

**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, June 16, 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 May 19, 2025, Regular Meeting** 2
4. **Treasurer's Report**
 - a) Monthly Financial Statement 5
 - b) Claims and Payroll 6
 - c) Special Claims
 - d) Gift Fund Report 26
5. **Reports to the Library Board**
 - a) Lauren Elyea, Technical Services Manager
6. **Director's Report** 27
7. **Old Business**
8. **New Business**
 - a) Appoint Budget Committee
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Regular Meeting:** Monday, July 21, 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 19th day of May 2025, the following people were present:

Library Board Members Present: James M. Young, President; Christi A. Fenton, Vice President; Tiffany D. Cherry and Tom W. Bogigian.

Library Board Member Absent: George L. Heubel, Secretary; Kelly J. Ford; and Stacy D. Killion.

Library Staff: Jordan Orwig, Dennis Shepard, Amy Gibson, Hope Rice, Brandy Bridgewater, Jeanette Bouchie, Luke Gentry, Rob Fox, Jeff Crews, 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 April 21, 2025, regular meeting, made by Fenton, seconded by Bogigian, passed.

TREASURER'S REPORT

Monthly Cash Statement

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

Claims and Payroll

Mr. Shepard presented the Month End Claims dated April 30, 2025, in the amount of \$30,769.45 (Library Operating, \$28,479.27; Gift Fund, \$2,290.18; Grants, \$0). Library Operating Claims dated May 19, 2025, in the amount of \$127,579.77 (Library Operating Fund, \$122,232.82; Gift Fund, \$5,346.95; 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 April 30, 2025, for \$56,461.10.

Approval of Treasurer's Report

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

REPORTS TO THE LIBRARY BOARD

Hope Rice, the Program and Event Manager, provided an overview of the 2025 NEA Big Read, which focused on Rebekah Taussig’s book, *Sitting Pretty: The View from My Ordinary Resilient Disabled Body*. VCPL successfully collaborated with 72 community partners, distributed nearly 3,500 copies of the book, and offered 42 programs as part of the 2025 NEA Big Read initiative.

DIRECTOR’S REPORT

Mr. Orwig commented on his written report. Mr. Orwig pointed out that the written report includes the passing of James “Jim” Everett Adams, on April 27, 2025. Mr. Adams was a valued member of the 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 Mr. Adam’s family, friends, and colleagues during this difficult time.

Mr. Orwig noted that the written report includes a request to change the date of the Fall Staff Institute from Friday, October 10, 2025 to Friday, November 7, 2025.

Human Resources Director Rob Fox gave an overview of advertising for the Executive Director opening.

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

OLD BUSINESS - None.

NEW BUSINESS

Right-of-Entry and Maintenance Agreement for the City of Terre Haute (tabled during April meeting)

A motion to accept the Right-of-Entry and Maintenance Agreement for the City of Terre Haute pending language approval from VCPL Attorney Scott Craig and Interim Director Jordan Orwig, made by Fenton, seconded by Cherry, passed.

Policy Manual: Unattended Child Policy

A motion to accept the updated Unattended Child and Vulnerable Adult Policy in the VCPL Policy Manual, made by Fenton, seconded by Bogigian, passed.

Resolution Regarding Material for Friends’ Book Sales

A motion to approve the Resolution Regarding Material for Friends’ Book Sales, made by Cherry, seconded by Bogigian, passed.

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

Mr. Orwig announced the resignation of Executive Assistant Amy Gibson. Mrs. Gibson has accepted a director position at a local nonprofit, and intends to remain in her role until August 15, 2025, to assist with training a replacement.

NEXT MEETING

Regular Meeting, Monday, June 16, 2025, at 5:30 p.m., Main Library.

ADJOURNMENT

A motion to adjourn the meeting made by Fenton, seconded by Bogigian, passed. The meeting was adjourned at 6:15 p.m.

James M. Young, President

ABSENT

George L. Heubel, Secretary

Tiffany D. Cherry, Board Member

Tom W. Bogigian, Board Member

Christi A. Fenton, Vice President

ABSENT

Stacy D. Killion, Board Member

ABSENT

Kelly J. Ford, Board Member

AG 5/21/25

Cash Statement
 Vigo County Public Library
 May 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	3,111,774.74 5,680,441.78	147,316.72 728,593.05	774,358.94 3,924,302.31	2,484,732.52	(627,042.22) (3,195,709.26)
Cash Gift Fund 200-00-1010	56,461.10 68,245.53	5,367.50 7,925.26	9,831.70 24,173.89	51,996.90	(4,464.20) (16,248.63)
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	(5,445.42) (14,493.17)	5,445.42 19,938.59	0.00 5,445.42	0.00	5,445.42 14,493.17
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	2,000.00 20,000.00	0.00 20,000.00	0.00	2,000.00 0.00
Cash Public Library Access Car 800-00-1010	0.00 0.00	0.00 70.00	0.00 70.00	0.00	0.00 0.00
Cash-Payroll Withholdings 803-00-1010	1,225.64 11,420.24	94,208.40 475,385.01	94,264.16 485,635.37	1,169.88	(55.76) (10,250.36)

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
33420	FOAM HOMIES	100	Check	1,100.00	57078	SR KICK OFF EVENT
						Total Count: 1 Total Amount: 1,100.00
33668	ADP INC - AUTOPAY II	100	ACH	857.90	11879	PAYROLL SERVICES
33629	ADP INC - AUTOPAY II	100	ACH	880.00	11880	PAYROLL SERVICES
33635	AMAZON.COM LLC	100	ACH	98.60	11881	SCHEDULED DELIVERY BAGS
33651	AMAZON.COM LLC	100	ACH	80.96	11882	OFFICE SUPPLIES
33616	AMAZON.COM LLC	200	ACH	20.38	11883	SCREEN PRINTING SUPPLIES
33620	AMAZON.COM LLC	100	ACH	56.06	11884	ART HACKS SUPPLIES
33619	AMAZON.COM LLC	100	ACH	110.52	11885	OFFICE SUPPLIES
33652	AMAZON.COM LLC	100	ACH	115.74	11886	OFFICE SUPPLIES
33649	AMAZON.COM LLC	100	ACH	61.38	11887	SR 6-11 GRAND PRIZES
33614	AMAZON.COM LLC	100	ACH	142.97	11888	SR 6-11 GRAND PRIZES
33647	AMAZON.COM LLC	100	ACH	63.92	11889	PRIZES FOR PUZZLE COMPETITION
33645	AMAZON.COM LLC	100	ACH	27.50	11890	CIRC PRINT MATERIAL
33615	AMAZON.COM LLC	100	ACH	6	11891	PAINT A VAN GOGH

<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>
33648	AMAZON.COM LLC	100	ACH	65.93	11892	AMAZON ESCAPE ROOM SUPPLIES
33646	AMAZON.COM LLC	100	ACH	51.03	11893	DVD/VIDEO MAT AND CIRC PRINT MAT
33621	AMAZON.COM LLC	100	ACH	99.99	11894	MEMORY KIT FOR PR STAFF
33628	AMAZON.COM LLC	100	ACH	105.49	11895	DVD/VIDEO MATERIAL
33627	AMAZON.COM LLC	100	ACH	99.98	11896	DVD/VIDEO MATERIAL
33622	AMAZON.COM LLC	100	ACH	52.99	11897	BUBBLES FOR STORYTIME
33611	AMAZON.COM LLC	100	ACH	15.94	11898	CIRC PRINT MATERIAL
33692	AMAZON.COM LLC	100	ACH	394.65	11899	CIRC PRINT MATERIAL
33693	AMAZON.COM LLC	100	ACH	20.95	11900	CIRC PRINT MATERIAL
33694	AMAZON.COM LLC	100	ACH	190.16	11901	CIRC PRINT MATERIAL
33695	AMAZON.COM LLC	100	ACH	215.87	11902	CIRC PRINT MATERIAL
33696	AMAZON.COM LLC	100	ACH	175.57	11903	CIRC PRINT MATERIAL
33697	AMAZON.COM LLC	100	ACH	196.90	11904	SR DECOR
33698	AMAZON.COM LLC	100	ACH	30.00	11905	CIRC PRINT MATERIAL
33699	AMAZON.COM LLC	100	ACH	24.82	11906	CIRC PRINT MATERIAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
33700	AMAZON.COM LLC	100	ACH	79.98	11907	DVD/VIDEO MATERIAL
33701	AMAZON.COM LLC	100	ACH	163.76	11908	SEGE ENDER 16OZ QTY 9
33702	AMAZON.COM LLC	100	ACH	468.96	11909	SCHEDULED DELIVERY BAGS
33703	AMAZON.COM LLC	100	ACH	191.48	11910	SCHEDULED DELIVERY BAGS
33704	AMAZON.COM LLC	100	ACH	31.12	11911	OFFICE SUPPLIES
33705	AMAZON.COM LLC	100	ACH	90.74	11912	CIRC PRINT MATERIAL
33706	AMAZON.COM LLC	100	ACH	350.92	11913	SR PROGRESS PRIZES/PRIZE WHEEL
33707	AMAZON.COM LLC	100	ACH	119.98	11914	DVD/VIDEO MATERIAL
33708	AMAZON.COM LLC	100	ACH	29.99	11915	DVD/VIDEO MATERIAL
33709	AMAZON.COM LLC	100	ACH	177.00	11916	HEADSET, CASTERS, CHILLER WATER I
33710	AMAZON.COM LLC	100	ACH	331.78	11917	CIRC PRINT MATERIAL
33711	AMAZON.COM LLC	100	ACH	217.98	11918	CIRC PRINT MATERIAL
33712	AMAZON.COM LLC	100	ACH	35.46	11919	CIRC PRINT MATERIAL
33713	AMAZON.COM LLC	100	ACH	307.98	11920	DVD/VIDEO MAT AND CIRC PRINT MAT
33638	BAKER & TAYLOR INC	100	ACH	1,787.10	11921	CIRC PRINT MAT AND AUD REC BOOKS
33682	BAKER & TAYLOR INC	100	ACH	8 3,079.21	11922	CIRC PRINT MATERIAL, AUD REC BOOK

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
33686	BATTERIES PLUS #011	100	ACH	193.68	11923	WALK BEHIND SWEEPER BATTERIES
33633	BOOK DEPOT	100 200	ACH	2,302.32	11924	SR 19+ ADULT BOOKS
33631	BOOK DEPOT	100	ACH	471.20	11925	COMMUNITY BAND BOOKS
33632	BOOK DEPOT	200	ACH	433.29	11926	SR 12-18 TEEN SIGN UP BOOKS
33612	DEMCO, INC	100	ACH	683.00	11927	FLAT CART FOR PR
33722	E-Z CLEAN INC	100	ACH	1,547.90	11928	CLEANING AND OTHER JANITORIAL SUI
*33639	EBSCO INFORMATION SERVICE	100	ACH	3.30	11929	LLC MAGAZINES
33687	EPROMOS	100	ACH	1,454.99	11930	FLD BRANDED SUPPLIES
33610	GALE/CENGAGE LEARNING	100	ACH	5,893.68	11931	LEGAL FORMS RENEWAL
*33636	GENTRY*LUKE	100	ACH	127.46	11932	MILEAGE REIMBURSEMENT
*33608	GLOBAL INDUSTRIAL COMPAN'	200	ACH	126.60	11933	ROLLING CART FOR FRIENDS SHOPPIN
33724	LIBRARYPASS INC	100	ACH	2,900.00	11934	COMICS PLUS RENEWAL
33637	MIDWEST TAPE	100	ACH	1,018.01	11935	DVD/VIDEO MATERIAL
33683	MIDWEST TAPE	100	ACH	842.66	11936	DVD/VIDEO MATERIAL
33684	RICOH USA INC	100	ACH	9 4,020.30	11937	COPIER LEASE

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
33618	RICOH USA INC	100	ACH	136.86	11938	COPIER LEASE
33665	RICOH USA INC	100	ACH	1,613.66	11939	COPIER LEASE
33689	SIRSIDYNIX	100	ACH	60,252.65	11940	SIRSI DYNIX ILS/APP ANNUAL RENEWAL
33644	TECH LOGIC CORPORATION	100	ACH	2,293.00	11941	RFID TAGS
33681	WEAS ENGINEERING INC	100	ACH	491.72	11942	WATER TREATMENT MANAGEMENT
					Total Count:	64
					Total Amount:	98,576.89
*33623	DUKE ENERGY *	100	E-pay	740.05	11906	12 POINTS ELECTRIC SERVICE
33634	BELLE TIRE	100	E-pay	60.91	11907	TRUCK OIL CHANGE
33640	SAFETY SHOE DISTRIBUTORS	100	E-pay	100.00	11908	ANNUAL BOOT ALLOWANCE
33641	CENTER POINT LARGE PRINT	100	E-pay	25.17	11909	CIRC PRINT MATERIAL
*33642	COURTESY CLEANING CENTEF	100	E-pay	35.35	11910	LAUNDERING OF MAIN TABLECLOTHS A
33643	JOINK LLC	100	E-pay	275.00	11911	MONTHLY CLOUD BACKUP
33653	OFFICE DEPOT	100	E-pay	137.95	11912	OFFICE SUPPLIES
33654	OFFICE DEPOT	100	E-pay	384.00	11913	OFFICE SUPPLIES
33655	OFFICE DEPOT	100	E-pay	311.69	11914	OFFICE SUPPLIES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
33666	ACTION PEST CONTROL, INC	100	E-pay	355.00	11915	MAIN K9 SERVICE
33667	ACTION PEST CONTROL, INC	100	E-pay	285.00	11916	WEST K9 SERVICE
*33669	INDIANA AMERICAN WATER CC	100	E-pay	24.62	11917	MAIN IRRIGATION SERVICE
*33670	INDIANA AMERICAN WATER CC	100	E-pay	786.61	11918	MAIN WATER SERVICE
33671	T-MOBILE USA, INC.	100	E-pay	1,073.32	11919	MAIN HOTSPOT DATA
33672	T-MOBILE USA, INC.	100	E-pay	155.39	11920	WEST HOTSPOT DATA
*33673	REPUBLIC SERVICES OF WEST	100	E-pay	506.04	11921	MAIN TRASH SERVICE
33536	SAM'S CLUB DIRECT	100 200	E-pay	1,617.99	11923	PROGRAM SUPPLIES
*33678	CAPITAL ONE	100 200	E-pay	204.43	11924	PROGRAM SUPPLIES
33499	KROGER	100	E-pay	78.32	11925	REFRESHMENTS FOR ESL FAMILY NIGH
*33690	COURTESY CLEANING CENTEF	100	E-pay	18.03	11926	LAUNDERING OF MAIN TABLECLOTHS A
*33691	COURTESY CLEANING CENTEF	100	E-pay	81.20	11927	LAUNDERING OF MAIN TABLECLOTHS A
*33626	VISA CARD SERVICES	100 200	E-pay	12,177.24	11928	VARIOUS SUPPLIES, TRAVEL, REGISTR.
33715	ENVISIONWARE	100	E-pay	1,111.32	11929	ANNUAL PAYWARE RENEWAL
33716	ENVISIONWARE	100	E-pay	11 2,738.13	11930	ANNUAL MAINTENANCE RENEWAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
33717	VERIZON - WIRELESS	100	<i>E-pay</i>	328.56	11931	PHONE SERVICE
33718	OFFICE DEPOT	100	<i>E-pay</i>	8.39	11932	OFFICE SUPPLIES
33719	OFFICE DEPOT	100	<i>E-pay</i>	27.55	11933	OFFICE SUPPLIES
33720	ULINE	100	<i>E-pay</i>	109.13	11934	BOLLARD CHAINS FOR 12 POINTS
33721	ACTION PEST CONTROL, INC	100	<i>E-pay</i>	245.00	11935	SERVICE CALL 12 POINTS
33723	CROWN ELECTRIC, INC	200	<i>E-pay</i>	1,050.00	11936	POWER FOR DOOR OPENER IN SPC

Total Count: **30**
Total Amount: **25,051.39**

<i>Library Operating Fund 100:</i>	120,243.53
<i>Gift Fund 200:</i>	4,484.75
<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:	65
Grand Total Amount:	124,728.28

Interim Executive Director
Jordan Orwig

VISA -MAY- MONTHLY TOTAL			PAY 05/30/2025	
DATE	PO#	VENDOR	DESCRIPTION	AMOUNT
KRISTI HOWE		XXXX XXXX XXXX 3729		
4/30/2025	250888	ROCKY'S FLOWERS	FLOWERS FOR STAFF MEMBER FUNERAL	85.60
5/9/2025	250946	CANVA	ANNUAL SUBSCRIPTION	478.68
ADM TOTAL				564.28
DENNIS SHEPARD		XXXX XXXX XXXX 6317		
4/29/2025	250090	MAILCHIMP	MAILCHIMP MONTHLY FEE	230.00
4/30/2025	250468	GOOGLE	GOOGLE/YOUTUBE AD BIG READ	276.37
5/20/2025	250581	FACEBOOK	PEACE LEARNING CENTER BOOST	62.95
5/20/2025	250864	FACEBOOK	FOAM HOMIES FACEBOOK BOOST	214.94
04/30/20025	250877	GOOGLE	GOOGLE WORKSPACE	218.40
DENNIS TOTAL				1002.66
BRANDY BRIDGEWATER		XXXX XXXX XXXX 1093		
4/22/2025	250757	WALMART	STAFF INSTITUTE FOOD ITEMS	72.26
4/22/2025	250634	MENARDS	RECYCLE BINS AND PLANT SUPPLIES	179.55
4/28/2025	250821	BAMBU LAB	BAMBU LAB X1C 3D PRINTERS	3058.00
4/28/2025	251017	TECHSOUP GLOBAL	MONTHLY CLOUD SOLUTIONS LICENSE	336.00
4/29/2025	250841	AMERICAN ASSOCIATION OF NOTARIES	NOTARY SUPPLY KIT- L BURTON	79.80
4/30/2025	250847	WALMART	OPEN HOUSE SUPPLIES/FOOD	173.80
5/1/2025	251050	MINECRAFT.NET	DISPUTED CHARGE- MAY VISA BILL	8.55
5/1/2025	250089	ICONIC DIGITAL MARKETING	WEBSITE FEE	355.50
5/1/2025	250820	JOANN FABRIC AND CRAFT STORES	PROGRAM SUPPLIES	100.55
5/2/2025	250829	BAMBU LAB	3D PRINTING FILAMENT AND BUILD PLATES	465.15
5/2/2025	250870	AMERICAN LIBRARY ASSOCIATION	ALA MEMBERSHIP FOR LAUREN HACKERT	55.00
5/3/2025	250034	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	15.00
5/5/2025	250891	SOCIETY FOR HUMAN RESOURCE MANAGEMENT	LABOR LAW POSTERS FOR MAIN AND WEST- 3 YEARS	301.40
5/5/2025	250890	CACKLEBERRIES	NEW EMPLOYEE ORIENTATION LUNCH	45.17
5/7/2025	250894	TSHIRT INC	SR COMPLETION STAFF SHIRTS	910.92
5/7/2025	250859	THE APPLE HOUSE	WEST PLANTS FOR EMILY'S WALK GARDEN	182.93
5/7/2025	250897	MENARDS	WEST GARDENING TOOLS	50.82

5/7/2025	250858	THE APPLE HOUSE	FLOWERS FOR WEST CONCRETE PLANTERS	91.36
05/09/2025	250921	MAISONETTE	SR 0-5 GRAND PRIZE	121.49
5/12/2025	250951	TRAFFIC SAFETY WAREHOUSE	SPEED BUMP FOR 12 POINTS	178.56
5/13/2025	250904	THE TERMINAL PUBLIC HOUSE	SR GRAND PRIZE	50.00
5/13/2025	250683	DOLLAR GENERAL STORE	SR OUTREACH DÉCOR	38.52
5/15/2025	10460958901	DOLLAR TREE STORES	SR DOODLE DROP PRIZES	398.50
5/16/2025	250632	PRIDE CENTER TERRE HAUTE	PRIDE FLAG FOR DISPLAY	10.00
5/19/2025	250996	CCI SOLUTIONS	AUDIOBOOK CASES 14 DISC	138.41
5/19/2025	250968	AMERICAN LIBRARY ASSOCIATION	ALA AMERICAN SIGN LANGUAGE COURSE FOR S MCCONNELL	289.00
5/20/2025	251019	TERRE HAUTE CHAMBER OF COMMERCE	TABLE FOR COUNTY UPDATE	300.00
5/20/2025	250034	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	35.80
BRANDY TOTAL				8042.04
HEATHER RAYL XXXX XXXX XXXX 6325				
5/8/2025	250933	LIBRARY JOURNAL	LIBRARY JOB POSTING- EXECUTIVE DIRECTOR	450.00
5/15/2025	250806	MENARDS	OUTDOOR ROCKS, PLANTS, SOIL, ETC	85.84
HEATHER TOTAL				535.84
JORDAN ORWIG XXXX XXXX XXXX 0293				
JORDAN TOTAL				0.00
VIGO CO PUBLIC LIBRARY XXXX XXXX XXXX 4648				
4/23/2025	250798	MUSE ART TERRE HAUTE	BR ARTIST GIFT CARDS	100.00
4/28/2025	251018	BITLY	ANNUAL SUBSCRIPTION	348.00
4/28/2025	250827	PLAYSTATION STORE	GAMES FOR PS5	140.11
4/28/2025	250823	WALMART	FINAL EARTH DAY GIFT CARDS	109.88
4/29/2025	250237	ALDI	FOOD SUPPLIES FOR ABC DIETS PROGRAM	66.52
5/7/2025	250830	GRAND TRAVERSE PIE CO	GIFT CARDS FOR PROGRAM	40.00
5/7/2025	250830	GRAND TRAVERSE PIE CO	STAFF FOOD PURCHASE FOR PROGRAM	9.36
5/8/2025	250930	YOURMEMBERSHIP	ALA JOB LISTING- EXECUTIVE DIRECTOR	449.00
5/8/2025	250885	PAPA JOHNS PIZZA	PIZZA FOR ESL FAMILY NIGHT	200.00
5/13/2025	250965	WALMART	FRIENDS APPRECIATION SUPPLIES	44.05
5/16/2025	250967	OLIVE GARDEN	FRIENDS APPRECIATION DINNER	525.50
VIGO TOTAL				2032.42
GRAND TOTAL				12177.24

<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>
*33753	YOON*JEEUN	100 200	<i>Check</i>	756.87	57079	BATTLE OF THE BOOKS AUTHOR VISIT
33308	ANIMAL TALES LLC	100	<i>Check</i>	790.00	57080	ANIMAL TALES PROGRAM
33858	ENCORE DINNER THEATRE	100	<i>Check</i>	1,000.00	57081	INTENTIONALLY BLACK JUNETEENTH P
33802	4IMPRINT, INC	100 200	<i>Check</i>	415.68	57082	STANLEY MUGS WITH VCPL LOGO
*33837	INDIANA ARCHIVES & RECORD	100	<i>Check</i>	1,575.00	57083	MICROFILM
33893	UV SOLUTIONS, LLC	100	<i>Check</i>	1,228.16	57084	UV LAMP REPLACEMENT FOR AHU
*33795	VIGO COUNTY SCHOOL CORP-	200	<i>Check</i>	847.13	57085	BUSES FOR FIRST GRADE VISITS
*33825	WABASH VALLEY LOCK & KEY I	100	<i>Check</i>	417.60	57086	KEYS FOR KAY'S DESK AND FIRE CAB K
				Total Count:	8	
				Total Amount:	7,030.44	
33883	ADP INC - AUTOPAY II	100	<i>ACH</i>	846.68	11943	PAYROLL SERVICES
33743	AMAZON.COM LLC	100	<i>ACH</i>	33.51	11944	VAN GOGH PAINT PROGRAM
33727	AMAZON.COM LLC	100	<i>ACH</i>	92.10	11945	CIRC PRINT MATERIAL
33733	AMAZON.COM LLC	100	<i>ACH</i>	44.98	11946	SWITCH GAME STORAGE
33752	AMAZON.COM LLC	100	<i>ACH</i>	79.98	11947	CIRC PRINT MATERIAL
33742	AMAZON.COM LLC		<i>ACH</i>	46.09	11948	DVD/VIDEO MATERIAL AND CIRC PRINT

<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				
33734	AMAZON.COM LLC	100	ACH	19.99	11949	CIRC PRINT MAT AND DVD/VIDEO MAT
		100				
33730	AMAZON.COM LLC	100	ACH	15.98	11950	CIRC PRINT MAT AND DVD/VIDEO MAT
		100				
33725	AMAZON.COM LLC	100	ACH	29.99	11951	DVD/VIDEO MATERIAL
		100				
33728	AMAZON.COM LLC	100	ACH	20.54	11952	CIRC PRINT MATERIAL
		100				
33726	AMAZON.COM LLC	100	ACH	415.35	11953	LONG HANDLE TOOL STORAGE, PHONE
		100				
33740	AMAZON.COM LLC	100	ACH	30.96	11954	STAFF TRAINING
		100				
33729	AMAZON.COM LLC	100	ACH	54.86	11955	DVD/VIDEO MATERIAL
		100				
33735	AMAZON.COM LLC	100	ACH	39.80	11956	VAN GOGH PAINT PROGRAM
		100				
33769	AMAZON.COM LLC	100	ACH	17.37	11957	CIRC PRINT MATERIAL
		100				
33770	AMAZON.COM LLC	100	ACH	242.02	11958	OUTREACH SUPPLIES
		100				
33771	AMAZON.COM LLC	100	ACH	8.99	11959	CALENDAR FOR HR STAFF
		100				
33772	AMAZON.COM LLC	100	ACH	14.24	11960	CIRC PRINT MATERIAL
		100				
33773	AMAZON.COM LLC	100	ACH	89.91	11961	DVD/VIDEO MAT AND CIRC PRINT MAT
		100				
33774	AMAZON.COM LLC	100	ACH	41.96	11962	PRIZE BOOKS FOR WICKED COSTUME /
		100				
33775	AMAZON.COM LLC	100	ACH	49.20	11963	BATTERIES

<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>
33776	AMAZON.COM LLC	100	ACH	192.94	11964	CIRC PRINT MAT AND DVD/VIDEO MAT
33777	AMAZON.COM LLC	100	ACH	60.78	11965	CIRC PRINT MAT AND DVD/VIDEO MAT
33778	AMAZON.COM LLC	100	ACH	205.52	11966	CIRC PRINT MAT AND DVD/VIDEO MAT
33779	AMAZON.COM LLC	100	ACH	135.36	11967	CIRC PRINT MAT AND DVD/VIDEO MAT
33780	AMAZON.COM LLC	100	ACH	189.97	11968	DVD/VIDEO MATERIAL
33781	AMAZON.COM LLC	100	ACH	140.25	11969	OFFICE SUPPLIES
33782	AMAZON.COM LLC	100	ACH	54.65	11970	CIRC PRINT MATERIAL
33783	AMAZON.COM LLC	100	ACH	101.20	11971	DVD/VIDEO MATERIAL AND CIRC PRINT
33784	AMAZON.COM LLC	100	ACH	41.90	11972	DVD/VIDEO MATERIAL AND CIRC PRINT
33785	AMAZON.COM LLC	100	ACH	16.62	11973	CIRC PRINT MATERIAL
33786	AMAZON.COM LLC	100	ACH	73.12	11974	PROGRAM SUPPLIES
33815	AMAZON.COM LLC	100	ACH	61.47	11975	PROGRAM SUPPLIES
33826	AMAZON.COM LLC	100	ACH	212.80	11976	3 IN TAPE, HOTSPOT CASES
33840	AMAZON.COM LLC	100	ACH	24.29	11977	CIRC PRINT MATERIAL
33841	AMAZON.COM LLC	100	ACH	17 11.37	11978	CIRC PRINT MATERIAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
33842	AMAZON.COM LLC	100	ACH	33.30	11979	CIRC PRINT MATERIAL
33843	AMAZON.COM LLC	100	ACH	18.94	11980	CIRC PRINT MATERIAL
33844	AMAZON.COM LLC	100	ACH	11.99	11981	TINY ALLEN WRENCH SET
33845	AMAZON.COM LLC	100	ACH	22.98	11982	CIRC PRINT MATERIAL
33846	AMAZON.COM LLC	100	ACH	59.98	11983	CIRC PRINT MAT AND DVD/VIDEO MAT
33860	AMAZON.COM LLC	100	ACH	50.91	11984	GAME DISC CASE
33866	AMAZON.COM LLC	100	ACH	18.04	11985	NINTENDO SWITCH GAME CASE
33867	AMAZON.COM LLC	100	ACH	69.99	11986	DVD/VIDEO MATERIAL
33868	AMAZON.COM LLC	100	ACH	53.28	11987	CIRC PRINT MATERIAL
33876	AMAZON.COM LLC	100	ACH	12.89	11988	CIRC PRINT MATERIAL
33877	AMAZON.COM LLC	100	ACH	28.90	11989	CIRC PRINT MATERIAL
33881	AMAZON.COM LLC	100	ACH	29.95	11990	CIRC PRINT MATERIAL
33882	AMAZON.COM LLC	100	ACH	42.97	11991	CIRC PRINT MATERIAL
33884	AMAZON.COM LLC	100	ACH	29.14	11992	DVD/VIDEO MATERIAL
33885	AMAZON.COM LLC	100	ACH	113.99	11993	FOLDABLE WAGON FOR PROGRAMS
33886	AMAZON.COM LLC	100	ACH	129.96	11994	SUNSCREEN DISPENSER AND STAND F

<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>
33887	AMAZON.COM LLC	100	ACH	78.36	11995	DVD/VIDEO MATERIAL
33888	AMAZON.COM LLC	100	ACH	443.11	11996	PROGRAM SUPPLIES
33889	AMAZON.COM LLC	100	ACH	64.27	11997	BOB ROSS PROGRAM SUPPLIES
33890	AMAZON.COM LLC	100	ACH	15.37	11998	CIRC PRINT MATERIAL
33741	BAKER & TAYLOR INC	100	ACH	1,653.78	11999	CIRC PRINT MATERIAL
33831	BAKER & TAYLOR INC	100	ACH	1,925.58	12000	CIRC PRINT MATERIAL
*33832	COX ZWERNER GAMBILL & SUL	100	ACH	273.00	12001	LEGAL SERVICES
*33787	CULLIGAN WATER CONDITIONI	100	ACH	30.50	12002	WEST COOLER RENTAL
33829	GALE/CENGAGE LEARNING	100	ACH	872.57	12003	CIRC PRINT MATERIAL
33751	HANK METZGER LANDSCAPE	100	ACH	498.25	12004	IRRIGATION SERVICE
33878	HART, JESSI	100	ACH	6.22	12005	MILEAGE REIMBURSEMENT
*33788	INDIANA LIBRARY FEDERATION	100	ACH	50.00	12006	BUDGET WORKSHOP REGISTRATION- J
33857	LINKEDIN CORPORATION	100	ACH	15,750.00	12007	LINKEDIN LEARNING INVOICE
*33789	MIDWEST COMMUNICATIONS, I	100	ACH	845.00	12008	RADIO ADS FOR SUMMER READING
33790	MIDWEST TAPE	100	ACH	7,982.20	12009	HOOPLA MAY INVOICE

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
33830	MIDWEST TAPE	100	ACH	2,105.43	12010	DVD/VIDEO MATERIAL
33793	NEW AVENUES	100	ACH	270.00	12011	CLINICAL HOURS
33863	NEW AVENUES	100	ACH	166.24	12012	ALA CARTE ADMIN FEE
33791	NUB GAMES, INC.	100	ACH	697.00	12013	LIBRARY H3LP CHAT
33836	OVERDRIVE	100	ACH	10,150.00	12014	MONTHLY OVERDRIVE DEPOSIT
33792	PAYPAL INC	100	ACH	19.95	12015	MONTHLY PAYFLOW LINK
33794	PITNEY BOWES	100	ACH	90.84	12016	POSTAGE LEASE
33838	ROEING CORPORATION	100	ACH	1,443.90	12017	NETWORK EQUIPMENT
33448	STAPLES BUSINESS CREDIT	100	ACH	1,182.50	12018	PAPER FOR PR
*33847	UNIQUE MANAGEMENT SERVIC	100	ACH	783.08	12019	NOTICES
*33848	UNIQUE MANAGEMENT SERVIC	100	ACH	401.70	12020	PLACEMENTS
*33796	WADSWORTH*ASHLEY	100	ACH	11.27	12021	MILEAGE REIMBURSEMENT
33822	WAGWORKS, INC.	100	ACH	168.82	12022	COBRA MONTHLY FEE
33797	WEAS ENGINEERING INC	100	ACH	491.72	12023	WATER TREATMENT MANAGEMENT
33798	ZAYO EDUCATION LLC	100	ACH	1,343.33	12024	INTERNET SERVICE
33799	ZAYO EDUCATION LLC		ACH	615.17	12025	VOICE SERVICE

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		100				
						Total Count: 83 Total Amount: 54,913.11
*33731	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	794.06	11937	MAIN SEWAGE BILLING
*33732	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	46.23	11938	12 POINTS SEWAGE BILLING
*33736	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	40.25	11939	LAUNDERING OF MAIN TABLECLOTHS A
*33744	CROSSROADS DOOR & HARDV	100	<i>E-pay</i>	498.00	11940	6- FRICTION HOLD OPEN ARMS
*33745	APPLE HOUSE*THE	100	<i>E-pay</i>	57.00	11941	MULCH
33746	ACTION PEST CONTROL, INC	100	<i>E-pay</i>	165.00	11942	MAIN MONTHLY PEST CONTROL
33747	ACTION PEST CONTROL, INC	100	<i>E-pay</i>	3,834.00	11943	MAIN K9 SERVICES- ANNUAL RENEWAL
33748	ACTION PEST CONTROL, INC	100	<i>E-pay</i>	1,782.00	11944	MAIN PEST CONTROL- ANNUAL RENEW
33749	ACTION PEST CONTROL, INC	100	<i>E-pay</i>	907.20	11945	WEST PEST CONTROL- ANNUAL RENEW
33750	ACTION PEST CONTROL, INC	100	<i>E-pay</i>	3,078.00	11946	WEST K9 SERVICES- ANNUAL RENEWAI
33764	THE TRASH MAN	100	<i>E-pay</i>	405.00	11957	12 POINTS TRASH SERVICE
33765	THE TRASH MAN	100	<i>E-pay</i>	270.00	11958	WEST TRASH SERVICE
*33766	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	56.97	11959	PRIVATE FIRE SERVICE
33767	WEX BANK		<i>E-pay</i>	166.39	11960	FUEL SERVICE

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
		100				
*33768	TOWN OF WTH WATER & SEWE	100	<i>E-pay</i>	78.54	11961	WEST WATER SERVICE
		100				
33534	BAESLERS MARKET	200	<i>E-pay</i>	107.97	11962	PROGRAM SUPPLIES
		200				
33801	COMPUTYPE	100	<i>E-pay</i>	1,782.92	11963	SPINE LABEL KITS 3 ROLLS/KIT
		100				
*33810	CROSSROADS DOOR & HARDV	100	<i>E-pay</i>	125.00	11965	SERVICE CALL FOR SOUTH ENTRANCE
		100				
*33811	KOORSEN FIRE & SECURITY IN	100	<i>E-pay</i>	116.90	11966	ANNUAL INSPECTION WEST FIRE EXTIN
		100				
*33806	LOWE'S COMMERCIAL SERVICI	100	<i>E-pay</i>	354.04	11967	FASTENERS AND PARTS ORGANIZERS
		100				
*33813	TRIBUNE STAR PUBLISHING CC	100	<i>E-pay</i>	510.00	11968	SENIOR EXPO
		100				
33814	OFFICE DEPOT	100	<i>E-pay</i>	976.35	11969	OFFICE SUPPLIES
		100				
*33816	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	34.48	11970	LAUNDERING OF MAIN TABLECLOTHS A
		100				
*33823	B & S PLUMBING & HEATING IN	100	<i>E-pay</i>	262.95	11971	CEILING LEAK FROM ADMIN TO COMPU
		100				
*33828	HANOVER INSURANCE GROUP	100	<i>E-pay</i>	2,663.75	11972	WORKERS COMPENSATION POLICY
		100				
*33833	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	56.91	11973	12 POINTS PRIVATE FIRE SERVICE
		100				
*33834	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	211.08	11974	12 POINTS WATER SERVICE
		100				
*33835	TABCO PRINTING & PROMOTIC	100	<i>E-pay</i>	31.30	11975	NAME PLATE FOR INTERIM EXEC DIREC
		100				
*33861	LAKESHORE LEARNING MATEF	100	<i>E-pay</i>	80.48	11983	PLAY ITEMS FOR YS
		100		22		

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*33862	INDIANA FARMERS MUTUAL IN:	100	<i>E-pay</i>	57.50	11984	COMMERCIAL INSURANCE POLICY
33864	INDIANA STATE LIBRARY	100	<i>E-pay</i>	4,082.00	11985	INFO EXPRESS ANNUAL INVOICE
*33869	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	18.00	11986	LAUNDERING OF WEST TABLECLOTHS
*33870	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	63.00	11987	LAUNDERING OF MAIN TABLECLOTHS A
33871	OFFICE DEPOT	100	<i>E-pay</i>	44.10	11988	OFFICE SUPPLIES
33872	OFFICE DEPOT	100	<i>E-pay</i>	10.69	11989	OFFICE SUPPLIES
33873	OFFICE DEPOT	100	<i>E-pay</i>	43.24	11990	OFFICE SUPPLIES
33874	OFFICE DEPOT	100	<i>E-pay</i>	8.39	11991	OFFICE SUPPLIES
33875	OFFICE DEPOT	100	<i>E-pay</i>	2.59	11992	OFFICE SUPPLIES
33879	CENTERPOINT ENERGY	100	<i>E-pay</i>	23.26	11993	12 POINTS GAS SERVICE
33880	CENTERPOINT ENERGY	100	<i>E-pay</i>	25.78	11994	WEST GAS SERVICE
33737	HOBBY LOBBY	100	<i>E-pay</i>	113.50	11995	SUPPLIES FOR CRAFT PROGRAM
*33894	DUKE ENERGY *	100	<i>E-pay</i>	716.27	11996	WEST ELECTRIC SERVICE
*33895	DUKE ENERGY *	100	<i>E-pay</i>	9,228.31	11997	MAIN ELECTRIC SERVICE

Total Count: 43
Total Amount: 33,929.40

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
	<i>Library Operating Fund 100:</i>		94,292.09			
	<i>Gift Fund 200:</i>		1,580.86			
	<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: 97 Grand Total Amount: 95,872.95	
					<hr/> Interim Executive Director Jordan Orwig	

**Payroll Payable
Voucher Register**

Vigo County Public Library

For Period May - 2025

Page ___1___ of ___2___ Pages

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
5/9	Pay #10	Gross Payroll	\$ 156,247.69	\$ 156,247.69	ACH	
5/9	Pay #10	FICA	\$ 11,264.39	\$ 11,264.39	ACH	
5/9	Pay #10	PERF	\$ 20,869.90	\$ 20,869.90	ACH	
5/23	Pay #11	Gross Payroll	\$ 191,483.80	\$ 191,483.80	ACH	
5/23	Pay #11	FICA	\$ 13,962.19	\$ 13,962.19	ACH	
5/23	Pay #11	PERF	\$ 21,152.66	\$ 21,152.66	ACH	
5/23	Pay #11	Anthem	\$ 113,494.39	\$ 113,494.39	ACH	
5/23	Pay #11	Guardian	\$ 7,286.26	\$ 7,286.26	ACH	
		Gross Payroll	\$ -	\$ -	ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

Total library cost			\$ 535,761.28			
May	Pay 10 & 11	Nationwide	\$ 2,266.71	\$ 2,266.71	ACH	Staff withholding
May	Pay 10 & 11	Garnishments	\$ 2,023.25	\$ 2,023.25	ACH	Staff withholding
May	Pay 10 & 11	Garnishment Reim	\$ -	\$ -	ACH	Staff withholding
May	Pay 10 & 11	AFLAC	\$ 1,169.88	\$ 1,169.88	ACH	Staff withholding
May	Pay 10 & 11	United Way	\$ 228.00	\$ 228.00	ACH	Staff withholding
May	Pay 10 & 11	Anthem	\$ 12,370.00	\$ 12,370.00	ACH	Staff withholding
May	Pay 10 & 11	HSA adj.		\$ -	ACH	Staff withholding
May	Pay 10 & 11	Guardian	\$ 1,531.64	\$ 1,531.64	ACH	Staff withholding
May	Pay 10 & 11	Boston Mutual	\$ 650.36	\$ 650.36	ACH	Staff withholding
May	Pay 10 & 11	Fed Tax	\$ 26,433.05	\$ 26,433.05	ACH	Staff withholding
May	Pay 10 & 11	State Tax	\$ 10,083.50	\$ 10,083.50	ACH	Staff withholding
May	Pay 10 & 11	Local Tax	\$ 6,500.41	\$ 6,500.41	ACH	Staff withholding
May	Pay 10 & 11	FICA	\$ 25,226.53	\$ 25,226.53	ACH	Staff withholding
May	Pay 10 & 11	Vol. PERF	\$ 5,725.07	\$ 5,725.07	ACH	Staff withholding
		Staff Cost	\$ 94,208.40	\$ 94,208.40		

May 31, 2025

Gift Fund Balances

2025

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 2,408.33	Unrestricted Use	Admin.
64-SPC	\$ 1,463.52	Support of SPC	Admin.
65-Big Read	\$ 424.40	Big Read	Admin.
66-YS	\$ 3,883.98	Support of YS	Admin.
67-WVCF Endowment	\$ 1,639.00	Support of Strategic Plan Goals	Admin.
68-Crackerbarrel	\$ 929.27	Support of Crackerbarrel	Admin.
69-Wright Foundation	\$ 3,235.01	Unrestricted Use	Admin.
70- West Emily's Garden	\$ 200.00	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,348.26	Support of West Branch	Admin.
72-Friends	\$ 4,854.09	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	\$ 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	\$ 1,480.33	Unrestricted Use	Admin.
93-Programming and Events	\$ 397.00	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	\$ 730.00	Support of Library Experience	Admin.
TOTAL	\$ 51,996.90		

FROM THE INTERIM EXECUTIVE DIRECTOR

In recent weeks, I've met with several managers and HR staff to discuss methods for reviewing and updating VCPL policies and procedures. I've appreciated the feedback shared so far, and we're putting together ways to propose changes moving forward. Some possible methods put forth so far have involved face-to-face meetings with staff and open feedback periods. One other idea touched upon regular review timelines so that staff and customer policies are consistently reviewed for updates.

The Library has submitted two projects for the United Way of the Wabash Valley's Serve the Valley event, which is set to take place on Friday, July 25. One project involves labeling the books that we will be handing out at upcoming events such as Family Learning Day and Halloween Book Giveaway. The second project will have volunteers helping us organize the dishes, utensils, and cooking items at the 12 Points Branch teaching kitchen. Both projects have shown interest in community volunteers already. On top of that, we are gauging interest in putting together a possible team of staff who would represent VCPL in one of the other projects featured in this event.

VCPL Board Member Tom Bogigian and I spoke at the Vigo County Council meeting earlier this month. We were invited to speak about the new 12 Points Branch, and I was pleased to report on the recent activities and offerings going on, as well as library card registrations, program numbers, and available services. I also provided information on some of our upcoming plans.

THE SUMMER READING PROGRAM



The kickoff event for the Summer Reading Program, Color Our World, was a success. VCPL Staff enjoyed engaging with the community. Foam Homies did an incredible job energizing the crowd, and the kids enjoyed dancing to the DJ's lively beats. VCPL saw approximately 800 customers who signed up for the program during the kickoff and redeemed their new book as a sign-up prize to start their reading adventures. Attendees also had the opportunity to participate in a fun community art project, making the event even more memorable!



Administrative Report

JUNE 16, 2025

Adult Services Librarian Meghan Salinas has been working hard to ensure that there are programs accessible to everyone for VCPL’s Summer Reading Program, Color Our World. On Tuesday, June 10, at the Library, participants in the Happiness Bag program took part in an activity tailored for individuals with developmental challenges. During the session, they practiced their fine motor skills while expressing creativity through bead mosaic art. Everyone enjoyed the experience!



CELEBRATING ASIAN AMERICAN AND PACIFIC ISLANDER MONTH



In May, Special Collections displayed an exhibit of an antique palm leaf and bamboo Tamil manuscript from Southeast Asia. This manuscript is one of several examples of book history that SPC has in the archives, and they are proud to have it in the collection. SPC also partnered with the Indiana Token Kai group dedicated to the collection and preservation of antique Japanese arms and armor, and received several pieces loaned from one of their collectors that will be displayed through the summer.

ENGLISH AS A SECOND LANGUAGE

Vigo County Public Library’s English-as-a-Second-Language (ESL) Women’s Conversation Club explored the new VCPL 12 Points Branch on Wednesday, May 21. Attendees learned more about the 12 Points community and the various unique offerings at the branch. The class culminated in a cooking session in the 12 Points Teaching Kitchen.



FRIENDS OF THE LIBRARY

In April 2025, the Friends of the Library launched their annual membership drive, raising more than \$2,433 in April and May with 111 new and renewing members. The organization hosted its Annual Spring Book Sale from May 2 to May 4. Prior to the sale opening, approximately 40 members attended the organization’s annual membership meeting. The Annual sale raised over \$2,400. Both the membership drive and book sale proceeds are dedicated to supporting programs and resources at VCPL.

Administrative Report

JUNE 16, 2025



The Annual Friends of the Library Appreciation Dinner was held on Friday, May 16, to honor the dedication of Friends Volunteers. Laraine Franks, LeRaye Cameron, and Amy Gibson worked together to plan and organize the event, which featured a beautiful spring theme. The evening featured a catered meal, welcoming remarks by Interim Executive Director Jordan Orwig, and a presentation by Interim Director of Public Services Jeanette Bouchie, highlighting the various VCPL resources and programs supported by the Friends. Heather Rayl, Brandy Bridgewater, Rob Fox, and Dennis Shepard helped serve the volunteers throughout the evening. The Friends Volunteers had a wonderful time and enjoyed their celebration.

CRAFTERNOONS AT THE WEST BRANCH

In March, the West Branch set up a trial run of an art program where, instead of the library providing materials for a craft, the library simply provided a space for customers to work on their own projects with an experienced artist who could answer questions. A family with some local members and some from afar used the opportunity to gather, then this core group grew to other community members looking for a place to spend time with people in a low-pressure environment. This program has been running weekly for three months now, consistently providing a welcoming place for connecting with old friends and meeting new ones, strengthening the community one handmade craft at a time.



FUTURE LIBRARIANS

The Youth Services Department currently has two students enrolled in the Master of Library and Information Science (MLIS) program at Indiana University. Students complete 39 credit hours of coursework while working full time and must maintain above a C average.

Administrative Report

JUNE 16, 2025



Emma Land will begin her classes in August with a focus on Youth Services. When asked why she decided to obtain her master’s degree she said she wanted to stay on top of trends and apply her knowledge learned to the programs she conducts at the library. She also said, “[I’m] excited to go back because I thrive in academic environments.”

Autumn Parsons has been making her way through her MLIS program in a different way. She is studying to be a school librarian which requires several education courses, along with the master’s level work. Her current favorite class is What’s Tending in Youth Literature because the homework is “literally reading.” There are challenges, like Tools and Technology for the Information Profession because they were learning “so much new tech.” These types of courses help keep librarians on top of current developments in future technologies.

PERSONNEL CHANGES

RESIGNATION

Howes, Megan E. - Resignation from the full-time non-exempt position of Youth Services Librarian effective June 7, 2025.

Gibson, Amy D. - Resignation from the full-time non-exempt position of Executive Assistant effective August 15, 2025.

Respectfully submitted,

Jordan Orwig
Interim Executive Director

6/12/25 AG

*The statistics in red below will appear higher because they include 12 Points statistics for March, April, and May, which were mistakenly omitted from previous reports, which makes the Year to Date section accurate.

	May-25	May-24		YTD 2025	YTD 2024	
Print Circulation	18,622	18,530	0.5%	88,624	87,347	1.5%
A/V Circulation	4,707	4,738	-0.7%	22,911	23,494	-2.5%
Misc	1,070	1,019	5.0%	5,370	5,159	4.1%
Electronic Devices	67	52	28.8%	276	283	-2.5%
TOTAL	24,466	24,339	0.5%	117,181	116,283	0.8%

	May-25	May-24		YTD 2025	YTD 2024	
Overdrive						
E-book	7,682	7,657	0.3%	38,490	38,965	-1.2%
E-audiobook	6,525	5,845	11.6%	31,091	29,699	4.7%
E-Magazines	1,538	890	72.8%	7,361	5,050	45.8%
TOTAL	15,745	14,392	9.4%	76,942	73,714	4.4%

	May-25	May-24		YTD 2025	YTD 2024	
Hoopla						
E-audiobook	2,173	1,645	32.1%	10,347	8,106	27.6%
Bingepasses	40	29	37.9%	190	156	21.8%
E-Books	677	671	0.9%	3,525	3,190	10.5%
E-Comics	83	130	-36.2%	497	495	0.4%
E-music	74	92	-19.6%	403	483	-16.6%
E-video movie	182	201	-9.5%	973	836	16.4%
E-video TV	95	81	17.3%	479	410	16.8%
TOTAL	3,324	2,849	16.7%	16,414	13,676	20.0%

	May-25	May-24		YTD 2025	YTD 2024	
Reference Services	16,815	2,165	676.7%	28,604	11,646	145.6%

MATERIALS ADDED TO COLLECTION

Purchased Items	May-25	YTD 2025
Book	908	8,180
Video	208	1,041
Video Game	41	177
Music CD	0	0
Audio Book	1	19
Misc	14	126
TOTAL	1,172	9,543

Donated Items	May-25	YTD 2025
Book	169	541
Video	4	84
Video Game	1	1
Music CD	0	0
Audio Book	0	0
Misc	0	1
TOTAL	174	627

New Items Ordered	May-25	YTD 2025
Book	905	5,003
Video	76	929
Video Game	51	186
Music CD	0	0
Audio Book	12	17
Misc	0	124
TOTAL	1,044	6,259

New Items Received	May-25	YTD 2025
Book	831	6,237
Video	139	800
Video Game	32	168
Music CD	0	0
Audio Book	1	3
Misc	6	77
TOTAL	1,009	7,285

*The totals stats in red below will appear higher because they include the 12 Points statistics for March, April, and May, which were mistakenly omitted from previous reports, which makes the Year to Date section accurate.

ON-SITE PROGRAMS	May-25	May-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	20	14	42.9%	117	105	11.4%
Children (ISL: 6-11 yrs)	18	12	50.0%	117	94	24.5%
Teens (ISL: 12-18yrs)	19	3	533.3%	72	28	157.1%
Adults (ISL: 19 + yrs)	54	16	237.5%	147	90	63.3%
General (all ages)	14	11	27.3%	78	83	-6.0%
TOTAL	125	56	123.2%	531	400	32.8%

ON-SITE ATTENDANCE	May-25	May-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	214	183	16.9%	1,567	1,650	-5.0%
Children (ISL: 6-11 yrs)	244	50	388.0%	2,076	1,023	102.9%
Teens (ISL: 12-18yrs)	94	55	70.9%	269	186	44.6%
Adults (ISL: 19 + yrs)	286	152	88.2%	995	1383	-28.1%
General (all ages)	975	1,189	-18.0%	2,105	2,876	-26.8%
TOTAL	1,813	1,629	11.3%	7,012	7,118	-1.5%

OFF-SITE PROGRAMS	May-25	May-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	0	0	null	1	2	-50.0%
Children (ISL: 6-11 yrs)	0	0	null	1	1	0.0%
Teens (ISL: 12-18yrs)	0	0	null	1	0	null
Adults (ISL: 19 + yrs)	11	9	22.2%	56	65	-13.8%
General (all ages)	4	2	100.0%	7	7	0.0%
TOTAL	15	11	36.4%	66	75	-12.0%

OFF-SITE ATTENDANCE	May-25	May-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	0	0	null	20	18	11.1%
Children (ISL: 6-11 yrs)	0	0	null	202	4	4950.0%
Teens (ISL: 12-18yrs)	0	0	null	173	0	null
Adults (ISL: 19 + yrs)	108	75	44.0%	900	777	15.8%
General (all ages)	126	100	26.0%	282	621	-54.6%
TOTAL	234	175	33.7%	1,577	1,420	11.1%

COMMUNITY OUTREACH	May-25	May-24		YTD 2025	YTD 2024	
# of Community Events Participated In	7	6	16.7%	19	14	35.7%
# of Interactions at Community Events	951	966	-1.6%	2,712	1,978	37.1%

	May-25	May-24		YTD 2025	YTD 2024	
Computer Users	5,568	4,251	31.0%	22,471	21,485	4.6%
Subscription Databases	10,467	6,418	63.1%	62,419	33,128	88.4%
ILL provided to other Libraries	335	253	32.4%	1,883	1,450	29.9%
ILL received from other Libraries	136	85	60.0%	574	489	17.4%

	May-25	May-24		YTD 2025	YTD 2024	
Adult materials deliveries	26	33	-21.2%	145	167	-13.2%
Youth materials deliveries	12	6	100.0%	50	49	2.0%
TOTAL	38	39	-2.6%	195	216	-9.7%