

**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  
125 North Church Street  
West Terre Haute, IN 47885  
Tuesday, January 20, 2026, 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 December 15, 2025, Regular Meeting** 2
- 4. Treasurer's Report**
  - a) Monthly Financial Statement 6
  - b) Claims and Payroll 7
  - c) Special Claims
  - d) Gift Fund Report 29
- 5. Reports to the Library Board**
- 6. Director's Report** 30
- 7. Old Business**
  - a) VCPL Board of Trustees Bylaws 36
- 8. New Business**
  - a) Resolution to Pay Bills with Prior Approval 42
  - b) Resolution to Encumber Funds 44
  - c) Resolution to Transfer Appropriations within the Library Operating Fund with Prior Approval 47
  - d) Resolution Authorizing Advance Payment Purchase Orders 48
  - e) Resolution on Surplus Property 50
  - f) Resolution to Pay Merchant Fees 52
- 9. Suggestions from the Staff, Board or Public for Action or Study**
- 10. Next Regular Meeting:** Tuesday, February 17, 2026, at 5:30 p.m., 12 Points Library.
- 11. Adjournment**

**Terre Haute, Indiana, December 15, 2025**

At the regular meeting of the Vigo County Public Library Board at the Vigo County Public Library, 680 Poplar Street, at 5:30 p.m. on the 15<sup>th</sup> day of December 2025, the following persons were present:

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

Library Board Members Absent: James M. Young and Stacy D. Killion.

Library Staff: Jordan Orwig; Brandy Bridgewater; Gretchen Ricketts; Jeanette Bouchie; Lauren Elyea; Heather Rayl; Hailey Mackelburger; and Carrie Sisk.

Others: Becca Gallagher and Kalyssa Weshy, public.

### **PUBLIC INPUT ON ACTION ITEMS**

None.

### **CONSIDERATION OF REGULAR MEETING MINUTES**

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

### **CONSIDERATION OF EXECUTIVE SESSION MINUTES**

A motion to approve the minutes as written for December 8, 2025, executive session, made by Brosmer, seconded by Heubel, passed.

### **TREASURER'S REPORT**

#### **Monthly Cash Statement**

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

#### **Claims and Payroll**

Mrs. Bridgewater presented the Month End Claims dated November 28, 2025, in the amount of \$83,756.59 (Library Operating, \$83,041.88; Gift Funds, \$714.71; Grants, \$0). Library Operating Claims dated December 15, 2025, in the amount of \$153,068.86 (Library Operating Fund, \$150,967.09; Gift Fund, \$2,101.77; 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 for November 30, 2025, for \$46,857.49.

**Approval of Treasurer's Report**

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

**REPORTS TO THE LIBRARY BOARD**

Tech Team Manager Hailey Mackelburger shared photos and information from the various community organizations the tech team has been partnering with over the past year. Many of the programs were designed to help Cub, Boy and Girl Scout troops achieve various merit badges in areas such as sewing, robotics, coding, circuitry, and art portions of STEAM activities. Future planning will include programs with additional Scouting troops as well as home schooling programs, YMCA middle school summer camps, and a local Mothering As a Career Club.

**DIRECTOR'S REPORT**

Mr. Orwig provided comments on his written report, highlighting the 12 Points branch's first birthday celebration as well as the continued community engagement seen in various Adult Services and Special Collections programs.

Mr. Orwig noted the Adult Services department will be hosting a Fantasy Book Ball event in February for patrons age 21 and older at the Main library. Board approval was sought for the catering company to include a cash bar. The library has the appropriate insurance coverage for such an event.

A motion approving the Director's Report and cash bar for Fantasy Book Ball made by Ford, seconded by Heubel, passed. Copy of Director's Report attached to official minutes.

**OLD BUSINESS**

**Library Executive Director Evaluation Committee**

Ms. Cherry and Mr. Heubel provided an evaluation of Mr. Orwig's performance and recommended a salary increase of 3%, which matches the recommended increase for all VCPL staff outlined in the 2026 wage resolution. Each board member received a copy of the written report.

A motion approving the Library Director Evaluation report and salary adjustment, made by Bogigian, seconded by Heubel, passed.

**NEW BUSINESS**

**Work Hours and Schedules Policy**

Mr. Orwig provided an overview of proposed changes to the existing Work Hours and Schedules Policy.

A motion to approve the changes to the Work Hours and Schedules Policy, made by Brosmer, seconded by Ford, passed.

**Overtime and Fair Labor Standards Act**

Mr. Orwig provided an overview of proposed changes to the existing Overtime and Fair Labor Standards Act.

A motion to approve the changes to the Overtime and Fair Labor Standards Act, made by Heubel, seconded by Ford, passed.

**Annual Review: Computer, Internet, and Wireless Use Policy**

Mr. Orwig noted that VCPL is required to review this policy annually with the board. This year, there were no revisions or additions.

A motion to accept the Computer, Internet, and Wireless Use Policy, made by Brosmer, seconded by Bogigian, passed.

**Resolution on 2026 Wages, Wage Ranges, and Benefits**

A motion to accept the Resolution on 2026 Wages, Wage Ranges and Benefits, made by Bogigian, seconded by Ford, passed. (Copy of Resolution on 2026 Wages, Wage Ranges, and Benefits attached to official minutes.)

**Library Board Bylaws Review**

Mr. Orwig explained that state standards require the Library Board to review bylaws every three years. A copy of the bylaws were provided to each board member for review. The only proposed change is to move the board meetings from the third Monday of each month to the third Tuesday, to avoid future conflicts with Monday holidays and other community meetings. Board members have been asked to review the bylaws and bring any suggested updates to the next board meeting on January 20, 2026.

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

None.

**NEXT MEETING**

Regular Meeting, Tuesday, January 20, 2026, 5:30 PM, West Branch.

**ADJOURNMENT**

A motion to adjourn the meeting made by Bogigian, seconded by Ford, passed. The meeting was adjourned at 6:24 p.m.

**ABSENT**

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James M. Young, President

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Tiffany D. Cherry, Vice President

**ABSENT**

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George L. Heubel, Secretary

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Stacy D. Killion, Board Member

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Kelly J. Ford, Board Member

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Tom W. Bogigian, Board Member

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Janet R. Brosmer, Board Member

GR 12/19/25

Cash Statement  
 Vigo County Public Library  
 December 2025

Account Title Number	Beginning MTD Balance YTD Balance	MTD Debits YTD Debits	MTD Credits YTD Credits	Ending Balance	MTD Change YTD Change
Cash Library Operating Fund 100-01-1010	3,305,214.90 5,680,441.78	3,079,256.75 8,902,159.97	645,416.96 8,843,547.06	5,739,054.69	2,433,839.79 58,612.91
Cash Gift Fund 200-00-1010	46,857.49 68,245.53	11,102.01 35,759.94	4,224.71 50,270.68	53,734.79	6,877.30 (14,510.74)
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	140.00 0.00	0.00 280.00	0.00 140.00	140.00	0.00 140.00
Cash-Payroll Withholdings 803-00-1010	965.34 11,420.24	85,099.08 1,100,752.21	71,792.84 1,097,900.87	14,271.58	13,306.24 2,851.34

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*36116	BUSINESS OFFICE PETTY CASI	100	<i>Check</i>	1.65	57175	PETTY CASH REIMBURSEMENT
*36050	AGE OF LEARNING INC*	100	<i>Check</i>	4,123.40	57176	ABC MOUSE
*36118	BIG JACK'S SMALL ENGINE PAF	100	<i>Check</i>	720.00	57177	REPAIR SALT SPREADER
*36036	CITY PRESS*	100	<i>Check</i>	15.06	57178	12 POINTS VINYL
*36051	COURTESY CLEANING CENTEF	100	<i>Check</i>	171.72	57179	LAUNDERING OF MAIN TABLECLOTHS
*36145	INDIANA NEWSPAPERS INC*	100	<i>Check</i>	629.06	57180	NEWSPAPERS
					Total Count:	6
					Total Amount:	5,660.89
*36048	DONALD R FREY & COMPANY I	100	<i>ACH</i>	149.00	13222	BLANK CHECK STOCK ORDER
*36125	ADP INC - AUTOPAY II*	100	<i>ACH</i>	1,827.85	13224	PAYROLL SERVICES
*35975	AMAZON.COM LLC*	100	<i>ACH</i>	188.86	13225	DVD/VIDEO MATERIAL AND CIRC NON F
*35977	AMAZON.COM LLC*	100	<i>ACH</i>	20.49	13226	CIRC PRINT MAT AND DVD/VIDEO MAT
*35981	AMAZON.COM LLC*	100	<i>ACH</i>	18.37	13227	PROGRAM/HAUTE CREATE SUPPLIES
*35982	AMAZON.COM LLC*	100	<i>ACH</i>	19.94	13228	PROGRAM SUPPLIES/EXPERIENCE STA
*35986	AMAZON.COM LLC*	100	<i>ACH</i>	91.73	13229	DVD/VIDEO MATERIAL AND CIRC PRINT
*35987	AMAZON.COM LLC*	100	<i>ACH</i>	21.57	13230	CIRC PRINT MATERIAL
				7		

<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>
*35988	AMAZON.COM LLC*	100	ACH	36.07	13231	CIRC PRINT MATERIAL
*35989	AMAZON.COM LLC*	100	ACH	64.59	13232	CIRC PRINT MAT AND DVD/VIDEO MAT
*35990	AMAZON.COM LLC*	100	ACH	17.87	13233	PROGRAM SUPPLIES
*35991	AMAZON.COM LLC*	100	ACH	3.03	13234	DVD/VIDEO MATERIAL AND CIRC PRINT
*35992	AMAZON.COM LLC*	100	ACH	236.01	13235	SKYLIGHT CALENDAR 15"
*35993	AMAZON.COM LLC*	100	ACH	584.80	13236	PROGRAM SUPPLIES/EXPERIENCE STA
*36007	AMAZON.COM LLC*	100	ACH	6.29	13237	CIRC PRINT MAT AND DVD/VIDEO MAT
*36008	AMAZON.COM LLC*	100	ACH	109.12	13238	CIRC PRINT MAT AND DVD/VIDEO MAT
*36009	AMAZON.COM LLC*	100	ACH	197.20	13239	CIRC PRINT MAT AND DVD/VIDEO MAT
*36010	AMAZON.COM LLC*	100	ACH	14.99	13240	CIRC PRINT MATERIAL
*36011	AMAZON.COM LLC*	100	ACH	20.89	13241	BR FOLDERS
*36013	AMAZON.COM LLC*	100	ACH	110.10	13242	CIRC PRINT MAT AND CIRC NON PRINT
*36014	AMAZON.COM LLC*	100	ACH	21.95	13243	DVD/VIDEO MATERIAL AND CIRC PRINT
*36015	AMAZON.COM LLC*	100	ACH	55.98	13244	CIRC NON PRINT MATERIAL
*36018	AMAZON.COM LLC*	100	ACH	55.33	13245	DVD/VIDEO MATERIAL AND CIRC PRINT

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>	
*36019	AMAZON.COM LLC*	100	ACH	159.76	13246	DVD/VIDEO MATERIAL AND CIRC NON P	
*36020	AMAZON.COM LLC*	100	ACH	39.98	13247	CIRC PRINT MAT AND DVD/VIDEO MAT	
*36021	AMAZON.COM LLC*	100	ACH	31.58	13248	CIRC PRINT MATERIAL	
*36022	AMAZON.COM LLC*	100	ACH	106.57	13249	CIRC PRINT MATERIAL	
*36023	AMAZON.COM LLC*	100	ACH	227.73	13250	CIRC PRINT MAT AND DVD/VIDEO MAT	
*36024	AMAZON.COM LLC*	100	ACH	196.19	13251	CIRC PRINT MAT AND DVD/VIDEO MAT	
*36025	AMAZON.COM LLC*	100	ACH	220.39	13252	CIRC PRINT MAT AND DVD/VIDEO MAT	
*36026	AMAZON.COM LLC*	100	ACH	190.82	13253	CIRC PRINT MAT AND DVD/VIDEO MAT	
*36027	AMAZON.COM LLC*	100	ACH	11.11	13254	CIRC PRINT MAT AND DVD/VIDEO MAT	
*36028	AMAZON.COM LLC*	100	ACH	158.48	13255	CIRC PRINT MATERIAL	
*36029	AMAZON.COM LLC*	100	ACH	30.98	13256	CIRC PRINT MATERIAL	
*36030	AMAZON.COM LLC*	100	ACH	24.79	13257	CIRC PRINT MAT AND CIRC NON PRINT	
*36031	AMAZON.COM LLC*	100	ACH	568.49	13258	CIRC NON PRINT MAT AND DVD/VIDEO I	
*36032	AMAZON.COM LLC*	100	ACH	179.97	13259	CIRC PRINT MAT AND DVD/VIDEO MAT	
*36038	AMAZON.COM LLC*	100	ACH	9	11.99	13260	CIRC PRINT MATERIAL

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>	
*36039	AMAZON.COM LLC*	100	ACH	94.95	13261	OFFICE SUPPLIES	
*36040	AMAZON.COM LLC*	100	ACH	140.33	13262	DVD/VIDEO MATERIAL AND CIRC PRINT	
*36041	AMAZON.COM LLC*	100	ACH	22.91	13263	DVD/VIDEO MATERIAL AND CIRC PRINT	
*36042	AMAZON.COM LLC*	100	ACH	151.92	13264	DVD/VIDEO MATERIAL AND CIRC PRINT	
*36043	AMAZON.COM LLC*	100	ACH	5.99	13265	CIRC PRINT MAT AND DVD/VIDEO MAT	
*36044	AMAZON.COM LLC*	100	ACH	9.17	13266	CIRC PRINT MAT AND DVD/VIDEO MAT	
*36045	AMAZON.COM LLC*	100	ACH	123.96	13267	CIRC PRINT MAT AND DVD/VIDEO MAT	
*36055	AMAZON.COM LLC*	100	ACH	104.06	13268	CIRC PRINT MAT AND CIRC NON PRINT	
*36056	AMAZON.COM LLC*	100	ACH	112.04	13269	CIRC PRINT MAT AND CIRC NON PRINT	
*36057	AMAZON.COM LLC*	100	ACH	65.13	13270	CIRC PRINT MATERIAL	
*36058	AMAZON.COM LLC*	100	ACH	29.97	13271	CIRC PRINT MATERIAL	
*36061	AMAZON.COM LLC*	100	ACH	63.38	13272	DVD/VIDEO MATERIAL AND CIRC PRINT	
*36062	AMAZON.COM LLC*	100	ACH	16.95	13273	DVD/VIDEO MATERIAL AND CIRC PRINT	
*36063	AMAZON.COM LLC*	100	ACH	15.99	13274	CIRC PRINT MATERIAL	
*36065	AMAZON.COM LLC*	100	ACH	10	100.52	13275	CIRC PRINT MATERIAL

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*36066	AMAZON.COM LLC*	100	ACH	107.59	13276	USB & PROGRAM SUPPLIES
*36067	AMAZON.COM LLC*	100	ACH	74.97	13277	CAR MOUNTS FOR SPOON IN A BOWL
*36068	AMAZON.COM LLC*	100	ACH	41.78	13278	LAV MICS FOR IPHONES
*36069	AMAZON.COM LLC*	100	ACH	125.61	13279	CIRC PRINT MAT AND CIRC NON PRINT
*36070	AMAZON.COM LLC*	100	ACH	143.97	13280	CIRC PRINT MAT AND CIRC NON PRINT
*36071	AMAZON.COM LLC*	100	ACH	159.44	13281	CIRC PRINT MATERIAL
*36072	AMAZON.COM LLC*	100	ACH	19.94	13282	2PK PLC BATTERIES AND 12 MONTH DF
*36073	AMAZON.COM LLC*	100	ACH	20.74	13283	DVD/VIDEO MATERIAL AND CIRC PRINT
*36074	AMAZON.COM LLC*	100	ACH	113.64	13284	DVD/VIDEO MATERIAL AND CIRC PRINT
*36075	AMAZON.COM LLC*	100	ACH	156.94	13285	DVD/VIDEO MATERIAL AND CIRC PRINT
*36078	AMAZON.COM LLC*	100	ACH	53.59	13286	CIRC PRINT MAT AND CIRC NON PRINT
*36079	AMAZON.COM LLC*	100	ACH	128.62	13287	CIRC PRINT MATERIAL
*36080	AMAZON.COM LLC*	100	ACH	37.98	13288	BACKDROP STAND
*36083	AMAZON.COM LLC*	100	ACH	80.43	13289	CIRC PRINT MATERIAL
*36084	AMAZON.COM LLC*	100	ACH	18.99	13290	PROGRAM SUPPLIES
*36085	AMAZON.COM LLC*		ACH	271.00	13291	CIRC PRINT MAT AND NON PRINT 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>
		100				
*36086	AMAZON.COM LLC*	100	ACH	127.97	13292	DVD/VIDEO MATERIAL AND CIRC PRINT
*36087	AMAZON.COM LLC*	100	ACH	158.99	13293	DVD/VIDEO MATERIAL AND CIRC PRINT
*36088	AMAZON.COM LLC*	100	ACH	910.22	13294	CIRC PRINT MAT AND CIRC NON PRINT
*36089	AMAZON.COM LLC*	100	ACH	463.86	13295	CIRC PRINT MAT AND CIRC NON PRINT
*36090	AMAZON.COM LLC*	100	ACH	275.44	13296	CIRC PRINT MAT AND NON PRINT CIRC
*36091	AMAZON.COM LLC*	100	ACH	137.06	13297	DVD/VIDEO MATERIAL AND CIRC PRINT
*36092	AMAZON.COM LLC*	100	ACH	139.69	13298	DVD/VIDEO MATERIAL AND CIRC PRINT
*36102	AMAZON.COM LLC*	100	ACH	743.56	13299	CIRC PRINT MAT AND NON PRINT CIRC
*36103	AMAZON.COM LLC*	100	ACH	94.68	13300	CIRC PRINT MAT AND NON PRINT CIRC
*36104	AMAZON.COM LLC*	100	ACH	19.88	13301	CALENDAR ORDER FOR WEST
*36105	AMAZON.COM LLC*	100	ACH	49.94	13302	DVD/VIDEO MATERIAL AND CIRC NON F
*36106	AMAZON.COM LLC*	100	ACH	59.99	13303	CIRC PRINT MAT AND DVD/VIDEO MAT
*36107	AMAZON.COM LLC*	100	ACH	107.41	13304	CIRC PRINT MATERIAL
*36108	AMAZON.COM LLC*	100	ACH	101.35	13305	CIRC PRINT MAT AND CIRC NON PRINT

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>	
*36112	AMAZON.COM LLC*	100	ACH	103.41	13306	TOOLS FOR 12PTS TOOL LIBRARY	
*36113	AMAZON.COM LLC*	100	ACH	61.80	13307	CIRC PRINT MATERIAL	
*36127	AMAZON.COM LLC*	100	ACH	24.98	13308	CIRC PRINT MATERIAL	
*36128	AMAZON.COM LLC*	100	ACH	11.46	13309	CIRC PRINT MATERIAL	
*36129	AMAZON.COM LLC*	100 200	ACH	14.24	13310	DINO STACKING ACTIVITY	
*36130	AMAZON.COM LLC*	100	ACH	76.96	13311	TOOLS FOR 12PTS TOOL LIBRARY	
*36131	AMAZON.COM LLC*	100	ACH	31.33	13312	ACRYLIC SIGN HOLDERS	
*36133	AMAZON.COM LLC*	100	ACH	13.99	13313	2026 DESK PLANNER	
*36134	AMAZON.COM LLC*	100	ACH	39.83	13314	SMALL TRIPOD FOR CAMERAS	
*36135	AMAZON.COM LLC*	100	ACH	9.99	13315	EYE MASKS FOR POP TART PROGRAM	
*36136	AMAZON.COM LLC*	100	ACH	21.90	13316	CIRC PRINT MAT AND CIRC NON PRINT	
*36137	AMAZON.COM LLC*	100	ACH	722.38	13317	CIRC PRINT MAT AND NON CIRC PRINT	
*36138	AMAZON.COM LLC*	200	ACH	704.99	13318	LIGHT TABLE	
*36148	AMAZON.COM LLC*	100	ACH	12.29	13319	CIRC PRINT MAT AND DVD/VIDEO MAT	
*36149	AMAZON.COM LLC*	100	ACH	13	15.08	13320	CIRC PRINT MAT AND NON CIRC PRINT

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
*36150	AMAZON.COM LLC*	100	ACH	15.99	13321	CIRC PRINT MATERIAL
*36151	AMAZON.COM LLC*	100	ACH	10.84	13322	DVD/VIDEO MATERIAL AND CIRC PRINT
*36159	AMAZON.COM LLC*	100	ACH	84.99	13323	MUG PRESS
*36160	AMAZON.COM LLC*	100	ACH	25.98	13324	ACCESSORIES FOR CAMERAS
*36165	AMAZON.COM LLC*	100	ACH	276.74	13325	OFFICE SUPPLIES
*36176	BATTERIES PLUS #011*	100	ACH	565.90	13326	12V BATTERIES FOR SCRUBBER
*36178	BOUCHIE*JEANETTE	100	ACH	49.37	13327	REIMBURSEMENT FOR NOTARY LICENS
*35999	DEMCO, INC*	100	ACH	1,754.60	13328	LAMINATE, MYLAR, STICKERS
*36081	E-Z CLEAN INC*	100	ACH	556.62	13329	JANITORIAL SUPPLIES
*36140	E-Z CLEAN INC*	100	ACH	4,799.00	13330	TEMPEST 26" VACUUM
*36146	EBSCO INFORMATION SERVICE	100	ACH	34.71	13331	MAGAZINES
*36059	EXPRESS SERVICES INC*	100	ACH	875.94	13332	PART TIME STAFFING
*36139	EXPRESS SERVICES INC*	100	ACH	906.83	13333	PART TIME STAFFING
*35984	GENTRY*LUKE	100	ACH	115.59	13334	FALL 2025 TEXTBOOK REIMBURSEMEN
*35985	GENTRY*LUKE	100	ACH	14 1,500.00	13335	FALL 2025 TUITION REIMBURSEMENT

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*36077	GENTRY*LUKE	100	ACH	153.23	13336	MILEAGE REIMBURSEMENT
*36000	GRAHAM FEED COMPANY*	100	ACH	629.65	13337	50# DUAL SALT BLEND 4300
*36049	HART, JESSI*	100	ACH	500.00	13338	FALL 2025 TUITION REIMBURSEMENT
*36144	INGRAM LIBRARY SERVICES*	100 200	ACH	3,799.75	13339	CIRC PRINT MATERIAL
*35980	JAKAITIS*SUSAN	200	ACH	26.36	13340	REIMBURSEMENT FOR ADMIN LUNCHEI
*36060	JAKAITIS*SUSAN	200	ACH	11.97	13341	REIMBURSEMENT FOR ADMIN LUNCHEI
*36115	JENNERMANN, ALEX*	100	ACH	1,500.00	13342	FALL 2025 TUITION REIMBURSEMENT
*36143	MIDWEST TAPE*	100	ACH	8,223.77	13343	DVD/VIDEO MATERIAL
*36111	MULOT*FRANCOIS	100	ACH	1,500.00	13344	FALL 2025 TUITION REIMBURSEMENT
*36142	MULOT*FRANCOIS	100	ACH	24.01	13345	MILEAGE REIMBURSEMENT
*36016	NELSON, BETH*	100	ACH	63.01	13346	MILEAGE REIMBURSEMENT
*36052	NELSON, BETH*	100	ACH	1,500.00	13347	FALL 2025 TUITION REIMBURSEMENT
*36053	NELSON, BETH*	100	ACH	110.45	13348	FALL 2025 TEXTBOOK REIMBURSEMEN
*36179	ORMAN*INDIA	100	ACH	4,500.00	13349	FALL 2025 TUITION REIMBURSEMENT
*36093	RICOH USA INC*	100	ACH	136.86	13350	COPIER LEASE
*36094	RICOH USA INC*		ACH	3,397.77	13351	COPIER LEASE

<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				
*36163	RICOH USA INC*	100	ACH	1,613.66	13352	COPIER LEASE
*36153	SIMONSON*NATHAN	100	ACH	3,000.00	13353	FALL 2025 TUITION REIMBURSEMENT
*36110	SPICER, CATHERINE*	100	ACH	3,000.00	13354	FALL 2025 TUITION REIMBURSEMENT
*35976	STRATAVIZE CONSULTING*	100	ACH	4,517.00	13355	CONSULTING SERVICES FOR STRATEG
*36017	WARD*CRYSTAL	100	ACH	13.72	13356	MILEAGE REIMBURSEMENT
*36119	WARD*CRYSTAL	100	ACH	50.48	13357	REIMBURSEMENT FOR PROGRAM SUPP
					Total Count:	135
					Total Amount:	63,742.82
*35994	PRIORITY ENGINEERING*	100	E-pay	3,500.00	12445	BOOK EYE SCANNER MAINTENANCE CC
*35998	SAFETY SHOE DISTRIBUTORS*	100	E-pay	100.00	12447	ANNUAL BOOT ALLOWANCE
*36006	OFFICE DEPOT*	100	E-pay	124.03	12448	OFFICE SUPPLIES
*36033	DUKE ENERGY *	100	E-pay	976.17	12449	12 POINTS ELECTRIC SERVICE
*36034	MIDLAND PAPER COMPANY INC	100	E-pay	104.02	12450	LARGE FORMAT SUPPLIES
*36064	SAFETY SHOE DISTRIBUTORS*	100	E-pay	100.00	12452	ANNUAL BOOT ALLOWANCE
*36082	JOINK LLC*	100	E-pay	150.00	12453	MONTHLY CLOUD BACKUP

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*36101	OFFICE DEPOT*	100	<i>E-pay</i>	108.45	12454	OFFICE SUPPLIES
*36120	T-MOBILE USA, INC.*	100	<i>E-pay</i>	848.13	12455	MAIN HOTSPOT DATA
*36121	T-MOBILE USA, INC.*	100	<i>E-pay</i>	146.02	12456	WEST HOTSPOT DATA
*36122	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	28.21	12457	12 POINTS SEWAGE BILLING
*36123	CITY OF TERRE HAUTE SEWAG	100	<i>E-pay</i>	1,271.59	12458	MAIN SEWAGE BILLING
*36124	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	24.75	12459	MAIN IRRIGATION SERVICE
*36126	REPUBLIC SERVICES OF WEST	100	<i>E-pay</i>	519.90	12460	MAIN TRASH SERVICE
*36003	SAM'S CLUB DIRECT*	100 200	<i>E-pay</i>	550.39	12461	PROGRAM SUPPLIES
*36155	INDIANA FARMERS MUTUAL IN:	100	<i>E-pay</i>	9,905.00	12462	COMMERCIAL INSURANCE POLICY
*36156	INDIANA FARMERS MUTUAL IN:	100	<i>E-pay</i>	945.00	12463	COMMERCIAL INSURANCE POLICY
*36157	INDIANA FARMERS MUTUAL IN:	100	<i>E-pay</i>	832.75	12464	COMMERCIAL INSURANCE POLICY
*36158	OFFICE DEPOT*	100	<i>E-pay</i>	4.98	12465	OFFICE SUPPLIES
*36100	VISA CARD SERVICES	100 200	<i>E-pay</i>	12,743.79	12466	VARIOUS SUPPLIES, TRAVEL, REGISTR.
*36162	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	860.54	12467	MAIN WATER SERVICE
*36164	OFFICE DEPOT*	100	<i>E-pay</i>	17 2,410.83	12468	OFFICE SUPPLIES

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check #</i> <i>ACH #</i> <i>EFT #</i>	<i>Description</i>
						Total Count: <b>22</b>
						Total Amount: <b>36,254.55</b>

<i>Library Operating Fund 100:</i>	<b>103,535.32</b>
<i>Gift Fund 200:</i>	<b>2,122.94</b>
<i>Rainy Day Fund 201:</i>	<b>0.00</b>
<i>State Technology Reimbursement Grant Fund 276:</i>	<b>0.00</b>
<i>WVCF Creating a Better Tomorrow Grant Fund 277:</i>	<b>0.00</b>
<i>UW Neighborhood Improvement Grant Fund 278:</i>	<b>0.00</b>
<i>WVCF Impact Grant Fund 279:</i>	<b>0.00</b>
<i>Lifelong Arts Indiana Grant Fund 280:</i>	<b>0.00</b>
<i>Lifelong Arts Indiana Grant Fund 281:</i>	<b>0.00</b>
<i>NEA Big Read Grant Fund 283:</i>	<b>0.00</b>
<i>Public Library Access Card Fund 800:</i>	<b>0.00</b>

Grand Total Count:	<b>163</b>
Grand Total Amount:	<b>105,658.26</b>

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Executive Director  
Jordan Orwig

VISA -DECEMBER- MONTHLY TOTAL			PAY 12/30/2025	
DATE	PO#	VENDOR	DESCRIPTION	AMOUNT
<b>DENNIS SHEPARD</b>		<b>XXXX XXXX XXXX 6317</b>		
11/29/2025	252517	MAILCHIMP	MONTHLY RENEWAL	135.00
11/30/2025	252364	GOOGLE	GOOGLE WORKSPACE	106.40
11/30/2025	252379	TECHSOUP GLOBAL	MONTHLY CLOUD SOLUTIONS LICENSE	306.00
12/1/2025	251161	GOOGLE	YOUTUBE AD PROMOTIONS	296.34
12/19/2025	252515	TECHSOUP GLOBAL	MONTHLY CLOUD SOLUTIONS LICENSE	30.00
<b>DENNIS TOTAL</b>				<b>873.74</b>
<b>BRANDY BRIDGEWATER</b>		<b>XXXX XXXX XXXX 7644</b>		
11/23/2025	250034	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	21.42
11/24/2025	252325	ACCESSIBE	ACCESS WIDGET SUBSCRIPTION	490.00
11/24/2025	252316	AMERICAN BUTTON COMPANY	BUTTON REFILLS	74.48
11/25/2025	252331	MIDWEST COLLABORATIVE LIBRARY SERVICES	SUPERVISOR SERIES WORKSHOP REGISTRATION	80.00
12/1/2025	252359	JIMMY JOHNS	LUNCH FOR NEW EMPLOYEE ORIENTATION	46.18
12/1/2025	252334	BAMBU LAB	FILAMENT REFILLS	219.90
12/1/2025	250089	ICONIC DIGITAL MARKETING	WEBSITE FEE	355.50
12/2/2025	252384	WP ENGINE	WEBSITE HOSTING FEE	1150.00
12/2/2025	252348	WALMART	MAPLE CENTER COOKING CLASS	49.77
12/2/2025	252374	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	30.00
12/3/2025	252381	WALMART	HOLIDAY DÉCOR	556.83
12/5/2025	252347	PRUSA RESEARCH	MK4 TO MK4S UPGRADE PACK	115.04
12/5/2025	252373	WALMART	FOOD FOR FRANCOIS PROGRAM- LIGHT SNACKS	72.36
12/8/2025	252182	MENARDS	TOOLS FOR 12 PTS TOOL LIBRARY	2794.59
12/9/2025	252312	AMERICAN LIBRARY ASSOCIATION	ALA/ILF DUAL STUDENT MEMBERSHIP- L GENTRY	46.00
12/10/2025	252436	AMERICAN LIBRARY ASSOCIATION	BNELSON ALA/ILF STUDENT MEMBERSHIP	46.00
12/12/2025	252448	ARCHIVAL METHODS	PHOTO SLEEVES	305.47
12/12/2025	252450	WALMART	GRINCHMAS WALMART SUPPLIES	215.52
12/15/2025	252473	WALMART	PROCREATE IPAD APPS- GIFT CARDS	30.00
12/15/2025	252464	GIFTCARDS.COM	CRACKERBARREL MODERATOR GIFT CARDS	315.88

12/16/2025	252490	AMERICAN AED	WEST AED PAD REPLACEMENTS	241.00
12/16/2025	252485	INBIZ	NOTARY CONTINUING EDUCATION- L GENTRY	49.37
12/17/2025	252504	BEST BUY	TV FOR WEST MEETING ROOM	499.99
12/18/2025	252301	TERRE HAUTE BOWLING CENTER	MONTHLY MANAGEMENT MEETING	379.60
12/22/2025	252476	WALMART	FOOD AND PAPER PRODUCTS FOR POP TART PROGRAM	63.92
<b>BRANDY TOTAL</b>				<b>8248.82</b>
<b>HEATHER RAYL XXXX XXXX XXXX 6325</b>				
11/26/2025	252375	GODADDY.COM	WILDCARD SSL RENEWAL	999.98
12/8/2025	252452	WALMART	SUPPLIES FOR ADMIN HOLIDAY LUNCHEON	46.93
12/9/2025	252435	ZOOM VIDEO COMMUNICATIONS	ANNUAL SUBSCRIPTION	159.90
<b>HEATHER TOTAL</b>				<b>1206.81</b>
<b>JEANETTE BOUCHIE XXXX XXXX XXXX 6801</b>				
<b>JEANETTE TOTAL</b>				<b>0.00</b>
<b>JORDAN ORWIG XXXX XXXX XXXX 0293</b>				
12/19/2025	252542	ONSOLVE	ONE CALL NOW RENEWAL	93.15
<b>JORDAN TOTAL</b>				<b>93.15</b>
<b>VIGO CO PUBLIC LIBRARY XXXX XXXX XXXX 4648</b>				
11/24/2025	252323	GARAGE GIANT	CABINETS FOR LIBRARY OF THINGS	2049.99
11/24/2025	252516	TWEEPSMAP	ANNUAL SUBSCRIPTION	84.00
12/16/2025	252475	OLLIES BARGAIN OUTLET	POP TARTS AND SPICES	52.77
12/17/2025	252499	CRICUT	ANNUAL ACCESS	102.59
12/18/2025	252315	PARLOR DONUTS	UNITED WAY WINNERS OFFICE DONUTS	31.92
<b>VIGO TOTAL</b>				<b>2321.27</b>
<b>GRAND TOTAL</b>				<b>12743.79</b>

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*36197	BOARD OF PUBLIC WORKS ANI	100	Check	75.00	57181	ANNUAL HANDICAP PARKING FEE
*36276	BULK BOOKSTORE*	200 283	Check	13,958.75	57182	BR ADDITIONAL BOOKS
*36188	COURTESY CLEANING CENTEF	100	Check	145.92	57183	LAUNDERING OF MAIN TABLECLOTHS A
*36292	INDIANA STATE LIBRARY*	800	Check	140.00	57184	PLAC CARD 4TH QTR 2025
*36278	KTI, INC*	100	Check	3,150.00	57185	SIDEWALK REPAIR
*36195	LIBRARY IDEAS LLC*	100	Check	349.96	57186	CIRC PRINT MATERIAL
*36277	MCA*	100	Check	190.49	57187	EARBUDS FOR MAINTENANCE RADIOS
*36196	UNION HOSPITAL CENTER FOF	100	Check	50.00	57188	EMPLOYEE SCREENING
					Total Count:	8
					Total Amount:	18,060.12
*36199	ADP INC - AUTOPAY II*	100	ACH	925.20	13358	PAYROLL SERVICES
*36248	ADP SCREENING & SELECTION	100	ACH	72.57	13359	BACKGROUND SCREENING
*36207	ADTEC INC*	100	ACH	2,590.00	13360	ERATE CONSULTING FEE
*36198	AMAZON.COM LLC*	100	ACH	54.96	13361	CIRC PRINT MATERIAL
*36208	AMAZON.COM LLC*	100	ACH	13.99	13362	DVD/VIDEO MATERIAL AND CIRC PRINT
*36209	AMAZON.COM LLC*	100	ACH	10.87	13363	DVD/VIDEO MATERIAL AND CIRC PRINT
				21		

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>	
*36210	AMAZON.COM LLC*	100	ACH	21.74	13364	DVD/VIDEO MATERIAL AND CIRC PRINT	
*36211	AMAZON.COM LLC*	100	ACH	12.98	13365	DVD/VIDEO MATERIAL AND CIRC PRINT	
*36212	AMAZON.COM LLC*	100	ACH	18.99	13366	DVD/VIDEO MATERIAL AND CIRC PRINT	
*36213	AMAZON.COM LLC*	100	ACH	14.95	13367	CIRC PRINT MATERIAL	
*36214	AMAZON.COM LLC*	100	ACH	21.00	13368	CIRC PRINT MAT AND DVD/VIDEO MAT	
*36215	AMAZON.COM LLC*	100	ACH	12.96	13369	CIRC PRINT MAT AND DVD/VIDEO MAT	
*36216	AMAZON.COM LLC*	100	ACH	11.20	13370	CIRC PRINT MAT AND DVD/VIDEO MAT	
*36217	AMAZON.COM LLC*	100	ACH	9.99	13371	CIRC PRINT MAT AND DVD/VIDEO MAT	
*36218	AMAZON.COM LLC*	100	ACH	19.38	13372	CIRC PRINT MATERIAL	
*36226	AMAZON.COM LLC*	100	ACH	18.95	13373	CIRC PRINT MAT AND DVD/VIDEO MAT	
*36227	AMAZON.COM LLC*	100	ACH	253.55	13374	CIRC PRINT MAT AND DVD/VIDEO MAT	
*36229	AMAZON.COM LLC*	100	ACH	8.10	13375	CIRC PRINT MATERIAL	
*36230	AMAZON.COM LLC*	100	ACH	34.99	13376	EARLY 2026 PROGRAMMING SUPPLIES	
*36231	AMAZON.COM LLC*	100	ACH	28.33	13377	EARLY 2026 PROGRAMMING SUPPLIES	
*36232	AMAZON.COM LLC*	100	ACH	22	379.84	13378	PROGRAM SUPPLIES

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*36233	AMAZON.COM LLC*	100	ACH	57.98	13379	PROGRAM SUPPLIES
*36234	AMAZON.COM LLC*	100	ACH	15.99	13380	WEATHERSTRIP FOR WINDOW
*36235	AMAZON.COM LLC*	100	ACH	23.34	13381	CIRC PRINT MATERIAL
*36236	AMAZON.COM LLC*	100	ACH	53.97	13382	CIRC PRINT MATERIAL
*36237	AMAZON.COM LLC*	200 283	ACH	155.25	13383	BR PARTNER BOOKS
*36238	AMAZON.COM LLC*	100	ACH	9.99	13384	CIRC PRINT MATERIAL
*36240	AMAZON.COM LLC*	100	ACH	29.94	13385	CIRC PRINT MATERIAL
*36242	AMAZON.COM LLC*	100	ACH	9.74	13386	CIRC PRINT MATERIAL
*36243	AMAZON.COM LLC*	100	ACH	11.04	13387	CIRC PRINT MATERIAL
*36251	AMAZON.COM LLC*	100	ACH	93.49	13388	DELIVERY CART
*36259	AMAZON.COM LLC*	100	ACH	281.20	13389	EMERGENCY EQUIPMENT FOR 12 POIN
*36260	AMAZON.COM LLC*	100	ACH	119.44	13390	PROGRAM SUPPLIES/EXPERIENCE STA
*36261	AMAZON.COM LLC*	100	ACH	11.70	13391	CIRC PRINT MAT
*36279	AMAZON.COM LLC*	100	ACH	69.99	13392	DVD/VIDEO MATERIAL AND CIRC PRINT
*36280	AMAZON.COM LLC*	100	ACH	53.38	13393	CIRC PRINT MAT AND DVD/VIDEO MAT
*36200	APEX WATER AND PROCESS IN		ACH	516.50	13394	WATER TREATMENT MANAGEMENT- JA

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
		100				
*36204	CULLIGAN WATER CONDITIONI	100	ACH	30.50	13395	WEST COOLER RENTAL
		100				
*36206	DENNY*SYDNEY	100	ACH	23.82	13396	MILEAGE REIMBURSEMENT
		100				
*36239	E-Z CLEAN INC*	100	ACH	422.10	13397	PAPER PRODUCTS
		100				
*36201	EXPRESS SERVICES INC*	100	ACH	724.34	13398	PART TIME STAFFING
		100				
*36219	EXPRESS SERVICES INC*	100	ACH	724.34	13399	PART TIME STAFFING
		100				
*36262	GOV CONNECTION INC*	100	ACH	994.10	13400	ADDITIONAL MONITORS
		100				
*36220	INGRAM LIBRARY SERVICES*	100	ACH	7,545.19	13401	CIRC PRINT MATERIAL
		100				
*36255	LAND*EMMA	100	ACH	3,000.00	13402	FALL 2025 TUITION REIMBURSEMENT
		100				
*36253	MACKELBURGER*HAILEY	100	ACH	3,000.00	13403	FALL 2025 TUITION REIMBURSEMENT
		100				
*36254	MACKELBURGER*HAILEY	100	ACH	61.25	13404	FALL 2025 TEXTBOOK REIMBURSEMEN
		100				
*36241	MIDWEST COMMUNICATIONS, I	100	ACH	840.00	13405	RADIO ADS FOR REST OF YEAR
		100				
*36221	MIDWEST TAPE*	100	ACH	2,397.58	13406	DVD/VIDEO MATERIAL
		100				
*36228	NEW AVENUES*	100	ACH	166.24	13407	A LA CARTE ADMIN FEE
		100				
*36252	PARSONS*AUTUMN	100	ACH	4,500.00	13408	FALL 2025 TUITION REIMBURSEMENT
		100				
*36205	PAYPAL INC*	100	ACH	19.95	13409	MONTHLY PAYFLOW FEE
		100		24		

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*36256	SPAID-ROBERTS, ELISE*	100	ACH	3,000.00	13410	FALL 2025 TUITION REIMBURSEMENT
*36257	SPAID-ROBERTS, ELISE*	100	ACH	18.00	13411	FALL 2025 TEXTBOOK REIMBURSEMENT
*36246	STAPLES BUSINESS CREDIT*	100	ACH	302.11	13412	DESK CHAIR FOR 12 POINTS
*36247	STAPLES BUSINESS CREDIT*	100	ACH	73.21	13413	ARCHIVAL PROCESSING SUPPLIES
*36258	STRATAVIZE CONSULTING*	100	ACH	4,517.00	13414	CONSULTING SERVICES FOR STRATEG
*36250	TECH ELECTRONICS OF INDIANAPOLIS*	100	ACH	378.50	13415	TURING CAMERA LICENSES
*36244	WALMART*	100	ACH	94.55	13416	PROGRAM TREATS
*36290	WALMART*	100	ACH	83.77	13417	FOOD HEALTHY GAME DAY SNACKS
*36222	UNIQUE MANAGEMENT SERVICES*	100	ACH	780.27	13418	PLACEMENTS AND NOTICES
*36223	UNIQUE MANAGEMENT SERVICES*	100	ACH	36.00	13419	PLACEMENTS AND NOTICES
*36224	UNIQUE MANAGEMENT SERVICES*	100	ACH	638.60	13420	PLACEMENTS AND NOTICES
*36225	WAGeworks, INC.*	100	ACH	168.82	13421	COBRA MONTHLY FEE
*36202	ZAYO EDUCATION LLC*	100	ACH	1,629.33	13422	INTERNET SERVICE
*36203	ZAYO EDUCATION LLC*	100	ACH	612.04	13423	VOICE SERVICE

Total Count: **66**  
Total Amount: **42,829.09**

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
*36180	TOWN OF WTH WATER & SEWE	100	<i>E-pay</i>	75.90	12479	WEST WATER SERVICE
*36181	CENTERPOINT ENERGY*	100	<i>E-pay</i>	217.87	12480	12 POINTS GAS SERVICE
*36182	CENTERPOINT ENERGY*	100	<i>E-pay</i>	367.86	12481	WEST GAS SERVICE
*36183	WEX BANK*	100	<i>E-pay</i>	180.54	12482	FUEL SERVICE
*36184	VERIZON - WIRELESS*	100	<i>E-pay</i>	265.58	12483	PHONE SERVICE
*36185	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	56.83	12484	MAIN PRIVATE FIRE SERVICE
*36186	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	164.95	12485	12 POINTS WATER SERVICE
*36187	INDIANA AMERICAN WATER CC	100	<i>E-pay</i>	56.83	12486	12 POINTS PRIVATE FIRE SERVICE
*36193	HANOVER INSURANCE GROUP	100	<i>E-pay</i>	872.00	12488	PROFESSIONAL LIABILITY POLICY
*36194	ACTION PEST CONTROL, INC*	100	<i>E-pay</i>	395.00	12489	K9 SERVICE CALL
*36263	TRIBUNE STAR PUBLISHING CC	100	<i>E-pay</i>	200.00	12490	BUY 3 GET 3 ADS TRIBSTAR
*36265	LOWE'S COMMERCIAL SERVICI	100	<i>E-pay</i>	518.41	12491	MAINTENANCE SUPPLIES
*36269	SYCAMORE ENGINEERING INC	100	<i>E-pay</i>	19,438.09	12492	LIFT STATION REPAIRS
*36270	HOBBY LOBBY*	100	<i>E-pay</i>	98.16	12493	PROGRAM SUPPLIES
*36272	JKO MEDIA GROUP*	100	<i>E-pay</i>	315.00	12494	VETERANS DAY AND HOLIDAY GREETIN
*36273	CROWN ELECTRIC, INC*		<i>E-pay</i>	1,335.00	12495	120V CAMERAS FOR 12 POINTS

<b>Voucher #</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Amount</b>	<b>Total</b>	<b>Check # ACH # EFT #</b>	<b>Description</b>
		100				
*36274	THIEMANN OFFICE PRODUCTS		<i>E-pay</i>	<b>21,750.00</b>	<b>12496</b>	FLIP CHAIRS FOR MAIN
		100				
*36275	THIEMANN OFFICE PRODUCTS		<i>E-pay</i>	<b>2,584.00</b>	<b>12497</b>	OTTOMANS FOR MAIN
		100				
*36286	DUKE ENERGY *		<i>E-pay</i>	<b>16,913.15</b>	<b>12498</b>	MAIN ELECTRIC SERVICE
		100				
*36287	DUKE ENERGY *		<i>E-pay</i>	<b>513.15</b>	<b>12499</b>	WEST ELECTRIC SERVICE
		100				

Total Count: **20**  
Total Amount: **66,318.32**

<i>Library Operating Fund 100:</i>	<b>112,953.53</b>
<i>Gift Fund 200:</i>	<b>4,719.20</b>
<i>Rainy Day Fund 201:</i>	<b>0.00</b>
<i>NEA Big Read Grant Fund 283:</i>	<b>9394.80</b>
<i>Public Library Access Card Fund 800:</i>	<b>140.00</b>

Grand Total Count:	<b>94</b>
Grand Total Amount:	<b>127,207.53</b>

Executive Director  
Jordan Orwig

**Payroll Payable  
Voucher Register**

**Vigo County Public Library**

For Period December - 2025

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
12/5	Pay #25	Gross Payroll	\$ 157,077.54	\$ 157,077.54	ACH	
12/5	Pay #25	FICA	\$ 11,303.23	\$ 11,303.23	ACH	
12/5	Pay #25	PERF	\$ 20,758.44	\$ 20,758.44	ACH	
12/19	Pay #26	Gross Payroll	\$ 159,719.22	\$ 159,719.22	ACH	
12/19	Pay #26	FICA	\$ 11,505.32	\$ 11,505.32	ACH	
12/19	Pay #26	PERF	\$ 21,215.38	\$ 21,215.38	ACH	
12/19	Pay #26	Anthem	\$ -	\$ -	ACH	
12/19	Pay #26	Guardian	\$ 8,380.29	\$ 8,380.29	ACH	
		Gross Payroll	\$ -	\$ -	ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

Total library cost			\$ 389,959.42			
December	Pay 25 & 26	Nationwide	\$ 2,434.08	\$ 2,434.08	ACH	Staff withholding
December	Pay 25 & 26	Garnishments	\$ 1,465.80	\$ 1,465.80	ACH	Staff withholding
December	Pay 25 & 26	Garnishment Reim	\$ -	\$ -	ACH	Staff withholding
December	Pay 25 & 26	AFLAC	\$ 965.34	\$ 965.34	ACH	Staff withholding
December	Pay 25 & 26	United Way	\$ 108.00	\$ 108.00	ACH	Staff withholding
December	Pay 25 & 26	Anthem	\$ 13,306.24	\$ 13,306.24	ACH	Staff withholding
December	Pay 25 & 26	HSA adj.		\$ -	ACH	Staff withholding
December	Pay 25 & 26	Guardian	\$ 1,630.48	\$ 1,630.48	ACH	Staff withholding
December	Pay 25 & 26	Boston Mutual	\$ 650.36	\$ 650.36	ACH	Staff withholding
December	Pay 25 & 26	Fed Tax	\$ 20,940.25	\$ 20,940.25	ACH	Staff withholding
December	Pay 25 & 26	State Tax	\$ 9,077.83	\$ 9,077.83	ACH	Staff withholding
December	Pay 25 & 26	Local Tax	\$ 5,868.69	\$ 5,868.69	ACH	Staff withholding
December	Pay 25 & 26	FICA	\$ 22,808.50	\$ 22,808.50	ACH	Staff withholding
December	Pay 25 & 26	Vol. PERF	\$ 5,843.51	\$ 5,843.51	ACH	Staff withholding
Staff Cost				\$ 85,099.08		

**December 31, 2025**

**Gift Fund Balances**

**2025**

<b>FUND</b>	<b>AMOUNT</b>	<b>PURPOSE</b>	<b>APPROVAL</b>
00-General	\$ 1,629.13	Unrestricted Use	Admin.
64-SPC	\$ 1,685.52	Support of SPC	Admin.
65-Big Read	\$ 424.40	Big Read/Community Read	Admin.
66-YS	\$ 3,178.99	Support of YS	Admin.
67-WVCF Endowment	\$ -	Support of Strategic Plan Goals	Admin.
68-Crackerbarrel	\$ 673.39	Support of Crackerbarrel	Admin.
69-Wright Foundation	\$ 4,208.95	Unrestricted Use	Admin.
70- West Emily's Garden	\$ 200.00	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,473.27	Support of West Branch	Admin.
72-Friends	\$ 10,453.94	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	\$ 101.65	Childrens Literature	Admin.
81-Community Connections	\$ 216.95	Support of Community Connections	Admin.
83-Kiwanis Ys	\$ 273.83	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	\$ 577.95	Christmas in the Park	Admin.
92-Marketing	\$ 45.05	Unrestricted Use	Admin.
93-Programming and Events	\$ 626.32	Support of Programming and Events	Admin.
94-TH Econ.Dev.	\$ 139.58	Adult Nonfiction Commemorating Speakers	Admin.
95-12 Points	\$ 1,115.93	Support of 12 Points	Admin.
96-Fundraiser	\$ 1,020.44	Buy a Book	Admin.
97-Library Experience	\$ 730.00	Support of Library Experience	Admin.
<b>TOTAL</b>	<b>\$ 53,734.79</b>		

# Administrative Report

## JANUARY 20, 2026



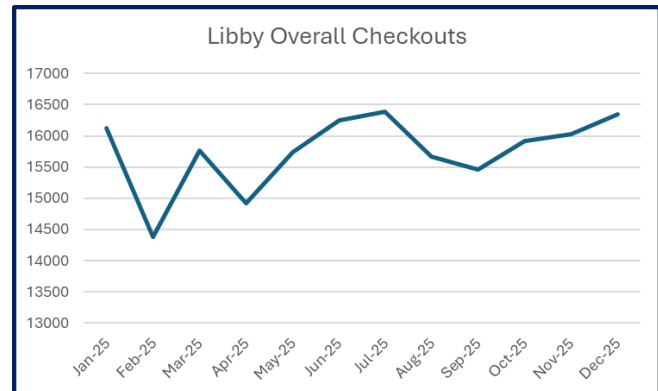
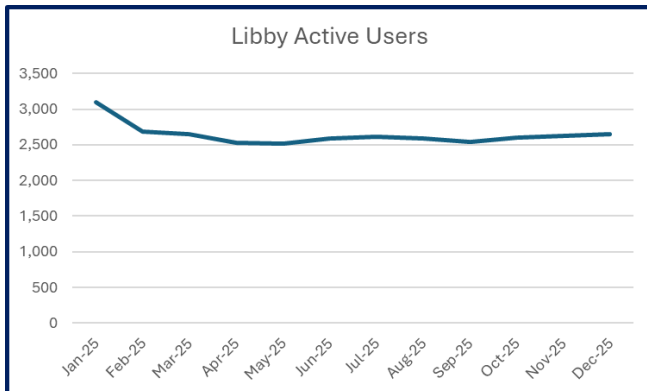
### FROM THE EXECUTIVE DIRECTOR

On Saturday, January 10, the Vigo County Public Library hosted the first Crackerbarrel event of the year. This was also the first such event I've gotten to attend myself, and it was a great first experience. All of the departments involved – from the Tech Team, PR, P&E, and Facilities – deserve recognition for putting it all together. Sen. Greg Goode, Rep. Tonya Pfaff, Rep. Tim Yocum, and Rep. Bruce Borders were in attendance, and discussion topics were spirited and varied, including areas such as redistricting, ranked-choice voting, and property rights.

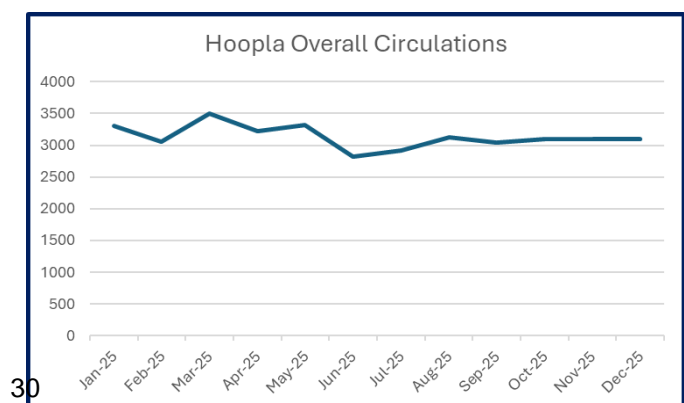
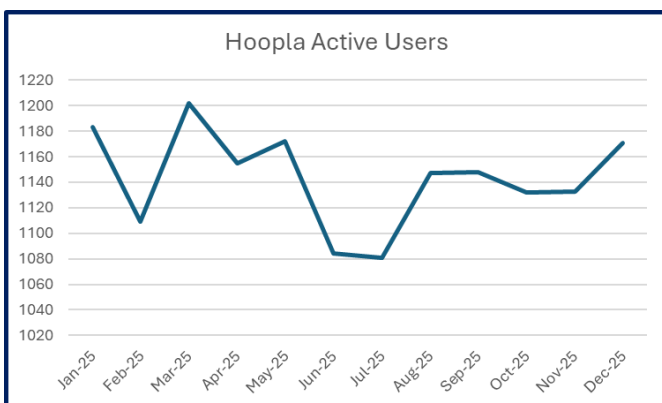
Due to the Indiana General Assembly planning on wrapping up their legislative session early by the end of February, the next and final Crackerbarrel event will take place on Saturday, February 14. We are expecting all four legislators to return next month along with Rep. Bob Heaton, who was unable to attend this month due to another commitment.

### TECHNICAL SERVICES – ELECTRONIC MATERIALS USAGE

2025 saw the same consistently strong usage of our electronic materials as previous years. Active users in Libby were consistent throughout the year. Overall, circulation in Libby jumped during the summer months, partially due to changes VCPL made with Hoopla, and circulation continued to rise for the rest of the year.



Hoopla numbers varied more this year due to the budget control measures that were instituted last summer. We had a dip in active users in June and July because of the daily budget cap, but, after that, active users rose to numbers close to where 2025 started. Circulations dropped just a little in June and July but stayed consistent throughout the rest of the year.



### SENSORY STORYTIME AT MOSAIC

In December, Adult Services staff, Sharon and Melinda, led a Sensory Storytime at Mosaic for the first time in several years. While previous visits had seen limited engagement, this session was met with high enthusiasm and strong participation from attendees. Following the program, Mosaic's activities director shared positive feedback, noting the meaningful impact the storytime had on participants and emphasized the need for continued sensory programming. Mosaic has expressed interest in having library staff return as frequently as possible due to the positive response from participants.

### FUN FAMILY TRADITIONS WITH THE GRINCH



The West Branch gave the community the chance to create fun family memories at Christmas with the Grinch program on December 19, 2025. Over 130 visitors joined the party, watching the Grinch movie, playing games, making art, and enjoying snacks. The highlight of the event, however, was interacting with the Grinch, who caused squeals of joy (not just from children!), joined in the games, and posed for photo opportunities. This Fourth Annual event has become a yearly tradition for several local family groups, helping to create long-lasting positive memories with the library.

### SPHERO MINI GOLF



Tech Team collaborated with Youth Services the week before Christmas to present a Sphero Mini Golf experience for customers. This program allowed kids and adults to experience robotic technology in a fun and engaging way. This program drew an amazing turnout with 47 participants! Several attendees requested more programs like this, and some *Sphero free play* with Youth Services is to come in the near future.



Huge CONGRATULATIONS to Tech Team's own Catie Spicer, who received her master's in library information sciences last December with a 4.0 and dual specialization!

### AFFIRMATION OF INTERNAL CONTROLS

In April 2016, the VCPL Board of Trustees adopted the internal controls standards as defined by the State Board of Accounts and IC 5-11-1-27. Recognizing VCPL's responsibility to residents and taxpayers of the service district, these standards remain in effect, while board members and library staff continue to receive training concerning these standards and procedures.

### LOBBY RENTAL AFTER HOURS

A community member has reached out to VCPL to use the Main Library's lobby for a wedding reception on Saturday, March 21. They are planning on having a licensed bartender onsite during the event. The VCPL Service Fee Schedule has information regarding an event of this nature. Administration requests Board approval for alcoholic beverages to be served at this event if we are able to finalize details with the organizers.

# Administrative Report

## JANUARY 20, 2026



### PERSONNEL CHANGES

#### EMPLOYMENT

Cook, Jr., Robert “Robbie” Denzel – Hired for the part-time non-exempt position of Lending Services Backup Delivery Clerk in the Lending Services Department effective December 22, 2025.

#### CHANGE STATUS

Clark, Carolyn Anne – Change status from the full-time non-exempt position of Cataloging Technician to the full-time non-exempt position of Cataloging Assistant Librarian in the Technical Services Department effective December 8, 2025.

Hackert, Lauren Nicole – Change status from the full-time non-exempt position of AV Collection Development Librarian-Cataloging Technician to the full-time non-exempt position of Collection Development-Cataloging Librarian in the Technical Services Department effective December 8, 2025.

Spaid-Roberts, Elise Cathleen – Change status from the full-time non-exempt position of Special Collections Clerk to the full-time non-exempt position of Special Collections Assistant Librarian in the Special Collections Department effective December 8, 2025.

Spicer, Catherine “Catie: Eileen – Change status from the full-time non-exempt position of Tech Training Assistant Librarian to the full-time non-exempt position of Tech Training Librarian in the Tech Team Department effective December 8, 2025.

Raubuck, Jareb Iden – Transfer from the full-time non-exempt position of Lending Services Clerk in the Lending Services Department to the full-time non-exempt position of Facilities Assistant-Groundskeeper in the Facilities Department effective January 19, 2026.

#### RESIGNATION

Hodges, Brayden Anthony – End of Express Employment Professionals temporary assignment in the full-time non-exempt position of Facilities Assistant-Groundskeeper in the Facilities Department effective January 5, 2026.

Phillips III, Joe Louis – Resignation from full-time non-exempt position of Branch Assistant at the 12 Points Branch effective January 9, 2026.

Jordan Orwig  
Executive Director

01/15/26 GR

	December-25	December-24		YTD 2025	YTD 2024	
Print Circulation	13,938	15,273	-8.7%	214,793	212,565	1.0%
A/V Circulation	4,264	5,211	-18.2%	53,877	61,423	-12.3%
Misc	1,016	1,054	-3.6%	13,177	13,124	0.4%
Electronic Devices	49	44	11.4%	662	649	2.0%
<b>TOTAL</b>	<b>19,267</b>	<b>21,582</b>	<b>-10.7%</b>	<b>282,509</b>	<b>287,761</b>	<b>-1.8%</b>

	December-25	December-24		YTD 2025	YTD 2024	
Overdrive						
E-book	7,703	7,247	6.3%	92,297	92,320	0.0%
E-audiobook	7,065	5,644	25.2%	78,572	70,958	10.7%
E-Magazines	1,588	1,242	27.9%	18,134	11,948	51.8%
<b>TOTAL</b>	<b>16,356</b>	<b>14,133</b>	<b>15.7%</b>	<b>189,003</b>	<b>175,226</b>	<b>7.9%</b>

	December-25	December-24		YTD 2025	YTD 2024	
Hoopla						
E-audiobook	1,966	1,869	5.2%	24,566	20,080	22.3%
Bingepasses	58	34	70.6%	419	350	19.7%
E-Books	614	609	0.8%	7,352	7,804	-5.8%
E-Comics	68	101	-32.7%	1,050	1202	-12.6%
E-music	78	85	-8.2%	864	1,003	-13.9%
E-video movie	210	190	10.5%	2,244	2,302	-2.5%
E-video TV	103	57	80.7%	1,123	1014	10.7%
<b>TOTAL</b>	<b>3,097</b>	<b>2,945</b>	<b>5.2%</b>	<b>37,618</b>	<b>33,755</b>	<b>11.4%</b>

	December-25	December-24		YTD 2025	YTD 2024	
Reference Services	1,987	2,003	-0.8%	32,866	26,005	26.4%

**MATERIALS ADDED TO COLLECTION**

Purchased Items	December-25	YTD 2025
Book	1,701	16,151
Video	340	3,013
Video Game	44	475
Music CD	0	0
Audio Book	80	197
Misc	0	369
<b>TOTAL</b>	<b>2,165</b>	<b>20,205</b>

Donated Items	December-25	YTD 2025
Book	8	999
Video	23	214
Video Game	0	3
Music CD	0	0
Audio Book	0	0
Misc	0	2
<b>TOTAL</b>	<b>31</b>	<b>1218</b>

New Items Ordered	December-25	YTD 2025
Book	1,291	17,994
Video	151	2,979
Video Game	43	570
Music CD	0	0
Audio Book	0	279
Misc	74	596
<b>TOTAL</b>	<b>1,559</b>	<b>22,418</b>

New Items Received	December-25	YTD 2025
Book	1,478	14,020
Video	382	2,713
Video Game	101	557
Music CD	0	0
Audio Book	76	143
Misc	75	550
<b>TOTAL</b>	<b>2,112</b>	<b>17,983</b>

<b>ON-SITE PROGRAMS</b>	<b>December-25</b>	<b>December-24</b>		<b>YTD 2025</b>	<b>YTD 2024</b>	
Early Literacy (ISL: 0-5 yrs)	29	19	52.6%	298	267	11.6%
Children (ISL: 6-11 yrs)	11	12	-8.3%	268	193	38.9%
Teens (ISL: 12-18yrs)	7	10	-30.0%	138	133	3.8%
Adults (ISL: 19 + yrs)	18	16	12.5%	318	197	61.4%
General (all ages)	17	10	70.0%	212	194	9.3%
<b>TOTAL</b>	<b>82</b>	<b>67</b>	<b>22.4%</b>	<b>1,234</b>	<b>984</b>	<b>25.4%</b>

<b>ON-SITE ATTENDANCE</b>	<b>December-25</b>	<b>December-24</b>		<b>YTD 2025</b>	<b>YTD 2024</b>	
Early Literacy (ISL: 0-5 yrs)	242	202	19.8%	4,070	4,417	-7.9%
Children (ISL: 6-11 yrs)	42	114	-63.2%	3,782	2,378	59.0%
Teens (ISL: 12-18yrs)	16	26	-38.5%	559	615	-9.1%
Adults (ISL: 19 + yrs)	91	263	-65.4%	2,037	2,374	-14.2%
General (all ages)	247	160	54.4%	8,369	10,091	-17.1%
<b>TOTAL</b>	<b>638</b>	<b>765</b>	<b>-16.6%</b>	<b>18,817</b>	<b>19,875</b>	<b>-5.3%</b>

<b>OFF-SITE PROGRAMS</b>	<b>December-25</b>	<b>December-24</b>		<b>YTD 2025</b>	<b>YTD 2024</b>	
Early Literacy (ISL: 0-5 yrs)	0	0	null	1	5	-80.0%
Children (ISL: 6-11 yrs)	0	0	#DIV/0!	3	7	-57.1%
Teens (ISL: 12-18yrs)	0	0	null	1	0	null
Adults (ISL: 19 + yrs)	8	7	14.3%	136	154	-11.7%
General (all ages)	2	2	0.0%	27	22	22.7%
<b>TOTAL</b>	<b>10</b>	<b>9</b>	<b>11.1%</b>	<b>168</b>	<b>188</b>	<b>-10.6%</b>

<b>OFF-SITE ATTENDANCE</b>	<b>December-25</b>	<b>December-24</b>		<b>YTD 2025</b>	<b>YTD 2024</b>	
Early Literacy (ISL: 0-5 yrs)	0	0	null	20	172	-88.4%
Children (ISL: 6-11 yrs)	0	0	#DIV/0!	307	342	-10.2%
Teens (ISL: 12-18yrs)	0	0	null	173	0	null
Adults (ISL: 19 + yrs)	98	81	21.0%	2,126	2,007	5.9%
General (all ages)	575	888	-35.2%	3,085	4,416	-30.1%
<b>TOTAL</b>	<b>673</b>	<b>969</b>	<b>-30.5%</b>	<b>5,711</b>	<b>6,937</b>	<b>-17.7%</b>

<b>COMMUNITY OUTREACH</b>	<b>December-25</b>	<b>December-24</b>		<b>YTD 2025</b>	<b>YTD 2024</b>	
# of Community Events Participated In	0	4	-100.0%	53	78	-32.1%
# of Interactions at Community Events	0	402	-100.0%	8,865	14,687	-39.6%

	<b>December-25</b>	<b>December-24</b>		<b>YTD 2025</b>	<b>YTD 2024</b>	
Computer Users	3,828	4,019	-4.8%	56,551	53,425	5.9%
Subscription Databases	6,822	12,568	-45.7%	121,819	94,376	29.1%
ILL provided to other Libraries	282	222	27.0%	4,202	3,316	26.7%
ILL received from other Libraries	48	57	-15.8%	1,155	1,140	1.3%

	<b>December-25</b>	<b>December-24</b>		<b>YTD 2025</b>	<b>YTD 2024</b>	
Adult materials deliveries	20	23	-13.0%	303	368	-17.7%
Youth materials deliveries	5	7	-28.6%	99	107	-7.5%
<b>TOTAL</b>	<b>25</b>	<b>30</b>	<b>-16.7%</b>	<b>402</b>	<b>475</b>	<b>-15.4%</b>

# VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

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## ARTICLE I IDENTIFICATION

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

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

## ARTICLE II AUTHORITY AND PURPOSE

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

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

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

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

## ARTICLE III PERSONNEL

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

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

# VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

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

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

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

## ARTICLE IV CONFLICTS OF INTEREST

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

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

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

## ARTICLE V NEPOTISM

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

## ARTICLE VI AMENDMENTS

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

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

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

# VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

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

## ARTICLE VII MEMBERSHIP

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

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

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

## ARTICLE VIII OFFICERS

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

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

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

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

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

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

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

# VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

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

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

## ARTICLE IX MEETINGS

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

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

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

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

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

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

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

# VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

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Section 8. The order of business shall be:

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

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

## ARTICLE X COMMITTEES

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

## ARTICLE XI INDEMNIFICATION OF BOARD MEMBERS

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

# VIGO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

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## ARTICLE XII POLICIES, PLANS, RULES, AND REGULATIONS

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

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

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

## ARTICLE III REVIEW OF BYLAWS

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

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

\_\_\_\_\_  
James M. Young, President

\_\_\_\_\_  
Tiffany Cherry, Vice President

\_\_\_\_\_  
George L. Heubel, Secretary

\_\_\_\_\_  
Stacy D. Killion, Board Member

\_\_\_\_\_  
Kelly J. Ford, Board Member

\_\_\_\_\_  
Tom W. Bogigian, Board Member

\_\_\_\_\_  
Janet R. Brosmer, Board Member

## VIGO COUNTY PUBLIC LIBRARY

### RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the **Vigo County Public Library** must pay its bills on time and the **Vigo County Public Library Board of Trustees** requests that all bills be paid by their due date, the **Vigo County Public Library Board of Trustees** hereby approves the following types of disbursements be made in advance of Library Board meeting as stipulated by Indiana Code 36-12-3-16.

- (1) Property or services purchased or leased from the federal government or the federal government's agencies and the state, the state's agencies, or the state's political subdivisions.
- (2) Dues, subscriptions, and publications.
- (3) License or permit fees.
- (4) Insurance premiums.
- (5) Utility payments or connection charges.
- (6) Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
- (7) Grants of state funds authorized by statute.
- (8) Maintenance and service agreements.
- (9) Legal retainer fees.
- (10) Conference fees.
- (11) Expenses related to the educational or professional development of an individual employed by the library board, including:
  - (A) in-service training;
  - (B) attending seminars or other special courses of instruction; and
  - (C) tuition reimbursement;if the library board determines that the expenditures under this subdivision directly benefit the library.
- (12) Leases or rental agreements.
- (13) Bond or coupon payments.
- (14) Payroll costs.

**Resolution to pay bills with prior approval**

**Page 2**

- (15) State, federal, or county taxes.
- (16) Expenses that must be paid because of emergency circumstances.
- (17) Expenses incurred to advertise and promote the programs and services of the library.
- (18) Other expenses described in another library board resolution.

The Vigo County Public Library Board of Trustees requests that each payment of expenses lawfully incurred for Library purposes must be supported by a fully itemized invoice or other documentation. The Library Director must certify to the Library Board that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts and presented at the next regularly scheduled Library Board meeting.

The Vigo County Library Board also requests that payment be made to the staff of the Vigo County Public Library on the regularly scheduled dates as adopted in the salary resolution. These payments must also be certified to the Library Board that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts and presented at the next regularly scheduled Library Board meeting.

Adopted this 20th day of January, 2026.

AYE

NAY

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ATTEST:

\_\_\_\_\_  
George L. Heubel, Secretary

**VIGO COUNTY PUBLIC LIBRARY  
RESOLUTION TO ENCUMBER FUNDS**

WHEREAS, It has been determined that it is now necessary to encumber appropriations from the Operating Fund for items that have purchase orders to further the projects of the Vigo County Public Library during 2026; Now, therefore be it resolved by the Library Board of the Vigo County Public Library, Vigo County, Indiana, that the following appropriations hereby be encumbered from the 2025 budget for the Operating Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same:

**OPERATING FUND**

Purchase Order#	Vendor's Name	Budget Line Item	Amount Encumbered	Purpose of Encumbrance
222144	CROWN ELECTRIC, INC*	4361	\$ 10,821.00	LOBBY LIGHTING PROJECT
222144	CROWN ELECTRIC, INC*	4325	\$ 6,000.00	LOBBY LIGHTING PROJECT SHIPPING
232362	SMC INC.*	4314	\$ 17,606.15	STAINLESS STEEL FRAMEWORK AROUND ELEVATOR
242186	CROWN ELECTRIC, INC*	4314	\$ 2,225.00	SEPARATE PR AND LLC CIRCUITS
242366	PILOT INSTITUTE*	4129	\$ 500.00	DRONE COURSE
250095	MIDWEST COMMUNICATIONS, INC.*	4331	\$ 840.00	RADIO ADS FOR SUM, FLD, HBG REST OF YEAR
250099	JKO MEDIA GROUP*	4331	\$ 315.00	VETERANS DAY AND HOLIDAY GREETINGS JKO
250839	SPAID-ROBERTS, ELISE*	4129	\$ 3,000.00	FALL 2025 TUITION REIMBURSEMENT
251021	AMAZON.COM LLC*	4461	\$ 27.85	CIRC PRINT MATERIAL
251466	LAND*EMMA	4129	\$ 3,000.00	FALL 2025 TUITION REIMBURSEMENT
251501	TRIBUNE STAR PUBLISHING CO INC*	4331	\$ 200.00	BUY 3 GET 3 ADS TRIBSTAR
251527	CROWN ELECTRIC, INC*	4314	\$ 1,175.00	12 POINTS SPLASH PAD CONTROLLER
251597	AMAZON.COM LLC*	4461	\$ 17.99	CIRC PRINT MATERIAL
251605	AMAZON.COM LLC*	4461	\$ 16.95	CIRC PRINT MATERIAL
251612	AMAZON.COM LLC*	4461	\$ 14.99	CIRC PRINT MATERIAL
251634-R	MACKELBURGER*HAILEY	4246	\$ 61.25	FALL 2025 TEXTBOOK REIMBURSEMENT
251635	MACKELBURGER*HAILEY	4129	\$ 3,000.00	FALL 2025 TUITION REIMBURSEMENT
251702	SPAID-ROBERTS, ELISE*	4246	\$ 18.00	FALL 2025 TEXTBOOK REIMBURSEMENT
251727-R	AMAZON.COM LLC*	4481	\$ 54.99	CIRC PRINT AND DVD/VIDEO MATERIAL
251827	STRATAVIZE CONSULTING*	4311	\$ 14,033.00	CONSULTING SERVICES FOR STRATEGIC PLANNING
251832	RAUBUCK*JAREB	4129	\$ 360.00	FALL 2025 TUITION REIMBURSEMENT
251879-R	CROWN ELECTRIC, INC*	4314	\$ 1,335.00	120V CAMERAS FOR 12 POINTS
251891	AMAZON.COM LLC*	4461	\$ 9.74	CIRC PRINT MATERIAL
251903	AMAZON.COM LLC*	4461	\$ 26.99	CIRC PRINT MATERIAL
251904	CROWN ELECTRIC, INC*	4314	\$ 6,000.00	NEW POLE LIGHTS AT MAIN
252088-R	AMAZON.COM LLC*	4245	\$ 181.21	EMERGENCY EQUIPMENT FOR 12 POINTS
252088-R	AMAZON.COM LLC*	4325	\$ 99.99	EMERGENCY EQUIPMENT FOR 12 POINTS SHIPPING
252131	S&S WORLDWIDE*	4245	\$ 159.31	CONSTRUCTION PAPER
252134	THIEMANN OFFICE PRODUCTS*	4441	\$ 21,750.00	FLIP CHAIRS FOR MAIN
252148	YMCA OF THE WABASH VALLEY*	4324	\$ 75.00	YMCA GALA TICKET
252157	THIEMANN OFFICE PRODUCTS*	4441	\$ 2,584.00	OTTOMANS FOR MAIN
252164	AMAZON.COM LLC*	4460	\$ 134.84	CIRC NON PRINT MATERIAL
252193	LIBRARY STORE*THE	4325	\$ 300.00	BOOK CARTS SHIPPING
252193	LIBRARY STORE*THE	4441	\$ 961.90	BOOK CARTS
252274-R	MCA*	4223	\$ 172.00	EARBUDS FOR MAINTENANCE RADIOS
252274-R	MCA*	4325	\$ 18.49	EARBUDS FOR MAINTENANCE RADIOS SHIPPING
252317	AMAZON.COM LLC*	4461	\$ 41.23	CIRC PRINT MATERIAL
252340	STAPLES BUSINESS CREDIT*	4441	\$ 302.11	DESK CHAIR FOR 12 POINTS
252378	LOWE'S COMMERCIAL SERVICES*	4245	\$ 285.81	HOLIDAY DÉCOR
252382-R	AMAZON.COM LLC*	4461	\$ 11.70	CIRC PRINT MAT
252387	AMAZON.COM LLC*	4245	\$ 11.63	ACCESSORIES FOR CAMERAS
252388	RICOH USA INC*	4245	\$ 1,030.00	NEW BLADE AND RED STICKS FOR CUTTER
252400-R	AMAZON.COM LLC*	4245	\$ 126.13	PROGRAM SUPPLIES/EXPERIENCE STATIONS
252411	AMERICAN LIBRARY ASSOCIATION*	4391	\$ 74.40	MEMBERSHIP - SYDNEY DENNY
252431	AMAZON.COM LLC*	4461	\$ 8.10	CIRC PRINT MATERIAL
252434	AMAZON.COM LLC*	4461	\$ 23.34	CIRC PRINT MATERIAL
252440	LOWE'S COMMERCIAL SERVICES*	4223	\$ 157.69	GARBAGE DISPOSAL AND POWER CORD
252447-R	LOWE'S COMMERCIAL SERVICES*	4223	\$ 35.10	PLUMBING SUPPLIES
252455	TECH ELECTRONICS OF INDIANA*	4362	\$ 378.50	TURING CAMERA LICENSES
252457	HOBBY LOBBY*	4245	\$ 98.16	QUILTING SUPPLIES FOR QUILTING 101
252460	AMAZON.COM LLC*	4460	\$ 39.98	CIRC PRINT MAT AND NON CIRC PRINT MAT
252466	FACEBOOK, INC.*	4331	\$ 200.00	FACEBOOK BOOST FOR COMMUNITY SURVEY
252467	VIGO COUNTY SCHOOL CORP*	4331	\$ 300.00	THN YEARBOOK SPONSORSHIP
252480	WALMART*	4245	\$ 94.55	PROGRAM TREATS
252484	KTI, INC*	4314	\$ 3,150.00	SIDEWALK REPAIR
252495	WALMART*	4245	\$ 80.00	FOOD HEALTHY GAME DAY SNACKS
252501	META*	4310	\$ 456.00	VR APPS/GAMES
252502	STAPLES BUSINESS CREDIT*	4241	\$ 73.21	ARCHIVAL PROCESSING SUPPLIES
252506	TRAF-SYS, INC*	4441	\$ 6,445.00	PEOPLE COUNTING SENSORS AND SOFTWARE

252506	TRAF-SYS, INC*	4314	\$	450.00	PEOPLE COUNTING SENSORS AND SOFTWARE
252506	TRAF-SYS, INC*	4310	\$	495.00	PEOPLE COUNTING SENSORS AND SOFTWARE
252506	TRAF-SYS, INC*	4325	\$	78.00	PEOPLE COUNTING SENSORS AND SOFTWARE SHIPPING
252507	AMAZON.COM LLC*	4441	\$	93.49	DELIVERY CART
252511	AMAZON.COM LLC*	4245	\$	64.12	EARLY 2026 PROGRAMMING SUPPLIES
252512	AMAZON.COM LLC*	4245	\$	437.82	PROGRAM SUPPLIES
252513	USPS - POSTMASTER*	4245	\$	34.00	20 INTERNATIONAL POSTCARD STAMPS
252519	AMAZON.COM LLC*	4461	\$	29.94	CIRC PRINT MATERIAL
252521-R	AMAZON.COM LLC*	4245	\$	185.85	BR PARTNER BOOKS
252527	E-Z CLEAN INC*	4223	\$	422.10	PAPER PRODUCTS
252528	LOWE'S COMMERCIAL SERVICES*	4223	\$	39.81	VARIOUS FASTENERS
252529	AMAZON.COM LLC*	4213	\$	15.99	WEATHERSTRIP FOR WINDOW
252530	INBIZ*	4129	\$	49.37	CAROLYN NOTARY CONTINUING ED
252539	AMAZON.COM LLC*	4461	\$	9.99	CIRC PRINT MATERIAL
252543	SUPERIOR KITCHEN AND BATH*	4314	\$	25,000.00	DESK REPAIR AT MAIN
252544	GOV CONNECTION INC*	4441	\$	994.10	ADDITIONAL MONITORS
252551	CENTRAL INDIANA HARDWARE CO*	4314	\$	4,234.53	12 POINTS ACCESS CONTROL
252554	DRONE PILOT GROUND SCHOOL*	4391	\$	700.00	DRONE SCHOOL ANGELA SHALEENA
252555	AMAZON.COM LLC*	4461	\$	53.97	CIRC PRINT MATERIAL
252559	ADP SCREENING & SELECTION SER	4314	\$	72.57	BACKGROUND SCREENING
252562	PARSONS*AUTUMN	4129	\$	4,500.00	FALL 2025 TUITION REIMBURSEMENT
252564	ROEING CORPORATION*	4440	\$	44,511.00	NEW SCALE SERVER
252564	ROEING CORPORATION*	4310	\$	20,942.00	NEW SCALE SERVER
252564	ROEING CORPORATION*	4314	\$	4,750.00	NEW SCALE SERVER
252564	ROEING CORPORATION*	4325	\$	275.00	NEW SCALE SERVER SHIPPING
252565	SYCAMORE ENGINEERING INC*	4314	\$	19,438.09	LIFT STATION REPAIRS
	<b>OPERATING FUND TOTAL</b>		\$	<b>238,395.02</b>	

#### GIFT FUND

252518-R2	SINGER*LEAH R.	4314	\$	75.00	BR WRITING WORKSHOPS
252520-R2	AMAZON.COM LLC*	4245	\$	5.45	BR PARTNER BOOKS
252522-R2	BULK BOOKSTORE*	4245	\$	4,500.00	BR ADDITIONAL BOOK COPIES
252522-R2	BULK BOOKSTORE*	4245	\$	213.75	BR ADDITIONAL BOOK COPIES
252540	JIMMY JOHN'S*	4245	\$	57.05	LUNCH FOR NEW EMPLOYEE ORIENTATION
252560	FACEBOOK, INC.*	4331	\$	15.72	FRIENDS SALE FACEBOOK AD BOOSTS
	<b>GIFT FUND TOTAL</b>		\$	<b>4,866.97</b>	

#### GRANT FUND

252518-R2	SINGER*LEAH R.	4314	\$	300.00	BR WRITING WORKSHOPS
252520-R2	AMAZON.COM LLC*	4245	\$	149.80	BR PARTNER BOOKS
252522-R2	BULK BOOKSTORE*	4245	\$	9,245.00	BR ADDITIONAL BOOK COPIES
	<b>GRANT FUND TOTAL</b>		\$	<b>449.80</b>	

**TOTAL ALL FUNDS** \$ **243,711.79**

**RESOLUTION TO ENCUMBER FUNDS**

Adopted by the Board of Trustees of the Vigo County Public Library, read in full this 20th Day of January, 2026, by the following aye and nay vote.

AYE

NAY

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ATTEST:

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George L. Heubel, Secretary

CC: Copies are to be sent to Department of Local Government Finance and State Board of Accounts

**VIGO COUNTY PUBLIC LIBRARY**  
**RESOLUTION TO TRANSFER APPROPRIATIONS WITHIN THE**  
**LIBRARY OPERATING FUND WITH PRIOR APPROVAL**

Whereas, it has been shown that in the normal course of operating business certain existing appropriations in the Library Operating Fund need to be transferred from one detail account to another within the same major classification,

Whereas, said transfers will not require the expenditure of more money than the total amount approved for the Library Operating Fund budget year;

We the library board of the **Vigo County Public Library** do resolve that the Library Director is authorized to transfer excess appropriation balances of detail accounts within a major classification to detail accounts that have exhausted their balances within the same major classification as needed.

**Adopted this 20th day of January, 2026.**

AYE

NAY

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**Vigo County Public Library  
Resolution Authorizing Advance Payment Purchase Orders**

**WHEREAS**, the General Assembly has enacted Public Law 181 (2023) which amends Indiana Code 5-11-10-1.6 to permit political subdivisions to make advance payments to contractors in order to purchase materials for public works projects as well as advance payments to vendors for goods before delivery and services before completion upon authorization by the political subdivision's fiscal body; and

**WHEREAS**, the Vigo County Public Library Board is the fiscal body for the Vigo County Public Library, Vigo County, Indiana; and

**WHEREAS**, the Vigo County Public Library Board finds it necessary and efficient to allow Library Administration to make advanced payments to contractors to purchase materials needed for public works projects, and to vendors for goods before delivery and for services before completion, pursuant to IC 5-11-10-1.6; and

**WHEREAS**, the Vigo County Public Library Board now determines that it is reasonable and appropriate to authorize said advanced payments pursuant to IC 5-11-10-1.6,

**NOW THEREFORE BE IT RESOLVED:**

1. Library Administration is hereby authorized to issue advanced payments to contractors to purchase materials for a public works project in compliance with IC 5-11-10-1.6.
2. Library Administration is further authorized to issue advanced payments to vendors for goods before delivery and services before completion in compliance with IC 5-11-10-1.6.
3. The solicitation for a public works contract providing for advance payments for contractors to purchase materials for public works projects under IC 5-11-10-1.6 must include the following information:
  - a. That Vigo County Public Library may make advance payment to contractors to enable contractors to purchase materials;
  - b. Any limitations on the amount of advance payments that may be made;
  - c. Requirements for documentation relating to making advance payments to contractors for materials; and
  - d. Any other information about advance payment for materials Vigo County Public Library considers useful to contractors that make offers.
4. The Board Treasurer or Board Treasurer's designee must do all of the following when advance payments are made for goods or services prior to delivery of goods or completion of service:
  - a. Track prepayments by defining the prepayment on a purchase order;
  - b. Create a prepayment invoice that is associated with the purchase order; and
  - c. Require insurance or a surety bond in the amount of the prepayment if the amount of the prepayment is more than one-hundred and fifty thousand dollars (\$150,000).
5. Advance payments made under this resolution or IC 5-11-10-1.6 (d)(3) or (d)(4) may not exceed the lesser of the following:

**Resolution Authorizing Advance Payment Purchase Orders**

**Page 2**

- a. Fifty percent (50%) of the entire cost of the contract; or
  - b. Two million dollars (\$2,000,000).
6. All other requirements for the payment of public works projects, goods, and services by Vigo County Public Library, Vigo County, Indiana remain in effect inclusive of established Board policies and internal controls.

**SO RESOLVED** by the Vigo County Public Library Board in and for the Vigo County Public Library, Vigo County, Indiana this 20th day of January, 2026.

**AYE**

**NAY**

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**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 January 20, 2026 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 JANUARY 2026.**

**AYE**

**NAY**

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**EXHIBIT “A”**

**VIGO COUNTY PUBLIC LIBRARY**

**SURPLUS EQUIPMENT, FURNISHINGS, & ACCESSORIES**

PancakeBot 2.0 (2)  
Small Carpet Extractor  
Large Floor Sweeper  
Igloo 5 Gallon Drink Water Cooler  
Old Meeting Room Chairs (143)  
Old Meeting Room Chair Carts (4)  
Small Folding Tables (3)  
Blue Swivel Chairs (3)  
Orange Swivel Chair  
Wood Framed Upholstery Chairs (2)  
Tan/ Check Pattern Chairs (6)  
Auto Faucets (8)  
Auto Flushers (8)  
7.1.1 Android Phones (20)  
View Master Headsets (20)  
Cases for view master headsets (2)  
Asus Router  
Asus Tablet

**01/20/2026**

**RESOLUTION TO PAY MERCHANT FEES**

**WHEREAS**, the Vigo County Public Library is authorized to pay any applicable bank card or credit card service charge associated with the use of a bank card or credit card pursuant to IC 36-1-8-11(g); and

**WHEREAS**, the processor systems require Vigo County Public Library accounts be automatically debited monthly for processing charges and an annual account fee as outlined in bank/credit card processor applications;

**NOW THEREFORE BE IT RESOLVED**, that the Vigo County Public Library Board authorizes the payment of merchant fees related to accepting bank/credit card payments as monthly expenses automatically debited from library accounts so long as all documents remain available for inspection; and

**BE IT FURTHER RESOLVED**, that this resolution will be reconsidered annually, along with a report of merchant fee charges assessed in the most recent calendar year.

**DULY ADOPTED** by the Board of Trustees of the Vigo County Public Library at its regular meeting held on the 20th day of January, 2026, at which meeting a quorum was present.

AYE

NAY

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ATTEST:

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George L. Heubel, Secretary

## Report on Merchant Fee Charges

This report provides an overview of the merchant fee charges incurred during 2025. The objective is to offer insight into the total charges and breakdown of fees associated with the processing of \$11,859.00 in credit card payments during the 2025 calendar year.

The library utilizes two vendors, Elavon and Global, for the processing of credit card payments at the Main Library and the West Branch. **Elavon** is the software used to process cash register transactions made with credit cards. **Global** serves as the platform required to manage and facilitate payments received through Elavon, ensuring a seamless transfer of funds into our bank account.

The monthly charges from Elavon include individual transaction charges, as well as minimum fees applied when transaction volumes are low. In addition, there are annual fees and fees associated with PCI compliance.

The monthly charges from Global include minimum account charges, PCI vulnerability scanning, and regulatory/compliance fees. There are also annual charges including Mastercard acceptance, a Global annual fee, and an infrastructure fee. While the list of associated fees is significant, the individual amounts are usually relatively small and the total fees for the year represent approximately 40% of the monies received through credit card payments.

Utilizing Elavon and Global has enabled staff to synchronize payments between the library's cash register and the ILS, which means that patron accounts immediately reflect the payment made. This feature has been valuable, but it does come with a price. Admin decided to use the opening of a new branch in 12 Points as an opportunity to try an alternative vendor with lower associated fees, but less synchronicity. In October 2024, 12 Points opened and began using **Tyler Tech**, an online payment option approved and promoted by the State of Indiana. Tyler Tech charges fees based solely on individual transactions. Given the slower traffic of a neighborhood branch, the staff are better able to manually complete the additional work to modify the patron account in the ILS.

As annual fees and infrastructure fees continue to rise each year, Admin continues to evaluate and determine next steps for accepting credit card payments and potential new platforms.

## Report on Merchant Fee Charges

Vendor	Acct	Month	Credit Card Processing Charges	Other Transaction Charges	Card Min Bill Fee	Payment Network and Associated Fees	Authorization Fees	Other Fees	Regulatory & Compliance Fee	Mastercard Annual Fee	PCI Scannable Monthly Fee	Annual Fee	Infrastructure Fee	Total
Elavon	6378	1/1/2025	\$ 16.70	\$ 7.71	\$ 20.14	\$ 3.16	\$ -	\$ 25.00						\$ 72.71
Elavon	7792	1/1/2025	\$ 0.71	\$ 0.83	\$ 38.73	\$ 0.12	\$ 0.44	\$ 25.00						\$ 65.83
Elavon	6378	2/1/2025	\$ 22.84	\$ 10.97	\$ 14.37	\$ 2.79	\$ -	\$ 25.00						\$ 75.97
Elavon	7792	2/1/2025	\$ -	\$ -	\$ 40.00	\$ -	\$ -	\$ 25.00						\$ 65.00
Elavon	6378	3/1/2025	\$ 24.01	\$ 9.54	\$ 11.54	\$ 4.45	\$ -	\$ 25.00						\$ 74.54
Elavon	7792	3/1/2025			\$ 40.00			\$ 25.00						\$ 65.00
Elavon	6378	4/1/2025	\$ 36.10	\$ 12.40	\$ -	\$ 5.72	\$ -	\$ 25.00						\$ 79.22
Elavon	7792	4/1/2025			\$ 40.00			\$ 25.00						\$ 65.00
Elavon	6378	5/1/2025	\$ 18.48	\$ 9.59	\$ 19.75	\$ 1.77	\$ -	\$ 25.00						\$ 74.59
Elavon	7792	5/1/2025	\$ 0.38	\$ 0.41	\$ 39.36	\$ 0.04	\$ 0.22	\$ 25.00				\$ 129.99		\$ 195.40
Elavon	6378	6/1/2025	\$ 32.67	\$ 13.22	\$ 2.30	\$ 5.03	\$ -	\$ 25.00						\$ 78.22
Elavon	7792	6/1/2025	\$ 0.81	\$ 0.82	\$ 38.66	\$ 0.09	\$ 0.44	\$ 25.00						\$ 65.82
Elavon	6378	7/1/2025	\$ 28.97	\$ 11.59	\$ 6.29	\$ 4.74	\$ -	\$ 25.00						\$ 76.59
Elavon	7792	7/1/2025	\$ 0.87	\$ 0.83	\$ 38.58	\$ 0.11	\$ 0.44	\$ 25.00						\$ 65.83
Elavon	6378	8/1/2025	\$ 26.62	\$ 9.89	\$ 8.94	\$ 4.44	\$ -	\$ 25.00						\$ 74.89
Elavon	7792	8/1/2025	\$ 0.33	\$ 0.41	\$ 39.39	\$ 0.06	\$ 0.22	\$ 25.00						\$ 65.41
Elavon	6378	9/1/2025	\$ 32.58	\$ 12.59	\$ 2.37	\$ 5.05	\$ -	\$ 25.00						\$ 77.59
Elavon	7792	9/1/2025			\$ 40.00			\$ 25.00						\$ 65.00
Elavon	6378	10/1/2025	\$ 31.99	\$ 10.87	\$ 3.12	\$ 4.89	\$ -	\$ 25.00				\$ 129.99		\$ 205.86
Elavon	7792	10/1/2025	\$ 0.24	\$ 0.41	\$ 39.51	\$ 0.03	\$ 0.22	\$ 25.00						\$ 65.41
Elavon	6378	11/1/2025	\$ 19.57	\$ 7.17	\$ 17.49	\$ 2.94	\$ -	\$ 25.00						\$ 72.17
Elavon	7792	11/1/2025	\$ 0.84	\$ 1.22	\$ 38.40	\$ 0.10	\$ 0.66	\$ 25.00						\$ 66.22
Elavon	6378	12/1/2025	\$ 22.05	\$ 9.97	\$ 14.27	\$ 3.68	\$ -	\$ 25.00						\$ 74.97
Elavon	7792	12/1/2025	\$ 0.27	\$ 0.41	\$ 39.22	\$ 0.07	\$ 0.44	\$ 25.00						\$ 65.41
Global	2797	1/1/2025			\$ 110.00				\$ 5.00	\$ 15.00	\$ 14.75	\$ 245.00		\$ 389.75
Global	2797	2/1/2025			\$ 110.00				\$ 5.00		\$ 14.75			\$ 129.75
Global	2797	3/1/2025			\$ 110.00				\$ 5.00		\$ 14.75			\$ 129.75
Global	2797	4/1/2025			\$ 160.00				\$ 5.00		\$ 14.75			\$ 179.75
Global	2797	5/1/2025			\$ 160.00				\$ 5.00		\$ 14.75			\$ 179.75
Global	2797	6/1/2025			\$ 160.00				\$ 5.00		\$ 14.75			\$ 179.75
Global	2797	7/1/2025			\$ 160.00				\$ 5.00		\$ 14.75			\$ 179.75
Global	2797	8/1/2025			\$ 160.00				\$ 5.00		\$ 14.75			\$ 179.75
Global	2797	9/1/2025			\$ 160.00				\$ 5.00		\$ 14.75			\$ 179.75
Global	2797	10/1/2025			\$ 195.00				\$ 5.00		\$ 14.75			\$ 214.75
Global	2797	11/1/2025			\$ 195.00				\$ 5.00		\$ 14.75		\$ 450.00	\$ 664.75
Global	2797	12/1/2025			\$ 195.00				\$ 5.00		\$ 14.75			\$ 214.75
Tyler Tech		1/14/2025	\$ 0.60											\$ 0.60
Tyler Tech		1/31/2025	\$ 0.85											\$ 0.85
Tyler Tech		2/11/2025	\$ 0.55											\$ 0.55
Tyler Tech		2/27/2025	\$ 0.93											\$ 0.93
Tyler Tech		3/31/2025	\$ 5.36											\$ 5.36
Tyler Tech		4/2/2025	\$ 0.60											\$ 0.60
Tyler Tech		5/2/2025	\$ 0.60											\$ 0.60
Tyler Tech		6/11/2025	\$ 0.63											\$ 0.63
Tyler Tech		6/25/2025	\$ 0.67											\$ 0.67
Tyler Tech		7/17/2025	\$ 0.60											\$ 0.60
Tyler Tech		9/10/2025	\$ 0.60											\$ 0.60
Tyler Tech		10/31/2025	\$ 3.79											\$ 3.79
<b>TOTAL</b>			\$ 317.03	\$ 130.85	\$ 2,467.43	\$ 49.28	\$ 3.08	\$ 600.00	\$ 60.00	\$ 15.00	\$ 177.00	\$ 504.98	\$ 450.00	\$ 4,790.43