



HAMILTON EAST PUBLIC LIBRARY

LIBRARY BOARD OF TRUSTEES MEETING AGENDA

Thursday April 27, 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 4/27/23 at hepl.lib.in.us/library-board-of-trustees/

Board Members present or absent:

Alerding ____, Beckwith ____, Ditlevson ____, Maddalone ____, Miksha ____, Payne ____, Siebe ____

Visitors:

Contractors: Crandley ____, German ____, Greisl ____, McCurdy ____, Others:

Staff: Waterman ____, Lorton ____, Helling ____, Gropp ____

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

II. APPROVAL OF AGENDA

III. COLLECTION DEVELOPMENT POLICY REVISION

Motion: Second: Aye: Nay: Abstain:

IV. TEAM HEPL SPOTLIGHT

V. COMMENTS FROM THE PUBLIC

VI. CONSENT AGENDA

A. Minutes of the Regular Meeting of March 23, 2023

B. Minutes of the Executive Session of March 23, 2023

C. Surplus Report

D. Personnel Approvals

a. Zoe Smith (Shelving Page-Fishers) started 3/20

b. Emily Perry (Shelving Page-Fishers) last day 3/24

c. Dana Dickey (Access Services Assistant) started 4/10

d. Xavier Searle (Access Services Assistant) started 4/10

e. Kathryn Lorton (Deputy Director/Chief Operating Officer) last day 3/28

VII. ITEMS REMOVED FROM CONSENT AGENDA

Motion: Second: Aye: Nay: Abstain:

VIII. CLAIMS AND WARRANTS

Motion: Second: Aye: Nay: Abstain:

IX. OUTREACH VEHICLE RFP APPROVAL—BRAD HOWELL

Motion: Second: Aye: Nay: Abstain:

X. CRDC EXHIBITS VENDOR RECOMMENDATION—KATELYN COYNE

Motion: Second: Aye: Nay: Abstain:

XI. AER COMPUTER REPLACEMENTS

Motion: Second: Aye: Nay: Abstain:

XII. BYLAWS DISCUSSION

XIII. RENOVATION PROJECTS UPDATE - KEVIN MCCURDY

XIV. DIRECTOR'S REPORT

A. Every Child Ready to Read (ECRR) presentation

XV. OTHER OLD OR NEW BUSINESS

A. Options for Parenting/Family Resource Collections (CDP ORP Addendum B)

XVI. ADJOURNMENT

Motion:

COLLECTION DEVELOPMENT POLICY

~~The Hamilton East Public Library~~ Board of Trustees of the Hamilton East Public Library (the "Board"), the governing body of the Hamilton East Public Library, Hamilton County, Indiana (the "Library" or "HEPL") establishes policy for the selection and maintenance of library collections. The Board ~~of Trustees of Hamilton East Public Library~~ recognizes that within our communities there are groups and individuals with diverse interests, backgrounds, and needs and that the Library exists to serve all ~~the people residents~~ within our service area and those with HEPL library cards ("patrons").

Access to information is a fundamental right of citizenship with that right guaranteed to adults and to children, protected by the First Amendment of the United States Constitution, and parents are the ultimate decision-makers for children and patrons under 18 years of age. It is the responsibility of parents and/or guardians to monitor and guide their own children in the use of Library collections. No ~~Library-library~~ materials which meet HEPL's selection criteria shall be excluded because of the origin, background, or views of those contributing to its creation. The Library will develop a broad collection that meets the community's needs for information, education, and entertainment in a variety of formats. The Library will be responsive to public suggestions of items and subjects to be included in the Library collection.

ROLE OF PARENTS

Parents should be aware that children have access to all materials in the Library. Library staff do not monitor or censor the reading selections of children. It is the responsibility of the parent to monitor their child's access to materials while in the ~~libraryLibrary~~. We encourage parents to accompany minor children while at the ~~libraryLibrary~~.

Parents or legal guardians have the right and responsibility to determine what is appropriate for their own children. The Library relies on parents to be involved with their child's use of the ~~libraryLibrary~~ and to guide their child's selection of library materials in keeping with their family values.

The Board ~~of Trustees~~ affirms that parents and legal guardians know what is best for their own families. Parental involvement is highly encouraged in the selection of all library content for minors of any age.

SELECTION PHILOSOPHY

Materials are selected to support the HEPL mission to be our community's essential connector of people to information. The Board ~~of Trustees~~, the Library Director, and the HEPL ~~Staff staff~~ strive to ensure that library collections represent broad community values and standards through the following strategies:

- Library staff work to develop broad collections that meet the expressed and

anticipated needs and interests of the communities we serve while also building collections that will be of enduring value.

- Library collections include materials in which all members of the community may see themselves, and we work to ensure that there is something for everyone in our collections.
- For children and teens, the [Library Library](#) will work to ensure that collections are age appropriate in topic and placement of materials. [The criteria for making these placements are discussed below.](#) Patrons should understand some children's books may reside in the general collection and may not be found in children's areas. All titles can be found in the HEPL online catalog.
- The Library encourages opportunities for direct feedback from the community regarding our collections.

We base much of our selection on a wide variety of review sources because we believe that reviews provide the best way to evaluate the quality of an item. However, we broaden the collection by seeking out additional titles in areas that are not well covered by review media and by responding to requests from patrons and staff.

While the above philosophy informs acquisition and collection maintenance for all HEPL collections, certain areas have additional guiding criteria as outlined below:

- The TeenZone collection includes materials published for middle and high school students. The collection is leveled into distinct Middle School (6th-8th grades) and High School (9th-12th grades) collections to attempt as much as possible to address the unique emotional, intellectual, and social maturity of middle and high school age adolescents. All general selection criteria apply, with additional weight given to titles that appear on school reading lists and works that reflect diverse views on age-relevant topics. In recognition of the development and varied educational pursuits of high school students, nonfiction resources for this audience are interfiled with the [Library's Library's](#) general nonfiction collections.
- The Indiana Room provides current and archival materials that focus on Hamilton County and Indiana history. Materials by national and local authors, as well as research materials and databases, are included.
- Ignite Studio strives to be responsive to makers' needs and curiosities. Formal requests for additional tools, materials, and equipment can be placed in Ignite Studio by completing a visitor feedback card or submitting comments via our website. Staff will track and respond to requests as appropriate.
- Online databases, eBooks, and other digital resources are provided by HEPL to broaden patrons' access to information. In cases where individual titles are selected by HEPL, the same selection criteria used in the acquisition of print materials apply to online materials. In other cases, the [Library Library](#) provides subscription access to a collection or database curated by a third-party vendor. The labeling and organization of online collections are largely determined by vendors.

- Material in the Juvenile/Youth, Middle School, and High School sections should be age appropriate. Age appropriateness considerations include nudity, alcohol and drug use, [repeated use of profanity](#), [depictions or incitement to violence](#), and sexual content. Material containing pictorial depictions of nudity involving lewd exhibition of the genitals, nudity involving genitals in an aroused state, sexual conduct (including masturbation, vaginal sex, oral sex, anal sex, oral-anal sex, the use of sex toys, ejaculation, or sadomasochistic abuse) will not be shelved in the Juvenile/Youth, Middle School, or High School sections. Written material containing explicit descriptions of sexual conduct (including masturbation, vaginal sex, oral sex, anal sex, oral-anal sex, the use of sex toys, ejaculation, and sadomasochistic abuse) will not be shelved in the Juvenile/Youth, Middle School, and High School sections. [“Profanity” under this policy means repeated use of terms that are “grossly offensive” as defined by the Federal Communication Commission for purposes of broadcast television which can be found online at <https://www.fcc.gov/consumers/guides/obscene-indecent-and-profane-broadcasts>. A non-exhaustive list of words and phrases that violate this standard \(including their derivatives\) is attached as Appendix A to this policy.](#) [“Violence” under this policy means purposeful conduct that injures the body or property of another in a manner that would be a crime under Indiana law or the incitement of another to engage in purposeful conduct that injures the person or property of another in a manner that would be a crime under Indiana law. A non-exhaustive list of criminal acts that would violate this standard is attached as Appendix B.](#)

SELECTION CRITERIA

The following selection criteria inform acquisition decisions. They are intended to be inclusive rather than exclusive and are deliberately flexible. Each title is evaluated against these factors (either individually or in combination) before deciding to purchase or decline. The nine basic Selection Criteria are:

- Current and anticipated needs and interests of the public
- Evaluations in review media by a balance of viewpoints
- Accuracy and timeliness of content
- Author’s, artist’s, or publisher’s qualifications and/or reputation
- Contribution to diversity or breadth of collections
- Presentation of unique or controversial points of view
- Receipt of or nominations for major awards or prizes
- Quality of production
- Price

Current and anticipated needs and interests of the public

We strive to have the materials patrons want when they want them. This includes bestsellers, information on timely topics, and specific local interest. Materials judged to be too specialized or in low demand can be requested through interlibrary loan.

Evaluations in review media

Peer reviews in industry standard journals and the popular press bring titles to our attention and help us assess how well an item may serve our communities. The list of sources used for reviewing a book will be made available to the public and board upon request.

Accuracy and timeliness of content

We are committed to providing accurate, current information to our patrons. We rely on reviews, publisher's and/or author's reputation (balanced from a variety of sources), and in some cases staff review with final approval by the Library Director, to assess accuracy and currency of materials added to the collection.

Author's, artist's, or publisher's qualifications and/or reputation

With few exceptions, works by bestselling and well-known authors, directors, or musicians are selected. Purchase of self-published works or those from small presses will require that the item make a strong contribution in another way, such as an out-of-print classic, continuation of a series, award winner, or special title, such as for the Indiana Room collection.

The Library does not consider author solicitations for the purchase of new materials; however, it will accept donations. Donated books are subject to usual evaluation procedures, and a selector or selection committee will decide how the item best serves the collection. Donating a book does not guarantee inclusion in the Library's collection. Once an item is donated to the Library, it becomes Library property for the Library to use as the collection team sees fit. Financial donations to HEPL for collection development will neither entitle the donor to direct the purchase of specific materials or titles nor guarantee the inclusion of items in the ~~library~~-Library's collection.

Contribution to diversity or breadth of collections

We work to have broad cultural and subject coverage. The breadth and depth of the collection will reflect the interests of our diverse and ever-changing community. In order to provide a broad collection, we may choose to limit the number of titles within one subject area.

Presentation of unique or controversial points of view

We provide materials that support diversity of thinking and connect our patrons to information from many points of view.

Receipt of or nominations for major awards or prizes

We consider regional and national awards in all formats. These titles connect our patrons to the greater literary and informational communities. In the case of some state awards, we provide copies of all nominees.

Quality of production

The physical or technical caliber of illustrations, covers, bindings, recording, printing,

or packaging will be a factor in deciding to purchase or decline. Also, such illustrations may impact the placement of items due to explicit depiction of sexual intercourse or genitalia.

Price

In combination with other criteria or alone, items with significantly high prices will be scrutinized in order to balance the need for the item against the high price. This also guards against high replacement costs for patrons if items are damaged or lost.

Collection goals

HEPL patrons will find a high-quality collection consisting of current, reliable information, a broad range of titles of lasting value, and appealing choices in recreational reading, listening, and viewing for all ages.

The HEPL Collection:

- Reflects a wide range of viewpoints, needs, and interests in a variety of formats
- Provides an adequate number of copies to meet patron demand
- Responds to local community needs and interests
- Supports the educational needs of youth, teens, and adults

In order to maintain a current, reliable, and appealing collection, we weed items that are outdated, no longer in demand, physically worn out, or whose purpose is better served by online resources. Weeding is a continually ongoing process. [Weeding is completed based on these criteria without regard to viewpoint's expressed in the material.](#)

Periodically we employ collection refreshment, the purchasing of new materials to replace weeded, missing, damaged, or outdated items. Together, weeding and collection refreshment ensure that patrons and staff can easily find materials that they want on the shelf and in the catalog and that Library resources are reliable and up to date. Not all items can or will be replaced due to availability or current demand. Similar materials will be ordered if possible.

Materials Requests

HEPL strives to be responsive to the information and reading needs of patrons. If the Library does not have a desired item in its collection, any cardholder may request the item for purchase or interlibrary loan through the Library's website here. These suggestions will be considered using standard selection criteria and the requestor will be notified when and if the item is available for borrowing. Any book purchased from these requests will be reviewed and placed in the appropriate location in the Library.

Requests for Reconsideration

The Library welcomes feedback from the community to ensure that our collections reflect community values and standards. Any [patron, cardholder or resident](#) may

provide suggestions for materials to add breadth and/or depth to the collection. Additionally, patrons may ~~object bring to the Library's attention to library~~ resources that ~~they may be find~~ offensive or inappropriate, and any ~~cardholder or resident patron~~ has the right to request that material in the Library's collection be reconsidered. The criteria used to review potential replacement within the library are the same criteria used for the original placement.

Any ~~cardholder or resident patron~~ who wishes to request that a specific item be reconsidered for inclusion ~~in the library collection as a whole or within~~ a specific ~~collection/~~ location of the Library may complete the Request for Reconsideration Form available online here or at any library location.

First, the request will be reviewed by the Director along with the manager and the selection librarian from which the item is in the collection. The material remains in the collection during this review. The material will be reviewed in its entirety and not on portions taken out of context. The ~~director~~ Director shall respond to the request in writing within six weeks of receiving the request.

If this response is not acceptable to the requestor, the Board ~~of Trustees~~ will appoint a review committee to read, view, or listen to the material in question. This committee will consist of three members: one will be a librarian on the ~~library~~ Library staff, one will be a current ~~board~~ Board member, and one will be a local citizen who is not affiliated with the ~~library~~ Library and will be appointed by the ~~board~~ Board. This committee will have reasonable time to read, view, or listen to the material in question. The committee will meet to consider the request and to make a formal recommendation to the Board. The Board will consider the review committee recommendation and the original request and will make a final determination. This is essentially a 3-step process should the patron request further examination of the material in question.

Approved by Hamilton East Public Library Board of Trustees—October 2014; revised May 2018; reviewed June 2021; revised December 2022; reviewed January 2023; ~~reviewed April, 2023.~~

Appendix A –Grossly Offensive Terms

Shit

Fuck

Bitch

Cock

Dick

Prick

Pussy

Cunt

Ass

Asshole

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Appendix B – Crimes Involving Violence

- Murder
- Homicide
- Rape
- Sexual Assault
- Battery
- Kidnapping
- Robbery
- Arson
- Child abuse
- Human Trafficking
- Rioting
- Terrorism

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Board of Trustees Meeting Minutes
March 23rd, 2023
Center Meeting Room, Fishers Library

Members Present	Laura Alerding, Micah Beckwith, Tiffanie Ditlevson, Ray Maddalone, Andre Miksha, Michelle Payne, Craig Siebe
Members Absent	none
Others in Attendance	Library Director Edra Waterman; Legal Counsel Mark Crandley, Architect Kevin McCurdy; Katie Lorton, John Helling, Laura Gropp, John Chomica, Katelyn Coyne; Amber Wright, Jessica Layman, Joseph Wooley, Molly Mrozowski, Bob Kolarich, Erin Weir; Lori Hand, Matt Lauber, Kathy Church, Jill Enustun, Erin Lange, Gail Ringwalt, Kara Hwang, Katy Rogers, Jason Hutcheson, Ramona Adams, Kathryn McLaughlin, Brad Jones, Madison Petrosky, Alan Hawkins, Carolyn Blackmore, Nicholle Hise, Andy Denniston, Cathy Sutton
Convene	Laura Alerding called the meeting to order at 6:15 p.m. in the Center Meeting Room of the Fishers Library, and led the Pledge of Allegiance.
Team HEPL Spotlight	Deputy Director Katie Lorton introduced Jessica Layman, Local History and Genealogy Librarian, for the Team HEPL Spotlight.
Public Comment	Four members of the public spoke, namely Matt Lauber, Kathy Church, Kara Hwang, Katy Rogers on the following topics as listed on the Board Meeting sign-in sheet: <ul style="list-style-type: none">• Ignite (1)• Policy (2)• In favor of teen programs (1)
Consent Agenda	The consent agenda included minutes of the regular meeting of February 23, 2023; minutes of the special meetings of February 21 and 22, 2023; the surplus report; and personnel approvals. Tiffanie Ditlevson moved to approve the consent agenda and Michelle Payne seconded the motion. The motion passed unanimously.

Claims and Warrants Tiffanie Ditlevson, Ray Maddalone, Andre Miksha, and Laura Alerding requested additional information regarding several claims, which was provided.

Ray Maddalone moved to approve the claims and warrants and Andre Miksha seconded the motion. The motion passed unanimously.

Noblesville Schools Student Card MOU A memorandum of understanding with Noblesville Schools was presented for approval. This MOU provides for a partnership between HEPL and Noblesville Schools to provide all students access to HEPL databases and e-resources through student digital library cards. This MOU has been in place with Noblesville Schools for six years, and this change simply moves the MOU to an annual renewal and approval.

Tiffanie Ditlevson moved to amend the MOU with a sentence noting that the MOU supersedes any previous versions, on the advice of legal counsel. Ray Maddalone seconded the motion and the motion passed unanimously.

Legal Services Kiosk MOA A memorandum of understanding with the Indiana Bar Foundation was presented for approval. This MOA would provide for HEPL to host a kiosk for housing-related legal services in partnership with the Indiana Bar Foundation.

Ray Maddalone moved to approve the MOA with the Indiana Bar Foundation and Tiffanie Ditlevson seconded the motion.

Several Board members asked for additional information regarding the kiosk, which was provided. Several Board members expressed concerns regarding the library's liability.

The motion failed with seven nays.

Strategic Planning Vendor Recommendation Deputy Director John Helling presented the results of the recent RFP process for strategic planning. Thirteen proposals were received, and a staff committee assigned to evaluate proposals identified Crucial Strategies as the top proposal.

Michelle Payne moved to award the contract for strategic planning to Crucial Strategies and Craig Siebe seconded the motion.

Ray Maddalone inquired about the pay app structure and deliverables. John Helling provided context. Tiffanie Ditlevson inquired about the length of the plan, what was budgeted for the services, and whether strategic plan achievements could relate to employee merit pay. John Helling provided context.

The motion passed unanimously.

**CRDC Exhibits
Vendor
Recommendation**

Director of Experiential Learning Katelyn Coyne presented a report on the current RFP process for exhibit fabrication in the new Crossroads Discovery Center (expanded Indiana Room.) Two proposals were received, and post-bid interviews were conducted. The staff evaluation committee is awaiting additional information from the vendors regarding critical path and pricing, and plans to make a recommendation at a future Board meeting.

Renovation Update

Architect Kevin McCurdy provided an update on the status of renovation projects at Noblesville and Fishers. He reported on recent progress, change orders and challenges for each site and provided timeline estimates. He noted that the Phase 2 project with Ferguson Construction is now gearing up.

Ray Maddalone asked about project management for the Crossroads Discovery Center interactives. Kevin McCurdy provided context.

Laura Alerding expressed gratitude for the recent ribbon cutting event in the new Noblesville lobby.

Director's Report

Director of Human Resources John Chomica provided a presentation for the Board on the library's hiring and onboarding process for new staff.

Several Board members asked questions regarding information in Edra Waterman's Director's Report. Edra provided context.

The Board discussed the library's ongoing project to retrospectively review the teen collection in alignment with the new Collection Development Policy. Laura Alerding asked about the status of the review of manga items. Edra provided context. The Board discussed the manpower assigned to the project, plans to hire additional staff, and the progress made thus far. **Ray Maddalone requested a report of the number of books reviewed, the number of books moved (from and to) and the manpower expended on this task.** It was noted that legal counsel will provide additional clarification to assist staff in interpreting the policy.

Old/New Business

Ray Maddalone recommended that the library's legal counsel review the employee handbook.

Laura Alerding noted the Board bylaws are on the agenda for next meeting.

Laura Alerding noted plans for budget training for the Board.

Craig Siebe suggested that the library's legal counsel review the Board President's comments prior to public comment. It was noted that this had been done.

Ray Maddalone requested that the library's legal counsel review the purchasing policy and suggested revising to adjust for inflation.

Ray Maddalone inquired if the library could start paying more bills with the library credit card in order to maximize rewards. Chief Financial Officer Laura Gropp provided context.

Adjournment

Ray Maddalone moved for adjournment at 8:21 p.m.

Respectfully submitted,

HEPL Board Secretary

DRAFT



HAMILTON EAST PUBLIC LIBRARY

HEPL Board of Trustees Executive Session 5:15pm 3/23/2023

Members present: Laura Alerding, Michelle Payne, Ray Maddalone, Craig Siebe, Micah Beckwith, Tiffanie Ditlevson, Andre Miksha

Staff present: Edra Waterman

Others Present: Mark Crandley, Chris Greisl, Kevin McCurdy

The Board met in executive session pursuant to Ind. Code 5-14-1.5-6.1(b)(2)(B): For discussion of strategy with respect to any of the following: Initiation of litigation or litigation that is either pending or has been threatened specifically in writing.

Meeting adjourned at 6:00 pm

I certify that no other matters were discussed.

HEPL Board Secretary

Surplus Equipment Report
April 2023

<i>Quantity</i>	<i>Item Description</i>	<i>Building/Department</i>
1	Mobile whiteboard/tech board	Noblesville/computer labs
4	beige & wood rolling tables	Noblesville/computer labs
4	beige tables/computer desks	Noblesville/Indiana Room
1	computer lab instructor station	Noblesville/computer labs
1	black 4-drawer file cabinet	Noblesville/computer labs
1	beige metal standing cabinet	Noblesville/computer labs
1	beige 5-drawer metal file cabinet	Noblesville/computer labs
1	drafting table	Noblesville/facilities
1	beige 4-door locking file cabinet	Noblesville/computer labs
2	Robo 3D printers	Fishers/Ignite Studio

Accounts Payable Register
 APV Register Batch - APV'S 34122 - 34269
 All History
 Grouped By Fund Number

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
**Fund Number 100 OPERATING										
03/16/2023	34122	ASTRO AESTHETICS		100001314.000	PROFESSIONAL SERVICES	PRESENTER - TEEN ZONE PROGRAM	200.00	39382	04/19/2023	
03/16/2023	34123	WELLS FARGO VENDOR		100001314.000	PROFESSIONAL SERVICES	COPIER LEASE - MARCH 2023	874.89	39332	03/17/2023	
03/16/2023	34124	ICONIC DIGITAL MARKETING		100001314.000	PROFESSIONAL SERVICES	WEBSITE MAINTENANCE	575.00	39341	03/23/2023	
03/16/2023	34125	IRISH MECHANICAL SERVICES		100001362.000	EQUIPMENT REPAIR	LABOR & MATERIAL TO REPAIR FREEZE STAT ON EXHAUST FAN - NOBLESVILLE	1963.79	39335	03/17/2023	
03/16/2023	34126	RFID LIBRARY SOLUTIONS		100001314.000	PROFESSIONAL SERVICES	AMH SERVICE AGREEMENT - FISHERS	17500.00	39396	04/19/2023	
03/16/2023	34126	RFID LIBRARY SOLUTIONS		100001314.000	PROFESSIONAL SERVICES	AMH SERVICE AGREEMENT - NOBLESVILLE	17500.00	39396	04/19/2023	
03/16/2023	34127	INDIANA AMERICAN WATER		100001353.000	WATER	WATER SERVICE - NOBLESVILLE	545.10	39333	03/17/2023	
03/16/2023	34128	INDIANA AMERICAN WATER		100001353.000	WATER	FIRE SERVICE - NOBLESVILLE	58.26	39334	03/17/2023	
03/16/2023	34129	ADP		100001314.000	PROFESSIONAL SERVICES	WORKFORCE NOW PAYROLL BUNDLE	1413.58	39336	03/20/2023	
03/16/2023	34130	QUADIENT LEASING USA, INC		100001314.000	PROFESSIONAL SERVICES	POSTAGE MACHINE LEASE PAYMENT	413.46	39411	04/19/2023	
03/16/2023	34131	PATRON POINT, INC		100001314.000	PROFESSIONAL SERVICES	PATRON ENGAGEMENT/MARKETING - ANNUAL SUBSCRIPTION	10600.00	39343	03/27/2023	
03/16/2023	34132	UNITED HEALTHCARE		100000124.000	GROUP INSURANCE	LIBRARY'S SHARE	38584.99	39337	03/20/2023	
03/16/2023	34133	UNITED HEALTHCARE		100000124.000	GROUP INSURANCE	LIBRARY'S SHARE	2140.76	39338	03/20/2023	
03/16/2023	34134	AT & T		100001321.000	PHONES	LOCAL LINES	17.63	39339	03/21/2023	
03/16/2023	34135	AT & T		100001321.000	PHONES	SWITCHED ETHERNET	965.06	39340	03/21/2023	
03/16/2023	34136	PACERS SPORTS & ENTERTAINMENT		100001223.000	OTHER MISC SUPPLIES	SUMMER READING PROGRAM 2023 PRIZES	110.00	39383	04/19/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	VIMEO PLUS - SUBSCRIPTION	84.00	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	HEPL BRANDED SHIRTS - EMBROIDERY FEE	28.99	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE		100001223.000	OTHER MISC SUPPLIES	HEPL BRANDED SHIRTS -	15.99	83143	03/29/2023	

Accounts Payable Register

Date: 04/19/2023 12:35:02 PM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
		COMMERCIAL CARD				EMBROIDERY FEE				
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	INDEED - ONLINE JOB POSTINGS	164.00	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	HEPL BRANDED SHIRTS FOR STAFF	101.85	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	TRAINING BY KULTURECITY IN NOBLESVILLE - SENSORY INCLUSIVE	250.00	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	TRAINING BY KULTURECITY IN FISHERS - SENSORYINCLUSIVE	250.00	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	ZUBTITLE.COM - SUBSCRIPTION	49.00	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - TEEN PALENTINE'S DAY	82.42	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - WINTER READING PROGRAM PRIZES	100.00	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - WINTER READING PROGRAM PRIZES	50.00	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - WINTER READING PROGRAM PRIZES	50.00	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - TEEN PALENTINE'S DAY PIZZA/NOBLESVILLE	93.22	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - TEEN PALENTINE'S DAY PIZZA/FISHERS	93.22	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - TEEN DE-STRESS PROGRAM	25.98	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - TEEN RAINBOW READS	38.48	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - TEEN RAINBOW READS	8.10	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	SPOTIFY - MONTHLY SUBSCRIPTION	15.99	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001331.000	ADVERTISING & PUBLICATION NOTICES	MARKETING PROGRAM - FACEBOOK SPONSORED POST	1.86	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE		100001314.000	PROFESSIONAL SERVICES	GETRESPONSE - MONTHLY	125.00	83143	03/29/2023	

Accounts Payable Register

Date: 04/19/2023 12:35:02 PM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
		COMMERCIAL CARD				eSERVICE				
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001324.000	PROFESSIONAL MEETINGS	NOBLESVILLE CHAMBER OF COMM - TASTE OF BUSINESS	270.00	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001324.000	PROFESSIONAL MEETINGS	NOBLESVILLE CHAMBER OF COMM - LEGISLATIVE COFFEE	30.00	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001324.000	PROFESSIONAL MEETINGS	ONEZONE - MARCH EGGS & ISSUES	56.00	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD	23022	100001440.000	FURNITURE & EQUIPMENT	2 AED DEVICES	3749.80	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001230.000	REPAIR & MAINTENANCE SUPPLIES	MAINTENANCE SUPPLIES - STORAGE BOX	59.96	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001222.000	VAN FUEL AND MAINTENANCE	FUEL - HEPL VAN	25.65	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001222.000	VAN FUEL AND MAINTENANCE	FUEL - HEPL VAN	30.25	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001222.000	VAN FUEL AND MAINTENANCE	FUEL - HEPL VAN	20.15	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001222.000	VAN FUEL AND MAINTENANCE	FUEL - HEPL VAN	23.40	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	ZOOM.US - CLOUD RECORDING	40.00	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - FIELD TRIPS	9.44	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - BOOK DRAGON PROGRAM	149.01	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - FIELD TRIPS	9.99	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - FIELD TRIPS	60.45	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - MYSTERY ESCAPE ROOM	15.64	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD	23042	100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - ANIMAL & SHAPE ACCUCUTS YOUTH SERV	356.43	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - TWEEN DRAMA PROGRAM	38.96	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES -	9.95	83143	03/29/2023	

Accounts Payable Register

Date: 04/19/2023 12:35:02 PM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
		COMMERCIAL CARD				STORYTIME				
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	OTHER SUPPLIES - RESTOCK FOR YOUTH SERVICES	24.98	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YOUTH SERVICES	45.35	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - TEEN ADVISORY BOARD	22.95	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - STORYTIME	37.98	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YOUTH SERVICES	116.39	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	OTHER SUPPLIES - RESTOCK FOR YOUTH SERVICES	27.85	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - SUMMER READING PROGRAM	11.99	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001213.000	OFFICE SUPPLIES	OFFICE SUPPLIES - YOUTH SERVICES	123.95	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001213.000	OFFICE SUPPLIES	OFFICE SUPPLIES - YOUTH SERVICES	16.26	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - STORYTIME	6.99	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YOUTH SERVICES	6.99	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	OTHER SUPPLIES - RESTOCK FOR YOUTH SERVICES	29.99	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001213.000	OFFICE SUPPLIES	OFFICE SUPPLIES - YOUTH SERVICES	64.98	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - ADULT PROGRAMMING	16.37	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - ADULT PROGRAMMING	16.66	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - ADULT PROGRAMMING	15.00	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - WATER FOR PRESENTERS/PROGRAMS	9.56	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - WINTER READING PROGRAM PRIZES	50.00	83143	03/29/2023	

Accounts Payable Register

Date: 04/19/2023 12:35:02 PM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - WINTER READING PROGRAM PRIZES	50.00	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - WINTER READING PROGRAM PRIZES	100.00	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - WINTER READING PROGRAM PRIZES	100.00	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	ADOBE - MONTHLY LICENSES	256.91	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD	23068	100001440.000	FURNITURE & EQUIPMENT	3 AED DEVICES	5572.83	83143	03/29/2023	
03/16/2023	34139	MOBILE SHARP SHOP LLC		100001314.000	PROFESSIONAL SERVICES	PAPER CUTTER SHARPENING SERVICE - FISHERS	240.00	39384	04/19/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK SUPPLIES - IGNITE KIT RESTOCK	155.06	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK SUPPLIES - IGNITE KIT RESTOCK	42.98	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK CLAY - IGNITE NEW KIT	27.45	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - CALMING COLLAGE CLASS	14.27	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK SUPPLIES - IGNITE KIT RESTOCK	63.28	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - CALMING COLLAGE CLASS	123.81	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - SCREENPRINTING CLASS	63.11	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK MATERIALS - IGNITE	174.73	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK MATERIALS - IGNITE	19.87	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK SUPPLIES - IGNITE KIT RESTOCK	34.44	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - DROP-IN ACTIVITY FOR IGNITE	13.49	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - DROP-IN ACTIVITY FOR IGNITE	13.96	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE		100001240.000	OTHER SUPPLIES	RESTOCK MATERIALS -	64.85	83143	03/29/2023	

Accounts Payable Register

Date: 04/19/2023 12:35:02 PM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
		COMMERCIAL CARD				SUBLIMATION PAPER				
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK SUPPLIES - IGNITE KIT RESTOCK	114.70	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK SUPPLIES - IGNITE KIT RESTOCK	69.90	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - DROP-IN ACTIVITY FOR IGNITE	53.65	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - DROP-IN ACTIVITY FOR IGNITE	99.29	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK BUTTONS - IGNITE BUTTON MAKER KIT	62.61	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK BEADS - IGNITE KIT RESTOCK	247.75	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK MATERIALS - SUBLIMATION SUPPLIES	168.91	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK SUPPLIES - IGNITE KIT RESTOCK	14.93	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK SUPPLIES - IGNITE KIT RESTOCK	206.88	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - DROP-IN ACTIVITY FOR IGNITE	41.71	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	GENERAL SUPPLIES - IGNITE NEW KIT	9.99	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	GENERAL SUPPLIES - IGNITE NEW KIT	32.97	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - DROP-IN ACTIVITY FOR IGNITE	64.94	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - DROP-IN ACTIVITY FOR IGNITE	26.23	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - SUPPLIES FOR ARTIST RECEPTION	289.78	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - REFRESHMENTS FOR ARTIST RECEPTION	74.34	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - CREDIT ADJUSTMENT	-0.34	83143	03/29/2023	

Accounts Payable Register

Date: 04/19/2023 12:35:02 PM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - CREDIT ADJUSTMENT	-5.65	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - REFUND ON BOWLS	-8.34	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YUKI'S PAPER BASKET CLASSES	67.45	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001233.000	REPAIR PARTS	REPLACEMENT PARTS - EXHAUST FAN	367.88	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001231.000	BUILDING MATERIALS & SUPPLIES	BUILDING SUPPLIES - MISC HARDWARE	84.56	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001230.000	REPAIR & MAINTENANCE SUPPLIES	MAINTENANCE SUPPLIES - BOLIER ROOM/NOBLESVILLE	81.59	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001231.000	BUILDING MATERIALS & SUPPLIES	BUILDING SUPPLIES - MISC HARDWARE	189.00	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001230.000	REPAIR & MAINTENANCE SUPPLIES	MAINTENANCE SUPPLIES - BOLIER ROOM/FISHERS	38.49	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001230.000	REPAIR & MAINTENANCE SUPPLIES	REPAIR & MAINTENANCE SUPPLIES - PLUMBING	9.61	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001230.000	REPAIR & MAINTENANCE SUPPLIES	REPAIR & MAINTENANCE SUPPLIES - PLUMBING	18.74	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001230.000	REPAIR & MAINTENANCE SUPPLIES	REPAIR & MAINTENANCE SUPPLIES - PLUMBING	34.52	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001233.000	REPAIR PARTS	REPLACEMENT PARTS - LOUNGE SINK	136.97	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - IGNITE'S CREATIVE HAPPY HOUR	150.00	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YOUTH SERVICES	42.98	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SERVICES - FEBRUARY LOVE LETTERS	23.74	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - BOOK CLUB ORDERS	748.39	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - BOOK CLUB ORDERS	148.28	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001213.000	OFFICE SUPPLIES	OFFICE SUPPLIES - COLLECTION SERVICES	13.85	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE		100001240.000	OTHER SUPPLIES	OTHER SUPPLIES - BATTERIES	57.44	83143	03/29/2023	

Accounts Payable Register

Date: 04/19/2023 12:35:02 PM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
		COMMERCIAL CARD								
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001213.000	OFFICE SUPPLIES	OFFICE SUPPLIES - LABELS	18.00	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - BOOK CLUB ORDERS	124.13	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YOUTH SERVICES	33.98	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YOUTH SERVICES	30.67	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YOUTH SERVICES	45.02	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	OTHER SUPPLIES - EARPLUGS FOR PULIC SERVICES	8.90	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YOUTH SERVICES	20.78	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - FAIRY GARDENS	83.48	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	OTHER SUPPLIES - SURGE PROTECTOR	28.70	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	ADULT PRINT	22.81	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	ADULT PRINT	19.97	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YOUTH SERVICES	22.25	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	OTHER SUPPLIES - ADMIN BREAKROOM	22.76	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	ADULT PRINT	40.58	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	ADULT PRINT	313.12	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	OTHER SUPPLIES - BATTERIES	91.09	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - OUTREACH	18.99	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	ADULT PRINT	40.85	83143	03/29/2023	

Accounts Payable Register

Date: 04/19/2023 12:35:02 PM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK		MEMORANDUM
								CHECK #	DATE	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - BOARD GAMES	373.87	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	ADULT PRINT	21.98	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	YOUTH PRINT	9.99	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	INDY STAR - DIGITAL SUBSCRIPTION	1.00	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YOUTH SERVICES	16.41	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	YOUTH PRINT	9.99	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	YOUTH PRINT	9.75	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YOUTH SERVICES	68.54	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	ADULT & YOUTH PRINT	59.91	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	YOUTH PRINT	85.10	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	TEEN PRINT	23.68	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	ADULT & YOUTH PRINT	22.20	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	ADOBE CAPTIVATE - MONTHLY SUBSCRIPTION	33.99	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	YOUTH PRINT	21.46	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	ADULT & YOUTH PRINT	135.75	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	ADULT PRINT	197.92	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	ADULT PRINT	17.98	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001213.000	OFFICE SUPPLIES	OFFICE SUPPLIES - PUBLIC SERVICES	15.85	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE		100000451.000	BOOKS	ADULT & YOUTH PRINT	88.74	83143	03/29/2023	

Accounts Payable Register

Date: 04/19/2023 12:35:02 PM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
		COMMERCIAL CARD								
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - TINKER TIME	15.78	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100000453.000	NON-PRINTED MATERIALS	YOUTH AUDIO CD	35.98	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	YOUTH PRINT	14.99	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YOUTH SERVICES	140.17	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		100001322.000	POSTAGE	UPS - SHIPPING/POSTAGE	14.05	83143	03/29/2023	
03/16/2023	34140	PLYMATE		100001314.000	PROFESSIONAL SERVICES	MAT SERVICE - NOBLESVILLE	167.90	39402	04/19/2023	
03/16/2023	34141	THOMAS L. GRANTHAM COMPANY		100001314.000	PROFESSIONAL SERVICES	HVAC REPAIR SERVICE - NOBLESVILLE	454.00	39342	03/27/2023	
03/16/2023	34142	MIDWEST COLLABORATIVE FOR		100002314.000	PROFESSIONAL SERVICES - ELECTRONIC MATERIALS	DATA AXLE ANNUAL SUBSCRIPTION - 3/2/23 TO 2/29/24	20947.50	39415	04/19/2023	
03/16/2023	34142	MIDWEST COLLABORATIVE FOR		100002314.000	PROFESSIONAL SERVICES - ELECTRONIC MATERIALS	NOVELIST COMPLETE ANNUAL SUBSCRIPTION - 8/1/23 TO 7/31/24	14885.85	39415	04/19/2023	
03/16/2023	34144	CARPET CONCEPTS, INC.		100001314.000	PROFESSIONAL SERVICES	CARPET CLEANING - FISHERS - MARCH 2023	4256.50	39404	04/19/2023	
03/16/2023	34147	PUBLIC EMP RETIREMENT FND		100000123.000	PERF	EMPLOYER'S SHARE	17805.94	920328	03/28/2023	
03/16/2023	34148	PAYROLL FUNDS		100000111.000	SALARY OF DIRECTOR	SALARY OF DIRECTOR	4723.54	900329	03/29/2023	
03/16/2023	34148	PAYROLL FUNDS		100000112.000	SALARY OF ASSISTANTS	SALARY OF ASSISTANTS	154450.33	900329	03/29/2023	
03/16/2023	34150	ADP		100000121.000	FICA	EMPLOYER FICA	9868.78	880329	03/29/2023	
03/16/2023	34150	ADP		100000121.000	FICA	EMPLOYER MEDI	2308.02	880329	03/29/2023	
03/16/2023	34150	ADP		100000122.000	UNEMPLOYMENT COMPENSATION	UNEMPLOYMENT COMPENSATION	451.10	880329	03/29/2023	
03/16/2023	34151	CAPITAL ONE		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - ADULT & YOUTH SERVICES	174.24	39345	03/29/2023	
03/16/2023	34152	CITIZENS ENERGY GROUP		100001353.000	WATER	WATER/FIRE SERVICE - FISHERS	322.38	39346	03/28/2023	
03/16/2023	34153	BRIGHTVIEW LANDSCAPES, LLC		100001314.000	PROFESSIONAL SERVICES	APRIL 2023 LANDSCAPING SERVICES - NOBLESVILLE	4270.00	39347	03/28/2023	
03/16/2023	34154	DUKE ENERGY		100001352.000	ELECTRIC	ELECTRIC - NOBLESVILLE	11430.03	39348	03/28/2023	

Accounts Payable Register

Date: 04/19/2023 12:35:02 PM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	CHECK		MEMORANDUM
							AMOUNT	CHECK # DATE	
03/16/2023	34155	DUKE ENERGY		100001352.000	ELECTRIC	ELECTRIC - FISHERS	12180.42	39349 03/28/2023	
03/16/2023	34156	BRAVE BOOKS		100000451.000	BOOKS	YOUTH PRINT	120.31	39385 04/19/2023	
03/16/2023	34157	FIRST MERCHANT		100000124.000	GROUP INSURANCE	HSA DEPOSITS FOR 4-1-2023	73500.00	39350 03/28/2023	
03/16/2023	34158	A.G. MAAS CO.	22328	100001221.000	CLEANING & SANITATION SUPPLIES	CLEANING & TOILET SUPPLIES-FACILITIES	2075.39	39351 03/28/2023	
03/16/2023	34159	ALPHAGRAPHICS		100001332.000	PRINTING	BUSINESS CARDS - 3 SETS	247.44	39377 04/19/2023	
03/16/2023	34160	GRAINGER		100001230.000	REPAIR & MAINTENANCE SUPPLIES	HVAC/BOILER REPAIR SUPPLIES	686.04	39390 04/19/2023	
03/21/2023	34161	CAPSTONE	23119	100002314.000	PROFESSIONAL SERVICES - ELECTRONIC MATERIALS	ANNUAL PebbleGo RENEWAL	25189.17	39400 04/19/2023	
03/16/2023	34162	BAKER AND TAYLOR #L0296096		100001314.000	PROFESSIONAL SERVICES	E-COMMERCE ORDERING PLATFORM SUBSCRIPTION FEE	6050.00	39352 03/30/2023	
03/16/2023	34164	VERIZON WIRELESS		100001321.000	PHONES	CELLPHONES AND HOT SPOTS	427.87	39354 04/03/2023	
03/16/2023	34165	ADP		100001314.000	PROFESSIONAL SERVICES	WORKFORCE NOW PAYROLL SOLUTION BUNDLE	229.00	39355 04/03/2023	
03/16/2023	34166	RICOH USA, INC		100001314.000	PROFESSIONAL SERVICES	COPIER IMAGES - MARCH 2023	806.52	39412 04/19/2023	
03/16/2023	34167	SAFE HIRING SOLUTION		100001314.000	PROFESSIONAL SERVICES	BACKGROUND CHECKS - APPLICANTS/MARCH 2023	192.85	39409 04/19/2023	
03/16/2023	34168	OFFICE 360		100001213.000	OFFICE SUPPLIES	OFFICE SUPPLIES - NOBLESVILLE	103.96	39405 04/19/2023	
03/16/2023	34169	MIDWEST TAPE (HOOPLA)		100002314.000	PROFESSIONAL SERVICES - ELECTRONIC MATERIALS	HOOPLA - ELECTRONIC MATERIALS - MARCH 2023	37532.58	39389 04/19/2023	
03/16/2023	34170	BAKER & TAYLOR #L4264972		100000451.000	BOOKS	ADULT PRINT - REPLACEMENT BOOK	18.66	39356 04/03/2023	
03/16/2023	34171	AT & T		100001321.000	PHONES	LINE CHARGES ANALOG	539.83	39357 04/03/2023	
03/16/2023	34172	METRONET		100001321.000	PHONES	FIBER INTERNET - APRIL 2023	1252.25	39358 04/03/2023	
03/16/2023	34174	NEOPOST USA, INC.		100001322.000	POSTAGE	POSTAGE	500.00	47143 03/31/2023	
03/16/2023	34175	BRADEN IT SERVICES		100001314.000	PROFESSIONAL SERVICES	MICROSOFT ANNUAL LICENSES -2022	5770.00	793123 03/31/2023	
03/16/2023	34175	BRADEN IT SERVICES		100001314.000	PROFESSIONAL SERVICES	MICROSOFT ANNUAL LICENSES - 2023	5770.00	793123 03/31/2023	
03/16/2023	34175	BRADEN IT SERVICES		100001314.000	PROFESSIONAL SERVICES	MASTER AGREEMENT IT SERVICES	4779.65	793123 03/31/2023	
03/21/2023	34176	FINELINE PRINTING GROUP	23116	100001332.000	PRINTING	HEPL 2023 LOCAL AUTHOR FAIR PROGRAMS (300)	778.00	39397 04/19/2023	

Accounts Payable Register

Date: 04/19/2023 12:35:02 PM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
03/16/2023	34177	INDIANA LIBRARY FEDERATION		100001391.000	DUES	2023 INSTITUTIONAL MEMBERSHIP DUES	4729.16	39393	04/19/2023	
03/16/2023	34178	LOGAN STREET SIGNS		100001241.000	MARKETING SUPPLIES	IGNITE SIGNAGE	140.00	39359	04/04/2023	
03/16/2023	34179	HEIDI HERALD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - ADULT SERVICES	18.42	39391	04/19/2023	
03/16/2023	34179	HEIDI HERALD		100001323.000	TRAVEL	TRAVEL REIMBURSEMENT	7.99	39391	04/19/2023	
03/16/2023	34180	BRAD HOWELL		100001323.000	TRAVEL	TRAVEL REIMBURSEMENT	179.47	39392	04/19/2023	
03/16/2023	34181	BAKER & TAYLOR #C0288293		100000451.000	BOOKS	6 ADULT PRINT	141.26	39375	04/19/2023	
03/16/2023	34181	BAKER & TAYLOR #C0288293		100000451.000	BOOKS	2 ADULT PRINT	32.18	39375	04/19/2023	
03/16/2023	34181	BAKER & TAYLOR #C0288293		100000451.000	BOOKS	FREIGHT	1.73	39375	04/19/2023	
03/16/2023	34182	BAKER & TAYLOR #3642582	23032	100000451.000	BOOKS	98 TEEN PRINT	6.04	39376	04/19/2023	
03/16/2023	34182	BAKER & TAYLOR #3642582	23036	100000451.000	BOOKS	52 YOUTH PRINT	15.98	39376	04/19/2023	
03/16/2023	34182	BAKER & TAYLOR #3642582	23043	100000451.000	BOOKS	18 TEEN PRINT	104.48	39376	04/19/2023	
03/16/2023	34182	BAKER & TAYLOR #3642582	230521	100001223.000	OTHER MISC SUPPLIES	605 YOUTH BOOKS	60.00	39376	04/19/2023	
03/16/2023	34182	BAKER & TAYLOR #3642582	23074	100000451.000	BOOKS	69 TEEN & YOUTH PRINT	64.67	39376	04/19/2023	
03/16/2023	34182	BAKER & TAYLOR #3642582	23075	100001223.000	OTHER MISC SUPPLIES	345 YOUTH BOOKS	496.90	39376	04/19/2023	
03/16/2023	34182	BAKER & TAYLOR #3642582	23094	100001223.000	OTHER MISC SUPPLIES	PROGRAMMING BOOKS - 20 TEEN PRINT	78.60	39376	04/19/2023	
03/16/2023	34182	BAKER & TAYLOR #3642582	23103	100000451.000	BOOKS	54 TEEN PRINT	525.28	39376	04/19/2023	
03/16/2023	34182	BAKER & TAYLOR #3642582	23110	100000451.000	BOOKS	99 TEEN PRINT	1087.95	39376	04/19/2023	
03/16/2023	34182	BAKER & TAYLOR #3642582		100000451.000	BOOKS	FREIGHT	24.39	39376	04/19/2023	
03/16/2023	34183	WASTE MANAGEMENT		100001354.000	WASTE REMOVAL	SHREDDING & RECYCLING - NOBLESVILLE - APRIL 2023	307.82	39361	04/05/2023	
03/16/2023	34183	WASTE MANAGEMENT		100001354.000	WASTE REMOVAL	SHREDDING & RECYCLING - FISHERS - APRIL 2023	266.80	39361	04/05/2023	
03/30/2023	34184	TAYLOR'S BAKERY	23128	100001241.000	MARKETING SUPPLIES	300 4" FLUTED COOKIE W/3" EDIBLE IMAGE	750.00	39362	04/05/2023	
03/16/2023	34185	IRISH MECHANICAL SERVICES		100001314.000	PROFESSIONAL SERVICES	QUARTERLY MAINTENANCE INSPECTION - FISHERS	4551.00	39360	04/05/2023	
03/16/2023	34186	JULIE STEPHENS		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES FOR B'TWIXT & B'TWEEN	32.43	39406	04/19/2023	
03/16/2023	34187	FARONICS	23038	100001314.000	PROFESSIONAL SERVICES	DEEP FREEZE ENT NA VERSION UPGRADE 100+ 2 YR RENEWAL	1260.00	39363	04/05/2023	
03/16/2023	34187	FARONICS	23038	100001314.000	PROFESSIONAL SERVICES	DEEP FREEZE ENT NA	735.00	39363	04/05/2023	

Accounts Payable Register

Date: 04/19/2023 12:35:02 PM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
						MAINTENANCE PACKAGE 100+ 2 YR RENEWAL				
03/16/2023	34188	MIDWEST TAPE	23045	100000453.000	NON-PRINTED MATERIALS	51 ADULT A/V	164.92	39414	04/19/2023	
03/16/2023	34188	MIDWEST TAPE		100000453.000	NON-PRINTED MATERIALS	51 ADULT A/V	22.84	39414	04/19/2023	
03/16/2023	34188	MIDWEST TAPE	23009	100000453.000	NON-PRINTED MATERIALS	116 ADULT AUDIOVISUAL	400.64	39414	04/19/2023	
03/16/2023	34188	MIDWEST TAPE		100000453.000	NON-PRINTED MATERIALS	4 JUVENILE A/V	58.82	39414	04/19/2023	
03/16/2023	34188	MIDWEST TAPE	23082	100000453.000	NON-PRINTED MATERIALS	32 ADULT & JUVENILE A/V	445.44	39414	04/19/2023	
03/16/2023	34188	MIDWEST TAPE	23017	100000453.000	NON-PRINTED MATERIALS	30 ADULT AUDIOVISUAL	106.46	39414	04/19/2023	
03/16/2023	34188	MIDWEST TAPE		100000453.000	NON-PRINTED MATERIALS	30 ADULT AUDIOVISUAL	43.02	39414	04/19/2023	
03/16/2023	34188	MIDWEST TAPE	23009	100000453.000	NON-PRINTED MATERIALS	116 ADULT AUDIOVISUAL	358.64	39414	04/19/2023	
03/16/2023	34188	MIDWEST TAPE	23082	100000453.000	NON-PRINTED MATERIALS	32 ADULT & JUVENILE A/V	217.62	39414	04/19/2023	
03/16/2023	34188	MIDWEST TAPE		100000453.000	NON-PRINTED MATERIALS	2 YOUTH A/V	19.66	39414	04/19/2023	
03/16/2023	34188	MIDWEST TAPE	23083	100000453.000	NON-PRINTED MATERIALS	180 ADULT A/V	3079.82	39414	04/19/2023	
03/16/2023	34188	MIDWEST TAPE	23035	100000453.000	NON-PRINTED MATERIALS	23 YOUTH & ADULT PRINT	73.66	39414	04/19/2023	
03/16/2023	34188	MIDWEST TAPE	23083	100000453.000	NON-PRINTED MATERIALS	180 ADULT A/V	808.28	39414	04/19/2023	
03/16/2023	34188	MIDWEST TAPE	23009	100000453.000	NON-PRINTED MATERIALS	116 ADULT AUDIOVISUAL	258.98	39414	04/19/2023	
03/16/2023	34188	MIDWEST TAPE	23083	100000453.000	NON-PRINTED MATERIALS	180 ADULT A/V	191.44	39414	04/19/2023	
03/16/2023	34188	MIDWEST TAPE	23006	100000453.000	NON-PRINTED MATERIALS	24 JUVENILE AUDIO VISUAL	69.66	39414	04/19/2023	
03/16/2023	34188	MIDWEST TAPE	23082	100000453.000	NON-PRINTED MATERIALS	32 ADULT & JUVENILE A/V	282.16	39414	04/19/2023	
03/16/2023	34188	MIDWEST TAPE	23083	100000453.000	NON-PRINTED MATERIALS	180 ADULT A/V	398.04	39414	04/19/2023	
03/16/2023	34188	MIDWEST TAPE	23009	100000453.000	NON-PRINTED MATERIALS	116 ADULT AUDIOVISUAL	101.66	39414	04/19/2023	
03/16/2023	34188	MIDWEST TAPE		100000453.000	NON-PRINTED MATERIALS	7 JUVENILE A/V	173.97	39414	04/19/2023	
03/16/2023	34188	MIDWEST TAPE	23082	100000453.000	NON-PRINTED MATERIALS	32 ADULT & JUVENILE A/V	158.44	39414	04/19/2023	
03/16/2023	34188	MIDWEST TAPE		100000453.000	NON-PRINTED MATERIALS	32 ADULT & JUVENILE A/V	71.78	39414	04/19/2023	
03/16/2023	34188	MIDWEST TAPE	23092	100000453.000	NON-PRINTED MATERIALS	4 JUVENILE A/V	30.43	39414	04/19/2023	
03/16/2023	34188	MIDWEST TAPE	23083	100000453.000	NON-PRINTED MATERIALS	180 ADULT A/V	197.18	39414	04/19/2023	
03/16/2023	34188	MIDWEST TAPE	23006	100000453.000	NON-PRINTED MATERIALS	24 JUVENILE AUDIO VISUAL	89.66	39414	04/19/2023	
03/16/2023	34188	MIDWEST TAPE	23100	100000453.000	NON-PRINTED MATERIALS	3 ADULT A/V	115.17	39414	04/19/2023	
03/16/2023	34188	MIDWEST TAPE		100000453.000	NON-PRINTED MATERIALS	3 ADULT A/V	0.75	39414	04/19/2023	
03/16/2023	34188	MIDWEST TAPE		100000453.000	NON-PRINTED MATERIALS	5 JUVENILE AUDIOBOOKS	115.13	39414	04/19/2023	
03/16/2023	34188	MIDWEST TAPE	23092	100000453.000	NON-PRINTED MATERIALS	4 JUVENILE A/V	26.56	39414	04/19/2023	

Accounts Payable Register

Date: 04/19/2023 12:35:02 PM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	CHECK		MEMORANDUM
							AMOUNT	CHECK # DATE	
03/16/2023	34189	BAKER & TAYLOR #L4286402	22279	100000451.000	BOOKS	175 TEEN PRINT	12.08	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402	22281	100000451.000	BOOKS	175 YOUTH PRINT	10.07	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402		100000451.000	BOOKS	2 TEEN PRINT	15.72	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402	22345	100000451.000	BOOKS	184 ADULT PRINT	63.78	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402		100000451.000	BOOKS	2 TEEN PRINT	33.98	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402	22372	100000451.000	BOOKS	267 ADULT PRINT	136.30	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402		100000451.000	BOOKS	ADULT PRINT	107.24	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402	23010	100000451.000	BOOKS	34 TEEN PRINT	44.78	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402	23011	100000451.000	BOOKS	32 TEEN PRINT	39.62	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402		100000451.000	BOOKS	32 TEEN PRINT	10.26	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402	23024	100000451.000	BOOKS	131 YOUTH PRINT	151.55	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402	23028	100000451.000	BOOKS	185 YOUTH PRINT	76.07	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402	23029	100000451.000	BOOKS	78 YOUTH PRINT	156.15	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402	23030	100000451.000	BOOKS	200 YOUTH PRINT	121.52	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402	23031	100000451.000	BOOKS	170 ADULT PRINT	479.32	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402	23039	100000451.000	BOOKS	238 ADULT PRINT	446.20	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402	23054	100000451.000	BOOKS	167 YOUTH PRINT	949.92	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402	23054	100000451.000	BOOKS	167 YOUTH PRINT	411.64	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402	23055	100000451.000	BOOKS	161 YOUTH PRINT	1177.27	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402	23065	100000451.000	BOOKS	201 YOUTH PRINT	1068.27	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402	23072	100000451.000	BOOKS	186 ADULT PRINT	1612.18	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402	23072	100000451.000	BOOKS	186 ADULT PRINT	20.58	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402	23076	100000451.000	BOOKS	135 YOUTH PRINT	420.58	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402	23080	100000451.000	BOOKS	231 YOUTH PRINT	213.21	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402	23084	100001223.000	OTHER MISC SUPPLIES	26 TEEN PRINT	232.82	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402	23091	100000451.000	BOOKS	190 YOUTH PRINT	88.54	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402	23095	100000451.000	BOOKS	238 YOUTH PRINT	220.52	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402	23098	100000451.000	BOOKS	241 YOUTH PRINT	89.36	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402		100000451.000	BOOKS	FREIGHT	84.10	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402		100000451.000	BOOKS	BOOK JACKETS	2725.37	39388 04/19/2023	
03/16/2023	34189	BAKER & TAYLOR #L4286402		100000451.000	BOOKS	CREDIT	-1377.69	39388 04/19/2023	

Accounts Payable Register

Date: 04/19/2023 12:35:02 PM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
03/16/2023	34190	PLYMATE		100001314.000	PROFESSIONAL SERVICES	MAT SERVICE - FISHERS	105.46	39402	04/19/2023	
03/16/2023	34192	CENTRAL SECURITY & COMMUNICATIONS		100001314.000	PROFESSIONAL SERVICES	QTRLY SECURITY MONITORING & FIRE INSPECTION - FISHERS	701.49	39398	04/19/2023	
03/16/2023	34192	CENTRAL SECURITY & COMMUNICATIONS		100001314.000	PROFESSIONAL SERVICES	QTRLY SECURITY MONITORING & FIRE INSPECTION-NOBLESVILLE	682.74	39398	04/19/2023	
03/16/2023	34193	NFP- FIRST PERSON		100001314.000	PROFESSIONAL SERVICES	TALK TO YOUR DOC PROGRAM - 4/1/23 TO 3/31/24	2500.00	39365	04/06/2023	
03/16/2023	34194	GRANT MICHAEL		100001314.000	PROFESSIONAL SERVICES	IGNITE AV CLASS - APRIL 2023	240.00	39373	04/19/2023	
03/16/2023	34195	WANDA ANDERSON		100001314.000	PROFESSIONAL SERVICES	MODEL, FIGURE DRAWING OPEN STUDIO - IGNITE APRIL 2023	37.50	39407	04/19/2023	
03/16/2023	34196	OFFICE 360		100001213.000	OFFICE SUPPLIES	OFFICE SUPPLIES - YOUTH SERVICES	95.95	39405	04/19/2023	
03/16/2023	34197	COMCAST BUSINESS		100001321.000	PHONES	REDUNDANT INTERNET - NOBLESVILLE APRIL 2023	333.55	39366	04/06/2023	
03/30/2023	34198	SCHOOL OUTFITTERS LLC	23127	100001440.000	FURNITURE & EQUIPMENT	2 MAGNETIC WHITEBOARD ROOM DIVIDERS/SHIP & HANDLING	1406.85	39395	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	22095	100000451.000	BOOKS	54 YA AFIC	96.54	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302		100000451.000	BOOKS	2 ADULT PRINT	31.08	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302		100000451.000	BOOKS	ADULT PRINT	344.96	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	22311	100000451.000	BOOKS	60 ADULT PRINT	65.48	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302		100000451.000	BOOKS	60 ADULT PRINT	8.42	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	22325	100000451.000	BOOKS	68 ADULT AND TEEN PRINT	54.42	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	22338	100000451.000	BOOKS	70 ADULT PRINT	642.80	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	22342	100000451.000	BOOKS	75 ADULT, TEEN AND YOUTH PRINT	34.95	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	22349	100000451.000	BOOKS	51 ADULT AND TEEN PRINT	19.99	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	22350	100000451.000	BOOKS	78 ADULT PRINT	523.36	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302		100000451.000	BOOKS	TEEN PRINT	5.44	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	22395	100000451.000	BOOKS	61 ADULT PRINT	92.97	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	23002	100000451.000	BOOKS	32 ADULT PRINT	16.33	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	23003	100000451.000	BOOKS	15 ADULT AND YOUTH PRINT	18.99	39399	04/19/2023	

Accounts Payable Register

Date: 04/19/2023 12:35:02 PM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
03/22/2023	34199	BAKER & TAYLOR #L4307302	23005	100000451.000	BOOKS	110 ADULT PRINT	436.72	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	23007	100000451.000	BOOKS	76 ADULT PRINT	542.48	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	23014	100000451.000	BOOKS	47 ADULT AND YOUTH PRINT	38.38	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	23027	100000451.000	BOOKS	24 ADULT & YOUTH PRINT	10.25	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	23047	100000451.000	BOOKS	224 YOUTH PRINT	355.70	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	23053	100000451.000	BOOKS	47 ADULT & YOUTH PRINT	155.53	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	230571	100000451.000	BOOKS	75 ADULT, TEEN, AND YOUTH PRINT	112.91	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	23060	100000451.000	BOOKS	76 ADULT PRINT	33.58	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	23061	100000451.000	BOOKS	13 ADULT & YOUTH PRINT	54.99	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	23066	100000451.000	BOOKS	36 ADULT & YOUTH PRINT	67.89	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	23069	100000451.000	BOOKS	32 ADULT & YOUTH PRINT	49.07	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	23071	100000451.000	BOOKS	141 YOUTH PRINT	1232.01	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	23071	100000451.000	BOOKS	141 YOUTH PRINT	39.16	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	23073	100000451.000	BOOKS	32 ADULT & YOUTH PRINT	401.12	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	23078	100000451.000	BOOKS	12 ADULT PRINT	176.19	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	23081	100000451.000	BOOKS	18 ADULT AND TEEN PRINT	184.68	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	23089	100000451.000	BOOKS	63 ADULT, TEEN, & YOUTH PRINT	805.64	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	23093	100000451.000	BOOKS	26 ADULT & YOUTH PRINT	204.42	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	23097	100000451.000	BOOKS	34 ADULT & TEEN PRINT	268.33	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	23104	100000451.000	BOOKS	28 ADULT AND TEEN PRINT	268.16	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	23105	100000451.000	BOOKS	33 ADULT & YOUTH PRINT	373.33	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	23106	100000451.000	BOOKS	35 ADULT PRINT	348.52	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302	23122	100000451.000	BOOKS	48 ADULT, TEEN, AND YOUTH PRINT	16.80	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302		100000451.000	BOOKS	FREIGHT	81.31	39399	04/19/2023	
03/22/2023	34199	BAKER & TAYLOR #L4307302		100000451.000	BOOKS	BOOK JACKETS	2419.34	39399	04/19/2023	
03/22/2023	34200	FINELINE PRINTING GROUP	23121	100001332.000	PRINTING	200 COPIES OF HEPL 2022 ANNUAL REPORT	648.00	39397	04/19/2023	
03/16/2023	34201	CITY OF NOBLESVILLE UTILITIES		100001354.000	WASTE REMOVAL	SEWER - NOBLESVILLE - MARCH 2023	428.58	39367	04/07/2023	

Accounts Payable Register

Date: 04/19/2023 12:35:02 PM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
04/04/2023	34202	EBSCO INFORMATION SERVICES	230581	100000452.000	NEWSPAPERS & PERIODICALS	ANNUAL SUBSCRIPTION RENEWAL	20503.44	39368	04/10/2023	
03/16/2023	34203	UNIQUE MANAGEMENT		100001314.000	PROFESSIONAL SERVICES	COLLECTION RECOVERY - LOST/DAMAGED ITEMS	354.60	39387	04/19/2023	
03/16/2023	34204	NEW AVENUES		100000126.000	OTHER BENEFITS	EMPLOYEE ASSISTANCE PROGRAM - MAY 2023	211.15	39374	04/19/2023	
03/20/2023	34205	HMC SCREENPRINTING	23114	100001223.000	OTHER MISC SUPPLIES	117 SUMMER READING PROGRAM T-SHIRTS	274.95	39413	04/19/2023	
03/20/2023	34206	COMMUNICO LLC		100001314.000	PROFESSIONAL SERVICES	ANNUAL SUBSCRIPTION/IMPLEMENTATION FOR SCHEDULE MOD	5692.50	39381	04/19/2023	
03/20/2023	34208	OVERDRIVE, INC.		100002314.000	PROFESSIONAL SERVICES - ELECTRONIC MATERIALS	AUDIOBOOKS, EBOOKS	17937.70	39416	04/19/2023	
03/20/2023	34208	OVERDRIVE, INC.		100002314.000	PROFESSIONAL SERVICES - ELECTRONIC MATERIALS	AUDIOBOOKS, EBOOKS	2104.23	39416	04/19/2023	
03/20/2023	34208	OVERDRIVE, INC.		100002314.000	PROFESSIONAL SERVICES - ELECTRONIC MATERIALS	AUDIOBOOKS, EBOOKS	2104.23	39416	04/19/2023	
03/20/2023	34209	ENVISIONWARE, INC.		100001314.000	PROFESSIONAL SERVICES	RENEWAL INVOICE - 6 FISHERS SELF SERV STATIONS	3175.20	39386	04/19/2023	
03/20/2023	34209	ENVISIONWARE, INC.		100001314.000	PROFESSIONAL SERVICES	RENEWAL INVOICE - 5 NOBLESVILLE SELF SERVE STATIONS	2646.00	39386	04/19/2023	
03/16/2023	34211	PAYROLL FUNDS		100000111.000	SALARY OF DIRECTOR	SALARY OF DIRECTOR	4723.54	900411	04/11/2023	
03/16/2023	34211	PAYROLL FUNDS		100000112.000	SALARY OF ASSISTANTS	SALARY OF ASSISTANTS	153340.52	900411	04/11/2023	
03/16/2023	34213	ADP		100000121.000	FICA	EMPLOYER FICA	9402.12	880412	04/12/2023	
03/16/2023	34213	ADP		100000121.000	FICA	EMPLOYER MEDI	2198.88	880412	04/12/2023	
03/16/2023	34213	ADP		100000122.000	UNEMPLOYMENT COMPENSATION	UNEMPLOYMENT COMPENSATION	383.96	880412	04/12/2023	
03/16/2023	34215	CENGAGE LEARNING INC /GALE		100002314.000	PROFESSIONAL SERVICES - ELECTRONIC MATERIALS	ONLINE DATABASE - HIGH SCHOOL ANNUAL RENEWAL	5291.04	39378	04/19/2023	
03/16/2023	34216	SEDGWICK		100001314.000	PROFESSIONAL SERVICES	FMLA ADMINISTRATION - APRIL 2023	283.22	39403	04/19/2023	
03/16/2023	34217	WHEN TO WORK, INC.		100001314.000	PROFESSIONAL SERVICES	ONLINE SCHEDULING SOFTWARE - 12 MONTHS	650.00	39380	04/19/2023	
03/16/2023	34218	ROCKET SCIENCE CLEANING		100001314.000	PROFESSIONAL SERVICES	CLEANING SERVICE - FISHERS - APRIL 2023	6475.00	39370	04/11/2023	

Accounts Payable Register

Date: 04/19/2023 12:35:02 PM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
03/16/2023	34218	ROCKET SCIENCE CLEANING		100001314.000	PROFESSIONAL SERVICES	CLEANING SERVICE - NOBLESVILLE - APRIL 2023	7307.00	39370	04/11/2023	
03/16/2023	34218	ROCKET SCIENCE CLEANING		100001314.000	PROFESSIONAL SERVICES	CONTRACT SERVICE - 2% DISCOUNT	-275.64	39370	04/11/2023	
03/16/2023	34220	HOMETOWNS TO HOLLYWOOD		100001314.000	PROFESSIONAL SERVICES	PRESENTER - ADULT SERVICES	250.00	39372	04/11/2023	
03/16/2023	34221	ERIC SALAZAR		100001314.000	PROFESSIONAL SERVICES	SOUND EQUIPMENT TRAINING WORKSHOP - 4/22/2023	240.00	39401	04/19/2023	
03/16/2023	34222	GRAINGER		100001221.000	CLEANING & SANITATION SUPPLIES	PAPER TOWEL ROLLS	715.60	39390	04/19/2023	
03/16/2023	34223	PLAYAWAY PRODUCTS		100000451.000	BOOKS	YOUTH PRINT	2755.99	39408	04/19/2023	
03/16/2023	34224	MYRTLE PACIFIC GROUP		100001314.000	PROFESSIONAL SERVICES	SOUND FOR FILM/TV LECTURE - 4/16/2023	120.00	39379	04/19/2023	
03/16/2023	34225	CITY OF FISHERS		100001314.000	PROFESSIONAL SERVICES	SNOW REMOVAL - MARCH 2023	151.76	39417	04/12/2023	
03/16/2023	34225	CITY OF FISHERS		100001314.000	PROFESSIONAL SERVICES	LANDSCAPE/GROUND MAINTENANCE - MARCH 2023	141.93	39417	04/12/2023	
03/16/2023	34226	JANE SENISSE		100001323.000	TRAVEL	TRAVEL REIMBURSEMENT	9.18	39428	04/19/2023	
03/16/2023	34227	HAMILTON COUNTY TREASURER		100001314.000	PROFESSIONAL SERVICES	SPRING DITCH ASSESSMENT - FISHERS	37.50	39429	04/19/2023	
03/16/2023	34228	HAMILTON COUNTY TREASURER		100001314.000	PROFESSIONAL SERVICES	SPRING DITCH ASSESSMENT - FISHERS	37.50	39430	04/19/2023	
03/16/2023	34229	HAMILTON COUNTY TREASURER		100001314.000	PROFESSIONAL SERVICES	SPRING DITCH ASSESSMENT - OLIO ROAD PROPERTY	20.00	39431	04/19/2023	
03/16/2023	34230	TRIDENT GAMEBOOKS LLC		100001314.000	PROFESSIONAL SERVICES	PRESENTER - AUTHOR FAIR - 4/15/2023	75.00	39418	04/14/2023	
03/16/2023	34231	OFFICE 360		100001213.000	OFFICE SUPPLIES	OFFICE SUPPLIESM-ADMIN/ACCESS SERVICES	122.97	39423	04/19/2023	
03/16/2023	34232	FISHERS SEWER UTILITY		100001354.000	WASTE REMOVAL	FISHER'S SEWER - MARCH	167.83	39419	04/17/2023	
03/16/2023	34233	PAMELA LAMBERGER		100001223.000	OTHER MISC SUPPLIES	ADULT VIRTUAL CRAFTS	78.44	39425	04/19/2023	
03/16/2023	34234	STEFANIE PACHECO		100001323.000	TRAVEL	TRAVEL	9.43	39426	04/19/2023	
03/16/2023	34235	KATHY SASSEMAN		100001323.000	TRAVEL	TRAVEL	9.56	39427	04/19/2023	
03/16/2023	34236	NEOPOST USA, INC.		100001322.000	POSTAGE	ADDED POSTAGE TO POSTAL MACHINE	1000.00	63243	04/17/2023	
03/16/2023	34237	WORLD BOOK		100000453.000	NON-PRINTED MATERIALS	ONLINE PACKAGES	3909.00	39420	04/17/2023	
03/16/2023	34238	ADP		100001314.000	PROFESSIONAL SERVICES	WORKFORCE NOW PAYROLL	1431.98	39421	04/17/2023	

Accounts Payable Register

Date: 04/19/2023 12:35:02 PM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
						SERVICE				
04/10/2023	34239	WISE KING MEDIA	23139	100000453.000	NON-PRINTED MATERIALS	2 SETS AUDIOBOOK - JONATHAN PARK KING COLLECTION	809.23	39422	04/17/2023	
03/16/2023	34240	ELYZA SARVER		100001314.000	PROFESSIONAL SERVICES	IGNITE - FIGURE DRAWING CLASS MODEL - APRIL 2023	35.00	39424	04/19/2023	
03/16/2023	34241	NICHE		100002314.000	PROFESSIONAL SERVICES - ELECTRONIC MATERIALS	ANNUAL SUBSCRIPTION RENEWAL	4200.00	39444	04/19/2023	
03/16/2023	34242	ICONIC DIGITAL MARKETING		100001314.000	PROFESSIONAL SERVICES	WEBSITE MAINTENANCE	575.00	39443	04/19/2023	
03/16/2023	34243	MUSICAL CONEXION		100001314.000	PROFESSIONAL SERVICES	YOUTH SERVICES - PRESENTER	600.00	39432	04/19/2023	
03/16/2023	34244	HIBA ALALAMI		100001314.000	PROFESSIONAL SERVICES	PRESENTER - ADULT SERVICES	75.00	39433	04/19/2023	
03/16/2023	34245	HAMILTON COUNTY TREASURER		100001314.000	PROFESSIONAL SERVICES	SPRING DITCH ASSESSMENT - NOBLESVILLE	37.50	39434	04/19/2023	
03/21/2023	34246	FINELINE PRINTING GROUP	23117	100001332.000	PRINTING	HEPL DISCOVER GUIDE: MAY - JULY 2023 (2000 COPIES)	2700.00	39435	04/19/2023	
03/21/2023	34247	FINELINE PRINTING GROUP		100001332.000	PRINTING	IGNITE - SUMMER MAKER IN RESIDENCE PRINTING	190.86	39436	04/19/2023	
03/21/2023	34248	AT & T		100001321.000	PHONES	SWITCHED ETHERNET	964.24	39438	04/17/2023	
03/21/2023	34249	DUKE ENERGY		100001352.000	ELECTRIC	ELECTRIC - FISHERS	11590.54	39439	04/17/2023	
03/21/2023	34250	CENTERPOINT ENERGY		100001351.000	GAS (HEATING)	GAS - FISHERS - MARCH 2023	1400.09	39440	04/17/2023	
03/21/2023	34251	CENTERPOINT ENERGY		100001351.000	GAS (HEATING)	GAS - NOBLESVILLE - MARCH 2023	1287.70	39441	04/17/2023	
03/21/2023	34252	WELLS FARGO VENDOR		100001314.000	PROFESSIONAL SERVICES	COPIER LEASE - APRIL 2023	874.89	39442	04/17/2023	
03/21/2023	34253	KATE LEWIS STUDIO		100001314.000	PROFESSIONAL SERVICES	ONLINE PRESENTER - IGNITE STUDIO	240.00	39437	04/17/2023	
03/16/2023	34254	AMAZON CAPITAL SERVICES		100001240.000	OTHER SUPPLIES	SUPPLIES - EXPERIMENTAL LEARNING	69.18	39458	04/19/2023	
03/16/2023	34254	AMAZON CAPITAL SERVICES		100001223.000	OTHER MISC SUPPLIES	PROGRAMMING SUPPLIES - FISHERS YOUTH SERVICE	18.99	39458	04/19/2023	
03/16/2023	34255	FINELINE PRINTING GROUP		100001332.000	PRINTING	MENTAL HEALTH RESOURCE GUIDE	185.86	39445	04/18/2023	
03/16/2023	34256	PEACE LEARNING CENTER		100001314.000	PROFESSIONAL SERVICES	PRESENTER - ADULT SERVICES	400.00	39446	04/18/2023	
03/16/2023	34257	ARTS FOR LEARNING		100001314.000	PROFESSIONAL SERVICES	PRESENTER - ADULT SERVICES	90.00	39447	04/18/2023	
03/16/2023	34258	KELSEY SWEET		100001323.000	TRAVEL	TRAVEL REIMBURSEMENT	61.57	39448	04/19/2023	

Accounts Payable Register

Date: 04/19/2023 12:35:02 PM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
03/16/2023	34259	RACHEL RATAJSKI		100001323.000	TRAVEL	TRAVEL REIMBURSEMENT	75.33	39449	04/19/2023	
03/16/2023	34260	CRUCIAL STRATEGIES, LLC		100001314.000	PROFESSIONAL SERVICES	STRATEGIC PLANNING SERVICES	16375.00	39450	04/19/2023	
03/16/2023	34261	JESSICA LAYMAN		100001324.000	PROFESSIONAL MEETINGS	CONFERENCE REGISTRATION	233.00	39451	04/19/2023	
03/16/2023	34261	JESSICA LAYMAN		100001324.000	PROFESSIONAL MEETINGS	AIR FARE	213.80	39451	04/19/2023	
03/16/2023	34261	JESSICA LAYMAN		100001324.000	PROFESSIONAL MEETINGS	LODGING - 5 NIGHTS	702.20	39451	04/19/2023	
03/16/2023	34261	JESSICA LAYMAN		100001324.000	PROFESSIONAL MEETINGS	TRANSPORTATION	48.19	39451	04/19/2023	
03/16/2023	34261	JESSICA LAYMAN		100001324.000	PROFESSIONAL MEETINGS	MEALS	184.39	39451	04/19/2023	
03/16/2023	34262	MICHELLE SHELTON		100001323.000	TRAVEL	TRAVEL	68.78	39452	04/19/2023	
04/12/2023	34263	OFFICE 360	23144	100001213.000	OFFICE SUPPLIES	JUPITOR 2 125 LAMINATOR - YOUTH SERVICES	379.00	39453	04/19/2023	
04/12/2023	34264	FAMOUS HOOSIERS, INC		100001314.000	PROFESSIONAL SERVICES	PRESENTER - EXPERIENTIAL LEARNING	200.00	39454	04/19/2023	
04/12/2023	34265	ERIN WEIR		100001323.000	TRAVEL	TRAVEL REIMBURSEMENT	29.67	39455	04/19/2023	
03/16/2023	34268	JULIA WELZEN		100001323.000	TRAVEL	TRAVEL REIMBURSEMENT	64.91	39459	04/19/2023	
03/16/2023	34269	OFFICE 360		100001213.000	OFFICE SUPPLIES	OFFICE SUPPLIES - TEEN	84.21	39460	04/19/2023	
SubTotal Fund Number 100							891769.42			
**Fund Number 201 RAINY DAY										
03/16/2023	34191	ICONIC DIGITAL MARKETING		201000314.000	RAINY - PROFESSIONAL SERVICES	HEPL WEBSITE REDESIGN - MONTHLY PAYMENT	7966.18	39364	04/05/2023	
SubTotal Fund Number 201							7966.18			
**Fund Number 228 MIESSE TRUST FUND										
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		228001223.000	MIESSE TRUST GIFT FUND SUPPLIES	REFRESHMENTS - STAFF GAME NIGHT	77.69	83143	03/29/2023	
SubTotal Fund Number 228							77.69			
**Fund Number 325 FISHERS BOND FUND										
03/16/2023	34163	PLANES COMMERCIAL SERVICES		325000314.000	FISHERS BOND FUND	RELOCATION SERVICES DEPOSIT - FISHERS MOVE	22825.00	39353	04/03/2023	
03/20/2023	34207	LWC INC.		325000314.000	FISHERS BOND FUND	FISHERS RENNOVATION -	9320.00	39394	04/19/2023	

Accounts Payable Register

Date: 04/19/2023 12:35:02 PM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
							ARCHITECTURAL SERVICES			
03/16/2023	34266	STOCKYARDS BANK & TRUST		325000314.000	FISHERS BOND FUND	PAY APP #19 RETAINAGE	56111.82	39456	04/19/2023	
03/16/2023	34267	R L TURNER CORPORATION		325000314.000	FISHERS BOND FUND	PAY APP #19 - FISHERS RENOVATION	505006.38	39457	04/19/2023	
SubTotal Fund Number 325							593263.20			
**Fund Number 350 NOBLESVILLE BOND FUND										
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		350000314.000	NOBLESVILLE BOND FUND	PUBLIC STORAGE - RENTAL UNIT	216.39	83143	03/29/2023	
03/16/2023	34138	JPMORGAN CHASE COMMERCIAL CARD		350000314.000	NOBLESVILLE BOND FUND	PUBLIC STORAGE - RENTAL UNIT	269.39	83143	03/29/2023	
03/16/2023	34145	W.R. DUNKIN & SON, INC		350000314.000	NOBLESVILLE BOND FUND	PAYMENT APPLICATION #24 - NOBLESVILLE	174696.01	39410	04/19/2023	
03/20/2023	34207	LWC INC.		350000314.000	NOBLESVILLE BOND FUND	NOBLESVILLE RENNOVATION - ARCHITECTURAL SERVICES	9340.00	39394	04/19/2023	
SubTotal Fund Number 350							184521.79			
**Fund Number 800 PLAC										
03/16/2023	34219	INDIANA STATE LIBRARY (PLAC)		800000481.000	PLAC CARDS SOLD	PLAC CARDS SOLD - 1ST QTR. 2023	1950.00	39371	04/11/2023	
SubTotal Fund Number 800							1950.00			
**Fund Number 802 NET DIRECT DEPOSIT										
03/16/2023	34149	CHASE		802000802.000	DD-BANK ONE	NET DIRECT DEPOSIT	125021.40	980329	03/29/2023	
03/16/2023	34212	CHASE		802000802.000	DD-BANK ONE	NET DIRECT DEPOSIT	118966.85	980412	04/12/2023	
SubTotal Fund Number 802							243988.25			
**Fund Number 803 PAYROLL - FEDERAL WITHHOLDING										
03/16/2023	34150	ADP		803000803.000	PAYROLL-FEDERAL W/H	FEDERAL WITHHOLDING	11584.44	880329	03/29/2023	
03/16/2023	34213	ADP		803000803.000	PAYROLL-FEDERAL W/H	FEDERAL WITHHOLDING	10690.75	880412	04/12/2023	
SubTotal Fund Number 803							22275.19			

Accounts Payable Register

Date: 04/19/2023 12:35:02 PM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
**Fund Number 804 PAYROLL - FICA										
03/16/2023	34150	ADP		804000804.000	PAYROLL-FICA	EMPLOYEE FICA WITHHOLDING	9868.76	880329	03/29/2023	
03/16/2023	34213	ADP		804000804.000	PAYROLL-FICA	EMPLOYEE FICA WITHHOLDING	9402.04	880412	04/12/2023	
SubTotal Fund Number 804							19270.80			
**Fund Number 805 PAYROLL - MEDICARE										
03/16/2023	34150	ADP		805000805.000	PAYROLL-MEDICARE	EMPLOYEE MEDI WITHHOLDING	2308.10	880329	03/29/2023	
03/16/2023	34213	ADP		805000805.000	PAYROLL-MEDICARE	EMPLOYEE MEDI WITHHOLDING	2198.83	880412	04/12/2023	
SubTotal Fund Number 805							4506.93			
**Fund Number 806 PAYROLL - STATE WITHHOLDING										
03/16/2023	34150	ADP		806000806.000	PAYROLL-STATE WITHHOLDING	STATE WITHHOLDING	5028.68	880329	03/29/2023	
03/16/2023	34213	ADP		806000806.000	PAYROLL-STATE WITHHOLDING	STATE WITHHOLDING	4792.82	880412	04/12/2023	
SubTotal Fund Number 806							9821.50			
**Fund Number 807 PAYROLL - COUNTY WITHHOLDING										
03/16/2023	34150	ADP		807000807.000	PAYROLL-COUNTY W/H	COUNTY WITHHOLDING	2397.70	880329	03/29/2023	
03/16/2023	34213	ADP		807000807.000	PAYROLL-COUNTY W/H	COUNTY WITHHOLDING	2254.52	880412	04/12/2023	
SubTotal Fund Number 807							4652.22			
**Fund Number 808 VOLUNTARY PERF										
03/16/2023	34147	PUBLIC EMP RETIREMENT FND		808000808.000	VOLUNTARY PERF	VOLUNTARY PERF	330.31	920328	03/28/2023	
SubTotal Fund Number 808							330.31			
**Fund Number 809 NATIONWIDE (AM UNITED LIFE)										
03/16/2023	34146	NATIONWIDE		809000809.000	DEFERRED COMPENSATION	DEFERRED COMPENSATION	2634.48	890329	03/29/2023	
03/16/2023	34210	NATIONWIDE		809000809.000	DEFERRED COMPENSATION	DEFERRED COMPENSATION	2634.48	890412	04/12/2023	

Accounts Payable Register

Date: 04/19/2023 12:35:02 PM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM	
SubTotal Fund Number 809							5268.96				
**Fund Number 812 MEDICAL INSURANCE											
03/16/2023	34132	UNITED HEALTHCARE		812000812.000	MEDICAL INS	MEDICAL INSURANCE	6894.12	39337	03/20/2023		
03/16/2023	34132	UNITED HEALTHCARE		812000812.000	MEDICAL INS	DENTAL INSURANCE	667.06	39337	03/20/2023		
03/16/2023	34132	UNITED HEALTHCARE		812000812.000	MEDICAL INS	VISION INSURANCE	106.14	39337	03/20/2023		
SubTotal Fund Number 812							7667.32				
**Fund Number 813 VOLUNTARY LIFE INSURANCE											
03/16/2023	34133	UNITED HEALTHCARE		813000813.000	VOLUNTARY LIFE INSURANCE	VOLUNTARY LIFE INSURANCE	638.48	39338	03/20/2023		
03/16/2023	34143	CINCINNATI LIFE INSURANCE		813000813.000	VOLUNTARY LIFE INSURANCE	VOLUNTARY LIFE	109.38	39344	03/28/2023		
SubTotal Fund Number 813							747.86				
**Fund Number 814 CRITICAL ILLNESS											
03/16/2023	34133	UNITED HEALTHCARE		814000814.000	CRITICAL ILLNESS	CRITICAL ILLNESS	94.38	39338	03/20/2023		
SubTotal Fund Number 814							94.38				
**Fund Number 815 HEALTH ACCIDENT											
03/16/2023	34133	UNITED HEALTHCARE		815000815.000	HEALTH ACCIDENT	HEALTH ACCIDENT	111.40	39338	03/20/2023		
SubTotal Fund Number 815							111.40				
**Fund Number 817 HEALTH SAVINGS ACCOUNT											
03/16/2023	34214	FIRST MERCHANT		817000817.000	HEALTH SAVINGS ACCOUNT	HEALTH SAVINGS ACCOUNT	2327.21	39369	04/11/2023		
SubTotal Fund Number 817							2327.21				
*** GRAND TOTAL ***							200610.61				

Fund Report

Date: 04/06/2023 11:34:38

FUNDACCOUNTS.FRX

Bank 0

From 03/01/2023 Thru 03/31/2023

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	1446102.60	2437137.01	9487898.55	487896.35	1022697.14	8953097.76
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	237.00	20.00	27525.68	0.00	20.00	27505.68
201 RAINY DAY	5751585.80	0.00	23898.54	5735653.44	0.00	7966.18	5727687.26
203 LEVY EXCESS	2960.54	0.00	0.00	2960.54	0.00	0.00	2960.54
226 GIFT FUND - FRIENDS	22489.91	2094.30	2060.00	21964.91	2094.30	1535.00	22524.21
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	10120.21	24875.35	0.00	77.69	24797.66
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	7493.19	0.00	11207.95	0.00	0.00	11207.95
278 FACC PUBLIC ART GRANT	7200.00	0.00	0.00	7200.00	0.00	0.00	7200.00
279 BICENTENNIAL GRANT	0.00	1000.00	0.00	0.00	1000.00	0.00	1000.00
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	75756.66	0.00	483391.23	75756.66	0.00	559147.89
325 FISHERS BOND FUND	4651118.39	29753.01	280473.71	4633935.32	0.00	233537.63	4400397.69
350 NOBLESVILLE BOND FUND	7386498.23	31409.24	428456.00	7272205.42	0.00	282753.95	6989451.47
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	0.00	0.00	0.00
802 NET DIRECT DEPOSIT	0.00	842548.54	842548.54	0.00	369681.72	369681.72	0.00
803 PAYROLL - FEDERAL WITHHOLDING	0.00	78105.05	78105.05	0.00	34782.71	34782.71	0.00
804 PAYROLL - FICA	0.00	66694.09	66694.09	0.00	29290.07	29290.07	0.00
805 PAYROLL - MEDICARE	0.00	15597.86	15597.86	0.00	6850.22	6850.22	0.00
806 PAYROLL - STATE WITHHOLDING	0.00	33820.98	33820.98	0.00	14925.02	14925.02	0.00

Fund Report

Date: 04/06/2023 11:34:39

FUNDACCOUNTS.FRX

FUND TITLE	BALANCE BEG OF YEAR	REVENUE YTD	DISBURSED YTD	BALANCE BEG OF MONTH	REVENUE MTD	DISBURSED MTD	CURRENT BALANCE
807 PAYROLL - COUNTY WITHHOLDING	0.00	16036.56	16036.56	0.00	6992.72	6992.72	0.00
808 VOLUNTARY PERF	0.00	2089.45	2089.45	0.00	1040.93	1040.93	0.00
809 NATIONWIDE (AM UNITED LIFE)	0.00	17791.36	17791.36	0.00	7903.44	7903.44	0.00
812 MEDICAL INSURANCE	0.00	23408.02	23408.02	0.00	7667.32	7667.32	0.00
813 VOLUNTARY LIFE INSURANCE	0.00	2243.58	2243.58	0.00	747.86	747.86	0.00
814 CRITICAL ILLNESS	0.00	283.14	283.14	0.00	94.38	94.38	0.00
815 HEALTH ACCIDENT	0.00	334.20	334.20	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	14203.52	14203.52	0.00	4152.96	4152.96	0.00
SubTotal Bank Number 0	31227068.23	2708692.35	4297011.82	30620589.04	1050988.06	2032828.34	29638748.76
*** GRAND TOTAL ***	31227068.23	2708692.35	4297011.82	30620589.04	1050988.06	2032828.34	29638748.76

Appropriation Report

Date: 04/06/2023 12:19:37 PM

APPRACOUNTS.FRX

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	286.00	20400.00	0.00	0.00	0.00	0.00%
100001314.000	PROFESSIONAL SERVICES	3800.00	926115.00	0.00	0.00	7529.00	100205.70	256182.78	0.00	666203.22	673732.22	72.45%
100001321.000	PHONES	0.00	40450.00	0.00	0.00	0.00	5008.63	11761.41	0.00	28688.59	28688.59	70.92%
100001322.000	POSTAGE	0.00	5375.00	0.00	0.00	0.00	514.05	2072.39	0.00	3302.61	3302.61	61.44%
100001323.000	TRAVEL	0.00	45400.00	0.00	0.00	0.00	511.04	1070.62	0.00	44329.38	44329.38	97.64%
100001324.000	PROFESSIONAL MEETINGS	0.00	61250.00	0.00	0.00	0.00	356.00	1961.95	0.00	59288.05	59288.05	96.80%
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	380.00	237.35	604.06	0.00	2015.94	2395.94	79.86%
100001332.000	PRINTING	728.00	23835.00	0.00	0.00	4854.00	0.00	3097.20	0.00	16611.80	21465.80	87.39%
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	145.00	265.00	0.00	198735.00	198735.00	99.87%
100001351.000	GAS (HEATING)	0.00	140674.00	0.00	0.00	0.00	11964.83	34185.05	0.00	106488.95	106488.95	75.70%
100001352.000	ELECTRIC	0.00	313880.00	0.00	0.00	0.00	23610.45	76873.39	0.00	237006.61	237006.61	75.51%
100001353.000	WATER	0.00	13400.00	0.00	0.00	0.00	925.74	2755.66	0.00	10644.34	10644.34	79.44%
100001354.000	WASTE REMOVAL	0.00	17900.00	0.00	0.00	0.00	2108.30	3562.91	0.00	14337.09	14337.09	80.10%
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	1963.79	4500.24	0.00	56299.76	56299.76	92.60%
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	0.00	6030.00	0.00	8970.00	8970.00	59.80%
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	10596.57	38917.51	41019.07	0.00	49234.89	59831.46	59.33%
100001520.000	OPERA/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	25189.17	81838.75	209321.22	0.00	565489.61	590678.78	73.83%
SubTotal Fund Number 100		87601.92	12500000.00	0.00	0.00	151867.88	1022697.14	2437137.01	-3043.44	9995553.59	10147421.47	80.64%
*** GRAND TOTAL ***		87601.92	12500000.00	0.00	0.00	151867.88	1022697.14	2437137.01	-3043.44	9995553.59	10147421.47	80.64%

Appropriation Report

Fund 201

Rainy Day

Check Date From 03/01/2023 To 03/31/2023

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	23898.54	0.00	376101.46	376101.46	94.03%
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	23898.54	0.00	3095418.46	3095418.46	99.23%
*** GRAND TOTAL ***		0.00	3119317.00	0.00	0.00	0.00	7966.18	23898.54	0.00	3095418.46	3095418.46	99.23%

Appropriation Report

Fund 301

Lease Rental

Check Date From 03/01/2023 Thru 03/31/2023

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 - *LIRP*

Check Date From 03/01/2023 Thru 03/31/2023

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%



Hamilton East Public Library

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

Version: 1.1

Released: 17-Apr-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



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

With copy to:

Michael Swendrowski – 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) 18-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

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: mswendrowski@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-250 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:	217.8" (approximate)
2.3.2.	Overall exterior width:	81.3" (excluding mirrors)
2.3.3.	Overall exterior height:	99.1"
2.3.4.	Interior length:	172.2" (load space)
2.3.5.	Interior height:	64.9"
2.3.6.	Wheelbase:	130.0"
2.3.7.	GVWR:	9,070 lbs.

2.4. Base Vehicle

2.4.1. Ford Transit-250 cargo RWD medium roof van

2.4.1.1. Vehicle features

- 2.4.1.1.1. 3.5L PFDi V6 engine
- 2.4.1.1.2. 10-speed automatic transmission with overdrive and select shift
- 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. One (1) 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 \$8,000 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 1,100 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) 8' 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 1,100 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 seven (7) 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. Seven (7) Acore slotted shelf uprights, specially modified to maximize van wall curvature.
 - 3.2.11.6.2. Two (2) Acore single sided van “wall hugger” carts, specially modified to fit completely between the uprights
 - 3.2.11.6.3. Two (2) Acore “Wall Security Units”, to allow locking of wall hugger carts to the upright system.
 - 3.2.11.6.4. Three (3) Acore AB7, 7” wall shelves.
 - 3.2.11.6.5. Four (4) Acore AB9, 9” wall shelves.
 - 3.2.11.6.6. Nine (9) 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
Web: 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. One (1) Fan-tastic Vent 3350, 3-speed 12VDC reversible powered roof vent shall be installed in the vehicle roof. Unit shall feature a built-in thermostat and rain sensor.
- 3.3.4. One (1) Ricon K-series or equivalent, folding in-body wheelchair lift shall be supplied and installed just inside the rear doors as depicted in the concept drawings.
 - 3.3.4.1. System shall be rated for 800lbs., include a pendant style control, and have provisions for backup manual control.
 - 3.3.4.2. System shall include all safety interlocks available for this system.



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 cabinet

- 4.4.1. One (1) storage cabinet shall be fabricated and installed in the rear corner of the interior per preliminary drawing.
 - 4.4.1.1. Cabinet shall constructed of plywood and covered in automotive carpet complimenting the interior
 - 4.4.1.2. Cabinet shall be accessed (only) from the rear when the rear doors are open.
 - 4.4.1.3. Cabinet shall have three (3) shelves each, with 2” tall 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.

4.6. Exterior monitor system

- 4.6.1. One (1) recessed monitor compartment shall be installed curbside to house the exterior 43” monitor on one (1) of the vans. Compartment shall include a back panel for monitor mounting, and a top-hinged door that acts as a sun and weather shield when open.
 - 4.6.1.1. Compartment shall be constructed of aluminum or equivalent materials.
 - 4.6.1.2. Compartment shall not interfere with the interior shelving upright configuration.
 - 4.6.1.3. Door shall be constructed of aluminum and horizontally hinged with ¼” pin stainless steel continuous hinge.
 - 4.6.1.4. Door shall have positive “compression” style, “slam latch”, or equivalent latches
 - 4.6.1.5. Door shall have pneumatic lift assist struts to support the door horizontally when open.
- 4.6.2. One (1) 43” high-resolution LCD monitor shall be installed in the exterior compartment on the curb side of the vehicle.
 - 4.6.2.1. Unit shall be shock-mounted, but easily removable for service and/or replacement.
 - 4.6.2.2. Unit shall be capable of playing content via USB and include one (1) HDMI cable run from the front desk.

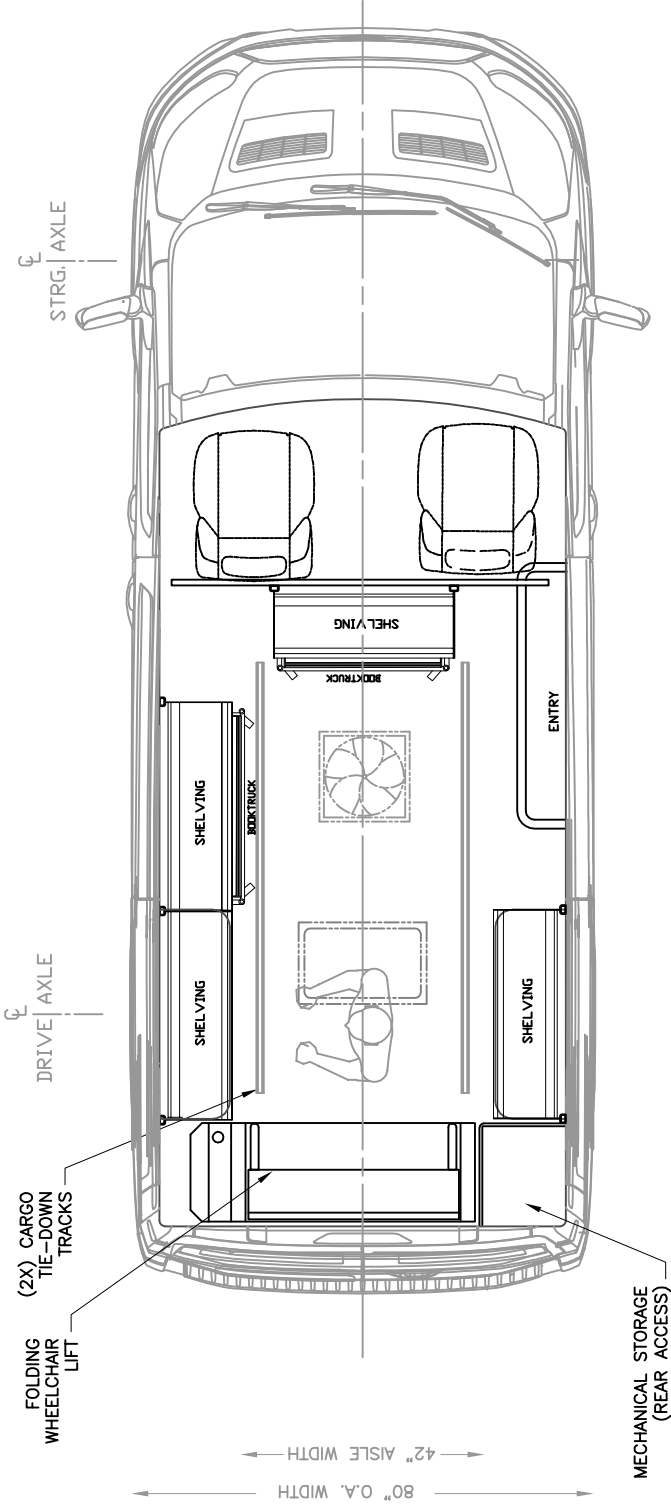


4.6.2.3. Unit shall be powered through the inverter.

4.6.3. One (1) Bose Solo 5 or equivalent sound bar shall be provided and mounted below the screen.

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

Rev/No	Revision note	Date	Signature/Checked
2.0	Change to gasoline chassis, exterior lift	10/21/22	
2.0	Change to shorter length vehicle	4/17/23	



FLOOR PLAN

GENERAL INFORMATION

- FORD TRANSIT 250 DRW, MEDIUM ROOF
- 130.0" INCH WHEELBASE
- 217.8" OVERALL LENGTH
- 9,070LB GVWR

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PRELIMINARY	Checked by	Approved by - Date	LIBRARY	LIBRARY	OUTREACH VEHICLE
Checked by MCS			File Name LAYOUTS.DWG	Scale NONE	Scale NONE
			GENERAL CONFIGURATION		Revision 1 OF 1
			000496 ("A" SIZE)		

HAMILTON EAST PUBLIC LIBRARY
FRANKLIN, WI
P: 262.679.5096
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www.hamiltonpubliclib.org



Administrator's Executive Recommendation

Agenda status: Action

Agenda title: **Computer Replacements**

Issue: We routinely replace library computers on a 5-6 year lifespan, and we budget each year to replace a certain portion of computers. This year, we are due to replace laptops assigned to full-time staff members, as well as a few circulating (in-building), public laptops. Funds for these replacements have been budgeted for 2023 in Rainy Day.

We will be able to extend the life of many replaced computers by reassigning them to part-time staff and other, lighter-duty functions.

Recommendation: That the Board of Trustees approve the purchase of 56 laptops using Rainy Day Funds.

Cost: **\$60,312**

Funding Source: **Rainy Day Fund**

Customer impact: Replacing computers regularly ensures optimal performance of our technology, which allows us to do our work effectively and supports positive customer service and patron interactions. Laptop computers enable our public facing staff to work with more flexibility - both within the building and at offsite engagement events – allowing us to meet the needs of patrons wherever they are. Public laptops support high-tech creativity in Ignite Studio and provide an alternative option for patrons needing computer access outside of the desktop lab area in Public Services.

Administrator's Signature



Date 4-20-2023

BY-LAWS OF THE HAMILTON EAST PUBLIC LIBRARY BOARD OF TRUSTEES

Article 1

Revocation of Previous By-laws

Sec. 1. Any By-laws previously adopted by the Hamilton East Public Library Board and/or its predecessors are hereby revoked.

Article 2

Authority

Sec. 1. This organization shall be called The Board of Trustees of the Hamilton East Public Library, existing by virtue of the provisions of Indiana Code 36-12 of the laws of the State of Indiana and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute. The Board of Trustees will ensure compliance with Indiana Library Standards as set out in Article 6 of Indiana Administrative Code (590 IAC 6-1-4).

Sec. 2. Individuals who have resided in any of the four townships making up the library district of Hamilton East Public Library for at least 2 years are eligible for appointment as Library Trustees for one four-year term with the possibility of reappointment to three additional terms by statutory governmental appointing authority pursuant to IC 36-12-2-9 and 36-12-2-18.

Sec. 3. The library board is made up of seven trustees. Two each are appointed by the Hamilton County Council, the Hamilton County Commissioners, and the Noblesville School Board, and one is appointed by the Hamilton Southeastern School Board.

Article 3

Meetings

Sec. 1. The regular meeting of the Hamilton East Public Library Board shall be held on the fourth Thursday of each month or other day agreed upon in meeting by a majority of board members.

Sec. 2. The regular meeting in August of each year shall be the annual meeting for election of officers.

Special meetings may be called at the direction of the president, at the request of four members of the Board, or at the request of the library director for the transaction of business as stated in the call for the meeting.

Sec. 3. Meetings shall comply with IC 5-14-1.5 (Open Door Law) with respect to regular meetings, special meetings and executive sessions [IC 5-14-1.5-2(f)].

Article 4

Quorum

Sec. 1. The presence of four members of the board at a meeting shall constitute a quorum. Voting by proxy is not allowed.

Article 5 Officers

Sec. 1. Officers shall be the President, Vice-President, Secretary, Treasurer, and Assistant Secretary/Treasurer each of whom shall be elected at the regular annual meeting in August to serve for one year beginning at 12:01 a.m. on September 1. Each officer shall be a member of the board except the Treasurer does not need to be. In case of vacancy, the board shall, at the next meeting, elect a member to fill the unexpired term.

Sec. 2. The President shall preside at the board meetings, appoint committees, enforce observance of the rules, and perform such other duties as pertain to his/her office and are necessary to carry out the wishes of the board.

Sec. 3. The Vice-President shall perform the duties of the President in the latter's absence.

Sec. 4. The Secretary shall ensure that the following duties are performed:

- Accurate minutes are recorded and maintained of all meetings of the board and its committees and all votes recorded in a manner required by State law.
- Appointing authorities are notified if possible two months before a board position becomes vacant.
- Record is kept of attendance at board meetings
- Attest to the veracity of certain documents created by the board.

If any member is absent without reasonable excuse from four consecutive regular meetings or during one year is absent from a total of seven meetings, it shall be the duty of the Secretary to inform the officer or body that appointed said member that he/she (the member) is not serving the best interests of the public library and should be replaced by someone who will take active part in the work; but this rule may be suspended by the unanimous consent of all members of the board. The President may appoint an Acting Secretary in the event the Secretary or Assistant Secretary/Treasurer is unable to perform his/her duties.

Sec. 5. The Treasurer shall see that detailed accounts are kept of receipts and expenditures, sign all warrants for the payment of money, initial or sign all claim forms, see that an annual report of receipts and expenditures is prepared and make certain that the next year's tax levy has been properly made and recorded.

Sec. 6. The President, Secretary, Treasurer, Assistant Secretary/Treasurer or Acting Secretary shall sign the Budget Submission Letter and Certificate and Resolution of Tax Rates form and the Notice to Taxpayers of Budget Estimates and Tax Levies form and/or others as required by the State of Indiana.

Article 6 Committees.

Sec. 1. The standing committees of the board shall be a Finance Committee, a Buildings and Grounds Committee, a Long Range Planning Committee, and a Nominating Committee, each to consist of three members and to be appointed at or before the second regular meeting of the year (October), or, in the case of vacancies created by resignation, etc. at or before the

second regular meeting after such vacancy occurs. The President shall be an ex-officio member of the Buildings and Grounds Committee.

Sec. 2. The Finance Committee shall monitor the financial affairs of the library generally. It shall also counsel the library director in the preparation of annual budgets of expenditures and recommend to the board at an appropriate meeting the rate of taxation that will be necessary to maintain the library for the ensuing year.

Sec. 3. The Buildings and Grounds Committee shall work with the director on all matters pertaining to the general care of the building and grounds including heating, lighting, insurance, etc. and submit major items for the approval of the full Board.

Sec. 4. The Long Range Planning Committee shall work with the director to develop a plan of goals and objectives for library service which shall be submitted for board approval.

Sec. 5. The Nominating Committee shall work each year to present a slate of officers for consideration at the July meeting to be officially elected at the August meeting.

Article 7 Expenditures

Sec. 1. All bills for library purchases shall be itemized and submitted on official claim forms as prescribed by the State.

Sec. 2. No bill shall be recommended to the board for payment until it has received the approval of the library director and has been reviewed by the Treasurer or his/her substitute.

Sec. 3. Bills when allowed shall be paid by a warrant signed by the Treasurer of the library board. All bills paid shall be receipted and filed in the library as permanent records. In the event the Treasurer shall be unable to perform his/her duties, the Assistant Secretary/ Treasurer or other such person as designated by the Board shall be authorized to sign and review warrants and other official documents.

Article 8 Reports

Sec. 1. When practical, all reports, recommendations, and resolutions shall be submitted to the board in writing.

Sec. 2. When practical, reports of committees shall be signed by at least two members thereof.

Article 9 The Library Director

Sec. 1. The library board shall hire a library director who shall be responsible for the operation of the library.

Sec. 2. Subject to the direction of the board, the library director shall have supervisory charge, control, and management of the library building(s) and all of its appurtenances, as well as of all the employees in and about the same.

Sec. 3. He/she shall be held strictly responsible for the care and preservation of the property in the charge of the board; the classifying, cataloging, and shelving of books and materials; the enforcement of the rules; the accuracy of the records; and responsible handling of library accounts.

Sec. 4. He/she shall attend the meetings of the board and assist the Secretary and Treasurer in keeping the official records of the library.

Sec. 5. He/she shall keep an itemized account of all his/her receipts and expenditures on behalf of the library and report the same to the board monthly.

Sec. 6. He/she shall cause to be made a monthly report of the operation of the library, including such recommendations as in his/her opinion will promote its efficiency.

Sec. 7. He/she shall prepare an annual report showing fully the operations of the library.

Sec. 8. He/she shall supervise the placement of all orders for books and supplies ordered in the name of the library. He/she shall supervise the submission of all bills and preparation of a monthly register of claims to be submitted, with the bills, to the Treasurer prior to each monthly meeting.

Sec. 9. He/she shall perform other duties as deemed appropriate and directed by the board of trustees.

Article 10 Order of Business.

Sec. 1. The normal order of business shall be as follows. The President may approve changes in the order to promote efficient use of board time as permitted by Indiana law.

1. Approval of minutes from previous meeting.
2. Approval of claims and bills.
3. Reports of committees.
4. Reports from the director.
5. Unfinished and new business.

Article 11 Indemnification.

Sec. 1. Since there are certain responsibilities or duties required of the members of the governing body and employees of the Library, out of which lawsuits may arise, and since The Indiana Code provides that in certain circumstances the Library may defend the member of the governing body or employee being sued, therefore, the Board of Library Trustees of Hamilton East Public Library may decide to defend the same in any suit arising out of the performance of his or her duties or employment with the Library, provided that he or she was acting in good faith.

Any member of the governing body or employee of the corporation would be saved harmless from any liability, cost or damage (including but not limited to attorney's fees) in any suit arising out of the performance of his or her duties, except where such liability cost or damage is predicated on, or arises out of the bad faith of such member or employee or is a claim or judgment based on his malfeasance in office or employment.

In each instance where the Library is to defend and save harmless a member of the governing body or an employee, a resolution to that effect must first be adopted directing such action. The failure of the Library to adopt a resolution shall not invalidate any indemnification made by the Board which is authorized by law.

Article 12 Nepotism and Conflict of Interest

Conflict of Interest

Board members shall comply with IC 35-44.1-1-4 governing Conflict of Interest. If a conflict of interest is determined to exist, proper notice will be filed in accordance with the above statute.

Nepotism

The Library's goal is to ensure that the most qualified and appropriate candidate for any open position is hired. Because the Board's role is governance rather than daily operations and thus no supervisory relationship exists, family members of Library Trustees are not excluded from employment at the library, and will be considered using the same criteria as any other applicant.

Because the Board does supervise the Library Director, family members of trustees are ineligible for that position. Trustees with family members employed by the library will abstain from votes directly affecting employee compensation.

Article 13 Amendments

Sec. 1. Amendments hereto shall be made only at regular meetings of the board, and must be proposed at least one month previous to the final action on the same unless all board members unanimously waive the second reading. This provision requires the vote of all board members not just those in attendance.



April 24, 2023

RE: HEPL – Fishers and Noblesville Branch Libraries Project Status

The following is a summary of the Phase 1 project progress since the last Board Meeting for both the Fishers and Noblesville Branch Libraries.

Fishers Branch Library:

1. Changes since the last Board Meeting.
 - a. One new change order issued for storm structure revisions in the south lot.
 - b. Phase 2 work has started in the northern third of the Adults Collection area and Public Services Staff Area.
2. Progress since the last Board Meeting includes the following:
 - a. Metal panel installation is nearly complete at north elevation.
 - b. Asphalt paving should be completed. Striping of the lot to start this week.
 - c. Acoustical panels at mechanical area are installed.
 - d. New vestibule is being prepared for opening that entrance to patrons. A temporary sliding door has been installed and we are waiting on the metal panels to be installed.
 - e. Metal roof panels still being installed at south side of building.
 - f. Folding wall is installed.
3. Current challenges that the project team is working through, including the following:
 - a. We are still working to resolve any remaining questions for Phase B work.
 - b. Resolving outstanding change requests and costs.
 - c. Completion of north side work to allow for certificate of occupancy in early May. A two-day shut down will allow RL Turner to remove the current construction barrier wall and relocate it to the south entrance area.

Noblesville Branch Library:

1. Progress since the last Board Meeting includes the following:
 - a. Still awaiting exhibit space lighting for installation in late April.
 - b. Metal roof coating is completed. Membrane roofing on high roof is being installed.
2. There are a few challenges that the project team is working through, including the following:
 - a. The exact date for metal wall panel delivery and installation date is still not known.
 - b. Fencing that surrounds the teens area and the mechanical areas is still due for installation in May.
 - c. Still waiting on the refabrication of the water tabletop at Childrens.
 - d. Final light fixture installation and correction of sprinklers at entry to the Temporary Exhibit space.



Other Progress:

Contracts for Ferguson are Completed for phase 2.

Demolition in the Indiana Room is very close to completion. The remaining furniture in space to be removed in the next couple weeks so that demolition can continue.

Director’s Report for April 2023

Table of Contents

Director’s Report.....	1
Departmental Reports	6
Public Services	6
Youth Services	8
Collection Services	10
Access Services	14
Experiential Learning	15
Outreach, Innovation, and Partnerships	18
Marketing and Communications	21
May Preview	30

Director’s Report

Budget and Finance

CFO Laura Gropp has begun working on pre-budget preparation by attending meetings and trainings on budget matters with the DLGF (Department of Local Government Finance.) She is also working on developing a Budget 101 Board training to take place at the June Board meeting. Mike Reuter’s annual presentation of the library’s Fiscal Plan to the Board is scheduled for the May meeting. Laura has also updated the annual budget calendar based on DLGF information and deadlines. It is in the packet for your information.

At the suggestion of Dr. Maddalone, Laura followed up with Chase Bank regarding a cash back rewards option for HEPL’s credit card purchases. There is an option for this that requires the library join a consortium of other public entities to maximize the rewards. The membership agreement is under review by our counsel.

Laura and I met with Belvia Gray from Baker Tilly. We worked with Baker Tilly on issuing the library’s bonds, and HEPL contracts with Baker Tilly to file the required post-issuance financial reporting.

Laura attended a webinar from GFOA (Government Finance Officers Association) on Developing an RFP for an ERP System (Financial Management System) on April 11th. Our current Keystone System has its advantages as it was built to work with Indiana’s specific accounting and audit requirements, but it is limited in what it can do to streamline processes and can be clunky and

difficult to use. Laura brings experience in successfully migrating away from Keystone in her role with the City of Fishers and is looking into options to modernize the library's financial management system.

Board Matters/Last Meeting Follow-up

Current bylaws and a DRAFT revision from our attorney based on alignment with Indiana Code are in the packet for review and discussion.

As requested, the packet includes the reports listed below:

- A detailed report on purchase requests of materials made by a patron just prior to the February Board meeting, some of which were also mentioned by patrons at that meeting.
- A report of titles of all purchase requests made but not purchased and why in the last month
- Titles of item/series relocated as part of the collection review based on the updated Collection Development Policy
- A report of current staff and hours spent on the collection review project

Collection Development Policy Operational Response Plan Update

The original ORP and the 2nd addendum are in the packet for clarification and discussion.

Work progressed this month on the review of High School manga as the first step of our retrospective review of Teen Zone materials. We are approximately 38% through this part of the collection, which consists of about 2400 titles, grouped in series. So far, approximately 88% of titles reviewed have been relocated to the general collection. This tracks high compared to our estimate for this collection (50-75%). However, manga titles are unique among library materials in that they come with a rating directly from the publishers - and we have prioritized our efforts to focus first on those materials with an "OT" rating for older teens, which explains why a higher proportion of materials have been found out of compliance. As indicated above, a full listing of manga series relocated to the general collection thus far is in the packet.

Additionally, some incidental work has progressed on the graphic novel collection (the next step in the review) as well as some fiction titles, which are included in the titles moved report.

We have been able to move at a faster rate for this portion of the project not only because of the visual nature of manga and graphic novels, allowing us to more quickly scan through materials, but additionally, for manga series, if a single volume is found out of compliance, we relocate the entire series in order to keep them together.

The first four part-time temporary Collection Services Assistants to work on the collection review have initial training scheduled to begin Thursday 4/20. We will be tracking these hours

and progress on the project. Additional hires are in the works as we continue to add capacity to complete this project.

Compensation/Personnel

A draft plan to implement a merit matrix for performance-based compensation is in the packet for review.

We have successfully completed interviews for the Arts Education Coordinator and the Collection Services Assistant Manager positions, with internal candidates selected for both.

Current vacancies:

Collection Development Assistants (temporary/10-20 hrs. per week—number TBD, 4 hired so far)

These positions are specifically for the current collection review project. Candidate pool has been identified and additional interviews are being scheduled.

Collection Development Librarian (2/40 hrs. per week positions)

This position serves as an expert liaison to staff system wide regarding the development and maintenance of the library's materials. Initial candidate pool identified, screening interviews scheduled.

Ignite Studio Assistants (2/ 20 hrs. per week positions)

These positions provide customer service, program facilitation, and administrative assistance in support of library services and programs, especially as related to the Ignite Studio makerspace. Positions have been posted.

Summer Temps. (Shelving Pages, Ignite Studio Attendants & Access Services Attendants/10-20 hrs. per week)

These are temporary positions from late May/early June through early August to assist with checking in and shelving library materials. Positions have been posted.

Deputy Director

Current Deputy Director Katie Lorton's last day will be Friday April 28. Because this is such a critical position in our structure, we want to be sure that we are moving forward in a way that makes sense for the overall organization. We want to take the necessary time to evaluate the current Leadership Team operational structure and skills before deciding how to move forward thoughtfully in a way that will advance the goals of the organization. In light of this, we have worked together to create an interim plan that will ensure progress and completion of current projects and priorities, responsibilities, and tasks while giving us the opportunity to assess where we are and what the most important priorities and skills are as we look at bringing in a new senior leader. Current Director of Collection Services Molly Mrozowski will step in as Interim Deputy Director, taking over project management and leadership of in-progress projects and priorities the areas of IT, Access Services, and Collection Services. This is intended

as a stewardship role to ensure forward movement on critical projects in this interim period. We are also adjusting other roles as necessary to ensure proper capacity at all levels affected. With our busiest season, Summer Reading, on the horizon, we plan to work on identifying and scoping how to determine the best path forward with this vacancy over the next few months, with a goal to post the position in early fall.

Policy

As a follow up from questions at the March meeting, the Purchasing Policy and the Staff Handbook are currently under review with our new attorneys. A more in-depth review and update of the current Staff Handbook would be a separate project that I would recommend we request a proposal from B&T to undertake.

Projects

Kevin McCurdy with LWC will be at the meeting to go over where we are with both phases of the projects in Noblesville and Fishers.

Work is progressing on the Adult Services wing in Fishers. Temporarily closing the area to the public will allow the contractors to work more quickly and effectively, allowing for the disruption to be as time-limited as possible. If all goes well, we anticipate this area reopening by the end of the summer. Work is also progressing well in Noblesville to prepare the 2nd Floor for the CRDC to be constructed.

The North entrance and parking lot in Fishers is very close to opening. At that time, we will need a two-day building closure to relocate the temporary barrier wall in the lobby of the library to the South side so that work may begin on Phase 1B. We will provide the Board and public as much notice as possible for this closure, but we are likely to have short notice. Our current estimate is the first week in May, but that is still tentative. We hope to have this on the schedule by next week's meeting.

Brad Howell will present the updated RFP for an Outreach Vehicle at the meeting for approval. His site visits were helpful in refining the design. The consultant will also be available remotely for questions.

Katelyn Coyne will have the final recommendation for the CRDC exhibits vendor ready to present to the Board at the meeting.

There is an AER in the packet for computer replacements. These were sourced through a group purchasing agreement to ensure the library received the best pricing available as a governmental unit.

Connections with Peer Libraries and Local Community

This month, the Legislative Coffee sponsored jointly by the Noblesville and Westfield Chambers of Commerce will be held in the new entrance/meeting room area in the Noblesville library on 4/21.

Monthly meetings with Hamilton County Library Directors have been restarted, with our first meet up on April 6. It was a good opportunity to touch base and hear what is happening with our neighbors.

HEPL will have a booth at the OneZone Taste of Business on Thursday 4/20.

I will be attending a meeting of directors of large public libraries in Indiana in Kokomo on May 4 and 5.

Upcoming Conferences

Ohio Genealogical Society Annual Conference—Sandusky, OH April 26-29
Our Indiana Room Coordinator will be attending this conference.

Hudson Valley MakerFaire—Garnerville, NY May 18-21
Our Arts Engagement Coordinator will be attending this event and visiting Garner Arts Center and Dia: Beacon to view gallery and exhibit spaces and connect with museum staff.

ALA Annual Conference—Chicago, IL June 22-27
HEPL is sending a Public Services Librarian and a Youth Services Librarian to this annual conference. I am also planning to attend.

Other

The portable microphone set for Board meetings has been ordered and the vendor (AVI Systems) has been in touch to let us know we have been assigned a project management team and the equipment has been ordered. We should receive an ETA on the equipment soon. Our understanding of this system is that it will largely be “plug and play” after initial setup and configuration. It will plug into our existing auxiliary audio input jack in the wall to tie into our speaker system. AVI will provide training at one site as part of their deployment, and 4 hours of phone/remote support is included.

The annual Local Author Fair on April 15th was a great success with around 300 attendees!

Director of Youth Services Chaise Carter and Youth Engagement Coordinator Allison Kartman will provide the Board a brief presentation on Every Child Ready to Read, the research-based approach libraries use to embed the skills kids need to be reading-ready into children’s programming and how staff communicate this information to parents and caregivers as they interact, read, and play with their babies and toddlers.

Our Marketing and Communications Department created an in-depth Annual Report for 2022 featuring the wonderful work of the library team. It will be made available to the public during National Library Week which just happens to be the week of the HEPL Board meeting. If you don't have a chance to pick one up prior, we will be sure to have copies at the meeting.

Departmental Reports

Public Services

Departmental Highlights

Noblesville Main Entrance opened to rave reviews! A crowd of local dignitaries populated the bright and airy space that is the new Noblesville entrance on the morning of March 22. Since that time, our patrons have entered the space with looks of awe and amazement, which has been great to see while staffing the lobby desk. Comments have been enthusiastically positive, and though it took some time to reorient people away from the staff entrance to which they had become acclimated, people are now finding and using the remodeled entryway. The lobby's proximity to the elevators and stairs, and the automatic sliding doors, have been noted by several mobility-challenged patrons and parents with children who said that they find it easier to enter and use the library with the new entrance. There were plenty of comments on how bright and pleasant the new space is compared to before in the temporary arrangement.

Danielle and Joseph recorded a segment with host Maccabee Griffin for the "Beyond the Pen" podcast to help new authors understand how public libraries select and purchase books for library collections, and how the local authors can work with their programming librarians to showcase their works—like at our annual Local Author Fair!

Last year, Kathy visited Harrison Parkway Elementary school. She worked with the media specialist and the 2nd grade classes to teach them about plants and how to winter sow. Early this year, the media specialist asked Kathy for more help in choosing seeds for projects they are working on this year. Kathy received this reply from the Librarian: "We have some cool seed projects getting started right now. Kindergarten- planting a rainbow garden; First Grade- Growing Kindness garden- (cut flowers to give others); Second Grade- Lettuce gardens; Third Grade/Kindergarten collaboration - bean stalks to go along with a fairy tale unit. I am using the skills you taught me last year to help get things going. We just planted our winter greenhouses this week. Thanks for always being willing to share!"

Programming Highlights

Patrons had a blast at "Self-Defense for Adults" in March. They learned about the fine (and physical!) details of self-defense. The class was a combination of learning and doing. Everyone left sweating and smiling!

"The Women Who Built Hollywood" was also much enjoyed, as Dr. Annette Bochenek gave a multimedia presentation on the history of women in film. This program was presented as a hybrid - patrons had the option of watching at either library location or at home, which went over well!

Tori contributed to the HEPL blog for Women's History Month with a piece titled "Local Ladies of the Silver Screen," which highlighted Oscar-winning actresses born in Indiana. This was Tori's first contribution to the HEPL blog, and she had a ton of fun putting together this piece for patrons' reading pleasure!

Danielle hosted the Medicare 101 program on March 6, presented by Carrie Dixon of Claussen-Dixon Insurance. This was a hybrid presentation with two patrons attending in-person at Noblesville and three via Zoom.

Danielle hosted the VR “Armchair Travel” Open House on March 10 at Fishers. She received a follow-up email several days later from an enthusiastic patron who tried VR for the first time at the open house and was eager to know when she could use the Quest 2 headset again.

Danielle hosted the Speculative Fiction Guild discussion of “Exhalation” by Ted Chiang at Noblesville on March 13. This collection of science fiction short stories gave the group plenty to talk about, and everyone really enjoyed the stories overall.

On March 27, Danielle hosted the virtual Autism Family Support Waiver Workshop, presented by Rachel Deaton of the Autism Society of Indiana. Four patrons attended.

Amy attended the Books on Tap Book Club gathering on March 22. The group, consisting of 17 members, discussed “Crying in H Mart” by Michelle Zauner. They considered themes of grief, family, and immigrant experiences, including the way that preparing food can sometimes be an act of love and connection between generations of families. Danielle also joined the program, in a support role.

March was the first “Intro to Graphic Design Using Canva” class. The registration and wait lists were completely full, indicating a strong community interest in this type of class. The two attendees that came out learned a lot about using Canva to create distinctive designs for both personal and professional uses and had strong positive feedback to the class.

Once again, “Introduction to Computers” was one of our strongest-interest computer classes. Participants expressed gratitude at the chance to work on the basics of navigating computers and the internet. Their skill improvement from start to finish was remarkable – from being unable to navigate the desktop to zooming around the internet with ease!

Tori virtually facilitated the monthly Kadampa Center virtual meditation. This session was about “The Value of a Humble Mind” – the 8 participants joined Kadampa Center’s Fred May in exploring and meditating on humility, compassion, and caring for others.

Heidi had 10 ENL Conversation groups in February. The morning class met 5 times with 59 people attending, 7 of which were virtual. The virtual evening ENL program had 5 programs with 17 people attending.

The Fiction Fans book club discussed the second half of “Songs of W.E. B. Dubois” by Honoree Fanonne Jeffers on March 9. There were 11 people who attended this month. Most of the group liked the book and a good discussion ensued.

Just the Facts book club met on Tuesday, March 14th from 6:30-7:30 PM. The group discussed “Secrets of the Sprakkar” by Eliza Reid. There were 7 people in attendance. The book club will read “Crying in H Mart” in April.

Heidi put up a “Book Club Reads” display in March featuring books from the many book clubs at HEPL.

Pam hosted her monthly Adult Virtual Craft Series: Chalk Pastel Poppies on March 9. The class was fully registered with 24 reservations; the total number of Zoom meeting attendees tallied 19. Patron comments included: "Great class!!!" "We loved the art night. Thanks for a fun girls' night activity! It was so fun to try a new art medium," "Keep classes coming. Love them," "This has been wonderful – Pam's preparation was awesome!"

Pam's April Adult Virtual Craft Class will feature a Smashed Can Decorative Hanger on April 13. In support of Earth Day, this craft recycles discarded food cans. As of this time, the class currently has 12 of a possible 24 registered. Pam created a sample and compiled directions that include a brief overview of the significance of Earth Day. She also assembled supply kits for distribution to Fishers and Noblesville registrants.

The Write Stuff Adult Virtual Writers Group: Eleven people participated virtually to share their writing progress, request suggestions for difficulties they are having and share helpful information.

Mystery Loves Company Virtual Book Discussion: Jan reported that fourteen mystery lovers joined the discussion of "Rock, Paper, Scissors" by Alice Feeney.

Paging Through Time Virtual Historical Fiction Book Discussion: twelve people joined the discussion of "Florence Adler Swims Forever" by Rachel Beanland. The group had mixed feelings about this book.

Laughing Jack gave a great concert in March, the weekend before St. Patrick's Day. There was a good crowd of 78 people, including two wearing bright green Irish headwear.

The Master Gardeners presented the program "Plant Propagation" at Noblesville. Kathy scheduled the program, and Tori was kind enough to greet the presenters and help them setup the program. There were 21 in attendance. The next day Kathy sent out additional information from Purdue on plant propagation to all the attendees.

Kathy taught three computer classes in March. Windows 11, and Excel 1 and 2. There were 18 in attendance.

Youth Services

Departmental Highlights

After having a "phenomenal/fantastic/wonderful" experience at the Noblesville Library on a Saturday, a patron called to commend the library for the work that it does. The patron articulated that when she asked Aubrey, a YS assistant, to help find graphic novels for her first grader, Aubrey went above and beyond to figure out what the kid was interested in, what their reading level was, and then showed the kid and their sibling how to find books on the shelf.

March marked the first month of Books and Bites sessions after our February kick-offs. Noblesville schools had a total of 67 students and Fishers had 30, totaling 97 teens at 7 schools. HEPL staff talked about upcoming teen programs at the library, volunteer opportunities, the Teen Writing Challenge, and age-appropriate books for Women's History Month. Many of the teens asked questions about the information and books they brought and were eager to share what books they have been reading.

Throughout the month we saw an uptick of B&B attendees coming to HEPL events, visiting the library, and signing up for library cards!

We were able to host a special Storytime with a couple of people from Janus Development Services, one employee (Yolanda) and one client (Amanda). They picked the book *Giraffes Can't Dance* to read and Karen (a YS librarian) found a giraffe craft to pair with it. The kids were very well-behaved for our guests, especially given the unexpected (for them) change in routine! Yolanda emailed Karen afterward: "Amanda loved the experience and a parent came up to us afterward to thank us for coming which was nice to hear."



Programming Highlights

Youth

Cool Crafting Club at Noblesville continues to provide a rich environment for kids to grow valuable interpersonal skills as they meet new people, make friends, create fun crafts, learn to work independently of their parents and caregivers, and grow their curiosity. The koi fish windsocks that the 17 attendees made were such a hit, they took home extra fish to make more!



Attendees at the Tween Drama Club at Fishers were hard at work in March, practicing for their upcoming drama showcase; they are learning to communicate with their bodies and voices, which is increasing their confidence, and they are learning to stay in character, which is building their self-regulation skills.

We had a total of 31 attendees at Homeschool Hangout. During this program, participants were able to socialize with other homeschool families, while enjoying playing games and putting together puzzles.

The Field Trip Experiences offered at Fishers has been hugely popular; notably, on March 9, 84 participants got a tour of the Fishers building, including the Ignite Studios. These field trippers were trained as "Honorary Librarians" and got to put on storytimes and pretend to check out items to patrons.

Tinker Time, held at both Noblesville and Fishers with a total of 72 in attendance, was a smash hit—when there is slime involved, there’s no keeping kids away! In this program, they got to create magnetic slime and build up their science knowledge, too.

Teen

Teen Gamers Guild had 4 attendees who all learned how to play the RPG, Basic Fantasy. They all had fun storming the castle and plundering the dungeon!

The Teen Writing Challenge finished on March 31st. 10 teens submitted short stories for a chance to win a gift card and have their stories posted on the HEPL website. The stories were on the theme of love (any kind of love, not just romantic). Staff and some Teen Advisory Board members will begin judging the stories in April and Rachel will announce the winners on April 25th.

Teen staff hosted the Teen Lit Café (MS) book club at Ohanalulu on March 16th. 6 teens attended the program. They enjoyed talking about March’s book, *The False Prince* by Jennifer A. Nielsen. The teens had fun discussing the events in the book and the big plot twist at the end while enjoying donuts and ice cream!



For March’s Neurodivergent Teen Hangout, Teen and YS staff did a more introverted activity with puzzles. Nine attendees worked together to complete puzzles and some even made some new friends! One of the attendees had come after hearing about the program at that week’s Books & Bites! During Noblesville’s e-learning day, we provided free donuts to teens studying in the library at our Destress and Donuts program. We had a good number in the TeenZone that day with 16 students getting a free donut!

March’s Rainbow Reads (HS) met at Panera to discuss *She Drives Me Crazy* by Kelly Quindlen. There was only one attendee this month, but since our meeting took place during Noblesville’s spring break, that wasn’t surprising. During the meeting they talked about books and manga they have been reading, as well as video games they have been playing while enjoying a treat from the café.

Collection Services

Departmental Highlights

Patron Requests

Completed Requests-414

- Holds placed: **30** (*already on-order for collection, or already in the HEPL collection*)
- On-Order: **287** (*ordered for physical or digital collection, hold placed for patron if physical item*)
- Interlibrary Loan: **51** (*Out of print or not within scope of Collection Development Policy and borrowed from an in-state or our out of state library*)
- Interlibrary Loan Unfilled: **1** (*Submitted for ILL, but no lending libraries responded. Patron may try again later*)
- Delayed: **19** (*Ordered but many months out from publication so cannot be added to catalog at this time- no hold placed*)
- Replied: **11** (*Question or clarification on request, duplicate request from same patron, other unusual circumstance*)
- Not Ordered: **15** (*Does not exist, not available in requested format, not available for purchase or ILL, or not in the scope of the Collection Development Policy*)

In addition to the titles submitted via the Patron Request Module, our department received a list of around 200 suggested titles to order for the youth or adult collections. Many of these titles were already available in the collection, or from series that we already collected, and many have been ordered for the collection.

Physical Materials

- Items ordered: **2,823**
- Titles cataloged: **865** and **306** Authority Records updated
- Items added to the collection: **2,360**
- Items deleted from the collection: **3,782**

Digital Materials

Items added to the Overdrive collection: **1,590** (*includes license renewals, additional copies and pre-orders*); **685** cost per circ borrows.

- Wall Street Journal is our newest online product and now available from the website or the HEPL app!
- <https://hepl.idm.oclc.org/login?url=https://www.proquest.com/wallstreetjournal?accountid=57461>
- Database Subscriptions renewed:
- Consumer Reports- <https://hepl.idm.oclc.org/login?url=https://search.ebscohost.com/login.aspx?profile=crcro>
- Creative Bug -<https://www.creativebug.com/lib/hepl>
- Fold3- <https://hepl.idm.oclc.org/login?url=https://fold3library.proquest.com>
- Novelist Complete (Novelist content on Enterprise catalog, LibraryAware, and Novelist K-8 and Novelist Plus databases)
- PebbleGo & PebbleGo Next - <https://www.pebblego.com/login/?sqs=8b10ec4e5e2cd5d97370c91cc9574d2677237e93e1b90368a894773724997d14>
- <https://www.pebblegonext.com/login/?sqs=8b10ec4e5e2cd5d97370c91cc9574d2677237e93e1b90368a894773724997d14>
- Powerknowledge- <https://hepl.idm.oclc.org/login?url=https://www.pklifescience.com>
- Valueline- <https://login.hepl.idm.oclc.org/login?url=https://research.valueline.com/secure/research>

Interlibrary Loan

- Interlibrary Loans filled for HEPL patrons: **53**
- Items loaned to other libraries: **189**

Adult

March 2023

FEATURED NEW RELEASES

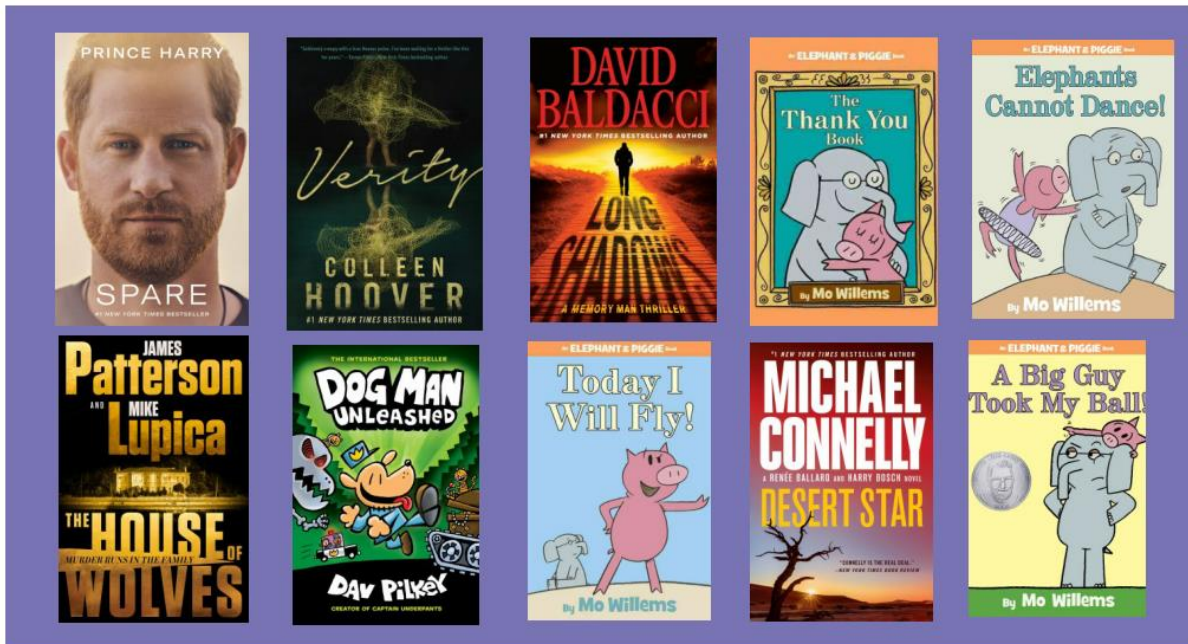
Movies

Childrens

TOP 10

MOST POPULAR

BOOKS OF THE MONTH | {March 2023}



Progress on Projects

Collection updates

Work on the YA collection retrospective review continued. CS staff are also helping to support review of Teen Summer Reading Program prize books.

With the Indiana Room collection largely moving into storage, we have shadowed (making invisible to the public Enterprise catalog) any items that are not a part of the temp collection in the Rotary Reading Room. Items not shadowed are still available to circulate or for in-library use, but those shadowed are not accessible and cannot be pulled for holds.

All ALA Youth Media Award winners and honors for 2023 have been added and are available for circulation. 2022 nominees have been moved onto the regular shelves and posters are updated with the new winners.

Molly put together an order of juvenile titles to be given away at Outreach events this summer. These books come from Baker & Taylor and are made available at a substantial discount.

Diane concentrated on Fictitious Character records in this quarter's Authority Control update. Around 150 were updated and the outdated records removed.

SIRSI/Product Updates

CS Staff attended kickoff and follow-up meetings for the newly acquired Communico and Patron Point platforms. At this stage, our involvement is to support the integration with each product and SIRSI Dynix.

MM and AS met with the website development team at Iconic to go over what SIRSI products we have access to, how we can best improve the user experience while searching the catalog, and to share some of our favorite Enterprise catalog iterations from other libraries.

SIRSI completed scheduled maintenance to apply operating patches to our server. This did require about an hour of downtime, but only for Symphony (staff side) catalog and was completed 3 hours before we open for the day.

Microlibraries

MM and staff from Access Services toured Heritage Woods of Noblesville's Assisted Living and Memory Care Units. We are proud to say that this will be our latest Microlibrary Collection! The installation will happen in April and staff spent March working on location set-up in the ILS, and selecting and editing materials. Since this meeting, we've heard from other facilities eager to have us stock their libraries. We are working with Marketing & Communications to develop a stronger brand for Microlibraries that will help us connect with more locations.

Programs

David provided a tremendous amount of content and research this month in support of HamCo Bicentennial programming. Of note this month are numerous Facebook Reels on the Ice Age, Geist Reservoir, and the 1896 Fish Kill. For more information on these and all the great content being shared on Hamilton County's history check out the Bicentennial Facebook page at <https://www.facebook.com/hamcoturns200>.

Anders and David collaborated on a program on the History of Baseball in Hamilton County. David brings his vast knowledge of Ham Co history and notable residents. Anders provided context for rules changes in the modern game as well as a deep knowledge of American sports history and statistics. The crowd was engaged, and among the attendees were multiple generations of the same family sharing their love of the game. Attendees participated in a rousing rendition of Take Me Out to the Ballgame and snacked on Cracker Jack. Great job Anders and David!

Access Services

Departmental Highlights

The Access Services Team had 193 interactions for March.

There were 24 Curbside Pickup appointments this month. 13 in Fishers and 11 in Noblesville (6 more than February!).

The Access Services team processed 3,242 in-house use items. We processed 35,086 circulating items in Noblesville and 48,604 circulating items at Fishers for a total of 83,690 items across both buildings, an 18% increase (12,538 items) over February. Compared to this month in 2022, Noblesville handled 30,272 items, Fishers handled 46,143 items for 76,415. **This gives 2023 a 10% increase over 2022 (7,275 items)!**

35 (different) groups used the Fishers meeting rooms on 62 occasions during March.

Access Services currently serves 28 Home Delivery patrons, making 28 deliveries in February for a total of 87 (24 more than February!) items checked out to them.

Progress on Projects

Tom, Anders, Molly, and Anita visited with the activities director at Heritage Woods assisted living facility in Noblesville to talk about setting up a micro library in their library room. 200 books were delivered which filled much of the shelves and are now available for residents to enjoy.

Tom met with Anders to learn about the books in the Storage collection and which books were ready for the micro library service, and how to modify their catalog records. Tom selected 200 large print and regular print books from the collection to take to Heritage Woods assisted living facility. He modified their catalog records to indicate that they would have a new home location and got them ready for packing up and delivery.

Tom and Val, a library volunteer interested in helping to get the home delivery service operational, made several homebound deliveries together so she could get a firsthand experience of delivering materials to homebound patrons and become familiar with where they lived.

The Account Services team had quite a bit of turnover this month. Anita and Stefanie have been busy with interviewing applicants to fill quite a few Assistant and Page positions and putting in additional hours to cover those vacancies. Kath Bergmann and Laura Hoffman left the team as Access Services Assistants. The library did get to keep Laura Hoffman as she moved up to a Librarian position in Public Services. Since we strive to promote from within, we promoted Austin Saalman from a Fishers Page to an Access Services Assistant to fill one of the previous vacancies. With the promotion of Austin, and two Pages, Preston Rasnick and Emily Perry, leaving, we welcomed two new Pages to Fishers. Ethan Doss and Zoe Smith started in March as new Fishers Pages. We also welcomed Amy Majors as a new Fishers volunteer.

In keeping with our monthly Access Services Department training videos, Stefanie created “How to Shelve the Different Types of Picture Books.” This was designed to clarify the distinct types of picture books and why they are shelved in the different areas of the Children’s department. Anita created, “How To Use The Bin Inductor.” Since the bin inductor had been out of service for quite some time due to construction, it was a great tool to help staff, especially newer staff, know how to take a “load off” of their work. The bin inductor allows the heavy work to be done for you.

Experiential Learning

Departmental Highlights

Ignite served 3534 patrons in March 2023. Last March, Ignite served 2091 patrons. This 69% increase in attendance points to the growing embrace of Ignite by the community. For additional context, Ignite’s peak months are during summer breaks in June and July. Last July we served 3493 patrons. This portends a VERY busy summer in Ignite this year.

The Indiana Room has officially moved out of the 2nd floor in Noblesville to the Rotary Reading room. A curated selection of our circulating and reference collections moved downstairs with us, while the rest are being stored off site in a climate-controlled facility for the duration of the move. Indiana Room staff have moved into the Public Services workroom, and Marketing has made our new [Crossroads Discovery Center](#) website live. We are excited to see that patrons are still finding us in the Rotary Reading room for their genealogy and local history questions.

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:

- [New Airbrush Take Home Kit](#)
- [How to Draw with Charcoal](#)
- [Call for Art: "All Together Now" Exhibit](#)
- [New Adult Clay Sculpting Kit](#)
- [Q&A with Maker-in-Residence Addie Hirschten](#)
- [How to Do Multi-Color Relief Cut Print](#)

This month the Experiential Learning Team hosted 14 programs for 207 patrons. We hosted one field trip for 20 students and 2 chaperones.

Ignite programs this month included:

- Artist Reception for "The 700s Collection"
- Paper Baskets
- Paper Sculptures
- Photoshop and Silkscreen Printing Open Studio
- Figure Drawing Open Studio (x2)
- Creative Happy Hour
- Video Equipment Training
- Calming Collage Class
- Sound Equipment Training Workshop

Programs in the Indiana Room this month included:

- Beginning Genealogy
- Indiana Immigration and Naturalization Records
- Historic Baseball in Hamilton County

The '700 Collection' reception was well attended with 94 people stopping by to see the work and support the artists. 110 pieces were submitted to this juried show with over 40 artists being represented. Ages for participants ranged from 12 and up. The quality and variety of work was very high making it difficult (in a good way) for the judges to pick the winning pieces. It was so encouraging to see all the artists, family and friends, and other patrons excitedly engaging with each other about the exhibit.



Jessica facilitated the virtual program "Indiana Immigration and Naturalization Records," given by a librarian from the Indiana State Library. We had 10 attendees. She also facilitated the in-person program "Historic Baseball in Hamilton County" with David Heighway and Anders Arnold as speakers. We had 12 very engaged attendees!

Progress on Projects

The RFP process for the Crossroads Discovery Center continues. On March 7th, we received proposals from two firms—Exhibit Concepts/Blue Telescope and Solomon Group/Trivium. After reviewing the proposals, the library team interviewed both groups. Following the interviews, we requested additional materials from each firm to clarify the proposals. Due to this, we were not ready to make a recommendation at the March meeting of the Library's Board of Trustees. Additional documents including schedule and pricing clarifications, were submitted on March 31st. The library team is currently working to review these in order to bring a formal recommendation at the Board's April meeting.

The Indiana Room's move to the Rotary Reading Room consumed most of our team's attention this month. We received word that we were going to move March 9th. We were prepared and ready to go with short notice. The movers did a quick efficient job and got the designated materials transferred to the lower level Rotary Room in one day. We worked with Planes Moving arrange our collection and furniture in the Rotary Reading Room and to additional collections offsite. The Indiana Room staff settled in and had our new desk in the Rotary Room during the move so there was no interruption of service at all. Hayes updated the index to the abridged Hamilton County vertical files available in the Rotary Room.

We also worked with Amber to set up a workstation for our Indiana Room volunteers, so that they can continue work on our newspaper and cemetery database. We had prepared and moved our own workroom spaces so it was a smooth transition to our new shared space in the Public Services workroom.

Katelyn coordinated off-site storage for the Indiana Room collection, and worked to make sure these were secure and the collections stored properly. We plan to visit the storage units quarterly to monitor conditions and change out moisture control systems. Additionally, Katelyn contacted our maintenance company for the microfilm machines to pause the contract. The contract will resume when we move back into the Crossroads Discovery Center, and they will come inspect and service our machines.

Katelyn met with Rude Calderon and Kevin McCurdy at the end of March to discuss the logistics of installing the sculptural element of the public art piece. We decided to shoot for an installation in June, after the site has been turned back over from RL Turner to the library. Calderon will bring a team of 2-3 (including himself). We will confirm a specific install date in late April/early May based on RL Turner's progress. This installation DOES NOT include the tile elements, which will be installed after all of the concrete has been poured.

Katelyn and Kris hosted Ignite's first field trip on March 9th. A group of 20 homeschool explorers ages 9 and up (and their chaperones) joined us for the Zine field trip experience. The students had a great time learning about the history of zines and creating their own mini-zine. They developed stories and artwork, and shared their final products with the group. Katelyn and Kris found the experience incredibly informative. Until we have students trying the workshops we've created, it's difficult to predict how they will go. While we feel the overall field trip experience was successful for this group, we learned how we can refine the workshop to help students have even more success.

In the Bicentennial, Jessica is planning the Ambassador Program community conversations, and ramping up discussions for our Transportation Marker Program. We are also continuing to promote programs and will be evaluating our first programs soon.

Outreach, Innovation, and Partnerships

Departmental Highlights

HEPL participated in 6 outreach events this month, reaching at least 644 people.

Julia finalized the park visits, farmers markets, and a few other outreach opportunities this month, applied for the Noblesville Schools Back to School BASH on July 28, 2023, and Brad helped her make arrangements for Spark!Fishers. HSE Schools has not yet distributed information about their Before the Bell event (2022 was the inaugural year).

Brad made two single day trips to the Jasper-DuBois County Public Library and La Porte County Public Library to observe their outreach vehicles / programs. Both visits were invaluable in being able to see in person their vehicles and how they utilize them on a regular basis. He was also able to ask them a wide variety of questions dealing with the usefulness of certain features on the vehicles to ascertain if they would be useful at HEPL. It's always helpful to look at how other libraries serve their communities so we can continue to provide exceptional services to our patrons in Fishers and Noblesville. Brad will give a full report at the April board meeting.

During the month of March, 51 volunteers contributed a total of 248 hours, 33 minutes of volunteer time to the library. By volunteer assignment, the amount of service was:

- Access Services – Fishers: 11 volunteers donated 71 hours, 6 minutes
- Access Services – Noblesville: 8 volunteers donated 71 hours, 1 minute
- ENL Conversation Groups: 8 volunteers donated 17 hours
- Indiana Room: 4 volunteers donated 28 hours, 17 minutes
- Program: 6 volunteers donated 18 hours, 55 minutes
- Life Skills: 1 volunteer donated 2 hours, 59 minutes
- Teen Advisory Board: 8 volunteers donated 8 hours
- Teens' Top Ten Reviewer: 5 volunteers donated 23 hours

- Tidying Teens: 5 volunteers donated 8 hours, 15 minutes

Julia also onboarded 1 volunteer, trained 1 Access Services volunteer, and received 18 applications, most of which are for Teen Advisory Board or Teens' Top Ten Reviewers, which do not require onboarding. The Teen Librarians also trained 4 teens for the Tidying Teens assignment.

Tidying Teens has been successful for its first full month, with 8 different teens having contributed since the assignment started in February 2023. Several more have signed up for training. In this volunteer assignment, teens can contribute their time by dusting, straightening books, and generally helping to keep the libraries tidy.

Julia developed the application for the Home Delivery volunteers and helped Access Services find some volunteers for the pilot program. The backend work in Volgistics is also complete for this assignment. Julia also developed the Summer Reading Prize Station volunteer assignment and completed the backend work so recruitment of volunteers can begin.

Outreach Events

March 1: Launched Women in Technology: Kris Hurst and Julia Welzen participated in the Launched Women in Technology conference help at The Club at Crosspoint. They reached 49 people while there. This event was sponsored by Indiana University and inspires middle school girls to pursue education and careers in STEAM. HEPL was part of the hourlong demonstrations portion of the conference in which girls could visit different booths and participate in the activities at each. Kris and Julia helped the girls make a pin using felt fabric and LEDs.



March 2: Little Free Library Grand Opening @ The Yard at Fishers District: Brad Howell and Julia Welzen represented the library at the grand opening of the little free library at Fishers District. They had giveaways, a story time with a Dr. Seuss book, and connected with 34 people. Miss Preteen Indiana, Gabby Jefferson, happened to be passing by and asked if she could also read a story for the children. Gabby is a frequent user of the Fishers Library, and one of her projects as the winner of the contest is to collect and distribute children's books.



March 15: Teacher Outreach @ Promise Road Elementary in Fishers: Amy Mullins and Brad Howell connected with 19 people at this teachers-only outreach event and registered or renewed 11 library cards. They also gave out 85 packets of seeds.

March 22: Fishers High School Career Fair: Brianna Harting and Julia Welzen hosted the library's table at the Fishers High School Career Fair, reaching at least 371 students. This was an all-day event. Most students asked about summer jobs, but Brianna and Julia were able to talk about volunteer opportunities and library careers as well. They spoke with a number of students who said how much they loved reading and the library!

March 23: HSE High School Career Fair: Kelsey Sweet and Rachel Ratajski hosted the HEPL booth at the HSE High School Career Fair, reaching at least 67 people. This was only a 90-minute event for juniors, and they were able to share information about careers in libraries and volunteering.

March 23: White River Christian Church Food Pantry: Anita Snyder, Brad Howell, and Julia Welzen represented HEPL at the White River Christian Church's food pantry, reaching at least 104 people and registering or renewing 5 library cards. They had activities for children while they were waiting their turn to shop, books in English and Spanish, and a few other giveaways as well as information about the library. Due to the success of this visit, Brad is reaching out to several of the other food pantries in Noblesville and Fishers ranging from Grace Care Food Pantry and Redeeming Love Church Food Pantry to St. Vincent DePaul Society and Come to Me Food Pantry at the United Methodist Church in Fishers.

Programming Highlights

The Seed Library opened to the public on March 1! The Seed Library team includes Kathy Sasseman, Heidi Herald, Brad Howell, and Julia Welzen, and several volunteers from the Hamilton County Master Gardeners who will keep the Seed Library stocked during the growing season. This is the 5th year the Seed Library has been open at HEPL, and this year's collection features 141 types of vegetables, fruit, herbs, flowers, and even one native grass. We continue to fill requests for seed orders from teachers in both HSE / Noblesville Schools and nonprofits throughout our communities.

On the Same Page Book Discussion: Seven people attended the On the Same Page book discussion on March 14 for a discussion of *The One Hundred Years of Lenni and Margot* by Marianne Cronin. The April selection will be *Yellow Wife* by Sadeqa Johnson.

True Brew Nonfiction Book Club Discussion: Nine people attended Brad’s True Brew Nonfiction Book club where we discussed Jonathan Alter’s latest biography on former president Jimmy Carter. Due to the length of the book, we only read the first half which leads up to the first months of his presidency. Next month we’ll focus on the second half of the book which will cover his presidency and post-presidency.

Progress on Projects

Two of our AED devices have arrived, and we are planning their eventual placement. In Noblesville, we are looking at placing one on the main floor near the elevators. This will give easy access for those in the lobby, Public Services and Teen Services. With all the construction in Fishers, we’re planning to put the second one in our Ignite makerspace. Three additional AED’s have been ordered and once those arrive, they will go in Youth Services and the Crossroads Discovery Center in Noblesville and in the main lobby in Fishers.

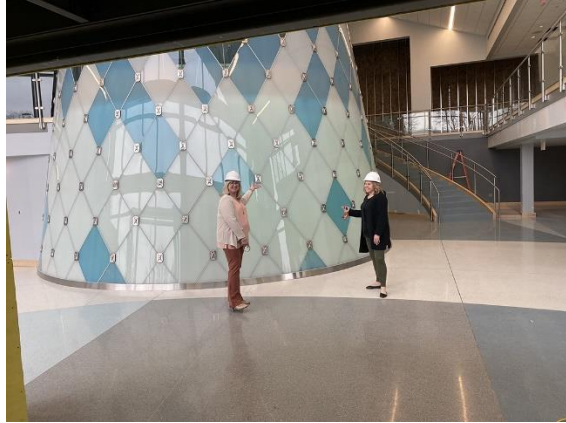
Brad and Julia received a \$1575.00 grant from the Friends of the Library to purchase children’s books for outreach visits over the summer and fall. In March 2022, the Hamilton East Public Library (HEPL) Outreach team collaborated with Aaron Gore from United Way of Central Indiana (Boone and Hamilton counties) to provide free books for children during Read Across America Day. United Way gave us 200+ children’s books in both English and Spanish that we were able to give away not only during March but during the following months of April and May. These books proved immensely popular at all our outreach visits ranging from schools and parks to farmer’s markets and festivals. While we enjoy giving away HEPL-branded gifts at outreach events (pens, candy, etc.), we have found that giving away a book has been the one thing our families and teachers have wanted the most!

Marketing and Communications

Departmental Highlights



This month we held a ribbon cutting at the Noblesville Library to celebrate our main entrance reopening and the near completion of Phase 1 renovations. We were joined by the Noblesville Chamber of Commerce, Hamilton County Leadership Academy, and several additional guests for the celebration! We're excited for our patrons and the community to enjoy these great updates, including improved traffic flow and expanded parking, increased access to green spaces, outdoor amenities for all ages, plus an updated front façade, meeting rooms, and lobby. Check out the coverage provided by the *Current* [here](#).



This month Jane and Kelsey worked to make many updates to the construction page of the website, including updated photos showing the progress made. Kelsey collaborated with Edra to give the *Current* a behind the scenes tour of the Fishers Library renovation project, to provide the community with a preview of what's to come. Read the story [here](#).

HAMILTON EAST PUBLIC LIBRARY

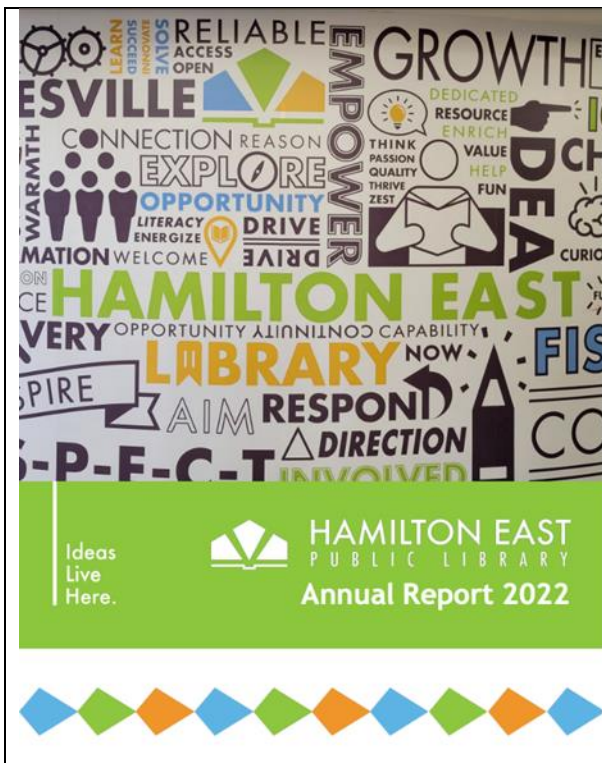
LOCAL AUTHOR FAIR

@ FORUM EVENTS CENTER
FORUM EVENTS CENTER, 11313 USA PKWY, FISHERS

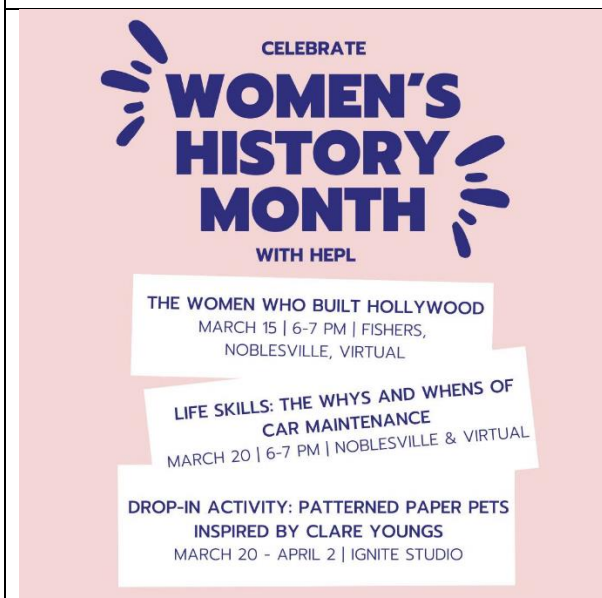
SATURDAY, APRIL 15
1:00 - 4:00 PM

60+ local adult, YA, & children's authors & literary organizations | Open house-style event | Book sales & signings | Chances to win book bundles & other prizes | All ages welcome | No registration required

In March, the Local Author Fair was a priority for promotions and was our number one hit on the blog and enews, gaining over 600 page views. We also saw a huge increase in engagement on social media surrounding the fair. Katherine created a Facebook "event" to elevate our presence on social media. The M&C team put in tremendous effort in promoting this signature HEPL event through designs for promotional materials, connecting authors to local media outlets for interviews, directional signage, program booklets, and more. Check out the coverage on the history of local authors (by David Heighway) and our Local Author Fair promo in the Noblesville Magazine [here](#), on pages 20-21. Read interviews from a couple of our local authors participating in the Local Author Fair, through This is Fishers, [here](#).



We're preparing to launch our 2022 Annual Report in April, which will be different in format from anything we've done before, in an effort to communicate the library's impact through more stories, images, and direct quotes from patrons. This report was created through incredible collaboration amongst HEPL staff providing numbers and stories from 2022. Jane worked on the design and organization of content, resulting in a beautiful story-telling masterpiece. We're so excited to share this with our patrons and the community during National Library Week in April!



Women's History Month is a time to celebrate the many achievements of women and the impact they have made in our world. This month, the M&C team worked with Tori M. to highlight the women that took Hollywood by storm with "The Women Who Built Hollywood," a presentation by Dr. Annette Bochenek, film historian and Hollywood expert. This promotion was through a blog, our enews, and on social media, with additional promotion of other Women's History Month programs happening in March. Read the blog [here](#).

	<p>Every year in March, we celebrate Disability Awareness Month. This year, we asked Fishers resident and mother of a child with disabilities, Dianne Thompson, to write a guest blog about her personal connection to this month and the ways we can support inclusion and acceptance of people with different abilities in our community. We also collaborated with library staff to create a supportive booklist and included a list of Disability Awareness Month programs happening at HEPL. This blog ranked in the top-five most clicked for the month and was shared to a wider audience through our community partners at the City of Fishers. Read the blog here.</p>
	<p>The Indiana Room moved down to the Rotary Reading Room on the first floor of the Noblesville Library in March, due to renovations for the Crossroads Discovery Center. Our team worked to communicate this move and to provide patrons with information on what’s available and what’s to come with the Crossroads Discovery Center. Informational bookmarks were created for this purpose and the new Crossroads Discovery Center landing page was launched. View the landing page here.</p>

Bright Ideas eNewsletter


In March 2023, HEPL’S Bright Ideas eNewsletter was delivered to 25,426 subscribers, with an open rate of 28.63%, with a click rate of 1.98%. Additionally, a Website Focus Group Invite (open rate of 76.19%) eblast was sent out.

Top clicked links in March 2023 *Bright Ideas*:

1. [Local Author Fair 2023](#): 241
2. [Online Databases/Apps \(Overdrive app sunset\)](#): 49
3. [HEPL Music Series 2023](#): 42
4. [Fishers Event Calendar](#): 31
5. [HEPL Beanstack \(Firefly Award\)](#): 25

Jane created content and collaborated with Katherine and Kelsey on graphics for the March edition of Bright Ideas. Highlights included Local Author Fair 2023, Overdrive App sunsetting, the 2023 HEPL Music Series, March Library Story for The Library is For Everyone: Telling Our Stories, Crossroads Discovery Center, Seed Library, Firefly Award Reading Challenge, Women’s History Month, Disability Awareness Month, All Together Now Call for Art in Ignite Studio, and more. Jane also collaborated with Iconic Digital and Kelsey on the official invitation to the HEPL Website Redesign Focus Group on April 12.

Discover Guide

	<p>March was a month of finalizing the May - July 2023 Discover Guide. Jane designed, reviewed, and finalized this publication, with contributions from Kelsey, program coordinators, and various HEPL staff. We will begin promoting this in April, highlighting big initiatives like Summer Reading Program, HEPL on the Move, Human Library, and Mental Health resources.</p>
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HEPL Website and Blogs

In March, we had 29,483 website users and almost 65,000 sessions. Additionally, the website had 167,153 page views, with 68.8% being new visitors. HEPL’s Seed Library continues to be popular across communication channels, remaining a top-clicked link on the website, blog, and enews. The Library Is For Everyone campaign is also performing well. We receive lots of positive feedback on these library stories from both patrons and staff members. Our March story focused on the diverse collection of books available at the library and was the sixth most clicked blog for the month. We also featured Women’s History Month and Disabilities Awareness Month on the blog. The Disabilities Awareness Month blog was particularly popular as our guest blogger shared her family’s personal connection to the month.

We’ve progressed on planning HEPL Website Redesign Focus Groups (for the public, staff, and teens) and department head interviews by reviewing the discussion group focus guide, sending out eblasts, and creating an RSVP form.

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

1. [Local Author Fair](#) (620 pageviews)
2. [Seed Library Reopening for 2023](#) (455 pageviews)
3. [Teen Writing Challenge: Love](#) (200 pageviews)
4. [Age Appropriate Libby and Hoopla Filters](#) (164 pageviews)
5. [Talking to Your Kids About Disabilities: Disability Awareness Month](#) (146 pageviews)

The full lineup of March blogs included: Talking to Your Kids About Disabilities: Disability Awareness Month 2023; How to Plan for Gardening Success; Finding Diversity and Family History at the Library (March Library Story); Local Ladies of the Silver Screen: Women's History Month 2023; Mark Your Calendar for Local Author Fair 2023; Ignite Studio Call for Art: All Together Now; Staff Spotlight On...Danielle Acton!; Using DNA for Genealogy Research.

Social Media Spotlight

HEPL's social channels continue to trend upward and saw a lot of engagement this month. In March, highlights include: Facebook post engagement was up +1,603, Twitter had 13.2K impressions (+4,413), Instagram had 34.8K impressions (+9,476), LinkedIn gained +17 followers and YouTube had a watch time of 63.7 hours!

In March, we began promoting the sunset of the OverDrive app and encouraged patrons to use Libby. We kicked off this series of posts with a fun meme to remind patrons that OverDrive will sunset at the end of April. This post was our highest reached post across most of our social platforms, including Twitter, with over 2,000 impressions (most of our tweets get around 100-300 impressions or views.) This year we did a book March Madness campaign on social media. We started off with 16 of the most popular adult fiction books (checked out in the last few years) and had the public vote on their favorites. This fun campaign was a huge success, particularly on stories with at least 40 votes per match up (most of our story polls get around 20 people participating.)

Top 5 Performing Posts this Month:

1. 7.5K - Noblesville Ribbon Cutting posted on 3/22
2. 3.1K - Ignite 700s Collection Artist Reception posted on 3/9
3. 2.6K - OverDrive sunset Meme posted on 3/9
4. 2.5K - Indiana Room Move posted on 3/17
5. 2.3K - Author Fair Workshops posted on 3/21

Katherine's progress on projects for social media this month included planning content for March with Kelsey; she planned, filmed, and edited reels working with Tyler, Kris, and Jackie in Ignite; she utilized data to drive best time for posting, and researched trends to use for reels; worked with Kelsey on photos and social media posting of the Noblesville Ribbon Cutting; worked with Kathy to get photos from Laughing Jack Celtic Concert; worked with Katelyn to post a video to YouTube for an Ignite Kit; worked with Joseph to get books for our March Madness; worked with Molly and Anna for social post about OverDrive sunset; worked with Allison for stats on Winter Reading for a round-up post; started implementing a new social strategy based on current best practices; worked with Kelsey on responses to our social media inboxes.

Social Media Pictures



FishersIN @FishersIN · Mar 20

...

Don't miss out on the free workshops throughout the month at the @HamiltonEastPL in honor of #FishersDisabilityAwareness Month. Learn more about the workshops being offered and be sure to register by visiting the link.

fishers.in.us/999/March-Disa... @Old_National



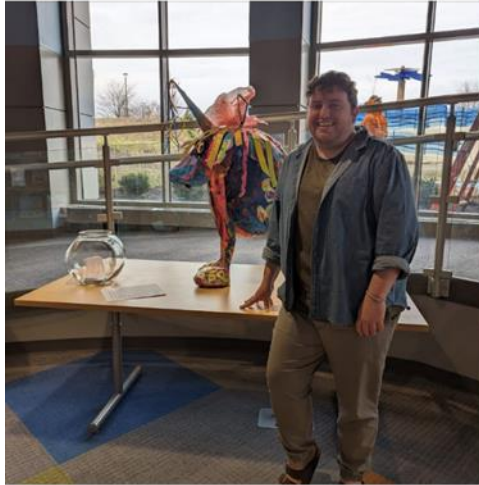


Janus Developmental Services, Inc.

March 9 at 2:55 PM · 🌐



Ever heard that song by the band America, "A Horse With No Name"? Participants at Janus created an amazing sculpture, but guess what? It needs a name and we need your help to name it! It has the Strength of a Dog, the Bravery of a Lion, the Magic of a Unicorn, and the Fun and Imagination of many all built within its many layers. Stop by the Hamilton East Public Library in Noblesville (Youth Services) starting next week for the next two weeks and then the Fishers location (... [See more](#))



Acton Academy Fishers

March 2 · 🌐



Thank you [Hamilton East Public Library](#)! Not only did we get to learn about the cool sorting machine, engineered to simplify the organization of books (which is perfect to learn about during our engineering quest), but we also created stories and plays, and got to experience the Ignite Creative Space!

[#actonfishers](#)
[#librariesareawesome](#)
[#drseussbirthday...](#) [See more](#)



This is your mid-month reminder to experience our March Storywalk at Brooks School Road Park! In honor of March's Disability Awareness month we're featuring a story told in the eyes of mobility throughout various community interactions. "We Move Together" by Kelly Fritsch, shares the story of how people with mixed abilities navigate their communities barriers and find enjoyment through movement and interaction.

We hope this story will help introduce conversations and explo... [See more](#)



onezonechamber

onezonechamber We're excited to spotlight Hamilton East Public Library as our next inductee into The Honors!

The Honors celebrates long-standing members of our organization and their exemplary commitment to the work we do. Thank you to HEPL for being such an impactful part of OneZone & our community! Learn more about them below:

How long have you been a OneZone Chamber member?

- We have been a member longer than any of us can remember - 1991!

What has been an important milestone in your business?

- With over 150 years of history, there are many milestones! Focusing on our service to Fishers, construction of the first Fishers Library in its current location in the Municipal Complex was completed in 1993. Our arts-focused maker space, Ignite Studio, opened in the Fishers Library in 2018. We are looking forward to our next milestone when current construction is completed. This will include a fantastic new North entrance and a beautiful public-art filled pedestrian plaza by our South entrance providing a direct connection from the Nickel Plate Trail to the Fishers Amp and City Center.

What does getting this award mean to you?

14 likes
MARCH 1

Add a comment... [Post](#)

Major HEPL Promotions

Local Author Fair 2023, Overdrive App sunsetting, the 2023 HEPL Music Series, March Library Story for The Library is For Everyone: Telling Our Stories, Indiana Room move, Crossroads Discovery Center, Seed Library, Firefly Award Reading Challenge, Women's History Month, Disability Awareness Month, All Together Now Call for Art in Ignite Studio, Noblesville Library ribbon cutting, and more.

Other Significant Promotions

Among the other significant HEPL promotions that the team supported this month were:

Photos from the African American Read-In, Women's History Month programs, Destress and Donuts, photos from the Fishers District Little Free Library Ribbon Cutting with HEPL, This week @ HEPL graphics, Life Skills: The Whys and Whens of Car Maintenance, Winter Reading Program recap, Teen Writers Ring, Ignite's 700 Collection photos, photos from Mr. Dan the Music Man, Seed Library photos, March Madness, Historic Baseball in Hamilton County, Janus partnership photos of "The Creature", Teen Beach Party, Community Board Game Day, HEPL Music Series, April Computer Classes, Easter Closure, and more.

May Preview

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

Youth Services Preview

May Displays

- Seasonal Display- Spring
- Seasonal Display- AAPI Month/Memorial Day
- Gardening
- Indy 500/Racing

Programs in Youth

Storytime with a Dentist | Tuesday, May 16th 10am | Fishers Library

- Come learn about the importance of dental health and enjoy stories read by a Dentist! Afterwards check out some free goodies to help keep your smile nice and healthy! Program is geared towards children in preschool but families with kids of school age are welcome! No registration required.

Mission Breakout: Back to Reality | Saturday, May 20th 1pm | Noblesville Library

- Find clues, decipher puzzles, and work as a team to accomplish your mission before the time runs out! Do you have what it takes? Back to Reality: You've become trapped in the 8-bit world of Minecraft and the only way back to reality is through the locked boxes that you see before you. Make sure you read the clues carefully and pay attention to everything you see in order to figure out the combinations, open the locks and break into the box.

Programs in Teen

Sip and Study | Tues. May 16th Noblesville Library 3:30-6pm | Weds. May 17th Fishers Library 4-7pm

- Come study for finals in the TeenZone and get a free warm beverage to fuel you! We'll have coffee, tea, and cocoa available while supplies last. For teens only. No registration required.

Scribe Circle | Wednesday, May 24th 5:30pm | Fishers Library

- Want a safe space to write creatively and grow as a writer? To try new writing techniques and share your ideas with other teen writers? Then join the Scribe Circle (formerly Teen Writers Ring)! Each month teens will discuss a different element of creative writing, then write about the topic and share their writing with each other. (Sharing is not mandatory though!) Teens can write something new each meeting or add to a story they are currently writing. All writing experience levels are welcome! May's topic will be about creating engaging and relevant

dialogue! Paper and pencils will be provided, but teens can bring their own notebooks or devices to write on if they prefer. For teens only. Registration required.

Public Services Preview

Programs

Every Wednesday - ENL Conversation Group | 11am-12pm and 6:30-7:30pm | FIS with virtual option

May 4 – Excel Part 1 | 9:30-11:30am | FIS

May 8 – Speculative Fiction Guild | 6:30-7:30pm | NOB with virtual option

May 8 – The Write Stuff Adult Writers’ Group | 6:30-7:30pm | Virtual

May 9 & 23 – FlexAbility | 9:30-10:15am | NOB

May 9 – Tech Tuesday – Drop-in Device Assistance | 1-3pm | NOB

May 9 – Just the Facts Book Club | 6:30-7:30pm | FIS with virtual option

May 9 – On the Same Page Book Club | 7-8pm | NOB

May 11 – Excel Part 2 | 9:30-11:30am | FIS

May 11 & 25 – Virtual Tai Chi Flow with Christine | 9:30-10:30am | Virtual

May 11 – Introduction to Computers | 1-2:30pm | NOB

May 11 – Fiction Fans Book Club | 6:30-7:30pm | FIS with virtual option

May 11 – Adult Virtual Craft: I Love Mom Angel | 6:30-8pm | Virtual

May 15 – Introduction to Cloud Computing | 2-3pm | FIS

May 16 – Food Budgeting and Meal Planning | 5-6pm | NOB

May 16 – Real Estate Market Update | 6:30-7:30pm | FIS with virtual option

May 17 – QPR: Suicide Prevention Training | 6-8:30pm | NOB

May 17 – Mystery Loves Company Book Club | 6:30-7:30pm | NOB with virtual option

May 18 – Dementia Friends Community Info Session | 6:30-7:30pm | FIS

May 19 – Community Blood Drive | 1:30-4:30pm | NOB parking lot

May 20 – Virtual Kadampa Meditation Center Series | 7-8pm | Virtual

May 23 – Community Blood Drive | 3-7pm | FIS

May 24 – Intro to Windows 11 | 2-3pm | FIS

May 24 – Paging Through Time Book Club | 2-3pm | NOB with virtual option

May 24 – Books on Tap Book Club | 6:30-7:30pm | Mashcraft Fishers

May 25 – Making a Resume with Google Docs | 3-4:30pm | NOB

Displays (subject to change based on availability of materials, spaces, etc.):

Military Appreciation (in connection with Memorial Day)

Asian-American Pacific Islanders Month

Celebrating Mothers

National Barbecue Month

Classic Hollywood Movies (film noir)

Get Caught Reading Month

Experiential Learning Preview

Programs in Ignite:

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

- Drop-in Activities:
 - Origami Seed Pots (May 1-16)
 - Recycled Accessories (May 17-31)

- **Featured Classes/Events**
 - **Maker-in-Residence: Open Studio/Community Drop-in (May 6, 9, 16, 27, 30)**
 - Stop by to work alongside our Maker-in-Residence, Addie Hirschten, and finish up a piece from class or ask questions. You can also add to the community project "Symbols on Circles." This project has patrons of all ages chose a personal symbol, design it in black and display it on colored paper cut in the shape of a circle. Watch this community project take shape over the course of Addie's residency.
 - **Ukrainian Egg Dying with Teaching Artist Mary Acton (May 13)**
 - Ukrainian eggs are made using a resist method of adding wax and dyes to create designs on the shell of a hollowed out egg. Participants will learn about this process, be able to practice and complete one egg to take home.
 - **Maker-in-Residence: Abstract Painting Workshop (May 23)**
 - Create loose and free paintings using acrylic paint. Together we will learn how to express emotions through color and shape. Explore techniques from the abstract expressionist and art therapy movements to create expressive dynamic pieces.
- **Core Trainings/Events:**
 - Video Equipment Workshops (May 13)
 - Silkscreen Printing Workshop (May 20)
 - Sound Equipment Workshops (May 20)
- **Creative Meet Ups**
 - Creative Happy Hour (May 2)
 - Figure Drawing Open Studio (May 18)

Programs in the Indiana Room:

- **Search Like a Librarian (May 6)**
 - Leave no stones unturned in your ancestor search by learning new strategies and tools for more effective and complete searches. Learn about Boolean logic, wild cards, truncation and keywords. Discover nontraditional genealogical sources as well. Cardigan not included!
- **Genealogy Advisory Board (May 11)**
 - Please join us for this informal discussion group. This month we will be focusing on women. Please share your favorite tips and tricks for effective genealogy research of those often over looked mothers, grandmothers, aunts, and sisters. Get new search strategies from the other participants and Nancy Massey, our Hamilton County Genealogist.

Bicentennial Preview:

May is Adams Township's month, which includes Sheridan. We will continue to promote and attend events during this time, and will host our first Community Conversation for our Ambassadors.

HEPL 2024 BUDGET CALENDAR DATES

Finance Committee: Craig Siebe-Chair, Michelle Payne, Tiffanie Ditlevson

Wed. May 3rd	Kick-off internal budget process at LT meeting Departments submit budget requests by May 19th.	
Thursday, May 25th	Mike Reuter budget presentation to the Board	
Thursday, June 22nd	Laura present Budgeting 101 -high level budget process	Full Board
Thursday, July 13 5:00 p.m. Fishers	Edra presents rough budget, financial outlook to Finance Committee and discuss personnel items	Finance Committee Edra, Laura
Thursday, July 27 6:15pm Fishers	Regular Board meeting for July Full board reviews initial budget	
Thursday, August 24 6:15 p.m. Noblesville	Regular meeting of Board for August Full board reviews budget for advertisement	Full Board Edra
Thursday, August 31	Deadline for Budgets entered into Gateway	Laura Gropp
Thursday, September 28 6:15 p.m. Fishers	Public Hearing on Budget Regular Meeting of Board for September	Full Board
Thursday, October 26th 6:15 p.m. Noblesville	Budget and Tax Rate officially adopted by Board Regular Meeting of Board for October (need Quorum)	Full Board
Friday, October 27	Submit signature page of the adopted budget and proof of publications to the auditors office	Laura Gropp
Monday, October 30	Budget filed with DLGF	Edra Waterman

1-Nov Deadline to adopt budget

8-Nov Deadline to submit to in Gateway

Title	Series	Already Owned	Ordered additional copies	Ordered new for the collection
Voyage With The Vikings	Imagination Station		2 replacement copies ordered	
Attack At The Arena	Imagination Station		2 replacement copies ordered	
Fall In The Palace	Imagination Station	1 copy	2 additional copies ordered	
Ravage Of The Red Knight	Imagination Station	1 copy	1 additional copy ordered	
Shoedown With The Shepherd	Imagination Station		2 replacement copies ordered	
Problems In Plymouth	Imagination Station	1 copy	2 additional copies ordered	
Secret Of The Prince's Tomb	Imagination Station		2 replacement copies ordered	
Battle For Cannibal Island	Imagination Station		2 replacement copies ordered	
Escape To The Midline Place	Imagination Station	2 copies		
Challenge On The Hill Of Fire	Imagination Station	1 cov	2 additional copies ordered	
Hunt For The Devil's Dragon	Imagination Station		2 replacement copies ordered	
Danger On A Silent Night	Imagination Station	2 copies		
The Redcoats Are Coming!	Imagination Station	2 copies		
Captured On The High Sea	Imagination Station	2 copies		
Surprise At Yorktown	Imagination Station		2 replacement copies ordered	
Doomsday In Portmali	Imagination Station	2 copies		
In Fear Of The Sparrow	Imagination Station	2 copies		
Trouble On The Arabian Train	Imagination Station	2 copies		
Light In The Lions' Den	Imagination Station	2 copies		
Inferno In Tokyo	Imagination Station	2 copies		
Madman In Manhattan	Imagination Station	2 copies		
Freedom At The Falls	Imagination Station	2 copies		
Secret In The Tunnel	Imagination Station	2 copies		
Rescue On The River	Imagination Station	2 copies		
Poison At The Puma	Imagination Station			2 copies
Swamp Into Sea	Imagination Station			2 copies
Refugees On The Run	Imagination Station			2 copies
Islands and Stormies	Imagination Station			2 copies
Mad Run For Survival	Imagination Station			2 copies
Land Of The Lost	Imagination Station			2 copies
Admiral Judson: A Grand Purpose	Heroes for Young Readers			2 copies-1 already added for Nobleville, Fishers copy received and in process
Amy Carmichael: Rescuing the Children	Heroes for Young Readers			2 copies-1 already added for Nobleville, Fishers copy received and in process
Bethany Hamilton: Riding the Waves	Heroes for Young Readers			2 copies-1 already added for Nobleville, Fishers copy received and in process
Beth Greener: Flurry Hah	Heroes for Young Readers			2 copies-1 already added for Nobleville, Fishers copy received and in process
Brother Andrew: Taking Bibles to the World	Heroes for Young Readers			2 copies-1 already added for Nobleville, Fishers copy received and in process
C.S. Lewis: The Man Who Gave Us Narnia	Heroes for Young Readers			2 copies-1 already added for Nobleville, Fishers copy received and in process
Cameron Townsend: Planting God's Word	Heroes for Young Readers			2 copies-1 already added for Nobleville, Fishers copy received and in process
Corrie ten Boom: Shining in the Darkness	Heroes for Young Readers			2 copies-1 already added for Nobleville, Fishers copy received and in process
David Livingstone: Courageous Explorer	Heroes for Young Readers			2 copies-1 already added for Nobleville, Fishers copy received and in process
Doctors Klaus Ober and Martina John: Miracle in Peru	Heroes for Young Readers			Original order cancelled by vendor- 2 copies received and in process
Eric Liddell: Runlike for a Higher Prize	Heroes for Young Readers			2 copies-1 already added for Nobleville, Fishers copy received and in process
George Mueller: Faith to Feed Ten Thousand	Heroes for Young Readers			2 copies-1 already added for Nobleville, Fishers copy received and in process
Gracie Adward: Define to Trust	Heroes for Young Readers			2 copies-1 already added for Nobleville, Fishers copy received and in process
Hudson Taylor: Friend of China	Heroes for Young Readers			2 copies-1 already added for Nobleville, Fishers copy received and in process
Ma Scudder: Healing in India	Heroes for Young Readers			2 copies-1 already added for Nobleville, Fishers copy received and in process
Jim Elliot: A Light for God	Heroes for Young Readers			2 copies-1 already added for Nobleville, Fishers copy received and in process
Jonathan Edwards: Never Give Up	Heroes for Young Readers			2 copies-1 already added for Nobleville, Fishers copy received and in process

Isiah Cunningham: Making God Known	Heros: for Young Readers			2 copies- 1 already added for Nobleville, Fishers copy received and in process
Lottie Moon: A Generous Offering	Heros: for Young Readers			2 copies- 1 already added for Nobleville, Fishers copy received and in process
Mary Slessor: Courage in Africa	Heros: for Young Readers			2 copies- 1 already added for Nobleville, Fishers copy received and in process
Rita Sant: Heavenbound	Heros: for Young Readers			2 copies- 1 already added for Nobleville, Fishers copy received and in process
Nick Vujicic: No Limits	Heros: for Young Readers			2 copies- 1 already added for Nobleville, Fishers copy received and in process
William Carey: Beater of Good News	Heros: for Young Readers			2 copies- 1 already added for Nobleville, Fishers copy received and in process
1700-1760 Count Zinzendorf: First Fruit	Christian Heros: Then & Now	22 copies		2 copies- Received and in process
1793-1791 John Wesley: The World His Parish	Christian Heros: Then & Now	2 copies		2 copies- Received and in process
1723-1807 John Newton: Change of Heart	Christian Heros: Then & Now			2 copies- Received and in process
1743-1816 Francis Asbury: Circuit Rider	Christian Heros: Then & Now	2 copies		2 copies- Received and in process
1761-1834 William Carey: Obliged to Go	Christian Heros: Then & Now	22 copies		2 copies- Received and in process
1788-1850 Adoniram Judson: Bound for Burma	Christian Heros: Then & Now	2 copies		2 copies- Received and in process
1796-1839 John Williams: Messenger of Peace	Christian Heros: Then & Now	21 copy		2 copies- Received and in process
1805-1898 George Müller: The Guardian of Bristol's Orphans	Christian Heros: Then & Now	1 copy- missing		2 copies- Received and in process
1813-1873 David Livingstone: Africa's Explorier	Christian Heros: Then & Now	12 copy		2 copies- Received and in process
1829-1912 William Booth: Soup, Soap, and Salvation	Christian Heros: Then & Now	1 copy		2 copies- Received and in process
1832-1905 Hudson Taylor: Deep in the Heart of China	Christian Heros: Then & Now	12 copy		2 copies- Received and in process
1837-1899 O.L. Moody: Bringing Souls to Christ	Christian Heros: Then & Now	2 copies		2 copies- Received and in process
1840-1912 Lottie Moon: Giving Her All for China	Christian Heros: Then & Now	22 copies		2 copies- Received and in process
1846-1915 Mary Slessor: Forward into Calabar	Christian Heros: Then & Now	1 copy		2 copies- Received and in process
1854-1940 Florence Young: Mission Accomplished	Christian Heros: Then & Now	12 copy		2 copies- Received and in process
1859-1936 Jonathan Goforth: An Open Door in China	Christian Heros: Then & Now	1 copy		2 copies- Received and in process
1860-1931 C.T. Studd: No Retreat	Christian Heros: Then & Now	22 copies		2 copies- Received and in process
1865-1940 Wilfred Grenfell: Fisher of Men	Christian Heros: Then & Now			2 copies- Received and in process
1867-1951 Amy Carmichael: Rescuer of Precious Gams	Christian Heros: Then & Now			2 copies- Received and in process
1867-1952 Samuel Zwemer: The Burden of Arabia	Christian Heros: Then & Now	2 copies		2 copies- Received and in process
1870-1960 Ma Scudder: Healing Bodies, Touching Hearts	Christian Heros: Then & Now	12 copy		2 copies- Received and in process
1872-1942 Rowland Bingham: Into Africa's Interior	Christian Heros: Then & Now	1 copy		2 copies- Received and in process
1875-1965 Albert Schweitzer: Le Grand Docteur	Christian Heros: Then & Now			2 copies- Received and in process
1878-1952 Mildred Cable: Through the Jade Gate	Christian Heros: Then & Now			2 copies- Received and in process
1880-1951 John Flynn: Into the Nowhere	Christian Heros: Then & Now			2 copies- Received and in process
1887-1961 Lillian Trasher: The Greatest Wonder in Egypt	Christian Heros: Then & Now	1 copy		2 copies- Received and in process
1889-1929 Sumbar Singh: (Sadhvi) Footprints Over the Mountains	Christian Heros: Then & Now	22 copies		2 copies- Received and in process
1892-1983 Corrie ten Boom: Keeper of the Angels' Den	Christian Heros: Then & Now			2 copies- Received and in process
1895-1993 Norman Grubb: Mission Builder	Christian Heros: Then & Now			2 copies- Received and in process
1896-1982 Cameron Townsend: Good News in Every Language	Christian Heros: Then & Now	1 copy		2 copies- Received and in process
1898-1963 C.S. Lewis: Master Storyteller	Christian Heros: Then & Now	22 copies		2 copies- Received and in process
1900-1986 Clarence Jones: Mr. Radio	Christian Heros: Then & Now			2 copies- Received and in process
1901-1957 Isobel Kuhn: On the Roof of the World	Christian Heros: Then & Now	22 copies		2 copies- Received and in process
1902-1945 Eric Liddell: Something Greater Than Gold	Christian Heros: Then & Now			2 copies- Received and in process
1902-1970 Gladys Aylward: The Adventure of a Lifetime	Christian Heros: Then & Now	22 copies		2 copies- Received and in process
1906-1945 Dietrich Bonhoeffer: In the Midst of Weakness	Christian Heros: Then & Now	2 copies		2 copies- Received and in process
1909-2001 Richard Wurmbrand: Love Your Enemies	Christian Heros: Then & Now			2 copies- Received and in process
1912-2008 Jacob DeGruyer: Forgive Your Enemies	Christian Heros: Then & Now	1 copy		2 copies- Received and in process
1914-1994 Rachel Saint: A Star in the Jungle	Christian Heros: Then & Now	12 copy		2 copies- Received and in process
1914-2003 Paul Brand: Healing Hands	Christian Heros: Then & Now	1 copy		2 copies- Received and in process
1920-1997 Betty Gowen: Wings to Serve	Christian Heros: Then & Now	22 copies		2 copies- Received and in process
1923-1996 Rita Saint: On a Wing and a Prayer	Christian Heros: Then & Now			2 copies- Received and in process

1925-2016 Helen Rosewater: Mama Luka	Christian Heroes: Then & Now			2 copies- Received and in process
1926-2015 Elizabeth Elliot: Joyful Surrender	Christian Heroes: Then & Now			2 copies- Received and in process
1927-1956 Jim Elliot: One Great Purpose	Christian Heroes: Then & Now	2 copies		2 copies- Received and in process
1928-2022 Brother Andrew: God's Secret Agent	Christian Heroes: Then & Now	1 copy		2 copies- Received and in process
1935- Loren Cunningham: Into All the World	Christian Heroes: Then & Now	2 copies		2 copies- Received and in process
1940-? David Bussis: Facing the World	Christian Heroes: Then & Now	1 copy		2 copies- Received and in process
Head-on	Christian Heroes: Then & Now	1 copy		2 copies- Received and in process
1940-? Charles Mulli: We are Family	Christian Heroes: Then & Now			2 copies- Received and in process
1960-? Klaus-Dieter John: Hope in the Land of the Incas	Christian Heroes: Then & Now	1 copy		2 copies- Received and in process
Squirmed Away	The Dead Sea Scrolls	1 copy	1 additional copy ordered	
Boy Math Scrolls	The Dead Sea Scrolls	1 copy	1 additional copy ordered	
Mutty Study Buddies	The Dead Sea Scrolls	1 copy	1 additional copy ordered	
Scoundrelwood!	The Dead Sea Scrolls	1 copy	1 additional copy ordered	
Free-Mendous Trouble	The Dead Sea Scrolls	1 copy	1 additional copy ordered	
Whiffy Soulmies	The Dead Sea Scrolls	1 copy	1 additional copy ordered	
Whele Of Nazareth	The Dead Sea Scrolls	1 copy	1 additional copy ordered	
A Ducky Bookie Detector	The Dead Sea Scrolls	1 copy	1 additional copy ordered	
Enfah Scrolls- Not on request list	The Dead Sea Scrolls	1 copy	1 additional copy ordered	
Risky River Rescue- Not on request list	The Dead Sea Scrolls			2 copies
A Tactically Jumpy Journey- Not on request list	The Dead Sea Scrolls			2 copies will be ordered closer to release date May 2023
The Blackguard Chronicles: Opening Moves Book	The Blackguard Chronicles			2 copies- Received and available for circulation
Paan's Play (The Blackguard Chronicles) Book	The Blackguard Chronicles			2 copies- Received and available for circulation
Cross-Check (The Blackguard Chronicles) Book	The Blackguard Chronicles	2 copies		
Book's Ruin (The Blackguard Chronicles) Book	The Blackguard Chronicles	2 copies		
Knigh't's Scheme (The Blackguard Chronicles) Book	The Blackguard Chronicles			Need to order 2 replacement copies
Revenge of the Phantom Hot Rod	Last Chance Detectives			2 copies
Quest for the King's Crown	Last Chance Detectives			2 copies
Honest	Other B			2 copies
Kind	Other B			2 copies
Brave	Other B			2 copies
Helpful	Other B			2 copies
Take no Turns	Other B			2 copies
Trustworthy	Other B			2 copies
Joyful	Other B			2 copies
Highly	Other B			2 copies
Thoughtful	Other B			2 copies
Useful	Other B			2 copies
Free	Other B			2 copies
Handily (not on request list)	Other B			2 copies will be ordered closer to release date in October
Elephants are not birds	The Freedom Island Saga One (by Brave Books)			2 copies
Little lives matter	The Freedom Island Saga One (by Brave Books)			2 copies
The island of few ice cream	The Freedom Island Saga One (by Brave Books)			2 copies
Fame, blame and the raft of Shame	The Freedom Island Saga One (by Brave Books)			2 copies
More than spots & stripes	The Freedom Island Saga One (by Brave Books)			2 copies
Pass off my cannon	The Freedom Island Saga One (by Brave Books)			2 copies
Son of truth	The Freedom Island Saga One (by Brave Books)			2 copies
The fight for Freedom Island	The Freedom Island Saga One (by Brave Books)			2 copies
Because you're my family	The Freedom Island Saga One (by Brave Books)			2 copies
Down of the brine	The Freedom Island Saga One (by Brave Books)			2 copies
Puddin', pirates and the problem with power	The Freedom Island Saga Two (by Brave Books)			2 copies
Unruzzle me, please	The Freedom Island Saga Two (by Brave Books)			2 copies
The candy calamity	The Freedom Island Saga Two (by Brave Books)			2 copies
Freedom day the Aahar way	The Freedom Island Saga Two (by Brave Books)			2 copies
Hona's fantastical fort	The Freedom Island Saga Two (by Brave Books)			2 copies
Surfing past fear	The Freedom Island Saga Two (by Brave Books)			2 copies
The night the snow monster attacked	The Freedom Island Saga Two (by Brave Books)			2 copies
As you grow	The Freedom Island Saga Two (by Brave Books)	2 copies	2 additional copies received	
The adventures of Seymour Cuss and Mr. Mouse	The Freedom Island Saga Two (by Brave Books)			2 copies
Chaos in the canopy	The Freedom Island Saga Two (by Brave Books)			2 copies
The secrets you believe	The Freedom Island Saga Three (by Brave Books)			2 copies

The Freedom Island Saga Three (by			
Joining the amazing club awesome sauce	Brew Books)		2 copies
Baby's First Bible (Melody Carlson)			2 copies
The Biggest Story Bible Storybook by Kevin			
Whitford			2 copies - received and circulating
The Biggest Story: How the Snake Crusher Brings			
Us Back to the Garden			2 copies
Who Am I? by Barbara Anderson			2 copies
Pro-Life Kids by Bethany Bombauer			1 copy ordered- received and circulating
Questions for Super Average Kids, Book 1 by			
Questions for Super Average Kids, Book 2 by			2 copies
Bob Smiley			1 copy
Average Boy's Above-Average Year by Bob			
Smiley			2 copies- received and circulating
Share A Wordless Book about Love by Dagny			
Giffin			2 copies- received and circulating
When I Pray for You by Matthew Paul Turner			
Bible Infographics, Volume 3			2 copies
The Ultimate Infographic Guide to the Bible, by			
Joseph M. Holden			Will order 2 copies
Little Pilgrim's Progress, illustrated by Helen L.			
Taylor	11 copy	1 additional	
Core 52, Family Edition: Build Kid's Bible			
Confidence in 10 Minutes a Day			2 copies
Subscriptions	Magazine Subscription	Subscriptions are added once a year and we will	
evaluate these at our next annual window (opens		November 2023)	
Magazine Subscription			Will fill gaps as possible and continue to
Adventures in Odyssey	Audio series	47 titles owned	order new releases
Jonathan Park	Audio series	7 titles owned	2 copies of the entire "KING" collection of
			Jonathan Park adventures
We have a fixed spending limit for digital resources, given that each product is a more			
substantial chunk of our annual budget. We have stricter guidelines for subscriptions than			
https://worldwatch.news	Digital Subscription		
Review On The Oregon Trail	Range In Time	2 copies	
Danger In Ancient Rome	Range In Time	1 copy	2 additional copies ordered
Long Road To Freedom	Range In Time		1 replacement copy & 1
Race To The South Pole	Range In Time	2 copies	set/round
Journey Through Ash And Smoke	Range In Time	2 copies	
Escape From The Great Earthquake (Turkish	Range In Time		
School & Library Binding Edition)	Range In Time	1 copy	
3-Day Battle On The Beach	Range In Time	2 copies	
Hurricane Katrina Rescue	Range In Time	1 copy	1 additional copy ordered -
Disaster On The Titanic	Range In Time	2 copies	RCVD
Night Of Soldiers And Spies	Range In Time	2 copies	
Escape From The Twin Towers	Range In Time	2 copies	
Attack On Pearl Harbor	Range In Time		
Caddis Woodlawn		11 copy	1 additional copy
Caddis Woodlawn's Family		1 copy	1 copy
Raising Emotionally Strong Boys: Tools Your			
Sen Can Build On For Life by David Thomas		11 copy	1 additional copy
Love Thy Body: Answering Hard Questions			
About Life by Nancy R. Painter			2 copies- received and circulating
Tactics, 10th Anniversary Edition: A Game Plan			
For Discussing Your Christian Convictions			
(Updated and Expanded version)			2 copies- received and circulating
Faithfully Different: Regaining Biblical Clarity in			
a Secular Culture by Natasha Crain			2 copies- received and circulating
Keeping Your Kids on God's Side by Natasha			
Crain			2 copies- received and circulating
Talking with Your Kids about God by Natasha			
Crain			2 copies- received and circulating
Talking with Your Kids about Jesus by Natasha			
Crain			2 copies- received and circulating
Mama Bear Apologetics by Hillary Morgan Ferrer		1 copy- damaged	2 additional copies- received
Mama Bear Apologetics Guide to Sexuality by			and circulating
Hillary Morgan Ferrer			2 copies- received and circulating
Heaven by Randy Alcorn		1 copy	1 additional copy
The Story: The Bible As One Continuing Story			
of God and His People (NIV)		11 copy	
Shopping for Time (Redesign): How to Do It All			
and NOT Be Overwhelmed by Carolyn Mahoney			2 copies
The Excellent Wife by Martha Peace			
Rise! Motherhood by James and Wilfer			2 copies
Women of the Word by Jan Vesten			2 copies
The Ten Commandments of Progressive			
Christianity by Michael J. Kruger			2 copies
Men and Women in the Church by Kevin			
DeYoung			2 copies

Title	Author/Creator	Details	Result
The Innocent Wife	Regan, Lisa	Retry on SHARE incorrect title originally requested	ILL
Forest Gardening: Cultivating an Edible Landscape 2nd edition	Hart, Robert	1996 publication	ILL
The History of Battery A, First Regiment Rhode Island Light Artillery in the War to Preserve the Union, 1861-1865	Liditch, Thomas	1904 publication-specific request for loan	ILL
Personal Recollections and Observations of General Nelson A. Miles, Vol. 1	Miles, Nelson	Specific request for loan	ILL
The History of a Brigade of South Carolinians, Known First as "Gregg's" and Subsequently as "McGowan's" Brigade	Salisbury, James	Specific request for loan	ILL
The Irish Brigade and Its Campaigns: The Irish in the American Civil War	Scoville, Carl D.P.	Specific request for loan	ILL
A Social History of France 1700-1914	McPhee, Peter	Specific request for loan	ILL
Don't Be a Tourist in Paris: The Messy Messy Chic Guide Looking through the eyes of trauma and dissociation: An illustrated guide for EMDR therapists and clients	Orall, Vanessa Paulsen, Sandra	Specific request for loan Academic and specific	ILL
When there are no words: Repairing early trauma and neglect from the attachment period with EMDR therapy	Paulsen Sandra	Academic and specific	ILL
Biological Collection	Shoop	Music CD that is over 25 years old	ILL
The Twentieth Regiment of Massachusetts Volunteer Infantry 1861-1865	Bruss, George	1906 publication-specific request for loan	ILL
A History of the Fifth Regiment New Hampshire Volunteers in the American Civil War 1861-1865	Child, William	1893 publication-specific request for loan	ILL
Historical Sketches of the Seventh Regiment North Carolina Troops	Harris, J.S.	1893 publication-specific request for loan	ILL
Casualties by Battle and by Name in the Eighth New York Heavy Artillery, August 22, 1862-June 5, 1865	Rudolf, James	1913 publication-specific request for loan	ILL
Heavy guns and light of the 4th New York Heavy Artillery	Sirk, Hyland	1890 publication-specific request for loan	ILL
Butler and his cavalry in the War of Secession, 1861-1865	Brooks, U.R.	1909 publication-specific request for loan	ILL
Peyton Place	Wald, Jerry	Item not available for purchase	ILL
The Architecture of Chaco Canyon, New Mexico	Selson, Stephen	Item not available for purchase	ILL
The Islander	Rylant, Cynthia	Item only available from a third-party on Amazon	ILL
Turnout and Triumph: My Years as Secretary of State	Schultz, George	1993 release	ILL
Waiting for the Moon	Hannah, Kristin	Out of print and our existing copy was damaged	ILL
The History of the First New Jersey Cavalry (Sixteenth Regiment New Jersey Volunteers)	Byne, Henry R.	1871 release-specific request for loan	ILL
The History of Battery B, First Regiment, Rhode Island Light Artillery, in the War to Preserve the Union, 1861-1865	Rhodes, John	1894 release-specific request for loan	ILL
The Veteran Volunteers of Monroe and Chicago Counties in the War of the Rebellion, being a History of the 152nd New York Volunteers	Roback, Henry	1888 release-specific request for loan	ILL
A Regimental History of the One Hundred and Twenty-Fifth New York State Volunteers	Simon, Ezra D.	1888 release-specific request for loan	ILL
History of the First Maine Cavalry, 1861-1865	Robie, Edward	1887 release-specific request for loan	ILL
Island within a city: A History of Norridge Harwood Heights Area	McGowan, Thomas	1989 release	ILL
Serving the Republic: Memoirs of the Civil War and Military Life of Nelson A. Miles	Miles, Nelson A.	1911 release-specific request for loan	ILL
Give 'Em Hell Boys!: The Complete Military Correspondence of Nathan Bedford Forrest	Seabrook, LeBlain	Unavailable for purchase	ILL
NYPD Blue Season 7	D'Amico	Unavailable for purchase	ILL
NYPD Blue Season 4	D'Amico	Unavailable for purchase	ILL
Maybe Yes, Maybe No: A Guide for Young Skeptics	Barker, Dan	Own other titles on subject, elected to ILL dated title	ILL
Day Zero	Cameron, Marc	Only available used on Amazon	ILL
Banners at Shenandoah	Carroll, Bruce	1965 publication not readily available for purchase	ILL
Four Doors Down	Carroll, Bruce	2004 limited availability	ILL
The Golden Filly Collection, 2	Freeling, Laurence	Out of print	ILL
Politics is for People	Williams, Shirley	Unavailable for purchase	ILL
God and Caesar: Personal reflections on Politics and Religion	Williams, Shirley	OK for ILL	ILL
A Job to Live: The impact of tomorrow's technology on Work and Society	Williams, Shirley	OK for ILL	ILL
How to be a positive kid	Wadley, Carole	Out of print	ILL
The Cancellor's Secret	Gregory, Susanna	2023 release?	ILL
Protecting the Gift: Keeping Children and Teenagers Safe	De Becker, Gavin	Specific request for audiobook version-no longer available for purchase	ILL
Philip Matthias of Burnt Cabins, Pennsylvania, the Immigrant and his Descendants and the Wrights of Baltimore County, Maryland and the Trough Creek Valley Area, Huntingdon County, Pennsylvania	Matthias, Robert	Very specific regional history	ILL
Tang Yan Zhenqing Zhang Jiao wei tie	Tang, Zhenqing	Staff member request for ILL	ILL
Tang Yan Zhenqing Zhou Yi Tang tie	Tang Yan Zhou	Staff member request for ILL	ILL

Yan Zhengjing shufaji	Yan, Zhengjing	Staff member request for ILL	ILL
Yan Zi zhi	Yang Bai zhi/Bian Ji	Staff member request for ILL	ILL
China marines: an infantryman's life after World War II	Blodde, E.S.	Patron requested as ILL	ILL
The Beach House	Hanna, Rachel	Patron requested as ILL	ILL
Return to Peyton Place	ILL-Unfilled	No lending libraries available. Patron instructed to try again after April 20, 2023	ILL- UNFILLED
We Want Equality	Lowe, Charles	limited availability	Not ordered
Ted Lasso	Apple TV	Only available on specific streaming service	Not ordered
The Housemaid	McFadden, Freida	Specific request for e-audio, a format not available for purchase	Not ordered
The Housemaid Secret	McFadden, Freida	Specific request for e-audio, a format not available for purchase	Not ordered
Cake Bake Cookbook	Rogers, Gwendolyn	Hard to obtain, Ham co release. Will try again. Is this available at CCPL?	Not ordered
On the Table by the Window: The Journey of a gay dad in Indiana	Nirbhay Van	Not available to purchase	Not ordered
Play	Julia	Only available on specific streaming service	Not ordered
Living the Texas Lawman	Connealy, Mary	No title/author found	Not ordered
Living her Texas Protector	Connealy, Mary	Not available in ebook format requested	Not ordered
Living the Texas Negotiator	Connealy, Mary	Not available in ebook format requested	Not ordered
Living the Texas Stranger	Connealy, Mary	Not available in ebook format requested	Not ordered
Living the Mysterious Teen	Connealy, Mary	Not available in ebook format requested	Not ordered
Back Hills Becoming	Connealy, Mary	Not available in ebook format requested	Not ordered
Now in Nebraska	Connealy, Mary	Not available in ebook format requested	Not ordered
January 6	Blundell, Bethany	No book found to match title/author	Not ordered

YA Progress Update			
	Titles	Copies	Items acquired since ORP
Starting Number	11,134 [□]	18,472 [□]	
Items Edited to High School	86	193	58
Items Edited to General	841	1619	173
% of project complete	~8%	~10%	
Number of staff currently assigned to review YA	8		
Number of staff hours spent on review in March	140		
Number of staff assigned to retroactive processing	4		
Number of staff hours spent on retroactive processing	62		

Titles relocated to General collection from Juvenile targeted review

Title	Author
Stephen Biesty's Incredible Body Cross-Sections	Stephen Biesty
The Body Atlas	Giulano Fornarni
It's Not the Stork	Robie Harris
It's So Amazing	Robie Harris
help! Why am I changing	Susan Akass
Wait, What?	Corinna, Heather
What's Going on Down There?	Karen Gravelle
Everything You Always Wanted to Know About Puberty and Should	Morris Katz
Celebrate Your Body 2	Dr. Lisa Klein
Let's Talk Puberty for Boys	Disney
Let's Talk Puberty for Girls	Disney
Puberty is Gross but also really awesome	
Will Puberty Last My Whole Life?	Julie Metzger
Boy's Guide to Becoming a Teen	AMA
Changing You!	Dr. Gail Saltz
Growing up Great	Scott Todnem
The Boys' Guide to Growing Up	Phil Wilkinson
The "What's Happening to my Body" book for Boys	Lynda Madaras
The "What's Happening to my Body" book for Girls	Lynda Madaras
It's Perfectly Normal	Robie Harris
It's Perfectly Normal	Robie Harris
It's Perfectly Normal	Robie Harris
Sex is a Funny Word	Cory Silverberg
The Every Body Book	Rachel E. Simon
On Your Mark Get Set Grow	Lynda Madaras

YA Fiction Relocated to General Collection

Title	Author
Red hood	Arnold
Forever	Blume
A Scatter of Light	Lo
The Female of the Species	McGinnis
Ramona Blue	Murphy
Breathless	Niven
Breathless (Audio)	Niven
Beautiful	Reed
Scattered Showers	Rowell
I Miss you, I hate this	Saedi
And They Lived	Salvatore
Concrete Rose	Thomas
Concrete Rose (Audio)	Thomas
He Must Like You	Younge-Ullman
Adachi Shimamura Novel 3	Iruma
Adachi Shimamura Novel 4	Iruma
Adachi Shimamura Novel 6	Iruma
Adachi Shimamura Novel 7	Iruma
Adachi Shimamura Novel 9	Iruma
Adachi Shimamura Novel 10	Iruma
If He Had Been With me	Nowlin

YA Graphic Novels Relocated to General Collection

Title or Series Title	Author
Summer Spirit	Holleville
All-New, All-Different Avengers Vol. 1	Waid
The Avengers	Waid
Avengers the Complete collection	Johns
Captain America the new Deal	Ney Rieber
Captain America Winter Soldier	Bribaker
Captain Marvel: Carol Danvers	Reed
Civil War II	Bendis
The New Avengers: everything is new	Ewing
The New Avengers: standoff	Ewing
The New Avengers vol. 1 breakout	Bendis
Age of Ultron	Bendis
Pride & Prejudice	Butler
Sam Wilson, Captain America #takebacktheshield	Spencer
Secret invasion	Bendis
Siege	Bendis
Young Avengers Vol 1 Style> Substance	Gillen

YA Manga Series Relocated to General Collection		
Series Title	Volumes	Volumes added since ORP proposed
Adachi & Shimamura series	2	2
Afro Samurai	1	
After Hours series	3	
Afterschool Charisma series	10	
Akame ga Kill series	15	
Akira	1	
Alice in the Country of Hearts series	3	
The Apothecary Diaries series	6	
Asadora series	5	
Assassination Classroom series	21	
Attack on Titan series	57	
Bakuman series	20	
Beastars series	15	7
Black Butler series	26	
Blue Exorcist series	27	
Blue Flag series	8	
Blue Lock series		4
Blue Period series	7	
B.O.D.Y. series	3	
Boys run the riot series	4	
A Bride's Story series	3	
Bungo Stray Dogs series	17	1
The Case Study of Vanitas series	5	
Cat Paradise series	5	
Chainsaw Man series		6
Children of the Whales series	20	
Crown of Love series	3	1
Death Note series	13	
Delicious in dungeon series	10	1
Devil's Line series	14	
Emma series	6	
Failed Princess series	5	
Fate/zero series	8	
Fire Force series	23	
Flame of Recca series	4	
Flower of life series	3	
Fly me to the Moon series	3	1
Food Wars series	36	
The Gentlemen's alliance series	11	
Hana & Hina: After School	2	
Hana-Kimi series	19	1
Hunter x hunter series	34	2
I want to be a wall series		2
If I could reach you series	7	
Immortal hounds series	5	
Inubaka series	16	
InuYasha series	17	
Jujutsu kaisen series	17	1
K-On series	5	
Kaguya-sama series	14	8
Laid-back camp	7	
Library Wars series	15	
Line	1	
Magical Girl Apocalypse series	16	
Mao series	8	1

Mobile suit Gundam Thunderbolt series	14	4
Monkey High series	8	
My Special one		1
Neon Genesis Evangelion series	3	
Not your idiot	2	
Othello series	3	
Parasyte	1	
Pluto series	2	
The Promised neverland series	20	
Beyond the promised neverland		1
Pumpkin scissors series	2	
The Quintessential Quintuplets series	6	8
Revolutionary Girl Utena series	5	
School-live series	12	
The Seven Deadly Sins series	41	
Four Knights of the Apocalypse series	5	1
Shadow Star series	3	
Shaman warrior series	2	
So Cute it Hurts series		
Solanin	1	1
Soul Eater series	25	
Soul Eater not series	5	
Spoon on Titan	2	
Spy x Family series	8	
Stepping on roses series	2	
Summertime rendering series		
Sweet Blue Flowers series	4	
Sword Art online Progressive series	7	2
Thus spoke Rohan Kishibe series		2
Time Lag	1	
Uzumaki	1	
Vampire Knight series	18	1
Vampire Knight memories series	6	1
We Were There series	3	
Whisper me a love song series	5	
Yggdrasil series	2	
	825	

Performance Pay Plan

HEPL's plan is to implement a performance-based merit pay model for salary increases that would go into effect January 1, 2024 using a merit matrix that would tie into our employee's annual performance evaluation. This merit matrix enables HEPL to remain within an overall merit budget amount each year, while allowing it to vary the amount of the increases it provides to employees based on their individual performance and place in salary grade, along with other job criteria dependent on the level of the role within the organization. The highest performing employees who are lowest in their pay range will receive the highest increases, while employees with lower performance scores or employees already high in their pay range will receive a lower awarded merit increase or (if warranted) no merit increase. This is based on the philosophy of targeting movement toward the mid-range of market-based compensation ranges for well-performing, seasoned staff.

Pay-for-Performance Model

Performance ratings overall will reflect a combination of job-level attributes dependent on the level of the role within the organization. We evaluate overall performance in a two or three-tier model depending on pay grade, and this allows for custom merit increase guidelines for different job levels. These criteria for performance ratings tie directly into our current performance evaluation system which reflects our strategic priorities through articulated core competencies as well as through establishment and tracking of strategic goals.

Scoring by Grade

Pay grades 2 through 10

Evaluated in a two-category performance criteria model, including:

- General core performance (weighted to impact overall results at 40%)
- Goal competency performance (weighted to impact overall results at 60%)

Pay grades 12 through 14

Evaluated in a three-category performance criteria model, including:

- General core performance (weighted to impact overall results at 20%)
- Leadership performance (weighted to impact overall results at 20%)
- Goal competency performance (weighted to impact overall results at 60%)

Pay grades 16 through 18

Evaluated in a three-category performance criteria model, including:

- General core performance (weighted to impact overall results at 20%)
- Leadership/development/strategic thinking performance (weighted to impact overall results at 20%)

- Goal competency performance (weighted to impact overall results at 60%)

Using HEPL's existing appraisal forms and process, we will implement a 4-point rating system for each of these weighted categories:

1. Does not meet expectations
2. Sometimes meets expectations
3. Meets expectations
4. Exceeds expectations.

This will result in an individual performance score that will be entered into HEPL's merit matrix to determine the performance-based pay increase. This system of numeric rating will be a change for all staff, and will require communication and explanation at all levels.

Timeline for Implementation:

April/May 2023—Board review

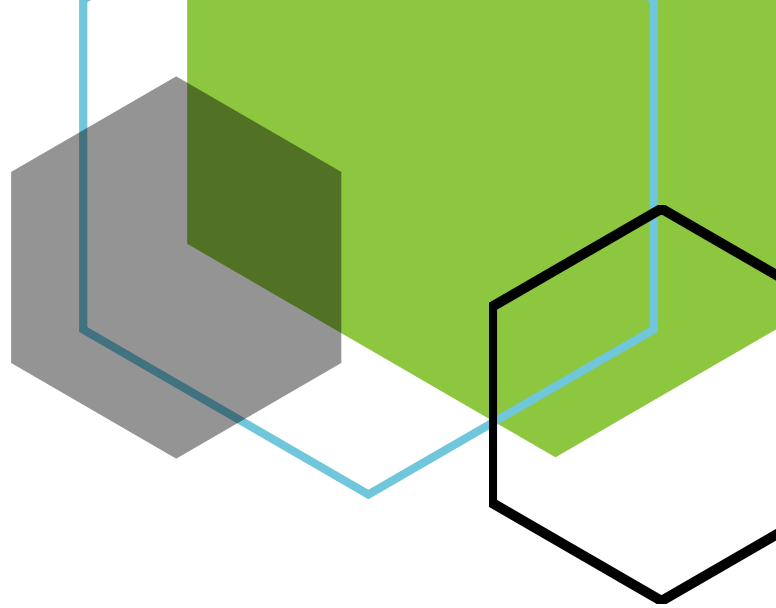
June-August 2023—Board will determine budget available for salary increases. Senior admin and Director of HR will review and revise performance appraisal forms to reflect this new approach. Roll out change to all staff. Begin conversations and complete expectation training with all staff on merit philosophy, reason for changes, and updated definitions of performance categories.

September-October 2023—Complete additional training for leadership/supervisory staff on applying new ratings system to existing performance review process.

November-December 2023-Implement new performance review process including the numerical ratings. This data will be entered into the merit matrix to calculate individual performance pay. Going forward, all employee reviews will be completed annually between November 1 and December 15 to complete the matrix and ensure new pay rates are ready for January 1 application. This timeline will also allow for staff goals to be developed for 2024 that directly map to the updated strategic plan goals and priorities.

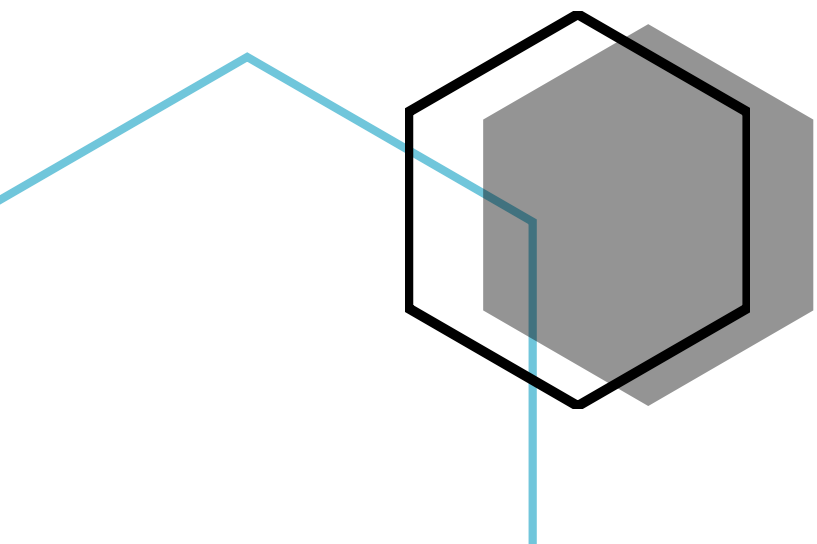
January 2024

New pay rates applied individually based on merit matrix information; salary ranges moved upward (aged) a set percentage. This is recommended annually to maintain competitiveness and would typically be about half of the overall percentage set for merit.



Operational Response Plan 2023 Collection Development Policy

Hamilton East Public Library
January 2023





Executive Summary

Overview

The Hamilton East Public Library Board of Trustees approved a revised Collection Development Policy to take effect January 27th, 2023. This new policy includes a statement on age appropriate placement of materials that will necessitate changes in shelving locations for certain materials currently housed in our children’s department and Teen Zone.

The most significant operational changes as a result of the new policy are as follows:

- Selection processes for the Juvenile, Middle School and High School collections will be modified to ensure that all materials added going forward are compliant with the new policy and shelved appropriately.
- Existing Juvenile, Middle School and High School collections will be retroactively reviewed and relocated as needed to ensure compliance.
- More specific procedures aligning with the policy related to Requests for Reconsideration will need to be developed.

Interpretive Statements

Material in the Juvenile/Youth, Middle School, and High School sections should be age appropriate. Age appropriateness considerations include nudity, alcohol and drug use, profanity, violence, and sexual content.

We interpret the above statement from the Board-approved Collection Development Policy to mean that HEPL’s current approach to age-appropriate placement (see “Age Appropriate Collection Standards” pages 4-6) is acceptable with the exception of the additional definitions regarding sexual nudity and the descriptions of sexual content as listed in the policy.

Material containing pictorial depictions of nudity involving lewd exhibition of the genitals, nudity involving genitals in an aroused state, sexual conduct (including masturbation, vaginal sex, oral sex, anal sex, oral-anal sex, the use of sex toys, ejaculation, or sadomasochistic abuse) will not be shelved in the Juvenile/Youth, Middle School, or High School sections. Written material containing explicit descriptions of sexual conduct (including masturbation, vaginal sex, oral sex, anal sex, oral-anal sex, the use of sex toys, ejaculation, and sadomasochistic abuse) will not be shelved in the Juvenile/Youth, Middle School, and High School sections.

Operational Response Plan
2023 Collection Development Policy



We interpret the above Board-approved policy statement to mean that any instance of visual depiction of sexual nudity as described or any level of written description, even incidental, of sexual conduct as described would mean that material is to be placed in the adult collection irrespective of any other determining factor such as intended audience; literary, educational or scientific merit for that audience; or age-specific positive reviews and/or literary awards.

Online databases, eBooks and other digital resources are provided by HEPL to broaden patrons' access to information. In cases where individual titles are selected by HEPL, the same selection criteria used in the acquisition of print materials apply to online materials. In other cases, the library provides subscription access to a collection or database curated by a third-party vendor. The labeling and organization of online collections is largely determined by vendors.

We interpret the above Board-approved policy statement to mean that HEPL's current approach to online databases, eBooks and other digital resources as defined in the above statement is acceptable and that changes in shelving location related to sexual content apply only to the organization of physical materials in the library. The new Board-approved Collection Development Policy also includes language regarding the role of parents ("Parents should be aware that children have access to all materials in the Library....It is the responsibility of the parent to monitor their child's access to materials while in the library.") and the Internet Use and Circulation Policies further underscore that cardholders including children and teens have access to all library materials and that parents have a role in guiding their child's access to library materials. We therefore interpret this to mean that the library may continue to provide access to online materials to all cardholders following our current practice and acknowledge that the organization and labeling of online and digital materials provided by a vendor may be different than how we label and organize physical materials in the library.

Definitions

We interpret "lewd exhibition of the genitals" to mean a pictorial depiction of genital nudity in which the genitals are displayed (regardless of whether in an aroused state or otherwise sexual context) in an intentionally vulgar or rude manner.

We interpret "masturbation" to mean any touching of genitals, either of the self or another individual, for the purpose of sexual pleasure or gratification.

We interpret "vaginal sex" and "anal sex" to mean any form of penetration for sexual purposes.

We interpret "oral sex" to include any oral stimulation of the genitals, including cunnilingus and fellatio.

We interpret "ejaculation" to mean both the specific definition of sperm coming out of a penis, as well as any explicit depiction or description of orgasm.

Operational Response Plan
2023 Collection Development Policy



We interpret “sodomasochism” using the following definition from Merriam-Webster: *The derivation of sexual gratification from the infliction of physical pain or humiliation either on another person or on oneself*¹

We interpret “nudity” to mean exposure of the genitals, pubic area, buttocks, or the female nipple or full breast.

We interpret “explicit” to be the opposite of “implicit”, using the following definitions:

Explicit: Fully revealed or expressed without vagueness, implication or ambiguity: leaving no question as to meaning or intent (Merriam-Webster²); Clear and easy to understand, so that you have no doubt what is meant (Oxford Learner’s³)

Implicit: Capable of being understood from something else though unexpressed (Merriam-Webster⁴); Suggested without being directly expressed (Oxford Learner’s⁵)

Compliant & Non-Compliant Content

Examples of content that we assume to be compliant and non-compliant are listed below:

Non-Compliant Content <i>Materials containing any instance will not be eligible for shelving in the children’s department or Teen Zone</i>	Compliant Content <i>Materials in the children’s department and Teen Zone may contain this content.</i>
<p>Any vulgar or rude display of genitals (e.g. penis, testicles, vulva) whether sexual in context or not</p> <p>Any depiction or description of nudity in a sexual context</p> <p>Any nude depiction of genital arousal, including in an educational or scientific context</p> <p>Any depiction or description of touching of genitals (either of the self or another individual) for the purpose of sexual pleasure or gratification</p>	<p>Alcohol and drug use, profanity, violence, within established collection guidelines for age appropriateness (see pages 4-6)</p> <p>Romantic content that falls outside of policy-defined “sexual content” (e.g. kissing, displays of affection/affectionate touching, desire) including portrayals of such content involving LGBTQ+ characters</p> <p>Depictions and descriptions of gender, including transgender experiences.</p>

¹ [Sadomasochism Definition & Meaning - Merriam-Webster](#)

² [Explicit Definition & Meaning - Merriam-Webster](#)

³ [explicit adjective - Definition, pictures, pronunciation and usage notes | Oxford Advanced Learner's Dictionary at OxfordLearnersDictionaries.com](#)

⁴ [Implicit Definition & Meaning - Merriam-Webster](#)

⁵ [implicit adjective - Definition, pictures, pronunciation and usage notes | Oxford Advanced Learner's Dictionary at OxfordLearnersDictionaries.com](#)

Operational Response Plan
2023 Collection Development Policy



Any depiction or description of vaginal or anal penetration for sexual purposes	
Any depiction or description of oral stimulation of genitals (e.g. cunnilingus, fellatio) or of the anus	
Any depiction or description of the use of sex toys	
Any explicit depiction or description of orgasm	
Any depiction or description of sadomasochism	

For certain content that may not be specifically addressed in the policy language, library staff requests guidance from the Board of Trustees to determine appropriate placement. Examples of such content include:

- Non-sexual nudity, including depictions of genitals provided they are in a non-aroused state and/or non-vulgar display (examples: nudity in art, depictions/descriptions of characters bathing)
- Non-nude depictions or descriptions of genital arousal (example: an erection under clothing) where the context is not otherwise sexually explicit per policy)
- Touching of non-nude buttocks or female breast where the context is not otherwise sexually explicit per policy
- Non-explicit content that may be suggestive of sex, including:
 - Euphemism and slang
 - Flirting
 - Vague wording
 - Implicit pictorial depictions
- Statements that clearly indicate an occurrence of sexual content but where the sexual content does not appear “on screen” and is not described in graphic terms. (example: a conversation between friends in which one tells the other that they recently lost their virginity.)

Age-Appropriate Collection Standards

Titles are selected for specific collections based on physical format, difficulty level of text (books only), and age recommendation as suggested by professional sources and reviewers. In the case of a discrepancy between review sources, titles are aged-up and placed in the collection corresponding to the older age/grade recommendation.

Operational Response Plan 2023 Collection Development Policy



Juvenile Collections

In addition to all selection criteria defined in the library's Collection Development Policy, materials for this collection will be identified through the following:

- Baker & Taylor audience rating Babies, Age 0-2; Toddlers, Age 2-4; Kindergarten, Age 5-6; Grade 1-2, Age 6-7; Grade 2-3, Age 7-8; Grade 3-4, Age 8-9
- Baker & Taylor audience rating of Grade 4-6, Age 9-11 based on review
- Midwest Tape genre Children's
- MPA rating G
- MPA rating PG or Unrated based on review
- Manga rating E,A
- Manga rating of Y based on review
- Professional review key:
 - Kirkus: Ages 2-10; Ages 8-12 & 9-13 based on review
 - Publishers Weekly: Ages up to 9; Ages 8-12 based on review
 - School Library Journal: PreS-Gr4; Gr 4-6 based on review
- Published and/or reviewed for babies through age 11, with priority given to School Library Journal reviews in the event of a discrepancy
- Complex topics such as death, bullying, violence, alcohol and drug use, and growth and development are presented in an age appropriate manner.

Middle School Collections

In addition to all selection criteria defined in the library's Collection Development Policy, materials for this collection will be identified through the following:

- Baker & Taylor audience rating of 7-9
- Baker & Taylor audience rating of 4-6 based on review sources
- Manga rating E, A or Y
- Professional review key:
 - Kirkus: 12 & up, 12-15, 12-16, 12-Adult
 - Publishers Weekly: Age 10 & Up, Ages 12 & Up
 - School Library Journal: Gr 5 Up, Gr 5-7, Gr 4-8, Gr 5-8, Gr 6-8, Gr 6-10, Gr 6 Up, Gr 7 Up
- Features protagonists ages 12-15
- Published and/or reviewed for grades 6-8, with priority given to School Library Journal reviews in the event of a discrepancy
- Listed as Middle School on Junior Library Guild or Middle & Junior High on Novelist Core Collection
- Can include complex topics such as relationships, bullying, violence, alcohol and drug use, horror, puberty and self-awareness at an age-specific level. Mild swearing.

High School Collections

In addition to all selection criteria defined in the library's Collection Development Policy, materials for this collection will be identified through the following:

- Baker & Taylor audience rating of 10-12

Operational Response Plan 2023 Collection Development Policy



- Baker & Taylor audience rating of 7-9 based on review sources
- Manga rating T
- Professional review key:
 - Kirkus: 14-18, 12-Adult, 14-Adult, 13-17, 13-18
 - Publishers Weekly: Ages 13 & Up, Ages 14 & Up
 - School Library Journal: Gr 7 Up, Gr 7-10, Gr 6-10, Gr 8 Up, Gr 9 Up, Gr 10 Up
- Features protagonists age 16 and up
- Listed as High School in Junior Library Guild or Senior High in Novelist Core Collection
- Relationships can include sex and serious commitments, however if sexual conduct is described, the material will be shelved in the adult collection. More intense horror, graphic violence and swearing.

Project Phasing

Planning Phase: December 16th - January 26th

The goals in the planning phase of the project are as follows:

- Develop interpretive statements and reorganization plan
- Redefine selection procedures to ensure that shelving of newly added materials is brought into immediate compliance with new Collection Development Policy, temporarily pausing selection/processing where appropriate
- Develop strategy for retrospective review of affected collections
- Develop draft Request for Reconsideration procedures in alignment with new Collection Development Policy

Implementation Phase: Begins January 27th

Goals for implementation include the following:

- Resume full selection & new material processing in alignment with new Collection Development Policy
- Develop & implement strategies to support “balanced review sources” in selection process
- Initiate retrospective review of existing collections
- Finalize project timeline, identify necessary staffing resources, and hire additional staff as needed
- Develop & implement communication plans (internal & external)

Alignment Phase

Most significant operational changes as a result of the new Collection Development Policy impact library collections, and that is where we will immediately focus our attention. As the project advances, however, library staff will need to consider the ways that these changes affect other areas of work in the library. We anticipate revised procedures and new operations related to:

- Circulation of materials
- Wayfinding and signage

Operational Response Plan 2023 Collection Development Policy



- Reader's advisory work
- Programming & outreach, including microlibraries
- Teen award-winning books

Progress reports will be provided to the Board of Trustees throughout the project as part of the monthly Director's Report.

Complexity of Work

There is considerable complexity in the work associated with this project.

Over 11,000 item records and 18,000 individual copies are impacted by this change and each will require individual hands-on attention and processing. In some cases, reading books cover-to-cover may be required, and this will require significant time.

Significant changes in our ILS database and catalog configurations are required (holding codes, item categories, search delimiters, etc.) in order to accurately reflect shelving locations and facilitate searching.

Logistical considerations include labeling and processing changes, adjustments to shelving layouts, weeding of collections in order to make space for relocated materials, and the physical labor of relocating the books themselves.

Our best estimate at this time is that the retrospective review portion of this project will require over 8,000 hours of labor to complete. In order to complete the project within a year, we will require 4-5 FTE (full-time equivalency) of staff dedicated to the project. We recommend the hiring of temporary staff, beyond our standard staffing levels, in order to complete the project in a timely manner. Additional long-term staff may also be needed to help manage additional workflow in the selection process described below. We are still determining our needs for this and plan to bring specific recommendations to the Board of Trustees in the future.

Selection of New Materials

The process of title discovery begins with vendor and publisher alerts, patron recommendations, continuing series notifications, and professional reviews. In addition, selectors will seek out non-traditional or small press publishers that do not receive comprehensive coverage in review publications to source titles for balanced collections.

In order to comply with the new Collection Development Policy, going forward, selectors and/or staff reviewers will consult additional vetting sources to determine if a juvenile or teen title is eligible for shelving in the Children's, Middle or High School collections. These sources include:

- Junior Library Guild: provides alerts on 'Potentially Sensitive Areas' including sexual content. (Additional cost for HEPL, estimated at \$1000/year.)
- Common Sense Media: provides a parent's guide with detailed information on nine categories (Free with educator's account)
- The StoryGraph: provides crowd sourced 'Content Warnings' (free)

Operational Response Plan 2023 Collection Development Policy



Our team will continue to grow and develop a list of trusted sources for this purpose.

Any title that shows merit for the collection in alignment with our selection criteria may still be purchased. However, any juvenile or teen title that is not reviewed by any of the above vetting sources, or which have unclear results, will be ordered on our unprocessed vendor accounts and held for review by professional staff to determine placement. Direct inspection may include up to a full read-through of the title before determining final shelving location.

Retrospective Review

We will undertake a full review of all library materials currently housed in the Teen Zone and relocate any materials to the General Collection (adult) that contain the non-compliant content as outlined in the new Collection Development Policy. In order to develop strategy and prioritization for this review, we have performed some initial sampling of current collections and assessed our collection sizes. We have identified areas of the collection that may have more and fewer items “out of compliance” with the new policy. For collections that are smaller and/or may have fewer items out of compliance, we plan to perform the retrospective review “in place” - leaving collections accessible in Teen Zone as we work our way through. For collections that are larger and/or may have more items out of compliance, we plan to relocate materials to the General Collection immediately and perform a reverse retrospective review to move eligible materials back in to the Teen Zone. This combined strategy will allow us to fully comply with the policy as quickly as reasonably possible.

Due to the conventions of the YA publishing genre, we estimate that roughly 50% of materials currently in Teen Zone (the majority of which are currently shelved in the High School collection) may need to be relocated to the general collection. This amounts to as many as 150-200 individual shelves of materials per building, and the relocation of these items will have a visible impact and will require physical rearrangement of shelving units and furniture in our General Collection/Public Services areas to absorb the added materials.

For children’s materials, we will perform a retrospective review in targeted areas of concern related to the new policy - notably non-fiction materials related to puberty, human reproduction, and the human body. These materials are already under review (off the shelf) as of this report, and we plan to have this review completed by February 1st, 2023. We expect only a minimal number of titles will need to be relocated to the General Collection and we are confident that, aside from these targeted areas, our children’s collections are otherwise already in compliance with the new Collection Development Policy.

Request for Reconsideration Procedures

Phase One: Library Staff Review

1. The completed Request for Reconsideration Form will be submitted to the Library Director.
2. The Library Director will share the Request with:
 - a. Director of Collection Services, and
 - b. Based on the area of the collection where the item in question is currently housed, either the Director of Public Services OR Director of Youth Services OR Director of Experiential Learning, and

Operational Response Plan
2023 Collection Development Policy



- c. Based on the area of the collection where the item in question is currently housed, the appropriate Collection Development Librarian (adult, teen, youth).
3. If the item in question is currently housed in the children's or teen areas of the library, the Library Director and staff listed above will perform an initial review of the item to check that the item is eligible or ineligible for shelving in the children's or teen areas.
4. Throughout all internal reviews, the item in question will remain available in the collection for public use as much as reasonably possible. For single-copy items, the item will by necessity circulate to staff during the review process, but the item should remain visible in the library catalog.
5. The Library Director will determine whether a decision on the item can be made at this stage, or if further review of the item is warranted.
6. If warranted, the Library Director will delegate further review of the item to the Director of Collection Services, who will assemble an ad hoc committee. The ad hoc committee will consist of the Director of Collection Services, another Collection Development Librarian (representing a different collection area), and at least one professional librarian, preferably with collection expertise relevant to the item in question.
7. The Collection Development Librarian will prepare a report on the item in question, including reviews, vendor recommendations, and holdings of area libraries. This report will be shared with the ad hoc committee.
8. The ad hoc committee will consider the Request for Reconsideration by reading, viewing or listening to the item in question in its entirety, reviewing the Collection Development Librarian's report on the item, and consulting professional/critical reviews of the work from a variety of viewpoints.
9. The ad hoc committee will submit a recommendation to the Library Director.
10. The Library Director will respond to the requesting patron in writing within six weeks of the original request, and will report to the Board of Trustees on the results of the review.

Phases 2 & 3: Board Review

If this response is not acceptable to the requestor, the Board of Trustees will appoint a review committee to read, view, or listen to the material in question. This committee will consist of three members: one will be a librarian on the library staff, one will be a current board member, and one will be a local citizen who is not affiliated with the library and will be appointed by the board. This committee will have reasonable time to read, view, or listen to the material in question. The committee will meet to consider the request and make a formal recommendation to the Board. The Board will consider the review committee recommendation and the original request and will make a final determination.

If acceptable to the Board, the Library Director can assist in identifying a librarian to serve on the committee at this stage. We would recommend a librarian who has not previously been involved in the review process.

Operational Response Plan
2023 Collection Development Policy



Additionally, the Library has tools available that may assist the Board in appointing a member of the community to serve on this committee. One option may be to use our volunteer software platform to develop a volunteer “job description” for this duty. Interested members of the public may apply at any time, and their information would be kept on file in a database, which the Board may select from when needed. Other available tools might include a web form that could be posted on the library website. If it is desirable that community members be library cardholders, staff can provide a check against our ILS data, and we have other tools at our disposal for verifying residency in our service district at our disposal. Library staff stand ready to assist at the Board’s direction.

OPERATIONAL RESPONSE PLAN

2023 COLLECTION DEVELOPMENT POLICY

ADDENDUM B: PARENTING/FAMILY RESOURCE COLLECTIONS

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.

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.

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:

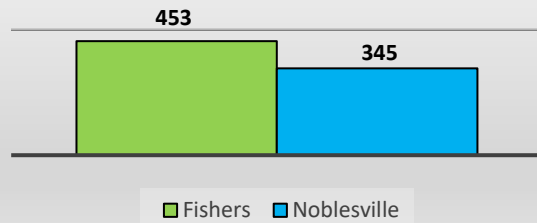
This model would allow the library to pilot the idea of subject-based (vs. Dewey-based) non-fiction organization with a single subject. It would unite materials on similar topics currently found in two separate Dewey ranges (300s and 600s) into one area, and create a more browsing-friendly collection 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.

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.

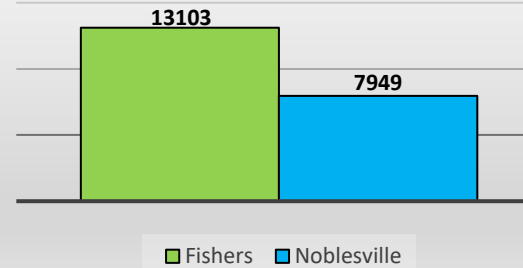
MARCH 2023 SNAPSHOT STATISTICS

HEPL Card Registrations



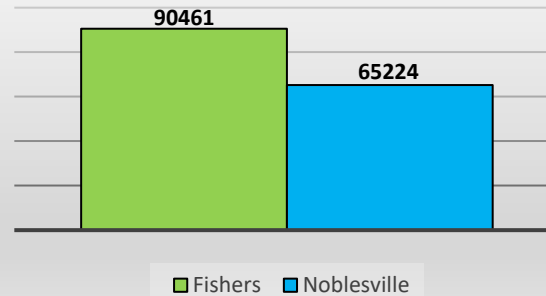
Nearly 26 users per day registered for a library card in March.

Active Users



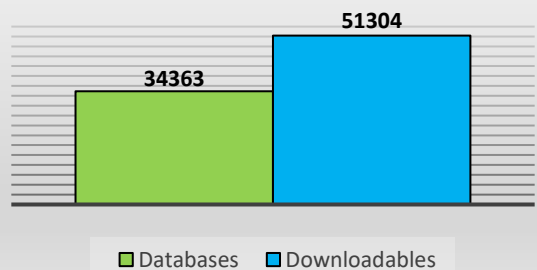
Active users are patrons who have borrowed physical/downloadable materials or accessed a database during the month.

Materials Circulation



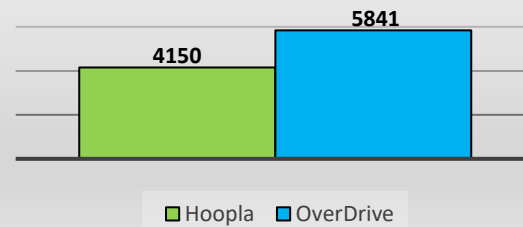
Physical material circulation rose ~4.2% from March 2022.

Electronic Resource Usage



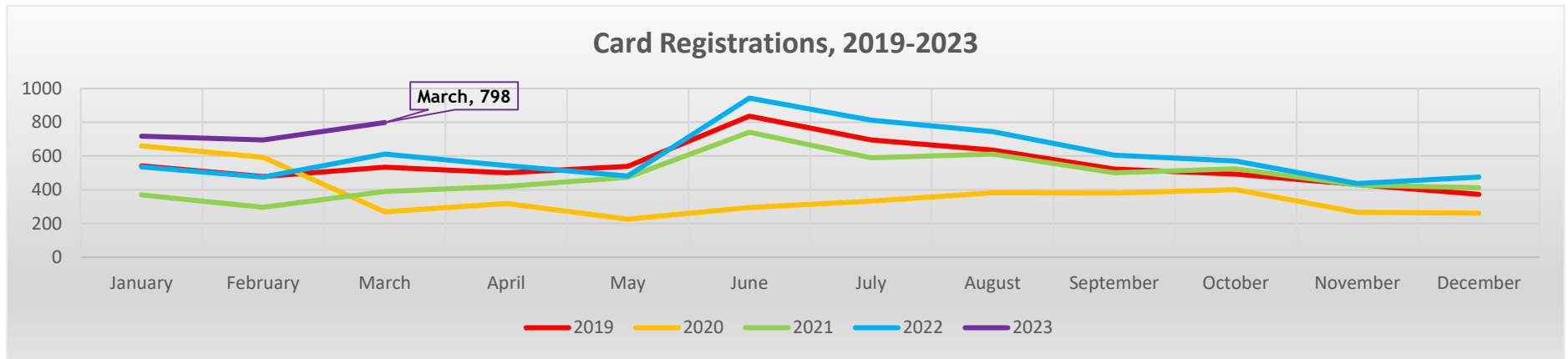
Downloadable usage rose ~23.9% from March 2022. Database usage fell around ~57.8% for the same time period. *Not all database usage was available at the time this document was compiled.

Hoopla and OverDrive Unique Users

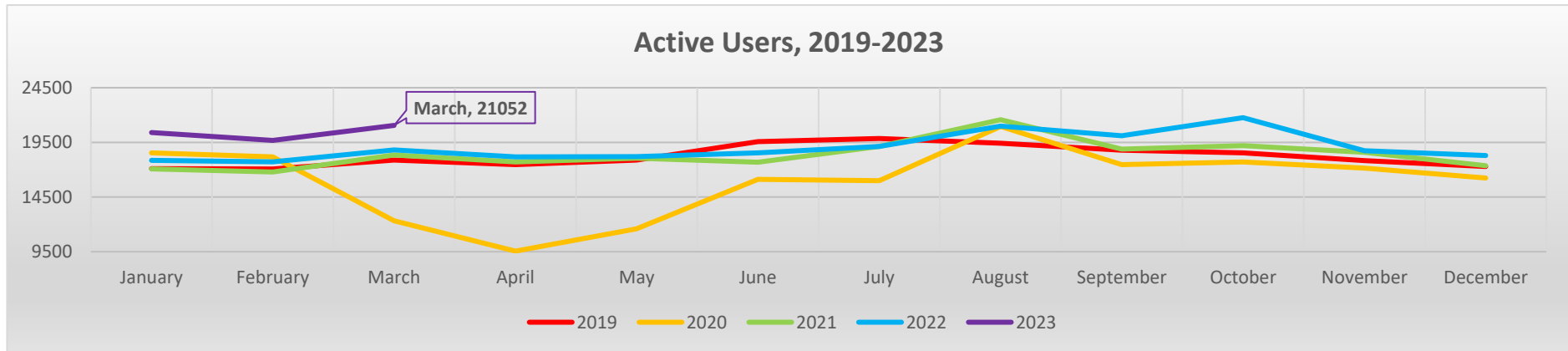


Unique users rose over 18% from March 2022.

MARCH 2023 SNAPSHOT STATISTICS

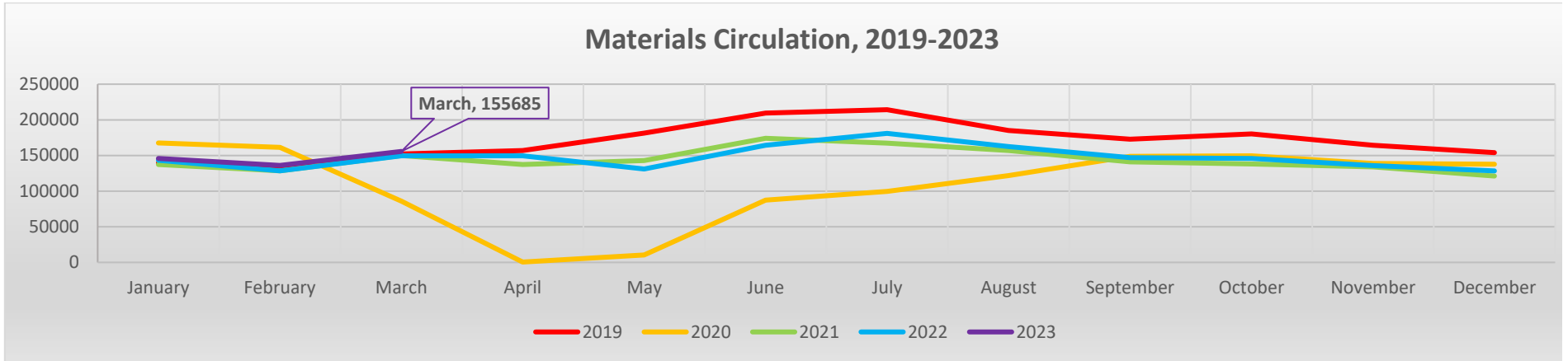


Library card registrations took a dip in March 2020 when HEPL closed its doors due to COVID-19, but online card registration was implemented through June.

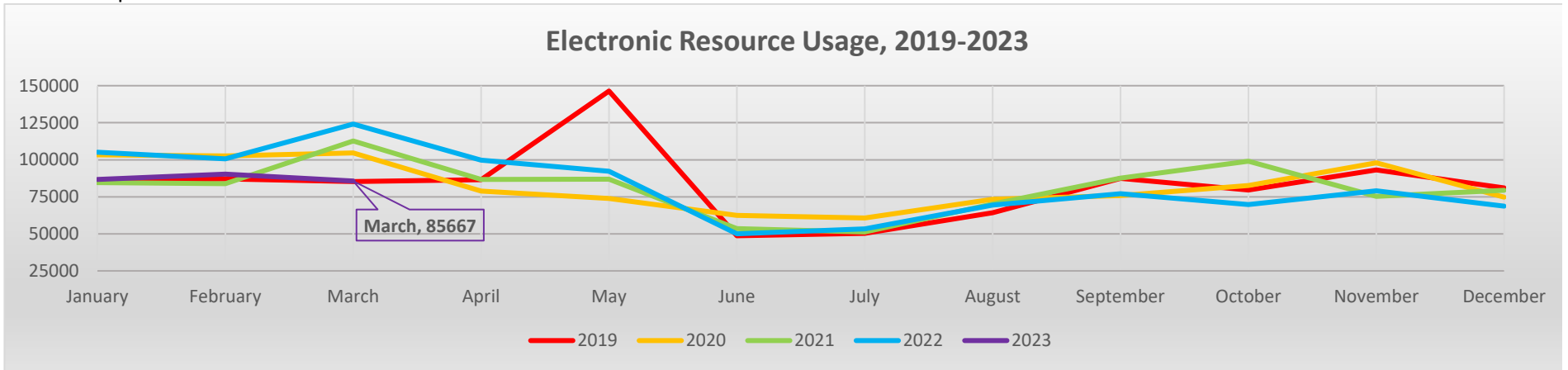


Active users began to rise in April 2019 with the implementation of automatic materials renewal. It fell to its lowest point in April 2020, when the library was closed due to COVID-19.

MARCH 2023 SNAPSHOT STATISTICS

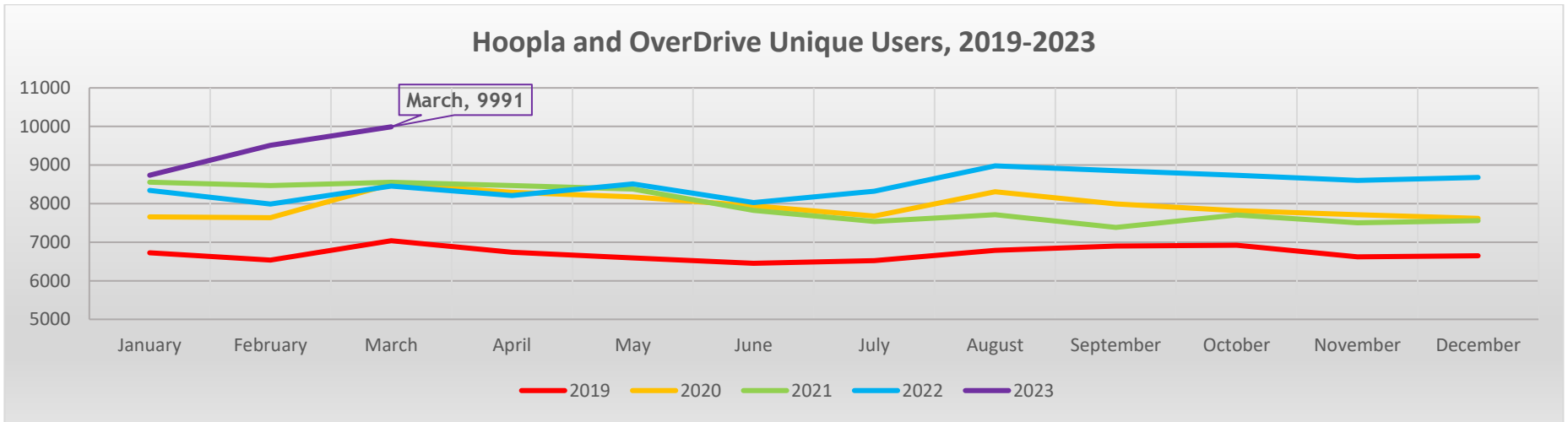


Automatic material renewals were implemented in April 2019. Circulation fell to its lowest in April 2020, right after the library closed its doors due to the COVID-19 pandemic.



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.

MARCH 2023 SNAPSHOT STATISTICS



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