

**BOARD
of
TRUSTEES**



**REGULAR MEETING
VIGO COUNTY PUBLIC LIBRARY
680 Poplar Street
Terre Haute, IN 47807
Monday, July 21, 2025, 5:30 PM**

A G E N D A

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

1. **Call to Order and Roll Call of Members**
2. **Public Input on Action Items**
3. **Consideration of Minutes of the June 13, 2025, Personnel Committee Meeting** 2
4. **Consideration of Minutes of June 16, 2025, Regular Meeting** 3
5. **Consideration of Minutes of the June 18, 2025, Personnel Committee Meeting** 5
6. **Treasurer's Report**
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 - b) Claims and Payroll 7
 - c) Special Claims
 - d) Gift Fund Report 26
7. **Reports to the Library Board**
 - a) Director of Technology and Special Services Heather Rayl
8. **Director's Report** 27
9. **Old Business**
10. **New Business**
 - a) Registration of Borrower's Policy in VCPL Policy Manual 35
 - b) Resolution for Surplus Property 37
 - c) Personnel Committee Update
11. **Suggestions from the Staff, Board or Public for Action or Study**
12. **Next Regular Meeting:** Monday, August 18, 2025 at 5:30 p.m., Main Library.
13. **Adjournment**

CALL TO ORDER

President Young called the Personnel Committee Meeting to order in **Executive Session** at the Vigo County Public Library, 680 Poplar Street at 9:01 a.m. on the 13th day of June 2025, and the following persons were present:

Present: James M. Young, President; Christi A. Fenton, Vice President; George L. Heubel, Secretary; Rob Fox, HR Director; Amy Gibson, Executive Assistant.

Absent: none.

DISCUSSION

The Personnel Committee met in Executive Session pursuant to IC 5-14-1.5-6.1(b)(5) to receive information about and interview prospective employees. Any related action will be taken in a public meeting, as required by Indiana Code.

ADJOURNMENT

Meeting adjourned at 10:16 a.m.

James M. Young, President

AG 6/13/2025

Terre Haute, Indiana, June 16, 2025

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 16th day of June 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 Tiffany D. Cherry Kelly J. Ford; and Tom W. Bogigian.

Library Board Member Absent: None.

Library Staff: Jordan Orwig, Brandy Bridgewater, Amy Gibson, Carey LaBella, Lauren Elyea, Jeanette Bouchie, Heather Rayl, Hailey Mackelburger, and Rob Fox.

Others: None.

PUBLIC INPUT ON ACTION ITEMS - None.

CONSIDERATION OF REGULAR MEETING MINUTES

A motion to approve the minutes as written for May 19, 2025, regular meeting, made by Fenton, seconded by Bogigian, passed.

TREASURER'S REPORT

Monthly Cash Statement

Mrs. Bridgewater presented the Cash Statement for the period ending May 2025 (copy attached to official minutes).

Claims and Payroll

Mrs. Bridgewater presented the Month End Claims dated May 30, 2025, in the amount of \$124,728.28 (Library Operating, \$120,242.53; Gift Fund, \$4,484.75; Grants, \$0). Library Operating Claims dated June 16, 2025, in the amount of \$95,872.95 (Library Operating Fund, \$94,292.09; Gift Fund, \$1,580.86; Grants, \$0). (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

Special Claims - None.

Gift Fund Report

Mrs. Bridgewater presented the Gift Fund report dated May 31, 2025, for \$51,996.90.

Approval of Treasurer's Report

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

REPORTS TO THE LIBRARY BOARD

Technical Services Manager Lauren Elyea provided an overview of the processes and procedures managed by the technical services team.

DIRECTOR’S REPORT

Mr. Orwig commented on his written report.

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

OLD BUSINESS - None.

NEW BUSINESS

Appoint Budget Committee

Mr. Young requested volunteers for the budget committee. Tiffany Cherry, Tom Bogigian, and George Heubel volunteered. Mrs. Gibson will arrange a date and time and provide all board members with the opportunity to participate on the committee.

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

Dr. Fenton and Mr. Young extended their appreciation to HR Director Rob Fox for his outstanding efforts in coordinating the Executive Director search and sharing well organized, comprehensive information during the Personnel Committee meeting.

NEXT MEETING

Regular Meeting, Monday, July 21, 2025, at 5:30 p.m., Main Library.

ADJOURNMENT

A motion to adjourn the meeting made by Fenton, seconded by Killion, passed. The meeting was adjourned at 6:05 p.m.

James M. Young, President

Christi A. Fenton, Vice President

George L. Heubel, Secretary

Stacy D. Killion, Board Member

Tiffany D. Cherry, Board Member

Kelly J. Ford, Board Member

Tom W. Bogigian, Board Member

AG 7/2/25

CALL TO ORDER

President Young called the Personnel Committee Meeting to order in **Executive Session** at the Vigo County Public Library, 680 Poplar Street at 9:00 a.m. on the 18th day of June 2025, and the following persons were present:

Present: James M. Young, President; Christi A. Fenton, Vice President; George L. Heubel, Secretary; and Rob Fox, HR Director.

Absent: none.

DISCUSSION

The Personnel Committee met in Executive Session pursuant to IC 5-14-1.5-6.1(b)(5) to receive information about and interview prospective employees. Any related action will be taken in a public meeting, as required by Indiana Code.

ADJOURNMENT

Meeting adjourned at 2:30 p.m.

James M. Young, President

AG 7.1.25

Cash Statement
 Vigo County Public Library
 June 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	2,484,732.52 5,680,441.78	4,227,908.47 4,956,501.52	647,936.87 4,572,239.18	6,064,704.12	3,579,971.60 384,262.34
Cash Gift Fund 200-00-1010	51,996.90 68,245.53	12,363.14 20,288.40	3,940.53 28,114.42	60,419.51	8,422.61 (7,826.02)
Cash Rainy Day Fund 201-00-1010	1,748,249.16 1,748,249.16	0.00 0.00	0.00 0.00	1,748,249.16	0.00 0.00
Cash-State Technology Reimburs 276-00-1010	0.00 (14,493.17)	0.00 19,938.59	0.00 5,445.42	0.00	0.00 14,493.17
Cash-NICCL Technology Improvem 282-00-1010	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	0.00 0.00	0.00 20,000.00	0.00 20,000.00	0.00	0.00 0.00
Cash Public Library Access Car 800-00-1010	0.00 0.00	0.00 70.00	0.00 70.00	0.00	0.00 0.00
Cash-Payroll Withholdings 803-00-1010	1,169.88 11,420.24	83,489.75 558,874.76	83,489.75 569,125.12	1,169.88	0.00 (10,250.36)

<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>
33957	MILLIKEN & COMPANY	100	Check	1,057.30	57087	LANDMARK ART60 CAMLET CARPET TIL
33955	OAK KNOLL BOOKS	100	Check	38.47	57088	REF MATERIAL
33996	UVI LLC	100	Check	1,877.28	57089	INSURANCE VALUATION
*33995	WABASH VALLEY COMMUNITY	200	Check	535.28	57090	REIMBURSE UNUSED CHARITABLE GRA
				Total Count:	4	
				Total Amount:	3,508.33	
33945	ADP INC - AUTOPAY II	100	ACH	1,730.90	12026	PAYROLL SERVICES
33897	AMAZON.COM LLC	100	ACH	27.24	12027	CIRC PRINT MATERIAL
33898	AMAZON.COM LLC	100	ACH	54.96	12028	CIRC PRINT MATERIAL
33901	AMAZON.COM LLC	100	ACH	23.16	12029	CIRC PRINT MATERIAL
33902	AMAZON.COM LLC	100	ACH	167.94	12030	SR 6-11 GRAND PRIZES
33903	AMAZON.COM LLC	100	ACH	104.20	12031	DVD/VIDEO MATERIAL
33904	AMAZON.COM LLC	100	ACH	104.96	12032	DVD/VIDEO MATERIAL
33905	AMAZON.COM LLC	100	ACH	129.97	12033	DVD/VIDEO MATERIAL
33911	AMAZON.COM LLC	100	ACH	20.24	12034	CIRC PRINT MATERIAL
33912	AMAZON.COM LLC	100	ACH	7	12035	CIRC PRINT MATERIAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description	
33913	AMAZON.COM LLC	100	ACH	5.27	12036	CIRC PRINT MATERIAL	
33918	AMAZON.COM LLC	100	ACH	54.99	12037	DVD/VIDEO MATERIAL	
33919	AMAZON.COM LLC	100	ACH	17.41	12038	CIRC PRINT MATERIAL	
33920	AMAZON.COM LLC	100	ACH	15.98	12039	CIRC PRINT MATERIAL	
33921	AMAZON.COM LLC	100	ACH	57.46	12040	DVD/VIDEO MATERIAL	
33931	AMAZON.COM LLC	100	ACH	83.80	12041	OFFICE SUPPLIES	
33958	AMAZON.COM LLC	100	ACH	22.48	12042	DELIVERY KIT BAGS	
33959	AMAZON.COM LLC	100	ACH	26.68	12043	DVD/VIDEO MAT AND CIRC PRINT MATE	
33960	AMAZON.COM LLC	100	ACH	39.66	12044	DVD/VIDEO MAT AND CIRC PRINT MATE	
33961	AMAZON.COM LLC	100	ACH	15.20	12045	DVD/VIDEO MAT AND CIRC PRINT MATE	
33968	AMAZON.COM LLC	100	ACH	49.99	12046	DVD/VIDEO MATERIAL	
33969	AMAZON.COM LLC	100	ACH	6.62	12047	DVD/VIDEO MATERIAL	
33970	AMAZON.COM LLC	100	ACH	16.47	12048	CIRC PRINT MATERIAL	
33971	AMAZON.COM LLC	100	ACH	64.63	12049	CIRC PRINT MATERIAL	
33972	AMAZON.COM LLC	100	ACH	8	68.11	12050	OFFICE SUPPLIES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
33974	AMAZON.COM LLC	100	ACH	219.94	12051	DVD/VIDEO MATERIAL
33979	AMAZON.COM LLC	100	ACH	139.97	12052	DVD/VIDEO MATERIAL
33980	AMAZON.COM LLC	100	ACH	32.97	12053	YS PROGRAM SUPPLIES
34002	AMAZON.COM LLC	100	ACH	21.37	12054	HANGING SLEEVES FOR CD STORAGE
34003	AMAZON.COM LLC	100	ACH	39.99	12055	DVD/VIDEO MATERIAL
34004	AMAZON.COM LLC	100	ACH	42.70	12056	SUPPLIES FOR TS AND LIBRARY EXPEF
33924	BAKER & TAYLOR INC	100	ACH	2,864.72	12057	CIRC PRINT MATERIAL
33984	BAKER & TAYLOR INC	100	ACH	2,799.25	12058	CIRC PRINT MATERIAL
33929	BOOK DEPOT	100	ACH	6,591.71	12059	OPEN HOUSE/FAMILY NIGHT BOOKS
33965	BOOK DEPOT	100	ACH	460.83	12060	SUMMER CELEBRATION BOOKS
33966	BOOK DEPOT	100	ACH	1,743.61	12061	FLD PICTURE BOOKS
33967	BOOK DEPOT	100 200	ACH	1,609.17	12062	FLD BOARD BOOKS
33982	BOOK DEPOT	100	ACH	1,799.03	12063	FLD BOOKS JFIC
33899	E-Z CLEAN INC	100	ACH	804.21	12064	JANITORIAL SUPPLIES
33964	E-Z CLEAN INC	100	ACH	1,028.65	12065	JANITORIAL SUPPLIES
33981	E-Z CLEAN INC		ACH	46.11	12066	JANITORIAL SUPPLIES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
33925	GALE/CENGAGE LEARNING	100	<i>ACH</i>	198.68	12067	CIRC PRINT MATERIAL
33910	HANK METZGER LANDSCAPE	100	<i>ACH</i>	210.00	12068	IRRIGATION SERVICE
*33906	MIDWEST COMMUNICATIONS, I	100	<i>ACH</i>	445.00	12069	RADIO ADS FOR SUMMER READING
33926	MIDWEST TAPE	100	<i>ACH</i>	466.99	12070	DVD/VIDEO MATERIAL
33983	MIDWEST TAPE	100	<i>ACH</i>	191.14	12071	DVD/VIDEO MATERIAL
33956	RICOH USA INC	100	<i>ACH</i>	4,074.22	12072	COPIER LEASE
33943	RICOH USA INC	100	<i>ACH</i>	1,613.66	12073	COPIER LEASE
33944	RICOH USA INC	100	<i>ACH</i>	136.86	12074	COPIER LEASE
					Total Count:	49
					Total Amount:	30,763.21
*33896	YOUR AUTOMATIC DOOR COM	100	<i>E-pay</i>	479.60	11998	POPLAR DOOR REPAIR
33900	LARGE INK, LLC	100	<i>E-pay</i>	101.56	11999	SELFIE SIGN FOR 1000 BOOKS
*33907	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	18.00	12000	LAUNDERING OF WEST TABLECLOTHS
*33908	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	41.40	12001	LAUNDERING OF MAIN TABLECLOTHS A
*33909	MIDWEST COLLABORATIVE - LI	100	<i>E-pay</i>	250.00	12002	ANNUAL MEMBERSHIP FEE

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*33923	DUKE ENERGY *	100	E-pay	876.02	12003	12 POINTS ELECTRIC SERVICE
*33927	APPLE HOUSE*THE	100	E-pay	57.00	12004	MULCH
*33928	APPLE HOUSE*THE	100	E-pay	57.00	12005	MULCH
*33930	COURTESY CLEANING CENTEF	100	E-pay	295.93	12006	REISSUE- LAUNDERING OF MAIN AND V
*33934	INDIANA FARMERS MUTUAL IN:	100	E-pay	945.00	12007	COMMERCIAL INSURANCE POLICY
*33935	INDIANA FARMERS MUTUAL IN:	100	E-pay	832.75	12008	COMMERCIAL INSURANCE POLICY
33936	T-MOBILE USA, INC.	100	E-pay	87.22	12009	WEST HOTSPOT DATA
33937	T-MOBILE USA, INC.	100	E-pay	1,192.32	12010	MAIN HOTSPOT DATA
33807	SAM'S CLUB DIRECT	200	E-pay	198.03	12011	PROGRAM SUPPLIES
*33939	CITY OF TERRE HAUTE SEWAG	100	E-pay	154.35	12012	MAIN SEWAGE BILLING
*33940	CITY OF TERRE HAUTE SEWAG	100	E-pay	46.23	12013	12 POINTS SEWAGE BILLING
*33941	INDIANA AMERICAN WATER CC	100	E-pay	409.75	12014	MAIN IRRIGATION SERVICE
*33942	REPUBLIC SERVICES OF WEST	100	E-pay	845.53	12015	MAIN TRASH SERVICE
33946	JOINK LLC	100	E-pay	275.00	12016	MONTHLY CLOUD BACKUP
*33948	INDIANA FARMERS MUTUAL IN:	100	E-pay	9,766.50	12017	COMMERCIAL INSURANCE POLICY
*33952	CAPITAL ONE	100	E-pay	390.43	12018	PROGRAM SUPPLIES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*33954	TRIBUNE STAR PUBLISHING CC	100	<i>E-pay</i>	3,638.96	12019	NEWSPAPERS
*33962	MIDLAND PAPER COMPANY INC	100	<i>E-pay</i>	145.63	12020	LARGE FORMAT PRINTING SUPPLIES
*33963	MIDLAND PAPER COMPANY INC	100	<i>E-pay</i>	1,004.00	12021	LARGE FORMAT PRINTING SUPPLIES
*33973	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	22.50	12022	LAUNDERING OF MAIN TABLECLOTHS A
*33985	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	28.62	12024	LAUNDERING OF MAIN TABLECLOTHS A
*33997	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	877.83	12025	MAIN WATER SERVICE
*33975	VISA CARD SERVICES	100 200	<i>E-pay</i>	5,436.78	12026	VARIOUS SUPPLIES, TRAVEL, REGISTR.

Total Count: **28**
Total Amount: **28,473.94**

<i>Library Operating Fund 100:</i>	60,385.81
<i>Gift Fund 200:</i>	2,359.67
<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:	80
Grand Total Amount:	62,745.48

Interim Executive Director
Jordan Orwig

VISA -JUNE- MONTHLY TOTAL			PAY 06/30/2025	
DATE	PO#	VENDOR	DESCRIPTION	AMOUNT
DENNIS SHEPARD		XXXX XXXX XXXX 6317		
5/31/2025	251087	GOOGLE	GOOGLE WORKSPACE	218.40
5/29/2025	250090	MAILCHIMP	MAILCHIMP FEE FOR JUNE	262.50
6/10/2025	251156	WEBSTAUANTSTORE	TOWEL CADDY FOR 12 POINTS	816.02
6/24/2025	251157, 251137, 250864	FACEBOOK	EVENT BOOSTS ON FACEBOOK	333.01
DENNIS TOTAL				1629.93
BRANDY BRIDGEWATER		XXXX XXXX XXXX 1093		
5/27/2025	250034	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	2.77
5/27/2025	251023	WNBA STORE	SR KIDS GRAND PRIZE	34.99
5/28/2025	251242	TECHSOUP GLOBAL	MONTHLY CLOUD SOLUTIONS LICENSE	306.00
6/1/2025	250089	ICONIC DIGITAL MARKETING	WEBSITE FEE	355.50
6/2/2025	250034	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	17.00
6/6/2025	251123	SUPERSPACE	MOVABLE PLAY SET	664.00
6/10/2025	251155	AMERICAN FLOOR MATS	ALUMINUM STAIR TREADS	1554.84
6/10/2025	251168	TRAFFIC SAFETY WAREHOUSE	SPEED BUMP FOR 12 POINTS	178.56
6/11/2025	251176	CANVA	1 YEAR SUBSCRIPTION	120.00
6/16/2025	251183	RAGLADY	SHOP RAGS AND MICROFIBERS	386.90
6/16/2025	250906	MOGGERS BREWERY	SR GRAND PRIZE	51.50
6/18/2025	251202	FAMILY DOLLAR	JUNE PROGRAMMING SUPPLIES	49.70
6/19/2025	251226	TECHSOUP GLOBAL	MONTHLY CLOUD SOLUTIONS LICENSE	30.00
BRANDY TOTAL				3751.76
HEATHER RAYL		XXXX XXXX XXXX 6325		
HEATHER TOTAL				0.00
JORDAN ORWIG		XXXX XXXX XXXX 0293		
6/18/2025	251186	JIMMY JOHN'S	PERSONNEL COMMITTEE LUNCH	55.09
JORDAN TOTAL				55.09
VIGO CO PUBLIC LIBRARY		XXXX XXXX XXXX 4648		
VIGO TOTAL				0.00
GRAND TOTAL				5436.78

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description	
34171	CITY PRESS	100	Check	222.50	57091	FACILITIES ASSISTANT SHIRTS	
*34075	LIONHEART CRITICAL POWER :	100	Check	399.00	57092	JUNE 2025-MAY 2026 SERVICE CONTRA	
					Total Count:	2	
					Total Amount:	621.50	
*34051	FE TECHNOLOGIES AMERICAN	100	ACH	5,638.00	12076	FE EQUIP RENEWAL 3	
*34052	FE TECHNOLOGIES AMERICAN	100	ACH	82.00	12077	FE EQUIP RENEWAL 4	
*34053	FE TECHNOLOGIES AMERICAN	100	ACH	597.00	12078	FE EQUIP RENEWAL 1	
*34054	FE TECHNOLOGIES AMERICAN	100	ACH	268.00	12079	FE EQUIP RENEWAL 2	
34106	ADP INC - AUTOPAY II	100	ACH	878.32	12080	PAYROLL SERVICES	
*34047	ADP SCREENING & SELECTION	100	ACH	133.43	12081	BACKGROUND SCREENINGS	
34107	AMAZON.COM LLC	100	ACH	97.97	12082	PROGRAM SUPPLIES	
34185	AMAZON.COM LLC	100	ACH	47.98	12083	SUMMER CELEBRATION ART SUPPLIES	
34039	AMAZON.COM LLC	100	ACH	27.20	12084	CARDSTOCK FOR PR- REST OF ORDER	
34036	AMAZON.COM LLC	100	ACH	89.97	12085	CIRC PRINT MAT AND DVD/VIDEO MAT	
34035	AMAZON.COM LLC	100	ACH	34.99	12086	DVD/VIDEO MATERIAL	
34037	AMAZON.COM LLC	100	ACH	14	8.74	12087	CIRC PRINT MATERIAL

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
34041	AMAZON.COM LLC	100	ACH	14.21	12088	DVD/VIDEO MATERIAL
34024	AMAZON.COM LLC	100	ACH	39.99	12089	DVD/VIDEO MATERIAL
34034	AMAZON.COM LLC	100	ACH	45.93	12090	CIRC PRINT MATERIAL
34043	AMAZON.COM LLC	100	ACH	12.95	12091	CIRC PRINT MATERIAL
34046	AMAZON.COM LLC	100	ACH	20.02	12092	CIRC PRINT MATERIAL
34042	AMAZON.COM LLC	100	ACH	202.67	12093	DVD/VIDEO MATERIAL
34040	AMAZON.COM LLC	100	ACH	27.20	12094	CARDSTOCK FOR PR
34044	AMAZON.COM LLC	100	ACH	94.11	12095	PROGRAM SUPPLIES
34045	AMAZON.COM LLC	100	ACH	32.98	12096	GORILLA TAPE
34055	AMAZON.COM LLC	100	ACH	146.67	12097	CIRC NON PRINT PHYSICAL MAT
34056	AMAZON.COM LLC	100	ACH	37.99	12098	FILAMENT DRYER
34057	AMAZON.COM LLC	100	ACH	25.99	12099	CIRC PRINT MATERIAL
34058	AMAZON.COM LLC	100	ACH	13.26	12100	DVD/VIDEO MATERIAL AND CIRC PRINT
34059	AMAZON.COM LLC	100	ACH	24.88	12101	DVD/VIDEO MATERIAL AND CIRC PRINT
34060	AMAZON.COM LLC	100	ACH	43.49	12102	DVD/VIDEO MATERIAL AND CIRC PRINT

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
34061	AMAZON.COM LLC	100	ACH	29.72	12103	CIRC PRINT MATERIAL
34062	AMAZON.COM LLC	100	ACH	14.94	12104	CIRC PRINT MATERIAL
34063	AMAZON.COM LLC	100	ACH	75.39	12105	ZIP TIES, SELF LAMINATING TAGS
34064	AMAZON.COM LLC	100	ACH	31.92	12106	SHIPPING LABELS FOR TS
34065	AMAZON.COM LLC	100	ACH	51.49	12107	CIRC PRINT MAT AND DVD/VIDEO MAT
34066	AMAZON.COM LLC	100	ACH	19.99	12108	DVD/VIDEO MATERIAL
34092	AMAZON.COM LLC	100	ACH	33.98	12109	COMPUTER LAB HEADPHONES
34093	AMAZON.COM LLC	100	ACH	14.59	12110	CIRC PRINT MATERIAL
34094	AMAZON.COM LLC	100	ACH	13.77	12111	CIRC PRINT MATERIAL
34095	AMAZON.COM LLC	100	ACH	74.09	12112	USB DRIVES
34096	AMAZON.COM LLC	100	ACH	19.66	12113	CIRC PRINT MATERIAL
34097	AMAZON.COM LLC	100	ACH	8.79	12114	CIRC PRINT MATERIAL
34108	AMAZON.COM LLC	100	ACH	19.59	12115	DVD/VIDEO MATERIAL
34109	AMAZON.COM LLC	100	ACH	15.99	12116	CIRC PRINT MATERIAL
34113	AMAZON.COM LLC	100	ACH	14.38	12117	CIRC PRINT MATERIAL
34114	AMAZON.COM LLC		ACH	24.99	12118	CIRC PRINT MATERIAL

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
		100				
34115	AMAZON.COM LLC	100	ACH	80.88	12119	CIRC PRINT MATERIAL
		100				
34116	AMAZON.COM LLC	100	ACH	21.39	12120	CIRC PRINT MATERIAL
		100				
34117	AMAZON.COM LLC	100	ACH	19.99	12121	CIRC PRINT MATERIAL
		100				
34118	AMAZON.COM LLC	100	ACH	197.13	12122	PROGRAM SUPPLIES
		100				
34119	AMAZON.COM LLC	100	ACH	19.08	12123	COLOR RUN PACKETS
		100				
34120	AMAZON.COM LLC	100	ACH	54.59	12124	DVD/VIDEO MATERIAL
		100				
34121	AMAZON.COM LLC	100	ACH	73.96	12125	DVD/VIDEO MATERIAL
		100				
34122	AMAZON.COM LLC	100	ACH	60.00	12126	DVD/VIDEO MATERIAL
		100				
34123	AMAZON.COM LLC	100	ACH	39.99	12127	DVD/VIDEO MATERIAL
		100				
34124	AMAZON.COM LLC	100	ACH	15.96	12128	FAKE CAMP FIRE
		100				
34125	AMAZON.COM LLC	100	ACH	15.99	12129	CIRC PRINT MATERIAL
		100				
34126	AMAZON.COM LLC	100	ACH	24.73	12130	CIRC PRINT MATERIAL
		100				
34127	AMAZON.COM LLC	100	ACH	34.35	12131	CIRC PRINT MATERIAL
		100				
34128	AMAZON.COM LLC	100	ACH	14.25	12132	SUNHATS FOR FACILITIES TEAM
		100				
34131	AMAZON.COM LLC	100	ACH	43.83	12133	CIRC PRINT MATERIAL
		100		17		

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
34133	AMAZON.COM LLC	100	ACH	267.72	12134	FIRST AID CABINETS FOR 12 POINTS
34134	AMAZON.COM LLC	100	ACH	117.56	12135	OFFICE SUPPLIES
34135	AMAZON.COM LLC	100	ACH	68.94	12136	JUNE OFFICE AND PROGRAM RESTOCK
34136	AMAZON.COM LLC	100	ACH	70.59	12137	CIRC PRINT MATERIAL
34137	AMAZON.COM LLC	100	ACH	16.99	12138	CIRC PRINT MATERIAL
34138	AMAZON.COM LLC	100	ACH	25.74	12139	CIRC PRINT MATERIAL
34139	AMAZON.COM LLC	100	ACH	24.99	12140	ALCOHOL MARKERS
34174	AMAZON.COM LLC	100	ACH	49.94	12141	DVD/VIDEO MATERIAL
34175	AMAZON.COM LLC	100	ACH	13.44	12142	BARREL JACKS FOR PHONES
34176	AMAZON.COM LLC	100	ACH	34.37	12143	CRICUT SUPPLIES
34177	AMAZON.COM LLC	100	ACH	43.90	12144	CIRC PRINT MAT, DVD/VIDEO MAT, AND
34178	AMAZON.COM LLC	100	ACH	11.39	12145	CIRC PRINT MAT, DVD/VIDEO MAT, AND
34179	AMAZON.COM LLC	100	ACH	17.99	12146	CIRC PRINT MAT, DVD/VIDEO MAT, AND
34180	AMAZON.COM LLC	100	ACH	141.76	12147	CIRC PRINT MAT, DVD/VIDEO MAT, AND
34181	AMAZON.COM LLC	100	ACH	8.79	12148	CIRC PRINT MAT, DVD/VIDEO MAT, AND
34183	AMAZON.COM LLC	100	ACH	9.29	12149	CIRC PRINT MATERIAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
34184	AMAZON.COM LLC	100	ACH	63.30	12150	JULY TEA AND ART AMAZON ITEMS
34186	AMAZON.COM LLC	100	ACH	106.01	12151	PUZZLE & PAINTERS
34187	AMAZON.COM LLC	100	ACH	229.96	12152	DVD/VIDEO MATERIAL
34194	AMAZON.COM LLC	100	ACH	225.20	12153	TRUCK ORG/GROUND SPIKES/POOPH/F
34023	BAKER & TAYLOR INC	100	ACH	3,795.21	12154	CIRC PRINT MATERIAL
34102	BAKER & TAYLOR INC	100	ACH	3,167.71	12155	CIRC PRINT MATERIAL
34166	BAKER & TAYLOR INC	100	ACH	1,974.00	12156	CIRC PRINT MATERIAL
34029	BOOK DEPOT	100 200	ACH	2,550.92	12157	HALLOWEEN BOOK GIVEAWAY
*34086	CULLIGAN WATER CONDITIONI	100	ACH	6.00	12158	WEST COOLER RENTAL
34085	DEMCO, INC	100	ACH	718.98	12159	BSX STICKERS, LABEL PROTECTORS, L
34016	E-Z CLEAN INC	100	ACH	140.60	12160	JANITORIAL SUPPLIES
34111	E-Z CLEAN INC	100	ACH	784.83	12161	JANITORIAL ORDER
*34170	INDIANA LIBRARY FEDERATION	100	ACH	100.00	12162	ILF MEMBERSHIP FOR SEAN EISELE
*34191	INDIANA LIBRARY FEDERATION	100	ACH	100.00	12163	MEMBERSHIP RENEWAL J BOUCHIE
34022	MIDWEST TAPE	100	ACH	19 693.46	12164	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>
34091	MIDWEST TAPE	100	ACH	6,813.28	12165	HOOPLA INVOICE
34103	MIDWEST TAPE	100	ACH	459.19	12166	DVD/VIDEO MATERIAL
34165	MIDWEST TAPE	100	ACH	703.23	12167	DVD/VIDEO MATERIAL
34140	NELSON, BETH	100	ACH	43.32	12168	MILEAGE REIMBURSEMENT
34143	NELSON, BETH	100	ACH	1,500.00	12169	SUMMER 2025 TUITION REIMBURSEMENT
34141	NEW AVENUES	100	ACH	166.24	12170	A LA CARTE ADMIN FEE
34192	NEW AVENUES	100	ACH	90.00	12171	CLINICAL HOURS
34070	OCLC INC	100	ACH	795.26	12172	EZPROXY RENEWAL
*34084	ORMAN*INDIA	100	ACH	4,500.00	12173	SPRING 2025 TUITION REIMBURSEMENT
34159	OVERDRIVE	100	ACH	10,150.00	12174	MONTHLY OVERDRIVE DEPOSIT
34160	OVERDRIVE	100	ACH	12,000.00	12175	ANNUAL PLATFORM FEE
34074	PAYPAL INC	100	ACH	19.95	12176	MONTHLY PAYFLOW LINK
*34089	PROQUEST INFO & LEARNING	100	ACH	9,782.55	12177	ANCESTRY AND HERITAGEQUEST RENEWAL
34193	RICOH USA INC	100	ACH	136.86	12178	COPIER LEASE
*34090	RUSSELL*SHELLEY	100	ACH	5.62	12179	REIMBURSEMENT FOR PROGRAM SUPPLIES
34142	SPAID-ROBERTS, ELISE	100	ACH	20 1,500.00	12180	SUMMER 1 2025 TUITION REIMBURSEMENT

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
34110	STAPLES BUSINESS CREDIT	100	ACH	1,158.32	12181	OFFICE SUPPLIES
33986	STAPLES BUSINESS CREDIT	100	ACH	1,444.05	12182	LABELS AND WRIST REST
34069	TECH LOGIC CORPORATION	100	ACH	4,300.00	12183	AMH LICENSING
*34129	UNIQUE MANAGEMENT SERVIC	100	ACH	608.01	12184	NOTICES
*34130	UNIQUE MANAGEMENT SERVIC	100	ACH	401.70	12185	PLACEMENTS
*34164	WADSWORTH*ASHLEY	100	ACH	8.82	12186	MILEAGE REIMBURSEMENT
34161	WAGEWORKS, INC.	100	ACH	168.82	12187	COBRA MONTHLY FEE
*34146	WARD*CRYSTAL	100	ACH	61.35	12188	MILEAGE REIMBURSEMENT
34072	WEAS ENGINEERING INC	100	ACH	491.72	12189	WATER TREATMENT MANAGEMENT
34073	ZAYO EDUCATION LLC	100	ACH	614.02	12190	VOICE SERVICE
34088	ZAYO EDUCATION LLC	100	ACH	1,343.33	12191	INTERNET SERVICE
				Total Count:	116	
				Total Amount:	84,710.56	
34015	CROWN ELECTRIC, INC	100	E-pay	272.50	12034	DISCONNECT FOR LIFT AT 12 POINTS
*34017	COURTESY CLEANING CENTEF	100	E-pay	18.00	12035	LAUNDERING OF MAIN TABLECLOTHS A
*34025	COURTESY CLEANING CENTEF	100	E-pay	12.95	12040	LAUNDERING OF WEST TABLECLOTHS

<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>
*34026	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	18.00	12041	LAUNDERING OF WEST TABLECLOTHS
*34028	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	27.54	12043	LAUNDERING OF MAIN TABLECLOTHS A
*34030	TABCO PRINTING & PROMOTIC	100	<i>E-pay</i>	500.00	12044	FEE TO SET UP LOGO WEAR ORDERINC
34031	ACTION PEST CONTROL, INC	100	<i>E-pay</i>	125.00	12045	12 POINTS K9 SERVICE CALL
34032	VERIZON - WIRELESS	100	<i>E-pay</i>	265.49	12046	PHONE SERVICE
*34033	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	56.83	12047	PRIVATE FIRE SERVICE
*34050	TOWN OF WTH WATER & SEWE	100	<i>E-pay</i>	79.20	12048	WEST WATER SERVICE
*34067	TERRE HAUTE CHAMBER OF C	100	<i>E-pay</i>	2,500.00	12049	LEADERSHIP ACADEMY
*34068	KOORSEN FIRE & SECURITY IN	100	<i>E-pay</i>	1,328.70	12050	ANNUAL INSPECTION & EXCHANGE FIR
*34071	TABCO PRINTING & PROMOTIC	100	<i>E-pay</i>	2,583.42	12051	LETTERHEAD AND ENVELOPES
*34076	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	27.36	12052	LAUNDERING OF MAIN TABLECLOTHS A
*34077	TRIBUNE STAR PUBLISHING CC	100	<i>E-pay</i>	500.00	12053	COLOR RUN AD
*34078	TRIBUNE STAR PUBLISHING CC	100	<i>E-pay</i>	350.00	12054	ART GUIDE AD
34087	WEX BANK	100	<i>E-pay</i>	194.89	12055	FUEL SERVICE
*34101	DICK MCCALISTER & SONS INC	100	<i>E-pay</i>	250.00	12056	LL MEN'S URINAL DRAIN CLOG

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*34104	INDIANA AMERICAN WATER CC	100	E-pay	164.95	12057	12 POINTS WATER SERVICE
*34105	INDIANA AMERICAN WATER CC	100	E-pay	56.83	12058	12 POINTS PRIVATE FIRE SERVICE
*33922	LOWE'S COMMERCIAL SERVICE	100	E-pay	176.63	12059	MAINTENANCE SUPPLIES
34132	SHERWIN-WILLIAMS	100	E-pay	549.00	12060	PARKING LOT PAINT
*34151	COURTESY CLEANING CENTEF	100	E-pay	25.20	12061	LAUNDERING OF MAIN TABLECLOTHS A
*34152	COURTESY CLEANING CENTEF	100	E-pay	18.00	12062	LAUNDERING OF MAIN TABLECLOTHS A
34156	TASB, INC.	100	E-pay	4,000.00	12063	BOARDBOOK SUBSCRIPTION
34157	CENTERPOINT ENERGY	100	E-pay	71.08	12064	12 POINTS GAS SERVICE
34158	CENTERPOINT ENERGY	100	E-pay	21.43	12065	WEST GAS SERVICE
*34162	CROSSROADS DOOR & HARDV	100	E-pay	22.00	12066	AB 11 KEYS
*34163	CROSSROADS DOOR & HARDV	100	E-pay	112.00	12067	AB10 PADLOCK
*34167	DUKE ENERGY *	100	E-pay	13,320.22	12068	MAIN ELECTRIC SERVICE
*34168	DUKE ENERGY *	100	E-pay	936.23	12069	WEST ELECTRIC SERVICE
34169	SHERWIN-WILLIAMS	100	E-pay	61.11	12070	5 GALLON BUCKET AND BUCKET STRAI
*34172	COURTESY CLEANING CENTEF	100	E-pay	25.56	12071	LAUNDERING OF MAIN TABLECLOTHS A
*34173	COURTESY CLEANING CENTEF	100	E-pay	18.00	12072	LAUNDERING OF WEST TABLECLOTHS

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*34197	DUKE ENERGY *	100	<i>E-pay</i>	1,346.59	12073	12 POINTS ELECTRIC SERVICE
*34198	B & S PLUMBING & HEATING IN	100	<i>E-pay</i>	180.00	12074	INSPECTING UNITS AT WEST BRANCH
*34199	TABCO PRINTING & PROMOTIC	200	<i>E-pay</i>	103.70	12075	LOGOWEAR ITEMS FOR NEW STAFF
*34200	COURTESY CLEANING CENTEF	100	<i>E-pay</i>	26.46	12076	LAUNDERING OF MAIN TABLECLOTHS A

Total Count: **38**
Total Amount: **30,344.87**

<i>Library Operating Fund 100:</i>	113,573.23
<i>Gift Fund 200:</i>	2,103.70
<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:	155
Grand Total Amount:	115,676.93

Interim Executive Director
Jordan Orwig

**Payroll Payable
Voucher Register**

Vigo County Public Library

For Period June - 2025

Page 1 of 2 Pages

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
6/6	Pay #12	Gross Payroll	\$ 149,682.70	\$ 149,682.70	ACH	
6/6	Pay #12	FICA	\$ 10,760.98	\$ 10,760.98	ACH	
6/6	Pay #12	PERF	\$ 20,005.91	\$ 20,005.91	ACH	
6/20	Pay #13	Gross Payroll	\$ 159,665.58	\$ 159,665.58	ACH	
6/20	Pay #13	FICA	\$ 11,524.68	\$ 11,524.68	ACH	
6/20	Pay #13	PERF	\$ 20,587.05	\$ 20,587.05	ACH	
6/20	Pay #13	Anthem	\$ 112,842.75	\$ 112,842.75	ACH	
6/20	Pay #13	Guardian	\$ 7,810.58	\$ 7,810.58	ACH	
		Gross Payroll	\$ -	\$ -	ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

Total library cost			\$ 492,880.23			
June	Pay 12 & 13	Nationwide	\$ 2,265.80	\$ 2,265.80	ACH	Staff withholding
June	Pay 12 & 13	Garnishments	\$ 2,271.76	\$ 2,271.76	ACH	Staff withholding
June	Pay 12 & 13	Garnishment Reim	\$ -	\$ -	ACH	Staff withholding
June	Pay 12 & 13	AFLAC	\$ 1,169.88	\$ 1,169.88	ACH	Staff withholding
June	Pay 12 & 13	United Way	\$ 128.00	\$ 128.00	ACH	Staff withholding
June	Pay 12 & 13	Anthem	\$ 12,700.00	\$ 12,700.00	ACH	Staff withholding
June	Pay 12 & 13	HSA adj.		\$ -	ACH	Staff withholding
June	Pay 12 & 13	Guardian	\$ 1,557.96	\$ 1,557.96	ACH	Staff withholding
June	Pay 12 & 13	Boston Mutual	\$ 650.36	\$ 650.36	ACH	Staff withholding
June	Pay 12 & 13	Fed Tax	\$ 20,175.35	\$ 20,175.35	ACH	Staff withholding
June	Pay 12 & 13	State Tax	\$ 8,950.49	\$ 8,950.49	ACH	Staff withholding
June	Pay 12 & 13	Local Tax	\$ 5,737.73	\$ 5,737.73	ACH	Staff withholding
June	Pay 12 & 13	FICA	\$ 22,285.65	\$ 22,285.65	ACH	Staff withholding
June	Pay 12 & 13	Vol. PERF	\$ 5,596.77	\$ 5,596.77	ACH	Staff withholding
Staff Cost			\$ 83,489.75	\$ 83,489.75		

June 30, 2025

**Gift Fund Balances
2025**

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 2,409.11	Unrestricted Use	Admin.
64-SPC	\$ 1,498.52	Support of SPC	Admin.
65-Big Read	\$ 424.40	Big Read/Community Read	Admin.
66-YS	\$ 3,883.98	Support of YS	Admin.
67-WVCF Endowment	\$ 1,639.00	Support of Strategic Plan Goals	Admin.
68-Crackerbarrel	\$ 929.27	Support of Crackerbarrel	Admin.
69-Wright Foundation	\$ 3,179.92	Unrestricted Use	Admin.
70- West Emily's Garden	\$ 200.00	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,390.25	Support of West Branch	Admin.
72-Friends	\$ 13,214.30	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	\$ 397.86	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	\$ 945.05	Unrestricted Use	Admin.
93-Programming and Events	\$ 672.00	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	\$ 60,419.51		

FROM THE INTERIM EXECUTIVE DIRECTOR

It has been great to take part in opportunities where various staff members and I have been able to represent VCPL at community events, the most recent example being the County Update with the Vigo County Commissioners. This not only allowed us to hear about local projects but also information shared by Vigo County School Corporation representatives as well, all of which will play a part in VCPL’s current and future roles within our service district.

Two other similar occasions are occurring this month and next. The first of which, taking place on Thursday, July 17, is the African American Board Leadership Institute Celebration, that is connected with United Way of the Wabash Valley and broadens participation in leadership roles in the Wabash Valley. Last year’s group featured two VCPL staff members – Public Relations Manager Shaleena Barker and Special Collections Assistant Librarian Arielle Craig. The second event will be the Terre Haute Chamber of Commerce’s Annual Meeting on Thursday, August 21, which features the theme “A Collective Vision Forward.” I’m looking forward to attending both with various VCPL staff members, as it’s important for us to be part of these conversations and sessions in order to better align our mission with our community’s common goals.

On Wednesday, July 30, I and two other librarians – Youth Services Manager Lola Snyder and Alexandrian Public Library’s Young Adult Assistant Amanda Risher – will be presenting a session at Gen Con’s Trade Day. Gen Con is the largest and longest-running gaming convention in North America, and Trade Day is a one-day event aimed at professional development for educators, librarians, retailers, and more. We are presenting a session called “Yes We Con!” which covers how each of us planned, organized, and implemented a library convention like VCPL’s Con at the Crossroads. This will be the second time that the three of us have presented this topic, as we all spoke earlier this year at the Indiana Library Federation’s Youth Services Conference.

CLUE-THEMED ESCAPE ROOM



During the week of June 10-13, the West Branch presented an escape room based on the classic board game *Clue*. Over 60 investigators from teams of families, care communities, and friend groups attempted to test alibis and rule out culprits to see who the guilty party was. Multiple teams joined the adventure for the second Summer Escape Room in a row, and some sleuths used this event as an opportunity to visit the West Branch for the first time ever!

Administrative Report

JULY 21, 2025

12 POINTS BRANCH



The 12 Points Branch kicked off Summer Reading with a Pancake and Pajamas breakfast where library customers celebrated the start of summer reading by watching cartoons, coloring pages, and signing readers up for the program.



The excitement continued with the Bob Ross Cookbook Club and the opening of the Splashpad. It has been a busy month with programs and visiting families. Many local daycares centers have been in the branch with their students, including, the Highland Academy which stopped by for a tour. One family came as far as North Carolina to visit family in Terre Haute and stopped by when they heard about the slide. 12 Points welcomed two new staff members: Joe Philips, a branch assistant (who transferred from the Main branch) and Bella Marshall, a Branch Assistant Splashpad/Playground Attendant.

2ND ANNUAL VICTORIAN TEA IN THE PARK



On June 21, there were 36 community members who braved the heat to show up at Collett Park in their Victorian finery for the second annual Victorian Tea in the Park event: Pastels and Petticoats. Attendees were treated to a live music by Ten Gals ‘N Hat while enjoying refreshments, painting with watercolors, and trying their hand at croquet. Victorian Tea in the Park is a collaborative effort between the VCPL and the Terre Haute Parks and Recreational Department and demonstrates just one way that Adult Services is forming meaningful partnerships and generating positive changes in the community. Comments included: “I love the chance to dress up!” and “Thank you for doing this!”

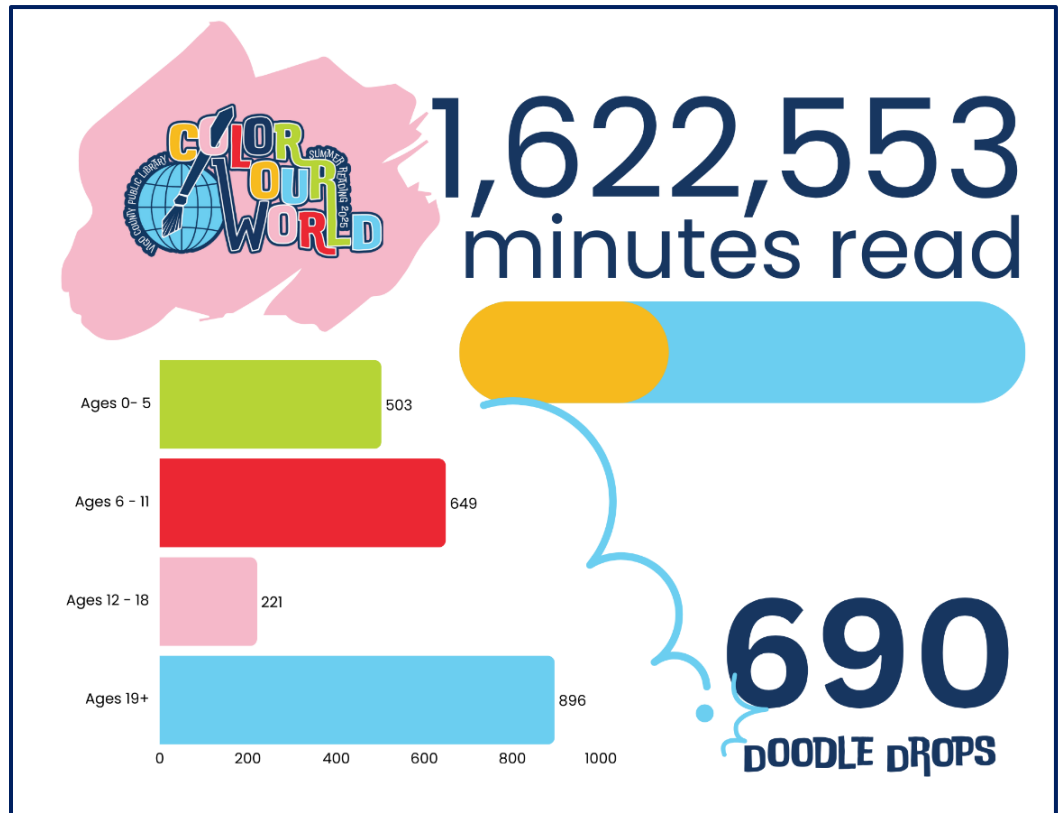
MUD DAY SUCCESS

On June 28, Coy Park was filled with the sounds of laughing children and the squishing of mud on VCPL's first Mud Day, which is an international celebration of connectedness to the earth, held annually on June 29. The Youth Services Department understands that kids need to get away from electronics and play – sometimes in the mud. Many of the participating children needed extra encouragement to get dirty but once they did, they dove in with both feet. Adults thanked staff for providing this opportunity and loved seeing the smiles on their children's faces. There were 193 attendees and 4 staff members at the event: Elise Spaid-Roberts from SPC, Beth Nelson from West Branch, Em Thomas and Lola Snyder from Youth Services. Kris Toney and Elaina Llewellyn from Public Relations took all the amazing photos.



2025 SUMMER READING PROGRAM

The Color Our World Summer Reading program is off to a fantastic start! So far, the community has logged 1,622,553 minutes read, over halfway to the 3 million-minute goal. There are 2,269 participants registered (76% of the target), with 495 completions and 1,497 free books redeemed. Engagement has been strong across all ages, especially among adults (896 participants) and children ages 6–11 (649 participants). In



addition, 690 Doodle Drops have been completed, highlighting the enthusiasm for reading. As the program enters its second half, VCPL will continue outreach efforts to connect more families and encourage everyone to keep reading to help meet the community goals.

SACRED COLORS: MANDALA ART FOR MINDFULNESS

Ukrainian native Anna Bychkova, a certified art therapist with a master’s degree in psychology, introduced VCPL customers to meditation through art during the Summer Reading Program’s “Sacred Colors: Mandala Art for Mindfulness.” The event was designed to foster creativity and empower individuals through focusing on self-expression, emotional balance, and building confidence. Ms.



Bychkova is a member of VCPL’s ESL Women’s Conversation Group and values the positive impact VCPL has had on her life. “This work is very important to me,” she told Adult Services Manager Jeanette Bouchie. “I am so thankful to have the opportunity to share it with the library.”

Administrative Report

JULY 21, 2025

TERRE HAUTE VETERANS MEMORIAL MUSEUM

In honor of Independence Day, Adult Services Librarian Bonnie McNair and Terre Haute Veterans Memorial Museum owner Brian Mundell arranged a private tour of the museum for 15 VCPL customers. The tour, which took place on July 8, introduced many community members to the museum for the first time.



Its collection of WWI, WWII, Korea, Vietnam, Persian Gulf, Iraq, and Afghanistan memorabilia serve the museum's mission "to honor American veterans and to preserve the proud military heritage of the men and women who answer the call to service".

COLLABORATION WITH THE GOODWILL EXCEL CENTER

Adult Services Librarians Melinda Belles and Sharon McConnell and Adult Services Assistant LeRaye Cameron have been collaborating with the Goodwill Excel Center, a tuition-free adult learning center located in the Meadows Shopping Center. The Excel Center helps adults earn their high school diploma by removing barriers such as childcare and transportation. It also offers English Language Learner classes for those who need to improve their English skills. In order to further reduce barriers and increase membership, Adult Services staff will visit bimonthly to talk about VCPL services and resources. The center is also visiting VCPL weekly to provide information about its offerings to VCPL customers. With this collaboration, both organizations are working to generate positive change in the community and create an environment of success.

PERSONNEL CHANGES

EMPLOYMENT

Marshall, Grace Isabella Rose ("Bella") - Hired for the part-time non-exempt position of Branch Assistant and Splashpad-Playground Attendant at the 12 Points Branch effective June 23, 2025.

Knight, Jerri Lynn - Hired for the full-time non-exempt position of Youth Services Assistant Librarian in the Youth Services Department effective July 7, 2025.

Ricketts, Gretchen D. - Hired for the full-time non-exempt position of Executive Assistant in the Administration Department effective July 29, 2025.

TRANSFER

Phillips, Joe L. - Change status and transfer from the part-time non-exempt position of Tech Team Technician in the Tech Team Department to the full-time non-exempt position of Branch Assistant at the 12 Points Branch effective June 9, 2025.

Administrative Report

JULY 21, 2025



Cruz, Ariel M. - Change in status and transfer from the part-time non-exempt position of Lending Services Clerk in the Lending Services Department to the full-time non-exempt position of Lending Services Clerk-Facilities Assistant in the Lending Services and Facilities Departments effective July 7, 2025.

Jordan Orwig
Interim Executive Director

7/15/25 AG

	June-25	June-24		YTD 2025	YTD 2024	
Print Circulation	21,089	19,762	6.7%	109,713	107,109	2.4%
A/V Circulation	4,594	4,765	-3.6%	27,505	28,259	-2.7%
Misc	1,170	1,302	-10.1%	6,540	6,461	1.2%
Electronic Devices	51	57	-10.5%	327	340	-3.8%
TOTAL	26,904	25,886	3.9%	144,085	142,169	1.3%

	June-25	June-24		YTD 2025	YTD 2024	
Overdrive						
E-book	8,009	7,702	4.0%	46,499	46,667	-0.4%
E-audiobook	6,704	5,863	14.3%	37,795	35,562	6.3%
E-Magazines	1,538	815	88.7%	8,899	5,865	51.7%
TOTAL	16,251	14,380	13.0%	93,193	88,094	5.8%

	June-25	June-24		YTD 2025	YTD 2024	
Hoopla						
E-audiobook	1,868	1,590	17.5%	12,215	9,696	26.0%
Bingepasses	25	32	-21.9%	215	188	14.4%
E-Books	498	681	-26.9%	4,023	3,871	3.9%
E-Comics	77	108	-28.7%	574	603	-4.8%
E-music	58	76	-23.7%	461	559	-17.5%
E-video movie	202	232	-12.9%	1,175	1,068	10.0%
E-video TV	96	128	-25.0%	575	538	6.9%
TOTAL	2,824	2,847	-0.8%	19,238	16,523	16.4%

	June-25	June-24		YTD 2025	YTD 2024	
Reference Services	3,031	2,068	46.6%	18,135	13,174	37.7%

*There was an error on the May statistics for Reference Services. The May monthly total should have been 2,837 instead of 16,815 and the YTD should have been 15,104 instead of 28,604. This has been corrected and the YTD is correct for the June statistics.

MATERIALS ADDED TO COLLECTION

Purchased Items	June-25	YTD 2025
Book	981	9,161
Video	166	1,207
Video Game	38	215
Music CD	0	0
Audio Book	57	76
Misc	16	142
TOTAL	1,258	10,801

Donated Items	June-25	YTD 2025
Book	142	683
Video	69	153
Video Game	0	1
Music CD	0	0
Audio Book	0	0
Misc	1	2
TOTAL	212	839

New Items Ordered	June-25	YTD 2025
Book	830	5,833
Video	89	1,018
Video Game	39	225
Music CD	0	0
Audio Book	0	17
Misc	9	133
TOTAL	967	7,226

New Items Received	June-25	YTD 2025
Book	856	7,093
Video	171	971
Video Game	42	210
Music CD	0	0
Audio Book	12	15
Misc	46	123
TOTAL	1,127	8,412

ON-SITE PROGRAMS	June-25	June-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	20	24	-16.7%	137	129	6.2%
Children (ISL: 6-11 yrs)	27	12	125.0%	144	106	35.8%
Teens (ISL: 12-18yrs)	10	13	-23.1%	82	41	100.0%
Adults (ISL: 19 + yrs)	25	15	66.7%	172	105	63.8%
General (all ages)	17	14	21.4%	95	97	-2.1%
TOTAL	99	78	26.9%	630	478	31.8%

ON-SITE ATTENDANCE	June-25	June-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	439	538	-18.4%	2,006	2,188	-8.3%
Children (ISL: 6-11 yrs)	528	239	120.9%	2,604	1,262	106.3%
Teens (ISL: 12-18yrs)	76	97	-21.6%	345	283	21.9%
Adults (ISL: 19 + yrs)	117	85	37.6%	1,112	1,468	-24.3%
General (all ages)	250	404	-38.1%	2,355	3,280	-28.2%
TOTAL	1,410	1,363	3.4%	8,422	8,481	-0.7%

OFF-SITE PROGRAMS	June-25	June-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	0	0	null	1	2	-50.0%
Children (ISL: 6-11 yrs)	2	3	-33.3%	3	4	-25.0%
Teens (ISL: 12-18yrs)	0	0	null	1	0	null
Adults (ISL: 19 + yrs)	10	11	-9.1%	66	76	-13.2%
General (all ages)	3	4	-25.0%	10	11	-9.1%
TOTAL	15	18	-16.7%	81	93	-12.9%

OFF-SITE ATTENDANCE	June-25	June-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	0	0	null	20	18	11.1%
Children (ISL: 6-11 yrs)	105	211	-50.2%	307	215	42.8%
Teens (ISL: 12-18yrs)	0	0	null	173	0	null
Adults (ISL: 19 + yrs)	161	183	-12.0%	1,061	960	10.5%
General (all ages)	326	146	123.3%	608	767	-20.7%
TOTAL	592	540	9.6%	2,169	1,960	10.7%

COMMUNITY OUTREACH	June-25	June-24		YTD 2025	YTD 2024	
# of Community Events Participated In	9	7	28.6%	28	21	33.3%
# of Interactions at Community Events	908	973	-6.7%	3,620	2,951	22.7%

	June-25	June-24		YTD 2025	YTD 2024	
Computer Users	5,109	4,240	20.5%	27,580	25,725	7.2%
Subscription Databases	8,742	6,841	27.8%	71,161	39,969	78.0%
ILL provided to other Libraries	321	306	4.9%	2,204	1,756	25.5%
ILL received from other Libraries	89	71	25.4%	663	560	18.4%

	June-25	June-24		YTD 2025	YTD 2024	
Adult materials deliveries	26	29	-10.3%	171	196	-12.8%
Youth materials deliveries	9	10	-10.0%	59	59	0.0%
TOTAL	35	39	-10.3%	230	255	-9.8%

Registration of Borrowers Policy

The Vigo County Public Library registers borrowers in compliance with Indiana Code 36-12-2-25. Registered borrowers have access to library services and are qualified for loan of library materials as designated in the Circulation Policy.

The following categories of people or groups are eligible to apply for a borrower's card:

Three Year Cards

- A. **Individuals who own property and or reside in Vigo County** (also known as the Library District). Requires proof of residency or ownership of real property in Vigo County.
- B. **Institutions, businesses, corporations, and not-for-profit agencies** located in Vigo County. Requires proof of establishment, physical address, and letterhead request for library services with list of authorized users.

Twelve Month Cards

- C. **Non-resident students enrolled in a public or nonpublic school** located in Vigo County and in which students in any grade from preschool through grade twelve (12) are educated. Requires proof of enrollment.
- D. **Non-resident employees of a public or nonpublic school located** in Vigo County and in which students in any grade from preschool through grade twelve (12) are educated. Requires proof of employment.
- E. **Non-resident children receiving foster care services** in Vigo County. Requires proof of foster care parental/guardian responsibility.
- F. **Non-resident students enrolled in a college or university** located in Vigo County. Requires proof of enrollment.
- G. **Non-resident employees** of the Library. Requires proof of employment.
- H. Individuals who hold a valid resident library card from a library that participates in the Indiana Public Library Resource Sharing Program also known as the **Indiana Reciprocal Borrowing Program**, or a card from any library holding a local reciprocal borrowing agreement with VCPL, may apply for a reciprocal borrower's card. Cards are valid for a one-year period or until the reciprocal home library card expires, whichever comes first. Requires registrant's home library card from a participating library and that the card be in good standing with the home library.
- I. **Public Library Access Card** borrowers who purchase a **PLAC** card. Cards are valid for a one-year period or until the purchased PLAC card expires, whichever comes first. Requires a valid PLAC card and the registrant's home library card.
- J. **Individuals who are not residents of Vigo County** and who do not qualify under any of the above may pay an annual non-resident fee equivalent to VCPL's most recent year's reported per capita operating fund expenditure. Cards are valid for a one-year period. Requires proof of current physical address and payment of non-resident fee.

Applying for a Library Card

To apply for a library card, applicants may visit the library's website to submit a digital application and may receive a digital library card number that can be used to access limited online resources for up to a year. In the event a digital application does not meet qualifying criteria, VCPL reserves the right to cancel the card. To complete the application process for full access to the Library's collection and obtain a physical library card, all applicants must present in person at any library location a photo ID, proof of physical address, and any other documents required for the qualifying categories.

Unemancipated minors under the age of 18 must have a parent or guardian sign for the minor's library card. The signing parent or guardian must also present their photo ID, proof of physical address, and any other documents required for qualifying categories.

Responsibility

By applying for a Library card, the applicant, or applicant's parent or guardian, certifies that the information provided is true and accurate and agrees to be responsible for all materials checked out on the card as well as any fees that may be assessed due to damage or loss of materials. Registered borrowers are required to inform the library about name or address changes and to report lost or stolen library cards to avoid fees incurred due to unauthorized use. Library accounts with excessive fees for lost or damaged materials that are more than 60 days old may be submitted to a collection agency and assessed a collection agency fee.

All Library users are required to abide by the Library's Rights and Responsibilities and all other VCPL policies, rules, and regulations.

Expiration and Renewal of Cards

Library cards that reach their regular expiration date may be renewed by reverification of qualifying criteria either through the Library's automated verification processes or by presenting qualifying documents in person at any Library location. Borrower accounts will be expired if borrower has left the Library's service area. Library cards that are fee based or require staff verification of other qualifying criteria must be renewed in person at any Library location.

Accounts that have had no activity in over three years and who do not owe any fees or charges will be purged from the system.

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

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

The Board of Trustees of the Vigo County Public Library at the regular meeting held July 21, 2025 at which a quorum was present, makes the following findings and adopts the following resolution;

BE IT RESOLVED

That the equipment and furnishings shown on Exhibit “A” attached hereto are surplus property of the VCPL and are no longer needed for library purposes.

The items of surplus property listed in exhibit “A” are more than one item with an estimated value of less than five thousand dollars (\$5,000).

The Executive Director of the VCPL is hereby authorized to sell, transfer, demolish, or junk the surplus items on behalf of the VCPL at a public or private sale without advertising pursuant to I.C. 5-22-22-6 or as worthless property pursuant to I.C. 5-22-22-8.

ADOPTED THIS 21st DAY OF JULY 2025.

AYE

NAY

EXHIBIT “A”

VIGO COUNTY PUBLIC LIBRARY

SURPLUS EQUIPMENT, FURNISHINGS, & ACCESSORIES

- Various Shelving Components
- 2 Seat Couch
- Swivel Chair
- Plexiglass CD Holder (3)
- Dremel 3D Printer (3)

7/21/2025