



# HAMILTON EAST PUBLIC LIBRARY

## LIBRARY BOARD OF TRUSTEES MEETING AGENDA—REVISED PLEASE NOTE TIME CHANGE

Thursday August 24, 2023 – 3:00 p.m.  
First Floor Large Meeting Room Noblesville Library  
1 Library Plaza, Noblesville IN

*This meeting will be available as a webinar and the Zoom link will be posted by 3:00pm on 8/24/23 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:* Crandley \_\_\_\_, German \_\_\_\_, Greisl \_\_\_\_, McCurdy \_\_\_\_, Others:

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

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

**II. MOMENT OF SILENCE**

**III. APPROVAL OF AGENDA**

**IV. CONSENT AGENDA**

- A. Minutes of the Regular Meeting of July 27, 2023
- B. Minutes of the Executive Session of July 25, 2023
- C. Minutes of the Finance Committee Meeting of August 10, 2023
- D. Appropriation Reduction Resolution
- E. Personnel Approvals
  - a. Alexandra Wiseman (Shelving Page-Noblesville) started 8/7
  - b. Duck Price (Shelving Page-Fishers) last day 8/11
  - c. Zoe Smith (Shelving Page-Fishers) last day 8/11
  - d. Anitha Sharma (Teen Services Assistant) last day 8/20

**V. ITEMS REMOVED FROM CONSENT AGENDA**

Motion:                      Second:                      Aye:                      Nay:                      Abstain:

**VI. CLAIMS AND WARRANTS**

Motion:                      Second:                      Aye:                      Nay:                      Abstain:

**VII. FINANCE COMMITTEE REPORT—CRAIG SIEBE**

**VIII. 2024 BUDGET ADVERTISEMENT**

Motion:                      Second:                      Aye:                      Nay:                      Abstain:

- IX. 2024 STAFF MERIT PAY**  
Motion:                      Second:                      Aye:                      Nay:                      Abstain:
- X. 2023-24 BOARD OFFICERS**  
Motion:                      Second:                      Aye:                      Nay:                      Abstain:
- XI. OUTREACH VEHICLE VENDOR RECOMMENDATION—BRAD HOWELL**  
Motion:                      Second:                      Aye:                      Nay:                      Abstain:
- XII. RENOVATION PROJECTS UPDATE - KEVIN MCCURDY**
- XIII. DIRECTOR’S REPORT**  
**A. MICROLIBRARIES PRESENTATION**
- XIV. OTHER OLD OR NEW BUSINESS**  
**A. COLLECTION DEVELOPMENT POLICY AND IMPLEMENTATION**
- B. LOCATION OF “THE FAULT IN OUR STARS”**  
Motion:                      Second:                      Aye:                      Nay:                      Abstain:
- C. PROJECT PROGRESS REPORTS**  
**I. CRDC PROJECT**  
**II. WEBSITE REDESIGN PROJECT**
- XV. COMMENTS FROM THE PUBLIC**
- XVI. ADJOURNMENT**  
Motion:



Board of Trustees Meeting Minutes  
July 27, 2023  
East/Center Meeting Room - Fishers Library

<b>Members Present</b>	Laura Alerding, Tiffanie Ditlevson, Ray Maddalone, Michelle Payne, Andre Miksha, Craig Siebe
<b>Members Attending Virtually</b>	Micah Beckwith
<b>Members Absent</b>	None
<b>Others in Attendance</b>	Library Director Edra Waterman; Legal Counsel Mark Crandley, Architect Kevin McCurdy; John Helling, Laura Gropp, Molly Mrozowski, Evie Randolph, Erin Weir, Amber Wright, Danielle Acton, Kelsey Sweet, Anita Snyder, Jackie Humphrey, Tyler Elks, Bob Kolarich, John Chomica, Danielle Acton, Joseph Wooley, Joshua Leach, Leah Leach, Rachel Fredette, Katy Rogers, Gail Gutchell, Shelley Bergman, Sophia Bergman, Holly Beaver, Tiffany Fraser, Larry Lannan, Nina Hershberger, Julie Erb, Midge Anders, Pam Taylor, Donna Thomas, Lori Hand, Lindie McElroy, Mike Reuter, Sally Jones, Shannon Alexander, Kara Hwang, Cathi White, Stephanie Hilton, Laura Morgan, Lisa Cardona, Richard Barrett, Barbara Layton, J.C. Seig, Emily Seig, Brad Jones, Tish Biggs, Jeannie Taylor, Dennis Peard, Thea Blanner, Carl Blanner, Adam Crouch, Lynn Ischay, Peggy Lewis, Charlize Jamieson, Cynthia Britton, Thomas M. Strunk, Erin Lange, Jill Enustun, Gail Ringwalt, Bruce Boyd, Julie Boyd, Jan Kavensky, Sandra Raesn, Jim Harper, Norma Johnson, Sue Reef, Crystal Taylor, Barbara Jenkins, Cathy Herridge, Lana Schneider, Jeanne Clark, Maureen Morgan, Kathy Hamon, and Denise Kruse.
<b>Convene</b>	Laura Alerding called the meeting to order at 3:00 p.m. in the East/Center Meeting Room of the Fishers Library, followed by the Pledge of Allegiance.
<b>Moment of Silence</b>	Laura Alerding asked to observe a moment of silence.
<b>Approval of Agenda</b>	Prior to the approval of the agenda, LA reminded the audience of the Board Meeting Attendance Guidelines.  The agenda was unchanged.

**Team HEPL  
Spotlight**

John Chomica introduced Evie Randolph, Youth Services Librarian.

**Consent Agenda**

The Consent Agenda included minutes of the regular meeting of June 22, 2023; minutes of the Finance Committee Meeting of July 13, 2023; the Investment CD Resolution; and personnel approvals.

Ray Maddalone moved to approve the consent agenda as amended.  
Tiffanie Ditlevson seconded the motion.

The motion passed unanimously.

**Claims and  
Warrants**

Ray Maddalone moved to approve claims and warrants. Tiffanie Ditlevson seconded the motion.

The motion passed unanimously.

**Finance Committee  
Report**

Craig Siebe, Assistant Secretary/Treasurer, presented the Finance Committee Report.

**Investment Policy  
Update**

Tiffanie Ditlevson move to approve the investment policy. Craig Siebe seconded.

Andre Miksha asked that the policy be edited to add “in descending priority order.”

The vote passed 6-0. Micah Beckwith abstained due to difficulty hearing audio over the Zoom meeting.

**Library Fiscal Plan**

Mike Reuter presented the Library Fiscal Plan.

Ray Maddalone asked how much we need to invest from cash reserves to make up for any potential drop in revenue. Mike Reuter responded that it depends on what happens in the future. Edra Waterman also noted that cash reserves were built intentionally so we don't need to cut services to get through years with reduced revenue.

Michelle Payne asked if now seemed like a good time to begin a library Foundation to supplement funds. Mike Reuter said that Foundations are always good opportunities to enhance, but noted they should not be used to address fixed costs.

**Circulation Policy -  
Materials Pricing  
Update**

Laura Alerding noted that the proposal is to articulate that the library will charge patrons for materials at cost, rather than listing specific costs for individual items.

Michelle Payne motioned to approve. Ray Maddalone seconded.

Michelle Payne asked what “long term storage” referred to. Edra Waterman noted that this is storage available to patrons in Ignite.

The vote passed 6-0 with Micah Beckwith abstaining due to difficulty hearing audio over the Zoom meeting.

**Renovation  
Projects Update**

Architect Kevin McCurdy presented the Renovation Projects Update.

**Director’s Report**

CEO Edra Waterman gave the Director’s Report.

Michelle Payne observed that the Summer Reading Program had record breaking performance metrics and congratulated the library staff for that. Edra Waterman noted this was due to the hard work of staff, and specifically recognized Director of Youth Services Chaise Carter for their leadership.

Michelle Payne recognized Deputy Director John Helling who is leaving the library.

Michelle Payne suggested to the board members that they transition to official HEPL email addresses. Mark Crandley agreed that this is better from a legal perspective as well because it facilitates responding to open records requests.

Tiffanie Ditlevson asked how the meeting with the other Hamilton County library directors on July 10 was. Edra Waterman responded that it was very informative, as always, and an opportunity to learn from colleagues.

Laura Alerding asked about the age appropriate limiters on Libby and Hoopla. Edra Waterman described how those limiters work for patrons. Tiffanie Ditlevson noted that expanding access to online services would benefit library patrons.

Tiffanie Ditlevson expressed appreciation for the preview of August services in the Director’s Report.

Ray Maddalone asked about the progress report for the Collection Development Projects and noted that he thought that graphic novels and

manga were already complete. Edra Waterman noted that we are very close to completing review of the Manga collection.

Ray Maddalone noted that we are progressing 3% per two weeks on the Collection Development Projects and asked if we could speed this up by asking additional staff members to perform this week.

(At this point there was an outburst from the crowd and Laura Alerding reminded the room of the guidelines for attendees.)

Ray Maddalone continued to describe a framework for additional staff working on the review project consisting on a per-book payment to staff who have not been working on this project to date. Edra Waterman noted that staff have a current list of tasks that already occupy their working time, and that we also ask staff who are at public service points to be present as they wait for a patron to approach. Ray Maddalone noted a desire to see the pace of this project to increase.

Tiffanie Ditlevson asked what the goal was for resources, so that the work could be complete within a year. Edra Waterman responded that we believe we are on track for completing this project in the original timeframe of a year. Edra Waterman further noted that we are consistently looking for additional tools and methods to complete this project as efficiently as possible. Edra Waterman also noted that this is contingent on staffing capacity and there are other projects that also must be completed.

The board discussed whether the library has enough Collection Development Assistants and how there could potentially be more added.

### Other Old or New Business

Edra Waterman noted that the library has received positive media attention from the Human Library. Michelle Payne noted that we received positive social media attention as well.

Ray Maddalone asked how the “Books” were selected for the Human Library. Edra Waterman noted that this information was transmitted via email - the Human Library organization selected the books. Tiffanie Ditlevson asked questions about how the Human Library organization is structured. Edra Waterman responded that they are an international organization with regional chapters. Tiffanie Ditlevson asked how the “Books” were selected for the library program. Edra Waterman responded that the Human Library organization facilitated that. Laura Alerding asked how the library knows that attendance was limited to adults. Edra Waterman responded that it was a program marketed to adults. Micah Beckwith asked if the Human Library promotes or glorifies concepts like prostitution. Edra Waterman noted that the Human Library does not intend to “promote” the topics listed, but rather presents people with the

opportunity to hear and learn from people who have had these experiences.

Ray Maddalone noted that we have paid a higher percentage of the CRDC work than the percentage of work that is complete. Edra Waterman noted that we are in the design phase and that the work will catch up to those payments and that the library has been happy with the vendor to date.

Michelle Payne asked for clarification on the reason for the timing of the July meeting being 3:00. Laura Alerding responded that the library's legal team suggested the time change in order to minimize disruptions. There was also a scheduling conflict for a board member for the normal time. Michelle Payne articulated that she did not feel those reasons were sufficient. Andre Miksha noted that he preferred the meeting be in the evening.

**Comments from the Public**

Prior to public comment, Laura Alerding reminded the public of the guidelines for decorum of public comment.

Four members of the public spoke, namely Adam Crouch, Peggy Lewis, Charlize Jamieson, and Bruce Boyd on the following topics as listed on the Board Meeting sign-in sheet:

- Books (2)
- Human Library (2)

Public comment was suspended due to the crowd becoming disruptive as Adam Crouch was removed from the meeting by law enforcement officers.

**Adjournment**

Laura Alerding adjourned the meeting at 4:56.

Respectfully submitted,

HEPL Board Assistant Secretary



**HAMILTON EAST**  
PUBLIC LIBRARY

**HEPL Board of Trustees Executive Session 4:00pm 7/25/2023**

Members present: Laura Alerding, Ray Maddalone, Tiffanie Ditlevson, Andre Miksha, Michelle Payne, Micah Beckwith (via Zoom)

Members absent: Craig Siebe

Others present: Chris Greisl, Mark Crandley

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

Meeting adjourned at 5:00 pm

I certify that no other matters were discussed.

HEPL Board Secretary





**HEPL Board of Trustees Finance Committee 4:00pm 8/10/2023**

Committee Members present: Craig Siebe (via Zoom,) Tiffanie Ditlevson (via Zoom,) Michelle Payne

Staff Present: Edra Waterman, Laura Gropp

Others: Financial Consultant Mike Reuter, Keith Starling

The Finance committee met to discuss the Library's 2024 budget details, information on the 2024 budget advertisement, and information regarding implementing a merit matrix. The committee determined to make recommendations on both matters to the full Board.

Meeting began at 4pm and ended at 5:10pm

**Appropriation Reduction Resolution  
Hamilton East Public Library**

WHEREAS, certain existing appropriations within the 2023 budget of Hamilton East Public Library have unobligated balances which will not be needed for the purposes for which appropriated,

NOW THEREFORE BE IT RESOLVED that the following 2023 appropriations will be reduced by the following amounts:

Fund Name		Reduction Amount
Library Improvement Reserve Fund		
400/440	Furniture and Equipment	\$869,969
Rainy Day Fund		
201/420	Buildings	\$600,000

DULY ADOPTED by the board of Trustees of the Hamilton East Public Library at its regular Meeting held on the 24th day of August 2023, at which meeting a quorum was present.

AYE

NAY

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ATTEST:

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SECRETARY

Accounts Payable Register

Date: 08/16/2023 01:01:37 PM

APV # From 34736 thru 34868

APVREGISTER.FRX

All History

Grouped By Fund Number

Ordered By Appropriation, Vendor Name

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
**Fund Number 100 OPERATING										
07/24/2023	34782	PAYROLL FUNDS		100000111.000	SALARY OF DIRECTOR	SALARY OF DIRECTOR	4723.54	900804	08/02/2023	
07/24/2023	34843	PAYROLL FUNDS		100000111.000	SALARY OF DIRECTOR	SALARY OF DIRECTOR	4723.54	900818	08/16/2023	
07/24/2023	34782	PAYROLL FUNDS		100000112.000	SALARY OF ASSISTANTS	SALARY OF ASSISTANTS	170816.51	900804	08/02/2023	
07/24/2023	34843	PAYROLL FUNDS		100000112.000	SALARY OF ASSISTANTS	SALARY OF ASSISTANTS	160241.89	900818	08/16/2023	
07/24/2023	34784	ADP		100000121.000	FICA	EMPLOYER FICA	10556.81	880804	08/02/2023	
07/24/2023	34784	ADP		100000121.000	FICA	EMPLOYER MEDI	2468.93	880804	08/02/2023	
07/24/2023	34845	ADP		100000121.000	FICA	EMPLOYER FICA	9901.18	880818	08/16/2023	
07/24/2023	34845	ADP		100000121.000	FICA	EMPLOYER MEDI	2315.60	880818	08/16/2023	
07/24/2023	34784	ADP		100000122.000	UNEMPLOYMENT COMPENSATION	UNEMPLOYMENT COMPENSATION	248.51	880804	08/02/2023	
07/24/2023	34845	ADP		100000122.000	UNEMPLOYMENT COMPENSATION	UNEMPLOYMENT COMPENSATION	220.12	880818	08/16/2023	
07/24/2023	34785	PUBLIC EMP RETIREMENT FND		100000123.000	PERF	EMPLOYER'S SHARE	18337.95	920804	08/02/2023	
07/24/2023	34848	PUBLIC EMP RETIREMENT FND		100000123.000	PERF	EMPLOYER'S SHARE	17697.22	920818	08/16/2023	
07/24/2023	34767	UNITED HEALTHCARE		100000124.000	GROUP INSURANCE	LIBRARY'S SHARE	49515.32	39868	07/28/2023	
07/24/2023	34771	UNITED HEALTHCARE		100000124.000	GROUP INSURANCE	LIBRARY'S SHARE	2343.16	39871	07/28/2023	
07/24/2023	34815	NEW AVENUES		100000126.000	OTHER BENEFITS	EMPLOYEE ASSISTANCE PROGRAM - SEPTEMBER 2023	235.75	39911	08/14/2023	
07/24/2023	34765	AMAZON CAPITAL SERVICES		100000451.000	BOOKS	YOUTH & ADULT PRINT	556.52	39881	08/02/2023	
07/24/2023	34765	AMAZON CAPITAL SERVICES		100000451.000	BOOKS	YOUTH, TEEN, & ADULT PRINT	854.85	39881	08/02/2023	
07/24/2023	34765	AMAZON CAPITAL SERVICES		100000451.000	BOOKS	YOUTH & ADULT PRINT	397.69	39881	08/02/2023	
07/24/2023	34825	AMAZON CAPITAL SERVICES		100000451.000	BOOKS	YOUTH, TEEN, & ADULT PRINT	522.46	39896	08/14/2023	
07/24/2023	34858	AMAZON CAPITAL SERVICES		100000451.000	BOOKS	YOUTH, TEEN, & ADULT PRINT	523.67	39953	08/15/2023	
07/24/2023	34856	BAKER & TAYLOR #L4286402	23004	100000451.000	BOOKS	176 ADULT PRINT	30.18	39951	08/15/2023	
07/24/2023	34856	BAKER & TAYLOR #L4286402	23054	100000451.000	BOOKS	167 YOUTH PRINT	29.77	39951	08/15/2023	
07/24/2023	34856	BAKER & TAYLOR #L4286402	23065	100000451.000	BOOKS	201 YOUTH PRINT	58.23	39951	08/15/2023	
07/24/2023	34856	BAKER & TAYLOR #L4286402	23076	100000451.000	BOOKS	135 YOUTH PRINT	22.54	39951	08/15/2023	
07/24/2023	34856	BAKER & TAYLOR #L4286402	23091	100000451.000	BOOKS	190 YOUTH PRINT	54.76	39951	08/15/2023	

## Accounts Payable Register

Date: 08/16/2023 01:01:37 PM

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DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
07/24/2023	34856	BAKER & TAYLOR #L4286402	23095	100000451.000	BOOKS	238 YOUTH PRINT	7.83	39951	08/15/2023	
07/24/2023	34856	BAKER & TAYLOR #L4286402	23098	100000451.000	BOOKS	241 YOUTH PRINT	15.66	39951	08/15/2023	
07/24/2023	34856	BAKER & TAYLOR #L4286402	23115	100000451.000	BOOKS	212 YOUTH PRINT	98.99	39951	08/15/2023	
07/24/2023	34856	BAKER & TAYLOR #L4286402	23124	100000451.000	BOOKS	218 TEEN & YOUTH PRINT	210.06	39951	08/15/2023	
07/24/2023	34856	BAKER & TAYLOR #L4286402	23134	100000451.000	BOOKS	199 YOUTH PRINT	640.82	39951	08/15/2023	
07/24/2023	34856	BAKER & TAYLOR #L4286402	23141	100000451.000	BOOKS	202 YOUTH PRINT	675.74	39951	08/15/2023	
07/24/2023	34856	BAKER & TAYLOR #L4286402	23154	100000451.000	BOOKS	170 ADULT PRINT	31.36	39951	08/15/2023	
07/24/2023	34856	BAKER & TAYLOR #L4286402	23162	100000451.000	BOOKS	196 YOUTH PRINT	585.53	39951	08/15/2023	
07/24/2023	34856	BAKER & TAYLOR #L4286402	23164	100000451.000	BOOKS	38 TEEN PRINT	443.54	39951	08/15/2023	
07/24/2023	34856	BAKER & TAYLOR #L4286402	23171	100000451.000	BOOKS	35 TEEN PRINT	718.99	39951	08/15/2023	
07/24/2023	34856	BAKER & TAYLOR #L4286402	23176	100000451.000	BOOKS	57 TEEN PRINT	275.21	39951	08/15/2023	
07/24/2023	34856	BAKER & TAYLOR #L4286402	23180	100000451.000	BOOKS	72 TEEN PRINT	653.24	39951	08/15/2023	
07/24/2023	34856	BAKER & TAYLOR #L4286402	23186	100000451.000	BOOKS	155 YOUTH PRINT	1016.04	39951	08/15/2023	
07/24/2023	34856	BAKER & TAYLOR #L4286402		100000451.000	BOOKS	FREIGHT	55.69	39951	08/15/2023	
07/24/2023	34856	BAKER & TAYLOR #L4286402		100000451.000	BOOKS	BOOK JACKETS	1662.04	39951	08/15/2023	
07/24/2023	34807	BAKER & TAYLOR #L4307302	23014	100000451.000	BOOKS	47 ADULT AND YOUTH PRINT	112.44	39898	08/14/2023	
07/24/2023	34807	BAKER & TAYLOR #L4307302		100000451.000	BOOKS	47 ADULT AND YOUTH PRINT	1.60	39898	08/14/2023	
07/24/2023	34807	BAKER & TAYLOR #L4307302	23047	100000451.000	BOOKS	224 YOUTH PRINT	103.28	39898	08/14/2023	
07/24/2023	34807	BAKER & TAYLOR #L4307302		100000451.000	BOOKS	224 YOUTH PRINT	6.72	39898	08/14/2023	
07/24/2023	34807	BAKER & TAYLOR #L4307302	23060	100000451.000	BOOKS	76 ADULT PRINT	415.34	39898	08/14/2023	
07/24/2023	34807	BAKER & TAYLOR #L4307302	23063	100000451.000	BOOKS	100 ADULT PRINT	630.36	39898	08/14/2023	
07/24/2023	34807	BAKER & TAYLOR #L4307302	23071	100000451.000	BOOKS	141 YOUTH PRINT	33.58	39898	08/14/2023	
07/24/2023	34807	BAKER & TAYLOR #L4307302	23104	100000451.000	BOOKS	28 ADULT AND TEEN PRINT	14.99	39898	08/14/2023	
07/24/2023	34807	BAKER & TAYLOR #L4307302	23118	100000451.000	BOOKS	56 ADULT PRINT	163.48	39898	08/14/2023	
07/24/2023	34807	BAKER & TAYLOR #L4307302	23120	100000451.000	BOOKS	66 ADULT PRINT	354.52	39898	08/14/2023	
07/24/2023	34807	BAKER & TAYLOR #L4307302	23166	100000451.000	BOOKS	89 ADULT & YOUTH PRINT	82.74	39898	08/14/2023	
07/24/2023	34807	BAKER & TAYLOR #L4307302	23170	100000451.000	BOOKS	32 ADULT PRINT	82.28	39898	08/14/2023	
07/24/2023	34807	BAKER & TAYLOR #L4307302	23182	100000451.000	BOOKS	58 ADULT, TEEN & YOUTH PRINT	36.91	39898	08/14/2023	
07/24/2023	34807	BAKER & TAYLOR #L4307302	23194	100000451.000	BOOKS	27 ADULT & YOUTH PRINT	15.12	39898	08/14/2023	
07/24/2023	34807	BAKER & TAYLOR #L4307302	23199	100000451.000	BOOKS	90 ADULT PRINT	100.80	39898	08/14/2023	

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DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
07/24/2023	34807	BAKER & TAYLOR #L4307302	23204	100000451.000	BOOKS	112 ADULT PRINT	106.94	39898	08/14/2023	
07/24/2023	34807	BAKER & TAYLOR #L4307302	23207	100000451.000	BOOKS	76 ADULT, TEEN, & YOUTH PRINT	74.60	39898	08/14/2023	
07/24/2023	34807	BAKER & TAYLOR #L4307302	23214	100000451.000	BOOKS	83 ADULT & YOUTH PRINT	118.60	39898	08/14/2023	
07/24/2023	34807	BAKER & TAYLOR #L4307302	23219	100000451.000	BOOKS	56 ADULT AND YOUTH PRINT	51.83	39898	08/14/2023	
07/24/2023	34807	BAKER & TAYLOR #L4307302	23225	100000451.000	BOOKS	92 ADULT AND YOUTH PRINT	22.07	39898	08/14/2023	
07/24/2023	34807	BAKER & TAYLOR #L4307302	23231	100000451.000	BOOKS	111 ADULT, TEEN, & YOUTH PRINT	378.01	39898	08/14/2023	
07/24/2023	34807	BAKER & TAYLOR #L4307302	23238	100000451.000	BOOKS	74 ADULT, TEEN, AND YOUTH PRINT	130.49	39898	08/14/2023	
07/24/2023	34807	BAKER & TAYLOR #L4307302	23243	100000451.000	BOOKS	133 ADULT, TEEN, & YOUTH PRINT	195.36	39898	08/14/2023	
07/24/2023	34807	BAKER & TAYLOR #L4307302	23247	100000451.000	BOOKS	98 ADULT, TEEN, & YOUTH PRINT	911.62	39898	08/14/2023	
07/24/2023	34807	BAKER & TAYLOR #L4307302	23252	100000451.000	BOOKS	67 ADULT & YOUTH PRINT	695.13	39898	08/14/2023	
07/24/2023	34807	BAKER & TAYLOR #L4307302	23260	100000451.000	BOOKS	56 ADULT & TEEN PRINT	414.88	39898	08/14/2023	
07/24/2023	34807	BAKER & TAYLOR #L4307302	23266	100000451.000	BOOKS	64 ADULT & YOUTH PRINT	534.33	39898	08/14/2023	
07/24/2023	34807	BAKER & TAYLOR #L4307302		100000451.000	BOOKS	FREIGHT	57.87	39898	08/14/2023	
07/24/2023	34807	BAKER & TAYLOR #L4307302		100000451.000	BOOKS	BOOK JACKETS	1829.30	39898	08/14/2023	
07/27/2023	34803	BAKER & TAYLOR #3642582	23103	100000451.000	BOOKS	54 TEEN PRINT	18.16	39899	08/14/2023	
07/27/2023	34803	BAKER & TAYLOR #3642582	23173	100000451.000	BOOKS	65 TEEN PRINT	6.04	39899	08/14/2023	
07/27/2023	34803	BAKER & TAYLOR #3642582	23175	100000451.000	BOOKS	139 TEEN PRINT	21.26	39899	08/14/2023	
07/27/2023	34803	BAKER & TAYLOR #3642582	23189	100000451.000	BOOKS	375 TEEN PRINT	14.99	39899	08/14/2023	
07/27/2023	34803	BAKER & TAYLOR #3642582	23215	100000451.000	BOOKS	122 TEEN PRINT	192.22	39899	08/14/2023	
07/27/2023	34803	BAKER & TAYLOR #3642582	23218	100000451.000	BOOKS	56 TEEN PRINT	29.90	39899	08/14/2023	
07/27/2023	34803	BAKER & TAYLOR #3642582	23235	100000451.000	BOOKS	128 TEEN PRINT	283.81	39899	08/14/2023	
07/27/2023	34803	BAKER & TAYLOR #3642582	23249	100000451.000	BOOKS	109 TEEN PRINT	1201.45	39899	08/14/2023	
07/27/2023	34803	BAKER & TAYLOR #3642582	23264	100000451.000	BOOKS	109 TEEN PRINT	726.92	39899	08/14/2023	
07/27/2023	34803	BAKER & TAYLOR #3642582		100000451.000	BOOKS	FREIGHT	54.40	39899	08/14/2023	
07/27/2023	34802	BAKER & TAYLOR #C0288293		100000451.000	BOOKS	6 ADULT PRINT	90.94	39900	08/14/2023	
07/27/2023	34802	BAKER & TAYLOR #C0288293		100000451.000	BOOKS	8 ADULT PRINT	432.92	39900	08/14/2023	
07/27/2023	34802	BAKER & TAYLOR #C0288293		100000451.000	BOOKS	6 ADULT PRINT	114.70	39900	08/14/2023	

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07/27/2023	34802	BAKER & TAYLOR #C0288293		100000451.000	BOOKS	FREIGHT	6.39	39900	08/14/2023	
07/24/2023	34747	InfoUSA MARKETING, INC.		100000451.000	BOOKS	DATA AXLE - IN STATE BUSINESS DIRECTORY BOOK	1340.00	39858	07/25/2023	
07/24/2023	34765	AMAZON CAPITAL SERVICES		100000453.000	NON-PRINTED MATERIALS	BOARD GAMES	52.44	39881	08/02/2023	
07/24/2023	34799	MIDWEST TAPE	23208	100000453.000	NON-PRINTED MATERIALS	1 JUV A/V COMBO PACK	40.70	39909	08/14/2023	
07/24/2023	34799	MIDWEST TAPE		100000453.000	NON-PRINTED MATERIALS	1 JUV A/V COMBO PACK	9.14	39909	08/14/2023	
07/24/2023	34799	MIDWEST TAPE	23226	100000453.000	NON-PRINTED MATERIALS	66 ADULT A/V	614.72	39909	08/14/2023	
07/24/2023	34799	MIDWEST TAPE	23234	100000453.000	NON-PRINTED MATERIALS	142 ADULT A/V	538.68	39909	08/14/2023	
07/24/2023	34799	MIDWEST TAPE	23233	100000453.000	NON-PRINTED MATERIALS	58 YOUTH A/V	330.22	39909	08/14/2023	
07/24/2023	34799	MIDWEST TAPE	23233	100000453.000	NON-PRINTED MATERIALS	58 YOUTH A/V	117.92	39909	08/14/2023	
07/24/2023	34799	MIDWEST TAPE	23234	100000453.000	NON-PRINTED MATERIALS	142 ADULT A/V	371.92	39909	08/14/2023	
07/24/2023	34799	MIDWEST TAPE	23233	100000453.000	NON-PRINTED MATERIALS	58 YOUTH A/V	153.36	39909	08/14/2023	
07/24/2023	34799	MIDWEST TAPE	23246	100000453.000	NON-PRINTED MATERIALS	33 JUVENILE A/V	200.16	39909	08/14/2023	
07/24/2023	34799	MIDWEST TAPE	23209	100000453.000	NON-PRINTED MATERIALS	12 JUV A/V	27.98	39909	08/14/2023	
07/24/2023	34799	MIDWEST TAPE	23246	100000453.000	NON-PRINTED MATERIALS	33 JUVENILE A/V	636.42	39909	08/14/2023	
07/24/2023	34799	MIDWEST TAPE	23256	100000453.000	NON-PRINTED MATERIALS	JUVENILE A/V	111.19	39909	08/14/2023	
07/24/2023	34799	MIDWEST TAPE	23234	100000453.000	NON-PRINTED MATERIALS	142 ADULT A/V	118.28	39909	08/14/2023	
07/24/2023	34799	MIDWEST TAPE		100000453.000	NON-PRINTED MATERIALS	142 ADULT A/V	35.50	39909	08/14/2023	
07/24/2023	34799	MIDWEST TAPE	23233	100000453.000	NON-PRINTED MATERIALS	58 YOUTH A/V	158.67	39909	08/14/2023	
07/24/2023	34768	PLAYAWAY PRODUCTS		100000453.000	NON-PRINTED MATERIALS	YOUTH PRINT - WONDERBOOKS	60.44	39915	08/14/2023	
07/24/2023	34806	PLAYAWAY PRODUCTS		100000453.000	NON-PRINTED MATERIALS	YOUTH PRINT - WONDERBOOKS	49.28	39915	08/14/2023	
07/24/2023	34823	PLAYAWAY PRODUCTS		100000453.000	NON-PRINTED MATERIALS	YOUTH PRINT - WONDERBOOKS	49.28	39915	08/14/2023	
07/24/2023	34864	MUNIRUL HAGUE		100000483.000	BOOK REFUND	BOOK REFUNDS	21.80	39959	08/16/2023	
07/24/2023	34839	A.E. BOYCE COMPANY, INC.		100001211.000	OPERATING CHECK PRINTING	KEYFUND CHECK STOCK	500.89	39938	08/15/2023	
07/24/2023	34765	AMAZON CAPITAL SERVICES		100001213.000	OFFICE SUPPLIES	OFFICE SUPPLIES - YOUTH SERVICES	327.11	39881	08/02/2023	
07/24/2023	34765	AMAZON CAPITAL SERVICES		100001213.000	OFFICE SUPPLIES	OFFICE SUPPLIES - COLLECTION SERVICES	22.99	39881	08/02/2023	
07/24/2023	34765	AMAZON CAPITAL SERVICES		100001213.000	OFFICE SUPPLIES	OFFICE SUPPLIES - CRDC	124.61	39881	08/02/2023	

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07/24/2023	34765	AMAZON CAPITAL SERVICES		100001213.000	OFFICE SUPPLIES	OFFICE SUPPLIES - YOUTH SERVICES	58.76	39881	08/02/2023	
07/24/2023	34825	AMAZON CAPITAL SERVICES		100001213.000	OFFICE SUPPLIES	OFFICE SUPPLIES - YOUTH SERVICES	14.83	39896	08/14/2023	
07/24/2023	34805	OFFICE 360		100001213.000	OFFICE SUPPLIES	OFFICE SUPPLIES - YOUTH SERVICES	76.60	39913	08/14/2023	
07/24/2023	34766	A.G. MAAS CO.	23273	100001221.000	CLEANING & SANITATION SUPPLIES	CLEANING/JANITORIAL SUPPLIES - TRASH BAGS	494.30	39872	07/31/2023	
07/24/2023	34765	AMAZON CAPITAL SERVICES		100001221.000	CLEANING & SANITATION SUPPLIES	CLEANING SUPPLIES - PUBLIC SERVICE	28.98	39881	08/02/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001221.000	CLEANING & SANITATION SUPPLIES	CLEANING & SANITATION SUPPLIES - WET VAC	149.00	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001221.000	CLEANING & SANITATION SUPPLIES	CLEANING SUPPLIES - DETERGENT	22.91	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001221.000	CLEANING & SANITATION SUPPLIES	CLEANING SUPPLIES - CLOROX WIPES	41.34	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001222.000	VAN FUEL AND MAINTENANCE	FUEL - HEPL VAN	30.00	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001222.000	VAN FUEL AND MAINTENANCE	FUEL - HEPL VAN	14.25	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001222.000	VAN FUEL AND MAINTENANCE	MAINTENANCE - HEPL VAN	88.00	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001222.000	VAN FUEL AND MAINTENANCE	FUEL - HEPL VAN	24.75	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001222.000	VAN FUEL AND MAINTENANCE	FUEL - HEPL VAN	16.75	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001222.000	VAN FUEL AND MAINTENANCE	FUEL - HEPL VAN	16.90	16743	07/28/2023	
07/24/2023	34765	AMAZON CAPITAL SERVICES		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - IGNITE STUDIO	100.99	39881	08/02/2023	
07/24/2023	34765	AMAZON CAPITAL SERVICES		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YOUTH SERVICES	690.81	39881	08/02/2023	
07/24/2023	34765	AMAZON CAPITAL SERVICES	23265	100001223.000	OTHER MISC SUPPLIES	200 BOOKS BUILD BRIDGES TITLES	191.84	39881	08/02/2023	
07/24/2023	34765	AMAZON CAPITAL SERVICES		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - OUTREACH & YOUTH SERVICE BOOK CLUB	174.81	39881	08/02/2023	

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07/24/2023	34765	AMAZON CAPITAL SERVICES		100001223.000	OTHER MISC SUPPLIES	OTHER MISC SUPPLIES - PUBLIC SERVICE	163.63	39881	08/02/2023	
07/24/2023	34765	AMAZON CAPITAL SERVICES		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - EXPERIENTIAL LEARNING	5.79	39881	08/02/2023	
07/24/2023	34765	AMAZON CAPITAL SERVICES		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YOUTH SERVICES	304.12	39881	08/02/2023	
07/24/2023	34765	AMAZON CAPITAL SERVICES	23265	100001223.000	OTHER MISC SUPPLIES	200 BOOKS BUILD BRIDGES TITLES	1738.55	39881	08/02/2023	
07/24/2023	34825	AMAZON CAPITAL SERVICES		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - PUBLIC SERVICES	107.29	39896	08/14/2023	
07/24/2023	34825	AMAZON CAPITAL SERVICES		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YOUTH SERVICES	535.04	39896	08/14/2023	
07/24/2023	34825	AMAZON CAPITAL SERVICES	23265	100001223.000	OTHER MISC SUPPLIES	200 BOOKS BUILD BRIDGES TITLES	467.61	39896	08/14/2023	
07/24/2023	34825	AMAZON CAPITAL SERVICES		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - IGNITE SUPPLIES	315.21	39896	08/14/2023	
07/24/2023	34858	AMAZON CAPITAL SERVICES		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - IGNITE STUDIO	29.66	39953	08/15/2023	
07/24/2023	34858	AMAZON CAPITAL SERVICES		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YOUTH SERVICES	99.80	39953	08/15/2023	
07/24/2023	34858	AMAZON CAPITAL SERVICES		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YOUTH SERVICES	399.37	39953	08/15/2023	
07/27/2023	34803	BAKER & TAYLOR #3642582	23236	100001223.000	OTHER MISC SUPPLIES	MS SRP PRIZE BOOKS	217.62	39899	08/14/2023	
07/27/2023	34803	BAKER & TAYLOR #3642582	23251	100001223.000	OTHER MISC SUPPLIES	440 YOUTH PRINT - SRP PRIZE BOOKS	1824.00	39899	08/14/2023	
07/27/2023	34803	BAKER & TAYLOR #3642582	23258	100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - BOOK CLUB BOOKS/120 YOUTH PRINT	434.40	39899	08/14/2023	
07/27/2023	34803	BAKER & TAYLOR #3642582	23262	100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - 132 ENL/OUTREACH BOOKS	468.50	39899	08/14/2023	
07/24/2023	34777	DAVIS WHOLESALE SUPPLY LLC		100001223.000	OTHER MISC SUPPLIES	SALT FOR WATER SOFTNERS	470.61	39903	08/14/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	ID BADGES FOR STAFF	89.40	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - ADULT SERVICES	18.85	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - TEEN ZONE	26.70	16743	07/28/2023	



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07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - OUTREACH	3.98	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YOUTH SERVICES	27.43	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YOUTH SERVICES	37.90	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YOUTH SERVICES	76.00	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YOUTH SERVICES	7.90	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - YOUTH SERVICES	53.40	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - ADULT SERVICES	95.97	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - IGNITE STUDIO	63.11	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - IGNITE STUDIO	250.35	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - IGNITE STUDIO	85.98	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001223.000	OTHER MISC SUPPLIES	PROGRAM SUPPLIES - IGNITE	170.64	16743	07/28/2023	
07/24/2023	34824	WHITE'S ACE HARDWARE		100001230.000	REPAIR & MAINTENANCE SUPPLIES	FACILITY MAINTENANCE - REPAIR SUPPLIES	53.97	39926	08/14/2023	
07/24/2023	34824	WHITE'S ACE HARDWARE		100001230.000	REPAIR & MAINTENANCE SUPPLIES	FACILITY MAINTENANCE - REPAIR SUPPLIES	24.74	39926	08/14/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001231.000	BUILDING MATERIALS & SUPPLIES	BUILDING MATERIALS & SUPPLIES	75.58	16743	07/28/2023	
07/24/2023	34755	GRAINGER		100001233.000	REPAIR PARTS	REPAIR PARTS: V-BELT FOR NOBLESVILLE	183.08	39863	07/25/2023	
07/24/2023	34765	AMAZON CAPITAL SERVICES		100001234.000	OTHER REPAIR & MAINTENANCE SUPPLIES	OTHER MAINTENANCE SUPPLIES - DRYER LINT TRAP	9.99	39881	08/02/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001234.000	OTHER REPAIR & MAINTENANCE SUPPLIES	MAINTENANCE SUPPLIES - FAUCET PARTS	17.45	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001234.000	OTHER REPAIR & MAINTENANCE SUPPLIES	OTHER REPAIR & MAINTENANCE SUPPLIES	22.74	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE		100001234.000	OTHER REPAIR &	OTHER MAINTENANCE	8.20	16743	07/28/2023	

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		COMMERCIAL CARD			MAINTENANCE SUPPLIES	SUPPLIES - ANT TRAPS				
07/24/2023	34765	AMAZON CAPITAL SERVICES		100001240.000	OTHER SUPPLIES	OTHER SUPPLIES - IGNITE STUDIO	190.82	39881	08/02/2023	
07/24/2023	34765	AMAZON CAPITAL SERVICES		100001240.000	OTHER SUPPLIES	OTHER SUPPLIES - OUTREACH	31.96	39881	08/02/2023	
07/24/2023	34765	AMAZON CAPITAL SERVICES		100001240.000	OTHER SUPPLIES	OTHER SUPPLIES - IGNITE STUDIO	108.60	39881	08/02/2023	
07/24/2023	34765	AMAZON CAPITAL SERVICES		100001240.000	OTHER SUPPLIES	OTHER SUPPLIES - GAME BOARD BANDS	14.98	39881	08/02/2023	
07/24/2023	34825	AMAZON CAPITAL SERVICES		100001240.000	OTHER SUPPLIES	OTHER SUPPLIES - COLLECTION SERVICES	27.32	39896	08/14/2023	
07/24/2023	34825	AMAZON CAPITAL SERVICES		100001240.000	OTHER SUPPLIES	OTHER SUPPLIES - YOUTH SERVICES	49.94	39896	08/14/2023	
07/24/2023	34825	AMAZON CAPITAL SERVICES		100001240.000	OTHER SUPPLIES	OTHER SUPPLIES - IGNITE STUDIO	52.07	39896	08/14/2023	
07/24/2023	34858	AMAZON CAPITAL SERVICES		100001240.000	OTHER SUPPLIES	OTHER SUPPLIES - IGNITE STUDIO	69.82	39953	08/15/2023	
07/24/2023	34858	AMAZON CAPITAL SERVICES		100001240.000	OTHER SUPPLIES	OTHER SUPPLIES - IGNITE STUDIO	218.18	39953	08/15/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	OTHER SUPPLIES - WALL CLOCK	148.14	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	OTHER SUPPLIES - IGNITE STUDIO	29.98	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	OTHER SUPPLIES - IGNITE STUDIO	19.88	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	OTHER SUPPLIES - IGNITE STUDIO	230.95	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	OTHER SUPPLIES - IGNITE STUDIO	49.35	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	OTHER SUPPLIES - IGNITE STUDIO	43.79	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	OTHER SUPPLIES - IGNITE STUDIO	87.81	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	OTHER SUPPLIES - IGNITE STUDIO	25.99	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD	23227	100001240.000	OTHER SUPPLIES	OTHER SUPPLIES - IGNITE STUDIO	479.00	16743	07/28/2023	

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07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001240.000	OTHER SUPPLIES	OTHER SUPPLIES - IGNITE STUDIO	125.70	16743	07/28/2023	
07/24/2023	34765	AMAZON CAPITAL SERVICES		100001241.000	MARKETING SUPPLIES	MARKETING SUPPLIES - YOUTH SERVICES	14.99	39881	08/02/2023	
07/24/2023	34756	CAPITAL ONE		100001241.000	MARKETING SUPPLIES	MARKETING SUPPLIES	36.96	39864	07/25/2023	
07/24/2023	34758	LOGAN STREET SIGNS		100001241.000	MARKETING SUPPLIES	BOARD POLICY SIGNAGE	140.00	39865	07/25/2023	
07/27/2023	34800	LOGAN STREET SIGNS	23278	100001241.000	MARKETING SUPPLIES	2023 BOOKS BUILD BRIDGES LOBBY BANNERS (4)	360.00	39886	08/03/2023	
07/27/2023	34800	LOGAN STREET SIGNS		100001241.000	MARKETING SUPPLIES	FRIENDS OF THE LIBRARY BOOKSTORE SIGNS	105.00	39886	08/03/2023	
07/27/2023	34801	LOGAN STREET SIGNS		100001241.000	MARKETING SUPPLIES	SIGNS FOR LOCAL AUTHOR FAIR	105.00	39889	08/07/2023	
07/27/2023	34801	LOGAN STREET SIGNS		100001241.000	MARKETING SUPPLIES	SIGN FOR FISHERS CLOSURE	35.00	39889	08/07/2023	
07/27/2023	34801	LOGAN STREET SIGNS		100001241.000	MARKETING SUPPLIES	SIGNS - DIRECTIONAL SIGNS	160.00	39889	08/07/2023	
07/27/2023	34801	LOGAN STREET SIGNS		100001241.000	MARKETING SUPPLIES	SIGN - FISHERS PARKING LOT	95.00	39889	08/07/2023	
07/24/2023	34836	BARNES & THORNBURG LLP		100001313.000	LEGAL SERVICES	LEGAL FEES FOR SERVICES - JULY 2023	3000.00	39935	08/15/2023	
07/24/2023	34837	BARNES & THORNBURG LLP		100001313.000	LEGAL SERVICES	LABOR ADVICE & COUNSELING - MAY 2023	9124.20	39936	08/15/2023	
07/24/2023	34838	BARNES & THORNBURG LLP		100001313.000	LEGAL SERVICES	LABOR ADVICE & COUNSELING - JUNE 2023	3506.00	39937	08/15/2023	
07/24/2023	34834	1st MAKER SPACE, INC		100001314.000	PROFESSIONAL SERVICES	REPAIR OF LASER PRINTER - IGNITE	389.00	39933	08/14/2023	
07/24/2023	34737	ADP		100001314.000	PROFESSIONAL SERVICES	WORKFORCE NOW PAYROLL SERVICES	269.10	39853	07/24/2023	
07/24/2023	34811	ADP		100001314.000	PROFESSIONAL SERVICES	WORKFORCE NOW PAYROLL SERVICES	273.69	39888	08/07/2023	
07/24/2023	34828	ADP		100001314.000	PROFESSIONAL SERVICES	WORKFORCE NOW PAYROLL SERVICE	1441.43	39928	08/14/2023	
07/24/2023	34742	AMANDA AURON		100001314.000	PROFESSIONAL SERVICES	PRESENTER - TEEN ENGAGEMENT PROGRAM	200.00	39892	08/14/2023	
07/24/2023	34741	BAKER TILLY MUNICIPAL ADVISORS, LLC		100001314.000	PROFESSIONAL SERVICES	CONTINUING DISCLOSURE REPORTING THRU 12/31/2022	4200.00	39901	08/14/2023	
07/24/2023	34774	BRADEN IT SERVICES		100001314.000	PROFESSIONAL SERVICES	MERAKI NETWORK LICENSING - 3 YEARS: QUOTE# 2658V1	21960.84	790731	07/31/2023	
07/24/2023	34774	BRADEN IT SERVICES		100001314.000	PROFESSIONAL SERVICES	MASTER AGREEMENT FOR	4779.65	790731	07/31/2023	

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07/24/2023	34788	BRADEN IT SERVICES		100001314.000	PROFESSIONAL SERVICES	PUBLIC PRINTER - OVERAGE CHARGE	516.52	790728	07/28/2023	
07/24/2023	34760	BRIGHTVIEW LANDSCAPES, LLC		100001314.000	PROFESSIONAL SERVICES	LANDSCAPE SERVICES - NOBLESVILLE - AUGUST 2023	4270.00	39866	07/26/2023	
07/24/2023	34770	CARPET CONCEPTS, INC.		100001314.000	PROFESSIONAL SERVICES	CARPET MAINTENANCE - CLEANING NOBLESVILLE - JULY 2023	1149.00	39870	07/28/2023	
07/24/2023	34770	CARPET CONCEPTS, INC.		100001314.000	PROFESSIONAL SERVICES	CARPET MAINTENANCE - CLEANING FISHERS - JULY 2023	375.30	39870	07/28/2023	
07/24/2023	34754	CITY OF FISHERS		100001314.000	PROFESSIONAL SERVICES	LANDSCAPE & GROUND MAINTENANCE - JUNE 2023	2547.45	39862	07/25/2023	
07/24/2023	34854	ERIC SALAZAR		100001314.000	PROFESSIONAL SERVICES	PRESENTER - SOUND EQUIPMENT WORKSHOP IGNITE - AUG 2023	240.00	39949	08/15/2023	
07/24/2023	34812	GRANT MEYER		100001314.000	PROFESSIONAL SERVICES	IGNITE STUDIO MODEL - AUGUST 2023	30.00	39905	08/14/2023	
07/24/2023	34853	GRANT MICHAEL		100001314.000	PROFESSIONAL SERVICES	PRESENTER - A/V CLASS FOR IGNITE - AUGUST 2023	240.00	39948	08/15/2023	
07/24/2023	34861	ICONIC DIGITAL MARKETING		100001314.000	PROFESSIONAL SERVICES	WEBSITE MAINTENANCE	575.00	39956	08/16/2023	
07/24/2023	34751	INDIANA HISTORICAL SOCIETY		100001314.000	PROFESSIONAL SERVICES	MEMBERSHIP TO INDIANA HISTORICAL SOCIETY - NOBLESVILLE	100.00	39906	08/14/2023	
07/24/2023	34752	INDIANA HISTORICAL SOCIETY		100001314.000	PROFESSIONAL SERVICES	MEMBERSHIP TO INDIANA HISTORICAL SOCIETY - FISHERS	100.00	39906	08/14/2023	
07/24/2023	34863	INDIANAPOLIS ART CENTER		100001314.000	PROFESSIONAL SERVICES	PRESENTER - 2 TEEN PROGRAMS	500.00	39958	08/16/2023	
07/24/2023	34787	JDR WEB SOLUTIONS, INC.		100001314.000	PROFESSIONAL SERVICES	WEBSITE - INDIANA ROOM DATABASE	1625.00	39878	08/01/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	GETRESPONSE - MONTHLY eSERVICE	125.00	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	PRESENTER - IGNITE STUDIO VIRTUAL WORKSHOP	240.00	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	SPOTIFY - MONTHLY SUBSCRIPTION	15.99	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE		100001314.000	PROFESSIONAL SERVICES	ZOOM.US - CLOUD RECORDING	40.00	16743	07/28/2023	

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07/24/2023	34761	COMMERCIAL CARD JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	PUBLIC SERVICE ENGAGEMENT - VIRTUAL REALITY APPS	21.39	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	PUBLIC SERVICE ENGAGEMENT - VIRTUAL REALITY APPS	10.69	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	PUBLIC SERVICE ENGAGEMENT - VIRTUAL REALITY APPS	10.69	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	PUBLIC SERVICE ENGAGEMENT - VIRTUAL REALITY APPS	13.90	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	PUBLIC SERVICE ENGAGEMENT - VIRTUAL REALITY APPS	12.83	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	PUBLIC SERVICE ENGAGEMENT - VIRTUAL REALITY APPS	2.89	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	ADOBE - ADOBE MONTHLY LICENSES	256.91	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	INDY STAR - DIGITAL COLLECTION	1.00	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001314.000	PROFESSIONAL SERVICES	ADOBE - ADOBE CAPTIVATE SUBSCRIPTION	33.99	16743	07/28/2023	
07/24/2023	34855	KEVIN McANDREWS		100001314.000	PROFESSIONAL SERVICES	MODELING - IGNITE STUDIO - AUGUST 2023	37.50	39950	08/15/2023	
07/24/2023	34835	KYLE BOYER		100001314.000	PROFESSIONAL SERVICES	PRESENTER FEES - IGNITE STUDIO	240.00	39934	08/14/2023	
07/24/2023	34835	KYLE BOYER		100001314.000	PROFESSIONAL SERVICES	PRESENTER SUPPLIES - IGNITE STUDIO	140.00	39934	08/14/2023	
07/24/2023	34862	LUNA LANGUAGE SERVICES		100001314.000	PROFESSIONAL SERVICES	ASL LANGUAGE SERVICES - JULY 2023	720.00	39957	08/16/2023	
07/24/2023	34775	MID AMERICA ELEVATOR		100001314.000	PROFESSIONAL SERVICES	QUARTERLY MAINTENANCE: FISHERS 8/1/23 - 10/31/23	1159.24	39908	08/14/2023	
07/24/2023	34851	OCLC, Inc		100001314.000	PROFESSIONAL SERVICES	EZ PROXY HOSTED 10/1/2023 - 9/30/2024	4060.62	39946	08/15/2023	
07/24/2023	34759	PLYMATE		100001314.000	PROFESSIONAL SERVICES	MAT SERVICE - FISHERS	105.46	39916	08/14/2023	

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07/24/2023	34826	PLYMATE		100001314.000	PROFESSIONAL SERVICES	MAT SERVICE - NOBLESVILLE	167.90	39916	08/14/2023	
07/24/2023	34794	RICOH USA, INC		100001314.000	PROFESSIONAL SERVICES	COPIER IMAGES - JULY 2023	860.81	39918	08/14/2023	
07/24/2023	34829	ROCKET SCIENCE CLEANING		100001314.000	PROFESSIONAL SERVICES	CLEANING SERVICE - FISHERS - AUGUST 2023	6475.00	39929	08/14/2023	
07/24/2023	34829	ROCKET SCIENCE CLEANING		100001314.000	PROFESSIONAL SERVICES	CLEANING SERVICE - NOBLESVILLE - AUGUST 2023	7307.00	39929	08/14/2023	
07/24/2023	34829	ROCKET SCIENCE CLEANING		100001314.000	PROFESSIONAL SERVICES	CONTRACT SERVICE - 2% DISCOUNT - AUGUST 2023	-275.64	39929	08/14/2023	
07/24/2023	34786	SAFE HIRING SOLUTION		100001314.000	PROFESSIONAL SERVICES	BACKGROUND CHECKS - JULY 2023	105.00	39919	08/14/2023	
07/24/2023	34808	SEDGWICK		100001314.000	PROFESSIONAL SERVICES	FMLA ADMINISTRATION - AUGUST 2023	283.22	39920	08/14/2023	
07/24/2023	34816	SWANK MOVIE LICENSING USA		100001314.000	PROFESSIONAL SERVICES	MOVIE LICENSE COMPLIANCE - FISHERS & NOBLESVILLE	2896.00	39922	08/14/2023	
07/24/2023	34776	TAI CHI WELLBEING		100001314.000	PROFESSIONAL SERVICES	ONLINE TAI CHI CLASSES - JULY 2023	130.00	39923	08/14/2023	
07/24/2023	34743	TANIA WINEGLASS GRAHAM		100001314.000	PROFESSIONAL SERVICES	PRESENTER - IGNITE STUDIO 7/22/2023	240.00	39924	08/14/2023	
07/24/2023	34753	TSYS		100001314.000	PROFESSIONAL SERVICES	TSYS CHARGE FOR JULY 2023 - NOBLESVILLE	475.08	890826	07/26/2023	
07/24/2023	34753	TSYS		100001314.000	PROFESSIONAL SERVICES	TSYS CHARGE FOR JULY 2023 - FISHERS	157.40	890826	07/26/2023	
07/24/2023	34810	UNIQUE MANAGEMENT		100001314.000	PROFESSIONAL SERVICES	COLLECTION RECOVERY - LOST DAMAGED ITEMS - JULY 2023	403.85	39925	08/14/2023	
07/24/2023	34736	WILDLIFE EDUCATION LLC		100001314.000	PROFESSIONAL SERVICES	PRESENTER - YOUTH SERVICES	650.00	39927	08/14/2023	
07/24/2023	34746	AT & T		100001321.000	PHONES	LOCAL LINES	17.51	39857	07/25/2023	
07/24/2023	34772	AT & T		100001321.000	PHONES	LINE CHARGES - VOICE OVER IP	343.00	39873	07/31/2023	
07/24/2023	34773	AT & T		100001321.000	PHONES	LINE CHARGES - MANAGED ROUTER	213.75	39874	07/31/2023	
07/24/2023	34792	AT & T		100001321.000	PHONES	LINE CHARGES - ANALOG	542.71	39880	08/01/2023	
07/24/2023	34866	AT & T		100001321.000	PHONES	SWITCHED ETHERNET	965.06	39961	08/16/2023	
07/24/2023	34832	COMCAST BUSINESS		100001321.000	PHONES	REDUNDANT INTERNET/NOBLESVILLE -	344.85	39931	08/14/2023	

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07/24/2023	34791	METRONET		100001321.000	PHONES	FIBER INTERNET - AUGUST 2023	1252.25	39879	08/01/2023	
07/24/2023	34795	VERIZON WIRELESS		100001321.000	PHONES	CELL PHONES & HOT SPOTS	378.79	39882	08/03/2023	
07/24/2023	34763	JULIE STEPHENS		100001322.000	POSTAGE	POSTAGE REIMBURSEMENT FOR ARCS	38.55	39894	08/14/2023	
07/24/2023	34830	ANN GRILLIOT		100001323.000	TRAVEL	TRAVEL	13.10	39943	08/15/2023	
07/24/2023	34857	BRIANNA HARTING		100001323.000	TRAVEL	TRAVEL	19.65	39952	08/15/2023	
07/24/2023	34868	ERIN WEIR		100001323.000	TRAVEL	TRAVEL	33.93	39963	08/16/2023	
07/24/2023	34831	JANE SENISSE		100001323.000	TRAVEL	TRAVEL	9.17	39930	08/14/2023	
07/24/2023	34860	JOHN CHOMICA		100001323.000	TRAVEL	TRAVEL	41.27	39954	08/16/2023	
07/24/2023	34827	JULIE ARMSTRONG		100001323.000	TRAVEL	TRAVEL	34.06	39893	08/14/2023	
07/24/2023	34763	JULIE STEPHENS		100001323.000	TRAVEL	TRAVEL FOR ALA CONFERENCE	143.30	39894	08/14/2023	
07/24/2023	34849	LAURA GROPP		100001323.000	TRAVEL	TRAVEL	58.30	39944	08/15/2023	
07/24/2023	34859	MICHELLE SHELTON		100001323.000	TRAVEL	TRAVEL	45.20	39955	08/16/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001324.000	PROFESSIONAL MEETINGS	ILF YOUTH CONFERENCE REGISTRATION	160.00	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001324.000	PROFESSIONAL MEETINGS	ILF YOUTH CONFERENCE REGISTRATION	160.00	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001324.000	PROFESSIONAL MEETINGS	ILF YOUTH CONFERENCE REGISTRATION	160.00	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001324.000	PROFESSIONAL MEETINGS	CREDIT FOR CANCELLATION - ONEZONE JUNE EVENT	-28.00	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001324.000	PROFESSIONAL MEETINGS	ONEZONE - JULY CHAMBER LUNCHEON	180.00	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001324.000	PROFESSIONAL MEETINGS	TRANSPORTATION FOR ALA	35.68	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001324.000	PROFESSIONAL MEETINGS	MEAL FOR ALA	17.00	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001324.000	PROFESSIONAL MEETINGS	LODGING FOR ALA	1359.40	16743	07/28/2023	
07/24/2023	34763	JULIE STEPHENS		100001324.000	PROFESSIONAL MEETINGS	LODGING FOR ALA CONFERENCE	1344.25	39894	08/14/2023	
07/24/2023	34763	JULIE STEPHENS		100001324.000	PROFESSIONAL MEETINGS	MEALS FOR ALA CONFERENCE	127.45	39894	08/14/2023	

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07/24/2023	34781	VICTORIA RUMSCHLAG		100001324.000	PROFESSIONAL MEETINGS	LODGING - ALA CONFERENCE HOTEL REIMBURSEMENT	1075.40	39877	08/01/2023	
07/24/2023	34757	FINELINE PRINTING GROUP	23261	100001332.000	PRINTING	HEPL 2023 BOOKS BUILD BRIDGES BOOKMARKS	435.00	39904	08/14/2023	
07/24/2023	34814	FINELINE PRINTING GROUP	23270	100001332.000	PRINTING	HEPL 2023-2024 EARLY LITERACY CALENDARS	1075.00	39904	08/14/2023	
07/24/2023	34814	FINELINE PRINTING GROUP		100001332.000	PRINTING	TEEN ZONE BANNER	195.77	39904	08/14/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001332.000	PRINTING	PHOTO PRINT FOR EXHIBIT - CRDC	30.00	16743	07/28/2023	
07/24/2023	34749	CENTERPOINT ENERGY		100001351.000	GAS (HEATING)	GAS - NOBLESVILLE	624.61	39860	07/25/2023	
07/24/2023	34750	CENTERPOINT ENERGY		100001351.000	GAS (HEATING)	GAS - FISHERS	402.35	39861	07/25/2023	
07/24/2023	34778	CONSTELLATION NEWENERGY		100001351.000	GAS (HEATING)	MANAGED GAS FOR JUNE 2023 - FISHERS	566.98	39875	07/31/2023	
07/24/2023	34778	CONSTELLATION NEWENERGY		100001351.000	GAS (HEATING)	MANAGED GAS FOR JUNE 2023 - NOBLESVILLE	476.09	39875	07/31/2023	
07/24/2023	34739	DUKE ENERGY		100001352.000	ELECTRIC	ELECTRIC - FISHERS	16110.76	39855	07/24/2023	
07/24/2023	34748	DUKE ENERGY		100001352.000	ELECTRIC	ELECTRIC - NOBLESVILLE	11461.99	39859	07/25/2023	
07/24/2023	34769	CITIZENS ENERGY GROUP		100001353.000	WATER	WATER/FIRE SERVICE - FISHERS	399.40	39869	07/28/2023	
07/24/2023	34740	INDIANA AMERICAN WATER		100001353.000	WATER	WATER SERVICE - NOBLESVILLE	568.60	39856	07/24/2023	
07/24/2023	34740	INDIANA AMERICAN WATER		100001353.000	WATER	FIRE SERVICE - NOBLESVILLE	58.26	39856	07/24/2023	
07/24/2023	34796	CITY OF NOBLESVILLE UTILITIES		100001354.000	WASTE REMOVAL	SEWER - NOBLESVILLE - JULY 2023	428.58	39883	08/03/2023	
07/24/2023	34738	FISHERS SEWER UTILITY		100001354.000	WASTE REMOVAL	FISHERS SEWER - JUNE 2023	449.60	39854	07/24/2023	
07/24/2023	34867	FISHERS SEWER UTILITY		100001354.000	WASTE REMOVAL	FISHERS SEWER - JULY 2023	218.57	39962	08/16/2023	
07/24/2023	34840	FISHERS STORMWATER UTILITY		100001354.000	WASTE REMOVAL	3RD QUARTER STORMWATER LOT - 017.003	883.62	39939	08/15/2023	
07/24/2023	34841	FISHERS STORMWATER UTILITY		100001354.000	WASTE REMOVAL	3RD QUARTER STORMWATER LOT - 017.002	172.56	39940	08/15/2023	
07/24/2023	34842	FISHERS STORMWATER UTILITY		100001354.000	WASTE REMOVAL	3RD QUARTER STORMWATER LOT - 017.005	184.98	39941	08/15/2023	
07/24/2023	34797	WASTE MANAGEMENT		100001354.000	WASTE REMOVAL	SHREDDING, RECYCLING, & WASTE - FISHERS	232.83	39884	08/03/2023	
07/24/2023	34798	WASTE MANAGEMENT		100001354.000	WASTE REMOVAL	SHREDDING, RECYCLING &	596.60	39885	08/03/2023	



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07/27/2023	34813	IRISH MECHANICAL SERVICES		100001362.000	EQUIPMENT REPAIR	WASTE - NOBLESVILLE LABOR TO REPAIR HVAC - NOBLESVILLE	445.00	39890	08/07/2023	
07/27/2023	34813	IRISH MECHANICAL SERVICES		100001362.000	EQUIPMENT REPAIR	LABOR TO REPAIR CHILLER & COIL - NOBLESVILLE	928.82	39890	08/07/2023	
07/24/2023	34865	MID AMERICA ELEVATOR		100001362.000	EQUIPMENT REPAIR	ELEVATOR SERVICE CALL - REPAIR FISHERS 2/16/2023	274.35	39960	08/16/2023	
07/24/2023	34865	MID AMERICA ELEVATOR		100001362.000	EQUIPMENT REPAIR	ELEVATOR SERVICE CALL REPAIR FISHERS 3/21/2023	273.40	39960	08/16/2023	
07/24/2023	34762	NOBLESVILLE CHAMBER OF COMMERCE		100001391.000	DUES	NOBLESVILLE CHAMBER OF COMMERCE MEMBERSHIP DUES	275.00	39912	08/14/2023	
07/24/2023	34765	AMAZON CAPITAL SERVICES		100001440.000	FURNITURE & EQUIPMENT	EQUIPMENT - PUBLIC SERVICE LAPTOP CHARGER & STAND	136.78	39881	08/02/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001440.000	FURNITURE & EQUIPMENT	BOTTLE FILLING STATION FIXTURE	388.15	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		100001440.000	FURNITURE & EQUIPMENT	BOTTLE FILLING STATION FIXTURE	650.08	16743	07/28/2023	
07/24/2023	34790	MIDWEST TAPE (HOOPLA)		100002314.000	PROFESSIONAL SERVICES - ELECTRONIC MATERIALS	HOOPLA - ELECTRONIC MATERIALS	37663.77	39910	08/14/2023	
07/24/2023	34793	OVERDRIVE, INC.		100002314.000	PROFESSIONAL SERVICES - ELECTRONIC MATERIALS	AUDIOBOOKS & EBOOKS	18022.85	39914	08/14/2023	
07/24/2023	34793	OVERDRIVE, INC.		100002314.000	PROFESSIONAL SERVICES - ELECTRONIC MATERIALS	AUDIOBOOKS & EBOOKS	3001.62	39914	08/14/2023	
07/24/2023	34793	OVERDRIVE, INC.		100002314.000	PROFESSIONAL SERVICES - ELECTRONIC MATERIALS	AUDIOBOOKS & EBOOKS	2896.21	39914	08/14/2023	
07/24/2023	34850	PROQUEST LLC		100002314.000	PROFESSIONAL SERVICES - ELECTRONIC MATERIALS	ANNUAL RENEWAL - INDY STAR DATABASE	5488.47	39945	08/15/2023	
<b>SubTotal Fund Number 100</b>							699235.22			
<b>**Fund Number 201 RAINY DAY</b>										
07/24/2023	34809	ICONIC DIGITAL MARKETING		201000314.000	RAINY - PROFESSIONAL SERVICES	HEPL WEBSITE REDESIGN - MONTH 8 OF 11	7966.18	39887	08/07/2023	
<b>SubTotal Fund Number 201</b>							7966.18			

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<b>**Fund Number 226</b>		<b>GIFT FUND - FRIENDS</b>								
07/24/2023	34833	ADDIE HIRSCHTEN		226000314.000	GIFT FUND - FRIENDS	MAKER-IN-RESIDENCE FOR IGNITE STUDIO	1500.00	39932	08/14/2023	
07/24/2023	34852	FAITH MONTIETH		226000314.000	GIFT FUND - FRIENDS	PRESENTER - HISTORY OF THE SAXOPHONE	375.00	39947	08/15/2023	
<b>SubTotal Fund Number 226</b>							<b>1875.00</b>			
<b>**Fund Number 228</b>		<b>MIESSE TRUST FUND</b>								
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		228001223.000	MIESSE TRUST GIFT FUND SUPPLIES	PIZZA FOR STAFF GAME NIGHT	70.90	16743	07/28/2023	
<b>SubTotal Fund Number 228</b>							<b>70.90</b>			
<b>**Fund Number 301</b>		<b>LEASE RENTAL - DEBT SERVICE</b>								
07/24/2023	34818	HUNTINGTON NATIONAL BANK		301000314.000	TRUSTEE FEES	ANNUAL ADMINISTRATION FEE	750.00	39891	08/09/2023	
<b>SubTotal Fund Number 301</b>							<b>750.00</b>			
<b>**Fund Number 325</b>		<b>FISHERS BOND FUND</b>								
07/24/2023	34822	LWC INC.		325000314.000	FISHERS BOND FUND	FISHERS RENOVATION - ARCHITECTURAL SERVICES	22050.00	39907	08/14/2023	
07/24/2023	34745	R L TURNER CORPORATION		325000314.000	FISHERS BOND FUND	PAY APP #22 - FISHERS RENOVATION	644075.57	39917	08/14/2023	
07/24/2023	34744	STOCKYARDS BANK & TRUST		325000314.000	FISHERS BOND FUND	PAY APP #22 RETAINAGE	71563.96	39921	08/14/2023	
<b>SubTotal Fund Number 325</b>							<b>737689.53</b>			
<b>**Fund Number 350</b>		<b>NOBLESVILLE BOND FUND</b>								
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		350000314.000	NOBLESVILLE BOND FUND	PUBLIC STORAGE RENTAL UNIT - NOBLESVILLE	219.00	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		350000314.000	NOBLESVILLE BOND FUND	PUBLIC STORAGE RENTAL UNIT - NOBLESVILLE	166.00	16743	07/28/2023	
07/24/2023	34761	JPMORGAN CHASE COMMERCIAL CARD		350000314.000	NOBLESVILLE BOND FUND	PUBLIC STORAGE RENTAL UNIT - NOBLESVILLE	219.00	16743	07/28/2023	
07/24/2023	34821	LWC INC.		350000314.000	NOBLESVILLE BOND FUND	NOBLESVILLE RENOVATION -	22190.00	39907	08/14/2023	

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ARCHITECTURAL SERVICES											
SubTotal Fund Number 350							22794.00				
<b>**Fund Number 802 NET DIRECT DEPOSIT</b>											
07/24/2023	34783	CHASE		802000802.000	DD-BANK ONE	NET DIRECT DEPOSIT	132124.94	980804	08/02/2023		
07/24/2023	34844	CHASE		802000802.000	DD-BANK ONE	NET DIRECT DEPOSIT	124454.35	980818	08/16/2023		
SubTotal Fund Number 802							256579.29				
<b>**Fund Number 803 PAYROLL - FEDERAL WITHHOLDING</b>											
07/24/2023	34784	ADP		803000803.000	PAYROLL-FEDERAL W/H	FEDERAL WITHHOLDING	12209.83	880804	08/02/2023		
07/24/2023	34845	ADP		803000803.000	PAYROLL-FEDERAL W/H	FEDERAL WITHHOLDING	10765.44	880818	08/16/2023		
SubTotal Fund Number 803							22975.27				
<b>**Fund Number 804 PAYROLL - FICA</b>											
07/24/2023	34784	ADP		804000804.000	PAYROLL-FICA	EMPLOYEE FICA WITHHOLDING	10556.85	880804	08/02/2023		
07/24/2023	34845	ADP		804000804.000	PAYROLL-FICA	EMPLOYEE FICA WITHHOLDING	9901.18	880818	08/16/2023		
SubTotal Fund Number 804							20458.03				
<b>**Fund Number 805 PAYROLL - MEDICARE</b>											
07/24/2023	34784	ADP		805000805.000	PAYROLL-MEDICARE	EMPLOYEE MEDI WITHHOLDING	2468.89	880804	08/02/2023		
07/24/2023	34845	ADP		805000805.000	PAYROLL-MEDICARE	EMPLOYEE MEDI WITHHOLDING	2315.68	880818	08/16/2023		
SubTotal Fund Number 805							4784.57				
<b>**Fund Number 806 PAYROLL - STATE WITHHOLDING</b>											
07/24/2023	34784	ADP		806000806.000	PAYROLL-STATE WITHHOLDING	STATE WITHHOLDING	5371.59	880804	08/02/2023		
07/24/2023	34845	ADP		806000806.000	PAYROLL-STATE WITHHOLDING	STATE WITHHOLDING	4970.72	880818	08/16/2023		
SubTotal Fund Number 806							10342.31				

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DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	DATE	MEMORANDUM
<b>**Fund Number 807 PAYROLL - COUNTY WITHHOLDING</b>										
07/24/2023	34784	ADP		807000807.000	PAYROLL-COUNTY W/H	COUNTY WITHHOLDING	2604.99	880804	08/02/2023	
07/24/2023	34845	ADP		807000807.000	PAYROLL-COUNTY W/H	COUNTY WITHHOLDING	2355.10	880818	08/16/2023	
<b>SubTotal Fund Number 807</b>							<b>4960.09</b>			
<b>**Fund Number 808 VOLUNTARY PERF</b>										
07/24/2023	34785	PUBLIC EMP RETIREMENT FND		808000808.000	VOLUNTARY PERF	VOLUNTARY PERF	330.31	920804	08/02/2023	
07/24/2023	34848	PUBLIC EMP RETIREMENT FND		808000808.000	VOLUNTARY PERF	VOLUNTARY PERF	330.31	920818	08/16/2023	
<b>SubTotal Fund Number 808</b>							<b>660.62</b>			
<b>**Fund Number 809 NATIONWIDE (AM UNITED LIFE)</b>										
07/24/2023	34779	NATIONWIDE		809000809.000	DEFERRED COMPENSATION	DEFERRED COMPENSATION	4240.76	890804	08/02/2023	
07/24/2023	34847	NATIONWIDE		809000809.000	DEFERRED COMPENSATION	DEFERRED COMPENSATION	4240.76	890818	08/16/2023	
<b>SubTotal Fund Number 809</b>							<b>8481.52</b>			
<b>**Fund Number 812 MEDICAL INSURANCE</b>										
07/24/2023	34767	UNITED HEALTHCARE		812000812.000	MEDICAL INS	MEDICAL INSURANCE	7247.08	39868	07/28/2023	
07/24/2023	34767	UNITED HEALTHCARE		812000812.000	MEDICAL INS	DENTAL INSURANCE	740.42	39868	07/28/2023	
07/24/2023	34767	UNITED HEALTHCARE		812000812.000	MEDICAL INS	VISION INSURANCE	99.16	39868	07/28/2023	
<b>SubTotal Fund Number 812</b>							<b>8086.66</b>			
<b>**Fund Number 813 VOLUNTARY LIFE INSURANCE</b>										
07/24/2023	34764	CINCINNATI LIFE INSURANCE		813000813.000	VOLUNTARY LIFE INSURANCE	VOLUNTARY LIFE INSURANCE	109.38	39867	07/26/2023	
07/24/2023	34771	UNITED HEALTHCARE		813000813.000	VOLUNTARY LIFE INSURANCE	VOLUNTARY LIFE INSURANCE	490.56	39871	07/28/2023	
<b>SubTotal Fund Number 813</b>							<b>599.94</b>			
<b>**Fund Number 814 CRITICAL ILLNESS</b>										
07/24/2023	34771	UNITED HEALTHCARE		814000814.000	CRITICAL ILLNESS	CRITICAL ILLNESS	50.36	39871	07/28/2023	

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<b>SubTotal Fund Number 814</b>							50.36				
<b>**Fund Number 815 HEALTH ACCIDENT</b>											
07/24/2023	34771	UNITED HEALTHCARE		815000815.000	HEALTH ACCIDENT	HEALTH ACCIDENT	96.36	39871	07/28/2023		
<b>SubTotal Fund Number 815</b>							96.36				
<b>**Fund Number 816 GARNISHMENT</b>											
07/24/2023	34789	ADP		816000816.000	GARNISHMENT	GARNISHMENT - 07/21/2023 PAYROLL	45.33	880728	07/28/2023		
<b>SubTotal Fund Number 816</b>							45.33				
<b>**Fund Number 817 HEALTH SAVINGS ACCOUNT</b>											
07/24/2023	34780	FIRST MERCHANT		817000817.000	HEALTH SAVINGS ACCOUNT	HEALTH SAVINGS ACCOUNT	2162.21	39876	08/01/2023		
07/24/2023	34846	FIRST MERCHANT		817000817.000	HEALTH SAVINGS ACCOUNT	HEALTH SAVINGS ACCOUNT	2162.21	39942	08/15/2023		
<b>SubTotal Fund Number 817</b>							4324.42				
<b>*** GRAND TOTAL ***</b>							1812825.60				

**Fund Report**  
Bank 0  
From 07/01/2023 Thru 07/31/2023  
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	6953761.61	5685177.05	11590792.34	488469.95	866545.56	11212716.73
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	512.00	1181.00	26619.68	0.00	0.00	26619.68
201 RAINY DAY	5751585.80	0.00	116075.26	5643476.72	0.00	7966.18	5635510.54
203 LEVY EXCESS	2960.54	0.00	0.00	2960.54	0.00	0.00	2960.54
226 GIFT FUND - FRIENDS	22489.91	4896.98	3615.00	23771.89	0.00	0.00	23771.89
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	11059.92	23928.85	0.00	70.90	23857.95
229 LITERACY	5155.16	0.00	0.00	5155.16	0.00	0.00	5155.16
230 ROTARY READING ROOM	10000.00	0.00	0.00	10000.00	0.00	0.00	10000.00
231 ROTARY READING ROOM - GIFT	286.00	0.00	0.00	286.00	0.00	0.00	286.00
275 FACC GRANT	700.00	0.00	0.00	700.00	0.00	0.00	700.00
276 STATE TECH GRANT	34535.92	0.00	0.00	34535.92	0.00	0.00	34535.92
277 LSTA GRANT FUND	3714.76	7493.19	0.00	11207.95	0.00	0.00	11207.95
278 FACC PUBLIC ART GRANT	7200.00	0.00	0.00	7200.00	0.00	0.00	7200.00
279 BICENTENNIAL GRANT	0.00	1000.00	250.00	750.00	0.00	0.00	750.00
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	1757928.27	1558200.00	683119.50	0.00	0.00	683119.50
325 FISHERS BOND FUND	4651118.39	29753.01	1870555.05	3211282.79	0.00	400966.44	2810316.35
350 NOBLESVILLE BOND FUND	7386498.23	31409.24	2454843.72	5179292.32	0.00	216228.57	4963063.75
400 LIBRARY IMPROVEMENT - LIRF	869959.41	0.00	0.00	869959.41	0.00	0.00	869959.41
800 PLAC	0.00	3640.00	5980.00	0.00	0.00	2340.00	-2340.00
802 NET DIRECT DEPOSIT	0.00	1817442.94	1817442.94	0.00	247072.77	247072.77	0.00
803 PAYROLL - FEDERAL WITHHOLDING	0.00	165015.82	165015.82	0.00	21509.90	21509.90	0.00
804 PAYROLL - FICA	0.00	144009.36	144009.36	0.00	19683.88	19683.88	0.00
805 PAYROLL - MEDICARE	0.00	33679.61	33679.61	0.00	4603.54	4603.54	0.00
806 PAYROLL - STATE WITHHOLDING	0.00	73244.37	73244.37	0.00	10021.59	10021.59	0.00
807 PAYROLL - COUNTY WITHHOLDING	0.00	34580.69	34580.69	0.00	4656.91	4656.91	0.00

### Fund Report

Date: 08/02/2023 09:43:17  
FUNDACCOUNTS.FRX

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	4731.93	4731.93	0.00	660.62	660.62	0.00
809 NATIONWIDE (AM UNITED LIFE)	0.00	44868.09	44868.09	0.00	8481.52	8481.52	0.00
812 MEDICAL INSURANCE	0.00	55847.48	55847.48	0.00	8086.66	8086.66	0.00
813 VOLUNTARY LIFE INSURANCE	0.00	4649.70	4649.70	0.00	599.94	599.94	0.00
814 CRITICAL ILLNESS	0.00	484.58	484.58	0.00	50.36	50.36	0.00
815 HEALTH ACCIDENT	0.00	719.64	719.64	0.00	96.36	96.36	0.00
816 GARNISHMENT	0.00	45.33	45.33	0.00	45.33	45.33	0.00
817 HEALTH SAVINGS ACCOUNT	0.00	31981.20	31981.20	0.00	4374.42	4374.42	0.00
*** GRAND TOTAL ***	31227068.23	11201695.04	14118237.74	29316173.23	818413.75	1824061.45	28310525.53

### Appropriation Report

Fund 301 - Lease

Check Date From 07/01/2023 Thru 07/31/2023

Grouped By Fund Number

Ordered By Appropriation

APPROP	TITLE	FORWARDED	CURRENT	TRANSFRD	ADDL/ADJ	ENCUM	EXP-MTD	EXP-YTD	LIQ NOT EXP FWD	UNENCUM BAL	UNEXPEND BAL	% LEFT
<b>**Fund Number 301</b>												
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	1558200.00	0.00	1562450.00	1562450.00	50.07%
<b>SubTotal Fund Number 301</b>		<b>0.00</b>	<b>3120650.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1558200.00</b>	<b>0.00</b>	<b>1562450.00</b>	<b>1562450.00</b>	<b>50.07%</b>
<b>*** GRAND TOTAL ***</b>		<b>0.00</b>	<b>3120650.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1558200.00</b>	<b>0.00</b>	<b>1562450.00</b>	<b>1562450.00</b>	<b>50.07%</b>



### Appropriation Report

Fund 400 - LIRF

Check Date From 07/01/2023 Thru 07/31/2023

Grouped By Fund Number

Ordered By Appropriation

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



# Appropriation Report

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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	20400.00	0.00	0.00	0.00	0.00%
100001314.000	PROFESSIONAL SERVICES	3800.00	926115.00	0.00	0.00	5459.86	243754.58	749425.27	0.00	175029.87	180489.73	19.41%
100001321.000	PHONES	0.00	40450.00	0.00	0.00	0.00	4012.38	28618.92	0.00	11831.08	11831.08	29.25%
100001322.000	POSTAGE	0.00	5375.00	0.00	0.00	0.00	0.00	4623.84	0.00	751.16	751.16	13.98%
100001323.000	TRAVEL	0.00	45400.00	0.00	0.00	0.00	631.77	3549.87	0.00	41850.13	41850.13	92.18%
100001324.000	PROFESSIONAL MEETINGS	0.00	61250.00	0.00	0.00	0.00	2436.97	11244.46	0.00	50005.54	50005.54	81.64%
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	0.00	984.06	0.00	2015.94	2015.94	67.20%
100001332.000	PRINTING	728.00	23835.00	0.00	0.00	4210.00	3458.00	12818.71	0.00	7534.29	11744.29	47.81%
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	2579.00	215560.00	0.00	-16560.00	-16560.00	-8.32%
100001351.000	GAS (HEATING)	0.00	140674.00	0.00	0.00	0.00	4664.07	52374.02	0.00	88299.98	88299.98	62.77%
100001352.000	ELECTRIC	0.00	313880.00	0.00	0.00	0.00	27572.75	170501.11	0.00	143378.89	143378.89	45.68%
100001353.000	WATER	0.00	13400.00	0.00	0.00	0.00	1026.26	6837.12	0.00	6562.88	6562.88	48.98%
100001354.000	WASTE REMOVAL	0.00	17900.00	0.00	0.00	0.00	1645.41	9011.19	0.00	8888.81	8888.81	49.66%
100001361.000	REPAIR, BLDG & STRUCTURES	0.00	35000.00	0.00	0.00	0.00	0.00	888.00	0.00	34112.00	34112.00	97.46%
100001362.000	EQUIPMENT REPAIR	0.00	60800.00	0.00	0.00	0.00	0.00	14340.24	0.00	46459.76	46459.76	76.41%
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	165.00	10924.16	0.00	4075.84	4075.84	27.17%
100001393.000	WORKFORCE DEVELOPMENT	0.00	6000.00	0.00	0.00	0.00	0.00	0.00	0.00	6000.00	6000.00	100.00%
100001394.000	LIRF TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100001410.000	LAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100001420.000	BUILDINGS	0.00	2521000.00	0.00	0.00	0.00	0.00	0.00	0.00	2521000.00	2521000.00	100.00%
100001430.000	TREES AND SHRUBS	0.00	1000.00	0.00	0.00	0.00	0.00	0.00	0.00	1000.00	1000.00	100.00%
100001440.000	FURNITURE & EQUIPMENT	26686.53	74164.00	0.00	0.00	7864.00	4769.15	76662.12	0.00	16324.41	24188.41	23.98%
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	85174.66	575635.27	0.00	224364.73	224364.73	28.05%
<b>SubTotal Fund Number 100</b>		<b>87624.26</b>	<b>12500000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>149646.29</b>	<b>866545.56</b>	<b>5685177.05</b>	<b>-5872.71</b>	<b>6746950.55</b>	<b>6896574.50</b>	<b>54.84%</b>
<b>*** GRAND TOTAL ***</b>		<b>87624.26</b>	<b>12500000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>149646.29</b>	<b>866545.56</b>	<b>5685177.05</b>	<b>-5872.71</b>	<b>6746950.55</b>	<b>6896574.50</b>	<b>54.84%</b>

### Appropriation Report

Fund 201 - *Rainy Day*

Check Date From 07/01/2023 Thru 07/31/2023

Grouped By Fund Number

Ordered By Appropriation

APPROP	TITLE	FORWARDED	CURRENT	TRANSFRD	ADDL/ADJ	ENCUM	EXP-MTD	EXP-YTD	LIQ NOT EXP FWD	UNENCUM BAL	UNEXPEND BAL	% LEFT
<b>**Fund Number 201</b>												
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	55763.26	0.00	344236.74	344236.74	86.06%
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	60312.00	0.00	89688.00	89688.00	59.79%
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>116075.26</b>	<b>0.00</b>	<b>3003241.74</b>	<b>3003241.74</b>	<b>96.28%</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>116075.26</b>	<b>0.00</b>	<b>3003241.74</b>	<b>3003241.74</b>	<b>96.28%</b>

## NOTICE TO TAXPAYERS

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

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at **1 Library Plaza, Noblesville, IN 46060**.

Notice is hereby given to taxpayers of **HAMILTON EAST PUBLIC LIBRARY, Hamilton County**, Indiana that the proper officers of **Hamilton East Public Library** will conduct a public hearing on the year **2024** budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of **Hamilton East Public Library** not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, **Hamilton East Public Library** shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of **Hamilton East Public Library** will meet to adopt the following budget:

Public Hearing Date	Thursday, September 28, 2023
Public Hearing Time	6:15 PM
Public Hearing Location	5 Municipal Drive, Fishers, IN 46038

Adoption Meeting Date	Thursday, October 26, 2023
Adoption Meeting Time	6:15 PM
Adoption Meeting Location	1 Library Plaza, Noblesville, IN 46060

Estimated Civil Max Levy	\$4,913,795
Est. Fire Max Levy	\$0
Est. Fire Territory Max Levy	\$0
Est. School Operations Max Levy	\$0
Property Tax Cap Credit Estimate	\$603,100

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy	6 Levy Percentage Difference (Column 3 / Column 5)
0061-RAINY DAY	\$3,169,662	\$0	\$0	\$0	
0101-GENERAL	\$13,239,351	\$5,200,000	\$0	\$4,720,819	10.15%
0283-LEASE RENTAL PAYMENT	\$3,115,350	\$3,100,000	\$0	\$2,908,492	6.58%
2011-LIBRARY IMPROVEMENT RESERVE	\$869,959	\$0	\$0	\$0	
<b>Totals</b>	<b>\$20,394,322</b>	<b>\$8,300,000</b>	<b>\$0</b>	<b>\$7,629,311</b>	

## Performance Pay Plan

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

### Pay-for-Performance Model

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

### Scoring by Grade

#### Pay grades 2 through 10

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

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

#### Pay grades 12 through 14

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

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

#### Pay grades 16 through 18

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

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

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

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

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

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

Timeline for Implementation:

April/May 2023—Board review

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

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

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

January 2024

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

## Merit Matrix Approach

SAMPLE 2023 Performance 2023 Salary Data	Compa-Ratio (Annual Pay/Midpoint of Range)				
	<.82	>.82 to .94	>.94 to 1.06	>1.06 to 1.20	
Appraisal Rating	6.86%	24.84%	57.84%	10.46%	
Exceeds Expectations 3.01 +	5.50%	5.50%	5.00%	4.50%	
Meets Expectations 2.01 to 3.00	3.50%	3.25%	3.00%	2.75%	
Sometimes Meets Expectations 1.01 to 2.00	2.25%	2.00%	1.75%	1.50%	
Annual Salary	\$4,425,822	Merit Budget	\$177,033	Annual Merit %	4%

HEPL's annual salaries budget totaled \$4,425,822 for 2023. A 4% budget increase leaves \$177,033 as the merit increase amount for the library effective in 2024.

Under this scenario (using a standard bell curve for the sample appraisal rating distribution) we will use as our example the following sample librarians and their 2023 salary:

### Merit Approach- Scenario #1

**Librarian #1** \$40,500

**Librarian #2** \$46,000

**Librarian #3** \$53,000

The salary range for the Librarian position is as follows:

**Minimum-\$40,500      Midpoint-\$48,600      Maximum-\$56,700**

**Librarian #1** received an overall "Meets Expectations" on their 2023 performance evaluation. Using the merit matrix listed above, Librarian #1's 2023 salary would fall under the >.82 to .94 comp-ratio to the mid-point of \$48,600 making them eligible for 3.25% increase. This would amount to an increase of \$1,316.25 in 2024.

**Librarian #2** received an overall "Exceeds Expectations" on their 2023 performance evaluation as well. Librarian #2 is under the mid-range of the Librarian position and would fall under the >.94 to 1.06 comp. ratio and thus making them eligible for a 5% increase. This would amount to a \$2,300 increase for 2024.



**Librarian #3** received an overall "Sometimes Meets Expectations" on their 2023 performance evaluation. They are over the mid-range and fall under the >1.06 to 1.20 comp-ratio to midpoint making them eligible for a 1.5% increase. This would amount to a \$795.00 increase for 2024.

**Merit Matrix Increases:**

**Librarian #1-** \$1,316.25 (Meets Expectations/3.25% increase)

**Librarian #2-** \$2,300 (Exceeds Expectations/5% increase)

**Librarian #3-** \$795 (Sometimes Meets Expectations/1.5% increase)

As you can see the highest performing employees lowest in their pay range will receive the highest increase, while employees with below-average performance or employees already high in their pay range will receive a lower merit increase percentage.

## **Straight Merit Approach- Scenario #2**

Exceeds Expectations-4% increase

Meets Expectations-3% increase

Sometimes Meets Expectations-2% increase

Does Not Meet Expectations-0% increase

Using the same 3 librarians their increases would be as follows using the straight merit approach:

**Librarian #1-** \$1,215 (Meets Expectations/3% increase)

**Librarian #2-** \$1,840 (Exceeds Expectations/4% increase)

**Librarian #3-** \$1,060 (Sometimes Meets Expectations/2% increase)

As you can see in this example, there is less differential between the high performing staff member's salary increase and the lower performing staff member's increase even though the overall amount allocated to increases is the same.

**Merit Matrix Differential-** \$1,505

**Straight Merit Differential-** \$780

The merit matrix approach enables HEPL to remain within an overall merit budget amount each year while allowing the amount of increase given to each employee to be based on (1) individual job performance as measured on their annual performance evaluation and (2) their place within the salary range. This ensures that the main factor in the salary adjustment is performance rather than simply longevity or previous location in the salary range.

## **Comparative Scenario- Scenario #3 & #4**

In this scenario, all 3 Librarians received an "Exceeds Expectations" using the **merit matrix** approach:

**Librarian #1-** \$2,227.50 (Exceeds Expectations/5.5% increase)

**Librarian #2-** \$2,300 (Exceeds Expectations/5% increase)

**Librarian #3-** \$2,915 (Exceeds Expectations/5.5% increase)

If all 3 Librarians received an "Exceeds Expectations" using the **straight merit** approach:

**Librarian #1-** \$1,620.00 (Exceeds Expectations/4% increase)

**Librarian #2-** \$1,840 (Exceeds Expectations/4% increase)

**Librarian #3-** \$2,120 (Exceeds Expectations/4% increase)

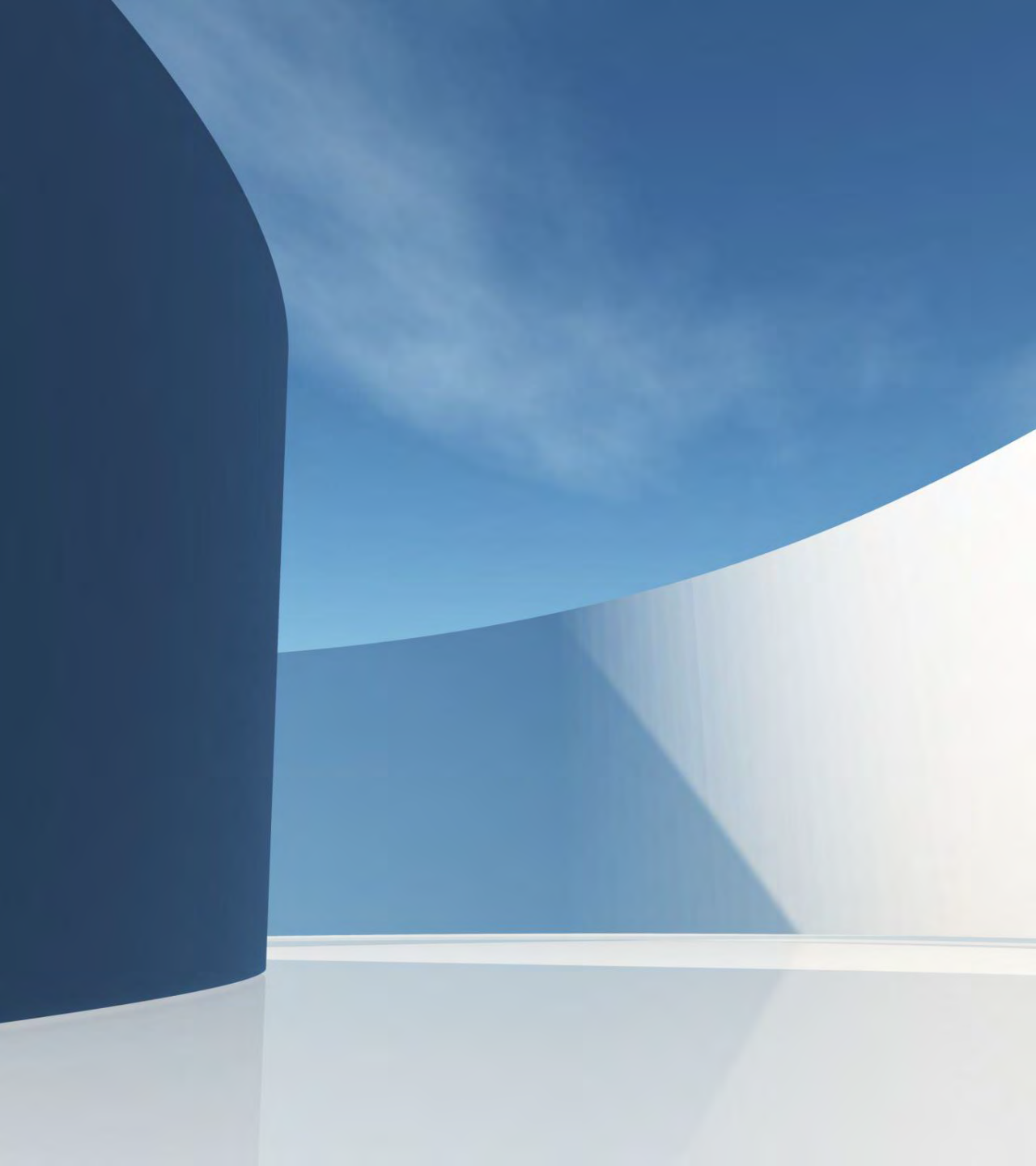
As you can see there is a greater disparity in pay increase between employees performing at a high level using the straight matrix approach vs. the merit matrix approach. The place in the pay range has less of an impact on the amount of increase using the matrix.

**Merit Matrix Differential-** \$157.50

**Straight Merit Differential-** \$500.00

### Merit Summary

	2022 Salary	% salary range	Scenario #1- Merit Matrix	Appraisal Rating	% increase	% salary range	Scenario #2 Straight Matrix	Appraisal Rating	% increase	% salary range	Scenario #3- Comparative Merit Matrix	Appraisal Rating	% increase	% salary range	Scenario #4 Comparative- Straight Matrix	Appraisal Rating	% increase	% salary range
Librarian #1	\$40,500.00	0%	\$ 1,316.25	Meets Exp	3.25	8%	\$ 1,215.00	Meets Exp	3%	8%	\$ 2,227.50	Exceeds	5.5%	14%	\$ 1,620.00	Exceeds	4%	10%
Librarian #2	\$46,000.00	34%	\$ 2,300.00	Exceeds	5	48%	\$ 1,840.00	Exceeds	4%	45%	\$ 2,300.00	Exceeds	5.0%	48%	\$ 1,840.00	Exceeds	4%	45%
Librarian #3	\$53,000.00	77%	\$ 795.00	Sometimes	1.5	82%	\$ 1,060.00	Sometimes	2%	84%	\$ 2,385.00	Exceeds	4.5%	92%	\$ 2,120.00	Exceeds	4%	90%



# HEPL OUTREACH VEHICLE RFP

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Recommendation to Library  
Board of Trustees

24 August 2023

# THE PROCESS SO FAR

- HEPL checks 15-20 references of libraries who have worked with Michael Swendrowski and SVS to procure an outreach vehicle.
- HEPL obtains the expertise of Michael Swendrowski, President of Specialty Vehicles Services (SVS), LLC.
- Michael meets virtually with large group of HEPL staff to ascertain the essentials for a HEPL outreach vehicle.
- Brad visits sites in LaPorte, IN and Jasper, IN to look at outreach vehicles from other libraries who worked with SVS.
- HEPL Board approves RFP in May 2023.
- RFP issued by SVS on June 1, 2023



# THE PROCESS SO FAR

- RFP sent to 7 different firms across the United States.
- SVS receives three proposals in response to the RFP from the following vendors: CAD Industries of Franksville, WI; Farber Specialty Vehicles of Reynoldsburg, OH and TechOps Specialty Vehicles of Stevensville, MD.
- Reference checks by SVS for all three firms.
- Interview with all three firms by SVS.
- Additional material requested.
- Ready to make a recommendation.







## SVS QUALIFICATIONS

- Michael Swendrowski, 30-year+ veteran of the specialty vehicle industry with special focus on library outreach vehicles and other technologically advanced vehicles.
- He has worked for multiple Specialty Vehicle manufacturing companies holding positions of production worker, electrical department supervisor, engineering manager, sales manager, and director of operations.
- Some of the more notable projects include super-compact mobile mammography units, unique and successful mobile marketing units, rapid-deployment mobile emergency cellular repeater sites for China's telecom ministry, touchscreen-controlled surveillance platforms for the US government, military communication units, international airport mobile command posts, and satellite uplink/downlink connected public information units.
- During his manufacturing career, Michael gained extensive working knowledge of mobile electrical systems, metal fabrication, woodworking, upholstery, painting, and equipment sourcing.

# SVS CLIENTS

Specialty Vehicle Services, LLC. is proud to serve some of the finest individuals and organizations in the world. Below is a small sampling!





# RECOMMENDATION AND COMMENTARY

HEPL Staff and SVS recommends contracting with CAD Industries, LLC due to the combination of lowest price and responsiveness to the RFP deliverables. Points in favor of CAD Industries LLC include:

1. The Base Cost includes all our options and still has the lowest price
2. CAD anticipates the shortest delivery time dependent on chassis availability
3. Clear project timeline
4. Strong recommendations from CAD Industries, LLC references of previous projects. All stated they would utilize CAD again and are very happy with their vehicle(s).





**CAD**

**INDUSTRIES, LLC**

## **CAD INDUSTRIES, LLC**

CAD Industries have built a team with deep expertise in graphic design, CNC operations, welding, metal fabrication, glass and woodwork, upholstery stitching and finishing, paint and powder coating, large format graphics printing and install, HVAC, hydraulics, motors and controls, audio, lighting, electrical systems and a commitment to exceptional fit and finish.

CAD built their in-house team to eliminate the risk of unnecessary fabrication delays that can occur from outsourcing fabrication. Your custom fabrication takes place at our in-house, experiential marketing fabrication facility strategically located near Milwaukee, WI and Chicago, IL.

# CAD INDUSTRIES – VAN PROJECT TIMELINE

- 9/1 - Project Awarded
- 9/4 - CAD to begin sourcing vehicle
- 9/18 - Vehicle to arrive at CAD
- 9/21 - CAD to begin Block Drawings
- 9/22 - Order Acore Shelving
- 9/25 - CAD to submit initial Block Drawings for Approval
- 10/2 - Library to approve Block Drawings
- 10/3 - CAD to begin Production Drawings
- 10/6 - CAD to submit initial Block Drawings for approval



# CAD INDUSTRIES - VAN PROJECT TIMELINE CONT...

- 10/11 - Library to give final drawing approval
- 10/12 - CAD to begin Fabrication
- 10/16 - CAD to send graphic templates to library
- 11/13 - Library to provide artwork for graphics
- 11/27 - Graphic installation
- 11/29 - Vehicle to leave CAD for delivery
- 12/1 - Onsite Training



## PAYMENT TERMS



50% DOWN PAYMENT  
TO START PROJECT



50% DUE UPON  
DELIVERY OF VEHICLE



# CAD PRIOR PROJECTS

- Public Libraries of Saginaw (Michigan)
- "We were quite happy with CAD and would purchase another vehicle with them. We're not disappointed at all and haven't had any issues with our van. I highly recommend both SVS and CAD." Maria McCarville MBA, MILS

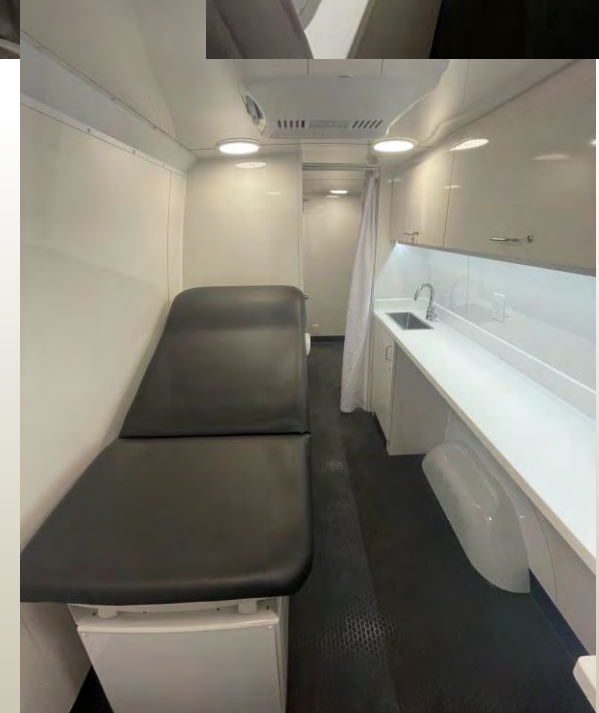
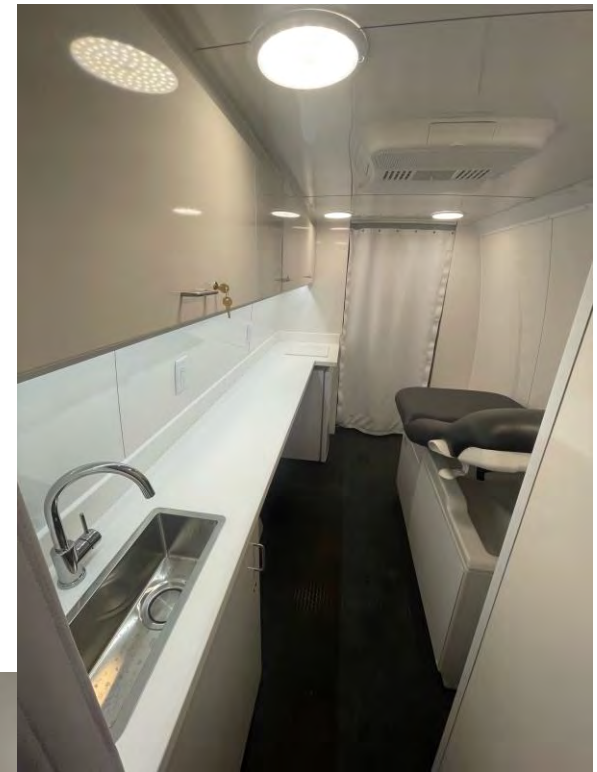




# CAD PRIOR PROJECTS

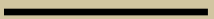
- Topshelf Company (North Carolina)

"I've got vendors all around me in North Carolina but I choose CAD in Wisconsin every time. They're very responsive, professional, five star."  
-Brian Efird (Topshelf Founder)





**QUESTIONS? THANK YOU!**







August 21, 2023

## **RE: HEPL – Fishers and Noblesville Branch Libraries Project Status**

The following is a summary of the Phase 1 and 2 project progress since the last Board Meeting for both the Fishers and Noblesville Branch Libraries.

### **Fishers Branch Library Phase 1 and 2:**

1. Changes since the last Board Meeting.
  - a. Change orders written to RL Turner for previous Bulletins final pricing received. Additional change orders for work in south lot, credit for reduction of work and additional cost for site conditions encountered.
  - b. Phase 2 work, carpet and painting is completed in the adult's collection area. Childrens area and program area work is under way. Finishes in childrens program room nears completion. Carpeting and finish work in main childrens area is approaching 30% completion.
2. Progress since the last Board Meeting includes the following:
  - a. Phase 1A metal panel work is on-going.
  - b. Phase 1B site work remains on schedule and is about 85% completed. Sidewalks and curbs are 80% complete. Base asphalt may start 2 to 3 weeks ahead of schedule.
  - c. Phase 1B building work is 2 to 3 weeks behind schedule. New roof underlayment is completed, metal stud framing completed at entry and sheathing under way.
  - d. Ferguson Interior Renovations remains on schedule for finishes in the childrens areas.
3. Current challenges that the project team is working through, including the following:
  - a. We are still working to resolve any remaining questions for Phase B work.
  - b. Completion and permanent enclosure of roofing and walls at south entrance.
  - c. Asphalt base pavement schedule.

### **Noblesville Branch Library Phase 1 and 2:**

1. The city requires resubmission of signage permits for site signage. Hope to have that resubmission in next two weeks.
2. Progress since the last Board Meeting includes the following:
  - a. Phase 1, continuing screen fencing at mechanical yard.
  - b. Metal wall panel work requires additional work by contractor before final acceptance. Upper panels work, gutters and downspouts not yet completed.
  - c. Phase 2 contractor Ferguson Construction is beginning installation of drywall in the Indiana room area. Electrical and mechanical rough-in work is on-going.
  - d. Wall inspections to be scheduled for this week.
3. There are challenges that the project team is working through, including the following:
  - a. Coordination of architectural and electrical work in the Interactive Space continues. Final coordination will take place this week and final finishes selected shortly thereafter.



- b. The schedule for metal panel installation will change due to an issue from the fabricator. Additional panels and modifications to existing panels are required to complete the work.
- c. Gutters and downspouts continue and will follow the metal panel installation.
- d. Water leaks in two areas being resolved by contractor.
- e. Scheduling power shut downs for electrical panel replacement has not been scheduled yet.

**Other Progress:**

Outstanding RFI's and submittals are current for both sites.

# Director’s Report for August 2023

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## Director’s Report

### **Budget and Finance**

The Business Office in the last month has been working on completing the required Budget forms in Gateway in anticipation of the Budget advertisement to be approved at the August meeting, and Budget Public Hearing in September and adoption in October.

Financial consultant Mike Reuter has determined the amount we can reduce 2023 appropriations that are not going to be spent in the Rainy Day and Library Improvement Reserve Funds so that those dollars are freed up to be appropriated as part of the 2024 budget process. There is a resolution for approval in the consent agenda with this information. This is an annual action taken by the library board.

The Business Office prepared and compiled 2024 Budget documents for the Finance Committee to review. A copy of the high-level information charts is in the packet for the full Board’s information. The 2024 Budget Advertisement as recommended by Mike Reuter is in the packet for approval. This information will be published on Gateway as the most the library would spend/levy to provide library service in 2024. These are estimates that are designed to be conservatively high to ensure the library is protected in case of a shift in information as we get closer to the budget adoption in October that would change things. While this document shows increases above the 4% cap, the actual amount the Board will adopt will be no higher than 4%. We anticipate the library’s overall tax rate to decrease for 2024 as it has for the last several years.

Craig will provide a detailed Finance Committee report at the meeting.

As discussed last month, HEPL has contracted with Baker Tilly to assist with investment advisory services. CFO Laura Gropp is working with Baker Tilley to finalize the dollar amount and structure of the investment portfolio to be most beneficial to the library.

The State Board of Accounts Audit for 2021-2022 was completed on Friday, August 11<sup>th</sup> by Crowe, (contracted by State Board of Accounts) with Andre Mishka attending on behalf of the Board. The audit took about 6 weeks to complete. In general this was a clean audit with no issues regarding cash balances or accounting. There was a single finding related to long-term employees who are paid above the salary schedule due to their years of service. You may recall discussing this last December for 2023 salaries and determining how to compensate those employees' ineligible for increases. The auditors recommend that this approval continue to happen annually, but to include employee-specific salary information for approval in addition to the general information. We have made this note and will proceed accordingly.

### ***Compensation/Personnel***

The Finance Committee discussed the merit matrix concept with additional data outlining how it would look using specific salary examples. A revised document based on Committee suggestions for clarity as well as the original merit matrix recommendation from April is in the packet for review. Two of the three committee members agreed to advance the merit matrix option to the full board for approval.

It was also suggested that the Board review the Performance Appraisal process and forms. Director of HR John Chomica can certainly do this at a future meeting if the Board wishes.

### **Current Vacancies**

Deputy Director/Chief Impact Officer (1/40 hrs. per week) This position provides strategy for the Public and Youth Services departments and project management related to assessment, outcomes, market research and marketing, identifying emerging/underserved audiences, statistics, partnerships, special projects, planning, innovation, Ignite, Crossroads Discovery Center, and other emerging services. Building candidate pool with interviews projected to start by end of month.

Deputy Director/Chief Operating Officer (1/40 hrs. per week) This position provides strategy and project management related to public service policies, safety, infrastructure, equipment, tech infrastructure/assistance, facility use including meeting rooms, collection management, circulation, logistics, IT/digital resources. Building candidate pool with interviews projected to start by end of month.

Ignite Studio Assistant (1/20 hrs. per week) This position provides customer service, program facilitation, and administrative assistance in support of library services and programs, especially as related to the Ignite Studio makerspace. Position has been posted.

Cataloger (1/40 hrs. per week) This position supports user-centered access to resources by performing cataloging, taking a lead role in collection and record maintenance, and promoting use of the collection through various library initiatives. Position has been posted.

Youth Services Assistant (1/20 hrs. per week) This position provides customer service assistance and supports the library experience with the use of library materials, facilities, and equipment. Currently interviewing for this position.

Collection Development Librarian (2/40 hrs. per week positions) This position serves as an expert liaison to staff system wide regarding the development and maintenance of the library's materials. Currently interviewing for this position; one candidate identified and in the final hiring process.

Shelving Page (2/16 hrs. per week position) This position shelves and files library materials. In the process of hiring 2 candidates.

### ***Policy***

I have included the Operational Response Plan, the TeenZone Reorganization Plan, a TeenZone Reorganization Plan Summary, and a document regarding the Collection Development Policy as it relates to "The Fault in our Stars" in the packet as background for the planned discussion of this matter.

### ***Projects***

Kevin will be at the meeting to provide an update and answer any questions regarding the Fishers and Noblesville projects. Due to planned staff time off, the August LWC report will be provided on Monday of next week.

In Fishers, the East wing has been temporarily taken offline for carpeting, paint, and changes to programming spaces. We anticipate this closure extending well into Fall. A path through this space maintains connection between the East entrance/meeting rooms and the rest of the library. Work continues on the roof as well as the South side interior and exterior of the library.

In Noblesville work is finishing up on the roof and gutters, and progress continues on the CRDC construction.

See the report in the packet for updates on the CRDC exhibit project and the website.

For the Strategic planning project, this month was spent working on completing the thematic analysis from the staff SWOT survey, starting staff interviews, scheduling community discussion dates, times and locations, scheduling community partner interviews, and identifying and analyzing peer libraries, completing the analysis of service area demographics, analyzing HEPL usage data, and determining how the various data inform the need for a third branch. Community survey analysis has begun as well. We estimate that the project is around 45% complete.

## ***Board Matters***

As requested, the packet includes the reports listed below:

- A report of titles of all purchase requests made but not purchased and why in the last month.
- A cumulative report of titles of items/series relocated as part of the collection review based on the updated Collection Development Policy.
- The collection review progress report including data since the last report (dated 8/3) and total progress. (There was a discrepancy in previous reporting that has been corrected. The current 8/17 report is accurate.)

## ***Other***

Summer reading was a great success! Details are in the departmental reports, but it was a great summer for everyone, with busy programs, excellent participation, and so much reading! Great job, HEPL community!

I will be attending the Central Indiana Director's meeting at the Brownsburg Library on Friday August 26. This day-long meeting offers the opportunity to connect with colleagues, share updates and best practices.

We received two Requests for Reconsideration regarding the shelving placement of "The Fault in Our Stars" in the general collection. We will hold beginning the staff portion of the review until after the meeting next week.

Director of Access Services Anita Snyder will present on HEPL's Microlibraries project.

Director of Community and Staff Engagement Brad Howell will present a recommendation for the Outreach vehicle.

Both presentations will be sent on Monday and posted with the Board packet.

## **Departmental Reports**

### ***Public Services***

#### **Departmental Highlights**

The All Together Now Summer Reading Program wrapped on July 31! This year we saw 1,818 adults register for summer reading. A total of 721 adult readers completed the program by earning 100 points, and 427 redeemed their completion prize—a HEPL-branded playing card set or a card and dice set. We drew 8 final prize drawing winners who won eGift cards to local spots like Top Golf, Grindstone Public House, Kiln Creations, Four Day Ray, The Escape Room Fishers, White River Canoe Company, K1 Speed, and Emagine movie theaters.

HEPL's first Human Library event on July 15 was a success! This event for adults offered an opportunity to learn more about diverse populations through persons with lived experiences of

stereotyping, bias, and prejudice. During the three-hour event at Fishers, 75 people attended and signed up to “borrow” a person (known as “Human Books”) and sat down with them for a 20- to 30-minute conversation about their story. Attendees had the opportunity to unjudge someone, ask questions, learn something new, and perhaps talk to people they would not have had the opportunity to meet otherwise. Difficult questions were expected, appreciated, and answered. The feedback from attendees was overwhelmingly positive and many asked library staff when the next Human Library event would take place. The Human Library is an international not-for-profit learning platform that has hosted personal conversations designed to challenge stigma and stereotypes since 2000.

**THE FISHERS PUBLIC SERVICES WING IS REOPENED!** This means that browsing the General collection, access to public PCs, and a great deal of seating and study/work space is once again available to our community! One patron told Kathy she and her husband had been going to the Carmel library, but at 90 and 94 they found the walk from the parking garage to the books arduous. She was so happy to be back “home” again. We continue to receive positive comments about the beautiful new entrance to the Fishers Library.

Kathy helped with the outreach visit to the Fishers AgriPark in July. Approximately 150 people stopped by the HEPL booth and enjoyed the activities provided. The weather was perfect, and it was a great day to meet and chat with everyone.

### **Staff Anecdotes and Observations**

At the Noblesville Multilingual Family night, Heidi saw one of her regular ENL Conversation Group members and her family! She also saw someone who used to attend her craft programs at the library (sometimes with her young daughter). She was happy to see Heidi and said, “Now we’ve made memories at the library, and memories here too!”

Jan was in a store and an employee saw Jan’s HEPL logo on her shirt. She said that she spent a lot of time in the library when she was in school because her home life wasn’t very good and the library was a haven for her. She and Jan discussed reading and books and Jan encouraged her to come to the library to see all of the new things going on there now.

### **Technology Assistance**

Due to the temporary absence of public desktop computers, Alison has become more familiar with assisting patrons on our MacBooks. Everyone has done a great job at working together as a team to solve any printing or formatting issues that have come up. Many staff members and guests are pleased with the new laptops that replaced the MacBooks. Printing is easier because the new laptops work through the Envisionware system just like the PCs in the public computer area. Even though the general collection section reopened at the end of the month and the PCs are back in business, some visitors like the laptops for their portability and privacy.

Jean worked with a visitor who had spent over \$100.00 and many hours at a print shop but couldn’t successfully complete a project. With assistance from Jean and colleagues, the visitor completed her project efficiently and inexpensively at HEPL.

### **Construction**

Noblesville has seen more Fishers patrons due to the work in the Public Services wing at Fishers. It has been a delight to meet new faces, help them explore our space, and answer questions about what makes the Noblesville branch unique! Noblesville staff have also heard more questions about

the Friends of the Library and donations, possibly due to the Fishers location being behind the construction wall.

Stephanie and the team fetched many items for patrons from the general collection while the area was closed for construction. Patrons were so grateful to have something to read, and they thanked staff profusely for hanging in there during all of the construction phases.

### **Progress on Projects**

While Seed Library work has slowed down, Kathy spent some time keeping it tidy and restocked. She printed labels for all seeds that still needed them, and completed an inventory of what we were out of at Fishers. As of the end of July, Fishers was out of 61 of our seed varieties. She sent the list to Julia at Noblesville who sent us what they still could spare, and Kathy put them all out for the public. She also made informational cards to put in with seeds that cannot be started now, but can be grown in the fall, as well as through winter sowing. With the Seed Library, the goal is for everyone to be successful with what they plant, and this is another way to ensure patrons will have a good experience.

Kathy also worked on the Seed Library newsletter, writing an article, including links Heidi found for pertinent gardening information, as well as including links to library gardening programs. She met with Jane to learn how to use the new software called Patron Point. This software allows the library to send out emails to groups of people. The seed library has over 2,000+ patrons who have asked to be on the Seed Library mailing list. Jane created a template for the seed library newsletter and taught Kathy how to use the software.

Laura worked on several different blog posts. She submitted a post announcing the start of the Adult Writing Challenge for August. The post explained the theme, submission requirements, and prizes for winners. Laura continued to develop ideas and an outline for her Hispanic Heritage Month blog post.

In preparation for the August Dog Days of Summer Book Display, Laura researched the history of the saying. From there, Laura developed four different approaches to the theme that she could use to keep the display full throughout the entire summer. The themes are dog reads, baseball, summer vibes, and escaping the heat. This display encompasses all portions of the adult collection: non-fiction, fiction, large-print, audiobooks, and DVDs.

Laura began and completed a project for ENL outreach opportunities. She researched free Wi-Fi resources located within Noblesville and Fishers. She additionally explored ways low-income families could apply for the government-funded Affordable Connectivity Program. This information was turned into a two-sided bookmark that could be handed out at the different ENL outreach events.

For What's Cooking @ HEPL, Heidi changed the topic of her blog last-minute because she was finally able to get an interview scheduled with Scotty Scott, the author of a cookbook that has been popular at the library this year. She experimented with five dishes from the cookbook and then made Pimento Cheese Hush Puppies for the featured blog video. Danielle filmed and produced the video. For the next quarter, Heidi plans to interview someone from Conner Prairie about their Hearthside suppers and cooking techniques. She will make something from the Conner Prairie Hearthside cookbook for her video. This is designed to tie in with the Hamilton County bicentennial celebration.



Advanced prep and planning for programming are ongoing efforts. On August 10, Pam will demonstrate how to tie a Macramé Heart Coaster using seafoam green chunky cord. September's craft will be a Macramé Bottleneck Charm and a Japanese Popsicle Stick Lantern is planned for October. Pam compiled a list of requisite supplies for up-coming craft classes and submitted it to Danielle for Amazon ordering. She is currently brainstorming ideas for Q4 crafts.

### **Programming Activities**

Kathy taught three computer classes in July. She taught Excel Parts 1 and 2 as well as Save it/Find it. A total of 21 patrons attended.

At Noblesville, the Hamilton County Master Gardeners presented the program Preserving your Bounty, which 10 people attended. Tori was the library liaison who helped with any setup/technical needs.

Evie and Tori had so much fun at the second Movie Night at the Library with "Raya and the Last Dragon"! The 27 participants learned about diversity and cooperation, following the Summer Reading Program theme of "All Together Now." Patrons put together their own dragon crafts and had fun playing with glowsticks, stickers, and snacks during the movie. Patrons of all ages had a great time.

Tori taught several computer classes at Noblesville in July, including Tech Tuesday (three attendees), Introduction to Graphic Design Using Canva (seven attendees), and Making a Resume Using Google Docs (three attendees).

Danielle hosted the two monthly sessions of Virtual Tai Chi Flow with Christine, with a total of 40 attendees in July.

Danielle hosted the monthly virtual meditation series led by Fred May of Kadampa Meditation Center Indianapolis. The class's focus on July 24 was "How to Remain at Peace Even When Things Go Wrong" with 12 people in attendance via Zoom.

Kathy and Tyler (Ignite) held the second annual Houseplant Swap. (photo below) It was very popular with 76 people stopping by within the two-hour time frame. There were many plants brought in and exchanged. In addition, Tyler and Kathy both started and brought in plants to make sure there were some plants available at the beginning of the swap. It was fun to watch all the conversations between patrons learning and sharing information about their plants. Tyler is very knowledgeable about houseplants and was able to answer many questions as well. As a result of this event and feedback received, Tyler will be presenting a program in November on how to propagate houseplants.

Heidi hosted eight ENL Conversation groups in July. The morning group met four times with 47 people attending. The evening ENL program had four programs with 10 people attending. We currently plan to continue to provide a hybrid program (in-person with a virtual option) for the evening group.

Heidi also attended the Noblesville Schools Multilingual Family Night with the Library Outreach. As mentioned above, someone that was at the event came to the ENL conversation class the next week!

The Fiction Fans book club, hosted by Heidi, discussed "The School for Good Mothers" by Jessamine Chan on July 13. Nine people attended this month. The group enjoyed discussing the book, although not everyone liked it! One person who had not been able to attend for a while, secured childcare

just so she could attend book club because she hated the book so much! The group is reading “The Shadow of the Wind” by Carlos Ruiz Zafon for next month.

Heidi’s Just the Facts book club met on July 11. The group discussed “These Precious Days” by Ann Patchett. Three people attended in person, and one person attended online. The group will read “Rogues” by Patrick Radden Keefe for August.

Danielle hosted the Speculative Fiction Guild book club discussion of “How High We Go in the Dark” by Sequoia Nagamatsu. The group had mixed feelings about this collection of connected short stories in a dystopian, post-pandemic future. The group will discuss “Kaikeyi” by Vaishnavi Patel in September.

Jan hosted The Write Stuff Adult Writing Group. Seven people joined via Zoom to discuss their writing progress, share helpful tips with other writers, and offer encouragement.

Nine people came to the Noblesville Library and two joined on Zoom to discuss “The Maid” by Nita Prose, for the Mystery Loves Company book club hosted by Jan. Everyone enjoyed this quirky, creative mystery about a housekeeper who works in a posh hotel and finds a dead body in one of the rooms she is cleaning. The second book in the series will be coming out soon and most people agreed that they want to read it, too.

Five people came to the Noblesville Library and two people also joined via Zoom for the Paging Through Time discussion hosted by Jan. The July book was “The Lobotomist’s Wife” by Samantha Greene Woodruff. Several group members looked up the practice of lobotomy and the group had an interesting discussion about the treatment of mental illness.

Due to the 4<sup>th</sup> of July holiday, FlexAbility only met once in July. Five repeat patrons participated in the session on July 18. Laura coached Claudia, a Public Services Assistant, on how the program ran so that she could help on days Laura is unavailable. Claudia helped host this program while Laura was out.

On July 25<sup>th</sup>, the blog post announcement for the first Adult Writing Challenge was published. The challenge will begin on August 1<sup>st</sup> and end on August 31<sup>st</sup>.

Amy facilitated the Books on Tap Book Club gathering on July 26 at Mashcraft Fishers. The group, consisting of nine members, discussed the Pulitzer Prize-winning two-part graphic novel “Maus: A Survivor’s Tale” by Art Spiegelman. The group discussed many topics, including the father and son relationship depicted in the book and the lasting effects of generational trauma.

Pam hosted her monthly Adult Virtual Craft Series: Paper Pinwheel Flowers on July 13. The class maxed out at 24 registrations. The total number of Zoom meeting attendees tallied at 14. Patron comments included: “Pam is so fun to craft with! Love that we have this virtual option where I can craft in comfy clothes - very relaxing!” “Pam is so amazing! Great instruction, materials and pace. 10 out of 10!” “This was a great craft. It was easy and very cute - thanks Pam!”

### **Collaborative Work**

The Summer Reading Program (SRP) theme was “All Together Now.” In the true spirit of the theme, Public Services staff assisted the Youth Services Department by running the prize station multiple times every week. By working together, the Public Services department could better assist patrons with gathering prizes, logging hours, and answering any general SRP questions. Assistants staffed the

prize stations many times throughout the season. Some Assistants worked at both the Fishers and Noblesville prize stations.

Danielle used the library's video equipment to film Kathy's next gardening video. They filmed it at the Fishers library and highlighted the new native flower beds around the library. Kathy has several more videos prepared for release in the fall.

Heidi and Danielle joined Julia Welzen and Karen Nelson for an outreach event at Noblesville High School. The annual Multilingual Family Night is always a great event to connect with ENL families and share the resources that HEPL has to offer. Heidi had a lot of fun helping the attendees with the Ignite craft.

At Noblesville, Morgan served as the staff liaison for the Who's Yer Gamers program.

Assistants prepared bookmarks for the HEPL 2024-2028 Strategic Planning Community Survey. They also transcribed data from paper surveys to SurveyMonkey. Many of our PSAs also regularly contribute to the Staff Picks brochures, continue to help with special seed projects delegated by Kathy, and contribute to the Staff Picks brochures.

Amber continues to support the operations of the Strategic Planning Steering Committee, which consists of members of the Leadership Team and other staff representatives, as we work with our consultant, schedule meetings, review data, and craft language that will help inform our future strategic plan.

### **Professional Development Activities**

Amy attended several virtual webinars this month. Most notably Serving Older Adults through LibrariesLearn.org. The presenter, Amy DelPo (Manager of Older Adult Services at Denver PL), encouraged participants to confront their biases and the negative portrayals of 50+ people in popular media. Similar to Youth Services that are designed with an understanding of developmental stages including the needs/behaviors of the age group, this type of understanding is needed when programming for older adults as well. This group can look beyond the roles they were assigned in life and finally have freedom. They have the freedom of rediscovery including their interests, desires, hopes, & dreams that were hidden due to burdens of adulthood.

Tori watched an Indiana State Library webinar titled "Game Jams for Libraries: What are they? Why should I host one?" in preparation for the ALA's International Games Month in November. She is hoping to host a game jam or similar program in November for patrons!

### **Photos**



Houseplant Swap

**25 JUL ADULT WRITING CHALLENGE: CLASSICS REIMAGINED**  
BY LAURA HOFFMAN



Hamilton East Public Library is pleased to announce this year's Adult Writing Challenge! The theme for this Adult Writing Challenge is Classics Reimagined! This can be a fairy tale, myth, or classic literature from any culture, just recreated in your own vision. The twist could be any change to the story's characters, setting, plot, conflict, ending, point of view, or even a mixture of tales.





## ***Youth Services***

### **Departmental Highlights**

With the end of July, comes the end of another amazing Summer Reading Program (SRP). Staff were kept busy all summer long. Patrons were voraciously reading participating in our activities. This year continues the trend of some of the highest completion rates in SRP history. We also saw huge gains in participation of all areas of the program, rather than an initial rush to complete the program for prizes as we have seen in the past. This spaced out, longer track of program completion ensured that youth were reading ALL summer long, rather than just at the beginning. Continued reading throughout the summer helps bridge the gap between the end of the school year and the start of the next to make sure that kiddos stay on track for school. This was an overwhelming success and we can't wait to plan and tweak for next year!



# 2023 Summer Reading Statistics- FINAL

Categories	2022	2023	Δ
Program Registrations	5,800	6,557	+13%
Challenge Completions	2,917	2,699	-7%
Completed Activities	2,604	5,610	+115%
Badges Earned	24,683	33,830	+37%
Books Read	49,931	82,169	+65%
Minutes Read	1,249,145	1,759,794	+41%
Pages Read	1,915,189	2,638,446	+38%
Days Logged	26,099	39,110	+50%

A Teen Librarian received this comment from a teen on their TAB (Teen Advisory Board) application: "I would love to join the Teen Advisory Board because I want to give back to the community I was raised in. I spend much of my free time (though there is little) at the library, and I want to help one of my homes away from home in any way, for it has provided so much for me."

## Programming Highlights

### Youth:

Summer is a busy time at HEPL, especially since we dedicate so much of our efforts to ensuring that our families have a fun Summer Reading Program experience! Part of that entails putting on programs which draw in dozens of young ones, excited to come "all together now" to enjoy the various activities our staff plan. Some of the highlights from July include

- Multiple sessions of a camping-themed Messy Munchkins, scheduled at both Fishers and Noblesville, had young ones fishing for magnetic fish, painting their own camping scenes, building faux camp fires, and exploring nature with a forest sensory bin. While all of these activities are fun in and of themselves, they also help young ones practice hand-eye coordination, develop their imagination, and learn new things!
- At Fishers, staff hosted a Baby-Sitters Club Escape Room, where aspiring young baby-sitters were put on their mettle to find clues, solve puzzles, unlock doors, and prove their worth as responsible sitters. Attendees had great fun leaning into the storyline and breaking out!

- Family Movie Night: Youth Services and Public Services worked together to offer another movie night at Noblesville, where 24 folks showed up with food and comfy blankets to settle in and enjoy the film *Raya*, which taught the children themes of trust, forgiveness, and unity.
- Cardboard Village: With the cardboard saved from our new Teen Zone furniture, we held a “DIY Cardboard Village Program” at Fishers, which was an absolute HIT as families came together to unleash their creativity and build their own cardboard creations. It takes a village, indeed!
- Storywalk at Flat Fork Creek: Summer is a perfect time for the Library to get outside! Fishers Parks and HEPL team together each month in the summer to present a Storywalk, in order to help families explore the great outdoors and enjoy books, too! July’s Storywalk was held on a beautiful, warm day at Flat Fork Creek, where staff read the picture book *Go Fish* and little ones were given paint palettes to create their own colorful fish.
- Yoga Storytime: With summer giving us so many opportunities to play, explore, travel, and attend events, it’s not surprising if many of us (staff and patrons alike!) get tired and over-stimulated. A hugely popular yoga-themed storytime at Noblesville was a perfect opportunity for 72 people to stretch, gently move, and catch their breath before moving on to the next fun thing

#### Teen:

- Crafty Teens: Held at Forest Park on July 5. 16 teens came to the program! The craft this month was tie dying bucket hats and the teens had fun dying their bucket hats using different colors and tying methods.
- Neurodivergent Teen Hangout: It was very chill with 3 teens. Everyone gathered to present their special interests during our Special Interest Show and Tell. Since we had some extra time, we also got to play a rousing game of Clue!
- Life Skills: Plumbing is Like LEGOs program: Local handywoman Handy Mandy spoke to 19 attendees about the basics of plumbing. Attendees were engaged and had lots of questions, including some from younger audience members interested in joining the trade themselves!
- ...And Sewing Is Half The Battle!, A local cosplay group, taught teens at a Makeup for Costuming workshop at the Fishers and Noblesville Libraries. 9 teens came to the workshop at Fishers and 9 also came to the workshop at Noblesville. They learned about different types of makeup and what they are good for and then led a workshop where teens got to use costume makeup and practice techniques. Some practiced making fake scars while others used makeup and face paint to recreate iconic people/characters, like David Bowie’s lightning bolt makeup or characters from Five Nights at Freddy’s.
- Teen Lit Café: 2 teens came to the meeting. This month the club read *Whispering Pines*, a middle school book very reminiscent of *Stranger Things*. The teens were very enthusiastic about the book and had a lot to discuss during the meeting while enjoying treats from the café.
- Rainbow Reads: 1 teen came to the meeting. This month the club read *A Dark and Hollow Star*, a high school fantasy novel. They talked about the book and other topics while enjoying a treat from the café.

- Fireside Frights: Took place at Ritchey Woods Nature Preserve on July 25. 8 teens came to the program. They roasted marshmallows for s'mores, told scary stories around the fire, and played a couple rounds of Werewolf. The best storytellers won prizes!
- Scribe Circle: 7 teens came to the meeting, with multiple new faces! This month they learned about basic elements of writing fantasy stories and practiced writing with fantasy themed prompts.
- Cool Careers Program: Mark Della-Croce, an entrepreneur working on developing and marketing Game Master software for tabletop roleplay gaming, to presented. 12 patrons came to the presentation. They learned about the process of creating a product from start to finish, the highs and lows of being an entrepreneur in the video game and board game industries, as well as resources to create video and board games and ways to learn more.
- Teen Advisory Board: The Teen Advisory Board met with 13 teens coming to the meeting. They gave ideas and suggestions for future teen programs and voted on what their winter TAB-organized program would be so they can begin planning for it

#### **Anecdotes:**

Many teens were using the TeenZone for tutoring and for summer school. When the teen librarian talked to a few of them, they told her about their summer school classes and that they liked using the FTZ for studying.

When a teen librarian was at the Juvenile Services Center (JSC) for the last book club meeting of the summer, she asked the teens what they thought about the program. Many expressed they liked it and looked forward to the weekly visits. One said it was like therapy, a nice way to relax and have fun.

A patron told a librarian that they attend Babytime at both locations, and had something wonderful to say about the librarian in Fishers. "The librarian at Fishers tells us this is her favorite day of the week, and from her animation and exuberance I can believe it!" Patrons feel connected to the staff and their joy is infectious.

Some grandparents visiting from out of town brought their grandkids to the library. They stopped by the reference desk and asked some questions regarding the layout of the library and programs offered. After browsing all over the library and checking out Ignite, they came back up to youth services just to tell a staff member how amazing our library is and how thankful they are that their grandkids have access to it.

A librarian had a few families say how much they enjoyed the SRP. But one mom also said that not only did they enjoy it, but it also helped keep them on track with reading, so her son was ready for 1<sup>st</sup> grade, he got his own library card and they've discovered the library (and dad is thinking about getting his own library card!).

One of our library assistants prides themselves on making it a point to say "Hello" to patrons as they come in. One mother came in and was greeted with "Hello, how are you today?" She responded with, "I am doing wonderful, and thank you so much for asking! No one ever asks me how I am when I come into other libraries, so thank you!" We love seeing great patron interactions.

#### **Collaborative Work**



A PS and YS librarian collaborated on a family movie night this month. The collaboration went well. They both agreed on the movie, one prepped snack bags, one prepped a craft, and they set up the room together. It was seamless and successful.

A YS librarian once again joined fellow staff members for Noblesville's Multilingual Family Picnic. They signed up five Spanish-speakers for library cards and talked to many more families about the library and its resources.

Representatives from Hamilton East Public Library, Carmel Clay Public Library, Sheridan Public Library, and Westfield Public Library met together to discuss programming opportunities centered around the upcoming spring solar eclipse.

### Photos



Salma Ali (one of our many SRP volunteers)



Messy Munchkins going fishing!



Baby-Sitters Club Escape Room Participants



DIY Cardboard Village



Tie-Dye Bucket Hats



Fireside Frights

**Collection Services  
Departmental Highlights**

**Patron Requests**

Completed Requests- 715.

Result	Total	Notes
Hold placed	59	<i>Already on-order for collection, or already in the HEPL collection</i>
On-Order	509	<i>Ordered for physical or digital collection, hold placed for patron if physical item</i>
Interlibrary Loan	96	<i>Out of print or not within scope of Collection Development Policy and borrowed from an in-state or our out of state library</i>
Interlibrary Loan Unfilled	17	<i>Submitted for ILL, but no lending libraries responded. Patron may try again later</i>
Delayed	3	<i>Ordered but many months out from publication so cannot be added to catalog at this time- no hold placed</i>
Replied	21	<i>Question or clarification on request, duplicate request from same patron, other unusual circumstance</i>
Not Ordered	10	<i>Does not exist, not available in requested format, not available for purchase or ILL, or not in the scope of the Collection Development Policy</i>

### Physical Materials

Items ordered	2,398
Titles cataloged	631
Authority Records updated	249
Items added to the collection	1,398
Items deleted from the collection	1,338

### Digital Materials

Items added to the Overdrive collection	529
Cost per circ borrows- Overdrive	601

### **Database Subscriptions renewed:**

**AtoZ-** map and travel platforms. <https://www.atozmapsonline.com/?c=6nvxuFyzTZ>

**Freegal-** Streaming and Downloadable Music platform. <https://hepl.freegalmusic.com/home>

**Mango** - Language learning platform.

<https://hepl.idm.oclc.org/login?url=https://connect.mangolanguages.com/hepl/start>

### Interlibrary Loan

Interlibrary Loans filled for HEPL patrons	45
Items loaned to other libraries	107

Note: Shipments of ILL items to and from other libraries were impacted by a new courier service employed by the State Library. While the new service learns their procedures, item turnover has decreased, with the expectation that it will grow as they optimize their practices.

### Collection updates

Supported the Juvenile Services Center Library with their certification renewal process by providing circulation and collection data.

Parent Teacher Resource Collection updates: System changes complete and supplies are received.

TeenZone CDP retrospective review report included separately.

Staff cataloged new laptops which are now available for borrowing and in-house use for patrons. The new Dells replaced some dated MacBooks which were starting to show their age. These laptops have been necessary during times when the main computer lab has been inaccessible.

Staff also processed and cataloged several new board games, which require a different level of attention to detail since they are not conventional items such as books.



A patron contacted the library to say how much they appreciate the [Wonderbook](#) collection. It's always great to hear the impact our work has on the community. *"We especially love the Wonderbooks. My daughter has dyslexia and these books have allowed her to feel more successful at independent reading. I'm sure the cost of these is high, but know they are very appreciated."*



Share

**Title:** Llama Llama loves to read [sound recording]  
**Author:** Dewdney, Anna, author.  
**ISBN:** 9781987164039  
**Personal Author:** Dewdney, Anna, author.  
**Edition:** Wonderbook edition.  
**Physical Description:** 1 volume (unpaged) : color illustrations ; 27 cm.  
**Series:** Wonderbook  
**General Note:** Print book published: New York : Viking, 2018.  
Audiobook originally released by Penguin Random House.  
Includes an electronic read-a-long device permanently attached to a hardcover book.

Select an Action

Place Hold

Collection Services staff joined forces with Youth and Access Services to prepare the Fishers Juvenile collection for closure in August. This involved planning for a capsule collection available for browsing in the lobby, editing the remainder of the collection to be shadowed since it is not available, and labeling each shelf for the movers. A huge amount of work that should make for an easy transition once the space is ready to reopen.

### SIRSI/Product Updates

Renewed Capira Mobile subscription for HEPL app. The updated version is nearly ready for release. We are troubleshooting a mobile checkout issue with Capira before it is released to the app stores.

### Staff Updates

Molly exchanged emails with author Ethan D. Bryan who was hoping to find the person who left a copy of an inspirational newsletter tucked into a HEPL copy of his book [A Year of Playing Catch](#). That article and book inspired one of our patrons to launch a 30-day catch challenge to raise funds for Gleaners Food Bank. Find out more at the author's site <https://www.ethanbryan.com/libraries-books-and-being-a-neighbor/>

July is our last month with David Heighway in the cataloging department, he will be missed! With the expansion of the Indiana Room into the Crossroads Discovery Center, David's shifted role will have more opportunities to contribute to the local history team and continue developing meaningful and in-demand programs. We aren't letting him go completely though, as he will continue cataloging Indiana Room collections.

Collections staff worked with the public-facing departments to supply the titles for this year's Books Build Bridges program.

Interviews continue for open Selector and Cataloger positions. One selector is in the hiring process.

### Programs/Professional Development

Our Youth Services selector attended a webinar put on by School Library Journal called "Picture Book Palooza." The virtual conference featured author panels to go over upcoming releases, and attendees could collect previews and advanced galleys. These types of programs are excellent ways for our selectors to get a sense of what new books to expect.

CS staff participated in the Hoosier Activities Fest at Hamilton County Sports Complex. This is a reboot of a Back-to-School event that we have attended for many years. As a Microlibrary host site, we have a great relationship with the staff there. When they rebooted the event, our contact told



the organizers the one thing they HAD TO DO was invite the library. It was a great chance to connect with around 150 people.

### *Access Services*

#### **Staff Anecdotes and Observations**

Pages: Pages at both locations enjoyed an uptick in patron activity as well as keeping up with a vast array of projects.

Several Pages reported opportunities to guide patrons to the materials they were looking for and were proud to be able to help them with the solid knowledge of where materials are located.

Noblesville Pages were able to juggle two major projects while also keeping up with the increase in material flow. They were able to successfully complete a large shifting project in adult fiction and follow-up with a thorough shelf-reading. Additionally, they were able to complete the Missing Materials reports. Here is a quote from one of their monthly reports: *Summer reading program, while very hectic, didn't actually feel too stressful. It was very busy and there were some days where work was a little backed up, but we were able to bounce back quite quickly! AMH staff did an awesome job at staying afloat amidst the SRP chaos!*

Fishers Pages had no shortage of tasks to complete and obstacles to overcome. Through it all they discovered their aptitude for teamwork and found they enjoyed the opportunity to work together as a team. This is evident in the successful re-opening of the adult services wing which is a result of their tireless work and communication to complete several shifting and shelf-reading projects. Here is a thoughtful quote from one of their monthly reports: *I definitely collaborated with [other pages] this month with shifting. We did work together A LOT this month, and definitely had to figure out how to get the best groove to work as efficiently and accurately as possible. I really enjoyed the teamwork aspect this task has given. All the pages really came together to get everything done before the opening. I'm really grateful for this opportunity to be a part of this.*

Assistants: Assistants at both locations did an outstanding job of keeping up with the demand of summer reading. The materials and holds lists were up and they stayed on top of everything quite effectively. Their aptitude to adapt to environmental challenges is unmatched. They continued to provide excellent customer service to both patrons and staff through a very busy and challenging month.

Assistant Manager: The Assistant Manager trained a new Fishers Page. It was a bit tricky with training since a lot of the Adult collection was not accessible, but the new page was able to train in all the other areas of the library.

The Assistant Manager worked with two of the Fishers Pages to begin work in the Adult Fiction area. The movers had placed all of the material back onto the shelves, however most of the collection needed a huge shift to accommodate Young Adult material being moved to the general collection.

Two outstanding Pages spearheaded the “great shelf shift.” The stated goal was to make sure that the Adult area was back to accessible order for when the Adult wing reopened. Further Page goals set by the Assistant Manager not only included shifting, but shelf-reading and facing all of the material in the general collection so that patrons can readily access material and also create a welcoming environment. This is a huge project, but patrons and staff have already taken notice of the hard work our staff have done so far behind the scenes

AS Director: July was a wet one. The Director and Assistant Manager were busy chasing leaks to start out the month of July. Staff in Access Services department at Fishers pushed through the heat in the workroom due to that area of the building being open to the elements due to construction.

The Fishers Pages were really noticed this month by not only the Director and Assistant Manager but by Edra Waterman. She stopped to give our team a “Wow” moment as she was walking through the Fishers AMH workroom. She noticed there weren’t any carts left to shelve in the workroom. That is a rarity in Fishers, especially during Summer Reading time. The Pages worked diligently to get items back on the shelf in a timely manner and have been extremely flexible when changes happen almost daily during the renovation.

The Noblesville Pages zipped through the large task of searching for missing material from a series of packets that were posted by the Assistant Manager. These lists are important to our collection maintenance goals of assuring that items are readily available for patrons.

Both the Director and Assistant Manager are proud of the work our team accomplishes across both buildings.

### **Progress on Projects**

Home Delivery Lead: The Home Delivery Lead has scheduled to meet with the activities director at NorthRidge next month to get feedback from her and residents about the Microlibrary that was installed there last month.

Assistant Manager: The Director and Assistant Manager worked together to create better workflow in the Noblesville AMH workroom since a lot of things not belonging to our department had been stored in that area. The Assistant Manager had noticed that the Seed Library workspace in this area was placed in a busy traffic area. It was hard to maneuver the mobile Children’s return bin to the bin inductor since there was a narrow path through this part of the workroom. The Teen Coordinator gave them a six-foot table which they used together with the Director of Community and Staff Engagement to create a work space for staff and volunteers who help with the Seed Library. There are still have a few items that will need to be moved to the Public Services workroom after renovations have finished. This will create better accessibility to each department that utilizes these items. \*photos included\*

Director: The Director, Assistant Manager, and Home Delivery Lead met to catch up on what they have been working on this month. Summer has kept them busy with returns, staffing, training, and expanding home delivery services. We also briefly looked at what goals or projects we wanted to do as a department for 2024. We also reviewed holiday and known building closures for planning our staffing schedules for the next year.

The Director and Assistant Manager worked with RFID Solutions to have them do some maintenance on both of our AMH machines and bins. They also took the time to collect and organize many of the machine parts into a small area in case these needed to be shipped back or used for future repairs.

### **Collaborative Work**

Home Delivery Lead: The Home Delivery Lead and The Adult Selector are planning to visit the Jail Library the first week of August to add approximately 60 new paperbacks to the collection, shelf read, straighten up the books on the shelves, and remove any damaged books that need to be withdrawn from the collection. A Cataloger from Collection Services will delete them from the Jail Library collection.

Assistant Manager: The Assistant Manager assisted the Director of Public Services and Adult Engagement Coordinator the morning of our soft reopening of the Adult Wing in Fishers. The Assistant Manager removed any shelf labeling left behind after Planes (book movers) completed their placement of items back on the shelves in the Adult wing. The Assistant Manager also brought back book carts with temporary items on them to the workroom to be resorted. The Assistant Manager also made sure to place reshelving carts back into the Adult wing for patrons who might need to leave material they decided not to check out.





## ***Experiential Learning*** **Departmental Highlights**

Ignite served 3365 patrons in July 2023. This tracks with past July attendance numbers, and is in keeping with a very busy summer. In particular, many patrons are continuing to discover Ignite for the first time with the relocation of the new entrance.

David Heighway joined the Experiential Learning Team this month. We are excited to see David working with the CRDC group full time as our History Education Coordinator. This will allow us to activate David's unique skill set as county historian to help with efforts to open the new space and offer innovative programming.

Another big staffing transition in the ELT group is the departure of Jackie Humphrey as our Assistant Manager. After five years in Ignite, she will move to the administrative department. We are excited to welcome Megan Benson as her replacement. Megan began at the library as a Maker-in-Residence in Ignite, and then became a part time studio assistant. She has a background in textiles and weaving, and also experience in office management. She will be a great leader for our team!

### **Staff Anecdotes and Observations**

Kris got to sit in on one of the Ignite Maker classes for kids: Paper Puppets. Addie started off by showing the class some of her own puppets made from fabric, paper and other materials. Each puppet came to life as she voiced the characters and had conversations and interactions. This delighted the children, as they were captivated by how quickly the space went from a classroom to an imaginary world with a frog turning into a prince after a smooch. Simple materials were transformed into characters with personality and their own storylines. Kids grasp this concept so easily and are more willing to suspend belief to play and think creatively. Addie has been great at instructing both youth and adults with a thoughtful approach to teaching.

Sydney enjoyed doing a screen-printing Book an Expert (BAE) for some Ignite patrons who were making sweatshirts for a church group. The BAE went so smoothly. Despite their apprehension about the process, the group seemed to pick up on the process quickly and get into a groove working together. It's satisfying when patrons really seem to absorb new information and gain further understanding of how things are made. They made those connections and were able to come up with other projects that they could do. It's always our goal to demystify the making process and provide inspiration!

Donya has enjoyed learning the equipment in Ignite. One piece of equipment that she has mastered is the Cricut. She helped a patron make a sweatshirt for a family member. The patron was having trouble with the process of using the Cricut and Donya was able to help the patron find success.

Ignite's July drop-in was a community puzzle art piece. It was so popular that we ran out of pieces very quickly. Kris put the blank puzzle pieces together making 4 large puzzles. She then drew designs with black marker on each puzzle and put them out for patrons to color. The results are an amazing pop of color that really grabs your eye when walking into the space. Our staff have really enjoyed seeing patrons returning to find their piece in these collaborative works of art.

Use of the AV studio is really ramping up. Many new patrons are taking advantage of the space and using the studio for long blocks of time. Most new users are excited and pleasantly surprised at the amount and caliber of equipment available for use. This month, Megan observed a patron recording a

music video where a man in a motorcycle jacket wearing an alien head mask was dancing around in front of the green screen.

Two teenaged sisters were in Ignite's Screen-Printing class. The older sister related that she was starting a fashion business with a friend. She was overjoyed to learn the screen-printing process and quickly listed several ways in which she would use the process to create textile prints and to embellish clothing. She was excited to show her business partner and continue to develop their brand using the equipment and materials available at Ignite.

The CRDC crew didn't expect Monday, July 3<sup>rd</sup> to be a busy day, falling between the weekend and Independence Day, but we helped many folks who came in looking to begin or restart their genealogy research. We even had a long-distance inquiry searching for information on the Union Sanitary Manufacturing Company and its supervisor in the 1910s.

The CRDC team has been helping out with the traditional library reference services; helping patrons use the computers to print and job search, placing holds, and finding material in the collection.

### **Progress on Projects**

Katelyn formatted the new reservation software called Schedule that Ignite will use for equipment reservations. This is part of the Communico package that a larger team is working on. We are excited to implement this easy to use online reservation platform to increase access in Ignite.

Katelyn took on some interim responsibilities related to the departure of Deputy Director John Helling. She is attending construction meetings and communicating relevant updates to the appropriate staff. She is also handling communication with the Friends of the Library.

Katelyn, Ann and Kris continue to participate in the strategic planning process including attending biweekly meetings, connecting with community partners, and completing the staff SWOT analysis.

Katelyn coordinated the second shipment of foam block outs for the tiles associated with the Public Art project. We are expecting one more shipment forthcoming.

Work on the CRDC project continues to progress. The team is meeting weekly with Trivium to update interactive and environmental graphics. Trivium continues to iterate on the design of digital interactives including new solutions for the records table, interactive timeline, and one-touch access point. The CRDC team provided our content including several uploads of images to be included in the exhibit. Katelyn continues to communicate with Solomon Group about updated architectural drawings. As of August 1<sup>st</sup>, we are close to 100% on those drawings.

Jessica met with her partners from the upcoming Geist Reservoir program to scan large historic maps of the area in multiple sections. Katelyn was able to piece the maps together in photoshop, and is working with Kelsey to have them printed for the programming. They will also continue to be available after the program as a new resource in the Indiana Room.

Ann continued to develop the Farming Ancestors program for August. Hayes transcribed some handwritten wills for the presentation.

Ann, David and Jessica went to the county courthouse to do property deed research and to experience what records the courthouse has to offer. This was a great opportunity to "practice what

we preach” and be able to tell patrons more specifically how to do this research. It was also beneficial for David and Ann who had specific research tasks to accomplish. Ann visited the Hamilton County Recorder’s Office to research the property in Wayne Township that will be highlighted.

The Napier Public Library in New Zealand reached out to Katelyn with a slew of questions about Ignite. They were impressed when they learned about the space and wanted to learn more as they work to set up their own makerspace. Katelyn met with them via Zoom to discuss the setup and operations of Ignite. It seems HEPL is making an impact around the globe!

Katelyn, Kris and Sydney reviewed submissions for the Through Your Lens exhibit in Ignite. Sydney sent out acceptance notifications to artists. We have a lot of first-time exhibitors, and their gratitude and excitement during the whole process has been really fun to see. We had a great pool of submissions as well!

Sydney prepared three of the 14” looms for at-home circulation! Patrons can now check these items out to make their own weaving project at home.

The snail mail activity seems to be doing well, our staff has heard many good things about it from patrons, adults, and kids alike.

### **Programming Activities**

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:

- [Five Creative Pen Pal Letter Ideas](#)
- [How to Upgrade Your Games with 3D Prints](#)
- [All Things New: Mending Our Closets](#)
- [How to Use Ignite’s Cinch Book Binding Tool](#)

This month the Experiential Learning Team hosted 19 programs for 167 patrons.

Ignite programs this month included:

- Sew Perfect with Teaching Artist Tania Wineglass
- MiR: Abstract Color and Harmony Painting Workshop
- MiR: Abstract Painting
- MiR: Learn to Draw a Landscape
- MiR: Kamishiba Storytelling
- MiR: Paper Puppet Workshop
- Video Equipment Training
- Sound Equipment Training
- Silkscreen Printing Workshop
- Creative Happy Hour
- Figure Drawing

Programs in the Indiana Room this month included:

- A Taste of History: Noblesville Dining Establishments

### **Collaborative Work**

Publicity was sent to the Indiana Genealogical Society to get the word out for the CRDC's upcoming programs.

Diane Krall from the Collection Team helped the CRDC team with an involved reference question about the contents of the Firestone documents.

Kris is working with the team of HEPL staff dedicated to planning for the 2024 Eclipse.

### **Professional Development**

Katelyn attended the joint annual conference of the Association of Midwest Museums and the Association of Indiana Museums in downtown Indianapolis.

Ann took an online University of Wisconsin course on Genealogy Library Services. There were many useful discussions on the reference interview, collections, donation policies, and resources. It will be very helpful to train other team members and to develop our best practices in the new Crossroads Discovery Center.

### **Volunteers/Interns**

Four volunteers in the Indiana Room provided 18.22 hours of work on digitization projects for the databases. We are happy that Karen, Mary Kay, Vel, and Donna will be able to continue this work with us during the construction phase.

Larry, our life skills volunteer in Ignite, is coming in helping out with cleaning the space and prepping supplies.

### **Pictures**



Sew Perfect Workshop



Ignite's Community Puzzle drop-in



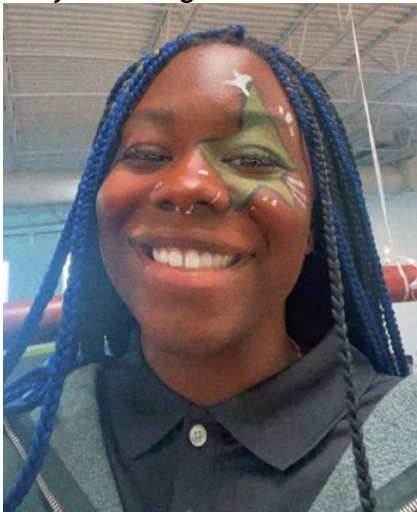
Found Art Display in Ignite (a rotating selection of featured art left in Ignite)



Maker-in-Residence Classes (Addie Hirstchen)



Donya working outreach at Hamilton Sports Complex



## ***Outreach, Innovation, and Partnerships*** **Departmental Highlights**

### **Progress on Projects**

#### **Outreach**

HEPL participated in 7 outreach events this month, reaching at least 910 people.

July 1: Fishers Market: This was a stormy morning, and our Ignite Maker-in-Residence had to cancel participation in this market due to the weather. Jared and Julia talked with at least 61 people at the market.

July 5: Storywalk @ Flat Fork Creek Park: Julie Armstrong led the StoryWalk and craft activity for this event, in partnership with Fishers Parks. They connected with at least 15 people at this event.

July 11: Fishers AgriPark: Kathy, Brad, and Jane visited the Fishers AgriPark, reaching at least 150 people. They brought a craft activity, a game, and information about the Seed Library.

July 20: Noblesville Schools Multilingual Family Night: Heidi, Laura, Karen, and Julia participated in this event through Noblesville Schools. Multilingual and ENL families came to learn about bus schedules, sign up for school lunch, get immunizations, and learn about other services in the community, including the library. Library staff connected with at least 240 people and registered or renewed 16 library cards. They also had a rainbow scratch art activity, a game, and handed out books for children in grades K-2, all of which were approved by the library board prior to purchase using a grant from the Friends of the Library. Staff enjoyed connecting with families and the smiles on the children's faces were wonderful.

- From Heidi: "I had a new person attend the ENL conversation group last night, and she had gone to the Multilingual family night with her daughter. She remembered me and was very excited about it. It made me happy that that made her more comfortable."

July 22: Fishers Market Day of Service: Anitha, Brad, and Julia connected with at least 293 people at this event. This event was an adjunct to the weekly Fishers Market sponsored by the City of Fishers that focused on volunteering opportunities in the community. They had information about volunteering at the library as well as a craft activity for kids and general library information.

- From Anitha: "It was a very busy event, but a lot of fun at the same time! I enjoyed getting to meet different people and hearing such amazing comments about how much they loved the library... I had a lot of people mention how much they enjoyed the Human Library event that happened the weekend before and hoped that there would be more events like that in the future. Many comments were also about loving the summer reading program as well as excitement about the Books Build Bridges event happening in September."

July 22: Hamilton County Sports Complex Back to School Fair: Donya, Anders, and Molly went to this event, reaching at least 151 people. They promoted Ignite with two craft activities, brought a Name 3 game, and information about the library.

- From Anders: "[There were] a few questions regarding the Noblesville High School Back to School Bash (on 7/28) and wondering if the library will be at the event because we "...rock, and my kids love the library!" One visitor asked about some upcoming programs, and we were able to show them how to access that info from their phone and had them take a Discover Guide."

July 28: Noblesville Schools Back to School BASH: The Noblesville Back to School Bash, one of the busiest outreach events of the year, was cancelled due to extreme heat and the possibility of storms. HEPL was scheduled to have a booth at this event.

### **Volunteers**

During the month of July, 72 volunteers contributed a total of 429 hours, 21 minutes of volunteer time to the library. This is the second-highest number of hours recorded, and the increase is due to volunteers assisting staff with the Summer Reading Prize station as well as greater availability of program and Tidying Teens shifts. Julia processed 18 new volunteer applications, met with 3 new public-facing volunteers, and trained one of them.

### **Programming Activities**

On the Same Page Book Discussion: The July discussion featured the book *Remarkably Bright Creatures* by Shelby Van Pelt. Eight people attended the discussion. While the premise of this title was a little far-fetched, the story was a beautifully told meditation of love, family, and grief. The August selection will be *The Sentence* by Louise Erdrich.

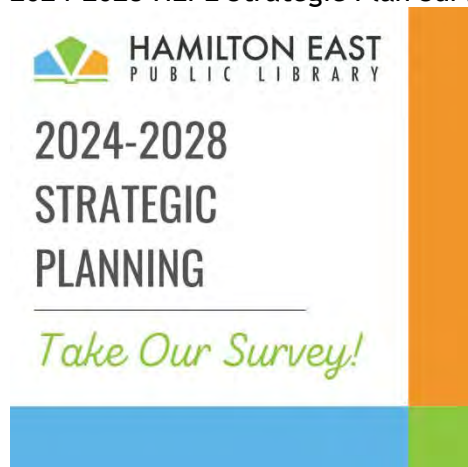
True Brew Book Club: Brad's nonfiction book club tackled the first half of Ron Chernow's 1000+ page book on Ulysses S. Grant in July. In the first half, Chernow focuses on Grant's devotion to the idea of Union, his implacable calmness in adversity, his indomitable will, his rarely failing instincts, his courage under fire, and his unwillingness to back down. We spent a good deal of time looking at how Grant immediately understood and implemented the goals of Lincoln with those of the Union and his own as well as how he utilized black individuals during the war for tasks (paying them) as well as soldiers. It was a great conversation and we're looking forward to the second half which includes his two terms as president as well as the challenges of Reconstruction.

### *Marketing and Communications* **Departmental Highlights**

#### Summer Reading Program Wrap-up

As we wrap up summer reading and begin the transition to back-to-school time, website traffic has started to slow down slightly. Despite this, the summer reading blog was still our top-clicked page, with over 1,800 views this month and over 8,000 views over this entire summer. Our communication efforts on the website, enews, Discover Guide, and social media have contributed to an extremely successful SRP season for HEPL.

#### 2024-2028 HEPL Strategic Plan Survey



The M&C team collaborated with the strategic planning steering committee to promote and launch our patron survey. We communicated through email and social media, created a website pop-up, and designed signage to be displayed through the libraries, including bookmarks, all with a QR code directing people to the survey. We were overwhelmed with responses and look forward to utilizing these to aid us in our strategic planning process.

#### Save the Date: Books Build Bridges





**BOOKS  
BUILD  
BRIDGES**

**2023 Books Build Bridges**  
Connecting Communities  
through Reading

## COMING TO HEPL THIS FALL



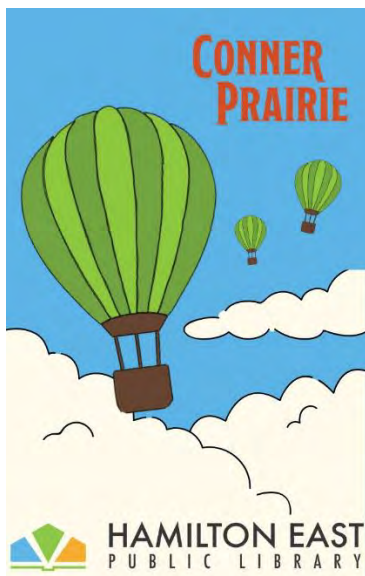
*Save the Date & Meet the Authors*

**Saturday, September 30 | 2:30-4:30 PM**

**FORUM Events Center in Fishers**

Our annual community read initiative, Books Build Bridges, is back and our team is looking forward to it! We've begun promotions and the BBB blog landed in the Top 5 list for both blog views and top clicked links in the enews. As this is one of our biggest initiatives, right alongside the Summer Reading Program, we've designed and ordered lobby banners for each library entrance. We also designed informational bookmarks for service points, outreach, and to be placed in each BBB book made available to patrons. The team also reordered bookplates for the coordinators to place in each patron book. As we approach the author visit date, our team is working on many ways to build excitement in the community and we're focusing on some of the finer details for the day of to make the event extra special (spoiler alert: there just might be swag bags.)

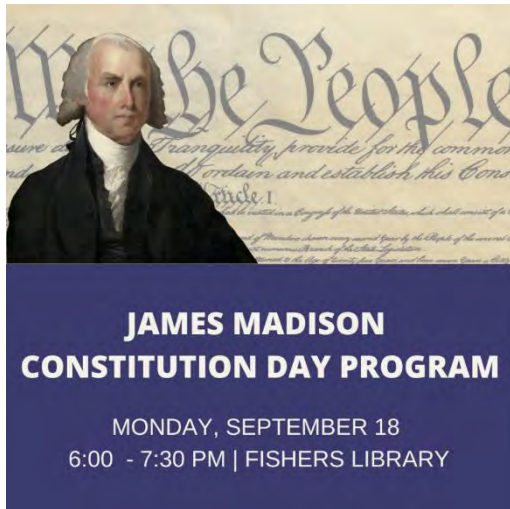
Coming This September: Library Card Signup Month



We're excited to partner with Conner Prairie this year on a limited-edition vinyl sticker to jazz up library cards when patrons sign up for or renew their card during the month of September. As an

added bonus, patrons can show their limited-edition library card sticker on their next visit to Conner Prairie in the month of September to get either \$2 off a general admission ticket (only for normal daily experiences, not applicable to any Conner Prairie Festivals) or \$10 off a Conner Prairie membership. We're encouraging patrons to use their library card and explore this Hamilton County gem! Throughout the month of September, we will be promoting this campaign and will also share several ways to get the most out of your library card on our social media. Additionally, we will be mailing postcards to our inactive but long-time cardholders as part of a re-engagement campaign.

### James Madison Constitution Day Program



Our team will begin promoting the upcoming James Madison Constitution Day program in the upcoming weeks. Katherine designed a graphic to be used on social media, in our enews, and on digital signage. We hope that our promotions build momentum and encourage community participation for this unique educational event!

### Project Updates:

- **Website redesign:** This month we attended the website redesign review meetings for the HEPL Homepage, Kids page, Teens page, Ignite Homepage, and Menu Prototype with Iconic Digital. We were all very happy with the results of the first webpage designs. The home page and the Kids and Teens pages especially will be more user-friendly, modern, and appealing to the public. Staff working closely with the project reviewed and provided feedback to Iconic on the first drafts of the new website's HEPL Homepage, Kids page, Teens page, Ignite Homepage, and Menu Prototype and will meet again when the modifications are made.
- **Communico:** This month several HEPL staff attended a timeline meeting with our Communico rep, where we worked to strategically plan our calendar of events migration around deadlines and big events. The migration is scheduled for this October and should take approximately 2-3 weeks. Our calendar will still be visible to the public, however changes to event entries and registrations won't be available. There should be little impact to patrons during this migration as staff already have a plan in place to manually register patrons for events that require registration through this temporary period. This migration to Communico is necessary and is happening at the perfect time as our current calendar system, Evanced, announced they will no longer support updates.

- *Diligent Community*: This month several HEPL staff attended four training sessions on Diligent Community, the library board document management system. The system appears easy to navigate and should provide the board, staff, and the community we serve with an informative communication tool. We look forward to implementing this system in the coming months.

#### *Bright Ideas* eNewsletter:

In July 2023, HEPL'S *Bright Ideas* eNewsletter was delivered to 68,065 subscribers, with an open/read rate of 42% and a click rate of 8%. Jane sent additional emails this month, including the Human Library eblast (54% open rate, 2.8% click rate), Seed Library July newsletter (created by Kathy Sassemann; 63% open rate, 10% click rate), and Fishers YS Closure eblast (51% open rate, 1% click rate). Jane launched the welcome campaign to onboard new patrons to the library. The first email of the four-email series has a 71% open rate, 7% click rate, and 0 unsubscribes.

The Human Library proved to be a successful campaign, which received over 750 views on the blog and over 450 clicks from the enews, resulting in a highly attended and talked about program. Patrons were also very responsive to our 2024-2028 Strategic Planning Survey, which was our top-clicked link in the July newsletter gaining over 800 clicks. Finally, we were able to utilize the automatic campaign function on Patron Point to roll out our 4-email welcome series to onboard new patrons to the library. The first email has performed remarkably well with an over 70% open rate and 0 unsubscribes. We hope this welcome campaign will increase the library's patron retention rate and help patrons answer common questions and utilize the library's resources to their fullest extent. Staff who reviewed the welcome campaign had these comments:

"These [welcome emails] are so visually appealing! I'm excited for this new way of welcoming patrons to the library." -Allison K.

"Very nicely done - a great way to reinforce and inform our fledgling patrons - helping to orient them to the library's many offerings." - Pam L.

#### Top links clicked in July 2023 *Bright Ideas*:

1. Strategic Planning Survey: 822
2. Books Build Bridges blog: 248
3. HEPL website: 237
4. Summer Reading Program blog: 224
5. Events Calendar: 209
6. Kadampa Meditation Session program: 209

Jane created content and graphics in Patron Point for the June edition of *Bright Ideas*. Highlights in *Bright Ideas* included the summer reading program, strategic planning survey, Books Build Bridges, July library story for The Library Is For Everyone campaign, new Discover Guide, A Taste of History events, Community Board Game Day, Summer reading list blog, Disability Pride Month blog, Ignite Maker-in-Residence, Ignite's new printing press, Ignite's Through Your Lens exhibit call for art, Ignite drop-in projects, and more.

#### Discover Guide

This month, Jane finalized printing of the August-October Discover Guide and worked with Kelsey to distribute copies in both buildings. The Discover Guide was uploaded to Issuu and the website, where it has already been viewed 447 times. Katherine shared the link on social media, driving traffic to the website as well. One of the featured highlights in this Discover Guide is our upcoming Books Build

Bridges event which is already gaining attention on the blog, enews, and social media. Our team always looks forward to sharing our Discover Guide with the community to keep them informed and engaged with HEPL happenings!

## HEPL Website and Blogs

In July, we had 28,950 website users and 63,524 sessions. Additionally, the website had 168,148 page views, with 67.7% being new visitors.

This month, Jane: added the Human Library to the homepage slider; worked with Laura G. to add approved May minutes to the Board of Trustees page; worked with the Field Trips team to add several updates to the Fields Trips webpage and digital brochure; worked with Erin to update the TAB webpage with new meeting dates; worked with Edra to update board meeting guidelines on the Board page; worked with Katelyn to update Fab Lab material prices on the Ignite site; worked with Amber to upload the July All Staff meeting recording to the staff portal; worked with Edra and Kelsey to add the board finance committee zoom link to the board page; worked with Amber to update the library card renewal FAQ question with more accurate information; worked with John C. to add a job listing to the Careers page; trained Kelsey and Katherine to add the 7/27 board meeting to the blog, website, YouTube, and events calendar, including the agenda, documents, and recording. Kelsey also updated the board meeting schedule and added the June board minutes on the board page; worked with Edra to update the email address for board member Ray Maddalone on the board page; worked with Kathy to update the Seed Library page with links to enews signup and the seed library email address; worked with Kelsey to update the construction page with information about the west wing opening and the upcoming east wing closure; removed John Helling from the Leadership Team page and the staff portal; added patron-suggested content to an old Cooking Resources blog; worked with Pam, Ann, Tori, Angela, Allison, Danielle, Erin, Laura H., Rachel R., Kelsey, and a guest blogger to post nine blogs.

## Top 5 blog posts and views in July:

1. Summer Reading Program 2023: All Together Now: 1,831
2. HEPL Hosts a Human Library: 752
3. Age Appropriate Libby and Hoopla Filters: 403
4. 2023 Books Build Bridges: 397
5. Alternative Energy in Hamilton County: 270

The full lineup of June blogs included: It's Never Too Late to Become a Reader (July Library Story); From 1776-2023, U.S. Citizens Continue Their Independent Streak; A Taste of History: Celebrating Hamilton County's Bicentennial; Disability Pride Month; Summer Reading Booklists for Pre-K - 8<sup>th</sup> Grade; 2023 Books Build Bridges: Connecting Communities Through Reading; Adult Writing Challenge: Classics Reimagined; Teen Writing Challenge: Reimagined Classics; Construction News: Important Fishers Library Youth Services Updates; Top 5 blog posts and views in June  
Jane continued to coordinate The Library Is For Everyone: Telling Our Stories campaign on the HEPL blog. The July blog was viewed 75 times.

## Social Media Spotlight

This was the second month of finding a balance of promoting programs, fun posts, and photos from around the library. Katherine feels we've hit a good balance and our post reach has increased steadily. Most of our posts have doubled their reach on Instagram, where previously our posts were reaching 200-300 people and now, we are reaching 500-600 people on average. On Facebook around

70% of our posts for the month reached at least 1,000 people and the remainder reached at least 700 people. This increase in engagement is great and we hope this trend continues. Katherine has done a great job of navigating the unpredictable algorithms and reaching our wide range of audiences! The Human Library program took place this month and was well received on social media. Pictures from the program were our most engaged posts on all of our social platforms. Katherine posted about this program twice, one as a reminder of the program and the other were pictures of the event. Both of these posts were in the top 5 posts on Facebook for the month. Posts with photos from library events have proven to do well and patrons seem to like the unique offerings the library has to offer. This month was the second time that Katherine utilized reels to capture a program happening at the library. Photos from programs have always done well on social, so Katherine took a combination of photo and video to share on social. This reel was just shared on Instagram to see how it went. It gained around 500 views which is pretty average for our reels. Katherine hopes to be able to expand on using reels to highlight programs around the library.

#### Top 5 Performing Posts in July:

1. 12.9K - Human Library event photos posted on 7/21
2. 7.2K - Strategic Planning Survey posted on 7/17
3. 6.9K - Houseplant Swap posted on 7/14
4. 4.2K - Great Gatsby Meme posted on 7/12
5. 2.9K - Human Library Reminder posted on 7/13

Katherine's progress on projects for social media this month included planning content for July with Kelsey; worked with Jane to promote blog posts on social; used data to drive best time for posting, and researched trends to use for reels; continued implementing a new social strategy based on current best practices; worked with Kelsey on responses to our social media inboxes and comments; worked with Allison to get photo and video from cardboard village program; planned, filmed, and edited a video for Instagram, Facebook, YouTube working with Tyler in Ignite; worked with Jackie to schedule video filming for Ignite Drop In's; worked with Allison, Erin, and Danielle to get photos from the Human Library event; worked with Tyler in Ignite to film a reel for Snail Mail; worked with Danielle to get photos from Community Board Game Day; worked with Allison to get data for Summer Reading for a social check in post.

#### Social Media Pictures

Partnerships, shout outs, and pictures from the community!



Emily Gartner is at Hamilton East Public Library · 22h · Noblesville · 🌐

The library has always been one of my favorite places and I'm thankful my mom would take my twin sister and me often. Story hour was a big favorite!!! So when I recently discovered this huge makers space inside the Hamilton East Public Library called Ignite Studio, I had to see it for myself. You can get trained on different machinery by volunteer staff and reserve a space to operate sublimation machines, vinyl cutters and printers, a Cricut, a pottery wheel, 3D printing and my favorite, a variety of Brother sewing machines. Spaces are defined "messy" and "clean" art spaces and parents can accompany children 13 and under to take out a variety of art kits to create there or take home. Don't worry, there are plenty of adult art kits, as well, like jewelry making. What's not to love!!! So, whose up for a Saturday play date here or Creative Happy hour? Every day is a school day! #makerspace #artforeveryone



FishersIN @FishersIN · Jul 22 · 🌐

It's Day of Service at the #FishersFarmersMarket! Stop by after you pick up your local goodies to meet local #nonprofits, find out how you can get involved and make a difference in your community. We'll be here 'til noon! #VolunteerFishers



You and Conner Prairie · 🗨️ · 🔄 · ❤️ 12 · 📊 1,753 · 📌

### Additional Pictures

The designs below were created by Jane (Jane designed and finalized printing for the 2023 Books Build Bridges bookmarks & created the design for the 2024-2028 HEPL Strategic Plan Survey.)

**BOOKS BUILD BRIDGES**  
Connecting Communities Through Reading

**COMING TO HEPL FALL 2023**

Meet the Authors  
Saturday, September 30  
2:30-4:30 PM  
FORUM Events Center  
Book Signing To Follow!

Sonali Dev  
Natasha Bowen

Christina Soontornvat

HAMILTON EAST PUBLIC LIBRARY

HAMILTON EAST PUBLIC LIBRARY

**The Library is for Everyone**

Telling Our Stories

**2024-2028 STRATEGIC PLANNING**

Take Our Survey!

COMPLETED SURVEYS WILL BE ENTERED IN A DRAWING FOR A \$50 GIFT CARD!

**"It's Never Too Late to Become a Reader"**  
July Library Story

### Major HEPL Promotions (July 2023)

Summer Reading Program, strategic planning survey, Books Build Bridges, July library story for The Library Is For Everyone campaign, new Discover Guide, A Taste of History events, Community Board Game Day, Summer reading list blog, Disability Pride Month blog, Ignite Maker-in-Residence, Ignite's new printing press, Ignite's Through Your Lens exhibit call for art, Ignite drop-in projects, and more.

#### Other Significant Promotions (July 2023)

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

Ignite Drop-In, Life Skills: Plumbing, Independence Day, Community Board Game Day, Library is for Everyone, New Door Installation, Fireside Freights @ Richie Woods, Human Library Reminder, Summer Reading Check-In, Houseplant Swap, Strategic Planning Survey, Books Build Bridges Announcement, Cool Careers, Hiring Announcement, Crafty Teens, Snail Mail, Human Library photos, August Maker-In-Residence, Cardboard Village Reel, Discover Guide, August Computer Classes, Community Board Game Day photos, Summer Reading Prize dates, Upcoming August Programs, Adult/Teen Writing Challenge, Mr. Dan concert, and more.

#### Collaboration with other HEPL areas

*The Marketing & Communication teams' work is highly collaborative and involves nearly all HEPL areas:*

- The M&C team collaborated on Marketing Requests + random requests as needed; Kelsey collaborated with staff on signage and placed orders through Logan St.; Kelsey and Katherine troubleshooted several digital screens throughout the month; Jane worked with Chaise and Kelsey to finalize printing and polish the design on the 2023 Early Literacy Calendar; Jane, Kelsey, and other HEPL staff attended four training sessions on Diligent Community, the library board document management system; Jane, Kelsey, and other HEPL staff attended the website redesign review meetings for the HEPL Homepage, Kids page, Teens page, Ignite Homepage, and Menu Prototype with Iconic Digital; Jane and Kelsey met with Dain, our Patron Point representative for our regular monthly meeting about our email marketing system; Jane worked with guest blogger, Rafia Khader on the July library story for The Library Is For Everyone campaign; Jane, Kelsey and several other HEPL staff met with Steve from Communico about migration to our new events calendar; The M&C team met with coordinators to discuss marketing needs for Books build Bridges; Jane participated in outreach at Fishers AgriPark with Brad and Kathy; Jane trained Kathy on using the Patron Point system for Seed Library newsletters; the M&C team attended the July All Staff meeting; Kelsey met with the Strategic Planning steering committee

#### Professional Development Activities/Community Partnerships

*The Marketing & Communication team strives to be great community partners by staying actively engaged in committees and networking events and by fostering relationships:*

- The M&C team collaborated with the City of Fishers on promos for upcoming initiatives and reading lists; Kelsey worked with community partners to display flyers in our public information racks; Kelsey coordinated registrations for multiple HEPL staff to attend various local chamber event to elevate HEPL's presence in the community; Kelsey organized a meeting for the Hamilton County libraries and HEPL's coordinators to meet and discuss programming and procedure plans for next April's Solar Eclipse; Kelsey and other HEPL staff attended a OneZone luncheon; Jane attended the Noblesville Chamber's Young Professionals Coffee Roaster networking series

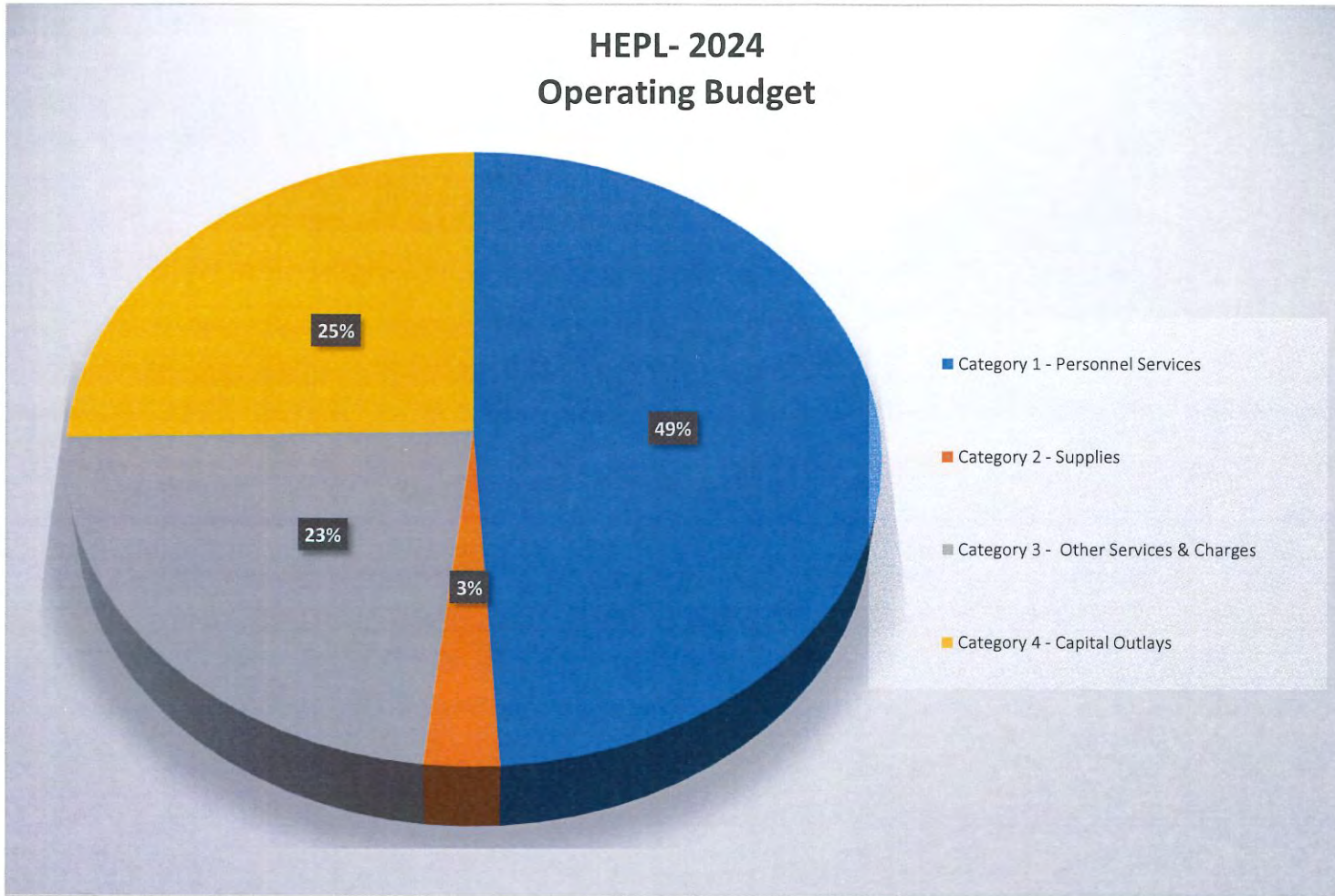
*The Marketing & Communication team actively seeks out professional development opportunities to stay on top of marketing trends:*

- The M&C team actively reviews articles from the “Super Library Marketing” blog; Katherine routinely evaluates other library social media accounts for inspiration and trends; Jane read marketing and library industry newsletters and blogs from Content Marketing Institute, Super Library Marketing, HubSpot Marketing, School Library Journal, and Carney; Jane attended a Designing for Diversity webinar from WebJunction; The M&C team completed quarterly IT security training from KnowBe4



**Expenditures**

	Total	Percentage
Category 1 - Personnel Services	\$ 6,490,269	49%
Category 2 - Supplies	\$ 363,530	3%
Category 3 - Other Services & Charges	\$ 3,030,552	23%
Category 4 - Capital Outlays	\$ 3,355,000	25%
Grand Total	<u>\$ 13,239,351</u>	



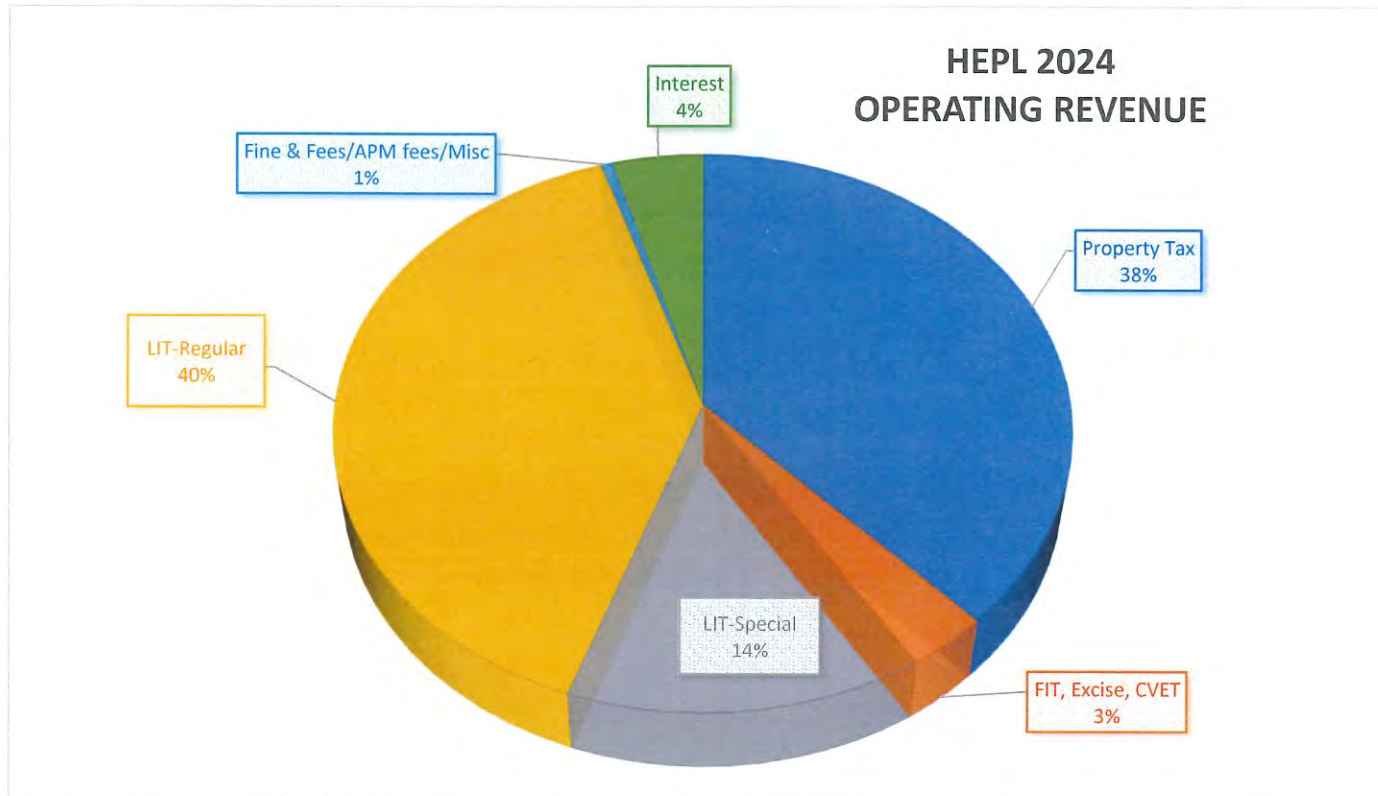
**Revenue**

Property Tax	\$	4,308,359
FIT, Excise, CVET	\$	372,273
LIT-Special	\$	1,625,083
LIT-Regular	\$	4,519,810
Total Taxes	\$	<u>10,825,525</u>

**Other Receipts**

Fine & Fees/APM fees/Mi	\$	65,000
Interest	\$	500,000
total	\$	<u>565,000</u>

Total Revenue \$ 11,390,525



### HEPL Tax Rate History 2019-2024

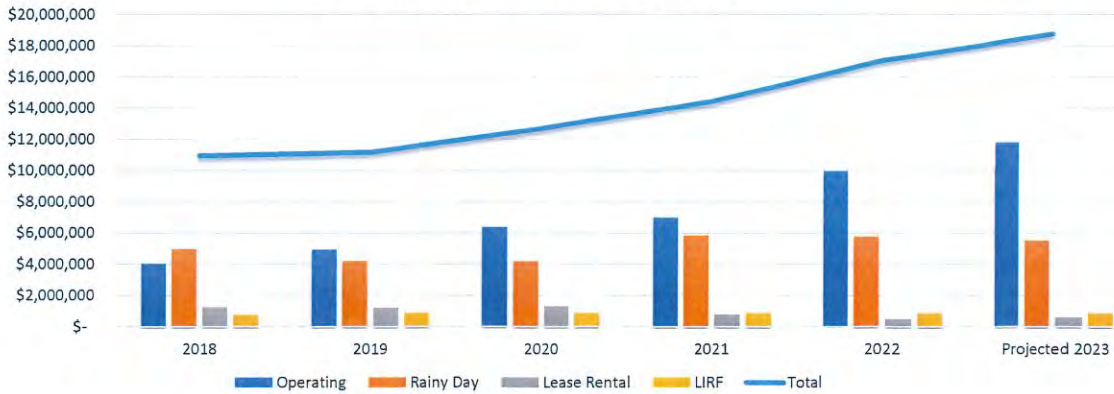


Projected 2024 Tax Rate is .0408 based on projected certified assessed values  
 Advertised 2024 Tax Rate is .0568 based on 2023 certified assessed values  
 Advertised 2023 Tax Rate was .0650, but actual tax rate is .0522.

### Year End Cash Balance

Fund	2018	2019	2020	2021	2022	Projected 2023
Operating	\$ 4,016,792	\$ 4,932,387	\$ 6,359,823	\$ 6,977,591	\$ 9,944,132	\$ 11,812,663
Rainy Day	\$ 4,956,435	\$ 4,193,330	\$ 4,163,839	\$ 5,819,257	\$ 5,751,586	\$ 5,501,586
Lease Rental	\$ 1,233,028	\$ 1,194,661	\$ 1,299,312	\$ 763,653	\$ 483,391	\$ 569,321
LIRF	\$ 745,242	\$ 869,959	\$ 869,959	\$ 869,959	\$ 869,959	\$ 869,959
<b>Total</b>	<b>\$ 10,951,496</b>	<b>\$ 11,190,337</b>	<b>\$ 12,692,933</b>	<b>\$ 14,430,460</b>	<b>\$ 17,049,069</b>	<b>\$ 18,753,529</b>

### Year End Cash Balance- 2018-2023



TITLE	AUTHOR	Details	Result	
Destruction of Black Civilization : great issues of a race from 4500 b.c. to 2000	Chancellor Williams	Attempted purchase was cancelled by vendor.	ILL	
The mountain is you : transforming self-sabotage into self-mastery	Brianna Wiest	Only available direct from publisher; no other libraries would lend.	ILL-UNFILL	
The Incredible Dr. Pol Season 1 (DVD)		Only available digitally; no other libraries would lend.	ILL-UNFILL	
Wicked Beyond Belief	Michael Bilton	Item requested as an ILL.	ILL	
The Boron Letters	Gary Halbert	Item requested as an ILL.	ILL-UNFILL	
Succession Planning for Small and Family Businesses	rothwell, william	Only available from third-party sellers; no other library would lend.	ILL-UNFILL	
Optics for the New Millennium	Kamran M Riaz	Textbook; out of scope of public library; no other libraries would lend.	ILL-UNFILL	
Jack Lalanne: Forever Young - Exercise at Any Age	Authors:Elaine Lalanne, Jack Lalanne	Out of print; no other libraries would lend.	ILL-UNFILL	
The Secret	Byron Preiss	Item requested as an ILL.	ILL	
The secret history of the blitz	Levine, Joshua	Out of print; no other libraries would lend.	ILL	
jason and the argonauts	mary pope osborne	Out of print; no other libraries would lend.	ILL	
Oops! : 13 management practices that waste time and money (and what to do instead)	Aubrey C. Daniels	Item requested as an ILL.	ILL	
Insanity of God	Nik Ripken	Also ordered; ILL arrived quicker.	ILL	
Schoom	Jonathan Wilson	Not available from primary vendors.	ILL	
The man who sold the world : Ronald Reagan and the betrayal of Main Street America	William Kleinknecht	Item requested as an ILL.	ILL	
The prodigal comes home : my story of failure and God's story of redemption	Michael English	Out of print from primary vendor; ILL arrived quicker.	ILL	
Balada de pájaros cantores y serpientes	Suzanne Collins	Item requested as an ILL, which was then not fulfilled. Ordered instead.	ONORDER	
CISSP certified information systems security professional : official study	Mike Chapple	Textbook; out of scope of public library; no other libraries would lend.	ILL	
The Abyss	Orson Scott Card	Out of print from all vendors.	ILL	
Within arm's reach : a novel	Napolitano, Ann	Out of print from all vendors.	ILL	
A good hard look : a novel	Napolitano, Ann	Backordered; ILL would arrive quicker.	ILL	
Reality Transurfing	Vadim Zeland	Item requested as an ILL.	ILL-UNFILL	
Running from Crazy	Mariel Hemingway	Out of print from all vendors.	ILL	

Desert flower : the extraordinary journey of a desert nomad	Waris Dirie, Cathleen Miller	Item requested as an ILL.	ILL	
The survivor (LARGE PRINT)	Vince Flynn	Out of print from all vendors.	ILL	
the many minds of billy milligan	Daniel Keyes	Item requested as an ILL.	ILL	
BABOK : a guide to the business analysis body of knowledge	International Institute of Business Analysis	Textbook; out of scope of public library.	ILL	
Goodriches an American Family	Dane Starbuck	Limited availability, and CRDC declined adding a copy.	ILL	
The Deep Dark: Disaster and Redemption in America's Richest Silver	Gregg Olsen	Item requested as an ILL.	ILL	
Everything I never told you	Celeste Ng	Out of print from all vendors.	ILL	
Helping Patrons Find Their Roots	Schultz, Janice Lindgren	Staff request, as ILL.	ILL	
Angels: God's secret agents	Billy Graham	Also ordered; ILL arrived quicker.	ILL	
The Final Mayan Prophecy	Tony Perona, Paul Skorich	Out of print from all vendors.	ILL	
C-130 Hercules: Lockheed's Military Air Transport, and Its Variants (Legends of Warfare: Aviation, 38)	David Doyle (Author)	Item requested as an ILL.	ILL	
Velocity Weapon	Megan E. O'Keefe	Item requested as an ILL.	ILL	
Chaos Vector	Megan E. O'Keefe	Item requested as an ILL.	ILL	
Catalyst Gate	Megan E. O'Keefe	Item requested as an ILL.	ILL	
Susie's babies : a clear and simple explanation of the everyday miracle of birth : a true story	E. Margaret Clarkson, Molly Alicki-Corriveau	Out of print from all vendors.	ILL	
Heaven & earth	Oliver Stone	Item requested as an ILL.	ILL	
Could it Be B12: An Epidemic of Misdiagnosis	Pacholok, Sally M.	Medical item and dated; ILL instead.	ILL	
How to Behave and Why	Leaf, Munro	Filling a hold for a lost item; ILL arrived sooner.	ILL	
Euphorbia	Gene Stratton-Porter	Not available from primary vendors.	ILL	
The big bad wolf	James Patterson	Item requested as an ILL.	ILL	
Pretend You Don't See Her	Mary Higgins Clark	Item requested as an ILL.	ILL	
The White Flag	Gene Stratton-Porter	Could not find a copy available for purchase.	ILL	
Babylon 5. The complete third season, Point of no return	Straczynski, J. Michael	Out of print; filling a hold for damaged item.	ILL	
The throwaway children	Diney Costeloe	Attempted purchase was cancelled by vendor.	ILL	
Abundance from the Desert: Classical Arabic Poetry	Raymond Farrin	Attempted purchase was cancelled by vendor.	ILL	

Dragon Ball Z - Cooler's Revenge [Blu-ray]	Funimation	Unavailable for purchase in the requested format. ILL instead.	ILL	
Dragon Ball Z: Wrath of the Dragon	Funimation	Unavailable for purchase in the requested format. ILL instead.	ILL	
Cannon: Season 2, Volume 1	William Conrad, Quinn Martin Productions	Part of a larger TV series we do not own.	ILL	
Cannon: Season 2, Volume 2	William Conrad, Quinn Martin Productions	Part of a larger TV series we do not own.	ILL	
Archie Bunker's Place	Base on Till Death Us Do Part created by Johnny Speight, All in the Family by Norman Lear	Out of print from all vendors.	ILL	
Cuckold	Koran Nagarkar	Out of print from all vendors.	ILL	
End of Enemies	Grant Blackwood	Only available from third-party sellers.	ILL	
War of the Twins	Margaret Weis, Tracy Hickman	Only available from third-party sellers.	ILL	
History of Western Civilization	Carlton J. H.	Only available from third-party sellers.	ILL	
Letters to Trump	donald trump	Coffee table format outside of our selection.	ILL	
The Dead	Howard Linskey	Only available from third-party sellers.	ILL	
The Hiding Room	Jonathan Wilson	Only available from third-party sellers.	ILL	
Bushnell's Submarine	Arthur F. Lefkowitz	Only available from third-party sellers.	ILL	
Before We Go	Chris Evans (Actor, Director, Producer)	Item requested as ILL.	ILL	
Fred Bear's Field Notes; The Adventures of Fred Bear	Fred Bear	Out of print from primary vendor; ILL arrived quicker.	ILL	
Fred Bears World of Archery	Fred Bear	Only available from third-party sellers.	ILL	
The Archer's Bible	Fred Bear	Only available from third-party sellers.	ILL	
Fresh faced makeup : make your own skincare & cosmetic products for natural beauty	Alex Brennan	Only available from third-party sellers.	ILL	
Animorphs series (Not the graphic) #1	Applegate	Part of a larger series; ILL quicker.	ILL	
The Politics of American Education	Joel Singer	Only available from third-party sellers.	ILL	
All's Fair in Love, War, and High School	Rallison, Janette	Only available from third-party sellers.	ILL	
House of Earth and Blood	Sarah J Maas	Unavailable for purchase in the requested format. ILL instead.	ILL	
Good Luck Duck	Jim Weiss	Only available from third-party sellers.	ILL	
Scot Free	Catriona McPherson	Only available from third-party sellers.	ILL	
Coming From Behind	Howard Jacobson	Only available from third-party sellers.	ILL	
I Smell Honey: Family Celebration Board Books	Andrea Davis Pinkney	Only available from third-party sellers.	ILL	
Brown Like Me	Noelle Lamperti	Only available from third-party sellers.	ILL	
Canada Year by Year	Elizabeth MacLeod	Limited availability and outdated content.	ILL	



The Three Robbers	Ungerer	Only available from third-party sellers.	ILL	
Duck Death and the Tulip	Wolf Erlbruch	Backordered from primary vendors.	ILL	
Aladdin and the king of thieves	Disney	Out of print.	ILL	
Aladdin return of Jafar	Disney	Out of print.	ILL	
Life in the great ice age	Michael J Oard	Backordered from primary vendors.	ILL	
The classic fairy tales: a Norton critical edition	edited by Maria Tatar	Not available from primary vendors.	ILL	
Where Rainbows End	Cecelia Ahern	Not available from primary vendors.	ILL	
i lost my tooth in africa	Baba Wague Diakite	Only available from third-party sellers.	ILL	
Why The Sky Is Far Away: A Nigerian Folktale	Mary-Joan Gerson	Out of print from primary vendors. ILL would arrive quicker.	ILL	
My First Biography: Martin Luther King, Jr.	Marion Dane Bauer	Only available from third-party sellers.	ILL	
Dawn	Erin Hunter	Also ordered; ILL would arrive quicker.	ILL	
Misjudged: A Legal Thriller (Sam Johnstone)	James Chandler	Out of print from primary vendors.	ILL	
ATI TEAS Secrets Study Guide: TEAS 7 Prep Book, Six Full-Length Practice Tests (1,000+ Questions), Step-by-Step Video Tutorials: [Updated for the 7th Edition]	Matthew Bowling (Author), Mometrix (Author)	Textbook; out of scope of public library. ILL faster turnaround.	ILL	
There's No Such Thing as a Dragon	Jack Kent	Out of print on primary vendors; ILL would arrive quicker.	ILL	
Breaking Point	CJ Box	Item requested as an ILL.	ILL	
You Wouldn't Want to Be a Slave in Ancient Greece! (Revised Edition) (You Wouldn't Want to?: Ancient Civilization)	Fiona Macdonald	Out of print from all vendors.	ILL	
You Wouldn't Want to Be Cleopatra! (Revised Edition)	Jim Pipe	Part of a larger series; ILL quicker.	ILL	
You Wouldn't Want to be A Roman Soldier! Extended Edition	David Stewart	Part of a larger series; ILL quicker.	ILL	
You Wouldn't Want To Be In The Trenches In World War I!	Alex Woolf	Part of a larger series; ILL quicker.	ILL	
You Wouldn't Want to Be a Viking Explorer!	Andrew Langley	Not available from primary vendors.	ILL	

You Wouldn't Want to Be in a Medieval Dungeon!	FionaMacDonald	Out of print from all vendors.	ILL	
Perfect Alibi	Sheldon Siegel	Item requested as an ILL.	ILL	
The games lovers play	Stephanie Laurens	Part of a larger series; ILL would be quicker to fill.	ILL	
The Meaning of Love	Stephanie Laurens	Part of a larger series; ILL would be quicker to fill.	ILL	
The Time for Love	Stephanie Laurens	Part of a larger series; ILL would be quicker to fill.	ILL	
Sullivan's woman	Nora Roberts	Item requested as an ILL.	ILL	
The Missing Bookshop	Katie Clapham	Internationally published, not available for purchase.	ILL	
Pocahontas	Ingri d'Aulaire (Author), Edgar Parin d'Aulaire (Author), Ingri and Edgar Parin d'Aulaire (Illustrator)	Not available from primary vendors.	ILL	
Friday the 13th parts 4	Sean Sexton Cunningham	Part of a larger series we do not own. No lending libraries available.	ILL-UNFILL	
The History of Battery A, First Regiment Rhode Island Light Artillery in the War to Preserve the Union, 1861-1865	Thomas M. Aldritch	Specific local item; lending libraries could not fill loan.	ILL-UNFILL	
History of the Tenth Regiment of Cavalry, New York State Volunteers	Noble D. Preston	Specific local item; lending libraries could not fill loan.	ILL-UNFILL	
Tokyo Express	Seicho Matsumoto (author), Jesse Kirkwood (translator)	Could not locate book by this title and author.	ILL-UNFILL	
A beginners guide to mold avoidance	Lisa Petrison and Erik Johnson	Limited availability; ILL would arrive quicker.	ILL-UNFILL	
Lady Clementine	Marie Benedict	Item not available in the requested format.	ILL-UNFILL	
Harry Cats Pet Puppy	George Selden	Only available from third-party sellers. No lending libraries available.	ILL-UNFILL	
Emily of New Moon Season 1	Echo Bridge Entertainment	Out of print from primary vendors. No lending libraries available.	ILL-UNFILL	
The First Ladies	Marie Benedict and Victoria Christopher Murray	Item not available in the requested format.	NOTORDERED	
The Visit	Loreena McKinnitt	Could not locate book by this title and author.	NOTORDERED	
The Son. The complete season 2	Philipp Meyer	Item not available in the requested format.	NOTORDERED	
House of Sky and Breath	Sarah J Maas	Item not available in the requested format.	NOTORDERED	
Self-Reliance in the 21st Century	Charles Smith	Item not available in the requested format.	NOTORDERED	
DMV	Bentley Little	Unavailable for purchase in any format.	NOTORDERED	
The Centre	Ayesha Manazir Siddiqi	Item not available in the requested format.	NOTORDERED	
Pencils on Strike	Jennifer Jones	Item not available in the requested format.	NOTORDERED	



Code Red	Kyle Mills	Item not available in the requested format.	NOTORDERED
The Tawny Man Trilogy: 1) Fool's Errand, 2) Golden Fool, 3) Fool's Fate	Robin Hobb	Item not available in the requested format.	NOTORDERED

Fiction relocated to General (YA) - to date 8/17/23
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Title	Author
100 Sideways Miles	Smith
A Curse of Roses	Pinguicha
A Little Bit Country	Kennedy
A Reaper at the Gates	Tahir
A Reaper at the Gates (Audio)	Tahir
A Scatter of Light	Lo
A Sky Beyond the Storm	Tahir
A Torch Against the Night	Tahir
A Torch against the night (Audio)	Tahir
Above All Else	Levy
Adachi Shimamura Novel 1	Iruma
Adachi Shimamura Novel 2	Iruma
Adachi Shimamura Novel 3	Iruma
Adachi Shimamura Novel 4	Iruma
Adachi Shimamura Novel 5	Iruma
Adachi Shimamura Novel 6	Iruma
Adachi Shimamura Novel 7	Iruma
Adachi Shimamura Novel 9	Iruma
Adachi Shimamura Novel 10	Iruma
After the Ink Dries	Gustafson
All Out	Mitchell
All the Rage	Summers
All the Truth That's in Me	Berry
American Panda	Chao
American Street	Zoboi
Americanized	Saedi
And They Lived	Salvatore
Ashes to Ashes	Han
Ask the Passengers	King
Autoboyography	Lauren
Awakened	Cast
Be Not Far From Me	McGinnis
Beautiful	Reed
Beta	Cohn
Betrayed	Cast
Between Shades of Gray	Sepetys
Between Shades of Gray (audio)	Sepetys
Black Enough	Zoboi
Blanca & Roja	McLemore
Blood & Honey	Mahurin
Blood Water Paint	McCullough
Bound by Blood and Sand	Allen
Boy Toy	Lyga
Breathless	Niven
Breathless (Audio)	Niven

Bull	Elliott
Burn	Ness
Burn (Audio)	Ness
Burned	Hopkins
Burned	Cast
Catalyst	Anderson
Chain of Thorns	Clare
Charming as a Verb	Philippe
Chosen	Cast
Cold	Tamaki
Concrete Rose	Thomas
Concrete Rose (Audio)	Thomas
Conviction	Thomas
Crank	Hopkins
Crooked Kingdom	Bardugo
Crown of Midnight	Maas
Damsel	Arnold
Daughter	McLaughlin
Dear Martin	Stone
Dear Martin (Audio)	Stone
Dear Nobody	Mary Rose
Deep in Providence	Neilson
Defy Me	Mafi
Deposing Nathan	Smedley
Destination Anywhere	Barnard
Destined	Cast
Dig	King
Empire of Storms	Maas
Fade	McMann
Felix Ever After	Callender
Finding Audrey	Kinsella
Finding Audrey (Audio)	Kinsella
Finding Yvonne	Colbert
Fix	Mann
Flame in the Mist	Ahdieh
Flirting with Boys	Abbot
Forever	Blume
Forever	Stiefvater
Foul is Fair	Capin
Freshmen	Ellen
Gabi, a Girl in Pieces	Quintero
Generation Brave	Alexander
Glass	Hopkins
Gods & Monsters	Mahurin
Grasshopper Jungle	Smith
Gravity	Deming
Grown	Jackson

Grown (Audio)	Jackson
Halo	Adornetto
He Must Like You	Younge-Ullman
He Said, She Said	Alexander
Heir of Fire	Maas
Heroine	McGinnis
Hidden	Cast
How it all Blew Up	Ahmadi
How the King of Elfame Learned to Hate Stories (audio)	Black
How to Survive Your Murder	Valentine
Hunted	Cast
I am Margaret Moore	Capin
I Am not Your Perfect Mexican Daughter	Sanchez
I Have Lost My Way	Forman
I Miss you, I hate this	Saedi
I Never	Hopper
Icebreaker	Graziadei
Identical	Hopkins
If He Had Been With me	Nowlin
If I Was Your Girl	Russo
I'll Give you the Sun	Nelson
I'm the Girl	Summers
Impulse	Hopkins
Infinite Risk	Aguirre
Iron River	Acosta
It Ends in Fire	Shvarts
Jack of Hearts (and Other Parts)	Shvarts
Jays Gay Agenda	Jason June
Jesse's Girl	Kenneally
Juliet Takes a Breath	Rivera
Kate in Waiting	Albertalli
Kingdom of Souls	Barron
King's Cage	Aveyard
Kingsbane	Legrand
Kiss & Tell	Khorram
Last Chance Books	Rodkey
Last Night at the Telegraph Club	Lo
Learning to Breathe	Mather
Lies like Wildfire	Alvarez
Light it up	Magoon
Like a Love Story	Nazemian
Linger	Stiefvater
Little & Lion	Colbert
Living Dead Girl	Scott
Looking for Alaska	Green
Looking for Alaska (audio)	Green
Lost and Found	Card

Loveless	Oseman
L&r, G&R	Myracle
Man o'War	McCarthy
Marked	Cast
Me and Earl and the Dying Girl	Andrews
More Happy Than Not	Silvera
More Than Just a Pretty Face	Masood
Mortal Danger	Aguirre
Muse of Nightmares	Taylor
Muted	Charles
Mystic City	Lawrence
Namesake	Young
Neanderthal Opens the Door to the Universe	Norton
Nine Liars (Audio)	Johnson
Not Here to be Liked	Quach
Off the Record	Garrett
On the Subject of Unmentionable Things	Walton
One of us is Next	McManus
Only Mostly Devastate	Gonzales
Ophelia After All	Marie
Optimists Die First	Nielsen-Fernlund
Out of the Easy	Sepetys
Perfect	Hopkins
Permanant Record	Choi
Pointe	Colbert
Poison Princess	Cole
Private Label	Yang
Public Enemies	Aguirre
Pulp	Talley
Queen of Shadows	Maas
Racing Savannah	Kenneally
Ramona Blue	Murphy
Ready When You Are	Lonesborough
Reaper of Souls	Barron
Red Hood	Arnold
Redeemed	Cast
Revealed	Cast
Rose Under Fire	Wein
Ruin and Rising	Bardugo
Rumble	Hopkins
Salt to the Sea	Sepetys
Salt to the Sea (audio)	Sepetys
Save Me, Kurt Cobain	Manzer
Scattered Showers	Rowell
Send Pics	McLaughlin
Seoulmates	Lee
Shine	Myracle

Shiny Broken Pieces	Charaipotra
Shiver	Stiefvater
Siege and Storm	Bardugo
Simon vs the Homo Sapiens Agenda	Albertalli
Simon vs the Homo Sapiens Agenda (audio)	Albertalli
Sinner	Stiefvater
Six Angry Girls	Kisner
Six of Crows	Bardugo
Smoke	Hopkins
Smoke in the Sun	Ahdieh
Sold	McCormick
Some Other Now	Everett
Sorry For Your Loss	Foley
Sparks	Adams
Speak	Anderson
Spin the Dawn	Lim
Splendor	Arnold
Stay	Caletti
Stealing Parker	Kenneally
Strange Grace	Gratton
Sugaring Off	French
Summer Skin	Eager
Tempted	Cast
Tess of the Road	Hartman
Thirteen Reasons Why	Asher
That Night	Balog
That Night	Giles
That Way Madness Lies	Adler
The Absolutely True Diary of a Part-Time Indian	Alexie
The Accident Season	Fowley-Doyle
The Apocalypse of Elena Mendoza	Hutchinson
The Art of Breaking Things	Sibson
The Art of Not Breathing	Alexander
The Art of Starving	Miller
The Beautiful	Ahdieh
The Best Laid Plans	Lund
The Black Flamingo	Atta
The Brilliant Death	Capetta
The Chandler Legacies	Nazemian
The Color of the Sky is the Shape of the Heart	Chesil
The Damned	Ahdieh
The Dazzling Heights	McGee
The Duff	Keplinger
The Electric Heir	Lee
The Everything I have Lost	Aguilar
The Falling in Love Montage	Smyth
The Fault in our Stars	Green

The Fault in our Stars (audio)	Green
The Feeling of Falling in Love	Deaver
The Female of the Species	McGinnis
The Fever King	Lee
The Gilded Wolves	Chokshi
The Hunger Between Us	Scott
The Infinite Moment of Us	Myracle
The Kingdom of Little Wounds	Cokal
The Last True Poets of the Sea	Drake
The Librarian of Auschwitz	Iturbe
The Mirror Season	McLemore
The Moon and More	Dessen
The Nerdy and the Dirty	Gottfred
The Nowhere Girls	Reed
The Opposite of Innocent	Sones
The Piper's Son	Marchetta
The Poet X	Acevedo
The Poet X (audio)	Acevedo
The Pros of Cons	Cherry
The Queen of Nothing	Black
The Righteous	Ahdieh
The Silvered Serpents	Chokshi
The Storm of Life	Capetta
The Summer of Chasing Mermaids	Ockler
The Summer of Impossibilities	Allen
The Thousandth Floor	McGee
The Towering Sky	McGee
The Truth About Alice	Mathieu
The Upside of Falling	Light
The War of Two Queens	Armentrout
The Way I Used to Be	Smith
The Weight of Blood	Jackson
The Wicked King	Black
The Witch King	Edgmon
The You I've Never Known	Hopkins
They Went Left	Hesse
They Went Left (Audio)	Hesse
Things I Can't Forget	Kenneally
Things We Couldn't Say	Coles
This is Kind of An Epic Love Story	Callender
This is Why They Hate Us	Aceves
This is Why We Lie	Lepore
Tilt	Hopkins
Tiny Pretty Things	Charaipotra
Tonight We Rule the World	Smedley
Tower of Dawn	Maas
Traffick	Hopkins



Two Boys Kissing	Levithan
Under Shifting Stars	Latos
Unravel the Dusk	Lim
Untamed	Cast
Violet Made of Thorns	Chen
War Storm	Aveyard
We Set the Dark on Fire	Mejia
What Girls are Made Of	Arnold
What if it's Us	Albertalli
Where I End and You Begin	Norton
Who Put this Song On	Parker
Why We Broke Up	Handler
Why We Fly	Jones
Wild Tongues Can't be Tamed	Fennell
Wildcard	Lu
Witches Steeped in Gold	Smart
With the Fire On High	Acevedo
With the Fire On High (Audio)	Acevedo
Wraithwood	Roat
Wrong Side of the Court	Khan
X: A Novel	Shabazz
XL	Brown
Yolo	Myracle
You Must Not Miss	Leno
You Say it First	Cotugno
You'd Be Home Now	Glasgow

Graphic Novels relocated to General (YA) - to date 8/15/23
--

Title or Series Title	Author
Check please! Book 2	Ukazu
Flamer	Curato
Juliet Takes a Breath	Rivera
Summer Spirit	Holleville
This One Summer	Tamaki

Manga relocated to General (YA) - to date 8/17/23
---

Series Title	Volumes
A Bride's Story series	3
Adachi & Shimamura series	2
Afro Samurai	1
After Hours series	3
Afterschool Charisma series	10
Akame ga Kill series	15
Akira	1
Alice in the Country of Hearts series	3
Asadora series	5

Assasination Classroom series	21
Attack on Titan series	69
B.O.D.Y. series	3
Bakuman series	20
Beastars series	15
Beyond the promised neverland	1
Black Butler series	26
Black Clover	32
Blue Exorcist series	27
Blue Flag series	8
Blue Lock series	4
Blue Period series	13
Boys run the riot series	4
Bungo Stray Dogs series	18
Cat Paradise series	5
Chainsaw Man series	11
Children of the Whales series	20
Cross Game	8
Crown of Love series	4
Dark Gathering	1
Death Note series	13
Delicious in dungeon series	11
Devil's Line series	14
Dragon Ball	6
Emma series	6
Failed Princess series	5
Fairy Tail	63
Fate/zero series	8
Fire Force series	24
Flame of Recca series	4
Flower of life series	3
Fly me to the Moon series	4
Food Wars series	36
Four Knights of the Apocalypse series	6
Fruits Basket	12
Fullmetla Alchemist	27
Girls' Last Tour	4
Haikyu	45
Hana & Hina: After School	2
Hana-Kimi series	23
Hunter x hunter series	36
I want to be a wall series	2
If I could reach you series	7
Immortal hounds series	6
Inubaka series	17
InuYasha series	17
Jujutsu kaisen series	19

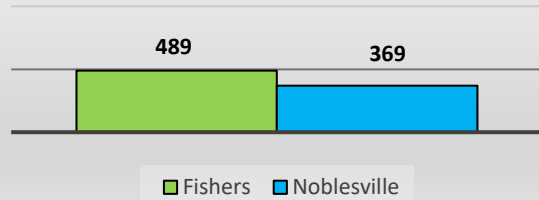
Kaguya-sama series	22
Kaiju Girl Carmelise	5
Kaiju no.8 series	6
Kamisama Kiss	25
Keep your hands off Eizouken series	3
Komi Can't Communicate	18
K-On series	5
Kuroko's basketball series	14
Laid-back camp	7
Library Wars series	15
Line	1
Macbeth	1
Magical Girl Apocalypse series	16
Mao series	10
Mob psycho 100	6
Mobile suit Gundam Thunderbolt series	14
Mobile suit Gundam: the origin series	6
Monkey High series	8
My Dead Girlfriend	1
My Hero Academia Smash	5
My Hero Academia Vigilantes	12
My Special one	2
Naruto: Chibi Sasuke's Sharingan Legend	3
Naruto	7
Neon Genesis Evangelion series	3
Noragami	3
Not your idiot	2
Othello series	3
Parasyte	1
Pluto series	2
Pretty Boy Detective Club	2
Pretty Garden Sailor Moon	13
Pumpkin scissors series	2
Radiant	14
Restaurant to Another World	4
Revolutionary Girl Utena series	5
Saint Young Men	5
School Judgment	3
School-live series	12
Shadow Star series	3
Shaman warrior series	2
Skip-beat	41
Solanin	1
Soul Eater not series	5
Soul Eater series	25
Spoof on Titan	2
Spy x Family series	9

Stepping on roses series	2
Sweet Blue Flowers series	4
Sword Art online Progressive series	9
Takane & Hana	18
Tatsuki Fujimoto before Chainsaw man	2
The Ancient Magus' Bride	9
The Apothecary Diaries series	6
The Case Study of Vanitas series	8
The Gentlemen's alliance series	11
The Golden Sheep series	3
The King's Beast	9
The Promised neverland series	20
The Quitessential Quituplets series	14
The Rose of Versailles	4
The Seven Deadly Sins series	41
The Water Dragon's Bride	11
The Way of the Househusband	2
The Yellow Stringer	1
The Young Master's Revenge	4
Thus spoke Rohan Kishibe series	2
Time Lag	1
Tombs	1
Toradora	8
Trigun	1
Twin Star Exorcists	24
Uzumaki	1
Vampire Knight memories series	7
Vampire Knight series	19
We Were There series	3
Whisper me a love song series	5
Witch Hat Atelier	9
Yggdrasil series	2
Yona of the Dawn	36
Yoshi no Zuikara	3
Your Name	2
Yowamushi Pedal	9
Yu-Gi-Oh Arc-V	7
Yu-Gi-Ph Duelist	22
Yu-Gi-Oh Zexal	9
Yuyu Hakusho	3



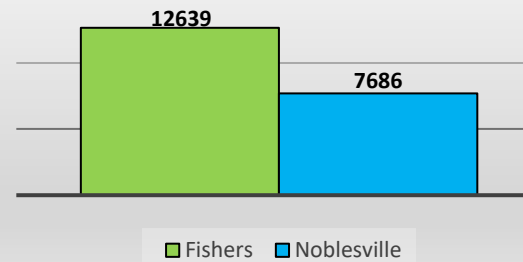
## JULY 2023 SNAPSHOT STATISTICS

### HEPL Card Registrations



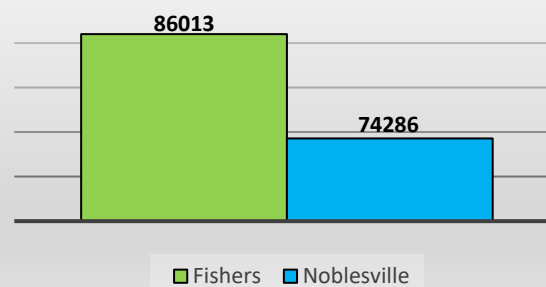
Around 28 users per day registered for a library card in July.

### Active Users



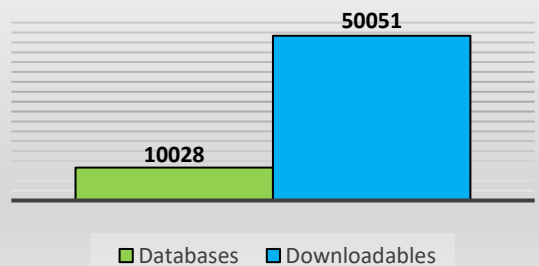
Active users are patrons who have borrowed physical/downloadable materials or accessed a database during the month.

### Materials Circulation



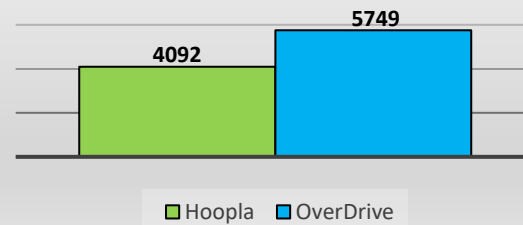
Physical material circulation fell ~11.4% from July 2022.

### Electronic Resource Usage



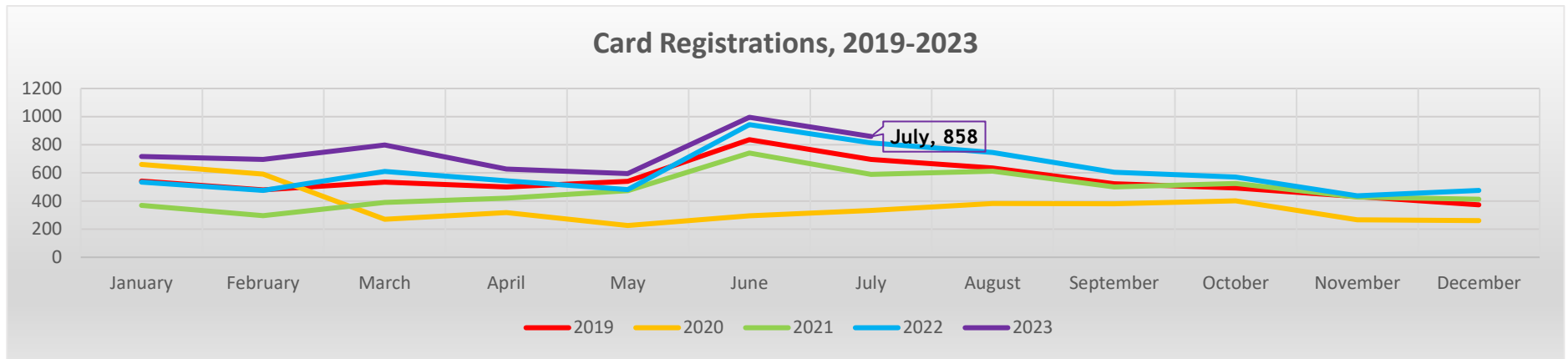
Downloadable usage rose ~15.8% from July 2022. Database usage was relatively stagnant for the same time period.

### Hoopla and OverDrive Unique Users

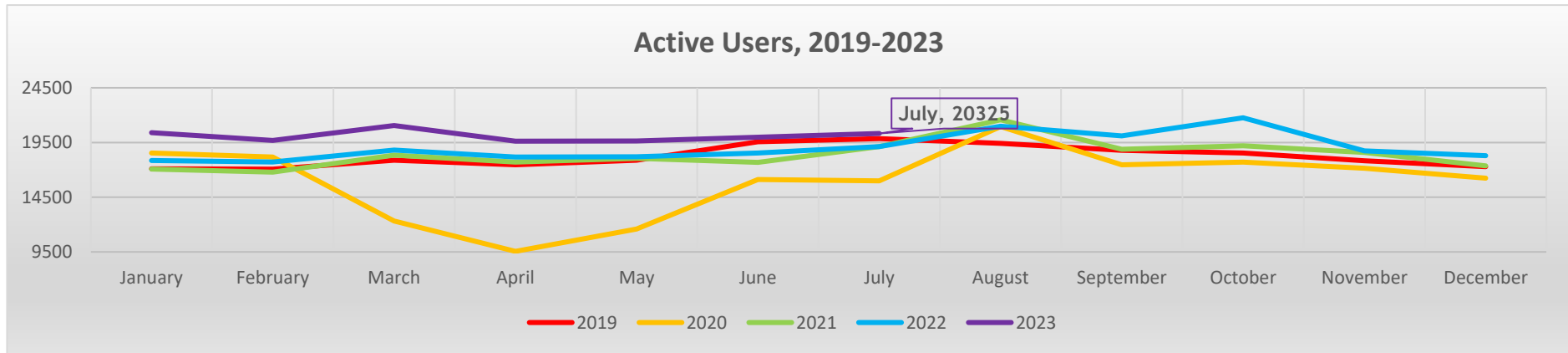


Hoopla and OverDrive unique users rose ~18.2% from July 2022.

## JULY 2023 SNAPSHOT STATISTICS

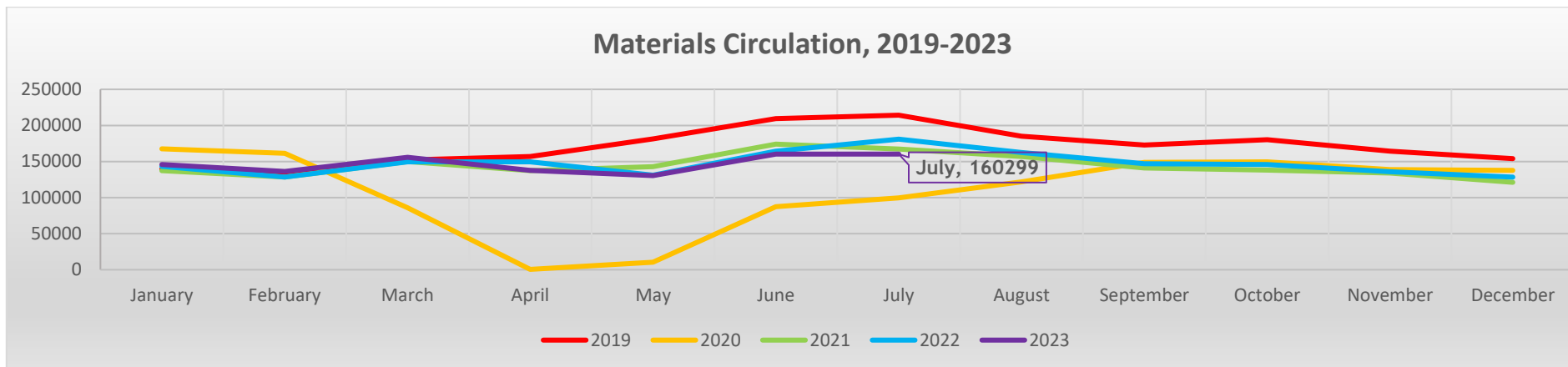


Library card registrations remain at an all-time high in 2023.

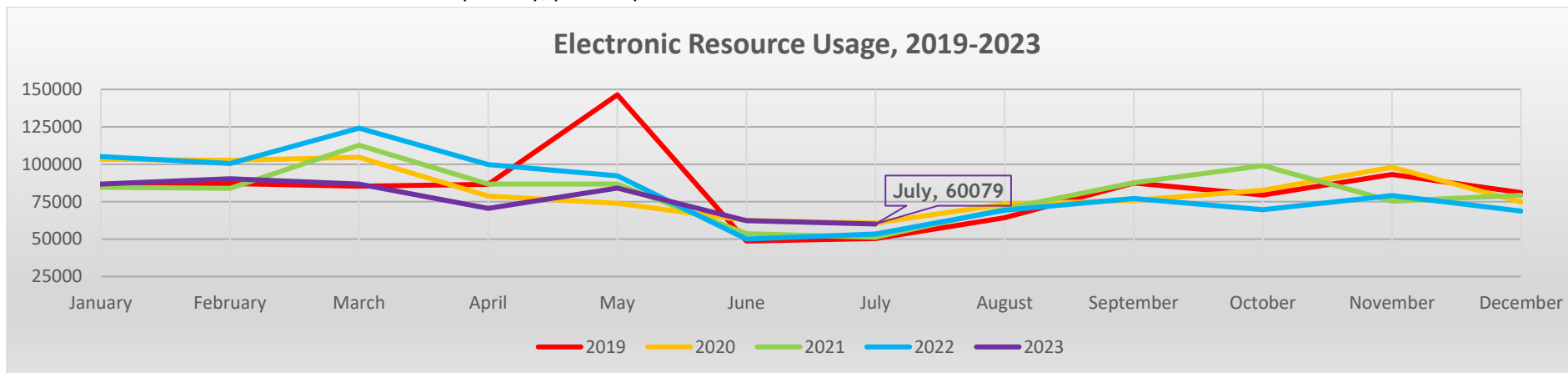


Active users have continued to rise since hitting its lowest point in April 2020 while HEPL was closed at the start of the COVID-19 pandemic. Like library card registrations, active users are at an all-time high.

## JULY 2023 SNAPSHOT STATISTICS



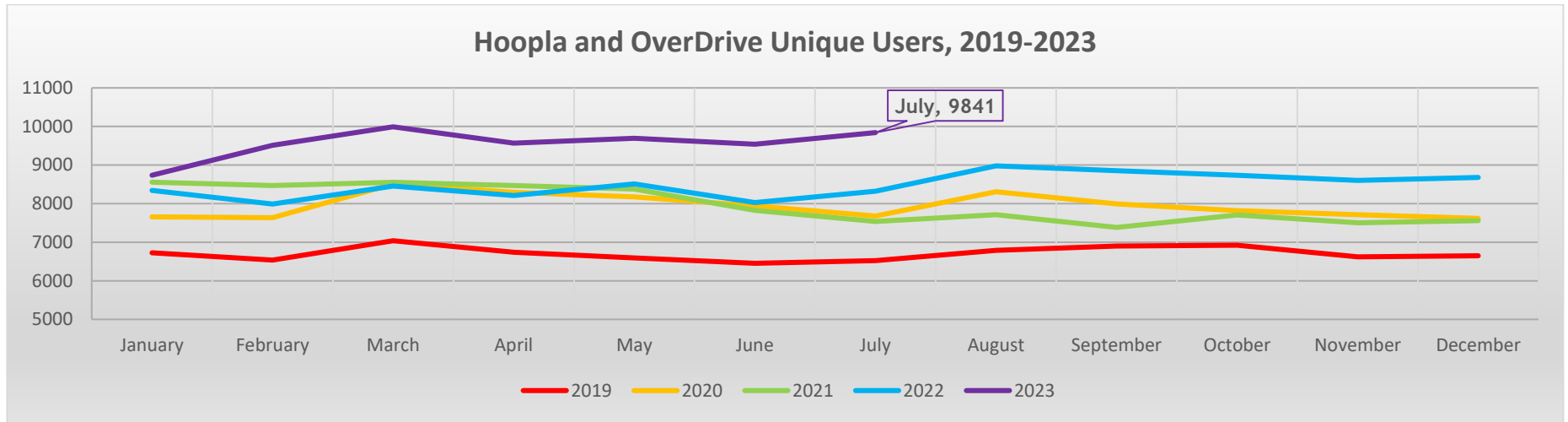
Fishers' materials circulation continued its dip in July, probably due to the closure of the Public Services area.



In 2023, downloadable usage has continued to be strong, but the engagement with online databases is dropping. It is possible database usage is returning to pre-COVID-shutdown levels. We are monitoring these trends.



## JULY 2023 SNAPSHOT STATISTICS



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

# Microlibraries

Hamilton East Public Library

# Three Goals of Microlibrary Program

A collaboration between two  
departments:

Collection Services & Access Services

- Repurpose useful materials that we no longer need on our shelves
- To connect with our community outside the four walls of our library buildings
- **Connect readers with books**

# HEPL partners with locations in our service district

- We try to target public spaces or locations that serve residents who may not otherwise be able to visit our Noblesville or Fishers branches.
- While the partner locations do need to be in our service district, those who utilize the collection do not need to be residents and do not need a HEPL library card to borrow materials.
- We currently have 4 HEPL staff involved with this project, and we follow all required safety protocols of the partner locations.

## Repurpose useful materials that we no longer need on our shelves



- HEPL builds a curated collection of materials- developed with input from the partner site to meet their space needs and comprised of formats and titles that will appeal to their users.
- Materials are former circulating items and are often extra copies of popular materials, last year's award winners, etc.
- We cannot guarantee specific titles- but we will try our best to fill requests!

# Repurpose useful materials that we no longer need on our shelves

We can guarantee materials are in good condition and fairly recent releases



We can provide a shelving unit (with installation responsibilities falling on the partner location) or we can utilize already existing shelves.



# To connect with our community outside the four walls of our library buildings

The initial installation will be scheduled at the discretion of the partner site and should take around an hour

- We will work with the partner site to establish a recurring schedule for collection refreshes and to check in.
- We also ask partner sites to complete a brief annual survey to make sure we are still aligning with their expectations and to get feedback on the program.

# Connect readers with books

- Books can be used in-house, or users may borrow and take home. They simply return them to the partner site when finished, no need to return to HEPL.
- Our expectation is that the materials will come back, but we allow for a certain amount of loss
- We will inventory periodically in order to check usage and keep our catalog up to date.



# We currently have locations at:

- Prevail
- Nature's Point Preschool
- Hamilton County Sports Complex
- Northridge Senior Living
- Heritage Woods of Noblesville

# Northridge

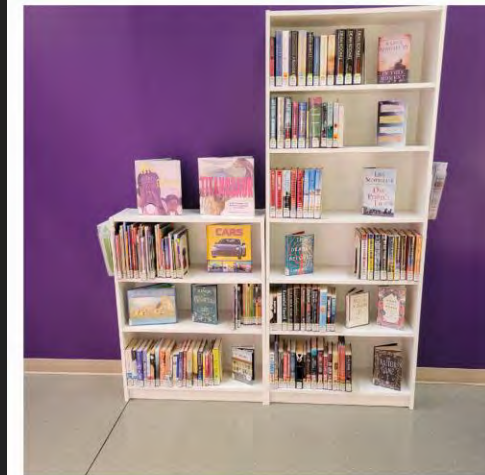
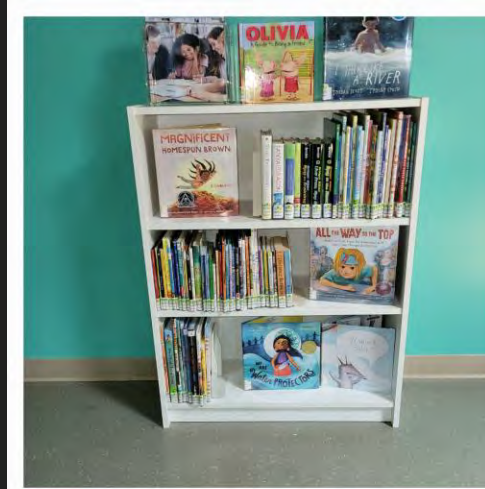




**The Activities Director at Northridge shared her thoughts on their newly installed microlibrary:**

Residents are really enjoying the Microlibrary collection, especially those residents who need large print books. Before, many residents were unable to read books from our own collection of books because the print was too small. Now, having over 150 large print books as part of the Microlibrary, those residents now have something to read! So, it is having a real impact on their lives. The DVDs and Blu-rays had been such a hit with residents that in order to keep track of who had what, they were being kept in the main office where residents could check them out.

# Hamilton County Sports Complex



# Heritage Woods





**The Activities Director at Heritage Woods had this to say about the impact having a microlibrary has had on their residents:**

“The books are being used! A lot of residents are utilizing the microlibrary. They love having so many choices of books to read. Not a day goes by without a resident picking up a book, or someone new checking out the collection for a book to read. I believe the microlibrary is enriching the lives of the residents and is awesome to have!”

Prevail



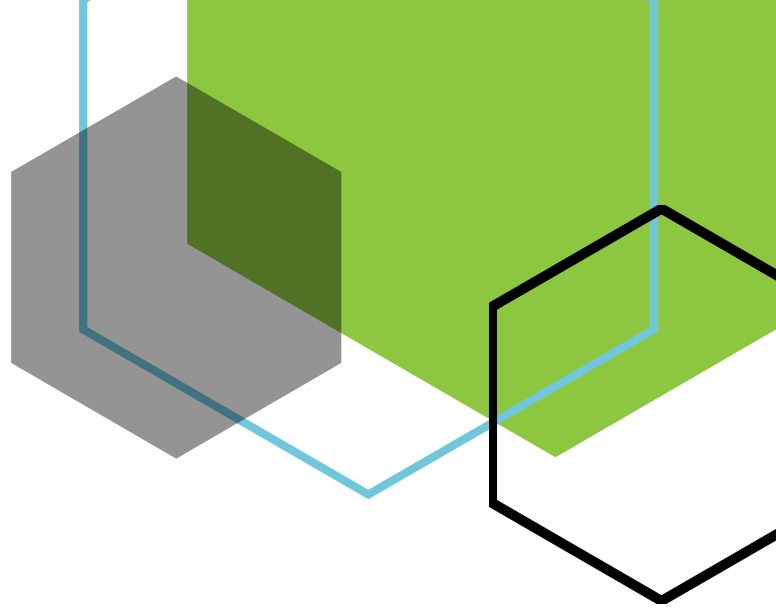
**The Director of  
Nature's Point  
Preschool shared their  
experience:**

"We had at least 150 books checked out from November to June.

A greater benefit (but not something we can quantify) is the easy access to books. Almost everyday, parents will come into my office to talk, and their kids will read books while they wait. Some love checking out the same book over and over, while others like to look at every book on the shelf. There's something magical about books, and I love that we have some that kids can take home (as our school books have to stay at school).

Personally, I love children's books, and I have taken many home to read. I read some out loud to my own (older) kids for nostalgia's sake, but it was so fun, it became part of a routine for my 12 year old son and me. Even my 19 and 16 year olds joined us. Like I said, there's something magic about books!

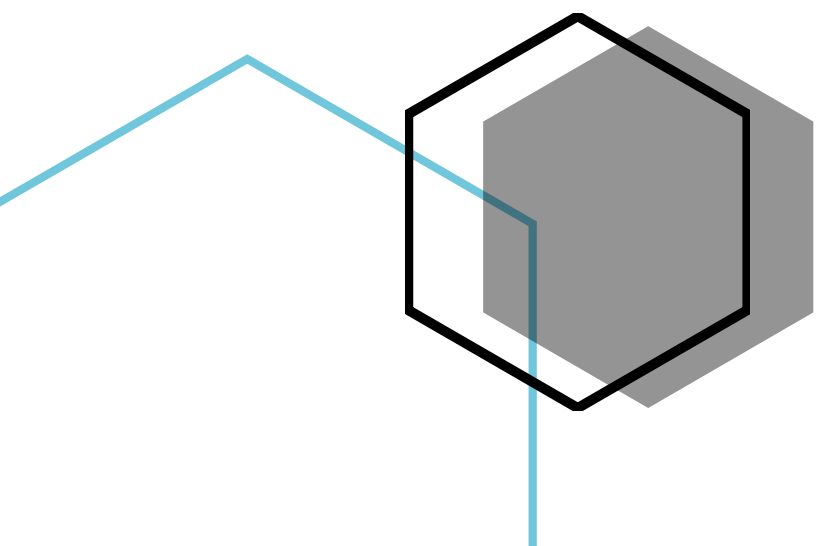




# Operational Response Plan 2023 Collection Development Policy

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Hamilton East Public Library  
January 2023





# Executive Summary

## Overview

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

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

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

## Interpretive Statements

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

---

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

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

---

Operational Response Plan  
2023 Collection Development Policy



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

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

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

**Definitions**

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

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

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

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

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

Operational Response Plan  
2023 Collection Development Policy



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

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

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

Explicit: Fully revealed or expressed without vagueness, implication or ambiguity: leaving no question as to meaning or intent (Merriam-Webster<sup>2</sup>); Clear and easy to understand, so that you have no doubt what is meant (Oxford Learner’s<sup>3</sup>)

Implicit: Capable of being understood from something else though unexpressed (Merriam-Webster<sup>4</sup>); Suggested without being directly expressed (Oxford Learner’s<sup>5</sup>)

**Compliant & Non-Compliant Content**

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

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

<sup>1</sup> [Sadomasochism Definition & Meaning - Merriam-Webster](#)

<sup>2</sup> [Explicit Definition & Meaning - Merriam-Webster](#)

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

<sup>4</sup> [Implicit Definition & Meaning - Merriam-Webster](#)

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

Operational Response Plan  
2023 Collection Development Policy



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

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

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

### Age-Appropriate Collection Standards

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

## Operational Response Plan 2023 Collection Development Policy



### ***Juvenile Collections***

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

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

### ***Middle School Collections***

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

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

### ***High School Collections***

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

- Baker & Taylor audience rating of 10-12

## Operational Response Plan 2023 Collection Development Policy



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

### Project Phasing

#### ***Planning Phase: December 16th - January 26th***

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

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

#### ***Implementation Phase: Begins January 27<sup>th</sup>***

Goals for implementation include the following:

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

#### ***Alignment Phase***

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

- Circulation of materials
- Wayfinding and signage



## Operational Response Plan 2023 Collection Development Policy



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

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

### Complexity of Work

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

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

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

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

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

### Selection of New Materials

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

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

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

## Operational Response Plan 2023 Collection Development Policy



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

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

### Retrospective Review

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

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

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

### Request for Reconsideration Procedures

#### *Phase One: Library Staff Review*

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

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

*Phases 2 & 3: Board Review*

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

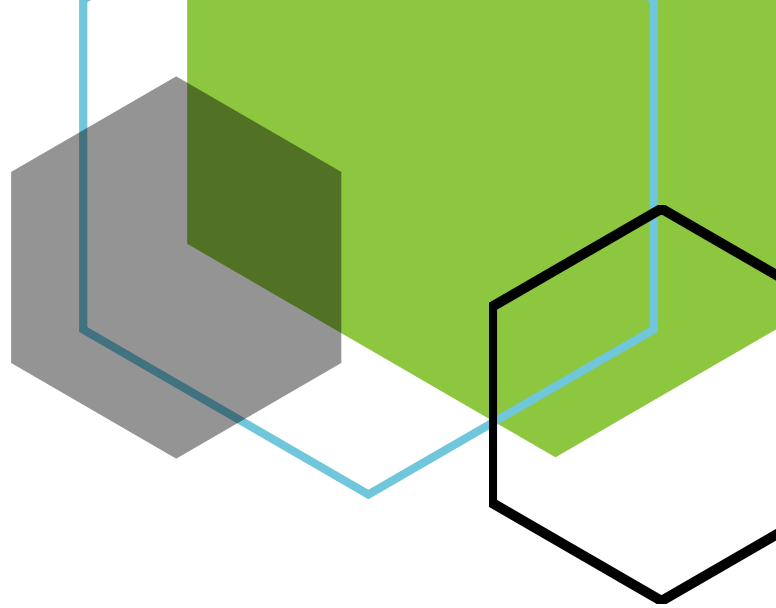
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If acceptable to the Board, the Library Director can assist in identifying a librarian to serve on the committee at this stage. We would recommend a librarian who has not previously been involved in the review process.

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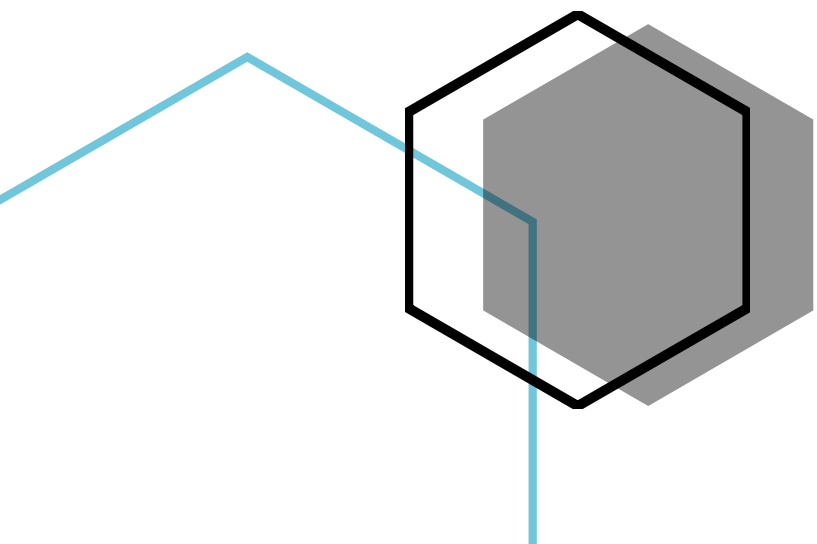
Additionally, the Library has tools available that may assist the Board in appointing a member of the community to serve on this committee. One option may be to use our volunteer software platform to develop a volunteer “job description” for this duty. Interested members of the public may apply at any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



# Teen Zone Reorganization Plan



Hamilton East Public Library  
February 2022





### Overview

In response to feedback from the Library's Board of Trustees and members of the community, and in order to facilitate the use and accessibility of library collections, Hamilton East Public Library will implement the following changes to our teen collections in 2022:

- All physical materials currently housed in the Teen Zone will be divided into two levels, representing high school and middle school. This includes print fiction, print manga, print graphic novels, print magazines, print award books, and fiction audiobooks.
- The high school collection will include materials for grades 9-12, while the middle school collection will include materials for grades 6-8.
- High school print non-fiction will be relocated and interfiled with the library's general (adult) non-fiction collection. Non-fiction materials for a younger teen audience will be relocated to the children's non-fiction collection.
- Print manga materials will be separated from the print graphic novel collection and given their own separate collections, representing the two grade levels.

### Timeline

This effort is anticipated to take approximately five months, with a deadline of June 30<sup>th</sup>, 2022.

#### *Phase 1: February 2022*

Relocation of non-fiction materials will take place immediately. This work is expected to take 1-2 weeks given the small size of the collection (approximately 1000 titles) and the previously completed audit of the collection which will inform relocation decisions.

Also, in this phase the team will begin the process of hiring one additional full-time staff person to our team supporting the work of collection development and maintenance.

Finally, in this phase we will bring a proposed revision to our Circulation Policy to the February Board of Trustees meeting, to require parental signature for all youth library cards. We will update our procedures for card registration accordingly.

## New Teen Collections



### High School Collection

Print HS Fiction  
HS Fiction Audiobooks  
Print HS Manga  
Print HS Graphic Novels  
Print HS Magazines & Comics  
Print HS Award Books

Print HS Non-Fiction *\*interfiled with general non-fiction*

### Middle School Collection

Print MS Fiction  
MS Fiction Audiobooks  
Print MS Manga  
Print MS Graphic Novels  
Print MS Magazines & Comics  
Print MS Award Books

## Teen Zone Reorganization Plan



### *Phase 2: March 2022*

This phase will consist of preparatory work for phase 3. Staff will modify our library software (ILS & Enterprise) configurations to accommodate the newly defined collections and will work with vendors to establish new instructions for pre-processing. An audit of the remaining materials in Teen Zone will begin in which items will be identified for the appropriate collection.

During this phase, we will also make recommendations to the Board for revisions to HEPL's Collection Development Policy to support and guide these procedural changes.

### *Phase 3: April-June 2022*

In this final and longest phase of the project, the work of pulling materials, performing a final review of each item in-hand, and relabeling materials will take place. Due to space constraints, materials will be edited in place and relocated as a collection all at once.

During this phase, staff will also develop readers advisory guides and social media content to help teens and families navigate the change.

This project will be a top priority in order to meet this timeline. Anticipated strategic projects have been postponed, and we will reallocate staffing (including hiring one additional team member) in order to put as much capacity as possible towards this work.

## Complexity of Work

There is considerable complexity in the work associated with this project, which is why a timeline of several months is required.

There are over 13,600 physical titles in our teen collections, not inclusive of multiple copies, and every item will require individual, hands-on attention and processing.



## Teen Zone Reorganization Plan



The hiring of additional staff member, who we envision as a Collection Development Librarian with a focus on teen materials, is critical to this work as well as to increasing staff capacity when selecting new materials for purchase. This individual would help make decisions about the reallocation of Teen Zone materials and support the increased complexity in routine selection workflow going forward. Development of this position's job description is already underway and is prioritized in the first phase of the project.

In order to determine whether an item belongs in the high school or middle school collection, we will define best-practice based selection criteria for each collection. These procedural changes will be supported by recommended revisions to our Collection Development Policy.

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

Logistical considerations include labeling and processing changes and communication with vendors on this, facilitation with architects and contractors to adjust shelving layouts in renovated spaces in order to support spatial navigation of the new layouts, and weeding of collections in order to make space for new shelving locations and layouts.

eBooks will require careful consideration, as the labeling and organization of these materials is largely determined by the vendor. We may not be able to identify separate high school and middle school collections in our e-resources that are analogous in any meaningful way to our print collections.

Furthermore, even with additional resources and moving this project to top priority, we still should expect that routine operations such as selection, patron requests, cataloging, and processing may slow down as staff involved in these tasks give more focus on this project.

### Policy & Procedure Updates

In order to support these changes and in response to community concerns, we will recommend changes to our Circulation Policy and our Collection Development Policy.

Proposed Circulation Policy changes will include the requirement that all youth cards ages 5-17 require parental signature, and a statement defining and clarifying the access that minors have to library collections. We plan to bring these proposed revisions to the February Board of Trustees meeting, and will update our card registration procedures accordingly if approved.

Proposed changes to the Collection Development Policy will include a collection statement for our teen collections, a statement defining and clarifying the access that minors have to library collections, and language that clarifies the work of the library in establishing collections. We anticipate bringing these proposed revisions to the Board of Trustees sometime in the spring.

At the Board meeting on February 4, 2022, the Board took action directing the staff to reevaluate the placement of “Let’s Talk About It” in the Teen collection. The Board also directed the staff to develop a plan to divide the current Teen collection into Middle School and High School collections. As a result of this action, the staff have developed the multi-phase Teen Zone Reorganization plan that was provided to the Board in your meeting materials.

This three-phase plan lays out the process that will be undertaken and underscores the high priority that will be assigned to this project as directed by the Board.

The first step the staff will take in reorganizing and dividing the Teen Collection will be changing our approach to Teen nonfiction. As you know, this is a small collection of fewer than 1,000 titles out of the 13,600 in the Teen Collection overall. Our plan calls for nonfiction materials geared toward high school audiences to be interfiled into the general nonfiction collection rather than being shelved in the Teen Zone. In addition, nonfiction materials for middle school audiences will be relocated into the juvenile nonfiction collection.

This approach to nonfiction geared toward these age groups is common in public libraries and ensures continued access to these materials for those who choose to seek them out. This segment of the work is already underway. Because much of the work that will be required to separate the Teen collections was included as part of

the audit of Teen nonfiction already in progress, we anticipate that portion will be completed by the end of this month. In fact, the work has largely been completed at this time.

Staff recommendation regarding "Let's Talk About It" is that it, like other nonfiction materials in HEPL's collection written for older Teen/High School audiences, be located in the general/adult non-fiction area.

Also in phase one we will move forward in hiring an additional collection development/materials selection professional, adding capacity to our team focused on collection development and maintenance. By reallocating existing staffing resources, this will be accomplished within the current 2022 personnel budget.

Phase two of the plan (March 2022) will consist of preparatory work for Phase 3. Creating newly defined collections requires modifications to our library software and discussions and instruction with vendors who process our material. We will begin auditing the over 12,000 items in the current TeenZone and identifying the items for each new collection.

Phase three will be the longest phase, April-June of 2022. This will be the work of performing a final review of the materials in-hand, and relabeling of each item for the new collection location. Once this is completed, materials will be relocated into distinct Middle School and High School collections in each TeenZone.

## HEPL Collection Development Policy and “The Fault in Our Stars”

HEPL staff originally acquired John Green's "The Fault in our Stars" (TFIOS) for the library's Young Adult (YA)/Teen collection when it was released in 2012.

When the Board tasked the staff in 2022 with reorganizing the TeenZone into distinct Middle School and High School collections (see TeenZone reorganization plan and summary in the packet), the title was leveled into the High School Collection.

In December of 2022, the HEPL Board approved an updated Collection Development Policy including the following statement:

“Written material containing explicit descriptions of sexual conduct (including masturbation, vaginal sex, oral sex, anal sex, oral-anal sex, the use of sex toys, ejaculation, and sadomasochistic abuse) will not be shelved in the Juvenile/Youth, Middle School, and High School sections.”

When asked to provide a definition of explicit for clarification at the December meeting, the attorney from Taft (the law firm engaged by the Board to craft this language) stated that any dictionary definition was acceptable.

As detailed in the Operational Response Plan first provided to the Board at the January 2023 meeting (included in this packet) explicit is defined as: “fully revealed or expressed without vagueness, implication or ambiguity: leaving no question as to meaning or intent (Merriam-Webster); Clear and easy to understand, so that you have no doubt what is meant (Oxford Learner’s).”

In “The Fault in Our Stars” the two main characters have sex involving a condom. The description of this sexual conduct is not graphic or detailed, but it is explicit as defined above and therefore in conflict with the policy, making this title ineligible to be shelved in the High School collection under the current policy.

TFIOS was originally identified through Junior Library Guild (JLG) vetting with the content descriptor "strong sexual content." This JLG content descriptor aligns with the sexual conduct restriction in the policy for the presence of explicit sexual conduct.

TFIOS was relocated to the general (adult) collection on May 25, 2023. This was first reported to the Board in the June 2023 Board packet.

*Project Progress Report August 2023*

**CRDC Exhibits—Trivium/Solomon Group**

Contract terms: 20% at contract signing, 20% payments due 7/1, 9/1, 11/1, with remaining balance due at project completion.

Percentage Complete: Trivium is 35% through their overall portion of the project related to media and graphic design. Solomon Group is 97% through Fabrication and 90% through Media Design, with A/V Procurement, graphic production and other physical fabrication still to come, which equates to 20% complete of their portion of the project. The HEPL team is currently reviewing final Environmental Graphic designs. When this review is complete, these will be print ready graphics. We are also close finalizing media design for the four digital interactives. In the past month, close attention has been paid to the records table interactive as it is the centerpiece of the exhibit and is coming along nicely.

No issues to date.

Contract amount:	\$678,441	
Paid to date:	\$271,376.40	40%
Est % work completed to date:		20%

**Website Redesign—Iconic**

Contract approved December 2022 with 20% initial payment and estimated one-year timeline. Remaining balance is paid through monthly even payments.

Redesign review meetings for the HEPL Homepage, Kids page, Teens page, Ignite Homepage, and Menu Prototype were held with Iconic Digital and staff working closely with the project reviewed and provided feedback to Iconic on the first drafts.

No issues to date, project is on track to complete on time.

Contract amount:	\$109,535	
Paid to date:	\$ 85,636	78%
Est. % work completed to date:		50.1%