY	100	E-pay	28.75	12354	12 POINTS GAS SERVICE
35572	ACTION PEST CONTROL, INC	100	E-pay	1,242.00	12355	12 POINTS MONTHLY PEST CONTROL A
35573	ACTION PEST CONTROL, INC	100	E-pay	3,078.00	12356	12 POINTS K9 SERVICES- ANNUAL PREP
*35575	INDIANA AMERICAN WATER CC	100	E-pay	56.83	12357	12 POINTS PRIVATE FIRE SERVICE
*35576	INDIANA AMERICAN WATER CC	100	E-pay	164.95	12358	12 POINTS WATER SERVICE
35579	SULLIVAN DAILY TIMES	100	E-pay	120.00	12359	NEWSPAPERS
35349	HOBBY LOBBY	200	E-pay	92.51	12360	CHRISTMAS IN THE PARK ITEMS
*35585	THIEMANN OFFICE PRODUCTS	100	E-pay	2,584.00	12361	PREPAYMENT- OTTOMANS FOR MAIN

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
35606	OFFICE DEPOT	100	<i>E-pay</i>	6.99	12369	OFFICE SUPPLIES
35607	OFFICE DEPOT	100	<i>E-pay</i>	27.65	12370	OFFICE SUPPLIES
35577	KROGER	100	<i>E-pay</i>	127.17	12371	PROGRAM SUPPLIES
*35612	DUKE ENERGY *	100	<i>E-pay</i>	14,723.01	12372	MAIN ELECTRIC SERVICE
*35613	DUKE ENERGY *	100	<i>E-pay</i>	528.79	12373	WEST ELECTRIC SERVICE

Total Count: **25**
Total Amount: **30,939.40**

<i>Library Operating Fund 100:</i>	174,484.16
<i>Gift Fund 200:</i>	244.97
<i>Rainy Day Fund 201:</i>	0.00
<i>State Technology Reimbursement Grant Fund 276:</i>	0.00
<i>WVCF Creating a Better Tomorrow Grant Fund 277:</i>	0.00
<i>UW Neighborhood Improvement Grant Fund 278:</i>	0.00
<i>WVCF Impact Grant Fund 279:</i>	0.00
<i>Lifelong Arts Indiana Grant Fund 280:</i>	0.00
<i>Lifelong Arts Indiana Grant Fund 281:</i>	0.00
<i>NEA Big Read Grant Fund 283:</i>	0.00
<i>Public Library Access Card Fund 800:</i>	0.00

Grand Total Count:	140
Grand Total Amount:	174,729.13

Executive Director
Jordan Orwig

**Payroll Payable
Voucher Register**

Vigo County Public Library

For Period October - 2025

Page 1 of 2 Pages

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
10/10	Pay #21	Gross Payroll	\$ 156,192.40	\$ 156,192.40	ACH	
10/10	Pay #21	FICA	\$ 11,315.86	\$ 11,315.86	ACH	
10/10	Pay #21	PERF	\$ 20,580.82	\$ 20,580.82	ACH	
10/16		UHC 2024 REFUND	\$ 58.36	\$ 58.36	CHECKS	
10/21	Pay #22	Gross Payroll	\$ 158,842.61	\$ 158,842.61	ACH	
10/21	Pay #22	FICA	\$ 11,441.78	\$ 11,441.78	ACH	
10/21	Pay #22	PERF	\$ 20,856.92	\$ 20,856.92	ACH	
10/21	Pay #22	Anthem	\$ 122,845.10	\$ 122,845.10	ACH	
10/21	Pay #22	Guardian	\$ 7,531.58	\$ 7,531.58	ACH	
		Gross Payroll	\$ -	\$ -	ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

		Total library cost	\$ 509,665.43			
October	Pay 21 & 22	Nationwide	\$ 2,266.19	\$ 2,266.19	ACH	Staff withholding
October	Pay 21 & 22	Garnishments	\$ 2,117.17	\$ 2,117.17	ACH	Staff withholding
October	Pay 21 & 22	Garnishment Reim	\$ 75.00	\$ 75.00	ACH	Staff withholding
October	Pay 21 & 22	AFLAC	\$ 1,050.60	\$ 1,050.60	ACH	Staff withholding
October	Pay 21 & 22	United Way	\$ 108.00	\$ 108.00	ACH	Staff withholding
October	Pay 21 & 22	Anthem	\$ 12,196.64	\$ 12,196.64	ACH	Staff withholding
October	Pay 21 & 22	HSA adj.		\$ -	ACH	Staff withholding
October	Pay 21 & 22	Guardian	\$ 1,605.06	\$ 1,605.06	ACH	Staff withholding
October	Pay 21 & 22	Boston Mutual	\$ 719.74	\$ 719.74	ACH	Staff withholding
October	Pay 21 & 22	Fed Tax	\$ 20,855.10	\$ 20,855.10	ACH	Staff withholding
October	Pay 21 & 22	State Tax	\$ 9,046.15	\$ 9,046.15	ACH	Staff withholding
October	Pay 21 & 22	Local Tax	\$ 5,853.16	\$ 5,853.16	ACH	Staff withholding
October	Pay 21 & 22	FICA	\$ 22,757.62	\$ 22,757.62	ACH	Staff withholding
October	Pay 21 & 22	Vol. PERF	\$ 5,797.28	\$ 5,797.28	ACH	Staff withholding
		Staff Cost		\$ 84,447.71		

October 31, 2025

Gift Fund Balances

2025

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 2,384.41	Unrestricted Use	Admin.
64-SPC	\$ 1,643.52	Support of SPC	Admin.
65-Big Read	\$ 424.40	Big Read/Community Read	Admin.
66-YS	\$ 3,883.98	Support of YS	Admin.
67-WVCF Endowment	\$ 1,639.00	Support of Strategic Plan Goals	Admin.
68-Crackerbarrel	\$ 929.27	Support of Crackerbarrel	Admin.
69-Wright Foundation	\$ 2,135.93	Unrestricted Use	Admin.
70- West Emily's Garden	\$ 200.00	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,442.27	Support of West Branch	Admin.
72-Friends	\$ 3,601.12	Support of Pre-Approved Programs/Initiatives	Admin.
74-Wiley Cupola	\$ 1,467.87	Maintenance of Cupola	Admin.
75-Wiley Memorial	\$ 20,130.68	Maintenance of Memorial	Admin.
77-WVCF Meeks	\$ 1,351.92	Childrens Literature	Admin.
81-Community Connections	\$ 216.95	Support of Community Connections	Admin.
83-Kiwanis Ys	\$ 368.39	Childrens Book Label Commemorating Speakers	Admin.
85-Phillips	\$ 3,305.47	Support of LLC and Archives	Admin.
87-Cox	\$ 55.48	Hearing Impaired Support	Admin.
89-Christmas in the Park	\$ 360.53	Christmas in the Park	Admin.
92-Marketing	\$ 45.05	Unrestricted Use	Admin.
93-Programming and Events	\$ 626.32	Support of Programming and Events	Admin.
94-TH Econ.Dev.	\$ 139.58	Adult Nonfiction Commemorating Speakers	Admin.
95-12 Points	\$ 1,115.93	Support of 12 Points	Admin.
96-Fundraiser	\$ 770.44	Buy a Book	Admin.
97-Library Experience	\$ 730.00	Support of Library Experience	Admin.
TOTAL	\$ 48,968.51		

Administrative Report

NOVEMBER 17, 2025



FROM THE EXECUTIVE DIRECTOR

I am pleased to announce that the small team working on our next strategic plan – Shaleena Barker, Luke Gentry, Carey LaBella, and Ashley Wadsworth – met with Stratavize recently and will be coordinating with their representatives leading up to an in-person work session on Monday, November 24 to develop stakeholder engagement.

Recently, the Vigo County Public Library held its Fall Staff Institute, which brought all VCPL employees together for a day of speakers, sessions, and information. The all-day event, which took place on Friday, November 7, began with a keynote presentation from Terre Haute Mayor Brandon Sakbun as he provided an update on some of the city’s projects and goals while also taking questions from library staff members. Later, staff learned about what it takes to be a Dementia Friendly Business, the benefits of Hoosier START, and more. Also, during lunch, we invited VCPL retirees back and presented awards to several staff with for their years of service.

On November 10-11, a group of VCPL staff, board members, and I attended the Indiana Library Federation’s Annual Conference, with sessions spanning a wide array of topics, including artificial intelligence, staff development, and budgeting. Sessions and areas that I focused on had to do with advocacy both on the local and state level. As we continue to learn what the effects of recent legislative changes will be, it will be more valuable than ever to develop relationships with elected officials and stakeholders within our county and region to advocate for VCPL and all that we do with and for our community.

I would request that the board consider the idea of potentially altering our regular board meeting days beginning in January 2026. As you know, our meetings are regularly scheduled for the third Monday of every month at 5:30pm. I propose moving our meetings to the third Wednesday of the month at 5:30pm. This would accomplish multiple things: we would no longer overlap with certain Monday holidays, like Martin Luther King, Jr. Day; we would reduce conflicts with the meetings of other local organizations and boards, such as the Vigo County School Corporation, which also meets on Mondays; and we would still avoid overlapping with the Vigo County Council, which meets on Tuesdays. As you consider this, I will present the slate of 2026 meeting dates at the December meeting.

PERSONALIZED LIBRARY SERVICE

VCPL is committed to ensuring that library services remain accessible and responsive to the needs of all community members. Through our outreach delivery programs, staff provide materials directly to residents who may not be able to visit the library in person. During a recent conversation with a resident of Westminster Village, Hayley discussed the difference between our regularly scheduled deliveries and our on-demand services to clear up some questions they had. At the end of their discussion, the resident shared their appreciation, saying, “Congratulations on having the most accommodating library anywhere. You are very appreciated.” Their words serve as a meaningful reminder of the impact of personalized library service and the importance of maintaining strong community connections.

HALLOWEEN BOOK GIVEAWAY



The VCPL Halloween Book Giveaway was held on Friday, October 24, and had a long line of costumed children and families patiently waiting to get into the Main library. Tables were full of free new books for newborns to 19-year-olds to choose from and photo booths in the lobby added another layer of fun for families at this event. Approximately 1544 people attended the fun-filled evening. Remaining books were distributed to West and 12 Points Branches for their Halloween events that were held later in the week.



MAXIMIZING RESOURCES WHILE SPREADING HALLOWEEN FUN!



After the Main Library held their Halloween Book Giveaway, they boxed up the remaining books and sent them to the West Branch. Partnering with the West Vigo Community Center and 10 other community groups, the West Terre Haute Trunk or Treat provided books to more than 350 people on Saturday, October 25. The remaining books continued on to the 12 Points Branch for their Family Friendly Trunk or Treat event on Wednesday, October 29. The teamwork from this series of events made it possible to spread VCPL resources more effectively across the community, while helping maximize the impact of our offerings.

PRIMARY BOOK VENDOR CLOSURE

In September, VCPL learned that its primary book vendor, Baker & Taylor, was experiencing serious financial difficulties. Unfortunately, a potential buyout that might have saved the company fell through, and, in early October, we received confirmation that B&T would be closing. At that time, the library had more than \$35,000 worth of materials on order, totaling nearly 3,000 items.

With B&T's closure after nearly 200 years in business, thousands of libraries have been left searching for new vendors. Within a week, Technical Services staff began transitioning our orders – first to Amazon and then to Ingram Library Services. Within two weeks, all titles originally ordered through B&T had been successfully reordered through Ingram, and staff had begun creating carts for upcoming publications. By the end of October, the library had already received and paid for more than 750 items.

VCPL was fortunate to already have an established account with Ingram that enabled us to transition more quickly than many other libraries. However, the account did not include processing services, such as book covering, labeling, or electronic ordering, so the process is not as streamlined yet as it was with B&T.

Recently, staff successfully implemented Electronic Data Interchange or EDI, which will make ordering, receiving, and invoicing with Ingram more efficient. The next step is to work with Ingram to implement processing services, however, the wait list is lengthy. This transition has required a great deal of time and effort, but thanks to the dedication and hard work of the Technical Services team, the library has maintained a steady flow of new materials for our customers.

PIONEER DAYS

Fowler Park Pioneer Days offer historical tourism to our local community and young students. Through a variety of activities including 19th-century costumes, games, crafts, food, a covered bridge, and many log cabins to visit, one can imagine what life was like here in Indiana during the 1800s. The old schoolhouse, which is run by VCPL staff, offers a glimpse of a single-room class where attendees can write with a quill and create a wax seal. Additionally, simple recess games are available to play in the school yard, with French hoops being a particular favorite with the young children. Many families are surprised at how engaged the children are when playing such a simple game. We've provided quotes from staff below to highlight the many interactions our staff enjoy with attendees.



“All of the children like writing on the slate board. One teenage boy wrote an algebraic expression on his slate board. Another girl drew a picture of a cat. Both children and adults like to try writing with a quill pen and making a wax seal. They enjoy getting to choose what picture they want to seal their letter with.” Youth Services Assistant, Hayley Bean

“One boy of about 10 years old played the game of graces with me for about 15 minutes. He was really fascinated by it...Many of the children and adults who come to the Pioneer Schoolhouse have said that they have been here before but just love visiting us!” Adult Service Assistant, LeRaye Cameron

“I had a group of international high school students come in, and they loved learning about all the different things and seeing what the 1840s in America were like, as well as trying out the toys and wax seals and quill writing.” Youth Services Assistant, Sydney Denny



MAKE YOUR OWN CRYPTID



Tech Team hosted its most successful program of 2025 thus far with a Build Your Own Cryptid event in Haute Create. There were a total of 24 participants using sewing machines and donated stuffed animals that were taken apart and “Frankensteined” back together into their own unique creations. This program highlighted some of the great services the makers space has to offer members of the community, which helps build a love for creativity and imagination.

PERSONNEL CHANGES - NONE

Jordan Orwig
Executive Director

	October-25	October-24		YTD 2025	YTD 2024	
Print Circulation	17,182	16,509	4.1%	185,250	179,653	3.1%
A/V Circulation	4,568	6,189	-26.2%	45,551	51,130	-10.9%
Misc	1,080	1,149	-6.0%	10,991	10,988	0.0%
Electronic Devices	55	57	-3.5%	558	555	0.5%
TOTAL	22,885	23,904	-4.3%	242,350	242,326	0.0%

	October-25	October-24		YTD 2025	YTD 2024	
Overdrive						
E-book	7,454	7,475	-0.3%	77,113	77,795	-0.9%
E-audiobook	6,804	6,066	12.2%	64,489	59,537	8.3%
E-Magazines	1,632	968	68.6%	15,009	9,428	59.2%
TOTAL	15,890	14,509	9.5%	156,611	146,760	6.7%

	October-25	October-24		YTD 2025	YTD 2024	
Hoopla						
E-audiobook	2,108	1,802	17.0%	20,532	16,465	24.7%
Bingepasses	33	21	57.1%	319	282	13.1%
E-Books	578	594	-2.7%	6,183	6,552	-5.6%
E-Comics	69	109	-36.7%	912	1,009	-9.6%
E-music	68	62	9.7%	709	826	-14.2%
E-video movie	162	199	-18.6%	1,836	1,904	-3.6%
E-video TV	84	72	16.7%	930	871	6.8%
TOTAL	3,102	2,859	8.5%	31,421	27,909	12.6%

	October-25	October-24		YTD 2025	YTD 2024	
Reference Services	2,545	2,121	20.0%	28,849	22,084	30.6%

MATERIALS ADDED TO COLLECTION

Purchased Items	October-25	YTD 2025
Book	1,323	13,334
Video	204	2,375
Video Game	30	381
Music CD	0	0
Audio Book	0	88
Misc	8	263
TOTAL	1,565	16,441

Donated Items	October-25	YTD 2025
Book	19	980
Video	7	191
Video Game	0	3
Music CD	0	0
Audio Book	0	0
Misc	0	2
TOTAL	26	1,176

New Items Ordered	October-25	YTD 2025
Book	4,129	15,344
Video	286	2,275
Video Game	82	447
Music CD	0	0
Audio Book	113	212
Misc	64	439
TOTAL	4,674	18,717

New Items Received	October-25	YTD 2025
Book	1,618	11,643
Video	200	1,997
Video Game	44	389
Music CD	0	0
Audio Book	0	28
Misc	54	317
TOTAL	1,916	14,374

ON-SITE PROGRAMS	October-25	October-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	38	25	52.0%	247	222	11.3%
Children (ISL: 6-11 yrs)	22	13	69.2%	233	165	41.2%
Teens (ISL: 12-18yrs)	9	19	-52.6%	124	110	12.7%
Adults (ISL: 19 + yrs)	27	12	125.0%	282	162	74.1%
General (all ages)	19	15	26.7%	160	174	-8.0%
TOTAL	115	84	36.9%	1,046	833	25.6%

ON-SITE ATTENDANCE	October-25	October-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	516	455	13.4%	3,549	3,766	-5.8%
Children (ISL: 6-11 yrs)	145	234	-38.0%	3,396	2,121	60.1%
Teens (ISL: 12-18yrs)	23	61	-62.3%	516	533	-3.2%
Adults (ISL: 19 + yrs)	184	86	114.0%	1,795	1,909	-6.0%
General (all ages)	2,049	1,669	22.8%	6,901	9,122	-24.3%
TOTAL	2,917	2,505	16.4%	16,157	17,451	-7.4%

OFF-SITE PROGRAMS	October-25	October-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	0	0	null	1	4	-75.0%
Children (ISL: 6-11 yrs)	0	0	#DIV/0!	3	6	-50.0%
Teens (ISL: 12-18yrs)	0	0	null	1	0	null
Adults (ISL: 19 + yrs)	254	14	1714.3%	360	129	179.1%
General (all ages)	4	4	0.0%	20	20	0.0%
TOTAL	258	18	1333.3%	385	159	142.1%

OFF-SITE ATTENDANCE	October-25	October-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	0	0	null	20	149	-86.6%
Children (ISL: 6-11 yrs)	0	0	#DIV/0!	307	265	15.8%
Teens (ISL: 12-18yrs)	0	0	null	173	0	null
Adults (ISL: 19 + yrs)	33	207	-84.1%	1,666	1,751	-4.9%
General (all ages)	1,063	1,773	-40.0%	2,135	3,528	-39.5%
TOTAL	1,096	1,980	-44.6%	4,301	5,693	-24.5%

COMMUNITY OUTREACH	October-25	October-24		YTD 2025	YTD 2024	
# of Community Events Participated In	6	10	-40.0%	53	71	-25.4%
# of Interactions at Community Events	2,502	3,501	-28.5%	8,865	13,932	-36.4%

	October-25	October-24		YTD 2025	YTD 2024	
Computer Users	4,334	4,912	-11.8%	43,514	39,698	9.6%
Subscription Databases	10,416	8,636	20.6%	98,570	66,084	49.2%
ILL provided to other Libraries	345	231	49.4%	3,611	2,887	25.1%
ILL received from other Libraries	89	125	-28.8%	1,043	1,010	3.3%

	October-25	October-24		YTD 2025	YTD 2024	
Adult materials deliveries	23	30	-23.3%	262	315	-16.8%
Youth materials deliveries	5	11	-54.5%	84	91	-7.7%
TOTAL	28	41	-31.7%	346	406	-14.8%



Connecting you to the coverage you need

Anthem Balanced Funding Renewal
Alternate for:
VIGO COUNTY PUBLIC LIBRARY

Group Number(s): L12796
Effective: January 01, 2026 through
December 31, 2026

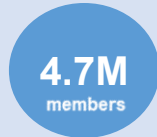
Created on:
November 10,
2025

Broker:
CORY R JOHNSON

Thank you for partnering with Anthem

We are deeply committed to helping your employees feel covered and confident in their healthcare. We're here to help you promote an effective healthcare strategy by working closely with you and your broker.

Our associates live and work in the same places you do. We are both members of the communities we serve and partners in helping those communities thrive. In Indiana, Anthem is proud to have:¹



5,406
associates



in the
local market

We're reimagining what's possible for every moment of health. Your renewal includes the latest innovations from Anthem to deliver:

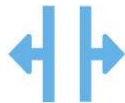
Empathy-driven technology



131%
increase

in engagement with health and wellness tools for members using our innovative SydneySM Health app.²

Whole-person care



1.45
million

gaps in care detected each month, to help prevent and intervene.³

Diverse networks and winning partnerships



95%
of doctors

and 96% of hospitals in the U.S. are included in our PPO network, offering high-quality care.⁴

35

Your success is our success. We're here to help build confidence in care and support you every step of the way.

¹ Anthem internal data, Q4 2020.

² Sydney Health is offered through an arrangement with CareMarket, Inc., a separate company offering mobile application services on behalf of Anthem Blue Cross and Blue Shield ©2021-2022

³ Anthem internal data, 2020.

⁴ Anthem internal data, 2020, and Anthem Ebase, 2020.

Featured plans and rates

VIGO COUNTY PUBLIC LIBRARY

Group Number: L12786

Effective January 01, 2026 through December 31, 2026



Quote: 20344-6

Renewal highlights

Total enrolled medical employees:	69
Total enrolled medical members:	134
Specific Stop Loss:	\$35,000
Aggregate Stop Loss:	110%
Coverage Period:	Paid
Terminal Liability:	15 Months Post Termination Date Included
Surplus Refund:	50.00%

Select Plan		Blue Access PPO HSA Option 2 with Rx Option T8 IN-LG-RX T8 913L Standard	Blue Access PPO Option 1 with Rx Option T1 IN-LG-RX T1 915H Standard						
Medical benefit category	In-Network	Deductible (individual/family)	\$2,000/\$4,000/Both Plan Year and Calendar Year /Not Embedded	\$500/\$1,500/Both Plan Year and Calendar Year /Embedded					
		Coinsurance	0%	10%					
		Out-of-pocket maximum (individual/family)	\$3,000/\$6,000	\$2,500/\$5,000					
		Office Visit (PCP/Specialist/Preferred PCP) Copay	Ded & Coins/Ded & Coins	Copay \$20/Copay \$40					
		Inpatient hospital copay	Ded & Coins	Ded & Coins					
	Out-of-Network	Emergency room/urgent care copay	Ded & Coins/Ded & Coins	Copay \$250/Coins/Copay \$75					
		Prescription drugs – retail	Med Ded \$10/\$35/\$75/ 25% to \$350	\$10/\$35/\$75/25% to \$350					
		Prescription drugs – mail order	Med Ded \$20/\$68/\$188/ 25% to \$350	\$20/\$68/\$188/25% to \$350					
		Deductible (individual/family)	\$6,000/\$12,000	\$1,500/\$4,500					
		Out-of-pocket maximum (individual/family)	\$9,000/\$18,000	\$7,500/\$15,000					
Commission (PCPM) Funding		\$34 Anthem Balanced Funding	\$34 Anthem Balanced Funding						
Total	Employee	15	\$1,081.22	\$1,213.92	23	\$1,280.39	\$1,433.86		
	Employee + Spouse	9	\$2,551.67	\$2,864.85	1	\$3,021.73	\$3,383.92		
	Employee + Children	4	\$1,957	\$2,197.20	3	\$2,317.51	\$2,595.30		
	Employee + Family	5	\$2,825.22	\$3,171.97	9	\$3,345.67	\$3,746.69		
	Total Employees/Monthly Premium	33	\$61,137	\$68,641	36	\$69,534	\$77,869		
	Annual Premium		\$733,649	\$823,693		\$834,411	\$934,426		
	Premium Action			12.27%			11.99%		
Overall Total Annual Premium				Current Premium	\$1,568,060.28		Renewal Premium	\$1,758,118.92	
Overall Premium Action						12.12%			

Authorized Signature: _____
By typing my name I intend for it to serve as my signature, and that I am authorized to sign on behalf of this group.

Title: _____
Date: _____

The above rates may be adjusted if a year one discount for the purchase of specialty products applies, or additional services are purchased, such as riders or engagement packages.

Please refer to the Statement of Benefits for detailed information on benefit attributes, especially for Tiered benefit designs or which services are before or after deductible.

The Assumptions and Conditions must be met for the rates to be valid. Please refer to the Assumptions and Conditions section for details.

Featured plans and rates

VIGO COUNTY PUBLIC LIBRARY



Quote: 20344-6

Effective January 01, 2026 through December 31, 2026

Quote highlights

Total quoted medical employees:	69
Employee enrolled with other plans:	0
Specific Stop Loss:	\$35,000
Aggregate Stop Loss:	110%
Coverage Period:	Paid
Terminal Liability:	15 Months Post Termination Date Included
Surplus Refund:	50.00%
Commission (PCPM):	\$34

915H Blue Access PPO Option 1 with Rx Option T1 IN-LG-RX T1

	Admin Fee	Specific Stop Loss	Aggregate Stop Loss	Terminal Liability	Max Paid Claim Fund	Total Cost
Employee	\$71.32	\$589.06	\$34.45	\$18.26	\$720.77	\$1,433.86
Employee + Spouse	\$168.32	\$1,390.18	\$81.31	\$43.09	\$1,701.02	\$3,383.92
Employee + Children	\$129.09	\$1,066.19	\$62.36	\$33.07	\$1,304.59	\$2,595.30
Employee + Family	\$186.36	\$1,539.21	\$90.02	\$47.73	\$1,883.37	\$3,746.69

913L Blue Access PPO HSA Option 2 with Rx Option T8 IN-LG-RX T8

	Admin Fee	Specific Stop Loss	Aggregate Stop Loss	Terminal Liability	Max Paid Claim Fund	Total Cost
Employee	\$71.32	\$524.42	\$28.83	\$15.28	\$574.07	\$1,213.92
Employee + Spouse	\$168.32	\$1,237.64	\$68.04	\$36.05	\$1,354.80	\$2,864.85
Employee + Children	\$129.09	\$949.20	\$52.18	\$27.67	\$1,039.06	\$2,197.20
Employee + Family	\$186.36	\$1,370.31	\$75.33	\$39.93	\$1,500.04	\$3,171.97

Services included in the rates

VIGO COUNTY PUBLIC LIBRARY

Group Number: L12796

Effective January 01, 2026 through December 31, 2026



Quote: 20344-6

Renewal highlights

Funding type: Anthem Balanced Funding

Included with Rates

FI Engagement Package 200

SmartShopper is included exclusively with Clear Choice Plans

EAP Basic 3-Visit

ABF Foundational Program

Diabetes Prevention Outreach

Notes

Rates are described as Per Contract Per Month (PCPM) and will be added to premiums if buy up offering is selected.

Additional details for buy up options available upon request.

HSA plan designs include Anthem Account Administration.

Anthem FSA pricing is also applicable to Limited Purpose FSAs and Dependent Care FSAs.

Applicable taxes or assessments are not reflected in the buy-up option pricing.

Authorized Signature: _____

By typing my name I intend for it to serve as my signature, and that I am authorized to sign on behalf of this group.

Title: _____

Assumptions and Conditions

VIGO COUNTY PUBLIC LIBRARY

Group Number: L12796

Effective January 01, 2026 through December 31, 2026



Quote: 20344-6

Renewal highlights

Funding type: Anthem Balanced Funding

SIC Code: 8231

If the following underwriting assumptions and conditions are not met, the terms and premium rates in this package will not be valid.

- The contract is administered on a 12/12 basis in the first year. In the second and subsequent years, the contract will be administered on a paid basis for claims incurred on or after the original effective date, unless quoted otherwise.
- Quote expires on the earlier of the effective date or 60 days from the proposal date.
- BlueCard fees will be billed as a paid claim with the exception of fees generated from utilization in Anthem states.
- A minimum of 75% of net eligible employees must enroll for medical coverage with no less than 50% of total eligible employees
- COBRA enrollees must not exceed 10% of total enrollees.
- Anthem's rates as presented herein assume no self-insuring by the employer of underlying member cost shares. The benefits purchased from Anthem must be communicated to the members without modification. A member's financial responsibilities, including but not limited to deductibles, coinsurance, copays, out-of-pocket maximums or, for non-par providers, balance-billed charges must be paid solely by the member. The client may not partially pay, reimburse or otherwise reduce the member's costs of care. Any deviation will require Anthem to reevaluate the quoted rates or rescind the offer of coverage.
- Employer contributions must be a minimum of 50% of the employee's single portion of the premium.
- Anthem will be sole administrator.
- Retirees are not eligible for coverage.
- The contracts will be issued in Indiana.
- This quote is being proposed as an all-inclusive package (Anthem Medical and Rx services). Any deviation from the funding type or benefit/product mix will require a re-evaluation of the entire quote and/or offer of coverage.
- Anthem is entitled to reimbursement of benefits paid if the member recovers damages from a legally liable third party.

• HealthSync:

In order to be eligible for a HealthSync offering, Employer must be domiciled in one of the following counties: Adams, Allen, Benton, Blackford, Boone, Carroll, Cass, Clay, Clinton, De Kalb, Delaware, Elkhart, Fountain, Fulton, Gibson, Grant, Hamilton, Hancock, Hendricks, Henry, Howard, Huntington, Jackson, Jasper, Jay, Jennings, Johnson, Knox, Kosciusko, La Porte, Lagrange, Lake, Lawrence, Madison, Marion, Marshall, Miami, Montgomery, Morgan, Newton, Noble, Perry, Porter, Posey, Pulaski, Putnam, Randolph, Shelby, Spencer, St Joseph, Starke, Steuben, Tippecanoe, Tipton, Vanderburgh, Wabash, Warren, Warrick, Wayne, Wells, White, Whitley.

HealthSync 3 Tier Plans available to Fully Insured Groups.

Dual Choice (Health Sync and non-HealthSync, Anthem offered with another Carrier) is not allowed. Mixing of HealthSync HMO and POS is not allowed.

- The processing of claims incurred prior to the effective date is the responsibility of the prior claims administrator.
- Renewal notification will be provided at least 30 days prior to the renewal effective date.
- Quote is contingent of ACH withdraws from group's bank account for claims and fixed fees. Quote is contingent upon the Employer not being delinquent under any Anthem insured or self-funded plan which was in effect at any point in the preceding 12 month period. Employer remains free to apply for any other insured plan for which it qualifies.
- Standard Anthem administration, procedures and policies will be in force.
- A Business Associate Agreement will need to be signed by the client in the event that this account sells. Failure to sign this document will result in suppression of the Large Claim Reports.
- The application must be signed prior to the effective date.
- This quote assumes that to the extent ERISA applies, Anthem will accept fiduciary responsibility for claims administration and the handling of the claims complaint and appeals. In addition, to the extent ERISA applies, the employer remains the Named Fiduciary of the plan.
- Certain provider fees may be billed as a claims fee PCPM and are excluded from the administrative fee.
- For detailed information regarding the plan designs and the administration of benefits, please refer to Anthem's health plan description forms and sample benefit booklets.
- All expenses for services or supplies in excess of any limitation under the group's employee benefit program are excluded under the stop-loss program.
- Anthem shall retain the difference, if any, between the invoiced amount and the amount paid to the pharmacy benefit manager for prescription drugs dispensed to members as a portion of Anthem's reasonable compensation for services provided.
- Anthem Blue Cross and Blue Shield relies on the information provided to determine whether a proposal will be issued. The responses are assumed to be correct. If material errors or omissions are found after the quote is issued, Anthem Blue Cross and Blue Shield reserves the right to revise or rescind the quote.
- Please refer to our specimen Anthem Balanced Funding Agreement and Stop-Loss Agreement for complete details.
- If the group terminated medical coverage with Anthem any surplus remaining after the terminal liability is satisfied will be retained by Anthem. Employer is obligated to pay the Terminal Liability Fund for a complete Policy Period, even if Employer terminates this Policy prior to the end of the Policy Period.
- If the group terminates the Balanced Funding arrangement but remains with Anthem on a fully-insured or ASO arrangement, the group will receive their portion of any surplus available after the terminal liability is satisfied.

• Since Anthem is neither a Hawaii authorized insurer nor a Hawaii Health Care Contractor, our benefits may not match the requirements of the Prepaid Health Care Act. We recommend that you obtain direct quotes for either an individual policy for employees who live and work in Hawaii or if there are several employees within an employer group to obtain group coverage from a Hawaii authorized insurer. This would ensure that all the state requirements are met.

• Under final rules issued by EEOC under the Americans with Disabilities Act and the Genetic Information Nondiscrimination Act, wellness incentives are subject to certain limits in some situations. Incentive limits may also apply under the Affordable Care Act. Employers are responsible for taking steps to comply with all legally-required incentive limits. Please consult your attorneys or advisors for additional information as needed.

• Anthem reserves the right to revise this proposal or modify these fees or rates under any of the following circumstances:

- Change in nature of Employer's business
- Should the total enrollment or enrollment distribution by membership type, product or location change by 10% or more from that assumed when preparing the pricing for this package
- The total number of monthly Subscribers falls below 10
- Due to any taxes, fees and assessments prescribed by any statutory, regulatory or other legal authority, which may bear directly on the financial consequences of this quote

• If legislative and/or regulatory changes or mandates materially impact the stop loss policy or the Employer's plan documents. Plan documents shall include the documents that set forth the terms of the plan.

• Employer recognizes and understands that its plan is self-funded and must comply with the required attachment points as defined by state law. Employer may be charged an additional amount upon termination and final settlement of the agreement, where necessary to reflect the liability for minimum attachment points required by applicable law.

• Coverage may not be available in all areas. Anthem's ability to offer products and coverage available under plans offered by Anthem may vary by the county or zip code as well as where the group's membership resides. Your broker or account manager can work with you to confirm availability of products offered by Anthem and related service areas.

• Anthem Balanced Funding does not allow late enrollees. Once a group has been installed as new business, only qualified events enable a member to join the plan. Any late enrollees will be postponed until renewal. Please make sure all enrollees are submitted prior to installation.

• Anthem Balanced Funding Administrative Terms & Conditions:

- The cost of drafting and printing standard Enrollment Forms, Claim Forms, ID Cards, drafted Benefit Booklets for soft copy availability and Brochures is included in the administrative fee. Non-standard forms or ID Cards may be subject to an additional fee depending on the complexity of the forms/ID Cards.
- Standard Utilization Review services are included in the administrative fee. This includes Pre-admission Review, Second Surgical Opinion, Concurrent Review and Discharge Planning and Personal Case Management.
- Electronic eligibility or tape must be in a format acceptable to Anthem systems.
- Anthem has elected to reduce the administrative expenses associated with providing benefits rather than passing back the Rx rebates as cash or checks. Crediting the administrative fee allows the group to receive a guaranteed return each month, as opposed to a return that fluctuates due to utilization.
- Any fees charged to Anthem as part of independent dispute resolution processes, including arbitrator fees, will be charged to Employer.

• Anthem Balanced Funding Stop Loss Terms & Conditions:

- The Specific Stop-Loss level includes paid Medical and Rx claims.
- The Specific Stop-Loss level reflects accumulation on a per member basis.
- The Employer shall pay the Monthly Claims Funding amount during the policy period. Settlement will occur at the end of the policy period in accordance with the agreement. Surpluses, to the extent they exist, will be returned thereafter. Please refer to our specimen ABF and Stop-Loss Agreements for complete details.
- Anthem reserves the right to inspect and audit any and all Employer documents relating to claims submitted to Anthem. Documentation includes, but is not limited to, claims, case management, utilization management records, audit records (including audits of TPA and TPA's providers and vendors), eligibility, as well as other information requested by Anthem. Anthem also has the right to review and audit records related to subrogation and other recoveries.

• Anthem Balanced Funding Affordable Care Act:

- The ACA requires that ASO groups provide a process for external claims appeal, to be available in situations where adverse benefit determinations have been made. An ASO customer may contract with Anthem for this service or can make their own arrangements directly with an external vendor. Anthem has contracted with an external vendor to provide the service. The fee will be \$550 per independent review when the employer contracts with Anthem for this service.
- The Patient-Centered Outcomes Research Trust Fund fee is a fee on issuers of specified health insurance policies and plan sponsors of applicable self-insured health plans that helps to fund the Patient-Centered Outcomes Research Institute (PCORI). The proposed rates do not include the PCORI fee, since it is assumed the employer will remit payment to HHS directly.

- Description of Blue Distinction Total Care Programs (known locally as Enhanced Personal Health Care)
 - Blue Cross and Blue Shield Plans ("The Blues") are fundamentally shifting the way we contract with Providers. We are moving away from traditional fee-for-service contracts that guarantee Provider payment increases, regardless of clinical outcomes. We are instead establishing value-based arrangements that align Provider payments and incentives with demonstrable improvements in quality outcomes and cost efficiency. Blue Distinction Total Care(SM) is a critical component for this transformation as it supports the alignment of economic incentives to Providers with outcomes, rewarding Providers for clinical interventions that improve the quality and affordability of the health care delivery system.
 - At Anthem, we believe that health care is local, and there is no such thing as "one health fits all." We are the only health plan able to combine local market presence with national scope, and our history of collaborating alongside Providers in the communities we serve affords us the perspective and flexibility to tailor our programming across local and regional differences.
 - Blue Distinction Total Care(SM) brings together local Blue Plan initiatives, such as Anthem's Enhanced Personal Health Care, to deliver a national value-based care solution to our clients and members. Members will be attributed to the local Blue Distinction Total Care(SM) practices, based on the member's place of residence. All Blue Distinction Total Care(SM) attributed members receive the benefits offered by the local patient-centered, value-based program.
 - We offer this Program Description to give you important information regarding Blue Distinction Total Care(SM) program operations, including the methodology used to charge the employer and details about the reconciliation process. Our intent is to provide you with an easy to understand description of the key elements of the programs.

- Program Description:
 - These programs consist of Accountable Care Organizations, Global Payment/Total Cost of Care arrangements, Patient Centered Medical Homes, and Shared Savings arrangements.
 - These programs reward Providers for successfully managing the quality and overall health care costs of Anthem members.
 - These programs pay performance incentives, rewards, or bonuses (including shared savings) to Providers based upon the Providers' achievement of certain cost, quality, efficiency, or service standards and/or metrics.

- Methodology Used To Charge The Employer:
 - We use a method called "attribution" to match members with Providers. The purpose of attribution is to recognize and support existing member/Provider relationships.
 - Attribution is used to identify the Provider's patient population, defining which members the Provider is responsible for, so that we create reports to show Providers how they are performing in the program.
 - Blue Distinction Total Care(SM) programs are designed to reflect the local Provider marketplace dynamics; and as a result, the attribution algorithm that aligns members with Providers may vary somewhat by geography and Blue Plan. The following are examples of attribution methodology:
 - For products that require the selection of a Primary Care Provider ("PCP"), members will be attributed to the Provider they select as a PCP. The attribution is updated monthly to reflect the selection.
 - For products that do not require the selection of a PCP, such as Open Access PPO products, members are attributed to the Provider they have seen most frequently in a 24-month period based on claims data. In case of a tie, priority will go to the Provider with whom the member has had the longest relationship. Attribution is updated quarterly based on updated claims and reconciled with eligibility each month.
 - Although not required for open access products, Anthem encourages the selection of a PCP. This can be accomplished in three ways: 1) employers can complete designations on the Employer Portal; 2) members can make their designation on the Consumer Portal; or 3) members may call Customer Service.
 - To understand how the employer is charged, it is helpful to first understand how savings are calculated and how the Provider's share of the savings is determined. While details in methodology may vary by plan, the core principle holds that all Blue Plans reward Blue Distinction Total Care(SM) Providers for delivering high quality care while managing cost of care goals. Here's an example of one of Anthem's Blue Distinction Total Care(SM) programs:
 - We first project the expected cost of health care services for attributed members, to establish a medical cost target, by reviewing risk-adjusted historical claims costs for the Provider or a group of Providers and trending those costs forward. We sometimes group Providers together to ensure that the medical cost target is calculated on the basis of a statistically valid pool of patients.
 - Then, the actual risk-adjusted costs incurred during the year are compared with the medical cost target. If the actual costs are less than the medical cost target and the Provider meets a quality threshold, the Provider becomes eligible to receive a portion of the savings. If a Provider does not meet the quality threshold, the Provider is not entitled to any bonus payment, regardless of the savings generated.
 - If the Provider meets the quality threshold, and therefore is eligible to earn a performance bonus, the amount of the bonus will vary based on the Provider's performance on the quality measures. The higher a Provider's quality scores, the larger the bonus the Provider will receive, subject to a maximum payment amount. The expectation is that the employer will also benefit from the lower overall costs.

- Provider performance bonuses are funded by the employer through one of the following methods:
 - Fixed Per Attributed Member Per Month (PaMPM): This is the amount we actuarially determine to cover the cost of the Provider performance bonus. Under Anthem's Blue Distinction Total Care(SM) programs, this amount will be updated periodically using a projection based on each Anthem states' self-funded book of business.
 - Enhanced fee schedule: The program incentive is included within the Provider's fee schedule. This will be included in the medical claims expense and will not be detailed on the claims invoice.
 - Member cost share will not be affected by Provider performance payments.

- Reconciliation Process:
 - The Blue Distinction Total Care(SM) charges to the employer will be updated periodically based on experience and actuarial projections. Reconciliation will be completed periodically and any surplus or shortfall will be applied to those forecasts when setting the future Blue Distinction Total Care(SM) payments
 - All Blue Distinction Total Care(SM) charges are reviewed quarterly by the Blue Cross Blue Shield Association.
 - For example, Anthem may make additional payments to Providers or Anthem may receive payments from Providers based on the outcome of the measurement period. As a result of these periodic settlements with Providers based on Anthem's self-insured book of business, Anthem will adjust the PaMPM amount prospectively to reflect these settlements with Providers.
 - Please note that member cost shares will not be affected by the reconciliation process.

• Anthem appreciates your support during this exciting time as Provider Payment Innovation evolves and new value streams are created. We are committed to this transformation and early results have shown improvement in both quality outcomes and medical cost containment. Blue Distinction Total Care(SM) will continue to evolve and lead the way for payment innovation in the marketplace, delivering better health management for your members, and ensuring efficient use of your health care resources.

- Please refer to the Statement of Benefits for detailed information on benefit attributes, especially for Tiered benefit designs or which services are before or after deductible.

• Employer must notify Anthem no later than 15 days prior to the end of the Agreement Period of its intention to renew. If notification is not received by Anthem by the end of the Agreement Period, the Agreement will not be renewed. If Anthem accepts Employer's request for reinstatement, and Employer renews after termination of the Agreement, a Reinstatement Fee shall be charged to Employer.

- Total rate action will be based on as-is renewal plans and will not change if there is a plan swap or a renewal plan is suppressed.

- If submitting an Employer Questionnaire or Medical Applications for risk review, documents must be signed within 90 days of effective date.
- This proposal is contingent upon receipt and review of updated paid claims along with detailed diagnosis and prognosis of large claimants through [MM/DD/YY].
- Standard Commissions based on 51-99 eligible Table with up to 75 enrolled or 76-99 enrolled. If final paperwork does not have 51-99 eligible and up to 75 enrolled or 76-99 enrolled, an SCA will be required.
- Group agrees to renew its Anthem contract 01/01/2026 at the rates set out in this renewal and in consideration of receiving a \$49,000.00 credit on its premium; however, if, prior to 01/01/2027, this group contract is either terminated, the funding arrangement is changed, or the benefits are revised, the group agrees to refund to Anthem said \$49,000.00 credit, and Anthem shall have the right to seek reimbursement of said credit if group does not refund it.

The Employer signature is required to acknowledge receipt of this proposal and Assumption Page.

Signature: _____ Title: _____

Date: _____

Anthem Blue Cross and Blue Shield is the trade name of Anthem Insurance Companies, Inc. Independent licensee of the Blue Cross and Blue Shield Association. ANTHEM is a registered trademark of Anthem Insurance Companies, Inc. The Blue Cross and Blue Shield names and symbols are registered marks of the Blue Cross and Blue Shield Association.



Vigo County Public Library

Fully Insured Vision Cost Analysis (Dual Option)

1/1/26

		Current Guardian		Revised Renewal Guardian	
BENEFIT PLAN OPTIONS	Plan Name / Code	VSP	Davis	VSP	Davis
	Exams				
	Exam Copay	\$10	\$10	\$10	\$10
	Exam Frequency	Every Calendar Year	Every Calendar Year	Every Calendar Year	Every Calendar Year
	Eyeglass Lenses				
	Single Vision Lenses (pair)	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay
	Bifocal Lenses (pair)	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay
	Trifocal Lenses (pair)	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay
	Frequency	Every Calendar Year	Every Calendar Year	Every Calendar Year	Every Calendar Year
	Eyeglass Frames				
Benefit	80% of amount over \$130 allowance	80% of amount over \$130 allowance	80% of amount over \$130 allowance	80% of amount over \$130 allowance	
Frequency	Every 2 Calendar Years	Every 2 Calendar Years	Every 2 Calendar Years	Every 2 Calendar Years	
Contact Lenses					
Benefit	Medically Necessary: Copay Waived Elective: \$130 Max + 15% off Balance	Medically Necessary: Copay Waived Elective: \$130 Max + 15% off Balance	Medically Necessary: Copay Waived Elective: \$130 Max + 15% off Balance	Medically Necessary: Copay Waived Elective: \$130 Max + 15% off Balance	
Frequency	Every Calendar Year	Every Calendar Year	Every Calendar Year	Every Calendar Year	
Rate Guarantee	N/A		1 year		
		Negotiated Rate Hold			
RATES & PREMIUMS	Rates	Counts		Cts	
	Single	22	\$13.82	21	\$8.02
	Single + Spouse	5	\$26.17	9	\$16.92
	Single + Children	2	\$26.66	5	\$12.35
	Family	8	\$42.21	8	\$22.45
	Est. Monthly Premium		\$825.89		\$562.05
	Est. Annual Premium		\$9,910.68		\$6,744.60
	Combined Est. Monthly Premium		\$1,387.94		\$1,387.94
	Combined Est. Annual Premium		\$16,655.28		\$16,655.28
	Percentage Change From Current		N/A		0.0%
Annual Dollar Change From Current		N/A		\$0.00	
EMPLOYEE CONTRIBUTIONS	Employee Contribution Rates [Monthly]	Counts		Cts	
	Single	22	\$8.00	21	\$2.00
	Single + Spouse	5	\$16.00	9	\$4.00
	Single + Children	2	\$16.00	5	\$3.00
	Family	8	\$28.00	8	\$8.00
	Monthly EE Contributions		\$512.00		\$157.00
	Employee Contribution Rates [Per Pay]	24			
	Single		\$4.00		\$1.00
	Single + Spouse		\$8.00		\$2.00
	Single + Children		\$8.00		\$1.50
Family		\$14.00		\$4.00	
EMPLOYER CONTRIBUTIONS	Employer Contribution Monthly Budget		\$313.89		\$405.05
	Employer Contribution Annual Budget		\$8,627.28		\$8,627.28
	Percentage Change From Current		N/A		0.0%
	Annual Dollar Change From Current		N/A		\$0.00

Notes:

* This summary of benefits is intended to be a brief outline of coverage. The entire provisions of benefits and exclusions are contained in the Summary Plan Document.



Vigo Public Library

Fully-Insured Dental Cost Analysis

1/1/2026

		Current Guardian	FINAL Renewal Guardian
BENEFIT PLAN OPTIONS	Plan Name / Code	PPO	PPO
	Deductible (Single / Family)	\$0	\$0
	Annual Maximum (Single / Family)	\$1000	\$1000
	Diagnostic & Preventive	100%	100%
	Basic Restorative Services	90%	90%
	Major Services	60%	60%
	Orthodontics	50%	50%
	Appliances and Related Services	50%	50%
	Lifetime Maximum	\$1000	\$1000
	Age Limitation	Adults & Children	Adults & Children
Dependent Eligibility			
Dependents Eligible to Age	26	26	
Rate Guarantee	N/A	Negotiated 2 year	

RATES & PREMIUMS	Rates	Counts		
	Single	45	\$39.83	\$41.98
	Single + Spouse	12	\$85.19	\$89.79
	Single + Children	8	\$92.23	\$97.21
	Family	16	\$138.15	\$145.61
	Est. Monthly Premium		\$5,762.87	\$6,074.02
	Est. Annual Premium		\$69,154.44	\$72,888.24
Percentage Change From Current		N/A	5.4%	
Annual Dollar Change From Current		N/A	\$3,733.80	

EMPLOYEE CONTRIBUTIONS	Employee Contribution Rates [Monthly]	Counts		
	Single	45	\$5.68	\$6.02
	Single + Spouse	12	\$14.60	\$15.35
	Single + Children	8	\$15.82	\$16.70
	Family	16	\$26.00	\$27.35
	Monthly EE Contributions		\$973.36	\$1,026.30
	Employee Contribution Rates [Per Pay]	24		
	Single		\$2.84	\$3.01
Single + Spouse		\$7.30	\$7.68	
Single + Children		\$7.91	\$8.35	
Family		\$13.00	\$13.68	

EMPLOYER CONTRIBUTIONS	Employer Contribution Monthly Budget	\$4,789.51	\$5,047.72
	Employer Contribution Annual Budget	\$57,474.12	\$60,572.64
	Percentage Change From Current	N/A	5.4%
	Annual Dollar Change From Current	N/A	\$3,098.52

Notes:

* This summary of benefits is intended to be a brief outline of coverage and illustrates In-Network Benefits only. The entire provisions of benefits and exclusions are contained in the Summary Plan Document.

\$34.15	\$35.96
\$70.59	\$74.44
\$76.41	\$80.51
\$112.15	\$118.26

85.7%	85.7%
82.9%	82.9%
82.8%	82.8%
81.2%	81.2%

	Employee Cost Bi-Weekly for Each of 2 Pays per Month	Employee Cost per Month	Library Cost per Month	Total Premium per Month
Vision – Davis Designer B Guardian				
Employee	1	2	6.02	8.02
Employee/Spouse	2	4	12.92	16.92
Employee/Children	1	2	10.35	12.35
Employee/Family	4	8	14.45	22.45
Vision – VSP Choice B Guardian				
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
Dental – Guardian				
Employee	3	6	35.98	41.98
Employee/Spouse	7	14	75.79	89.79
Employee/Children	8	16	81.21	97.21
Employee/Dependents	13	26	119.61	145.61
Medical – ANTHEM PPO				
Employee	112	224	1209.86	1433.86
Employee/Spouse	269	538	2845.92	3383.92
Employee/Children	190	380	2215.30	2595.30
Employee/Family	297	594	3152.69	3746.69
Medical – ANTHEM HDHP				
Employee	16	32	1181.92	1213.92
Employee/Spouse	61	122	2742.85	2864.85
Employee/Children	33	66	2131.20	2197.20
Employee/Family	67	134	3037.97	3171.97

EMPLOYEE CONDUCT AND PROFESSIONALISM STANDARDS

Vigo County Public Library (VCPL) is a workplace where mutual respect, inclusiveness, integrity, and accountability are values that guide how we perform our work and interact with customers and each other. Professionalism is not defined by our credentials, degrees, or job titles, but by how we conduct ourselves in the workplace to reflect these values.

To ensure that employees understand expectations for conduct and professionalism, VCPL requires that all employees follow the standards outlined in this policy. These standards are not all-inclusive, but serve as a basic framework for appropriate conduct, prohibited conduct, and accountability.

Appropriate Conduct

- Display consideration for the feelings of others.
- Respect the rights of others.
- Use good judgment in all interactions by communicating respectfully, maintaining professionalism, and considering the impact of your words and actions on others.
- Demonstrate dependability by maintaining consistent and reliable attendance and punctuality.
- Demonstrate responsibility by following through on commitments, meeting performance expectations, and taking accountability for your work.
- Maintain a safe working environment by following all safety procedures and protocols.
- Be mindful and use discretion when discussing customer or work issues with co-workers in public areas. When in doubt, reserve the conversation for non-public spaces.
- Avoid taking meal and rest breaks at your desk or in your work area so you get the full benefit of your breaks and are not interrupted with work matters. Managers and/or Division Directors may prohibit taking meal or rest breaks in certain work areas if it is disruptive to others or to workflow, or presents hygiene or cleanliness issues.
- Dress in a manner that is appropriate and suitable for your position and job duties, and that reflects an organized and competent workplace. Clothing and shoes should be clean, neat, and well-maintained without tears, holes, stains, or frays and provide appropriate coverage and protection when carrying out job duties. For additional guidance see the Workplace Attire guide located in VCPL Procedures and Instructions or contact Human Resources.
- Follow the directions of Managers, Division Directors, and the Executive Director.
- Adhere to all VCPL policies, procedures, and guidelines.

Prohibited Conduct

- Violations of VCPL policies and standards regarding discrimination, harassment, or sexual harassment.
- Violations of VCPL Drug-Free Workplace Policy.
- Engaging in disagreements with co-workers or customers in a manner that is loud, disrespectful, harassing, or intimidating. When disagreements arise, employees are expected to remain calm, respectful, and focused on achieving a constructive outcome.
- Engaging in behaviors that may be characterized as hostile such as arguing, yelling, fighting, using obscene, abusive, or threatening language or gestures, or ridiculing others.
- Engaging in personal conversation at public desks or service areas that distracts from providing service to customers, involves private or sensitive information, or touches on controversial topics.

When in public service areas, employees should ensure that customers remain the primary focus of attention.

- Eating at public service desks or in public service areas. Covered drinks are acceptable at public service desks.
- Personal use of cell phones while working in public service areas. Cell phones should be silenced or set to vibrate while in these areas.
- Excessive use of personal phones or work phones or computers for personal use while on duty.
- Sleeping while on duty.
- Excessive absenteeism, tardiness, or early departure.
- Employees should avoid bringing children to work as a substitute for childcare. In emergency situations, a Manager or Division Director may authorize an employee to bring their child to work, provided the child is not ill and does not disrupt the work environment. Generally, employees are encouraged to use leave when alternative childcare arrangements cannot be made.
- Falsifying employment information or other library records and reports, including timecard or time worked falsification.
- Violating VCPL Confidential Information Policy or Confidentiality and Privacy of Library Users Policy.
- Excessive, unnecessary, or unauthorized use of library supplies, equipment, or vehicles, particularly for personal purposes.
- Theft of library property or theft of personal property from library customers or co-workers.
- Distributing items of a political, religious, or sexual nature.
- Soliciting or accepting gratuities from library customers or library vendors.
- Disregarding safety and security procedures and protocols.
- Insubordination.

Accountability

VCPL expects all employees to be familiar with these standards and consistently uphold and adhere to them. Employees are encouraged to ask for guidance and direction when they're unclear about specific conduct to avoid misunderstandings or unintentional violations. It is the goal of VCPL to help every employee meet expected conduct and professionalism standards.

In the event an employee's conduct fails to meet these standards, or the intent behind them, the employee may be subject to corrective or disciplinary action, up to and including termination of employment.

APPENDIX A - GUIDELINES FOR APPROPRIATE CONDUCT

The Vigo County Public Library believes in hiring great people who can provide a superior level of service to customers and support a positive and productive work environment. It has always been the library's practice to promote the highest standards of ethical behavior in providing service to customers and interacting with each other.

VCPL employees are expected to follow the Guidelines for Appropriate Conduct and any other expectations, policies, procedures and guidelines that apply to their positions. Appropriate conduct includes displaying a respect for the rights and feelings of others and demands that employees refrain from behavior that might be harmful to themselves, to co-workers, to Vigo County Public Library, or from behavior that might be viewed unfavorably by the public.

The following guidelines are not all-inclusive, and are examples of general expectations of appropriate behavior expressed above and elsewhere in this manual.

Employees are expected to:

- Dress in a manner that is appropriate and suitable for the specific job that they have been assigned. Clothing should be clean, neat, properly fitted, and should give VCPL customers the impression that the employee is a capable and professional individual. Workplace attire guidelines that include specific examples of appropriate and inappropriate clothing and shoes for work are available on the HR Portal.
- Use good judgment when it comes to taking care of our customers and in interactions with vendors and each other. Using good judgment is about exhibiting behaviors and making decisions that reflect and reinforce the library's standards.
- Project friendliness and a positive attitude while demonstrating courtesy and respect in all internal and external customer service exchanges.
- Exercise good judgment in the use of VCPL social media accounts.
- Arrive at work on time and ready to assume responsibilities at the exact time that the supervisor or manager has scheduled the employee. Regular attendance and punctuality is expected of all employees.
- Maintain a satisfactory or above level of performance and productivity as measured by the annual performance appraisal process.
- Take meal and rest breaks away from work and public service areas. Appropriate areas for meal and rest breaks on library premises include the Main Library staff room or the designated branch staff area.

VCPL employees must not engage in behavior and conduct that library administration considers inappropriate. The examples of inappropriate behavior and conduct listed below are not all-inclusive.

The following actions and forms of conduct are not permitted by employees:

- Engaging in personal conversations or disagreements at public service areas or desks.

- Eating in public service areas.
- Using personal cell phones for talking, texting, or other use in public service areas. Ringers should be off while in public service areas.
- Excessive use of VCPL phones for personal use. Personal calls should never be made at public service desks. The phone located in the staff room may be used for personal local telephone calls.
- Falsifying employment or other library records or reports, including timecard falsification.
- Violating Vigo County Public Library's non-discrimination and or sexual harassment policies.
- Soliciting or accepting gratuities from patrons or library vendors.
- Excessive absenteeism or tardiness.
- Excessive, unnecessary, or unauthorized use of library supplies or equipment, particularly for personal purposes.
- Violating Vigo County Public Library's drug-free workplace policy.
- Distributing items of a political, religious, or sexual nature.
- Sleeping while on duty.
- Bringing children to work as a substitute for child care while performing job functions.
- Arguing, yelling, fighting, or using obscene, abusive, or threatening language or gestures.
- Insubordination.
- Theft of library property from the library, its patrons, or theft of personal property from co-workers.
- Disregarding safety and security regulations.
- Failing to maintain the confidentiality of library, patron, or employee confidential information.

Should an employee's work performance, overall attitude, conduct, or demeanor become unsatisfactory in the judgment of Vigo County Public Library, based on violations of library policies and procedures or Guidelines for Appropriate Conduct, employees will be subject to disciplinary action, up to and including termination of employment.

Employees shall follow the directions of their supervisor, manager, and or coordinator; serve the public in a professional manner; and follow all policies in this manual and as prescribed by the Library Director and the Board of Trustees.

VCPL employees are part of a legacy of talented individuals who work together to provide the highest level of customer service. Throughout a career at VCPL, employees will face many new challenges and opportunities. As employees rise to meet the challenges and take advantage of the opportunities, they should use the information included in the Guidelines for Appropriate Conduct and other position-specific expectations to

guide them in using good judgment and making good decisions in all situations. Doing so will empower staff to provide outstanding customer service every day.

Employees who have questions regarding the Guidelines for Appropriate Conduct, or have a concern about any employee or customer conduct, should contact the Human Resources Manager or a Coordinator.

Adopted by the Vigo County Public Library Board of Trustees on the 17th day of November 2014.