



# HAMILTON EAST PUBLIC LIBRARY

## LIBRARY BOARD OF TRUSTEES MEETING AGENDA

Thursday February 23, 2023 – 6:15 p.m.  
First Floor Large Meeting Room Noblesville Library  
1 Library Plaza, Noblesville IN

*If any Board members attend electronically, virtual meeting Zoom link will be posted by 6:15pm on 2/23/23 at [hepl.lib.in.us/library-board-of-trustees/](https://hepl.lib.in.us/library-board-of-trustees/)*

*Board Members present or absent:*

Alerding \_\_\_\_, Beckwith \_\_\_\_, Ditlevson \_\_\_\_, Maddalone \_\_\_\_, Miksha \_\_\_\_, Payne \_\_\_\_, Siebe \_\_\_\_\_

*Visitors:*

*Contractors:* McCurdy \_\_\_\_, *Others:*

*Staff:* Waterman \_\_\_\_, Lorton \_\_\_\_, Helling \_\_\_\_\_, Gropp \_\_\_\_\_

**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**II. APPROVAL OF AGENDA**

**III. TEAM HEPL SPOTLIGHT**

**IV. COMMENTS FROM THE PUBLIC**

**V. CONSENT AGENDA**

A. Minutes of the Regular Meeting of January 26, 2023

B. Minutes of the Executive Session of February 2, 2023

C. Minutes of the Special Meeting of February 2, 2023

D. Resolution for Funds Transfer

E. Resolution for Internal Controls Affirmation

F. Surplus Report

G. Personnel Approvals

a. Hailey Morford (Shelving Page) first day 1/24

b. Eleazar Neumann (Public Services Assistant) first day 1/30

c. Olivia Price (Shelving Page) first day 2/2

d. Kelsey Frank (Access Services Assistant) last day 2/25

**VI. ITEMS REMOVED FROM CONSENT AGENDA**

Motion:                      Second:                      Aye:                      Nay:                      Abstain:

**VII. CLAIMS AND WARRANTS**

Motion:                      Second:                      Aye:                      Nay:                      Abstain:

**VIII. SELECTION OF LIBRARY ATTORNEY**

Motion:                      Second:                      Aye:                      Nay:                      Abstain:

- IX. HEALTH INSURANCE PLAN RATIFICATION**  
Motion:                      Second:                      most    Aye:                      Nay:                      Abstain:
- X. ELECT BOARD TREASURER**  
Motion:                      Second:                      Aye:                      Nay:                      Abstain:
- XI. AER LANDSCAPING VENDOR**  
Motion:                      Second:                      Aye:                      Nay:                      Abstain:
- XII. AER MICROPHONE PROJECT**  
Motion:                      Second:                      Aye:                      Nay:                      Abstain:
- XIII. RENOVATION PROJECTS UPDATE - KEVIN MCCURDY**
- XIV. DIRECTOR'S REPORT**  
A. Patron Satisfaction Survey Results
- XV. OTHER OLD OR NEW BUSINESS**  
A. Outreach Vehicle RFP  
B. Reconsideration Appeal Committee volunteer process
- XVI. ADJOURNMENT**  
Motion:



Board of Trustees Meeting Minutes  
January 26<sup>th</sup>, 2023  
Center/East Meeting Rooms - Fishers Library

- Members Present** Laura Alerding, Micah Beckwith, Tiffanie Ditlevson, Ray Maddalone, Michelle Payne, Andre Miksha, Craig Siebe
- Members Absent** None
- Others in Attendance** Library Director Edra Waterman, Architect Kevin McCurdy, Shelley Huffman, Kelsey Sweet, Phyllis Williamson, Chaise Carter, Molly Mrozowski, Amber Wright, Katelyn Coyne, Joseph Wooley, Erin Weir, Diane Krall, Lynn Ischay, Julie Stephens, Sophia (no last name given), Shelley Bergman, Elizabeth Boase(sp), Erin Lange, Michelle Fullhart, Danielle Zulkosky, Matt Resnack(sp), Amy Weigal, Stephen Weigal, David Edwards, Leah Leach, Joshua Leach, Lori Hand, Rachel Cemid(sp), Nancy Callahan, Katy Rogers, Nathaniel Hillman, Kara Hwang, Alan Hawkins, Andy Denniston, Amber Carmichael, Chad Carmichael, Kim Logan, Rachel Ratajski, Laura Boathy(sp), Cathy Heindz(sp), Ali Alvey, J.C. Sieg, Brad Jones, Jen Midkiff(sp), Max Midkiff(sp), Cathy Sutton, Crystal Taylor, and Bryan Hawkins
- Convene** Laura Alerding called the meeting to order at 6:15 p.m. in the Center/East Meeting Rooms of the Fishers Library, followed by the Pledge of Allegiance.
- Laura Alerding moved to postpone the RFP for strategic planning and the RFP for the Indiana Room/Crossroads Discovery Center Exhibits. Tiffanie Ditlevson seconded the motion. The Board discussed a need for more time to discuss. The motion passed unanimously.
- Laura Alerding introduced the new monthly feature of the Team HEPL spotlight. Katie Lorton introduced Phyllis Williamson.
- Public Comment** Prior to public comment, Laura Alerding reminded the public of the guidelines for decorum of public comment.
- 6 members of the public spoke, namely Sophia (no last name given), Shelly Bergman, Elizabeth Boase(sp), Leah Leach, Laura Boathy(sp) and Jen Midkiff(sp) on the following topics as listed on the Board Meeting sign-in sheet:

- Children have rights (1)
- Kids books belong in kids section (1)
- I support the librarians (1)
- Censorship (1)
- No topic listed (2)

**Consent Agenda**

The Consent Agenda included minutes of the regular meeting of December 15th, 2022, special meeting of December 8, 2022 and special meeting of December 29, 2022, surplus list, set 2023 non-resident fee at \$46.79, personnel approvals, request to encumber 2022 funds for outstanding purchase orders, and approval to cancel checks outstanding for two years or more as of 12/31/2022 in the total amount of \$706.10

Ray Maddalone moved to approve the consent agenda. Tiffanie Ditlevson seconded the motion. Ray Maddalone asked about the surplus list and if items were offered to schools. Edra Waterman provided context. Ray Maddalone pointed out that the minutes of the special meeting of December 15 should be amended to state that the board set by consensus an effective date of January 27 for the Collection Development Policy. Ray Maddalone asked about the outstanding purchase orders from 2022. Edra Waterman provided context. The motion passed unanimously.

**Claims and Warrants**

Andre Miksha moved to approve Claims and Warrants as presented. Michelle Payne seconded the motion. Michelle Payne asked about the Taft legal charges. Laura Alerding provided context. The motion passed unanimously.

**Motion to Temporarily Adjourn the Meeting of the Full Library Board**

Ray Maddalone moved for a temporary adjournment of the board meeting. Tiffanie Ditlevson seconded the motion. The motion passed unanimously.

**Meeting of the Library Board of Finance**

Laura Alerding called to order the Library Board of Finance meeting. Michelle Payne moved that Laura Alerding be elected as President and Ray Maddalone be elected as Secretary of the Library Board of Finance. Craig Siebe seconded. The motion passed unanimously. Shelley Huffman presented an overview of investments. Tiffanie Ditlevson asked about the budget. Shelley Huffman provided context. Ray Maddalone inquired about the budget. Edra Waterman provided context.

Shelley Huffman reviewed the internal controls certification requirements and will certify to the State Board of Accounts (SBOA) that all HEPL staff

and board members completed the internal controls training requirements.

Laura Alerding moved on to the designation of newspapers and publications in which the library shall publish notices. Andre Miksha made a motion to so designate the *Hamilton County Reporter* and the *Noblesville Times*. Micah Beckwith seconded. The motion passed unanimously.

**Reconvening of Regular Meeting**

Ray Maddalone made a motion to adjourn the Board of finance meeting, Michelle Payne seconded. The motion passed unanimously.

**Administrator's Executive Recommendation for 2023-24 Health Insurance**

Because health insurance renewal timelines for final decisions fall between meeting dates, Ray Maddalone moved to approve that library administration, with advice and support from broker NFP, review options and select the best possible group health insurance plan for the dollars budgeted. Micah Beckwith seconded the motion. Ray Maddalone and Tiffanie Ditlevson asked questions regarding the health plan. Edra provided context. The contract will be ratified at the February meeting. The motion passed unanimously.

**Project Phase 2 Bid Award**

Tiffanie Ditlevson moved to award the Phase 2 bid to Ferguson Construction. Michelle Payne seconded the motion. Architect Kevin McCurdy provided a brief update on the Project Phase 2 Bid Award. Andre Miksha asked about how the bid process went. Kevin McCurdy provided context about the bidding process and discussions with the vendor post-bid. Ray Maddalone asked questions related to timing. Kevin provided context about relocating Indiana Room services to first floor during construction of the new space. The motion passed unanimously.

**Project Update**

Architect Kevin McCurdy provided a brief update on the status of the renovation projects at Noblesville and Fishers. Tiffanie Ditlevson and Laura Alerding asked for updates on when the Noblesville Library main entrance will be open. Kevin McCurdy provided some context regarding what the contractors are still waiting for to reopen that part of the library. Micah Beckwith and Ray Maddalone asked about progress at Fishers. Ray Maddalone asked about the terrazzo. Kevin McCurdy provided updates.

**Collection Development Policy**

Deputy Director Katie Lorton attending via Zoom presented an overview of the Operational Response Plan for the Collection Development Policy that

**Implementation Plan**

was approved at the December board meeting and requested board feedback on how the library should move forward.

Laura Alerding opened discussion. The board discussed various implications of the policy language and how library staff should carry out the policy. The meanings and limitations of the current language was discussed. The board observed the need to wait until they hire new legal counsel to provide additional clarification and definitions as requested by staff.

The board discussed needing a process for review committees per the policy, discussed eligibility for volunteer reviewers and whether legal advice will be needed before doing so.

Waterman asked the board to approve the Operational Response Plan so that staff may begin the work needed to review the collections in the context of the new policy.

Tiffanie Ditlevson stated she agreed with the plan of starting in the children's nonfiction and graphic novels. Micah Beckwith moved to proceed with/approve this plan with the understanding that legal counsel will provide additional legal guidance and clarification of definitions, and to begin with children's and graphic novels.

After additional discussion, Beckwith withdrew the original motion and Ray Maddalone moved to direct the staff to start the work to review the children's nonfiction as identified in the provided Operational Response Plan as well as graphic novels shelved in TeenZone based on the criteria listed in the third sentence (addressing specifically defined sexual content) of the age appropriate content paragraph located on page 3 and 4 of the Collection Development Policy.

Micah Beckwith seconded the motion. There was no further discussion. Alerding, Beckwith, Ditlevson, Maddalone, Miksha and Siebe voted Aye, Payne abstained. The motion passed.

**Director's Report**

Edra Waterman presented the Director's Report. Waterman announced HEPL was inducted into the first group of The Honors through OneZone Chamber. Tiffanie Ditlevson mentioned the Hamilton County Bicentennial kickoff event. Edra Waterman spoke on this event and stated that HEPL is a named sponsor, and that staff members David Heighway and Jessica Layman are very involved. Ray Maddalone asked where we are in regard to the microphone setup. Edra provided context.

Tiffanie Ditlevson mentioned the Puzzle Showdown program success. Ray Maddalone mentioned the Field Trip Preview Day. Edra Waterman gave an overview. Ray Maddalone requested information on the Field Trip Academic Standards. Edra Waterman will follow up. Edra Waterman mentioned that she updated the board on progress on the website redesign project. Ray Maddalone stated he'd be happy to participate in a focus group.

**Other Old or New Business**

Laura Alerding announced that the library received a good response to the RFP issued for legal services, and will hold interviews with Taft, Clark Quinn, Barnes and Thornburg, and Krieg DeVault on February 21 and 22. The final decision will be made at the February 23, 2023 regular board meeting.

Michelle Payne asked Tiffanie Ditlevson about speaking with the parent who submitted the Request for Reconsideration on “Why?” Tiffanie provided context.

Laura Alerding moved on to Collection Development Policy Ratification. Tiffanie Ditlevson moved to ratify the policy as edited. Micah Beckwith seconded the motion. Alerding, Beckwith, Ditlevson and Maddalone voted aye, Miksha, Payne, and Siebe voted nay. The motion passed.

Micah Beckwith moved to ratify the Board Meeting Guidelines as edited. Tiffanie Ditlevson seconded the motion. Ray Maddalone requested approval to make an amendment on the public comment going from three minutes to two minutes. Micah Beckwith agreed to amend his motion. The board discussed and will continue to move forward with thirty minutes total but will amend the individual public comment time to two minutes. The motion passed unanimously.

Craig Siebe mentioned the recurrence of special board meetings and suggested considering setting aside a second day each month as a special meeting placeholder. The Board discussed, with no final decision made.

**New & Other Business**

**None**

**Adjournment**

Andre Miksha moved to adjourn the meeting. Tiffanie Ditlevson seconded the motion. The motion passed unanimously. The meeting adjourned at 8:50pm.

Respectfully submitted,

HEPL Board Secretary



# HAMILTON EAST PUBLIC LIBRARY

## HEPL Board of Trustees Executive Session 4:00pm 2/2/2023

Members present: Laura Alerding, Micah Beckwith, Tiffanie Ditlevson, Ray Maddalone, Andre Miksha, Michelle Payne, Craig Siebe (left at 5:40)

Staff present: Edra Waterman (joined at 5:20)

The Board met in Executive Session to discuss the job performance evaluation of a specific employee as authorized by IC 5-14-1.5-6.1(b)(9)

Meeting adjourned at 5:55pm

I certify that no other matters were discussed.

HEPL Board Secretary





Board of Trustees Meeting Minutes  
Special Meeting - Thursday, December 2<sup>nd</sup>, 2023  
Second Floor Program Room, Noblesville Library

|  |  |
|--|--|
| <b>Members Present</b>                                       | Laura Alerding, Ray Maddalone, Andre Miksha, Michelle Payne  |
| <b>Members Absent</b>  | Micah Beckwith, Tiffanie Ditlevson, Craig Siebe  |
| <b>Others in Attendance</b>                                  | Library Director Edra Waterman; Katie Lorton, John Helling, Katelyn Coyne  |
| <b>Convene</b>   | Laura Alerding called the meeting to order at 6:03 p.m. in the Second Floor Program Room of the Noblesville Library, and led the Pledge of Allegiance.   |
| <b>Indiana Room/Crossroads Discovery Center Exhibits RFP</b> | <p>The Board reviewed a Request for Proposal for exhibit design services for the expanded Indiana Room, to be named the Crossroads Discovery Center. Andre Miksha made a motion to approve and issue the RFP and Michelle Payne seconded the motion. The motion passed unanimously.</p> <p>Ray Maddalone asked several questions regarding the displays and interactives planned in the permanent exhibit space. Director of Experiential Learning Katelyn Coyne provided additional information.</p>  |
| <b>Strategic Planning RFP</b>                                | <p>The Board reviewed a Request for Proposal for consultation services related to strategic planning. Ray Maddalone made a motion to approve and issue the RFP and Michelle Payne seconded the motion. The motion passed unanimously.</p> <p>Ray Maddalone asked several questions regarding the role of the consultants in the process and alternate options might be considered. Laura Alerding inquired about the process of benchmarking. John Helling provided clarification. The Board discussed the measurability of goals defined in the plan. The Board agreed by consensus that the process should result in a five-year plan.</p> |
| <b>Volunteer Process for RFR Appeal Committee</b>            | The Board discussed possible procedures for appointing an appeal committee for Requests for Reconsideration, as part of the new Collection Development Policy approved by the Board at the December meeting. Library staff presented draft procedures regarding recruitment  |

of community volunteers to serve on appeal committees, and the Board provided feedback. Final procedures will be brought to the Board at the regular February meeting.

**Adjournment**

Ray Maddalone moved for adjournment at 6:38 p.m.

Respectfully submitted,

HEPL Board Secretary

DRAFT

Hamilton East Public Library  
Board of Trustees

RESOLUTION TO APPROVE TRANSFERS TO THE FISHERS BOND  
FUND AND THE NOBLESVILLE BOND FUND,

WHEREAS, the Board of Trustees of the Hamilton East Public Library has accrued interest earnings in 2022 based on cash balances in the Fishers Bond Fund and the Noblesville Bond Fund;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Hamilton East Public Library does hereby approve the transfer of \$61,162.25 in 2022 interest earnings from the Operating Fund to the bond funds as follows:

|                       |             |
|-----------------------|-------------|
| Fishers Bond Fund     | \$29,753.01 |
| Noblesville Bond Fund | \$31,409.24 |

DULY ADOPTED by the Board of Trustees of the Hamilton East Public Library at its regular meeting held on the 23<sup>rd</sup> day of February 2023, at which meeting a quorum was present.

AYE

NAY

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ATTEST: \_\_\_\_\_  
Secretary of the Board of Trustees  
Hamilton East Public Library

**Internal Controls Affirmation Resolution**

WHEREAS the Board of Trustees of the Hamilton East Public Library recognizes their responsibility to the residents and taxpayers of the service district, to maintain minimum internal control standards as defined by State Board of Accounts and IC 5-11-1-27(g).

NOW THEREFORE BE IT AFFIRMED, that the Board of Trustees of the Hamilton East Public Library adopted internal control standards at the regular Board of Trustees meeting in April of 2016. These standards remain in effect.

The Board of Trustees affirms as well that all Board and Library personnel receive training concerning the internal control standards adopted by the Hamilton East Public Library Board of Trustees.

DULY AFFIRMED by the Board of Trustees at the Hamilton East Public Library at its regular meeting held on the 23rd day of February 2023, at which meeting a quorum was present.

AYE

NAY

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ATTEST:

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SECRETARY

**Surplus Equipment Report**  
February 2023

| <i>Quantity</i> | <i>Item Description</i>                             | <i>Building/Department</i>         |
|-----------------|---|------------------------------------|
| 70              | Estey library shelving - 90" double facing uprights | Noblesville/Indiana Room           |
| 900             | Estey library shelving - shelves (9" depth)         | Noblesville/Indiana Room           |
| 70              | Estey library shelving - canopy tops                | Noblesville/Indiana Room           |
| 9               | Estey library shelving - 90" single facing uprights | Noblesville/Indiana Room           |
| 1               | Office desk (maple finish)                          | Fishers/Marketing & Communications |
| 2               | Black metal file cabinets (24" height)              | Fishers/Marketing & Communications |
| 1               | Wooden under-desk rolling file cabinet              | Fishers/Marketing & Communications |
| 1               | Staff task chair                                    | Fishers/Marketing & Communications |

**Accounts Payable Register**  
 APV Register Batch - APV'S 33855 - 33964  
 All History  
 Grouped By Fund Number

| DATE FILED                         | APV # | NAME OF PAYEE                  | PO #  | APPROP #      | APPROPRIATION         | DESCRIPTION                                   | AMOUNT   | CHECK # | CHECK DATE | MEMORANDUM |
|------------------------------------|-------|--------------------------------|-------|---------------|-----------------------|---|----------|---------|------------|------------|
| <b>**Fund Number 100 OPERATING</b> |       |                                |       |               |                       |   |          |         |            |            |
| 01/23/2023                         | 33856 | UNITED HEALTHCARE              |       | 100000124.000 | GROUP INSURANCE       | LIBRARY'S SHARE                               | 38382.55 | 39116   | 01/23/2023 |            |
| 01/23/2023                         | 33857 | UNITED HEALTHCARE              |       | 100000124.000 | GROUP INSURANCE       | LIBRARY'S SHARE                               | 2147.66  | 39117   | 01/23/2023 |            |
| 01/23/2023                         | 33858 | DUKE ENERGY                    |       | 100001352.000 | ELECTRIC              | ELECTRIC - NOBLESVILLE                        | 11609.95 | 39118   | 01/26/2023 |            |
| 01/23/2023                         | 33859 | CITIZENS ENERGY GROUP          |       | 100001353.000 | WATER                 | WATER/FIRE SERVICE - FISHERS                  | 306.04   | 39119   | 01/26/2023 |            |
| 01/23/2023                         | 33860 | CAPITAL ONE                    |       | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES FOR SEED LIBRARY             | 27.66    | 39120   | 01/26/2023 |            |
| 01/23/2023                         | 33860 | CAPITAL ONE                    |       | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES FOR CHOP CHOP CLUB           | 122.32   | 39120   | 01/26/2023 |            |
| 01/23/2023                         | 33861 | RAY'S TRASH SERVICE, INC.      |       | 100001354.000 | WASTE REMOVAL         | SHREDDING & RECYCLING SERVICE - FISHERS       | 133.39   | 39121   | 01/26/2023 |            |
| 01/23/2023                         | 33862 | RAY'S TRASH SERVICE, INC.      |       | 100001354.000 | WASTE REMOVAL         | SHREDDING & RECYCLING SERVICE - NOBLESVILLE   | 153.91   | 39122   | 01/26/2023 |            |
| 01/23/2023                         | 33864 | THOMAS L. GRANTHAM COMPANY     |       | 100001314.000 | PROFESSIONAL SERVICES | HVAC/ALLEN MECHLING SERVICE - NOBLESVILLE     | 525.00   | 39124   | 01/26/2023 |            |
| 01/23/2023                         | 33866 | DEAN MUCHA                     |       | 100001314.000 | PROFESSIONAL SERVICES | BOARD MEETING SECURITY - JANUARY 26,2023      | 180.00   | 39126   | 01/26/2023 |            |
| 01/23/2023                         | 33867 | LIBRARY IDEAS, LLC             |       | 100001314.000 | PROFESSIONAL SERVICES | FREEGAL MUSIC                                 | 37595.00 | 39127   | 01/26/2023 |            |
| 01/23/2023                         | 33868 | JPMORGAN CHASE COMMERCIAL CARD |       | 100001314.000 | PROFESSIONAL SERVICES | 30 DAY JOB POST                               | 245.00   | 86833   | 01/31/2023 |            |
| 01/23/2023                         | 33868 | JPMORGAN CHASE COMMERCIAL CARD |       | 100001223.000 | OTHER MISC SUPPLIES   | HEPL BRANDED SHIRTS - NEW STAFF               | 102.08   | 86833   | 01/31/2023 |            |
| 01/23/2023                         | 33868 | JPMORGAN CHASE COMMERCIAL CARD |       | 100001314.000 | PROFESSIONAL SERVICES | DECEMBER ONLINE JOB POSTING - INDEED          | 410.00   | 86833   | 01/31/2023 |            |
| 01/23/2023                         | 33868 | JPMORGAN CHASE COMMERCIAL CARD |       | 100001223.000 | OTHER MISC SUPPLIES   | HEPL BRANDED SHIRTS & TOTES                   | 437.34   | 86833   | 01/31/2023 |            |
| 01/23/2023                         | 33868 | JPMORGAN CHASE COMMERCIAL CARD |       | 100001314.000 | PROFESSIONAL SERVICES | ZUBTITLE.COM - SUBSCRIPTION                   | 49.00    | 86833   | 01/31/2023 |            |
| 01/23/2023                         | 33868 | JPMORGAN CHASE COMMERCIAL CARD | 22402 | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAMMING SUPPLIES - SEEDS FOR SEED LIBRARY | 2094.16  | 86833   | 01/31/2023 |            |
| 01/23/2023                         | 33868 | JPMORGAN CHASE COMMERCIAL CARD |       | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAMMING SUPPLIES - SEEDS FOR SEED LIBRARY | 110.22   | 86833   | 01/31/2023 |            |

## Accounts Payable Register

Date: 02/16/2023 09:09:56 AM

APVREGISTER.FRX

| DATE FILED | APV # | NAME OF PAYEE                     | PO #  | APPROP #      | APPROPRIATION                     | DESCRIPTION   | AMOUNT  | CHECK # | CHECK DATE | MEMORANDUM |
|------------|-------|-----------------------------------|-------|---------------|-----------------------------------|---|---------|---------|------------|------------|
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD | 22403 | 100001223.000 | OTHER MISC SUPPLIES               | PROGRAMMING SUPPLIES -<br>SEEDS FOR SEED LIBRARY            | 389.00  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001223.000 | OTHER MISC SUPPLIES               | PROGRAMMING SUPPLIES -<br>SEEDS FOR SEED LIBRARY            | 27.23   | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001223.000 | OTHER MISC SUPPLIES               | PROGRAMMING SUPPLIES -<br>CREDIT FOR SALES TAX              | -27.23  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001223.000 | OTHER MISC SUPPLIES               | PROGRAMMING SUPPLIES -<br>BULK DISCOUNT                     | -110.22 | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD | 22401 | 100001223.000 | OTHER MISC SUPPLIES               | PROGRAMMING SUPPLIES -<br>SEEDS FOR SEED LIBRARY            | 200.00  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001314.000 | PROFESSIONAL SERVICES             | HEPL TEST PAGE AT PRINT<br>STATION                          | 0.10    | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001223.000 | OTHER MISC SUPPLIES               | PROGRAM SUPPLIES - TEEN<br>GOURMET                          | 58.68   | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001314.000 | PROFESSIONAL SERVICES             | SPOTIFY - MONTHLY<br>SUBSCRIPTION                           | 15.99   | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD | 22410 | 100001240.000 | OTHER SUPPLIES                    | AUDIO SUPPLIES - WIRELESS<br>MICS/TRANSMITTER/BATTERIE<br>S | 811.86  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001314.000 | PROFESSIONAL SERVICES             | GETRESPONSE MONTHLY<br>ESERVICE                             | 125.00  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD | 22413 | 100001223.000 | OTHER MISC SUPPLIES               | 12 HEPL BRANDED QUARTER<br>ZIP SHIRTS - USE AS SAMPLES      | 286.14  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001324.000 | PROFESSIONAL MEETINGS             | ONLINE SOCIAL MEDIA<br>MARKETING COURSE - STAFF<br>ED       | 84.99   | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001324.000 | PROFESSIONAL MEETINGS             | ONEZONE - CHAMBER<br>LEGISLATIVE BREAKFAST                  | 56.00   | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001324.000 | PROFESSIONAL MEETINGS             | NETWORKING POWER HOUR -<br>FOR MARKETING                    | 30.00   | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001324.000 | PROFESSIONAL MEETINGS             | WOMEN IN MEDIA LUNCH - FOR<br>MARKETING                     | 45.00   | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001322.000 | POSTAGE                           | MAIL/POSTAGE - VOLUNTEER<br>GIFTS                           | 19.10   | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001221.000 | CLEANING & SANITATION<br>SUPPLIES | MAINTENANCE/CLEANING<br>SUPPLIES                            | 90.65   | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE                    |       | 100001222.000 | VAN FUEL AND                      | FUEL - HEPL VAN   | 29.75   | 86833   | 01/31/2023 |            |

Accounts Payable Register

Date: 02/16/2023 09:09:56 AM

APVREGISTER.FRX

| DATE FILED | APV # | NAME OF PAYEE                  | PO # | APPROP #      | APPROPRIATION            | DESCRIPTION  | AMOUNT | CHECK   |            | MEMORANDUM |
|------------|-------|--------------------------------|------|---------------|--------------------------|--|--------|---------|------------|------------|
|            |       |                                |      |               |                          |  |        | CHECK # | DATE       |            |
|            |       | COMMERCIAL CARD                |      |               | MAINTENANCE              |  |        |         |            |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |      | 100001222.000 | VAN FUEL AND MAINTENANCE | FUEL - HEPL VAN                                    | 23.75  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |      | 100001222.000 | VAN FUEL AND MAINTENANCE | FUEL - HEPL VAN                                    | 31.30  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |      | 100001314.000 | PROFESSIONAL SERVICES    | FLEXBOOKER SUBSCRIPTION - MANAGE ONLINE BOOKINGS   | 499.80 | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |      | 100001314.000 | PROFESSIONAL SERVICES    | ZOOM.US - CLOUD RECORDING                          | 40.00  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |      | 100001240.000 | OTHER SUPPLIES           | MISC SUPPLIES - LIGHTS FOR CASES IN YOUTH SERVICES | 22.68  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES      | PROGRAM SUPPLIES - STORYTIME                       | 26.98  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES      | PROGRAM SUPPLIES - PASSIVE ART CORNER              | 27.99  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |      | 100001213.000 | OFFICE SUPPLIES          | OFFICE SUPPLIES - YOUTH SERVICES                   | 33.00  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES      | PROGRAM SUPPLIES - B'TWIXT & B'TWEEN               | 22.49  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES      | PROGRAM SUPPLIES - B'TWIXT & B'TWEEN               | 55.56  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES      | RESTOCK SUPPLIES - YOUTH SERVICES                  | 63.92  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |      | 100001213.000 | OFFICE SUPPLIES          | OFFICE SUPPLIES - YOUTH SERVICES                   | 16.48  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES      | PROGRAM SUPPLIES - B'TWIXT & B'TWEEN               | 26.39  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES      | PROGRAM SUPPLIES - OUTDOOR SPACE PROGRAMS          | 69.98  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES      | PROGRAM SUPPLIES - BREAKOUT ROOM                   | 24.98  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES      | PROGRAM SUPPLIES - BREAKOUT ROOMS & TINKER TIME    | 51.55  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES      | PROGRAM SUPPLIES - STORYTIME                       | 17.99  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES      | PROGRAM SUPPLIES -                                 | 22.96  | 86833   | 01/31/2023 |            |



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|------------|-------|-----------------------------------|------|---------------|-----------------------|--|--------|---------|------------|------------|
|            |       | COMMERCIAL CARD                   |      |               |                       | STORYTIME  |        |         |            |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES -<br>CHOWCHOW CLUB                      | 119.90 | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES -<br>STORYTIME                          | 46.97  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES -<br>PLAYBOOK FOR TWEEN<br>DRAMA CLUB   | 15.00  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES - PRE K<br>EXPLORERS                    | 6.98   | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES - LEGO<br>CLUB                          | 53.44  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES - NOVEL<br>HUNTERS                      | 16.37  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES -<br>STORYTIME                          | 39.96  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES - NOVEL<br>HUNTERS                      | 24.99  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES - TEEN<br>ANIME CLUB                    | 20.99  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES - B'TWIXT<br>& B'TWEEN                  | 12.65  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES - LEGO<br>CLUB                          | 26.99  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES -<br>STORYTIME                          | 35.24  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES - CRAFTY<br>TEENS                       | 15.99  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES - TEEN<br>ZONE                          | 30.57  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES   | CREDIT FOR UNDELIVERED<br>ITEMS                          | -10.02 | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES   | MOONSHOT GAMES GIFT<br>CARDS - PUZZLE SHOWDOWN<br>PRIZES | 40.00  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001314.000 | PROFESSIONAL SERVICES | ADOBE - MONTHLY LICENSES                                 | 256.91 | 86833   | 01/31/2023 |            |

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|            |       |                                   |       |               |                       |  | AMOUNT | CHECK # DATE     |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001314.000 | PROFESSIONAL SERVICES | MICROSOFT 365 E3 - ANNUAL<br>LICENSE                     | 487.92 | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001240.000 | OTHER SUPPLIES        | RESTOCK MATERIALS -<br>ACRYLIC SHEETS/IGNITE             | 118.60 | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001240.000 | OTHER SUPPLIES        | BOOK FOR NEW CLAY KIT -<br>IGNITE                        | 19.19  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001240.000 | OTHER SUPPLIES        | RESTOCK MATERIALS - IGNITE<br>STUDIO                     | 95.92  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES -<br>SCREENPRINTING DROP-IN<br>ACTIVITY | 31.94  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001240.000 | OTHER SUPPLIES        | RESTOCK MATERIALS -<br>SUBLIMATION STATION/IGNITE        | 34.36  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001240.000 | OTHER SUPPLIES        | RESTOCK MATERIALS -<br>SUBLIMATION STATION/IGNITE        | 21.98  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD | 22407 | 100001240.000 | OTHER SUPPLIES        | 100 3MM PLYWOOD PIECES<br>FOR IGNITE                     | 353.99 | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001240.000 | OTHER SUPPLIES        | PLYWOOD FOR<br>SCREENPRINTING BLOCKS -<br>IGNITE         | 26.38  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001240.000 | OTHER SUPPLIES        | MATERIALS FOR<br>SCREENPRINTING BLOCKS -<br>IGNITE       | 28.65  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001240.000 | OTHER SUPPLIES        | RESTOCK MATERIALS -<br>ACRYLIC SHEETS/IGNITE             | 27.14  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001240.000 | OTHER SUPPLIES        | RESTOCK WOOL - IGNITE KIT<br>RESTOCK                     | 25.00  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001240.000 | OTHER SUPPLIES        | RESTOCK MATERIALS - IGNITE<br>STUDIO                     | 9.15   | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES - WALL<br>HANGING DROP-IN ACTIVITY      | 63.96  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES - WALL<br>HANGING DROP-IN ACTIVITY      | 36.79  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001240.000 | OTHER SUPPLIES        | RESTOCK MATERIALS -<br>SUBLIMATION STATION/IGNITE        | 27.94  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES - WALL<br>HANGING DROP-IN ACTIVITY      | 26.97  | 86833 01/31/2023 |            |

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|            |       |                                   |       |               |                     |   | AMOUNT | CHECK # DATE     |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001240.000 | OTHER SUPPLIES      | RESTOCK MATERIALS -<br>BOTLEY ROBOT KIT<br>REPLACEMENT          | 57.72  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001240.000 | OTHER SUPPLIES      | RESTOCK MATERIALS - MAKER<br>BOT KIT REPLACEMENT                | 35.56  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001223.000 | OTHER MISC SUPPLIES | PROGRAM SUPPLIES - ART<br>SUPPLIES/ADULT PUBLIC<br>SERVICES     | 84.50  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001240.000 | OTHER SUPPLIES      | RESTOCK MATERIALS - IGNITE<br>STUDIO                            | 56.53  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001240.000 | OTHER SUPPLIES      | RESTOCK MATERIALS - IGNITE<br>KIT RESTOCK                       | 63.34  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001240.000 | OTHER SUPPLIES      | RESTOCK MATERIALS - IGNITE<br>KIT RESTOCK                       | 17.40  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001240.000 | OTHER SUPPLIES      | RESTOCK MATERIALS - IGNITE<br>STUDIO                            | 71.97  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001240.000 | OTHER SUPPLIES      | RESTOCK MATERIALS - IGNITE<br>KIT RESTOCK                       | 73.78  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD | 22412 | 100001223.000 | OTHER MISC SUPPLIES | FIELD TRIP SUPPLIES - BEADS,<br>DOWEL RODS, LEDS,<br>CHIPBOARDS | 134.65 | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD | 22412 | 100001223.000 | OTHER MISC SUPPLIES | FIELD TRIP SUPPLIES - BEADS,<br>DOWEL RODS, LEDS,<br>CHIPBOARDS | 234.74 | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD | 22412 | 100001223.000 | OTHER MISC SUPPLIES | FIELD TRIP SUPPLIES - BEADS,<br>DOWEL RODS, LEDS,<br>CHIPBOARDS | 139.45 | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001223.000 | OTHER MISC SUPPLIES | FIELD TRIP SUPPLIES - BEADS,<br>DOWEL RODS, LEDS,<br>CHIPBOARDS | 0.34   | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001223.000 | OTHER MISC SUPPLIES | REPLENISH SUPPLIES FOR<br>DROP-IN ACTIVITY                      | 17.99  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001223.000 | OTHER MISC SUPPLIES | REPLENISH SUPPLIES FOR<br>DROP-IN ACTIVITY                      | 18.71  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001240.000 | OTHER SUPPLIES      | RESTOCK MATERIALS - IGNITE<br>KIT RESTOCK                       | 33.17  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |       | 100001240.000 | OTHER SUPPLIES      | RESTOCK MATERIALS - IGNITE<br>KIT RESTOCK                       | 22.98  | 86833 01/31/2023 |            |

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| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001240.000 | OTHER SUPPLIES      | RESTOCK MATERIALS -<br>SEWING STATION             | 6.99   | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001240.000 | OTHER SUPPLIES      | RESTOCK MATERIALS -<br>SUBLIMATION STATION & KITS | 146.37 | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001240.000 | OTHER SUPPLIES      | MINWAX COATING FOR NEW<br>BUTCHER BLOCK TABLES    | 30.00  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001233.000 | REPAIR PARTS        | MISC HARDWARE - FACILITIES                        | 22.90  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001240.000 | OTHER SUPPLIES      | COAT RACKS FOR CIRC/AMH<br>AREA                   | 26.00  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001213.000 | OFFICE SUPPLIES     | WALL CALENDAR FOR OFFICE                          | 24.50  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001233.000 | REPAIR PARTS        | LOCKS FOR DISPLAY CABINETS<br>- YOUTH SERVICES    | 46.22  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100000451.000 | BOOKS               | REFUND FOR LOST BOOK                              | -14.99 | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES | PROGRAM SUPPLIES - YOUTH<br>SERVICES              | 15.99  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES | PROGRAM SUPPLIES - TEEN<br>ZONE                   | 125.38 | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES | PROGRAM SUPPLIES - TEEN<br>ZONE                   | 19.98  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100000451.000 | BOOKS               | ADULT PRINT                                       | 92.84  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100000451.000 | BOOKS               | ADULT PRINT - JW AWARDS                           | 31.26  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES | PROGRAM SUPPLIES - TEEN<br>ZONE                   | 25.77  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100000451.000 | BOOKS               | ADULT PRINT                                       | 144.58 | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001240.000 | OTHER SUPPLIES      | COLLECTION SERV SUPPLIES -<br>INTERLIBRARY LOANS  | 12.90  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001241.000 | MARKETING SUPPLIES  | USB-C HUB COMPUTER<br>ADAPTER - MARKETING         | 44.96  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES | PROGRAM SUPPLIES - TEEN<br>ZONE                   | 16.99  | 86833 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE                    |      | 100001223.000 | OTHER MISC SUPPLIES | PROGRAM SUPPLIES - ADULT                          | 14.76  | 86833 01/31/2023 |            |

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|            |       |                                   |      |               |                       |   |          | CHECK # | DATE       |            |
|            |       | COMMERCIAL CARD                   |      |               |                       | PROGRAMMING                                       |          |         |            |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES - YOUTH<br>SERVICES              | 47.49    | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100000451.000 | BOOKS                 | ADULT PRINT                                       | 12.99    | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100000453.000 | NON-PRINTED MATERIALS | ADULT AV  | 8.59     | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100000451.000 | BOOKS                 | ADULT PRINT                                       | 14.19    | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001314.000 | PROFESSIONAL SERVICES | EITELJORG MUSEUM PASS                             | 75.00    | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33869 | NEOPOST USA, INC.                 |      | 100001322.000 | POSTAGE               | POSTAGE   | 500.00   | 96833   | 01/31/2023 |            |
| 01/23/2023 | 33870 | TSYS                              |      | 100001314.000 | PROFESSIONAL SERVICES | TSYS CHARGE FOR<br>NOBLESVILLE                    | 638.93   | 890131  | 01/31/2023 |            |
| 01/23/2023 | 33870 | TSYS                              |      | 100001314.000 | PROFESSIONAL SERVICES | TSYS CHARGE FOR FISHERS                           | 419.97   | 890131  | 01/31/2023 |            |
| 01/23/2023 | 33871 | BRADEN IT SERVICES                |      | 100001314.000 | PROFESSIONAL SERVICES | MANAGED SERVICES PUBLIC<br>PRINTER OVERAGE CHARGE | 641.76   | 790130  | 01/30/2023 |            |
| 01/23/2023 | 33872 | BRADEN IT SERVICES                |      | 100001314.000 | PROFESSIONAL SERVICES | SERVER WARRANTY RENEWAL<br>QUOTE# 2524V1          | 16450.04 | 790131  | 01/31/2023 |            |
| 01/23/2023 | 33872 | BRADEN IT SERVICES                |      | 100001314.000 | PROFESSIONAL SERVICES | MASTER AGREEMENT                                  | 4779.65  | 790131  | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES - YOUTH<br>SERVICES              | 11.94    | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100000451.000 | BOOKS                 | ADULT PRINT                                       | 28.42    | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100000451.000 | BOOKS                 | ADULT PRINT                                       | 12.34    | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES - YOUTH<br>SERVICES              | 19.98    | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100000451.000 | BOOKS                 | ADULT PRINT                                       | 36.24    | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES - ADULT<br>BOOK CLUB BOOKS       | 149.90   | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES - YOUITH<br>SERVICES             | 26.16    | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100000451.000 | BOOKS                 | YOUTH PRINT                                       | 17.81    | 86833   | 01/31/2023 |            |

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| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES - YOUTH<br>SERVICES                          | 22.48  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100000451.000 | BOOKS                 | ADULT PRINT   | 14.99  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES - YOUTH<br>SERVICES                          | 134.07 | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100000451.000 | BOOKS                 | YOUTH PRINT   | 20.63  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100000451.000 | BOOKS                 | YOUTH PRINT   | 36.58  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001240.000 | OTHER SUPPLIES        | BUBBLE MAILERS FOR<br>INTERLIBRARY LOAN                       | 29.95  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES - YOUTH<br>SERVICES                          | 4.99   | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES - YOUTH<br>SERVICES                          | 29.89  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100000451.000 | BOOKS                 | ADULT PRINT - ADULT AWARDS                                    | 32.14  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001314.000 | PROFESSIONAL SERVICES | INDY STAR - ONLINE DIGITAL<br>SUBSCRIPTION                    | 1.00   | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100000451.000 | BOOKS                 | ADULT PRINT   | 63.95  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001213.000 | OFFICE SUPPLIES       | OFFICE SUPPLIES -<br>CLIPBOARDS FOR ACCESS<br>SERVICES        | 39.58  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100000451.000 | BOOKS                 | REFUND FOR REMOVED/LOST<br>ITEMS                              | -47.82 | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001213.000 | OFFICE SUPPLIES       | OFFICE SUPPLIES -<br>COMPUTER/OFFICE ITEMS FOR<br>ACCESS SERV | 66.13  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES - TEEN<br>ZONE                               | 17.37  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100001213.000 | OFFICE SUPPLIES       | OFFICE SUPPLIES -<br>COMPUTER/OFFICE ITEMS FOR<br>ACCESS SERV | 76.00  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE<br>COMMERCIAL CARD |      | 100000451.000 | BOOKS                 | ADULT PRINT   | 40.90  | 86833   | 01/31/2023 |            |

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| 01/23/2023 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |       | 100001314.000 | PROFESSIONAL SERVICES | ADOBE CAPTIVATE - MONTHLY SUBSCRIPTION                  | 33.99   | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |       | 100000451.000 | BOOKS                 | ADULT PRINT   | 60.99   | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |       | 100000451.000 | BOOKS                 | YOUTH & ADULT PRINT                                     | 94.45   | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |       | 100000451.000 | BOOKS                 | ADULT PRINT   | 17.95   | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |       | 100000451.000 | BOOKS                 | ADULT PRINT   | 18.60   | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |       | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES - YOUTH SERVICES                       | 23.85   | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |       | 100001213.000 | OFFICE SUPPLIES       | OFFICE SUPPLIES - COMPUTER/OFFICE ITEMS FOR ACCESS SERV | 57.39   | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |       | 100000451.000 | BOOKS                 | ADULT PRINT   | 32.61   | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |       | 100000451.000 | BOOKS                 | ADULT PRINT   | 66.08   | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |       | 100000451.000 | BOOKS                 | ADULT PRINT   | 101.20  | 86833   | 01/31/2023 |            |
| 01/23/2023 | 33874 | CAVENDISH SQUARE               |       | 100000451.000 | BOOKS                 | YOUTH SERVICES - NE PRINT                               | 372.06  | 39149   | 02/15/2023 |            |
| 01/23/2023 | 33875 | IRISH MECHANICAL SERVICES      |       | 100001362.000 | EQUIPMENT REPAIR      | LABOR & MATERIAL NEEDED TO REPAIR ENTRY HEATER          | 2276.45 | 39155   | 02/15/2023 |            |
| 01/23/2023 | 33876 | BUSINESS FURNITURE, LLC        | 22391 | 100001440.000 | FURNITURE & EQUIPMENT | 4 CHAIRS & FLIP AND NEST TABLE - IGNITE STUDIO          | 2101.56 | 39148   | 02/15/2023 |            |
| 01/23/2023 | 33877 | HEIDI HERALD                   |       | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM SUPPLIES FOR WHAT'S COOKING                     | 19.56   | 39153   | 02/15/2023 |            |
| 01/23/2023 | 33878 | TAI CHI WELLBEING              |       | 100001314.000 | PROFESSIONAL SERVICES | ONLINE TAI CHI CLASSES - JANUARY 23                     | 130.00  | 39174   | 02/15/2023 |            |
| 01/23/2023 | 33879 | ADTEC                          |       | 100001314.000 | PROFESSIONAL SERVICES | E-RATE COMPLIANCE & FORM SUBMISSION PHASE 1 & 2         | 2000.00 | 39140   | 02/15/2023 |            |
| 01/23/2023 | 33880 | LOGAN STREET SIGNS             | 23034 | 100001241.000 | MARKETING SUPPLIES    | WINTER READING PROGRAM LOBBY BANNERS                    | 270.00  | 39158   | 02/15/2023 |            |
| 01/23/2023 | 33881 | ADP                            |       | 100001314.000 | PROFESSIONAL SERVICES | WORKFORCE NOW PAYROLL BUNDLE                            | 221.65  | 39139   | 02/15/2023 |            |
| 01/23/2023 | 33882 | OFFICE 360                     |       | 100001213.000 | OFFICE SUPPLIES       | TAPE, STENO BOOKS- OFFICE                               | 184.74  | 39167   | 02/15/2023 |            |

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| SUPPLIES   |       |                            |       |               |                           |                               |           |         |            |            |
| 01/23/2023 | 33883 | TERMINIX PROCESSING CENTER |       | 100001314.000 | PROFESSIONAL SERVICES     | PEST CONTROL - FISHERS        | 232.00    | 39128   | 02/01/2023 |            |
| 01/23/2023 | 33884 | AT & T                     |       | 100001321.000 | PHONES                    | LOCAL LINES                   | 17.45     | 39129   | 02/01/2023 |            |
| 01/23/2023 | 33885 | CARPET CONCEPTS, INC.      |       | 100001314.000 | PROFESSIONAL SERVICES     | CARPET CLEANING - NOBLESVILLE | 1149.00   | 39130   | 02/01/2023 |            |
| 01/23/2023 | 33885 | CARPET CONCEPTS, INC.      |       | 100001314.000 | PROFESSIONAL SERVICES     | CARPET CLEANING - FISHERS     | 375.30    | 39130   | 02/01/2023 |            |
| 01/23/2023 | 33886 | PAYROLL FUNDS              |       | 100000111.000 | SALARY OF DIRECTOR        | SALARY OF DIRECTOR            | 4723.54   | 900203  | 02/01/2023 |            |
| 01/23/2023 | 33886 | PAYROLL FUNDS              |       | 100000112.000 | SALARY OF ASSISTANTS      | SALARY OF ASSISTANTS          | 148823.77 | 900203  | 02/01/2023 |            |
| 01/23/2023 | 33888 | ADP                        |       | 100000121.000 | FICA                      | EMPLOYER FICA                 | 9100.48   | 880203  | 02/01/2023 |            |
| 01/23/2023 | 33888 | ADP                        |       | 100000121.000 | FICA                      | EMPLOYER - MEDI               | 2128.34   | 880203  | 02/01/2023 |            |
| 01/23/2023 | 33888 | ADP                        |       | 100000122.000 | UNEMPLOYMENT COMPENSATION | UNEMPLOYMENT COMPENSATION     | 1519.74   | 880203  | 02/01/2023 |            |
| 01/23/2023 | 33891 | PUBLIC EMP RETIREMENT FND  |       | 100000123.000 | PERF                      | EMPLOYER'S SHARE              | 17514.87  | 920203  | 02/01/2023 |            |
| 01/23/2023 | 33892 | MIDWEST TAPE               |       | 100000453.000 | NON-PRINTED MATERIALS     | 2 ADULT AUDIOVISUAL           | 39.16     | 39161   | 02/15/2023 |            |
| 01/23/2023 | 33892 | MIDWEST TAPE               | 22394 | 100000453.000 | NON-PRINTED MATERIALS     | 33 ADULT A/V                  | 32.18     | 39161   | 02/15/2023 |            |
| 01/23/2023 | 33892 | MIDWEST TAPE               | 22404 | 100000453.000 | NON-PRINTED MATERIALS     | 39 JUVENILE AUDIOVISUAL       | 279.04    | 39161   | 02/15/2023 |            |
| 01/23/2023 | 33892 | MIDWEST TAPE               | 22362 | 100000453.000 | NON-PRINTED MATERIALS     | 108 ADULT A/V                 | 62.66     | 39161   | 02/15/2023 |            |
| 01/23/2023 | 33892 | MIDWEST TAPE               |       | 100000453.000 | NON-PRINTED MATERIALS     | 108 ADULT A/V                 | 7.00      | 39161   | 02/15/2023 |            |
| 01/23/2023 | 33892 | MIDWEST TAPE               |       | 100000453.000 | NON-PRINTED MATERIALS     | 2 ADULT MUSIC CD'S            | 32.18     | 39161   | 02/15/2023 |            |
| 01/23/2023 | 33892 | MIDWEST TAPE               | 22394 | 100000453.000 | NON-PRINTED MATERIALS     | 33 ADULT A/V                  | 45.43     | 39161   | 02/15/2023 |            |
| 01/23/2023 | 33892 | MIDWEST TAPE               | 23017 | 100000453.000 | NON-PRINTED MATERIALS     | 30 ADULT AUDIOVISUAL          | 554.72    | 39161   | 02/15/2023 |            |
| 01/23/2023 | 33892 | MIDWEST TAPE               | 23018 | 100000453.000 | NON-PRINTED MATERIALS     | 126 ADULT AUDIOVISUAL         | 1738.92   | 39161   | 02/15/2023 |            |
| 01/23/2023 | 33892 | MIDWEST TAPE               | 23009 | 100000453.000 | NON-PRINTED MATERIALS     | 116 ADULT AUDIOVISUAL         | 89.66     | 39161   | 02/15/2023 |            |
| 01/23/2023 | 33892 | MIDWEST TAPE               | 23006 | 100000453.000 | NON-PRINTED MATERIALS     | 24 JUVENILE AUDIO VISUAL      | 126.32    | 39161   | 02/15/2023 |            |
| 01/23/2023 | 33892 | MIDWEST TAPE               | 22394 | 100000453.000 | NON-PRINTED MATERIALS     | 33 ADULT A/V                  | 39.73     | 39161   | 02/15/2023 |            |
| 01/23/2023 | 33892 | MIDWEST TAPE               |       | 100000453.000 | NON-PRINTED MATERIALS     | 33 ADULT A/V                  | 6.15      | 39161   | 02/15/2023 |            |
| 01/23/2023 | 33892 | MIDWEST TAPE               | 23006 | 100000453.000 | NON-PRINTED MATERIALS     | 24 JUVENILE AUDIO VISUAL      | 91.14     | 39161   | 02/15/2023 |            |
| 01/23/2023 | 33892 | MIDWEST TAPE               | 23017 | 100000453.000 | NON-PRINTED MATERIALS     | 30 ADULT AUDIOVISUAL          | 347.00    | 39161   | 02/15/2023 |            |
| 01/23/2023 | 33892 | MIDWEST TAPE               | 23018 | 100000453.000 | NON-PRINTED MATERIALS     | 126 ADULT AUDIOVISUAL         | 1177.36   | 39161   | 02/15/2023 |            |
| 01/23/2023 | 33892 | MIDWEST TAPE               | 23009 | 100000453.000 | NON-PRINTED MATERIALS     | 116 ADULT AUDIOVISUAL         | 1233.24   | 39161   | 02/15/2023 |            |
| 01/23/2023 | 33892 | MIDWEST TAPE               | 23018 | 100000453.000 | NON-PRINTED MATERIALS     | 126 ADULT AUDIOVISUAL         | 375.64    | 39161   | 02/15/2023 |            |



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| 01/23/2023 | 33892 | MIDWEST TAPE                  |       | 100000453.000 | NON-PRINTED MATERIALS                        | 126 ADULT AUDIOVISUAL                                 | 1.38     | 39161   | 02/15/2023 |            |
| 01/23/2023 | 33892 | MIDWEST TAPE                  | 23009 | 100000453.000 | NON-PRINTED MATERIALS                        | 116 ADULT AUDIOVISUAL                                 | 105.66   | 39161   | 02/15/2023 |            |
| 01/23/2023 | 33892 | MIDWEST TAPE                  | 22404 | 100000453.000 | NON-PRINTED MATERIALS                        | 39 JUVENILE AUDIOVISUAL                               | 109.53   | 39161   | 02/15/2023 |            |
| 01/23/2023 | 33892 | MIDWEST TAPE                  | 23035 | 100000453.000 | NON-PRINTED MATERIALS                        | 23 YOUTH & ADULT PRINT                                | 39.16    | 39161   | 02/15/2023 |            |
| 01/23/2023 | 33892 | MIDWEST TAPE                  | 23006 | 100000453.000 | NON-PRINTED MATERIALS                        | 24 JUVENILE AUDIO VISUAL                              | 54.41    | 39161   | 02/15/2023 |            |
| 01/23/2023 | 33893 | InfoUSA MARKETING, INC.       |       | 100000451.000 | BOOKS  | 2022 INDIANA STATE BUSINESS DIRECTORY                 | 1340.00  | 39132   | 02/01/2023 |            |
| 01/23/2023 | 33894 | MIDWEST TAPE (HOOPLA)         |       | 100002314.000 | PROFESSIONAL SERVICES - ELECTRONIC MATERIALS | HOOPLA -ELECTRONIC MATERIALS - JANUARY 2023           | 34203.40 | 39162   | 02/15/2023 |            |
| 01/23/2023 | 33895 | SAFE HIRING SOLUTION          |       | 100001314.000 | PROFESSIONAL SERVICES                        | BACKGROUND CHECKS - APPLICANTS                        | 140.00   | 39171   | 02/15/2023 |            |
| 01/23/2023 | 33896 | PLYMATE                       |       | 100001314.000 | PROFESSIONAL SERVICES                        | MAT SERVICE - NOBLESVILLE                             | 88.96    | 39133   | 02/02/2023 |            |
| 01/23/2023 | 33896 | PLYMATE                       |       | 100001314.000 | PROFESSIONAL SERVICES                        | MAT SERVICE - FISHERS                                 | 80.84    | 39133   | 02/02/2023 |            |
| 01/23/2023 | 33898 | CITY OF NOBLESVILLE UTILITIES |       | 100001354.000 | WASTE REMOVAL                                | SEWER - NOBLESVILLE - JANUARY 2023                    | 428.58   | 39135   | 02/03/2023 |            |
| 01/23/2023 | 33899 | LINCOLN LIBRARY PRESS         |       | 100002314.000 | PROFESSIONAL SERVICES - ELECTRONIC MATERIALS | FACTCITE SUBSCRIPTION RENEWAL 2/1/23 - 1/31/24        | 752.00   | 39157   | 02/15/2023 |            |
| 01/23/2023 | 33900 | MID AMERICA ELEVATOR          |       | 100001314.000 | PROFESSIONAL SERVICES                        | QUARTERLY MAINTENANCE - FISHERS LIBRARY               | 1098.46  | 39160   | 02/15/2023 |            |
| 02/02/2023 | 33902 | OFFICE 360                    | 23046 | 100001213.000 | OFFICE SUPPLIES                              | OFFICE SUPPLIES - BUSINESS OFFICE & PUBLIC SERV ITEMS | 326.37   | 39167   | 02/15/2023 |            |
| 02/02/2023 | 33903 | RICOH USA, INC                |       | 100001314.000 | PROFESSIONAL SERVICES                        | COPIER IMAGES   | 649.88   | 39170   | 02/15/2023 |            |
| 02/02/2023 | 33904 | OVERDRIVE, INC.               |       | 100002314.000 | PROFESSIONAL SERVICES - ELECTRONIC MATERIALS | AUDIOBOOKS, EBOOKS                                    | 2606.19  | 39168   | 02/15/2023 |            |
| 02/02/2023 | 33904 | OVERDRIVE, INC.               |       | 100002314.000 | PROFESSIONAL SERVICES - ELECTRONIC MATERIALS | AUDIOBOOKS, EBOOKS                                    | 22745.40 | 39168   | 02/15/2023 |            |
| 02/02/2023 | 33904 | OVERDRIVE, INC.               |       | 100002314.000 | PROFESSIONAL SERVICES - ELECTRONIC MATERIALS | AUDIOBOOKS, EBOOKS                                    | 3706.29  | 39168   | 02/15/2023 |            |
| 02/02/2023 | 33902 | OFFICE 360                    |       | 100001223.000 | OTHER MISC SUPPLIES                          | PAPER IGNITE  | 224.56   | 39167   | 02/15/2023 |            |
| 02/02/2023 | 33905 | FINELINE PRINTING GROUP       | 23019 | 100001332.000 | PRINTING                                     | HEPL DISCOVER GUIDE FEB - APRIL 2023                  | 2760.00  | 39136   | 02/06/2023 |            |
| 02/02/2023 | 33906 | THOMAS L. GRANTHAM COMPANY    |       | 100001230.000 | REPAIR & MAINTENANCE SUPPLIES                | 2 DAMPER MOTORS/2 DUCT MOUNT KIT                      | 1542.00  | 39175   | 02/15/2023 |            |
| 02/02/2023 | 33907 | GRANT MICHAEL                 |       | 100001314.000 | PROFESSIONAL SERVICES                        | FEBRUARY 2023 AV CLASS - IGNITE                       | 240.00   | 39152   | 02/15/2023 |            |

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| 02/02/2023 | 33908 | JPPARSSI, INC.           |       | 100001314.000 | PROFESSIONAL SERVICES | ARTIST TEACHING SERVICES - IGNITE          | 240.00 | 39156   | 02/15/2023 |            |
| 02/02/2023 | 33909 | ERIC SALAZAR             |       | 100001314.000 | PROFESSIONAL SERVICES | SOUND EQUIPMENT TRAINING WORKSHOP          | 240.00 | 39151   | 02/15/2023 |            |
| 01/23/2023 | 33910 | BAKER & TAYLOR #C0288293 |       | 100000451.000 | BOOKS                 | 2 FODORS ESSENTIAL ITALY 2023              | 37.78  | 39147   | 02/15/2023 |            |
| 01/23/2023 | 33910 | BAKER & TAYLOR #C0288293 |       | 100000451.000 | BOOKS                 | 2 FODORS BOSTON & 2 FODORS ESSENTIAL SPAIN | 65.76  | 39147   | 02/15/2023 |            |
| 01/23/2023 | 33910 | BAKER & TAYLOR #C0288293 |       | 100000451.000 | BOOKS                 | FREIGHT                                    | 1.04   | 39147   | 02/15/2023 |            |
| 01/23/2023 | 33911 | BAKER & TAYLOR #3642582  |       | 100000451.000 | BOOKS                 | 1 YOUNG ADULT PRINT                        | 7.25   | 39146   | 02/15/2023 |            |
| 01/23/2023 | 33911 | BAKER & TAYLOR #3642582  | 22296 | 100001223.000 | OTHER MISC SUPPLIES   | PROGRAM BOOKS                              | 60.40  | 39146   | 02/15/2023 |            |
| 01/23/2023 | 33911 | BAKER & TAYLOR #3642582  |       | 100000451.000 | BOOKS                 | 12 YOUNG ADULT PRINT                       | 94.32  | 39146   | 02/15/2023 |            |
| 01/23/2023 | 33911 | BAKER & TAYLOR #3642582  |       | 100000451.000 | BOOKS                 | 10 ADULT PRINT                             | 108.90 | 39146   | 02/15/2023 |            |
| 01/23/2023 | 33911 | BAKER & TAYLOR #3642582  | 23025 | 100000451.000 | BOOKS                 | 14 TEEN PRINT                              | 152.42 | 39146   | 02/15/2023 |            |
| 01/23/2023 | 33911 | BAKER & TAYLOR #3642582  | 23032 | 100000451.000 | BOOKS                 | 98 TEEN PRINT                              | 668.13 | 39146   | 02/15/2023 |            |
| 01/23/2023 | 33911 | BAKER & TAYLOR #3642582  | 23036 | 100000451.000 | BOOKS                 | 52 YOUTH PRINT                             | 309.18 | 39146   | 02/15/2023 |            |
| 01/23/2023 | 33911 | BAKER & TAYLOR #3642582  | 23043 | 100000451.000 | BOOKS                 | 18 TEEN PRINT                              | 95.62  | 39146   | 02/15/2023 |            |
| 01/23/2023 | 33911 | BAKER & TAYLOR #3642582  |       | 100000451.000 | BOOKS                 | FREIGHT                                    | 14.97  | 39146   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 |       | 100000451.000 | BOOKS                 | 2 ADULT PRINT                              | 33.30  | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 | 22239 | 100000451.000 | BOOKS                 | ADULT FICTION                              | 208.52 | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 | 22253 | 100000451.000 | BOOKS                 | 66 ADULT PRINT AND YOUTH PRINT             | 21.04  | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 | 22256 | 100000451.000 | BOOKS                 | 40 TEEN, YOUTH PRINT                       | 30.32  | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 | 22278 | 100000451.000 | BOOKS                 | 108 ADULT PRINT                            | 775.10 | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 | 22311 | 100000451.000 | BOOKS                 | 60 ADULT PRINT                             | 33.58  | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 | 22314 | 100000451.000 | BOOKS                 | 34 ADULT PRINT                             | 60.42  | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 |       | 100000451.000 | BOOKS                 | ADULT PRINT                                | 39.95  | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 | 22325 | 100000451.000 | BOOKS                 | 68 ADULT AND TEEN PRINT                    | 53.09  | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 |       | 100000451.000 | BOOKS                 | ADULT PRINT                                | 12.08  | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 | 22332 | 100000451.000 | BOOKS                 | 67 ADULT, TEEN AND YOUTH PRINT             | 30.00  | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 | 22338 | 100000451.000 | BOOKS                 | 70 ADULT PRINT                             | 194.88 | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 | 22342 | 100000451.000 | BOOKS                 | 75 ADULT, TEEN AND YOUTH                   | 30.36  | 39145   | 02/15/2023 |            |

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|            |       |                          |       |               |               | PRINT                        |         |         |            |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 | 22347 | 100000451.000 | BOOKS         | 51 ADULT AND TEEN PRINT      | 14.99   | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 | 22349 | 100000451.000 | BOOKS         | 51 ADULT AND TEEN PRINT      | 14.99   | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 | 22350 | 100000451.000 | BOOKS         | 78 ADULT PRINT               | 589.74  | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 |       | 100000451.000 | BOOKS         | ADULT PRINT                  | 11.49   | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 | 22381 | 100000451.000 | BOOKS         | 41 ADULT PRINT               | 12.70   | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 | 22383 | 100000451.000 | BOOKS         | 38 ADULT PRINT               | 26.58   | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 | 22395 | 100000451.000 | BOOKS         | 61 ADULT PRINT               | 195.49  | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 | 22398 | 100000451.000 | BOOKS         | 53 ADULT, TEEN & YOUTH PRINT | 215.79  | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 | 22398 | 100000451.000 | BOOKS         | 53 ADULT, TEEN & YOUTH PRINT | 44.92   | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 | 23002 | 100000451.000 | BOOKS         | 32 ADULT PRINT               | 419.42  | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 | 23003 | 100000451.000 | BOOKS         | 15 ADULT AND YOUTH PRINT     | 175.59  | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 | 23007 | 100000451.000 | BOOKS         | 76 ADULT PRINT               | 73.98   | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 | 23008 | 100000451.000 | BOOKS         | 31 ADULT & YOUTH PRINT       | 366.81  | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 | 23014 | 100000451.000 | BOOKS         | 47 ADULT AND YOUTH PRINT     | 348.52  | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 | 23016 | 100000451.000 | BOOKS         | 82 ADULT AND YOUTH PRINT     | 518.42  | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 | 23026 | 100000451.000 | BOOKS         | 34 ADULT AND YOUTH PRINT     | 310.62  | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 | 23027 | 100000451.000 | BOOKS         | 24 ADULT & YOUTH PRINT       | 105.44  | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 | 23033 | 100000451.000 | BOOKS         | 66 ADULT PRINT               | 313.26  | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 |       | 100000451.000 | BOOKS         | FREIGHT                      | 52.80   | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33912 | BAKER & TAYLOR #L4307302 |       | 100000451.000 | BOOKS         | BOOK JACKETS                 | 1417.73 | 39145   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 |       | 100000451.000 | BOOKS         | 3 YOUTH PRINT                | 30.99   | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 |       | 100000451.000 | BOOKS         | 2 YOUTH PRINT                | 20.66   | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 | 22108 | 100000451.000 | BOOKS         | 182 YS ITEMS                 | 11.98   | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 |       | 100000451.000 | BOOKS         | 6 YOUTH PRINT                | 109.70  | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 | 22245 | 100000451.000 | BOOKS         | 219 YOUTH PRINT              | 19.39   | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 |       | 100000451.000 | BOOKS         | YOUTH PRINT                  | 80.82   | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 | 22251 | 100000451.000 | BOOKS         | 169 ADULT PRINT              | 55.00   | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 | 22254 | 100000451.000 | BOOKS         | 204 YOUTH PRINT              | 9.06    | 39144   | 02/15/2023 |            |

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| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 | 22259 | 100000451.000 | BOOKS                 | 198 YOUTH PRINT             | 68.55   | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 | 22276 | 100000451.000 | BOOKS                 | YOUTH PRINT                 | 38.10   | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 | 22279 | 100000451.000 | BOOKS                 | 175 TEEN PRINT              | 12.69   | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 | 22281 | 100000451.000 | BOOKS                 | 175 YOUTH PRINT             | 107.72  | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 | 22282 | 100000451.000 | BOOKS                 | 178 TEEN PRINT              | 80.37   | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 | 22283 | 100000451.000 | BOOKS                 | 147 YOUTH PRINT             | 9.13    | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 |       | 100000451.000 | BOOKS                 | 147 YOUTH PRINT             | 261.54  | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 | 22288 | 100000451.000 | BOOKS                 | 176 ADULT PRINT             | 26.60   | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 |       | 100000451.000 | BOOKS                 | ADULT PRINT                 | 22.38   | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 |       | 100000451.000 | BOOKS                 | TEEN PRINT                  | 29.33   | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33914 | ANNA VOLOSHYNA           |       | 100001314.000 | PROFESSIONAL SERVICES | VIRTUAL KHACHAPURI WORKSHOP | 500.00  | 39138   | 02/07/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 |       | 100000451.000 | BOOKS                 | TEEN PRINT                  | 26.82   | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 | 22310 | 100000451.000 | BOOKS                 | 161 YOUTH PRINT             | 90.38   | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 | 22318 | 100000451.000 | BOOKS                 | 174 ADULT PRINT             | 85.24   | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 | 22320 | 100000451.000 | BOOKS                 | 223 YOUTH PRINT             | 206.93  | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 | 22321 | 100000451.000 | BOOKS                 | 51 TEEN PRINT               | 48.36   | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 |       | 100000451.000 | BOOKS                 | YOUTH PRINT                 | 20.14   | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 |       | 100000451.000 | BOOKS                 | ADULT PRINT                 | 84.58   | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 | 22341 | 100000451.000 | BOOKS                 | 190 ADULT PRINT             | 117.28  | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 | 22343 | 100000451.000 | BOOKS                 | 118 ADULT PRINT             | 238.76  | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 | 22345 | 100000451.000 | BOOKS                 | 184 ADULT PRINT             | 827.02  | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 | 22356 | 100000451.000 | BOOKS                 | 126 TEEN PRINT              | 13.30   | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 | 22365 | 100000451.000 | BOOKS                 | 75 ADULT PRINT              | 160.86  | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 | 22366 | 100000451.000 | BOOKS                 | 91 TEEN PRINT               | 74.77   | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 |       | 100000451.000 | BOOKS                 | YOUTH PRINT                 | 64.76   | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 | 22368 | 100000451.000 | BOOKS                 | 177 ADULT PRINT             | 10.88   | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 | 22372 | 100000451.000 | BOOKS                 | 267 ADULT PRINT             | 1726.82 | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 | 22375 | 100000451.000 | BOOKS                 | 118 TEEN PRINT              | 141.66  | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 | 23001 | 100000451.000 | BOOKS                 | 200 ADULT PRINT             | 2071.58 | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402 |       | 100000451.000 | BOOKS                 | 200 ADULT PRINT             | 14.46   | 39144   | 02/15/2023 |            |

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| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402                | 23004 | 100000451.000 | BOOKS                 | 176 ADULT PRINT   | 708.46  | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402                | 23010 | 100000451.000 | BOOKS                 | 34 TEEN PRINT   | 282.40  | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402                | 23011 | 100000451.000 | BOOKS                 | 32 TEEN PRINT   | 121.20  | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402                | 23012 | 100000451.000 | BOOKS                 | 193 YOUTH PRINT   | 564.71  | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402                | 23015 | 100000451.000 | BOOKS                 | 191 YOUTH PRINT   | 470.34  | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402                | 23024 | 100000451.000 | BOOKS                 | 131 YOUTH PRINT   | 62.04   | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402                | 23028 | 100000451.000 | BOOKS                 | 185 YOUTH PRINT   | 452.17  | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402                | 23029 | 100000451.000 | BOOKS                 | 78 YOUTH PRINT  | 8.39    | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402                | 23030 | 100000451.000 | BOOKS                 | 200 YOUTH PRINT   | 371.78  | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402                | 23031 | 100000451.000 | BOOKS                 | 170 ADULT PRINT   | 28.00   | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402                |       | 100000451.000 | BOOKS                 | FREIGHT   | 100.89  | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33913 | BAKER & TAYLOR #L4286402                |       | 100000451.000 | BOOKS                 | BOOK JACKETS  | 3066.78 | 39144   | 02/15/2023 |            |
| 01/23/2023 | 33915 | SEDGWICK                                |       | 100001314.000 | PROFESSIONAL SERVICES | FMLA ADMINISTRATION                                       | 283.22  | 39172   | 02/15/2023 |            |
| 01/23/2023 | 33916 | ULINE                                   |       | 100001213.000 | OFFICE SUPPLIES       | POLY-BUBBLE   | 103.25  | 39176   | 02/15/2023 |            |
| 01/23/2023 | 33917 | MIMI KESTER                             |       | 100000483.000 | BOOK REFUND           | BOOK REFUND   | 12.99   | 39163   | 02/15/2023 |            |
| 01/23/2023 | 33918 | ALPHAGRAPHICS                           | 23021 | 100001212.000 | STATIONARY - PRINTING | 167 SHEETS/1,000 LABELS -<br>HEPL LOGO RETANGLE<br>LABELS | 304.21  | 39141   | 02/15/2023 |            |
| 01/23/2023 | 33919 | MYRTLE PACIFIC GROUP                    |       | 100001314.000 | PROFESSIONAL SERVICES | SOUND FOR FILM/TV LECTURE<br>2/19/23                      | 120.00  | 39165   | 02/15/2023 |            |
| 01/23/2023 | 33920 | WANDA ANDERSON                          |       | 100001314.000 | PROFESSIONAL SERVICES | MODEL, FIGURE DRAWING<br>OPEN STUDIO                      | 37.50   | 39178   | 02/15/2023 |            |
| 01/23/2023 | 33921 | MOTION PICTURE LICENSING<br>CORPORATION |       | 100001223.000 | OTHER MISC SUPPLIES   | UMBRELLA MOVIE LICENSE                                    | 674.54  | 39164   | 02/15/2023 |            |
| 01/23/2023 | 33922 | VERIZON WIRELESS                        |       | 100001321.000 | PHONES                | CELL PHONE & HOT SPOTS                                    | 494.06  | 39177   | 02/15/2023 |            |
| 01/23/2023 | 33923 | METRONET                                |       | 100001321.000 | PHONES                | FIBER - INTERNET FEBRUARY                                 | 1252.25 | 39159   | 02/15/2023 |            |
| 01/23/2023 | 33924 | AT & T                                  |       | 100001321.000 | PHONES                | LINE CHARGES - ANALOG                                     | 543.98  | 39142   | 02/15/2023 |            |
| 01/23/2023 | 33925 | CONSTELLATION NEWENERGY                 |       | 100001351.000 | GAS (HEATING)         | MANAGED GAS   | 9214.97 | 39150   | 02/15/2023 |            |
| 01/23/2023 | 33926 | STAPLES BUSINESS CREDIT                 |       | 100001213.000 | OFFICE SUPPLIES       | GLUE STICKS   | 20.18   | 39173   | 02/15/2023 |            |
| 01/23/2023 | 33927 | ADP                                     |       | 100001314.000 | PROFESSIONAL SERVICES | WORKFORCE NOW PAYROLL<br>SERVICES                         | 218.71  | 39139   | 02/15/2023 |            |
| 01/23/2023 | 33928 | PLAYAWAY PRODUCTS                       |       | 100000453.000 | NON-PRINTED MATERIALS | WONDERBOOKS - SING<br>ALONGS                              | 46.49   | 39169   | 02/15/2023 |            |

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| 01/23/2023 | 33931 | NEW AVENUES                |       | 10000126.000  | OTHER BENEFITS                               | EMPLOYEE ASSISTANCE PROGRAM - MARCH 2023             | 225.50   | 39166   | 02/15/2023 |            |
| 01/23/2023 | 33932 | JOHN JACOBI                |       | 100001314.000 | PROFESSIONAL SERVICES                        | SNOW REMOVAL/SALTING OF LOT                          | 1580.00  | 39180   | 02/09/2023 |            |
| 01/23/2023 | 33934 | JULIA WELZEN               |       | 100001323.000 | TRAVEL                                       | TRAVEL   | 34.81    | 39181   | 02/09/2023 |            |
| 01/23/2023 | 33935 | PLYMATE                    |       | 100001314.000 | PROFESSIONAL SERVICES                        | MATT SERVICE - FISHERS                               | 79.63    | 39182   | 02/09/2023 |            |
| 01/23/2023 | 33936 | LIBERTY MUTUAL INSURANCE   |       | 100001342.000 | INSURANCE                                    | TREASURER'S SURETY BOND                              | 120.00   | 39183   | 02/09/2023 |            |
| 01/23/2023 | 33937 | USA TODAY                  |       | 100000452.000 | NEWSPAPERS & PERIODICALS                     | USA TODAY - ANNUAL RENEWAL                           | 398.62   | 39184   | 02/09/2023 |            |
| 01/23/2023 | 33938 | LWC INC.                   |       | 100001314.000 | PROFESSIONAL SERVICES                        | FISHERS LIBRARY - SITE & BUILDING ADDITION - PHASE 1 | 6000.00  | 39186   | 02/13/2023 |            |
| 01/23/2023 | 33939 | CONSTANCE YOUNG            |       | 100000483.000 | BOOK REFUND                                  | REFUND FOR CD  | 25.00    | 39187   | 02/13/2023 |            |
| 01/23/2023 | 33940 | STEFANIE PACHECO           |       | 100001323.000 | TRAVEL                                       | TRAVEL   | 9.00     | 39185   | 02/15/2023 |            |
| 01/23/2023 | 33941 | MECHANIC SHOP FEMME, INC.  |       | 100001314.000 | PROFESSIONAL SERVICES                        | TEEN WORKSHOP - WHY'S & WHEN'S OF CAR MAINTENANCE    | 550.00   | 39188   | 02/13/2023 |            |
| 01/23/2023 | 33943 | CENTERPOINT ENERGY         |       | 100001351.000 | GAS (HEATING)                                | GAS - FISHERS - JANUARY 2023                         | 1913.23  | 39189   | 02/14/2023 |            |
| 01/23/2023 | 33944 | CENTERPOINT ENERGY         |       | 100001351.000 | GAS (HEATING)                                | GAS - NOBLESVILLE - JANUARY 2023                     | 1940.87  | 39190   | 02/14/2023 |            |
| 01/23/2023 | 33945 | ADP                        |       | 100001314.000 | PROFESSIONAL SERVICES                        | TIME & ATTENDANCE/WORKFORCE NOW/PAYROLL SERV         | 1202.63  | 39192   | 02/14/2023 |            |
| 01/23/2023 | 33946 | COMCAST BUSINESS           |       | 100001321.000 | PHONES                                       | REDUNDANT INTERNET                                   | 324.85   | 39193   | 02/14/2023 |            |
| 01/23/2023 | 33947 | FISHERS SEWER UTILITY      |       | 100001354.000 | WASTE REMOVAL                                | FISHERS SEWER - JANUARY 2023                         | 148.70   | 39194   | 02/14/2023 |            |
| 01/23/2023 | 33948 | ROCKET SCIENCE CLEANING    |       | 100001314.000 | PROFESSIONAL SERVICES                        | CLEANING SERVICE - FISHERS & NOBLESVILLE             | 13782.00 | 39195   | 02/14/2023 |            |
| 01/23/2023 | 33949 | WELLS FARGO VENDOR         |       | 100001314.000 | PROFESSIONAL SERVICES                        | COPIER LEASE - FEBRUARY 2023                         | 874.89   | 39196   | 02/14/2023 |            |
| 01/23/2023 | 33950 | CENGAGE LEARNING INC /GALE |       | 100002314.000 | PROFESSIONAL SERVICES - ELECTRONIC MATERIALS | ONLINE DATABASES                                     | 17592.24 | 39197   | 02/14/2023 |            |
| 01/23/2023 | 33951 | URBAN LIBRARIES COUNCIL    |       | 100001391.000 | DUES   | DUES - LIBRARY MEMBERSHIP                            | 6000.00  | 39198   | 02/14/2023 |            |
| 01/23/2023 | 33952 | BRODART CO.                |       | 100001240.000 | OTHER SUPPLIES                               | PROCESSING SUPPLIES - MANGA                          | 155.75   | 39199   | 02/14/2023 |            |
| 02/14/2023 | 33953 | OFFICE 360                 |       | 100001213.000 | OFFICE SUPPLIES                              | LABELMAKER - SUPPLIES                                | 63.13    | 39200   | 02/14/2023 |            |
| 02/14/2023 | 33953 | OFFICE 360                 | 23064 | 100001213.000 | OFFICE SUPPLIES                              | 25 CARTONS OF COPY PAPER -                           | 1124.75  | 39200   | 02/14/2023 |            |

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| DATE FILED                                 | APV # | NAME OF PAYEE                  | PO # | APPROP #      | APPROPRIATION                                | DESCRIPTION  | AMOUNT           | CHECK # | CHECK DATE | MEMORANDUM |
|--|-------|--------------------------------|------|---------------|--|--|------------------|---------|------------|------------|
|  |       |                                |      |               |  | FISHERS/NOBLESVILLE                                  |                  |         |            |            |
| 01/23/2023                                 | 33954 | KELSEY SWEET                   |      | 100001323.000 | TRAVEL                                       | TRAVEL   | 28.75            | 39201   | 02/15/2023 |            |
| 01/23/2023                                 | 33955 | ELYZA SARVER                   |      | 100001314.000 | PROFESSIONAL SERVICES                        | IGNITE - FIGURE DRAWING CLASS MODEL FEB 2023         | 37.50            | 39202   | 02/15/2023 |            |
| 01/23/2023                                 | 33956 | PROQUEST LLC                   |      | 100002314.000 | PROFESSIONAL SERVICES - ELECTRONIC MATERIALS | ANNUAL RENEWAL - WALL STREET JOURNAL DATABASE        | 2790.00          | 39203   | 02/15/2023 |            |
| 01/23/2023                                 | 33957 | ONE ZONE                       |      | 100001324.000 | PROFESSIONAL MEETINGS                        | TASTE OF CHAMBER ADDITIONAL TICKETS                  | 10.00            | 39204   | 02/15/2023 |            |
| 01/23/2023                                 | 33958 | Michelle Shelton               |      | 100001323.000 | TRAVEL                                       | TRAVEL REIMBURSEMENT                                 | 45.00            | 39205   | 02/15/2023 |            |
| 01/23/2023                                 | 33959 | ENVISIONWARE, INC.             |      | 100001314.000 | PROFESSIONAL SERVICES                        | RENEWAL - ANNUAL MAINTENANCE SUBSCRIPTION            | 11724.91         | 39206   | 02/15/2023 |            |
| 01/23/2023                                 | 33960 | SHERWIN WILLIAMS CO.           |      | 100001232.000 | PAINT & PAINTING SUPPLIES                    | PAINT: SUPPLIES                                      | 69.88            | 39207   | 02/15/2023 |            |
| 01/23/2023                                 | 33961 | LISA GLESLIL                   |      | 100001324.000 | PROFESSIONAL MEETINGS                        | WORKSHOP LUNCHEON                                    | 23.96            | 39208   | 02/15/2023 |            |
| 01/23/2023                                 | 33962 | ADP                            |      | 100001314.000 | PROFESSIONAL SERVICES                        | 2022 YEAR END TAX REPORTING W2'S                     | 1167.35          | 39209   | 02/15/2023 |            |
| 01/23/2023                                 | 33963 | ALPHAGRAPHICS                  |      | 100001332.000 | PRINTING                                     | BUSINESS CARDS                                       | 87.09            | 39210   | 02/15/2023 |            |
| 01/23/2023                                 | 33964 | CONVERGE ONE                   |      | 100001314.000 | PROFESSIONAL SERVICES                        | MAINTENANCE/MANAGED SERVICES PHONE SYSTEM            | 1820.76          | 39211   | 02/15/2023 |            |
| <b>SubTotal Fund Number 100</b>            |       |                                |      |               |  |  | <b>507469.22</b> |         |            |            |
| <b>**Fund Number 201 RAINY DAY</b>         |       |                                |      |               |  |  |                  |         |            |            |
| 01/23/2023                                 | 33929 | ICONIC DIGITAL MARKETING       |      | 201000314.000 | RAINY - PROFESSIONAL SERVICES                | HEPL - WEBSITE REDESIGN MONTHLY PAYMENT              | 7966.18          | 39154   | 02/15/2023 |            |
| <b>SubTotal Fund Number 201</b>            |       |                                |      |               |  |  | <b>7966.18</b>   |         |            |            |
| <b>**Fund Number 228 MIESSE TRUST FUND</b> |       |                                |      |               |  |  |                  |         |            |            |
| 01/23/2023                                 | 33855 | ROBERTO L. DELGADO             |      | 228001314.000 | MIESSE TRUST FUND - PROFESSIONAL SERVICES    | FISHERS PUBLIC ART INSTALLMENT EXPENSES 1 OF 2       | 10000.00         | 39115   | 01/23/2023 |            |
| 01/23/2023                                 | 33868 | JPMORGAN CHASE COMMERCIAL CARD |      | 228001223.000 | MIESSE TRUST GIFT FUND SUPPLIES              | EMPLOYEE APPRECIATION - GINGERBREAD CONTEST SUPPLIES | 42.52            | 86833   | 01/31/2023 |            |
| <b>SubTotal Fund Number 228</b>            |       |                                |      |               |  |  | <b>10042.52</b>  |         |            |            |

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|--|-------|---------------------------------------|------|---------------|-----------------------|--|------------------|---------|------------|------------|
|  |       |                                       |      |               |                       |  |                  | CHECK # | DATE       |            |
| <b>**Fund Number 325 FISHERS BOND FUND</b>             |       |                                       |      |               |                       |  |                  |         |            |            |
| 01/23/2023   | 33901 | ATC GROUP SERVICES, LLC<br>DEPOSITORY |      | 325000314.000 | FISHERS BOND FUND     | FISHER'S RENOVATION -<br>MATERIALS TESTING                   | 379.25           | 39143   | 02/15/2023 |            |
| 01/23/2023   | 33933 | SENSOURCE                             |      | 325000314.000 | FISHERS BOND FUND     | DOOR COUNT SENSOR &<br>TECHINICAL ASSISTANCE                 | 1801.95          | 39179   | 02/09/2023 |            |
| 01/23/2023   | 33938 | LWC INC.                              |      | 325000314.000 | FISHERS BOND FUND     | FISHERS RENOVATION<br>ARCHITECT SERVICES                     | 7900.00          | 39186   | 02/13/2023 |            |
| 01/23/2023   | 33942 | ICE MILLER                            |      | 325000314.000 | FISHERS BOND FUND     | 2022 SUPPLEMENTAL<br>PROCESS-FISHERS<br>CONSTRUCTION PROJECT | 3500.00          | 39191   | 02/14/2023 |            |
| <b>SubTotal Fund Number 325</b>                        |       |                                       |      |               |                       |  | <b>13581.20</b>  |         |            |            |
| <b>**Fund Number 350 NOBLESVILLE BOND FUND</b>         |       |                                       |      |               |                       |  |                  |         |            |            |
| 01/23/2023   | 33897 | W.R. DUNKIN & SON, INC                |      | 350000314.000 | NOBLESVILLE BOND FUND | PAY APP# 22 - NOBLESVILLE<br>RENOVATION                      | 123977.05        | 39134   | 02/03/2023 |            |
| 01/23/2023   | 33938 | LWC INC.                              |      | 350000314.000 | NOBLESVILLE BOND FUND | NOBLESVILLE RENOVATION -<br>ARCHITECT SERVICES               | 13985.00         | 39186   | 02/13/2023 |            |
| <b>SubTotal Fund Number 350</b>                        |       |                                       |      |               |                       |  | <b>137962.05</b> |         |            |            |
| <b>**Fund Number 802 NET DIRECT DEPOSIT</b>            |       |                                       |      |               |                       |  |                  |         |            |            |
| 01/23/2023   | 33887 | CHASE                                 |      | 802000802.000 | DD-BANK ONE           | NET DIRECT DEPOSIT   | 115029.85        | 980203  | 02/01/2023 |            |
| <b>SubTotal Fund Number 802</b>                        |       |                                       |      |               |                       |  | <b>115029.85</b> |         |            |            |
| <b>**Fund Number 803 PAYROLL - FEDERAL WITHHOLDING</b> |       |                                       |      |               |                       |  |                  |         |            |            |
| 01/23/2023   | 33888 | ADP                                   |      | 803000803.000 | PAYROLL-FEDERAL W/H   | FEDERAL WITHHOLDING  | 10431.67         | 880203  | 02/01/2023 |            |
| <b>SubTotal Fund Number 803</b>                        |       |                                       |      |               |                       |  | <b>10431.67</b>  |         |            |            |
| <b>**Fund Number 804 PAYROLL - FICA</b>                |       |                                       |      |               |                       |  |                  |         |            |            |
| 01/23/2023   | 33888 | ADP                                   |      | 804000804.000 | PAYROLL-FICA          | EMPLOYEE FICA WITHHOLDING                                    | 9100.48          | 880203  | 02/01/2023 |            |
| <b>SubTotal Fund Number 804</b>                        |       |                                       |      |               |                       |  | <b>9100.48</b>   |         |            |            |
| <b>**Fund Number 805 PAYROLL - MEDICARE</b>            |       |                                       |      |               |                       |  |                  |         |            |            |



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|   |       |                           |      |               |                           |                           |         | CHECK # | DATE       |            |
| 01/23/2023  | 33888 | ADP                       |      | 805000805.000 | PAYROLL-MEDICARE          | EMPLOYEE MEDI WITHHOLDING | 2128.35 | 880203  | 02/01/2023 |            |
| <b>SubTotal Fund Number 805</b>                       |       |                           |      |               |                           |                           | 2128.35 |         |            |            |
| <b>**Fund Number 806 PAYROLL - STATE WITHHOLDING</b>  |       |                           |      |               |                           |                           |         |         |            |            |
| 01/23/2023  | 33888 | ADP                       |      | 806000806.000 | PAYROLL-STATE WITHHOLDING | STATE WITHHOLDING         | 4595.97 | 880203  | 02/01/2023 |            |
| <b>SubTotal Fund Number 806</b>                       |       |                           |      |               |                           |                           | 4595.97 |         |            |            |
| <b>**Fund Number 807 PAYROLL - COUNTY WITHHOLDING</b> |       |                           |      |               |                           |                           |         |         |            |            |
| 01/23/2023  | 33888 | ADP                       |      | 807000807.000 | PAYROLL-COUNTY WH         | COUNTY WITHHOLDING        | 2180.62 | 880203  | 02/01/2023 |            |
| <b>SubTotal Fund Number 807</b>                       |       |                           |      |               |                           |                           | 2180.62 |         |            |            |
| <b>**Fund Number 808 VOLUNTARY PERF</b>               |       |                           |      |               |                           |                           |         |         |            |            |
| 01/23/2023  | 33891 | PUBLIC EMP RETIREMENT FND |      | 808000808.000 | VOLUNTARY PERF            | VOLUNTARY PERF            | 303.63  | 920203  | 02/01/2023 |            |
| <b>SubTotal Fund Number 808</b>                       |       |                           |      |               |                           |                           | 303.63  |         |            |            |
| <b>**Fund Number 809 NATIONWIDE (AM UNITED LIFE)</b>  |       |                           |      |               |                           |                           |         |         |            |            |
| 01/23/2023  | 33890 | NATIONWIDE                |      | 809000809.000 | DEFERRED COMPENSATION     | DEFERRED COMPENSATION     | 2534.48 | 890203  | 02/01/2023 |            |
| <b>SubTotal Fund Number 809</b>                       |       |                           |      |               |                           |                           | 2534.48 |         |            |            |
| <b>**Fund Number 812 MEDICAL INSURANCE</b>            |       |                           |      |               |                           |                           |         |         |            |            |
| 01/23/2023  | 33856 | UNITED HEALTHCARE         |      | 812000812.000 | MEDICAL INS               | MEDICAL INSURANCE         | 7143.30 | 39116   | 01/23/2023 |            |
| 01/23/2023  | 33856 | UNITED HEALTHCARE         |      | 812000812.000 | MEDICAL INS               | DENTAL INSURANCE          | 661.58  | 39116   | 01/23/2023 |            |
| 01/23/2023  | 33856 | UNITED HEALTHCARE         |      | 812000812.000 | MEDICAL INS               | VISION INSURANCE          | 104.04  | 39116   | 01/23/2023 |            |
| <b>SubTotal Fund Number 812</b>                       |       |                           |      |               |                           |                           | 7908.92 |         |            |            |
| <b>**Fund Number 813 VOLUNTARY LIFE INSURANCE</b>     |       |                           |      |               |                           |                           |         |         |            |            |
| 01/23/2023  | 33857 | UNITED HEALTHCARE         |      | 813000813.000 | VOLUNTARY LIFE INSURANCE  | VOLUNTARY LIFE INSURANCE  | 638.48  | 39117   | 01/23/2023 |            |
| 01/23/2023  | 33863 | CINCINNATI LIFE INSURANCE |      | 813000813.000 | VOLUNTARY LIFE            | VOLUNTARY LIFE INSURANCE  | 109.38  | 39123   | 01/26/2023 |            |

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| DATE FILED                                      | APV # | NAME OF PAYEE        | PO # | APPROP #      | APPROPRIATION          | DESCRIPTION            | AMOUNT    | CHECK # | CHECK DATE | MEMORANDUM |  |
|---|-------|----------------------|------|---------------|------------------------|------------------------|-----------|---------|------------|------------|--|
| INSURANCE                                       |       |                      |      |               |                        |                        |           |         |            |            |  |
| <b>SubTotal Fund Number 813</b>                 |       |                      |      |               |                        |                        | 747.86    |         |            |            |  |
| <b>**Fund Number 814 CRITICAL ILLNESS</b>       |       |                      |      |               |                        |                        |           |         |            |            |  |
| 01/23/2023                                      | 33857 | UNITED HEALTHCARE    |      | 814000814.000 | CRITICAL ILLNESS       | CRITICAL ILLNESS       | 94.38     | 39117   | 01/23/2023 |            |  |
| <b>SubTotal Fund Number 814</b>                 |       |                      |      |               |                        |                        | 94.38     |         |            |            |  |
| <b>**Fund Number 815 HEALTH ACCIDENT</b>        |       |                      |      |               |                        |                        |           |         |            |            |  |
| 01/23/2023                                      | 33857 | UNITED HEALTHCARE    |      | 815000815.000 | HEALTH ACCIDENT        | HEALTH ACCIDENT        | 111.40    | 39117   | 01/23/2023 |            |  |
| <b>SubTotal Fund Number 815</b>                 |       |                      |      |               |                        |                        | 111.40    |         |            |            |  |
| <b>**Fund Number 817 HEALTH SAVINGS ACCOUNT</b> |       |                      |      |               |                        |                        |           |         |            |            |  |
| 01/23/2023                                      | 33889 | FIRST MERCHANTS BANK |      | 817000817.000 | HEALTH SAVINGS ACCOUNT | HEALTH SAVINGS ACCOUNT | 2810.98   | 39131   | 02/01/2023 |            |  |
| <b>SubTotal Fund Number 817</b>                 |       |                      |      |               |                        |                        | 2810.98   |         |            |            |  |
| <b>*** GRAND TOTAL ***</b>                      |       |                      |      |               |                        |                        | 834999.76 |         |            |            |  |

**Fund Report**  
**Bank 0**  
From 01/01/2023 Thru 01/31/2023  
Grouped By Bank Number  
Ordered By Fund Number

| FUND TITLE                            | BALANCE BEG OF YEAR | REVENUE YTD | DISBURSED YTD | BALANCE BEG OF MONTH | REVENUE MTD | DISBURSED MTD | CURRENT BALANCE |
|---------------------------------------|---------------------|-------------|---------------|----------------------|-------------|---------------|-----------------|
| ***Bank Number 0                      |                     |             |               |                      |             |               |                 |
| 100 OPERATING                         | 9944132.17          | 478299.55   | 702925.89     | 9944132.17           | 478299.55   | 702925.89     | 9719505.83      |
| 135 FISHER'S SPRINKLER PIPE BURST     | 0.00                | 0.00        | 0.00          | 0.00                 | 0.00        | 0.00          | 0.00            |
| 200 GIFT FUND                         | 27288.68            | 37.00       | 0.00          | 27288.68             | 37.00       | 0.00          | 27325.68        |
| 201 RAINY DAY                         | 5751585.80          | 0.00        | 7966.18       | 5751585.80           | 0.00        | 7966.18       | 5743619.62      |
| 203 LEVY EXCESS                       | 2960.54             | 0.00        | 0.00          | 2960.54              | 0.00        | 0.00          | 2960.54         |
| 226 GIFT FUND - FRIENDS               | 22489.91            | 0.00        | 0.00          | 22489.91             | 0.00        | 0.00          | 22489.91        |
| 227 DILLINGER DONATION FUND           | 15000.00            | 0.00        | 0.00          | 15000.00             | 0.00        | 0.00          | 15000.00        |
| 228 MIESSE TRUST FUND                 | 34917.87            | 0.00        | 10042.52      | 34917.87             | 0.00        | 10042.52      | 24875.35        |
| 229 LITERACY                          | 5155.16             | 0.00        | 0.00          | 5155.16              | 0.00        | 0.00          | 5155.16         |
| 230 ROTARY READING ROOM               | 10000.00            | 0.00        | 0.00          | 10000.00             | 0.00        | 0.00          | 10000.00        |
| 231 ROTARY READING ROOM - GIFT        | 286.00              | 0.00        | 0.00          | 286.00               | 0.00        | 0.00          | 286.00          |
| 275 FACC GRANT                        | 700.00              | 0.00        | 0.00          | 700.00               | 0.00        | 0.00          | 700.00          |
| 276 STATE TECH GRANT                  | 34535.92            | 0.00        | 0.00          | 34535.92             | 0.00        | 0.00          | 34535.92        |
| 277 LSTA GRANT FUND                   | 3714.76             | 0.00        | 0.00          | 3714.76              | 0.00        | 0.00          | 3714.76         |
| 278 FACC PUBLIC ART GRANT             | 7200.00             | 0.00        | 0.00          | 7200.00              | 0.00        | 0.00          | 7200.00         |
| 300 BOND AND INTEREST REDEMPTION FUND | 1976134.16          | 0.00        | 0.00          | 1976134.16           | 0.00        | 0.00          | 1976134.16      |
| 301 LEASE RENTAL - DEBT SERVICE       | 483391.23           | 0.00        | 0.00          | 483391.23            | 0.00        | 0.00          | 483391.23       |
| 325 FISHERS BOND FUND                 | 4651118.39          | 0.00        | 8448.03       | 4651118.39           | 0.00        | 8448.03       | 4642670.36      |
| 350 NOBLESVILLE BOND FUND             | 7386498.23          | 0.00        | 7740.00       | 7386498.23           | 0.00        | 7740.00       | 7378758.23      |
| 400 LIBRARY IMPROVEMENT - LIRF        | 869959.41           | 0.00        | 0.00          | 869959.41            | 0.00        | 0.00          | 869959.41       |
| 800 PLAC                              | 0.00                | 1690.00     | 1690.00       | 0.00                 | 1690.00     | 1690.00       | 0.00            |
| 802 NET DIRECT DEPOSIT                | 0.00                | 239096.57   | 239096.57     | 0.00                 | 239096.57   | 239096.57     | 0.00            |
| 803 PAYROLL - FEDERAL WITHHOLDING     | 0.00                | 22286.04    | 22286.04      | 0.00                 | 22286.04    | 22286.04      | 0.00            |
| 804 PAYROLL - FICA                    | 0.00                | 18929.33    | 18929.33      | 0.00                 | 18929.33    | 18929.33      | 0.00            |
| 805 PAYROLL - MEDICARE                | 0.00                | 4427.01     | 4427.01       | 0.00                 | 4427.01     | 4427.01       | 0.00            |
| 806 PAYROLL - STATE WITHHOLDING       | 0.00                | 9568.62     | 9568.62       | 0.00                 | 9568.62     | 9568.62       | 0.00            |
| 807 PAYROLL - COUNTY WITHHOLDING      | 0.00                | 4624.16     | 4624.16       | 0.00                 | 4624.16     | 4624.16       | 0.00            |

### Fund Report

| FUND TITLE                      | BALANCE BEG OF YEAR | REVENUE YTD | DISBURSED YTD | BALANCE BEG OF MONTH | REVENUE MTD | DISBURSED MTD | CURRENT BALANCE |
|---------------------------------|---------------------|-------------|---------------|----------------------|-------------|---------------|-----------------|
| 808 VOLUNTARY PERF              | 0.00                | 441.26      | 441.26        | 0.00                 | 441.26      | 441.26        | 0.00            |
| 809 NATIONWIDE (AM UNITED LIFE) | 0.00                | 4818.96     | 4818.96       | 0.00                 | 4818.96     | 4818.96       | 0.00            |
| 812 MEDICAL INSURANCE           | 0.00                | 7908.92     | 7908.92       | 0.00                 | 7908.92     | 7908.92       | 0.00            |
| 813 VOLUNTARY LIFE INSURANCE    | 0.00                | 747.86      | 747.86        | 0.00                 | 747.86      | 747.86        | 0.00            |
| 814 CRITICAL ILLNESS            | 0.00                | 94.38       | 94.38         | 0.00                 | 94.38       | 94.38         | 0.00            |
| 815 HEALTH ACCIDENT             | 0.00                | 111.40      | 111.40        | 0.00                 | 111.40      | 111.40        | 0.00            |
| 816 GARNISHMENT                 | 0.00                | 0.00        | 0.00          | 0.00                 | 0.00        | 0.00          | 0.00            |
| 817 HEALTH SAVINGS ACCOUNT      | 0.00                | 4428.60     | 4428.60       | 0.00                 | 4428.60     | 4428.60       | 0.00            |
| SubTotal Bank Number 0          | 31227068.23         | 797509.66   | 1056295.73    | 31227068.23          | 797509.66   | 1056295.73    | 30968282.16     |
| *** GRAND TOTAL ***             | 31227068.23         | 797509.66   | 1056295.73    | 31227068.23          | 797509.66   | 1056295.73    | 30968282.16     |



# Appropriation Report

| APPROP                          | TITLE                           | FORWARDED       | CURRENT            | TRANSFRD    | ADDL/ADJ    | ENCUM            | EXP-MTD          | EXP-YTD          | LIQ NOT EXP FWD | UNENCUM BAL        | UNEXPEND BAL       | % LEFT        |
|---------------------------------|---------------------------------|-----------------|--------------------|-------------|-------------|------------------|------------------|------------------|-----------------|--------------------|--------------------|---------------|
| 100001313.000                   | LEGAL SERVICES                  | 0.00            | 20400.00           | 0.00        | 0.00        | 0.00             | 20114.00         | 20114.00         | 0.00            | 286.00             | 286.00             | 1.40%         |
| 100001314.000                   | PROFESSIONAL SERVICES           | 3800.00         | 926115.00          | 0.00        | 0.00        | 5795.00          | 110933.32        | 110933.32        | 0.00            | 813186.68          | 818981.68          | 88.07%        |
| 100001321.000                   | PHONES                          | 0.00            | 40450.00           | 0.00        | 0.00        | 0.00             | 4120.19          | 4120.19          | 0.00            | 36329.81           | 36329.81           | 89.81%        |
| 100001322.000                   | POSTAGE                         | 0.00            | 5375.00            | 0.00        | 0.00        | 0.00             | 540.34           | 540.34           | 0.00            | 4834.66            | 4834.66            | 89.95%        |
| 100001323.000                   | TRAVEL                          | 0.00            | 45400.00           | 0.00        | 0.00        | 0.00             | 442.02           | 442.02           | 0.00            | 44957.98           | 44957.98           | 99.03%        |
| 100001324.000                   | PROFESSIONAL MEETINGS           | 0.00            | 61250.00           | 0.00        | 0.00        | 0.00             | 215.99           | 215.99           | 0.00            | 61034.01           | 61034.01           | 99.65%        |
| 100001325.000                   | FREIGHT                         | 0.00            | 0.00               | 0.00        | 0.00        | 0.00             | 0.00             | 0.00             | 0.00            | 0.00               | 0.00               | 0.00%         |
| 100001330.000                   | PRINTING AND ADVERTISING        | 0.00            | 0.00               | 0.00        | 0.00        | 0.00             | 0.00             | 0.00             | 0.00            | 0.00               | 0.00               | 0.00%         |
| 100001331.000                   | ADVERTISING & PUBLICATION       | 0.00            | 3000.00            | 0.00        | 0.00        | 0.00             | 343.57           | 343.57           | 0.00            | 2656.43            | 2656.43            | 88.55%        |
| 100001332.000                   | PRINTING                        | 728.00          | 23835.00           | 0.00        | 0.00        | 3488.00          | 250.11           | 250.11           | 0.00            | 20824.89           | 24312.89           | 98.98%        |
| 100001340.000                   | BANK FEES                       | 0.00            | 0.00               | 0.00        | 0.00        | 0.00             | 0.00             | 0.00             | 0.00            | 0.00               | 0.00               | 0.00%         |
| 100001341.000                   | OFFICIAL BONDS                  | 0.00            | 500.00             | 0.00        | 0.00        | 0.00             | 0.00             | 0.00             | 0.00            | 500.00             | 500.00             | 100.00%       |
| 100001342.000                   | INSURANCE                       | 0.00            | 199000.00          | 0.00        | 0.00        | 0.00             | 0.00             | 0.00             | 0.00            | 199000.00          | 199000.00          | 100.00%       |
| 100001351.000                   | GAS (HEATING)                   | 0.00            | 140674.00          | 0.00        | 0.00        | 0.00             | 9151.15          | 9151.15          | 0.00            | 131522.85          | 131522.85          | 93.49%        |
| 100001352.000                   | ELECTRIC                        | 0.00            | 313880.00          | 0.00        | 0.00        | 0.00             | 26603.33         | 26603.33         | 0.00            | 287276.67          | 287276.67          | 91.52%        |
| 100001353.000                   | WATER                           | 0.00            | 13400.00           | 0.00        | 0.00        | 0.00             | 902.03           | 902.03           | 0.00            | 12497.97           | 12497.97           | 93.27%        |
| 100001354.000                   | WASTE REMOVAL                   | 0.00            | 17900.00           | 0.00        | 0.00        | 0.00             | 877.33           | 877.33           | 0.00            | 17022.67           | 17022.67           | 95.10%        |
| 100001361.000                   | REPAIR, BLDG & STRUCTURES       | 0.00            | 35000.00           | 0.00        | 0.00        | 0.00             | 0.00             | 0.00             | 0.00            | 35000.00           | 35000.00           | 100.00%       |
| 100001362.000                   | EQUIPMENT REPAIR                | 0.00            | 60800.00           | 0.00        | 0.00        | 0.00             | 260.00           | 260.00           | 0.00            | 60540.00           | 60540.00           | 99.57%        |
| 100001371.000                   | REAL ESTATE RENTAL              | 0.00            | 1.00               | 0.00        | 0.00        | 0.00             | 0.00             | 0.00             | 0.00            | 1.00               | 1.00               | 100.00%       |
| 100001372.000                   | POSTAGE METER RENTAL            | 0.00            | 2000.00            | 0.00        | 0.00        | 0.00             | 0.00             | 0.00             | 0.00            | 2000.00            | 2000.00            | 100.00%       |
| 100001391.000                   | DUES                            | 0.00            | 15000.00           | 0.00        | 0.00        | 0.00             | 30.00            | 30.00            | 0.00            | 14970.00           | 14970.00           | 99.80%        |
| 100001393.000                   | WORKFORCE DEVELOPMENT           | 0.00            | 6000.00            | 0.00        | 0.00        | 0.00             | 0.00             | 0.00             | 0.00            | 6000.00            | 6000.00            | 100.00%       |
| 100001394.000                   | LIRF TRANSFER                   | 0.00            | 0.00               | 0.00        | 0.00        | 0.00             | 0.00             | 0.00             | 0.00            | 0.00               | 0.00               | 0.00%         |
| 100001410.000                   | LAND                            | 0.00            | 0.00               | 0.00        | 0.00        | 0.00             | 0.00             | 0.00             | 0.00            | 0.00               | 0.00               | 0.00%         |
| 100001420.000                   | BUILDINGS                       | 0.00            | 2521000.00         | 0.00        | 0.00        | 0.00             | 0.00             | 0.00             | 0.00            | 2521000.00         | 2521000.00         | 100.00%       |
| 100001430.000                   | TREES AND SHRUBS                | 0.00            | 1000.00            | 0.00        | 0.00        | 0.00             | 0.00             | 0.00             | 0.00            | 1000.00            | 1000.00            | 100.00%       |
| 100001440.000                   | FURNITURE & EQUIPMENT           | 26686.53        | 74164.00           | 0.00        | 0.00        | 30462.93         | 0.00             | 0.00             | 0.00            | 70387.60           | 100850.53          | 100.00%       |
| 100001520.000                   | OPERATION/ADMINISTRATION/INTERF | 0.00            | 0.00               | 0.00        | 0.00        | 0.00             | 0.00             | 0.00             | 0.00            | 0.00               | 0.00               | 0.00%         |
| 100001999.000                   | OPERAT - FUND ADJUSTMENT        | 0.00            | 0.00               | 0.00        | 0.00        | 0.00             | 0.00             | 0.00             | 0.00            | 0.00               | 0.00               | 0.00%         |
| 100002314.000                   | PROFESSIONAL SERVICES -         | 0.00            | 800000.00          | 0.00        | 0.00        | 0.00             | 43086.95         | 43086.95         | 0.00            | 756913.05          | 756913.05          | 94.61%        |
| <b>SubTotal Fund Number 100</b> |                                 | <b>87601.92</b> | <b>12500000.00</b> | <b>0.00</b> | <b>0.00</b> | <b>115570.65</b> | <b>702925.89</b> | <b>702925.89</b> | <b>-900.75</b>  | <b>11768204.63</b> | <b>11883775.28</b> | <b>94.42%</b> |
| <b>*** GRAND TOTAL ***</b>      |                                 | <b>87601.92</b> | <b>12500000.00</b> | <b>0.00</b> | <b>0.00</b> | <b>115570.65</b> | <b>702925.89</b> | <b>702925.89</b> | <b>-900.75</b>  | <b>11768204.63</b> | <b>11883775.28</b> | <b>94.42%</b> |

# Appropriation Report

Fund 201  
Check Date From 01/01/2023 Thru 01/31/2023  
Grouped By Fund Number  
Ordered By Appropriation

| APPROP                   | TITLE                       | FORWARDED | CURRENT    | TRANSFRD | ADDL/ADJ | ENCUM | EXP-MTD | EXP-YTD | LIQ NOT EXP FWD | UNENCUM BAL | UNEXPEND BAL | % LEFT  |
|--------------------------|-----------------------------|-----------|------------|----------|----------|-------|---------|---------|-----------------|-------------|--------------|---------|
| **Fund Number 201        |                             |           |            |          |          |       |         |         |                 |             |              |         |
| 201000112.000            | RAINY - SALARY/BENEFITS     | 0.00      | 0.00       | 0.00     | 0.00     | 0.00  | 0.00    | 0.00    | 0.00            | 0.00        | 0.00         | 0.00%   |
| 201000223.000            | RAINY - BRANDING/MARKETING  | 0.00      | 0.00       | 0.00     | 0.00     | 0.00  | 0.00    | 0.00    | 0.00            | 0.00        | 0.00         | 0.00%   |
| 201000240.000            | RAINY - OTHER SUPPLIES      | 0.00      | 0.00       | 0.00     | 0.00     | 0.00  | 0.00    | 0.00    | 0.00            | 0.00        | 0.00         | 0.00%   |
| 201000241.000            | RAINY -MARKETING/PROGRAM    | 0.00      | 100000.00  | 0.00     | 0.00     | 0.00  | 0.00    | 0.00    | 0.00            | 100000.00   | 100000.00    | 100.00% |
| 201000314.000            | RAINY - PROFESSIONAL        | 0.00      | 400000.00  | 0.00     | 0.00     | 0.00  | 7966.18 | 7966.18 | 0.00            | 392033.82   | 392033.82    | 98.01%  |
| 201000361.000            | RAINY DAY - EQUIPMENT       | 0.00      | 740000.00  | 0.00     | 0.00     | 0.00  | 0.00    | 0.00    | 0.00            | 740000.00   | 740000.00    | 100.00% |
| 201000362.000            | RAINY - BUILDING REPAIRS &  | 0.00      | 879317.00  | 0.00     | 0.00     | 0.00  | 0.00    | 0.00    | 0.00            | 879317.00   | 879317.00    | 100.00% |
| 201000420.000            | RAINY - BUILDINGS           | 0.00      | 600000.00  | 0.00     | 0.00     | 0.00  | 0.00    | 0.00    | 0.00            | 600000.00   | 600000.00    | 100.00% |
| 201000440.000            | RAINY -FURNITURE &          | 0.00      | 150000.00  | 0.00     | 0.00     | 0.00  | 0.00    | 0.00    | 0.00            | 150000.00   | 150000.00    | 100.00% |
| 201000451.000            | RAINY - ONE-TIME COLLECTION | 0.00      | 250000.00  | 0.00     | 0.00     | 0.00  | 0.00    | 0.00    | 0.00            | 250000.00   | 250000.00    | 100.00% |
| SubTotal Fund Number 201 |                             | 0.00      | 3119317.00 | 0.00     | 0.00     | 0.00  | 7966.18 | 7966.18 | 0.00            | 311350.82   | 311350.82    | 99.74%  |
| *** GRAND TOTAL ***      |                             | 0.00      | 3119317.00 | 0.00     | 0.00     | 0.00  | 7966.18 | 7966.18 | 0.00            | 311350.82   | 311350.82    | 99.74%  |

### Appropriation Report

Fund 301 LEASE RENTAL  
 Check Date From 01/01/2023 Thru 01/31/2023  
 Grouped By Fund Number  
 Ordered By Appropriation

| APPROP                   | TITLE                       | FORWARDED | CURRENT    | TRANSFRD | ADDL/ADJ | ENCUM | EXP-MTD | EXP-YTD | LIQ NOT EXP FWD | UNENCUM BAL | UNEXPEND BAL | % LEFT  |
|--------------------------|-----------------------------|-----------|------------|----------|----------|-------|---------|---------|-----------------|-------------|--------------|---------|
| **Fund Number 301        |                             |           |            |          |          |       |         |         |                 |             |              |         |
| 301000314.000            | TRUSTEE FEES                | 0.00      | 0.00       | 0.00     | 0.00     | 0.00  | 0.00    | 0.00    | 0.00            | 0.00        | 0.00         | 0.00%   |
| 301000381.000            | LEASE RENTAL - DEBT SERVICE | 0.00      | 3120650.00 | 0.00     | 0.00     | 0.00  | 0.00    | 0.00    | 0.00            | 3120650.00  | 3120650.00   | 100.00% |
| SubTotal Fund Number 301 |                             | 0.00      | 3120650.00 | 0.00     | 0.00     | 0.00  | 0.00    | 0.00    | 0.00            | 3120650.00  | 3120650.00   | 100.00% |
| *** GRAND TOTAL ***      |                             | 0.00      | 3120650.00 | 0.00     | 0.00     | 0.00  | 0.00    | 0.00    | 0.00            | 3120650.00  | 3120650.00   | 100.00% |



# Appropriation Report

Fund 400 *LJRF*  
Check Date From 01/01/2023 Thru 01/31/2023  
Grouped By Fund Number  
Ordered By Appropriation

| APPROP                   | TITLE                      | FORWARDED | CURRENT   | TRANSFRD | ADDL/ADJ | ENCUM | EXP-MTD | EXP-YTD | LIQ NOT EXP FWD | UNENCUM BAL | UNEXPEND BAL | % LEFT  |
|--------------------------|----------------------------|-----------|-----------|----------|----------|-------|---------|---------|-----------------|-------------|--------------|---------|
| **Fund Number 400        |                            |           |           |          |          |       |         |         |                 |             |              |         |
| 400000314.000            | LIBRARY-PROFESSIONAL       | 0.00      | 0.00      | 0.00     | 0.00     | 0.00  | 0.00    | 0.00    | 0.00            | 0.00        | 0.00         | 0.00%   |
| 400000361.000            | LIBRARY- REPAIRS AND       | 0.00      | 0.00      | 0.00     | 0.00     | 0.00  | 0.00    | 0.00    | 0.00            | 0.00        | 0.00         | 0.00%   |
| 400000362.000            | LIBRAR - BUILDING REPAIR & | 0.00      | 0.00      | 0.00     | 0.00     | 0.00  | 0.00    | 0.00    | 0.00            | 0.00        | 0.00         | 0.00%   |
| 400000440.000            | LIBRARY-REPLACEMENTS/FURNI | 0.00      | 869959.00 | 0.00     | 0.00     | 0.00  | 0.00    | 0.00    | 0.00            | 869959.00   | 869959.00    | 100.00% |
| 400000451.000            | BOOKS                      | 0.00      | 0.00      | 0.00     | 0.00     | 0.00  | 0.00    | 0.00    | 0.00            | 0.00        | 0.00         | 0.00%   |
| 400000452.000            | NEWSPAPERS & PERIODICALS   | 0.00      | 0.00      | 0.00     | 0.00     | 0.00  | 0.00    | 0.00    | 0.00            | 0.00        | 0.00         | 0.00%   |
| 400000453.000            | NON-PRINTED MATERIALS      | 0.00      | 0.00      | 0.00     | 0.00     | 0.00  | 0.00    | 0.00    | 0.00            | 0.00        | 0.00         | 0.00%   |
| 400001231.000            | BUILDING MATERIALS &       | 0.00      | 0.00      | 0.00     | 0.00     | 0.00  | 0.00    | 0.00    | 0.00            | 0.00        | 0.00         | 0.00%   |
| 400001314.000            | PROFESSIONAL SERVICES      | 0.00      | 0.00      | 0.00     | 0.00     | 0.00  | 0.00    | 0.00    | 0.00            | 0.00        | 0.00         | 0.00%   |
| 400001361.000            | LIBRAR - ADMINISTRATION -  | 0.00      | 0.00      | 0.00     | 0.00     | 0.00  | 0.00    | 0.00    | 0.00            | 0.00        | 0.00         | 0.00%   |
| 400001410.000            | LAND                       | 0.00      | 0.00      | 0.00     | 0.00     | 0.00  | 0.00    | 0.00    | 0.00            | 0.00        | 0.00         | 0.00%   |
| 400001440.000            | FURNITURE AND EQUIPMENT    | 0.00      | 0.00      | 0.00     | 0.00     | 0.00  | 0.00    | 0.00    | 0.00            | 0.00        | 0.00         | 0.00%   |
| SubTotal Fund Number 400 |                            | 0.00      | 869959.00 | 0.00     | 0.00     | 0.00  | 0.00    | 0.00    | 0.00            | 869959.00   | 869959.00    | 100.00% |
| *** GRAND TOTAL ***      |                            | 0.00      | 869959.00 | 0.00     | 0.00     | 0.00  | 0.00    | 0.00    | 0.00            | 869959.00   | 869959.00    | 100.00% |

## Administrator's Executive Recommendation

**Agenda status:** Action

**Agenda title:** 2023-24 Health Insurance Ratification

**Issue:** Our annual health insurance renewal timelines, including competitive quotes if available, and action timelines do not correspond with scheduled library Board meetings. At the January 26 meeting, the Board approved library administration making the decision based on the best plan for the dollars budgeted.

After discussion of options that included quotes from Anthem (38% increase) and IU Health (6.47% increase with less coverage) as well as a renewal plan from United Healthcare, we worked with NFP to negotiate renewal with UHC from 12.9% down to 6.4% for substantially the same coverage.

The library will continue to pay 90% of premium for staff employee-only coverage and fund \$1500.00 per year into employees' HSA accounts.

**Recommendation:** The decision of library administration regarding remaining with United Healthcare be ratified.

**Cost:** Not to exceed \$750,000

**Funding Source:** Library Operating Fund

**Customer impact:** The health and well-being of our library staff directly impacts their ability to provide excellent service to the people of our community.

**Administrator's Signature**



**Date:** 2/13/2023

**Administrator's Executive Recommendation**

**Agenda status:** Action

**Agenda title:** Landscaping services

**Issue:** The current renovation project at the Noblesville Library includes renovations to our outdoor spaces including new plantings, outdoor patio areas with landscaping, and prairie grass. With this renovation project scheduled to conclude soon, we need to arrange for landscaping services to begin in 2023. We have budgeted \$60,000 for landscaping services in 2023. The Library has sought and received competitive quotes from three vendors for this service.

**Recommendation:** Contract with the Engledow Group for landscaping services.

**Cost:** Not to exceed \$45,000

**Funding Source:** Library Operating Fund

**Customer impact:** Well cared for outdoor spaces contribute to the library's positive image. Our renovated outdoor spaces include several seating and programmatic areas for patrons, and we expect patrons to spend more time enjoying our outdoor spaces than in years past.

**Administrator's Signature**  \_\_\_\_\_ **Date** 2/13/2023

# REPORT: LANDSCAPING PROPOSALS - NOBLESVILLE LIBRARY

HAMILTON EAST PUBLIC LIBRARY - 2023

## SUMMARY

Hamilton East Public Library requested and received quotes from three vendors for annual landscaping services at the Noblesville Library (1 Library Plaza.) Due to our newly renovated outdoor spaces, it was necessary to seek new proposals for this service in anticipation of the completed Phase 1 construction project beginning in 2023. The vendors are:

- Engledow Group
- Goodin Ground Maintenance
- BrightView Landscape Services

Engledow Group provided landscaping services at the Noblesville site for many years. In 2022, they notified the library that they would not be able to continue providing services due to a temporary labor shortage that has since been resolved. HEPL arranged for alternate mowing services for that year, and full landscaping services were not required due to renovations. HEPL also works with Engledow for holiday decorations in the winter. We have been satisfied with Engledow throughout our history of working with them. Engledow is a local company based out of Carmel.

Goodin Ground Maintenance is the vendor that is subcontracted by the general contractor on the current Noblesville renovation project. They have installed all the new plants and taken care of other landscaping elements included in the project. This work includes a one-year warranty on all plants from the date of substantial project completion, as well as 120 days of maintenance for seeded turf and 60 days of maintenance on sod from the date of substantial project completion. Goodin is a local company based out of Greenfield, Indiana.

BrightView Landscape Services is a national corporation based in Pennsylvania. They are locally subcontracted and active in the Hamilton County area.

All vendors participated in site visits with Director of Facilities, Bob Kolarich, in preparing their proposals. Bob Kolarich and Deputy Director Katie Lorton performed an initial review of the proposals. We eliminated Goodin at this stage due to their high pricing, and proceeded only with the two more competitively priced vendors. We reached out to Engledow and BrightView with several follow-up questions in order to verify the scope of work covered in their proposals. We then prepared the following cost comparison analysis and came to our final recommendation.

HEPL budgeted \$60,000 from our operating fund for landscaping maintenance in 2023.

## COST COMPARISON

|  | Brightview      | Engledow   | Goodin  |
|--|-----------------|--|---|
| <b>Mowing (28 weeks)</b><br><i>*HEPL estimates 84 hours per season</i>   | \$9492          | \$8120   | \$10,702.16   |
| <b>Fertilizer Schedule &amp; Turf Program</b><br><i>(2) spring/pre-emergent<br/>(2) summer/post-emergent<br/>(1) fall/granular</i>                                     | \$1235          | \$1120   | \$715.90  |
| <b>Pruning</b><br><i>2 visits per season</i>   | \$3090          | \$1895   | <b>\$11,586.80</b>  |
| <b>Bed Maintenance &amp; Weed Control</b><br><i>estimated at 48 hours per season</i>   | \$3208          | \$5515   | \$2115.26   |
| <b>Edging (Beds &amp; Tree Rings)</b><br><i>1x per season</i>  | \$490           | \$825  | \$543.60  |
| <b>Mulch Installation</b><br><i>Estimated 140 cubic yards</i>  | \$13,467        | \$15,160   | \$15,454.69   |
| <b>Perennial Care</b><br><i>Summer deadheading<br/>Cut-down in fall<br/>estimated at 43 hours per season</i>   | \$490           | <b>\$6100</b>  | N/A<br><br><i>presumed to be included in "Bed Maintenance" and "Fall Cleanup"</i> |
| <b>Spring Clean-Up</b><br><i>leaves, twigs &amp; debris, cutting down any remaining perennials, minimal/moderate trash removal<br/>estimated at 6 hours per season</i> | \$257           | \$690  | <b>\$3997.64</b>  |
| <b>Fall Clean-Up</b><br><i>leaf removal, cut down ornamental grasses<br/>estimated at 12 hours per season</i>  | \$1883          | \$1950   | \$3997.64<br><br><i>includes fall cut-down of perennials</i>                      |
| <b>TOTAL</b>   | <b>\$33,612</b> | <b>\$41,375</b><br><i>estimated total 802 hours for the season</i> | <b>\$49,113.69</b>  |

## ADD-ON SERVICES

|  | Brightview           | Engledow                     | Goodin                                |
|--|----------------------|------------------------------|---------------------------------------|
| Prairie grass mowing                     | \$203 per occurrence | \$1000<br><i>2x per year</i> | N/A                                   |
| Irrigation startup & backflow inspection | \$435                | \$415                        | \$80/hour for all irrigation services |
| Irrigation inspections                   | \$345 per occurrence | \$810<br><i>3x per year</i>  |                                       |
| Irrigation winterization                 | \$345                | \$250                        |                                       |

Note: All irrigation services will be covered under general contractor's obligations for the renovation project through 2023. HEPL has also engaged a separate vendor (Certified Consultants) for annual summertime irrigation inspections to begin in 2023. We therefore will only need prairie grass mowing and annual irrigation startup, backup inspection and winterization to begin in 2024.

## RECOMMENDATION

We recommend engaging the Engledow Group for landscaping services beginning in 2023. While Engledow's proposal is not the lowest cost, we have worked with them in the past and have been satisfied with their work. We know that they are familiar with our property. Additionally, they are a local company, based right here in Hamilton County.

Alternately, we would recommend BrightView Landscape Services as the most competitively priced proposal.

We do not recommend Goodin Ground Maintenance because their pricing is the least competitive, with some of their line item pricing being significantly out of line with the other quotes.

## **Administrator's Executive Recommendation**

**Agenda status:** Action

**Agenda title:** **Board microphone system**

**Issue:** Recent increased public attendance at library Board of Trustees meetings has highlighted the need for sound reinforcement in our meeting spaces. In particular, patrons attending Board meetings in the Fishers Center meeting room have reported difficulty hearing. In response to these concerns, the Board of Trustees requested that staff explore purchase of a set of microphones for this purpose. Because Board of Trustees meetings are held at both the Fishers and Noblesville libraries, a portable solution that can be moved between locations is desirable.

**Recommendation:** That the Board of Trustees approve the purchase of a wired, portable microphone solution from AVI Systems.

**Cost:** **TBD**

**Funding Source:** **Rainy Day Fund**

**Customer impact:** Adequate sound reinforcement at public Board of Trustees meetings reduces barriers for our patrons and fosters transparency.

**Administrator's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# REPORT: BOARD MICROPHONE SYSTEM

HAMILTON EAST PUBLIC LIBRARY - 2023

## SUMMARY

Hamilton East Public Library requested and received quotes from four vendors for providing a supplementary microphone system to be used at Board of Trustees meetings. Due to our meeting rooms being multi-purpose spaces, as well as Board meetings taking place in both buildings, it was desirable that proposed systems be easily portable. The system would also need to be designed to integrate with our existing AV equipment.

The four vendors were:

- Moyer Technologies (located in Noblesville)
- Blades Audio Video Security (located in Noblesville)
- AVI Systems (located in Columbus, IN)
- Ultimate Technologies Group (located in Fishers)

Moyer Technologies has worked with HEPL for many years, providing structured cabling services at both libraries as well as providing the most recent upgrades to the sound system in the Fishers Center, East and Stage rooms in 2019-2020. They are currently subcontracted at both buildings for AV work in the renovation project.

## COST COMPARISON

See attached table for a full comparison of the proposed solutions and prices. Two vendors provided two options, for a total of six proposals.

|                               |             |
|-------------------------------|-------------|
| Blades Audio Video Security   | \$11,479.31 |
| AVI Systems - Option A        | \$13,155.36 |
| AVI Systems - Option B        | \$28,898.10 |
| Ultimate Technologies Group   | \$20,374.05 |
| Moyer Technologies - Option A | \$22,983.00 |
| Moyer Technologies - Option B | \$37,255.80 |

Moyer Technologies proposed a solution consisting of an entirely wireless microphone set that would tie in to our existing AV systems. Their higher cost quote involved higher end microphones at a quantity that would meet the Board's needs without having to use existing handheld or lavalier microphones to supplement. Their value engineered quote involved a basic microphone and reduced the number of potential rooms served at Fishers but would still allow the system to be used in one designated space at Fishers and at Noblesville. Theirs was the only solution that only required transportation of the microphones themselves, and therefore appears to be one of the most portable. Finally, Moyer built our existing AV system in Fishers and is currently building the new AV systems in the renovated meeting rooms at both buildings, so they have firsthand knowledge of our existing setup.

Blades Audio Video Security provided the lowest cost proposal. Their system involved a wireless microphone set that would tie in to our existing system through an analog XLR plate, and quoted two additional XLR plates for the rooms under renovation. However, their proposal did not include tabletop microphones but rather proposed the same type of handheld and lavalier microphones already



use in our meeting rooms, and they proposed a quantity of these beyond our needs. Finally, their solution appeared to be one of the most cumbersome to transport as it involved racked equipment stored in a large wheeled crate that would need to be transported between buildings on the library van.

AVI Systems proposed options for both wired and wireless microphone sets. Their lower cost option involved a set of wired tabletop microphones with a small control unit that would tie in to our existing system through existing auxiliary input jacks. The location of these input jacks (which are planned as part of the renovation) may limit the way the meeting rooms may be set up for Board meetings. Their proposal did not require equipment in a rack, and all equipment would be stowed away and transported in a handheld case. Their higher cost option was essentially the same, but with wireless microphones. AVI's proposals were unique among the vendors in that they included a 5% contingency for concerns related to supply chain and volatile pricing, and they also only provided pricing valid for 10 days, which has expired since receipt of the quote.

Ultimate Technologies Group proposed a solution with handheld wireless microphones through an 8-channel mixer, and would make use of our existing XLR jacks. Their proposal included only 8 microphones, meaning that we would need to utilize existing handheld or lavalier microphones in addition. Their solution required racked equipment, and although the storage crate was comparable in size to a wheeled suitcase, the 8-channel mixer would have its own separate, handheld carrying case - making this one of the more cumbersome solutions. Additionally, the system's reliance on a mixer makes it appear less user-friendly than other proposals.

## RECOMMENDATION

We recommend AVI Systems' wired microphone solution. It is competitively priced, has good portability, is appropriately suited to the Board's needs in terms of quantity and design, and appears to be user-friendly. We would need to request that they issue us a new quote, due to their 10-day pricing, so the cost may be subject to change.

Alternately, we would recommend Blades Audio Video Security as the most competitively priced proposal, however we would request that Blades revise their quote to reflect a more accurate quantity of microphones.

## TIMELINE

All vendors noted supply chain concerns in their communications with HEPL about this project. Some vendors noted difficulties in providing a cost-effective quote with equipment that is easily available. Some quoted equipment may be on back-order, and pricing is volatile.

AVI's proposal did not include a specific timeline, and they noted "many of our suppliers are providing us with monthly adjustments to pricing and extended lead times."

Regardless of vendor selection, we recommend anticipating a minimum of two, and likely several, months.

## COST COMPARISON: BOARD MICROPHONE SET

|                   | Moyer - Option A   | Moyer - Option B  | Blades  | AVI - Option A  | AVI - Option B   | Ultimate Technologies Group  |
|-------------------|--|---|---|---|--|--|
| <i>Total Cost</i> | \$22,983   | \$37,255.80   | \$11,479.31   | \$13,155.36   | \$28,898.10  | \$20,374.05  |
| <i>Solution</i>   | Wireless mics<br>Digital tie-in  | Wireless mics<br>Digital tie-in   | Wireless mics<br>Analog tie-in  | Wired mics<br>Analog tie-in   | Wireless mics<br>Analog tie-in   | Wireless mics<br>Analog tie-in   |
| <i>Brand(s)</i>   | Shure  | Shure   | Shure   | Televic   | Televic  | Sennheiser<br>Soundcraft   |
| <i>Equipment</i>  | (2) Wireless access points<br>(8) Wireless gooseneck tabletop microphones<br>(1) Carrying case<br>(1) Charging station | (3) Wireless access points<br>(10) Wireless gooseneck tabletop microphones<br>(1) Carrying case<br>(1) Charging station | (1) Portable rack with caster wheels<br>(8) Handheld microphones<br>(8) Lavalier microphones<br>(8) wireless receivers (rack)<br>(2) antenna combiners (rack)<br>(1) XLR wall plate | (10) Wired gooseneck tabletop microphones<br>(1) digital control unit<br>(1) Carrying case  | (1) Wireless access point<br>(10) Wireless gooseneck tabletop microphones<br>(2) Charging stations<br>(1) Carrying case  | (8) Handheld wireless microphones<br>(1) Portable wheeled case for microphones/receivers<br>(1) 8-channel mixer with carrying case |
| <i>Notes</i>      | Would serve one room at Fishers and one room at Noblesville<br><br>Pricing valid 30 days (expired)                     | Would serve two rooms at Fishers and one room at Noblesville.<br><br>Pricing valid 30 days (expired)                    | Would require the use of the library van to transport portable rack between buildings.<br><br>Quantities need adjustment.<br><br>Pricing valid 30 days (expires 3/10)               | Would require use of existing auxiliary input jacks.<br><br>Includes 5% contingency allowance for supply chain (\$627) and pricing valid 10 days from quote (expired) | Wireless access point would be transported between rooms/buildings.<br><br>Would require use of an existing auxiliary input jacks.<br><br>Includes 5% contingency allowance for supply chain (\$1377) and pricing valid 10 days from quote (expired) | Pricing valid 30 days (expires 3/17)   |

# Director’s Report for February 2023

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## Director’s Report

### Budget and Finance

Our new CFO Laura Gropp worked closely with former CFO Shelley Huffman to complete the Library’s Annual Financial Report (AFR.) This information is publicly available through the Indiana Gateway transparency portal, which is linked on our website. A copy is in the packet for your information. Please reach out with any questions you may have.

Director of HR John Chomica and I met with our insurance team from NFP on 2/6/23. At that meeting, we received quotes for renewal from United Health Care as well as quotes from Anthem and IU Health. The Anthem and United Health Care plans had the broadest coverage and comparable benefits—both include Hamilton County’s Riverview Health System in their primary networks, for example. However, the Anthem quote was a 38% increase over the current UHC plan and the UHC renewal with minor plan changes came in at an initial 12.9% increase. After negotiation, UHC came back with a negotiated 6.4% increase, comparing favorably to the IU Health quote of a 6.47% increase. We determined that this was a good rate, especially in this insurance climate, and elected to renew. This renewal will fit within our 2023 budgeted dollars for group insurance. I have included an AER for Board ratification of this decision.

You will notice two resolutions related to finance matters in the Consent Agenda. One is a funds transfer. We need to transfer the portion of 2022 interest proceeds related to the Fishers and Noblesville Bond funds that accrued to the General Operating Fund as part of total interest earnings in 2022. This type of transfer request will come before the board annually until the Bond Funds are expended. The second resolution is for the Board to officially affirm

that all staff and Board have completed Internal Controls training. This is a new requirement that Shelley mentioned at Board of Finance last month, and this resolution will also come before the Board annually going forward.

### Compensation/Personnel

We met with our compensation consultants at NFP this month to discuss our performance evaluation process and build a merit matrix to implement merit-based increases. NFP will use data from actual reviews to illustrate the breakdown of performance review distributions and how that can translate to salary increases within the context of an overall salary increase budget. Right now, we are at the data gathering stage of the project to assess our performance review system and how it can translate to scoring that will feed into this matrix. The next step will be to discuss the decision points evaluated in building the new matrix and make adjustments based on our feedback to NFP. We will have more updates as this project progresses.

We are moving forward with adding staff as planned during the budget process last year. We are also finalizing job descriptions and new workflows related to long- and short-term expansion of our Collection Services team to begin the work of both ongoing and retrospective review of materials based on the new CDP. I will have more information regarding number of additional staff and budget dollars needed to move forward with these additional positions at the March meeting. We have funds appropriated in our certified budget that can be moved into the personnel category to fund these positions through Board action.

### Collection Development Policy and Operational Response Plan Update

There are two documents in the packet as addenda to the Operational Response Plan included in the materials for the 1/26 meeting. The first is the collection counts and prioritization document that describes our staff approach to making a general estimate on our collections of the impact of the specific new policy language related to sexual content.

The second ORP Addendum contains options, as discussed at the January meeting, that the Board might wish to consider for establishing a “parent/teacher” focused shelving area with some initial detail regarding possible scope, location, and purpose. If one of these options is something the Board is interested in pursuing, we would then move to the work of determining how to implement it.

Following Board guidance at the January meeting, we have focused our work since 1/26 on the specific areas of Juvenile Non-fiction that might contain nudity and/or sexual content and on High School graphic novel and Manga collections. Review of juvenile non-fiction is complete, with the result of approximately a dozen titles to be relocated to the general collection. We are currently reprocessing these items in order to put them back into circulation, including a few items still checked out to patrons that we are waiting to be returned.

With this portion of review completed, work has begun on the retrospective review of manga and graphic novels shelved in TeenZone.

We have defined our new spine labeling conventions and ordered new genre stickers. This will help to differentiate collections such as manga in the general collection vs. in the Teen Zone, as well as "young adult" teen titles that may eventually be relocated to the general collection from the High School collection.

We have developed a plan for new shelving layouts in our General Collection that will absorb materials that we think may need to be relocated. In Noblesville, due to already tight shelving conditions, we will need to build additional shelving units on the floor, using shelving currently kept in storage. Within the next week or so, we plan to have this shelving built and begin to shift our collections to create space.

### Facilities Matters

In the packet you will find an AER for landscaping services at the Noblesville Library. As you are aware, the Noblesville construction project involves substantial renovation of our outdoor spaces, including new plantings, landscaped patio areas, and the addition of prairie grass. All of these elements have an impact our overall landscaping needs. In the midst of renovations, our contract with our previous landscape vendor had also lapsed due to a temporary labor shortage. That meant that this was a good opportunity for us to pursue a new landscaping contract by seeking competitive quotes.

Our purchasing policy, in alignment with State Board of Accounts requirements, requires that we seek three quotes for projects in excess of \$50,000, and a full RFP for projects in excess of \$150,000. While we sometimes pursue an RFP for projects less than \$150,000, that process is more laborious and often involves a longer timeline. Given the estimated cost of landscaping, we opted to seek competitive quotes in order to facilitate a faster turnaround time as we prepare for spring and look forward to the end of our current renovations within the next couple of months. A report on our process in seeking and evaluating the three quotes is also included in the packet for your review.

We currently have an MOU with the City of Fishers for landscaping services (and also snow removal) for the Fishers Library. This has been a positive and mutually beneficial arrangement over the years. With similar outdoor renovations happening at the Fishers site, we are also thinking ahead to revising our scope of landscaping services there and have been in talks with folks at the City about refreshing our MOU as we would like to see this relationship continue.

The surplus list is also included in the packet for approval under the consent agenda. This month's surplus includes the old shelving from our current Indiana Room archive area, as well as some office furniture. The Indiana Room project includes a renovation of the archive room, replacing the current shelving with a different style that can accommodate a wider variety of materials including art and realia. We do not anticipate needing the old shelving anytime in the

future (we already have a significant amount in storage) and, due to its size at 90" tall, we also do not expect another library will be interested in taking it, so we will most likely recycle it.

We recently replaced and added furniture in two office areas in the library in order to make space for our growing team of staff. One office was converted from a single-person office to a space that can accommodate two people, with new furniture making better use of the space. We anticipate offering the old furniture to another library or other taxing unit.

## Projects

Our website project is proceeding smoothly. We are in the process of gathering feedback from our patrons and staff via online surveys. We have received over 650 responses to the public survey so far, which is a very good response rate! Once those surveys close, we will analyze those results and use what we learn to inform our conversations with our in-person focus groups. If you as a board member would like to participate in one of those focus groups, please let me know and we will be happy to schedule you. When we finish gathering our in-person feedback, we will turn to the work of actual website design and layout.

At the request of the Board, we sought and received quotes from additional vendors on the microphone project. An AER for the vendor with the best pricing option that will meet our needs as well as the report on how the quotes were evaluated are in the packet for review and approval. I am recommending we use Rainy Day Fund dollars for this project as it was not budgeted in the Operating Fund, and we have ample appropriated funds available in Rainy Day. The amount is TBD because we are asking this vendor to extend their quote, and there may be a price change due to pricing volatility in the AV market. We anticipate having that pricing information by next Thursday. Due to demand and supply chain issues in this market, we anticipate at least two and probably several months for implementation.

There were no objections from taxpayers to the proposed expenditure of additional funds for the Fishers project, clearing the way for the Board to have full discretion to use reserve funds for this purpose as you see fit.

Kevin McCurdy with LWC will be at the meeting to go over where we are with the current phase of the projects in Noblesville and Fishers, and an update on where we are with getting started on Phase 2 with Ferguson.

## Board Matters

After discussion at the 2/2 special meeting, there are mockups of the RfR appeal volunteer language and application form in the packet for review. If this meets the approval of the Board at the meeting, we can get it posted and live for submissions on Friday 2/24.

With the retirement of current CFO and Board Treasurer Shelley Huffman on 2/17, I recommend that the Board appoint our new CFO Laura Gropp to serve as the Library's Board Treasurer. It is on the agenda for vote.

## Other

Deputy Director Katie Lorton will present the 2022 Patron Satisfaction Survey results at the meeting. The presentation slides will be sent to the Board on the Tuesday before the meeting.

As you may recall from last year, in addition to the financial report to the State, the library submits an annual report to the Indiana State Library. This report covers statistical information and data beyond the annual financial report referenced above and is used as the basis for national reporting. Board President Laura Alerding has received a copy for her signature.

I'm very pleased to report that the Noblesville Library will serve as an election day polling place for both the May primary and for the November general election.

After the board heard discussion of the topic of a library Foundation last November, staff were asked to try to determine the reason the previous Foundation did not continue forward. After speaking with former Foundation board members as well as staff who worked at HEPL when the previous Library Foundation was active, the previous Foundation was originally run exclusively by volunteers and never achieved a high level of activity. A fundraiser was hired for a brief time to try to revive efforts but did not experience success. We have continued to explore potential paths forward for reestablishing this Foundation, taking into account the library board's concerns as expressed at the time. We have also been approached by several patrons who have asked how they can support the library financially, including by leaving a significant gift in their will. A Foundation that is dedicated to shepherding those gifts could be a significant benefit to HEPL, and may be a topic for the Board to consider revisiting.

Board member Ray Maddalone attended the open house we hosted for educators and community stakeholders in Ignite Studio for our new field trip initiative providing experiences and activities that support state educational standards. There is a one-pager in the packet with a specific example of how the service addresses standards that we hope can be useful if you wish to tell people about this service. We have complete information for educators regarding which standards field trips at HEPL meet through our website <https://www.hepl.lib.in.us/field-trips/>

## Departmental Reports

### *Public Services*

#### Departmental Highlights

Patrons are enthusiastic about the return of computer classes at Noblesville. Digital literacy is one of the cornerstones of library work, and Tori is happy to help educate patrons in this vital area.

Amy has been working with PSA(Public Services Assistant) Noor and community partners for the upcoming "Arab Indianapolis: A Hidden History" film screening and discussion on Saturday, April 29,

2023. She recently secured the discussion facilitator, Hiba Alalami, and panelists many of whom were featured in the documentary. The Indiana Humanities grant application has been approved and HEPL's event will be featured on the website's list of upcoming screenings <https://indianahumanities.org/arabindianapolis/>.

Kathy volunteered at the Central Indiana Seed Swap in January for most of the event as a Master Gardener, but then switched to working at the HEPL Library table for the last hour. In both roles she was able to share information with people about the seed library – seeds as well as programming. The people she talked with shared their information as well. She picked up several leads for future program presenters. It was a really fun day and library staff spoke with over 500 people!

Public Services welcomed new PSAs Peter Haines and Eleazar Neumann. Liz has been busy training, and she appreciates mentoring help from seasoned employees.

While Tom was on vacation this month, three individuals called and left messages on his phone inquiring about the homebound delivery service! One was concerned that many residents at the assisted living facility where he lives had given up on reading because of failing eyesight and he was asking if the library had any materials that might help these residents get back into reading somehow. Tom told him about our large collection of audiobooks on CD and how easy they are to use. This individual was also interested in having Tom possibly come to speak to the residents and present the different reading formats the library has to offer.

At the end of the month, an MLIS (Master of Library and Information Science) student who chose HEPL as her project site observed Liz multi-task by handling phone calls, in-person transactions, and closing duties in the General Reference area during the last hour of a busy Fishers Saturday. The student saw the process of searching the library catalog and the Internet, placing holds, locating the items to fulfill the holds, processing the holds, and filing the holds on the shelves for patron pick-up. Thanks to Leah for conducting part of this process with the student.

## Programming Highlights

“Virtual Tai Chi Flow with Christine” saw a surge in attendance for the start of 2023. Over the two sessions in January, hosted by Danielle, attendance totaled 64 people.

Danielle hosted Dementia Champion Jean Ross for the “Dementia Friends Community Info Session” on January 11 at Noblesville. These info sessions “are a brief but very impactful way of learning about dementia, understanding and appreciating the perspective of someone living with dementia, and having the knowledge you need to better communicate and interact with those living with the disease and their family caregivers.” The three patrons who attended became official “Dementia Friends” at the end of the session.

Pam hosted her monthly Adult Virtual Craft Series: Inspiration/Mood Board on January 12. With total reservations maxing out at 15, actual Zoom meeting attendees totaled 8 participants, who enjoyed the experience. The goal of these boards was to create a visual representation of each person's resolutions for positive growth in 2023. Following are some sample comments from the online class evaluations: “Pam presented much info in a concise clear way. Her demo board was beautiful. I appreciate that she didn't expect us to create simultaneously while she presented & then show ours to the class. (Some instructors do). I have been challenged to create multiple (smaller) boards with materials I have been



collecting. This class provided a kick-start. Thank you HEPL. Props to Pam.” “I really enjoy these classes and find Pam to be friendly, approachable, and clear in her instructions. Many thanks to her and all of her efforts to bring us such a wonderful program to look forward to each month!” “The ZOOM classes are very nice to have! Thank you for offering these in this type of platform, it makes it easy to attend and have this time to have peace for the month! Thank you!”

In-person computer classes have finally returned, using our new mobile laptop labs. The lab computers work great and set up and take down goes quickly. This month, Kathy taught several classes including one final virtual class, Intro to Windows 11. The in-person classes were Excel Part 1, Excel Part 2, and Introduction to PowerPoint. Tori and Kathy are working to shift what is taught in the two Excel classes to create a more balanced syllabus to teach within a two-hour time frame. Kathy is also working to create a one-hour advanced Excel class.

‘Introduction to Computers’ had a full registration list in January. While not all patrons attended – only four ended up being able to make it – it speaks to how much interest there is in the community for foundational digital literacy courses. Introduction to Computers covers basic computer activities like using a mouse, navigating the desktop, and searching on the Internet.

‘Writing a Resume Using Google Docs’ was attended by two patrons who were looking for a mid-career job position (and field!) change. This course involved more intensive conversations not only about how to navigate Google Suite, but also what makes a good resume, tips for online job search engines, and tackling the ever-changing landscape of employment and job searching.

Tech Tuesday continues to be two hours of intensive, one-on-one work with patrons to cover their pressing (and sometimes lengthy!) device reference questions. Topics covered in January included navigating voice-to-text apps, using cloud-based storage versus storage devices, consolidating data and files from different devices, and more.

Kathy taught a virtual Winter Gardening class in January. It is very popular and this is her third time teaching it. A total of 46 attended, though 90+ signed up. She had follow-up emails from 26 people. Some missed the class and wanted the recording, others had additional questions, some wanted to be added to the mailing list for the Seed Library newsletter, and yet others just wrote in to thank her for the class.

Danielle hosted the monthly virtual meditation series on January 30, presented by Fred May with Kadampa Meditation Center Indianapolis. Ten people attended, and several shared that it was their first time joining a meditation session.

Amy facilitated the Books on Tap Book Club gathering on January 25 at Mashcraft in Fishers. The group, consisting of 14 members, discussed “Verity” by Colleen Hoover. They discussed the book through the lens of its popularity and whether it lived up to the “hype” resulting from multiple weeks on the NYT Bestsellers List.

Eleven people joined the Write Stuff Virtual Adult Writers Group meeting this month, hosted by Jan, to discuss their writing, what they are working on, and to share ideas with others in the group. One member of the group is very close to the final edit of her historical fiction novel and will be soon looking for an agent and publisher. Several new members joined so they introduced themselves to the group and talked about their writing goals.

Eleven mystery lovers met on Zoom for the Mystery Loves Company book discussion, hosted by Jan, to discuss the book "The Woman in the Library" by Sulari Gentill. This book has been on many "best" lists but ultimately the group was disappointed and didn't really like it. Although the premise was clever, everyone thought the plot was very confusing and the characters weren't very appealing. However, the group did have a good discussion trying to figure out what was actually going on in this book.

Eleven people discussed "A Land More Kind Than Home" by Wiley Cash on Zoom, hosted by Jan, for the Paging Through Time book club. This book set in a small North Carolina town in the 1970s with a wicked preacher, family secrets, and the death of a child was a great book for a discussion. Although the book, told from several points of view, was sad it also had some hopeful moments. The group agreed that it was very well written and had a strong sense of place. The group liked the book and it provided a lot of issues for a discussion.

Danielle hosted the Speculative Fiction Guild discussion of *The Name of the Wind* by Patrick Rothfuss on January 9. The majority of the eight attendees absolutely loved this story-within-a-story about Kvothe, a hero who was orphaned as a adolescent and made his way to the famous University where he would learn to become an arcanist (at a genius pace). Many likened the novel to a "Harry Potter for grownups" story.

Four people attended the On the Same Page discussion of *The Guncle*, hosted by Julia. In the novel, retired award-winning actor Patrick is temporarily caring for his young niece and nephew after their mother (his sister-in-law and longtime best friend) dies of cancer. With patience and humor, Patrick helps the children honor and grieve for their mother and creating a strong bond between the three of them, while at the same time learning to move forward with his life. The discussion group absolutely loved the novel, and there was a great deal to talk about and unpack. Several people compared it to *Auntie Mame*, a book and play from the mid-20<sup>th</sup> century.

Heidi hosted eight ENL Conversation groups in January. The morning class met four times with 21 people attending (two of which were virtual). The virtual evening ENL program had four classes with seven people attending. We had snow on the morning of January 25 and no one attended, so this affected the numbers this month. Also, five people attended the last evening virtual class in February, so Heidi is hoping attendance in the evening will pick up.

The Fiction Fans book club met on January 12 to discuss "The Sentence" by Louise Erdrich, hosted by Heidi. Twelve people attended. We had a great discussion.

Heidi's Just the Facts book club met on January 10 to discuss "In Search of Common Ground" by Bastian Berbner. The group had an interesting discussion, and everyone had a great time. Seven patrons attended, one of which was via Zoom. There were a few new patrons attending. Liz will be leading this group through May.

Heidi put up a "New Year, New You" display in January, featuring various types of self-help and self-improvement subjects.



Heidi and Danielle filmed the latest edition of “What’s Cooking @ HEPL” featuring recipes from the Ukrainian cookbook “Budmo!” This was published on the website on January 31 and will be published to social media on February 3, prior to the Cook-Along program with the author the next day.

Jan received five requests from patrons who sent e-mails using the My Next Book tab on our website to request customized reading lists. Jan compiled reading suggestions for them based on their reading preferences. The My Next Book email received a request from a ten-year-old boy for reading recommendations. Youth Services staff very kindly gave Jan a few suggestions for this young patron. The My Next Book email also received a request from a teen for reading suggestions. Jan reached out to the teen librarians and appreciated receiving a list of books for the teen.

Liz continues to update existing files and add information to SharePoint. Liz also reviewed Beanstack and the Winter Reading Program, billing/payment procedures, and PLAC registrations with Amy M.

Staff are completing their Braden IT security training.

## *Youth Services*

### Departmental Highlights

During the month of January, Allison has been connecting with several Deaf parents through Babytime in Fishers. After the first session of the 8-week period, she noticed that there were a few Deaf moms with their hearing kids that attended the program. She asked them through the interpreting of a friend if Allison could help make the program more accessible. They were delighted that the library could do that for them. Since then, we have had an ASL interpreter from LUNA Language services come every week and the two Deaf moms had told others in the Deaf community about it. They have brought some new faces with them each week. After reading about what else the library offers, they have now signed up for some other programs in Ignite as well!

Rachel, Brianna, and Erin hosted an information session with the local school librarians/media specialists on Jan. 19<sup>th</sup> to discuss an outreach program opportunity, “Books and Bites.” Rachel explained the concept of Books and Bites, which is where a teen librarian visits the schools during lunch/study hall periods to talk with students about upcoming teen programs.

### Programming Highlights

#### **Youth:**

- After the holiday program break, programs started in earnest the second week in January, and the numbers tell the story of how beloved our programs and presenters are. Tot Tunes at Noblesville was a particular standout, averaging 60 people per session
- At Fishers, staff launched a new Saturday program, “Kibo Coding”. The inaugural session had 10 young ones working on their STEM skills by interacting with Kibo, a wooden robot that they program with various commands. Many thanks to the Friends for funding this program!
- January’s LEGO challenge program at Fishers was to have its 41 participants build vehicles, which they went about with great enthusiasm. The end results were creations both simple and elegant, and more elaborate, too. One of the best features of the program when the participants are encouraged to present and explain their creations; many of the children are becoming quite adept at this!
- At Fishers and Noblesville, staff created a winter-themed Messy Munchkins featuring homemade “snow” (made from baking soda and shaving cream), snowmen created from Play-

Doh, and painted ice chunks—needless to say, the 115 young ones who attended were absolutely delighted.

- Pre-K Explorers, was, as always, robustly attended by young ones who were excited to move, sing, conduct science experiments, create fun crafts, and learn about everything from space to rocks and minerals.
- In January’s ChopChop Club, kids made yummy waffles from scratch and cooked them in waffle makers—they loved it!
- One of the more popular storytimes left 82 patrons with stars in their eyes! They read and sang about astronauts, aliens, and spaceship stations, and created rockets attached to straws which they then launched into space by blowing through the straws.

**Teen:**

- Crafty Teens: Watercolor Resist Painting program was a hit! 19 teens attended the program learning how to use crayons and table to mark off sports on paper where they didn’t want paint to stick in order to create their own art piece.
- Teen librarians hosted the last Virtual D&D program where 5 teens attended. There will be a new in-person program series called Teen Games Guild replacing Virtual Teen D&D. Teens will learn about different roleplaying games and how to create their own. Regulars were excited to switch from virtual to in-person RPG programming!
- Two presenters from And Sewing Is Half The Battle..., a local cosplay group, came to the library to give a presentation in the ignite classroom titled *The Art of Found Object Costuming* on January 18<sup>th</sup>. The presenters educated teens on how to use items in their closets, thrifted items, and different paints/glues to create cosplay outfits on a budget and be environmentally friendly by recycling materials.
- Two book clubs took place during January. Teen Lit Café had 5 teens attend the program. Rainbow Reads had 6 teens in attendance, with 4 first time attendees.



Messy Munchkins



Tot Tunes



B'Twixt and B'tween



Winter Reading Program Display

## Collection Services

### Departmental Highlights

Completed Patron Requests: **401** (12 Delayed, 24 Holds placed on items we have in the collection, 116 sent to Interlibrary Loan, 21 Not Ordered, 214 titles ordered, 14 replied);

Items ordered: **2883**

Titles cataloged: **826** (updated **296** authority records)

Items added to the physical collection: **1667**

Items added to the Overdrive collection: **1452 (includes license renewals, additional copies and pre-orders)**

Interlibrary Loans filled for HEPL patrons: **119**

Items loaned to other libraries: **163**

The American Library Association Youth Media Awards were announced on January 30, 2023. Selection staff have already ordered additional copies of these popular items and added them to our Libby digital collection. For more information on the awards, visit: <https://www.ala.org/news/press-releases/2023/01/american-library-association-announces-2023-youth-media-award-winners>

A few highlights are:

- Newbery Medal winner & Coretta Scott King (Author) Book Award: "Freewater," written by Amina Luqman-Dawson
- Caldecott Medal winner: Hot Dog," illustrated and written by Doug Salati
- Coretta Scott King Illustrator Book winner "Standing in the Need of Prayer: A Modern Retelling of the Classic Spiritual," illustrated by Frank Morrison
- Pura Belpré Youth Illustration Award winner: "Where Wonder Grows," illustrated by Adriana M. Garcia
- Stonewall Book Awards – Mike Morgan & Larry Romans Children's Literature Award: "Love, Violet," written by Charlotte Sullivan Wild
- Theodor Seuss Geisel Award: "I Did It!," written and illustrated by Michael Emberley

Overdrive added a collection of 231 Adult Fiction and Non-Fiction titles for simultaneous use by our patrons as a part of the Everyone Reads initiative. This donation makes these titles available with no wait and at no cost to HEPL.

Staff pulled new titles to add to the very popular theme wall in Fishers. This section is a handy place for kids and families to find picture books on the most requested topics. Dinosaurs and Feelings were always depleted, so new books were added to meet demand.

Staff curated a collection of resources on our Overdrive/Libby page in honor of Martin Luther King Day. The collection complimented the Highlights in History blog centered on Freedom Riders. The blog can be found here <https://www.hepl.lib.in.us/david-myers-freedom-rider-from-hamilton-county/>.

#### Digital Subscriptions:

- Renewed Gale In Context: Global Issues; Smithsonian Primary Sources in US History; Gale Interactive: Science (at a discounted rate); FactCite.
- Added Gale In Context: Science which will replace Gale Interactive Science as it phases out this year.
- Evaluated numerous options for adding a digital subscription to the Wall Street Journal. Beginning in February, we will be offering access through Proquest to this daily subscription.

CS Staff completed a joint project with Youth Services to catalog, label and store the collection of backdrops for program use. Now staff in all departments have access to the entire collection and can charge one for use.

### Progress on Projects

The Overdrive app will sunset at the end of April. We've been working with staff to prepare patrons for this change for a few months, and now finally have a date. The Marketing & Communications team has a strategy in place to communicate the switch to Libby and our team is available to answer any staff or patron questions.

Freegal unveiled their new and improved site Freegal+ which offers patrons an experience similar to streaming platforms like Spotify. Access to streams and downloads remain the same. Check it out here <https://hepl.freegalmusic.com/home>. Freegal+ is also our spotlight resource for February.

CS staff are working with Capira to address a few issues, changes and updates to the HEPL app. We are still waiting on the rollout of the new and improved version- this update should also resolve the lack of cover images on the Android version. One of the most anticipated features of the new version is a portal for staff to make edits to links and pages without requiring a ticket to be logged with Capira.

### *Access Services*

#### Departmental Highlights

The Access Services Team had 84 patron interactions at Fishers and 68 in Noblesville for a total of 152 interactions for January.

There were 25 Curbside Pickup appointments this month. 20 in Fishers and five in Noblesville.

The Access Services team processed 2,896 in house items and 74,320 circulating items across both buildings for 77,216 items.

44 (different) groups used the Fishers meeting rooms on 80 occasions during January.

## Progress on Projects

January was a time to reflect on the last year. Anita and Stefanie got to work to set goals for the New Year centered on the staff feedback survey and did a SWOT analysis based on the responses we received. Based on staff feedback and the January 19 Experience Team Meeting, Anita and Stefanie are focusing on simplifying and scaling up staff training. We came up with the first of many Assistant and Page refresher-training videos set to start creating in February. Not only will this help current staff check in with their work, but it will also help new hires with onboarding.

Another takeaway from the survey was to improve the Access Services communication channels. Stefanie and Anita came up with a Communication Board for Access Services assistants to use during the end of their shift. This board provides useful information throughout the day for each assistant to know if work has not been fully completed during the previous shift, the AMH machine is acting up, or even words of encouragement. A lot of work takes place behind the scenes and we want to lessen the guesswork and operate efficiently.

Stefanie was deep in training mode as she trained three new Pages. We welcomed two new pages to the Fishers Page team and one to the Noblesville Page team.

## *Experiential Learning*

### Departmental Highlights

Ignite served 2833 patrons in the month of January 2023. In January 2020, prior to pandemic protocols being enacted, Ignite served 2476. And in January 2019, Ignite served 2646, making 2023 the busiest January Ignite has ever had!

Ignite's busy month had a lot to do with the success of Comic Book in a Day. Presented in collaboration with Nickel Plate Arts, this month-long event featured workshops with expert comic book artists and a day-long event on Saturday, Jan. 21 that saw almost 400 visitors to the space. During the event, challenge artists competed to create a four-page comic book spread, expert artists served as judges, and Nickel Plate Arts handed out awards. The comic book pages will be on display in Ignite through the end of February. Also during the event, patrons could meet professional comic book artists and create their own comic book art in a series of activities staffed by volunteers and Ignite. This is the fifth year Ignite has partnered with Nickel Plate Arts on the program, the first year the program has been in person since 2019, and by far the largest and most successful incarnation of Comic Book in a Day yet.

Ignite hosted the Field Trip Preview day on Jan. 26 for invited guests including HSE and Noblesville school media specialists, board members, members of the Chamber of Commerce, and HEPL leadership. We were excited to kick-off this new service by sharing a short presentation about the program as well as hands-on activities from the field trip menu. Coffee and muffins were enjoyed by all, and the marketing department helped to organize some great giveaways.

Winter brings on the urge to research! The Indiana Room has definitely seen more people doing genealogical research as well as just generally studying.



Highlights in for the Indiana Room January included more finalization of our moving process, as well as hosting a program about Time Capsules targeted towards families.

Bicentennial highlights included successfully hosting the Opening Ceremony event with an attendance of approximately 650 Hamilton County residents.

## Programming Highlights

Ignite Studio staff are posting blogs regularly to spark creativity with new ideas. Katelyn edits and posts these to our WordPress page weekly. Read more here: <https://ignite.hepl.lib.in.us/news/>. Blog titles this month included:

- [How to Laser Engrave Cork Coasters](#)
- [How to Make a Flower Press](#)
- [Paper-Based Programs in Ignite](#)
- [5 Ways to Brighten Your Winter with Cricut](#)
- [Knitting vs. Crochet: What's the Difference](#)

This month the Experiential Learning Team hosted 11 programs for 482 patrons.

Ignite programs this month included:

- Comic Book in a Day (CBIAD) Challenge
- CBIAD: Turning Everyday Experiences into Great Comics
- CBIAD: Creative Warm-Up
- CBIAD: What Makes a Great Comic?
- CBIAD: Unconventional Comics
- Creative Happy Hour
- Clay Drop In
- Sound Equipment Training
- Video Equipment Training

Programs in the Indiana Room this month included:

- Family Time Capsules
- Space Time for Family Historians

Time was of the essence in Indiana Room programming this month! On January 14, Jessica hosted "Time Capsules," a program where kids 9 and older and their caregivers were encouraged to come learn what a time capsule was and how to make their own. This was done as kind of a collaboration with the time capsule that was found at the library, and targeted towards YS. We had two walk-in families for a total of 8 participants.

On January 26, Dr. Daniel Hubbard discussed calendars and time changes through history. This helps explain some anomalies in genealogy, for instance why there were no church activities for two months. Studying the history, you can come to understand that was a result of the calendar in that area switching from Julian to Gregorian or vice versa. He also explained why the Orthodox church has different dates for holiday and saint days and how the railroads standardized timekeeping.



Bicenennial Opening Ceremony



Bicenennial Opening Ceremony



Comic Book in a Day



Twin patrons in Ignite

## Progress on Projects

Ignite’s Book an Expert appointments have skyrocketed recently. We had 20 appointments this month compared to 6 appointments in January of 2022. Out of 20, 15 were certification appointments for Fab Lab equipment and 5 were for sewing machines, Cricut, and Adobe Illustrator software in the Digital Media Lab. That is a 233% increase!

Now that HEPL field trips are available, Kris and Katelyn are putting our finishing touches on preparations. This includes reorganizing our classroom, organizing our materials, and thinking through materials management for large school group visits. We are excited to have our first field trip booked already for the beginning of March!

Katelyn was honored to be invited to Tonja Goodloe’s home to review her personal collection of materials related to Murphy White’s life. We spent 2 hours at her dining room table pouring over documents and pictures to make a final determination on the records to include for him in the Crossroads Discovery Center exhibit. She plans to write another draft to share with the family for feedback.

Ann visited the Hamilton County Clerk’s Office, who were very helpful in searching for primary documents we were looking for from Lulu Miesse and Leonard Wild for our Records Table

Interactive. They found Ms. Miesse's Will donating much of her estate to the library. We weren't as successful locating Mr. Wild's citizenship paperwork.

The Crossroads Discovery Center exhibit team (Ann, Jess, David, and Katelyn) met to touch base about our work on content for the timeline interactive. We've identified our primary dates for the timeline and have written about 60% of the content. We are currently researching events from pre-European contact to the 2000s to place on our timeline.

After meeting with David and Jessica, Katelyn drafted an "Inclusive Language Guidelines" document to help guide our team ensure that the way we write about history in our exhibits, blogs and other places is inclusive and respectful of all people.

Katelyn drafted an executive summary to accompany the RFP for the Crossroads Discovery Center. The board is reviewing the RFP, and we are hopeful that we will be able to start our search for an exhibit development and fabrication vendor in February. In preparation for this search, Katelyn reached out to exhibit vendors to gauge their interest in responding. Several responded that they are interested in reviewing this RFP and will be notified when the RFP is released, and we are hopeful for a robust response.

Katelyn and Jess met with Kevin from LWC and the vendor from StorageWorks to finalize our shelving needs in the archival storage area.

Katelyn and Jessica are still working through the final needs for the update to the cemetery and newspaper database with JDR.

Katelyn sent a contract addendum to the public artist to extend their contract with us and to account for a \$10,000 installment payment to help toward installation. They have received their check and should be moving toward an installation plan.

Katelyn attended a kick-off meeting for the redesign of our website with Iconic and other HEPL team members.

Katelyn attended the Hamilton County Bicentennial opening event at the Palladium in Carmel. Jessica Layman did a fabulous job organizing the event and we are excited to spend the year celebrating Hamilton County's 200<sup>th</sup> Birthday.

Kris met with summer 2023 Maker-in-Residence, Addie Hirschten, to go over requirements and information regarding programming during her residency.

Kris booked and recruited models for next quarter's Figure Drawing classes.

With help from Ignite Studio Assistants, Kris prepped for the change over from our winter exhibit to the CBIAD exhibit.

Kris received and processed work for "The 700 Collection exhibition".

Kris worked to get activity and information ready for Field Trip preview day.

The Adult Clay Kit video is almost complete. Ignite staff are working on building a kit for adult patrons to experiment with clay. It will feature oil-based clay that will be reused and kept in the studio. We will still encourage patrons to bring in their own clay to use with the kit.

Ignite staff did a fantastic job reorganizing the restock area so that it has a cleaner look once the entrance flips and we have patrons coming into our new lower level entrance. It not only looks better but it should have better functionality.

In December, the Indiana Room team worked on collaborating with patrons and our team to identify books that will go downstairs with us to our temporary location. This has been an ongoing process, but we continue to ask patrons for feedback on that process.

Indiana Room staff continue to work on the digitization of the current obituaries and saving the electronic copies of the local papers.

For the Bicentennial, in addition to planning for the opening ceremony, we also put together programming for our High School Ambassador program, and ordered merchandise for our celebration kits, which each event host receives to help promote their event. The Opening Ceremony included several speakers, multiple performances, free giveaways, a photo opportunity, a VIP dessert reception, and other factors. Having this event boosted our visibility in the community and will allow us to continue that momentum into other months!

## *Outreach, Innovation, and Partnerships*

### Outreach Events

Brad Howell, Kathy Sassemann, and Julia attended the Hamilton County Seed Swap, reaching at least 553 people. Their primary focus was on the Seed Library, but they also shared library programs and general information about the library. Several users commented how much the Hamilton East Public Library meant to them and how excited they were for the Seed Library to open again. They also made several connections with local community groups.

Our Master Gardeners have done a phenomenal job helping us pack seeds for the 2023 Seed Library collection. At this point, we're on pace to offer seeds to those on our Seed Library mailing list (nearing 1,000 email addresses) who can place online orders from February 15th – 28th. Kathy, Julia, Heidi and Brad have collaborated to ensure this popular initiative is ready after Valentine's Day. The collection will be open to the public starting March 1<sup>st</sup>.

### Volunteer Highlights

During the month of January, 33 volunteers contributed a total of 180 hours, 15 minutes of volunteer time to the library

- Access Services – Fishers: 9 volunteers contributed 72 hours, 29 minutes
- Access Services – Noblesville: 5 volunteers contributed 44 hours, 25 minutes
- ENL Conversation Groups: 4 volunteers contributed 10 hours
- Indiana Room: 3 volunteers contributed 20 hours, 28 minutes
- Program: 8 volunteers contributed 21 hours, 52 minutes
- Life Skills: 1 volunteers contributed 2 hours, 1 minute
- Teen Advisory Board: 1 volunteers contributed 1 hour

- Teens' Top Ten Reviewer: 2 volunteers contributed 8 hours

Julia also met with three volunteers, trained one Access Services volunteer, and received 17 applications, most of which are for Teen Advisory Board and Teens' Top Ten Reviewers. There will be two new volunteer assignments in the near future: one (as yet unnamed) will be open to teens to help tidy the library. The other will be for volunteers to assist with the summer reading prize stations and will be available on a limited basis. The library is also currently piloting a volunteer assignment called Life Skills Volunteers, which is for neurodivergent individuals. Currently, one volunteer is piloting this with Ignite staff. After a few months they will assess the assignment and see if it can be expanded.

Program volunteers also had lots of opportunities to contribute this month, including Chop Chop Club, Kibo Coding, Comic Book in a Day, and seed packing for the Seed Library.

## Progress on Projects

Brad collaborated with Dr. Pettigrew, Chief Equity and Inclusion Officer at HSE Schools, to host an event to celebrate Dr. Martin Luther King Jr. Day on January 15<sup>th</sup>. We had nearly 250 people in all three program rooms in Fishers. The event featured student artwork and writings from students throughout the district. It also featured presentations from students grades K-8 that included an elementary choir, strings ensemble, dance, and dramatic readings of King's speeches. Fishers Mayor Scott Fadness and HSE Superintendent Dr. Yvonne Stokes were present and gave remarks at the end.



Julia is now on the board of directors for Healthier Hamilton County, a nonprofit supporting health initiatives in Hamilton County.

Nearly 90 staff members took us up on the opportunity to receive a new HEPL branded long sleeve shirt that will be ideal during the fall, winter and spring. Staff appreciated a shirt with comfortable material and had the options of getting one that is gray, blue or green. We're excited to show off these new shirts to our patrons at the end of February.

Brad has continued to collaborate with Michael Swendrowski, our consultant, to help us secure an outreach vehicle for the library. We completed the RFP in January and are excited to share this information with the board in February.

Julia briefly spoke about outreach at the Field Trips Preview Day at the Fishers Library on January 26. This preview day was open to community leaders, including school media specialists, to find ways for the library and the schools to work together.

Over half of HEPL's staff participated in the Get Up and Move initiative that encourages everyone to stay active during the chilly winter months. Staff could choose between spending at least 30 minutes each day participating in physical activity or taking 200,000 total steps for the entire month of January. The

23 people who chose the latter challenge took over six million steps, an average of 260,869 steps for each person! One participant even took over 666,069 steps in January which was an average of over 21,000 steps per day (10 ½ miles per day)! Overall, we have received significant feedback from staff that this initiative has encouraged them to find many ways to stay active when they least feel like it.

## *Marketing and Communications*

### Departmental Highlights



#### **Winter Reading Program**

Promotion for HEPL's Winter Reading Program (WRP), which starts in February, began this month and has been very successful. The WRP was our top-performing blog post with over 900 page views and top clicked link (434) in the enews. We ran a special promo aimed to increase registrations, where participants who registered before February 1 would be entered into a drawing for a winter prize bundle! This promo was communicated through the enews and on social media. We had great engagement, especially on Facebook, with 26 interactions and 7 shares.

#### **Field Trips and Field Trips Preview Day**



In January HEPL hosted a Field Trip Preview Day, where community leaders and media specialists from both HSE and Noblesville Schools experienced field trip activities designed around Indiana's Academic Standards. The M&C team worked diligently to prepare for the launch of field trips and the preview day: worked with Iconic on the landing page design, designed the brochure, worked with Finline Printing to get the brochures in hand before the preview day, created bookmarks with QR codes to the landing

page, designed and sent Save the Date and RSVP emails, created an RSVP Microsoft form, ordered branded mugs to be used as a special swag giveaway, coordinated coffee and refreshments for the preview day, designed directional signage for day of the event, organized staff roles and duties for the preview day, and provided photography day of. The event was very successful and opened doors for new conversations with the schools. We're looking forward to our launch of field trips this February! More information about HEPL's Field Trips can be found [here](#). We were also featured in an article in *The Current* for field trips, which can be found [here](#).

### The Library is for Everyone: Telling Our Stories



The Marketing and Communications team has embraced a storytelling theme for 2023. Every month on our blog, we're featuring a guest writer from our community to share in their own words what the library means to them. We hope these stories will demonstrate that there's something for everyone at the library, and that the readers belong at HEPL. By sharing these stories, we also hope this fosters a more personal connection through our communication channels. Jane Senisse spearheaded this campaign from the concept to the brand and now the execution...and it's exciting to see the great response from the community! January's blog can be read [here](#).

### Discover Guide



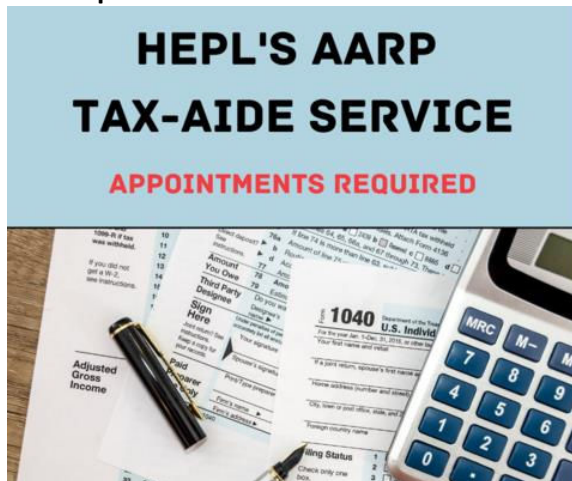
Our February - April 2023 Discover Guide was launched this month! Highlights include: Winter Reading Program, Seed Library, and our new initiative The Library is for Everyone: Telling Our Stories. A digital copy can be viewed [here](#). Jane collaborated with many library staff for content and then worked diligently on design and layout. Jane worked with Kelsey and Finline Printing to finalize, print, and distribute the Discover Guide. They also collaborated with John Helling to discuss and plan the future direction of the Discover Guide.

### HEPL's Induction into OneZone Chamber's The Honors



HEPL is thrilled to be inducted into the first group of The Honors! The Honors celebrates long-standing members of our organization and their exemplary commitment to the work we do. Throughout 2023 OneZone will be celebrating HEPL, along with several companies, through social media, luncheons, blogs, and will be prominently displayed in the entrance of the OneZone office. We love building and fostering relationships and being a great community partner to organizations and businesses around us!

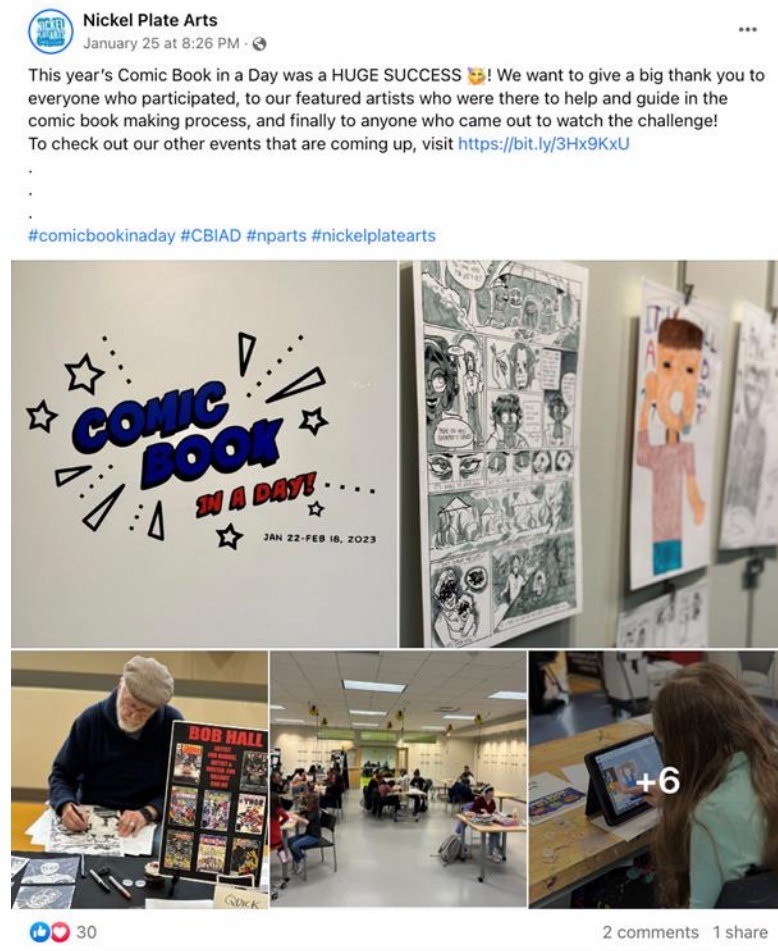
### Tax Prep Resources





In the months of December and January, Jane and Kelsey worked with Amber and Danielle on updating the Tax Prep Resources webpage in preparation for tax season and the tax-aid services provided at HEPL. View the Tax Prep Resources page [here](#).

### Comic Book in a Day



The Marketing and Communications team spent much of December prepping for Ignite Studio’s Comic Book in a Day. In January we continued our promotions leading up to the event. We were able to secure a podcast interview for comic book artist with Larry Lannan from the local Larry in Fishers podcast ([listen here](#)) and were featured in an article in The Current ([read here](#)). The CBIAD blog post also performed well with over 200 page views. Following the event, Katherine worked with Katelyn and Nickel Plate Arts in cross-promoting photos from Comic Book in a Day, which our followers enjoyed.

### Bright Ideas eNewsletter

In January 2023, HEPL’S Bright Ideas eNewsletter was delivered to 25,675 subscribers, with an open rate of 36.51%. The click rate increased by 76% from last month, with a lot of interest in joining the Winter Reading Challenge on Beanstack.

Top clicked links in January 2023 *Bright Ideas*:

1. [Winter Reading Program 2023](#): 269
2. [HEPL Beanstack](#): 168
3. [Upcycled Book Cake Workshop](#): 83

4. [Pancakes, Pajamas, and Piggies](#): 62
5. [Sticker Mania](#): 56

Jane created content and graphics for the January edition of Bright Ideas. Highlights included Winter Reading Program, The Library Is for Everyone campaign, Seed Library & Indiana Room programs, Field Trips, Black History Month, Tax Prep Resources, MLK Day blog, Call for Local Authors, Comic Book in a Day, The 700s collection, and more.

Jane and Kelsey also collaborated on the Field Trips Day RSVP, utilizing the GetResponse platform to ensure the message was not going to spam folders.

## HEPL Website and Blogs

Our website numbers are starting to quickly pick back up again after the holidays. In January, we've had over 30,000 users and over 66,000 sessions, surpassing numbers for website usage in any one month from the previous year including summertime which is traditionally our busiest season. Additionally, the website had 177,453 page views, with 69.7% being new visitors. There has also been a 45% increase in blog page views since last month.

In January, the top-five HEPL blogs clicked by website visitors were:

1. [Winter Reading Program](#) (906 pageviews)
2. [Comic Book in a Day](#) (239 pageviews)
3. [Call for Local Authors for the 2023 HEPL Local Author Fair](#) (195 pageviews)
4. [Age Appropriate Libby and Hoopla Filters](#) (191 pageviews)
5. [Best Books of 2022](#) (154 pageviews)

The full lineup of January blogs included: Ignite Call for Art for 700s Collection; Storytelling Resources; The Library Is For Everyone: Telling Our Stories campaign. January Library Story: Making Core Memories at HEPL; Winter Reading Program 2023; David Myers: Freedom Rider from Hamilton County (MLK Day); Ignite Paper Series Programs; Teen Writing Challenge: Love; What's Cooking Ep. 13.

## Social Media Spotlight

HEPL's social channels continue to have high views and engagement. In January, HEPL's LinkedIn showed a 28.6% increase in followers, a channel that we've been working to grow, and had +200 views on YouTube. We also had an Instagram post that reached over 2,500 people – something that has become increasingly hard since Instagram launched and is pushing Reels. We saw an increase in patrons tagging us in photos from around the library. We hope to encourage more of this to share their time in the library to use on our stories.

This month we experimented with boosting a post on Facebook for the first time to elevate Comic Book in a Day. It became more of a hassle than it was worth, and we will continue to explore ideas to get a bigger reach for special events. Moving ahead, we will pilot adding Facebook "events" for larger programs that do not require registration to increase reach.

Katherine has worked hard planning content ideas for the year, particularly utilizing YouTube more with information how-to videos and ways to include more staff in Reels. This month, Katherine launched guidelines for staff to collaborate in filming and editing videos to be shared as Reels through Instagram and Facebook. This aligns with our goal of sharing a more personable side of the library through social

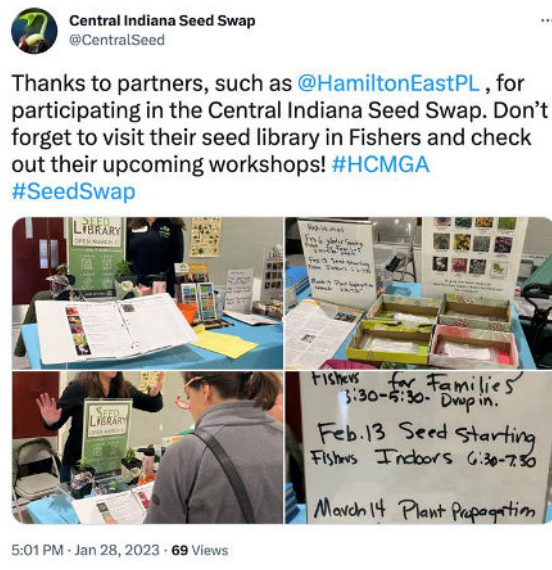
media and gives staff a way to participate. Staff are excited to collaborate and produce content for our social channels!

Top 5 Performing Posts this Month:

1. 3.8K - Neurodivergent Teens Hangout posted on 1/24
2. 3.6K - Puzzle Swap/Showdown event photos posted on 1/6
3. 3.2K - Library is for Everyone: Telling Our Stories posted on 12/12
4. 3.1K - Preregister for Winter Reading Program posted on 1/19
5. 2.6K - ASL interpreter for Babytime posted on 1/23

Katherine's progress on Projects for Social Media this month included planning content for January with Kelsey; she planned, filmed, and edited reels working with Sydney and Jared in Ignite; she utilized data to drive best time for posting, and researched trends to use for reels; she worked with Katelyn and Nickel Plate Arts for cross-promoting photos from Comic Book in a Day; worked with Brad and HSE schools for cross-promoting photos from the MLK day event; and worked with the Field Trips team for Field Trip Preview Day photos to share on social.

## Social Media Pictures



**Hamilton Southeastern Schools**  
January 9 at 7:00 PM · 🌐

We're teaming up with [Hamilton East Public Library \(HEPL\)](#) and [Fishers Indiana Government](#) to host a community celebration in honor and reverence of Dr. Martin Luther King, Jr. on Sunday, January 15 from 1-2 p.m. This FREE event, "Living the Dream" will be held at the Hamilton East Public Library's auditorium and will feature HSE students, community members and city leaders. Join us as we harness the power of the Beloved Community and pay tribute to the legacy of Dr. King.

👍❤️ 24 8 shares

**HJH Panther Library @HJHPantherLib** · Jan 16

Always proud to be a Panther, but there are days that make you extra proud; yesterday was one of those days. Several students from across [@heschools](#) went to [@hamiltoneastpl](#) yesterday to share art and performances in remembrance of Dr. Martin Luther King Jr.

**Dementia Friends Indiana**  
January 12 at 7:22 PM · 🌐

There are three new Dementia Friends in Hamilton County after last night's session at [Hamilton East Public Library](#) in Noblesville. Thanks to one of our original Dementia Champions, Jean Ross, for jumping back in and spreading the word about how we all can help our loved ones and neighbors living with dementia.

👍❤️ 12 1 share

**central.indiana.seed.swap** · Follow  
Hamilton County Fairgrounds

[@hamiltoneastpl](#) Thanks to partners, such as [@hamiltoneastpl](#), for participating in the Central Indiana Seed Swap. Don't forget to visit their seed library in Fishers and check out their upcoming workshops! #HCMGA #SeedSwap  
Edited · 2d

👍❤️🗨️ 6 likes 3 DAYS AGO

## Other Significant Promotions

Winter Reading Program, The Library Is for Everyone campaign, Seed Library & Indiana Room programs, Field Trips, Black History Month, Tax Prep Resources, MLK Day blog, Call for Local Authors, Comic Book in a Day, The 700 collection, A Community Celebration with Dr. Martin Luther King, Jr. In collaboration with HSE Schools and the City of Fishers, Community Blood Drive in partnership with the Noblesville Chamber, Teen Writing Challenge.

Crafty Teens, Creative Happy Hour, Homeschool Hangout, VR "Armchair Travel", Read to a Therapy Dog, Ignite Drop-ins, Dementia Friends Community Info Session, Storywalk with Fishers Parks, January Computer Classes, Family Time Capsules, Puzzle Swap/Showdown pictures, Adult Virtual Craft, Clay

Drop-in, Tech Tuesday Drop-in Device Assistance, Cool Crafting Club, Space-Time Family Historians, Winter Gardening, Family Valentine Hearts, Estudia Espanol, Pre-K Explorers, Babytime with an ASL Interpreter, Cooking at HEPL (Virtual Khachapuri Cook-Along, Making New Promises: a Scientific Method to Alleviate Stress, Neurodivergent Teen Hangout, Hamilton County Bicentennial, Teen Gamers Guild, Crafty Teens, ENL Conversations, Real Estate Update, HEPL Photo Shoot.

## March Preview

Here's what's coming up at HEPL in the month of March!

### Youth Services Preview

Displays:

- Wonder Women: Women's History Month
- March into Mysteries

Programs in Youth:

Sticker Mania | March 1 | Noblesville | 3:30PM

- Join forces with other sticker lovers and make your own stickers and sticker book!

Tinker Time | March 20 | Fishers | 6 PM

- Join us for a monthly STEAM themed program for school aged kids! In March we will be creating magnetic slime.

Programs in Teen:

Life Skills: The Whys and Whens of Car Maintenance | March 20 | Noblesville | 6 PM

- Mechanic Shop Femme's Chaya Milchtein will explain the basics of car maintenance. She will go over everything from how often you actually need to change your oil, to what power steering fluid even does in your car (and why it has to be changed). Everything will be explained in easy-to-understand language: not mechanic talk! This hybrid program will be available in-person and virtually for both Teen and Adults. Registration required.

Teen Beach Party

- Stuck at home for spring break? Enjoy all the fun of a tropical vacation right here at the library! We'll have treats, games, and crafts to bring the beach party to you. Your beach-bound pals will see your souvenirs and wish they had stayed in Indiana, too! Come dressed in your beach-y best: floral shirts and sun hats encouraged!

### Public Services Preview

**Displays:**

Women's History Month

Book Club Picks

Featured Authors

Genre Fiction – Mystery

HERstory: National Women's History Month

Ireland & St. Patrick's Day: Irish-American Heritage

Get Crafting for National Craft Month

Featuring Humorists

Academy Award Winning Movies

Leading Ladies (Hometowns to Hollywood) (program tie-in)

March is Women's History Month, and Tori Rumschlag (Noblesville) and Amy Weigel Coleman (Fishers) have an exciting event planned. 'The Women Who Built Hollywood', presented by Dr. Annette Bochenek (film historian, Purdue University), will be hosted at both library locations and online. This program celebrates "the lives and legacies of some of classic Hollywood's incredible female directors and stars who possessed a keen sense of business acumen and innovation during the early days of the film industry." Alongside 'The Women Who Built Hollywood', Tori is planning on a 'Women in Hollywood' display at Noblesville to showcase library resources and movies on this topic. Additionally, Tori is writing a post about famous women and Hollywood for the HEPL blog to run in March.

There are already quite a few sign-ups for 'Self-Defense for Adults' in March. Premiere Martial Arts of Noblesville will be coming into the library to demonstrate self-defense techniques that everybody can use.

March will bring an all-new technology course to the library – 'Intro to Graphic Design Using Canva.' This free online software makes graphic design a snap! The course will walk patrons through the basic functions of the software and how to create beautiful designs from templates and from scratch.

#### **Programs:**

ENL Conversation Group | Wednesdays | 11am-12pm | Fishers  
ENL Conversation Group | Wednesdays | 6:30-7:30pm | Virtual  
Self-Defense for Adults | March 4 | 12-1pm | Noblesville  
Medicare 101 | March 6 | 2-3pm | Noblesville + Virtual option  
Tech Tuesday | March 7 | 1-3pm | Noblesville  
Virtual Tai Chi Flow with Christine | March 9 & 23 | 9:30-10:30am | Virtual  
Excel Part 1 | March 9 | 2-4pm | Fishers  
Chalk Pastel Poppies: Adult Virtual Craft | March 9 | 6:30-8pm | Virtual  
VR "Armchair Travel" Open House | March 10 | 2-3:30pm | Fishers  
Laughing Jack Celtic Concert | March 11 | 2-3pm | Fishers  
Making a Resume Using Google Docs | March 13 | 3-4:40pm | Noblesville  
The Write Stuff Adult Writers' Group | March 13 | 6:30-7:30pm | Virtual  
Plant Propagation | March 14 | 6:30-7:30pm | Noblesville  
The Women Who Built Hollywood | 6-7pm | Noblesville + Fishers + Virtual option  
Excel Part 2 | March 16 | 2-4pm | Fishers  
Life Skills: The Whys and Whens of Car Maintenance | March 20 | 6-7pm | Noblesville+ Virtual option  
Intro to Graphic Design Using Canva | March 21 | 6-7pm | Noblesville  
Introduction to Computers | March 23 | 2-3:30pm | Noblesville  
Autism Family Support Waiver Workshop | March 27 | 6:30-7:30pm | Virtual  
The Value of a Humble Mind | March 27 | 7-8pm | Virtual  
Intro to Windows 11 | March 28 | 10-11am | Fishers

#### **Experiential Learning Preview**

##### **Programs in Ignite:**

The paper quarter continues in Ignite this month, featuring activities with the medium of paper

- Drop-in Activities:
  - Beverly Buchanan Inspired Homes (Feb. 20-March 5)

- Klee Scratch Art (March 6-19)
- Patterned Paper Pet (March 20-April 2)
- Featured Classes/Events
  - Artist Reception: “The 700s Collection” (March 9)
    - Celebrate Ignite Studio's latest art exhibit, "The 700 Collection". The 700's in the Dewey Decimal System is all about the arts. Stroll through the gallery to view a collection of work that celebrates many different mediums and genres within this classification. Engage with the artists and support local art. Winners of juried work will be announced.
  - Paper Baskets Class for Adults with IDD with Teaching Artist Yuki Darrow (March 11, 2 sessions)
    - Join us in this class specifically geared towards individuals with intellectual or developmental disabilities. Students will make paper baskets, large and small, using colored cardstock, ribbon and stamps.
  - Paper Sculptures Class (March 18)
    - Learn how to use the free program Pepakura Designer to turn 3D models into 2D templates! An instructor will walk through step-by-step directions on how to find 3D models, using the template software, and some other tips and tricks along the way. Walk away with a project to do at home and the ability to use Pepakura for paper sculptures, scale models, cosplay, and more!
  - Calming Collage Class (March 25)
    - Winter brings us snow, holidays, and hot cocoa, but it can also bring us some seasonal sadness as we start to miss the warmth of spring. During this time it's nice to relax, give our busy minds a break, and get creative. Take a mental vacation with us in this class where we'll play soft music and have dozens of papers, stickers, and more to help you create your very own calming collage. Perfect for those who want to de-stress and create some artwork in a judgment-free space.
- Core Trainings/Events:
  - Video Equipment Workshops (March)
  - Photoshop and Silkscreen Open Studio (March 23)
  - Sound Equipment Workshops (March 18)
- Creative Meet Ups
  - Figure Drawing Open Studio (March 6 and 16)
  - Creative Happy Hour (March 7)

#### **Programs in the Indiana Room:**

- Beginning Genealogy: 8 Steps to Success (March 11)
  - Just beginning to research your family tree? Returning to research after a break? Learn the 8 Steps to Genealogy. Basic methods, tips, online resources, and record types will be explored and discussed. Be sure to bring along some family names and dates to get started on your research at the end of the program.
- Indiana Immigration and Naturalization Records (March 16)
  - Join Genealogy Division Librarian from the Indiana State Library, Sarah Pfundstein, to learn about how the immigration and naturalization process worked for your ancestors. This will include laws, search strategies, how to locate records, and websites useful in researching one's immigrant ancestor.
- Historic Baseball in Hamilton County (March 28)

- Celebrate Opening Day of the 2023 baseball season with Hamilton County Historian, David Heighway, and resident sports fan Anders Arnold. Learn about the history of baseball in Hamilton County and discover how the sport has evolved over time. Then get a brief overview of new rules in effect this year that will impact America's favorite past time.

**Bicentennial Preview:**

For the Bicentennial, March is our first township highlight month, with White River up first. Jessica will be attending events and making sure there's lots of promotion happening!



# Annual Financial Report



Indiana State Board of Accounts

2022

HAMILTON EAST PUBLIC LIBRARY

Hamilton County

Not Submitted

Per [IC 5-11-1-4](#) every municipality and local government is required to provide electronically and in a manner prescribed by the state examiner, financial reports for the fiscal year not later than sixty days after the close of the fiscal year.

Completion and submission of the *Gateway Annual Financial Report (AFR)* will fulfill this requirement. This document comprises all of the report outputs generated by Gateway, based on the information entered by the government unit and submitted by the government official as stipulated in state law.

Some information that rolled over from the previous year, such as grants, will print on this report until the AFR is submitted even if they do not apply to the current year. After the AFR is submitted, this information will not be on the report.

**Hamilton East Public Library, Hamilton County, Indiana  
Annual Financial Report - 2022  
Cash & Investments Combined Statement**

|                                | Local Fund Number | Local Fund Name                   | Beg Cash & Inv Bal<br>Jan. 1, 2022 | Receipts        | Disbursement   | End Cash & Inv Bal<br>Dec. 31, 2022 |
|--------------------------------|-------------------|-----------------------------------|------------------------------------|-----------------|----------------|-------------------------------------|
| <b>Governmental Activities</b> | 100               | OPERATING                         | \$6,977,591.21                     | \$11,418,401.88 | \$8,451,860.92 | \$9,944,132.17                      |
|                                | 200               | GIFT FUND                         | \$24,673.57                        | \$2,690.11      | \$75.00        | \$27,288.68                         |
|                                | 201               | RAINY DAY                         | \$5,819,256.80                     | \$0.00          | \$67,671.00    | \$5,751,585.80                      |
|                                | 203               | LEVY EXCESS                       | \$2,960.54                         | \$0.00          | \$0.00         | \$2,960.54                          |
|                                | 226               | GIFT FUND - FRIENDS               | \$22,113.85                        | \$18,276.00     | \$17,899.94    | \$22,489.91                         |
|                                | 227               | DILLINGER DONATION FUND           | \$15,000.00                        | \$0.00          | \$0.00         | \$15,000.00                         |
|                                | 228               | MIESSE TRUST FUND                 | \$38,711.64                        | \$0.00          | \$3,793.77     | \$34,917.87                         |
|                                | 229               | LITERACY                          | \$5,155.16                         | \$0.00          | \$0.00         | \$5,155.16                          |
|                                | 230               | ROTARY READING ROOM               | \$10,000.00                        | \$0.00          | \$0.00         | \$10,000.00                         |
|                                | 231               | ROTARY READING ROOM - GIFT        | \$286.00                           | \$0.00          | \$0.00         | \$286.00                            |
|                                | 275               | FACC GRANT                        | \$0.00                             | \$5,000.00      | \$4,300.00     | \$700.00                            |
|                                | 276               | STATE TECH GRANT                  | \$18,274.26                        | \$16,261.66     | \$0.00         | \$34,535.92                         |
|                                | 277               | LSTA GRANT FUND                   | \$3,714.76                         | \$0.00          | \$0.00         | \$3,714.76                          |
|                                | 278               | FACC PUBLIC ART GRANT             | \$0.00                             | \$7,200.00      | \$0.00         | \$7,200.00                          |
|                                | 300               | BOND AND INTEREST REDEMPTION FUND | \$1,818,724.12                     | \$159,160.04    | \$1,750.00     | \$1,976,134.16                      |
|                                | 301               | LEASE RENTAL - DEBT SERVICE       | \$922,756.25                       | \$2,857,294.98  | \$3,296,660.00 | \$483,391.23                        |
|                                | 325               | FISHERS BOND FUND                 | \$14,377,221.24                    | \$0.00          | \$9,726,102.85 | \$4,651,118.39                      |
|                                | 350               | NOBLESVILLE BOND FUND             | \$10,656,412.35                    | \$1,650,000.00  | \$4,919,914.12 | \$7,386,498.23                      |
|                                | 400               | LIBRARY IMPROVEMENT - LIRF        | \$869,959.41                       | \$0.00          | \$0.00         | \$869,959.41                        |
|                                | 800               | PLAC                              | \$0.00                             | \$6,305.00      | \$6,305.00     | \$0.00                              |
|                                | 802               | NET DIRECT DEPOSIT                | \$0.00                             | \$2,828,784.48  | \$2,828,784.48 | \$0.00                              |
|                                | 803               | PAYROLL - FEDERAL WITHHOLDING     | \$0.00                             | \$266,528.65    | \$266,528.65   | \$0.00                              |

|                                | Local Fund Number | Local Fund Name              | Beg Cash & Inv Bal Jan. 1, 2022 | Receipts               | Disbursement           | End Cash & Inv Bal Dec. 31, 2022 |
|--------------------------------|-------------------|------------------------------|---------------------------------|------------------------|------------------------|----------------------------------|
| <b>Governmental Activities</b> | 804               | PAYROLL - FICA               | \$0.00                          | \$225,086.72           | \$225,086.72           | \$0.00                           |
|                                | 805               | PAYROLL - MEDICARE           | \$0.00                          | \$52,641.24            | \$52,641.24            | \$0.00                           |
|                                | 806               | PAYROLL - STATE WITHHOLDING  | \$0.00                          | \$116,157.45           | \$116,157.45           | \$0.00                           |
|                                | 807               | PAYROLL - COUNTY WITHHOLDING | \$0.00                          | \$55,722.30            | \$55,722.30            | \$0.00                           |
|                                | 808               | VOLUNTARY PERF               | \$0.00                          | \$12,050.70            | \$12,050.70            | \$0.00                           |
|                                | 809               | NATIONWIDE (AM UNITED LIFE)  | \$0.00                          | \$65,817.46            | \$65,817.46            | \$0.00                           |
|                                | 812               | MEDICAL INSURANCE            | \$0.00                          | \$90,988.14            | \$90,988.14            | \$0.00                           |
|                                | 813               | VOLUNTARY LIFE INSURANCE     | \$0.00                          | \$8,233.75             | \$8,233.75             | \$0.00                           |
|                                | 814               | CRITICAL ILLNESS             | \$0.00                          | \$1,278.89             | \$1,278.89             | \$0.00                           |
|                                | 815               | HEALTH ACCIDENT              | \$0.00                          | \$1,153.00             | \$1,153.00             | \$0.00                           |
|                                | 816               | GARNISHMENT                  | \$0.00                          | \$435.27               | \$435.27               | \$0.00                           |
|                                | 817               | HEALTH SAVINGS ACCOUNT       | \$0.00                          | \$55,965.03            | \$55,965.03            | \$0.00                           |
|                                |                   | <b>GRAND TOTAL</b>           | <b>\$41,582,811.16</b>          | <b>\$19,921,432.75</b> | <b>\$30,277,175.68</b> | <b>\$31,227,068.23</b>           |

**Hamilton East Public Library, Hamilton County, Indiana  
Detailed Receipts - 2022**

|                         |                     |   |                        |
|-------------------------|---------------------|---|------------------------|
| Governmental Activities | OPERATING           | General Property Taxes  | \$3,947,800.43         |
|                         |                     | Financial Institution Tax distribution  | \$16,554.28            |
|                         |                     | Vehicle/Aircraft Excise Tax Distribution  | \$341,801.06           |
|                         |                     | Local Income Tax (LIT) Certified Shares   | \$5,502,605.00         |
|                         |                     | <b>Total Taxes and Intergovernmental</b>  | <b>\$9,808,760.77</b>  |
|                         |                     | Document and Copy Fees  | \$7,317.07             |
|                         |                     | <b>Total Charges for Services</b>   | <b>\$7,317.07</b>      |
|                         |                     | Other Fines and Forfeitures/100305.000 - FINES AND FEES                             | \$39,823.31            |
|                         |                     | <b>Total Fines, Forfeitures, and Fees</b>   | <b>\$39,823.31</b>     |
|                         |                     | Earnings on Investments and Deposits  | \$132,513.69           |
|                         |                     | Refunds and Reimbursements  | \$16,485.80            |
|                         |                     | Donations, Gifts, and Bequests  | \$100.00               |
|                         |                     | Other Receipts/100310.000 - COMPUTER PAPER  | \$1,413,401.24         |
|                         |                     | <b>Total Other Receipts</b>   | <b>\$1,562,500.73</b>  |
|                         |                     | <b>Total OPERATING</b>  | <b>\$11,418,401.88</b> |
|                         | GIFT FUND           | Donations, Gifts, and Bequests  | \$2,690.11             |
|                         |                     | <b>Total Other Receipts</b>   | <b>\$2,690.11</b>      |
|                         |                     | <b>Total GIFT FUND</b>  | <b>\$2,690.11</b>      |
|                         | GIFT FUND - FRIENDS | Donations, Gifts, and Bequests  | \$18,276.00            |
|                         |                     | <b>Total Other Receipts</b>   | <b>\$18,276.00</b>     |
|                         |                     | <b>Total GIFT FUND - FRIENDS</b>  | <b>\$18,276.00</b>     |
|                         | FACC GRANT          | Donations, Gifts, and Bequests  | \$5,000.00             |
|                         |                     | <b>Total Other Receipts</b>   | <b>\$5,000.00</b>      |
|                         |                     | <b>Total FACC GRANT</b>   | <b>\$5,000.00</b>      |
|                         | STATE TECH GRANT    | Federal and State Grants and Distributions - Other/276314.000 -<br>STATE TECH GRANT | \$16,261.66            |
|                         |                     | <b>Total Taxes and Intergovernmental</b>  | <b>\$16,261.66</b>     |
|                         |                     | <b>Total STATE TECH GRANT</b>   | <b>\$16,261.66</b>     |

|  |   |                       |
|--|---|-----------------------|
| FACC PUBLIC ART GRANT                          | Federal and State Grants and Distributions - Highways and Streets | \$7,200.00            |
| <b>Total Taxes and Intergovernmental</b>       |   | <b>\$7,200.00</b>     |
| <b>Total FACC PUBLIC ART GRANT</b>             |   | <b>\$7,200.00</b>     |
| -----  |   |                       |
| BOND AND INTEREST REDEMPTION FUND              | Other Receipts/300365.000 - BIRF                                  | \$159,160.04          |
| <b>Total Other Receipts</b>                    |   | <b>\$159,160.04</b>   |
| <b>Total BOND AND INTEREST REDEMPTION FUND</b> |   | <b>\$159,160.04</b>   |
| -----  |   |                       |
| LEASE RENTAL - DEBT SERVICE                    | General Property Taxes  | \$2,645,268.09        |
|  | Financial Institution Tax distribution                            | \$9,794.63            |
|  | Vehicle/Aircraft Excise Tax Distribution                          | \$202,232.26          |
| <b>Total Taxes and Intergovernmental</b>       |   | <b>\$2,857,294.98</b> |
| <b>Total LEASE RENTAL - DEBT SERVICE</b>       |   | <b>\$2,857,294.98</b> |
| -----  |   |                       |
| NOBLESVILLE BOND FUND                          | Other Taxes/350365.000 - NOBLESVILLE BOND FUND                    | \$1,650,000.00        |
| <b>Total Taxes and Intergovernmental</b>       |   | <b>\$1,650,000.00</b> |
| <b>Total NOBLESVILLE BOND FUND</b>             |   | <b>\$1,650,000.00</b> |
| -----  |   |                       |
| PLAC   | Statewide Library (PLAC) Card Receipts                            | \$6,305.00            |
| <b>Total Charges for Services</b>              |   | <b>\$6,305.00</b>     |
| <b>Total PLAC</b>                              |   | <b>\$6,305.00</b>     |
| -----  |   |                       |
| NET DIRECT DEPOSIT                             | Payroll Fund and Clearing Account Receipts                        | \$2,828,784.48        |
| <b>Total Other Receipts</b>                    |   | <b>\$2,828,784.48</b> |
| <b>Total NET DIRECT DEPOSIT</b>                |   | <b>\$2,828,784.48</b> |
| -----  |   |                       |
| PAYROLL - FEDERAL WITHHOLDING                  | Payroll Fund and Clearing Account Receipts                        | \$266,528.65          |
| <b>Total Other Receipts</b>                    |   | <b>\$266,528.65</b>   |
| <b>Total PAYROLL - FEDERAL WITHHOLDING</b>     |   | <b>\$266,528.65</b>   |
| -----  |   |                       |
| PAYROLL - FICA                                 | Payroll Fund and Clearing Account Receipts                        | \$225,086.72          |
| <b>Total Other Receipts</b>                    |   | <b>\$225,086.72</b>   |
| <b>Total PAYROLL - FICA</b>                    |   | <b>\$225,086.72</b>   |
| -----  |   |                       |

|   |  |                     |
|---|--|---------------------|
| PAYROLL - MEDICARE                        | Payroll Fund and Clearing Account Receipts | \$52,641.24         |
| <b>Total Other Receipts</b>               |  | <b>\$52,641.24</b>  |
| <b>Total PAYROLL - MEDICARE</b>           |  | <b>\$52,641.24</b>  |
| -----                                     |  |                     |
| PAYROLL - STATE WITHHOLDING               | Payroll Fund and Clearing Account Receipts | \$116,157.45        |
| <b>Total Other Receipts</b>               |  | <b>\$116,157.45</b> |
| <b>Total PAYROLL - STATE WITHHOLDING</b>  |  | <b>\$116,157.45</b> |
| -----                                     |  |                     |
| PAYROLL - COUNTY WITHHOLDING              | Payroll Fund and Clearing Account Receipts | \$55,722.30         |
| <b>Total Other Receipts</b>               |  | <b>\$55,722.30</b>  |
| <b>Total PAYROLL - COUNTY WITHHOLDING</b> |  | <b>\$55,722.30</b>  |
| -----                                     |  |                     |
| VOLUNTARY PERF                            | Payroll Fund and Clearing Account Receipts | \$12,050.70         |
| <b>Total Other Receipts</b>               |  | <b>\$12,050.70</b>  |
| <b>Total VOLUNTARY PERF</b>               |  | <b>\$12,050.70</b>  |
| -----                                     |  |                     |
| NATIONWIDE (AM UNITED LIFE)               | Payroll Fund and Clearing Account Receipts | \$65,817.46         |
| <b>Total Other Receipts</b>               |  | <b>\$65,817.46</b>  |
| <b>Total NATIONWIDE (AM UNITED LIFE)</b>  |  | <b>\$65,817.46</b>  |
| -----                                     |  |                     |
| MEDICAL INSURANCE                         | Payroll Fund and Clearing Account Receipts | \$90,988.14         |
| <b>Total Other Receipts</b>               |  | <b>\$90,988.14</b>  |
| <b>Total MEDICAL INSURANCE</b>            |  | <b>\$90,988.14</b>  |
| -----                                     |  |                     |
| VOLUNTARY LIFE INSURANCE                  | Payroll Fund and Clearing Account Receipts | \$8,233.75          |
| <b>Total Other Receipts</b>               |  | <b>\$8,233.75</b>   |
| <b>Total VOLUNTARY LIFE INSURANCE</b>     |  | <b>\$8,233.75</b>   |
| -----                                     |  |                     |
| CRITICAL ILLNESS                          | Payroll Fund and Clearing Account Receipts | \$1,278.89          |
| <b>Total Other Receipts</b>               |  | <b>\$1,278.89</b>   |
| <b>Total CRITICAL ILLNESS</b>             |  | <b>\$1,278.89</b>   |
| -----                                     |  |                     |

|                                      |                                     |  |                        |
|--------------------------------------|-------------------------------------|--|------------------------|
| Governmental Activities              | HEALTH ACCIDENT                     | Payroll Fund and Clearing Account Receipts | \$1,153.00             |
|                                      | <b>Total Other Receipts</b>         |  | <b>\$1,153.00</b>      |
|                                      | <b>Total HEALTH ACCIDENT</b>        |  | <b>\$1,153.00</b>      |
|                                      | GARNISHMENT                         | Payroll Fund and Clearing Account Receipts | \$435.27               |
|                                      | <b>Total Other Receipts</b>         |  | <b>\$435.27</b>        |
|                                      | <b>Total GARNISHMENT</b>            |  | <b>\$435.27</b>        |
|                                      | HEALTH SAVINGS ACCOUNT              | Payroll Fund and Clearing Account Receipts | \$55,965.03            |
|                                      | <b>Total Other Receipts</b>         |  | <b>\$55,965.03</b>     |
|                                      | <b>Total HEALTH SAVINGS ACCOUNT</b> |  | <b>\$55,965.03</b>     |
| <b>Total Governmental Activities</b> |                                     |  | <b>\$19,921,432.75</b> |

**Hamilton East Public Library, Hamilton County, Indiana  
Disbursements by Fund - 2022**

|                         |                        |                                    |                       |
|-------------------------|------------------------|------------------------------------|-----------------------|
| Governmental Activities | OPERATING              | Salaries and Wages                 | \$4,069,792.30        |
|                         |                        | Employee Benefits                  | \$970,722.96          |
|                         |                        | <b>Total Personal Services</b>     | <b>\$5,040,515.26</b> |
|                         |                        | Office Supplies                    | \$11,228.88           |
|                         |                        | Operating Supplies                 | \$499.35              |
|                         |                        | Repair and Maintenance Supplies    | \$22,188.65           |
|                         |                        | Other Supplies                     | \$136,805.84          |
|                         |                        | <b>Total Supplies</b>              | <b>\$170,722.72</b>   |
|                         |                        | Professional Services              | \$1,872,577.72        |
|                         |                        | Communication and Transportation   | \$9,806.86            |
|                         |                        | Printing and Advertising           | \$19,077.85           |
|                         |                        | Insurance                          | \$177,906.00          |
|                         |                        | Utility Services                   | \$486,534.15          |
|                         |                        | Repairs and Maintenance            | \$43,164.99           |
|                         |                        | Rentals                            | \$493.87              |
|                         |                        | Other Services and Charges         | \$13,591.89           |
|                         |                        | <b>Total Services and Charges</b>  | <b>\$2,623,153.33</b> |
|                         |                        | Machinery, Equipment, and Vehicles | \$18,287.49           |
|                         |                        | Books and Other Media              | \$599,182.12          |
|                         |                        | <b>Total Capital Outlays</b>       | <b>\$617,469.61</b>   |
|                         | <b>Total OPERATING</b> |                                    | <b>\$8,451,860.92</b> |
|                         | GIFT FUND              | Other Supplies                     | \$75.00               |
|                         |                        | <b>Total Supplies</b>              | <b>\$75.00</b>        |
|                         | <b>Total GIFT FUND</b> |                                    | <b>\$75.00</b>        |



|                         |  |  |                       |
|-------------------------|--|--|-----------------------|
| Governmental Activities | RAINY DAY                                      | Professional Services                              | \$29,457.00           |
|                         |  | <b>Total Services and Charges</b>                  | <b>\$29,457.00</b>    |
|                         |  | Machinery, Equipment, and Vehicles                 | \$38,214.00           |
|                         |  | <b>Total Capital Outlays</b>                       | <b>\$38,214.00</b>    |
|                         | <b>Total RAINY DAY</b>                         |  | <b>\$67,671.00</b>    |
|                         | GIFT FUND - FRIENDS                            | Professional Services                              | \$17,899.94           |
|                         |  | <b>Total Services and Charges</b>                  | <b>\$17,899.94</b>    |
|                         | <b>Total GIFT FUND - FRIENDS</b>               |  | <b>\$17,899.94</b>    |
|                         | MIESSE TRUST FUND                              | Other Supplies                                     | \$3,793.77            |
|                         |  | <b>Total Supplies</b>                              | <b>\$3,793.77</b>     |
|                         | <b>Total MIESSE TRUST FUND</b>                 |  | <b>\$3,793.77</b>     |
|                         | FACC GRANT                                     | Other Services and Charges                         | \$4,300.00            |
|                         |  | <b>Total Services and Charges</b>                  | <b>\$4,300.00</b>     |
|                         | <b>Total FACC GRANT</b>                        |  | <b>\$4,300.00</b>     |
|                         | BOND AND INTEREST<br>REDEMPTION FUND           | Payments on Bonds and Other Debt Principal         | \$1,750.00            |
|                         |  | <b>Total Debt service - principal and interest</b> | <b>\$1,750.00</b>     |
|                         | <b>Total BOND AND INTEREST REDEMPTION FUND</b> |  | <b>\$1,750.00</b>     |
|                         | LEASE RENTAL - DEBT<br>SERVICE                 | Professional Services                              | \$3,296,660.00        |
|                         |  | <b>Total Services and Charges</b>                  | <b>\$3,296,660.00</b> |
|                         | <b>Total LEASE RENTAL - DEBT SERVICE</b>       |  | <b>\$3,296,660.00</b> |

|                         |  |   |                       |
|-------------------------|--|---|-----------------------|
| Governmental Activities | FISHERS BOND FUND                          | Professional Services                           | \$9,726,102.85        |
|                         |  | <b>Total Services and Charges</b>               | <b>\$9,726,102.85</b> |
|                         | <b>Total FISHERS BOND FUND</b>             |   | <b>\$9,726,102.85</b> |
|                         | NOBLESVILLE BOND FUND                      | Professional Services                           | \$4,842,930.52        |
|                         |  | <b>Total Services and Charges</b>               | <b>\$4,842,930.52</b> |
|                         |  | Other Capital Outlays                           | \$76,983.60           |
|                         |  | <b>Total Capital Outlays</b>                    | <b>\$76,983.60</b>    |
|                         | <b>Total NOBLESVILLE BOND FUND</b>         |   | <b>\$4,919,914.12</b> |
|                         | PLAC                                       | Other Disbursements                             | \$6,305.00            |
|                         |  | <b>Total Other Disbursements</b>                | <b>\$6,305.00</b>     |
|                         | <b>Total PLAC</b>                          |   | <b>\$6,305.00</b>     |
|                         | NET DIRECT DEPOSIT                         | Payment of Taxes and Other Payroll Withholdings | \$2,828,784.48        |
|                         |  | <b>Total Other Disbursements</b>                | <b>\$2,828,784.48</b> |
|                         | <b>Total NET DIRECT DEPOSIT</b>            |   | <b>\$2,828,784.48</b> |
|                         | PAYROLL - FEDERAL WITHHOLDING              | Payment of Taxes and Other Payroll Withholdings | \$266,528.65          |
|                         |  | <b>Total Other Disbursements</b>                | <b>\$266,528.65</b>   |
|                         | <b>Total PAYROLL - FEDERAL WITHHOLDING</b> |   | <b>\$266,528.65</b>   |

|                         |   |   |                     |
|-------------------------|---|---|---------------------|
| Governmental Activities | PAYROLL - FICA                            | Payment of Taxes and Other Payroll Withholdings | \$225,086.72        |
|                         |   | <b>Total Other Disbursements</b>                | <b>\$225,086.72</b> |
|                         | <b>Total PAYROLL - FICA</b>               |   | <b>\$225,086.72</b> |
|                         | PAYROLL - MEDICARE                        | Payment of Taxes and Other Payroll Withholdings | \$52,641.24         |
|                         |   | <b>Total Other Disbursements</b>                | <b>\$52,641.24</b>  |
|                         | <b>Total PAYROLL - MEDICARE</b>           |   | <b>\$52,641.24</b>  |
|                         | PAYROLL - STATE WITHHOLDING               | Payment of Taxes and Other Payroll Withholdings | \$116,157.45        |
|                         |   | <b>Total Other Disbursements</b>                | <b>\$116,157.45</b> |
|                         | <b>Total PAYROLL - STATE WITHHOLDING</b>  |   | <b>\$116,157.45</b> |
|                         | PAYROLL - COUNTY WITHHOLDING              | Payment of Taxes and Other Payroll Withholdings | \$55,722.30         |
|                         |   | <b>Total Other Disbursements</b>                | <b>\$55,722.30</b>  |
|                         | <b>Total PAYROLL - COUNTY WITHHOLDING</b> |   | <b>\$55,722.30</b>  |
|                         | VOLUNTARY PERF                            | Payment of Taxes and Other Payroll Withholdings | \$12,050.70         |
|                         |   | <b>Total Other Disbursements</b>                | <b>\$12,050.70</b>  |
|                         | <b>Total VOLUNTARY PERF</b>               |   | <b>\$12,050.70</b>  |
|                         | NATIONWIDE (AM UNITED LIFE)               | Payment of Taxes and Other Payroll Withholdings | \$65,817.46         |
|                         |   | <b>Total Other Disbursements</b>                | <b>\$65,817.46</b>  |
|                         | <b>Total NATIONWIDE (AM UNITED LIFE)</b>  |   | <b>\$65,817.46</b>  |

|                                      |                                       |   |                        |
|--------------------------------------|---------------------------------------|---|------------------------|
| Governmental Activities              | MEDICAL INSURANCE                     | Payment of Taxes and Other Payroll Withholdings | \$90,988.14            |
|                                      |                                       | <b>Total Other Disbursements</b>                | <b>\$90,988.14</b>     |
|                                      | <b>Total MEDICAL INSURANCE</b>        |   | <b>\$90,988.14</b>     |
|                                      | VOLUNTARY LIFE INSURANCE              | Payment of Taxes and Other Payroll Withholdings | \$8,233.75             |
|                                      |                                       | <b>Total Other Disbursements</b>                | <b>\$8,233.75</b>      |
|                                      | <b>Total VOLUNTARY LIFE INSURANCE</b> |   | <b>\$8,233.75</b>      |
|                                      | CRITICAL ILLNESS                      | Payment of Taxes and Other Payroll Withholdings | \$1,278.89             |
|                                      |                                       | <b>Total Other Disbursements</b>                | <b>\$1,278.89</b>      |
|                                      | <b>Total CRITICAL ILLNESS</b>         |   | <b>\$1,278.89</b>      |
|                                      | HEALTH ACCIDENT                       | Payment of Taxes and Other Payroll Withholdings | \$1,153.00             |
|                                      |                                       | <b>Total Other Disbursements</b>                | <b>\$1,153.00</b>      |
|                                      | <b>Total HEALTH ACCIDENT</b>          |   | <b>\$1,153.00</b>      |
|                                      | GARNISHMENT                           | Payment of Taxes and Other Payroll Withholdings | \$435.27               |
|                                      |                                       | <b>Total Other Disbursements</b>                | <b>\$435.27</b>        |
|                                      | <b>Total GARNISHMENT</b>              |   | <b>\$435.27</b>        |
|                                      | HEALTH SAVINGS ACCOUNT                | Payment of Taxes and Other Payroll Withholdings | \$55,965.03            |
|                                      |                                       | <b>Total Other Disbursements</b>                | <b>\$55,965.03</b>     |
|                                      | <b>Total HEALTH SAVINGS ACCOUNT</b>   |   | <b>\$55,965.03</b>     |
| <b>Total Governmental Activities</b> |                                       |   | <b>\$30,277,175.68</b> |

Hamilton East Public Library, Hamilton County, Indiana  
Fund Type Schedule 2022

| <b>Fund Type</b>     | <b>Local Fund</b>                       | <b>Standard Fund</b>                        | <b>Grant Related</b> |
|----------------------|---|---|----------------------|
| 1 - General Fund     | 100 - OPERATING                         | Library Operating                           | N                    |
| 1 - General Fund     | 300 - BOND AND INTEREST REDEMPTION FUND | BOND AND INTEREST REDEMPTION FUND           | N                    |
| 2 - Special Revenue  | 201 - RAINY DAY                         | Rainy Day                                   | N                    |
| 2 - Special Revenue  | 203 - LEVY EXCESS                       | Levy Excess                                 | N                    |
| 2 - Special Revenue  | 200 - GIFT FUND                         | Donations                                   | N                    |
| 2 - Special Revenue  | 227 - DILLINGER DONATION FUND           | DILLINGER DONATION FUND                     | N                    |
| 2 - Special Revenue  | 228 - MIESSE TRUST FUND                 | MIESSE TRUST FUND                           | N                    |
| 2 - Special Revenue  | 229 - LITERACY                          | LITERACY                                    | N                    |
| 2 - Special Revenue  | 230 - ROTARY READING ROOM               | ROTARY READING ROOM                         | N                    |
| 2 - Special Revenue  | 231 - ROTARY READING ROOM - GIFT        | ROTARY READING ROOM - GIFT                  | N                    |
| 2 - Special Revenue  | 226 - GIFT FUND - FRIENDS               | GIFT FUND - FRIENDS                         | N                    |
| 2 - Special Revenue  | 277 - LSTA GRANT FUND                   | LSTA GRANT FUND                             | N                    |
| 2 - Special Revenue  | 275 - FACC GRANT                        | FACC GRANT                                  | N                    |
| 2 - Special Revenue  | 276 - STATE TECH GRANT                  | STATE TECH GRANT                            | N                    |
| 2 - Special Revenue  | 278 - FACC PUBLIC ART GRANT             | FACC PUBLIC ART GRANT                       | N                    |
| 3 - Debt Service     | 301 - LEASE RENTAL - DEBT SERVICE       | LEASE RENTAL - DEBT SERVICE                 | N                    |
| 4 - Capital Projects | 400 - LIBRARY IMPROVEMENT - LIRF        | Library Improvement Reserve                 | N                    |
| 4 - Capital Projects | 325 - FISHERS BOND FUND                 | FISHERS BOND FUND                           | N                    |
| 4 - Capital Projects | 350 - NOBLESVILLE BOND FUND             | NOBLESVILLE BOND FUND                       | N                    |
| 12 - Other           | 812 - MEDICAL INSURANCE                 | Payroll Withholding - Insurance             | N                    |
| 12 - Other           | 809 - NATIONWIDE (AM UNITED LIFE)       | Payroll Withholding - Deferred Compensation | N                    |
| 12 - Other           | 803 - PAYROLL - FEDERAL WITHHOLDING     | Payroll Withholding - Federal               | N                    |
| 12 - Other           | 804 - PAYROLL - FICA                    | Payroll Withholding - FICA & Medicare       | N                    |

| <b>Fund Type</b> | <b>Local Fund</b>                  | <b>Standard Fund</b>            | <b>Grant Related</b> |
|------------------|------------------------------------|---------------------------------|----------------------|
| 12 - Other       | 807 - PAYROLL - COUNTY WITHHOLDING | Payroll Withholding - Local Tax | N                    |
| 12 - Other       | 806 - PAYROLL - STATE WITHHOLDING  | Payroll Withholding - State     | N                    |
| 12 - Other       | 800 - PLAC                         | PLAC Card                       | N                    |
| 12 - Other       | 805 - PAYROLL - MEDICARE           | PAYROLL - MEDICARE              | N                    |
| 12 - Other       | 808 - VOLUNTARY PERF               | VOLUNTARY PERF                  | N                    |
| 12 - Other       | 814 - CRITICAL ILLNESS             | CRITICAL ILLNESS                | N                    |
| 12 - Other       | 815 - HEALTH ACCIDENT              | HEALTH ACCIDENT                 | N                    |
| 12 - Other       | 816 - GARNISHMENT                  | GARNISHMENT                     | N                    |
| 12 - Other       | 813 - VOLUNTARY LIFE INSURANCE     | VOLUNTARY LIFE INSURANCE        | N                    |
| 12 - Other       | 817 - HEALTH SAVINGS ACCOUNT       | HEALTH SAVINGS ACCOUNT          | N                    |
| 12 - Other       | 802 - NET DIRECT DEPOSIT           | NET DIRECT DEPOSIT              | N                    |

**Hamilton East Public Library, Hamilton County, Indiana  
Debt Statement - 2022**

|   |                             |  | <b>Beginning<br/>Principal Balance<br/>as of<br/>Jan. 1, 2022</b> | <b>Additions</b> | <b>Reductions</b>     | <b>Ending Principal<br/>Balance as of<br/>Dec. 31, 2022</b> | <b>Principal Due in<br/>2023</b> |
|---|-----------------------------|--|---|------------------|-----------------------|---|----------------------------------|
| Governmental Activities Long Term<br>Debt           | General Obligation<br>Bonds | Improvements Renovations to<br>Noblesville and Fishers | \$7,830,000.00  | \$0.00           | \$110,000.00          | \$7,720,000.00  | \$755,000.00                     |
|   | General Obligation<br>Bonds | Improvements Renovations to<br>Noblesville and Fishers | \$24,270,000.00   | \$0.00           | \$0.00                | \$24,270,000.00   | \$605,000.00                     |
|   | Other - Long Term           | Ad Valorem Debt Service                                | \$3,230,000.00  | \$0.00           | \$2,190,000.00        | \$1,040,000.00  | \$1,040,000.00                   |
| <b>Governmental Activities Long Term Debt Total</b> |                             |  | <b>\$35,330,000.00</b>  | <b>\$0.00</b>    | <b>\$2,300,000.00</b> | <b>\$33,030,000.00</b>                                      | <b>\$2,400,000.00</b>            |
| <b>GRAND TOTAL</b>                                  |                             |  | <b>\$35,330,000.00</b>  | <b>\$0.00</b>    | <b>\$2,300,000.00</b> | <b>\$33,030,000.00</b>                                      |                                  |

**Hamilton East Public Library, Hamilton County, Indiana  
Deficit Fund Balances - 2022**

| <u>Enterprise Name</u> | <u>Fund Name</u>                   | <u>Ending Cash and Investment Balance</u> |
|------------------------|------------------------------------|---|
|                        | <b>Total deficit fund balances</b> |   |



Hamilton East Public Library, Hamilton County, Indiana  
Transfers - 2022

| <b>Transfers Out<br/>(Disbursements)</b> |               | <b>Transfers In<br/>(Receipts)</b> |               |
|--|---------------|------------------------------------|---------------|
| <b>Fund</b>                              | <b>Amount</b> | <b>Fund</b>                        | <b>Amount</b> |
| <b>Total Transfers Out</b>               |               | <b>Total Transfers In</b>          |               |

**Hamilton East Public Library, Hamilton County, Indiana  
Capital Assets 2022**

| <b>Government or Enterprise</b>                                  |   | <b>Beginning<br/>Balance as of<br/>January 1, 2022</b> | <b>Additions</b>       | <b>Reductions</b>      | <b>Ending Balance<br/>as of December<br/>31, 2022</b> |
|--|---|--|------------------------|------------------------|---|
| <b>Governmental Activities - Non-Depreciable Assets</b>          | <b>Land</b>                               | \$5,180,000.00   | -                      | \$630,000.00           | \$4,550,000.00  |
|  | <b>Construction in Progress</b>           | \$32,100,000.00  | -                      | -                      | \$32,100,000.00                                       |
|  | <b>Other Non-Depreciable Assets</b>       | -  | -                      | -                      | -   |
|  | <b>Total</b>                              | <b>\$37,280,000.00</b>                                 | <b>-</b>               | <b>\$630,000.00</b>    | <b>\$36,650,000.00</b>                                |
| <b>Governmental Activities - Depreciable Assets</b>              | <b>Infrastructure</b>                     | -  | -                      | -                      | -   |
|  | <b>Buildings</b>                          | \$35,750,000.00  | -                      | -                      | \$35,750,000.00                                       |
|  | <b>Improvements Other Than Buildings</b>  | -  | -                      | -                      | -   |
|  | <b>Machinery, Equipment, and Vehicles</b> | \$22,344,399.00  | -                      | \$11,565,556.78        | \$10,778,842.22                                       |
|  | <b>Books and Other</b>                    | \$4,320,945.00   | \$13,123,280.08        | \$531,266.84           | \$16,912,958.24                                       |
|  | <b>Total</b>                              | <b>\$62,415,344.00</b>                                 | <b>\$13,123,280.08</b> | <b>\$12,096,823.62</b> | <b>\$63,441,800.46</b>                                |
| <b>Governmental Activities - Accumulated Depreciation Assets</b> | <b>Infrastructure</b>                     | -  | -                      | -                      | -   |
|  | <b>Buildings</b>                          | \$24,600,000.00  | -                      | \$6,534,375.00         | \$18,065,625.00                                       |
|  | <b>Improvements Other Than Buildings</b>  | -  | -                      | -                      | -   |
|  | <b>Machinery, Equipment, and Vehicles</b> | \$8,701,506.00   | -                      | \$300,095.00           | \$8,401,411.00  |
|  | <b>Books and Other</b>                    | \$1,881,791.00   | \$2,477,642.94         | \$904,523.00           | \$3,454,910.94  |
|  | <b>Total</b>                              | <b>\$35,183,297.00</b>                                 | <b>\$2,477,642.94</b>  | <b>\$7,738,993.00</b>  | <b>\$29,921,946.94</b>                                |

**Hamilton East Public Library, Hamilton County, Indiana  
Accounts Payable/Receivable Statement - 2022**

| <b>Government or Enterprise</b> | <b>Accounts Payable</b> | <b>Accounts Receivable</b> |
|---------------------------------|-------------------------|----------------------------|
| Governmental Activities         | \$0.00                  | \$0.00                     |

**Hamilton East Public Library, Hamilton County, Indiana  
Pensions - 2022**

| <b>1. Please indicate if your unit offers any of these pension plans to your Employees. Check all that apply.</b>                           | <b>YES</b> | <b>NO</b> |
|---|------------|-----------|
| Public Employees Retirement Fund  | X          |           |
| Teachers Retirement Fund  |            | X         |
| 1925 Police Pension Fund  |            | X         |
| 1937 Firefighter's Pension Fund   |            | X         |
| 1977 Police and Firefighter's Pension Fund  |            | X         |
| <b>2. Does your unit have any other pension plans where the employer makes contributions to the plan or funds any part of the benefits?</b> |            | X         |

# OPERATIONAL RESPONSE PLAN

## 2023 COLLECTION DEVELOPMENT POLICY

### ADDENDUM A: COLLECTION SIZES & PRIORITIZATION (TEEN MATERIALS)

#### COLLECTION SIZES

| Collection                    | Titles        | Copies        |
|-------------------------------|---------------|---------------|
| High School Audiobooks        | 159           | 217           |
| High School Fiction           | 5864          | 9950          |
| High School Graphic Fiction   | 1245          | 1911          |
| High School Manga             | 2454          | 4157          |
| Middle School Audiobooks      | 39            | 43            |
| Middle School Fiction         | 1048          | 1586          |
| Middle School Graphic Fiction | 188           | 291           |
| Middle School Manga           | 39            | 66            |
| MS & HS Award                 | 53            | 251           |
| Magazines & Comics            | 45            | N/A           |
| <b>TOTAL</b>                  | <b>11,134</b> | <b>18,472</b> |

#### COLLECTION COMPLIANCE CHECKS

Following the December Board meeting, we performed some initial spot checking of our current collections to estimate the percentage of materials that may be out of compliance with the new policy. Our Director of Collection Services randomly selected materials from the various sub-collections (listed above and below) and read and directly inspected them for explicit sexual content as defined in the new Collection Development Policy. From this initial review, we estimated a percentage - and therefore potential volume of materials - that might ultimately need to be relocated for each collection.

It is important to understand that these percentages are estimates for the purpose of planning our work efficiently. How we strategized and prioritized our work would have been very different if we estimated only a few hundred titles out of compliance, compared to several thousand. For example, our general collection at both buildings is already shelved nearly at capacity. Having an estimate helps us to plan up front how much shelving we need to add and how to adjust shelving layouts and floor plans to accommodate the relocated materials.

| Collection                    | Copies      | Estimated % Out of Compliance | Estimated # Copies Out of Compliance |
|-------------------------------|-------------|-------------------------------|--------------------------------------|
| High School Audiobooks        | 217         | 50% - 75%                     | 109 - 163                            |
| High School Fiction           | 9950        | 50% - 75%                     | 4975 - 7463                          |
| High School Graphic Fiction   | 1911        | 15% - 50%                     | 287 - 956                            |
| High School Manga             | 4157        | 50 - 75%                      | 2079 - 3118                          |
| Middle School Audiobooks      | 43          | <1%                           | 1                                    |
| Middle School Fiction         | 1586        | <1%                           | 15                                   |
| Middle School Graphic Fiction | 291         | <1%                           | 3                                    |
| Middle School Manga           | 66          | <1%                           | 1                                    |
| MS & HS Award                 | 251         | 50 - 60%                      | 126 - 151                            |
| Magazines & Comics            | 45 (titles) | 0                             | 0                                    |

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### RECOMMENDED PRIORITIZATION FOR RETROSPECTIVE REVIEW

1. High School Manga
2. High School Graphic Fiction
3. High School Fiction\*
4. HS & MS Award
5. Middle School Fiction\*
6. Middle School Graphic Fiction
7. Middle School Manga
8. Remaining Audiobooks as needed
9. Magazines & Comics (spot check)

\*Audiobooks that are also held in print will be reviewed during the Fiction review for that audience.

#### Rationale

High School Manga and Fiction are the two largest collections with also the highest estimated percentage out of compliance and should therefore be prioritized. High School Graphics likely have a lower rate of non-compliance, but can be quickly and easily reviewed due to their visual nature, so we recommend reviewing these alongside/immediately following High School Manga. The remaining collections are either very small (e.g. Awards) or are anticipated to only have a handful of titles out of compliance.

Middle School Graphics & Manga could be moved up to the list immediately after High School Manga & Graphics, however the anticipated % out of compliance in these collections is so low that we recommend proceeding with Fiction books first.

# OPERATIONAL RESPONSE PLAN

## 2023 COLLECTION DEVELOPMENT POLICY

### ADDENDUM B: PARENTING/FAMILY RESOURCE COLLECTIONS

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#### SUMMARY

As part of our efforts to reorganize library collections in alignment with the new, Board-approved Collection Development Policy, at the suggestion of the Board, staff have considered options for incorporating some sort of “parent-teacher” section. There are two possible models that we recommend. The first is a “Family Resource” Collection that would be located within the children’s department. Alternately, we would recommend a “Parenting” Collection that would be located in the general collection.

Additionally, HEPL currently has a “Teaching Resources” collection located in the children’s department in each building. This collection includes curriculum supports such as workbooks, homeschooling resources, K-12 test prep materials, and professional development materials for educators. We propose leaving this collection intact, as a complementary and parallel collection to the family or parenting materials.

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#### RECOMMENDATION A: FAMILY RESOURCE COLLECTION

**Audience:** Families (children and parents)

**Material Format:** Children’s

**Prospective Collection Statement:**

The Family Resource Collection is a curated collection of print and AV materials to support children and their parents in navigating special family situations. The collection includes materials written in a children’s format (e.g. picture books, children’s non-fiction) for whom children ages 0-11 are the primary audience, with parents/caregivers as a secondary audience, intended to guide the child reader through the book/topic. Coverage includes topics of interest in family situations, such as potty-training, manners, safety, birth of a sibling, puberty, and “tough topics” such as family illness, death, divorce, and trauma. Materials often (though not always) include a “parent’s guide.” Most materials are non-fiction, but some fiction materials may be included if appropriate.

**Location:** Children’s department

In Fishers, we would plan to locate this collection on the last range of non-fiction shelving, near the Mamava pod. We would relocate the Teaching Resources collection to this same area in order to be side-by-side with this collection.

In Noblesville, we would plan to locate this collection in the area between the two program rooms - currently a seating area. This would require the addition/purchase of new shelving units. The Teaching Resource collection is located nearby, or may be relocated to the same area if sufficient shelf space is available.

### **Opportunities & Challenges**

Creating a browsable collection would be a benefit for parents searching for these topics. We recommend locating this collection within the children's department in order to best meet patrons at their point of need; staff observe that parents with these types of reference requests make their inquiries in the children's department. However, one limitation of this model is that children's material not eligible for shelving in the children's department based on the Collection Development Policy could still not be housed in this collection. Due to the layouts of our libraries, there is not a good option for locating this collection outside of but near the entrance to the children's department.

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### **RECOMMENDATION B: PARENTING COLLECTION**

**Audience:** Parents (adults)

**Material Format:** mostly Adult, some Children's

#### **Prospective Collection Statement:**

The Parenting Collection is a curated collection of non-fiction print and AV materials to support parents in family and child-rearing related issues. The collection includes primarily materials written for adults on parenting topics, such as parenting styles, infant & toddler care, teenagers, welcoming siblings, children with special needs, adoption, behavior issues, and helping children cope with difficult life events. A limited selection of materials written in a children's format (e.g. picture books, children's non-fiction) but which are clearly intended for a parent to use with their child (for example, books with a parent's guide) may also be included.

**Location:** General collection

We would plan to locate this collection near the general non-fiction collection in each library, likely in the same area of shelving ranges, and identified through signage.

#### **Opportunities & Challenges:**

This model would allow the library to pilot the idea of subject-based (vs. Dewey-based) non-fiction organization with a single subject. It would unite materials on similar topics currently found in two separate Dewey ranges (300s and 600s) into one area, and create a more browsing-friendly collection to serve this population. However, due to the breadth of the subject, we anticipate the collection being on the larger size. Shelving in our general collection area is already limited, so we recommend keeping the scope of this collection mostly limited to adult materials (i.e. rearranging existing materials in this area) in order to not put additional pressure on shelving in this area by adding materials from other areas.

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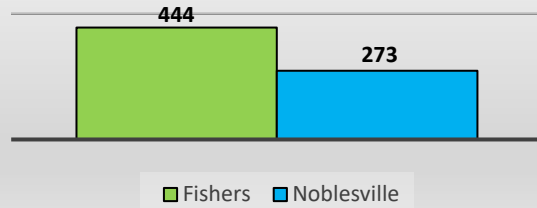
### **NEXT STEPS**

Implementation of either of these options will require time and additional planning. This project would be folded into the larger work of reorganizing library materials in alignment with the new Collection Development Policy. If the Board would like us to pursue one of these options, our next step would be to update our Operational Response Plan to include a specific plan and timeline for developing this new collection.



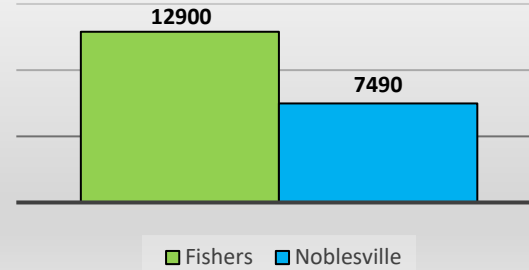
# JANUARY 2023 SNAPSHOT STATISTICS

## HEPL Card Registrations



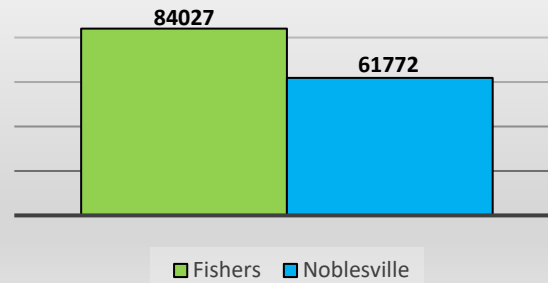
Around 23 users per day registered for a library card in January.

## Active Users



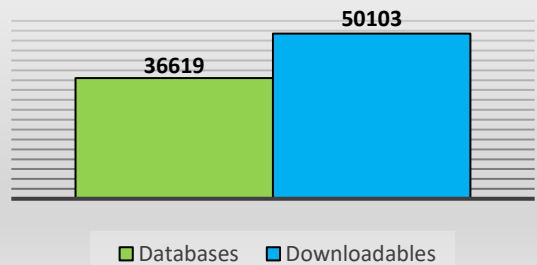
Active users are patrons who have borrowed physical/downloadable materials or accessed a database during the month.

## Materials Circulation



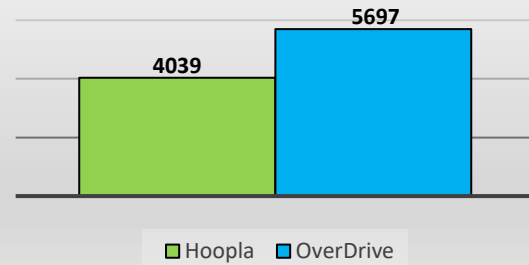
Physical material circulation rose ~1.9% from January 2021.

## Electronic Resource Usage



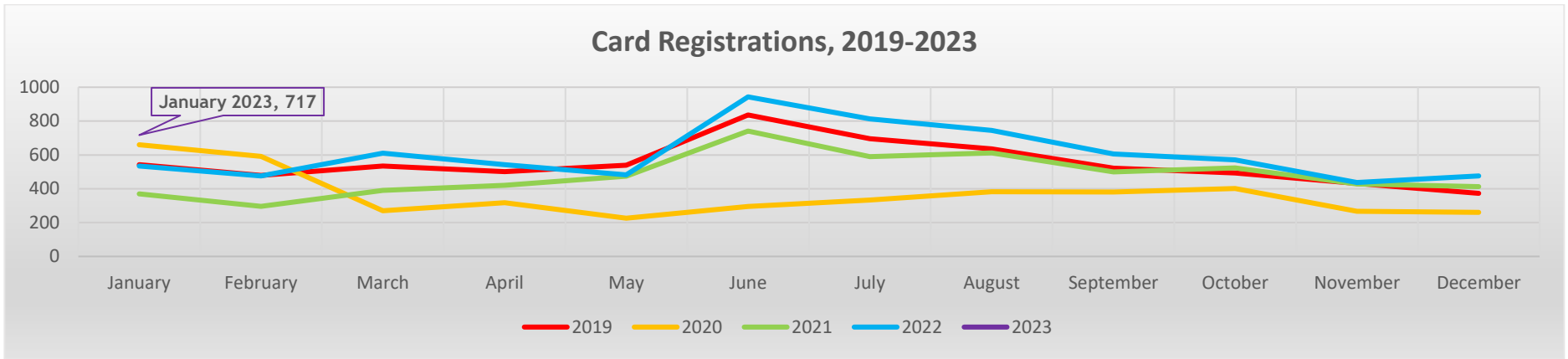
Electronic resource usage fell 17.6% from January 2022.

## Hoopla and OverDrive Unique Users

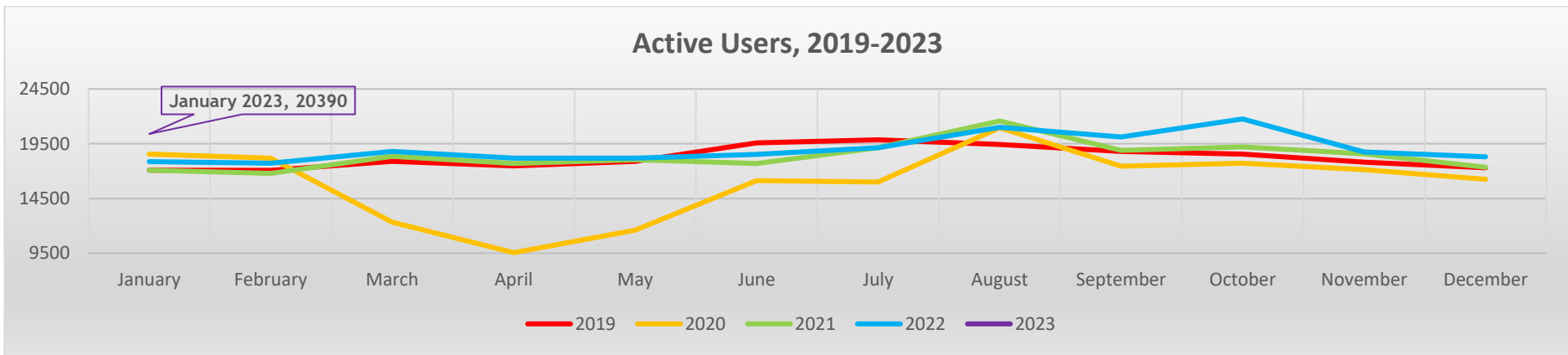


Unique users rose ~16.7% from January 2022.

# JANUARY 2023 SNAPSHOT STATISTICS

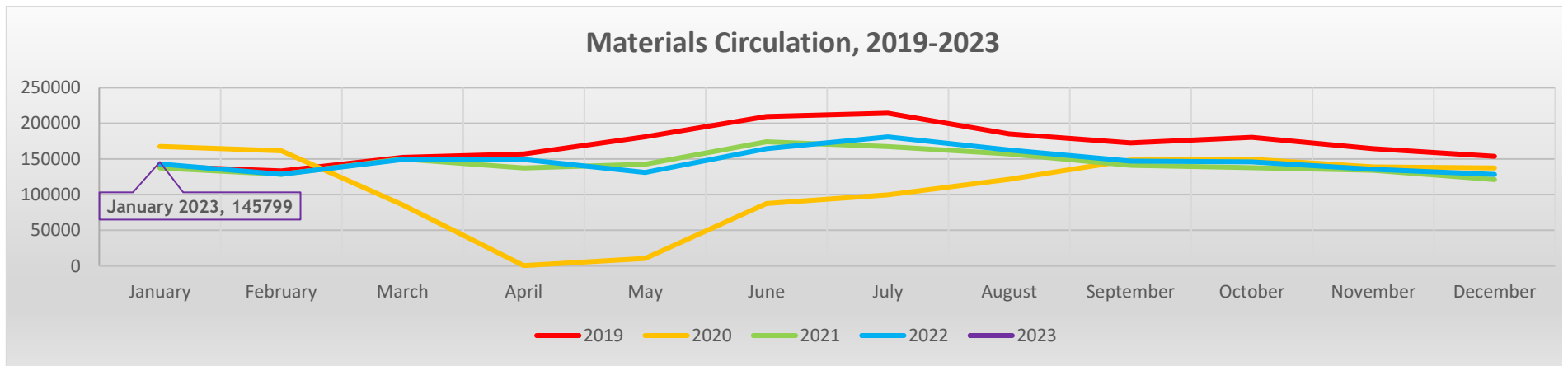


Library card registrations took a dip in March 2020 when HEPL closed its doors due to COVID-19, but online card registration was implemented through June.

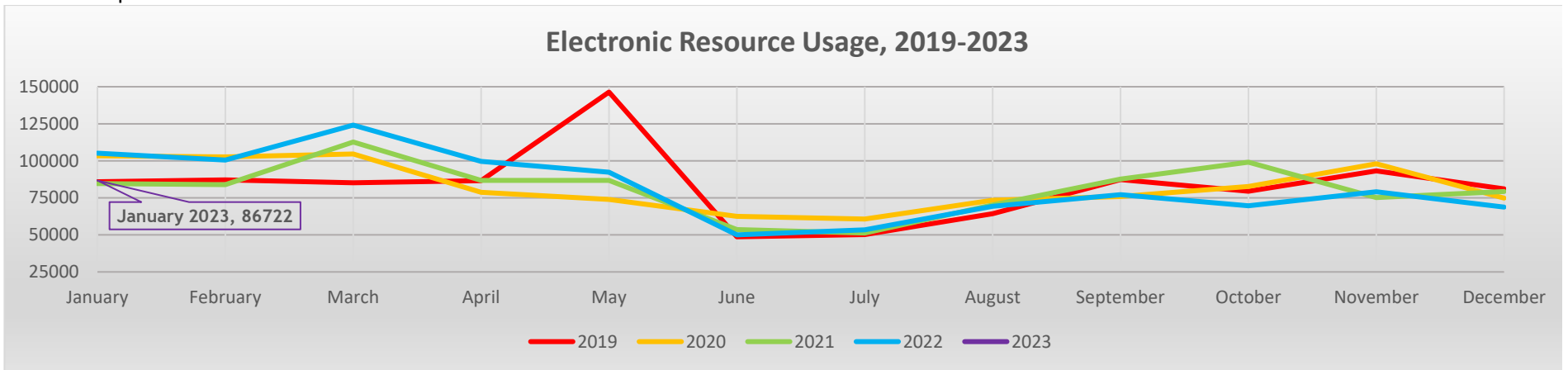


Active users began to rise in April 2019 with the implementation of automatic materials renewal. It fell to its lowest point in April 2020, when the library was closed due to COVID-19.

# JANUARY 2023 SNAPSHOT STATISTICS

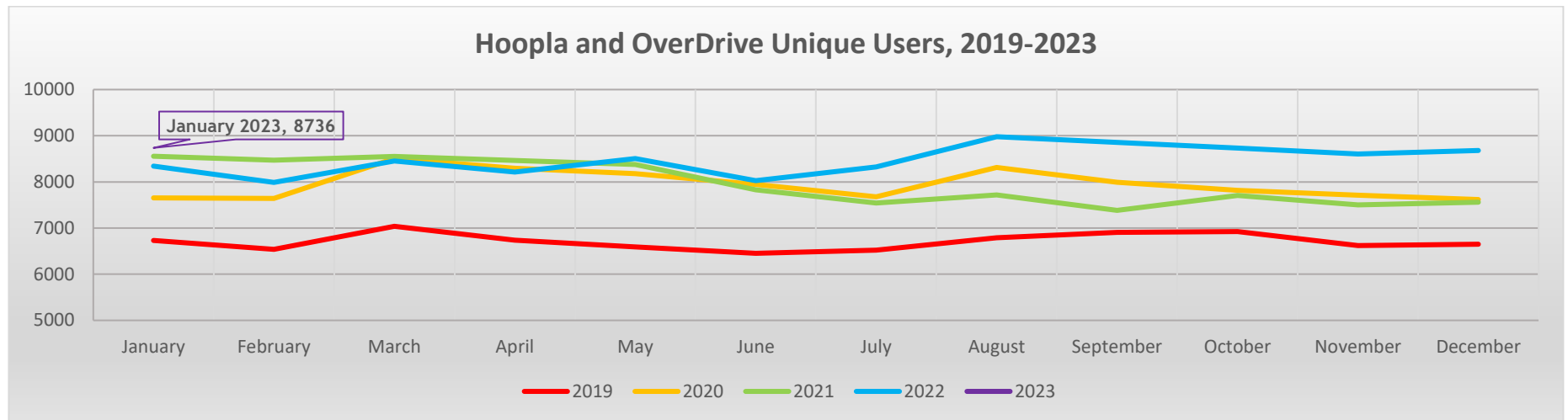


Automatic material renewals were implemented in April 2019. Circulation fell to its lowest in April 2020, right after the library closed its doors due to the COVID-19 pandemic.



In May 2019, database usage skyrocketed due to a genealogy program centered around Newspapers.com, with 60,230 monthly visits coming from that database alone.

# JANUARY 2023 SNAPSHOT STATISTICS



Hoopla and OverDrive have continued to see an increase in users.



When: Thursday mornings  
 Where: Fishers Library

- Open to school and homeschool groups/co-ops
- Must be booked 3 weeks in advance

## THE DETAILS

## THE FIELD TRIP EXPERIENCE

Pick from a curated selection of hands-on learning, literacy activities, and just plain fun activities for grades Pre-K-12. Each of these activities connect back to IDOE standards to provide an interdisciplinary experience for your group. Learn how HEPL can set your students up for success!

## PROGRAM EXAMPLE: TRAIN AS AN HONORARY LIBRARIAN

1. Working on communication skills, multi-step instructions, learning electronic equipment
2. Learning how library is organized, using basic math skills to find books and count the number of books being checked out
3. Storytelling and teaching skills through story time props

## LEARNING OBJECTIVES

## CONNECTING TO THE STANDARDS

In this program, students will take part in activities which hit IDOE Standards in Reading Literature, Math, Social Studies, and Computer Science. For more info check out the QR code!

Students will learn new vocabulary (reading literature), a brief history of libraries (social studies), as well as be given background information on various library staff positions. Then they will be shown how to check in/out materials using laptops (computer science). Utilizing communication and math skills they will be able to work with their classmates to count materials and locate specific items on the shelf (math, reading literature). Finally, students will be able to practice storytelling using props! (reading literature)

Each grade level has specific Indiana State Academic Standards that teachers must cover throughout the school year. Teachers and Homeschool co-ops are reaching out to visit the library and do activities. As these requests have come in, staff have made it a priority to create learning objectives for the library activities that connect back to those state standards making the program more attractive to local educators.

## WHY CONNECT TO THE STANDARDS?



# Hamilton East Public Library

## Request for Proposal And Mobile “Cart Hauler” Outreach Vehicle Project Specifications

Version: 1.0

Released: 10-Jan-2023

Project #: SVS00496

Prepared for: Brad Howell  
Hamilton East Public Library  
5 Municipal Drive  
Fishers, IN 46038

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*“YOUR PARTNER FOR THE ROAD AHEAD!”*

3312 W SYCAMORE STREET  
FRANKLIN, WI 53132  
262.679.9096  
VEHICLESUCCESS.COM

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## PROPOSAL INSTRUCTIONS

Prospective vendors (“vendors”) are asked to provide a competitive sealed bid/proposal based on the following specifications and supplied drawing. These specifications should be regarded as minimal and potential vendors should include within their proposal all accessories and components not specifically specified, but necessary for the completed vehicle to meet or exceed the general intent.

This single vehicle project has been developed by Specialty Vehicle Services, LLC. (“SVS”), under contract with the Hamilton East Public Library (“Library”) in Fishers, IN.

A soft PDF version of your bid/proposal shall be delivered by the deadline to:

Brad Howell – [howellb@hepl.lib.in.us](mailto:howellb@hepl.lib.in.us)

With copy to:

Michael Swendrowski – [mwendrowski@vehiclesuccess.com](mailto:mwendrowski@vehiclesuccess.com)

To be properly considered for award of this project, your proposal must be received by no later than:

**11:00am CST Friday, XXXX, XXXX**

### Items to include with proposal:

- ❑ Cost Proposal on company letterhead, signed by officer of company, including requested options pricing, proposed delivery time (in calendar days including weekends and holidays), and stated lifetime of the proposed unit.
- ❑ Detailed Exceptions/Clarifications document detailing all variations from the specifications detailed herein. The document shall also specifically accept all other RFP specifications as written unless detailed as an exception or clarification.
- ❑ Local service facility list for chassis, conversion, and all other major components.
- ❑ Extended warranty options, if available, including coverage and cost.
- ❑ A reference list of three (3) clients with delivered projects of similar complexity completed within the last three (3) years.
- ❑ Any company brochures, photos, or literature deemed beneficial in demonstrating company history and necessary experience required to successfully complete a project of this complexity.



### **Revisions**

Upon release of this RFP, all communications concerning this procurement must be directed to the library. Unauthorized contact regarding the RFP with other than Library employees may result in disqualification.

The library shall respond in writing to written communications and reserves the right, at its sole discretion, to determine appropriate and adequate responses to written comments, questions, and requests for clarification. Should any question or response require revision to the specifications as originally published, such revisions will be made in writing, by formal addendum only.

### **Award Authority**

The library and/or its representatives or agents, shall be the sole judge of the quality, construction, and suitability of the equipment, materials, and craftsmanship offered in its determination of the successful vendor.

### **Method of Award**

The successful vendor will be determined based on both cost and criteria outlined elsewhere in the solicitation as providing the greatest value to the library. The library, however, reserves the right to reject all proposals, and to waive any informality in proposals received whenever such waiver is in the best interest of Library. It also reserves the right to reject the proposal of a vendor who has previously failed to perform properly or complete on time contracts of a similar nature, or the proposal of a vendor who is not able to perform the contract.

### **Brand Names**

Any reference to a specific manufacturer or make or model of product not followed by "or equivalent" may not be substituted. The particulars listed within this specification shall be considered minimal, and the vendor is expected to increase them where necessary to meet or exceed the general intent.

### **Contract Required**

The successful vendor will be required to enter a written contract with the library, setting forth the conditions specified in this RFP, as well as other standard terms and conditions. The successful vendor shall be solely liable for compliance with all specifications contained herein.

### **Contract Alterations and Integration**

All documents including but not limited to this RFP, specifications, drawings, change orders, or other pertinent documents created by either party in the performance of this agreement shall be incorporated in the Contract between Library and the successful vendor. No alteration or variation of the terms of this Contract shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.





## **Delivery**

Proposal shall state the time required for delivery in calendar days (including weekends and holidays) and/or firm calendar date.

The completed vehicle shall be delivered to the following address:

**Hamilton East Public Library  
5 Municipal Drive  
Fishers, IN 46038**

## **Evaluation Criteria**

Library or its authorized agents may contact and evaluate the vendor's and/or subcontractor's references; contact any vendor to clarify any response; contact any current users of a vendor's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. Library or its authorized agents shall not be obligated to accept the lowest priced proposal but shall make an award in the best interests of Library. Proposals shall be evaluated to determine the offeror's overall capability to provide the goods and/or services required, the proposed delivery dates, and the associated cost for providing such goods and/or services.

## **Indemnification**

Vendor, at its own expense, shall indemnify and hold Library, its officers, employees, agents, customers, constituents, designees and assignees harmless from any loss, damage, liability or expense, on account of damage to property and injuries, including death, to all persons, arising from any occurrence caused by any act or omission of vendor, and at its expense, shall defend any suit or dispose of any claim or other proceedings brought against said indemnities on account of such damage or injury, and shall pay all expenses, including attorney's fee, and satisfy all judgments which may be incurred by or rendered against said indemnities. This obligation applies to all material under this contract, which will involve exposure to hazardous materials or items containing this material. Neither the requirements of this clause nor any act or failure to act by Library shall relieve the vendor of any responsibility or liability for the safety of Library, vendor, or subcontractor personnel or property. The vendor shall comply with applicable Federal, State, and local laws, codes, ordinances, and regulations (including the obtaining of licenses and permits) in conjunction with hazardous material.

## **Infringement**

The vendor must save, keep, hold harmless and fully indemnify the Library and its officers and employees and agents from all damages, or claims for damages, costs or expenses in law or equity that at any time arise or be set up for any infringement of patent rights, copyright or trademark on any person or persons in consequence of the use by library, or by any of its officers, employees, or agents, of articles to be supplied under this proposal, and of which the vendor is not the patentee or assignee or has not the lawful right to sell same.



## **Insurance**

The vendor shall have in force or obtain Commercial General Liability insurance, including products and completed operations coverage, and Automobile Liability insurance in the amount not less than One Million Five Hundred Thousand Dollars (\$1,500,000) per occurrence. If a general aggregate limit is used, either the general aggregate limit shall apply separately to this contract or the general aggregate limit shall be twice the required occurrence limit. The vendor's insurance coverage shall be written on an occurrence basis.

Insurance is to be placed with insurers with a current Best Rating of A:VII unless otherwise accepted by Library.

Insurance, deductibles or self-insurance retentions shall be subject to Library's approval. Original Certificates of Insurance with endorsements shall be received and approved by Library before work commences, and insurance must be in effect for the duration of the contract. The absence of insurance or a reduction of stated limits shall cause all work on the project to cease. Any delays shall not increase costs to Library or increase the duration of the project.

The library, its officers, officials, employees and volunteers are to be covered as additional insured by Endorsement CG 20 10 11 85 for Commercial General and Automobile Liability coverage.

For any claims related to this project, the vendor's insurance coverage shall be primary and any insurance or self-insurance maintained by Library, its officers, officials, employees and volunteers shall not contribute to it.

Each insurance policy required shall be endorsed that a thirty (30) day notice be given to Library in the event of cancellation or modification to the stipulated insurance coverage.

In the event the vendor employs subcontractors as part of the work covered by this Agreement, it shall be the responsibility of the vendor to ensure that all subcontractors comply with the same insurance requirements that are stated in this Agreement.

## **Payments, Discounts, Taxes, and Invoices**

The payment schedule for this contract shall be 50% down, 40% upon delivery, and 10% upon completion of loading, evaluation, and acceptance (approximately 30-days after delivery).

Vendor shall detail acceptance of these terms, proposed alternate, and/or any discounts offered in the proposal.

In connection with any discount offered, except when provision is made for testing period preceding acceptance by Library, time will be computed from the date of delivery of the unit as specified, or from the date correct invoices are received in the office specified by library if the latter date is later than the date of delivery.

The vendor shall submit invoices to library for payment of goods and services rendered. Unless otherwise specified, payments will be made in accordance with library protocol. The vendor's invoice must easily match the prices listed on their proposal and must include the vendor's social security number or federal tax ID.

The proposals to be made are **F.O.B. Fishers, IN** and shall be valid for ninety (90) days from after date of proposal opening. No "escalator" clauses or increase in bid price shall be accepted.



No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, cost of bonds, or for any other purpose will be paid by library unless expressly included and itemized in the bid.

### **Vendor and Subcontractors**

The vendor shall perform the work as an independent contractor pursuant to this agreement and supervise and direct the work, using contractor's best skill and attention. The contractor shall be solely responsible for all construction means, methods, techniques, sequences, and procedures and for coordinating all portions of the work under the contract.

Unless otherwise specifically noted, the contractor shall provide and pay for all labor, expertise, materials, freight/delivery equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for the proper execution and completion of the work.

The contractor shall always enforce strict discipline and good order among his employees and shall not employ on the work any unfit person or anyone not skilled in the task assigned to him. The contractor shall comply with all OSHA and all applicable trade-related rules and regulations.

The contractor warrants to the owner that all materials and equipment incorporated in the work will be new unless otherwise specified, and that all work will be of excellent quality, free from faults and defects and in conformance with the contract documents. All work not so conforming to these standards may be considered defective.

The contractor shall pay all sales, consumer, use and other similar taxes required by law and shall secure all permits, and licenses necessary for the execution of the work at contractor's expense.

The contractor shall give all notices and comply with all laws, ordinances, rules, regulations, and orders of any public authority bearing on the performance of the work and shall notify the library or its agent if the drawings, specifications, and provisions are at variance therewith.

The contractor shall be responsible for the acts and omissions of all contractor's employees and all sub-contractors, their agents and employees and all other persons performing any of the work under a contract with the contractor.

The contractor shall review, stamp with his approval, and submit all samples and shop drawings as directed for approval by the library or agent for conformance with the design concept and with the information given in the contract documents. The work shall be in accordance with approved samples and shop drawings.



## Vehicle Lifetime

Vendor shall officially state the design lifetime of the vehicle with his or her proposal. This is the amount of time, from the date of delivery, which the library can reasonably expect the vehicle, with routine and proper maintenance, to perform for the community before replacement is required.

## 1. GENERAL SPECIFICATIONS

### 1.1 Scope

- 1.1.1. The intent of this specification is to describe the modification of one (1) 22-foot (approximate) long Ford Transit 350 cargo van into a “cart hauler” type outreach vehicle for use by the Hamilton East Public Library (“Library”).
- 1.1.2. The completed vehicle described herein is intended to provide contemporary mobile library services to patrons of all ages in an operationally efficient manner. The unit will operate within a suburban environment in Indiana and shall be designed and equipped to safely operate in an environment of primarily flat paved roadways.
- 1.1.3. The unit will be kept inside a garage at the library when not in service.
- 1.1.4. It is the library’s utmost goal to ensure that the vehicle is well-equipped to operate efficiently and safely in this environment.
- 1.1.5. Weight loading shall be of significant concern during the conversion of this vehicle. Substantial effort has been put into the interior designs with this factor in mind. Vendor is cautioned to use the lightest materials and construction methods available that will meet all specifications as described herein and make recommendations as appropriate for lightening the static load of the conversion.
- 1.1.6. Renewable and/or recycled materials shall be used as practical during the conversion of this vehicle.
- 1.1.7. The successful vendor shall furnish all materials not specifically denoted as “customer supplied”, as well as the labor to complete the conversion of the bookmobile specified herein, as shown on the attached drawings, or as required to complete and/or exceed the general intent of these specifications.
- 1.1.8. These specifications have been developed by Specialty Vehicle Services, LLC. (“SVS”) under contract with the library.
- 1.1.9. Any reference to a specific manufacturer or make or model of product not followed by "or equivalent" or "or equal" may not be substituted. The library and/or its authorized agents shall be the sole judge of whether a manufacturer’s offerings are deemed equivalent for the purpose of this project, and all proposed “equivalent” or “equal” substitutes shall be expressly accepted prior to installation.



## 1.2. Contacts

1.2.1. All contractual correspondence shall be directed to:

**Hamilton East Public Library**  
Attn: Brad Howell  
5 Municipal Drive  
Fishers, IN 46038  
Phone: 317.770.3264  
Email: [howellb@hepl.lib.in.us](mailto:howellb@hepl.lib.in.us)

1.2.2. All technical correspondence shall be directed to:

**Specialty Vehicle Services, LLC.**  
Attn: Michael Swendrowski – President  
3312 West Sycamore Street  
Franklin, WI 53130  
Phone: 262.679.9096  
Email: [mwendrowski@vehiclesuccess.com](mailto:mwendrowski@vehiclesuccess.com)

## 1.3. Manuals and Documentation

1.3.1. The following shall be provided for each unit at the time the equipment is delivered:

- 1.3.1.1. One (1) line set/order sheet for chassis.
- 1.3.1.2. One (1) certified IN weight ticket listing front axle, rear axle and total weights.
- 1.3.1.3. Two (2) complete key sets (ignition, doors, auxiliary locks); maximum keys per set shall be four (4).
- 1.3.1.4. One (1) complete dimensional layout drawing of exterior and interior front, rear, and both sides.
- 1.3.1.5. “As built” electrical schematics accurately detailing AC and DC electrical systems installed during the upfitting.

## 1.4. New Equipment

1.4.1. Equipment shall be new (unused), and of manufacturer’s current model year production and shall comply with all applicable Federal environmental, motor vehicle, and safety regulations. The conversion shall be equipped with all features and accessories considered standard for the make and model vehicle/equipment provided as well as those specifically detailed within this specification.



## 1.5. Quality & Standards

- 1.5.1. Brand names and model numbers are used throughout this document to convey desired quality levels, with the option for equivalents. The library and/or its authorized agents shall be the sole judge of whether a manufacturer's offerings are deemed equivalent for the purpose of this project, and all proposed "equivalent" or "equal" substitutes shall be expressly accepted prior to installation.
- 1.5.2. Conversion accessories shall be built and assembled in accordance with the specifications and shall conform to the best standard practices in the industry at the time of construction. All dimensions, weight, and performance values shall be in accordance with SAE J732c and J742b, as last revised. The vendor will provide all systems integration and testing. All electronics will be installed, fully operational, and tested by the vendor. The vehicle shall be equipped with all features and accessories considered standard for the make and model vehicle/equipment provided.
- 1.5.3. All equipment and construction methods shall meet all applicable regulations of the Occupational Safety and Health Act (OSHA), Federal Motor Vehicle Safety Standards (FMVSS), Department of Transportation (DOT), National Electrical Code (NEC), Federal and State noise and pollution control restrictions, and all other applicable local, state and/or federal regulations in effect at the time of execution.
- 1.5.4. All workmanship, welding, and construction shall be in the best manner of the trade. Workmanship shall be subject to inspection and approval by the library and/or its authorized representatives.
- 1.5.5. Welding fillets shall have good penetration, good fusion, good appearance, and shall show no cracks or undercutting.

## 1.6. Guarantee

- 1.6.1. The successful vendor shall furnish a warranty stating that the equipment is suitable for the service intended in accordance with the specifications. The vendor shall also furnish the library with a minimum FULL ONE (1) YEAR BUMPER-TO-BUMPER WARRANTY and shall agree to replace and install without charge, within the warranty, any defective part, or parts not suitable for the service intended or found to be defective due to poor workmanship. The proposal will be weighted toward longer warranties and vendor is encouraged to offer, as an option, any available extended warranties with related literature and their costs. Warranty period shall start on the date the unit is put into service by the library.
- 1.6.2. All warranty work shall be completed by the vendor within a reasonable time or repaired by the vendor at the library facility. The library reserves the right to schedule and complete warranty work at a local facility of its choice if requests for resolution are not satisfied in a reasonable time frame. Vendor shall be given proper notice of such intent prior to execution and an invoice shall be forwarded to the vendor for payment.



- 1.6.3. That the Library may be assured of being able to maintain and repair equipment purchased, there shall be a local service facility with a stock of repair parts identified with the vendor's proposal.
- 1.6.4. Proposal shall list names, locations, and contact information for the nearest authorized service, parts, and warranty facilities. This list shall include facilities related to chassis, body, generator, conversion, etc.
- 1.6.5. All extended warranty options applicable to this vehicle and its components shall be listed within vendor's proposal with associated costs.

#### 1.7. Inspections

- 1.7.1. If the equipment/vehicle(s) is inspected after delivery and rejected because of deficiencies, it shall be the vendor's responsibility to make the necessary corrections and re-deliver the vehicle for inspection and acceptance. Payment and/or the commencement of a discount period (if applicable) will not be made until the defects are corrected.
- 1.7.2. Library will make every endeavor to note deficiencies. However, if a variation or an omission between the vehicle and the written specifications is discovered, the contract's written specifications will prevail.
- 1.7.3. Vehicle may be inspected at vendor's place of business at any time during the conversion process by authorized representatives of the library. The cost of these trips shall be the responsibility of the library.
- 1.7.4. Equipment/vehicle(s) will be inspected at vendor's place of business at least once before delivery by an authorized representative of SVS for workmanship, appearance, proper functioning of all equipment and systems, and conformance to all other requirements of this specification. The costs of these trip(s) shall be the responsibility of SVS. If deficiencies are detected, the vehicle may be rejected, and the vendor will be required to make the necessary repairs, adjustments, or replacements.
  - 1.7.4.1. *Dependent on the severity of inspection discrepancies and/or the vehicle is not deemed adequately complete at the time of final (pre-delivery) inspection; vendor shall be responsible for all SVS costs and fees related to a re-inspection. The library shall have the final decision regarding the need for a re-inspection.*

#### 1.8. Training

- 1.8.1. Vendor shall provide in service training and familiarization at the time of delivery. Training shall be conducted by factory-trained personnel and shall be comprehensive enough to allow library staff to operate and maintain the equipment provided with maximum safety and design efficiencies.



1.8.1.1. All trainings shall occur at the time of delivery and last a total of approximately 6 hours.

## 2. VEHICLE SPECIFICATIONS

### 2.1. Intent

2.1.1. It is the intent of the following sections to describe the type of vehicle that shall be supplied by the vendor for the outreach vehicle conversion. Accessories and construction techniques not specifically mentioned herein, but necessary to furnish a complete unit ready for immediate use shall also be included.

### 2.2. Type

2.2.1. The base vehicle shall be a 2023 or current model year Ford Transit-350 cargo RWD high roof extended van. Unit will conform to the best standard practices in the industry at the time of construction.

### 2.3. Capacities/Dimensions

|        |                          |                           |
|--------|--------------------------|---------------------------|
| 2.3.1. | Overall exterior length: | 22' (approximate)         |
| 2.3.2. | Overall exterior width:  | 81.3" (excluding mirrors) |
| 2.3.3. | Overall exterior height: | 109.4"                    |
| 2.3.4. | Interior length:         | 172.2" (load space)       |
| 2.3.5. | Interior height:         | 81.5"                     |
| 2.3.6. | Wheelbase:               | 148.0"                    |
| 2.3.7. | GVWR:                    | 10,360 lbs.               |

### 2.4. Base Vehicle

2.4.1. Ford Transit-350 cargo RWD high roof extended van (EL 350 HD DRW)

#### 2.4.1.1. Vehicle features

- 2.4.1.1.1. 3.5L EcoBoost V6 engine
- 2.4.1.1.2. 6-speed automatic transmission with overdrive and selectshift
- 2.4.1.1.3. 3.73 ratio regular rear axle
- 2.4.1.1.4. Side wind stabilization
- 2.4.1.1.5. Heavy-duty alternator
- 2.4.1.1.6. Auxiliary fuel port
- 2.4.1.1.7. Dual heavy-duty batteries
- 2.4.1.1.8. Front seats, charcoal vinyl





- 2.4.1.1.9. Driver and passenger side air bags and side curtain air bag safety systems
- 2.4.1.1.10. 25-gallon fuel tank with cap-less fuel fill
- 2.4.1.1.11. Power rack and pinion steering
- 2.4.1.1.12. Tilt and telescoping 4-spoke steering wheel
- 2.4.1.1.13. Front suspension, independent MacPherson-strut with stabilizer bar
- 2.4.1.1.14. Rear suspension, leaf springs with heavy-duty gas shock absorbers
- 2.4.1.1.15. AdvanceTrac stability control with roll stability
- 2.4.1.1.16. 195/75R16 black side wall, all-season tires
- 2.4.1.1.17. 16-inch forged alloy wheels
- 2.4.1.1.18. Spare tire and wheel with 4-ton jack
- 2.4.1.1.19. Black rear bumper molded-in-color without integral step
- 2.4.1.1.20. Rear doors 50/50 hinged, 237-degree opening
- 2.4.1.1.21. Black grille with black surround
- 2.4.1.1.22. Halogen headlamps with black trim
- 2.4.1.1.23. Windshield wipers, variable interval intermittent
- 2.4.1.1.24. Short arm power folding heated mirrors with turn signals
- 2.4.1.1.25. Roof marker lamps, rear
- 2.4.1.1.26. Front and rear auxiliary air conditioning and heat
- 2.4.1.1.27. AM/FM/Bluetooth stereo with 2 speakers
- 2.4.1.1.28. Airbag cut-off switch, passenger side
- 2.4.1.1.29. Center stack console with integrated shifter
- 2.4.1.1.30. Front overhead console
- 2.4.1.1.31. Vinyl floor covering (front only)
- 2.4.1.1.32. Locking glove box
- 2.4.1.1.33. Inside rear-view mirror
- 2.4.1.1.34. Tachometer, fuel level and coolant temperature instrumentation
- 2.4.1.1.35. Interior lighting, front dome lamp with map lights and theater dimming, 30-minute accessory delay
- 2.4.1.1.36. Back plastic stepwell trim
- 2.4.1.1.37. Vinyl trimmed sun visors
- 2.4.1.1.38. Dual-note electric horn



- 2.4.1.1.39. 4-wheel anti-lock disc brakes
- 2.4.1.1.40. Center high mount stop lamp
- 2.4.1.1.41. Tire pressure monitoring system
- 2.4.1.1.42. Door locks, auto-locking drive away with crash unlocking
- 2.4.1.1.43. Power windows with remote keyless entry and 2 extra keys
- 2.4.1.1.44. Cruise control with message center
- 2.4.1.1.45. Back-up alarm
- 2.4.1.1.46. Securilock passive anti-theft system with engine immobilizer
- 2.4.1.1.47. Reverse sensing system
- 2.4.1.1.48. Fixed rear door glass with defrost
- 2.4.1.1.49. Front fog lamps integrated into front fascia
- 2.4.1.1.50. Running boards (covers the B-C pillar passenger side)
- 2.4.1.1.51. Cruise control with adjustable speed limiting device
- 2.4.1.1.52. Passenger side B-pillar assist handle
- 2.4.1.1.53. D-pillar assist handles
- 2.4.1.1.54. Illuminated sun visors
- 2.4.1.1.55. Full rear compartment lighting
- 2.4.1.1.56. Front overhead shelf
- 2.4.1.1.57. 6 speakers; 4 front and 2 rear
- 2.4.1.1.58. Dual AGM batteries (70 Ah/each)
- 2.4.1.1.59. Perimeter alarm
- 2.4.1.1.60. 360-degree camera system with split view including reverse sensing system and honeycomb mesh grill with chrome surround
- 2.4.1.1.61. Integrated factory navigation/route guidance system
- 2.4.1.1.62. Front and rear proximity sensors
- 2.4.1.1.63. Front license plate bracket
- 2.4.1.1.64. Daytime running lights
- 2.4.1.1.65. Interior color: Ebony
- 2.4.1.1.66. Exterior color: Chosen pre-order by library from OEM manufacturer's selections



### 3. VAN CONVERSION SPECIFICATIONS

#### 3.1. Exterior

- 3.1.1. Two (2) 14" x 22" single dome translucent white acrylic skylights shall be installed with white PVC interior trim.
  - 3.1.1.1. Skylights and installation shall be consistent with the intended lifecycle of this vehicle.
- 3.1.2. Vehicle shall have a "heavy" level vinyl graphics package in addition to the base paint. Vendor shall indicate organization or persons that the library will work with in the development of this graphics scheme.
  - 3.1.2.1. Vendor shall include a \$10,000 allowance for the development, printing, and installation of this graphics package within their proposal.
  - 3.1.2.2. The library shall approve the final design prior to printing and installation.
- 3.1.3. Vehicle underbody shall be fully undercoated with rubberized spray to provide additional sound resonance dampening and underbody insulation protection.

#### 3.2. Interior

- 3.2.1. The outreach vehicle interior shall be designed to accommodate a collection of approximately 2,000 items, which includes but is not limited to: books of various sizes, DVDs, CDs, books on disc, oversized materials of odd shapes, magazines, etc.
- 3.2.2. The outreach vehicle interior shall also be designed to support the library's technology and information services.
- 3.2.3. Completed unit shall utilize environmentally conscious "green" elements wherever practical, including, but not limited to recycled and/or sustainable construction materials and low VOC finishes.
- 3.2.4. Weight loading is a significant concern during the conversion of this vehicle for efficiency reasons. Substantial effort has been put into the interior design with this factor in mind. Vendor is cautioned to use the lightest materials available that will meet all specifications as described herein and make recommendations as appropriate for lightening the static load of the conversion.
- 3.2.5. One (1) full height composite safety partition shall be installed behind the driver and passenger seats.
  - 3.2.5.1. Partition shall be installed per manufacturer's instructions.
- 3.2.6. Vehicle ceiling shall be left unfinished
- 3.2.7. Vehicle walls shall be left unfinished.



- 3.2.8. Vehicle floor shall be sub-floored with lightweight 3/8" furniture grade plywood or equivalent to provide a smooth and durable sub-surface.
- 3.2.9. Commercial quality vinyl floor covering shall be installed.
  - 3.2.9.1. Sub-flooring shall be properly prepared prior to installation of the floor covering.
  - 3.2.9.2. Covering shall be installed in a manner consistent with the manufacturer's recommendations.
  - 3.2.9.3. Any flooring remnants remaining from the installation shall be shipped loose with the completed vehicle.
  - 3.2.9.4. Exact color and/or style are subject to approval by the library, based on vendor's offerings.
- 3.2.10. Two (2) 12' long, heavy-duty flanged "O" type, aircraft style tie-down tracks shall be installed flush into the flooring for securing additional cargo.
  - 3.2.10.1. These tracks shall be securely mounted to the vehicle floor and generally flush with the finished floor height.
  - 3.2.10.2. Sixteen (16) single stud fittings with round ring shall be provided
  - 3.2.10.3. Eight (8) sets of appropriately rated, over center or ratchet style straps shall be provided to work with the tie-down tracks.
- 3.2.11. Acore Shelving & Products, Inc. aluminum shelving system shall be supplied and installed. Shelving components shall be powder coated after assembly where possible using coatings containing no lead or lead products. All components shall be constructed from superior grade lightweight materials and be built to withstand the unique stresses imposed by a mobile environment. The shelving layout shall be designed to accommodate approximately 2,000 items, which includes but is not limited to: books of various sizes, DVDs, CDs, videos, books on CD, oversized materials of odd shapes, magazines, etc. All shelving running along the sidewalls of the vehicle shall tilt back 15 degrees. Shelving is anticipated to be a combination of 7" and 9" depths, with additional components described herein.
  - 3.2.11.1. The carts and shelving within the interior must be rapidly changeable to meet Library needs. All efforts shall be made by the vendor in the construction of these vehicles, as applicable, to assist in this goal.
  - 3.2.11.2. System shall utilize nine (9) slotted shelf uprights, place on 36" centers. The uprights shall be mounted vertically to the side walls up to approximately 30" high, and angled inward approximately 8° above that, to an approximate height of 66" measured from the vehicle floor.
  - 3.2.11.3. This configuration has been designed by SVS in conjunction with Acore to maximize the aisle width of the completed vehicle. All efforts shall be made to retain the "wide aisle" design intent during construction of these vehicles.
  - 3.2.11.4. Uprights shall be firmly attached directly to the vehicle side wall sub-structure in a manner suitable to withstand the stress and forces unique to



a mobile environment, including, but not limited to back plate fastening of the uppermost area of the uprights.

- 3.2.11.5. The areas between the uprights shall be finished as detailed. The design of the upright mounting and sidewall finish integration shall be subject to Library approval prior to installation.
- 3.2.11.6. The complete Acore/SVS modular system is expected to include the following components:
  - 3.2.11.6.1. Nine (9) Acore slotted shelf uprights, specially modified to maximize van wall curvature.
  - 3.2.11.6.2. Five (5) Acore single sided van “wall hugger” carts, specially modified to fit completely between the uprights
  - 3.2.11.6.3. Five (5) Acore “Wall Security Units”, to allow locking of wall hugger carts to the upright system.
  - 3.2.11.6.4. Four (4) Acore AB9, 9” wall shelves.
  - 3.2.11.6.5. Twenty-one (21) Acore AB7(8°), 7” wall shelves, specially modified to accommodate the inward slanting upper uprights.
- 3.2.11.7. Vehicle shall be configured as depicted in the finalized drawing upon delivery. Any remaining components (extras) of this system shall be shipped loose with each vehicle.
- 3.2.11.8. Final configuration of the interior shelving and cabinetry shall be subject to approval of the library prior to installation.
- 3.2.11.9. Shelving installation shall provide a **minimum 42” aisle width**.
- 3.2.11.10. Acore Shelving & Products, Inc. has been heavily involved in the development of this specialty system. Vendors are urged to contact the following for additional information and/or pricing:

**Acore Shelving & Products**  
Attn: Don Thompson, Sr. - Owner  
1460 N.E. State Road 16  
Starke, FL 32091  
Phone: 904.964.4320  
Email: [acore@atlantic.net](mailto:acore@atlantic.net)  
Web: [www.acoreshelving.com](http://www.acoreshelving.com)

### 3.3. Electrical System – DC/Other

- 3.3.1. Shall be a 12-volt, negative ground type system designed to provide and distribute electrical power at a level of performance that meets the requirements of all components and/or accessories utilizing such power throughout the vehicle.



- 3.3.1.1. Design emphasis of system furnished shall be on both reliability and serviceability. System furnished shall be a modular type design, modular being defined as a system where major power train, chassis, body component assemblies, including lighting, wiring and switch harnesses, and heater harnesses are easily separable for purposes of repair or replacement, using either simple hand tool or automotive type plug-in connectors. Special emphasis shall be made on accessibility to all wiring harnesses in all locations. Wiring shall not be rendered un-accessible behind permanently installed panels or appointments.
- 3.3.1.2. The power source for all electrical equipment furnished shall be taken from a single point on the power train specifically designed for this purpose.
- 3.3.1.3. The main ground wire grounding the body to the chassis shall be minimum 8-gauge size; all ground wires furnished for insulated-return type systems shall be equal in size to the feed wire in the respective circuit. Redundant grounds shall be used if required to attain a satisfactory level of system performance desired. For maximum system reliability, all serrated eyelets and screws or bolts utilized at points of ground shall be either coated or plated with an electrically conductive type material to improve their resistance to corrosion.
- 3.3.1.4. All electromagnetic type switches, relays and solenoids furnished shall be suppressed to protect the entire electrical system from major damage from the large negative voltage spikes these devices can produce.
- 3.3.1.5. All auxiliary electrical circuits shall be safety protected from current overloading by heavy-duty automotive circuit breakers, each properly capacity sized to the circuit they serve, and located as close as practical to the battery. A master circuit breaker, minimum 150-amp shall also be furnished.
- 3.3.1.6. All terminals and connectors furnished shall be designed and approved by their manufacturer for heavy-duty automotive vocational application; material shall be a corrosion-resistant type. To eliminate disconnects; all terminals furnished shall incorporate a positive locking, seated type design to assure terminal position. Socket (female side of connectors shall be wired to electrical source side of circuit and plug (male) side of connector shall be wired to electrical load side of the circuit to help prevent a short circuit when disconnected. All connections made on the vehicle underbody shall be adequately protected against moisture and corrosion with dielectric grease, heat shrink tubing, or other similar techniques.
- 3.3.1.7. All insulated cable furnished shall comply with SAE Standards J1127 and J1128. All wiring furnished in the engine compartment area, where extreme heat and fire are of concern, shall be multi-stranded, low voltage insulated automotive type cross-linked polyethylene fire-retardant SAE approved SXL type. All wiring furnished in the body portion of the coach shall be multi-stranded, low voltage insulated automotive type; either SAE approved SXL or GXL types are acceptable. All wiring in each circuit shall be of sufficient



size, and with 125% capacity rating of anticipated load to transmit the electrical current load of the circuit. Sizing shall consider the length of the circuit and the voltage drop occurring in the circuit. Voltage at the load shall be +/- 5% of rated voltage when measured in a normal operating state.

- 3.3.1.8. All wiring shall be routed meeting the following minimum requirements:
  - 3.3.1.8.1. No contact with sharp or puncturing edges.
  - 3.3.1.8.2. No tension or strain between fixed points.
  - 3.3.1.8.3. Adequate and safe clearance of moving parts.
  - 3.3.1.8.4. 5-inch clearance from radiant heat sources.
  - 3.3.1.8.5. Adequately secured to prevent pinching.
  - 3.3.1.8.6. Wiring to be color-coded and numbered, grease-, oil- and moisture-resistant and securely fastened.
- 3.3.1.9. All wiring furnished shall be routed in protective harnesses, either woven vinyl or corrugated vinyl or nylon types acceptable. When harnesses go through metal structure, rubber grommets shall be used to further protect the integrity of the harnesses.
- 3.3.2. A 12VDC, LED main cabin lighting system shall be installed to provide interior lighting meeting library minimum stack ratings.
  - 3.3.2.1. Lighting fixtures shall be switched at the vehicle dash using a labeled illuminated switch.
  - 3.3.2.2. Lighting level should be 6 foot-candles (ft-c) minimum measured on the stack face (vertically) at a height of 12", and 35 ft-c maximum at any height to achieve no more than a 6-to-1 maximum-to-minimum ratio across the entire stack face.
  - 3.3.2.3. Light output temperature shall be a "warm" white between 2400K – 3300K.
  - 3.3.2.4. Lighting system fixtures and/or design shall be approved by the library prior to installation.
- 3.3.3. Two (2) Fan-tastic Vent 3350, 3-speed 12VDC reversible powered roof vents shall be installed in the vehicle roof. Units shall feature a built-in thermostat and rain sensor.
- 3.3.4. One (1) Tommy Gate Cantilever series, lightweight, hydraulic lift shall be supplied and installed outside the rear doors.
  - 3.3.4.1. System shall be powered by the (optional) auxiliary batteries (if selected).
  - 3.3.4.2. System shall be rated for 1,300lbs. and, include a pendant style control.
  - 3.3.4.3. System shall include all safety interlocks available for this system.
  - 3.3.4.4. System shall include a labeled, illuminated on/off switch mounted in the dash.



- 3.3.5. One (1) Cradlepoint IBR900 series or equivalent, wireless LTE advanced ruggedized modem shall be provided.
  - 3.3.5.1. Modem shall be powered by the auxiliary 12VDC system.
  - 3.3.5.2. Modem shall support LTE advanced 600Mbps and DC-HSPA with SIM-based auto-carrier selection, and have the ability to easily add a second modem at a later time to increase bandwidth or network redundancy as necessary
  - 3.3.5.3. Modem shall include 802.11 a/b/g/n/ac wave 2 MU-MIMO WiFi to provide a hotspot in and around the vehicle.
  - 3.3.5.4. Modem shall include the ability to configure a virtual private network (VPN).
  - 3.3.5.5. Modem shall include two (2) Cradlepoint 170654-000 or equivalent 5-in-1 GPS, modem & WiFi antennas, mounted to the exterior roof of the vehicle; one (1) for the primary modem and one (1) for future expansion.
  - 3.3.5.6. Installation shall include one (1) CAT6 10/100 Mbps RJ-45 hardwire run to the staff desk.
  - 3.3.5.7. Installation shall include a labeled, illuminated on/off switch mounted in the dash.

#### 3.4. Miscellaneous Components

- 3.4.1. One (1) battery-operated Carbon Monoxide (CO) detector shall be installed on the interior ceiling.
- 3.4.2. One (1) battery-operated smoke detector shall be installed on the interior ceiling.
- 3.4.3. One (1) 5 lb. ABC fire extinguisher shall be installed within the completed vehicle.
- 3.4.4. One (1) WA State DOT approved first aid kit shall be supplied and installed within the completed vehicle.
- 3.4.5. One (1) set of three (3) red emergency reflective triangles with dedicated ABS plastic enclosure shall be provided and installed.
- 3.4.6. One (1) "vehicle height" tag shall be applied in the dash area to indicate overall vehicle height.

#### 4. **OPTIONS** (please quote these items separately)

##### 4.1. AC electrical system

- 4.1.1. System shall be a 120-volt rated, single-phase type system designed to provide and distribute electrical power at a level of performance that meets the requirements of all components and/or accessories utilizing such power throughout the vehicle.





- 4.1.1.1. System furnished shall be designed and installed to meet all requirements of the National Electrical Code (NEC), with all system components, accessories, plugs, receptacles, switches and circuit breakers being Underwriter's Laboratories (UL) listed and approved.
- 4.1.1.2. System furnished shall also meet any and all applicable state code requirements and regulations pertaining to the design and installation of AC electrical systems.
- 4.1.2. All AC wiring shall be installed using multi-stranded, multi-conductor flexible armored or boat rated cable; 600 volt rated, UL approved or equivalent. All wire shall be color-coded and grounded throughout the system. Aluminum wire is not acceptable due to its history of involvement in electrical system fires. Since the body and chassis of a motor vehicle is constantly flexing in torsion when in use, fixed type conduit is not acceptable due to the long-term potential electrical shorting and the resulting potential of fire hazard.
  - 4.1.2.1. Wiring and harnesses shall be installed in easily accessible locations to aid long-term serviceability and maintain a minimum 2" air-insulated clearance from parallel low-voltage wiring harnesses per NEMA standards.
  - 4.1.2.2. All wiring shall be sized using NEMA ratings to 125% of anticipated load.
- 4.1.3. One (1) 120VAC, 15A shore power inlet shall be provided on the driver's side of the vehicle.
- 4.1.4. A minimum of six (6) 15A-rated, UL listed, NEMA 5-15, three-hole grounded duplex receptacles shall be furnished inside the vehicle for general and specific uses.
- 4.1.5. Two (2) group 31 deep-cycle 6V batteries shall be provided as an auxiliary battery bank for stationary 12VDC component power.
  - 4.1.5.1. Batteries shall be cabled to provide a 12VDC reference.
  - 4.1.5.2. Battery shall recharge from the OEM charge system.
    - 4.1.5.2.1. One (1) Sure Power 1314-200 smart battery separator shall allow the auxiliary battery to automatically charge from the chassis batteries once they are fully charged but separate the two (2) battery systems when a charging source is not available.
    - 4.1.5.2.2. Battery connection cables associated with this system shall be protected on both sides with a 150A minimum, high amp, resettable circuit breaker.
  - 4.1.5.3. Battery system shall include a "master" switch located on the dash. This switch should control power to all added accessories apart from component memories.
- 4.1.6. One Xantrex Freedom XC 1000 or equivalent, 1,000-watt, true sine wave, 120VAC inverter/charger shall be installed.
  - 4.1.6.1. Inverter/charger shall be installed per manufacturer instructions
  - 4.1.6.2. Unit shall be powered by the auxiliary batteries



4.1.6.3. Unit shall be controlled by via Bluetooth app

#### 4.2. Awning

4.2.1. One (1) ten foot (10') long Dometic 9100 Weatherpro or equivalent 12VDC power awning shall be installed on the curbside of the vehicle.

4.2.1.1. Awning shall include a wind sensor to close the awning when it detects high sustained winds.

4.2.1.2. Awning shall include a hard-wired switch mounted high inside and above the sliding door, as well as a hand-held wireless remote control.

4.2.1.3. Color of awning shall be chosen post-award by the library from manufacturer's standard selections.

#### 4.3. Exterior speakers

4.3.1. Two (2) exterior speakers shall be added to the curb side of the vehicle.

4.3.1.1. Speakers shall be weatherproof and connected to the dash radio with separate volume controls.

4.3.1.2. Speakers shall include a wireless public address microphone system.

#### 4.4. Rear cabinets

4.4.1. Two (2) storage cabinets shall be fabricated and installed in the rear corners of the interior per preliminary drawing.

4.4.1.1. Cabinets shall constructed of plywood and covered in automotive carpet complimenting the interior

4.4.1.2. Cabinets shall be accessed (only) from the rear when the rear doors are open.

4.4.1.3. Cabinets shall have three (3) shelves each, with cargo retaining lips on each shelf.

#### 4.5. Exterior lighting

4.5.1. Four (4) Whelen 600 series or equivalent, LED weatherproof "scene" lights shall be installed: two (2) on the exterior curbside, and two (2) on the exterior rear.

4.5.1.1. Lights shall be controlled by two (2) switches in the driver's area.

4.5.1.2. Rear mounted lights shall also be engaged by putting the vehicle in reverse.

-----END OF SPECIFICATIONS-----

## **VOLUNTEER ON A REQUEST FOR RECONSIDERATION COMMITTEE:**

Hamilton East Public Library seeks volunteers who would be willing to serve on committees performing Request for Reconsideration reviews of library materials as described in the library's [Collection Development Policy](#).

Patrons may object to library resources that they find offensive or inappropriate, and any cardholder or resident has the right to request that material in the Library's collection be reconsidered.

When these requests are submitted, library staff conduct a review of the resource and issue a decision. If the person submitting this request is not satisfied by this response, they may choose to appeal the decision. The volunteers we are seeking would, along with a library board member and a library staff member, be responsible for carrying out this additional review.

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