

**BOARD
of
TRUSTEES**



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

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

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

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

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

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

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

**REGULAR MEETING
VIGO COUNTY PUBLIC LIBRARY
680 Poplar Street
Terre Haute, IN 47807
Monday, August 18, 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 Monday, July 21, 2025, Personnel Committee Meeting** 3
4. **Consideration of Minutes of Monday, July 21, 2025, Regular Meeting** 4
5. **Consideration of Minutes of Monday, August 4, 2025, Budget Committee Meeting** 7
6. **Treasurer's Report**
 - a) Monthly Financial Statement 8
 - b) Claims and Payroll 9
 - c) Special Claims
 - d) Gift Fund Report 30
7. **Reports to the Library Board**
 - a) Youth Services Manager Lola Snyder
8. **Director's Report** 31
9. **Old Business**
10. **New Business**
 - a) Election of Officers: President, Vice President, and Secretary
 - b) Election of Treasurer
 - c) Renewal of Treasurer's Official Bond 38
 - d) Presentation of 2026 Library Budget and Permission to Advertise 41
 - e) Resolution on Safety Deposit Box 48
 - f) Resolutions on Depository Signatures 49
 - g) Commitment to Join ISL Consortium for Public Library Access (Funding Year - July 1, 2026 through June 30, 2027) 52
 - h) Local Reciprocal Borrowing Covenant 53
 - i) Community Access to Meeting Rooms and Limited-Use Spaces 54
 - j) Food and Beverage Policy 60
11. **Suggestions from the Staff, Board or Public for Action or Study**
12. **Next Meetings:**
 - Special Meeting (Public Hearing on 2026 Library Budget), Tuesday, September 2, 2025, at 5:30 p.m. at the Main Library.
 - Regular Meeting (Adoption of 2026 Library Budget), Monday, September 15, 2025, at 5:30 p.m. at the Main Library.

13. Adjournment

CALL TO ORDER

President Young called the Personnel Committee Meeting to order in **Executive Session** at the Vigo County Public Library, 680 Poplar Street at 5:04 p.m. on the 21st day of July 2025, and the following persons were present:

Board of Trustees and Personnel Committee Members Present: James M. Young, President; Christi A. Fenton, Vice President; Stacy D. Killion; Kelly J. Ford; and Tom W. Bogigian (arrived at 5:08 p.m.).

Library Board Members Absent: George L. Heubel and Tiffany D. Cherry.

Library Staff: Jordan Orwig and Rob Fox.

DISCUSSION

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

ADJOURNMENT

Meeting adjourned at 5:24 p.m.

James M. Young, President

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

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

Library Board Member Absent: George L. Heubel, Secretary; and Tiffany D. Cherry.

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

Others: None.

PUBLIC INPUT ON ACTION ITEMS

None.

CONSIDERATION OF PERSONNEL COMMITTEE MEETING MINUTES

A motion to approve the minutes as written for June 13, 2025, personnel committee meeting, made by Fenton, seconded by Ford, passed.

CONSIDERATION OF REGULAR MEETING MINUTES

A motion to approve the minutes as written for June 16, 2025, regular meeting, made by Killion, seconded by Fenton, passed.

CONSIDERATION OF PERSONNEL COMMITTEE MEETING MINUTES

A motion to approve the minutes as written for June 18, 2025, personnel committee meeting, made by Fenton, seconded by Bogigian, passed.

TREASURER'S REPORT

Monthly Cash Statement

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

Claims and Payroll

Mrs. Bridgewater presented the Month End Claims dated June 30, 2025, in the amount of \$62,745.48 (Library Operating, \$60,385.81; Gift Fund, \$2,359.67; Grants, \$0). Library Operating Claims dated July 21, 2025, in the amount of \$115,676.93 (Library Operating Fund, \$113,573.23; Gift Fund, \$2,103.70; Grants, \$0). (Copy of Cash Statement, Month End Claims, Board Claims, and Payroll Summaries attached to official minutes.)

Special Claims

None.

Gift Fund Report

Mrs. Bridgewater presented the Gift Fund report dated June 30, 2025, for \$60,419.51.

Approval of Treasurer's Report

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

REPORTS TO THE LIBRARY BOARD

Director of Technology and Special Services Heather Rayl provided information on the updates for the proposed changes to the Registration of Borrower's policy. Patrons have requested an easier service for the library card renewal process. The major update to this policy is to include an online renewal process. If the policy is approved this evening, procedures and staff training will be forthcoming.

DIRECTOR'S REPORT

Mr. Orwig commented on his written report.

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

OLD BUSINESS

None.

NEW BUSINESS

Registration of Borrower's Policy in VCPL Policy Manual

A motion to approve the Registration of Borrower's Policy, made by Bogigian, seconded by Ford, passed.

Resolution for Surplus Property

A motion to approve the Resolution for Surplus Property, made by Fenton, seconded by Killion, passed.

Personnel Committee Update

President Young gave updates on VCPL's Executive Director search and shared that the Personnel Committee recommends Interim Executive Director Jordan Orwig be promoted to the Executive Director position.

A motion to approve promoting Jordan Orwig to the Executive Director position, made by Bogigian, seconded by Ford, passed.

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

None.

NEXT MEETING

Regular Meeting, Monday, August 18, 2025, at 5:30 p.m., Main Library.

ADJOURNMENT

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

James M. Young, President

Christi A. Fenton, Vice President

ABSENT

George L. Heubel, Secretary

Stacy D. Killion, Board Member

ABSENT

Tiffany D. Cherry, Board Member

Kelly J. Ford, Board Member

Tom W. Bogigian, Board Member

AG 8/6/25

President Young called the Budget Committee Meeting to order at the Vigo County Public Library, 680 Poplar Street, Terre Haute, IN at 3:05 p.m. on the 4th day of August 2025, and the following persons were present:

VCPL BOARD OF TRUSTEES & BUDGET COMMITTEE MEMBERS PRESENT:

President James M. Young, Secretary George L. Heubel, Board Member Tom W. Bogigian, Executive Director Jordan Orwig, Director of Support Services Dennis Shepard, and Business Office Manager Brandy Bridgewater.

OTHERS (PUBLIC): None.

PRESENT FIRST DRAFT OF 2026 LIBRARY BUDGET

Mr. Orwig and Mr. Shepard presented the first draft of the Vigo County Public Library's 2026 Library Budget.

ADJOURNMENT

The meeting was adjourned at 3:55 p.m.

James M. Young, President

George L. Heubel, Secretary

Tiffany D. Cherry, Board Member

Tom W. Bogigian, Board Member

Cash Statement
 Vigo County Public Library
 July 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	6,064,704.12 5,680,441.78	272,898.20 5,229,399.72	650,723.75 5,222,962.93	5,686,878.57	(377,825.55) 6,436.79
Cash Gift Fund 200-00-1010	60,419.51 68,245.53	965.29 21,253.69	4,148.04 32,262.46	57,236.76	(3,182.75) (11,008.77)
Cash Rainy Day Fund 201-00-1010	1,748,249.16 1,748,249.16	0.00 0.00	0.00 0.00	1,748,249.16	0.00 0.00
Cash-State Technology Reimburs 276-00-1010	0.00 (14,493.17)	0.00 19,938.59	0.00 5,445.42	0.00	0.00 14,493.17
Cash-NICCL Technology Improvem 282-00-1010	500.00 500.00	0.00 0.00	500.00 500.00	0.00	(500.00) (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	0.00 0.00	0.00 70.00	0.00 70.00	0.00	0.00 0.00
Cash-Payroll Withholdings 803-00-1010	1,169.88 11,420.24	82,762.57 641,637.33	82,707.57 651,832.69	1,224.88	55.00 (10,195.36)

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Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*34226	TERRE HAUTE CHILDREN'S MU	100	Check	250.00	57093	PROGRAM SPEAKER
34220	CITY PRESS	200	Check	594.00	57094	COLOR RUN T-SHIRTS
34230	SUBSCRIBER RENEWALS	100	Check	180.00	57095	NEWSPAPERS
					Total Count:	3
					Total Amount:	1,024.00
*34236	PITNEY BOWES BANK INC RES	100	ACH	2,000.00	12192	POSTAGE ON ACCOUNT 25986209
34249	ADP INC - AUTOPAY II	100	ACH	2,011.26	12194	PAYROLL SERVICES
34308	ADP INC - AUTOPAY II	100	ACH	35.35	12195	PAYROLL SERVICES
*34190	ADP SCREENING & SELECTION	100	ACH	68.89	12196	BACKGROUND SCREENING
34228	AMAZON.COM LLC	100 282	ACH	984.14	12197	DRONE AND ACCESSORIES FOR SYSTE
34204	AMAZON.COM LLC	100	ACH	253.82	12198	CIRC PRINT MAT, DVD/VIDEO MAT, AND
34213	AMAZON.COM LLC	100	ACH	64.34	12199	OFFICE SUPPLIES
34214	AMAZON.COM LLC	100	ACH	6.29	12200	CUPS FOR COLOR RUN
34215	AMAZON.COM LLC	100	ACH	28.75	12201	UNO DECKS
34216	AMAZON.COM LLC	100	ACH	16.98	12202	HANGER TAGS
34217	AMAZON.COM LLC	100	ACH	74.97	12203	HANGERS

<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>
34218	AMAZON.COM LLC	100	ACH	50.08	12204	PROGRAM SUPPLIES
34227	AMAZON.COM LLC	100	ACH	99.88	12205	DVD/VIDEO MATERIAL AND CIRC PRINT
34229	AMAZON.COM LLC	100	ACH	79.98	12206	CIRC PRINT MAT, DVD/VIDEO MATERIAL
34231	AMAZON.COM LLC	100	ACH	19.99	12207	CIRC PRINT MATERIAL
34251	AMAZON.COM LLC	100	ACH	59.99	12208	PRINTER INKS FOR TS
34252	AMAZON.COM LLC	100	ACH	53.94	12209	DVD/VIDEO MATERIAL
34253	AMAZON.COM LLC	100	ACH	24.99	12210	CIRC PRINT MATERIAL
34254	AMAZON.COM LLC	100	ACH	75.98	12211	CANOPY BAG REPLACEMENT
34255	AMAZON.COM LLC	100	ACH	29.99	12212	DVD/VIDEO MATERIAL AND CIRC PRINT
34256	AMAZON.COM LLC	100	ACH	14.02	12213	CIRC PRINT MATERIAL
34257	AMAZON.COM LLC	100	ACH	13.94	12214	CIRC PRINT MATERIAL
34258	AMAZON.COM LLC	100	ACH	24.00	12215	CIRC PRINT MATERIAL
34259	AMAZON.COM LLC	100	ACH	9.99	12216	CIRC PRINT MATERIAL
34260	AMAZON.COM LLC	100	ACH	18.98	12217	JUNE OFFICE AND PROGRAM RESTOCK
34261	AMAZON.COM LLC	100	ACH	24.24	12218	PROGRAM SUPPLIES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
34262	AMAZON.COM LLC	100	ACH	17.90	12219	DVD/VIDEO MATERIAL
34263	AMAZON.COM LLC	100	ACH	10.99	12220	CIRC PRINT MATERIAL
34264	AMAZON.COM LLC	100	ACH	16.49	12221	CIRC PRINT MAT AND AUD REC BOOKS
34265	AMAZON.COM LLC	100	ACH	22.99	12222	AUD REC BOOKS
34266	AMAZON.COM LLC	100	ACH	52.68	12223	CIRC PRINT MAT AND AUD REC BOOKS
34267	AMAZON.COM LLC	100	ACH	47.94	12224	CIRC PRINT MAT AND AUD REC BOOKS
34268	AMAZON.COM LLC	100	ACH	10.00	12225	CIRC PRINT MAT AND AUD REC BOOKS
34269	AMAZON.COM LLC	100	ACH	37.52	12226	CIRC PRINT MAT AND AUD REC BOOKS
34270	AMAZON.COM LLC	100	ACH	149.97	12227	DVD/VIDEO MATERIAL
34271	AMAZON.COM LLC	100	ACH	19.97	12228	DVD/VIDEO MATERIAL
34272	AMAZON.COM LLC	100	ACH	29.99	12229	DVD/VIDEO MATERIAL
34273	AMAZON.COM LLC	100	ACH	90.97	12230	CIRC PRINT MAT, DVD/VIDEO MAT, AND
34274	AMAZON.COM LLC	100	ACH	37.54	12231	BOOKS FOR TRIVA PRIZES
34275	AMAZON.COM LLC	100	ACH	39.99	12232	DVD/VIDEO MATERIAL
34278	AMAZON.COM LLC	100	ACH	64.86	12233	VAN GOGH PAINTING
34294	AMAZON.COM LLC		ACH	41.48	12234	CIRC PRINT MATERIAL

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>	
		100					
34295	AMAZON.COM LLC	100	ACH	29.99	12235	SHORTS FOR 12 POINTS SPLASH PAD A	
34312	AMAZON.COM LLC	100	ACH	17.56	12236	CIRC PRINT MATERIAL	
34313	AMAZON.COM LLC	100	ACH	19.99	12237	WEST KITCHEN KETTLE	
34314	AMAZON.COM LLC	100	ACH	79.98	12238	CIRC PRINT MAT, DVD/VIDEO MAT, AND	
34315	AMAZON.COM LLC	100	ACH	17.25	12239	CIRC PRINT MAT, DVD/VIDEO MAT, AND	
34316	AMAZON.COM LLC	100	ACH	10.93	12240	CIRC PRINT MATERIAL	
34317	AMAZON.COM LLC	100	ACH	93.57	12241	CIRC PRINT MATERIAL AND DVD/VIDEO	
34318	AMAZON.COM LLC	100	ACH	121.97	12242	CANOPY BAG REPLACEMENT	
34319	AMAZON.COM LLC	100	ACH	204.64	12243	CIRC PRINT MATERIAL AND DVD/VIDEO	
34320	AMAZON.COM LLC	100	ACH	176.04	12244	CIRC PRINT MATERIAL	
34321	AMAZON.COM LLC	100	ACH	136.16	12245	CIRC PRINT MATERIAL	
34322	AMAZON.COM LLC	100	ACH	130.78	12246	CIRC PRINT MATERIAL	
34323	AMAZON.COM LLC	100	ACH	34.48	12247	CIRC PRINT MAT AND CIRC NON PRINT	
34324	AMAZON.COM LLC	100	ACH	24.99	12248	CIRC PRINT MATERIAL	
34325	AMAZON.COM LLC	100	ACH	12	21.53	12249	CIRC PRINT MATERIAL
		100					

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
34326	AMAZON.COM LLC	100	ACH	207.97	12250	CIRC PRINT MATERIAL AND DVD/VIDEO
34327	AMAZON.COM LLC	100	ACH	394.06	12251	CIRC PRINT MATERIAL
34328	AMAZON.COM LLC	100	ACH	193.05	12252	CIRC PRINT MATERIAL
34329	AMAZON.COM LLC	100	ACH	172.20	12253	CIRC PRINT MATERIAL
34330	AMAZON.COM LLC	100	ACH	142.89	12254	CIRC PRINT MATERIAL
34331	AMAZON.COM LLC	100	ACH	571.81	12255	CIRC PRINT MATERIAL AND DVD/VIDEO
34332	AMAZON.COM LLC	100	ACH	102.53	12256	CIRC PRINT MATERIAL
34223	BAKER & TAYLOR INC	100 200	ACH	1,539.70	12257	CIRC PRINT MAT, AUD REC BOOKS
34335	BAKER & TAYLOR INC	100	ACH	1,483.31	12258	CIRC PRINT MAT AND AUD REC BOOKS
*34338	BRIDGEWATER*BRANDY	100	ACH	154.84	12259	MILEAGE REIMBURSEMENT
34234	E-Z CLEAN INC	100	ACH	764.92	12260	JANITORIAL SUPPLIES
34307	E-Z CLEAN INC	100	ACH	261.78	12261	JANITORIAL SUPPLIES
34334	GALE/CENGAGE LEARNING	100	ACH	221.16	12262	CIRC PRINT MATERIAL
*34240	GENTRY*LUKE	100	ACH	33.96	12263	PROGRAM SUPPLIES REIMBURSEMENT
34250	GRAHAM FEED COMPANY	100	ACH	497.70	12264	SURE SOFT SALT PELLETS

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
34222	MIDWEST TAPE	100	ACH	158.18	12265	DVD/VIDEO MATERIAL
34333	MIDWEST TAPE	100	ACH	707.77	12266	DVD/VIDEO MATERIAL
34224	RICOH USA INC	100	ACH	3,282.57	12267	COPIER LEASE
34311	RICOH USA INC	100	ACH	1,613.66	12268	COPIER LEASE
34292	ROEING CORPORATION	100	ACH	500.00	12269	FIBER INSTALL 12 PTS
*34340	WARD*CRYSTAL	100	ACH	69.20	12270	MEAL REIMBURSEMENT
					Total Count:	78
					Total Amount:	21,029.18
34219	JOINK LLC	100	E-pay	275.00	12084	MONTHLY CLOUD BACKUP
34221	CENTER POINT LARGE PRINT	100	E-pay	249.90	12085	CIRC PRINT MATERIAL
*34232	NORM'S MIRROR IMAGE GLASS	100	E-pay	345.00	12086	REPLACE DOOR GLASS AT WEST
*34235	COURTESY CLEANING CENTER	100	E-pay	18.00	12087	LAUNDERING OF MAIN TABLECLOTHS
*34237	REPUBLIC SERVICES OF WEST	100	E-pay	509.74	12088	MAIN TRASH SERVICE
34238	T-MOBILE USA, INC.	100	E-pay	168.55	12089	WEST HOTSPOT DATA
34239	T-MOBILE USA, INC.	100	E-pay	1,060.49	12090	MAIN HOTSPOT DATA
33989	SAM'S CLUB DIRECT	100	E-pay	159.38	12091	PROGRAM SUPPLIES

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*34243	CAPITAL ONE	100	E-pay	405.34	12092	PROGRAM SUPPLIES
*34245	CITY OF TERRE HAUTE SEWAG	100	E-pay	64.25	12093	12 POINTS SEWAGE BILLING
*34246	CITY OF TERRE HAUTE SEWAG	100	E-pay	685.94	12094	MAIN SEWAGE BILLING
*34277	INDIANA AMERICAN WATER CC	100	E-pay	535.01	12095	MAIN IRRIGATION SERVICE
*34293	COURTESY CLEANING CENTEF	100	E-pay	29.75	12108	LAUNDERING OF MAIN TABLECLOTHS A
*34248	VISA CARD SERVICES	100 200	E-pay	16,636.77	12110	VARIOUS SUPPLIES, TRAVEL, REGISTR.
*34306	INDIANA AMERICAN WATER CC	100	E-pay	1,019.58	12111	MAIN WATER SERVICE
*34310	CROSSROADS DOOR & HARDV	100	E-pay	1,308.00	12112	11 PADLOCKS KEYED FOR BRANCH
34336	VERIZON - WIRELESS	100	E-pay	265.46	12113	PHONE SERVICE
34337	OFFICE DEPOT	100	E-pay	459.71	12114	OFFICE SUPPLIES

Total Count: 18
Total Amount: 24,195.87

Library Operating Fund 100:	43,704.71
Gift Fund 200:	2,044.34
Rainy Day Fund 201:	0.00
State Technology Reimbursement Grant Fund 276:	0.00
WVCF Creating a Better Tomorrow Grant Fund 277:	0.00
UW Neighborhood Improvement Grant Fund 278:	0.00
WVCF Impact Grant Fund 279:	0.00
Lifelong Arts Indiana Grant Fund 280:	0.00
NICCL Technology Improvement Grant Fund 282:	500.00
NEA Big Read Grant Fund 283:	0.00
Public Library Access Card Fund 800:	0.00

Grand Total Count:	99
Grand Total Amount:	46,249.05

Executive Director
Jordan Orwig

VISA -JULY- MONTHLY TOTAL			PAY 07/31/2025	
DATE	PO#	VENDOR	DESCRIPTION	AMOUNT
DENNIS SHEPARD		XXXX XXXX XXXX 6317		
6/27/2025	251271	TABCO	NEW EMPLOYEE LOGO WEAR ITEM- J ORWIG	30.25
6/29/2025	250090	MAILCHIMP	MAILCHIMP FEE FOR JULY	262.50
6/30/2025	251305	GOOGLE	GOOGLE WORKSPACE	218.40
6/30/2025	251247	ONLINE LABELS	ONLINE LABELS FOR BOOK STICKERS	242.29
7/1/2025	251294	TABCO	NEW EMPLOYEE LOGO WEAR ITEM- L BURTON	23.75
7/2/2025	251314	TERRE HAUTE CHAMBER OF COMMERCE	TABLE REGISTRATION FOR ANNUAL MEETING	750.00
7/2/2025	251262	CRICUT	CRICUT BUNDLE FOR WEST	692.28
7/7/2025	251323	COLOR BLAZE WHOLESALE COLOR POWDER	SR COLOR RUN POWDER	557.97
7/11/2025	251157, 251352	FACEBOOK	EVENT BOOSTS ON FACEBOOK	140.00
7/14/2025	251381	TECHSOUP GLOBAL	ANNUAL CLOUD SOLUTIONS LICENSE	660.00
7/15/2025	251389	ONLINE LABELS	5X5 BOOK STICKERS	267.79
7/17/2025	251157	FACEBOOK	EVENT BOOSTS ON FACEBOOK	100.12
7/17/2025	251157	FACEBOOK	EVENT BOOSTS ON FACEBOOK	16.24
7/19/2025	251430	TECHSOUP GLOBAL	MONTHLY CLOUD SOLUTIONS LICENSE	30.00
7/22/2025	251431	COLOR BLAZE WHOLESALE COLOR POWDER	ADDITIONAL COLOR POWDER	521.88
DENNIS TOTAL				4513.47
BRANDY BRIDGEWATER		XXXX XXXX XXXX 1093		
6/1/2025	NA	MINECRAFT	CREDIT FOR DISPUTED CHARGE	-8.55
6/23/2025	250034	FACEBOOK	FRIENDS SALES FACEBOOK AD BOOSTS	6.19
6/23/2025	251246	MIS TRES POTRILLOS	NEW EMPLOYEE ORIENTATION LUNCH	52.26
6/24/2025	251222	BAMBU LAB	FILAMENT	181.87
6/25/2025	251218	MENARDS	LOCKING OUTLET COVERS	759.90
6/25/2025	251223	BEST BUY	TV AND WALL MOUNT	334.98
6/28/2025	251278	TECHSOUP GLOBAL	MONTHLY CLOUD SOLUTIONS LICENSE	306.00

7/15/2025	251396	CROWD CONTROL COMPANY	BARRICADE ORDER FOR 12 POINTS	2009.00
7/15/2025	251382	BAMBU LAB	SUPERSPACE REPAIR	29.98
7/16/2025	251400	COLOR BLAZE WHOLESALE COLOR POWDER	INDIVIDUAL COLOR PACKETS	64.95
7/16/2025	251407	AMERICAN ASSOCIATION OF NOTARIES	NOTARY SUPPLY KIT- F MULOT	79.80
7/17/2025	251398	GRABER MANUFACTURING	BOLT IN SEATS FOR 12 POINTS PLAYGROUND	1120.83
7/17/2025	251402	VANDAL STOP PRODUCTS	VANDAL BOXES FOR 12 POINTS	2794.00
7/21/2025	250089	ICONIC DIGITAL MARKETING	WEBSITE FEE	355.50
BRANDY TOTAL				8086.71
HEATHER RAYL XXXX XXXX XXXX 6325				
7/9/2025	251284	APPLE	APP ON APP STORE	105.93
HEATHER TOTAL				105.93
JORDAN ORWIG XXXX XXXX XXXX 2943				
6/24/2025	251185	MCALISTERS DELI	MANAGER TRAINING LUNCH	283.81
7/7/2025	251340	MCALISTERS DELI	NEW EMPLOYEE ORIENTATION LUNCH	16.67
JORDAN TOTAL				300.48
VIGO CO PUBLIC LIBRARY XXXX XXXX XXXX 4648				
7/3/2025	251275	DOLLAR TREE	DOODLE DROP PRIZES	292.50
7/9/2025	251304	VISTAPRINT	FRIENDS NOTE CARDS ORDER	154.07
7/18/2025	251469	NAMECHEAP	DOMAIN RENEWAL	32.36
7/18/2025	251393	FAMILY DOLLAR	ICE AND TREATS FOR WEST SUMMER CELEBRATION	65.50
7/18/2025	251425	TABCO PRINTING AND PROMOTIONAL PRODUCT	NEW EMPLOYEE LOGOWEAR ORDER- H BEAN	35.75
7/22/2025	251444	GETTY IMAGES	ANNUAL RENEWAL	3050.00
VIGO TOTAL				3630.18
GRAND TOTAL				16636.77

<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>
34490	TIPTON WELDING	100	<i>Check</i>	12,405.00	57096	PREPAYMENT- FABRICATING HANDRAIL
*34432	COURTESY CLEANING CENTEF	100	<i>Check</i>	483.54	57097	LAUNDERING OF MAIN AND WEST TABL
34530	DON'S SERVICE CENTER INC	100	<i>Check</i>	369.19	57098	PINION SEAL ON F150
*34420	NETWORK SOLUTIONS INCORF	100	<i>Check</i>	487.50	57099	SWITCH WORK 12 PTS
34421	PROVIDENCE FOOD PANTRY	100	<i>Check</i>	150.00	57100	HUNGER BUST SPONSORSHIP
*34351	WAYNE*DANNY	100	<i>Check</i>	275.00	57101	DJ SERVICES FOR WEST BRANCH SUM
					Total Count:	6
					Total Amount:	14,170.23
34402	ADP INC - AUTOPAY II	100	<i>ACH</i>	895.90	12271	PAYROLL SERVICES
34453	AMAZON.COM LLC	100	<i>ACH</i>	14.50	12272	CIRC PRINT MATERIAL
34448	AMAZON.COM LLC	100	<i>ACH</i>	95.82	12273	CIRC PRINT AND NON PRINT MAT, REF I
34433	AMAZON.COM LLC	100	<i>ACH</i>	106.05	12274	CIRC PRINT MATERIAL
34492	AMAZON.COM LLC	100	<i>ACH</i>	50.67	12275	CIRC PRINT MATERIAL
34498	AMAZON.COM LLC	100	<i>ACH</i>	12.98	12276	CIRC PRINT MAT AND DVD/VIDEO MAT
34499	AMAZON.COM LLC	100	<i>ACH</i>	9.46	12277	CIRC PRINT MATERIAL
34352	AMAZON.COM LLC	100	<i>ACH</i>	18 135.48	12278	CIRC PRINT MATERIAL AND DVD/VIDEO

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
34375	AMAZON.COM LLC	100	ACH	91.73	12279	CIRC PRINT MATERIAL
34437	AMAZON.COM LLC	100	ACH	29.68	12280	CIRC PRINT MATERIAL
34435	AMAZON.COM LLC	200	ACH	900.00	12281	Z FOLD FOR PRINTER
34526	AMAZON.COM LLC	100	ACH	9.49	12282	HEAT PROOF TAPE FOR CRICUT
34450	AMAZON.COM LLC	100	ACH	11.49	12283	CIRC PRINT MATERIAL
34494	AMAZON.COM LLC	100	ACH	24.99	12284	CIRC PRINT MATERIAL
34464	AMAZON.COM LLC	100	ACH	159.99	12285	EXTERNAL DRIVE 8TB FOR PR
34522	AMAZON.COM LLC	100	ACH	11.47	12286	CIRC PRINT MATERIAL
34467	AMAZON.COM LLC	100	ACH	26.21	12287	CIRC PRINT MATERIAL
34513	AMAZON.COM LLC	100	ACH	86.23	12288	CIRC PRINT MATERIAL
34394	AMAZON.COM LLC	100	ACH	138.91	12289	CIRC PRINT MAT AND CIRC NON PRINT
34353	AMAZON.COM LLC	100	ACH	256.11	12290	DRONE AND ACCESSORIES FOR SYSTE
34374	AMAZON.COM LLC	100	ACH	89.09	12291	CIRC PRINT MAT AND CIRC NON PRINT
34505	AMAZON.COM LLC	100	ACH	59.08	12292	ADDITIONAL CAPRIS FOR SPLASH PAD
34503	AMAZON.COM LLC	100	ACH	49.99	12293	CIRC PRINT MATERIAL AND DVD/VIDEO

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
34519	AMAZON.COM LLC	100	ACH	161.80	12294	CIRC PRINT MAT AND DVD/VIDEO MAT
34442	AMAZON.COM LLC	100	ACH	234.42	12295	CIRC PRINT MATERIAL
34389	AMAZON.COM LLC	100	ACH	26.67	12296	TEDDYBEAR PICNIC FANS
34341	AMAZON.COM LLC	100	ACH	164.45	12297	CIRC PRINT MATERIAL
34472	AMAZON.COM LLC	100	ACH	121.93	12298	CIRC PRINT MAT AND DVD/VIDEO MAT
34443	AMAZON.COM LLC	100	ACH	295.00	12299	CIRC PRINT AND NON PRINT MAT, REF I
34441	AMAZON.COM LLC	100	ACH	602.58	12300	CIRC PRINT MATERIAL
34362	AMAZON.COM LLC	100	ACH	29.27	12301	CIRC PRINT MATERIAL
34390	AMAZON.COM LLC	100	ACH	17.10	12302	CIRC PRINT MATERIAL
34439	AMAZON.COM LLC	100	ACH	14.21	12303	CIRC PRINT MATERIAL
34477	AMAZON.COM LLC	100	ACH	13.49	12304	OFFICE SUPPLIES AND PENCIL SHARPE
34514	AMAZON.COM LLC	100	ACH	10.64	12305	CIRC PRINT MATERIAL
34388	AMAZON.COM LLC	100	ACH	15.12	12306	CIRC PRINT MAT, DVD/VIDEO MATERIAL
34387	AMAZON.COM LLC	100	ACH	32.99	12307	KHAKI CAPRIS FOR SPLASH PAD ATTEN
34463	AMAZON.COM LLC	100	ACH	64.79	12308	DVD/VIDEO MATERIAL
34474	AMAZON.COM LLC		ACH	46.99	12309	DVD/VIDEO MATERIAL

<i>Voucher #</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Amount</i>	<i>Total</i>	<i>Check # ACH # EFT #</i>	<i>Description</i>
		100				
34452	AMAZON.COM LLC	100	ACH	47.35	12310	CIRC PRINT MATERIAL
34515	AMAZON.COM LLC	100	ACH	10.44	12311	CIRC PRINT MATERIAL
34438	AMAZON.COM LLC	100	ACH	18.99	12312	CIRC PRINT MATERIAL
34364	AMAZON.COM LLC	100	ACH	130.25	12313	CIRC PRINT MATERIAL
34460	AMAZON.COM LLC	100	ACH	14.99	12314	CIRC PRINT MATERIAL
34342	AMAZON.COM LLC	100	ACH	28.79	12315	CIRC PRINT MATERIAL
34393	AMAZON.COM LLC	100	ACH	39.99	12316	INSULATED BEVERAGE DISPENSER
34478	AMAZON.COM LLC	100	ACH	18.60	12317	CIRC PRINT MATERIAL
34458	AMAZON.COM LLC	100	ACH	14.39	12318	CIRC PRINT MATERIAL
34470	AMAZON.COM LLC	100	ACH	15.24	12319	CIRC PRINT MAT AND DVD/VIDEO MAT
34454	AMAZON.COM LLC	100	ACH	11.69	12320	CIRC PRINT MATERIAL
34504	AMAZON.COM LLC	100	ACH	60.28	12321	CIRC PRINT MATERIAL
34444	AMAZON.COM LLC	100	ACH	1,175.00	12322	CIRC PRINT AND NON PRINT MAT, REF I
34396	AMAZON.COM LLC	100	ACH	199.67	12323	CLEANING AND GENERAL SUPPLIES
34361	AMAZON.COM LLC	100	ACH	94.76	12324	CIRC PRINT MATERIAL
		100		21		

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
34449	AMAZON.COM LLC	100	ACH	153.86	12325	CIRC PRINT AND NON PRINT MAT, REF I
34502	AMAZON.COM LLC	100	ACH	39.99	12326	DVD/VIDEO MATERIAL AND CIRC PRINT
34451	AMAZON.COM LLC	100	ACH	29.00	12327	CIRC PRINT MATERIAL
34469	AMAZON.COM LLC	100	ACH	13.15	12328	CIRC PRINT MATERIAL
34386	AMAZON.COM LLC	100	ACH	13.75	12329	CIRC PRINT MATERIAL
34392	AMAZON.COM LLC	100	ACH	114.68	12330	CIRC PRINT MATERIAL
34391	AMAZON.COM LLC	100	ACH	126.23	12331	CIRC PRINT MATERIAL
34532	AMAZON.COM LLC	100	ACH	17.60	12332	CIRC PRINT MATERIAL AND CIRC NON F
34520	AMAZON.COM LLC	100	ACH	28.26	12333	DVD/VIDEO MATERIAL
34510	AMAZON.COM LLC	100	ACH	14.15	12334	CIRC PRINT MATERIAL
34491	AMAZON.COM LLC	100	ACH	44.68	12335	CIRC PRINT MATERIAL
34476	AMAZON.COM LLC	100	ACH	8.43	12336	DVD/VIDEO MATERIAL
34471	AMAZON.COM LLC	100	ACH	23.00	12337	CIRC PRINT MAT AND DVD/VIDEO MAT
34473	AMAZON.COM LLC	100	ACH	18.30	12338	CIRC PRINT MAT AND DVD/VIDEO MAT
34525	AMAZON.COM LLC	100	ACH	25.48	12339	TWO FANS
34436	AMAZON.COM LLC		ACH	135.61	12340	DESK LAMP FOR SPC

<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				
34493	AMAZON.COM LLC	100	ACH	69.99	12341	OFFICE SUPPLIES AND PENCIL SHARPE
		100				
34358	AMAZON.COM LLC	100	ACH	59.98	12342	CIRC PRINT MATERIAL AND DVD/VIDEO
		100				
34363	AMAZON.COM LLC	100	ACH	137.89	12343	CIRC PRINT MATERIAL
		100				
34384	AMAZON.COM LLC	100	ACH	144.89	12344	CIRC PRINT MATERIAL
		100				
34512	AMAZON.COM LLC	100	ACH	18.60	12345	CIRC PRINT MATERIAL
		100				
34481	AMAZON.COM LLC	100	ACH	39.99	12346	DVD/VIDEO MATERIAL
		100				
34445	AMAZON.COM LLC	100	ACH	54.99	12347	CIRC PRINT AND NON PRINT MAT, REF I
		100				
34385	AMAZON.COM LLC	100	ACH	46.50	12348	CIRC PRINT AND NON PRINT MAT, REF I
		100				
34434	AMAZON.COM LLC	100	ACH	180.57	12349	CIRC PRINT MATERIAL
		100				
34489	AMAZON.COM LLC	100	ACH	13.98	12350	CIRC PRINT MAT AND CIRC NON PRINT
		100				
34521	AMAZON.COM LLC	100	ACH	69.83	12351	CIRC PRINT MATERIAL
		100				
34517	AMAZON.COM LLC	100	ACH	87.59	12352	CIRC PRINT MAT AND DVD/VIDEO MAT
		100				
34518	AMAZON.COM LLC	100	ACH	48.99	12353	CIRC PRINT MAT AND DVD/VIDEO MAT
		100				
34360	AMAZON.COM LLC	100	ACH	32.59	12354	CIRC PRINT MATERIAL
		100				
34354	AMAZON.COM LLC	100	ACH	16.99	12355	CIRC PRINT MATERIAL
		100				

<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>
34509	AMAZON.COM LLC	100	ACH	28.40	12356	CIRC PRINT MATERIAL
34511	AMAZON.COM LLC	100	ACH	47.27	12357	CIRC PRINT MATERIAL
34531	AMAZON.COM LLC	100	ACH	188.51	12358	PROGRAM SUPPLIES
34462	AMAZON.COM LLC	100	ACH	67.83	12359	DVD/VIDEO MATERIAL
34446	AMAZON.COM LLC	100	ACH	65.11	12360	CIRC PRINT AND NON PRINT MAT, REF I
34468	AMAZON.COM LLC	100	ACH	28.00	12361	CIRC PRINT MATERIAL
34440	AMAZON.COM LLC	100	ACH	73.34	12362	CIRC PRINT MATERIAL
34459	AMAZON.COM LLC	100	ACH	83.60	12363	CIRC PRINT MATERIAL
34376	AMAZON.COM LLC	100	ACH	127.18	12364	PRIZES FOR LIB CARD SIGNUP MO. DR/
34359	AMAZON.COM LLC	100	ACH	49.99	12365	CIRC PRINT MATERIAL AND DVD/VIDEO
34380	AMAZON.COM LLC	100	ACH	129.80	12366	OFFICE SUPPLIES
34524	AMAZON.COM LLC	100	ACH	32.14	12367	CIRC PRINT MATERIAL
34516	AMAZON.COM LLC	100	ACH	37.12	12368	CIRC PRINT MAT AND DVD/VIDEO MAT
34523	AMAZON.COM LLC	100	ACH	89.98	12369	CIRC NON PRINT MATERIAL
34447	AMAZON.COM LLC	100	ACH	150.23	12370	CIRC PRINT AND NON PRINT MAT, REF I

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
34461	AMAZON.COM LLC	100	ACH	489.11	12371	CIRC NON PRINT MATERIAL
34475	AMAZON.COM LLC	100	ACH	12.96	12372	DVD/VIDEO MATERIAL
34395	AMAZON.COM LLC	100	ACH	88.60	12373	CLEANING AND GENERAL SUPPLIES
34409	BAKER & TAYLOR INC	100	ACH	2,308.64	12374	CIRC PRINT MAT AND AUD REC BOOKS
34485	BAKER & TAYLOR INC	100	ACH	3,579.50	12375	CIRC PRINT MAT AND AUD REC BOOKS
34506	BAKER & TAYLOR INC	100	ACH	1,225.34	12376	FIRST LOOK CARTS
*34357	CARSON*ANGELINE	100	ACH	117.60	12377	MILEAGE REIMBURSEMENT
*34508	CREWS*JEFF	100	ACH	7.48	12378	REIMBURSEMENT FOR MAINTENANCE :
*34408	CULLIGAN WATER CONDITIONI	100	ACH	42.50	12379	WEST COOLER RENTAL
34412	DEMCO, INC	100	ACH	964.46	12380	LAMINATE, MYLAR
34407	E-Z CLEAN INC	100	ACH	324.81	12381	JANITORIAL SUPPLIES
34406	E-Z CLEAN INC	100	ACH	605.24	12382	JANITORIAL SUPPLIES
34480	E-Z CLEAN INC	100	ACH	167.27	12383	JANITORIAL SUPPLIES
*34350	GIBSON*AMY	100	ACH	19.55	12384	REIMBURSEMENT FOR PROGRAM SUPP
34399	GRAPHIC PRODUCTS	100	ACH	1,778.99	12385	DURALABEL TORO MAX PRINTER
34398	KNOWBE4, INC		ACH	1,575.60	12386	KNOWBE4 RENEWAL

<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				
34404	MIDWEST TAPE	100	ACH	756.39	12387	DVD/VIDEO MATERIAL
		100				
34484	MIDWEST TAPE	100	ACH	297.40	12388	PROCESSING
		100				
34403	MIDWEST TAPE	100	ACH	7,057.15	12389	HOOPLA INVOICE FOR JULY
		100				
34500	NEW AVENUES	100	ACH	166.24	12390	ALA CARTE ADMIN FEE
		100				
*34410	ORACLE ELEVATOR COMPANY	100	ACH	447.00	12391	ELEVATOR PHONE BATTERY REPLACEI
		100				
34488	OVERDRIVE	100	ACH	10,150.00	12392	MONTHLY OVERDRIVE DEPOSIT
		100				
34378	OVERDRIVE	100	ACH	10,000.00	12393	OVERDRIVE DEPOSIT
		100				
34401	PAYPAL INC	100	ACH	19.95	12394	MONTHLY PAYFLOW LINK
		100				
34457	RICOH USA INC	100	ACH	904.38	12395	COPIER LEASE
		100				
34377	ROEING CORPORATION	100	ACH	4,889.80	12396	ERATE 2025 AP PROJECT
		100				
34482	SMITH'S SMALL ENGINES	100	ACH	77.57	12397	2 CYCLE OIL, AIR FILTER, FASTENER
		100				
*34397	TECH ELECTRONICS OF INDIAI	100	ACH	531.00	12398	NVR WORK 12 PTS
		100				
*34501	TECH ELECTRONICS OF INDIAI	100	ACH	780.00	12399	ANNUAL MONITORING OF ELEVATOR PI
		100				
*34486	UNIQUE MANAGEMENT SERVIC	100	ACH	473.80	12400	PLACEMENTS
		100				
*34487	UNIQUE MANAGEMENT SERVIC	100	ACH	863.70	12401	NOTICES
		100		26		

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
34405	UNIVERSITY PRODUCTS INC	100	ACH	302.46	12402	ARCHIVAL SUPPLIES
*34411	VERNON LIBRARY SUPPLIES IN	100	ACH	1,327.15	12403	HANDY HOLD WRAPPERS
34483	WAGeworks, INC.	100	ACH	168.82	12404	COBRA MONTHLY FEE
34400	WEAS ENGINEERING INC	100	ACH	516.50	12405	SERVICE CONTRACT AUG 2025
34414	ZAYO EDUCATION LLC	100	ACH	1,629.33	12406	INTERNET SERVICE
34413	ZAYO EDUCATION LLC	100	ACH	598.13	12407	VOICE SERVICE
					Total Count:	137
					Total Amount:	65,289.66
34355	JKO MEDIA GROUP	100	E-pay	1,000.00	12117	SUMMER READING RADIO AD JKO
*34381	TOWN OF WTH WATER & SEWE	100	E-pay	78.54	12119	WEST WATER SERVICE
*34382	INDIANA AMERICAN WATER CC	100	E-pay	56.83	12120	PRIVATE FIRE SERVICE
34383	WEX BANK	100	E-pay	143.43	12121	FUEL SERVICE
34415	ENVISIONWARE	100	E-pay	603.75	12122	ENVISIONWARE PRINT RENEWAL
*34153	LOWE'S COMMERCIAL SERVICI	100	E-pay	269.32	12125	MAINTENANCE SUPPLIES
*34455	INDIANA AMERICAN WATER CC	100	E-pay	56.83	12127	12 POINTS PRIVATE FIRE SERVICE
*34456	INDIANA AMERICAN WATER CC	100	E-pay	164.95	12128	12 POINTS WATER SERVICE

Voucher #	Name of Claimant	Fund	Amount	Total	Check # ACH # EFT #	Description
*34465	B & S PLUMBING & HEATING IN	100	E-pay	187.39	12129	ACCESS PANEL
*34466	B & S PLUMBING & HEATING IN	100	E-pay	240.00	12130	MINI SPLIT DRAIN ISSUE SOUTH ENTRA
*34479	HANOVER INSURANCE GROUP	100	E-pay	573.00	12131	WORKERS COMPENSATION POLICY
34496	CENTERPOINT ENERGY	100	E-pay	22.76	12133	WEST GAS SERVICE
34497	CENTERPOINT ENERGY	100	E-pay	29.47	12134	12 POINTS GAS SERVICE
*34507	KOORSEN FIRE & SECURITY IN	100	E-pay	142.00	12135	ANNUAL FIRE EXTINGUISHER INSPECTI
*34527	DUKE ENERGY *	100	E-pay	13,627.73	12136	MAIN ELECTRIC SERVICE
*34528	DUKE ENERGY *	100	E-pay	977.09	12137	WEST ELECTRIC SERVICE
34529	OFFICE DEPOT	100	E-pay	1,015.26	12138	OFFICE SUPPLIES

Total Count: 17
Total Amount: 19,188.35

Library Operating Fund 100:	97,748.24
Gift Fund 200:	900.00
Rainy Day Fund 201:	0.00
State Technology Reimbursement Grant Fund 276:	0.00
WVCF Creating a Better Tomorrow Grant Fund 277:	0.00
UW Neighborhood Improvement Grant Fund 278:	0.00
WVCF Impact Grant Fund 279:	0.00
Lifelong Arts Indiana Grant Fund 280:	0.00
Lifelong Arts Indiana Grant Fund 281:	0.00
NEA Big Read Grant Fund 283:	0.00
Public Library Access Card Fund 800:	0.00

Grand Total Count:	160
Grand Total Amount:	98,648.24

Executive Director
Jordan Orwig

**Payroll Payable
Voucher Register**

Vigo County Public Library

For Period July - 2025

Page 1 of 2 Pages

Date Filed	Voucher Number	NAME OF CLAIMANT	AMOUNT OF VOUCHER	AMOUNT ALLOWED	CHECK/ WARRANT NUMBER	MEMORANDUM
7/3	Pay #14	Gross Payroll	\$ 149,853.74	\$ 149,853.74	ACH	
7/3	Pay #14	FICA	\$ 10,774.08	\$ 10,774.08	ACH	
7/3	Pay #14	PERF	\$ 20,058.63	\$ 20,058.63	ACH	
7/18	Pay #15	Gross Payroll	\$ 153,476.57	\$ 153,476.57	ACH	
7/18	Pay #15	FICA	\$ 11,045.84	\$ 11,045.84	ACH	
7/18	Pay #15	PERF	\$ 20,304.27	\$ 20,304.27	ACH	
7/18	Pay #15	Anthem	\$ 119,522.81	\$ 119,522.81	ACH	
7/18	Pay #15	Guardian	\$ 7,657.90	\$ 7,657.90	ACH	
		Gross Payroll	\$ -	\$ -	ACH	
		FICA	\$ -	\$ -	ACH	
		PERF	\$ -	\$ -	ACH	

Total library cost			\$ 492,693.84			
July	Pay 14 & 15	Nationwide	\$ 2,263.08	\$ 2,263.08	ACH	Staff withholding
July	Pay 14 & 15	Garnishments	\$ 2,521.19	\$ 2,521.19	ACH	Staff withholding
July	Pay 14 & 15	Garnishment Reim	\$ -	\$ -	ACH	Staff withholding
July	Pay 14 & 15	AFLAC	\$ 1,169.88	\$ 1,169.88	ACH	Staff withholding
July	Pay 14 & 15	United Way	\$ 128.00	\$ 128.00	ACH	Staff withholding
July	Pay 14 & 15	Anthem	\$ 12,755.00	\$ 12,755.00	ACH	Staff withholding
July	Pay 14 & 15	HSA adj.		\$ -	ACH	Staff withholding
July	Pay 14 & 15	Guardian	\$ 1,573.26	\$ 1,573.26	ACH	Staff withholding
July	Pay 14 & 15	Boston Mutual	\$ 650.36	\$ 650.36	ACH	Staff withholding
July	Pay 14 & 15	Fed Tax	\$ 19,732.97	\$ 19,732.97	ACH	Staff withholding
July	Pay 14 & 15	State Tax	\$ 8,785.60	\$ 8,785.60	ACH	Staff withholding
July	Pay 14 & 15	Local Tax	\$ 5,614.22	\$ 5,614.22	ACH	Staff withholding
July	Pay 14 & 15	FICA	\$ 21,819.89	\$ 21,819.89	ACH	Staff withholding
July	Pay 14 & 15	Vol. PERF	\$ 5,749.12	\$ 5,749.12	ACH	Staff withholding
		Staff Cost	\$ 82,762.57	\$ 82,762.57		

July 31, 2025

Gift Fund Balances

2025

FUND	AMOUNT	PURPOSE	APPROVAL
00-General	\$ 2,565.68	Unrestricted Use	Admin.
64-SPC	\$ 1,530.52	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	\$ 2,677.43	Unrestricted Use	Admin.
70- West Emily's Garden	\$ 200.00	Maintenance of Emily's Garden at West Branch	Admin.
71-West Branch	\$ 1,397.27	Support of West Branch	Admin.
72-Friends	\$ 10,361.76	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	\$ 542.55	Childrens Book Label Commemorating Speakers	Admin.
85-Phillips	\$ 3,305.47	Support of LLC and Archives	Admin.
87-Cox	\$ 55.48	Hearing Impaired Support	Admin.
89-Christmas in the Park	\$ 360.53	Christmas in the Park	Admin.
92-Marketing	\$ 945.05	Unrestricted Use	Admin.
93-Programming and Events	\$ 499.00	Support of Programming and Events	Admin.
94-TH Econ.Dev.	\$ 139.58	Adult Nonfiction Commemorating Speakers	Admin.
95-12 Points	\$ 1,111.93	Support of 12 Points	Admin.
96-Fundraiser	\$ 770.44	Buy a Book	Admin.
97-Library Experience	\$ 730.00	Support of Library Experience	Admin.
TOTAL	\$ 57,236.76		

Administrative Report

AUGUST 18, 2025



FROM THE EXECUTIVE DIRECTOR

This month and next, the Vigo County Public Library will undergo a change in our Board of Trustees. Dr. Christi Fenton, who has served since 2014 when she was appointed by the Vigo County School Corporation. Dr. Fenton will be concluding her board service at the August meeting after serving three terms. During her time on the VCPL board, she has served in special groups, such as the budget and personnel committees, and has been an enthusiastic supporter for libraries and the communities we serve. I would like to thank Dr. Fenton for everything that she has done for Vigo County and VCPL, and I wish her all the best moving forward!

In her stead, VCSC has appointed Janet Brosmer, the Curriculum Coordinator of the corporation, who will begin her new role at our September meeting. Janet oversees all of the school libraries and is a strong advocate for education and literacy. I first got to meet her when I helped at this year’s Battle of the Books, a book-focused elementary school competition. I am looking forward to Janet’s involvement with VCPL!

SCHEDULE OF CLOSINGS

January 2026 through January 2027 schedule of planned closings for the Vigo County Public Library is provided below:

New Year’s Day	Thursday	January 1, 2026
Martin Luther King Jr. Day	Monday	January 19, 2026
Easter	Sunday	April 5, 2026
Sunday before Memorial Day	Sunday	May 24, 2026
Memorial Day	Monday	May 25, 2026
Juneteenth	Monday	June 15, 2026
Independence Day	Saturday	July 4, 2026
Sunday before Labor Day	Sunday	September 6, 2026
Labor Day	Monday	September 7, 2026
Veterans Day	Wednesday	November 11, 2026
VCPL Staff Institute	Friday	November 20, 2026
Thanksgiving Eve - close at 6:00 p.m.	Wednesday	November 25, 2026
Thanksgiving Day	Thursday	November 26, 2026
Christmas Eve	Thursday	December 24, 2026
Christmas Day	Friday	December 25, 2026
New Year’s Eve	Thursday	December 31, 2026
New Year’s Day	Friday	January 1, 2027

SUMMER READING



VCPL's Summer Reading 2025 program—Color Our World—was a tremendous success, thanks to strong community participation and staff support. A total of 2,371 readers joined in and logged an incredible 2,743,946 minutes of reading throughout the summer.

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The library hosted 60 engaging programs creating fun, educational experiences for families throughout the Wabash Valley. The Program and Events department also secured donations from 18 generous organizations, helping us offer exciting incentives and experiences for participants. Their support added tremendous value to this year’s program, encouraging participation and rewarding readers of all ages.

To wrap up the 2025 Summer Reading Program, VCPL hosted its first-ever Color Run/Walk at Maple Avenue Nature Park—a vibrant, high-energy event that brought the community together for a fun and active celebration of reading. A total of 294 participants joined VCPL to run or walk with rainbow-colored powder stations, music, and family-friendly fun. The event was supported by an outstanding team of staff, the Terre Haute South Football Team volunteers, and DJ Danny Wayne, who kept energy high throughout the morning. A variety of local food trucks helped round out the festive atmosphere.

We are especially grateful to our event sponsors—Team Suggs Pest Control LLC, Andrew’s Towing, Prospect Bank, and City Press LLC—for helping make this event possible. Their support allowed us to provide a safe, joyful, and memorable experience for nearly 300 community members as we celebrated the conclusion of a record-breaking Summer Reading program.

WEST BRANCH SUMMER CELEBRATION

On July 19, the West Branch held their Summer Celebration, designed to form connections between the library and members of the community, as well as to create fun memories for local families. Visitors were treated to a live DJ, mini golf, a community art project, big games, frozen treats, and a book for each child. When the weather threatened to rain out the event, everything was brought indoors, and over 100 people braved the showers to take part.



POSITIVE CHANGE

VCPL staff promote positive change by focusing on individual community members. Recently, Adult Services Librarians Bonnie McNair and Carrie Sisk demonstrated this through excellent customer service.

Susan Reynolds contacted the VCPL Reference Department via email for assistance in searching the online catalog and Bonnie and Carrie collaborated on the reply. She responded, *Wow! Thank you so much for your thorough and thoughtful response. You not only helped me figure out the way to better search book club collections, online and in-person, but also suggested two wonderful-sounding options for the holiday month of December! They sound absolutely perfect! I can't wait to read them both.*

Another way VCPL staff are creating positive changes in the community is through fostering community relationships, such as those created by the Sweet Reads Book Club led by Bonnie McNair. The book club is thriving with its recent move to The Magpies' Nest in 12 Points. The most recent discussion centered on J.R.R. Tolkien's *The Hobbit*. A lively group of attendees, ranging in ages of early 20s to upper 70s, discussed how the novel popularized fantasy fiction in 1937 and established a widespread appreciation for epic narratives for today's readers. Of the 12 attendees, four attended simply because they loved this genre and were hoping to connect with fellow tribe members. These individuals relayed to first-time readers the impact it had on their life. Some participants struggled to get through the novel as it was out of their comfort level but, like the protagonist Bilbo Baggins, they completed their quest to read the entire book. Having a wide range of viewpoints made for a memorable discussion. August's selection is *To Kill a Mockingbird* by Harper Lee.

WNBA ALL-STARS GRANT



Youth Services Librarian Em Thomas applied for the WNBA All-Star Reads grant in the spring. The initiative was created to celebrate the WNBA All-Stars game, which took place in July of 2025. Only 100 libraries and community organizations from around the state were chosen to receive books and Indy Fever swag. VCPL received 10 books celebrating women's contributions to sports, including several biographies about influential women like Simone Biles and Roberta Gibb. As part of the grant application, Em emphasized Terre Haute's rich sports heritage and expressed the belief that acknowledging and celebrating this influence would be beneficial for the library women's sports, particularly basketball, have gained significant popularity in recent years, and the library is enthusiastic about celebrating this achievement.

To showcase the exciting new materials funded by the grant, a Beanstack reading challenge has been created and will be launched at the start of 2026 for middle school-aged children. The challenge will feature a bingo card and will motivate

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children to read not only the books supplied by the grant, but also additional books related to women's sports overall.

The Youth Services team will be contacting women's basketball teams to determine their availability and interest in participating in programming during the reading challenge. The Youth Services, Public Relations, and Program & Event teams will be collaborating to brainstorm more ideas for programming.

PERSONNEL CHANGES

EMPLOYMENT

Wilson, Emma B. - Hired for the part-time non-exempt position of Lending Services Backup Delivery Clerk in the Lending Services Department effective August 18, 2025.

CHANGE STATUS

Jones, Eleanor Agatha - Change in status from the full-time non-exempt position of Lending Services Clerk to the part-time non-exempt position of Lending Services Clerk in the Lending Services Department effective July 21, 2025.

Orwig, Jordan Lane - Change in status from the full-time exempt position of Interim Executive Director to the full-time exempt position of Executive Director in the Administration Department effective July 21, 2025.

RESIGNATION

Wilkin, Matthew G. - Resignation from the full-time non-exempt position of Information Systems Technician in the Information Systems Department effective August 8, 2025.

Jordan Orwig
Executive Director

8/12/25 GR

	July-25	July-24		YTD 2025	YTD 2024	
Print Circulation	21,506	20,805	3.4%	131,219	127,914	2.6%
A/V Circulation	4,930	5,710	-13.7%	32,435	33,969	-4.5%
Misc	1,237	1,179	4.9%	7,777	7,640	1.8%
Electronic Devices	50	47	6.4%	377	387	-2.6%
TOTAL	27,723	27,741	-0.1%	171,808	169,910	1.1%

	July-25	July-24		YTD 2025	YTD 2024	
Overdrive						
E-book	8,075	8,319	-2.9%	54,574	54,986	-0.7%
E-audiobook	6,872	6,073	13.2%	44,667	41,635	7.3%
E-Magazines	1,446	906	59.6%	10,345	6,771	52.8%
TOTAL	16,393	15,298	7.2%	109,586	103,392	6.0%

	July-25	July-24		YTD 2025	YTD 2024	
Hoopla						
E-audiobook	2,007	1,625	23.5%	14,222	11,321	25.6%
Bingepasses	26	20	30.0%	241	208	15.9%
E-Books	474	754	-37.1%	4,497	4,625	-2.8%
E-Comics	112	111	0.9%	686	714	-3.9%
E-music	56	74	-24.3%	517	633	-18.3%
E-video movie	162	220	-26.4%	1,337	1,288	3.8%
E-video TV	84	107	-21.5%	659	645	2.2%
TOTAL	2,921	2,911	0.3%	22,159	19,434	14.0%

	July-25	July-24		YTD 2025	YTD 2024	
Reference Services	2,903	2,047	41.8%	34,538	15,761	119.1%

MATERIALS ADDED TO COLLECTION

Purchased Items	July-25	YTD 2025
Book	642	9,803
Video	109	1,316
Video Game	30	245
Music CD	0	0
Audio Book	5	81
Misc	6	148
TOTAL	792	11,593

Donated Items	July-25	YTD 2025
Book	258	941
Video	23	176
Video Game	1	2
Music CD	0	0
Audio Book	0	0
Misc	0	2
TOTAL	282	1121

New Items Ordered	July-25	YTD 2025
Book	1,541	7,374
Video	111	1,129
Video Game	43	268
Music CD	0	0
Audio Book	22	39
Misc	67	200
TOTAL	1,784	9,010

New Items Received	July-25	YTD 2025
Book	718	7,811
Video	119	1,090
Video Game	40	250
Music CD	0	0
Audio Book	7	22
Misc	11	134
TOTAL	895	9,307

ON-SITE PROGRAMS	July-25	July-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	25	26	-3.8%	162	155	4.5%
Children (ISL: 6-11 yrs)	29	22	31.8%	173	128	35.2%
Teens (ISL: 12-18yrs)	15	10	50.0%	97	51	90.2%
Adults (ISL: 19 + yrs)	23	16	43.8%	195	121	61.2%
General (all ages)	17	25	-32.0%	112	122	-8.2%
TOTAL	109	99	10.1%	739	577	28.1%

ON-SITE ATTENDANCE	July-25	July-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	470	490	-4.1%	2,476	2,678	-7.5%
Children (ISL: 6-11 yrs)	358	372	-3.8%	2,962	1,634	81.3%
Teens (ISL: 12-18yrs)	82	75	9.3%	427	358	19.3%
Adults (ISL: 19 + yrs)	115	102	12.7%	1,227	1,570	-21.8%
General (all ages)	250	1,162	-78.5%	2,605	4,442	-41.4%
TOTAL	1,275	2,201	-42.1%	9,697	10,682	-9.2%

OFF-SITE PROGRAMS	July-25	July-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	0	0	null	1	2	-50.0%
Children (ISL: 6-11 yrs)	0	2	-100.0%	3	6	-50.0%
Teens (ISL: 12-18yrs)	0	0	null	1	0	null
Adults (ISL: 19 + yrs)	14	13	7.7%	81	89	-9.0%
General (all ages)	2	1	100.0%	12	12	0.0%
TOTAL	16	16	0.0%	98	109	-10.1%

OFF-SITE ATTENDANCE	July-25	July-24		YTD 2025	YTD 2024	
Early Literacy (ISL: 0-5 yrs)	0	0	null	20	18	11.1%
Children (ISL: 6-11 yrs)	0	50	-100.0%	307	265	15.8%
Teens (ISL: 12-18yrs)	0	0	null	173	0	null
Adults (ISL: 19 + yrs)	184	343	-46.4%	1,247	1,303	-4.3%
General (all ages)	85	150	-43.3%	693	917	-24.4%
TOTAL	269	543	-50.5%	2,440	2,503	-2.5%

COMMUNITY OUTREACH	July-25	July-24		YTD 2025	YTD 2024	
# of Community Events Participated In	2	4	-50.0%	30	25	20.0%
# of Interactions at Community Events	195	394	-50.5%	3,815	3,345	14.1%

	July-25	July-24		YTD 2025	YTD 2024	
Computer Users	5,655	4,920	14.9%	33,235	30,645	8.5%
Subscription Databases	8,493	8,651	-1.8%	79,654	48,620	63.8%
ILL provided to other Libraries	346	247	40.1%	2,550	2,003	27.3%
ILL received from other Libraries	124	108	14.8%	787	668	17.8%

	July-25	July-24		YTD 2025	YTD 2024	
Adult materials deliveries	23	29	-20.7%	194	225	-13.8%
Youth materials deliveries	7	5	40.0%	66	64	3.1%
TOTAL	30	34	-11.8%	260	289	-10.0%

OATH OF OFFICE

State of Indiana

County of Vigo

I, Dennis L. Shepard, Jr., do solemnly swear (or affirm) that I will support, protect and defend the Constitution of The United States and the Constitution of the State of Indiana, and that I will discharge the duties of my office of Director of Support Services/ Treasurer for Vigo County Public Library

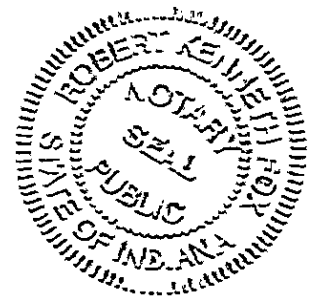
with fidelity; that I have not paid or contributed, or promised to pay or contribute, either directly or indirectly, any money or other valuable thing to procure my nomination or election (or appointment), except for necessary and proper expenses expressly authorized by law; that I have not knowingly violated any election law of this State, or procured it to be done by others in my behalf; that I will not knowingly receive, directly or indirectly, any money or other valuable thing for the performance or non-performance of any act or duty pertaining to my office than the compensation allowed by law. So help me God.

[Signature]

Sworn to and subscribed before me this 25th day of February, A.D. 2025

Robert Kenneth Fox

ROBERT KENNETH FOX
Notary Public - Seal
Vigo County - State of Indiana
Commission Number 619543
My Commission Expires Jul. 13, 2026





POWER OF ATTORNEY

The Ohio Casualty Insurance Company

Principal: Dennis L. Shepard, Jr.
 Agency Name: ONI Risk Partners, Inc Bond Number: 999028999
 Oblige: State of Indiana, State House
 Bond Amount: (\$250,000.00) Two Hundred Fifty Thousand Dollars And Zero Cents

KNOW ALL PERSONS BY THESE PRESENTS: that The Ohio Casualty Insurance Company, a corporation duly organized under the laws of the State of New Hampshire (herein collectively called the "Company"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint **Timothy A. Mikolajewski** in the city and state of **Seattle, WA**, each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Company in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Company and the corporate seal of the Company has been affixed thereto this 1st day of August, 2024.



The Ohio Casualty Insurance Company

By: *Nathan J. Zangerle*
 Nathan J. Zangerle, Assistant Secretary

STATE OF PENNSYLVANIA ss
 COUNTY OF MONTGOMERY

On this 1st day of August, 2024, before me personally appeared Nathan J. Zangerle, who acknowledged himself to be the Assistant Secretary of The Ohio Casualty Insurance Company and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
 Teresa Pastella, Notary Public
 Montgomery County
 My commission expires March 28, 2025
 Commission number 1126044
 Member, Pennsylvania Association of Notaries

By: *Teresa Pastella*
 Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-law and Authorizations of The Ohio Casualty Insurance Company, which is now in full force and effect reading as follows:

ARTICLE IV – OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Nathan J. Zangerle, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature or electronic signatures of any assistant secretary of the Company or facsimile or mechanically reproduced or electronic seal of the Company, wherever appearing upon a certified copy of any power of attorney or bond issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, of The Ohio Casualty Insurance Company do hereby certify that this power of attorney executed by said Company is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Company this 9th day of January, 2025.



By: *Renee C. Llewellyn*
 Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

Budget Form 1 - Budget Estimate

Year: 2026 County: Vigo Unit: Vigo County Public Library

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4111	Salary of Exec. Director	\$114,950	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4112	Salary of Dept. Directors	\$336,282	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4113	Salary of Librarians	\$873,024	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4114	Salary of Support Staff	\$2,357,454	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4115	Wages of Hourly	\$297,948	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4116	Salary of Maintenance	\$299,890	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4117	Wages of Hrly Maintenance	\$39,978	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4118	Overtime	\$18,800	41 \$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	4119	Sunday Pay	\$89,200	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4121	Employer's share FICA	\$338,705	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4122	Unemployment Compensation	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4123	Employer's Contribution PERF	\$591,585	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4124	Employer's Contribution-Group Insurance	\$1,992,080	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4125	Employer's Contribution-Dental Insurance	\$81,364	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4126	Employer's Contribution-Vision Insurance	\$11,957	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4127	Employer's Contribution-Life Insurance	\$35,764	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4128	Separation Payout	\$110,175	\$0
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	4129	Other Benefits	\$107,900	\$0
PERSONAL SERVICES Total						\$7,697,056	\$0

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Office Supplies	4213	Other Office Supplies	\$35,900	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Operating Supplies	4221	Cleaning and Sanitation Supplies	\$10,000	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Operating Supplies	4222	Fuel, Oil and Lubricants	\$3,600	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Operating Supplies	4223	Operating Supplies and Parts	\$45,956	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Repair and Maintenance Supplies	4231	Building Materials and Supplies	\$1,500	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Repair and Maintenance Supplies	4235	Grounds Maintenance Supplies	\$7,650	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	4241	Materials Preparation	\$23,000	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	4243	Audio-Visual Supplies	\$200	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	4244	Computer Supplies	\$5,023	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	4245	Other Library Supplies	\$168,790	\$0
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies	4246	Staff Development Materials	\$5,250	42 \$0
SUPPLIES Total						\$306,869	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	4311	Consulting Services	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	4312	Engineering & Archit. Services	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	4313	Legal Services	\$10,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	4314	Other Professional Services	\$434,339	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	4334	Digitization	\$15,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	4321	Telephone & Internet Services	\$50,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	4322	Postage	\$8,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	4323	Traveling Expenses	\$33,150	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	4324	Professional Meetings	\$19,430	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	4325	Freight & Shipping	\$17,850	\$0

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Printing and Advertising	4331	Advertising & Publication of Notices	\$37,550	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Insurance	4341	Official Bonds	\$3,075	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Insurance	4342	Other Insurance	\$82,100	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	4351	Gas	\$5,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	4352	Electricity	\$214,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	4353	Water	\$20,500	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	4354	Waste Disposal Services	\$20,650	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance	4361	Building/structures repairs	\$200,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance	4362	Software Maintenance contracts	\$114,860	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance	4363	Maintenance Contracts	\$52,352	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Rentals	4372	Equipment Rental	\$200	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Rentals	4373	Lease/rental contracts	\$78,900	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4301	Downloadable E-Material	\$367,000	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4302	Databases	\$164,373	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4303	YP E-Materials	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4307	Ciculating Educational Access	\$1,750	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4310	Software Licensing	\$49,725	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4391	Dues	\$18,380	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4392	Taxes & Assessments	\$75	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4395	Petty Cash Funds	\$600	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4396	Bank fees	\$4,050	\$0

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Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4397	Refunds	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges	4398	Cash Drawer discrepancies	\$50	\$0
SERVICES AND CHARGES Total						\$2,022,959	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Improvements Other Than Building	4430	Other Improvements	\$25,000	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Machinery, Equipment, and Vehicles	4440	Furniture/Equip Major	\$90,000	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Machinery, Equipment, and Vehicles	4441	Furniture/Equip Minor	\$310,176	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4442	Circulating Equipment	\$1,000	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4443	Public Access Technology	\$6,000	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4460	Circ. Non Print Physical	\$9,100	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4461	Circulating Print Material	\$185,000	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4462	Reference Print Material	\$2,608	44 \$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4463	YS Circ. Print Material	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4471	Magazines	\$11,920	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4472	Newspapers	\$12,285	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4473	Reference Material Serials	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4481	DVD/video Material	\$83,000	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4482	Audio Recorded Music	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4483	Microfilm	\$10,100	\$0
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media	4485	Audio Recorded Books	\$6,000	\$0
CAPITAL OUTLAYS Total						\$752,189	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4114	Salary-Support Staff	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4116	Salary-Maint. Staff	\$0	\$0

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4117	Hourly Maintenance	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4121	FICA	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4123	PERF	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4124	Health Insurance	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4125	Dental Insurance	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4126	Vision Insurance	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4127	Life Insurance	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4213	Office Supplies	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4312	Engineering/Archit Services	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4314	Other Prof Services	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4324	Meeting/Conf Registration	\$0	45 \$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4331	Advertising/Pub Notice	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4361	Bldgs/Struct Repair contracts	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4440	Furniture/Equip Major	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4441	Furniture/Equip Minor	\$0	\$0
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact	4461	Circ. Print Material	\$0	\$0
PROPERTY TAX CAP Total						\$0	\$0
NO DEPARTMENT Total						\$10,779,073	\$0
TOTAL 0101 - GENERAL FUND						\$10,779,073	\$0

Budget Form 2 - Estimate of Miscellaneous Revenue

Year: 2026 County: Vigo Unit: 0229 - Vigo County Public Library

Fund: 0101 - GENERAL		July 1 - December 31, 2025	January 1 - December 31, 2026
Revenue Code	Revenue Name		
R112	Financial Institution Tax distribution	\$20,000	\$40,000
R114	Motor Vehicle/Aircraft Excise Tax Distribution	\$209,000	\$384,000
R135	Commercial Vehicle Excise Tax Distribution (CVET)	\$16,500	\$33,000
R138	Local Income Tax (LIT) Certified Shares	\$742,763	\$1,485,526
R409	Document and Copy Fees	\$513	\$1,026
R423	Other Charges for Services, Sales, and Fees	\$350	\$700
R503	Other Fines and Forfeitures	\$6,700	\$13,400
R902	Earnings on Investments and Deposits	\$106,000	\$212,000
GENERAL Total		\$1,101,826	\$2,169,652

NOTICE TO TAXPAYERS

The **Notice to Taxpayers** is available online at www.budgetnotices.in.gov or by calling (888) 739-9826.

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at **680 Poplar Street Terre Haute, IN 47807**.

Notice is hereby given to taxpayers of **VIGO COUNTY PUBLIC LIBRARY, Vigo County, Indiana** that the proper officers of **Vigo County Public Library** will conduct a public hearing on the year **2026** budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of **Vigo County Public Library** not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, **Vigo County Public Library** shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of **Vigo County Public Library** will meet to adopt the following budget:

Public Hearing Date	Tuesday, September 2, 2025	Adoption Meeting Date	Monday, September 15, 2025
Public Hearing Time	5:30 PM	Adoption Meeting Time	5:30 PM
Public Hearing Location	680 Poplar Street Terre Haute, IN 47807	Adoption Meeting Location	680 Poplar Street Terre Haute, IN 47807
Estimated Civil Max Levy	\$8,768,292		
Property Tax Cap Credit Estimate	\$2,284,500		

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy	6 Levy Percentage Difference (Column 3 / Column 5)
0101-GENERAL	\$10,779,073	\$8,768,292	\$0	\$8,430,476	4.01%
Totals	\$10,779,073	\$8,768,292	\$0	\$8,430,476	

RESOLUTION ON SAFE DEPOSIT BOX

Vigo County Public Library

WHEREAS the Vigo County Public Library has certain securities and records that require safekeeping which cannot be provided within the present building, and

WHEREAS a safe deposit box at the First Financial Bank of Terre Haute will meet those safekeeping needs,

THEREFORE, BE IT RESOLVED that safe deposit box space be procured from the said First Financial Bank and that two members of the Board of Trustees and two members of the Library Staff be listed as authorized representatives of the Board with the stipulation that the signatures of at least two of the four persons authorized shall be required for access to the safe deposit box, at least one of whom shall be a Board Member, and

BE IT FURTHER RESOLVED that Board Members, _____ and _____ and Staff Members, Brandy L. Bridgewater, and Dennis L. Shepard Jr., are hereby authorized and directed to procure said safe deposit box from said First Financial Bank at regular and ordinary bank rates and to execute all necessary documents to procure the same.

President _____

Secretary _____

ADOPTED by the Board of Trustees of the Vigo County Public Library on the 18th day of August 2025.

AYE

NAY

**VIGO COUNTY PUBLIC
LIBRARY BOARD OF
TRUSTEES**

RESOLUTION ON DEPOSITORY SIGNATURES

BE IT RESOLVED, that the **FIRST FINANCIAL BANK** of Terre Haute, Indiana, as a designated depository of this political subdivision be, and it is hereby requested, authorized and directed to honor checks, drafts, warrants, or other orders for payment of money drawn in this political subdivision's name when bearing the actual signatures or the properly impressed machine signatures (specimens thereof which are on file with said bank) of all the following officers:

PRESIDENT _____

SECRETARY _____

TREASURER _____

The **FIRST FINANCIAL BANK** of Terre Haute shall be entitled to honor and to charge this political subdivision for such checks, drafts, warrants, or other orders for payment when duly authorized in accordance with the above.

DULY ADOPTED by the Board of Trustees of the Vigo County Public Library at its regularly scheduled meeting held on the 18th day of August 2025, at which meeting a quorum was present.

AYE

NAY

**VIGO COUNTY PUBLIC
LIBRARY BOARD OF
TRUSTEES**

RESOLUTION ON DEPOSITORY SIGNATURES

BE IT RESOLVED, that **THE HOMETOWN SAVINGS BANK** of Terre Haute, Indiana, as a designated depository of this political subdivision be, and it is hereby requested, authorized and directed to honor checks, drafts, warrants, or other orders for payment of money drawn in this political subdivision's name when bearing the actual signatures of all the following officers:

PRESIDENT _____

SECRETARY _____

TREASURER _____

THE HOMETOWN SAVINGS BANK of Terre Haute shall be entitled to honor and to charge this political subdivision for such checks, drafts, warrants, or other orders for payment when duly authorized in accordance with the above.

DULY ADOPTED by the Board of Trustees of the Vigo County Public Library at its regularly scheduled meeting held on the 18th day of August 2025, at which meeting a quorum was present.

AYE

NAY

**VIGO COUNTY PUBLIC
LIBRARY BOARD OF
TRUSTEES**

RESOLUTION ON DEPOSITORY SIGNATURES

BE IT RESOLVED, that **OLD NATIONAL BANK** of Terre Haute, Indiana, as a designated depository of this political subdivision be, and it is hereby requested, authorized and directed to honor checks, drafts, warrants, or other orders for payment of money drawn in this political subdivision's name when bearing the actual signatures of all the following officers:

PRESIDENT _____

SECRETARY _____

TREASURER _____

OLD NATIONAL BANK of Terre Haute shall be entitled to honor and to charge this political subdivision for such checks, drafts, warrants, or other orders for payment when duly authorized in accordance with the above.

DULY ADOPTED by the Board of Trustees of the Vigo County Public Library at its regularly scheduled meeting held on the 18th day of August 2025, at which meeting a quorum was present.

AYE

NAY

**COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR
PUBLIC LIBRARY INTERNET ACCESS for
FUNDING YEAR JULY 1, 2026 THROUGH JUNE 30, 2027**

WHEREAS, the board of the Vigo County Public Library Internet Access; and

WHEREAS, the board recognizes that being part of the Indiana State Library Consortium for Public Library Internet Access requires following certain rules, including:

1. Filtering all computers in order to receive the e-Rate discount on vendor invoices (If the library chooses not to filter, they can be in the consortium and not receive e-rate discount);
2. ensuring that the total cost of non e-rate services is included in at least one fund budget;
3. assuming financial responsibility for non-eRate portion;
4. working with AdTec in the filing of all forms, except Form 470, with the Universal Service Administrative Company Schools & Libraries Division; and

WHEREAS, the board acknowledges that by joining the Indiana State Library Consortium for Public Library Internet Access it receives certain benefits and that by opting out of the consortium, or by failing to abide by the Consortium rules, the library will lose the benefits.

NOW THEREFORE BE IT RESOLVED that the library shall be a member of the Indiana State Library Consortium for Public Library Internet Access and, as a member, the library shall abide by the rules of the Indiana State Library Consortium for Public Library Internet Access.

DULY ADOPTED by the Board of Trustees of the Vigo County Public Library at its regular meeting held on the 18th day of August, 2025, at which meeting a quorum was present.

NAY

AYE

ATTEST:

Secretary

LOCAL RECIPROCAL BORROWING COVENANT

WHEREAS, it is to the advantage of the residents of the following library districts that intellectual materials accessible to them; and

WHEREAS, public libraries have been developed to promote free access to intellectual materials available in organized collections of such materials in locally supported public libraries; and

WHEREAS, the parties to this covenant are desirous of fulfilling their obligations and purposes in this regard by entering into this agreement as provided under IC 36-1-7 do

HEREBY, covenant between them on behalf of the people in the above stated public library district to permit any person holding a valid borrower's card from any library which is a party to this Covenant to borrow library materials subject only to the conditions set forth here following:

- 1. Users of this arrangement are expected to
 - a. conform to the rules and regulations of the library from which they borrow,
 - b. present a valid resident borrower's card issued by their local library as evidence of their eligibility for this service; and
 - c. pay promptly all delinquency charges which may accrue against them.
- 2. Participating libraries agree to assist each other, if necessary (on request) in recovering materials.
- 3. Participating libraries may limit this activity to specific classes of materials at their discretion, at a minimum allowing the borrowing of books, but are encouraged to provide unlimited access.
- 4. Participating libraries are not required to take reserves or initiate interlibrary loan requests of reciprocal borrowers.
- 5. Participating libraries agree borrowers of the participating libraries are not required to present or possess the Indiana Public Library Access Card in order to borrow library materials from the participating libraries.

This covenant becomes effective on August 21, 2025, and shall remain in force until modified by mutual consent or canceled by either party upon 90 days notice.

Vigo County Public Library

By: _____
James M. Young, Board President

By: _____
Jordan Orwig, Executive Director

Brazil Public Library

By: _____
Traci Orman, Board President

By: _____
Sarah Trover, Library Director

Meeting Room and Limited-Use Spaces

Rules

1. Meeting rooms and limited-use spaces are available only when the library facility is open to the public unless prior approval has been granted by VCPL Management.
2. Generally, meeting rooms must be reserved by a legal adult (18+, emancipated minor, married 16+).
3. Generally, must have a VCPL library card to reserve a meeting room. Exceptions are made for organizations/agencies outside of library district who request use of meeting room.
4. To better accommodate the size, scope, and purpose of a reservation, staff may relocate the reservation to a room or space different from the one originally requested.
5. All meeting rooms and limited-use spaces must be vacated no later than 15 minutes before the library closes unless prior arrangements have been made with VCPL Management.
6. Furniture, equipment, or appliances may not be moved into or out of meeting rooms or limited-use spaces without library approval.

Resources and Procedures

Meeting Rooms

- **Main Library:** Lower-Level Rooms A, B, C, D
- **12 Points Branch:** 2nd Floor Meeting Room and Basement Level Boardroom
- **West Branch:** Rooms A & B

Collaborative and Flex Spaces

- **Main Library Collaborative Spaces 1, 2, 3, and 5:**
 - Same-day reservation or walk-in use.
 - Generally, should be in grade 6 or above if not accompanied by an adult.
 - Reservation/use period is maximum of 2 hours per day.
 - Depending on demand, staff may grant additional time after the maximum is reached.
- **Main Library Collaborative Space 4 and 6:**
 - Same-day or advance reservation up to a 6-month period.
 - Generally, should be legal adult status with current VCPL library card.
 - **Space 4** reservation/use period is maximum of 2 hours per day.
 - **Space 6** can be reserved for a period longer than 2 hours for reservations made in advance.
 - Depending on demand, staff may grant additional time after the maximum is reached.
- **12 Points Branch Flex Room:**
 - Same-day reservation or walk-in use for private study or small study group of 3-4.
 - Reservation/use period is maximum of 2 hours per day.
 - Depending on demand, staff may grant additional time after the maximum is reached.
- **West Branch:** Meeting rooms A and B are utilized as flexible **Collaborative Spaces**.
 - Same-day reservation or walk-in use for private study or small study group.
 - Reservation/use period is maximum of 2 hours per day.
 - Depending on demand, staff may grant additional time after the maximum is reached.

- **12 Points Branch Clean Up Space**
 - Same-day or advance reservation up to a 6-month period.
 - Generally, should be legal adult status.
 - Reservation/use period is maximum of 2 hours per day.
 - Intended for individual use by an adult - the adult may be accompanied by their minor dependent(s) - a caregiver for adult requiring assistance may accompany the adult during use.
- **12 Points Branch Detached Multi-Purpose Spaces**
 - The detached multi-purpose garage and kitchen spaces are generally reserved for library or library-sponsored programs and events.

Meeting Room and Limited-Use Space Configurations, Equipment, Amenities, and Occupancy

The following room configurations, equipment, and amenities may be available for some meeting rooms and/or limited-use spaces.

Users should review the available configurations, equipment, and amenities during the reservation process and include them in the reservation request.

Due to demand and/or scheduling conflicts, requests for equipment or amenities is subject to availability and are not guaranteed without confirmation by the library. Staff may change room or space reservations to better accommodate configuration, equipment, or amenities requests.

Meeting Room Configurations

Tables and chairs are available for use in all meeting rooms under the following guidelines:

- Standard configurations include boardroom or theater setup
- Limited custom configurations may be requested at reservation and are subject to approval
- Configuration changes must be requested at least 48 hours in advance of reservation.
- Configurations may not exceed room capacity and tables, chairs, equipment, etc. may not obstruct or impede access to exits or paths to exits.

Equipment

Stationary equipment is available in select meeting rooms. Transportable equipment may also be requested. Equipment request additions and/or changes must be submitted at least 48 hours prior to the scheduled reservation.

The following is a list of possible equipment resources:

- Stationary screens
- Wall mounted Stationary HDMI compatible TV
- Stationary projector and wall mounted screen
- Podium with integrated computer for use with wall mounted screen
360-degree video conferencing camera, microphone, and speaker
- Wireless handheld or lavalier microphone
- Lectern
- HDMI cable
- Equipment additions and or changes must be requested at least 48 hours prior to the scheduled reservation.

Kitchen/Kitchenette Amenities

Main Library Lower-Level

- Refrigerator
- Sink

- Coffee urns
- Serving carts
- Soft drink vending machine

Kitchen Amenities – 12 Points Branch Kitchenette adjacent to Upper Level Meeting Room

- Refrigerator
- Sink
- Coffee urns
- Serving carts
- Microwave

Kitchen Amenities – West Branch Kitchen adjacent to Meeting Rooms

- Refrigerator
- Stove/Oven
- Sink
- Coffee urns
- Microwave

Occupancy Limits

Meeting room and collaborative space occupancy limits are determined in accordance with building and fire code safety standards and may not be exceeded. Obstruction of or creating impediments to exits or paths to exits in meeting rooms or collaborative spaces is prohibited.

Occupancy limits vary depending on use and configuration of tables, chairs, and other furnishings. Custom configuration occupancy limits to be determined (TBD) by configuration.

Main Library					
Room(s)	Panel Presentation	U-Shaped	Classroom	Chairs in circle	Enclosed Square
A	30	30 (uses inside of U)	16	20	18
B	30	30 (uses inside of U)	16	20	18
C	32	30 (uses inside of U)	24	20	18
D	25	20 (uses inside of U)	16	15	10
A&C or B&C	62	52 (uses inside of U)	48	50	28
AB&C	100	52 (uses inside of U)	60	75	26

West Branch					
Room(s)	Panel Presentation	U-Shaped	Classroom	Chairs in circle	Enclosed Square
A	15		8	10	8
B	35	16 (uses inside of U)	12	18	16

A&B	50	36 (uses inside of U)	20	30	20
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12 Points	
Room	Maximum Capacity
Meeting Room (upstairs)	30
Boardroom (basement)	12
Flex Room	3
Garage	20

Collaborative Spaces / Occupancy Limits
 Collaborative Spaces have fixed furnishings/configuration and occupancy limits.

Collaborative Spaces	
Room	Maximum Capacity
1	4
2	4
3	4
4	4
5	4
6	8

Community Access to Meeting Rooms and Limited-Use Spaces

Vigo County Public Library (VCPL) provides community access to meeting rooms and limited-use spaces in alignment with its mission, core values, and the American Library Association's Bill of Rights. Granting use of a meeting room or limited-use space does not constitute or imply VCPL's endorsement or advocacy of the purposes, activities, expressions, or policies of any individual, group, or organization.

To sustain its status as a limited public forum, VCPL may, at its sole discretion, impose reasonable time, place, and manner restrictions on the use of meeting rooms and limited-use spaces. All users and attendees must comply with VCPL's Rights and Responsibilities, the terms outlined in this policy, and all other Library policies, rules, and regulations. Use may be restricted or terminated at any time for violation of these terms or of any Library policy, rule, or regulation. VCPL reserves the right to have staff present at any meeting, program, or event to ensure compliance with library policies and procedures.

To effectively manage meeting rooms and limited-use spaces, VCPL may impose time limits and utilize reservation and use criteria such as grade level, library cardholder status, or legal adult status (generally 18+) to serve as the party responsible for complying with terms of use, liability for damages, and payment of any fees incurred as a result of use. Requests are generally processed on a first-come, first-served basis, however, to ensure equitable access, VCPL may limit recurring or continuous reservations by any individual, group, or organization if such reservations regularly prevent others from using these resources.

VCPL reserves the right to change the designation of any meeting room or limited-use space for community access purposes at any time, and to amend occupancy limits or available amenities as needed. Library areas not designated as a resource for community access meeting rooms or limited-use spaces are not available for reservation without prior approval from Library Management.

No reservation is guaranteed until library staff confirm approval for the request via email or phone.

Terms of Use

General

1. For rooms or spaces requiring reservation by an individual with legal adult status (generally 18+), the reserving adult serves as the party responsible for adherence to terms of use and restrictions, liability for damages, and payment of any fees incurred as a result of use. Minors in attendance must always have direct adult supervision while in the reserved room or space.
2. All users of meeting rooms and limited-use spaces and their attendees must abide by designated occupancy limits for rooms and spaces and the exits, and paths to exits, must be free of tables, chairs, furniture, equipment, or other obstructions.
3. Recurring reservations may only be made for a period of up to six months with no automatic renewals.
4. Reservations for meeting rooms or limited-use spaces may not be transferred for use to another individual, group, or organization.
5. Meeting rooms and limited-use spaces must be left in a clean and orderly condition with trash deposited in trash receptacles and any additional debris removed.
6. Foods and beverages are only allowed as outlined in the VCPL **Food and Beverage Policy**.

Cancellations and Failure to Appear

1. Cancellations for meeting room or limited-use space reservations should be submitted to the library no later than 24 hours prior to the scheduled reservation.
2. Failure to appear within 15 minutes after the start time of a scheduled reservation for meeting rooms or limited-use spaces will result in a forfeiture of the reservation.

3. Failure to provide adequate cancellation notice or failure to appear for scheduled meeting room or limited-use space reservations may result in suspension of the privilege to make future reservations.

Restrictions

1. Meeting rooms and limited-use spaces may not be used by profit-making entities to sell products or to recruit potential partners or customers. Non-profit agencies may charge a small entrance fee to recover the cost of hosting or presenting an event or program.
2. Groups and individuals may not imply VCPL sponsorship or endorsement of any activity held on Library property. The Library's name may only be used in reference to the activity's location.
3. No VCPL logo or other identifying characteristics representative of VCPL can be used on advertisements, announcements, or invitations for meetings or events held in meeting rooms or limited-use spaces.
4. Private functions including, but not limited to, engagement or marriage celebrations, baby showers, birthday parties, or other similar events are not permitted in meeting rooms or limited-use spaces, and such functions may not be incorporated as an element of room or space use.
5. The use of appliances or accessories that produce heat or are sources of heat are prohibited in meeting rooms and limited-use spaces without prior approval of Library Management.
6. Any activity that violates local, state, or federal law is prohibited.

Fees

1. Use of meeting rooms and limited-use spaces is generally free of charge however fees may be assessed due to damage, theft, or property loss resulting from an individual's or group's use of the room or space.
2. See the VCPL **Service Fee Policy** for current fee structures associated with use of Meeting Rooms or Limited-Use Spaces.

Rules and procedures regarding reservation and use of meeting rooms and limited-use spaces are available upon request and/or during the online reservation process.

Adopted by the Vigo County Public Library Board of Trustees on the 18th day of August 2025.

FOOD AND BEVERAGE POLICY

Vigo County Public Library (VCPL) is committed to providing an environment that is welcoming, comfortable, and responsive to customer needs. Consistent with this commitment and preserving access to damage free library resources and clean facilities for all customers, VCPL allows food and drink under the following guidelines:

- Consuming light refreshment is permitted in the library except in restricted areas as outlined below. Light refreshment is defined as food and/or non-alcoholic beverages that do not require onsite preparation or a heat source for heating or reheating.
- All beverages and liquids such as soup should be in spill-proof containers with secure lids.
- Food items should not have strong odors or leave stains on library furniture or flooring.
- Customers are expected to take responsibility for cleaning up after themselves by properly disposing of trash and leftovers, removing crumbs, and cleaning up spills.
- Food or beverage spills that cannot be adequately cleaned up by the customer should be reported to library staff immediately to minimize damage.
- Food and/or beverage left unattended will be discarded by library staff.
- If a customer complains about the odor of your foods or beverages, the library reserves the right to ask you to remove the items or relocate to a more appropriate area for consumption.
- Onsite preparation of food or beverages and/or the use of small appliances is prohibited in public spaces including meeting rooms and limited-use spaces. VCPL sponsored or co-sponsored programs are exempted.
- Group meals and food delivery are not allowed in public areas of the library.
- VCPL will not accept or take responsibility for food or beverage deliveries to customers including users of meeting rooms or limited-use spaces.
- VCPL does not provide utensils, dishes, napkins, etc. for the serving or consumption of food or beverage.

Restricted areas

The following areas are designated as food and beverage restricted areas:

- At or near public computer workstations or other electronic library equipment.
- Special Collections and Haute Create
- Any area posted as a restricted or no food or drink area

No food, including snack foods, may be consumed or in open sight in these areas. Beverages are allowed in a spill-proof container with a secure lid but must be placed at or near feet and may not be placed on or near computer or electronic equipment desks or table surfaces.

Meeting Room Catering

With prior approval, a meeting room reservation may include arrangements for a catered meal which is not prepared onsite and does not require a source for heating or reheating on library premises. The reservation request must include information regarding plans for a catered meal and request for approval of such arrangements. The requestor must assume all responsibility for arranging, receiving, and managing the catering services.

Alcoholic beverages

Alcoholic beverages may not be brought into, dispensed, or consumed in the library. The VCPL Board of Trustees may waive the alcohol restriction when advance permission has been requested for selected programs and events that include refreshment with alcoholic beverages served by a licensed caterer. Written evidence of general and/or alcohol serving liability insurance for the provider of alcoholic beverages must be submitted to VCPL with the permission request. Alcohol providers and event attendees must act in compliance with all local, state, and federal laws regulating the service and consumption of alcoholic beverages.

VCPL reserves the right to ask anyone who disregards the guidelines in this policy to remove the food and/or drink and/or to leave the library.

VCPL shall not be liable for any direct or consequential allergic reaction, illness, injury, damage or loss suffered or incurred as a result of the presence or consumption of food or beverages.

Adopted by the Vigo County Public Library Board of Trustees on the 18th day of August 2025.