

**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, December 15, 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 November 17, 2025, Regular Meeting** 2
4. **Consideration of Minutes of December 8, 2025, Executive Session** 5
5. **Treasurer's Report**
 - a) Monthly Financial Statement 6
 - b) Claims and Payroll 7
 - c) Special Claims
 - d) Gift Fund Report 29
6. **Reports to the Library Board**
 - a) Hailey Mackelburger - Tech Team
7. **Director's Report** 30
8. **Old Business**
 - a) Library Executive Director Evaluation Committee
9. **New Business**
 - a) Work Hours and Schedules Policy 37
 - b) Overtime and Fair Labor Standards Act 40
 - c) Annual Review: Computer, Internet, and Wireless Use Policy 42
 - d) Resolution on 2026 Wages, Wage Ranges, and Benefits 45
 - e) Library Board Bylaws Review 52
10. **Suggestions from the Staff, Board or Public for Action or Study**
11. **Next Regular Meeting:** Tuesday, January 20, 2026 at 5:30 p.m., West Branch Library.
12. **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 17th day of November 2025, the following people were present:

Library Board Members Present: James M. Young, President; Tiffany Cherry, Vice President; George L. Heubel, Secretary; Kelly J. Ford; Tom W. Bogigian; and Janet Brosmer.

Library Board Members Absent: Stacy D. Killion.

Library Staff: Jordan Orwig, Dennis Shepard, Gretchen Ricketts, Lauren Elyea, Rob Fox, Brandy Bridgewater, and Dani Helton

Others: Rebecca Gallagher

PUBLIC INPUT ON ACTION ITEMS

None.

CONSIDERATION OF REGULAR COMMITTEE MEETING MINUTES

A motion to approve the minutes as written for October 20, 2025, regular meeting, made by Brosmer, seconded by Ford, passed.

TREASURER'S REPORT

Monthly Cash Statement

Mr. Shepard presented the Cash Statement for the period ending October 31, 2025 (copy attached to official minutes).

Claims and Payroll

Mr. Shepard presented the Month End Claims dated October 31, 2025, in the amount of \$54,593.59 (Library Operating, \$52,857.15; Gift Fund, \$1736.44; Grants, \$0). Library Operating Claims dated November 17, 2025, in the amount of \$174,729.13 (Library Operating Fund, \$174,484.16; Gift Fund, \$244.97; 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 October 31, 2025, for \$48,968.51.

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

Dani Helton, 12 Points Branch Assistant Librarian, recently earned her master’s degree in leadership and development with a concentration in non-profit leadership from Saint Mary-of-the-Woods College. Her thesis, titled “Library-Based Hygiene Service Model: Access to Dignity,” focused on the 12 Points Clean Up Space.

Since opening in early March 2025, the space has seen a steady increase in appointments – from 18 in March to 45 in October with a peak of 57 in August. The space operates with three appointments per day, five days a week, with bookings filling up about a week in advance.

DIRECTOR’S REPORT

Mr. Orwig commented on his written report, which included highlights from the Fall Staff Institute Day, the Indiana Library Federation’s Annual Conference, and multiple Halloween book give away events at all three libraries. Mr. Orwig proposed changing the board meetings from the third Monday of the month to the third Wednesday of the month beginning in 2026. This would reduce conflicts with Vigo County School Board meetings, Vigo County Council meetings, as well as certain Monday holidays. A slate of 2026 meeting dates will be presented at the December meeting along with updates made to the VCPL Board of Trustees Bylaws.

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

OLD BUSINESS

None.

NEW BUSINESS

Library Executive Director Evaluation Committee

Mr. Young called for volunteers to meet with the Library Executive Director to discuss his performance and organizational challenges and successes for 2025. The committee will bring information to the full Board for formal action. Mr. Young, Ms. Cherry and Mr. Heubel volunteered.

2026 Health Insurance

Corey Johnson from JA Benefits and Meghan Walker from Anthem presented the Anthem Balanced Funding Plan and the benefits of changing to this program along with details about the updated insurance rates for 2026. A motion to accept the insurance plans, including changing to the Anthem Balanced Funding plan, with the premium cost sharing as presented, made by Ford, seconded by Bogigian, passed. (A list of the insurance plans and premium share breakdowns is attached to the official minutes).

Employee Conduct and Professionalism Standards Policy

Mr. Orwig provided an overview of the creation of the Employee Conduct and Professionalism Standards Policy to include changes and language from the Guidelines for Appropriate Conduct that is currently an appendix in the Staff Manual.

A motion to approve the creation of the Employee Conduct and Professionalism Standards Policy, made by Heubel, seconded by Cherry, passed.

Removal of Guidelines for Appropriate Conduct from Staff Manual Appendix

A motion to approve the removal of the Guidelines for Appropriate Conduct Appendix from the staff manual, made by Brosmer, seconded by Ford, passed.

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

In response to Mr. Bogigian’s inquiry at the October meeting about getting library cards and online access to electronic media for local high school students, Mr. Orwig presented the letter Youth Services provides to first-grade teachers for their students prior to their annual visits to the library. The letter explained to parents and caregivers how to obtain a library card for their child. Further consideration is being given on how to provide the same assistance at the high school level.

NEXT MEETINGS

Regular Meeting, Monday, December 15, 2025, at 5:30 p.m. at the Main Library.

ADJOURNMENT

There were no further questions or comments, and Mr. Young adjourned the meeting at 6:33 p.m.

James M. Young, President

Tiffany Cherry, Vice President

ABSENT

George L. Heubel, Secretary

Stacy D. Killion, Board Member

Janet R. Brosmer, Board Member

Kelly J. Ford, Board Member

Tom W. Bogigian, Board Member

CALL TO ORDER

President Young called the Personnel Committee Meeting to order in **Executive Session** at the Vigo County Public Library, 680 Poplar Street at 5:30 p.m. on the 8th day of December 2025, and the following persons were present:

Present: James M. Young, President; Tiffany Cherry, Vice President; George L. Heubel, Secretary; Jordan Orwig, 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 an individual employee. Any related action will be taken in a public meeting, as required by Indiana Code.

ADJOURNMENT

Meeting adjourned at 6:00 p.m.

James M. Young, President

GR 12/11/25

Cash Statement
 Vigo County Public Library
 November 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	3,926,602.49 5,680,441.78	145,779.41 5,822,903.22	767,167.00 8,198,130.10	3,305,214.90	(621,387.59) (2,375,226.88)
Cash Gift Fund 200-00-1010	48,968.51 68,245.53	2,228.67 24,657.93	4,339.69 46,045.97	46,857.49	(2,111.02) (21,388.04)
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	0.00 0.00	140.00 280.00	0.00 140.00	140.00	140.00 140.00
Cash-Payroll Withholdings 803-00-1010	1,050.60 11,420.24	84,935.14 1,015,653.13	85,020.40 1,026,108.03	965.34	(85.26) (10,454.90)

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
35705	CITY PRESS	100	<i>Check</i>	1,445.51	57160	CLOTHING ORDER
		200				
*35666	COURTESY CLEANING CENTEF	100	<i>Check</i>	173.16	57161	LAUNDERING OF MAIN TABLECLOTHS A
*35711	GRAYLESS FILTER SERVICES I	100	<i>Check</i>	139.04	57162	FILTERS FOR 12 POINTS
*35760	MAPLE CENTER INCORPORATE	100	<i>Check</i>	150.00	57163	MAPLE CENTER EDUCATION CLASS
					Total Count:	4
					Total Amount:	1,907.71
35672	ADP INC - AUTOPAY II	100	<i>ACH</i>	905.45	13037	PAYROLL SERVICES
35767	ADP INC - AUTOPAY II	100	<i>ACH</i>	895.90	13038	PAYROLL SERVICES
35648	AMAZON.COM LLC	100	<i>ACH</i>	41.85	13039	DVD/VIDEO MATERIAL AND CIRC PRINT
35649	AMAZON.COM LLC	100	<i>ACH</i>	136.26	13040	OFFICE SUPPLIES
35650	AMAZON.COM LLC	100	<i>ACH</i>	97.16	13041	PROGRAM SUPPLIES
35651	AMAZON.COM LLC	100	<i>ACH</i>	40.60	13042	TABLESCAPES DECOR
35652	AMAZON.COM LLC	100	<i>ACH</i>	19.95	13043	BR TABLESCAPES SUPPLIES
35653	AMAZON.COM LLC	100	<i>ACH</i>	19.69	13044	BODY WASH FOR 12 POINTS
35654	AMAZON.COM LLC	100	<i>ACH</i>	39.99	13045	SHAMPOO AND CONDITIONER BUNDLE
35658	AMAZON.COM LLC	100	<i>ACH</i>	17.48	13046	STICKERS AND SCRAPER
				7		

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
35659	AMAZON.COM LLC	100	ACH	59.99	13047	CIRC PRINT MATERIAL AND DVD/VIDEO
35660	AMAZON.COM LLC	100	ACH	108.99	13048	DVD/VIDEO MATERIAL AND CIRC PRINT
35661	AMAZON.COM LLC	100	ACH	83.74	13049	CIRC PRINT MAT AND CIRC NON PRINT
35662	AMAZON.COM LLC	100	ACH	59.90	13050	CIRC PRINT MAT AND CIRC NON PRINT
35670	AMAZON.COM LLC	100	ACH	39.99	13051	DVD/VIDEO MATERIAL
35671	AMAZON.COM LLC	100	ACH	506.10	13052	CIRC NON PRINT PHYSICAL MATERIAL
35674	AMAZON.COM LLC	100	ACH	203.49	13053	2026 CALENDAR ORDER
35675	AMAZON.COM LLC	100	ACH	15.82	13054	2026 CALENDAR ORDER
35680	AMAZON.COM LLC	100	ACH	76.99	13055	CIRC PRINT MAT AND CIRC NON PRINT
35690	AMAZON.COM LLC	100	ACH	5.36	13056	CIRC PRINT MATERIAL
35691	AMAZON.COM LLC	100	ACH	16.80	13057	CIRC PRINT MATERIAL
35692	AMAZON.COM LLC	100	ACH	81.64	13058	CIRC PRINT MATERIAL
35693	AMAZON.COM LLC	100	ACH	19.99	13059	CIRC PRINT MATERIAL
35694	AMAZON.COM LLC	100	ACH	102.10	13060	CIRC NON PRINT MAT
35698	AMAZON.COM LLC		ACH	204.51	13061	CIRC PRINT MAT AND CIRC NON PRINT

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		100				
35704	AMAZON.COM LLC	100	ACH	32.78	13062	CIRC PRINT MAT
		100				
35706	AMAZON.COM LLC	100	ACH	69.00	13063	CIRC NON PRINT MAT AND DVD/VIDEO I
		100				
35707	AMAZON.COM LLC	100	ACH	39.99	13064	CIRC NON PRINT MAT AND DVD/VIDEO I
		100				
35709	AMAZON.COM LLC	100	ACH	24.95	13065	AUD REC BOOKS AND CIRC PRINT MAT
		100				
35716	AMAZON.COM LLC	100	ACH	381.83	13066	CIRC NON PRINT MATERIAL
		100				
35717	AMAZON.COM LLC	100	ACH	120.23	13067	DVD/VIDEO MATERIAL AND CIRC NON F
		100				
35718	AMAZON.COM LLC	100	ACH	364.07	13068	CIRC NON PRINT MAT AND DVD/VIDEO I
		100				
35719	AMAZON.COM LLC	100	ACH	18.40	13069	DVD/VIDEO MATERIAL AND CIRC PRINT
		100				
35720	AMAZON.COM LLC	100	ACH	305.05	13070	DVD/VIDEO MATERIAL AND CIRC PRINT
		100				
35721	AMAZON.COM LLC	100	ACH	6.99	13071	MANAGER WRAP UP
		100				
35722	AMAZON.COM LLC	100	ACH	159.20	13072	SLAT WALL PANEL
		100				
35726	AMAZON.COM LLC	100	ACH	10.65	13073	CIRC PRINT MATERIAL
		100				
35728	AMAZON.COM LLC	100	ACH	99.90	13074	AUD REC BOOKS AND CIRC PRINT MAT
		100				
35744	AMAZON.COM LLC	100	ACH	24.45	13075	AUD REC BOOKS AND CIRC PRINT MAT
		100				
35745	AMAZON.COM LLC	100	ACH	9	13076	CIRC NON PRINT MAT AND DVD/VIDEO I
		100				

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
35746	AMAZON.COM LLC	100	ACH	137.98	13077	DVD/VIDEO MATERIAL AND CIRC PRINT
35747	AMAZON.COM LLC	100	ACH	353.62	13078	DVD/VIDEO MATERIAL AND CIRC PRINT
35748	AMAZON.COM LLC	100	ACH	149.97	13079	DVD/VIDEO MATERIAL AND CIRC PRINT
35764	AMAZON.COM LLC	100	ACH	235.44	13080	DVD/VIDEO MATERIAL
35768	AMAZON.COM LLC	100	ACH	14.99	13081	DVD/VIDEO MATERIAL
35769	AMAZON.COM LLC	100	ACH	205.73	13082	DVD/VIDEO MATERIAL AND CIRC NON P
35773	AMAZON.COM LLC	100	ACH	417.34	13083	CIRC NON PRINT MAT AND DVD/VIDEO I
35774	AMAZON.COM LLC	100	ACH	35.98	13084	DESK ORGANIZERS
35775	AMAZON.COM LLC	100	ACH	36.91	13085	CIRC PRINT MAT AND DVD/VIDEO MAT
35776	AMAZON.COM LLC	100	ACH	12.99	13086	CIRC PRINT MAT AND DVD/VIDEO MAT
35777	AMAZON.COM LLC	100	ACH	37.98	13087	CIRC NON PRINT MATERIAL
35778	AMAZON.COM LLC	100	ACH	118.89	13088	CIRC NON PRINT MATERIAL
35779	AMAZON.COM LLC	100	ACH	132.12	13089	DVD/VIDEO MATERIAL
35784	AMAZON.COM LLC	100	ACH	167.14	13090	CIRC PRINT MATERIAL
35785	AMAZON.COM LLC	100	ACH	149.85	13091	DVD/VIDEO MATERIAL AND CIRC NON P

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
35786	AMAZON.COM LLC	100	ACH	205.67	13092	DVD/VIDEO MATERIAL AND CIRC NON P
35669	BLACKSTONE PUBLISHING	100	ACH	1,671.66	13093	AUDIO REC BOOKS
*35781	COX ZWERNER GAMBILL & SUL	100	ACH	838.50	13094	LEGAL SERVICES
35710	DEMCO, INC	100	ACH	1,091.96	13095	NEW STICKERS, FILAMENT TAPE, 9 IN M
35647	E-Z CLEAN INC	100	ACH	820.64	13096	JANITORIAL SUPPLIES
35715	E-Z CLEAN INC	100	ACH	594.02	13097	JANITORIAL SUPPLIES
35729	E-Z CLEAN INC	100	ACH	84.78	13098	JANITORIAL SUPPLIES
35708	EXPRESS SERVICES INC	100	ACH	904.02	13099	PART TIME STAFFING
35780	EXPRESS SERVICES INC	100	ACH	906.83	13100	PART TIME STAFFING
35738	GALE/CENGAGE LEARNING	100	ACH	26.64	13101	CIRC PRINT MATERIAL
*35772	GENTRY*LUKE	100	ACH	159.48	13102	MEAL AND PARKING REIMBURSEMENT
35684	GOV CONNECTION INC	100	ACH	1,016.14	13103	ADDITIONAL HALO SENSOR
35685	GOV CONNECTION INC	100	ACH	9,145.26	13104	HALO SENSORS
35686	HANK METZGER LANDSCAPE	100	ACH	150.00	13105	IRRIGATION SERVICE- 12 POINTS
35687	HANK METZGER LANDSCAPE	100	ACH	150.00	13106	IRRIGATION SERVICE
*35646	INDIANA LIBRARY FEDERATION		ACH	100.00	13107	CAREY LABELLA ILF MEMBERSHIP 2026

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
35682	OFFICE DEPOT	100	<i>E-pay</i>	101.80	12375	OFFICE SUPPLIES
35683	OFFICE DEPOT	100	<i>E-pay</i>	1,282.71	12376	OFFICE SUPPLIES
35699	LARGE INK, LLC	100	<i>E-pay</i>	197.96	12377	DROP BOX VINYL REPLACEMENT AT M/
35700	LARGE INK, LLC	100	<i>E-pay</i>	167.98	12378	WEST DROP BOX VINYL REPLACEMENT
35701	JOINK LLC	100	<i>E-pay</i>	150.00	12379	MONTHLY CLOUD BACKUP
*35724	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	28.21	12380	12 POINTS SEWAGE BILLING
*35725	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	965.25	12381	MAIN SEWAGE BILLING
35508	SAM'S CLUB DIRECT	100	<i>E-pay</i>	902.78	12382	PROGRAM SUPPLIES
*35734	REPUBLIC SERVICES OF WEST	100	<i>E-pay</i>	627.84	12383	MAIN TRASH SERVICE
35737	CENTER POINT LARGE PRINT	100	<i>E-pay</i>	400.32	12384	CIRC PRINT MATERIAL
*35415	CAPITAL ONE	100 200	<i>E-pay</i>	350.25	12386	PROGRAM SUPPLIES
*35486	VISA CARD SERVICES	100 200	<i>E-pay</i>	8,996.97	12388	VARIOUS SUPPLIES, TRAVEL, REGISTR.
35761	T-MOBILE USA, INC.	100	<i>E-pay</i>	834.20	12389	MAIN HOTSPOT DATA
35762	T-MOBILE USA, INC.	100	<i>E-pay</i>	187.18	12390	WEST HOTSPOT DATA
*35765	INDIANA AMERICAN WATER CC		<i>E-pay</i>	423.82	12391	MAIN IRRIGATION SERVICE

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
35770	LIBERTY MUTUAL	100	<i>E-pay</i>	825.00	12392	PUBLIC OFFICIAL BOND- D SHEPARD
*35771	THIEMANN OFFICE PRODUCTS	100	<i>E-pay</i>	650.00	12393	REPLACEMENT CYLINDERS FOR WEST
35782	CARRIER CORPORATION	100	<i>E-pay</i>	7,500.00	12394	LEAF SCREEN FOR CHILLER TANK
35783	CARRIER CORPORATION	100	<i>E-pay</i>	6,875.30	12395	CHILLER SOLENOID & EXPANSION TANI

Total Count: **20**
Total Amount: **32,273.89**

<i>Library Operating Fund 100:</i>	83,041.88
<i>Gift Fund 200:</i>	714.71
<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:	107
Grand Total Amount:	83,756.59

Executive Director
Jordan Orwig

VISA -NOVEMBER- MONTHLY TOTAL			PAY 11/28/2025	
DATE	PO#	VENDOR	DESCRIPTION	AMOUNT
DENNIS SHEPARD		XXXX XXXX XXXX 6317		
10/25/2025	252008, 251161,251164	GOOGLE	YOUTUBE AD BOOSTS FOR TERROR TALES, HALLOWEEN BOOK GIVEAWAY, AND CON AT THE CROSSROADS	546.76
10/28/2025	252147	TECHSOUP GLOBAL	MONTHLY CLOUD SOLUTIONS LICENSE	306.00
10/28/2025	251163, 251162	FACEBOOK	HALLOWEEN BOOK GIVEAWAY AND CON AT THE CROSSROADS FACEBOOK BOOSTS	95.00
10/29/2025	252140	MAILCHIMP	MAILCHIMP FOR OCTOBER	135.00
10/31/2025	252153	GOOGLE	GOOGLE WORKSPACE	218.40
11/17/2025	251163, 251162, 251160	FACEBOOK	CON AT THE CROSSROADS AND HBG FACEBOOK BOOSTS	291.81
11/19/2025	252293	TECHSOUP GLOBAL	MONTHLY CLOUD SOLUTIONS LICENSE	30.00
11/19/2025	252292	HOOTSUITE	ANNUAL SUBSCRIPTION	1188.00
DENNIS TOTAL				2810.97
BRANDY BRIDGEWATER		XXXX XXXX XXXX 7644		
10/23/2025	250034	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	4.07
10/24/2025	252100	IN DEPT OF HOMELAND SECURITY	BOILER PERMIT	27.68
10/28/2025	252084	SWANK MOVIE LICENSING	LICENSING TO SHOW GRINCH MOVIE	250.00
10/29/2025	252090	BAMBU LAB	BAMBU FILAMENT	224.87
10/29/2025	252124	VIGO COUNTY HISTORICAL SOCIETY	VC HISTORY CENTER PASS	125.00
10/30/2025	252116, 252123	CANDLES HOLOCAUST MUSEUM	MUSEUM PASSES	540.00
10/31/2025	252131	S&S WORLDWIDE	CONSTRUCTION PAPER	40.69
10/31/2025	252132	BLICK ART MATERIALS	PAPER SUPPLIES	93.67
10/31/2025	252139	ARCHIVAL METHODS	PHOTO SLEEVES	185.32

10/31/2025	251994	TRU BY HILTON	HOTEL RESERVATION FOR MEETING- J ORWIG	150.08
11/1/2025	250089	ICONIC DIGITAL MARKETING	WEBSITE FEE	355.50
11/3/2025	252169	WALMART	STAFF INSTITUTE SUPPLIES	142.78
11/3/2025	252158	HOBBY LOBBY	FLEECE FOR PROGRAM	50.79
11/4/2025	252141, 252122	TERRE HAUTE CHILDREN'S MUSEUM	ANNUAL PASSES FOR MAIN AND WEST	450.00
11/4/2025	252019, 252159	WALMART	12 POINTS PROGRAM SUPPLIES	62.72
11/11/2025	251926	CROWNE PLAZA INDIANAPOLIS	HOTEL RESERVATIONS FOR ILF CONF	163.80
11/12/2025	252235	DOMINO'S PIZZA	UNITED WAY WINNER PIZZA	42.81
11/12/2025	252020	WALMART	WEEK 3 FOOD SUPPLY LIST FOR DINING WITH DIABETES	43.22
11/13/2025	252216	WALMART	APPLES FOR A SCIENCE EXPERIMENT	9.32
11/14/2025	251917	CROWNE PLAZA INDIANAPOLIS	HOTEL RESERVATIONS FOR ILF CONF	163.80
11/14/2025	251841	CROWNE PLAZA INDIANAPOLIS	HOTEL RESERVATIONS FOR ILF CONF	327.60
11/15/2025	250453	HILTON GARDEN INN	ROOM FOR PERFORMER	250.00
11/16/2025	252081	HILTON GARDEN INN	CON AT THE CROSSROADS GUEST ACCOMODATIONS	500.00
11/17/2025	251926	CROWNE PLAZA INDIANAPOLIS	HOTEL RESERVATIONS FOR ILF CONF	819.00
11/18/2025	252271	INDIANA LIBRARY FEDERATION	SEAN ILF MEMBERSHIP RENEWAL	100.00
11/19/2025	252023	WALMART	WEEK 4 OF DINING WITH DIABETES CLASS	71.55
11/20/2025	252241	MCALISTERS DELI	LUNCH FOR MANAGERS MEETING	300.00
BRANDY TOTAL				5494.27
HEATHER RAYL XXXX XXXX XXXX 6325				
HEATHER TOTAL				0.00
JEANETTE BOUCHIE XXXX XXXX XXXX 6801				
10/31/2025	252082	WALMART	COFFEE AND DONUTS FOR PROGRAM	21.88

JEANETTE TOTAL				21.88
JORDAN ORWIG XXXX XXXX XXXX 0293				
11/3/2025	252156	TRUST YOUR BUTCHER- ANDERSON	MEAL FOR LIBRARY EVENT-J ORWIG	64.00
11/9/2025	252246	UNION STATION GARAGE	PARKING FOR ILF CONF- J ORWIG	10.00
11/10/2025	252244	SOCIAL CANTINA INDIANAPOLIS	MEAL FOR ILF CONF- J ORWIG	22.53
11/11/2025	252245	PATACHOU ON THE PARK	MEAL FOR ILF CONF- J ORWIG	36.62
11/11/2025	251817	CROWNE PLAZA INDIANAPOLIS DOWNTOWN	HOTEL RES FOR ILF CONF- J ORWIG	429.60
11/12/2025	252242	THE DISTRICT TAP	MEALS FOR ILF CONF- J ORWIG	52.32
JORDAN TOTAL				615.07
VIGO CO PUBLIC LIBRARY XXXX XXXX XXXX 4648				
10/31/2025	252136	B&H PHOTO ELECTRONICS	SLIDE STORAGE BAGS	26.21
10/31/2025	NA	DIGITAL INSPIRATION	CREDIT FOR DUPLICATE CHARGE-PR DIGITAL INSPIRATION	-79.00
11/20/2025	252300	WALMART	CHRISTMAS IN THE PARK SUPPLIES	32.57
11/06/025	252179	MUSE ART	GIFT CERTIFICATES FOR CON AT THE CROSSROADS	75.00
VIGO TOTAL				54.78
GRAND TOTAL				8996.97

<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>
35823	TIPTON WELDING	100	<i>Check</i>	975.00	57164	STAIRCASE REPAIR
35315	RETHINK INC	100	<i>Check</i>	50.00	57165	SPEAKERS FEE FOR TRASH TALK
35892	ROYAL MANDARIN EXPRESS	100 200	<i>Check</i>	575.00	57166	ESL CHRISTMAS CATERING FROM ROY.
35961	BRAZIL TIMES	100	<i>Check</i>	180.00	57167	NEWSPAPERS
*35949	COURTESY CLEANING CENTEF	100	<i>Check</i>	210.42	57168	LAUNDERING OF MAIN TABLECLOTHS A
35839	GREY HOUSE PUBLISHING	100	<i>Check</i>	2,295.00	57169	WEISS FINANCIAL
*35821	INDIANA ARCHIVES & RECORD	100	<i>Check</i>	3,010.00	57170	MICROFILM
35963	LIBRARY IDEAS LLC	100	<i>Check</i>	2,454.08	57171	AUDIO RECORDED BOOKS
*35893	LIONHEART CRITICAL POWER :	100	<i>Check</i>	1,164.66	57172	JUNE 2025-MAY 2026 SERVICE CONTRA
*35896	UNION HOSPITAL CENTER FOF	100	<i>Check</i>	50.00	57173	EMPLOYEE SCREENING
*35807	YOUNG*JAMES MATTHEW	100	<i>Check</i>	186.85	57174	PARKING AND MEAL REIMBURSEMENT
					Total Count:	11
					Total Amount:	11,151.01
35891	ADP INC - AUTOPAY II	100	<i>ACH</i>	895.90	13121	PAYROLL SERVICES
*35678	ADP SCREENING & SELECTION	100	<i>ACH</i>	70.41	13122	BACKGROUND SCREENING- S SNIDER
35808	AMAZON.COM LLC	100	<i>ACH</i>	59.99	13123	CIRC PRINT MAT AND DVD/VIDEO MAT

<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>
35809	AMAZON.COM LLC	100	ACH	34.23	13124	AUD REC BOOKS
35810	AMAZON.COM LLC	100	ACH	467.57	13125	CIRC NON PRINT MATERIAL
35812	AMAZON.COM LLC	100	ACH	118.79	13126	MANAGER WRAP UP
35813	AMAZON.COM LLC	100	ACH	34.06	13127	CIRC PRINT MATERIAL
35815	AMAZON.COM LLC	200	ACH	127.27	13128	NATURE TABLE RESTOCK (FRIENDS)
35826	AMAZON.COM LLC	100	ACH	130.42	13129	CIRC PRINT MATERIAL
35827	AMAZON.COM LLC	100	ACH	139.23	13130	CIRC PRINT MATERIAL
35828	AMAZON.COM LLC	100	ACH	99.55	13131	CIRC PRINT MATERIAL
35830	AMAZON.COM LLC	100	ACH	64.98	13132	CIRC NON PRINT MATERIAL
35837	AMAZON.COM LLC	100	ACH	8.44	13133	CIRC PRINT MAT AND DVD/VIDEO MAT
35838	AMAZON.COM LLC	100	ACH	13.79	13134	CIRC PRINT MAT AND DVD/VIDEO MATE
35848	AMAZON.COM LLC	200	ACH	39.88	13135	PLATES FOR ADMIN HOLIDAY LUNCHEC
35849	AMAZON.COM LLC	100	ACH	12.34	13136	CIRC PRINT MATERIAL
35850	AMAZON.COM LLC	100	ACH	175.18	13137	OFFICE SUPPLIES
35851	AMAZON.COM LLC		ACH	8.29	13138	MANAGER WRAP UP

<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				
35865	AMAZON.COM LLC	100	ACH	60.82	13139	DVD/VIDEO MATERIAL AND CIRC NON P
		100				
35866	AMAZON.COM LLC	100	ACH	33.38	13140	NOVEMBER PROGRAM SUPPLIES
		100				
35867	AMAZON.COM LLC	100	ACH	15.95	13141	CIRC PRINT MATERIAL
		100				
35868	AMAZON.COM LLC	100	ACH	11.78	13142	CIRC PRINT MATERIAL
		100				
35869	AMAZON.COM LLC	100	ACH	9.99	13143	CIRC PRINT MATERIAL
		100				
35870	AMAZON.COM LLC	100	ACH	8.99	13144	CIRC PRINT MATERIAL
		100				
35879	AMAZON.COM LLC	100	ACH	58.10	13145	CIRC PRINT MATERIAL
		100				
35884	AMAZON.COM LLC	100	ACH	25.99	13146	CIRC NON PRINT MAT AND DVD/VIDEO I
		100				
35889	AMAZON.COM LLC	100	ACH	16.99	13147	CIRC PRINT MATERIAL
		100				
35890	AMAZON.COM LLC	100	ACH	133.17	13148	2026 NAILED IT FAILED IT SUPPLIES
		100				
35895	AMAZON.COM LLC	100	ACH	127.39	13149	CIRC NON PRINT MATERIAL
		100				
35899	AMAZON.COM LLC	100	ACH	59.58	13150	DVD/VIDEO MAT
		100				
35900	AMAZON.COM LLC	100	ACH	13.99	13151	CIRC PRINT MAT AND DVD/VIDEO MAT
		100				
35901	AMAZON.COM LLC	100	ACH	37.89	13152	CIRC PRINT MAT AND DVD/VIDEO MAT
		100				
35902	AMAZON.COM LLC	100	ACH	18.06	13153	CIRC PRINT MAT AND DVD/VIDEO MAT
		100				

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
35907	AMAZON.COM LLC	200	ACH	12.00	13154	NATURE TABLE RESTOCK (FRIENDS)
35913	AMAZON.COM LLC	100	ACH	39.97	13155	CIRC PRINT MAT AND DVD/VIDEO MAT
35920	AMAZON.COM LLC	100	ACH	69.92	13156	CIRC NON PRINT MAT AND DVD/VIDEO I
35921	AMAZON.COM LLC	100	ACH	174.34	13157	CIRC PRINT MATERIAL
35922	AMAZON.COM LLC	100	ACH	25.24	13158	CIRC PRINT MATERIAL
35923	AMAZON.COM LLC	100	ACH	303.02	13159	CIRC PRINT MAT AND DVD/VIDEO MAT
35924	AMAZON.COM LLC	100	ACH	85.80	13160	CIRC PRINT MAT AND DVD/VIDEO MAT
35925	AMAZON.COM LLC	100	ACH	34.00	13161	CIRC PRINT MAT AND DVD/VIDEO MAT
35926	AMAZON.COM LLC	100	ACH	17.54	13162	CIRC PRINT MAT AND DVD/VIDEO MAT
35927	AMAZON.COM LLC	100	ACH	191.40	13163	CIRC PRINT MAT AND DVD/VIDEO MAT
35928	AMAZON.COM LLC	100	ACH	14.38	13164	DVD/VIDEO MATERIAL AND CIRC PRINT
35929	AMAZON.COM LLC	100	ACH	29.06	13165	DVD/VIDEO MATERIAL AND CIRC PRINT
35930	AMAZON.COM LLC	100	ACH	10.86	13166	DVD/VIDEO MATERIAL AND CIRC PRINT
35931	AMAZON.COM LLC	100	ACH	15.74	13167	CIRC PRINT MAT AND DVD/VIDEO MAT
35932	AMAZON.COM LLC	100	ACH	21 50.36	13168	CIRC PRINT MAT AND DVD/VIDEO MAT

<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>
35933	AMAZON.COM LLC	100	ACH	5.64	13169	CIRC PRINT MAT AND DVD/VIDEO MAT
35934	AMAZON.COM LLC	100	ACH	10.99	13170	CIRC PRINT MATERIAL
35936	AMAZON.COM LLC	100	ACH	17.05	13171	SLAT HOOKS
35940	AMAZON.COM LLC	100	ACH	28.99	13172	12 MONTH DRY ERASE CAL
35941	AMAZON.COM LLC	100	ACH	50.33	13173	CIRC PRINT MAT AND DVD/VIDEO MAT
35942	AMAZON.COM LLC	100	ACH	65.13	13174	CIRC PRINT MAT AND DVD/VIDEO MAT
35943	AMAZON.COM LLC	100	ACH	38.97	13175	DVD/VIDEO MATERIAL AND CIRC PRINT
35944	AMAZON.COM LLC	100	ACH	169.69	13176	DVD/VIDEO MATERIAL AND CIRC PRINT
35945	AMAZON.COM LLC	100	ACH	21.41	13177	CIRC NON PRINT MAT AND DVD/VIDEO I
35946	AMAZON.COM LLC	100	ACH	19.99	13178	EARLY DECEMBER PROGRAM SUPPLIE
35952	AMAZON.COM LLC	100	ACH	111.00	13179	DVD/VIDEO MATERIAL AND CIRC PRINT
35953	AMAZON.COM LLC	100	ACH	270.75	13180	CIRC PRINT MAT AND DVD/VIDEO MAT
35954	AMAZON.COM LLC	100	ACH	51.98	13181	END OF YEAR 3D PRINT FILAMENT RES
35955	AMAZON.COM LLC	100	ACH	319.82	13182	DVD/VIDEO MATERIAL AND CIRC NON F
35956	AMAZON.COM LLC	100	ACH	44.96	13183	2026 NAILED IT FAILED IT SUPPLIES
35957	AMAZON.COM LLC	100	ACH	90.43	13184	EARLY DECEMBER PROGRAM SUPPLIE

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
35966	AMAZON.COM LLC	100	ACH	33.98	13185	PROGRAM SUPPLIES/FOWLER SCHOOL
35967	AMAZON.COM LLC	100	ACH	290.31	13186	PROGRAM SUPPLIES/FOWLER SCHOOL
*35825	APEX WATER AND PROCESS IN	100	ACH	516.50	13187	SERVICE CONTRACT DEC 2025
35909	BLACKSTONE PUBLISHING	100	ACH	1,049.46	13188	AUDIO RECORDED BOOKS
*35937	BOUCHIE*JEANETTE	200	ACH	50.00	13189	REIMBURSEMENT FOR ADMIN LUNCHEI
*35832	CULLIGAN WATER CONDITIONI	100	ACH	36.50	13190	WEST COOLER RENTAL
35919	DEMCO, INC	100	ACH	1,787.53	13191	12 IN MYLAR, STICKERS, LAMINATE
35958	DEMCO, INC	100	ACH	1,236.86	13192	LAMINATE, MYLAR, HANGING BAGS
35833	E-Z CLEAN INC	100	ACH	106.20	13193	JANITORIAL SUPPLIES
35834	E-Z CLEAN INC	100	ACH	766.87	13194	JANITORIAL SUPPLIES
35847	EXPRESS SERVICES INC	100	ACH	909.63	13195	PART TIME STAFFING
35947	EXPRESS SERVICES INC	100	ACH	898.40	13196	PART TIME STAFFING
35819	INGRAM LIBRARY SERVICES	100	ACH	2,044.72	13197	CIRC PRINT MATERIAL
35908	INGRAM LIBRARY SERVICES	100	ACH	4,544.53	13198	CIRC PRINT MAT AND AUD REC BOOKS
35964	INGRAM LIBRARY SERVICES	100	ACH	23 25,010.81	13199	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>
35820	MIDWEST TAPE	100	ACH	1,527.15	13200	DVD/VIDEO MATERIAL
35853	MIDWEST TAPE	100	ACH	7,494.59	13201	HOOPLA OCTOBER AND NOVEMBER IN'
35854	MIDWEST TAPE	100	ACH	7,429.17	13202	HOOPLA OCTOBER AND NOVEMBER IN'
35916	MIDWEST TAPE	100	ACH	3,146.03	13203	DVD/VIDEO MATERIAL
35840	NEW AVENUES	100	ACH	90.00	13204	CLINICAL HOURS
35948	NEW AVENUES	100	ACH	166.24	13205	ALA CARTE ADMIN FEE
35861	OCLC INC	100	ACH	866.72	13206	WEBDEWEY RENEWAL
35873	OVERDRIVE	100	ACH	10,150.00	13207	MONTHLY OVERDRIVE DEPOSIT
35912	OVERDRIVE	100	ACH	25,000.00	13208	ADDITIONAL DEPOSIT
35872	OVERDRIVE	100	ACH	8,741.34	13209	EXTRA DEPOSIT
35860	PAYPAL INC	100	ACH	19.95	13210	MONTHLY PAYFLOW LINK
35859	PITNEY BOWES	100	ACH	90.84	13211	POSTAGE LEASE
*35938	RICE*HOPE	200	ACH	52.93	13212	REIMBURSEMENT FOR ADMIN LUNCHEI
35897	STAPLES BUSINESS CREDIT	100	ACH	473.00	13213	PAPER FOR PR
35965	THE NEW YORK TIMES	100	ACH	3,166.80	13214	THE NEW YORK TIMES SUBSCRIPTION

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*35914	UNIQUE MANAGEMENT SERVIC	100	ACH	749.58	13215	NOTICES
*35915	UNIQUE MANAGEMENT SERVIC	100	ACH	33.45	13216	NOTICES
*35917	UNIQUE MANAGEMENT SERVIC	100	ACH	515.00	13217	PLACEMENTS
*35951	WADSWORTH*ASHLEY	200	ACH	38.19	13218	REIMBURSEMENT FOR ADMIN LUNCHE
35874	WAGEWORKS, INC.	100	ACH	168.82	13219	COBRA MONTHLY FEE
35857	ZAYO EDUCATION LLC	100	ACH	613.18	13220	VOICE SERVICE
35858	ZAYO EDUCATION LLC	100	ACH	1,629.33	13221	INTERNET SERVICE
					Total Count:	101
					Total Amount:	116,967.76
35806	CROWN ELECTRIC, INC	100	E-pay	120.00	12407	SMOKE HEAD TROUBLE REPAIR
*35814	INDIANA AMERICAN WATER CC	100	E-pay	56.83	12408	PRIVATE FIRE SERVICE
35817	VERIZON - WIRELESS	100	E-pay	265.68	12409	PHONE SERVICE
*35818	INDIANA AMERICAN WATER CC	100	E-pay	916.49	12410	MAIN WATER SERVICE
35831	WEX BANK	100	E-pay	109.66	12411	FUEL SERVICE
*35713	LOWE'S COMMERCIAL SERVICI	100	E-pay	377.84	12412	MAINTENANCE SUPPLIES
35841	BUDGET BLINDS	100	E-pay	420.00	12413	BLINDS FOR CONFERENCE ROOM

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*35852	TRIBUNE STAR PUBLISHING CC	100	E-pay	400.00	12414	BUY 3 GET 3 ADS TRIBSTAR
35856	JKO MEDIA GROUP	100	E-pay	150.00	12415	VETERANS DAY AND HOLIDAY GREETIN
*35862	MIDLAND PAPER COMPANY INC	100	E-pay	71.58	12416	LARGE FORMAT SUPPLIES
*35863	MIDLAND PAPER COMPANY INC	100	E-pay	1,202.00	12417	LARGE FORMAT SUPPLIES
35574	BAESLERS MARKET	100 200	E-pay	107.92	12418	PROGRAM SUPPLIES
*35875	INDIANA AMERICAN WATER CC	100	E-pay	56.83	12419	12 POINTS PRIVATE FIRE SERVICE
*35876	INDIANA AMERICAN WATER CC	100	E-pay	151.75	12420	12 POINTS WATER SERVICE
35877	THE TRASH MAN	100	E-pay	135.00	12421	12 POINTS TRASH SERVICE
35878	THE TRASH MAN	100	E-pay	150.00	12422	WEST TRASH SERVICE
*35885	LIBRARY STORE*THE	100	E-pay	284.67	12423	LAMINATE 10.5 INCH
*35886	HANOVER INSURANCE GROUP	100	E-pay	2,841.25	12424	WORKERS COMPENSATION POLICY
35887	CENTERPOINT ENERGY	100	E-pay	187.60	12425	WEST GAS SERVICE
35888	CENTERPOINT ENERGY	100	E-pay	62.48	12426	12 POINTS GAS SERVICE
*35894	TOWN OF WTH WATER & SEWE	100	E-pay	77.22	12427	WEST WATER SERVICE
35749	HOBBY LOBBY	100	E-pay	14.43	12428	PROGRAM SUPPLIES
35910	OFFICE DEPOT		E-pay	8.24	12431	OFFICE SUPPLIES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		100				
35911	OFFICE DEPOT		<i>E-pay</i>	1,199.59	12432	OFFICE SUPPLIES
		100				
35677	KROGER		<i>E-pay</i>	60.96	12433	PROGRAM SUPPLIES
		100				
*35935	TERRE HAUTE CHAMBER OF C		<i>E-pay</i>	1,028.00	12434	CHAMBER MEMBERSHIP 2026
		100				
*35959	DUKE ENERGY *		<i>E-pay</i>	415.43	12435	WEST ELECTRIC SERVICE
		100				
*35960	DUKE ENERGY *		<i>E-pay</i>	13,633.38	12436	MAIN ELECTRIC SERVICE
		100				
35962	CENTER POINT LARGE PRINT		<i>E-pay</i>	445.26	12437	CIRC PRINT MATERIAL
		100				

Total Count: **29**
Total Amount: **24,950.09**

<i>Library Operating Fund 100:</i>	150,967.09
<i>Gift Fund 200:</i>	2,101.77
<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:	141
Grand Total Amount:	153,068.86

Executive Director
Jordan Orwig

**Payroll Payable
Voucher Register**

Vigo County Public Library

For Period November - 2025

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
11/7	Pay #23	Gross Payroll	\$ 158,574.79	\$ 158,574.79	ACH	
11/7	Pay #23	FICA	\$ 11,417.77	\$ 11,417.77	ACH	
11/7	Pay #23	PERF	\$ 21,045.90	\$ 21,045.90	ACH	
11/21	Pay #24	Gross Payroll	\$ 155,426.02	\$ 155,426.02	ACH	
11/21	Pay #24	FICA	\$ 11,176.89	\$ 11,176.89	ACH	
11/21	Pay #24	PERF	\$ 20,474.63	\$ 20,474.63	ACH	
11/21	Pay #24	Anthem	\$ 121,452.82	\$ 121,452.82	ACH	
11/21	Pay #24	Guardian	\$ 7,931.74	\$ 7,931.74	ACH	
		Gross Payroll	\$ -	\$ -	ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

Total library cost			\$ 507,500.56			
November	Pay 23 & 24	Nationwide	\$ 2,283.08	\$ 2,283.08	ACH	Staff withholding
November	Pay 23 & 24	Garnishments	\$ 2,012.09	\$ 2,012.09	ACH	Staff withholding
November	Pay 23 & 24	Garnishment Reim	\$ -	\$ -	ACH	Staff withholding
November	Pay 23 & 24	AFLAC	\$ 965.34	\$ 965.34	ACH	Staff withholding
November	Pay 23 & 24	United Way	\$ 108.00	\$ 108.00	ACH	Staff withholding
November	Pay 23 & 24	Anthem	\$ 13,306.26	\$ 13,306.26	ACH	Staff withholding
November	Pay 23 & 24	HSA adj.		\$ -	ACH	Staff withholding
November	Pay 23 & 24	Guardian	\$ 1,630.50	\$ 1,630.50	ACH	Staff withholding
November	Pay 23 & 24	Boston Mutual	\$ 685.05	\$ 685.05	ACH	Staff withholding
November	Pay 23 & 24	Fed Tax	\$ 20,823.76	\$ 20,823.76	ACH	Staff withholding
November	Pay 23 & 24	State Tax	\$ 8,984.28	\$ 8,984.28	ACH	Staff withholding
November	Pay 23 & 24	Local Tax	\$ 5,812.37	\$ 5,812.37	ACH	Staff withholding
November	Pay 23 & 24	FICA	\$ 22,594.64	\$ 22,594.64	ACH	Staff withholding
November	Pay 23 & 24	Vol. PERF	\$ 5,729.77	\$ 5,729.77	ACH	Staff withholding
Staff Cost				\$ 84,935.14		

November 30, 2025

Gift Fund Balances

2025

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 2,320.04	Unrestricted Use	Admin.
64-SPC	\$ 1,675.52	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	\$ -	Support of Strategic Plan Goals	Admin.
68-Crackerbarrel	\$ 929.27	Support of Crackerbarrel	Admin.
69-Wright Foundation	\$ 4,255.13	Unrestricted Use	Admin.
70- West Emily's Garden	\$ 200.00	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,465.27	Support of West Branch	Admin.
72-Friends	\$ 1,362.53	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	\$ 307.71	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	\$ 77.95	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	\$ 46,857.49		

Administrative Report

DECEMBER 15, 2025

FROM THE EXECUTIVE DIRECTOR

The Admin, Business, Human Resources, and Program & Events offices held a Holiday Luncheon on Tuesday, December 9, for the VCPL team. The progressive meal provided staff with a way to socialize with different departments and gather together to enjoy a variety of appetizers, soups, salads, entrees, and desserts. This has been a long-standing tradition at VCPL, and, after seeing and hearing all of the smiles and laughter being shared, it's no wonder why this is some staff members' favorite event of the year.

I have begun planning with a number of departments, managers, and the Friends of the Library on rearranging some current staff office locations, which will start with moving the Friends workroom to Meeting Room D and our AV storage area. While conversations are still ongoing and not every aspect has been finalized, I feel that this will give our staff more adequate workspaces while better positioning the Lifelong Learning Center as a community meeting space once it's all said and done.

CREATIVE COMMUNITY ENGAGEMENT



Breaking down barriers is at the heart of what we do at the Vigo County Public Library. Recently, a comment left in our suggestion box highlighted just how important this work can be. One customer wrote, "Without the public library, I might as well fold up. There are no public phone records. At 92, I can't handle any more electronics. Thank goodness for you all." Comments like this remind us that the library provides access and support for all ages, helping everyone navigate a world that can sometimes feel overwhelming.

VCPL also fosters community and engagement in creative ways. In November, Adult Services Librarian Hayley Hart set up an interactive thankful turkey display, and the response from the community was tremendous. Visitors shared their gratitude, including comments such as: "I am thankful I can check out items with my card and if I do not like them, I can return them guilt free. The ability to take risks and stretch my reading interests is very much appreciated." These expressions of appreciation remind us that our library is more than a place to borrow books: it's a space that supports everyone in our community.

MINECRAFT CLUB

One of our newest programs has proven to be one of our most popular! Tech Team Assistant Librarian, Nathan Simonson, had the idea to start a monthly Minecraft Club where people can come together and play this creative game in our Haute Create space. An average of about 15 people join in the fun each month. We're excited to engage the community in this way and hope to do so more in the future.

HAPPY BIRTHDAY 12 POINTS!



In November, 12 Points celebrated its one-year anniversary with a festive birthday party. The event featured cake, punch, and a warm atmosphere as numerous friendly faces stopped by to wish the library well. Adults and children alike contributed handwritten thank you notes and birthday cards, adding a personal touch to the celebration. Throughout the month, the library experienced a busy period, with 450 computer reservations, a total of 2,067 visitors, and 57 reservations for the Clean Up Space.



CON AT THE CROSSROADS



The second Con at the Crossroads fan convention occurred on November 15, filling the library with artists, authors, gamers, and fans of all kinds. The event drew a crowd of over 700 people for a day of crafts, educational sessions, and fun.

VCPL was pleased to offer three of the sessions as Library Education Units and advertised CatC on several Indiana listservs, letting our fellow library workers know about the event. The Evansville Vanderburgh Public Library sent two representatives who are thinking of creating a Con of their own. Each department in the library was involved in the planning and executing of CatC and its success stands as a testament to their teamwork. Save the date of November 14, 2026. Planning begins in January.



SPECIAL COLLECTIONS COMMUNITY PARTNERSHIPS

To celebrate Native American Heritage Month, Elise Spaid-Roberts and India Orman partnered with the Dobbs Memorial Park Native American Museum who generously loaned the library several artifacts relating to the Wea people, who inhabited the Wabash Valley prior to American settlement.

In honor of Veterans Day, Elise and India partnered with the Veterans Memorial Museum of Terre Haute, who loaned us several items relating to Harmon A. Boyd, a World War II veteran, Wabash Valley native, and librarian at the Emeline Fairbanks Memorial Library.

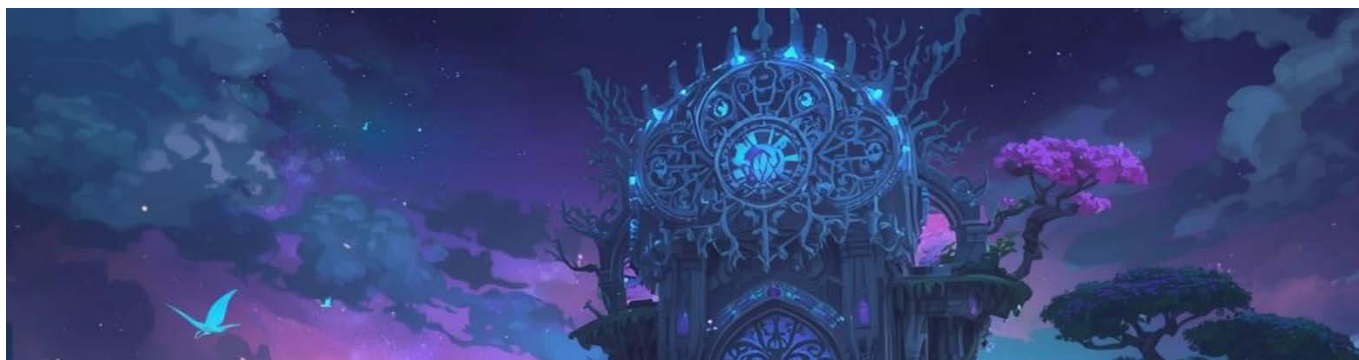


During his time at the library, Harmon worked with the Charles Hyte Center and published for the library in the Terre Haute Tribune, among other accomplishments.

FANTASY BOOK BALL

The Adult Services Department is planning a Fantasy Book Ball, to be held on the evening of Friday, February 27, 2026. This special after-hours event will celebrate both dark and light fantasy themes through a night of themed activities, including refreshments, games, photo opportunities, a costume contest, crafts, and other interactive experiences. Attendees will be encouraged to come dressed in costume inspired by their favorite fantasy characters, creating a fun and immersive atmosphere for all who attend.

This after-hours event is open to those 21 years of age and older and will feature a cash bar. Administration requests Board approval to serve alcoholic beverages, as we intend to use the Saratoga Restaurant again.



Administrative Report

DECEMBER 15, 2025



PERSONNEL CHANGES

EMPLOYMENT

Snider, Sarah “Rie” Gabrielle – Hired for the full-time non-exempt position of Program and Events Assistant Librarian in the Program and Events Department effective December 1, 2025

CHANGE STATUS

Raubuck, Jareb Iden - Transfer from the full-time non-exempt position of Facilities Assistant-Groundskeeper in the Facilities Department to the full-time non-exempt position of Lending Services Clerk in the Lending Services Department effective December 8, 2025.

RESIGNATION

None

Jordan Orwig
Executive Director

12/11/25 GR

	November-25	November-24		YTD 2025	YTD 2024	
Print Circulation	15,605	17,639	-11.5%	200,855	197,292	1.8%
A/V Circulation	4,062	5,082	-20.1%	49,613	56,212	-11.7%
Misc	1,170	10,824	-89.2%	12,161	12,070	0.8%
Electronic Devices	55	50	10.0%	613	605	1.3%
TOTAL	20,892	33,595	-37.8%	263,242	266,179	-1.1%

	November-25	November-24		YTD 2025	YTD 2024	
Overdrive						
E-book	7,481	7,278	2.8%	84,594	85,073	-0.6%
E-audiobook	7,018	5,777	21.5%	71,507	65,314	9.5%
E-Magazines	1,537	1,278	20.3%	16,546	10,706	54.5%
TOTAL	16,036	14,333	11.9%	172,647	161,093	7.2%

	November-25	November-24		YTD 2025	YTD 2024	
Hoopla						
E-audiobook	2,068	1,746	18.4%	22,600	18,211	24.1%
Bingepasses	42	34	23.5%	361	316	14.2%
E-Books	555	643	-13.7%	6,738	7,195	-6.4%
E-Comics	70	92	-23.9%	982	1101	-10.8%
E-music	77	92	-16.3%	786	918	-14.4%
E-video movie	198	208	-4.8%	2,034	2,112	-3.7%
E-video TV	90	86	4.7%	1,020	957	6.6%
TOTAL	3,100	2,901	6.9%	34,521	30,810	12.0%

	November-25	November-24		YTD 2025	YTD 2024	
Reference Services	1,921	1,918	0.2%	30,879	24,002	28.7%

MATERIALS ADDED TO COLLECTION

Purchased Items	November-25	YTD 2025
Book	1,116	14,450
Video	298	2,673
Video Game	50	431
Music CD	0	0
Audio Book	29	117
Misc	106	369
TOTAL	1,599	18,040

Donated Items	November-25	YTD 2025
Book	11	991
Video	0	191
Video Game	0	3
Music CD	0	0
Audio Book	0	0
Misc	0	2
TOTAL	11	1187

New Items Ordered	November-25	YTD 2025
Book	1,359	16,703
Video	553	2,828
Video Game	80	527
Music CD	0	0
Audio Book	67	279
Misc	83	522
TOTAL	2,142	20,859

New Items Received	November-25	YTD 2025
Book	899	12,542
Video	334	2,331
Video Game	67	456
Music CD	0	0
Audio Book	39	67
Misc	158	475
TOTAL	1,497	15,871

ON-SITE PROGRAMS	November-25	November-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	22	26	-15.4%	269	248	8.5%
Children (ISL: 6-11 yrs)	24	16	50.0%	257	181	42.0%
Teens (ISL: 12-18yrs)	7	13	-46.2%	131	123	6.5%
Adults (ISL: 19 + yrs)	18	19	-5.3%	300	181	65.7%
General (all ages)	35	10	250.0%	195	184	6.0%
TOTAL	106	84	26.2%	1,152	917	25.6%

ON-SITE ATTENDANCE	November-25	November-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	279	449	-37.9%	3,828	4,215	-9.2%
Children (ISL: 6-11 yrs)	344	143	140.6%	3,740	2,264	65.2%
Teens (ISL: 12-18yrs)	27	56	-51.8%	543	589	-7.8%
Adults (ISL: 19 + yrs)	151	202	-25.2%	1,946	2,111	-7.8%
General (all ages)	1,221	809	50.9%	8,122	9,931	-18.2%
TOTAL	2,022	1,659	21.9%	18,179	19,110	-4.9%

OFF-SITE PROGRAMS	November-25	November-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	0	1	null	1	5	-80.0%
Children (ISL: 6-11 yrs)	0	1	-100.0%	3	7	-57.1%
Teens (ISL: 12-18yrs)	0	0	null	1	0	null
Adults (ISL: 19 + yrs)	10	18	-44.4%	128	147	-12.9%
General (all ages)	1	0	#DIV/0!	25	20	25.0%
TOTAL	11	20	-45.0%	158	179	-11.7%

OFF-SITE ATTENDANCE	November-25	November-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	0	23	null	20	172	-88.4%
Children (ISL: 6-11 yrs)	0	77	-100.0%	307	342	-10.2%
Teens (ISL: 12-18yrs)	0	0	null	173	0	null
Adults (ISL: 19 + yrs)	120	175	-31.4%	2,028	1,926	5.3%
General (all ages)	5	0	#DIV/0!	2,510	3,528	-28.9%
TOTAL	125	275	-54.5%	5,038	5,968	-15.6%

COMMUNITY OUTREACH	November-25	November-24		YTD 2025	YTD 2024	
# of Community Events Participated In	0	3	-100.0%	53	74	-28.4%
# of Interactions at Community Events	0	353	-100.0%	8,865	14,285	-37.9%

	November-25	November-24		YTD 2025	YTD 2024	
Computer Users	3,981	4,796	-17.0%	52,723	49,406	6.7%
Subscription Databases	6,044	7,088	-14.7%	114,997	81,808	40.6%
ILL provided to other Libraries	309	207	49.3%	3,094	2,887	7.2%
ILL received from other Libraries	64	73	-12.3%	1,083	1,010	7.2%

	November-25	November-24		YTD 2025	YTD 2024	
Adult materials deliveries	21	30	-30.0%	283	345	-18.0%
Youth materials deliveries	10	9	11.1%	94	100	-6.0%
TOTAL	31	39	-20.5%	377	445	-15.3%

WORK HOURS AND SCHEDULES POLICY

The Vigo County Public Library (VCPL) workweek is defined as seven consecutive days beginning on Monday and ending on Sunday. Employees in positions classified as exempt and non-exempt full-time are assigned 40 hours per workweek, generally scheduled as eight hours per day, five days per week. Employees in positions classified as non-exempt part-time are assigned fewer than 40 hours per workweek, with the days of the week and hours per day varying by position. While the specific days and hours that comprise an employee's regular workweek schedule may vary, the total number of hours assigned to a position may not be adjusted without authorization from the Executive Director.

All employees are expected to either work or, when absent, use accrued paid leave to equal the total number of hours assigned to their position and regular workweek schedule. Because VCPL pays a premium wage rate to non-exempt employees who work on Sunday to provide and support essential library services, Sunday hours are typically not used to determine whether an employee has met the number of hours assigned to their position for the workweek. However, a Manager or Division Director may grant an employee prior approval to adjust their regular hours during the same workweek to offset all, or a portion, of their scheduled Sunday hours. Workweek variations and the use of paid leave for employees classified as exempt are administered in accordance with Fair Labor Standards Act (FLSA) regulations governing exempt employees.

Compensation at the **overtime wage rate** as referenced in this policy means that the rate of compensation is 1½ times the regular rate of pay as outlined in the **Overtime and Fair Labor Standards Act Policy** (FLSA) in this manual. Compensation at the **premium wage rate** as referenced in this policy means that the rate of compensation is 1½ times the regular rate of pay.

Under/Over Regular Workweek Hours and Use of Paid Leave

A **non-exempt full or part-time** employee's timecard hours may occasionally fall **under** the number of hours assigned to their position for the workweek due to clocking in late, clocking out early, or time clock rounding.

- If the total amount of time lost **exceeds 1 hour**, the employee must use appropriate accrued paid leave so that the total hours worked and/or leave taken equal – or come within at least one hour of - the total number of hours assigned to their position and workweek.
- If the total amount of time lost **equals 1 hour or less**, the employee may choose to use accrued paid leave for the lost time, but it is not required.
- Employees who choose not to use paid leave for lost time should be aware that their accrual of sick and vacation leave may be impacted by reduced hours.
- When an employee's accrued paid leave balance is insufficient to cover lost time that **exceeds 1 hour**, the employee and/or employee's manager should contact Human Resources to determine the appropriate course of action.
- Employees whose timecard hours regularly reflect lost time may be subject to remedial training and/or corrective action for attendance issues.

A **non-exempt full or part-time** employee's timecard hours may occasionally be **over** the number of hours assigned to their position for the workweek due to a combination of hours worked and paid leave taken.

- When an overage of workweek hours occurs due to a combination of hours worked and paid sick and/or vacation leave taken, the employee must reduce the amount of leave taken so that the total number of hours for the workweek does not exceed the maximum number of hours assigned to their position.
- Under special circumstances, a Manager or Division Director may authorize an overage of hours due to a combination of hours worked and paid sick and/or vacation leave taken during the workweek.
- Occasionally, an employee may experience an overage of hours due to a combination of paid holiday leave and an unavoidable workflow need that results in additional hours worked, exceeding the maximum number of hours assigned to their position for the workweek. No action is required.

Sunday Hours

Non-exempt employees who are scheduled to work on Sunday to provide and support essential library services will receive the **premium wage rate** for hours worked. Sunday work hours are scheduled strictly on an as needed basis at the discretion of the department Manager and/or Division or Executive Director.

Sunday attendance at conferences, professional associations, or other organizations is not eligible for the premium wage rate. However, non-exempt attendees are eligible for overtime compensation if they have worked more than 40 hours during the workweek in which they are attending per the **Conferences and Meetings Policy** and **FLSA Policy** in this manual. Generally, attendees should adjust the number of hours in their regular workweek schedule to offset the number of hours they are in attendance, or estimated to be in attendance, for that workweek.

Special Programs and Events

With prior Manager approval to ensure scheduling needs and budgetary constraints are met, non-exempt employees scheduled to work at a special program or event that falls outside their regularly scheduled hours during the workweek may choose one of the following options:

- Adjust their regular work hours during the same workweek to offset all, or a portion, of the hours they are scheduled to work at the program or event.
- Work their regularly scheduled hours during the workweek in addition to the hours they are scheduled for the program or event and receive overtime compensation for any hours worked that exceed 40 for the workweek.

If a special program or event for which a non-exempt employee is scheduled to work is cancelled, or concludes prior to the number of scheduled hours, the employee will receive pay at their regular rate for the time lost due to the cancellation, or early conclusion, provided no other work is available and/or rescheduling the lost time during that same workweek is not feasible.

Compensation for lost time due to program or event cancellation, or early conclusion, may not exceed the maximum number of hours assigned to an employee's position for a workweek. Non-exempt employees will not receive pay for scheduled program or event hours not worked due to absence, late arrival, or early departure from the event.

On-Call and Emergency Callback

To ensure support for critical library operations, Managers and/or Division Directors may establish employee **on-call** schedules and, on occasion, employees who are not **on-call** may be required to respond to an **emergency callback**. Employees who are **on-call** or on **emergency callback** perform work on-site or via remote access to avoid significant service disruptions or address safety or security issues.

Employees on-call are expected to respond with verbal or electronic communication within 15 minutes of an **on-call** request. Employees responding to **on-call** requests that require on-site work are expected to arrive on-site within 30 minutes of the request. Employees **on-call** must adhere to the VCPL Drug-Free Workplace policy in this manual during the entire on-call period. Non-exempt employees scheduled for **on-call** duty will receive a minimum of one hour of compensation at the **premium wage rate** for each day they are **on-call**. In addition, **on-call** employees will be compensated at the premium wage rate for a minimum of one hour for each separate instance in which they respond to an on-call issue, plus any additional time worked beyond the one hour minimum for each instance. The minimum one hour of daily on-call compensation counts toward the minimum of one hour of compensation for each separate instance of on-call work and is applied to the first instance.

Non-exempt employees who perform work on an **emergency callback** basis will receive a minimum of one hour of compensation at the **premium wage rate** for each separate instance they respond to an emergency callback, plus any additional time worked beyond the one hour minimum for each instance.

When feasible, non-exempt employees who perform work on an on-call or emergency callback basis may choose to adjust their regular hours during the same workweek to offset all, or a portion, of the recorded hours of on-call or emergency callback work.

On-call or emergency callback compensation does not apply to:

- Off-duty time for employees who are **on-call** waiting to be engaged except for the minimum one hour of pay at the premium wage rate for each day the employee is **on-call**.
- Performing routine duties that are not characterized by immediacy in order to continue adequate operations and when not responding to an emergency callback or on-call request.
- Reporting or returning to work to cover co-worker absences or staffing shortages.
- Routine duties performed on-site or remotely during regular working hours, and which occur during periods of extended unscheduled closings.
- Hours worked by non-exempt full-time and part-time employees during temporary or permanent schedule changes to meet the needs of the library.

Off-Duty Engaged to Work

Non-exempt employees - typically Managers - who are unavoidably engaged in work to address urgent, but not emergency, workplace issues while off duty are required to record a minimum of one hour of work time for each instance of engagement, plus any additional time worked for each instance that exceeds an hour. When feasible, employees should adjust their regular hours during the same workweek to offset the recorded off duty work time, and remain within the number of hours assigned to their position for the workweek.

Non-exempt employees should not engage in work while off duty unless engagement is essential to resolving an immediate and urgent issue that cannot be addressed during regular work hours. It is a violation of VCPL policy for any non-exempt employee to engage in work without recording the time worked as outlined in the FLSA policy in this manual.

Administration reserves the right to establish alternate protocols and responsibility structures to reduce instances of off duty but engaged to work.

Schedule Changes

Work schedules for full-time and part-time non-exempt employees are arranged by the department Manager and/or Division Director to meet the needs of the Library. Daily, weekly, or monthly work schedules may be adjusted at the discretion of the Manager and/or Division Director to meet varying operational and service needs or to reduce department overtime hours. Changes in work schedules will be announced as far in advance as practicable.

Adopted by the Vigo County Public Library Board of Trustees on the _____ day of _____ 2025.

OVERTIME AND FAIR LABOR STANDARDS ACT

The Fair Labor Standards Act (FLSA) defines overtime as all hours **worked** in excess of 40 in a single workweek and requires that overtime eligible employees receive compensation at a rate of one and one-half (1½) times their regular hourly rate for each hour of overtime **worked**. Vigo County Public Library (VCPL) defines a workweek as seven consecutive days beginning on a Monday and ending on a Sunday. In accordance with FLSA, overtime eligible employees includes all VCPL employees classified as non-exempt in the **Employee Classifications Policy** in this manual. Employees classified as exempt are paid on a salary basis and are not entitled to overtime compensation for hours worked in excess of 40 per workweek. For purposes of determining overtime, 'hours worked' refers to actual time worked and does not include paid leave taken during the workweek.

Recording Worked Time

In compliance with the FLSA, it is the policy of VCPL to ensure that all time worked by an employee is fully and accurately recorded and compensated appropriately. Employees are therefore required to:

- Record all time worked in their ADP timecard and report to their Manager any time worked they cannot directly record to the timecard themselves.
- Review their ADP timecard for each pay period to ensure completeness and accuracy of reported and recorded time worked.
- Notify their Manager or Human Resources of any ADP timecard inaccuracies or unrecorded time worked during the pay period.
- Verify that all time worked has been accurately recorded on their ADP timecard for the pay period prior to certifying its accuracy by approving it for submission to the ADP payroll system as outlined in the **Payroll Administration Policy** in this manual.

Non-exempt employees are reminded that time worked includes, but is not limited to, time spent checking, reading, or responding to work-related emails, texts, or messages, as well as engaging in any other job-related tasks through electronic devices or remote access systems, regardless of whether the work is performed during or outside of regular work hours. Additional information regarding work time is included in the **Work Hours and Schedules Policy** in this manual

Engaging in work outside of regular work hours should occur only in response to a work necessity that cannot reasonably be addressed during regular work hours, or when prior authorization has been provided by a Manager or Director to perform such work based on job duties. Failure to report work performed outside of regular work hours is a violation of this policy and the FLSA and may result in corrective action.

Overtime Work

Recognizing the importance of work-life balance, VCPL will make every effort to minimize the need for overtime work and provide employees with reasonable notice when overtime is required. Directors and/or Managers may adjust work schedules, modify workflow, or reassign duties and responsibilities to help prevent or reduce the need for overtime work.

All overtime work requires authorization from a Manager or Director and may not be worked at the employee's own discretion or without such authorization. However, all hours worked - including unauthorized overtime - must be paid in compliance with the FLSA. Employees who work overtime without proper authorization may be subject to corrective action.

Overtime Compensation

In accordance with the FLSA all non-exempt employees will receive overtime wages at the overtime rate of one and one-half (1½) times their regular hourly rate for all hours worked in excess of 40 in a single workweek.

Compensation for overtime work will be included in the employee's pay for the pay period in which the overtime occurs, as outlined in the **Payroll Administration Policy** in this manual.

Prior to January 1, 2026, and in compliance with FLSA overtime provisions, VCPL offered non-exempt full-time employees the option of choosing overtime compensation in the form of **compensatory time** at the rate of one and one-half (1½) hours for each overtime hour worked in lieu of overtime wages. **Beginning January 1, 2026, this option will no longer be offered by VCPL**, and all non-exempt employees will receive overtime compensation in the form of wages. Any current VCPL policies that refer to the practice of accruing compensatory time are now superseded by this **Overtime and Fair Labor Standards Act** policy.

Employees with questions or concerns regarding timekeeping procedures or this policy should contact Human Resources, a Division Director, or the Executive Director.

Adopted by the Vigo County Public Library Board of Trustees on the 15th day of December 2025.

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 Library 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 or mobile hotspots. 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. Mobile hotspot use should be integral, immediate, and proximate to the provision of library services and should be used by patrons who need broadband internet access.
- 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. Additionally, the library has mobile hotspots available for check out for registered users when broadband access is not available at their home. 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.

**Adopted by the Vigo County Public Library Board of Trustees on the 16th day of
December 2024.**

VIGO COUNTY PUBLIC LIBRARY

**RESOLUTION ON 2026 WAGES, FULL AND PART TIME
WAGE RANGES AND BENEFITS**

The Vigo County Public Library (VCPL) Board of Trustees hereby certifies the acceptance of 2026 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 ensuring the collection of adequate funds to meet payroll obligations.

ADOPTED this 15th day of December 2025

AYE

NAY

VIGO COUNTY PUBLIC LIBRARY 2026 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 2026 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

Exempt and non-exempt full-time and part-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 27 pay periods beginning with the January 2, 2026, pay date. Eligible job performance increases will be based on the following formula, rounded to the nearest penny utilizing two decimal points:

- **\$0.72 cents per hour wage increase for non-exempt full-time and part-time employees with a current hourly rate equal to or less than \$24.03 per hour**
- **3.0% increase applied to hourly wage for non-exempt full-time and part-time employees with a current hourly rate of more than \$24.03 per hour**
- **3.0% increase applied to annualized salary for exempt full-time employees**

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 2, 2026, 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. Payments of up to \$1,500 may be awarded annually 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 consecutive workweeks consisting of 14 calendar days with the workweek beginning on Monday and ending on Sunday. There are 27 pay periods in the 2026 calendar year due to a federal holiday, with the 27th pay date occurring on December 31, 2026. As is library policy, when a scheduled pay date falls on a holiday observed by the provider for payroll services, payments and earning statements will be issued on the business day prior to the holiday. Annualized wages for exempt employees are paid on a bi-weekly basis based on the standard 26 pay periods, with an additional 27th pay date in the 2026 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 Anthem Blue Access Preferred Provider Organization (PPO) or Anthem Blue Access High Deductible Health Plan (HDHP) with Health Savings Account (HSA) is optional for employees receiving compensation for an average of 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 15 or more hours per week. Qualifying employees may elect to participate in the Anthem 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 2026 (not to exceed two 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 2, 2026, through pay date December 31, 2026. 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
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
Medical – Anthem PPO				
Employee	\$112	\$224	\$1,209.86	\$1,433.86
Employee/ Spouse	\$269	\$538	\$2,845.92	\$3,383.92
Employee/ Children	\$190	\$380	\$2,215.30	\$2,595.30
Employee/ Family	\$297	\$594	\$3,152.69	\$3,746.69
Medical – Anthem HDHP				
Employee	\$16	\$32	\$1,181.92	\$1,213.92
Employee/ Spouse	\$61	\$122	\$2,742.85	\$2,864.85
Employee/ Children	\$33	\$66	\$2,131.20	\$2,197.20
Employee/ Family	\$67	\$134	\$3,037.97	\$3,171.97
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

Open Enrollment

Open Enrollment for the VCPL's Group Health Plan which includes health, vision, and dental coverage will take place in December 2026, with the date of coverage to begin effective January 1, 2027. 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
2026 WAGE RANGES
FULL AND PART TIME EMPLOYEES**

CLASS	WAGE RANGE	POSITION	QUALIFICATIONS	INDIANA CERTIFICATION	WAGE INCREASE
1 Full-Time Exempt	\$90,654.93- \$144,004.95 (\$3,486.73- \$5,538.65 bi-weekly)	<ul style="list-style-type: none"> Executive Director 	ALA accredited MLS: 8 or more years professional experience; 6 years administrative duties	Indiana Librarian Certification – 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"> 3.0% increase applied to annualized salary as approved by the VCPL Board of Trustees
2 Full-Time Exempt	\$60,190.31- \$102,435.42 (\$2,315.01- \$3,939.82 bi-weekly)	<ul style="list-style-type: none"> Director of Human Resources * Director of Public Services Director of Support Services * Director of Technology and Special Services 	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	Indiana Librarian Certification – 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"> 3.0% increase applied to annualized salary for exempt full-time employees, contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process
3 Full-Time Non-Exempt	\$49,649.60- \$81,328.00 (\$23.87- \$39.10 per hour)	<ul style="list-style-type: none"> 12 Points Branch Manager Adult Services Manager Business Manager * Facilities Manager * Lending Services Manager * Library Experience Manager * Network Administrator/ISTS Manager * Program and Events Manager Public Relations Manager* Special Collections Manager Tech Team Manager Technical Services Manager West Branch Manager Youth Services Manager 	<p>MLS Managers: ALA accredited MLS: 3 or more years of professional experience; administrative/management experience</p> <p>Non-MLS Managers: Bachelor's Degree or at least 60 hours of college or Associate's Degree and specialized training and experience related to the position</p>	Indiana Librarian Certification – 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"> \$0.72 per hour wage increase for all non-exempt full-time and part-time employees with a current hourly rate equal to or less than \$24.03 per hour 3.0% increase applied to hourly wage for non-exempt full-time and part-time employees with a current hourly rate of more than \$24.03 per hour All wage increases are contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process

**VIGO COUNTY PUBLIC LIBRARY
2026 WAGE RANGES
FULL AND PART TIME EMPLOYEES**

CLASS	WAGE RANGE	POSITION	QUALIFICATIONS	INDIANA CERTIFICATION	WAGE INCREASE
4 Full and Part- Time Non- Exempt	\$41,184.00- \$72,883.20 (\$19.80- \$35.04 per hour)	<ul style="list-style-type: none"> ● Executive Assistant * ● Adult Services Librarian (5) ● Collection Development Librarian (2) ● Human Resources/Administrative Support Specialist * (part-time) ● Human Resources Development Librarian ● Special Collections Librarian ● Collection Development-Cataloging Librarian ● Youth Services Librarian 	<p>MLS Positions: ALA accredited MLS; special preparation and/ or experience in type of work may be required for position</p> <p>Non-MLS Position: 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>Indiana Librarian Certification – 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"> ● \$0.72 per hour wage increase for non-exempt full-time and part-time employees with a current hourly rate equal to or less than \$24.03 per hour ● 3.0% increase applied to hourly wage for non-exempt full-time and part-time employees with a current hourly rate of more than \$24.03 per hour ● All wage increases are contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process
5 Full and Part- Time Non- Exempt	\$35,380.80- \$58,094.40 (\$17.01- \$27.93 per hour)	<ul style="list-style-type: none"> ● 12 Points Branch Assistant Librarian (2) ● Adult Services Assistant Librarian ● Cataloging Assistant Librarian ● Program and Events Assistant Librarian ● Special Collections Assistant Librarian (2) ● Tech Training Assistant Librarian (2) ● West Branch Assistant Librarian ● Youth Services Assistant Librarian (5) 	Bachelor's Degree or at least 60 hours of college or Associate's Degree, and specialized training or experience related to the position.	<p>Indiana Librarian Certification – 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"> ● \$0.72 per hour wage increase for non-exempt full-time and part-time employees with a current hourly rate equal to or less than \$24.03 per hour ● 3.0% increase applied to hourly wage for non-exempt full-time and part-time employees with a current hourly rate of more than \$24.03 per hour ● All wage increases are contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process

**VIGO COUNTY PUBLIC LIBRARY
2026 WAGE RANGES
FULL AND PART TIME EMPLOYEES**

CLASS	WAGE RANGE	POSITION	QUALIFICATIONS	INDIANA CERTIFICATION	WAGE INCREASE
6 Full and Part-Time Non-Exempt	\$34,320.00-\$58,094.40 (\$16.50-\$27.93 per hour)	<ul style="list-style-type: none"> • Accounting/Purchasing Technician • Payroll Technician • Acquisitions Technician • Acquisitions-Interlibrary Loan Technician • Content Specialist • Creative Design Specialist • Digital Marketing Specialist • Information Systems Technician (2) • Library Specialist (part-time) 	Bachelor's Degree or at least 60 hours of college or Associate's Degree, and specialized training or experience related to the position.	N/A	<ul style="list-style-type: none"> • \$0.72 per hour wage increase for non-exempt full-time and part-time employees with a current hourly rate equal to or less than \$24.03 per hour • 3.0% increase applied to hourly wage for non-exempt full-time and part-time employees with a current hourly rate of more than \$24.03 per hour • All wage increases are contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process
7 Full and Part-Time Non-Exempt	\$30,617.60-\$52,790.40 (\$14.72-\$25.38 per hour)	<ul style="list-style-type: none"> • 12 Points Branch Assistant (2) • 12 Points Branch Assistant/Splashpad-Playground Attendant (part-time) • Adult Services Assistant (2) • Lending Services Clerk (8) • Lending Services Clerk (4 part-time + 1 vacant) • Lending Services Clerk/Facilities Assistant • Facilities Assistant (3) • Facilities Assistant (part-time) • Facilities Assistant & Groundskeeper (1 + 1 vacant) • Facilities Technician • Special Collections Clerk (part-time) • Tech Team Technician (3) • Tech Team Technician (part-time) • Technical Services Assistant • West Branch Assistant (2) • Youth Services Assistant (2) 	High School Diploma; specialized training and/or related work experience	N/A	<ul style="list-style-type: none"> • \$0.72 per hour wage increase for non-exempt full-time and part-time employees with a current hourly rate equal to or less than \$24.03 per hour • 3.0% increase applied to hourly wage for non-exempt full-time and part-time employees with a current hourly rate of more than \$24.03 per hour • All wage increases are contingent upon satisfactory job performance based on guidelines set forth in the Performance Review Process

VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

ARTICLE I IDENTIFICATION

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

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

ARTICLE II AUTHORITY AND PURPOSE

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

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

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

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

ARTICLE III PERSONNEL

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

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

VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

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

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

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

ARTICLE IV CONFLICTS OF INTEREST

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

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

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

ARTICLE V NEPOTISM

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

ARTICLE VI AMENDMENTS

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

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

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

VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

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

ARTICLE VII MEMBERSHIP

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

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

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

ARTICLE VIII OFFICERS

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

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

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

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

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

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

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

VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

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

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

ARTICLE IX MEETINGS

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

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

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

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

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

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

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

Section 8. The order of business shall be:

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

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

ARTICLE X COMMITTEES

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

ARTICLE XI INDEMNIFICATION OF BOARD MEMBERS

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

VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

ARTICLE XII POLICIES, PLANS, RULES, AND REGULATIONS

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

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

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

ARTICLE III REVIEW OF BYLAWS

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

Duly adopted by unanimous vote of the Vigo County Public Library Board of Trustees at their meeting held on January 20, 2026, as evidenced by each member's signature below.

James M. Young, President

Tiffany Cherry, Vice President

George L. Heubel, Secretary

Stacy D. Killion, Board Member

Kelly J. Ford, Board Member

Tom W. Bogigian, Board Member

Janet R. Brosmer, Board Member