

**BOARD
of
TRUSTEES**



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

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

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

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

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

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

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

**REGULAR MEETING
VIGO COUNTY PUBLIC LIBRARY
680 Poplar Street
Terre Haute, IN 47807
Monday, October 20, 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 *September 15, 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 31
5. **Reports to the Library Board**
6. **Director's Report** 32
7. **Old Business**
8. **New Business**
 - a) Unattended Children and Vulnerable Adult Policy 39
 - b) Indiana Deferred Compensation Plan Policy 40
 - c) Resolution for Sale of Surplus Property 58
9. **Suggestions from the Staff, Board or Public for Action or Study**
10. **Next Regular Meeting:** Monday, November 17, 2025 at 5:30 p.m., Main Library.
11. **Adjournment**

At the regular meeting of the Vigo County Public Library Board at the Vigo County Public Library, 680 Poplar Street, Terre Haute, at 5:31 p.m. on the 15th day of September 2025, the following people were present:

Library Board Members Present: James M. Young, President; George L. Heubel, Secretary; Tom W. Bogigian; and Janet Brosmer.

Library Board Members Absent: Stacy D. Killion, Kelly J. Ford and Tiffany Cherry, Vice President.

Library Staff: Jordan Orwig, Dennis Shepard, Brandy Bridgewater, Lauren Elyea, Jeanette Bouchie, Shaleena Barker, David Kite and Gretchen Ricketts.

Others: None.

PUBLIC INPUT ON ACTION ITEMS

None.

CONSIDERATION OF REGULAR COMMITTEE MEETING MINUTES

A motion to approve the minutes as written for August 18, 2025, regular committee meeting, made by Heubel, seconded by Bogigian, passed.

CONSIDERATION OF SPECIAL MEETING MINUTES

A motion to approve the minutes as written for September 2, 2025, special committee meeting, made by Heubel, seconded by Brosmer, passed.

TREASURER'S REPORT

Monthly Cash Statement

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

Claims and Payroll

Mr. Shepard presented the Month End Claims dated August 29, 2025, in the amount of \$57,540.78 (Library Operating, \$56,431.29; Gift Fund, \$1,109.49; Grants, \$0). Library Operating Claims dated September 15, 2025, in the amount of \$69,468.58 (Library Operating Fund, \$68,442.97; Gift Fund, \$0; 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 August 31, 2025, for \$54,464.90.

Approval of Treasurer's Report

A motion to approve the Treasurer's Report, made by Huebel, seconded by Brosmer, passed.

REPORTS TO THE LIBRARY BOARD

Special Collections Manager David Kite presented information on the annual fall program, Terror Tales, done in collaboration with the Public Relations department. The video release is scheduled for October 30.

DIRECTOR'S REPORT

Mr. Orwig commented on his written report, which included an update on the 2026 schedule of closing dates, the chosen consultant company Stratavize for the 2026 – 2028 strategic plan, and an acknowledgement on the innovative efforts of staff for National Library Card Sign-Up Month.

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

OLD BUSINESS

None.

NEW BUSINESS

Adoption of 2026 Library Budget

A motion to adopt the 2026 Library Budget, made by Brosmer, seconded by Heubel, passed. (A copy of the Ordinance or Resolution for Appropriations and Tax Rates is attached to the official minutes).

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

None.

NEXT MEETINGS

Regular Meeting, Monday, October 20, 2025, at 5:30 p.m. at the Main Library.

ADJOURNMENT

A motion to adjourn the meeting made by Brosmer seconded by Bogigian, passed. The meeting was adjourned at 5:57 p.m.

James M. Young, President

George L. Heubel, Secretary

Janet R. Brosmer, Board Member

Tom W. Bogigian, Board Member

ABSENT

Tiffany Cherry, Vice President

ABSENT

Stacy D. Killion, Board Member

ABSENT

Kelly J. Ford, Board Member

GR 9/16/25

Cash Statement
 Vigo County Public Library
 September 2025

Account Title Number	Beginning MTD Balance YTD Balance	MTD Debits YTD Debits	MTD Credits YTD Credits	Ending Balance	MTD Change YTD Change
Cash Library Operating Fund 100-01-1010	4,989,707.77 5,680,441.78	148,541.14 5,529,941.52	668,296.45 6,740,430.84	4,469,952.46	(519,755.31) (1,210,489.32)
Cash Gift Fund 200-00-1010	54,464.90 68,245.53	226.11 22,175.43	1,482.78 37,212.73	53,208.23	(1,256.67) (15,037.30)
Cash Rainy Day Fund 201-00-1010	1,748,249.16 1,748,249.16	0.00 0.00	0.00 0.00	1,748,249.16	0.00 0.00
Cash-State Technology Reimburs 276-00-1010	0.00 (14,493.17)	0.00 19,938.59	0.00 5,445.42	0.00	0.00 14,493.17
Cash-NICCL Technology Improvem 282-00-1010	0.00 500.00	0.00 0.00	0.00 500.00	0.00	0.00 (500.00)
Cash-NEA Big Read 283-00-1010	0.00 0.00	0.00 20,000.00	0.00 20,000.00	0.00	0.00 0.00
Cash Public Library Access Car 800-00-1010	70.00 0.00	0.00 140.00	0.00 70.00	70.00	0.00 70.00
Cash-Payroll Withholdings 803-00-1010	1,904.82 11,420.24	84,201.80 846,345.28	84,981.02 856,639.92	1,125.60	(779.22) (10,294.64)

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Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
34982	KROGER PHARMACY	100	Check	120.00	57116	FLU SHOT CLINIC
34985	FOAM HOMIES	100	Check	825.00	57117	FLD BUBBLE PARTY
*35004	WAYNE*DANNY	100	Check	400.00	57118	DJ SERVICES FOR COLOR RUN AND FLI
35051	101 MOBILITY	100	Check	4,014.40	57119	12 POINTS INCLINED PLATFORM LIFT
35068	ACCULEVEL INC	100	Check	16,742.32	57120	12 POINTS REPAIR
34965	CITY PRESS	100	Check	584.75	57121	FLD STAFF SHIRTS AND PR SUPPLIES
*35043	COURTESY CLEANING CENTEF	100	Check	152.82	57122	LAUNDERING OF MAIN TABLECLOTHS A
*34991	GRAYLESS FILTER SERVICES I	100	Check	670.68	57123	POCKET FILTERS AND PLEATED FILTEF
35012	HOGGATT PLUMBING LLC	100	Check	250.00	57124	12 POINTS TOILET ISSUE
*34995	INDIANA ARCHIVES & RECORD	100	Check	1,680.00	57125	MICROFILM
					Total Count:	10
					Total Amount:	25,439.97
34946	ADP INC - AUTOPAY II	100	ACH	901.76	12648	PAYROLL SERVICES
35027	ADP INC - AUTOPAY II	100	ACH	1,655.45	12649	PAYROLL SERVICES
34918	AMAZON.COM LLC	100	ACH	16.69	12650	DEPARTMENT USE SUPPLIES
35009	AMAZON.COM LLC	100	ACH	6 46.21	12651	SUPPLIES FOR COZY STORYTIMES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
34953	AMAZON.COM LLC	100	ACH	4.54	12652	CIRC PRINT MATERIAL
34972	AMAZON.COM LLC	100	ACH	251.92	12653	CIRC PRINT MATERIAL
34973	AMAZON.COM LLC	100	ACH	13.78	12654	CIRC PRINT MATERIAL
34971	AMAZON.COM LLC	100	ACH	236.84	12655	CIRC PRINT MAT AND DVD/VIDEO MAT
35035	AMAZON.COM LLC	100	ACH	82.59	12656	CIRC PRINT MATERIAL
35000	AMAZON.COM LLC	100	ACH	37.98	12657	CARD SLEEVES FOR FIRST GRADE VISI
34916	AMAZON.COM LLC	100	ACH	14.30	12658	DUSTER REFILLS, SECURITY SCREWS,
35023	AMAZON.COM LLC	100	ACH	20.13	12659	CIRC PRINT MAT AND DVD/VIDEO MAT
34950	AMAZON.COM LLC	100	ACH	16.06	12660	CIRC PRINT MAT AND DVD/VIDEO MAT
34970	AMAZON.COM LLC	100	ACH	6.44	12661	OFFICE AND PROGRAM SUPPLIES
34974	AMAZON.COM LLC	100	ACH	34.19	12662	AUD REC BOOKS
34969	AMAZON.COM LLC	100	ACH	53.53	12663	OFFICE AND PROGRAM SUPPLIES
34951	AMAZON.COM LLC	100	ACH	17.99	12664	CIRC PRINT MAT AND DVD/VIDEO MAT
34952	AMAZON.COM LLC	100	ACH	39.99	12665	CIRC PRINT MAT AND DVD/VIDEO MAT
35052	AMAZON.COM LLC	100	ACH	7 8.83	12666	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>
35053	AMAZON.COM LLC	100	ACH	43.98	12667	CIRC PRINT MATERIAL
34925	AMAZON.COM LLC	100	ACH	16.47	12668	CIRC PRINT MATERIAL AND DVD/VIDEO
35002	AMAZON.COM LLC	100	ACH	45.52	12669	CIRC PRINT MATERIAL
34967	AMAZON.COM LLC	100	ACH	32.94	12670	CIRC PRINT MAT AND DVD/VIDEO MATE
34977	AMAZON.COM LLC	100	ACH	12.30	12671	CIRC PRINT MATERIAL
35025	AMAZON.COM LLC	100	ACH	24.95	12672	DVD/VIDEO MATERIAL
34917	AMAZON.COM LLC	100	ACH	178.76	12673	CLOTHES RACK, HANGERS, LAUNDRY E
35050	AMAZON.COM LLC	100	ACH	145.73	12674	OFFICE SUPPLIES AND BATTERIES
35037	AMAZON.COM LLC	100	ACH	12.14	12675	CIRC PRINT MATERIAL
35033	AMAZON.COM LLC	100	ACH	34.99	12676	CIRC PRINT MAT AND NON CIRC PRINT
35024	AMAZON.COM LLC	100	ACH	331.75	12677	CIRC NON PRINT MATERIAL
34963	AMAZON.COM LLC	100	ACH	34.16	12678	WALL CHARGERS AND BAGS
34978	AMAZON.COM LLC	100	ACH	23.96	12679	CIRC PRINT MAT AND DVD/VIDEO MATE
34924	AMAZON.COM LLC	100	ACH	99.96	12680	CIRC PRINT MATERIAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
35010	AMAZON.COM LLC	100	ACH	29.89	12681	CUPS FOR WATER BOTTLE REFILLER
34919	AMAZON.COM LLC	100	ACH	37.44	12682	VARIOUS SUPPLIES
35038	AMAZON.COM LLC	100	ACH	30.07	12683	DVD/VIDEO MATERIAL AND CIRC PRINT
35032	AMAZON.COM LLC	100	ACH	13.99	12684	CIRC PRINT MATERIAL
34948	AMAZON.COM LLC	100	ACH	9.38	12685	CIRC PRINT MATERIAL
34968	AMAZON.COM LLC	100	ACH	69.00	12686	CIRC PRINT AND DVD/VIDEO MATERIAL
35034	AMAZON.COM LLC	100	ACH	219.93	12687	CIRC PRINT MATERIAL
34949	AMAZON.COM LLC	100	ACH	50.45	12688	CIRC PRINT MAT AND DVD/VIDEO MAT
35039	AMAZON.COM LLC	100	ACH	299.70	12689	DVD/VIDEO MATERIAL AND CIRC PRINT
35007	AMAZON.COM LLC	100	ACH	18.80	12690	CIRC PRINT MATERIAL
35008	AMAZON.COM LLC	100	ACH	35.00	12691	CIRC NON PRINT MATERIAL
35026	AMAZON.COM LLC	100	ACH	116.01	12692	CIRC PRINT MATERIAL
35036	AMAZON.COM LLC	100	ACH	23.12	12693	CIRC PRINT MATERIAL
34988	AMAZON.COM LLC	100	ACH	69.00	12694	CIRC PRINT AND DVD/VIDEO MATERIAL
35001	AMAZON.COM LLC	100	ACH	6.99	12695	MAGNIFYING GLASS FOR REF DESK
34947	AMAZON.COM LLC	100	ACH	138.88	12696	OFFICE SUPPLIES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
35022	AMAZON.COM LLC	100	ACH	53.50	12697	CIRC PRINT MATERIAL
34979	AMAZON.COM LLC	100	ACH	263.88	12698	WATER FILTER FOR STATIONS
34937	BAKER & TAYLOR INC	100	ACH	1,771.53	12699	CIRC PRINT MAT AND AUD REC BOOKS
34994	BAKER & TAYLOR INC	100	ACH	1,847.12	12700	CIRC PRINT MATERIAL
35062	BAKER & TAYLOR INC	100	ACH	1,982.55	12701	CIRC PRINT MATERIAL
*35054	BRIDGEWATER*BRANDY	100	ACH	75.95	12702	MILEAGE REIMBURSEMENT
*35055	BRIDGEWATER*BRANDY	100	ACH	49.00	12703	PARKING FOR INPRS CONFERENCE
35021	DEMCO, INC	100	ACH	317.23	12704	MYLAR AND LAMINATE
*35005	DENNY*SYDNEY	100	ACH	11.76	12705	MILEAGE REIMBURSEMENT
34941	E-Z CLEAN INC	100	ACH	547.29	12706	JANITORIAL SUPPLIES
34940	E-Z CLEAN INC	100	ACH	33.97	12707	JANITORIAL PRODUCTS
34975	E-Z CLEAN INC	100	ACH	367.55	12708	JANITORIAL SUPPLIES
35045	E-Z CLEAN INC	100	ACH	51.00	12709	JANITORIAL SUPPLIES
35044	EPROMOS	100	ACH	422.50	12710	NOTEPADS FOR PR OFFICE
34954	EXPRESS SERVICES INC	100	ACH	209.55	12711	PART TIME STAFFING

<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>
35031	EXPRESS SERVICES INC	100	<i>ACH</i>	909.86	12712	PART TIME STAFFING
34936	GALE/CENGAGE LEARNING	100	<i>ACH</i>	125.60	12713	CIRC PRINT MATERIAL
34933	MIDWEST TAPE	100	<i>ACH</i>	5,218.97	12714	DVD/VIDEO MATERIAL
34993	MIDWEST TAPE	100	<i>ACH</i>	1,836.30	12715	DVD/VIDEO MATERIAL
35058	MIDWEST TAPE	100	<i>ACH</i>	4,218.19	12716	DVD/VIDEO MATERIAL
*34980	RICE*HOPE	100	<i>ACH</i>	158.10	12717	SPRING 2025 TEXTBOOK REIMBURSEM
*34981	RICE*HOPE	100	<i>ACH</i>	500.00	12718	SPRING 2025 TUITION REIMBURSEMEN
34957	RICOH USA INC	100	<i>ACH</i>	136.86	12719	COPIER LEASE
34997	RICOH USA INC	100	<i>ACH</i>	4,515.95	12720	COPIER LEASE
*34983	TECH ELECTRONICS OF INDIAN	100	<i>ACH</i>	546.00	12721	12 POINTS ALARM TROUBLE SIGNAL RE
*34990	UNIQUE MANAGEMENT SERVIC	100	<i>ACH</i>	2,108.80	12722	12 POINTS DIRECT MAILERS
					Total Count:	75
					Total Amount:	33,943.49
*34921	TABCO PRINTING & PROMOTIC	100	<i>E-pay</i>	50.90	12217	NAME PLATES FOR ADMIN ASST AND N
34926	CROWN ELECTRIC, INC	100	<i>E-pay</i>	185.00	12218	POWER PACK REPLACEMENT STAFF M
34927	CROWN ELECTRIC, INC	100	<i>E-pay</i>	1,037.50	12219	12 POINTS INSTALL RECEPTACLE & EXI

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*34928	B & S PLUMBING & HEATING IN	100	<i>E-pay</i>	852.50	12220	WTH A/C FOR OFFICE AND MEETING RO
*34934	LAKESHORE LEARNING MATEF	100	<i>E-pay</i>	97.72	12221	YS KIT
34935	CENTER POINT LARGE PRINT	100	<i>E-pay</i>	622.65	12222	CIRC PRINT MATERIAL
*34938	DUKE ENERGY *	100	<i>E-pay</i>	13,141.93	12223	MAIN ELECTRIC SERVICE
*34939	DUKE ENERGY *	100	<i>E-pay</i>	852.36	12224	WEST ELECTRIC SERVICE
*34942	LAKESHORE LEARNING MATEF	100	<i>E-pay</i>	46.98	12225	SOFT BLOCKS
34943	OFFICE DEPOT	100	<i>E-pay</i>	6.25	12226	OFFICE SUPPLIES
34944	OFFICE DEPOT	100	<i>E-pay</i>	1,057.90	12227	OFFICE SUPPLIES
*34958	INDIANA FARMERS MUTUAL IN:	100	<i>E-pay</i>	945.00	12229	COMMERCIAL INSURANCE POLICY
*34959	INDIANA FARMERS MUTUAL IN:	100	<i>E-pay</i>	9,770.50	12230	COMMERCIAL INSURANCE POLICY
*34960	INDIANA FARMERS MUTUAL IN:	100	<i>E-pay</i>	832.75	12231	COMMERCIAL INSURANCE POLICY
34961	CNA INSURANCE	100	<i>E-pay</i>	820.00	12232	CYBERLIABILITY INSURANCE POLICY
34915	KROGER	200	<i>E-pay</i>	76.06	12233	FOOD AND DRINK FOR ESL FAMILY NIG
*34984	B & S PLUMBING & HEATING IN	100	<i>E-pay</i>	240.00	12234	UNIT 4 MINI SPLIT LEAKING SOUTH ENT
34986	JOINK LLC	100	<i>E-pay</i>	150.00	12235	SERVER BACKUP

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
34987	FUN EXPRESS, LLC	100	<i>E-pay</i>	105.93	12236	4TH OF JULY DECOR ALL BRANCHES
*34989	DUKE ENERGY *	100	<i>E-pay</i>	1,225.09	12237	12 POINTS ELECTRIC SERVICE
*34998	THIEMANN OFFICE PRODUCTS	100	<i>E-pay</i>	379.99	12238	TABLE FOR JORDAN'S OFFICE
35015	T-MOBILE USA, INC.	100	<i>E-pay</i>	205.09	12239	WEST HOTSPOT DATA
35016	T-MOBILE USA, INC.	100	<i>E-pay</i>	998.64	12240	MAIN HOTSPOT DATA
*34930	CAPITAL ONE	100 200	<i>E-pay</i>	400.48	12241	PROGRAM SUPPLIES
*35019	REPUBLIC SERVICES OF WEST	100	<i>E-pay</i>	513.36	12242	MAIN TRASH SERVICE
*35020	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	510.05	12243	MAIN IRRIGATION SERVICE
*35028	TABCO PRINTING & PROMOTIC	100	<i>E-pay</i>	12.00	12244	NAME BADGE AND BUSINESS CARDS
*35029	TABCO PRINTING & PROMOTIC	100	<i>E-pay</i>	43.00	12245	NAME BADGE AND BUSINESS CARDS
35041	OFFICE DEPOT	100	<i>E-pay</i>	266.80	12246	OFFICE SUPPLIES
*35014	VISA CARD SERVICES	100 200	<i>E-pay</i>	2,808.59	12247	VARIOUS SUPPLIES, TRAVEL, REGISTR.
*35049	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	971.18	12248	MAIN WATER SERVICE
*35056	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	938.22	12249	MAIN SEWAGE BILLING
*35057	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	28.21	12250	12 POINTS SEWAGE BILLING

<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>
35059	CENTER POINT LARGE PRINT	100	E-pay	24.57	12251	CIRC PRINT MATERIAL

Total Count: **34**
Total Amount: **40,217.20**

<i>Library Operating Fund 100:</i>	99,143.49
<i>Gift Fund 200:</i>	457.17
<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:	119
Grand Total Amount:	99,600.66

Executive Director
Jordan Orwig

VISA -SEPTEMBER- MONTHLY TOTAL			PAY 09/30/2025	
DATE	PO#	VENDOR	DESCRIPTION	AMOUNT
DENNIS SHEPARD		XXXX XXXX XXXX 6317		
8/28/2025	251863	TECHSOUP GLOBAL	MONTHLY CLOUD SOLUTIONS LICENSE	306.00
8/29/2025	250090	MAILCHIMP	MAILCHIMP FOR AUGUST	135.00
8/31/2025	251720	GOOGLE	GOOGLE WORKSPACE	218.40
9/17/2025	251160	FACEBOOK	FLD FACEBOOK BOOST	135.91
9/19/2025	251863	TECHSOUP GLOBAL	MONTHLY CLOUD SOLUTIONS LICENSE	30.00
DENNIS TOTAL				825.31
8/22/2025	251675	GABBY COMELLERI	10 COPIES OF BOOK FOR PROGRAM	89.90
8/23/2025	250034	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	7.98
8/25/2025	251684	INDIANA DEPARTMENT OF HOMELAND SECURITY	12 POINTS ELEVATOR PERMIT	131.32
8/28/2025	251700	DOLLAR TREE STORES	PICTURE FRAMES FOR CITY HALL DISPLAY	23.75
8/31/2025	250034	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	19.00
8/31/2025	250034	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	21.00
9/1/2025	250034	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	24.00
9/1/2025	250089	ICONIC DIGITAL MARKETING	WEBSITE FEE	355.50
9/3/2025	251726	INBIZ	BETH NOTARY CONTINUING ED	49.37
9/3/2025	251736	WABASH VALLEY HUMAN RESOURCES ASSOCIATION	LUNCH MEETING REGISTRATION- J ORWIG	20.00
9/5/2025	251729	ACADEMY SPORTS AND OUTDOORS	FLD GRAND PRIZES	294.83
9/10/2025	251780	TABCO PRINTING AND PROMOTIONAL PRODUCTS	LOGO WEAR FOR NEW EMPLOYEE- F CHINEA	40.50
9/10/2025	251744	BAMBU LAB	3D PRINTING FILAMENT REFILLS	90.93
9/12/2025	251809	CHAVAS MEXICAN GRILL	LUNCH FOR NEW EMPLOYEE ORIENTATION	66.66

9/18/2025	251843	INDIANA LIBRARY FEDERATION	ANNUAL ILF CONF REGISTRATION- J YOUNG	340.00
9/18/2025	251839	ART DISPLAY ESSENTIALS	NUMBER BLOCKS FOR DISPLAYS	92.19
BRANDY TOTAL				1666.93
HEATHER RAYL XXXX XXXX XXXX 6325				
HEATHER TOTAL				0.00
JORDAN ORWIG XXXX XXXX XXXX 0293				
9/13/2025	251819	HYATT REGENCY INDIANAPOLIS	PARKING FEE FOR MEETING- J ORWIG	50.00
JORDAN TOTAL				50.00
VIGO CO PUBLIC LIBRARY XXXX XXXX XXXX 4648				
9/11/2025	251784	FAMILY DOLLAR	SEPTEMBER BINGO PRIZES AND SNACKS	66.35
9/11/2025	251761	PAPA JOHNS PIZZA	PIZZA FOR ESL FAMILY NIGHT	200.00
VIGO TOTAL				266.35
GRAND TOTAL				2808.59

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description	
35187	SQUARE DONUTS	200	Check	30.00	57126	DONUTS FOR UNITED WAY WINNER	
35263	SQUARE DONUTS	200	Check	15.00	57127	UNITED WAY DONUT WINNER	
35297	4IMPRINT, INC	200	Check	616.76	57129	CON AT THE CROSSROADS ITEMS	
35251	CCI SOLUTIONS	100	Check	328.23	57130	AUDIOBOOK CASES	
*35154	COURTESY CLEANING CENTEF	100	Check	147.84	57131	LAUNDERING OF MAIN TABLECLOTHS A	
35216	FREITAG-WEINHARDT INC	100	Check	4,690.96	57132	HVAC WORK AT WEST	
*35294	GRAYLESS FILTER SERVICES I	100	Check	41.22	57133	HEATWHEEL FILTERS	
35280	INDIANA STATE LIBRARY	800	Check	70.00	57134	PLAC CARD 3RD QTR 2025	
*35122	SMIDDY'S CARPETSPLUS COLC	100	Check	6,358.00	57135	FLOORING FOR WEST	
					Total Count:	9	
					Total Amount:	12,298.01	
35084	ADP INC - AUTOPAY II	100	ACH	901.76	12723	PAYROLL SERVICES	
35250	ADP INC - AUTOPAY II	100	ACH	901.76	12724	PAYROLL SERVICES	
35085	AMAZON.COM LLC	100	ACH	144.88	12725	TABLE BOOK RACK & DISPLAY	
35094	AMAZON.COM LLC	100	ACH	11.98	12726	DVD/VIDEO MATERIAL AND CIRC PRINT	
35095	AMAZON.COM LLC	100	ACH	17	94.43	12727	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>
35102	AMAZON.COM LLC	100	ACH	228.64	12728	CIRC PRINT AND DVD/VIDEO MATERIAL
35110	AMAZON.COM LLC	100	ACH	314.78	12729	CIRC PRINT MATERIAL
35111	AMAZON.COM LLC	100	ACH	472.00	12730	CIRC PRINT MATERIAL
35113	AMAZON.COM LLC	100	ACH	356.16	12731	CIRC NON PRINT MATERIAL
35119	AMAZON.COM LLC	100	ACH	16.99	12732	CIRC PRINT MAT AND DVD/VIDEO MAT
35133	AMAZON.COM LLC	100	ACH	29.73	12733	CIRC PRINT MATERIAL
35134	AMAZON.COM LLC	100	ACH	13.94	12734	CIRC PRINT MATERIAL
35135	AMAZON.COM LLC	100	ACH	18.17	12735	CIRC PRINT MATERIAL
35136	AMAZON.COM LLC	100	ACH	325.49	12736	CIRC PRINT MATERIAL
35137	AMAZON.COM LLC	100	ACH	190.67	12737	CIRC PRINT MATERIAL
35138	AMAZON.COM LLC	100	ACH	308.79	12738	CIRC PRINT MATERIAL
35140	AMAZON.COM LLC	100	ACH	136.90	12739	CIRC PRINT MATERIAL
35141	AMAZON.COM LLC	100	ACH	216.44	12740	OFFICE SUPPLIES
35144	AMAZON.COM LLC	100	ACH	69.00	12741	CIRC PRINT AND DVD/VIDEO MATERIAL
35147	AMAZON.COM LLC	100	ACH	24.43	12742	CIRC PRINT MAT AND NON PRINT CIRC

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description	
35148	AMAZON.COM LLC	100	ACH	0.79	12743	CIRC PRINT MAT AND NON PRINT CIRC	
35150	AMAZON.COM LLC	100	ACH	10.24	12744	CIRC PRINT MAT AND NON PRINT CIRC	
35155	AMAZON.COM LLC	100	ACH	134.97	12745	DVD/VIDEO MATERIAL	
35163	AMAZON.COM LLC	100	ACH	17.71	12746	CIRC PRINT MATERIAL	
35165	AMAZON.COM LLC	100	ACH	194.29	12747	CIRC PRINT MAT AND DVD/VIDEO MATE	
35167	AMAZON.COM LLC	100	ACH	5.56	12748	CIRC PRINT MAT AND DVD/VIDEO MAT	
35168	AMAZON.COM LLC	100	ACH	165.93	12749	PROGRAM SUPPLIES	
35177	AMAZON.COM LLC	100	ACH	119.92	12750	CIRC PRINT AND DVD/VIDEO MATERIAL	
35178	AMAZON.COM LLC	100	ACH	44.99	12751	DVD/VIDEO MATERIAL	
35179	AMAZON.COM LLC	100	ACH	270.88	12752	CIRC PRINT MATERIAL	
35188	AMAZON.COM LLC	100	ACH	48.96	12753	CIRC PRINT MATERIAL	
35195	AMAZON.COM LLC	100	ACH	38.42	12754	PROGRAM SUPPLIES	
35196	AMAZON.COM LLC	100	ACH	25.27	12755	CIRC PRINT MAT AND CIRC NON PRINT	
35197	AMAZON.COM LLC	100	ACH	511.20	12756	CIRC PRINT MAT AND DVD/VIDEO MATE	
35198	AMAZON.COM LLC	100	ACH	19	156.15	12757	CIRC PRINT MAT AND DVD/VIDEO MATE

<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>
35199	AMAZON.COM LLC	100	ACH	475.97	12758	CIRC PRINT MAT AND DVD/VIDEO MATE
35200	AMAZON.COM LLC	100	ACH	39.94	12759	COMMAND STRIPS
35201	AMAZON.COM LLC	100	ACH	296.88	12760	CIRC PRINT MATERIAL
35202	AMAZON.COM LLC	100	ACH	9.81	12761	CIRC PRINT MATERIAL
35203	AMAZON.COM LLC	100	ACH	72.56	12762	CIRC PRINT MATERIAL
35204	AMAZON.COM LLC	200	ACH	95.35	12763	SUBLIMATION SUPPLIES
35205	AMAZON.COM LLC	100	ACH	21.69	12764	CIRC PRINT MATERIAL
35208	AMAZON.COM LLC	100	ACH	25.98	12765	CIRC PRINT MATERIAL
35210	AMAZON.COM LLC	100	ACH	28.24	12766	CIRC PRINT MATERIAL
35211	AMAZON.COM LLC	100	ACH	31.50	12767	CIRC PRINT MATERIAL
35212	AMAZON.COM LLC	100	ACH	11.39	12768	CIRC PRINT MATERIAL
35223	AMAZON.COM LLC	100	ACH	360.02	12769	CIRC PRINT MAT AND DVD/VIDEO MATE
35224	AMAZON.COM LLC	100	ACH	162.95	12770	CIRC PRINT MAT AND DVD/VIDEO MATE
35225	AMAZON.COM LLC	100	ACH	368.22	12771	CIRC PRINT MATERIAL
35226	AMAZON.COM LLC	100	ACH	671.03	12772	CIRC PRINT MATERIAL

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
35227	AMAZON.COM LLC	100	ACH	1,016.82	12773	CIRC PRINT MATERIAL
35228	AMAZON.COM LLC	100	ACH	11.09	12774	CIRC PRINT MAT AND DVD/VIDEO MAT
35229	AMAZON.COM LLC	100	ACH	38.97	12775	SUBLIMATION TOTE BAGS
35240	AMAZON.COM LLC	100	ACH	474.82	12776	CIRC PRINT MAT AND NON PRINT CIRC
35241	AMAZON.COM LLC	100	ACH	163.69	12777	CIRC PRINT MAT AND NON PRINT CIRC
35242	AMAZON.COM LLC	100	ACH	16.49	12778	CIRC PRINT MATERIAL
35245	AMAZON.COM LLC	100	ACH	139.72	12779	CIRC PRINT MAT AND DVD/VIDEO MAT
35246	AMAZON.COM LLC	100	ACH	381.46	12780	CIRC PRINT MAT AND DVD/VIDEO MAT
35247	AMAZON.COM LLC	100	ACH	9.57	12781	CIRC PRINT MAT, DVD/VIDEO MAT, CIRC
35248	AMAZON.COM LLC	100	ACH	200.80	12782	CIRC PRINT MATERIAL
35249	AMAZON.COM LLC	100	ACH	42.15	12783	CIRC PRINT MATERIAL
35252	AMAZON.COM LLC	100	ACH	586.04	12784	CIRC PRINT MAT, DVD/VIDEO MAT, CIRC
35253	AMAZON.COM LLC	100	ACH	986.27	12785	CIRC PRINT MAT, DVD/VIDEO MAT, CIRC
35254	AMAZON.COM LLC	100	ACH	473.33	12786	CIRC PRINT MATERIAL
35255	AMAZON.COM LLC	100	ACH	119.97	12787	CIRC PRINT MAT AND DVD/VIDEO MATE

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
35256	AMAZON.COM LLC	100	ACH	105.43	12788	OFFICE SUPPLIES
35257	AMAZON.COM LLC	100	ACH	266.27	12789	CIRC PRINT MATERIAL
35258	AMAZON.COM LLC	100	ACH	7.51	12790	CIRC PRINT MATERIAL
35259	AMAZON.COM LLC	100	ACH	843.64	12791	CIRC PRINT MATERIAL
35260	AMAZON.COM LLC	100	ACH	37.97	12792	CIRC PRINT MATERIAL
35284	AMAZON.COM LLC	100	ACH	119.09	12793	COMMAND HOOKS AND TABLECLOTH S
35285	AMAZON.COM LLC	100	ACH	824.77	12794	CIRC PRINT MAT, DVD/VIDEO MAT, CIRC
35300	AMAZON.COM LLC	100	ACH	366.30	12795	CIRC PRINT MAT AND DVD/VIDEO MAT
35301	AMAZON.COM LLC	100	ACH	23.38	12796	CIRC PRINT MAT, DVD/VIDEO MAT, CIRC
35302	AMAZON.COM LLC	100	ACH	17.60	12797	CIRC PRINT MAT, DVD/VIDEO MAT, CIRC
35303	AMAZON.COM LLC	100	ACH	734.05	12798	CIRC PRINT MAT, DVD/VIDEO MAT, CIRC
35304	AMAZON.COM LLC	100	ACH	11.99	12799	SKELETON TROPHIES
35305	AMAZON.COM LLC	100	ACH	117.56	12800	CIRC PRINT MATERIAL
35306	AMAZON.COM LLC	100	ACH	16.50	12801	CIRC PRINT MATERIAL
35308	AMAZON.COM LLC	100	ACH	187.40	12802	CIRC PRINT MAT, DVD/VIDEO MAT, CIRC
35309	AMAZON.COM LLC	100	ACH	911.78	12803	CIRC PRINT MAT, DVD/VIDEO MAT, CIRC

<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>
35310	AMAZON.COM LLC	100	ACH	418.37	12804	CIRC PRINT MAT, DVD/VIDEO MAT, CIRC
35311	AMAZON.COM LLC	100	ACH	275.51	12805	PROGRAM SUPPLIES
35086	AMAZON.COM LLC	100	ACH	59.99	12806	CIRC PRINT MAT AND DVD/VIDEO MAT
35092	AMAZON.COM LLC	100	ACH	28.78	12807	CIRC PRINT MATERIAL
35093	AMAZON.COM LLC	100	ACH	102.59	12808	DVD/VIDEO MATERIAL AND CIRC PRINT
35096	AMAZON.COM LLC	100	ACH	26.99	12809	CIRC PRINT MATERIAL
35097	AMAZON.COM LLC	100	ACH	42.25	12810	DVD/VIDEO MATERIAL
35105	AMAZON.COM LLC	100	ACH	12.34	12811	CIRC PRINT MATERIAL
35107	AMAZON.COM LLC	100	ACH	12.99	12812	CIRC PRINT MATERIAL
35108	AMAZON.COM LLC	100	ACH	352.88	12813	CIRC PRINT MATERIAL
35109	AMAZON.COM LLC	100	ACH	321.55	12814	CIRC PRINT MATERIAL
35112	AMAZON.COM LLC	100	ACH	375.83	12815	CIRC PRINT MATERIAL
35139	AMAZON.COM LLC	100	ACH	14.99	12816	CIRC PRINT MAT AND DVD/VIDEO MAT
35164	AMAZON.COM LLC	100	ACH	256.04	12817	CIRC PRINT MAT AND DVD/VIDEO MATE
35166	AMAZON.COM LLC	100	ACH	23 11.84	12818	CIRC PRINT MAT AND DVD/VIDEO MAT

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
35169	AMAZON.COM LLC	100	ACH	8.87	12819	CIRC PRINT MAT AND DVD/VIDEO MATE
35170	AMAZON.COM LLC	100	ACH	36.00	12820	CIRC PRINT MAT AND DVD/VIDEO MATE
35176	AMAZON.COM LLC	100	ACH	138.38	12821	CIRC PRINT MATERIAL
35239	AMAZON.COM LLC	100	ACH	373.65	12822	CIRC PRINT MATERIAL
*35283	APEX WATER AND PROCESS IN	100	ACH	516.50	12823	SERVICE CONTRACT OCTOBER
35173	BAKER & TAYLOR INC	100	ACH	1,077.66	12824	CIRC PRINT MAT AND AUDIO REC BOOK
35235	BAKER & TAYLOR INC	100	ACH	980.81	12825	CIRC PRINT MATERIAL
35234	BOOK DEPOT	100 200	ACH	2,219.05	12826	FIRST GRADE VISIT BOOKS
*35186	CENTRAL INDIANA HARDWARE	100	ACH	4,954.20	12827	DOOR ACCESS CONTROLLER FOR 12 P
*35156	CLARK*CAROLYN	100	ACH	10.78	12828	MILEAGE REIMBURSEMENT
35233	COLDWELL & CO INC	100	ACH	180.59	12829	ASCO REBUILT KIT
35279	COLDWELL & CO INC	100	ACH	212.69	12830	ASCO RED HAT 8210G009
*35222	DENNY*SYDNEY	100	ACH	17.13	12831	MILEAGE REIMBURSEMENT
35100	E-Z CLEAN INC	100	ACH	356.14	12832	JANITORIAL SUPPLIES
35159	E-Z CLEAN INC	100	ACH	53.10	12833	JANITORIAL SUPPLIES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
35232	E-Z CLEAN INC	100	ACH	629.64	12834	JANITORIAL SUPPLIES
*35206	EBSCO INFORMATION SERVICE	100	ACH	12,054.85	12835	MAGAZINES
35298	EPIC INSURANCE MIDWEST	100	ACH	350.00	12836	PUBLIC OFFICIAL BONDS
35299	EPIC INSURANCE MIDWEST	100	ACH	350.00	12837	PUBLIC OFFICIAL BONDS
35106	EXPRESS SERVICES INC	100	ACH	1,197.32	12838	PART TIME STAFFING
35217	EXPRESS SERVICES INC	100	ACH	898.40	12839	PART TIME STAFFING
35307	EXPRESS SERVICES INC	100	ACH	906.83	12840	PART TIME STAFFING
35172	GALE/CENGAGE LEARNING	100	ACH	523.89	12841	CIRC PRINT MATERIAL
35236	GALE/CENGAGE LEARNING	100	ACH	219.26	12842	CIRC PRINT MATERIAL
35221	LYRASIS	100	ACH	9,800.00	12843	ARCHIVESSPACE HOSTING
*35142	MIDWEST COMMUNICATIONS, I	100	ACH	1,290.00	12844	RADIO ADS FOR FLD
*35143	MIDWEST COMMUNICATIONS, I	100	ACH	840.00	12845	RADIO ADS FOR FLD
35121	MIDWEST TAPE	100	ACH	7,322.95	12846	HOOPLA SEPTEMBER INVOICE
35185	MIDWEST TAPE	100	ACH	3,458.61	12847	DVD/VIDEO MATERIAL
35238	MIDWEST TAPE	100	ACH	2,077.89	12848	DVD/VIDEO MATERIAL
*35151	MULOT*FRANCOIS	100	ACH	25 5.88	12849	MILEAGE REIMBURSEMENT

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
35244	NEW AVENUES	100	ACH	166.24	12850	ALA CARTE ADMIN FEE
35262	NEW AVENUES	100	ACH	90.00	12851	CLINICAL HOURS
*35091	ORWIG*JORDAN	100	ACH	346.92	12852	MILEAGE REIMBURSEMENT
35181	OVERDRIVE	100	ACH	10,150.00	12853	MONTHLY OVERDRIVE DEPOSIT
35128	PAYPAL INC	100	ACH	19.95	12854	MONTHLY PAYFLOW LINK
*35296	PITNEY BOWES BANK INC RES	100	ACH	2,000.00	12855	POSTAGE ON ACCT 25986209
35264	STAPLES BUSINESS CREDIT	100	ACH	70.94	12856	OFFICE SUPPLIES
35265	STAPLES BUSINESS CREDIT	100	ACH	491.89	12857	OFFICE CHAIRS FOR PR
35266	STAPLES BUSINESS CREDIT	100	ACH	532.25	12858	PAPER FOR PR
35267	STAPLES BUSINESS CREDIT	100	ACH	271.90	12859	TP9000 CHAIR FOR ADMIN ASST OFFICE
35268	STAPLES BUSINESS CREDIT	100	ACH	591.25	12860	PAPER FOR PR
35101	STRATAVIZE CONSULTING	100	ACH	2,600.00	12861	CONSULTING SERVICES FOR STRATEG
*35243	TECH ELECTRONICS OF INDIAN	100	ACH	900.00	12862	WEST ANNUAL SERVICE
*35213	UNIQUE MANAGEMENT SERVIC	100	ACH	780.90	12863	NOTICES
*35214	UNIQUE MANAGEMENT SERVIC	100	ACH	453.20	12864	PLACEMENTS

<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>
35209	WAGEWORKS, INC.	100	ACH	168.82	12865	COBRA MONTHLY FEE
35126	ZAYO EDUCATION LLC	100	ACH	600.37	12866	VOICE SERVICE
35127	ZAYO EDUCATION LLC	100	ACH	1,629.33	12867	INTERNET SERVICE
				Total Count:	145	
				Total Amount:	95,684.15	
35083	VERIZON - WIRELESS	100	E-pay	265.57	12266	PHONE SERVICE
35103	JKO MEDIA GROUP	100	E-pay	1,000.00	12271	FAMILY LEARNING DAY RADIO ADS
*35114	B & S PLUMBING & HEATING IN	100	E-pay	500.00	12272	RESET 4 TOILETS AT WEST
*35115	INDIANA AMERICAN WATER CC	100	E-pay	56.83	12273	PRIVATE FIRE SERVICE
35116	LARGE INK, LLC	100	E-pay	94.00	12274	12 POINTS SIGNAGE
35117	LARGE INK, LLC	100	E-pay	605.00	12275	12 POINTS SIGNAGE
35118	LARGE INK, LLC	100	E-pay	21.61	12276	POSTER RACK DISPLAY SIGN
35123	WTHI TELEVISION	100	E-pay	600.00	12277	SENIOR FAIR
35129	WEX BANK	100	E-pay	177.47	12278	FUEL SERVICE
*35132	TABCO PRINTING & PROMOTIC	100	E-pay	24.00	12279	NAME BADGES
*35158	CROSSROADS DOOR & HARDV	100	E-pay	33.00	12280	AB10 KEYS (12 POINTS)

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*35160	TRIBUNE STAR PUBLISHING CC	100	E-pay	400.00	12281	BUY 3 GET 3 ADS TRIBSTAR
*35174	INDIANA AMERICAN WATER CC	100	E-pay	164.95	12282	12 POINTS WATER SERVICE
*35175	INDIANA AMERICAN WATER CC	100	E-pay	56.83	12283	12 POINTS PRIVATE FIRE SERVICE
*35098	LOWE'S COMMERCIAL SERVICE	100	E-pay	280.81	12284	EXTENSION CORDS, U BOLTS, TAPCON
*35182	TOWN OF WTH WATER & SEWE	100	E-pay	78.54	12285	WEST WATER SERVICE
*35184	LAKESHORE LEARNING MATEF	100	E-pay	103.48	12286	YS KITS
35189	CENTERPOINT ENERGY	100	E-pay	21.73	12287	12 POINTS GAS SERVICE
35190	OFFICE DEPOT	100	E-pay	101.80	12288	OFFICE SUPPLIES
35191	OFFICE DEPOT	100	E-pay	10.29	12289	OFFICE SUPPLIES
35192	OFFICE DEPOT	100	E-pay	1,210.34	12290	OFFICE SUPPLIES
35219	CENTERPOINT ENERGY	100	E-pay	21.33	12293	WEST GAS SERVICE
35237	INFOUSA MARKETING, INC	100	E-pay	335.00	12294	REFERENCE
*35281	DUKE ENERGY *	100	E-pay	860.33	12303	WEST ELECTRIC SERVICE
*35282	DUKE ENERGY *	100	E-pay	13,479.67	12304	MAIN ELECTRIC SERVICE
35295	OFFICE DEPOT	100	E-pay	51.24	12305	OFFICE SUPPLIES
*35312	MIDLAND PAPER COMPANY INC	100	E-pay	308.00	12306	LARGE FORMAT INK

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
						Total Count: 27 Total Amount: 20,861.82

<i>Library Operating Fund 100:</i>	126,016.87
<i>Gift Fund 200:</i>	2,757.11
<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>	70.00

Grand Total Count:	181
Grand Total Amount:	128,843.98

Executive Director
Jordan Orwig

**Payroll Payable
Voucher Register**

Vigo County Public Library

For Period September - 2025

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
9/12	Pay #19	Gross Payroll	\$ 154,320.87	\$ 154,320.87	ACH	
9/12	Pay #19	FICA	\$ 11,101.41	\$ 11,101.41	ACH	
9/12	Pay #19	PERF	\$ 20,287.16	\$ 20,287.16	ACH	
9/26	Pay #20	Gross Payroll	\$ 157,248.40	\$ 157,248.40	ACH	
9/26	Pay #20	FICA	\$ 11,330.34	\$ 11,330.34	ACH	
9/26	Pay #20	PERF	\$ 20,652.13	\$ 20,652.13	ACH	
9/26	Pay #20	Anthem	\$ 116,315.04	\$ 116,315.04	ACH	
9/26	Pay #20	Guardian	\$ 7,618.91	\$ 7,618.91	ACH	
		Gross Payroll	\$ -	\$ -	ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

Total library cost			\$ 498,874.26			
September Pay 19 & 20	Nationwide	\$ 2,266.39	\$ 2,266.39	ACH	Staff withholding	
September Pay 19 & 20	Garnishments	\$ 2,105.68	\$ 2,105.68	ACH	Staff withholding	
September Pay 19 & 20	Garnishment Reim	\$ 75.00	\$ 75.00	ACH	Staff withholding	
September Pay 19 & 20	AFLAC	\$ 1,050.60	\$ 1,050.60	ACH	Staff withholding	
September Pay 19 & 20	United Way	\$ 108.00	\$ 108.00	ACH	Staff withholding	
September Pay 19 & 20	Anthem	\$ 13,076.26	\$ 13,076.26	ACH	Staff withholding	
September Pay 19 & 20	HSA adj.		\$ -	ACH	Staff withholding	
September Pay 19 & 20	Guardian	\$ 1,617.04	\$ 1,617.04	ACH	Staff withholding	
September Pay 19 & 20	Boston Mutual	\$ 650.36	\$ 650.36	ACH	Staff withholding	
September Pay 19 & 20	Fed Tax	\$ 20,370.75	\$ 20,370.75	ACH	Staff withholding	
September Pay 19 & 20	State Tax	\$ 8,918.87	\$ 8,918.87	ACH	Staff withholding	
September Pay 19 & 20	Local Tax	\$ 5,768.40	\$ 5,768.40	ACH	Staff withholding	
September Pay 19 & 20	FICA	\$ 22,431.75	\$ 22,431.75	ACH	Staff withholding	
September Pay 19 & 20	Vol. PERF	\$ 5,762.70	\$ 5,762.70	ACH	Staff withholding	
	Staff Cost	\$ 84,201.80	\$ 84,201.80			

September 30, 2025

**Gift Fund Balances
2025**

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 2,541.56	Unrestricted Use	Admin.
64-SPC	\$ 1,630.52	Support of SPC	Admin.
65-Big Read	\$ 424.40	Big Read/Community Read	Admin.
66-YS	\$ 3,883.98	Support of YS	Admin.
67-WVCF Endowment	\$ 1,639.00	Support of Strategic Plan Goals	Admin.
68-Crackerbarrel	\$ 929.27	Support of Crackerbarrel	Admin.
69-Wright Foundation	\$ 2,135.93	Unrestricted Use	Admin.
70- West Emily's Garden	\$ 200.00	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,425.27	Support of West Branch	Admin.
72-Friends	\$ 7,713.69	Support of Pre-Approved Programs/Initiatives	Admin.
74-Wiley Cupola	\$ 1,467.87	Maintenance of Cupola	Admin.
75-Wiley Memorial	\$ 20,130.68	Maintenance of Memorial	Admin.
77-WVCF Meeks	\$ 1,351.92	Childrens Literature	Admin.
81-Community Connections	\$ 216.95	Support of Community Connections	Admin.
83-Kiwanis Ys	\$ 368.39	Childrens Book Label Commemorating Speakers	Admin.
85-Phillips	\$ 3,305.47	Support of LLC and Archives	Admin.
87-Cox	\$ 55.48	Hearing Impaired Support	Admin.
89-Christmas in the Park	\$ 360.53	Christmas in the Park	Admin.
92-Marketing	\$ 45.05	Unrestricted Use	Admin.
93-Programming and Events	\$ 626.32	Support of Programming and Events	Admin.
94-TH Econ.Dev.	\$ 139.58	Adult Nonfiction Commemorating Speakers	Admin.
95-12 Points	\$ 1,115.93	Support of 12 Points	Admin.
96-Fundraiser	\$ 770.44	Buy a Book	Admin.
97-Library Experience	\$ 730.00	Support of Library Experience	Admin.
TOTAL	\$ 53,208.23		

Administrative Report

OCTOBER 20, 2025

FROM THE EXECUTIVE DIRECTOR

I had a call recently with members of Stratavize, the company we've partnered with for our next strategic plan. We discussed development timelines and immediate next steps. We are putting together a group of 3-4 staff members who will serve as the key project team to support Stratavize in communicating and promoting engagement surveys, community outreach, and other logistics. This team will meet with Stratavize later this month for a survey development call, which will then result in the development of both a community survey and an employee survey to be released later this fall. Following that, we will be looking at scheduling workshops with a larger strategic planning team.

COMMUNITY COLLABORATION

Hannah Helman from United Health organized a Community Health Fair at the 12 Points Branch, providing free medical services, health information, dental care, food, haircuts, and referrals. Lynn Egan of Catholic Charities distributed bananas to participants and local business leaders. Library staff partnered with a neighborhood group and Indiana State University students to clean up the area, using the kitchen in the garage as a staging site for the effort.

One of our teen readers, J., recently moved from the 12 Points neighborhood to the south side of Terre Haute. This Saturday, he stopped by to visit his "favorite library people." J. shared that while he now lives with a relative on the south side, he spends weekends with his mom and plans to keep visiting the branch. When we asked if he'd like to check out any books, J. seemed surprised and asked, "You mean I don't have to live in 12 Points to check out books here?" We explained how his library card works, and he smiled and checked out five books we had been looking at together earlier in the library.

UNITED WAY WORKPLACE DRIVE



The VCPL United Way workplace drive began on Monday, September 29, and runs through Monday, November 3. Both the United Way of Wabash Valley and VCPL are dedicated to building a stronger, more connected community. During this period, the United Way Committee has organized several exciting activities and auctions to encourage participation and support.

FAMILY LEARNING DAY SUCCESS



On September 27, VCPL welcomed over 2,000 participants to the 31st annual Family Learning Day, our largest event yet, with 53 community organizations. Families received free books, enjoyed performances, explored hands-on activities, and connected with partners ranging from Griffin Bike Park (who gave away 250 helmets) to the Terre Haute Fire Department and Waapaahsiki Mounds Historical Park. The Vigo County Safe Kids Coalition conducted car seat safety checks while the Vigo County Highway Department featured a snowplow in the touch-a-truck area. Children were delighted by a bubble party and a performance from the Children's Theater featuring selections from Frozen Jr. The event showcased the library as a hub for learning, creativity, and community connection, which was made possible through the support of staff across all departments and dozens of dedicated volunteers. We are proud to celebrate another year of record-breaking engagement and look forward to building on this momentum for our 32nd Family Learning Day next fall.



THE FAR-REACHING POWER OF EVERYDAY POSITIVE CUSTOMER INTERACTIONS

A therapist who works at St. Mary-of-the-Woods came to the West Branch for her son to meet with a tutor who uses our Meeting Room space. While she was here, she mentioned that her department is starting some mental health initiatives that were inspired by the way this therapist saw Aaron Hart interact with people at the library. She said that the way he uses technology, such as our 3D printer, to connect one-on-one with people and invest in them, helped her (and in turn the rest of her department) to begin implementing technology into their therapy program. She said that Aaron's interaction with her son was the first step in their program getting a 3D printer of their own, and, as they get it built, the therapists and their clients are excited to see how they will be able to use it to make fidgets and other items to benefit mental health.

HEART-WARMING STORIES OF IMPACT FROM THE YS DEPARTMENT

A young boy was struggling each time his mother brought him to the library. He had a fixation on sharks so one of our toy sharks was left out – mainly for him. Trouble is, other children also loved the shark and the young boy, who is on the Spectrum, doesn't currently have the ability to handle his emotions. His screaming upset and embarrassed his mother. One day, she apologized and started crying saying she really couldn't take him anywhere because people didn't understand and she felt bad that they were disturbing others. She was encouraged that the library remained a welcoming place for them. We provide them with a weighted dolphin, which is now his go-to toy. He has learned that, while the dolphin lives at the library, he can visit anytime. And, since the mother and son both feel seen and accepted, they keep coming back.

Youth Services Assistant Emma Land conducted a Curious Kids program on the differences between chemical and physical reactions. In one class, they made elephant toothpaste (chemical reaction) and another week they experimented with Coke, Diet Coke and Mentos. After the geyser, which happens when Mentos are dropped into Coke, a young girl jumped up and loudly proclaimed she wanted to be a scientist when she grew up. Interactions like this show how libraries support curiosity and future world changers.

IT'S FUN TO STAY AT THE YMCA

We are pleased to announce that the Special Collections Department has been presented with a copy of the new book titled "The Terre Haute YMCA Story," written by Pat and Dale Bringman. The Bringmans conducted a significant portion of their research within the SPC department, making extensive use of archival resources and receiving invaluable assistance from dedicated staff. In their acknowledgments, Pat and Dale expressed their gratitude to the entire library team and specifically named staff members Arielle Craig, Sean Eisele, Janet Hatcher, David Kite, and Elise Spaid-Roberts for their support. This new book will make an important contribution to the history of Vigo County.

BLUEPRINTS FOR SUCCESS



Over the past year, Special Collections has partnered with Terre Haute Parks and Recreation, Riverscape, Wabash Valley Art Spaces, Ball State University, and Land Stewards of Indianapolis on an Indiana Humanities grant in conjunction with developing the city park's next five-year plan. SPC's contribution was the reacquisition and safeguarding of a series of early twentieth century blueprints designed by renowned landscape architect George Kessler. The blueprints illustrated an elaborate parks system connected by a 40-mile boulevard nicknamed "the Emerald Necklace." In September, a series of banners explaining the history of the parks designs and the grant were displayed in the library lobby in anticipation of a final program showcasing the blueprints, as well as a virtual reality component that allowed visitors to view the vision of what the parks were meant to look like in an immersive 3-D virtual reality environment. Many Wabash Valley residents attended the program. The banners will be on display in the lobby through October, and the blueprints will be appropriately housed in the library's archives.

Administrative Report

OCTOBER 20, 2025



PERSONNEL CHANGES

EMPLOYMENT

None

CHANGE STATUS

Sisk, Carrie Lynn – Change in status from the full-time non-exempt position of Adult Services Librarian to the full-time non-exempt position of Adult Services Manager in the Adult Department effective October 6, 2025.

China, Jr., Francisco Javier – Transfer and change in status from part-time non-exempt position of Lending Services Backup Delivery Clerk in the Lending Services Department to the full-time non-exempt position of Information Systems Technician in the Information Systems Department effective October 13, 2025.

Jakaitis, Susan Mary – Change in status from part-time non-exempt on-call status to part-time non-exempt in the position of Program and Event Specialist in the Program and Events Department effective October 6, 2025.

RESIGNATION

Tuttle, Kateri Elise – Resignation from the full-time non-exempt position of Program and Event Specialist in the Program and Events Department effective October 24, 2025.

Jordan Orwig
Executive Director

10/15/25 GR

	September-25	September-24		YTD 2025	YTD 2024	
Print Circulation	17,909	16,432	9.0%	168,068	163,144	3.0%
A/V Circulation	4,078	5,371	-24.1%	40,983	44,941	-8.8%
Misc	1,091	1,090	0.1%	9,911	9,839	0.7%
Electronic Devices	61	50	22.0%	503	498	1.0%
TOTAL	23,139	22,943	0.9%	219,465	218,422	0.5%

	September-25	September-24		YTD 2025	YTD 2024	
Overdrive						
E-book	7,460	7,520	-0.8%	69,659	70,320	-0.9%
E-audiobook	6,477	5,917	9.5%	57,685	53,471	7.9%
E-Magazines	1,530	931	64.3%	13,377	8,460	58.1%
TOTAL	15,467	14,368	7.6%	140,721	132,251	6.4%

	September-25	September-24		YTD 2025	YTD 2024	
Hoopla						
E-audiobook	2,082	1,674	24.4%	18,424	14,663	25.6%
Bingepasses	24	22	9.1%	286	261	9.6%
E-Books	554	679	-18.4%	5,605	5,958	-5.9%
E-Comics	66	97	-32.0%	843	900	-6.3%
E-music	67	64	4.7%	641	764	-16.1%
E-video movie	152	197	-22.8%	1,674	1,705	-1.8%
E-video TV	94	60	56.7%	846	799	5.9%
TOTAL	3,039	2,793	8.8%	28,319	25,050	13.0%

	September-25	September-24		YTD 2025	YTD 2024	
Reference Services	2,411	2,234	7.9%	26,304	17,995	46.2%

MATERIALS ADDED TO COLLECTION

Purchased Items	September-25	YTD 2025
Book	906	12,011
Video	661	2,171
Video Game	56	351
Music CD	0	0
Audio Book	1	88
Misc	76	255
TOTAL	1,700	14,876

Donated Items	September-25	YTD 2025
Book	2	961
Video	7	184
Video Game	1	3
Music CD	0	0
Audio Book	0	0
Misc	0	2
TOTAL	10	1150

New Items Ordered	September-25	YTD 2025
Book	1,334	11,215
Video	168	1,989
Video Game	40	365
Music CD	0	0
Audio Book	1	99
Misc	134	375
TOTAL	1,677	14,043

New Items Received	September-25	YTD 2025
Book	749	10,025
Video	630	1,797
Video Game	46	345
Music CD	0	0
Audio Book	1	28
Misc	97	263
TOTAL	1,523	12,458

ON-SITE PROGRAMS	September-25	September-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	36	26	38.5%	209	197	6.1%
Children (ISL: 6-11 yrs)	24	14	71.4%	211	152	38.8%
Teens (ISL: 12-18yrs)	10	30	-66.7%	115	91	26.4%
Adults (ISL: 19 + yrs)	34	12	183.3%	255	150	70.0%
General (all ages)	17	23	-26.1%	141	159	-11.3%
TOTAL	121	105	15.2%	931	749	24.3%

ON-SITE ATTENDANCE	September-25	September-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	474	385	23.1%	3,033	3,311	-8.4%
Children (ISL: 6-11 yrs)	199	167	19.2%	3,251	1,887	72.3%
Teens (ISL: 12-18yrs)	32	89	-64.0%	493	472	4.4%
Adults (ISL: 19 + yrs)	201	136	47.8%	1,611	1,823	-11.6%
General (all ages)	2,177	2,035	7.0%	4,852	7,453	-34.9%
TOTAL	3,083	2,812	9.6%	13,240	14,946	-11.4%

OFF-SITE PROGRAMS	September-25	September-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	0	2	null	1	4	-75.0%
Children (ISL: 6-11 yrs)	0	0	#DIV/0!	3	6	-50.0%
Teens (ISL: 12-18yrs)	0	0	null	1	0	null
Adults (ISL: 19 + yrs)	9	10	-10.0%	106	115	-7.8%
General (all ages)	2	3	-33.3%	16	16	0.0%
TOTAL	11	15	-26.7%	127	141	-9.9%

OFF-SITE ATTENDANCE	September-25	September-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	0	131	null	20	149	-86.6%
Children (ISL: 6-11 yrs)	0	0	#DIV/0!	307	265	15.8%
Teens (ISL: 12-18yrs)	0	0	null	173	0	null
Adults (ISL: 19 + yrs)	122	91	34.1%	1,633	1,544	5.8%
General (all ages)	29	770	-96.2%	1,072	1,755	-38.9%
TOTAL	151	992	-84.8%	3,205	3,713	-13.7%

COMMUNITY OUTREACH	September-25	September-24		YTD 2025	YTD 2024	
# of Community Events Participated In	9	6	50.0%	47	61	-23.0%
# of Interactions at Community Events	1,433	1,224	17.1%	6,363	10,431	-39.0%

	September-25	September-24		YTD 2025	YTD 2024	
Computer Users	5,053	4,459	13.3%	43,514	39,698	9.6%
Subscription Databases	8,960	9,808	-8.6%	98,570	66,084	49.2%
ILL provided to other Libraries	369	297	24.2%	3,266	2,656	23.0%
ILL received from other Libraries	90	110	-18.2%	954	885	7.8%

	September-25	September-24		YTD 2025	YTD 2024	
Adult materials deliveries	22	31	-29.0%	239	285	-16.1%
Youth materials deliveries	8	8	0.0%	79	80	-1.3%
TOTAL	30	39	-23.1%	318	365	-12.9%

UNATTENDED CHILD AND VULNERABLE ADULT POLICY

Vigo County Public Library (VCPL) welcomes customers of all ages to use its facilities and services and to attend library events. Library staff members are available to assist children and vulnerable adults with library use but cannot assume responsibility for their care, supervision, or experience while using the library. A vulnerable adult is defined as a person over the age of 18 who is unable or unwilling to care for themselves. Responsibility for the safety, well-being, and behavior of a child or vulnerable adult, as well as what they read, view, or experience while using the library, always rests with the parent, guardian, or responsible caregiver.

Providing a safe and appropriate environment for all library users is a priority for VCPL. However, to ensure their safety and well-being, children who have not yet completed first grade, and vulnerable adults should remain in the company of a parent, guardian, or responsible caregiver while on library premises, just as in any public venue. In addition to concerns for safety and well-being, children or vulnerable adults left unattended for a period of time may become bored, restless, or upset by the absence of the parent, guardian, or caregiver.

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

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

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

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



Sponsored by the Indiana State Comptroller



PLAN HIGHLIGHTS

You have time. Make the most of it.

The Indiana Hoosier START Deferred Compensation Plan can help you begin saving for your future now.

What is a 457 deferred compensation program?

Deferred compensation programs allow you to save and invest pre-tax dollars through voluntary salary deferrals, supplementing any existing retirement/pension benefits. Your employee pre-tax contributions and any earnings grow tax deferred until you withdraw the money – which will probably be at retirement, when you may be earning less income and in a lower federal income tax bracket. Withdrawals of pre-tax money are subject to ordinary income tax. You also have the option to contribute to a Roth 457 account, which offers after-tax savings. For enrollment information, call 317-810-4266.

Here's why you should participate in the Hoosier START Deferred Compensation Plan, if eligible

If you are a qualified State employee, or an employee of one of the more than 275 local government units that have adopted the Plan, you are eligible to participate. Participating in Hoosier START may help you achieve a more comfortable financial future. You can save and invest on a tax-deferred basis and take advantage of the Plan's:

◀ Local service representatives

◀ Retirement preparation planning tools

◀ Online profile for 24/7 access

◀ Live and on-demand Hoosier START Financial Wellness Webinars



Contribution types – pre-tax vs. Roth

The Hoosier START Plan offers you flexibility in how you save for retirement. You may choose to make pre-tax, Roth, or both types of contributions to the 457(b) Plan.

Pre-tax contributions

- > Come out of your pay before taxes are deducted (meaning more money goes into your account than the amount your take-home pay is reduced)
- > Lower your taxable income now
- > Earnings grow tax-deferred until withdrawn
- > Withdrawals are taxed as ordinary income regardless of age and without a tax penalty

How much income tax will be withheld from my pre-tax distribution?

Distribution withholdings will vary depending on the type of distribution you request. Generally, the mandatory 20% federal income tax withholding will apply to distributions unless you elect a direct rollover of the entire amount or take periodic payments that last more than 10 years. Currently, Indiana does not mandate state income tax withholding at the time of distribution. The Plan will withhold state income taxes upon request. A Form 1099-R for the distribution amount will be mailed to you by January 31 of the year(s) following the year(s) in which you receive a distribution.

Roth contributions¹

- > Come out of your pay after taxes are deducted
- > Contributions are returned tax-free, and related earnings may be withdrawn tax-free during retirement if certain criteria are met
- > Participation has no income restrictions (like a Roth IRA does)
- > Can be used for estate planning
- > Offer tax planning flexibility in retirement

How much income tax will be withheld from my Roth distribution?

Your Roth distribution is income tax-free from your contribution portion no matter what. For tax-free earnings, you must hold the account for at least 5 tax years and meet one of the following criteria:

- > You are at least age 59½
- > You have a disability
- > Upon your death, your beneficiaries will take the withdrawal

If you or your beneficiary make a distribution without meeting the above qualifications, you will owe ordinary income tax on any earnings that are distributed.



◀ To learn about how to compare these options, scan this code.

Contribution amounts

How much may I contribute?

The minimum contribution amount is \$15 or 0.5% of eligible compensation. You can contribute a combined pre-tax and Roth contribution maximum of 100% of eligible compensation, not to exceed the IRS-established contribution limits.

If you are, or will turn, age 50 or older during the current calendar year, you may take advantage of the Age 50+ Catch-Up provision. This allows you to contribute an additional \$7,500 more than the \$23,500 maximum limit for calendar year 2025.

Another opportunity to save more into your Hoosier START account is if you are between ages 60 to 63 years old, you can make catch-up contributions of \$11,250 above the \$23,500 maximum limit.

You may also be eligible to use the Special Catch-Up provision to contribute even more to your Hoosier START account. If you are within the 3 calendar years that end before the calendar year in which you reach your normal retirement age, you may defer up to double the normal limit during those 3 years.



Note: You cannot use the Age 50+ Catch-Up provision and the Special Catch-Up provision in the same calendar year. Please consult with your Retirement Specialist for more information.





How do I invest in Hoosier START?

Do it myself

Build and manage a customized portfolio by using the Hoosier START core investment funds and the Self-Directed Brokerage Account option.

If you prefer a hands-on approach but also want help when you need it, use our free My Investment PlannerSM online advice tool to create a more guided investment strategy. Implement the recommended strategy or modify it to meet your needs. You can also use our Automatic Asset Rebalancing feature to ensure that your investment selections remain allocated the way you initially intended.



Before investing, carefully consider the fund's investment objectives, risks, charges, expenses and redemption fees. You may download Fund Fact Sheets and find more detailed investment information on [HoosierSTART.com](https://www.hoosierstart.com) after you log in, under Investment Information, or request them by contacting us at 1-855-277-4432.

Help me do it

Our target date funds (TDFs) are custom-built investments that are designed and managed by investment professionals to maintain a well-diversified portfolio that appropriately keeps pace with each stage of life. The fund aligns with the year you turn 65 (the qualified default investment alternative) and automatically rebalances to maintain the target allocation of the underlying investment strategies. The fund gradually shifts to become more conservative over time.

TDFs invest in a wide variety of underlying funds to help reduce investment risk. Like other funds, TDFs are subject to market risk and loss. Loss of principal can occur at any time, including before, at or after the target date. There is no guarantee that target date funds will provide enough income for retirement.

Do it for me

Nationwide ProAccountSM is a managed account service (available for an additional fee) that is designed to help take the guesswork out of retirement investing. With Nationwide ProAccount, your investments are selected for you from Hoosier START's core investment fund offerings, based on your age and personal tolerance for risk. The service also takes into account your retirement readiness and goals to create a personalized retirement investment strategy. We will research, select, monitor and adjust your portfolio over time to help keep you on track toward your retirement goals.

Fee	Hoosier START – Nationwide	
Annual account recordkeeper fee	\$48 per year, deducted quarterly at \$12 per quarter	
Plan administrative fee	\$6 annually, deducted quarterly at \$1.50 per quarter	
Total	\$13.50 per quarter	
Investment exchange fee	N/A	
Managed account service fees	Account Balance	Fee
	The first \$99,999	0.45%
	The next \$150,000	0.40%
	The next \$150,000	0.35%
	The next \$100,000	0.30%
	Assets of \$500,000 and above	0.25%

Fees

Are there any recordkeeping or administrative fees to participate in Hoosier START?

Recordkeeping and administrative fees

Hoosier START and Nationwide waive their administrative and recordkeeping fee for the 6-month period effective at their first contribution date. After that period, your quarterly fee to participate in the Plan is \$13.50. If you elect certain optional features, you may pay other administrative service fees.

Investment management fees

There are investment management fees (also known as expense ratios) that vary by investment option. Each investment option's management company (not Hoosier START or Nationwide) deducts these fees before the daily price or performance is calculated to pay for trading and other management expenses. While you will not find a specific dollar amount reflected on your statement for these fees, you can find the Plan's investment option expense ratios on the website or your quarterly statement. Each fund has its own fund operating expenses that vary depending on the investment options

you select. Funds may impose redemption fees and/or restrictions on certain transfers, redemptions or exchanges if assets are held for less than the period stated in the fund's prospectus and other disclosure documents. For more information, please refer to the fund's prospectus and/or disclosure documents.

Managed account service fees

If you choose the Nationwide ProAccount® managed account service, the annual fee will be based on your account balance (refer to the table above). For example, if your account balance is \$50,000, the annual managed account fee would be 0.45% of the account balance.

The fee for Nationwide ProAccount is based on the average daily balance of your account. This fee is deducted from your account on a quarterly basis in arrears. Nationwide ProAccount offers a 90-day trial period to sample the service with no obligation and no minimum account balance or cancellation fees. Your account will be charged only if you continue the service beyond the trial period, where the fee will continue to accrue and will be assessed at the end of the next quarter.



Understanding fees

An easy way to think about the cost of retirement planning is to compare it to buying any other type of product – such as a loaf of bread, for example. When you buy a loaf of bread, the purchase price covers the expense that the grocery store incurs to put it on the shelf and the actual expense that went into making the bread itself. Of course, there is profit built in, too. So regardless of the bread you buy, it's going to cost you.

The cost of retirement planning can vary quite a bit based on the choices you make. It's a question of whether you want to turn that bread purchase into a basic ham and cheese sandwich or a deli special with all the toppings. Basically, the more you want, the more you'll pay. The information that follows describes the various costs related to the management of your retirement plan and the investment costs that may apply.

Please note that some of these fees may or may not apply to your current retirement plan.

Management costs

- > **Recordkeeping fees:** The fees paid to Nationwide for the administration of the Plan
- > **Administrative fees:** The fee paid to the state for day-to-day operational costs and for basic administrative services such as accounting, legal and trustee services
- > **Advisory fees:** The costs for a person or an organization to make decisions for you or to provide advice to you regarding your investments

Investment costs

- > **Fund operating expenses:** The operating costs, or expense ratio, a fund charges to manage the fund, including trading of securities within the investment options and other management expenses; these fees are deducted by each investment option's management company before the daily price or performance is calculated

- > **Redemption fees:** Funds may impose redemption fees and/or transfer restrictions if assets are held for less than the published holding period

Where will these costs appear?

Your quarterly statement includes updated details of any transactional fees that directly affect your account. It's important to remember there are associated costs with your retirement plan. It's always a good idea to ask questions to learn the true cost of any retirement plan you are considering.





**State of Indiana
Deferred Compensation Plan**
Sponsored by the Indiana State Comptroller

Local Indianapolis Office

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Indianapolis, IN 46204

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📞 317-810-4266

🌐 [HoosierSTART.com](https://www.HoosierSTART.com)

This document was created to help educate participating state and local government employees about the Hoosier START Plan and is intended only to provide a summary of the Plan and its features. In the event there are any inconsistencies between this document and the Plan Documents, the Plan Documents will govern.

Investment advice for Nationwide ProAccount is provided to plan participants by Nationwide Investment Advisors LLC (NIA), an SEC-registered investment advisor. NIA has retained Wilshire Associates as the Independent Financial Expert for Nationwide ProAccount. Wilshire Associates is not an affiliate of NIA or Nationwide.

Investing involves market risk, including possible loss of principal.

Retirement Specialists are Registered Representatives of Nationwide Investment Services Corporation, member FINRA, Columbus, Ohio.

Nationwide, the Nationwide N and Eagle, Nationwide ProAccount and My Investment Planner are service marks of Nationwide Mutual Insurance Company.
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INDIANA DEFERRED COMPENSATION PLAN

The Vigo County Public Library (VCPL) is a participating employer in the State of Indiana Hoosier START Deferred Compensation 457(b) Plan (“Plan”) and will process the authorized payroll deduction(s) for all full and part-time staff that choose to participate in the Plan as outlined in the Plan. Plan documents are on file with the Executive Director and Director of Human Resources of the VCPL and may be reviewed and/or copied by any employee. Full and part-time participating employees must execute appropriate participation agreement(s) and payroll deduction authorization forms with the VCPL and/or the Indiana Hoosier START representative before becoming a participant and having compensation deferred through payroll deductions. The 457(b) Plan allows payroll deducted deferred compensation on a pre-tax basis or allows for payroll deducted post-tax contributions to the Plan Roth 457(b) for qualified participating employees as outlined in the Plan.



**THE STATE OF INDIANA DEFERRED
COMPENSATION PLAN
RESOLUTION AND ADOPTION AGREEMENT
FOR A PARTICIPATING
LOCAL POLITICAL SUBDIVISION**

ADMINISTRATOR
Indiana State Comptroller
State House, Room 240
Indianapolis, Indiana 46204



RESOLUTION

WHEREAS, the Vigo County Public Library of Terre Haute, Indiana, (hereinafter referred to as the "Participating Employer") has determined that in the interest of attracting and retaining qualified employees, it wishes to offer a defined contribution plan, funded by employee contributions;

WHEREAS, the Participating Employer has reviewed the State of Indiana Deferred Compensation Plan ("Plan");

WHEREAS, the Participating Employer wishes to participate in the Plan to provide certain benefits to its employees, reduce overall administrative costs, and afford attractive investment opportunities;

WHEREAS, the Participating Employer is an Employer as defined in the Plan;

WHEREAS, the Vigo County Public Library Board of Trustees ("Governing Body") is authorized by law, IC 5-10-1.1-7.3, to adopt this resolution approving the Adoption Agreement on behalf of the Participating Employer;

Therefore, the Governing Body of the Participating Employer hereby resolves:

A. The Participating Employer adopts the Plan and the Trust Agreement ("Trust") for the Plan for its Employees.

B. The Participating Employer acknowledges that the Deferred Compensation Committee ("Trustees") are only responsible for the Plan and have no responsibility for other employee benefit plans maintained by the Participating Employer.

C. The Participating Employer hereby adopts the terms of the Adoption Agreement, which is attached hereto and made a part of this resolution. The Adoption Agreement sets forth the Employees to be covered by the Plan, the benefits to be provided by the Participating Employer under the Plan, and any conditions imposed by the Participating Employer with respect to, but not inconsistent with, the Plan. The Participating Employer reserves the right to amend its elections under the Adoption Agreement, so long as the amendment is not inconsistent with the Plan or the Internal Revenue Code or other applicable law and is approved by the Trustees of the Plan.

D. The Participating Employer hereby authorizes the State Comptroller of Indiana ("Administrator"), in conjunction with the Deferred Compensation Committee ("Trustees"), to amend the Plan on its behalf as provided under Section 18.01 of the Plan.

The Trustees and the Administrator will maintain or have maintained on their behalf a record of the Participating Employers, and the Trustees and the Administrator will make reasonable and diligent efforts to ensure that Participating Employers have actually received and are aware of all Plan amendments.

E.

a. The Participating Employer shall abide by the terms of the Plan and the Trust, including amendments to the Plan and the Trust made by the Trustees of the Plan, all investment, administrative, and other service agreements of the Plan and the Trust, and all applicable provisions of the Internal Revenue Code and other applicable law.

b. The Participating Employer accepts the administrative services to be provided by the Administrator of the Plan and any services provided by a Service Manager (as defined in the Plan) as delegated by the Administrator or Trustees. The Participating Employer acknowledges that fees will be imposed with respect to the services provided and that such fees will be charged to the Participants' Accounts, and not to the Participating Employer.

F.

a. The Participating Employer may terminate its participation in the Plan, including but not limited to, its contribution requirements, if it takes the following actions:

- (i) A resolution must be adopted terminating its participation in the Plan.
- (ii) The resolution must specify when the participation will end.

The Trustees shall determine whether the resolution complies with the Plan, and all applicable federal and state laws, shall determine an appropriate effective date, and shall provide appropriate forms to terminate ongoing participation. However, distributions under the Plan of existing accounts to Participants will be made in accordance with the Plan.

b. The Participating Employer acknowledges that the Plan contains provisions for involuntary Plan termination.

G. The Participating Employer acknowledges that all assets held in connection with the Plan, including all contributions to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights shall be held in trust for the exclusive benefit of Participants and their Beneficiaries under the Plan. No part of the assets and income of the Plan shall be used for, or diverted to, purposes other than for the exclusive benefit of Participants and their Beneficiaries and for defraying reasonable expenses of the Plan. All amounts of compensation deferred pursuant to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights held as part of the Plan, shall be transferred to the Trustees to be held, managed, invested and distributed as part of the Trust Fund in accordance with the provisions of the Plan. All contributions to the Plan must be transferred by the Participating Employer to the Trust Fund. All benefits under the Plan shall be distributed solely from the Trust Fund pursuant to the Plan. Only the assets attributable to a particular Participating Employer and its Employees are available to pay benefits to those Employees and their Beneficiaries.

H. This resolution and the Adoption Agreement shall be submitted to the Trustees for their approval. The Trustees shall determine whether the resolution complies with the Plan, and, if it does, shall provide appropriate forms to the Participating Employer to implement participation in the Plan. The Trustees may refuse to approve an Adoption Agreement by an Employer that does not have state statutory authority to participate in the Plan. The Trustees may

also refuse to approve an Adoption Agreement that is ambiguous or that does not comply with the requirements of the Plan. The Governing Body hereby acknowledges that it is responsible to assure that this resolution and the Adoption Agreement are adopted and executed in accordance with the requirements of applicable law.

I. This Adoption Agreement may be used only in conjunction with the Plan. Failure to properly complete this Adoption Agreement may result in the failure of the Plan to qualify.

Adopted by the Governing Body on October 20, 2025, in accordance with applicable law.

By: _____
Signature

Name and Title

Attest: _____

Date: October 20, 2025

[Governing Body should assure that applicable law is followed in the adoption and execution of this resolution.]

**THE STATE OF INDIANA PUBLIC EMPLOYEE
DEFERRED COMPENSATION PLAN
ADOPTION AGREEMENT**

ADMINISTRATOR

Indiana State Comptroller
State House, Room 240
Indianapolis, Indiana 46204
Telephone: 317-232-3300
Facsimile: 317-232-6097

PARTICIPATING EMPLOYER

Name: Vigo County Public Library

GOVERNING BODY

Name: Vigo County Public Library Board of Trustees
Address: 680 Poplar Street, Terre Haute, IN 47807
Phone: 812-232-1113
Facsimile: 812-235-1439
E-mail: payroll@vigolibrary.org

Person Authorized to receive Official Notices from
the Plan or Administrator and to access account and
Plan information: Rob Fox, Brandy Bridgewater, Laraine Franks

DISCLOSURE OF OTHER 457(b) PLANS

The Participating Employer does or does not have an existing deferred compensation plan(s). If the Participating Employer does have one or more deferred compensation plans, the Governing Body must provide the plan name and the name of the provider below, and other such relevant information requested by the Administrator. If the Participating Employer establishes another deferred compensation plan in the future, it must promptly provide the information below regarding the new plan to the Administrator.

Plan Name(s) _____

Provider(s) _____

VERY IMPORTANT: All eligible plans of a Participating Employer are considered to be a single plan for purposes of compliance with Code Section 457(b). **Thus, if a Participating Employer has more than one eligible plan (or additional investment options under a 457(b) arrangement with more than one vendor), the Participating Employer is responsible for ensuring that all of its arrangements, treated as a single plan, comply with the 457(b) requirements, including, but not limited to, the requirements listed below.** The Participating Employer must carefully review the Master Plan provisions listed below to fulfill its responsibility for monitoring coordination of multiple plans.

- Compliance with the limit on Annual Deferrals to an eligible plan (including the basic limit (Section 4.01), the age 50 catch-up (Section 4.02), and the special 457 catch-up limit (Section 4.03)) (**carefully review Article IV of the Master Plan for these rules.**)
- Compliance with the requirements for special 457 catch-up deferrals limits, including the requirement that a Participant have only one Normal Retirement Age (with respect to the special 457 catch-up limit) under all eligible plans offered by an Employer (**carefully review Sections 1.13 and 4.03 of the Master Plan for these rules.**) (In essence, this means that once a Participant has selected a Normal Retirement Age under any eligible plan offered by an employer, he or she may not select a different one, and the selection will remain that Participant's Normal Retirement Age under all eligible plans offered by the Employer).
- Compliance with the requirement to distribute excess deferrals (an excess deferral means the amount of deferrals for a calendar year that is more than the basic limit, the age 50 catch-up limit, and the special 457 catch-up limit) (**carefully review Section 4.07 of the Master Plan for these rules.**) (This means that the Participating Employer will have to tell the Administrator if excess deferrals need to be distributed from this Plan.)
- If the Participating Employer has directed a plan-to-plan transfer, then the Participating Employer is responsible for compliance with the plan-to-plan transfer provisions (**carefully review Article XIII of the Master Plan for these rules.**)

Section I. Types of Contributions Allowed. A Participating Employer may permit eligible employees to defer a portion of their compensation to the Plan. A Participating Employer may, but is not required to, allow eligible employees to designate that their elective deferrals to the Plan are to be made as Roth contributions. Roth contributions are deducted from an employee's paycheck on an **after-tax** basis; therefore, an employer's payroll system must be able to accommodate this deduction type. Eligible employees are not allowed to split contributions with respect to a pay period between pre-tax deferrals and Roth contributions.

A Participating Employer is permitted, but is not required, to make contributions to the Plan on behalf of Participating Employees. Employer contributions shall be processed as payroll deferrals, shall apply toward the maximum deferral limits in the taxable year that they are made and must comply with any procedure established by the Administrator, including the submission of data and funds electronically.

- Employee Contributions (check one of the following):
 - Pre-Tax Contributions, but not Roth Contributions
 - Pre-Tax Contributions or Roth Contributions

- Employer Contributions (if checked, please complete the AMOUNT OF EMPLOYER CONTRIBUTIONS section below).

Section II. Eligibility Requirements. Only Employees as defined in the Plan may be covered by the Adoption Agreement. Subject to other conditions in the Plan and this Adoption Agreement, the following Employees are eligible to participate in the Plan:

A. Employee Contributions

- All Employees.

- All Employees with following exclusions:
 - Employees who are not covered by the Employer's regular retirement plan
 - Elected or appointed officials
 - Other (must specify) _____

The Employer wishes to allow its independent contractors to participate in this Plan:

- Yes
- No

Employers electing this option must ensure that proper procedures are in place to make deferrals for independent contractors.

B. Employer Contributions (complete only if applicable)

- All Employees.
- All Employees with following exclusions:
 - Employees who are not covered by the Employer's regular retirement plan
 - Elected or appointed officials
 - Other (must specify) _____

The Employer shall provide the Trustees with the name, address, Social Security Number, and date of birth for each Employee.

Section III. Payroll Period. The payroll period of the Participating Employer is:

- Weekly
- Bi-Weekly
- Weekly
- Semi-Monthly
- Monthly
- Other (must specify): _____

Deferrals for an Eligible Employee with respect to a payroll period in a calendar month shall only be made if the Eligible Employee has entered into a Participation Agreement before the beginning of such month.

Section IV. Amount of Employer Contributions (complete only if applicable). Do not include any contributions that will be made to the State of Indiana Deferred Compensation Matching Plan.

- Employer contributions will be made to this Plan on behalf of all Employees who choose to participate in the Plan according to the following formula: (must specify contribution calculation):

Section V. Modification of the Terms of the Adoption Agreement. If a Participating Employer desires to amend any of its elections contained in this Adoption Agreement, the Governing Body by official action must adopt an amendment of the Adoption Agreement or a new Adoption Agreement must be adopted and forwarded to the Trustees for approval. The amendment of the Adoption Agreement is not effective until approved by the Trustees and other procedures required by the Plan have been implemented.

Section VI. Termination of the Adoption Agreement. This Adoption Agreement may be terminated only in accordance with the Plan.

Section VII. Effective Date. This 457(b) Plan will be effective October 20, 2025 for this Employer, with employee and employer, as applicable, contributions commencing on a mutually agreeable date following approval by Administrator, which shall be deemed to be the effective date for the commencement of contributions.

EXECUTION BY EMPLOYER

The foregoing Adoption Agreement is hereby adopted and approved on the 20th day of October, 2025.

Signed: _____

Printed Name: _____

Title: _____

Date of Signature: _____

ADMINISTRATOR'S APPROVAL

The Adoption Agreement is approved by the Administrator of the State of Indiana Public Employee Deferred Compensation.

Dated: _____

By: _____

Title: _____

State Comptroller, Administrator of the Plan

**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 October 20, 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 20th DAY OF OCTOBER 2025.

AYE

NAY

EXHIBIT “A”

VIGO COUNTY PUBLIC LIBRARY

SURPLUS EQUIPMENT, FURNISHINGS, & ACCESSORIES

- Burnt Orange Swivel Chair
- Purple with Dark Wood Chairs (2)
- Lenovo M710e SFF PCs (28)
- Lenovo M25s PCs (49)
- Toshiba Cosmio Laptop
- Sony VAIO Ultrabook
- HP LaserJet Pro MFP 4101fdn
- Meraki Antenna MA-ANT-27 (6)
- Meraki MR16
- Meraki MR26
- Meraki MR84 (3)
- Meraki MR53 (7)
- Flower Pots (2 large, 2 medium, and 14 small)

10/20/2025