



Branch District  
Library

[www.BranchDistrictLibrary.org](http://www.BranchDistrictLibrary.org)

**FUNDING REQUEST FROM UNION TWP. BRANCH  
July 12, 2019**

The Union Twp. Branch Manager, Judy Gottschalk, is requesting to spending money on a recurring basis from the "Union City Facilities Fund", whose actual name is requested to remain publicly anonymous, as long as sufficient funds remain to cover the requested purchases.

The request is for a quarterly order of children's audio books ("VOX Books") from the company Library Ideas. This would be about \$700 each quarter, and there is more than enough in the account to cover this for several years (over \$5,000 in the library's fiduciary fund at the end of May, and we get regular disbursements from the trust, raising that total back up).

The Trust Officer at SMB&T has approved this request, pending approval from the BDL Board. Details follow this report.

June 26, 2019

Josh Will  
Southern Michigan Bank & Trust  
51 W Pearl St  
Coldwater, Mi. 49036

Dear Josh,

Attached you will find a quote from Library Ideas LLC for Vox Books. As per our conversation Dearth Union Township Library would like to purchase more Vox Books using the funds available from the [REDACTED] Fund. You authorized back in January or February our first order for these books. They are so popular I cannot keep them on the shelves.

Vox Books have what is called a standing order which we can received an order of 18 new titles per quarter at a quoted price of \$689.10 which includes free shipping.

We would like your authorization to purchase these book every quarter until further notice so I do not have to approach the board every quarter for this authorization.

As per your request I can set the bill to Southern Michigan Bank &Trust if you would kindly give me the information to pass on to Library Ideas.

Thank you and hope to hear from you soon.

Judy Gottschalk  
Branch Manager – Union Township Branch  
Branch District Library

Library Ideas LLC  
P.O. Box 9  
Vienna, VA 22183

# QUOTE

|           |         |
|-----------|---------|
| Date      | Quote # |
| 6/26/2019 | 12-456  |

|  |
|--|
| Name / Address                             |
| BRANCH LIBRARY DISTRICT<br>Judy Gottschalk |

|         |
|---------|
| Project |
|         |

| Description  | Qty | Cost         | Total      |
|--|-----|--------------|------------|
| VOX The Good Egg   | 1   | 39.95        | 39.95      |
| VOX The Rough Patch  | 1   | 39.95        | 39.95      |
| VOX I Am Enough  | 1   | 39.95        | 39.95      |
| VOX I Do Not Like Books Anymore!                                 | 1   | 34.95        | 34.95      |
| VOX On a Magical Do-Nothing Day                                  | 1   | 39.95        | 39.95      |
| VOX Max Attacks  | 1   | 39.95        | 39.95      |
| VOX Inky the Octopus   | 1   | 39.95        | 39.95      |
| VOX Horse Meets Dog  | 1   | 39.95        | 39.95      |
| VOX Seven Bad Cats   | 1   | 39.95        | 39.95      |
| VOX Honeybees (Insects Up Close)                                 | 1   | 34.95        | 34.95      |
| VOX Squids (Ocean Life Up Close)                                 | 1   | 34.95        | 34.95      |
| VOX Poison Dart Frogs (Animals of the Rain Forest)               | 1   | 34.95        | 34.95      |
| VOX Dear Girl,   | 1   | 39.95        | 39.95      |
| VOX Sky Color  | 1   | 34.95        | 34.95      |
| VOX One Snowy Day  | 1   | 39.95        | 39.95      |
| VOX Gus's Garage   | 1   | 39.95        | 39.95      |
| VOX She Made a Monster: How Mary Shelley Created<br>Frankenstein | 1   | 39.95        | 39.95      |
| VOX Tarantulas (Creepy Crawlies)                                 | 1   | 34.95        | 34.95      |
| Subtotal   | 18  |              | 689.10     |
| Shipping % - FREE  |     | 0.00%        | 0.00       |
| VOX Book Charge Cord - FREE                                      | 4   | 0.00         | 0.00       |
| VOX Book Charger Block - FREE                                    | 4   | 0.00         | 0.00       |
|  |     | <b>Total</b> | USD 689.10 |

Customer Signature \_\_\_\_\_

**From:** Josh Will jwill@smb-t.com  
**Subject:** RE: Vox Books  
**Date:** June 27, 2019 at 10:12 AM  
**To:** Judy Gottschalk GottschalkJ@branchdistrictlibrary.org  
**Cc:** John Rucker RuckerJ@branchdistrictlibrary.org

JW

Hi Judy,

We are happy to do this. However, we would like documentation showing that your board has signed off on authorizing this as well.

Thanks

Josh

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**From:** Judy Gottschalk <GottschalkJ@branchdistrictlibrary.org>  
**Sent:** Wednesday, June 26, 2019 3:40 PM  
**To:** Josh Will <jwill@smb-t.com>  
**Cc:** John Rucker <RuckerJ@branchdistrictlibrary.org>  
**Subject:** Vox Books

Here is the quote and request letter for Vox Books

Thanks,  
Judy Gottschalk

**CAUTION:** This email originated from outside of Southern Michigan Bank & Trust. Do not click links or open attachments unless you recognize the sender and know the content is safe.