



# HAMILTON EAST PUBLIC LIBRARY

## LIBRARY BOARD OF TRUSTEES MEETING AGENDA

Thursday March 23, 2023 – 6:15 p.m.  
Center Meeting Room Fishers Library  
5 Municipal Drive Fishers IN

*If any Board members attend electronically, virtual meeting Zoom link will be posted by 6:15pm on 3/23/23 at [hepl.lib.in.us/library-board-of-trustees/](https://hepl.lib.in.us/library-board-of-trustees/)*

*Board Members present or absent:*

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

*Visitors:*

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

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

- I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
- II. APPROVAL OF AGENDA
- III. TEAM HEPL SPOTLIGHT
- IV. COMMENTS FROM THE PUBLIC
- V. CONSENT AGENDA
  - A. Minutes of the Regular Meeting of February 23, 2023
  - B. Minutes of the Special Meetings of February 21 and February 22, 2023
  - C. Surplus Report
  - D. Personnel Approvals
    - a. Aubrey Rudy (Youth Services Assistant-Noblesville) first day 2/27
    - b. Mallory Jones (Youth Services Assistant-Fishers) first day 3/13
    - c. Preston Rasnick (Shelving Page-Fishers) last day 3/17
    - d. Ethan Doss (Shelving Page-Fishers) first day 3/20
    - e. Kath Bergmann (Access Services Assistant) last day 3/24
- VI. ITEMS REMOVED FROM CONSENT AGENDA  
Motion:                      Second:                      Aye:                      Nay:                      Abstain:
- VII. CLAIMS AND WARRANTS  
Motion:                      Second:                      Aye:                      Nay:                      Abstain:
- VIII. NOBLESVILLE SCHOOLS STUDENT CARD MOU  
Motion:                      Second:                      Aye:                      Nay:                      Abstain:

- IX. LEGAL SERVICES KIOSK MOA**  
Motion:                      Second:                      Aye:              Nay:              Abstain:
- X. STRATEGIC PLANNING VENDOR RECOMMENDATION—JOHN HELLING**  
Motion:                      Second:                      Aye:              Nay:              Abstain:
- XI. CRDC EXHIBITS VENDOR RECOMMENDATION—KATELYN COYNE**  
Motion:                      Second:                      Aye:              Nay:              Abstain:
- XII. RENOVATION PROJECTS UPDATE - KEVIN MCCURDY**
- XIII. DIRECTOR'S REPORT**  
A. Hiring overview—John Chomica
- XIV. OTHER OLD OR NEW BUSINESS**
- XV. ADJOURNMENT**  
Motion:



Board of Trustees Meeting Minutes  
February 23<sup>rd</sup>, 2023  
First Floor Large Meeting Room, Noblesville Library

<b>Members Present</b>	Laura Alerding, Micah Beckwith, Tiffanie Ditlevson, Ray Maddalone, Michelle Payne, Andre Miksha, Craig Siebe
<b>Members Absent</b>	None
<b>Others in Attendance</b>	Library Director Edra Waterman; Architect Kevin McCurdy; John Helling; Katie Lorton; Laura Gropp; Kelsey Sweet; Amber Wright; Anita Snyder; Erin Weir; Joseph Wooley; Jon Davidson; Ashley Brown; Josh Brown; Crystal Taylor; Leah Leach; Joshua Leach; J.C. Seig; Jill Ellustan; Erin Lange; Cathy Herridge; Missy Blankenship; Kara Burtner; Laila Burtner; Nicole Burtner; Asa Burtner; Brad Jones; Kara Nichols; Laura Spiller; Cindy Gambino; Matt Gambino; Kim Logan; Lisa Perez; Katherine Rogers; Renae Murphy; Chad Carmichael; Maryanne Krutsick; Lindie McElroy; Melba Kiser; Pooja Thakkal; Alan Hawkins; Jill Koons; Lindsey Ealy; Sam Hughes; Katelyn Law; Stephanie Perry; Jennifer Middleiff; Kara Hwang; Mary Jensen; Cathy Sutton; Lauren Sutton; Kathy Church; Amber Lamb; Lori Hand; Maryann Krutsick; Michelle Fullhart;
<b>Convene</b>	<p>Laura Alerding called the meeting to order at 6:15 p.m. in the First Floor Large Meeting Room of the Noblesville Library, followed by the Pledge of Allegiance.</p> <p>Laura Alerding introduced the monthly feature of the Team HEPL spotlight. Katie Lorton introduced Jon Davidson from the Access Services department.</p> <p>Laura Alerding introduced Laura Gropp, the new HEPL CFO.</p>
<b>Public Comment</b>	<p>Prior to public comment, Laura Alerding reminded the public of the guidelines for decorum of public comment.</p> <p>Nineteen members of the public spoke, namely Ashley Brown; Josh Brown; Crystal Taylor; Cathy Herridge; Missy Blankenship; Kara Burtner; Laila Burtner; Nicole Burtner; Asa Burtner; Kara Nichols; Laura Spiller; Cindy Gambino; Matt Gambino; Kim Logan; Lisa Perez; Katherine Rogers; Renae Murphy; Chad Carmichael; Maryanne Krutsick on the following topics as listed on the Board Meeting sign-in sheet:</p> <ul style="list-style-type: none"><li>• Adding Christian media and literature to library</li></ul>

- Adding Christian books to library
- Relocation of materials
- Collection Development Policy(2)
- Request for Christian books and resources
- Request for Christian books(4)
- Christian books added
- Christian books/labels
- Christian topics
- Christian books(2)
- Pledge
- Support of librarians
- Support Christian books
- Collection development policy and cost of relocating books

### **Consent Agenda**

The Consent Agenda included minutes of the regular meeting of January 26, 2023, Executive Session of February 2, 2023 and special meeting of February 2, 2023, Resolution for Funds Transfer, Resolution for Internal Controls Affirmation, Surplus Report, and Personnel Approvals.

Board member Tiffanie Ditlevson moved to approve the consent agenda. Andre Miksha seconded the motion.

Ray Maddalone asked if there is a signed list to verify who attended trainings. Edra Waterman replied in the affirmative. Ray asked to formalize the process.

The motion passed unanimously.

### **Claims and Warrants**

Ray Maddalone moved to approve claims and warrants. Michelle Payne seconded the motion.

Ray Maddalone asked about the server warranty renewal quote. Edra Waterman provided context. Katie Lorton provided additional context.

Tiffanie Ditlevson asked about the frequency and breakdown of the gas bill, as well as the Rocket Science cleaning bill. Laura Gropp provided context.

Ray Maddalone asked about the origins of the Miesse Fund. Edra Waterman provided the background that this was the donation of the estate of a former librarian at HEPL and that the dollars are held by the Hamilton County Community Foundation, and that we receive a distribution annually. Ray Maddalone asked if there was a memorial to Ms. Miesse in the library.

Laura Alerding asked about the Library Ideas charge. Laura Gropp responded that this is our downloadable music subscription, an annual charge.

Laura Alerding asked about the Urban Library Council membership. Edra provided context that this is a professional development group and that this is an annual membership.

The motion passed unanimously.

**Selection of Library Attorney** Laura Alerding provided a brief summary of the process to date. The board then had a conversation about the various applicants.

Tiffanie Ditlevson moved to select Barnes and Thornburg as Library Attorney. Craig Siebe seconded the motion. The motion passed unanimously.

Laura Alerding and Edra Waterman will communicate with Barnes and Thornburg to officialize the relationship. The board discussed the contract negotiation process.

**Health Insurance Plan Ratification** Ray Maddalone made the motion to ratify the Library's health insurance plan. Andre Miksha seconded.

Ray Maddalone asked how this compares to last year's expense. Edra Waterman responded that it was comparable and that we have a process for developing the prediction of the following year's expense.

Tiffanie Ditlevson noted that coverage of 90% of the employee's premium was relatively high and could present an opportunity for future savings. Edra Waterman noted that we do not cover any of the family cost, which offsets that number.

The motion passed unanimously.

**Elect Board Treasurer** Michelle Payne made a motion to elect Laura Gropp, HEPL CFO, as Board Treasurer. Ray Maddalone seconded.

The motion passed unanimously.

**AER Landscaping Vendor** Ray Maddalone made a motion to accept the proposal as presented to select Engledow Group. Andre Miksha seconded.

Tiffanie Ditlevson asked about the vendor selection. Edra Waterman responded that part of the decision was past experience. The board had a conversation about the relative costs and benefits of each proposal.

Ray Maddalone withdrew the motion.

Tiffanie Ditlevson made a motion to engage Brightview which had a lower cost. Micah Beckwith seconded.

The motion passed unanimously.

**AER Microphone Project**

Edra Waterman informed the board that we have updated pricing from AVI Systems. Option A was repriced to \$12,917.82. Option B was repriced to \$27,249.05. Katie Lorton provided technical context on the difference between the options.

Andre Miksha moved that the board approve Option A. Tiffanie Ditlevson seconded.

The motion passed unanimously.

**Project Update**

Architect Kevin McCurdy provided a brief update on the status of the renovation projects at Noblesville and Fishers.

Laura Alerding asked how many gaming consoles would be housed in the console casework at the Fishers branch. That number is three at Fishers and three at Noblesville. Edra Waterman noted that this is a common feature of public libraries. A discussion of using gaming to engage teens followed.

**Director's Report**

Edra Waterman presented the Director's Report.

Katie Lorton shared the results of our Patron Experience Survey which took place in the Fall of 2022.

Andre Miksha asked for clarification on how borrowers of e-materials are counted by location. Katie Lorton clarified it is by their home address.

Laura Alerding asked for teen book club titles to be included in the report going forward.

Michelle Payne asked about recommendations for Parent/Teacher collections to be discussed at future meetings. She also commented on the potential for the revisiting topic of a Foundation. The board discussed the topic of a Foundation generally. The board will consider adding both of those items to future meeting agendas.

**Other Old or New Business**

Laura Alerding opened discussion of the Outreach Vehicle. Andre Miksha asked whether or not the interior walls would be finished - items 3.2.7 and 3.2.11. Brad Howell will address that with our consultant. Ray Maddalone asked about the maximum weight. Brad Howell will address that with our consultant. Laura Alerding asked if we have seen a finished vehicle. Brad Howell responded that we have seen images. Tiffanie Ditlevson suggested that HEPL staff travel to see a completed vehicle firsthand. Brad Howell will arrange to do so. The board will revisit this topic next month.

Laura Alerding opened discussion of the Request for Reconsideration appeal process. Tiffanie Ditlevson suggest we create a paper version of the application process. Michelle Payne articulated a concern for consistency of process. The board as a whole suggested all volunteer applications be made available on paper to those who request them. The board also suggested adding a field for library card number to the application form.

Tiffanie Ditlevson moved to approve the volunteer application procedure with the amendments above. Ray Maddalone seconded.

The motion passed unanimously.

Ray Maddalone asked for the process for a Request for Purchase to be added to the minutes. That process can be found here:  
<https://www.hepl.lib.in.us/request-materials/>

**New & Other Business**

None

**Adjournment**

Micah Beckwith motions to adjourn the meeting. Craig Siebe seconded the motion. The motion passed unanimously. The meeting adjourned at 9:12PM.

Respectfully submitted,

HEPL Board Secretary



Board of Trustees Meeting Minutes  
Special Meeting - Tuesday, February 21<sup>st</sup>, 2023  
East Meeting Room Fishers Library 5 Municipal Drive Fishers, IN

- Members Present** Laura Alerding, Ray Maddalone, Michelle Payne, Craig Siebe
- Members Absent** Micah Beckwith, Tiffanie Ditlevson, Andre Miksha
- Others in Attendance** Library Director Edra Waterman; Blake Burgan and Ashley Ulbricht from Taft  
Mary Jensen; Lori Hand; Cathy Sutton; Kara Hwang
- Convene** Laura Alerding called the meeting to order at 4:01 p.m. in the East Meeting Room of the Fishers Library.
- Taft Legal Services Proposal** The Board interviewed representatives from Taft regarding their response to the Library's RFP for legal services.
- Adjournment** Meeting adjourned at 4:53 p.m.

Respectfully submitted,

HEPL Board Secretary





Board of Trustees Meeting Minutes  
Special Meeting - Tuesday, February 21<sup>st</sup>, 2023  
East Meeting Room Fishers Library 5 Municipal Drive Fishers, IN

- Members Present** Laura Alerding, Ray Maddalone, Craig Siebe
- Members Absent** Micah Beckwith, Tiffanie Ditlevson, Andre Miksha, Michelle Payne
- Others in Attendance** Library Director Edra Waterman; Jacob German, Mark Crandley, and Chris Greisl from Barnes and Thornburg; Mary Jensen; Lori Hand; Cathy Sutton; Kara Hwang
- Convene** Laura Alerding called the meeting to order at 5:02 p.m. in the East Meeting Room of the Fishers Library.
- Barnes and Thornburg Legal Services Proposal** The Board interviewed representatives from Barnes and Thornburg regarding their response to the Library’s RFP for legal services.
- Adjournment** Meeting adjourned at 5:48pm

Respectfully submitted,

HEPL Board Secretary



Board of Trustees Meeting Minutes  
Special Meeting - Wednesday, February 22<sup>nd</sup>, 2023  
East Meeting Room Fishers Library 5 Municipal Drive Fishers, IN

- Members Present** Laura Alerding, Michelle Payne, Ray Maddalone, Craig Siebe, Micah Beckwith, Tiffanie Ditlevson, Andre Miksha
- Members Absent** none
- Others in Attendance** Library Director Edra Waterman; Russell Brown and Robert Scott from Clark Quinn; Mary Jensen; Kara Hwang (arrived at 4:40pm)
- Convene** Laura Alerding called the meeting to order at 4:01 p.m. in the East Meeting Room of the Fishers Library.
- Clark Quinn Legal Services Proposal** The Board interviewed representatives from Clark Quinn regarding their response to the Library's RFP for legal services.
- Adjournment** Meeting adjourned at 5:00p.m.

Respectfully submitted,

HEPL Board Secretary



Board of Trustees Meeting Minutes  
Special Meeting - Wednesday, February 22<sup>nd</sup>, 2023  
East Meeting Room Fishers Library 5 Municipal Drive Fishers, IN

- Members Present** Laura Alerding, Michelle Payne, Ray Maddalone, Craig Siebe, Micah Beckwith, Tiffanie Ditlevson, Andre Miksha
- Members Absent** none
- Others in Attendance** Library Director Edra Waterman; David Corbett and Chris Bloomer from Krieg Devault; Mary Jensen; Kara Hwang
- Convene** Laura Alerding called the meeting to order at 5:03 p.m. in the East Meeting Room of the Fishers Library.
- Krieg Devault Legal Services Proposal** The Board interviewed representatives from Krieg Devault regarding their response to the Library’s RFP for legal services.  
  
After the interview was completed, Board members discussed their impressions of all four legal firms. A final decision will be made at the 2/23/23 regular business meeting
- Adjournment** Meeting adjourned at 6:23p.m.

Respectfully submitted,

HEPL Board Secretary

**Surplus Equipment Report**  
 March 2023

<i>Quantity</i>	<i>Item Description</i>	<i>Building/Department</i>
1	48"x48" wooden table (cherry)	Noblesville/Indiana Room
1	wooden chair (cherry, no arms)	Noblesville/Indiana Room
5	wooden chair (cherry, arms)	Noblesville/Indiana Room
4	41"x60" wooden tables (cherry)	Noblesville/Indiana Room
5	small study carrels (3'x2')	Noblesville/Indiana Room
9	soft seating chairs	Noblesville/Indiana Room
3	end tables (cherry)	Noblesville/Indiana Room
1	end table (cherry)	Noblesville/Public Services
1	36"x36" wooden table (cherry)	Noblesville/Indiana Room
1	51"x96" table (cherry)	Noblesville/Indiana Room
1	6-seat study carrel unit (cherry)	Noblesville/Indiana Room
2	L shaped desks	Noblesville/Indiana Room
1	30"x60" work table	Noblesville/Indiana Room
2	3-drawer vertical file units, 40" height	Noblesville/Indiana Room
3	beige filing cabinets	Noblesville/Indiana Room
1	Microfilm unit	Noblesville/Indiana Room
1	Locking file cabinet	Noblesville/Business Office
1	Large display case (wood, glass doors)	Noblesville/Indiana Room

**Accounts Payable Register**  
APV Register Batch - APV'S 33965 - 34120  
All History  
Grouped By Fund Number

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	MEMORANDUM
<b>**Fund Number 100 OPERATING</b>									
02/17/2023	33966	PAYROLL FUNDS		100000111.000	SALARY OF DIRECTOR	SALARY OF DIRECTOR	4723.54	900217	02/17/2023
02/17/2023	33966	PAYROLL FUNDS		100000112.000	SALARY OF ASSISTANTS	SALARY OF ASSISTANTS	153161.64	900217	02/17/2023
02/17/2023	33967	ADP		100000121.000	FICA	EMPLOYER FICA	9374.21	880217	02/17/2023
02/17/2023	33967	ADP		100000121.000	FICA	EMPLOYER MEDI	2192.35	880217	02/17/2023
02/17/2023	33967	ADP		100000122.000	UNEMPLOYMENT COMPENSATION	UNEMPLOYMENT COMPENSATION	1216.54	880217	02/17/2023
02/17/2023	33970	PUBLIC EMP RETIREMENT FND		100000123.000	PERF	EMPLOYER'S SHARE	17776.53	920217	02/17/2023
02/17/2023	33971	A.G. MAAS CO.		100001221.000	CLEANING & SANITATION SUPPLIES	TRASH LINERS	172.12	39262	03/15/2023
02/17/2023	33972	ADP		100001314.000	PROFESSIONAL SERVICES	WORKFORCE NOW PAYROLL BUNDLE	224.59	39257	03/07/2023
02/17/2023	33973	INDIANA AMERICAN WATER		100001353.000	WATER	WATER - NOBLESVILLE	561.41	39219	02/25/2023
02/17/2023	33974	INDIANA AMERICAN WATER		100001353.000	WATER	FIRE SERVICE - NOBLESVILLE	58.26	39218	02/25/2023
02/17/2023	33975	ICONIC DIGITAL MARKETING		100001314.000	PROFESSIONAL SERVICES	WEBSITE MAINTENANCE	575.00	39217	02/25/2023
02/17/2023	33976	SAGAMORE NEWS MEDIA		100001331.000	ADVERTISING & PUBLICATION NOTICES	ANNUAL REPORT - LEGAL ADVERTISEMENT	126.28	39290	03/15/2023
02/17/2023	33977	UNIQUE MANAGEMENT		100001314.000	PROFESSIONAL SERVICES	COLLECTION RECOVERY - LOST DAMAGED ITEMS	620.55	39294	03/15/2023
02/17/2023	33978	UNITED HEALTHCARE		100000124.000	GROUP INSURANCE	LIBRARY'S SHARE	2285.96	39216	02/25/2023
02/17/2023	33980	DUKE ENERGY		100001352.000	ELECTRIC	ELECTRIC - FISHER'S	13221.48	39213	02/24/2023
02/17/2023	33983	AT & T		100001352.000	ELECTRIC	SWITCHED ETHERNET	965.06	39220	02/25/2023
02/17/2023	33984	DUKE ENERGY		100001352.000	ELECTRIC	ELECTRIC - NOBLESVILLE	12473.07	39221	02/23/2023
02/17/2023	33987	ROZY AIRS, INC.		100001314.000	PROFESSIONAL SERVICES	PRESENTER - USCT CIVIL WAR PENSION FILE 2/25/23	150.00	39223	02/23/2023
02/17/2023	33988	KAMIA JACKSON		100001314.000	PROFESSIONAL SERVICES	PRESENTER - USCT CIVIL WAR PENSION RECORDS 2/25/23	150.00	39224	02/23/2023
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	HEPL BRANDED SHIRTS - NEW STAFF	114.47	98933	02/28/2023
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	HEPL NAME TAGS & BADGES	106.27	98933	02/28/2023
02/17/2023	33989	JPMORGAN CHASE		100001223.000	OTHER MISC SUPPLIES	HEPL BRANDED SHIRTS - NEW	124.93	98933	02/28/2023

Accounts Payable Register

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
02/17/2023	33989	COMMERCIAL CARD				STAFF				
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD	23051	100001223.000	OTHER MISC SUPPLIES	NEW HEPL BRANDED SHIRTS FOR STAFF	794.64	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD	23051	100001223.000	OTHER MISC SUPPLIES	NEW HEPL BRANDED SHIRTS FOR STAFF	1590.47	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD	23051	100001223.000	OTHER MISC SUPPLIES	NEW HEPL BRANDED SHIRTS FOR STAFF	794.64	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD	23051	100001223.000	OTHER MISC SUPPLIES	NEW HEPL BRANDED SHIRTS FOR STAFF	397.32	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - WELLNESS	270.00	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001322.000	POSTAGE	POSTAGE - PRIORITY MAIL FOR 2 BOARD PACKETS	18.00	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	ZUBTITLE.COM - SUBSCRIPTION	49.00	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	BACKGROUND CHECK - SAFE VISITOR PASS FOR SCHOOL	18.95	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	BACKGROUND CHECK - SAFE VISITOR PASS FOR SCHOOL	15.95	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - TEEN LIT CAFE	30.13	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	SPOTIFY - MONTHLY SUBSCRIPTION	15.99	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	GETRESPONSE - MONTHLY ESERVICE	125.00	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001331.000	ADVERTISING & PUBLICATION NOTICES	MARKETING PROGRAM - FACEBOOK SPONSORED POST	2.00	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001331.000	ADVERTISING & PUBLICATION NOTICES	MARKETING PROGRAM - FACEBOOK SPONSORED POST	3.00	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001331.000	ADVERTISING & PUBLICATION NOTICES	MARKETING PROGRAM - FACEBOOK SPONSORED POST	7.00	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001331.000	ADVERTISING & PUBLICATION NOTICES	MARKETING PROGRAM - FACEBOOK SPONSORED POST	1.14	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001331.000	ADVERTISING & PUBLICATION NOTICES	MARKETING PROGRAM - FACEBOOK SPONSORED POST	10.00	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001324.000	PROFESSIONAL MEETINGS	ONEZONE - TASTE OF THE CHAMBER 2023	400.00	98933	02/28/2023	

Accounts Payable Register

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	DATE	MEMORANDUM
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001324.000	PROFESSIONAL MEETINGS	NOBLESVILLE CHAMBER OF COMMERCE - DUAL LUNCH PROG	60.00	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001324.000	PROFESSIONAL MEETINGS	ONEZONE - CHAMBER LEGISLATIVE ISSUES	56.00	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001324.000	PROFESSIONAL MEETINGS	ONEZONE - FEBRUARY LUNCHEON	180.00	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001241.000	MARKETING SUPPLIES	REFRESHMENTS - FIELD TRIP PREVIEW DAY	157.94	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - SCIENTOTS & PRE-K EXPLORERS	7.76	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - PANCAKES, PAJAMAS, & PIGGIES	44.95	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - MESSY MUNCHKINS & RESTOCK	78.17	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001324.000	PROFESSIONAL MEETINGS	2023 HCLA JANUARY BACKSTAGE PASS REGISTRATION	10.00	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	VOLUNTEERS/OUTREACH SUPPLIES - SEED PACKING	56.44	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001324.000	PROFESSIONAL MEETINGS	CONTINUING EDUCATION - MASTER GARDENER PROGRAM	180.00	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001222.000	VAN FUEL AND MAINTENANCE	FUEL - HEPL VAN	26.50	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001221.000	CLEANING & SANITATION SUPPLIES	MAINTENANCE SUPPLIES	49.55	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001221.000	CLEANING & SANITATION SUPPLIES	MAINTENANCE/CLEANING SUPPLIES	27.69	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001222.000	VAN FUEL AND MAINTENANCE	FUEL - HEPL VAN	25.20	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001222.000	VAN FUEL AND MAINTENANCE	FUEL - HEPL VAN	15.00	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001222.000	VAN FUEL AND MAINTENANCE	FUEL - HEPL VAN	10.14	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001222.000	VAN FUEL AND MAINTENANCE	FUEL - HEPL VAN	23.40	98933	02/28/2023	

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02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	ZOOM.US - CLOUD RECORDING	40.00	98933	02/28/2023	
02/17/2023	33990	FIRST MERCHANT		100000124.000	GROUP INSURANCE	OPENING OF HSA ACCOUNT - GROPP	250.00	39225	02/27/2023	
02/17/2023	33991	HAMILTON EAST PUBLIC LIBRARY		100000520.000	OPERATING - INTERFUND OPERATING TRANSFER	TRANSFER OF 2022 INTEREST EARNINGS FROM OPERATING INTO FISHERS BOND FUND	29753.01	39226	02/27/2023	
02/17/2023	33991	HAMILTON EAST PUBLIC LIBRARY		100000520.000	OPERATING - INTERFUND OPERATING TRANSFER	TRANSFER OF 2022 INTEREST FROM OPERATING FUND INTO NOBLESVILLE BOND FUND	31409.24	39226	02/27/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - STORYTIME	35.98	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - CRAFTY TEENS	35.96	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	REFUND - ITEM NOT AVAILABLE	-35.98	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	BUSINESS PRIME MEMBERSHIP - AMAZON	179.00	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - TEEN LIT CAFE	119.88	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - TEEN ZONE PALENTINE'S DAY	12.22	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - TEEN ZONE PALENTINE'S DAY	40.08	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - RESTOCK SUPPLIES YOUTH SERVICES	24.00	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - RESTOCK SUPPLIES YOUTH SERVICES	55.17	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - CRAFTY TEENS	6.79	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	REFUND - DAMAGED ITEMS	-39.58	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - B'TWIXT & B'TWEEN	11.18	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - NOVEL HUNTERS	18.96	98933	02/28/2023	



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02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	GENERAL SUPPLIES - RESTOCK SUPPLIES YOUTH SERVICES	9.99	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - CRAFTY TEENS	33.96	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	GENERAL SUPPLIES - YOUTH SERVICES	17.01	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - TEEN LIT CAFE	81.48	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - PROPS FOR STORYTIME	31.75	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	GENERAL SUPPLIES - YOUTH SERVICES	4.31	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - STORYTIME	21.38	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - PLAY DOUGH FOR STORYTIME	38.12	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - BUZZERS FOR FIELD TRIPS	29.98	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001213.000	OFFICE SUPPLIES	OFFICE SUPPLIES - YOUTH SERVICES	34.00	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - STORYTIME & STICKERMANIA	67.38	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - ADULT PROGRAMMING	95.86	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	ADOBE - MONTHLY LICENSES	256.91	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK CLAY - IGNITE KIT RESTOCK	32.09	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK MATERIALS - IGNITE	28.79	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001213.000	OFFICE SUPPLIES	OFFICE SUPPLIES - IGNITE	52.96	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK SUPPLY - REPLACE BROKEN IRON	35.97	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK CALLIGRAPHY NIBS - IGNITE KIT RESTOCK	23.97	98933	02/28/2023	

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02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001232.000	PAINT & PAINTING SUPPLIES	WALL PAINT - IGNITE	21.98	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - PEN SET/ARTIST SUPPLIES	31.97	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - FIELD TRIPS FOR IGNITE	44.88	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD	22411	100001223.000	OTHER MISC SUPPLIES	FIELD TRIP CRAFT SUPPLIES - COIN CELL BATTERIES	396.00	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	FIELD TRIP CRAFT SUPPLIES - COIN CELL BATTERIES	27.72	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - QUILLING TOOLS FOR IGNITE CLASS	38.86	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK MATERIALS - IGNITE	95.84	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK MATERIALS - SUBLIMATION MUGS FOR IGNITE	81.92	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	REFUND FOR SALES TAX	-27.72	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK MATERIALS - IGNITE	75.29	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001324.000	PROFESSIONAL MEETINGS	REGION 7 ARTS SUMMIT REGISTRATION	35.00	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK MATERIALS - SUBLIMATION MUGS FOR IGNITE	71.99	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK PRINTMAKING - IGNITE KIT RESTOCK	33.99	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	GENERAL SUPPLIES - IGNITE	32.44	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - FIELD TRIPS FOR IGNITE	66.00	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	REFUND FOR WRONG ITEMS	-35.97	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK MATERIALS - IGNITE	94.94	98933	02/28/2023	

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02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - DROP IN SUPPLIES FOR IGNITE	14.75	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - DROP IN SUPPLIES FOR IGNITE	81.76	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK CLAY - IGNITE KIT RESTOCK	38.23	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK MATERIALS - SUBLIMATION PAPER	102.63	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - DROP IN SUPPLIES FOR IGNITE	18.91	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK MATERIALS - IGNITE	6.95	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - FIELD TRIPS FOR IGNITE	262.37	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK MATERIALS - IGNITE	38.20	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - IGNITE'S CREATIVE HAPPY HOUR	16.55	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - INDIANA ROOM PROGRAM	39.98	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK MATERIALS - IGNITE	23.98	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - FIELD TRIPS FOR IGNITE	198.30	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK MATERIALS - IGNITE	24.95	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK MATERIALS - IGNITE	26.94	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK MATERIALS - IGNITE	20.99	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	RESTOCK MATERIALS - IGNITE	246.48	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD	23057	100001240.000	OTHER SUPPLIES	RESTOCK ACRYLICS - IGNITE KIT RESTOCK	399.00	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001213.000	OFFICE SUPPLIES	SUPPLIES FOR PATRON PURCHASE - BIRCH PLYWOOD	28.49	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001324.000	PROFESSIONAL MEETINGS	OFFICE SUPPLIES - IGNITE CONTINUING EDUCATION -	250.00	98933	02/28/2023	

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		COMMERCIAL CARD				LOOM WEAVING CLASS				
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001231.000	BUILDING MATERIALS & SUPPLIES	BUILDING SUPPLIES - MISC HARDWARE	102.40	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001213.000	OFFICE SUPPLIES	OFFICE SUPPLIES - PAPER SHREDDER	99.78	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001230.000	REPAIR & MAINTENANCE SUPPLIES	MAINTENANCE SUPPLIES - KEYS	11.65	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001233.000	REPAIR PARTS	REPLACEMENT PARTS	68.34	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001230.000	REPAIR & MAINTENANCE SUPPLIES	MAINTENANCE SUPPLIES - STORAGE BOXES	117.80	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001230.000	REPAIR & MAINTENANCE SUPPLIES	MAINTENANCE SUPPLIES - KEYS	18.80	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001324.000	PROFESSIONAL MEETINGS	REGISTRATION - OGS CONFERENCE	185.00	98933	02/28/2023	
02/17/2023	33992	CAPITAL ONE		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - CHOP CHOP CLUB & CHILDREN'S PROGRAM	75.43	39227	02/28/2023	
02/17/2023	33993	TERMINIX PROCESSING CENTER		100001314.000	PROFESSIONAL SERVICES	PEST CONTROL - NOBLESVILLE	257.80	39228	02/28/2023	
02/17/2023	33994	CITY OF FISHERS		100001314.000	PROFESSIONAL SERVICES	SNOW REMOVAL - JANUARY 2023	188.58	39271	03/15/2023	
02/17/2023	33995	BRODART CO.	23049	100001240.000	OTHER SUPPLIES	PROCESSING SUPPLIES - MANGA SPINE LABELS	144.80	39269	03/15/2023	
02/17/2023	33997	CARPET CONCEPTS, INC.		100001314.000	PROFESSIONAL SERVICES	CARPET CLEANING - FISHERS	375.30	39270	03/15/2023	
02/17/2023	33998	BOLDEN'S CLEANING & RESTORATION		100001314.000	PROFESSIONAL SERVICES	ALL CAT. CLEAN-UP - FISHERS	1310.27	39268	03/15/2023	
02/17/2023	33999	CITIZENS ENERGY GROUP		100001353.000	WATER	WATER/FIRE SERVICE - FISHERS	308.22	39229	02/28/2023	
02/17/2023	34000	SCHOOL LIFE	23044	100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - BRAG TAGS, CABLE RINGS, BRAG STICKS	1377.87	39230	02/28/2023	
02/17/2023	34003	DEMCO	23050	100001240.000	OTHER SUPPLIES	PROCESSING SUPPLIES - HIGH SCHOOL GENRE STICKER	2296.85	39260	03/08/2023	
02/17/2023	34005	PLYMATE		100001314.000	PROFESSIONAL SERVICES	MAT SERVICE - NOBLESVILLE	87.30	39286	03/15/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD	23023	100001213.000	OFFICE SUPPLIES	1 COIN COUNTER, SORTER & WRAPPER/ROLLER	247.00	98933	02/28/2023	

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02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD	23023	100001213.000	OFFICE SUPPLIES	1 BILL/MONEY COUNTER MACHINE	86.60	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001213.000	OFFICE SUPPLIES	1 BILL/MONEY COUNTER MACHINE	2.49	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YOUTH SERVICES	6.91	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - TEEN ZONE PALENTINE'S DAY	61.22	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - TEEN ZONE KULTURE CITY	6.59	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - TEEN ZONE PALENTINE'S DAY	14.84	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	YOUTH PRINT	31.47	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YOUTH SERVICES	36.92	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YOUTH SERVICES	18.46	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	YOUTH PRINT	35.98	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	YOUTH PRINT	36.60	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - AUTISM PROGRAMS FOR TEENS	54.44	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001213.000	OFFICE SUPPLIES	PFICE SUPPLIES - COLLECTION SERVICES	11.67	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	ADULT PRINT	58.15	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	ADULT PRINT	24.74	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001213.000	OFFICE SUPPLIES	OFFICE SUPPLIES - TEEN ZONE	22.76	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - STORYWALK	15.77	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - STORYWALK	36.53	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - LOVE	16.58	98933	02/28/2023	

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		COMMERCIAL CARD				LETTERS PROGRAM				
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - ADULT PROGRAMMING	26.72	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YOUTH SERVICES	18.21	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YOUTH SERVICES	29.66	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	ADULT PRINT	64.44	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	ADULT PRINT	22.73	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	YOUTH & ADULT PRINT	184.97	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	INDY STAR - DIGITAL SUBSCRIPTION	1.00	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	INDIANAPOLIS BUNDLE - ADULT PRINT	54.00	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	ADULT PRINT	181.44	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001213.000	OFFICE SUPPLIES	OFFICE SUPPLIES - PUBLIC SERVICES	19.78	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001213.000	OFFICE SUPPLIES	OFFICE SUPPLIES - BUSINESS OFFICE	48.51	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001213.000	OFFICE SUPPLIES	OFFICE SUPPLIES - ACCESS SERVICES	16.92	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	ADOBE CAPTIVATE - MONTHLY SUBSCRIPTION	33.99	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	ADULT PRINT	243.25	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	ADULT PRINT	33.56	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YOUTH SERVICES	27.66	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100000451.000	BOOKS	ADULT PRINT	10.83	98933	02/28/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001213.000	OFFICE SUPPLIES	OFFICE SUPPLIES - ACCESS SERVICES	34.64	98933	02/28/2023	

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02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - ADULT PROGRAMMING	18.77	98933	02/28/2023
02/17/2023	34006	PAYROLL FUNDS		100000111.000	SALARY OF DIRECTOR	SALARY OF DIRECTOR	4723.54	900303	03/03/2023
02/17/2023	34006	PAYROLL FUNDS		100000112.000	SALARY OF ASSISTANTS	SALARY OF ASSISTANTS	163003.31	900303	03/03/2023
02/17/2023	34008	ADP		100000121.000	FICA	EMPLOYER FICA	10033.60	880303	03/01/2023
02/17/2023	34008	ADP		100000121.000	FICA	EMPLOYER MEDI	2346.57	880303	03/01/2023
02/17/2023	34008	ADP		100000122.000	UNEMPLOYMENT COMPENSATION	UNEMPLOYMENT COMPENSATION	813.45	880303	03/01/2023
02/17/2023	34012	PUBLIC EMP RETIREMENT FND		100000123.000	PERF	EMPLOYER'S SHARE	18290.99	920303	03/03/2023
02/17/2023	34016	AT & T		100001321.000	PHONES	LOCAL LINES	17.45	39237	03/01/2023
02/17/2023	34018	NEOPOST USA, INC.		100001322.000	POSTAGE	POSTAGE	1000.00	890228	02/28/2023
02/17/2023	34019	TSYS		100001314.000	PROFESSIONAL SERVICES	TSYS CHARGE FOR NOBLESVILLE	577.65	970228	02/28/2023
02/17/2023	34019	TSYS		100001314.000	PROFESSIONAL SERVICES	TSYS CHARGE FOR FISHERS	262.33	970228	02/28/2023
02/17/2023	33979	UNITED HEALTHCARE		100000124.000	GROUP INSURANCE	LIBRARY'S SHARE	38535.42	39215	02/25/2023
02/17/2023	34024	AT & T		100001321.000	PHONES	LINE CHARGES - VOICE OVER IP - 2 MONTHS	1059.63	39239	03/02/2023
02/17/2023	34025	AT & T		100001321.000	PHONES	LINE CHARGES - MANAGED ROUTER - 2 MONTHS	427.50	39240	03/02/2023
02/17/2023	34026	SAFE HIRING SOLUTION		100001314.000	PROFESSIONAL SERVICES	BACKGROUND CHECKS - APPLICANTS	195.95	39289	03/15/2023
02/17/2023	34027	LUNA LANGUAGE SERVICES		100001314.000	PROFESSIONAL SERVICES	LANGUAGE SERVICES FOR JAN 2023 PROGRAMS	240.00	39241	03/03/2023
02/17/2023	34029	CITY OF NOBLESVILLE UTILITIES		100001354.000	WASTE REMOVAL	SEWER - NOBLESVILLE - FEB 2023	428.58	39242	03/03/2023
02/17/2023	34030	FISHERS STORMWATER UTILITY		100001354.000	WASTE REMOVAL	1ST QUARTER STORMWATER - LOT 017.005	184.98	39243	03/03/2023
02/17/2023	34031	FISHERS STORMWATER UTILITY		100001354.000	WASTE REMOVAL	1ST QUARTER STORMWATER - LOT 017.003	883.62	39244	03/03/2023
02/17/2023	34032	FISHERS STORMWATER UTILITY		100001354.000	WASTE REMOVAL	1ST QUARTER STORMWATER - LOT 017.002	172.56	39245	03/03/2023
02/17/2023	34033	RICOH USA, INC		100001314.000	PROFESSIONAL SERVICES	COPIER IMAGES	709.57	39288	03/15/2023
02/17/2023	34034	OFFICE 360		100001213.000	OFFICE SUPPLIES	OFFICE SUPPLIES - SHEET PROTECTORS FOR COLLEC SERV	178.21	39283	03/15/2023

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02/17/2023	34035	MIDWEST TAPE (HOOPLA)		100002314.000	PROFESSIONAL SERVICES - ELECTRONIC MATERIALS	HOOPLA - ELECTRONIC MATERIALS - FEBRUARY 2023	32807.19	39282	03/15/2023	
02/17/2023	34036	CENTRAL SECURITY & COMMUNICATIONS		100001314.000	PROFESSIONAL SERVICES	NEW FIRE PANEL PROGRAMMING - FISHERS	686.18	39246	03/06/2023	
02/17/2023	34037	OVERDRIVE, INC.		100002314.000	PROFESSIONAL SERVICES - ELECTRONIC MATERIALS	AUDIOBOOKS, EBOOKS	3273.45	39284	03/15/2023	
02/17/2023	34038	OVERDRIVE, INC.		100002314.000	PROFESSIONAL SERVICES - ELECTRONIC MATERIALS	AUDIOBOOKS, EBOOKS	3989.49	39284	03/15/2023	
02/17/2023	34039	OVERDRIVE, INC.		100002314.000	PROFESSIONAL SERVICES - ELECTRONIC MATERIALS	AUDIOBOOKS, EBOOKS	19025.86	39284	03/15/2023	
02/17/2023	34042	LIBERTY MUTUAL INSURANCE		100001342.000	INSURANCE	TREASURER'S SURETY BOND - LAURA	145.00	39248	03/06/2023	
02/17/2023	34043	CONSTELLATION NEWENERGY		100001351.000	GAS (HEATING)	MANAGED GAS - FISHERS - JAN 2023	4846.56	39249	03/06/2023	
02/17/2023	34043	CONSTELLATION NEWENERGY		100001351.000	GAS (HEATING)	MANAGED GAS - NOBLESVILLE - JAN 2023	4127.77	39249	03/06/2023	
02/17/2023	34044	LOGAN STREET SIGNS		100001241.000	MARKETING SUPPLIES	DIRECTIONAL SIGNS - NOBLESVILLE	185.00	39250	03/06/2023	
02/17/2023	34046	SEDGWICK		100001314.000	PROFESSIONAL SERVICES	FMLA ADMINISTRATION	283.22	39252	03/06/2023	
02/17/2023	34047	ADP		100001314.000	PROFESSIONAL SERVICES	WORKFORCE NOW PAYROLL BUNDLE	227.53	39253	03/06/2023	
02/17/2023	34048	VERIZON WIRELESS		100001321.000	PHONES	CELLPHONES AND HOT SPOTS	404.43	39254	03/06/2023	
02/17/2023	34049	CARPET CONCEPTS, INC.		100001314.000	PROFESSIONAL SERVICES	CARPET CLEANING - NOBLESVILLE	2260.40	39270	03/15/2023	
02/25/2023	34052	DANIEL PAQUETTE	23085	100001314.000	PROFESSIONAL SERVICES	12 PERFORMANCES AT HEPL	4500.00	39255	03/06/2023	
02/17/2023	34053	BAKER & TAYLOR #C0288293		100000451.000	BOOKS	2 ADULT PRINT	526.28	39267	03/15/2023	
02/17/2023	34053	BAKER & TAYLOR #C0288293		100000451.000	BOOKS	2 ADULT PRINT	61.56	39267	03/15/2023	
02/17/2023	34053	BAKER & TAYLOR #C0288293		100000451.000	BOOKS	FREIGHT	5.88	39267	03/15/2023	
02/28/2023	34054	BAKER & TAYLOR #3642582	23032	100000451.000	BOOKS	98 TEEN PRINT	311.43	39266	03/15/2023	
02/28/2023	34054	BAKER & TAYLOR #3642582	23036	100000451.000	BOOKS	52 YOUTH PRINT	79.88	39266	03/15/2023	
02/28/2023	34054	BAKER & TAYLOR #3642582	23043	100000451.000	BOOKS	18 TEEN PRINT	123.38	39266	03/15/2023	
02/28/2023	34054	BAKER & TAYLOR #3642582	230521	100001223.000	OTHER MISC SUPPLIES	605 YOUTH BOOKS	2085.00	39266	03/15/2023	
02/28/2023	34054	BAKER & TAYLOR #3642582	23062	100001223.000	OTHER MISC SUPPLIES	PROGRAMMING BOOKS - 122 ADULT BOOKS	1490.64	39266	03/15/2023	
02/28/2023	34054	BAKER & TAYLOR #3642582	23074	100000451.000	BOOKS	69 TEEN & YOUTH PRINT	464.06	39266	03/15/2023	



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02/28/2023	34054	BAKER & TAYLOR #3642582	23075	100001223.000	OTHER MISC SUPPLIES	345 YOUTH BOOKS	2154.90	39266	03/15/2023	
02/28/2023	34054	BAKER & TAYLOR #3642582	23077	100001223.000	OTHER MISC SUPPLIES	16 YOUTH PRINT	87.04	39266	03/15/2023	
02/28/2023	34054	BAKER & TAYLOR #3642582	23079	100001223.000	OTHER MISC SUPPLIES	8 PROGRAMMING BOOKS - TEEN PRINT	80.56	39266	03/15/2023	
02/28/2023	34054	BAKER & TAYLOR #3642582	23090	100001223.000	OTHER MISC SUPPLIES	24 TEEN PRINT	123.24	39266	03/15/2023	
02/28/2023	34054	BAKER & TAYLOR #3642582	23006	100000451.000	BOOKS	FREIGHT	70.01	39266	03/15/2023	
02/28/2023	34055	MIDWEST TAPE	23006	100000453.000	NON-PRINTED MATERIALS	24 JUVENILE AUDIO VISUAL	15.23	39281	03/15/2023	
02/28/2023	34055	MIDWEST TAPE	23009	100000453.000	NON-PRINTED MATERIALS	116 ADULT AUDIOVISUAL	971.40	39281	03/15/2023	
02/28/2023	34055	MIDWEST TAPE	23040	100000453.000	NON-PRINTED MATERIALS	2 ADULT AV	39.16	39281	03/15/2023	
02/28/2023	34055	MIDWEST TAPE	23009	100000453.000	NON-PRINTED MATERIALS	20 ADULT AUDIOVISUAL	602.72	39281	03/15/2023	
02/28/2023	34055	MIDWEST TAPE	23035	100000453.000	NON-PRINTED MATERIALS	2 ADULT MUSIC CD	26.18	39281	03/15/2023	
02/28/2023	34055	MIDWEST TAPE	23040	100000453.000	NON-PRINTED MATERIALS	116 ADULT AUDIOVISUAL	368.64	39281	03/15/2023	
02/28/2023	34055	MIDWEST TAPE	23009	100000453.000	NON-PRINTED MATERIALS	23 YOUTH & ADULT PRINT	45.43	39281	03/15/2023	
02/28/2023	34055	MIDWEST TAPE	23040	100000453.000	NON-PRINTED MATERIALS	20 ADULT AUDIOVISUAL	120.80	39281	03/15/2023	
02/28/2023	34055	MIDWEST TAPE	23009	100000453.000	NON-PRINTED MATERIALS	20 ADULT AUDIOVISUAL	33.48	39281	03/15/2023	
02/28/2023	34055	MIDWEST TAPE	23045	100000453.000	NON-PRINTED MATERIALS	116 ADULT AUDIOVISUAL	477.10	39281	03/15/2023	
02/28/2023	34055	MIDWEST TAPE	23045	100000453.000	NON-PRINTED MATERIALS	51 ADULT AV	473.24	39281	03/15/2023	
02/28/2023	34055	MIDWEST TAPE	23045	100000453.000	NON-PRINTED MATERIALS	51 ADULT AV	62.20	39281	03/15/2023	
02/28/2023	34055	MIDWEST TAPE	23035	100000453.000	NON-PRINTED MATERIALS	23 YOUTH & ADULT PRINT	285.60	39281	03/15/2023	
02/28/2023	34055	MIDWEST TAPE	23045	100000453.000	NON-PRINTED MATERIALS	51 ADULT AV	454.46	39281	03/15/2023	
02/28/2023	34055	MIDWEST TAPE	23009	100000453.000	NON-PRINTED MATERIALS	116 ADULT AUDIOVISUAL	408.30	39281	03/15/2023	
02/28/2023	34055	MIDWEST TAPE	23035	100000453.000	NON-PRINTED MATERIALS	23 YOUTH & ADULT PRINT	51.84	39281	03/15/2023	
02/28/2023	34055	MIDWEST TAPE	22404	100000453.000	NON-PRINTED MATERIALS	39 JUVENILE AUDIOVISUAL	75.66	39281	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	22256	100000451.000	BOOKS	2 ADULT PRINT	40.80	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	22256	100000451.000	BOOKS	1 YOUTH PRINT	10.19	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	22311	100000451.000	BOOKS	40 TEEN, YOUTH PRINT	31.98	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	22325	100000451.000	BOOKS	60 ADULT PRINT	905.04	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	22325	100000451.000	BOOKS	68 ADULT AND TEEN PRINT	41.99	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	22332	100000451.000	BOOKS	1 YOUTH PRINT	4.83	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	22332	100000451.000	BOOKS	67 ADULT, TEEN AND YOUTH PRINT	25.99	39265	03/15/2023	

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02/28/2023	34056	BAKER & TAYLOR #L4307302	22338	100000451.000	BOOKS	70 ADULT PRINT	222.84	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	22347	100000451.000	BOOKS	51 ADULT AND TEEN PRINT	10.28	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	22349	100000451.000	BOOKS	51 ADULT AND TEEN PRINT	28.45	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	22350	100000451.000	BOOKS	78 ADULT PRINT	99.12	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	22383	100000451.000	BOOKS	ADULT PRINT	46.20	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	22395	100000451.000	BOOKS	38 ADULT PRINT	29.99	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	22395	100000451.000	BOOKS	61 ADULT PRINT	147.83	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	22398	100000451.000	BOOKS	53 ADULT, TEEN & YOUTH PRINT	49.44	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	23002	100000451.000	BOOKS	32 ADULT PRINT	70.93	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	23007	100000451.000	BOOKS	76 ADULT PRINT	350.24	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	23008	100000451.000	BOOKS	31 ADULT & YOUTH PRINT	92.65	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	23014	100000451.000	BOOKS	47 ADULT AND YOUTH PRINT	226.09	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	23016	100000451.000	BOOKS	82 ADULT AND YOUTH PRINT	297.79	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	23026	100000451.000	BOOKS	34 ADULT AND YOUTH PRINT	179.46	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	23027	100000451.000	BOOKS	24 ADULT & YOUTH PRINT	175.72	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	23041	100000451.000	BOOKS	83 ADULT, TEEN, & YOUTH PRINT	1257.94	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	23047	100000451.000	BOOKS	224 YOUTH PRINT	2105.82	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	23047	100000451.000	BOOKS	224 YOUTH PRINT	118.94	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	23053	100000451.000	BOOKS	47 ADULT & YOUTH PRINT	416.15	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	23050	100000451.000	BOOKS	76 ADULT PRINT	32.48	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	23061	100000451.000	BOOKS	13 ADULT & YOUTH PRINT	99.37	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	230571	100000451.000	BOOKS	75 ADULT, TEEN, AND YOUTH PRINT	634.06	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	23066	100000451.000	BOOKS	36 ADULT & YOUTH PRINT	320.67	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302	23069	100000451.000	BOOKS	32 ADULT & YOUTH PRINT	383.05	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302		100000451.000	BOOKS	FREIGHT	84.58	39265	03/15/2023	
02/28/2023	34056	BAKER & TAYLOR #L4307302		100000451.000	BOOKS	BOOK JACKETS	2646.73	39265	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402		100000451.000	BOOKS	YOUTH PRINT	29.98	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402		100000451.000	BOOKS	YOUTH PRINT	30.20	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	22276	100000451.000	BOOKS	YOUTH PRINT	22.38	39264	03/15/2023	

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02/28/2023	34057	BAKER & TAYLOR #L4286402	22279	100000451.000	BOOKS	175 TEEN PRINT	36.24	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	22281	100000451.000	BOOKS	175 YOUTH PRINT	25.58	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	22282	100000451.000	BOOKS	178 TEEN PRINT	6.04	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	22290	100000451.000	BOOKS	146 TEEN PRINT	5.44	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	22310	100000451.000	BOOKS	161 YOUTH PRINT	14.39	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	22320	100000451.000	BOOKS	223 YOUTH PRINT	10.82	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	22345	100000451.000	BOOKS	184 ADULT PRINT	26.60	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	22356	100000451.000	BOOKS	126 TEEN PRINT	41.98	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	22365	100000451.000	BOOKS	75 ADULT PRINT	46.06	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	22366	100000451.000	BOOKS	91 TEEN PRINT	21.26	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	22372	100000451.000	BOOKS	YOUTH PRINT	52.97	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	22375	100000451.000	BOOKS	267 ADULT PRINT	670.08	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	22375	100000451.000	BOOKS	118 TEEN PRINT	154.48	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	23004	100000451.000	BOOKS	ADULT PRINT	593.52	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	23010	100000451.000	BOOKS	ADULT PRINT	184.78	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	23011	100000451.000	BOOKS	176 ADULT PRINT	2125.98	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	23012	100000451.000	BOOKS	34 TEEN PRINT	40.28	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	23015	100000451.000	BOOKS	32 TEEN PRINT	175.95	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	23024	100000451.000	BOOKS	193 YOUTH PRINT	1472.22	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	23028	100000451.000	BOOKS	191 YOUTH PRINT	1819.19	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	23029	100000451.000	BOOKS	131 YOUTH PRINT	1243.16	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	23030	100000451.000	BOOKS	185 YOUTH PRINT	1575.15	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	23031	100000451.000	BOOKS	78 YOUTH PRINT	752.64	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	23039	100000451.000	BOOKS	200 YOUTH PRINT	1550.50	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	23054	100000451.000	BOOKS	170 ADULT PRINT	2107.94	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	23055	100000451.000	BOOKS	238 ADULT PRINT	2803.40	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	23055	100000451.000	BOOKS	167 YOUTH PRINT	218.09	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	23055	100000451.000	BOOKS	161 YOUTH PRINT	92.55	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	23055	100000451.000	BOOKS	FREIGHT	179.51	39264	03/15/2023	
02/28/2023	34057	BAKER & TAYLOR #L4286402	23055	100000451.000	BOOKS	BOOK JACKETS	5549.82	39264	03/15/2023	
02/17/2023	34058	OFFICE 360		100001213.000	OFFICE SUPPLIES	OFFICE SUPPLIES - ITEMS FOR	21.09	39283	03/15/2023	

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02/17/2023	34059	TREEHOUSE ISLAND INC.		100002314.000	PROFESSIONAL SERVICES - ELECTRONIC MATERIALS	PUBLIC SERV & BUS OFFICE DATABASE ANNUAL LICENSES (20)	1990.00	39293	03/15/2023	
02/17/2023	34062	GRANT MICHAEL		100001314.000	PROFESSIONAL SERVICES	AV CLASS - IGNITE	240.00	39276	03/15/2023	
02/17/2023	34063	WASTE MANAGEMENT		100001354.000	WASTE REMOVAL	SHREDDING & RECYCLING - NOBLESVILLE	153.91	39296	03/15/2023	
02/17/2023	34063	WASTE MANAGEMENT		100001354.000	WASTE REMOVAL	SHREDDING & RECYCLING - FISHERS	133.40	39296	03/15/2023	
02/17/2023	34064	A.E. BOYCE COMPANY, INC.		100001314.000	PROFESSIONAL SERVICES	ANNUAL SOFTWARE LICENSE FOR KEY FUND	3060.00	39261	03/15/2023	
02/17/2023	34066	AT & T		100001321.000	PHONES	LINE CHARGES ANALOG	539.83	39258	03/08/2023	
02/17/2023	34067	METRONET		100001321.000	PHONES	FIBER INTERNET - MARCH	1252.25	39259	03/08/2023	
02/17/2023	34068	PHILLIP NEWBY		100000483.000	BOOK REFUND	BOOK REFUND	7.21	39285	03/15/2023	
02/17/2023	34069	EASTER & CAVOSIE		100001313.000	LEGAL SERVICES	LEGAL SERVICES - FISHERS RENOVATION	286.00	39274	03/15/2023	
02/17/2023	34069	EASTER & CAVOSIE		100001314.000	PROFESSIONAL SERVICES	LEGAL SERVICES - FISHERS RENOVATION	514.00	39274	03/15/2023	
02/17/2023	34069	EASTER & CAVOSIE		100001314.000	PROFESSIONAL SERVICES	LEGAL SERVICES - NOBLESVILLE RENOVATION	800.00	39274	03/15/2023	
02/17/2023	34070	HAMILTON COUNTY REPORTER NEWSPAPER		100001331.000	ADVERTISING & PUBLICATION NOTICES	ADVERTISEMENT - SBOA ANNUAL REPORT	109.21	39277	03/15/2023	
02/17/2023	34071	SHELLEY HUFFMAN		100001323.000	TRAVEL	ADJUSTMENT IN TRAVEL	1.71	39291	03/15/2023	
02/17/2023	34073	COLLABORATIVE SUMMER LIBRARY PROGRAM	23048	100001223.000	OTHER MISC SUPPLIES	SUMMER READING PROGRAM SUPPLIES - T-SHIRTS, BANNERS, ETC.	1219.54	39272	03/15/2023	
02/17/2023	34073	COLLABORATIVE SUMMER LIBRARY PROGRAM		100001223.000	OTHER MISC SUPPLIES	SUMMER READING PROGRAM SUPPLIES - T-SHIRTS, BANNERS, ETC.	8.90	39272	03/15/2023	
02/17/2023	34074	ERIC SALAZAR		100001314.000	PROFESSIONAL SERVICES	SOUND EQUIPMENT TRAINING WORKSHOP - IGNITE	240.00	39275	03/15/2023	
02/17/2023	34075	UNIQUE MANAGEMENT		100001314.000	PROFESSIONAL SERVICES	COLLECTION RECOVERY - LOST/DAMAGED ITEMS	374.30	39294	03/15/2023	
02/17/2023	34076	PLYMATE		100001314.000	PROFESSIONAL SERVICES	MAT SERVICE - FISHERS	105.46	39286	03/15/2023	
02/17/2023	34077	COMMUNICO LLC		100001314.000	PROFESSIONAL SERVICES	ANNUAL SUBSCRIPTION FOR ONLINE PATRON ENGAGEMENT	18975.00	39273	03/15/2023	
02/17/2023	34078	STEFANIE PACHECO		100001323.000	TRAVEL	TRAVEL	10.01	39292	03/15/2023	

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02/17/2023	34079	TSYS		100001314.000	PROFESSIONAL SERVICES	TSYS CHARGE FOR NOBLESVILLE	561.81	970302	03/02/2023
02/17/2023	34079	TSYS		100001314.000	PROFESSIONAL SERVICES	TSYS CHARGE FOR FISHERS	138.98	970302	03/02/2023
02/17/2023	34080	JANE SENISSE		100001323.000	TRAVEL	TRAVEL	5.00	39297	03/09/2023
02/17/2023	34080	JANE SENISSE		100001323.000	TRAVEL	TRAVEL	45.20	39297	03/09/2023
02/17/2023	34081	BRADEN IT SERVICES		100001314.000	PROFESSIONAL SERVICES	MASTER AGREEMENT IT SERVICES - FEB.	4779.65	34081	03/09/2023
02/17/2023	34082	ALESHA RATTRAY		100000483.000	BOOK REFUND	BOOK REFUND	10.33	39298	03/10/2023
02/17/2023	34083	JULIA WELZEN		100001323.000	TRAVEL	TRAVEL	2.23	39299	03/10/2023
02/17/2023	34083	JULIA WELZEN		100001323.000	TRAVEL	TRAVEL	38.19	39299	03/10/2023
02/17/2023	34084	MIDWEST LANGUAGE SERVICES, LLC		100001314.000	PROFESSIONAL SERVICES	ASL INTERPRETING ON 2/13/2023	175.50	39300	03/09/2023
02/17/2023	34085	WHITE'S ACE HARDWARE		100001230.000	REPAIR & MAINTENANCE SUPPLIES	FACILITIES SUPPLIES - CABLE TIE & NO PARKING SIGNS	27.35	39301	03/09/2023
02/17/2023	34086	NEW AVENUES		100000126.000	OTHER BENEFITS	EMPLOYEE ASSISTANCE PROGRAM - APRIL 2023	225.50	39302	03/15/2023
02/17/2023	34087	COMCAST BUSINESS		100001321.000	PHONES	REDUNDANT INTERNET - NOBLESVILLE - MARCH 2023	324.85	39303	03/10/2023
02/17/2023	34088	TAI CHI WELLBEING		100001314.000	PROFESSIONAL SERVICES	ONLINE TAI CHI CLASSES - FEB 2023	130.00	39304	03/15/2023
02/17/2023	34088	TAI CHI WELLBEING		100001314.000	PROFESSIONAL SERVICES	ONLINE TAI CHI CLASSES - MARCH 2023	130.00	39304	03/15/2023
02/17/2023	34089	DAVIS WHOLESALE SUPPLY LLC		100001223.000	OTHER MISC SUPPLIES	SALT FOR WATER SOFTNER	452.97	39305	03/15/2023
02/17/2023	34090	CENGAGE LEARNING INC /GALE		100002314.000	PROFESSIONAL SERVICES - ELECTRONIC MATERIALS	ONLINE DATABASES	17677.76	39306	03/15/2023
02/17/2023	34090	CENGAGE LEARNING INC /GALE		100002314.000	PROFESSIONAL SERVICES - ELECTRONIC MATERIALS	ONLINE DATABASE SUBSCRIPTION	300.00	39306	03/15/2023
02/17/2023	34091	MID AMERICA ELEVATOR		100001314.000	PROFESSIONAL SERVICES	QUARTERLY MAINTENANCE NOBLESVILLE - 3/1 TO 5/31/23	1563.19	39307	03/15/2023
02/17/2023	34092	INDIANA WRITERS CENTER		100001314.000	PROFESSIONAL SERVICES	PRESENTER - LOCAL AUTHOR FAIR 2 WORKSHOPS	700.00	39308	03/13/2023
02/17/2023	34093	YUKI DARROW		100001314.000	PROFESSIONAL SERVICES	PRESENTER - PAPER BOWLS	240.00	39309	03/13/2023
02/17/2023	34094	KEVIN McANDREWS		100001314.000	PROFESSIONAL SERVICES	MODELING - 2 CLASSES	75.00	39310	03/13/2023
02/17/2023	34095	FISHERS SEWER UTILITY		100001354.000	WASTE REMOVAL	FISHER'S SEWER - FEBRUARY	151.25	39311	03/13/2023

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03/13/2023	34097	AVI SYSTEMS	23096	100001440.000	FURNITURE & EQUIPMENT	PORTABLE WIRED MICROPHONE SYSTEM	6150.91	39312	03/13/2023	
02/17/2023	34098	KELSEY SWEET		100001323.000	TRAVEL	TRAVEL	42.15	39313	03/14/2023	
02/17/2023	34099	1st MAKER SPACE, INC		100001314.000	PROFESSIONAL SERVICES	LASER CUTTER REPAIR PARTS AND SERVICE	160.00	39314	03/14/2023	
02/17/2023	34100	CENTERPOINT ENERGY		100001351.000	GAS (HEATING)	GAS - NOBLESVILLE	1755.07	39315	03/14/2023	
02/17/2023	34101	CENTERPOINT ENERGY		100001351.000	GAS (HEATING)	GAS - FISHERS - FEBRUARY	1235.43	39316	03/14/2023	
02/17/2023	34103	BUSINESS FURNITURE, LLC	223341	100001440.000	FURNITURE & EQUIPMENT	OFFICE FURNITURE/EQUIPMENT - NOBLESVILLE	10919.41	39318	03/14/2023	
02/17/2023	34104	BUSINESS FURNITURE, LLC	22335	100001440.000	FURNITURE & EQUIPMENT	STEELCASE COMMODITY - FISHERS	12524.56	39319	03/14/2023	
02/17/2023	34105	ROSEN PUBLISHING		100002314.000	PROFESSIONAL SERVICES - ELECTRONIC MATERIALS	POWER KNOWLEDGE SCIENCE SUITE RENEWAL	2775.00	39321	03/15/2023	
02/17/2023	34106	BRIANNA HARTING		100001323.000	TRAVEL	TRAVEL	37.34	39322	03/15/2023	
02/17/2023	34106	BRIANNA HARTING		100001323.000	TRAVEL	TRAVEL	3.33	39322	03/15/2023	
02/17/2023	34107	ANDERS ARNOLD		100001323.000	TRAVEL	TRAVEL	6.88	39323	03/15/2023	
02/17/2023	34107	ANDERS ARNOLD		100001323.000	TRAVEL	TRAVEL	17.69	39323	03/15/2023	
02/17/2023	34109	ADP		100000121.000	FICA	EMPLOYER FICA	9387.69	880317	03/14/2023	
02/17/2023	34109	ADP		100000121.000	FICA	EMPLOYER MEDI	2195.51	880317	03/14/2023	
02/17/2023	34109	ADP		100000122.000	UNEMPLOYMENT COMPENSATION	UNEMPLOYMENT COMPENSATION	567.01	880317	03/14/2023	
02/17/2023	34111	ROCKET SCIENCE CLEANING		100001314.000	PROFESSIONAL SERVICES	CLEANING SERVICE - NOBLESVILLE - MARCH 2023	7307.00	39325	03/14/2023	
02/17/2023	34111	ROCKET SCIENCE CLEANING		100001314.000	PROFESSIONAL SERVICES	CLEANING SERVICE - FISHERS - MARCH 2023	6475.00	39325	03/14/2023	
02/17/2023	34111	ROCKET SCIENCE CLEANING		100001314.000	PROFESSIONAL SERVICES	CONTRACT SERVICE 2% DISCOUNT	-275.64	39325	03/14/2023	
02/17/2023	34112	PAYROLL FUNDS		100000111.000	SALARY OF DIRECTOR	SALARY OF DIRECTOR	4723.54	900315	03/15/2023	
02/17/2023	34112	PAYROLL FUNDS		100000112.000	SALARY OF ASSISTANTS	SALARY OF ASSISTANTS	152616.49	900315	03/15/2023	
02/17/2023	34114	PUBLIC EMP RETIREMENT FND		100000123.000	PERF	EMPLOYER'S SHARE	17565.52	920315	03/15/2023	
02/17/2023	34115	Michelle Shelton		100001323.000	TRAVEL	TRAVEL	58.66	39326	03/15/2023	
02/17/2023	34116	BRAD HOWELL		100001323.000	TRAVEL	TRAVEL	192.46	39327	03/15/2023	
02/17/2023	34117	LOGAN STREET SIGNS		100001241.000	MARKETING SUPPLIES	BANNERS - AUTHOR FAIR	270.00	39328	03/15/2023	

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02/17/2023	34118	HMC SCREENPRINTING		100001223.000	OTHER MISC SUPPLIES	AUTHOR FAIR T SHIRTS	138.77	39329	03/15/2023	
02/17/2023	34119	ERIN WEIR		100001323.000	TRAVEL	TRAVEL	30.17	39330	03/15/2023	
02/17/2023	34120	JOHN CHOMICA		100001323.000	TRAVEL	TRAVEL	20.02	39331	03/15/2023	
02/17/2023	33989	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	LAPTOP BATTERIES	67.87	98933	02/28/2023	
SubTotal Fund Number 100							963239.16			
**Fund Number 200 GIFT FUND										
02/17/2023	34041	ANDERS ARNOLD		200000213.000	GIFT FUND - SUPPLIES	PROGRAM SUPPLIES - HEPL STAFF GAME NIGHT	20.00	39247	03/06/2023	
SubTotal Fund Number 200							20.00			
**Fund Number 201 RAINY DAY										
02/17/2023	34045	ICONIC DIGITAL MARKETING		201000314.000	RAINY - PROFESSIONAL SERVICES	HEPL WEBSITE REDESIGN - MONTHLY PAYMENT	7966.18	39251	03/06/2023	
SubTotal Fund Number 201							7966.18			
**Fund Number 226 GIFT FUND - FRIENDS										
02/17/2023	34002	DMITRI ALANO		226000314.000	GIFT FUND - FRIENDS	PRESENTER - MARCH 11TH	525.00	39232	02/28/2023	
02/17/2023	34040	INDIANAPOLIS OPERA SOCIETY		226000314.000	GIFT FUND - FRIENDS	CHILDREN'S OPERA PRESENTATION - APRIL15, 2023	485.00	39278	03/15/2023	
02/17/2023	34096	MEGAN BENSON STUDIO		226000314.000	GIFT FUND - FRIENDS	LOOM MAINTENANCE FOR MAKER - IN RESIDENCE	200.00	39320	03/14/2023	
02/17/2023	34118	HMC SCREENPRINTING		226000314.000	GIFT FUND - FRIENDS	AUTHOR - FAIR T-SHIRTS	850.00	39329	03/15/2023	
SubTotal Fund Number 226							2060.00			
**Fund Number 325 FISHERS BOND FUND										
02/17/2023	33981	STOCKYARDS BANK & TRUST		325000314.000	FISHERS BOND FUND	PAY APP #18	24906.85	39214	02/25/2023	
02/17/2023	33982	R L TURNER CORPORATION		325000314.000	FISHERS BOND FUND	PAY APP #18 - FISHERS RENOVATIONS	224161.63	39287	03/15/2023	
02/17/2023	34051	LWC INC.		325000314.000	FISHERS BOND FUND	FISHERS RENOVATION ARCHITECTURAL SERVICES	9290.00	39279	03/15/2023	

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02/17/2023	34060	ATC GROUP SERVICES, LLC DEPOSITORY		325000314.000	FISHERS BOND FUND	FISHERS RENOVATION MATERIALS TESTING	86.00	39263	03/15/2023	
SubTotal Fund Number 325							258444.48			
**Fund Number 350 NOBLESVILLE BOND FUND										
02/17/2023	34004	W.R. DUNKIN & SON, INC		350000314.000	NOBLESVILLE BOND FUND	PAY APP #23 - NOBLESVILLE	143979.00	39295	03/15/2023	
02/17/2023	34050	LWC INC.		350000314.000	NOBLESVILLE BOND FUND	NOBLESVILLE RENOVATION ARCHITECTURAL SERVICES	10950.00	39279	03/15/2023	
02/17/2023	34061	PLANES COMMERCIAL SERVICES		350000314.000	NOBLESVILLE BOND FUND	RELOCATION SERVICES DEPOSIT - IR NOBLESVILLE	28009.00	39256	03/07/2023	
02/17/2023	34102	TURNKEY	22301	350000440.000	MEETING ROOM FURNITURE	HEPL - PHASE 1 DEC 2022 TEEN ROOMS/ENTRY LOBBY, ETC. QUOTE # 2251BB-2396/C	99300.17	39317	03/14/2023	
02/17/2023	34102	TURNKEY		350000440.000	MEETING ROOM FURNITURE	HEPL - PHASE 1 DEC 2022 TEEN ROOMS/ENTRY LOBBY, ETC. QUOTE # 2251BB-2396/C	30.00	39317	03/14/2023	
SubTotal Fund Number 350							282268.17			
**Fund Number 802 NET DIRECT DEPOSIT										
02/17/2023	33965	CHASE		802000802.000	DD-BANK ONE	NET DIRECT DEPOSIT	118351.18	980217	02/17/2023	
02/17/2023	33965	CHASE		802000802.000	DD-BANK ONE	PARTIAL DIRECT - CHECK	389.22	980217	02/17/2023	
02/17/2023	34007	CHASE		802000802.000	DD-BANK ONE	NET DIRECT DEPOSIT	125949.72	980303	03/03/2023	
02/17/2023	34108	CHASE		802000802.000	DD-BANK ONE	NET DIRECT DEPOSIT	118710.60	980317	03/14/2023	
SubTotal Fund Number 802							363400.72			
**Fund Number 803 PAYROLL - FEDERAL WITHHOLDING										
02/17/2023	33967	ADP		803000803.000	PAYROLL-FEDERAL W/H	FEDERAL WITHHOLDING	10604.63	880217	02/17/2023	
02/17/2023	34008	ADP		803000803.000	PAYROLL-FEDERAL W/H	FEDERAL WITHHOLDING	12549.99	880303	03/01/2023	
02/17/2023	34109	ADP		803000803.000	PAYROLL-FEDERAL W/H	FEDERAL WITHHOLDING	10648.28	880317	03/14/2023	
SubTotal Fund Number 803							33802.90			
**Fund Number 804 PAYROLL - FICA										



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02/17/2023	33967	ADP		804000804.000	PAYROLL-FICA	9374.21	880217	02/17/2023	
02/17/2023	34008	ADP		804000804.000	PAYROLL-FICA	10033.63	880303	03/01/2023	
02/17/2023	34109	ADP		804000804.000	PAYROLL-FICA	9387.68	880317	03/14/2023	
SubTotal Fund Number 804						28795.52			
**Fund Number 805 PAYROLL - MEDICARE									
02/17/2023	33967	ADP		805000805.000	PAYROLL-MEDICARE	2192.28	880217	02/17/2023	
02/17/2023	34008	ADP		805000805.000	PAYROLL-MEDICARE	2346.64	880303	03/01/2023	
02/17/2023	34109	ADP		805000805.000	PAYROLL-MEDICARE	2195.48	880317	03/14/2023	
SubTotal Fund Number 805						6734.40			
**Fund Number 806 PAYROLL - STATE WITHHOLDING									
02/17/2023	33967	ADP		806000806.000	PAYROLL-STATE WITHHOLDING	4731.37	880217	02/17/2023	
02/17/2023	34008	ADP		806000806.000	PAYROLL-STATE WITHHOLDING	5110.86	880303	03/01/2023	
02/17/2023	34109	ADP		806000806.000	PAYROLL-STATE WITHHOLDING	4785.48	880317	03/14/2023	
SubTotal Fund Number 806						14627.71			
**Fund Number 807 PAYROLL - COUNTY WITHHOLDING									
02/17/2023	33967	ADP		807000807.000	PAYROLL-COUNTY WH	2239.06	880217	02/17/2023	
02/17/2023	34008	ADP		807000807.000	PAYROLL-COUNTY WH	2349.76	880303	03/01/2023	
02/17/2023	34109	ADP		807000807.000	PAYROLL-COUNTY WH	2245.26	880317	03/14/2023	
SubTotal Fund Number 807						6834.08			
**Fund Number 808 VOLUNTARY PERF									
02/17/2023	33970	PUBLIC EMP RETIREMENT FND		808000808.000	VOLUNTARY PERF	303.63	920217	02/17/2023	
02/17/2023	34012	PUBLIC EMP RETIREMENT FND		808000808.000	VOLUNTARY PERF	380.31	920303	03/03/2023	
02/17/2023	34114	PUBLIC EMP RETIREMENT FND		808000808.000	VOLUNTARY PERF	330.31	920315	03/15/2023	

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SubTotal Fund Number 808										
		NATIONWIDE (AM UNITED LIFE)					1074.25			
**Fund Number 809 NATIONWIDE (AM UNITED LIFE)										
02/17/2023	33969	NATIONWIDE		809000809.000	DEFERRED COMPENSATION	DEFERRED COMPENSATION	2534.48	890217	02/17/2023	
02/17/2023	34011	NATIONWIDE		809000809.000	DEFERRED COMPENSATION	DEFERRED COMPENSATION	2634.48	890303	03/03/2023	
02/17/2023	34113	NATIONWIDE		809000809.000	DEFERRED COMPENSATION	DEFERRED COMPENSATION	2634.48	890315	03/15/2023	
SubTotal Fund Number 809										
		MEDICAL INSURANCE					7803.44			
**Fund Number 812 MEDICAL INSURANCE										
02/17/2023	33979	UNITED HEALTHCARE		812000812.000	MEDICAL INS	MEDICAL INSURANCE	7060.24	39215	02/25/2023	
02/17/2023	33979	UNITED HEALTHCARE		812000812.000	MEDICAL INS	DENTAL INSURANCE	666.13	39215	02/25/2023	
02/17/2023	33979	UNITED HEALTHCARE		812000812.000	MEDICAL INS	VISION INSURANCE	105.41	39215	02/25/2023	
SubTotal Fund Number 812										
		VOLUNTARY LIFE INSURANCE					7831.78			
**Fund Number 813 VOLUNTARY LIFE INSURANCE										
02/17/2023	33978	UNITED HEALTHCARE		813000813.000	VOLUNTARY LIFE INSURANCE	VOLUNTARY LIFE INSURANCE	638.48	39216	02/25/2023	
02/17/2023	34015	CINCINNATI LIFE INSURANCE		813000813.000	VOLUNTARY LIFE INSURANCE	VOLUNTARY LIFE INSURANCE	109.38	39236	02/28/2023	
SubTotal Fund Number 813										
		CRITICAL ILLNESS					747.86			
**Fund Number 814 CRITICAL ILLNESS										
02/17/2023	33978	UNITED HEALTHCARE		814000814.000	CRITICAL ILLNESS	CRITICAL ILLNESS	94.38	39216	02/25/2023	
SubTotal Fund Number 814										
		HEALTH ACCIDENT					94.38			
**Fund Number 815 HEALTH ACCIDENT										
02/17/2023	33978	UNITED HEALTHCARE		815000815.000	HEALTH ACCIDENT	HEALTH ACCIDENT	111.40	39216	02/25/2023	
SubTotal Fund Number 815										
		HEALTH SAVINGS ACCOUNT					111.40			
**Fund Number 817 HEALTH SAVINGS ACCOUNT										

Accounts Payable Register

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
02/17/2023	33968	FIRST MERCHANT		817000817.000	HEALTH SAVINGS ACCOUNT	HEALTH SAVINGS ACCOUNT	2810.98	39212	02/16/2023	
02/17/2023	34013	FIRST MERCHANT		817000817.000	HEALTH SAVINGS ACCOUNT	HEALTH SAVINGS ACCOUNT	2060.98	39235	03/01/2023	
02/17/2023	34110	FIRST MERCHANT		817000817.000	HEALTH SAVINGS ACCOUNT	HEALTH SAVINGS ACCOUNT	2091.98	39324	03/14/2023	
SubTotal Fund Number 817							6963.94			

1992760.37

\*\*\* GRAND TOTAL \*\*\*

**Fund Report**  
Bank 0  
From 02/01/2023 Thru 02/28/2023  
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
100 OPERATING	9944132.17	958206.25	1414439.87	9719505.83	479906.70	711513.98	9487898.55
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	0.00	27325.68	200.00	0.00	27525.68
201 RAINY DAY	5751585.80	0.00	15932.36	5743619.62	0.00	7966.18	5735653.44
203 LEVY EXCESS	2960.54	0.00	0.00	2960.54	0.00	0.00	2960.54
226 GIFT FUND - FRIENDS	22489.91	0.00	525.00	22489.91	0.00	525.00	21964.91
227 DILLINGER DONATION FUND	15000.00	0.00	0.00	15000.00	0.00	0.00	15000.00
228 MIESSE TRUST FUND	34917.87	0.00	10042.52	24875.35	0.00	0.00	24875.35
229 LITERACY	5155.16	0.00	0.00	5155.16	0.00	0.00	5155.16
230 ROTARY READING ROOM	10000.00	0.00	0.00	10000.00	0.00	0.00	10000.00
231 ROTARY READING ROOM - GIFT	286.00	0.00	0.00	286.00	0.00	0.00	286.00
275 FACCGRANT	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	3714.76	7493.19	0.00	11207.95
278 FACCPUBLIC ART GRANT	7200.00	0.00	0.00	7200.00	0.00	0.00	7200.00
300 BOND AND INTEREST REDEMPTION FUND	1976134.16	0.00	0.00	1976134.16	0.00	0.00	1976134.16
301 LEASE RENTAL - DEBT SERVICE	483391.23	0.00	0.00	483391.23	0.00	0.00	483391.23
325 FISHERS BOND FUND	465118.39	29753.01	46936.08	4642670.36	29753.01	38488.05	4633935.32
350 NOBLESVILLE BOND FUND	7386498.23	31409.24	145702.05	7378758.23	31409.24	137962.05	7272205.42
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	472866.82	472866.82	0.00	233770.25	233770.25	0.00
803 PAYROLL - FEDERAL WITHHOLDING	0.00	43322.34	43322.34	0.00	21036.30	21036.30	0.00
804 PAYROLL - FICA	0.00	37404.02	37404.02	0.00	18474.69	18474.69	0.00
805 PAYROLL - MEDICARE	0.00	8747.64	8747.64	0.00	4320.63	4320.63	0.00
806 PAYROLL - STATE WITHHOLDING	0.00	18895.96	18895.96	0.00	9327.34	9327.34	0.00
807 PAYROLL - COUNTY WITHHOLDING	0.00	9043.84	9043.84	0.00	4419.68	4419.68	0.00

\*\*Bank Number 0

### Fund Report

FUND TITLE	BALANCE BEG OF YEAR	REVENUE YTD	DISBURSED YTD	BALANCE BEG OF MONTH	REVENUE MTD	DISBURSED MTD	CURRENT BALANCE
808 VOLUNTARY PERF	0.00	1048.52	1048.52	0.00	607.26	607.26	0.00
809 NATIONWIDE (AM UNITED LIFE)	0.00	9887.92	9887.92	0.00	5068.96	5068.96	0.00
812 MEDICAL INSURANCE	0.00	15740.70	15740.70	0.00	7831.78	7831.78	0.00
813 VOLUNTARY LIFE INSURANCE	0.00	1495.72	1495.72	0.00	747.86	747.86	0.00
814 CRITICAL ILLNESS	0.00	188.76	188.76	0.00	94.38	94.38	0.00
815 HEALTH ACCIDENT	0.00	222.80	222.80	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	10050.56	10050.56	0.00	5621.96	5621.96	0.00
<b>SubTotal Bank Number 0</b>	<b>31227068.23</b>	<b>1657704.29</b>	<b>2264183.48</b>	<b>30968282.16</b>	<b>860194.63</b>	<b>1207887.75</b>	<b>30620589.04</b>
<b>*** GRAND TOTAL ***</b>	<b>31227068.23</b>	<b>1657704.29</b>	<b>2264183.48</b>	<b>30968282.16</b>	<b>860194.63</b>	<b>1207887.75</b>	<b>30620589.04</b>



# Appropriation Report

APPROP	TITLE	FORWARDED	CURRENT	TRANSFRD	ADDL/ADJ	ENCUM	EXP-MTD	EXP-YTD	LIQ NOT EXP FWD	UNENCUM BAL	UNEXPEND BAL	% LEFT
100001313.000	LEGAL SERVICES	0.00	20400.00	0.00	0.00	0.00	0.00	20114.00	0.00	286.00	286.00	1.40%
100001314.000	PROFESSIONAL SERVICES	3800.00	926115.00	0.00	0.00	11379.00	45043.76	155977.08	0.00	762558.92	773937.92	83.23%
100001321.000	PHONES	0.00	40450.00	0.00	0.00	0.00	2632.59	6752.78	0.00	33697.22	33697.22	83.31%
100001322.000	POSTAGE	0.00	5375.00	0.00	0.00	0.00	1018.00	1558.34	0.00	3816.66	3816.66	71.01%
100001323.000	TRAVEL	0.00	45400.00	0.00	0.00	0.00	117.56	559.58	0.00	44840.42	44840.42	98.77%
100001324.000	PROFESSIONAL MEETINGS	0.00	61250.00	0.00	0.00	0.00	1389.96	1605.95	0.00	59644.05	59644.05	97.38%
100001325.000	FREIGHT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100001330.000	PRINTING AND ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100001331.000	ADVERTISING & PUBLICATION	0.00	3000.00	0.00	0.00	0.00	23.14	366.71	0.00	2633.29	2633.29	87.78%
100001332.000	PRINTING	728.00	23835.00	0.00	0.00	728.00	2847.09	3097.20	0.00	20737.80	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	120.00	120.00	0.00	198880.00	198880.00	99.94%
100001351.000	GAS (HEATING)	0.00	140674.00	0.00	0.00	0.00	13069.07	22220.22	0.00	118453.78	118453.78	84.20%
100001352.000	ELECTRIC	0.00	313880.00	0.00	0.00	0.00	26659.61	53252.94	0.00	260617.06	260617.06	83.03%
100001353.000	WATER	0.00	13400.00	0.00	0.00	0.00	927.89	1829.92	0.00	11570.08	11570.08	86.34%
100001354.000	WASTE REMOVAL	0.00	17900.00	0.00	0.00	0.00	577.28	1454.61	0.00	16445.39	16445.39	91.87%
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	2276.45	2536.45	0.00	58263.55	58263.55	95.83%
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	6000.00	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	26886.53	74164.00	0.00	0.00	35450.09	2169.43	2169.43	0.00	63231.01	98681.10	97.85%
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	0.00	84395.52	127482.47	0.00	672517.53	672517.53	84.06%

SubTotal Fund Number 100 87601.92 12500000.00 0.00 161515.91 711513.98 1414439.87 -2007.50 11009638.64 11171154.55 88.76%

\*\*\* GRAND TOTAL \*\*\* 87601.92 12500000.00 0.00 161515.91 711513.98 1414439.87 -2007.50 11009638.64 11171154.55 88.76%

**Appropriation Report**  
Fund 201 - RAINY DAY  
Check Date From 02/01/2023 Thru 02/28/2023  
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	15932.36	0.00	384067.64	384067.64	96.02%
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%
<b>SubTotal Fund Number 201</b>		<b>0.00</b>	<b>3119317.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7966.18</b>	<b>15932.36</b>	<b>0.00</b>	<b>3103384.64</b>	<b>3103384.64</b>	<b>99.49%</b>
<b>*** GRAND TOTAL ***</b>		<b>0.00</b>	<b>3119317.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7966.18</b>	<b>15932.36</b>	<b>0.00</b>	<b>3103384.64</b>	<b>3103384.64</b>	<b>99.49%</b>



# Appropriation Report

Fund 301 - LEASE RENTAL

Check Date From 02/01/2023 Thru 02/28/2023

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%

## **Memorandum of Understanding**

### **Between Noblesville Schools and Hamilton East Public Library (HEPL)**

The Hamilton East Public Library has created an arrangement with Noblesville Schools to provide access to online HEPL resources for Noblesville Schools students.

#### *HEPL Responsibilities*

To facilitate this access, the HEPL will link a Noblesville Schools student's ID number to any existing library card that the student may have with the HEPL. If a student does not have a library card, then a student's ID number will be linked to HEPL for online access of digital library materials.

#### *Noblesville Schools Responsibilities*

Under the Family Education Rights and Privacy Act (FERPA), Noblesville Schools may currently share student ID numbers with HEPL while it has legitimate educational interests.

Noblesville Schools will provide HEPL with the following information when necessary to allow HEPL to provide access to online HEPL resources for Noblesville Schools students, including: student names, ID numbers, guardian names, and guardian email addresses.

#### *Joint Responsibilities*

*Confidential Information:* The parties agree that all information, including all student information, supplied by Noblesville Schools or exchanged by a student under this agreement shall be considered "Confidential Information." Each party will take all action required under laws applicable to the data supplied to HEPL and as reasonably necessary to keep the Confidential Information in their possession confidential. HEPL shall require its staff who access confidential information while providing services under this Agreement not to disclose any student information to any third parties unless parent/guardian written consent has been obtained. HEPL will not use the Confidential Information for any purpose other than to further the arrangement described in this agreement.

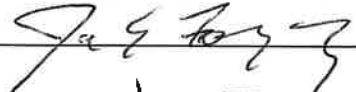
*Term and Termination:* This agreement shall be for one (1) year and renew annually once it is executed by both parties. Either party may terminate this agreement at any time by providing a 30 day written notice of termination to the other party. Upon termination, HEPL must return to the other party, discontinue use, and/or destroy all Confidential Information in its possession.

*Relationship of the Parties:* This agreement does not create a joint venture, partnership association, affiliation, or formal business organization of any kind between the parties and neither party shall have any authority to act, as an agent or otherwise, on behalf of the other party.

**Executed by:**

Noblesville Schools

Hamilton East Public Library (HEPL)

By: 

By: \_\_\_\_\_

Print Name: JOE FORGET

Print Name: \_\_\_\_\_

Print Title: BOARD PRESIDENT

Print Title: \_\_\_\_\_

Date: 2-21-2023

Date: \_\_\_\_\_

**MEMORANDUM OF AGREEMENT (MOA)  
INDIANA LEGAL HELP KIOSK PROJECT**

**Indiana Bar Foundation and Hamilton East Public Library**

The Indiana Bar Foundation, Inc. (Foundation) and Hamilton East Public Library (Host Organization) mutually agree upon the following terms and conditions for Hamilton East Public Library to receive a grant and host a kiosk as a part of the Indiana Legal Help Kiosk Project. The provision of a kiosk and supplies to the Host Organization shall be considered a grant with donor restrictions.

**1. BACKGROUND**

The Indiana Bar Foundation was awarded funding from Indiana Housing and Community Development Authority (IHCDA) to launch the Indiana Legal Help Kiosk Project throughout the state. The Kiosk Project is one element of a comprehensive housing legal services program funded under the IHCDA contract.<sup>1</sup>

**2. PURPOSE**

Indiana Legal Help Kiosks will provide a resource for Hoosiers looking for housing-related legal help. The kiosks will help decrease the digital divide by providing a computer, printer, scanner, and the ability to connect Hoosiers with housing-related legal services. From a kiosk, Hoosiers will be able to

- a) access the housing portion of the Indiana Legal Help website, which provides legal information, videos, referrals, links to outside websites (e.g. Mycase.IN.gov, Indianahousingnow.org) and self-service forms for many of the most frequent civil legal needs;
- b) complete an Emergency Rental Assistance housing application through the Indiana Housing and Community Development Authority; and
- c) communicate directly via chat with a Legal Navigator during specific hours, or leave a message for a Legal Navigator via email. (A person may use a separate device to call or text a Legal Navigator.)

**3. VISION FOR THE FUTURE**

The Indiana Legal Help Kiosk Project envisions a time when kiosks initially focused on housing-related legal resources will be opened to a broader range of civil legal assistance information which may be accessed by Hoosiers at the Host Organization Sites. The Project anticipates opening the kiosks to all the information available on Indiana Legal Help after January of 2024.

**4. RESPONSIBILITIES OF HOST ORGANIZATION AND SITES**

- a) **Host Site Public Access and Accessibility**- The Host Site provides free, safe, public access at least 30 hours per week to Hoosiers who may have housing-related legal needs. The site should be accessible for people with disabilities, and as needed, an aide worker or service animal (e.g., where the path to the kiosk includes clearances of no less than 32 inches and is approachable from the parking lot without the use of stairs, checklist). Should the Host Site experience a change in hours or accessibility, the Host Organization must notify the Foundation.
- b) **Contact Persons** - The Host Organization will provide to the Foundation:

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<sup>1</sup> Indiana Bar Foundation's comprehensive housing legal services program includes housing-related legal services information through Indiana Legal Help, Kiosks, Legal Navigators, brief service clinics, and legal representation. This project was funded by Indiana Housing and Community Development Authority as a part of the Emergency Rental Assistance (ERA2) program of the U.S. Treasury (CDFA number 21.023), which allowed up to 10% of ERA2 funds for housing stability and legal services.

- i) The telephone and email address for Person in Charge with authority to sign agreement, and
  - ii) The telephone number and email address for a person who will regularly be available on site.
- c) **Site Survey**-The Host Organization will complete and comply with the pre-installation site survey attached as Exhibit A, herein incorporated and made a part of this Agreement.
- d) **Space, Technical, Operational, and Supply Requirements** - The Host Organization affirms that it meets, and will continue to meet, the space and technical requirements for the type of kiosk requested at the execution of this Agreement. Type of kiosk may not be changed after time of order.
- i) **Both types of kiosks** require
    - (1) one power outlet (110v) within 15 feet of the intended kiosk location,
    - (2) reliable network or wireless access to the internet, with network cabling accessible to kiosk location within 15 feet,
    - (3) appropriate lighting without sunlight glare on the LCD,
    - (4) appropriate heating, air, and ventilation to avoid kiosk overheating,
    - (5) targeted internet speed at the Wi-Fi standard (IEEE 802.11b and 802.11g), or up to 54 megabits/second, recognizing that speed may vary by number of users,
    - (6) notification to the Foundation in the event that power or internet interrupts operations for an extended period (more than three days), and in the event of a natural or manmade disaster, at the earliest time practical,
    - (7) exclusive use of the kiosk for legal information resources provided by the Foundation with no additional software or programming added by the host during the term,
    - (8) on-site facilities person, trash receptacle for cardboard (and pallet, if standalone unit) disposal on day of installation, and assistance in dropping wires through ceiling if cabling or power is not within 15 feet, and
    - (9) appropriate disposal of the unit at the end of the term or its use for legal services information. See Paragraph 6 for additional information.
  - ii) The **desktop kiosk** also requires
    - (1) Adequate table space or configuration for placement of a printer on the table (at least 36 inches wide x 36 inches deep),
    - (2) Desk to be wheelchair accessible
    - (3) Periodic replacement of paper and ink for the laser printer
  - iii) The **standalone kiosk** also requires
    - (1) Appropriate loading dock or receiving area with pallet jack or dolly and weightbearing floor for 200-pound unit
    - (2) Periodic replacement of paper in the thermal printer (which does not require ink).
  - iv) **Supplies** - The Foundation will provide initial supplies for the printer (paper, ink. Subject to available funds, the Foundation anticipates providing additional supplies through 2023. The Host Organization will be responsible for supplies in excess of those provided by the Foundation and beyond the term of this Agreement.
- e) **Communications and Reporting**-The Host Organization will respond to, and provide, communications to the Foundation regarding anecdotal information not captured or tracked by the Foundation through the software on the kiosk.
- f) **Cleaning and Maintenance** - The Host Organization and/or Site will be responsible for minimal maintenance, including
- i) Replacing paper and ink as needed
  - ii) Ensuring the area is clean, free of debris and/or vandalism

- iii) Providing technical support as needed (e.g., turn on/off; provide a hard reboot, re-link to wireless connection if lost, etc.)
- iv) Allowing access to the kiosk by a Legal Navigator as needed
- g) **Signage and Recognition** - The Host Organization will ensure that any signage provided in recognition for Indiana Bar Foundation, Indiana Legal Help, and Indiana Housing and Community Development Authority are maintained throughout the term of the project.
- h) **Outreach and Promotions** - The Host Organization must use materials provided by the Foundation whenever promoting public access to the kiosk. The Foundation retains approval for any promotional materials for the life of the Indiana Legal Help Kiosk.

## 5. RESPONSIBILITIES OF INDIANA BAR FOUNDATION

- a) **Project Management**- The Foundation will manage the Kiosk Project to maximize the resources for both overall program and kiosk project goals (i.e., expanding legal services through the Foundation's network, and increasing access to legal information and resources).
- b) **Contact Persons** - The Foundation will provide telephone and email address for persons available to answer questions about the Kiosk project pre-installation and for persons available throughout the project and program. The Foundation will provide telephone and email address for persons available to help with hardware and software issues that may arise. The Foundation will provide a method to verify qualified Legal Navigators who may have access to the Kiosk at the Host Organization Site.
- c) **Kiosk Purchase and Installation** - The Foundation will
  - i) purchase kiosks for deployment throughout the state on a rolling basis, and
  - ii) through a Kiosk Installation Project Manager, will ensure the installation and working status of the kiosk at the Host Organization Site.
- d) **Kiosk Project Implementation** - The Foundation will ensure that each kiosk
  - i) is equipped to access the housing section of the Indiana Legal Help website and
  - ii) includes accessibility tools for people with disabilities.
- e) **Guidance and support** – The Foundation will provide guidance and support throughout the grant, including the process for kiosk relocation or disposal, or renewal at the end of the term or at the end of kiosk use for legal services.
- f) **Access by Legal Navigators** - The Foundation anticipates that Legal Navigators supported by the larger Legal Services program may access the Kiosks and provide support to Host Organization Sites.

## 6. TERM

- a) The term of this Agreement begins on the date of the signed Memorandum of Agreement, subject to Foundation approval of the Host Organization's Kiosk Pre-Installation Site Survey.
- b) This Agreement continues through January 2024 and the Host Organization commits to hosting the kiosk through the end of this Agreement subject to its continued operability and to the Host Organization's compliance with donor restrictions as outlined in this Agreement.
- c) Either party may terminate this Agreement with written notice. Retention of the kiosk equipment depends upon the date of the termination. Early termination may require the Foundation and Host Organization to determine another suitable host organization in a nearby location.
- d) Between October 2023, and December 2023, the Host Organization must notify the Foundation of its plan either:
  - i) to maintain use of the equipment for legal services information and to renew an agreement to participate as a Host Organization in the Indiana Legal Help Kiosk Project.

OR

- ii) to dispose of the equipment and to remove logos and signage for the Indiana Legal Help Information Kiosk and conclude the MOA. In this case, the Host must give the Foundation the first right of refusal without purchase.

#### **7. OWNERSHIP OF, AND ACCESS TO, KIOSKS**

- a) The Host Organization begins ownership of the physical kiosk (computer, terminal, printer, and related accessibility technology) on the first day after the on-site implementation, subject to the donor restrictions and host responsibilities in this Agreement.
- b) Indiana Bar Foundation retains ownership to the information and software contained on and within them for the useful life of the kiosk as used to access Indiana Legal Help resources.
- c) The Host Organization will provide continued access to the physical kiosk by Foundation staff, Legal Navigators, or through the term of this Agreement.

#### **8. LIABILITY**

The Foundation assumes no responsibility for any liability associated with installation, use, or ultimate disposal of the kiosk.

#### **9. PUBLIC RECORD**

Host Organization acknowledges that the Foundation will not treat this Agreement as containing confidential information. Use by the public of the information contained in this Agreement shall not be considered an act of the Foundation.

#### **10. PUBLIC STATEMENTS, PRESS RELEASES, AND MEDIA**

Host Organization acknowledges that the Foundation is solely responsible for all public statements, press releases and media related to services provided by Host Organization under this Agreement. Host Organization shall (a) distribute the marketing material provided by the Foundation at the times and according to the instructions given by the Foundation; (b) promptly refer all media inquiries regarding the services provided under this Agreement to the Foundation; (c) immediately contact the Foundation with any questions about media or marketing materials; (d) not alter the marketing materials provided or approved by the Foundation; (e) not contact media (traditional or otherwise) regarding the Kiosk Project hosting services provided by Host Organization under this Agreement; and (f) not use or distribute marketing materials created by an entity other than the Foundation without prior written approval of the materials by the Foundation. Breach of this Section may be deemed a material breach of this Agreement and grounds for immediate termination.

#### **11. CONFIDENTIALITY, PRIVACY AND SECURITY PROTECTIONS**

Host Organization agrees to maintain confidentiality of verbal and written information and electronic files and to take all reasonable protection to assure the Foundation that all services in connection with this Agreement are maintained by standards for confidentiality, privacy, and security.

#### **12. CONFIDENTIALITY OF STATE INFORMATION**

Host Organization understands and agrees that data, materials, and information disclosed to the Host Organization and its Site may contain confidential and protected information. The Host Organization covenants that data, material, and information gathered, based upon, or disclosed to the Host Organization for the purpose of this Agreement, will not be disclosed to or discussed with third parties without the prior written consent of the Foundation or except as otherwise required by law. The Confidential Information will be used in an ethical manner, only for purposes described in this Agreement.

### **13. FORCE MAJEURE**

In the event that either party is unable to perform any of its obligations under this Agreement or to enjoy any of its benefits because of natural disaster or decrees of governmental bodies not the fault of the affected party (hereinafter referred to as a "Force Majeure Event"), the party who has been so affected shall immediately or as soon as is reasonably possible under the circumstances give notice to the other party and shall do everything possible to resume performance. Upon receipt of such notice, all obligations under this Agreement shall be immediately suspended. If the period of nonperformance exceeds thirty (30) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may, by giving written notice, terminate this Agreement.

### **14. GOVERNING LAW**

This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Indiana, without regard to its conflict of laws rules. Suit, if any, must be brought in courts located in Marion County, Indiana.

### **15. FUNDING CANCELLATION**

As required by Financial Management Circular 2007-1 and IC § 5-22-17-5, when the President & CEO of the Foundation or the Director of the State Budget Agency makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of this Agreement, this Agreement shall be canceled. A determination by the President & CEO of the Foundation or the Director of State Budget Agency that funds are not appropriated or otherwise available to support continuation of Kiosk Project shall be final and conclusive.

### **16. SEVERABILITY**

The invalidity of any section, subsection, clause, or provision of this Agreement shall not affect the validity of the remaining sections, subsections, clauses, or provisions of this Agreement.

### **17. MERGER & MODIFICATION**

This Agreement constitutes the entire agreement between the parties. No understandings, agreements, or representations, oral or written, not specified within this Agreement will be valid provisions of this Agreement. This Agreement may not be modified, supplemented, or amended, except by written agreement signed by all necessary parties.

### **18. NOTICE TO PARTIES**

Whenever any notice, statement or other communication is required under this Contract, it shall be sent by E-mail, first class U.S. mail, or via an established courier/delivery service to the following addresses, unless otherwise specifically advised.



A. Notices to the Foundation shall be sent to:

**Charles Dunlap**  
**President & CEO**  
**Indiana Bar Foundation**  
**615 N. Alabama St., Suite 426**  
**Indianapolis, IN 46204**  
Or via email at:  
[cdunlap@inbarfoundation.org](mailto:cdunlap@inbarfoundation.org)

With a copy to:  
**Abbie Bush**  
**Director of Grant Programs**  
**Indiana Bar Foundation**  
**615 N. Alabama St., Suite 426**  
**Indianapolis, IN 46204**  
Or via email at:  
[abush@inbarfoundation.org](mailto:abush@inbarfoundation.org)

B. Notices to the Host Organization shall be sent to the Authorized Signatory below with optional copy to the Host Site Contact:

**Edra Waterman, Library Director**  
**Hamilton East Public Library**  
**1 Library Plaza**  
**Noblesville, IN 46060**  
**[ewaterman@hepl.lib.in.us](mailto:ewaterman@hepl.lib.in.us)**  
**317-770-3202**

Optional 2<sup>nd</sup> Host Site Contact  
**Amber Wright, Director of Public Service**  
**[Wrighta@hepl.lib.in.us](mailto:Wrighta@hepl.lib.in.us)**  
**317-770-3203**

**19. AMENDMENT AND EXTENSION**

Any amendment to this Agreement must be made in writing, including renewal or extension.

**Acceptance**

**For Hamilton East Public Library**  
**Edra Waterman, Director**

**For Indiana Bar Foundation, Inc.**  
**Charles Dunlap, President & CEO**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



March 16, 2023

**RE: HEPL – Fishers and Noblesville 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 Libraries.

**Fishers Library:**

1. Changes since the last Board Meeting.
  - a. Teens area shelving being installed.
  - b. Elevators have been inspected by the State and were accepted.
  - c. Two new change orders issued.
2. Progress since the last Board Meeting includes the following:
  - a. North entry metal panels are being installed.
  - b. The final coat of asphalt is pending repair of curbs and final preparations. The anticipated timeframe remains as late March or early April.
  - c. Metal roof panels still being installed at south side of building.
  - d. Folding wall installation is expected by March 23.
3. Current challenges that the project team is working through, including the following:
  - a. The delay of the sliding glass entrances at the new entrance vestibule continues but we anticipate installation in late March.
  - b. We are still working to resolve any remaining questions for Phase B work.
  - c. Resolving outstanding change requests and costs.

**Noblesville Library:**

1. Phase 2 contractor will perform painting in atrium as originally planned.
2. Temporary occupancy permit received, awaiting metal panel installation to become final.
3. Progress since the last Board Meeting includes the following:
  - a. Final punchlist of all phase 1 areas was conducted on 3-14-23.
  - b. Still awaiting exhibit space lighting for installation in April.
  - c. Metal roofing panels are completed, awaiting roof coating.
  - d. Snow – Ice guards installed.
4. There are a few challenges that the project team is working through, including the following:
  - a. Metal wall panel delivery and installation date is anticipated in late March – April.
  - b. Fencing that surrounds the teens area and the mechanical areas is due for installation in May.
  - c. Still waiting on the refabrication of the water table top at Childrens.



**Other Progress:**

Contracts for the Phase 2 work are being finalized. Need to have final construction schedule for both sites. Received a schedule of values for Fishers.

Furniture moving under way by Planes moving and storage. Indiana Room shelving and some materials moved to storage off site.

Proposals for Phase 2 Crossroads Discovery Center interactives are due March 3. Costs for a portion of this work is included in the overall project budget. The final determination of the scope of work will depend on costs for individual interactives against available funds.

# Director’s Report for March 2023

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## Director’s Report

### Budget and Finance

New CFO/Board Treasurer Laura Gropp continues to get her arms around the library’s finances and has been working with the team to assess HEPL’s financial operations and processes.

### Collection Development Policy Operational Response Plan Update

A third addendum to the ORP referencing staffing needs for retrospective review is in the packet for review and information. We are waiting for guidance/clarification on interpretation of elements of the new CDP to finalize our workflow to train temporary staff for retrospective review of the Middle School(MS) and High School(HS) fiction collections. The dollar amounts in this report are based on 8000 hours of temporary work, which would likely span two budget years, as well as the annualized cost of non-temporary capacity building positions which can be subsequently folded into budget planning for 2024. We will calculate the specific additional dollars needed for the partial 2023 timeframe once hiring is completed, but the rough estimate would be 60-75% of the annual amount depending on exact timelines. Funds to pay for these positions could be transferred to the personnel lines from other appropriated categories within our operating budget.

Work continued this month on the retrospective review of the High School Manga collection. In Noblesville, shelf space has been made available to house our new general collection Manga, and relocated titles are now being shelved in this area. Fishers collection titles will be relabeled and relocated once shelf space is readied.

We constructed a new area of shelving in Noblesville to house our large print collection, thus making space in the fiction section as we look ahead to the retrospective review of teen fiction. Adult fiction in Noblesville has long been a crowded collection, so this change was necessary in order to contemplate any quantity of relocated materials.

Collection Development Librarians have resumed normal purchasing in the Juvenile and Teen collections and are now using a broader array of review and vetting sources as directed in the new Collection Development Policy. We are now regularly utilizing Common Sense Media and the Story Graph, and we expect to activate our full subscription to Junior Library Guild soon.

All updates to ILS settings related to holding codes, item types, and locations are now completed. We will make a final review of all settings during the alignment phase.

## Personnel

As discussed, in addition to the list of personnel approvals in the consent agenda, updates on personnel matters will be included in this report area.

In addition to recommended new positions in the ORP Addendum C, we are currently in the hiring process for three roles.

Access Services Assistant (approx. 20 hrs. per week, compensation classification 6). This position is part of the Access Services team. We are currently in the interview process for this position and anticipate having it filled within the next couple of weeks. This position provides support for access to library materials and services through customer service primarily via email and telephone as well as circulation of materials utilizing the library's Automated Handling System (AMH).

Arts Education Coordinator (40 hrs. per week, compensation classification 12). This position is part of the Ignite Studio team and we are currently evaluating applications and anticipate interviewing for this role within the next couple of weeks. The focus of this position is developing, planning, and delivering customer centered programs and services through in-house programs, community events, field trips, and outreach services.

Facilities Assistant-Fishers (40 hrs. per week, compensation classification 8). This position is part of our Facilities team and we are currently accepting applications for this role. The focus of this position is to assist the Director of Facilities in working with vendors on the maintenance of equipment and buildings along with directly maintaining library facilities and grounds to ensure safety and cleanliness.

At the meeting, Director of HR John Chomica will be providing for the Board an overview of the hiring and onboarding process for new staff.

John and I are currently working with NFP on developing scoring methodologies for our existing performance review process. I have also been in contact with library directors of larger Indiana public libraries regarding merit pay/COLA approaches and their experience with them.

## Partnerships

For many years, HEPL has had partnerships with both Noblesville Schools and HSE to ensure all students have access to library databases and e-materials through Student Library Cards. The HEPL Board approved the MOUs for these programs in 2017 (Noblesville Schools) and 2018 (HSE). These MOUs were written to remain in effect unless and until cancelled. Noblesville Schools has chosen to approve their MOU annually, so in light of this change, the updated annual MOU is in the packet for review and approval this month. Going forward, this will be an annual action for the HEPL board as well. For your information, the text of the welcome email from HEPL sent to parents opting in to this service is in the packet.

As part of the Indiana Bar Foundation's effort to ensure Hoosiers have access to housing-related legal services, HEPL has an opportunity to host a legal help kiosk at one or both of our libraries. The Memorandum of Agreement is in the packet for review and approval. This program is structured much like a grant and would involve minimal resource on the part of HEPL (a contact person, some reporting, space, power, and paper for the printer if the service extends beyond 2023) and provide improved access to these services to people our community. As you know, affordable housing is a big issue here in Hamilton County, and the Library's ability to impact this particular issue is limited. As a point of information, there is one of these kiosks currently located in the Hamilton County Courthouse. These kiosks are designed to be used without assistance.

Hamilton County is taking a holistic approach to the upcoming (2024) eclipse led by Hamilton County Tourism, and HEPL has, along with the other HamCo libraries, schools, and government, been involved in those discussions and planning.

The Bicentennial celebration is moving forward with many great events and exhibits happening. We are scheduled to host the traveling exhibit in each of our buildings later this year.

## Projects

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

Cleanup and repair of the HVAC unit issue that shut down the Fishers Children's area for a day last month was completed. Cost for that activity is the responsibility of the contractor as installation of that unit was part of the renovation project.

Work to pack up and store the contents of the Indiana Room during the Phase 2 renovation should be complete by the Board meeting. Due to their local importance, the contents of the archive will remain stored onsite with the general Indiana Room collection stored in climate-controlled storage offsite.

Brad visited the Jasper library in southern Indiana 3/13, and came back with a lot of useful information and food for thought. His visit to the LaPorte library isn't until next Tuesday 3/21. Due to the proximity of that second visit to the 3/23 meeting, additional time to think and talk to the RFP consultant and other staff would be helpful in ensuring the RFP is asking for exactly what HEPL needs. I spoke with Board President Laura Alerding, and she agreed we should move the RFP discussion/approval to April.

HEPL received 13 responses to the Strategic Planning RFP. Led by John Helling, the team scored the responses based on the criteria identified in the RFP and have the top three identified. We are checking references for these respondents, and John will present the findings with a final vendor recommendation at the meeting.

While the RFP for the CRDC exhibits was widely distributed with 14 vendors asking follow-up questions, we received only two responses. Katelyn Coyne will be at the meeting to present the findings to the Board.

### Board Matters/Last Meeting Follow-up

At the February meeting, there were questions regarding the Library's natural gas billing from both Centerpoint and Constellation Energy. Because gas is deregulated, we can purchase it from anyone. Through Constellation's government program, we are paying roughly 35% less for the actual gas than the average cost in Indiana. However, we still have to pay Centerpoint for delivery since they own the lines. The Indiana Regulatory Commission sets the rate a utility company can charge for delivering gas through its pipes based on usage so this will fluctuate every month based on demand.

There was a question last month regarding HEPL's membership in Urban Libraries Council. Board President Laura Alerding asked for more information on the Library's professional memberships, and I have included that in the packet as an information item for all.

The reconsideration review volunteer form went live last month on 2/24, and as of this writing, 74 people have submitted their names. Links to this, the RfR form, and to request for purchase have all been included in the CDP document posted online.

There was a question regarding setting up dedicated HEPL Board member emails. Our understanding is that we can set up separate emails for Board members through our MS

Outlook system for an additional cost. An alternate option would be to consider what Ray and Andre have done and set up dedicated Gmail accounts for your Board business to ensure it stays separate from your personal matters.

At last month's Board meeting, there were questions regarding our recent warranty renewal for our servers. Our four Dell PowerEdge servers house critical network systems such as our DNS, DHCP, wireless controllers, file storage, as well as premise-based software for financial/accounting systems, building security and access, and our self-checkout machines and public computers. The current servers were purchased in 2018 at a cost of \$48,754.83 and came with five-year warranties. The warranty extension purchased at the beginning of this year was for \$16,450, includes all four servers and our SAN (storage), and is for two years. By contrast, we estimate the cost to replace these servers to be \$60,000 for the hardware alone. Replacement of our SAN is estimated at \$40,000.

### Connections with Peer Libraries and Local Community

As you know, OneZone honored HEPL as a founding The Honors recipient. Several staff and Board members Ray Maddalone and Michelle Payne attended the Chamber luncheon in February when HEPL received the award. HEPL was featured on OneZone social media on March 1 as a recipient of The Honors.

I attended Eggs and Issues sponsored by OneZone on 3/10 and will attend the Noblesville/Westfield Chamber legislative coffee event on 3/17.

John Helling and I met with Superintendent Hile and Assistant Superintendent Rich from Noblesville Schools. They shared information about Noblesville's robust support for ELL students and families. We talked about library resources and services, and I provided information about the library's field trip pilot at the Fishers library, and what library staff have in mind for Noblesville library field trips once the CRDC comes online.

### Other

The Youth Services/Ignite Studio field trip pilot program at the Fishers library is going well. As of this writing, 10 of 13 weeks available to schedule are fully booked. These field trip opportunities include activities designed around Indiana Academic Standards for students in Pre-K through grade 12. We have a page on our website with more information about the program at <https://www.hepl.lib.in.us/field-trips/>. Responses and sign-ups have included a preschool group, a homeschool group, and various HSE classes. This includes HSE's Exceptional Learners classes for whom more tailored experiences have been modified from the listed field trip offerings based on teacher feedback regarding learning levels and needs. Educator attendees invited to the morning kickoff for the program were sent a follow up email with links to the presentation from the meeting and to the Field Trips page on the website. Staff have reported useful follow-up conversations with the school folks, including the one around Exceptional Learners, that will result in ongoing improvement as the program evolves and eventually expands to include Youth Services/CRDC field trips at the Noblesville library.



The ALA Annual Conference is in Chicago this year, with registration deadlines approaching. We typically send staff to this conference. I plan to attend as well. Some of the highlighted areas of interest for me include sessions on effective staff support and retention, trends in facility use and design, and understanding and connecting with communities served. I typically also attend sessions where libraries present services and programs they've developed to see what trends are emerging there and how HEPL stacks up. It's also a great opportunity to connect with peers and hear about what they are seeing in their communities.

HEPL's annual Books Build Bridges (BBB) event is deep in the planning process. This annual fall program aims to build community through the shared experience of reading. Each year, HEPL chooses books and authors that allow readers to 'build bridges' to new ways of understanding the world around them. This year, the theme is books that reimagine traditional stories and bring them into the present while also looking at them through the lens of cultures that are different from the ones in which they were written. One author we plan to invite is Christina Soontornvat, whose book *A Wish in the Dark* is a reimagining of Victor Hugo's *Les Miserables* set in a Thai-inspired fantasy world. Ms. Soontornvat is the only author to receive the Newbery Honor in both fiction and non-fiction in a single year. We hope that this year's *Books Build Bridges* shows that stories are universally impactful across cultures, and that engaging with books can bring us all closer together by helping us understand our differences.

The Collection Services team is working on the most efficient way to provide to the Board a monthly list of titles requested by patrons that were not purchased and the reason. As a point of information, we are able to purchase for the collection or source through Interlibrary Loan the vast majority of patron requests, which can number in the hundreds per month. Please note that the Collection Services report each month includes these numbers, though not specific titles. Patron requests are always prioritized to be filled as quickly as possible.

The website redesign project is moving along and we've reached the focus group portion of the process. Our focus group will be an organized, in-person discussion of our website and digital resources and is scheduled for Wednesday, April 12, from 6:00 to 7:30 pm, in the Ignite Studio classroom at the Fishers Library. This group will include members of the public who expressed interest in focus group participation in their survey response, and, ideally, 1-2 HEPL board members. Iconic has recommended that participating board members attend and participate as community members rather than specifically as Board members in an effort to encourage honest feedback from other participants. All participants will have the opportunity to share ideas and provide valuable feedback on important aspects like navigation, search functionality, and design. These insights and opinions will play a critical role in guiding our development efforts and creating a website that truly serves our community.

Don't forget the reopening reception for the Noblesville main entrance at 8:30am on Wednesday 3/22. I hope to see everyone there.

## Departmental Reports

### *Public Services*

#### Departmental Highlights

Danielle Acton, Erin Weir, and Allison Kartman presented the African-American Read-In at both locations on the same day on February 25. The Noblesville session in the morning attracted more families while the Fishers audience was entirely composed of adults in the afternoon. Attendees were excited to share selections and stories as to why they chose their pieces. Some local authors were even able to read some of their own poetry! Audience members and presenters asked about having the program again next year. Thanks to the many staff members who helped in marking read-aloud excerpts or poems in larger works ahead of the program!



Liz and Peter helped a visitor sign up for Heidi's ENL conversation sessions. The visitor spoke little English, so Peter showed the patron the Event Calendar on the HEPL website. Meanwhile, the patron Liz was helping happened to speak the same language as Peter's customer. This person ended up translating and making a new friend as Liz registered the eager patron for both the in-person and virtual conversation group. While translating for Peter's customer, Liz's customer watched how Liz completed the Event registration in order to register a family member for the group, too.

## Programming Highlights

Julia assisted Kathy with the Winter Gardening for Families program on February 6, which was attended by 40 people. Individuals learned how to plant native plant seeds during the winter using milk jugs as a mini-greenhouse. It was great to teach both children and adults about this technique and gardening in general! Kathy selected 15 native flowers that were perfect for winter sowing, as putting them outside in February guaranteed they would have the cold, moist weather needed in order to germinate in the spring. The patrons were able to take their pots home with them, along with the knowledge of how to winter sow.



The “Starting Seeds Indoors” program was attended by 35 on February 13. This program, presented by the Master Gardeners, taught attendees the proper way to start seeds, such as tomatoes and peppers, indoors. In addition to slide presentation, the presenter brought many examples of the equipment that could be used.

Pam hosted her monthly Adult Virtual Craft Series: Macramé Heart Keychain on February 9. Registration hit the maximum at 24, with actual Zoom meeting attendees totaling a respectable 17 participants. Patron comments on the evaluation form follow: “Pam has selected a variety of projects for the classes which have all been interesting to me. I've enjoyed each one of them.” “Thanks Pam. I got lost on this one, so I'm grateful for the video tutorial. Hopefully, I can figure it out because it's very cute!” “I loved this program. I actually learned a new knot that I didn't know how to do before.”

Heidi had eight ENL Conversation groups in February. The morning group met four times with 56 people attending, six of which were virtual. The virtual evening ENL program had four groups with 16 people attending.

Heidi's What's Cooking @ HEPL interview with Anna Voloshyna blog was published about her cookbook “Budmo!” along with a cooking video. Then, on February 4, Anna Voloshyna led a virtual cook-along for library patrons making khachapuri. Nineteen people attended the program, and Heidi received positive feedback.

Tori taught Excel I and Excel II at the Noblesville branch in-person for the first time since the pandemic, and they were some of the best attended computer classes yet (six and five attendees respectively) since the return of in-person computer classes this year. Patrons were enthusiastic to learn about the basics of Excel and how this program can be used for productivity and fun. Other computer classes at Noblesville included Tech Tuesday (two attendees for drop-in assistance) and Online Job Searching (one attendee). Though these sessions see fewer people, they were extremely in-depth and the participants walked away with a greater understanding of the topics covered.

Amy moderated the Books on Tap Book Club gathering on February 22 at Mashcraft in Fishers. The group, consisting of 18 members, read “Upgrade” by Blake Crouch and discussed what makes us human and the possible consequences that would accompany scientific advances like those in the book.

## *Youth Services*

### Departmental Highlights

In our Pre-K explorers program, the theme was “body” and as part of that youth were able to make a human skeleton for their craft. One girl chose to make a cat skeleton instead of a human skeleton. Karen, the YS librarian leading the program asked, “I wonder if cats have more bones than people or less?” She and her mom were still in the library a bit later while Karen was on desk and had pulled quite a few non-fiction animal books to do some research. Not only did she come back to tell Karen how many bones cats had, she also told her about dogs, dolphins, gorillas, jaguars, and pythons. Creating opportunities for extended learning and providing those resources is what the library is all about!

351 patrons completed the Winter Reading, For the Love of Reading Bingo Challenge. Altogether 8,329 pages were read and logged during the month!

Two teen librarians had their first Books & Bites school visits at Noblesville West Middle School, Noblesville East Middle School, Noblesville High School, Fishers High School, and Hamilton Southeastern Intermediate Junior High. They spoke to about 1,200 students total about upcoming teen programs, volunteer opportunities, and library services. Many students shared positive experiences they had with the library and expressed interest in both Books & Bites and other library programs.

### Programming Highlights

Our perennially popular Messy Munchkins program series at Noblesville is so appealing that there are usually more patrons than we can accommodate! In February, Youth Services staff came up with a solution to this: by adding on an additional session, they doubled the number of spaces available, which lead to almost 90 very happy munchkins who got to learn about shapes and mess around with slime.

Pre-K Explorers covered several themes this month, including rainforests, the body, pond life, and sports/exercise. The body-themed one included a craft in which the explorers could create a human skeleton, and one young girl decided to create a cat skeleton instead. This led to her exploring the non-fiction section and ultimately discovering and sharing the information she found out about animal bones...and shows how Pre-K Explorers is successfully engaging children’s intellectual curiosity and getting them to explore their world.

The inaugural sessions of Tinker Time took place in February. This STEAM-centric program, held at both Fishers and Noblesville, had kids learning about circuits as they worked them into greeting cards.

Sticker Mania also launched its first program in February and was very popular amongst the 27 young patrons who got creative in making sticker books and designing and creating their own stickers. One boy was actually writing his own book and creating stickers to illustrate it!

Storytimes, a staple of children’s library programming, were going strong in February as our staff read stories and led crafts and activities focused on themes including Valentine’s Day, Nocturnal Animals, Dental Health, Dinosaurs, and Robots. One of the most memorable (and instructive!) activities had children practicing their flossing skills with ice cubes, play-doh, and pipe cleaners.

A special storytime at Noblesville, Pancakes, Pajamas, and Piggies, drew out 49 patrons who were excited get cozy and devour pancakes while listening to a library staff member present *If You Give a Pig a Pancake*.



At the first Neurodivergent Teen Hangout, there were 8 attendees who played a variety of board games. Many of the parents voiced appreciation for the program and spoke about how they'd been looking for something like this for a while. The majority of the teens got to know new people. One attendee, whose mother said she tended to be non-verbal, became fast friends with another teen and they played Chutes and Ladders together.

Teen Lit Café featuring the book *All of Us Villains* by Amanda Foody had 4 teens attend and Rainbow Reads, featuring *King and the Dragonflies* by Kacen Callender had 7 teens attend.

The first Teen Games Guild program went really well! There were 7 teens who worked together to worldbuild for a game. They left with a good base to work with when creating a world.

The Teen Parentine's Day party had a total of 21 teens. They ate pizza, made mug cakes and created a craft.

The first issue of the HEPL Teen Zine was printed and distributed in both libraries. This publication gathers student work and combines it with information about library programs as a shorter, more engaging to teens alternative to the Discover Guide.

The Destress and Donuts program in Fishers had 18 teens stop by to have a donut and use the space to study on an e-Learning day.

A new program, Teen Writers Ring, met in Fishers. Teens talked about how to write about topics and then practiced writing with three different writing exercises.

As always, library staff worked together to create some fun and remarkable displays. February's display of note, Plant a Seed-Read, was located at Fishers, and leaned into the unveiling of HEPL's 2023 Seed Library. Staff also collaborated to create displays on African American Heritage Month and Black History month at both Fishers and Noblesville.



Youth Services staff members completed the Every Child Ready to Read (ECRR) instructional course, equipping themselves with knowledge of the principles and practices of early childhood literacy.

### *Collection Services*

#### **Departmental Highlights**

Completed Patron Requests: **401** (14 Delayed, 44 Holds placed on items we have in the collection, 108 sent to Interlibrary Loan, 19 Not Ordered, 193 titles ordered, 23 replied);

Items ordered: **2,584**

Titles cataloged: **755**

Items added to the physical collection: **2,363**

Items added to the Overdrive collection: **631 (includes license renewals, additional copies and pre-orders); 666 cost per circ borrows.**

Interlibrary Loans filled for HEPL patrons: **122**

Items loaned to other libraries: **165**

CS staff have established an ongoing process for transferring titles from J Non-Fiction to the Kids Circulating collection in Ignite. This allows items to have a second life in that space when they are not seeing use upstairs.

Updated shelving protocols for titles that begin with numerals- this will bring consistency between both buildings and make re-shelving materials easier.

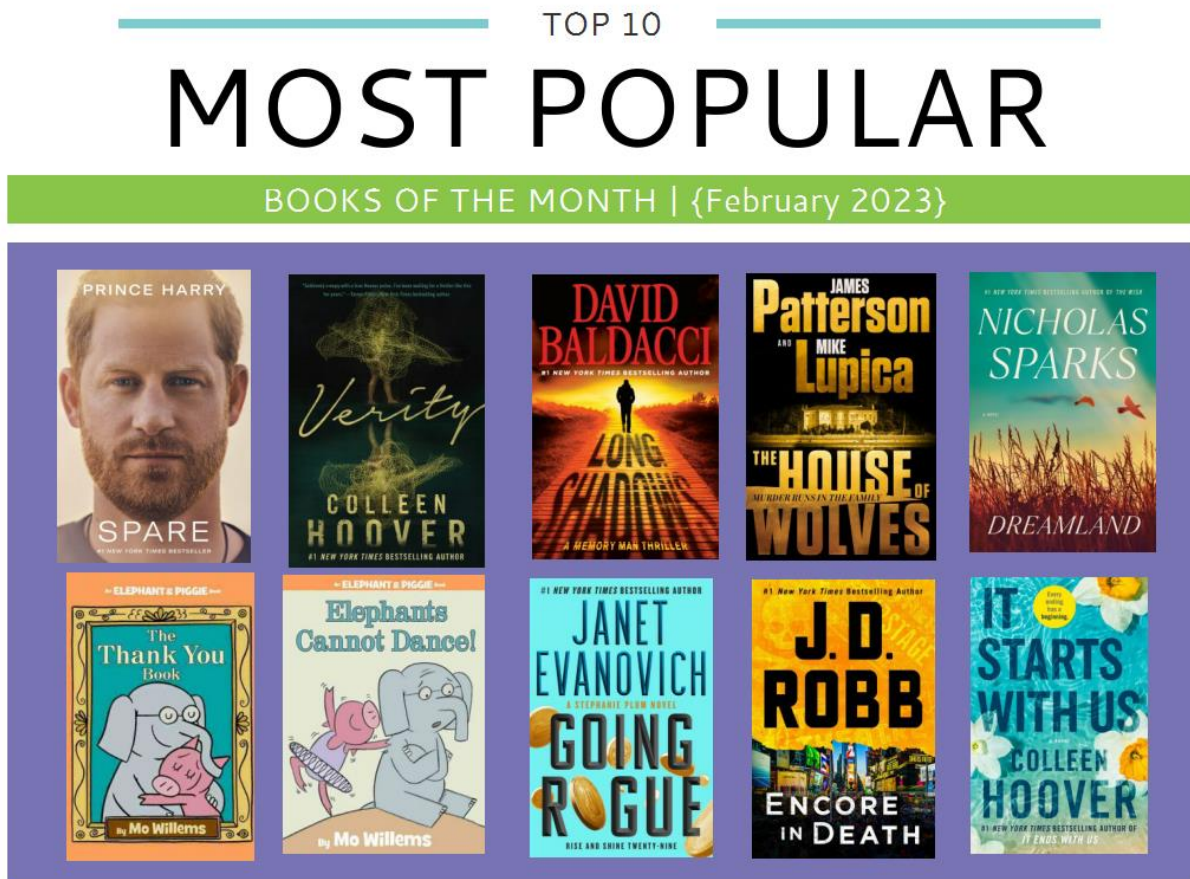
Placed our annual print subscription order with Ebsco. The majority of our magazine and newspaper subscriptions are included in this renewal. This year we added a few new titles but did not cancel any existing subscriptions. This collection is regularly self-weeding as titles cease publication or move to digital only versions.

#### **Progress on Projects**

Updates to the Overdrive app sunset: The new date for Overdrive to sunset the traditional app is May 1st. Patrons will begin to see in-app messaging March 21st. Staff are working closely with the Marketing team to make sure that this is not a surprise to our patrons and to share transition strategies and tips for new Libby users.

Another Overdrive feature that we are monitoring is the Deep Search capabilities coming this July. This is an updated version of Recommend to Library that allows users to see the entire Overdrive catalog and make suggestions for titles to add to the HEPL circulating collection.

CS staff began an initiative to add custom images for Board Games to the Enterprise catalog. This is the same process we used to add images for Ignite Kits and Equipment. The goal is to minimize the number of search results that return no image, improving the patron experience when browsing the catalog. We've also added Board Games as a drop down option on the home search screen in the public catalog.



We hosted the Technical Services staff from Avon Library who are in the planning stages for their new workspace and evolving the roles of staff in their department. It's always nice to connect with area librarians, and take the time to think through our own processes and spaces from an outside perspective.

Our youth materials selector enjoyed collaborating on and developing a booklist for an upcoming feature on Disabilities Awareness Month in March. To see the full list <https://www.hepl.lib.in.us/talking-to-your-kids-about-disabilities-disability-awareness-month-2023/>

Placed and received the Summer Reading Program prize order from B&T. Also working with the Outreach team to order discounted titles for giveaways throughout the year at off-site events. This initiative is funded by the Friends of the Library.

### Programming and Outreach

This month, David provided content for the Noblesville Trailblazers initiative- which includes identifying notable figures from Noblesville's history and writing brief biographies on each. This is a combined effort between HEPL and the Noblesville Bicentennial Commission.

David was the featured speaker for the [African American Roots in Hamilton County program](#), at the Knowledge Services Auditorium on February 26th. It was a great opportunity to connect with new audiences and open up the possibilities for future programs.

Along with other HEPL staff, David participated in the Black Heritage Celebration for HSE Schools at Fishers High School on February 15.

**February 2023**  
**FEATURED NEW RELEASES**

**Adult**

- JOJO MOYES *Someone Else's Shoes*
- I HAVE SOME QUESTIONS FOR YOU by REBECCA MAKKAI
- THE WRITING RETREAT by JULIA BARE
- The Courage to Be Free: Florida's Blueprint for America's Revival by Ron DeSantis

**Movies**

- WAKANDA FOREVER
- DEVOTION

**Childrens**

- LOIS LOWRY *THE WINDEBY PUZZLE*
- SOMETIMES IT'S NICE TO BE ALONE
- Finally Seen
- THE LIBRARY FISH LEARNS TO READ



## ***Access Services***

### **Departmental Highlights**

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

The Access Services team processed 5,328 in-house use items. We processed 30,592 circulating items and Noblesville and 40,560 circulating items at Fishers for a total of 71,152 items across both buildings

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

Access Services currently serves 26 Home Delivery patrons, making 26 deliveries in February for a total of 63 items checked out to them.

February was a good month for Access Services! We filled all of the open Page positions and added a few more volunteers to nearly round out our list of open volunteer positions. We welcomed Ollie “Duck” Price to the Fishers Page team. We also welcomed two new volunteers in Noblesville, Kenlee Reinking and Patty Fryling. Everyone has hit the ground running this month as we have seen an uptick of holds in Noblesville.

Tom dropped off some books for a homebound patron at NorthRidge assisted living facility in Fishers and got to speak with both the activities director and a resident about the new Microlibrary service. They were both quite interested in it and wanted to know more about it. Tom told them what he knew of the service and would provide them with more information about it soon. The resident told Tom what the residents at NorthRidge tend to like: adventure, biographies, romance, and mysteries, and stressed that Large Print books would be much appreciated.

### **Progress on Projects**

Nick K. worked with Anita and Molly to help shift and condense the CD collection in Noblesville so that it mirrors the CD collection in Fishers. Nick took the time to reorient each of the CDs so that the spines are face up and are easier for patrons to read.

Stefanie worked with Molly to devise a plan to shift the Large Print collection in Noblesville. Stefanie got to work right away to begin the Large Print move. She was assisted by Claudia S. and the two completed the work in only a few hours.

Anita and Joseph worked to shift audio books to create room for Foreign and Anime.

Anita, Molly, and Stefanie all worked together to make the shift of Foreign and Anime films over to the AV area in Noblesville. While there has been a lot of shifting of AV material in Noblesville, the final result will help to create an Audiovisual zone where patrons can easily locate all things AV.

Stefanie worked with Austin S. in Fishers to start the process of moving all of the fiction titles that begin with only a number in their title in regular and large print. Those titles will start first within the same author. The end result will make the collections identical to how Noblesville large print and regular fiction collections are shelved.

## *Experiential Learning*

### Departmental Highlights

Ignite served 2,569 patrons in February 2023. Last February we welcomed 1,433 patrons, and in our busiest February in 2020 (just before the pandemic protocols were enacted) we welcomed 2,775 patrons. Homeschool groups and scouts are back using the space; in fact, we get several each week. Our staff has done a great job accommodating these groups, which is tricky when 35 people walk in all at once.

Ignite's second annual juried art exhibit opened this month — "The 700 Collection." The 700s in the Dewey Decimal System is all about the Arts. Materials in this classification include oversized art books, thick volumes on art history, and tomes on architecture. In the stacks of the 700s, readers can browse for information on traditional mediums such as painting and photography, and less traditional mediums, such as digital graffiti art. You will find books on Ikebana, visible mending, and crochet taxidermy as well. Artists in this exhibit were invited to show us any and all of these mediums and art forms. The exhibit received 108 submissions from 45 artists, the most any Ignite exhibit has ever received. Ahead of the opening reception on March 9, library staff will jury the exhibit and award prizes to 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place. Winners will be announced at the reception. Ignite's annual 700s Exhibit is quickly becoming a celebrated feature of our exhibit calendar.

Jessica Layman and Ann Grilliot visited Hamilton Southeastern High School to help three history classes use Ancestry.com and other resources to understand migration and immigration factors through history and their own families' experiences. The three classes of approximately 25 students found some interesting things!

Two Ignite staff members helped a restaurant owner create a menu for a new restaurant he is hoping to open. They taught the patron how to use Adobe Express and helped troubleshoot some technical problems he was having.

At the beginning of February, an Ignite staffer spoke to a woman on the phone who wanted to bring her employees to Ignite to work on the Beverly Buchanan inspired drop-in activity we had planned for later in the month. She wanted to do a team building activity for Black History Month and thought spotlighting Beverly Buchanan was a great idea. A couple weeks later, the group came in and everyone created a Buchanan inspired house and left them here to display. They seemed to enjoy their time in Ignite and came up with some inventive houses.



Jessica had a patron come in who said he and his friend were interested in metal detecting and wanted to know some history of Native American trading posts. She was able to give lots of map-based information, but also some information on city directories and plat maps and how you can tell what businesses have been in Noblesville in the past, like factories with heavy machinery.

## 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:

- [What is Paper Quilling?](#)
- [How to Create a Stencil](#)

This month the Experiential Learning Team hosted 14 programs for 155 patrons.

Ignite programs this month included:

- Date Night Paper Hearts
- Family Valentine Hearts
- Figure Drawing Open Studio (x2)
- Creative Happy Hour
- Video Equipment Training
- Paper Mache Bowls Painted with Alcohol Inks
- Sound for Motion Picture, Television and Film
- Clay Drop In
- Calming Collage Class
- Sound Equipment Training Workshop

Programs in the Indiana Room this month included:

- Explore the Research Indiana Index
- Genealogy Advice Board
- Using US Civil War Colored Troop Pension Files

Ignite had our first ASL interpreter attend the Video Equipment Training with two hearing impaired patrons. The patron thanked us afterward and the interpreter said it went well. Grant, the instructor, also said it was a great group this month and they all had really good questions. It was the first time we had a patron request an interpreter. We were delighted with how easy it was to request one, and the patron seemed engaged with the class and instructor.

Ignite is thrilled to see the Creative Happy Hour event gain some attention this month. The advertising that Kris sent out really helped it gain some awareness. Next month's event is already full.

Genealogy Advisory Board met for the first time. The previous incarnation had been the Indiana Room Roundtable. It had met via Zoom during Covid with limited attendance. The Roundtable folks came out along with quite a few new people. We had 14 participate to learn from other attendees, get help with research they are struggling with, and share advice from their experience

Nine people came out to learn more about the Colored Troops Pension Files. It was very well received and helped highlight how we can assist many researchers.

## Progress on Projects

The RFP for the Crossroads Discovery Center was released this month after receiving approval from the Board of Trustees at their 2/2 meeting. Katelyn contacted exhibit design firms with the initial RFP, and 14 firms responded to the invitation to our Q&A. They submitted questions prior to the meeting, and Katelyn worked to answer them.

The Indiana Room team is 95% complete with our first draft of the exhibit content. Katelyn met with Diane Hunter, the Tribal Historic Preservation Officer of the Miami Tribe of Oklahoma (the only federally recognized Miami Nation), to get input on content relating to First Nations. Diane was very helpful and is willing to review our content when we are ready to share. There are just a few more outstanding moments that need content on the timeline and one item on the record table. We are beginning the process of revising our draft for clarity and word count.

Kris, Katelyn, and Sydney selected work and hung the 700 Collection exhibit. Kris put together a rubric and scoring sheets for participating jurors and plans to lead that discussion early in March.

Ignite has had a few Butler University students come in for training on the Embroidery Sewing Machine. A few years ago, we had a group who was doing a business school project and needed the machines to make prototypes of the product they were selling. We had another group come in this month who were working on the same business school project and plan to use our machines for their products. They were very quick learners!

In the Bicentennial, in addition to hosting the Traveling Exhibit reception, we also planned our advertising for the next few months as we move into Township Highlight months. This included planning on how to increase our visibility online with video content and other strategies.

## *Outreach, Innovation, and Partnerships*

### Departmental Highlights

During the month of February, 48 volunteers contributed a total of 236 hours, 59 minutes of volunteer time to the library

- Access Services – Fishers: 10 volunteers contributed 60 hours, 47 minutes
- Access Services – Noblesville: 6 volunteers contributed 43 hours, 56 minutes
- ENL Conversation Groups: 5 volunteers contributed 13 hours
- Indiana Room: 4 volunteers contributed 33 hours, 24 minutes
- Program: 8 volunteers contributed 21 hours, 52 minutes
- Life Skills: 1 volunteers contributed 1 hours, 52 minutes
- Teen Advisory Board: 12 volunteers contributed 26 hours
- Teens' Top Ten Reviewer: 8 volunteers contributed 31 hours
- Tidying Teens: 4 volunteers contributed 5 hours

Julia also onboarded 4 volunteers, trained 2 Access Services volunteers, and received 19 applications, most of which are for Teen Advisory Board or Teens' Top Ten Reviewers, which do not require onboarding.

A new volunteer assignment began this month: Tidying Teens. After a training session, teens will dust, straighten books, push in chairs, and generally help keep the library looking nice. Several volunteers signed up right away and we look forward to growing this volunteer assignment more.

Julia has been collaborating with Anita Snyder to develop the Home Delivery Service, which will be run by volunteers. After many months of planning, Julia received the information to be able to develop the volunteer description and workflow for this, and as-yet need to develop the application and backend work in the database. Julia has also been collaborating with the Youth Services department to develop the Summer Reading Volunteer program.

## Outreach Events

Rachel Ratajski, Tori Rumschlag, and Julia Welzen participated in HSE High School's first post-secondary career fair, aimed at students who will be pursuing technical training and certifications, rather than a 4-year college degree. HEPL staff shared career resources and information about online certification practice tests available through the library (such as ASVAB, police, firefighter, EMT, CDL license, and cosmetology). Several students were also interested in information about volunteering. The career fair was in two parts: the first was open to juniors only during the school day, and they reached about 72 people. The second part was in the evening and open to members of the public, and they reached about 22 people and renewed 1 library card.

At the invitation of HSE teacher Connie Ables-Rigsbee, Ann Grilliot and Jessica Layman helped the students with Ancestry and other genealogy databases on research day. Their project was to connect their genealogy to the push and pull factors of immigration. Ann and Jessica connected with 75 students.

Brad Howell and Julia Welzen went to Stony Creek Elementary on an e-learning day to register teachers for library cards and share library resources with them. They also took the library's VR headsets for teachers to try as well as seeds. They met one teacher who is starting a gardening club, so they shared information about how the library can partner with her. Julia also shared information with one teacher (who was also a new mother) about the 1000 Books Before Kindergarten program. They connected with 19 people, and registered/renewed 14 library cards.

David Heighway, Rachel Ratajski, and Julia Welzen participated in the vendor portion of the Fishers High School Black Heritage Celebration event, which is organized by the Future Black Leaders student group. They reached at least 67 people. David brought informational displays and books about Black history in Hamilton County and Rachel and Julia shared information about the library and had a button-making activity.



Anitha Sharma and Julia staffed a booth at Fall Creek Junior High's International Fair, reaching at least 234 people, and renewing one library card. Attendees could answer a trivia question to get a prize, even if they didn't know the answer. They also shared books from the World Language Collection, seeds from the Seed Library, and other information about the library. A junior high student volunteered with her school to help staff our table, so she helped restock giveaways, keep count of how many people we talked to, and assist with trivia when needed.

## Programming Highlights

**On the Same Page Book Discussion:** Five people attended the discussion of *Magpie Murders* by Anthony Horowitz on February 14. The book is a story within a story; a mystery writer is murdered and his editor does some sleuthing of her own to find the murderer. The novel plays with expectations of the mystery genre while honoring them at the same time. The novel was recently made into a PBS limited series, and several people had seen it, although some changes were made in the adaptation. The March selection will be *The One Hundred Years of Lenni and Margot* by Marianne Cronin.

**True Brew Book Club:** Covid kept several of our group out for February, but we still met to discuss David Garrow's seminal work *Bearing the Cross: Martin Luther King, Jr. And the Southern Christian Leadership Conference*. The book does an excellent job of looking at the many people who played an integral role in the Civil Rights movement but are lesser known than MLK. Leaders such as Stanley Levison, Andrew Young, Fred Shuttlesworth, Clarence Jones, etc. were all crucial to the movement's success but are not celebrated as often. In addition are the unspoken number of volunteers who protested, guarded MLK's home at night, sat at segregated lunch counters, shuttled neighbors in their cars so the buses would remain empty in Montgomery, etc. We also discussed many of the internal conflicts and all too prevalent jealousy in the movement that caused King significant grief and inner turmoil. March's selection is the first half of Jonathan Alter's book *His Very Best: Jimmy Carter, A Life*.

**Winter Gardening for Families:** Julia assisted Kathy Sasseman with this program on February 6, which was attended by 40 people (see photo below). Individuals learned how to plant native plant seeds during the winter using milk jugs as a mini-greenhouse. It was great to teach both children and adults about this technique and gardening in general!

## Progress on Projects

Get Up and Move had widespread participation among staff during its second and final month. This initiative encourages staff to stay active during the chilly winter months. Four million plus steps were taken by staff during the steps initiative while many others stayed active for 30 minutes each day on 16 out of 28 days in February. We continue to marvel at how this program helps our staff exercise and create habits that will benefit their long-term health. Those who completed the challenge were entered into a drawing for \$20 Amazon gift cards. Thanks to John Chomica and Brad for coordinating this project.

Julia received visits from representatives from two libraries who are planning to start their own local Seed Libraries. She discussed procedures for packing seeds, programs, and outreach with them and answered their questions.

From February 15<sup>th</sup> – February 28<sup>th</sup>, we filled 350+ online orders from those on our Seed Library email list that get first dibs on the Seed Library before it opened to the public on March 1. We have begun collaborating with our classroom teachers in both Fishers and Noblesville to get them seeds for their

students / class projects. We have also donated seeds to Janus Developmental Services and Hinkle Creek Elementary instructor Kristina Trusty who oversees Fueled for School in Noblesville. We're excited to significantly expand the growth of the Seed Library in both our school systems in 2023. The Seed Library final preparation has been done so it is ready for its 2023 Grand Opening on March 1! Julia also wrote a blog about the Seed Library for publication on February 10.

Kelsey and Brad attended the Hamilton County Eclipse 2024 meeting on February 14th to help prepare our communities for the first total eclipse in Indiana in over 800 years. Representation was present from schools, libraries, parks, city government, emergency preparedness, Hamilton County Tourism, etc. This team will be coordinating their efforts to encourage our residents and visitors to participate in this once in a lifetime event on April 8, 2024.

## Marketing and Communications

### Departmental Highlights



#### Library Love Letters

For the entire month of February and in spirit of our Winter Reading Program "For the Love of Reading" theme, we invited patrons to share in their own words what the library means to them. Once complete, they were asked to drop their letter into our mailbox. This initiative was a big hit, especially with your youngest patrons, and the mailboxes were stuffed full of kind stories, drawings, and messages of gratitude. This letter writing activity allowed patrons the opportunity to stop and reflect on their library experiences and spread some love.



#### The Seed Library

The month of February was spent preparing our promotions for the 2023 HEPL Seed Library reopening. Our team has been excited to share this year's collection with the community. We launched promotions through our blog, making web updates, and sharing the opening date on social media. The community is even more excited for the 2023 opening of the Seed Library!



### **HEPL Music Series**

This month, M&C worked with Kathy Sassemann to begin promotions for the 2023 HEPL Music Series. This is the first year that we've packaged the 2023 concerts into a series, with a brand-new logo, template, and blog post. Packaging the events into a series helps create brand consistency and awareness and we look forward to watching this series grow!



### **HEPL PHOTO SHOOT**



THURSDAY, FEBRUARY 9  
10- 11 AM | NOBLESVILLE LIBRARY

THURSDAY, FEBRUARY 16  
4:30- 5:30 PM | FISHERS LIBRARY



### **HEPL Photo Shoot**

In an effort to build a photo library for marketing collateral, we decided to hold a photoshoot. We held a call out for members of the public, that don't mind being in front of the camera, to help build our photo library. These photos may be used for printed marketing collateral, the HEPL website, social media, and more. We were able to get several photos at both the Noblesville and Fishers Library and had each participant complete a photo release form. We're looking forward to utilizing photos of real patrons, rather than pulling from stock photos, to add that personal touch to our promotions!





### **Black History Month**

In honor of Black History Month, we had a blog each week highlighting different stories of amazing trailblazers in the African American community and their impact on US history. Jane collaborated with David H. and Jessica L. to write these blogs and Katherine was able to cross-promote on Facebook to maximize engagement.

### **Bright Ideas eNewsletter**

In February 2023, HEPL'S Bright Ideas eNewsletter was delivered to 25,336 subscribers, with an open rate of 29.47%, with a click rate of 2.56%. Additionally, a Website Redesign Survey (open rate of 34.78%) and Website Focus Group (open rate of 55.5%) eblasts were sent out.

Top clicked links in February 2023 *Bright Ideas*:

1. [Seed Library](#): 332
2. [Seed Library Reopening for 2023](#): 182
3. [Calendar of Events](#): 75
4. [Mission Breakout: Ninja Academy-Final Test](#): 64
5. [Self-Defense for Adults](#): 63

Jane created content and graphics for the February edition of Bright Ideas. Highlights included Seed Library re-opening, Black History Month blogs, February library story, Winter Reading, National African American Read-In, HEPL's Music Series, Friends of the Library, Teen Writing Challenge, Women's History Month, Disability Awareness Month, Creative Happy Hour, and more.

Jane also collaborated with Iconic Digital, Kelsey, and John H. on eblasts to promote the website redesign survey and focus group registration.

### **HEPL Website and Blogs**

In February, we had 27,713 website users and almost 60,000 sessions. Additionally, the website had 155,346 page views, with 68.6% being new visitors. HEPL's Winter Reading Program has again been our top-performing blog post this month with over 850 page views. Our other big initiative, the Seed Library re-opening for the year, has also performed well on the blog and enews, receiving over 500 clicks in the enews. The Library Is for Everyone campaign is picking up steam and attention, with the February library story making it into our top 5 blog posts viewed for the month. We also featured three separate blogs in honor of Black History Month, mostly with a local history focus. Finally, our blog website analytics show that the age of the audience reading our blogs is starting to include more of the younger crowd under 35 years old, which speaks to the wider appeal of topics we've been covering.

Progress on the website redesign is still in the early stages but is moving along. This month the M&C team worked with Iconic to create and promote the HEPL website survey. The response was amazing, and we received a lot of great feedback. There was also great interest in the focus groups, which will be the next phase in receiving feedback from both the public and staff. Jane, Kelsey and other HEPL staff members compiled inspiration from other websites and sent it on to Iconic as we begin to discuss website preferences.

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

1. [Winter Reading Program](#) (871 pageviews)
2. [Seed Library Reopening for 2023](#) (334 pageviews)
3. [Age Appropriate Libby and Hoopla Filters](#) (178 pageviews)
4. [Teen Writing Challenge: Love](#) (128 pageviews)
5. [Library for All](#) (121 pageviews)

The full lineup of February blogs included: Connecting with Black Civil War Ancestors; Library for All. Our February library story for The Library Is for Everyone: Telling Our Stories campaign; Noblesville's First African Americans in Law Enforcement; Hamilton County's African American Literary Heritage; Seed Library Reopening for 2023; ALA's Youth Media Awards 2023; Historic Hamilton County Women in STEM; The 2023 HEPL Music Series.

## Social Media Spotlight

HEPL's social channels continue to trend upward and in a significant manner this month. In February, highlights include: Facebook page visits increased by 64.9%, Twitter profile visits increased by an enormous amount of 1,274.5%, Instagram saw +3,492 impressions, LinkedIn page views were up by 56.8% and YouTube had +400 views with a watch time of 65.4 hours!

Twitter is beginning to grow again in reach and engagement since the slow down end of 2022. Katherine's updated Twitter strategy of posting less (but at least every other day, with the opportunity to post more if need be) seems to be the sweet spot at this time. As always, social media is ever evolving and we'll be ready to adjust the strategy, as needed.

Instagram announced that it was going to start pushing photos again instead of making Reels the priority. We've already seen this change with many of our photos reaching twice the amount of followers that they previously did. Reels is still a great way to reach and engage our followers and we will continue to utilize them. One of our Reels reached over 12k views between Instagram and Facebook, our highest Reel to date!

Top 5 Performing Posts this Month:

1. 3.3K - Paper Baskets for Adults with IDD posted on 2/25
2. 3.2K - African American Read In posted on 2/7
3. 2.8K - Field Trip Preview photos posted on 2/2
4. 2.7K - OneZone The Honors photo posted on 2/15
5. 2.7K - Indy Bollywood photos posted on 2/22

Katherine's progress on Projects for Social Media this month included planning content for February with Kelsey; she planned, filmed, and edited reels working with Daniel in Ignite for one of them; she utilized data to drive best time for posting, and researched trends to use for reels; Worked with Kelsey to get photos from the OneZone's "The Honors" event for social; Worked Danielle to get photos from Indy Bollywood event; Worked with Danielle and Kathy to post their Seed Library video to social and

YouTube; Worked with Allison, Erin, and Danielle to get photos from the African American Read In; Started to create a photo library for us to use of our patrons instead of stock photos.

### Social Media Pictures





**Significant Promotions**

**Major Promotions:** Seed Library re-opening, Black History Month blogs, February library story, Winter Reading, National African American Read-In, HEPL’s Music Series, Friends of the Library, Teen Writing Challenge, Women’s History Month, Disability Awareness Month, Creative Happy Hour w/ Memento Zero Proof Lounge, Discover Guide, Website Survey, Ignite’s “The 700 Collection” Artist Reception, and more.

**Other Significant Promotions:** Drop-in Device Assistance, Photos from the Field Trip Preview Day, What’s Cooking at HEPL, Paper Mache Bowls Painted, This Week at HEPL weekly updates, Sound for Motion Picture, Television, and Film, Using US Civil War Colored Troops Pension Files, Mission Breakout: Ninja Academy, OneZone “The Honors, Friends of the Library Board Positions Available, February Staff Picks, Overcoming Obstacles in Our Lives, Crafty Teens, Neurodivergent Teen Hangout, HEPL’s AARP Tax-Aide Service and webpage, Facilities Assistant Job Posting, Paper Basket for Adults with IDD, The Women Who Built Hollywood

**April Preview**

Here’s what’s coming up at HEPL in the month of January!

**Youth Services Preview**

Programs in Youth:

Fairy Gnome Homes| April 15| Noblesville | 10AM

- Bring the whole family to Celebrate Noblesville’s Fairyville by creating your very own Fairy-Gnome homes with accessories.

Love on a Leash | April 8 | Fishers | 11AM

- A representative from Love on a Leash will have local volunteers here with their registered therapy dog. Reading to dogs helps kids build self-esteem and confidence as well as valuable reading skills.

Programs in Teen:

Teen Cupcake Showdown | April 7 | 2PM

Put your cupcake decorating skills to the test in Cupcake Showdown! Teens will decorate a cupcake according to a theme (announced at the program) and enter their cupcake into the showdown. In true game show fashion, teens will have to decorate their cupcake in a set amount of time. Participants will vote on which cupcake they like best. We will provide the cupcakes, frosting, and decorations; teens will provide the creativity!

Cool Career: Music Therapy | April 25 | 6PM

Ever wondered what a music therapist does? A board-certified music therapist and assistant professor at IUPUI will go through the ins and outs of the career and how to become a music therapist yourself! For teens and adults. Registration required.

April Youth Displays:

- Poem in Your Pocket
- Spring/Easter/Passover/Ramadan
- Earth Day/Green Books
- Poetry
- Gardening
- Crawly, wriggly things

### Public Services Preview

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

Every Wednesday: ENL Conversation Group | 6:30-7:30pm | Virtual

April 1: Community Board Game Day with Who's Yer Gamers | 1-5pm | FIS

April 3: Word Part 1 | 2-4pm | FIS

April 10: Word Part 2 | 2-4pm | FIS

April 10: U.S. Air Force Liberty Clarinet Quartet Concert | 6:30-7:30pm | FIS

April 11: Tech Tuesday Drop-in Device Assistance | 1-3pm | NOB

April 11: Online Job Search Basics | 5-6:30pm | NOB

April 11: Just the Facts Book Club | 6:30-7:30pm | FIS with virtual option

April 11: On the Same Page Book Club | 7-8pm | NOB

April 13: Introduction to Typing | 2-3pm | FIS

April 13: Fiction Fans Book Club | 6:30-7:30pm | FIS with virtual option

April 13: Adult Virtual Craft: Smashed Can Door Hanger | 6:30-8pm | Virtual

April 15: Local Author Fair | 1-4pm | FORUM Events Center

April 15: Get Started (Indiana Writers Center) | 1:30-3:30pm | FORUM Events Center

April 15: Embellishing Vivid Memories into Fictional Tales (Indiana Writers Center) | 1:30-2:30pm | FORUM Events Center

April 15: Monon Town Musicians with Indy Opera | 2-3pm | FIS

April 15: Introduction to Self-Publishing | 3-4pm | FORUM Events Center

April 18: Protecting Your Privacy Online | 2-3pm | FIS  
April 18: Introduction to LinkedIn | 5-6pm | NOB  
April 19: Excel Part 1 | 2-4pm | NOB  
April 19: Mystery Loves Company Book Club | 6:30-7:30pm | Virtual  
April 24: Meditation and a Clear Mind | 7-8pm | Virtual  
April 25: True Brew Nonfiction Book Club | 7-8pm | O'Charley's Restaurant Noblesville  
April 26: Excel Part 2 | 2-4pm | NOB  
April 26: Paging Through Time Book Club | 2-3pm | Virtual  
April 26: Books on Tap Book Club | 6:30-7:30pm | Mashcraft Fishers  
April 29: "Arab Indianapolis: A Hidden History" Film Screening & Discussion | 2-4:15pm | FIS

April Displays – these topics are subject to change, based on availability of materials

- Romance genre
- Arab American Heritage Month display and booklist
- Dog Appreciation Month
- Jazz Appreciation Month
- Autism Acceptance
- Fitness resources
- National Poetry Month
- Caring for Mother Earth Day
- April Showers, May Flowers
- Easter/Ramadan/Passover

### Experiential Learning Preview

Programs in Ignite:

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

- Drop-in Activities:
  - Mini Unicorn Piñatas (Apr 3-16)
  - Recycled Paper Clay (Apr 17-30)
- Featured Classes/Events
  - Papier Mache Bowls Painted with Alcohol Inks (April 10)
    - Papier Mache bowls are made from newspaper and a paste of flour and salt. Decorate premade bowls using alcohol inks and stencils. Get your hands gooey by making your own bowl to take home and decorate.
  - Paper Sculptures Class (April 13)
    - Learn how to use the free program Pepakura Designer to turn 3D models into 2D templates! An instructor will walk through step-by-step directions on how to find 3D models, using the template software, and some other tips and tricks along the way. Walk away with a project to do at home and the ability to use Pepakura for paper sculptures, scale models, cosplay, and more!
  - Newsprint Collage Workshop with Smithsonian Teaching Artist Kate Lewis (April 15)
    - Kate Lewis will join us live from the U.K. in this special workshop featuring a Smithsonian Instructor. Kate creates botanical collages made directly from newsprint commemorating moments in time we are living through. The aim of this class is to introduce Kate's newspaper

collage practice, and for all participants to make a small piece. Participants will learn the basics of collage-scale, line, cutting, and gluing to create these personal pieces.

- Core Trainings/Events:
  - Video Equipment Workshops (April 8)
  - Silkscreen Printing Workshop (April 22)
  - Sound Equipment Workshops (April 22)
- Creative Meet Ups
  - Figure Drawing Open Studio (April 3 and 20)
  - Creative Happy Hour (April 4)

#### Programs in the Indiana Room:

- Genealogy 101 for Kids (April 4)
  - Learn how to look at different history records and put pieces of a family tree puzzle together in this interactive program. Kids 9 and older and their caregivers are welcome to join us as we think about what different pieces of information, like birth certificates and Censuses, tells us about the past. Then take a look at how information for your own family tree can be found using library resources like Ancestry.com
- DNA and Genealogy (April 15)
  - DNA tests such as AncestryDNA can be a powerful tool for genealogists, but many find the subject intimidating. Join Steven Frank from the Central Indiana DNA Interest Group as he explains DNA testing in terms everyone can understand. Learn about the many features and benefits of DNA testing including ethnicity estimates, matching to cousins, and health results.
- Abraham Lincoln Hoosier Hero (April 22)
  - Join Danny Russell for a live one-man performance about America's 16<sup>th</sup> President, Abraham Lincoln. Learn about his youth in Indiana where frontier life was precarious, disease a constant companion, and death a hovering presence. In the Hoosier State, he grew his love of learning, his skillful use of language, his sense of fairness, his opposition to slavery, and his ability to lead a nation through its darkest days. How did Lincoln emerge from grinding poverty, numerous business failures, and one undistinguished Congressional term to become our greatest president? How did he defeat slavery and preserve the Union? How did he win court cases, political arguments, and the hearts and minds of a nation?

#### Bicentennial Preview:

- April is a very busy month for our highlighted township, Jackson Township. We will continue to promote and attend events during this time.

# OPERATIONAL RESPONSE PLAN

## 2023 COLLECTION DEVELOPMENT POLICY

### ADDENDUM C: STAFFING PLAN

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#### SUMMARY

As noted in the Operational Response Plan, over 18,000 individual copies of items in our High School and Middle School collections will require individual attention and processing as we perform our retrospective review. We estimate this will require over 8,000 hours of labor to complete, or the equivalent of 4-5 full-time staff members in order to complete the project within a year.

To complete the project in a timely manner, we recommend hiring a combination of temporary and long-term staff, as outlined below. These recommendations constitute an addition to our budgeted staffing levels for 2023. Long-term positions added this year would be absorbed into budget planning beginning in 2024.

Temporary Collection Development Assistants would fill a critical role in the retrospective review by checking library materials against our review checklist, reading books when needed to identify non-compliant content, and making recommendations to Collection Development Librarians for final collection placement. These staff would also assist with re-processing materials and editing catalog records. This role would not require any special advanced degrees or library science education, but staff would receive clear and specific training on how to review materials.

A full-time, Collection Services Assistant Manager will assist the Director of Collection Services in supervising the growing staff in this team - both in the near term with added temporary staff, as well as the long-term staff as additional positions are contemplated. Among all major library departments, the Collection Services team is the only one that does not have an Assistant Manager or comparable role, so this addition will also provide better alignment with our overall organizational structure.

An additional Collection Development Librarian (selector) will help absorb added workflow in reviewing and vetting selected materials in accordance with our new Collection Development Policy and provide support for timely responses to patron requests.

In order to manage additional long-term workflow, a second phase of future hiring is also tentatively outlined below. A limited number of temporary Collection Development Assistants may be retained on a permanent basis at this point, and additional capacity in Cataloging may be required - however, we would plan to assess our capacity and needs following the first phase of hiring before making any final decisions.

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#### PHASED HIRING PLAN

##### Phase 1 (immediate)

- Hire 5-8 part-time, temporary Collection Development Assistants
- Hire 1 full-time, non-temporary Collection Services Assistant Manager
- Hire 1 full-time, non-temporary Collection Development Librarian



## Phase 2 (TBD)

- Hire 1 full-time, non-temporary Cataloger
- Hire TBD part-time, non-temporary Collection Development/Collection Services Assistants

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### ESTIMATED COSTS

		Salary	FICA (.0765)	Benefits (PERF & medical)
Phase 1	Collection Development Assistants (temporary)	\$114,240	\$8,739.36	N/A
	Collection Services Assistant Manager	\$45,600	\$3,488.40	\$18,446.20
	Collection Development Librarian	\$45,600	\$3,488.40	\$18,446.20
Phase 2	Cataloger	\$40,500	\$3,098.25	\$17,742.25
	Collection Development Assistants (non-temporary)	\$14,851 (per position; quantity TBD)	\$1,136.10	N/A
Phase 1 Total (one-time)		\$122,939.36		
Phase 1 Total (ongoing)		\$135,069.20		
Phase 2 Total (ongoing)		\$77,327.60 (min)		

## HEPL Memberships March 2023

### ALA—American Library Association

The major national association for all types of libraries and professional librarians, HEPL has been a member for decades. As a member, we receive American Libraries magazine with information on professional trends and issues, discounted rates for continuing education opportunities on a variety of topics, and access to large peer groups and conferencing.

### ULC—Urban Libraries Council

ULC is focused on larger public libraries. While it was formed by libraries in large cities, it has expanded over the years to include many large suburban libraries as well. Among others, Indiana library members include Johnson County Library, St. Joseph County Library, Carmel-Clay Library, and Evansville-Vanderburgh County Library. ULC members are focused on library best-practices in serving various types of communities. One of the strengths of ULC are the peer groups focused around roles (i.e. Directors, Deputy Directors) and services (i.e. innovations, public services, services to youth.) We are particularly interested in the focus on innovation and outcomes-driven services and have found these peer groups practical, inspiring and helpful as we serve our aspirational communities.

### ILF—Indiana Library Federation

Our state organization for all types of libraries provides connection and access to more local continuing education opportunities, Indiana-specific peer groups and conferencing, and information about issues in our state affecting libraries.

### MCLS—Midwest Collaborative for Library Service

MCLS is focused on service delivery and training. We utilize our membership in MCLS to access group purchasing discounts on databases and other electronic resources, as well as specific specialized training for staff such as cataloging, technical skills, and basic reference.

### Noblesville Chamber of Commerce, OneZone Chamber of Commerce

We value our memberships in these organizations as members of our Noblesville and Fishers business communities. Membership provides access to local events, information, and connection to local community issues and people.

### National Genealogical Society, Indiana Genealogical Society

These specialized memberships are important to Local History and Genealogy staff as they stay connected to peers and trends in the work.

### COSUGI—Customers of SIRSI/Dynix Users Group Inc.

This is a non-profit corporation formed to provide a way for libraries using the SIRSI ILS(Integrated Library System) to share information and innovation, work together on making this complex product work best for them, and to have a stronger voice when providing feedback and suggestions to the company. COSUGI coordinates continuing education opportunities, training, and provides peer group support.

Welcome to Hamilton East Public Library!

Hamilton East Public Library has partnered with Noblesville Schools to offer all students a Digital Access library account, providing access to library digital collections, including eBooks and online databases, which may be used in the classroom. This account is linked to your child's Student ID number and has been activated.

Noblesville Schools' Media Specialists and Teachers will educate your child on how to access any resources used in the classroom. For more information on how to help your child navigate the library collections, please see our parent guide at <https://www.hepl.lib.in.us/parents-guide/>

Parents should be aware that your child's Digital Access account provides access to all of HEPL's digital materials, which include materials for patrons of all ages and cover a wide variety of subject matter. To see a complete list of all the digital collections, visit our website at:

Downloadable Media <http://hepl.lib.in.us/downloads/downloadables-a-to-z/>

Online Research <http://hepl.lib.in.us/online-databases/databases-a-to-z/>

Each Digital Access Account is limited to borrowing digital materials only and there are never any overdue fines or fees associated with digital materials. All students in Noblesville Schools are also eligible to obtain a traditional library card, which allows students to borrow physical materials (books, music, DVDs, etc.) from either Fishers or Noblesville library. If you wish to take advantage of this opportunity, please visit either library location with your child, and ask at any public service desk.

If you did not wish to sign your child up for a Digital Access card, or have any other concerns about your child's access to library materials, please contact us at 317-773-1384 or [youthquestions@hepl.lib.in.us](mailto:youthquestions@hepl.lib.in.us) and we can remove your child's access.

Hamilton East Public Library  
Ideas Live Here

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variety of subject matter. To see a complete list of all the digital collections, visit our website at:

Downloadable Media <http://hepl.lib.in.us/downloads/downloadables-a-to-z/>

Online Research <http://hepl.lib.in.us/online-databases/databases-a-to-z/>

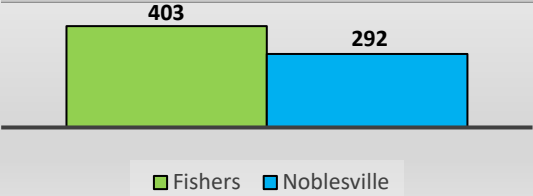
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Hamilton East Public Library  
Ideas Live Here

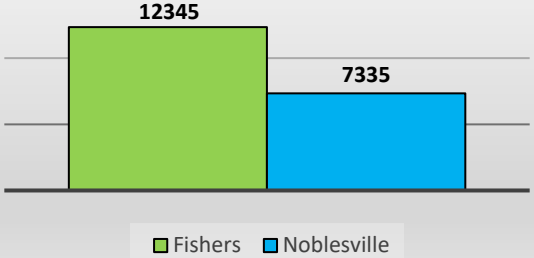
# FEBRUARY 2023 SNAPSHOT STATISTICS

## HEPL Card Registrations



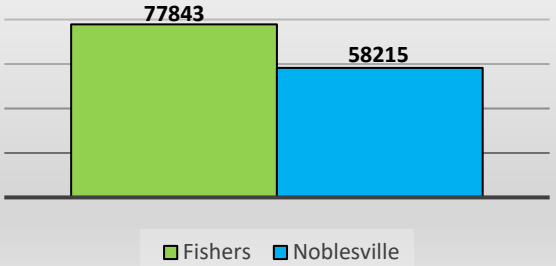
Around 25 users per day registered for a library card in February.

## Active Users



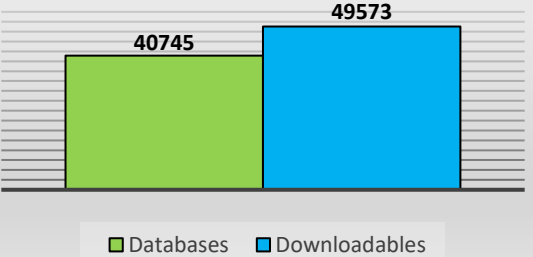
Active users are patrons who have borrowed physical/downloadable materials or accessed a database during the month.

## Materials Circulation



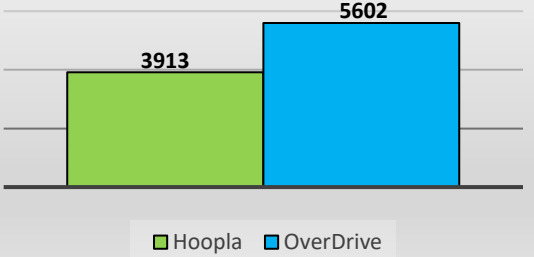
Physical material circulation rose ~5.8% from February 2022.

## Electronic Resource Usage



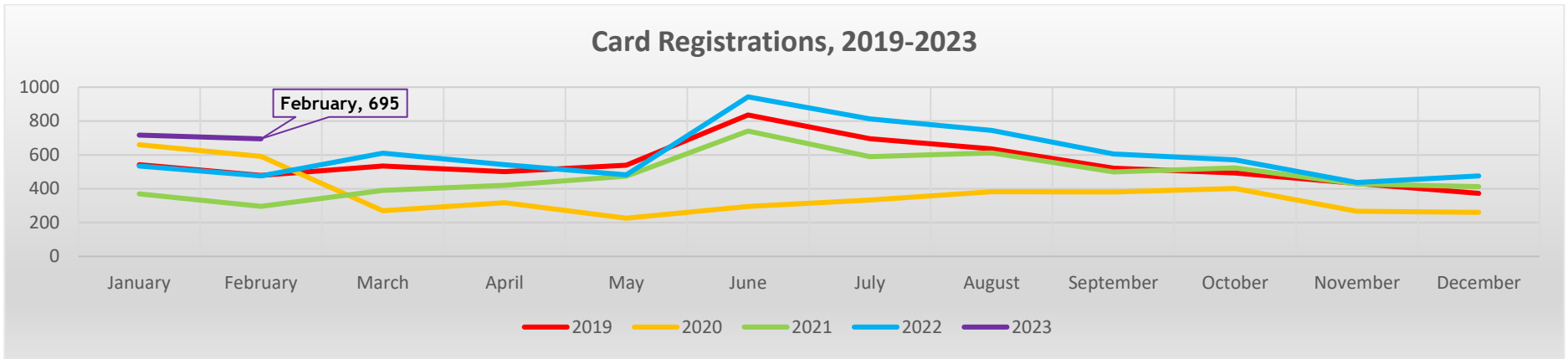
Electronic resource usage fell ~10.2% from February 2022.

## Hoopla and OverDrive Unique Users

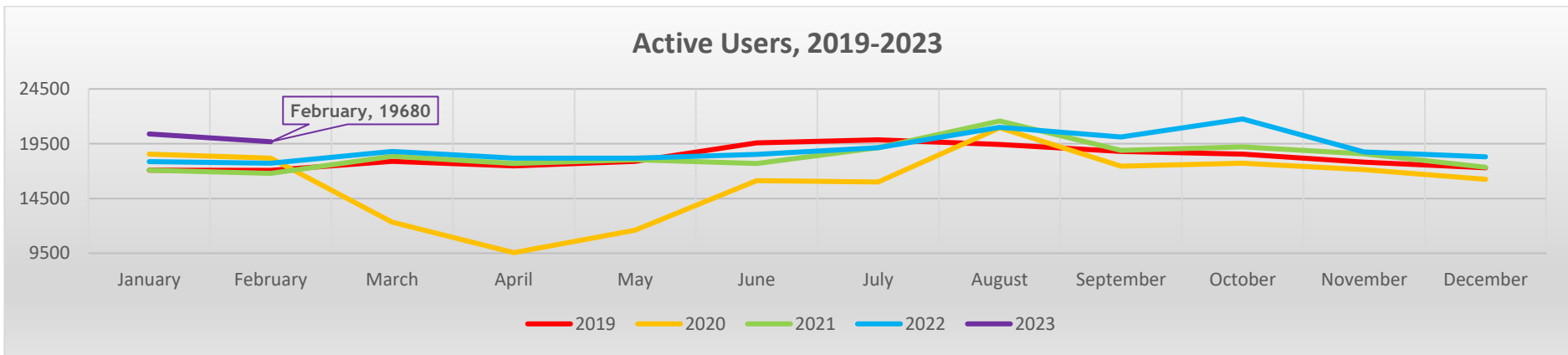


Unique users rose over 19% from February 2022.

# FEBRUARY 2023 SNAPSHOT STATISTICS

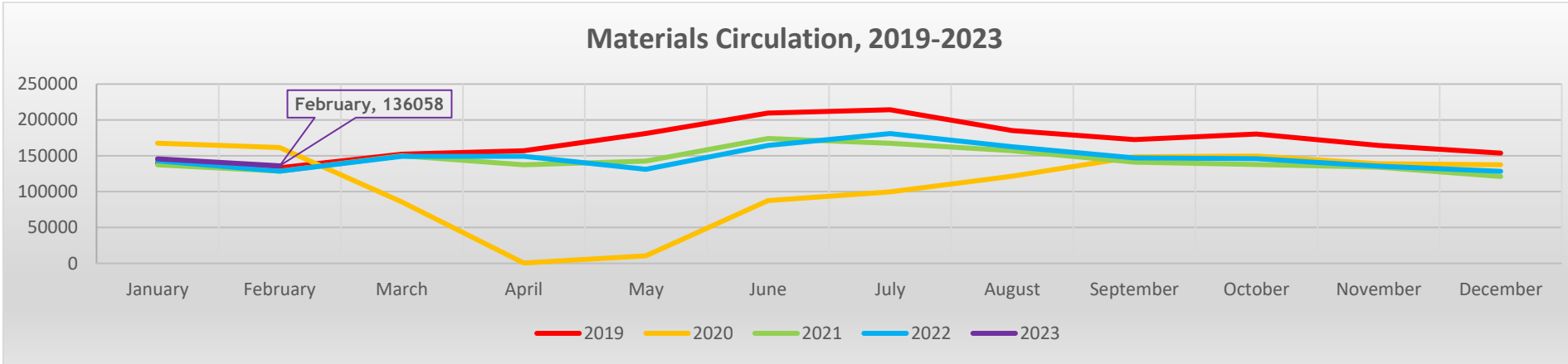


Library card registrations took a dip in March 2020 when HEPL closed its doors due to COVID-19, but online card registration was implemented through June.

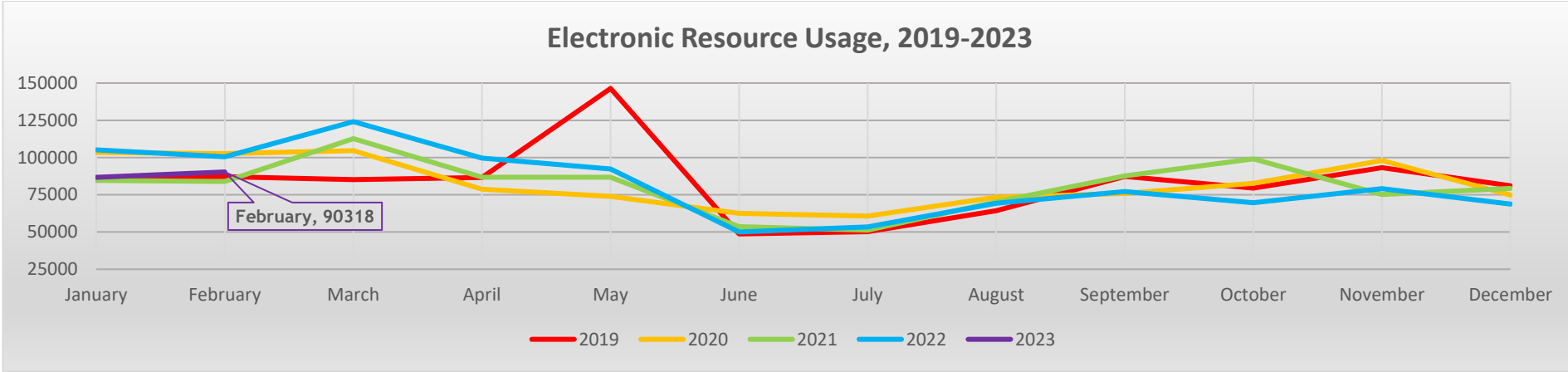


Active users began to rise in April 2019 with the implementation of automatic materials renewal. It fell to its lowest point in April 2020, when the library was closed due to COVID-19.

# FEBRUARY 2023 SNAPSHOT STATISTICS

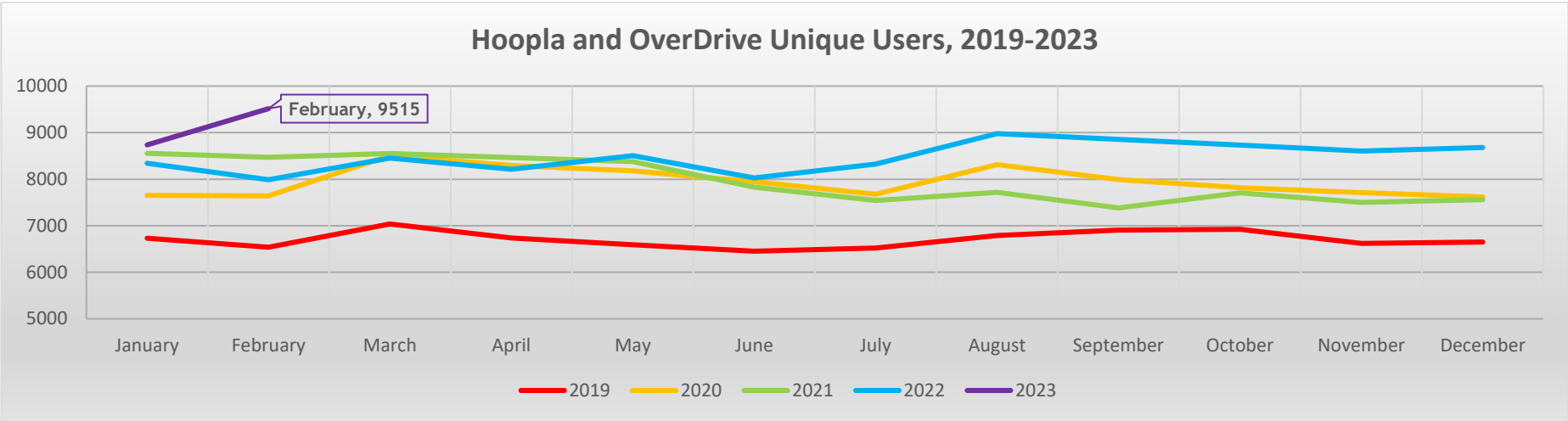


Automatic material renewals were implemented in April 2019. Circulation fell to its lowest in April 2020, right after the library closed its doors due to the COVID-19 pandemic.



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.

# FEBRUARY 2023 SNAPSHOT STATISTICS



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