

**BOARD
of
TRUSTEES**



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

Vice President
Christi A. Fenton
Appointed by:
School Board
9/1/21
to
8/31/25

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

Member
Stacy D. Killion
Appointed by:
School Board
9/1/21
to
8/31/25

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
Tiffany D. Cherry
Appointed by:
County Council
1/1/24 – 12/31/27

**REGULAR MEETING
VIGO COUNTY PUBLIC LIBRARY
680 Poplar Street
Terre Haute, IN 47807
Monday, May 19, 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 April 21, 2025 Regular Meeting** 2
- 4. Treasurer's Report**
 - a) Monthly Financial Statement 5
 - b) Claims and Payroll 6
 - c) Special Claims
 - d) Gift Fund Report 24
- 5. Reports to the Library Board**
 - a) Program and Event Manager Hope Rice
- 6. Director's Report** 25
 - a) Executive Director Search Update - HR Director Rob Fox
- 7. Old Business**
- 8. New Business**
 - a) Right-of-Entry and Maintenance Agreement for the City of Terre Haute (tabled during April 17, 2025 meeting) 31
 - b) Policy Manual: Unattended Child Policy 36
 - c) Resolution Regarding Material for Friends' Book Sales 37
- 9. Suggestions from the Staff, Board or Public for Action or Study**
- 10. Next Regular Meeting:** Monday, June 16, 2025 at 5:30 p.m., Main Library.
- 11. Adjournment**

At the regular meeting of the Vigo County Public Library Board at the Vigo County Public Library, 680 Poplar Street, Terre Haute, at 5:30 p.m. on the 21st day of April 2025, the following people were present:

Library Board Members Present: James M. Young, President; Christi A. Fenton, Vice President; George L. Heubel, Secretary; Stacy D. Killion; Kelly J. Ford; and Tom W. Bogigian.

Library Board Member Absent: Tiffany D. Cherry.

Library Staff: Kristi Howe, Dennis Shepard, Amy Gibson, Jeanette Bouchie, Brandy Bridgewater, Angeline Carson, Shaleena Barker, Heather Rayl, Jordan Orwig, Rob Fox, and Lauren Elyea.

Others: None.

PUBLIC INPUT ON ACTION ITEMS - None.

CONSIDERATION OF REGULAR MEETING MINUTES

A motion to approve the minutes as written for March 17, 2025, regular meeting, made by Killion, seconded by Bogigian, passed.

CONSIDERATION OF PERSONNEL COMMITTEE EXECUTIVE SESSION

A motion to approve the minutes as written for April 14, 2025, personnel committee executive session, made by Fenton, seconded by Heubel, passed.

TREASURER'S REPORT

Monthly Cash Statement

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

Claims and Payroll

Mr. Shepard presented the Month End Claims dated March 31, 2025, in the amount of \$94,201.02 (Library Operating, \$92,956.80; Gift Fund, \$1,244.22; Grants, \$0). Library Operating Claims dated April 21, 2025, in the amount of \$154,719.81 (Library Operating Fund, \$150,522.73; Gift Fund, \$2,783.75; Grants, \$1,343.33; PLAC Fund, \$70.00). (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 March 31, 2025, for \$60,926.87.

Approval of Treasurer's Report

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

REPORTS TO THE LIBRARY BOARD

Lending Services Manager Angeline Carson highlighted the lending department's strategic plan contributions, including increasing library card holders, ensuring accessibility through curbside and delivery services, and maintaining VCPL-sponsored Little Free Libraries in the community.

DIRECTOR'S REPORT

Ms. Howe commented on her written report.

As part of the effort to provide educational content to the board, Technical Services Manager Lauren Elyea delivered a presentation on managing digital collections.

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

OLD BUSINESS - None.

NEW BUSINESS

Resolution for Sale of Surplus Property

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

Right of Entry and Maintenance Agreement for the City of Terre Haute

A motion to move to table this item, made by Fenton, seconded by Bogigian, tabled.

Interim Library Leadership Plan

Ms. Howe shared a written report on the Interim Leadership Plan. Ms. Howe previously met with the Personnel Committee to discuss the plan. The recommendation is to appoint Director of Public Services Jordan Orwig as the Interim Executive Director and Adult Services Manager Jeanette Bouchie as the Interim Director of Public Services.

A motion to appoint Jordan Orwig as the Interim Executive Director and Jeanette Bouchie as the Interim Director of Public Services, made by Heubel, seconded by Ford, passed. (Copy of the written Interim Library Leadership Plan is attached to official minutes.)

Executive Director Search

Ms. Howe shared three options for the Executive Director search. The first option is to assign VCPL's Director of Human Resources Rob Fox to conduct the search since Mr. Fox conducts all the recruitment for open positions at VCPL. The second option is to hire outside consultants to

conduct the search from start to finish. Ms. Howe reached out to a few consultants in the Midwest, and they are available to work with VCPL and would be happy to submit a plan with estimated costs ranging from \$28,000 to \$30,000. The third option is to move forward with Mr. Fox conducting the search with the understanding that if, after a few months, the quantity or quality of applications are unsatisfactory, the board reserves the right to pursue working with consultants.

A motion to move forward with the third option for the Director of Human Resources to move forward with the search for an Executive Director, made by Heubel, seconded Fenton, passed.

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

The board members took a moment to express their gratitude to Ms. Howe for her significant contributions to the library and the community.

NEXT MEETING

Regular Meeting, Monday, May 19, 2025, at 5:30 p.m., Main Library.

ADJOURNMENT

A motion to adjourn the meeting made by Heubel, seconded by Bogigian, passed. The meeting was adjourned at 6:38 p.m.

James M. Young, President

Christi A. Fenton, Vice President

George L. Heubel, Secretary

Stacy D. Killion, Board Member

ABSENT

Tiffany D. Cherry, Board Member

Kelly J. Ford, Board Member

Tom W. Bogigian, Board Member

Cash Statement
 Vigo County Public Library
 April 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	3,650,749.12 5,680,441.78	141,824.49 581,276.33	680,798.87 3,149,943.37	3,111,774.74	(538,974.38) (2,568,667.04)
Cash Gift Fund 200-00-1010	60,926.87 68,245.53	608.16 2,557.76	5,073.93 14,342.19	56,461.10	(4,465.77) (11,784.43)
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	(4,102.09) (14,493.17)	0.00 14,493.17	1,343.33 5,445.42	(5,445.42)	(1,343.33) 9,047.75
Cash-NICCL Technology Improvem 282-00-1010	500.00 500.00	0.00 0.00	0.00 0.00	500.00	0.00 0.00
Cash-NEA Big Read 283-00-1010	(2,000.00) 0.00	0.00 18,000.00	0.00 20,000.00	(2,000.00)	0.00 (2,000.00)
Cash Public Library Access Car 800-00-1010	65.00 0.00	5.00 70.00	70.00 70.00	0.00	(65.00) 0.00
Cash-Payroll Withholdings 803-00-1010	1,225.64 11,420.24	84,964.79 381,176.61	84,964.79 391,371.21	1,225.64	0.00 (10,194.60)

5

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*33396	CHAPPELLE CANVAS AND UPH	100	<i>Check</i>	540.00	57071	CHAIR UPHOLSTERY REPAIR
						Total Count: 1 Total Amount: 540.00
33374	ADP INC - AUTOPAY II	100	<i>ACH</i>	869.12	11757	PAYROLL SERVICES
33350	ADP INC - AUTOPAY II	100	<i>ACH</i>	875.70	11758	PAYROLL SERVICES
33329	AMAZON.COM LLC	100	<i>ACH</i>	16.99	11759	ART SUPPLY FOR STAFF DAY
33330	AMAZON.COM LLC	100	<i>ACH</i>	16.89	11760	CIRC PRINT MATERIAL
33349	AMAZON.COM LLC	100	<i>ACH</i>	121.50	11761	OFFICE SUPPLIES
33358	AMAZON.COM LLC	100	<i>ACH</i>	8.96	11762	DVD/VIDEO MATERIAL
33364	AMAZON.COM LLC	100	<i>ACH</i>	72.99	11763	CIRC PRINT MAT AND DVD/VIDEO MAT
33365	AMAZON.COM LLC	200	<i>ACH</i>	20.51	11764	INDEX CARD HOLDERS FOR FRIENDS
33366	AMAZON.COM LLC	100	<i>ACH</i>	57.48	11765	DVD/VIDEO MATERIAL
33367	AMAZON.COM LLC	100	<i>ACH</i>	27.64	11766	CIRC PRINT MAT AND DVD/VIDEO MAT
33383	AMAZON.COM LLC	100	<i>ACH</i>	123.39	11767	SUMMER PROGRAMMING AND DECOR
33384	AMAZON.COM LLC	100	<i>ACH</i>	44.99	11768	WALL POST IT PADS FOR STAFF INSTIT
33385	AMAZON.COM LLC	100	<i>ACH</i>	6	11769	CIRC PRINT MATERIAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
33386	AMAZON.COM LLC	100	ACH	128.85	11770	DVD/VIDEO MATERIAL
33387	AMAZON.COM LLC	100	ACH	49.99	11771	DVD/VIDEO MATERIAL
33388	AMAZON.COM LLC	100	ACH	99.95	11772	CIRC PRINT MATERIAL
33389	AMAZON.COM LLC	100	ACH	50.27	11773	CIRC PRINT MATERIAL
33391	AMAZON.COM LLC	100	ACH	12.48	11774	CIRC PRINT MATERIAL
33392	AMAZON.COM LLC	100	ACH	15.98	11775	CIRC PRINT MATERIAL
33393	AMAZON.COM LLC	100	ACH	98.72	11776	CIRC PRINT MAT AND DVD/VIDEO MAT
33382	BAKER & TAYLOR INC	100	ACH	6,413.45	11777	CIRC PRINT MATERIAL
33335	E-Z CLEAN INC	100	ACH	412.31	11778	PAPER PRODUCTS AND SUPPLIES
33394	E-Z CLEAN INC	100	ACH	372.42	11779	PAPER PRODUCTS AND SUPPLIES
33381	GALE/CENGAGE LEARNING	100	ACH	197.42	11780	CIRC PRINT MATERIAL
*33357	HOWE*KRISTI	100	ACH	73.01	11781	MILEAGE REIMBURSEMENT
33379	MIDWEST TAPE	100	ACH	1,770.51	11782	DVD/VIDEO MATERIAL
33342	RICOH USA INC	100	ACH	3,357.59	11783	COPIER LEASE
33375	RICOH USA INC	100	ACH	7 1,613.66	11784	COPIER LEASE

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
						Total Count: 28 Total Amount: 17,015.47
33336	JOINK LLC	100	<i>E-pay</i>	275.00	11823	MONTHLY CLOUD BACKUP
33337	LARGE INK, LLC	100	<i>E-pay</i>	52.80	11824	TITLE CARD PLACARDS FOR WALL PHC
33343	SAFETY SHOE DISTRIBUTORS	100	<i>E-pay</i>	200.00	11825	ANNUAL BOOT ALLOWANCE
33344	BELLE TIRE	100	<i>E-pay</i>	85.63	11826	OIL CHANGE AND TIRE REPAIR ESCAPE
*33290	CAPITAL ONE	100 200	<i>E-pay</i>	1,421.55	11828	PROGRAM SUPPLIES
*33356	DUKE ENERGY *	100	<i>E-pay</i>	706.13	11829	12 POINTS ELECTRIC SERVICE
33359	T-MOBILE USA, INC.	100	<i>E-pay</i>	200.47	11830	WEST HOTSPOT DATA
33360	T-MOBILE USA, INC.	100	<i>E-pay</i>	1,103.67	11831	MAIN HOTSPOT DATA
*33363	REPUBLIC SERVICES OF WEST	100	<i>E-pay</i>	459.30	11832	MAIN TRASH SERVICE
*33368	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	31.50	11833	LAUNDERING OF MAIN TABLECLOTHS A
*33370	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	379.60	11834	MAIN SEWAGE BILLING
*33371	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	46.23	11835	12 POINTS SEWAGE BILLING
33373	VERIZON - WIRELESS	100	<i>E-pay</i>	175.48	11836	PHONE SERVICE
*33376	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	8 661.57	11837	MAIN WATER SERVICE

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*33377	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	24.57	11838	MAIN IRRIGATION SERVICE
*33146	VISA CARD SERVICES	100 200	<i>E-pay</i>	7,045.98	11839	VARIOUS SUPPLIES, TRAVEL, REGISTR.
33380	CENTER POINT LARGE PRINT	100	<i>E-pay</i>	244.50	11840	CIRC PRINT MATERIAL
33395	SAFETY SHOE DISTRIBUTORS	100	<i>E-pay</i>	100.00	11841	ANNUAL BOOT ALLOWANCE

Total Count: **18**
Total Amount: **13,213.98**

<i>Library Operating Fund 100:</i>	28,479.27
<i>Gift Fund 200:</i>	2,290.18
<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:	47
Grand Total Amount:	30,769.45

Executive Director
Kristi Howe

VISA -APRIL- MONTHLY TOTAL			PAY 04/30/2025	
DATE	PO#	VENDOR	DESCRIPTION	AMOUNT
KRISTI HOWE		XXXX XXXX XXXX 3729		
4/15/2025	250776	COURT STREET GARAGE	PARKING FOR STATEHOUSE VISIT	18.00
ADM TOTAL				18.00
DENNIS SHEPARD		XXXX XXXX XXXX 6317		
3/29/2025	250090	MAILCHIMP	MAILCHIMP MONTHLY FEE	195.00
3/31/2025	250626	SURVEYMONKEY	SURVEY HOST ANNUAL SUBSCRIPTION	468.00
3/31/2025	250567	GOOGLE	GOOGLE WORKSPACE	193.23
4/1/2025	250468	GOOGLE	GOOGLE/YOUTUBE AD BIG READ	219.72
4/2/2025	250468	AUDIOBLOCKS	STORYBLOCKS SUBSCRIPTION	449.40
4/10/2025	250700	PIZZA HUT	PIZZA AT MANAGER MEETING	154.48
4/18/2025	250581	FACEBOOK	PEACE LEARNING CENTER BOOST	336.72
DENNIS TOTAL				2016.55
3/23/2025	250034	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	1.58
3/24/2025	250590	IN DEPT OF HOMELAND SECURITY	MAIN ELEVATOR PERMIT RENEWAL	131.32
3/26/2025	250593	JOANN FABRIC AND CRAFT STORES	PROGRAM SUPPLIES	158.12
3/27/2025	250034	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	8.00
3/27/2025	250593	JOANN FABRIC AND CRAFT STORES	PROGRAM SUPPLIES	384.56
3/28/2025	250629	TECHSOUP GLOBAL	MONTHLY CLOUD SOLUTIONS LICENSE	306.00
4/1/2025	250089	ICONIC DIGITAL MARKETING	WEBSITE FEE	355.50
4/1/2025	250637	MICHAELS	PAINTING SUPPLIES AND DISPLAY LEDGES	66.41
4/1/2025	250651	INBIZ	NOTARY BACKGROUND CHECK- L BURTON	15.70
4/1/2025	250652	CYCLONEINKS.COM	SUBLIMATION SUPPLIES	99.95

4/2/2025	250661	GRAND TRAVERSE PIE CO	GIFT CARDS FOR PROGRAM PARTICIPANTS	30.00
4/3/2025	250034	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	9.00
4/10/2025	250531	HILTON GARDEN INN	HOTEL FOR JENNA YOON	253.00
4/14/2025	250734	INDIANA LICENSING ENTERPRISE	NOTARY FEE- L BURTON	74.37
4/14/2025	250681	TERRE HAUTE PARKS AND RECREATION	ASL CLASS FOR SHARON M	60.00
4/15/2025	250236	ALDI	FOOD SUPPLIES FOR FOOD ALLERGIES	35.52
4/15/2025	250732	CONSTRUCTIVE PLAYTHINGS	EXPERIENCE STATIONS	373.73
4/15/2025	250467	TOYPRO LLC	ALLIGATOR TALES FOR LEGO	9.54
4/16/2025	250711	3PI TECH	DREMEL LEVELING SENSOR	53.38
4/16/2025	250756	AMERICAN LIBRARY ASSOCIATION	ALA STUDENT MEMBERSHIP	46.00
4/17/2025	250746	CREATIVE STORE SOLUTIONS	FINE ART DISPLAY RACK	1837.22
4/17/2025	250748	PAPA JOHNS PIZZA	PIZZA FOR VITA VOLUNTEERS	99.84
4/18/2025	250766	QUEEN OF THEME PARTY GAMES	MURDER MYSTERY KIT DIGITAL DOWNLOAD	13.99
4/19/2025	250781	TECHSOUP GLOBAL	MONTHLY CLOUD SOLUTIONS LICENSE	30.00
4/21/2025	250710	THE LITTLE TIKES COMPANY	PLAY BUNGALOW	228.57
BRANDY TOTAL				4681.30
HEATHER RAYL XXXX XXXX XXXX 6325				
4/3/2025	250667	THE TERMINAL PUBLIC HOUSE	TS TEAM BUILDING LUNCH	164.72
HEATHER TOTAL				164.72
JORDAN ORWIG XXXX XXXX XXXX 0293				
4/12/2025	250739	CASEY'S GENERAL STORE	ICE FOR OREGON TRAIL EVENT	11.98
4/14/2025	250740	COURT STREET GARAGE	PARKING FOR STATEHOUSE VISIT	22.00
JORDAN TOTAL				33.98
VIGO CO PUBLIC LIBRARY XXXX XXXX XXXX 4648				

4/22/2025	250760	PLAYSTATION STORE	PLAYSTATION SUBSCRIPTION	131.43
VIGO TOTAL				131.43
GRAND TOTAL				7045.98

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*33494	COMPLETE OUTDOOR ALL-AMF	100	Check	651.25	57072	STAGE RENTAL
*32483	THOMPSON*EMILY ANN	100	Check	500.00	57073	PERFORMER FEE
33508	BARCO PRODUCTS COMPANY	100	Check	254.48	57074	CL1420FL-BK FLAT LID W/ CABLE
33515	K-LOG, INC	100	Check	1,560.12	57075	STANCHIONS
33505	LIBRARY MARKET	100	Check	3,500.00	57076	LIBRARY CALENDAR RENEWAL
*33497	UNION HOSPITAL CENTER FOF	100	Check	50.00	57077	EMPLOYEE SCREENING
					Total Count:	6
					Total Amount:	6,515.85
*33506	ORACLE ELEVATOR COMPANY	100	ACH	447.00	11785	PREPAYMENT- ELEVATOR PHONE BATT
33552	ADP INC - AUTOPAY II	100	ACH	852.29	11786	PAYROLL SERVICES
*33426	ADP SCREENING & SELECTION	100	ACH	128.18	11787	BACKGROUND SCREENINGS
33433	AMAZON.COM LLC	100	ACH	9.99	11788	DVD/VIDEO MATERIAL
33483	AMAZON.COM LLC	200	ACH	37.96	11789	OPEN HOUSE SUPPLIES
33501	AMAZON.COM LLC	100	ACH	104.26	11790	YS FAUCET, ASSORTED WHEELS
33441	AMAZON.COM LLC	100	ACH	19.99	11791	CIRC PRINT MATERIAL
33438	AMAZON.COM LLC	100	ACH	13 19.99	11792	CIRC PRINT MATERIAL AND DVD/VIDEO

<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>
33432	AMAZON.COM LLC	100	ACH	161.31	11793	CIRC PRINT MATERIAL
33437	AMAZON.COM LLC	100	ACH	36.78	11794	CIRC PRINT MATERIAL AND DVD/VIDEO
33522	AMAZON.COM LLC	100	ACH	33.27	11795	CIRC PRINT MATERIAL
33424	AMAZON.COM LLC	100	ACH	95.98	11796	RINGLIGHTS FOR CELL PHONE
33502	AMAZON.COM LLC	100	ACH	95.54	11797	OFFICE SUPPLIES
33504	AMAZON.COM LLC	100	ACH	78.75	11798	CIRC PRINT MATERIAL
33434	AMAZON.COM LLC	100	ACH	15.99	11799	CIRC PRINT MATERIAL
33439	AMAZON.COM LLC	100	ACH	39.27	11800	CIRC PRINT MATERIAL AND DVD/VIDEO
33422	AMAZON.COM LLC	100	ACH	25.59	11801	CELL PHONE TRIPOD
33546	AMAZON.COM LLC	100	ACH	107.18	11802	CIRC PRINT MATERIAL
33526	AMAZON.COM LLC	100	ACH	67.98	11803	BLUETOOTH HEADSET
33484	AMAZON.COM LLC	100	ACH	9.87	11804	DVD/VIDEO MATERIAL
33475	AMAZON.COM LLC	100	ACH	132.81	11805	CIRC NON PRINT PHYSICAL MATERIAL
33435	AMAZON.COM LLC	100	ACH	145.38	11806	CIRC PRINT MATERIAL AND DVD/VIDEO
33466	AMAZON.COM LLC	100	ACH	15.84	11807	CIRC PRINT MATERIAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
33485	AMAZON.COM LLC	100	ACH	44.35	11808	SWITCH CASES, ODOR CONTROL SUPP
33547	AMAZON.COM LLC	100	ACH	190.97	11809	SR ADULT & STAFF GRAND PRIZES
33423	AMAZON.COM LLC	100	ACH	364.47	11810	HEADPHONES FOR ALL PR STAFF
33436	AMAZON.COM LLC	100	ACH	99.98	11811	CIRC PRINT MATERIAL AND DVD/VIDEO
33442	AMAZON.COM LLC	100	ACH	124.48	11812	PROGRAM SUPPLIES/PS5 STORAGE
33440	AMAZON.COM LLC	100	ACH	14.49	11813	CIRC PRINT MATERIAL AND DVD/VIDEO
33523	AMAZON.COM LLC	100	ACH	14.44	11814	10W POWER PLUG FOR TRIPOD LIGHT
33548	AMAZON.COM LLC	100	ACH	20.45	11815	CIRC PRINT MATERIAL
33549	AMAZON.COM LLC	100	ACH	205.31	11816	DVD/VIDEO MATERIAL
33550	AMAZON.COM LLC	100	ACH	79.97	11817	DVD/VIDEO MATERIAL
33551	AMAZON.COM LLC	100	ACH	29.99	11818	DVD/VIDEO MATERIAL
33554	AMAZON.COM LLC	100	ACH	49.99	11819	DVD/VIDEO MATERIAL
33565	AMAZON.COM LLC	100	ACH	322.88	11820	SR 12-18 GRAND PRIZES
33566	AMAZON.COM LLC	100	ACH	38.44	11821	9X12 FLOOR REGISTERS BLACK
33567	AMAZON.COM LLC	100	ACH	46.01	11822	CIRC PRINT MATERIAL
33583	AMAZON.COM LLC		ACH	441.79	11823	SR 0-5 GRAND PRIZES

<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				
33584	AMAZON.COM LLC	100	ACH	106.94	11824	DVD/VIDEO MATERIAL
		100				
33586	AMAZON.COM LLC	100	ACH	94.12	11825	OFFICE SUPPLIES
		100				
33587	AMAZON.COM LLC	100	ACH	145.17	11826	SUMMER PROGRAM SUPPLIES
		100				
33588	AMAZON.COM LLC	100	ACH	24.79	11827	MAY OFFICE SUPPLY RESTOCK
		100				
33590	AMAZON.COM LLC	100	ACH	110.59	11828	SR STAFF GRAND PRIZE
		100				
33591	AMAZON.COM LLC	100	ACH	7.42	11829	CIRC PRINT MATERIAL
		100				
33596	AMAZON.COM LLC	100	ACH	202.93	11830	FRIENDS APPRECIATION GIFTS
		100				
33480	BAKER & TAYLOR INC	100	ACH	4,393.30	11831	CIRC PRINT MATERIAL AND SPC MATEF
		100				
33544	BAKER & TAYLOR INC	100	ACH	3,194.23	11832	CIRC PRINT MATERIAL
		100				
33447	BATTERIES PLUS #011	100	ACH	25.00	11833	BATTERY RECLYCLING
		100				
33431	BOOK DEPOT	100	ACH	241.44	11834	BOOKS FOR 1,000 BOOKS BEFORE KINI
		100				
33467	BOOK DEPOT	100	ACH	4,987.27	11835	BR/CR BOOKS
		100				
33582	BOOK DEPOT	200	ACH	1,331.99	11836	SR KIDS 6-11 BOOKS
		200				
*33603	BRIDGEWATER*BRANDY	100	ACH	500.00	11837	SPRING 2025 TUITION REIMBURSEMEN
		100				
*33604	BRIDGEWATER*BRANDY	100	ACH	128.18	11838	SPRING 2025 TEXTBOOK REIMBURSEM
		100		16		

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
33465	CRAIG, ARIELLE	100	ACH	324.00	11839	SPRING 2025 TUITION REIMBURSEMEN'
*33468	CULLIGAN WATER CONDITIONI	100	ACH	36.50	11840	WEST COOLER RENTAL
33528	E-Z CLEAN INC	100	ACH	1,346.53	11841	JANITORIAL SUPPLIES
33578	E-Z CLEAN INC	100	ACH	154.32	11842	STEAMER REPAIR
33452	EPROMOS	100	ACH	2,580.26	11843	FLD BRANDED SUPPLIES
33479	GALE/CENGAGE LEARNING	100	ACH	24.69	11844	CIRC PRINT MATERIAL
*33520	GENTRY*LUKE	100	ACH	54.57	11845	SPRING 2025 TEXTBOOK REIMBURSEM
*33521	GENTRY*LUKE	100	ACH	1,500.00	11846	SPRING 2025 TUITION REIMBURSEMEN'
33597	GRAHAM FEED COMPANY	100	ACH	497.70	11847	40# PELLETS PLUS SURESOFT
*33606	HATCHER*JANET	100	ACH	112.55	11848	REIMBURSEMENT FOR PROGRAM SUPP
*33595	INDIANA LIBRARY FEDERATION	100	ACH	95.00	11849	M HOWES- 2024 YS CONFERENCE REGI
33594	INVENGO AMERICAN CORP	100	ACH	41.00	11850	RFID PAD RENEWAL
*33574	MACKELBURGER*HAILEY	100	ACH	3,000.00	11851	SPRING 2025 TUITION REIMBURSEMEN'
33545	MIDWEST TAPE	100	ACH	790.21	11852	DVD/VIDEO MATERIAL
33509	MIDWEST TAPE	100	ACH	7,675.32	11853	HOOPLA APRIL INVOICE
33478	MIDWEST TAPE	100	ACH	1,814.19	11854	DVD/VIDEO 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>
*33605	MULOT*FRANCOIS	100	ACH	1,500.00	11855	SPRING 2025 TUITION REIMBURSEMENT
33585	NELSON, BETH	100	ACH	1,500.00	11856	SPRING 2025 TUITION REIMBURSEMENT
33469	NEW AVENUES	100	ACH	90.00	11857	CLINICAL HOURS
33577	NEW AVENUES	100	ACH	166.24	11858	ALA CARTE ADMIN FEE
33490	OVERDRIVE	100	ACH	10,150.00	11859	MONTHLY OVERDRIVE DEPOSIT
33593	OVERDRIVE	100	ACH	10,150.00	11860	REISSUE- APRIL MONTHLY OVERDRIVE
33477	PAYPAL INC	100	ACH	19.95	11861	MONTHLY PAYFLOW LINK
33443	PITNEY BOWES	100	ACH	70.39	11862	INK FOR POSTAGE MACHINE
33568	RICOH USA INC	100	ACH	859.63	11863	COPIER LEASE
33525	SPAID-ROBERTS, ELISE	100	ACH	66.17	11864	SPRING 2025 TEXTBOOK REIMBURSEMENT
33524	SPAID-ROBERTS, ELISE	100	ACH	1,500.00	11865	SPRING 2025 TUITION REIMBURSEMENT
33451	SPICER, CATHERINE	100	ACH	51.00	11866	ALA MEMBERSHIP REIMBURSEMENT
33555	SPICER, CATHERINE	100	ACH	3,000.00	11867	SPRING 2025 TUITION REIMBURSEMENT
33556	SPICER, CATHERINE	100	ACH	27.81	11868	SPRING 2025 TEXTBOOK REIMBURSEMENT
33355	STAPLES BUSINESS CREDIT	100	ACH	18 38.99	11869	PLANNER FOR HR

<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>
*33530	UNIQUE MANAGEMENT SERVIC	100	ACH	566.50	11870	PLACEMENTS
*33529	UNIQUE MANAGEMENT SERVIC	100	ACH	798.92	11871	NOTICES
*33470	WADSWORTH*ASHLEY	100	ACH	17.64	11872	MILEAGE REIMBURSEMENT
33541	WAGEWORKS, INC.	100	ACH	168.82	11873	COBRA MONTHLY FEE
33453	WEAS ENGINEERING INC	100	ACH	491.72	11874	WATER TREATMENT MANAGEMENT
33589	WORLD TRADE PRESS	100	ACH	787.95	11875	ATOZ FOOD AMERICA AND ATOZ WORL
33510	ZAYO EDUCATION LLC	100	ACH	1,343.33	11876	INTERNET SERVICE
33476	ZAYO EDUCATION LLC	100	ACH	615.17	11877	VOICE SERVICE
					Total Count:	93
					Total Amount:	74,289.65
33408	OFFICE DEPOT	100	E-pay	556.78	11853	OFFICE SUPPLIES
33409	OFFICE DEPOT	100	E-pay	6.68	11854	OFFICE SUPPLIES
33410	OFFICE DEPOT	100	E-pay	4.58	11855	OFFICE SUPPLIES
33411	OFFICE DEPOT	100	E-pay	30.60	11856	OFFICE SUPPLIES
*33428	COURTESY CLEANING CENTEF	100	E-pay	82.25	11857	LAUNDERING OF MAIN TABLECLOTHS A
*33429	COURTESY CLEANING CENTEF	100	E-pay	26.25	11858	LAUNDERING OF MAIN TABLECLOTHS A

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*33449	DUKE ENERGY *	100	E-pay	3,309.33	11859	12 POINTS ELECTRIC SERVICE
*33461	INDIANA AMERICAN WATER CC	100	E-pay	57.12	11867	PRIVATE FIRE SERVICE
33462	WEX BANK	100	E-pay	134.62	11868	FUEL SERVICE
33445	BAESLERS MARKET	100 200	E-pay	2,056.05	11869	PROGRAM SUPPLIES
33481	CARRIER CORPORATION	100	E-pay	6,070.14	11870	ANNUAL AGREEMENT
*33487	COURTESY CLEANING CENTEF	100	E-pay	17.50	11871	LAUNDERING OF WEST TABLECLOTHS
*33489	COURTESY CLEANING CENTEF	100	E-pay	42.18	11872	LAUNDERING OF MAIN TABLECLOTHS A
*33492	MIDLAND PAPER COMPANY INC	100	E-pay	137.24	11874	LARGE FORMAT SUPPLIES
*33493	MIDLAND PAPER COMPANY INC	100	E-pay	597.56	11875	LARGE FORMAT SUPPLIES
*33495	TRIBUNE STAR PUBLISHING CC	100	E-pay	650.00	11876	SUMMER READING AD FOR TH LIVING
*33496	TRIBUNE STAR PUBLISHING CC	100	E-pay	295.00	11877	HELP AD FOR SPC
33417	HOBBY LOBBY	100	E-pay	12.92	11878	PROGRAM SUPPLIES
*33500	YOUR AUTOMATIC DOOR COM	200	E-pay	3,922.00	11879	ADA DOOR IN SPC
*33418	LOWE'S COMMERCIAL SERVICI	100	E-pay	545.17	11881	MAINTENANCE SUPPLIES
*33511	APPLE HOUSE*THE	100	E-pay	196.32	11883	GROUNDS SUPPLIES
*33517	INDIANA AMERICAN WATER CC		E-pay	192.96	11884	12 POINTS WATER SERVICE

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
		100				
*33518	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	57.12	11885	12 POINTS PRIVATE FIRE SERVICE
		100				
33519	LARGE INK, LLC	100	<i>E-pay</i>	138.00	11886	CORRUGATED ELEVATOR SIGN
		100				
*33531	TABCO PRINTING & PROMOTIC	100	<i>E-pay</i>	10,900.00	11887	LITTLE THUNDER BLUE BAGS-CUSTOMI
		100				
33537	CENTERPOINT ENERGY	100	<i>E-pay</i>	84.56	11888	WEST GAS SERVICE
		100				
33538	CENTERPOINT ENERGY	100	<i>E-pay</i>	56.07	11889	12 POINTS GAS SERVICE
		100				
*33539	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	17.50	11890	LAUNDERING OF MAIN TABLECLOTHS A
		100				
*33543	TOWN OF WTH WATER & SEWE	100	<i>E-pay</i>	79.20	11891	WEST WATER SERVICE
		100				
*33579	DUKE ENERGY *	100	<i>E-pay</i>	599.37	11900	WEST ELECTRIC SERVICE
		100				
*33580	DUKE ENERGY *	100	<i>E-pay</i>	14,471.09	11901	MAIN ELECTRIC SERVICE
		100				
*33581	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	110.25	11902	LAUNDERING OF MAIN TABLECLOTHS A
		100				
33598	OFFICE DEPOT	100	<i>E-pay</i>	1,060.94	11903	OFFICE SUPPLIES
		100				
33599	OFFICE DEPOT	100	<i>E-pay</i>	1.98	11904	OFFICE SUPPLIES
		100				
33607	SHERWIN-WILLIAMS	100	<i>E-pay</i>	254.94	11905	PAINT AND SUPPLIES
		100				

Total Count: 35
Total Amount: 46,774.27

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description				
	<i>Library Operating Fund 100:</i>		122,232.82							
	<i>Gift Fund 200:</i>		5,346.95							
	<i>Rainy Day Fund 201:</i>		0.00							
	<i>State Technology Reimbursement Grant Fund 276:</i>		0.00							
	<i>WVCF Creating a Better Tomorrow Grant Fund 277:</i>		0.00							
	<i>UW Neighborhood Improvement Grant Fund 278:</i>		0.00							
	<i>WVCF Impact Grant Fund 279:</i>		0.00							
	<i>Lifelong Arts Indiana Grant Fund 280:</i>		0.00							
	<i>Lifelong Arts Indiana Grant Fund 281:</i>		0.00							
	<i>NEA Big Read Grant Fund 283:</i>		0.00							
	<i>Public Library Access Card Fund 800:</i>		0.00							
					<table border="1"> <tr> <td>Grand Total Count:</td> <td>117</td> </tr> <tr> <td>Grand Total Amount:</td> <td>127,579.77</td> </tr> </table>		Grand Total Count:	117	Grand Total Amount:	127,579.77
Grand Total Count:	117									
Grand Total Amount:	127,579.77									
					<hr/> <p style="text-align: center;">Interim Executive Director Jordan Orwig</p>					

**Payroll Payable
Voucher Register**

Vigo County Public Library

For Period April - 2025

Page ___1___ of ___2___ Pages

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
4/11	Pay #8	Gross Payroll	\$ 159,805.70	\$ 159,805.70	ACH	
4/11	Pay #8	FICA	\$ 11,534.30	\$ 11,534.30	ACH	
4/11	Pay #8	PERF	\$ 20,972.41	\$ 20,972.41	ACH	
4/25	Pay #9	Gross Payroll	\$ 159,806.39	\$ 159,806.39	ACH	
4/25	Pay #9	FICA	\$ 11,547.36	\$ 11,547.36	ACH	
4/25	Pay #9	PERF	\$ 20,928.19	\$ 20,928.19	ACH	
4/25	Pay #9	Anthem	\$ 109,285.25	\$ 109,285.25	ACH	
4/25	Pay #9	Guardian	\$ 7,632.70	\$ 7,632.70	ACH	
		Gross Payroll	\$ -	\$ -	ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

Total library cost			\$ 501,512.30			
April	Pay 8 & 9	Nationwide	\$ 2,266.19	\$ 2,266.19	ACH	Staff withholding
April	Pay 8 & 9	Garnishments	\$ 1,497.45	\$ 1,497.45	ACH	Staff withholding
April	Pay 8 & 9	Garnishment Reim	\$ -	\$ -	ACH	Staff withholding
April	Pay 8 & 9	AFLAC	\$ 1,225.64	\$ 1,225.64	ACH	Staff withholding
April	Pay 8 & 9	United Way	\$ 228.00	\$ 228.00	ACH	Staff withholding
April	Pay 8 & 9	Anthem	\$ 12,180.00	\$ 12,180.00	ACH	Staff withholding
April	Pay 8 & 9	HSA adj.		\$ -	ACH	Staff withholding
April	Pay 8 & 9	Guardian	\$ 1,539.32	\$ 1,539.32	ACH	Staff withholding
April	Pay 8 & 9	Boston Mutual	\$ 650.36	\$ 650.36	ACH	Staff withholding
April	Pay 8 & 9	Fed Tax	\$ 21,399.95	\$ 21,399.95	ACH	Staff withholding
April	Pay 8 & 9	State Tax	\$ 9,249.07	\$ 9,249.07	ACH	Staff withholding
April	Pay 8 & 9	Local Tax	\$ 5,937.54	\$ 5,937.54	ACH	Staff withholding
April	Pay 8 & 9	FICA	\$ 23,081.64	\$ 23,081.64	ACH	Staff withholding
April	Pay 8 & 9	Vol. PERF	\$ 5,709.63	\$ 5,709.63	ACH	Staff withholding
		Staff Cost	\$ 84,964.79	\$ 84,964.79		

April 30, 2025

Gift Fund Balances

2025

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 2,663.07	Unrestricted Use	Admin.
64-SPC	\$ 6,273.52	Support of SPC	Admin.
65-Big Read	\$ 424.40	Big Read	Admin.
66-YS	\$ 3,808.98	Support of YS	Admin.
67-WVCF Endowment	\$ 535.00	Support of Strategic Plan Goals	Admin.
68-Crackerbarrel	\$ 984.27	Support of Crackerbarrel	Admin.
69-Wright Foundation	\$ 3,280.18	Unrestricted Use	Admin.
70- West Emily's Garden	\$ 200.00	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,511.04	Support of West Branch	Admin.
72-Friends	\$ 8,702.52	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	\$ 13.92	Childrens Literature	Admin.
81-Community Connections	\$ 216.95	Support of Community Connections	Admin.
83-Kiwanis Ys	\$ 97.86	Childrens Book Label Commemorating Speakers	Admin.
85-Phillips	\$ 3,305.47	Support of LLC and Archives	Admin.
87-Cox	\$ 55.48	Hearing Impaired Support	Admin.
89-Christmas in the Park	\$ 360.53	Christmas in the Park	Admin.
92-Marketing	\$ (284.59)	Unrestricted Use	Admin.
93-Programming and Events	\$ 197.00	Support of Programming and Events	Admin.
94-TH Econ.Dev.	\$ 139.58	Adult Nonfiction Commemorating Speakers	Admin.
95-12 Points	\$ 1,106.93	Support of 12 Points	Admin.
96-Fundraiser	\$ 770.44	Buy a Book	Admin.
97-Library Experience	\$ 500.00	Support of Library Experience	Admin.
TOTAL	\$ 56,461.10		

Administrative Report

MAY 19, 2025



FROM THE INTERIM EXECUTIVE DIRECTOR

Earlier this month, the Vigo County Public Library provided a noteworthy sendoff for the outgoing Executive Director, Kristi Howe. VCPL staff – both past and present – along with board members, local officials, community members, and many more stopped by the library to offer Kristi well wishes and fond farewells.

I am continuing with much of the work that’s been initiated and looking to work towards future projects. We have a wide-ranging span of activities going on across the library system. From new displays in our Special Collections, to preparations for the opening of the splash pad at the 12 Points Branch, and improvements to service methods in our Lending and Tech Services departments to name just a few, it’s truly impressive to see all of the movement going on both in the community and behind the scenes.

I am working with Dennis Shepard, the Director of Support Services, and Brandy Bridgewater, the Business Manager, to prepare for the 2026 budget process. To start with, we’ll be meeting with VCPL managers to discuss plans for next year. Also, there are a number of state-provided webinars and workshops that we’ll be attending to review timelines, best practices, and other guidance. We will then put all of that information together to develop a budget plan to continue serving our community.

I am very appreciative of the many members of VCPL staff who have helped me get settled in. I’ve heard numerous ideas from across multiple departments, and I’m looking forward to playing a part in their development.

REQUEST CHANGE FOR SCHEDULE OF CLOSINGS

Due to Vigo County School Corporation’s fall break schedule, VCPL is looking to change the previously approved date of the Fall Staff Institute from Friday, October 10, 2025 to Friday, November 7, 2025.

BREAKING BARRIERS

Breaking down barriers is an important role of VCPL. Sometimes, those barriers are community-based. A recent customer was having problems with her car and with finding a place to stay. Facilities Assistant Jareb Raubuck was able to get her car running and gave her a “Do You Need Help” brochure. The customer told him that, thanks to the guide, she was able to find shelter. She had been searching on her phone and hadn’t found anything up to that point.

VCPL also reduces barriers by providing information and minimizing uncertainty. Artificial Intelligence (AI) has been an increasingly hot topic for several years, surrounded by often contradictory information. On May 6, Adult Services staff welcomed Dr. Michael Wollowski, an AI expert and Professor of Computer Science at Rose-Hulman Institute of Technology. He spoke about the realities of AI – both positive and negative – and answered questions from the audience.

COMMUNITY BUILDING AND MAKING CONNECTIONS

VCPL embraces community-building and making connections. One way staff foster this is by hosting programs that bring people together. Recently, a frequent attendee at Adult Services Librarian Meghan Salinas’s Art Hacks series was showing off a toy she designed and created for her nephew after a loom weaving session. The toy was based on a drawing the child had made, and she was excited about giving it to him for his birthday. “I’d never done anything like this before the class!” she told Adult Services Manager Jeanette Bouchie.



Another program that brought the community together was the “Live on the Lawn” concert featuring violinist and fiddler Emily Ann Thompson and her husband, Kel. People of all ages brought chairs and blankets to spread out on the grass and enjoy the lively Celtic music and clogging. “This was so much fun!” said one attendee. “They’re fantastic,” remarked another.

12 POINTS BRANCH

In April, there was consistent use of the Clean Up Space, with 25 appointments completed of the 30 reservations scheduled. The majority of the appointments have been scheduled by regular library users; however, there were nine new users who reserved the space. Of the new appointments, two have applied for library cards. A customer who uses the service every week has shared that these resources have provided a change in their quality of life, and it is evident by the way they now carry themselves at the library.

There is a steady group of preteens and teens that come into the 12 Points Branch daily to hang out in the teen space. They have been coming in since the branch opened. One teen brought their parents and younger sister in to show them around, and staff were able to meet and talk with the family. The next day, two teenage brothers brought in their mom, and she signed them up to get their own library cards. The 12 Points staff are working hard to connect to the community and are making a significant impact on the teens in the community, as shown by the recent submission of an application for a teen volunteer position at 12 Points Branch.

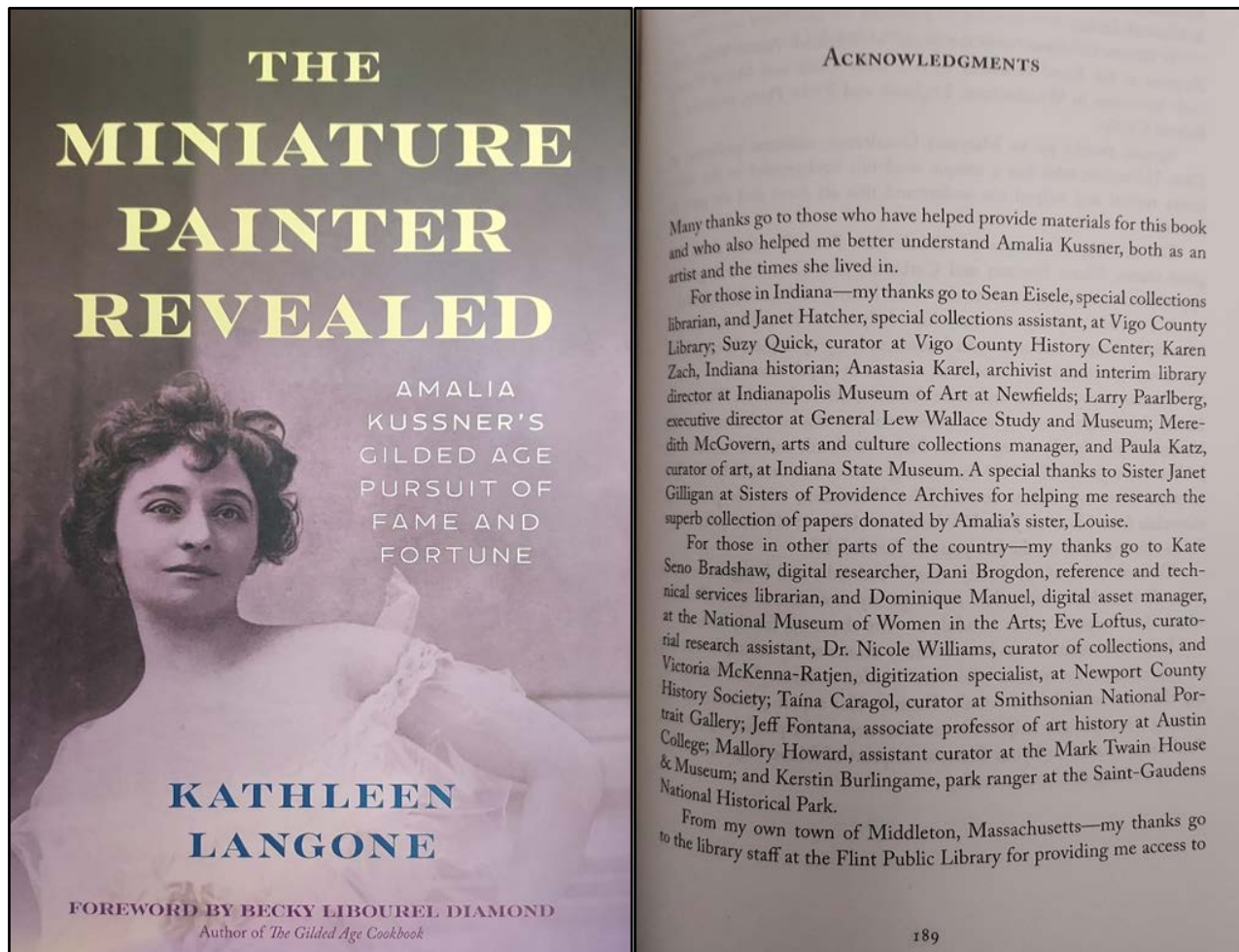
NEW EXPERIENCE STATIONS



Children learn through experiences and play. Because of this, Youth Services continues efforts to provide fun and educational opportunities for customers by adding two new Experience Stations to the department. One center is a “house” that includes a kitchen area, window garden space, and a lemonade stand. The other option is a market stall that, because of its blank canvas, offers flexibility for future creations. Currently, it is a Farmer’s Market with a chicken coop, but, to align with the Summer Reading Program theme of Color Our World, it will be turned into an art studio in the coming months.

SPECIAL COLLECTIONS STAFF RECOGNIZED BY BOOK AUTHOR

Sean Eisele, Special Collections Librarian, and Janet Hatcher, formerly of SPC and now at the 12 Points Branch, were both recognized in the acknowledgements of a new history book about world-famous artist and Terre Haute native Amalia Kussner. The book is titled “The Miniature Painter Revealed,” is authored by historical researcher Kathleen Langone, and was released in March 2025. Sean and Janet were acknowledged for their expertise and assistance in researching the materials for the book.



LIFE-SIZED GAME OF THE OREGON TRAIL



27

On April 12, the West Branch, Youth Services Department, and the Vigo County Parks Department created a 1.3-mile-long life-sized game of The Oregon Trail. Participants started at Dewey Point in West Terre Haute, walked down the boardwalk, then crossed the bridge over to Fairbanks Park in Terre Haute, where families and friend groups had the opportunity

Administrative Report

MAY 19, 2025

to try to get their covered wagons all the way to “the Oregon Territory.” With a dozen stations set up between the two points, groups took their chances crossing flooded rivers, foraging for medicinal plants, and hunting for food, hoping to have enough supplies to last them until the end of the journey. More than 60 participants took part in this fun, educational, and physically active outdoor event.

PERSONNEL CHANGES



Adams, James E. - It is with deep sadness that we report the passing of James Everett “Jim” Adams, on April 27, 2025. He was a valued member of our Library Team who was hired for the part-time position of Facilities Assistant on November 2, 2017. Jim will be sorely missed by all who had the privilege to work alongside him. We extend our heartfelt condolences to Jim’s family, friends, and colleagues during this difficult time.

CHANGE IN STATUS

Orwig, Jordan L. - Change in status from the full-time exempt position of Director of Public Services to the full-time exempt position of Interim Executive Director in the Administration Department effective May 12, 2025.

Bouchie, Jeanette M. - Change in status from the full-time non-exempt position of Adult Services Manager in the Adult Services Department, to the full-time non-exempt position of Interim Director of Public Services in the Administration Department effective May 12, 2025.

Respectfully submitted,

Jordan Orwig
Interim Executive Director

5/15/25 AG

	April-25	April-24		YTD 2025	YTD 2024	
Print Circulation	17,054	16,574	2.9%	70,002	68,817	1.7%
A/V Circulation	4,947	5,450	-9.2%	21,359	21,679	-1.5%
Misc	293	279	5.0%	1,145	1,217	-5.9%
Electronic Devices	61	58	5.2%	209	231	-9.5%
TOTAL	22,355	22,361	0.0%	92,715	91,944	0.8%

	April-25	April-24		YTD 2025	YTD 2024	
Overdrive						
E-book	7,512	7,523	-0.1%	30,808	31,308	-1.6%
E-audiobook	5,993	5,724	4.7%	24,566	23,854	3.0%
E-Magazines	1,414	712	98.6%	5,823	4,160	40.0%
TOTAL	14,919	13,959	6.9%	61,197	59,322	3.2%

	April-25	April-24		YTD 2025	YTD 2024	
Hoopla						
E-audiobook	2,071	1,596	29.8%	8,174	6,461	26.5%
Bingepasses	38	34	11.8%	150	127	18.1%
E-Books	615	561	9.6%	2,848	2,519	13.1%
E-Comics	93	90	3.3%	414	365	13.4%
E-music	97	105	-7.6%	329	391	-15.9%
E-video movie	205	171	19.9%	791	635	24.6%
E-video TV	107	68	57.4%	384	329	16.7%
TOTAL	3,226	2,625	22.9%	13,090	10,827	20.9%

	April-25	April-24		YTD 2025	YTD 2024	
Reference [fact-finding]	2,969	1,419	109.2%	11,789	9,481	24.3%

MATERIALS ADDED TO COLLECTION

Purchased Items	April-25	YTD 2025
Book	882	7,272
Video	240	833
Video Game	50	136
Music CD	0	0
Audio Book	1	18
Misc	31	112
TOTAL	1,204	8,371

Donated Items	April-25	YTD 2025
Book	246	372
Video	58	80
Video Game	0	0
Music CD	0	0
Audio Book	0	0
Misc	0	1
TOTAL	304	453

New Items Ordered	April-25	YTD 2025
Book	1,017	4,098
Video	162	853
Video Game	44	135
Music CD	0	0
Audio Book	0	5
Misc	56	124
TOTAL	1,279	5,215

New Items Received	April-25	YTD 2025
Book	881	5,406
Video	199	661
Video Game	67	136
Music CD	0	0
Audio Book	1	2
Misc	50	71
TOTAL	1,198	6,276

ON-SITE PROGRAMS	April-25	April-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	26	22	18.2%	97	91	6.6%
Children (ISL: 6-11 yrs)	22	25	-12.0%	99	82	20.7%
Teens (ISL: 12-18yrs)	14	6	133.3%	53	25	112.0%
Adults (ISL: 19 + yrs)	23	22	4.5%	93	74	25.7%
General (all ages)	16	12	33.3%	64	72	-11.1%
TOTAL	101	87	16.1%	406	344	18.0%

ON-SITE ATTENDANCE	April-25	April-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	497	333	49.2%	1,353	1,467	-7.8%
Children (ISL: 6-11 yrs)	210	192	9.4%	1,832	973	88.3%
Teens (ISL: 12-18yrs)	33	36	-8.3%	175	131	33.6%
Adults (ISL: 19 + yrs)	169	224	-24.6%	709	1,231	-42.4%
General (all ages)	205	120	70.8%	1,130	1,687	-33.0%
TOTAL	1,114	905	23.1%	5,199	5,489	-5.3%

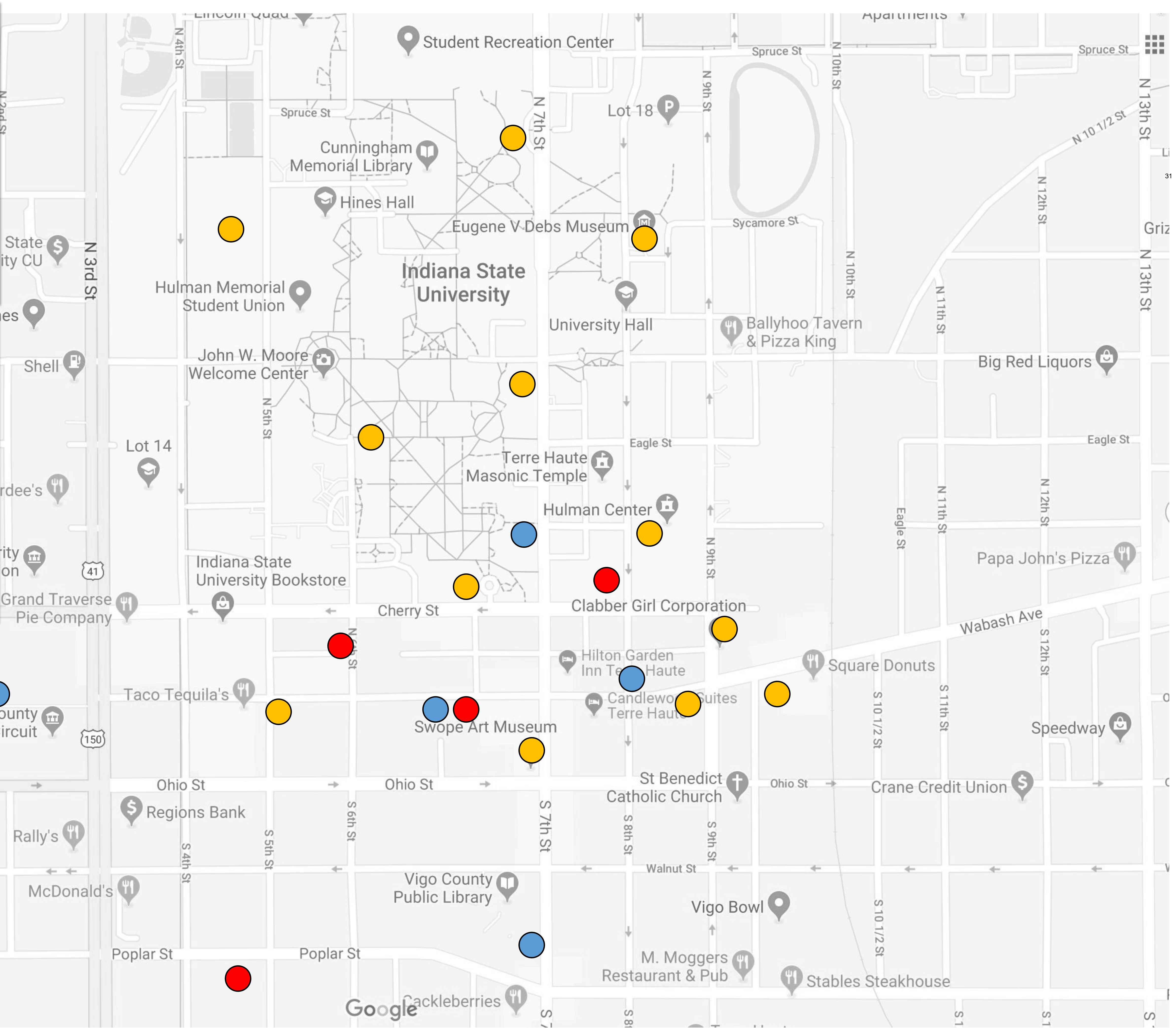
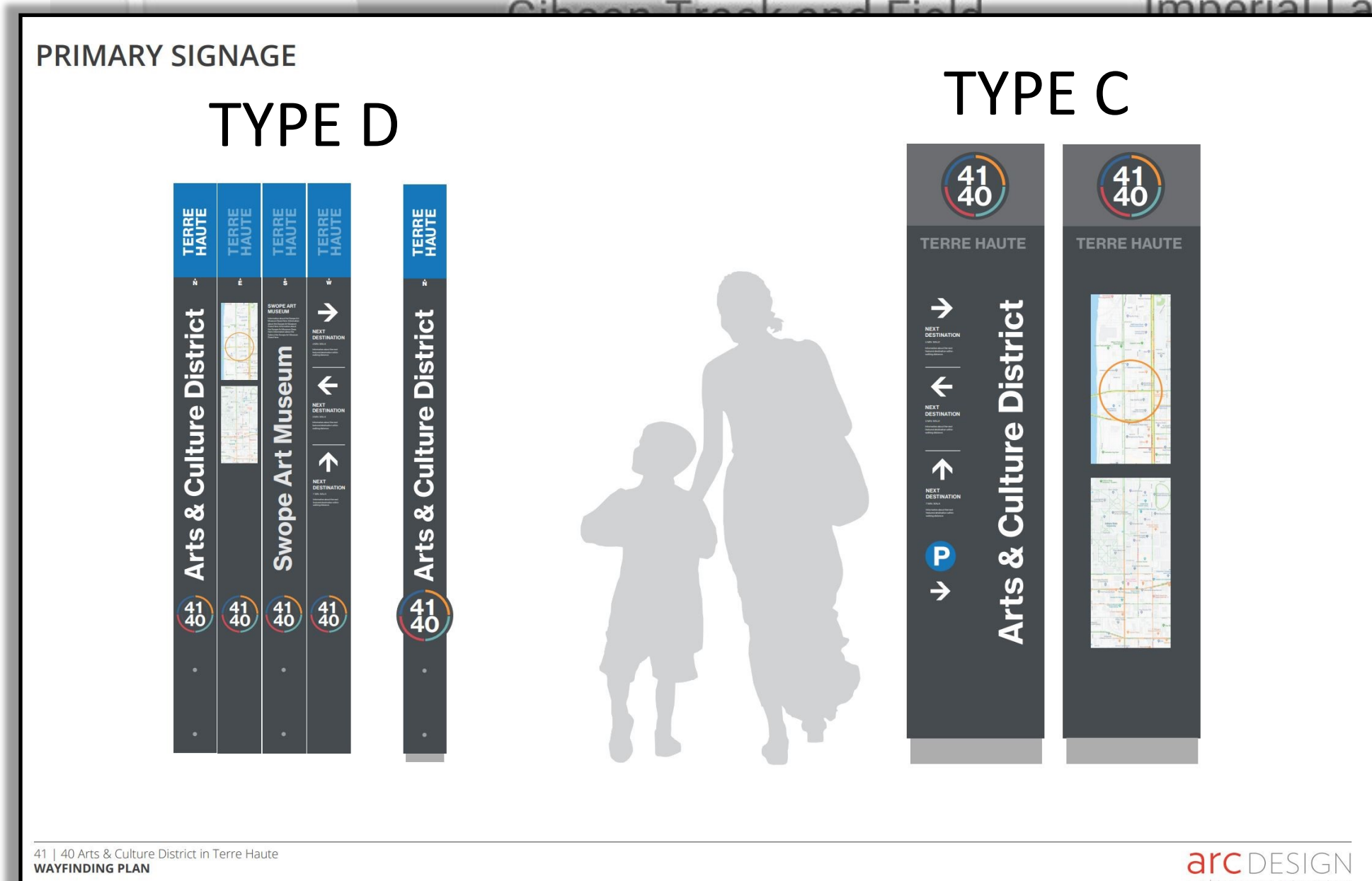
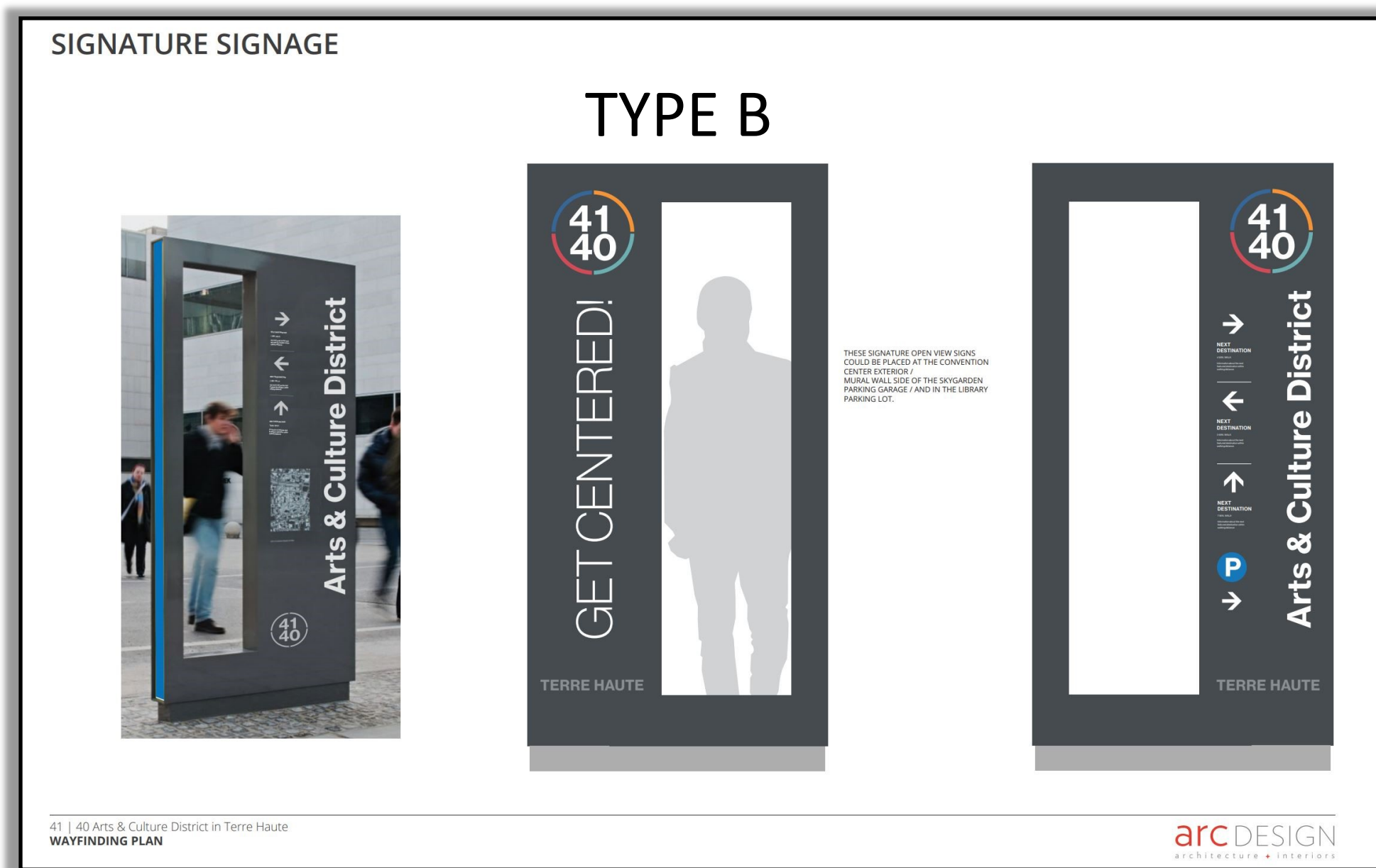
OFF-SITE PROGRAMS	April-25	April-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	0	0	null	1	2	-50.0%
Children (ISL: 6-11 yrs)	1	0	null	1	1	0.0%
Teens (ISL: 12-18yrs)	0	0	null	1	0	null
Adults (ISL: 19 + yrs)	16	18	-11.1%	45	56	-19.6%
General (all ages)	1	3	-66.7%	3	5	-40.0%
TOTAL	18	21	-14.3%	51	64	-20.3%

OFF-SITE ATTENDANCE	April-25	April-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	0	0	null	20	18	11.1%
Children (ISL: 6-11 yrs)	202	0	null	202	4	4950.0%
Teens (ISL: 12-18yrs)	0	0	null	173	0	null
Adults (ISL: 19 + yrs)	254	213	19.2%	792	702	12.8%
General (all ages)	69	479	-85.6%	156	521	-70.1%
TOTAL	525	692	-24.1%	1,343	1,245	7.9%

COMMUNITY OUTREACH	April-25	April-24		YTD 2025	YTD 2024	
# of Community Events Participated In	5	6	-16.7%	12	8	50.0%
# of Interactions at Community Events	635	893	-28.9%	1,761	1,012	74.0%

	April-25	April-24		YTD 2025	YTD 2024	
Computer Users	3,830	4,422	-13.4%	16,903	17,234	-1.9%
Subscription Databases	18,345	7,659	139.5%	51,952	26,710	94.5%
ILL provided to other Libraries	373	303	23.1%	1,548	1,197	29.3%
ILL received from other Libraries	120	86	39.5%	438	404	8.4%

	April-25	April-24		YTD 2025	YTD 2024	
Adult materials deliveries	27	34	-20.6%	119	134	-11.2%
Youth materials deliveries	9	8	12.5%	38	43	-11.6%
TOTAL	36	42	-14.3%	157	177	-11.3%

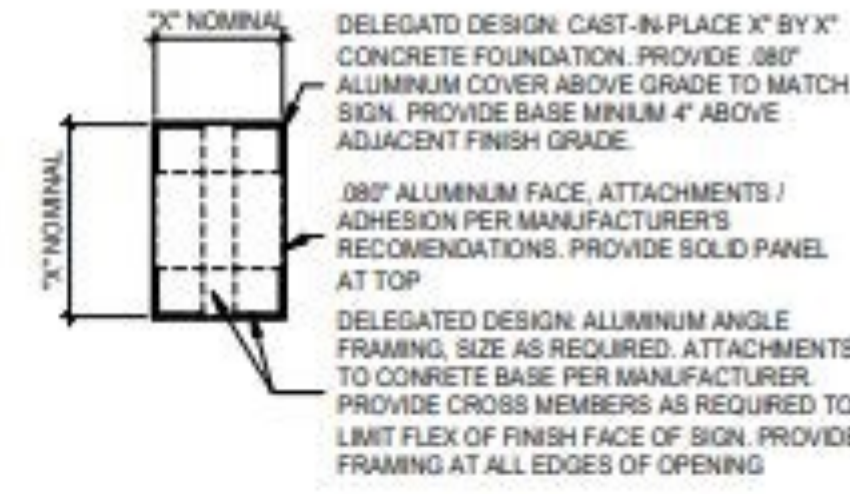


- TYPE B
- TYPE C
- TYPE D

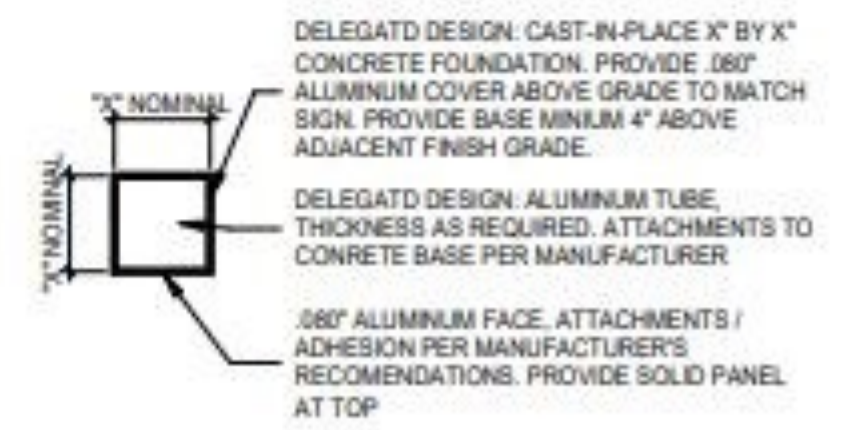
PEDESTRIAN WAYFINDING



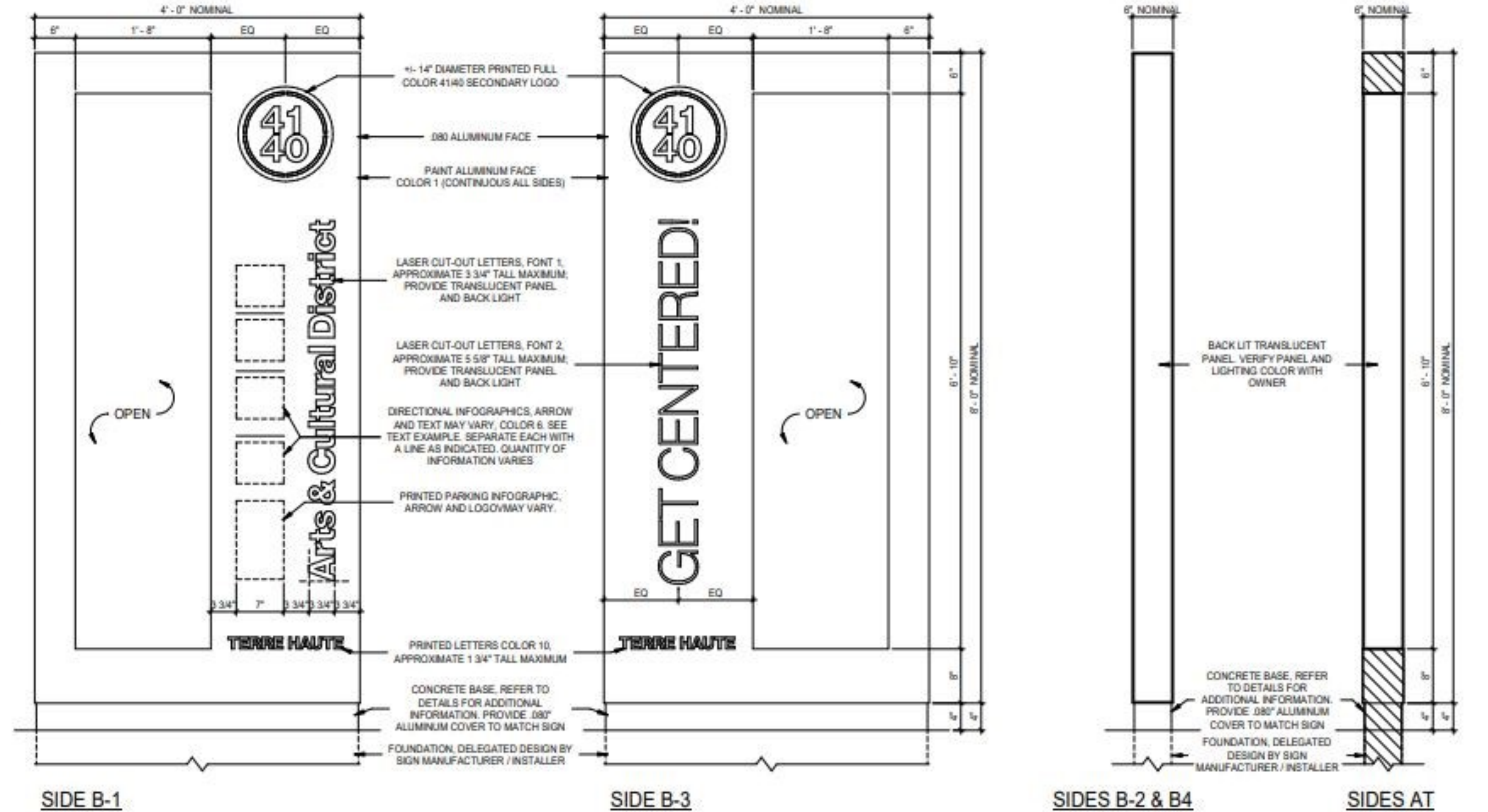
PHASE ONE PEDESTRIAN WAYFINDING



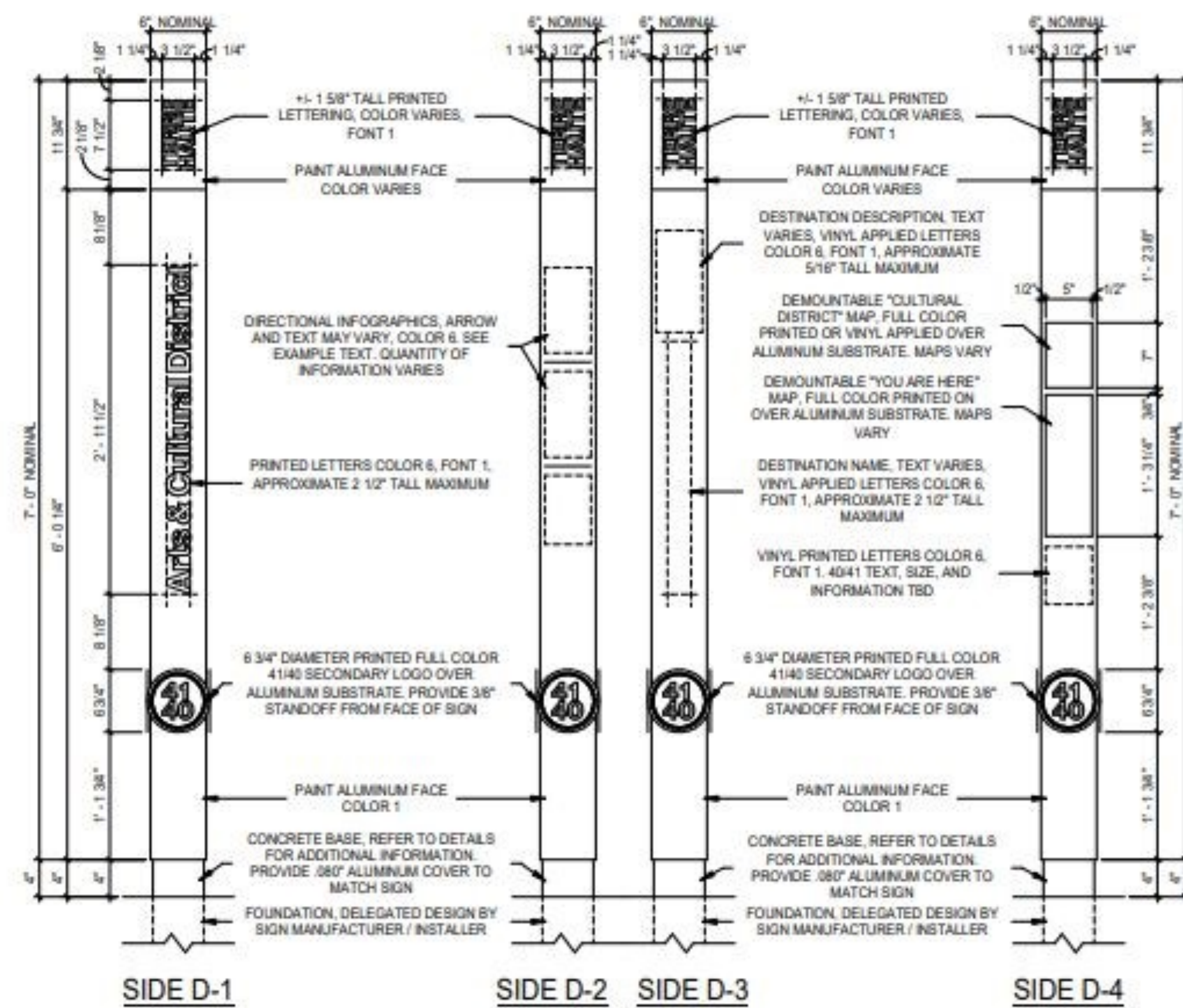
ANGLE FRAME SCHEMATIC PLAN



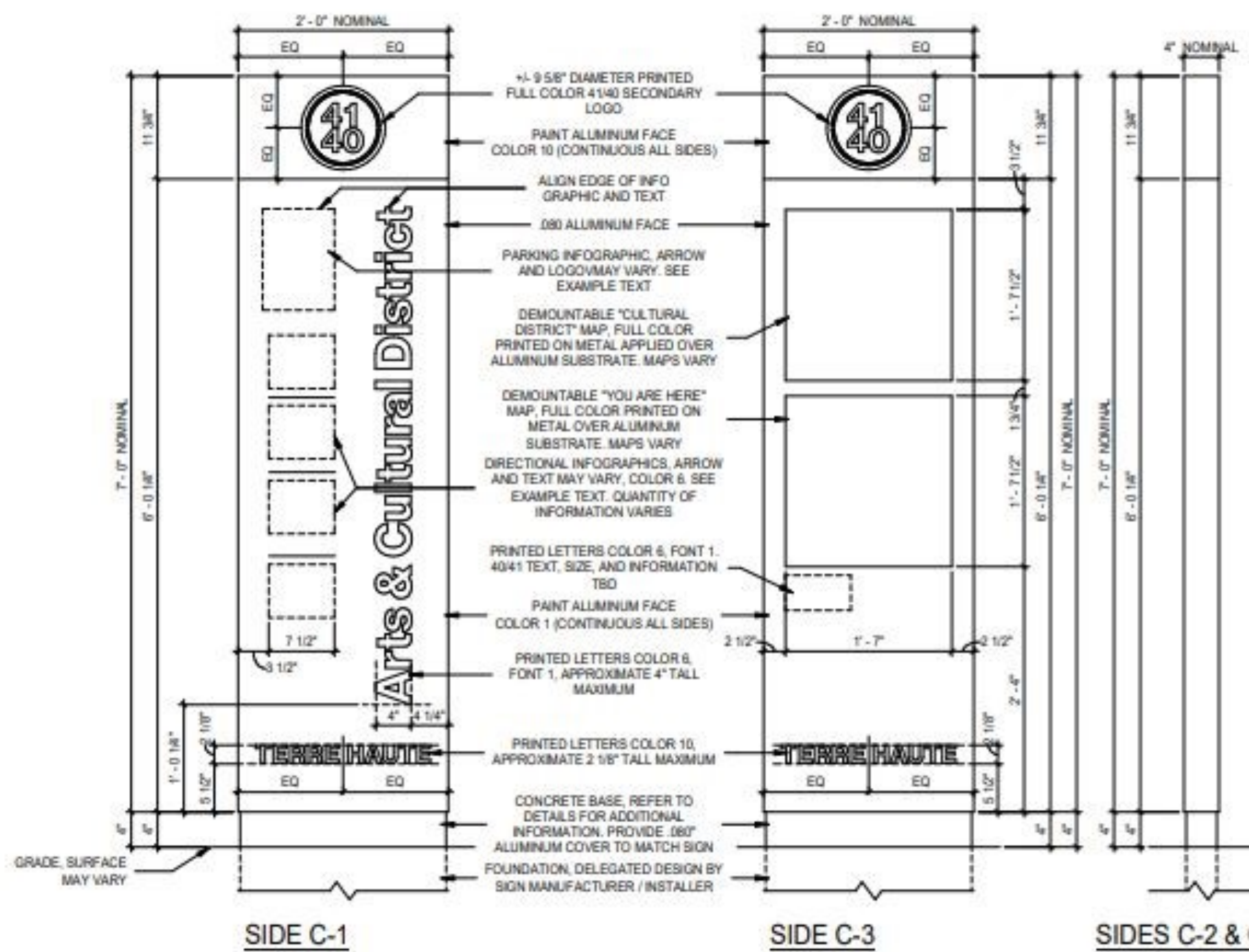
TUBE FRAME SCHEMATIC PLAN



B SIGNAGE TYPE B
1" x 1'-0"



D SIGNAGE TYPE D ELEVATIONS
1" x 1'-0"



C SIGNAGE TYPE C ELEVATIONS
1" x 1'-0"

GENERAL NOTES: SIGNAGE

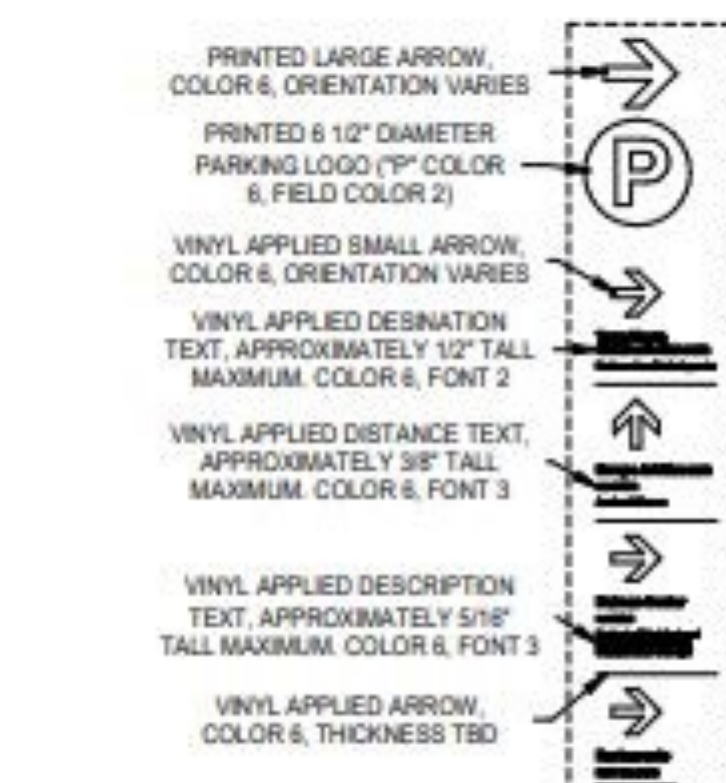
- FINAL SIGN QUANTITIES, LOCATIONS, ORIENTATIONS TO BE DETERMINED BY OWNER AND APPROVED BY OWNER.
- ALL FONTS SHOWN ARE APPROXIMATE IN SIZE. FINAL DESIGN BY SIGN MANUFACTURER.
- ALL COLORS INDICATED PRELIMINARY. FINAL COLORS SHALL BE SELECTED BY THE OWNER.
- NOMINAL DIMENSIONS INDICATE FRAMING DIMENSIONS. FINAL FINISHED SIGN DIMENSIONS MAY VARY.
- ALL FRAMING AND FOUNDATIONS DELEGATED DESIGN BY SIGN MANUFACTURER, SHOWN ELEMENTS ARE FOR INTENT ONLY.
- ALL PAINT FINISHES SHALL BE AUTOMOTIVE-GRADE.
- FOR DEMOUNTABLE MAPS, PROVIDE CONCEALED MOUNTING OR TAMPER-RESISTANT ATTACHMENTS WITH CUSTOM COLORS TO MATCH THE MAP.
- SUPPLIED EPS/ADOBE ILLUSTRATOR FILES (LOGOS AND TEXT):
 - 4140 LOGO, ARTS & CULTURAL DISTRICT, TERRE HAUTE, GET CENTERED!
 - PARKING TEXT AND ICON
- DIRECT PRINT ONTO METAL AS INDICATED IN THE DRAWINGS AS "PRINTED". VERIFY FINAL PRINTING METHOD WITH OWNER.
- ALL MAPS SHALL BE DIRECT ON METAL PRINTED. MAPS SHALL BE DE-MOUNTABLE, VERIFY WITH OWNER ATTACHMENT METHODS.

COLORS:

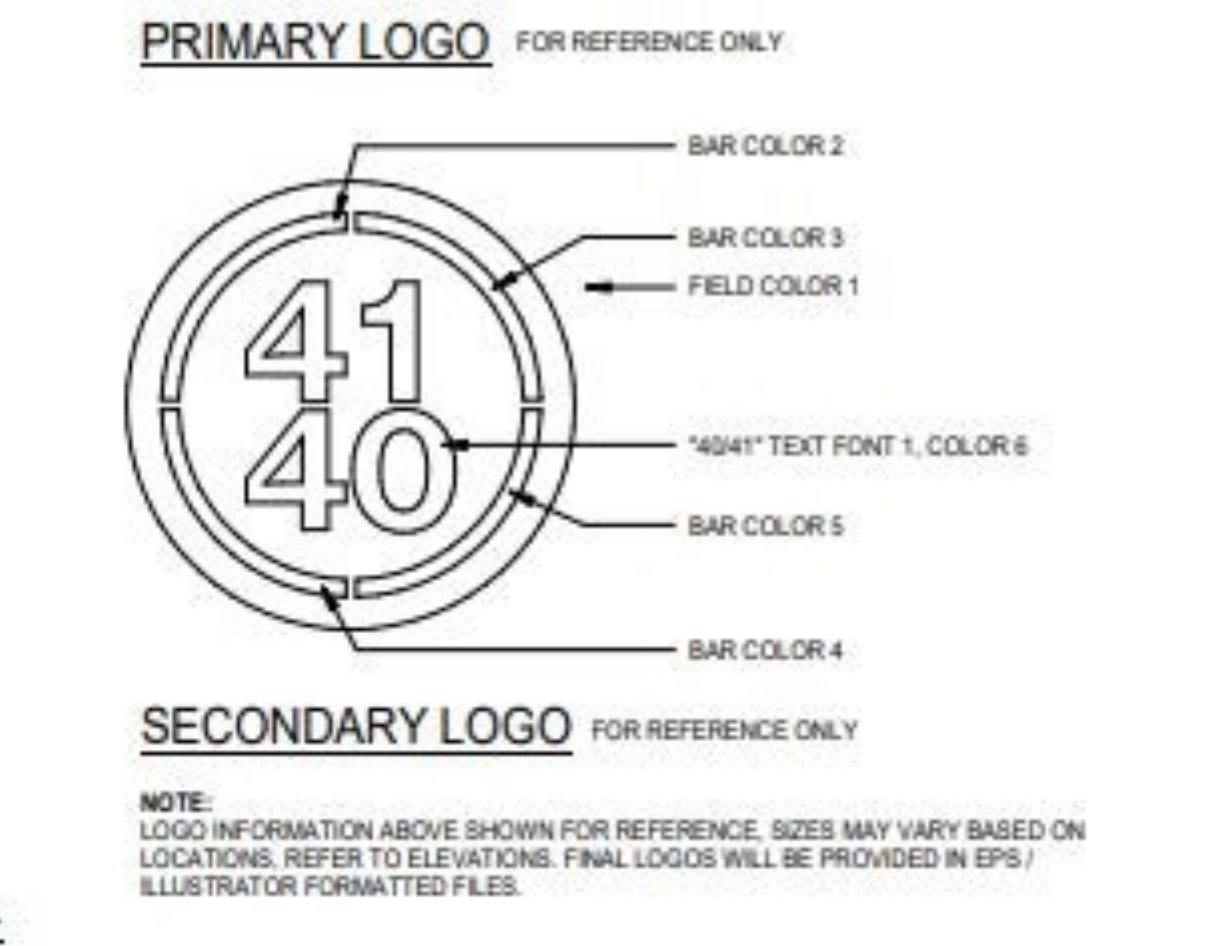
COLOR 1: DARK GRAY CMYK: 00/08/7	COLOR 6: WHITE CMYK: 0/0/0	
COLOR 2: DARK BLUE CMYK: 83/60/18/5	COLOR 10: LIGHT GRAY CMYK: XXXXX	
COLOR 3: ORANGE CMYK: 0/50/86/0	THE OWNER RESERVES THE RIGHT TO MODIFY THE COLORS ABOVE. ADDITIONAL COLORS WILL BE REQUIRED. EPS / ILLUSTRATOR FILES WITH FINAL COLOR SELECTIONS AND LOGOS WILL BE PROVIDED	
COLOR 4: RED CMYK: 14/85/60/1		
COLOR 5: BLUE/GREEN CMYK: 59/14/30/0		

TYPOGRAPHY:

- FONT 1: NEUE HAAS GROTESK 75 BOLD - TRACKING 30, INITIAL CAPS / LOWER CASE / FLUSH LEFT (UNLESS NOTED OTHERWISE)
- FONT 2: NEUE HAAS GROTESK 55 ROMAN - NO TRACKING, INITIAL CAPS / LOWER CASE / FLUSH LEFT (UNLESS NOTED OTHERWISE)
- FONT 3: NEUE HAAS GROTESK 55 ROMAN - ALL CAPS / FLUSH LEFT (UNLESS NOTED OTHERWISE)



INFOGRAPHIC EXAMPLE



LOGO SIGNAGE SCHEMATICS

NOT FOR CONSTRUCTION

41 | 40 ARTS AND CULTURAL DISTRICT
TERRE HAUTE WAYFINDING
TERRE HAUTE, INDIANA 47807

CONSTRUCTION SCHEMATICS

REVISIONS:

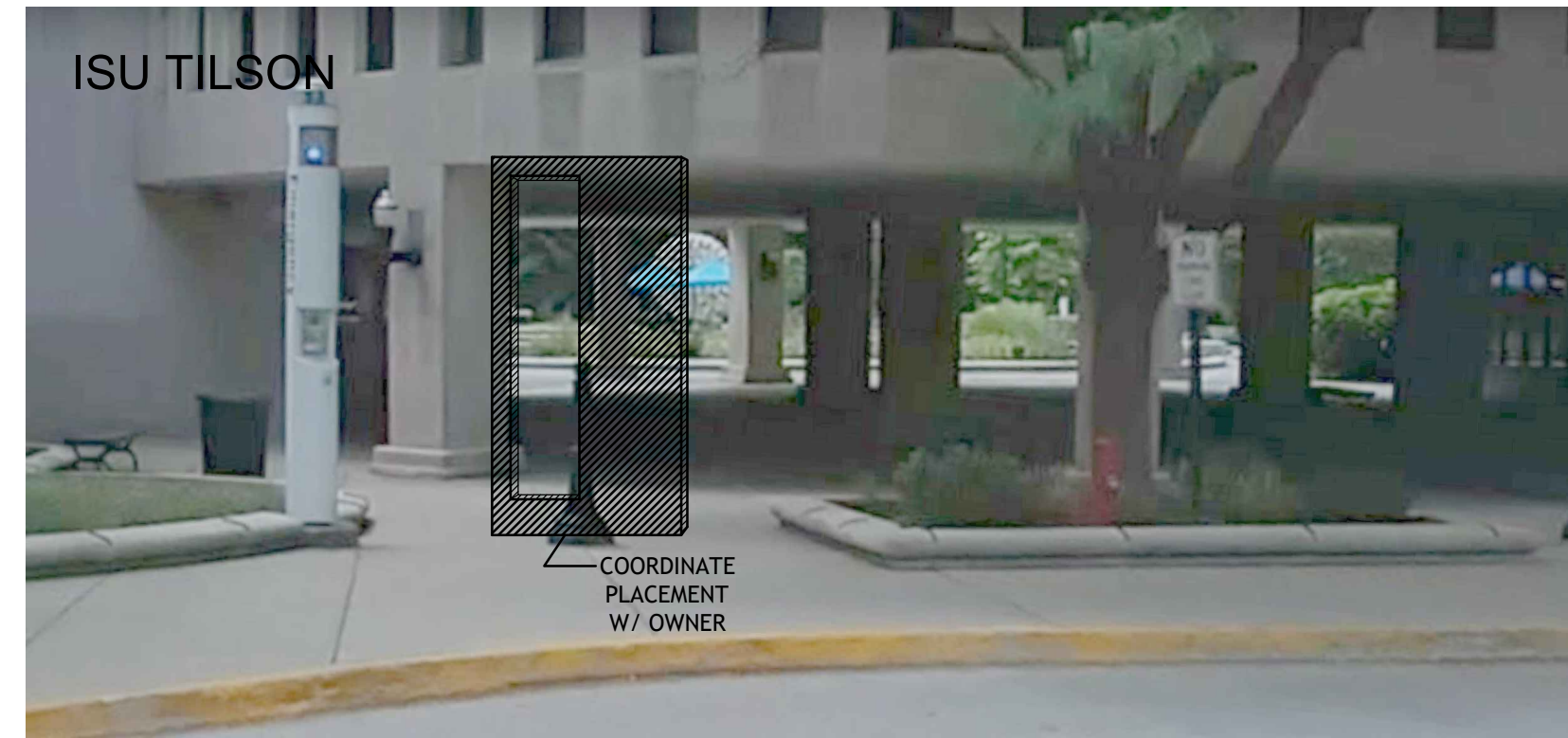
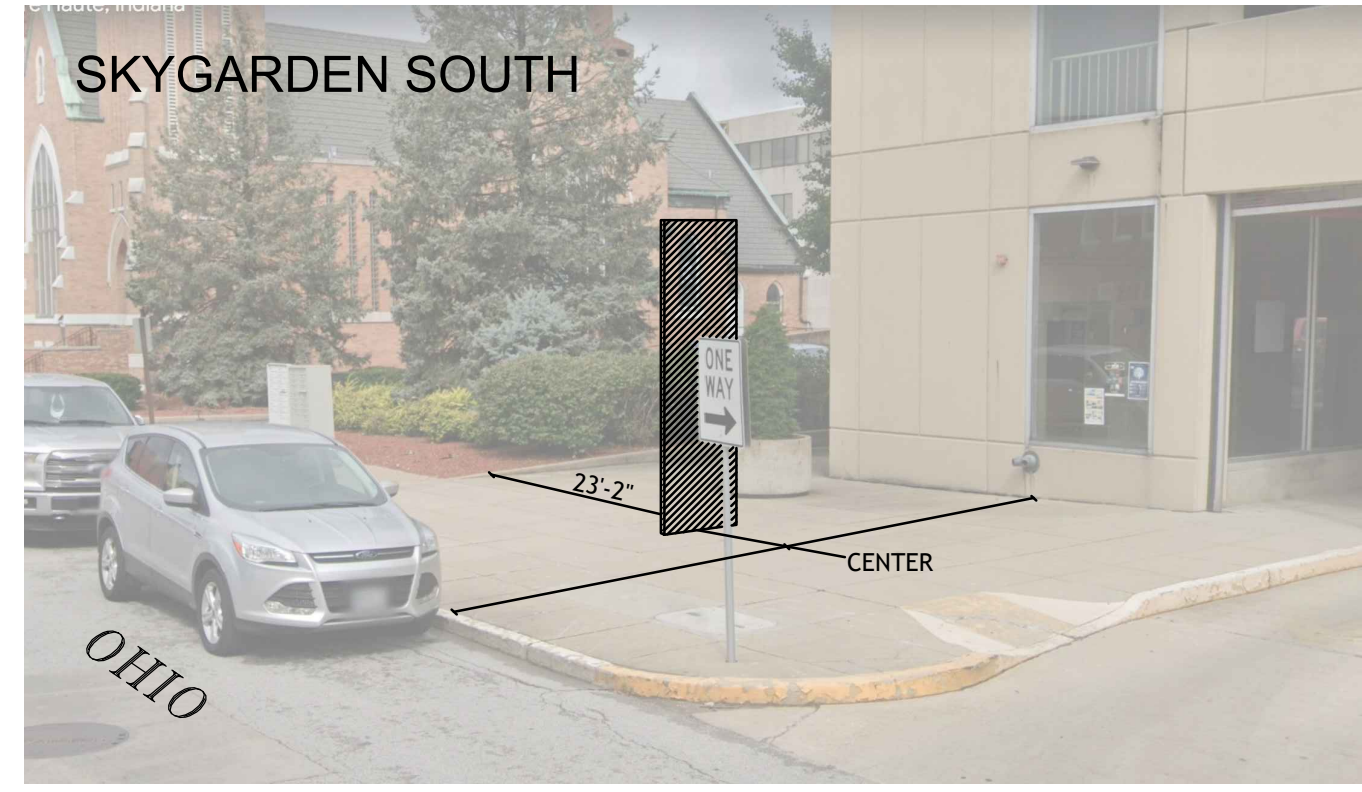
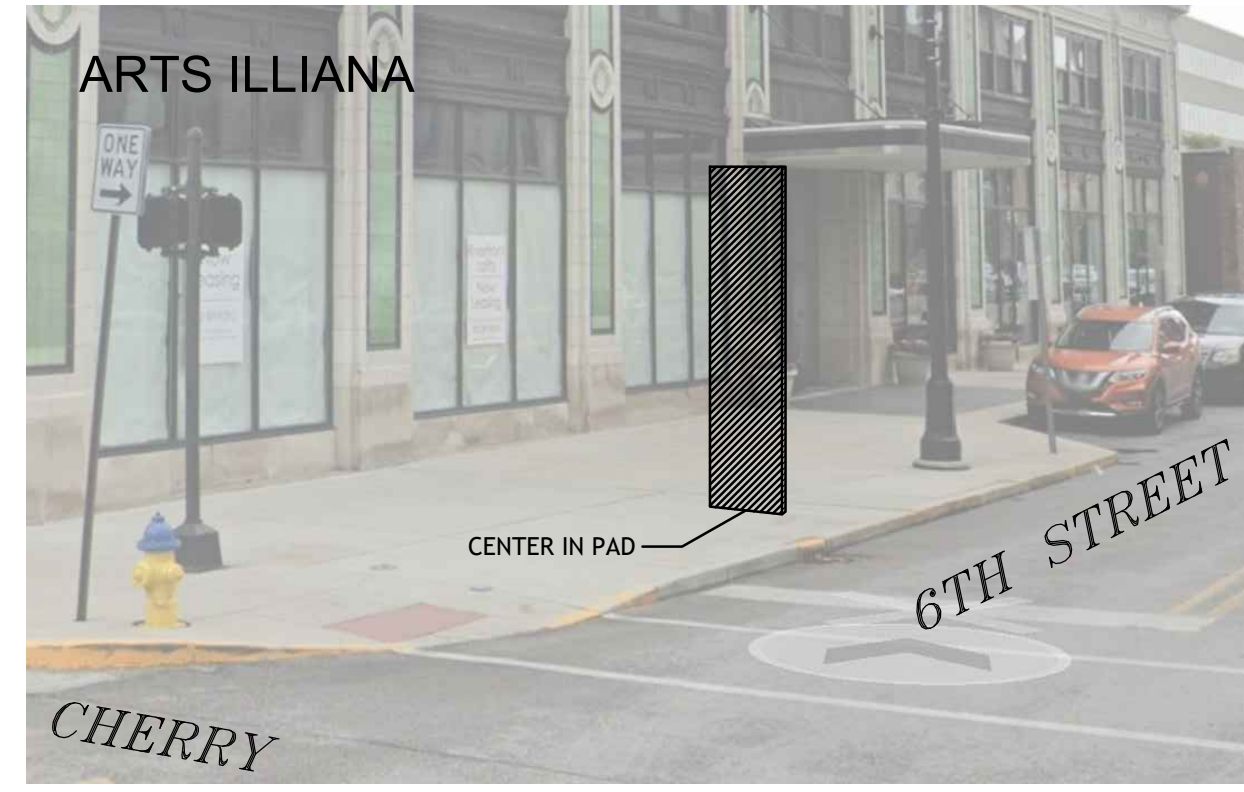
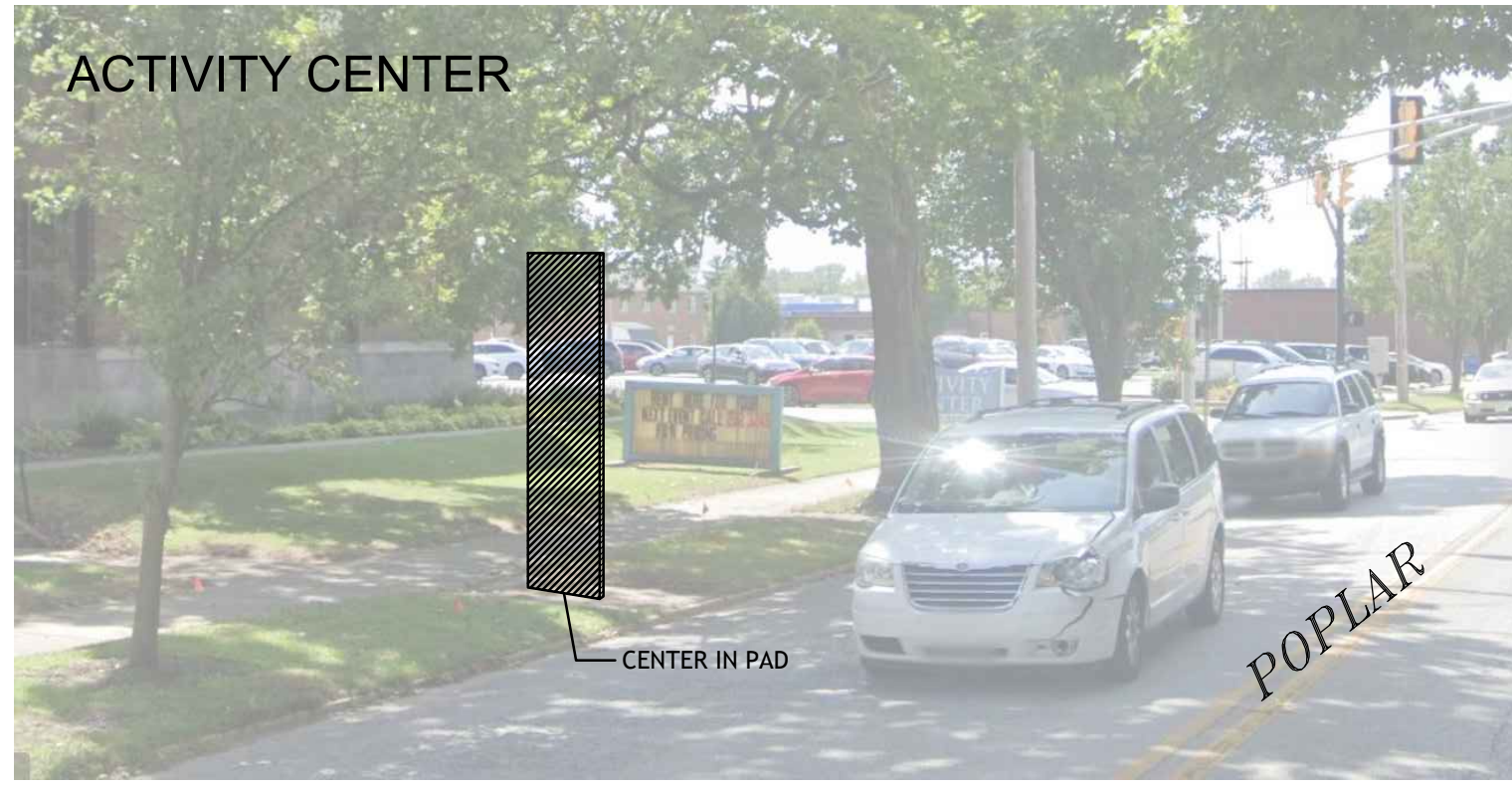
DATE:
23 NOVEMBER 2020

arcDESIGN PROJECT NUMBER:
19131

DRAWN BY:
JMS

DRAWING TITLE:
SIGNAGE ELEVATIONS AND DETAILS

DRAWING NUMBER:
A101



SCOPE DOCUMENT

THE DRAWINGS INDICATE THE GENERAL SCOPE OF THE PROJECT IN TERMS OF ARCHITECTURAL DESIGN CONCEPT, THE DIMENSIONS OF THE BUILDING, THE MAJOR ARCHITECTURAL ELEMENTS AND THE TYPE OF STRUCTURAL, MECHANICAL AND ELECTRICAL SYSTEMS. AS SCOPE DOCUMENTS, THE DRAWINGS DO NOT NECESSARILY INDICATE OR DESCRIBE ALL WORK THAT IS REQUIRED FOR FULL PERFORMANCE AND COMPLETION OF THE REQUIREMENTS OF THE CONTRACT DOCUMENTS. ON THE BASIS OF THE GENERAL SCOPE INDICATED OR DESCRIBED, THE TRADE CONTRACTORS SHALL FURNISH ALL ITEMS REQUIRED FOR THE PROPER EXECUTION AND COMPLETION OF THE WORK.

DRAWN BY: CNR	CHECKED BY: 4-1/40 AB	PLOT SCALE: AS NOTED	DATE: 09.02.22
------------------	--------------------------	-------------------------	-------------------

INSTRUCTIONS FOR:
4140 ARTS + CULTURAL DISTRICT
PEDESTRIAN WAYFINDING
 TERRE HAUTE, INDIANA

SHEET DESCRIPTION: SIGN TYPES 'B' + 'C' PROPOSED PLACEMENTS

REVISIONS

SHEET NO.	
JOB NO.	11

NOT FOR CONSTRUCTION

**RIGHT-OF-ENTRY AND MAINTENANCE AGREEMENT FOR
THE CITY OF TERRE HAUTE**

I, the undersigned, being the Owner of real estate situated in the City of Terre Haute, Indiana, located approximately:

Parcel I.D. # - _____ (Hereinafter "the Real Estate")

Do hereby agree to give and grant to the City of Terre Haute and all of the approved contractors and subcontractors the right, privilege, and authority for right-of-entry onto and/or across said Real Estate for the purpose:

To Wit: The initial placement and the ongoing maintenance associated with wayfinding signage.

Furthermore, this Right of Entry and Maintenance Agreement contains the final agreement between the parties. The Parties agree there will be no financial consideration for this Agreement and all maintenance costs associated with the signage shall be borne by the City of Terre Haute. Both sides agree the City's activities on the Real Estate will not extend outside of the area and times reasonably necessary to maintain the wayfinding signage. The wayfinding signage shall be and will remain the property of the City of Terre Haute.

35

Legal Department
_____, City of Terre Haute

Owner(s)

Michael Wright 3/12/2025

Printed Name and Date

Printed Name and Title

Address

Phone

Date

UNATTENDED CHILDREN and VULNERABLE ADULTS POLICY

Vigo County Public Library (VCPL) welcomes customers of all ages to use its facilities and services and to attend library events. Library staff members are available to assist children and vulnerable adults with library use but cannot assume responsibility for their care, supervision, or experience while using the library. A vulnerable adult is defined as a person over the age of 18 who is unable or unwilling to care for themselves.

Responsibility for the safety, well-being, and behavior of a child or vulnerable adult, as well as what they read, view, or experience while using the library, always rests with the parent, guardian, or responsible caregiver.

Providing a safe and appropriate environment for all library users is a priority for VCPL. However, to ensure their safety and well-being, children under the age of 5 and vulnerable adults should remain in the company of a parent, guardian, or responsible caregiver while on library premises, just as in any public venue. In addition to concerns for safety and well-being, children or vulnerable adults left unattended for a period of time may become bored, restless, or upset by the absence of the parent, guardian, or caregiver.

To best provide services for all customers, the following should provide guidance to parents, guardians, and caregivers regarding unattended children or vulnerable adults:

1. Children and adults of any age must be able to interact with others in a respectful manner free from threatening, harassing, or discriminatory language or behaviors, and without hindering staff from providing services or disrupting others' enjoyment of the library.
2. Children or adults of any age who are unable to care for themselves or who are unable or unwilling to comply with appropriate conduct guidelines and staff direction must be accompanied at all times by a parent, guardian, or responsible caregiver.
3. Children and adults of any age must be able to understand and comply with appropriate conduct guidelines and staff direction.

Library staff will use their judgment and discretion in determining appropriate action if a child or vulnerable adult is deemed to be unattended. Generally, appropriate actions include an attempt to reunite the child or vulnerable adult with the parent, guardian, or responsible caregiver on library premises; an attempt to contact the same if not on library premises and contact information is available; or, if unable to make contact with the responsible parties, contact the appropriate authorities to assume responsibility for the unattended child or vulnerable adult.

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
VIGO COUNTY PUBLIC LIBRARY
2025**

The Board of Trustees of the Vigo County Public Library at its regular meeting held May 19, 2025, at which a quorum was present, makes the following findings and adopts the following resolutions:

BE IT RESOLVED

1. That the books and materials shown on Exhibit "A" attached hereto are obsolete, unduly worn, represent duplications or are rarely used and the Board has determined that they are no longer needed for library purposes or are unfit for the purpose intended.
2. The Friends of the Vigo County Public Library is an Indiana not-for-profit organization that is tax exempt and organized and operated for the exclusive benefit of the Vigo County Public Library.
3. That the Library Director is authorized to transfer the personal property shown on Exhibit "A" attached hereto to the Friends of the Vigo County Public Library pursuant to the provisions of IC 36-12-3-5 (c) for the purpose of the transferee reselling the same at public or private sale or to destroy or dispose of those items which cannot be sold.

ADOPTED this 19th day of May 2025.

AYE

NAY

EXHIBIT "A"
SYSTEM DISCARDS FOR FRIENDS BOOK SALES
MAY 2024 – APRIL 2025

<u>MONTH</u>	<u># of DISCARDS</u>
May, 2024	647
June	27
July	1,174
August	1,068
September	1,218
October	815
November	615
December	667
January, 2025	1,109
February	987
March	1,751
April	1,933
Total	12,011