

Hamilton North Public Library  
Board of Trustees Meeting  
Cicero  
March 21, 2013 6:30 p.m.

- I. Regular Session
  - II. Review Agenda
  - III. Minutes
    - A. February 21, 2013
  - IV. Financial Report
  - V. Department Reports
    - A. Director – Samuel Mitchel
    - B. Circulation – Luciane Snellenberger
    - C. Atlanta – Mary Palmiero
    - D. Adult – Emily Crickmore
    - E. Young Adult – Emily Crickmore
    - F. Children – Sheri Wallace
    - G. Maintenance – Jim Roy
  - VI. Old Business
    - A. Arcadia WIFI
    - B. Cicero
      - 1. Area Renovation
      - 2. New Hours
        - a. M-Thurs: 10AM-8PM; Fri-Sat: 10AM-4:00; Sun: 1-4PM
        - b. Sunday Time-and-a-half compensation
          - i. Circulation clerks and Circulation manager: paid on individual's base pay
          - ii. All others: paid beginning wage of circulation clerk
          - iii. Proposed Sunday closures:
            - a. Easter
            - b. Sundays before Memorial Day and Labor Day
- VII. New Business
- VIII. Looking Ahead
  - A. April 18<sup>th</sup> Board Meeting in Atlanta
- IX. Meeting Adjournment

Hamilton North Public Library  
Board of Trustees Meeting Minutes  
Meeting held at Cicero, IN Branch  
February 21, 2013 at 6:30 p.m.

I. Regular Session of the HNPL Board Meeting was called to order by President Emily Holt at 6:34 p.m.

1. Members present: Laura Holliday, Mike Jenkins, Sharon Bislich, Melissa Martin, Emily Beechler (out at 7:30 p.m.), Stephen Griffith, and Emily Holt
2. Members absent: None
3. Others present: HNPL Director, Sam Mitchel, HNPL Bookkeeper Amy Wolfe, and Patti Host from Host Design (out at 7:41 p.m.)

II. Review of the Agenda (Exhibit # 1, page 1) by President Emily Holt with no changes

III. Minutes. (Exhibit # 2, pages 1-6.) (Note: This portion of the meeting began at 7:42 p.m.)

1. Discussion: As presented tonight there were no corrections needed for the minutes of January 17.
2. Motion:
  - i. Motion to approve the minutes for January 17, 2013 was made by Sharon Bislich
  - ii. Second to said motion was made by Stephen Griffith.
  - iii. Motion carried by a vote of 6/0

IV. January Financial Report (Exhibit # 3, pages 1-2.)

A. Discussion: January financial report summary in Handout #1, pages 1-2, given by HNPL Bookkeeper, Amy Wolfe. Run rate is at 8.3%, with the percentage of budget used at 10.8%. January expenditures were \$ 48,939. Bank balances totals were \$ 507,316.82. Deposits for January were \$20,465.07. 2013 monthly COIT is \$20,465.07. (This is \$532 less per month than for 2012 or \$6,384 less in the annual amount.) HNPL received back \$34,000 from Community Bank for Lease Rental Financing. HNPL will transfer this to the Rainy Day Fund in July when we receive the second amount. January was a three (3) payroll month. The Law firm of Holt, Fleck, and Romine was paid their yearly fee of \$3,500.

B. Motion:

1. Motion to pay the bills was made by Laura Holliday.
2. Second to said motion made by Melissa Martin.
3. Motion carried by a vote of 6/0.

V. Department Reports (Exhibit # 4.)

1. Department Reports for January, 2013. (Exhibit # 4, pages 1-9.)
  - a. Director-Samuel Mitchel, page 1. (See report on file)

## I. Technology

A. Email Issues: SIM2K assigned a separate IP address to outgoing email to solve problem of blocked/bounced emails going out from the library's Microsoft Outlook application. The e-newsletter we will be sending in one hour intervals.

B. ENA is upgrading telecommunication hardware at the Cicero main library from copper to fiber optic to be activated in late February providing a more stable connection

## II. Facilities.

### A. Cicero.

1. 1/24: Patti Host came to the library to get feedback from board meeting (Re.: renovation projects).

2. 1/25: Hamilton County Master Gardeners met with library staff to discuss landscaping upgrades. They will draw up plans and recommendations.

## III. Staff.

### A. Employment anniversaries.

1. Elaine Eastman (acquisitions coordinator): 18 years.

2. Luciane Snellenberger (circulation mgr.): 6 years.

3. Samuel Mitchel (library director): 5 years.

B. 1/17: Greg Shepard and I attended a cataloging workshop at the state library. Greg will be helping Mary Palmiero copy-catalog at the Atlanta branch.

## IV. Misc.

A. 1/21: Attended Partners & Friends meeting. Discussed 2012 successes and preliminary planning for 2013.

B. 1/28: Attended Hamilton County Library Directors lunch meeting.

C. Submitted annual report to the Indiana State Library.

## V. Looking Ahead:

A. Freegal music database to activate (27 downloads/week for library; 3 downloads/week per individual). Circulation manager, Luciane Snellenberger and Director Mitchel will evaluate subscription to determine effectiveness.

b. Circulation: Luciane Snellenberger, pages 2-3. (See report on file) The circulation stats for January were 9378 compared to 9763 for January of last year and a three year average of 9686 for the month of January. Atlanta had 746 circulations and Cicero had 8632. Sent out 986 holds (238 from Atlanta and 748 from Cicero) and received 916 holds from other libraries (178 for Atlanta, and 738 for Cicero). In-House use for Cicero was 247 and for Atlanta, 27 for a total of 274. Subscription Databases Usage: Tumblebooks, 126; and Overdrive, 307. In January 2013 we had 2,229 visits to our website. Upgrading computers should drive up circulation statistics. Research to be done to identify areas affecting negative down turn in circulation numbers.

c. Atlanta – Mary Palmiero, page 4. (See report on file) January Statistics: Programs, 11; Attendance, 53; Costs-\$0.0; Cost per person: \$0.0. Had some computer problems this month lasting about a week as neither of the patron computers upstairs worked. Those downstairs were just fine. Mark from Sim2k located the problem. Several patrons have been very happy with the variety of DVDs we offer.

d. Adult—Emily Crickmore, pages 5-6. Programs, 30; Attendance, 152; Costs-\$0.0; Cost per person: \$0.0. Roger Bedwell, of the Poison River Boys and a former photographer for the Indianapolis Motor Speedway, published in IndyCar Magazine, displayed some of his photographs this month. The card making/painting classes are also gaining popularity, and they'll be on the calendar indefinitely. Evanced , provider for Sign Up calendar still , do not have the migration software in place. Computer tutorials have exploded, and they're picking up steam with many repeat students, yet getting quite a few new ones weekly. Have added iPad to our list of tutorials. Friday, October 4, we will host author Tess Gerritsen! (Rizzoli and Isles series) The cost will be minimal (taking her out to lunch), and we'll be sharing the day with Carmel Clay Public Library. I'll be dropping hints as to her identity in the eNewsletter. The first person to correctly guess Ms. Gerritsen will get a copy of one of her books. **Coming up:** Social Media Boot Camp, Poison River Boys, Paper Roses Valentine craft, Winter Reading 2013

e. Young Adult – Emily Crickmore, page 7. (See report on file.) January Programs, 9; Attendance, 42; Library costs \$0.0; Attendee per person costs-\$0.0. Acting class returned this month with the students enjoying the assistance of Napoleon Ryan, a working actor in LA, helped with Acting Class via Skype. TAB is growing and the kids are very enthusiastic. The book trailer idea is fading but we will again be collecting pet food items to be donated to the Hamilton County Humane Society. Coming up: House at the End of the Street (movie), acting class, Winter Reading 2013

f. Children – Sheri Wallace, page 8. (See report on file.) January Programs, 30; Attendance, 198; Library costs-\$10.98; Attendee per person costs-\$ .05. We have revitalized our American Girl Club. We have developed a group instruction class for computer research that offered using our laptop computer labs. Started spring cleaning and weeding our VHS collection to be followed by some rearranging to open up the Children's department for large groups when we have performers and special programs. February ushers in our Winter Reading program which is based solely on amount of items checked out. This year's theme is "Reading is our Thing!"

g. Maintenance, Jim Roy, page 9. (See report on file.)  
Developing plans to rearrange shelving in Children's area and move and install shelving from upstairs storage areas. First meeting with Hamilton County Master Gardeners was on 1/25. They are offering a full service for the Library at no

charge. Fish tank moved to west of Book Store windows and hung various decorative wall pieces near magazines, Indiana Room and Book Store. Will be installing outlets on the outside wall of the 4 corner offices. Lacking proper equipment to replace two parking lot lamps we will ask the Cicero Fire Department if they can again schedule the replacing the bulbs as they have in the past. Looking forward: Our next meeting with HCMG is on 3/15 when they will present a landscaping plan and a cost estimate for materials. The newly installed shelving in the Children's area will be enclosed in wood trim matching the current areas.

## VI. Old Business

### A. Arcadia WIFI

1. Discussion: Director Mitchel and Secretary Mike Jenkins will appear at the Arcadia Town Board meeting on March 3, 2013 to present the HNPL vision and seek input regarding WIFI in Arcadia.

### B. Cicero (Handout # 2)

1. Area Renovation presented by Patti Host of Host Design: (Note: this presentation began at 6:40 and concluded at 7:41 p.m.)

i. Discussion: Oak and solid surface recommended instead of laminate. Presented adding three (3) additional stations in computer room. Review of Handout # 2 was given with details and graphics. The Board prioritized and reduced the 16 options presented with final number of options resting at seven (7) for the computer room renovation with total adjusted package totaling approximately \$33,500, which is within our \$35,000 budget. Choices of counter tops, carpet and wall paper for the computer room were made after the Board visited the computer room for comparison of samples.

Meeting room tiled carpet and wallpaper choices were discussed with samples laid out for comparison in the meeting room.

#### ii. Motion:

- a. Motion to approve meeting room upgrades with a budget of \$8,000, coming from the Rainy Day Fund was made by Sharon Bislich.
- b. Second to said motion made by Mike Jenkins.
- c. Motion carried by a vote of 6/0.

## VII. New Business

- ### A. Clothes Donation Bin: Special Olympics have asked to have a 5 x 5 ft. bin set in back of library for donations.

1. Discussion: bins of such have propensity to attract dropped-off furniture and items spilling around the dumpster. Not recommended by trustees.

- ### B. Days and Hours Library is open.

i. Discussion: Question if HNPL can be open more hours. Cicero is now open Monday through Thursday from 10-8 and on Friday and Saturday from 10-5. We could increase the number of hours at this time in Cicero, looking at the possibility of more hours on Sunday. Director Mitchel will report findings.

Atlanta is open from 3-7 on Monday, Tuesday and Thursday and open from 10-7 on Wednesdays. Computer usage by students and crafts are popular. Will consider reconfiguring total hours open to allow for some open hours on Sunday. Summer hours can be looked into for adjustments.

C. Resolution to Temporarily Transfer Funds from the Rainy Day Fund to the Operating Fund.

i. Motion:

a. Motion to approve a Resolution to Temporarily Transfer \$100,000 from the Rainy Day Fund to the Operating Fund to be returned in December was made by Stephen Griffith.

b. Second to said motion made by Laura Holliday.

c. Motion carried by a vote of 6/0.

## **VII. Looking Ahead.**

A. March 21<sup>st</sup> Board Meeting in Cicero.

## **VIII. Meeting adjourned by President Emily Holt at 8:20 p.m.**

Minutes respectfully prepared by HNPL Board Secretary, Mike Jenkins.



**February 2013 Financial Report**  
*For March 21, 2013 Board Meeting*

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**Board of Trustees**

Emily Beechler  
Sharon Bislich  
Steve Griffith  
Laura Holliday  
Emily Holt  
Mike Jenkins  
Melissa Martin

**Director (Non-Voting)**

Samuel Mitchel

3/15/2013 11:54:58 AM

Period Beginning Date:

2/1/2013

## Financial Report by Fund

Hamilton North Public Library

Period Ending Date:

2/28/2013

Fund Number and Description	Year Beginning Balance	Month Beginning Balance	Receipts This Month	Receipts Year to Date	Disbursements This Month	Disbursements Year to Date	Ending Balance	Invested	Available Balance
100 Operating Fund	58,519.49	31,269.43	22,528.17	44,516.55	37,705.60	86,944.04	16,092.00	0.00	16,092.00
110 Library Improvement Reserve Fund	39,141.61	38,923.83	0.00	0.00	91.80	309.58	38,832.03	0.00	38,832.03
130 PLAC Card Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
140 State Technology Fund Grant Fund	5,677.50	4,915.00	0.00	0.00	762.50	1,525.00	4,152.50	0.00	4,152.50
160 Rainy Day Fund	306,977.31	306,635.03	0.00	0.00	415.91	758.19	306,219.12	0.00	306,219.12
180 Levy Excess Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
190 Lease Rental Fund	89,913.11	123,913.11	0.00	34,000.00	0.00	0.00	123,913.11	0.00	123,913.11
200 Payroll Fund	0.00	-201.55	3,423.24	8,520.09	3,221.69	8,520.09	0.00	0.00	0.00
300 Gift Fund	1,772.79	1,773.62	2,172.63	2,286.81	2,012.03	2,125.38	1,934.22	0.00	1,934.22
400 Petty Cash Fund	25.00	25.00	0.00	0.00	0.00	0.00	25.00	0.00	25.00
410 Cash Change Fund	43.50	43.50	0.00	0.00	0.00	0.00	43.50	0.00	43.50
420 Copier Coin Box Fund	19.85	19.85	0.00	0.00	0.00	0.00	19.85	0.00	19.85
700 Evergreen Indiana Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total of All Accounts</b>	<b>502,090.16</b>	<b>507,316.82</b>	<b>28,124.04</b>	<b>89,323.45</b>	<b>44,209.53</b>	<b>100,182.28</b>	<b>491,231.33</b>	<b>0.00</b>	<b>491,231.33</b>



**Bank Register**

Hamilton North Public Library

Period Beginning Date:  
2/1/2013

Date of Report #####

Period Ending Date:  
2/28/2013

Bank Number	YR Beginning Balance	Beginning Balance	Deposits	Withdrawals	Transfers	Ending Balance
<b>1 Community Bank</b>		<b>Account Number 51020</b>			<b>Operating Checking</b>	
	\$119,838.49	\$125,006.16	\$24,648.82	\$40,786.29	\$0.00	\$108,868.69
<b>2 Community Bank</b>		<b>Account Number 504505</b>			<b>Operating Savings</b>	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>5 Community Bank</b>		<b>Account Number 9052658</b>			<b>Money Market</b>	
	\$149,960.24	\$149,998.45	\$34.52	\$0.00	\$0.00	\$150,032.97
<b>6 Hamilton North Public Library</b>		<b>Account Number</b>			<b>Petty Cash, Cash Change &amp; C</b>	
	\$88.35	\$88.35	\$0.00	\$0.00	\$0.00	\$88.35
<b>7 Key Bank</b>		<b>Account Number 149363018453</b>			<b>Money Market</b>	
	\$80,508.16	\$80,508.16	\$0.00	\$0.00	\$0.00	\$80,508.16
<b>8 First Farmers Bank &amp; Trust</b>		<b>Account Number</b>			<b>Money Market</b>	
	\$151,694.92	\$151,715.70	\$17.46	\$0.00	\$0.00	\$151,733.16
<b>Grand Total:</b>	<b>\$502,090.16</b>	<b>\$507,316.82</b>	<b>\$24,700.80</b>	<b>\$40,786.29</b>	<b>\$0.00</b>	<b>\$491,231.33</b>

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**HAMILTON NORTH PUBLIC LIBRARY  
FEBRUARY 2013 APPROPRIATION REPORT  
OPERATING FUND  
TOTAL CICERO & ATLANTA**

Period Beginning Date  
2/1/2013

Period Ending Date  
2/28/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
<b>Personal Services</b>					
Salary of Director	53,000	4,240	10,601	42,399	20.0%
Salary of Assistants	177,000	13,552	34,285	142,716	19.4%
Wages of Janitor	27,000	2,004	5,135	21,865	19.0%
Treasurer	500	-	-	500	0.0%
Employee Benefits	28,014	2,150	5,139	22,875	18.3%
Subtotal	285,514	21,947	55,160	230,354	19.3%
<b>Supplies</b>					
Office Supplies	3,000	117	470	2,530	15.7%
Operating Supplies	6,000	497	791	5,209	13.2%
Library Supplies	2,000	134	247	1,753	12.3%
Cicero Children's Programming	1,000	81	226	774	22.6%
Cicero YA Programming	1,000	-	50	950	5.0%
Cicero Adult Programming	1,000	-	150	850	15.0%
Atlanta Programming	250	-	-	250	0.0%
Programming - Summer Reading	915	-	-	915	0.0%
Subtotal	15,165	829	1,933	13,232	12.7%
<b>Other Services and Charges</b>					
Professional Services	15,500	450	3,950	11,550	25.5%
Communication & Transportation	10,500	558	1,049	9,451	10.0%
Advertising & Public Notice	1,000	50	55	945	5.5%
Printing	250	-	-	250	0.0%
Insurance	9,500	97	97	9,403	1.0%
Utilities-Gas	9,000	976	1,924	7,076	21.4%
Utilities-Electricity	25,000	1,624	3,178	21,822	12.7%
Utilities-Water	2,500	233	446	2,054	17.9%
Utilities-Waste Disposal	1,200	192	303	897	25.3%
Subtotal-Utilities	37,700	3,025	5,851	31,849	15.5%
Repairs & Maintenance	20,800	1,135	1,515	19,285	7.3%
Rentals	75	-	-	75	0.0%
Dues & Membership	400	-	100	300	25.0%
Taxes & Assessments	200	-	-	200	0.0%
Other Fees	100	-	-	100	0.0%
Ebook Services & Non-Print Databases	7,200	2,493	2,892	4,309	40.2%
Transfer to LIRF	10	-	-	10	0.0%
Subtotal	103,235	7,808	15,509	87,726	15.0%
<b>Capital Outlays</b>					
Furniture & Equipment	2,000	55	55	1,945	2.7%
Books - Adult	16,500	1,315	2,868	13,632	17.4%
Books - Young Adult	4,000	918	2,012	1,988	50.3%
Books - Children's	12,500	3,313	5,560	6,940	44.5%
Books - Reference	1,000	49	215	785	21.5%
Newspapers & Periodicals	4,600	131	562	4,038	12.2%
Non-Print Video & DVD	6,500	501	1,109	5,391	17.1%
Non-Print Audio	2,000	-	783	1,217	39.1%
Non-Print Music	1,000	56	95	905	9.5%
Non-Print Art Prints & Posters	100	32	32	68	32.0%
Non-Print Games	500	-	-	500	0.0%
Subtotal	50,700	6,369	13,291	37,409	26.2%
<b>FUND TOTAL</b>	<b>454,614</b>	<b>36,953</b>	<b>85,892</b>	<b>368,722</b>	<b>18.9%</b>

**HAMILTON NORTH PUBLIC LIBRARY  
FEBRUARY 2013 APPROPRIATION REPORT  
OPERATING FUND  
TOTAL CICERO**

Period Beginning Date  
2/1/2013

Period Ending Date  
2/28/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
<b><u>Other Services and Charges</u></b>					
Communication & Transportation	9,600	558	979	8,621	10.2%
Utilities-Gas	7,500	908	1,542	5,958	20.6%
Utilities-Electricity	23,000	1,381	2,844	20,156	12.4%
Utilities-Water	1,750	131	263	1,487	15.0%
Utilities-Waste Disposal	1,200	110	221	979	18.4%
Repairs & Maintenance	18,800	1,135	1,445	17,355	7.7%
Subtotal	61,850	4,224	7,295	54,555	11.8%
<b><u>Capital Outlays</u></b>					
Furniture & Equipment	1,900	55	55	1,845	2.9%
Books - Adult	14,000	1,175	2,543	11,457	18.2%
Books - Young Adult	3,000	918	1,318	1,682	43.9%
Books - Children's	11,000	2,729	4,015	6,985	36.5%
Subtotal	29,900	4,877	7,931	21,969	26.5%
<b>TOTAL CICERO</b>	<b>91,750</b>	<b>9,100</b>	<b>15,226</b>	<b>76,524</b>	<b>16.6%</b>

**HAMILTON NORTH PUBLIC LIBRARY  
FEBRUARY 2013 APPROPRIATION REPORT  
OPERATING FUND  
TOTAL ATLANTA**

**Period Beginning Date**  
2/1/2013

**Period Ending Date**  
2/28/2013

<b>Account Description</b>	<b>Annual Appropriation</b>	<b>Month Disbursements</b>	<b>YTD Disbursements</b>	<b>Balance</b>	<b>Percent Used</b>
<b><u>Other Services and Charges</u></b>					
Communication & Transportation	900	68	138	762	15.3%
Utilities-Gas	1,500	243	556	944	37.1%
Utilities-Electricity	2,000	102	192	1,808	9.6%
Utilities-Water	750	82	164	586	21.9%
Repairs & Maintenance	2,000	-	70	1,930	3.5%
Subtotal	7,150	495	1,120	6,030	15.7%
<b><u>Capital Outlays</u></b>					
Furniture & Equipment	100	-	-	100	0.0%
Books - Adult	2,500	139	324	2,176	13.0%
Books - Young Adult	1,000	-	694	306	69.4%
Books - Children's	1,500	584	1,545	(45)	103.0%
Subtotal	5,100	723	2,563	2,537	50.3%
<b>TOTAL ATLANTA</b>	<b>12,250</b>	<b>1,218</b>	<b>3,684</b>	<b>8,566</b>	<b>30.1%</b>

**HAMILTON NORTH PUBLIC LIBRARY  
FEBRUARY 2013 APPROPRIATION REPORT  
ALL APPROPRIATED FUNDS  
TOTAL CICERO & ATLANTA**

Period Beginning Date  
2/1/2013

Period Ending Date  
2/28/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
<b>Library Improvement Reserve Fund (LIRF)</b>					
<b>Other Services and Charges</b>					
Repairs & Maintenance	15,000	92	310	14,690	2.1%
<b>Capital Outlays</b>					
Furniture & Equipment	12,000	-	-	12,000	0.0%
Non-print Materials	3,000		-	3,000	0.0%
<b>FUND TOTAL</b>	<b>30,000</b>	<b>92</b>	<b>310</b>	<b>29,690</b>	<b>1.0%</b>

<b>Rainy Day Fund</b>					
<b>Other Services and Charges</b>					
Repairs & Maintenance	40,000	-	-	40,000	0.0%
<b>Capital Outlays</b>					
Furniture & Equipment	10,000	416	758	9,242	7.6%
<b>FUND TOTAL</b>	<b>50,000</b>	<b>416</b>	<b>758</b>	<b>49,242</b>	<b>1.5%</b>

<b>Lease Rental Fund</b>					
<b>Other Services and Charges</b>					
Lease Rental	295,000	-	-	295,000	0.0%
<b>FUND TOTAL</b>	<b>295,000</b>	<b>-</b>	<b>-</b>	<b>295,000</b>	<b>0.0%</b>

<b>Operating Fund</b>					
Personal Services	285,514	21,947	55,160	230,354	19.3%
Supplies	15,165	829	1,933	13,232	12.7%
Other Services and Charges	103,235	7,808	15,509	87,726	15.0%
Capital Outlays	50,700	6,369	13,291	37,409	26.2%
<b>FUND TOTAL</b>	<b>454,614</b>	<b>36,953</b>	<b>85,892</b>	<b>368,722</b>	<b>18.9%</b>
<b>GRAND TOTAL</b>	<b>829,614</b>	<b>37,461</b>	<b>86,960</b>	<b>742,654</b>	<b>10.5%</b>

3/15/2013 11:08:15 AM

**Deposit Register Summary**

Hamilton North Public Library

From: 2/1/2013 To: 2/28/2013

For Bank Number: 1 Community Bank

Fund	Account Number and Description	Month to date Deposits	Year to date Deposits
100	100.10.00.29 Copier Fees	\$58.30	\$58.30
	100.10.00.30 Fines and Fees	\$839.60	\$1,482.95
	100.10.00.31 Fax	\$124.05	\$239.10
	100.10.00.32 Copies	\$163.65	\$307.01
	100.10.00.34 Meeting Room Fees	\$100.00	\$225.00
	100.10.00.38 Room Deposit	\$250.00	\$400.00
	100.10.00.39 Key Deposit	\$10.00	\$30.00
	100.10.00.40 COIT	\$20,465.07	\$40,930.14
	100.10.00.46 Friends Bookstore	\$297.74	\$486.94
	100.10.00.47 Earbud Purchases	\$1.75	\$4.75
	100.10.00.50 Non Resident Cards	\$150.00	\$200.00
	100.10.00.60 Interest - Operating	\$16.03	\$33.39
	100.10.00.80 Refunds	\$0.00	\$8.00
	<b>Fund Total</b>	<b>\$22,476.19</b>	<b>\$44,405.58</b>
190	190.10.03.10 Lease Rental	\$0.00	\$34,000.00
	<b>Fund Total</b>	<b>\$0.00</b>	<b>\$34,000.00</b>
300	300.10.02.06 Gift Fund - Programing	\$22.37	\$90.46
	300.10.02.10 Gift Fund - Amazon Sales	\$128.00	\$174.09
	300.10.04.20 Gift Fund - Friends Slush Fund Cicero	\$22.26	\$22.26
	300.20.03.01 Gift Fund - Atlanta Feasibility Study	\$2,000.00	\$2,000.00
	<b>Fund Total</b>	<b>\$2,172.63</b>	<b>\$2,286.81</b>

For Bank Number: 5 Community Bank

Fund	Account Number and Description	Month to date Deposits	Year to date Deposits
100	100.10.00.61 Interest - MM Fund (Operating)	\$34.52	\$72.73
	<b>Fund Total</b>	<b>\$34.52</b>	<b>\$72.73</b>

For Bank Number: 8 First Farmers Bank &amp; Trust

Fund	Account Number and Description	Month to date Deposits	Year to date Deposits
100	100.10.00.61 Interest - MM Fund (Operating)	\$17.46	\$38.24

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# Deposit Register Summary

Hamilton North Public Library

**From:** 2/1/2013 **To:** 2/28/2013**Fund Total**\$17.46\$38.24**Total of all Funds:**\$24,700.80\$80,803.36

Friday, March 15, 2013

**Disbursement Register**  
**Hamilton North Public Library**  
 209 W Brinton  
 Cicero, IN 46034

From: 2/1/2013 To: 2/28/2013

Date	Account	Office/Dept/Fund					
<b>Fund 100</b>							
<b>100.10.00.34</b>	Meeting Room Fees		<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check# Notes</b>
2/25/2013	Julie Greene		Julie Greene		7849	\$25.00	13271 Mtg Room Refund
<b>Total:</b>						<b>\$25.00</b>	
<b>100.10.00.38</b>	Room Deposit		<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check# Notes</b>
2/11/2013	Denise Provence		Denise Provence		7811	\$50.00	13259 Room Deposit Refund
2/25/2013	Julie Greene		Julie Greene		7849	\$50.00	13271 Room Deposit Refund
2/25/2013	Melanie Stalter		Melanie Stalter		7850	\$50.00	13272 Room Deposit Refund
2/25/2013	Susan Roney		Susan Roney		7851	\$50.00	13273 Room Deposit Refund
2/28/2013	Angelina Oburn		Angelina Oburn		7898	\$50.00	13301 Room Deposit Refund
2/28/2013	Anne Lee		Anne Lee		7899	\$50.00	13302 Room Deposit Refund
2/28/2013	Kim McKinney		Kim McKinney		7900	\$50.00	13303 Room Deposit Refund
2/28/2013	Anita van den Heuvel		Anita van den Heuvel		7901	\$50.00	13304 Room Deposit Refund
<b>Total:</b>						<b>\$400.00</b>	
<b>100.10.00.39</b>	Key Deposit		<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check# Notes</b>
2/25/2013	Susan Roney		Susan Roney		7851	\$10.00	13273 Key Deposit Refund
2/28/2013	Anne Lee		Anne Lee		7899	\$10.00	13302 Key Deposit Refund
2/28/2013	Kim McKinney		Kim McKinney		7900	\$10.00	13303 Key Deposit Refund
<b>Total:</b>						<b>\$30.00</b>	
<b>100.10.00.46</b>	Friends Bookstore		<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check# Notes</b>
2/28/2013	HNPL Friends		HNPL Friends		7903	\$297.74	13306 Feb 2013 Bookstore Proceeds
<b>Total:</b>						<b>\$297.74</b>	
<b>100.10.01.11</b>	Salary of Director		<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check# Notes</b>
2/12/2013					7781	\$2,120.19	DD430811
2/26/2013					7823	\$2,120.19	DD570811
<b>Total:</b>						<b>\$4,240.38</b>	



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**Disbursement Register**  
**Hamilton North Public Library**

209 W Brinton  
Cicero, IN 46034

From: 2/1/2013 To: 2/28/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
100.10.01.12	Salary of Assistants							
2/12/2013					7776	\$71.64	DD431011	
2/12/2013					7777	\$679.54	DD430881	
2/12/2013					7778	\$630.00	DD430101	
2/12/2013					7779	\$536.04	DD431001	
2/12/2013					7780	\$130.95	DD430991	
2/12/2013					7782	\$350.69	DD431021	
2/12/2013					7783	\$618.66	DD430191	
2/12/2013					7784	\$115.55	DD430701	
2/12/2013					7786	\$156.44	DD431031	
2/12/2013					7787	\$1,012.32	DD430741	
2/12/2013					7788	\$85.80	DD430691	
2/12/2013					7789	\$147.44	DD430931	
2/12/2013					7790	\$1,046.68	DD430281	
2/12/2013					7792	\$579.87	DD43391	
2/12/2013					7793	\$455.30	DD430111	
2/26/2013					7818	\$71.80	DD571011	
2/26/2013					7819	\$664.27	DD570881	
2/26/2013					7820	\$630.00	DD570101	
2/26/2013					7821	\$535.37	DD571001	
2/26/2013					7822	\$139.94	DD570991	
2/26/2013					7824	\$308.04	DD571021	
2/26/2013					7825	\$601.27	DD570191	
2/26/2013					7826	\$226.78	DD570701	
2/26/2013					7828	\$157.19	DD571031	
2/26/2013					7829	\$1,016.66	DD570741	
2/26/2013					7830	\$63.56	DD570691	
2/26/2013					7831	\$188.42	DD570931	
2/26/2013					7832	\$1,056.13	DD570281	
2/26/2013					7834	\$582.96	DD57391	
2/26/2013					7835	\$457.73	DD570111	
Total:						\$13,317.04		
100.10.01.14	Wages of Janitor		Name of Claimant	PO	Claim #	Amount	Check#	Notes
2/12/2013			Roy		7785	\$573.50	DD430901	

Friday, March 15, 2013

**Disbursement Register**  
**Hamilton North Public Library**  
 209 W Brinton  
 Cicero, IN 46034

**From:** 2/1/2013 **To:** 2/28/2013

Date	Account	Office/Dept/Fund
2/12/2013		
2/26/2013		
2/26/2013		

7791	\$431.95	DD430571
7827	\$554.94	DD570901
7833	\$443.92	DD570571

**Total:** \$2,004.31

100.10.01.15	Pages
2/12/2013	
2/26/2013	

PO	Claim #	Amount	Check#	Notes
	7776	\$118.07	DD431011	
	7818	\$116.90	DD571011	

**Total:** \$234.97

100.10.01.20	Employee Benefits
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Name of Claimant	PO	Claim #	Amount	Check#	Notes
2/28/2013 Hartford Life & Annuity Insurance Company		7794	\$210.18	2/12 457 Plan	
2/28/2013 Hartford Life & Annuity Insurance Company		7836	\$210.59	2/26 457 Plan	
2/28/2013 Community Bank		7837	\$1,493.63	ab Withholdings	
2/28/2013 Community Bank		7904	\$201.55	Adj 1	FICA Under Withheld on 1st Payroll
2/28/2013 Community Bank		7905	\$11.30	DD Fee #1	Direct Deposit Fee
2/28/2013 Community Bank		7906	\$11.30	DD Fee #2	Direct Deposit Fee
2/28/2013 Community Bank		7907	\$11.30	DD Fee #3	Direct Deposit Fee

**Total:** \$2,149.85

100.10.02.13	Office Supplies
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Name of Claimant	PO	Claim #	Amount	Check#	Notes
2/25/2013 Indiana Chamber of Commerce		7840	\$45.00	13262	New Employment Poster
2/25/2013 Quill Corporation		7852	\$17.98	13274	Labelmaker Tape (2 rolls)
2/25/2013 Quill Corporation		7852	\$23.37	13274	Stapler & Sticky Notes
2/25/2013 Quill Corporation		7852	\$10.79	13274	Sticky Notes
2/28/2013 Quill Corporation		7874	\$11.82	13296	Binder Clips
2/28/2013 Amy Wolfe		7877	\$8.00	13299	Calculator & Pens

**Total:** \$116.96

100.10.02.23	Operating Supplies
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Name of Claimant	PO	Claim #	Amount	Check#	Notes
2/25/2013 Supply Warehouse, Inc.		7846	\$53.95	13268	Toliet Paper
2/25/2013 Quill Corporation		7852	\$38.96	13274	Paper Towels & Kleenex
2/25/2013 Quill Corporation		7852	\$35.99	13274	1 Case of Paper Towels

Friday, March 15, 2013

**Disbursement Register**  
**Hamilton North Public Library**  
 209 W Brinton  
 Cicero, IN 46034

**From:** 2/1/2013 **To:** 2/28/2013

Date	Account	Office/Dept/Fund					
2/25/2013	Quill Corporation	Quill Corporation	7852	\$4.99	13274	Febreeze Air Freshener	
2/25/2013	Quill Corporation	Quill Corporation	7852	\$19.99	13274	4 Pk Dust Destroyer	
2/25/2013	Grainger	Grainger	7853	\$34.65	13275	Light Bulbs	
2/25/2013	Cardmember Service	Cardmember Service	7858	\$70.03	13280	Boards, Gas, Light Bulbs	
2/28/2013	Sullivan Hardware	Sullivan Hardware	7875	\$238.22	13297	Wire, Extension Boxes, Switch/Outlet Boxes, Nuts & Bolts, Plunger	
<b>Total:</b>				<b>\$496.78</b>			
<b>100.10.02.33</b>	<b>Library Supplies</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
2/11/2013	Demco	Demco		7809	\$104.04	13258	Book Supports - Children's Area
2/25/2013	Cardmember Service	Cardmember Service		7858	\$30.05	13280	Tape for Cataloging
<b>Total:</b>					<b>\$134.09</b>		
<b>100.10.02.34</b>	<b>Cicero Children's Programming</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
2/25/2013	Cardmember Service	Cardmember Service		7858	\$78.77	13280	Programmng & Winter Reading Supplies
2/28/2013	Quill Corporation	Quill Corporation		7874	\$2.58	13296	Construction Paper
<b>Total:</b>					<b>\$81.35</b>		
<b>100.10.03.14</b>	<b>Professional Services</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
2/11/2013	Buckland & Associates	Buckland & Associates		7802	\$300.00	13252	Fixed Asset Reporting
2/28/2013	SpamSoap	SpamSoap		7865	\$150.00	13287	Spam Protection Software - Semi Annual Charge
<b>Total:</b>					<b>\$450.00</b>		
<b>100.10.03.27</b>	<b>Communication &amp; Transportation-</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
2/25/2013	Indiana Chamber of Commerce	Indiana Chamber of Commerce		7840	\$7.95	13262	Shipping
2/25/2013	Creative DataProducts	Creative DataProducts		7841	\$26.50	13263	
2/25/2013	Morgan Birge' & Associates, Inc.	Morgan Birge' & Associates, Inc.		7842	\$50.00	13264	Phone Maintenance Fee
2/25/2013	Cardmember Service	Cardmember Service		7858	\$114.25	13280	Shipping Costs, Director's Luncheon, Cataloging Workshop
2/28/2013	Morgan Birge' & Associates, Inc.	Morgan Birge' & Associates, Inc.		7864	\$50.00	13286	Phone Maintenance Fee
2/28/2013	Frontier	Frontier		7871	\$290.64	13293	Cicero Phone & Fax
2/28/2013	Baker & Taylor Books	Baker & Taylor Books		7895	\$18.43	13300	Shipping
<b>Total:</b>					<b>\$557.77</b>		

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# **Disbursement Register** **Hamilton North Public Library**

209 W Brinton  
Cicero, IN 46034

From: 2/1/2013 To: 2/28/2013

Date	Account	Office/Dept/Fund		PO	Claim #	Amount	Check#	Notes
100.10.03.31	Advertising & Public Notices	Name of Claimant						
2/28/2013	The Times	The Times			7902	\$29.95	13305	Annual Report Ad - 3/6/13
2/28/2013	The Times	The Times			7902	\$20.00	13305	Lady Husky Ad
					<b>Total:</b>	<b>\$49.95</b>		
100.10.03.41	Insurance	Name of Claimant						
2/25/2013	Auto-Owners Insurance	Auto-Owners Insurance			7845	\$97.00	13267	Atlanta - Worker's Comp
					<b>Total:</b>	<b>\$97.00</b>		
100.10.03.51	Utilities-Gas-Cicero	Name of Claimant						
2/28/2013	Vectren Energy Delivery	Vectren Energy Delivery			7870	\$907.75	13292	
					<b>Total:</b>	<b>\$907.75</b>		
100.10.03.52	Utilities-Electricity-Cicero	Name of Claimant						
2/25/2013	Duke Energy	Duke Energy			7847	\$1,381.34	13269	
					<b>Total:</b>	<b>\$1,381.34</b>		
100.10.03.53	Utilities-Water-Cicero	Name of Claimant						
2/25/2013	Cicero Municipal Utilities	Cicero Municipal Utilities			7848	\$131.37	13270	
					<b>Total:</b>	<b>\$131.37</b>		
100.10.03.54	Utilities-Waste Disposal-Cicero	Name of Claimant						
2/28/2013	Republic Services #761	Republic Services #761			7869	\$110.35	13291	
					<b>Total:</b>	<b>\$110.35</b>		
100.10.03.63	Repairs & Maintenance-Cicero	Name of Claimant						
2/25/2013	Hunter Plumbing LLC	Hunter Plumbing LLC			7844	\$85.00	13266	Check Water Closets
2/28/2013	Comfort Systems USA	Comfort Systems USA			7866	\$1,050.00	13288	Semi-Annual Maintenance Billing
					<b>Total:</b>	<b>\$1,135.00</b>		
100.10.03.98	Ebook Services & Non-Print Data	Name of Claimant						

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**Disbursement Register**  
**Hamilton North Public Library**  
 209 W Brinton  
 Cicero, IN 46034

From: 2/1/2013 To: 2/28/2013

Date	Account	Office/Dept/Fund				
2/11/2013	Library Ideas LLC	Library Ideas LLC	7805	\$2,020.00	13255	Freegal Music Downloads
2/11/2013	Evanced Solutions, Inc.	Evanced Solutions, Inc.	7806	\$472.50	13256	Renewal for Summer Reader Software
Total:				\$2,492.50		

100.10.04.41	Furniture & Equipment-Cicero	Name of Claimant	PO	Claim #	Amount	Check#	Notes
2/25/2013	Cardmember Service	Cardmember Service		7858	\$54.99	13280	4 ticket boxes
Total:					\$54.99		

100.10.04.51	Books-Adult-Cicero	Name of Claimant	PO	Claim #	Amount	Check#	Notes
2/25/2013	Gale	Gale		7839	\$19.46	13261	
2/25/2013	GEGRB/Amazon	GEGRB/Amazon		7859	\$7.15	13281	
2/28/2013	Baker & Taylor Books	Baker & Taylor Books		7895	\$1,148.65	13300	
Total:					\$1,175.26		

100.10.04.52	Books-Young Adult-Cicero	Name of Claimant	PO	Claim #	Amount	Check#	Notes
2/25/2013	Junior Library Guild	Junior Library Guild		7854	\$684.00	13276	
2/28/2013	Baker & Taylor Books	Baker & Taylor Books		7895	\$233.89	13300	
Total:					\$917.89		

100.10.04.53	Books-Childrens-Cicero	Name of Claimant	PO	Claim #	Amount	Check#	Notes
2/11/2013	Scholastic Library	Scholastic Library		7804	\$152.10	13254	
2/11/2013	Scholastic Library	Scholastic Library		7804	\$195.00	13254	
2/25/2013	Junior Library Guild	Junior Library Guild		7854	\$2,052.00	13276	
2/25/2013	Capstone Press, Inc.	Capstone Press, Inc.		7855	\$22.00	13277	
2/25/2013	GEGRB/Amazon	GEGRB/Amazon		7859	\$9.92	13281	
2/28/2013	The Penworthy Company	The Penworthy Company		7868	\$108.29	13290	
2/28/2013	Baker & Taylor Books	Baker & Taylor Books		7895	\$189.37	13300	
Total:					\$2,728.68		

100.10.04.54	Books-Reference	Name of Claimant	PO	Claim #	Amount	Check#	Notes
2/25/2013	GEGRB/Amazon	GEGRB/Amazon		7859	\$49.34	13281	
Total:					\$49.34		

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Friday, March 15, 2013

**Disbursement Register**  
**Hamilton North Public Library**  
 209 W Brinton  
 Cicero, IN 46034

**From: 2/1/2013 To: 2/28/2013**

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
100.10.04.60	Newspapers & Periodicals							
2/25/2013	Cardmember Service		Cardmember Service		7858	\$89.91	13280	
					<b>Total:</b>	<b>\$89.91</b>		
100.10.04.61	Newspapers & Periodicals-Cicero							
2/25/2013	Hoosier Heritage Magazine		Hoosier Heritage Magazine		7856	\$16.00	13278	
2/25/2013	Amy Wolfe		Amy Wolfe		7857	\$4.99	13279	Teen Prom Magazine
2/28/2013	National Home Gardening Club		National Home Gardening Club		7876	\$20.00	13298	13 month Subscription Renewal
					<b>Total:</b>	<b>\$40.99</b>		
100.10.04.71	Non-Print-Vid/DVD							
2/25/2013	Amy Wolfe		Amy Wolfe		7857	\$20.98	13279	Fitness DVDs
2/25/2013	GEGRB/Amazon		GEGRB/Amazon		7859	\$480.34	13281	
					<b>Total:</b>	<b>\$501.32</b>		
100.10.04.73	Non-Print-Music							
2/25/2013	GEGRB/Amazon		GEGRB/Amazon		7859	\$55.95	13281	
					<b>Total:</b>	<b>\$55.95</b>		
100.10.04.74	Non-Print-Artwork							
2/25/2013	Cardmember Service		Cardmember Service		7858	\$32.00	13280	Posters for Kids Area
					<b>Total:</b>	<b>\$32.00</b>		
100.20.03.28	Communication & Transportation-							
2/28/2013	Endeavor Communications		Endeavor Communications		7862	\$68.16	13284	Atlanta Phone & Fax
					<b>Total:</b>	<b>\$68.16</b>		
100.20.03.51	Utilities-Gas-Atlanta							
2/28/2013	Vectren Energy Delivery		Vectren Energy Delivery		7870	\$242.85	13292	
					<b>Total:</b>	<b>\$242.85</b>		

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Friday, March 15, 2013

**Disbursement Register**  
**Hamilton North Public Library**  
 209 W Brinton  
 Cicero, IN 46034

**From:** 2/1/2013 **To:** 2/28/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
100.20.03.52	Utilities-Electricity-Atlanta							
2/28/2013	Duke Energy		Duke Energy		7867	\$101.61	13289	
<b>Total:</b>						<b>\$101.61</b>		
100.20.03.53	Utilities-Water-Atlanta							
2/28/2013	Atlanta Utilities		Atlanta Utilities		7873	\$82.05	13295	
<b>Total:</b>						<b>\$82.05</b>		
100.20.04.51	Books-Adult-Atlanta							
2/28/2013	Baker & Taylor Books		Baker & Taylor Books		7895	\$139.24	13300	
<b>Total:</b>						<b>\$139.24</b>		
100.20.04.53	Books-Childrens-Atlanta							
2/11/2013	Capstone Press, Inc.		Capstone Press, Inc.		7803	\$477.31	13253	
2/28/2013	Capstone Press, Inc.		Capstone Press, Inc.		7863	\$498.81	13285	
2/28/2013	Baker & Taylor Books		Baker & Taylor Books		7895	\$85.05	13300	
2/28/2013	Capstone Press, Inc.		Capstone Press, Inc.		7908	(\$477.31)		uplicate Invoice Reverse Duplicate Invoice
<b>Total:</b>						<b>\$583.86</b>		
<b>Total for Fund# 100</b>						<b>\$37,705.60</b>		
<b>Fund 110</b>								
110.10.03.01	LIRF - Repairs & Maintenance							
2/25/2013	Ricoh USA, Inc.		Ricoh USA, Inc.		7843	\$91.80	13265	Patron Copier Fee
<b>Total:</b>						<b>\$91.80</b>		
<b>Total for Fund# 110</b>						<b>\$91.80</b>		
<b>Fund 140</b>								
140.10.03.01	State Technology Fund Grant							
2/28/2013	ENA Services LLC		ENA Services LLC		7872	\$762.50	13294	
<b>Total:</b>						<b>\$762.50</b>		

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# **Disbursement Register** **Hamilton North Public Library**

209 W Brinton  
 Cicero, IN 46034

From: 2/1/2013 To: 2/28/2013

Date	Account	Office/Dept/Fund					
			Total for Fund#	140		\$762.50	
<b>Fund 160</b>							
160.10.04.01	Rainy Day - Furniture & Equipme	Name of Claimant	PO	Claim #	Amount	Check#	Notes
2/25/2013	Cardmember Service	Cardmember Service		7858	\$415.91	13280	Wall Vases, 2 Topiaries, Wrought Iron Scroll Art
Total:					\$415.91		
			Total for Fund#	160		\$415.91	
<b>Fund 200</b>							
200.10.01.01	Federal Withholding	Name of Claimant	PO	Claim #	Amount	Check#	Notes
2/28/2013	Community Bank	Community Bank		7837	\$743.79	sb	Withholdings
Total:					\$743.79		
200.10.01.02	FICA Withheld	Name of Claimant	PO	Claim #	Amount	Check#	Notes
2/28/2013	Community Bank	Community Bank		7837	\$1,210.50	sb	Withholdings
2/28/2013	Community Bank	Community Bank		7904	(\$201.55)		Adj 1 FICA Under Withheld on 1st Payroll
Total:					\$1,008.95		
200.10.01.03	Medicare Withheld	Name of Claimant	PO	Claim #	Amount	Check#	Notes
2/28/2013	Community Bank	Community Bank		7837	\$283.13	sb	Withholdings
Total:					\$283.13		
200.10.01.04	State/County Withheld	Name of Claimant	PO	Claim #	Amount	Check#	Notes
2/28/2013	Indiana Department of Revenue	Indiana Department of Revenue		7838	\$872.03		Feb 2013
Total:					\$872.03		
200.10.01.09	457 Plan Withheld	Name of Claimant	PO	Claim #	Amount	Check#	Notes
2/28/2013	Hartford Life & Annuity Insurance Company	Hartford Life & Annuity Insurance Company		7794	\$135.98	2/12	457 Plan
2/28/2013	Hartford Life & Annuity Insurance Company	Hartford Life & Annuity Insurance Company		7836	\$136.39	2/26	457 Plan
Total:					\$272.37		



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**Disbursement Register**  
**Hamilton North Public Library**  
 209 W Brinton  
 Cicero, IN 46034

From: 2/1/2013 To: 2/28/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
200.10.01.11	457 Plan Loan							
2/28/2013	Hartford Life & Annuity Insurance Company		Hartford Life & Annuity Insurance Company		7794	\$20.71	2/12 457 Plan	
2/28/2013	Hartford Life & Annuity Insurance Company		Hartford Life & Annuity Insurance Company		7836	\$20.71	2/26 457 Plan	
					<b>Total:</b>	<b>\$41.42</b>		
<b>Total for Fund# 200</b>						<b>\$3,221.69</b>		
<b>Fund 300</b>								
300.10.00.03	Gift Fund - Unrestricted		Name of Claimant	PO	Claim #	Amount	Check#	Notes
2/25/2013	Creative DataProducts		Creative DataProducts		7841	\$395.00	13263	HNPL Pencils
					<b>Total:</b>	<b>\$395.00</b>		
300.10.02.03	Gift Fund - Summer Reading		Name of Claimant	PO	Claim #	Amount	Check#	Notes
2/25/2013	Amy Wolfe		Amy Wolfe		7857	\$17.97	13279	SR Prize - Colts Purse
2/25/2013	Cardmember Service		Cardmember Service		7858	\$126.64	13280	SR Prizes
					<b>Total:</b>	<b>\$144.61</b>		
300.10.02.06	Gift Fund - Programming		Name of Claimant	PO	Claim #	Amount	Check#	Notes
2/11/2013	Amy Wolfe - Petty Cash Reimbursement		Amy Wolfe - Petty Cash Reimbursement		7807	\$9.13	13257	Valentine's Decorations
2/25/2013	Cardmember Service		Cardmember Service		7858	\$19.76	13280	Food for Programs
					<b>Total:</b>	<b>\$28.89</b>		
300.10.02.10	Gift Fund - Amazon Sales		Name of Claimant	PO	Claim #	Amount	Check#	Notes
2/25/2013	Cardmember Service		Cardmember Service		7858	\$24.12	13280	Shipping Costs
					<b>Total:</b>	<b>\$24.12</b>		
300.10.04.20	Gift Fund - Friends Slush Fund Ci		Name of Claimant	PO	Claim #	Amount	Check#	Notes
2/11/2013	Amy Wolfe - Petty Cash Reimbursement		Amy Wolfe - Petty Cash Reimbursement		7807	\$14.98	13257	Bday Cake & Card
2/25/2013	Amy Wolfe		Amy Wolfe		7857	\$27.70	13279	Pop & Water
2/25/2013	Amy Wolfe		Amy Wolfe		7857	\$9.17	13279	Splenda for Staff Lounge
2/28/2013	Amy Wolfe		Amy Wolfe		7877	\$37.56	13299	Going Away Cake, Pop & Water
					<b>Total:</b>	<b>\$89.41</b>		

Friday, March 15, 2013

**Disbursement Register**  
**Hamilton North Public Library**

209 W Brinton  
Cicero, IN 46034

**From:** 2/1/2013 **To:** 2/28/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
300.20.03.01	Gift Fund - Atlanta Feasibility Stu							
2/25/2013	KRM Architecture		KRM Architecture		7860	\$1,330.00	13282	
<b>Total:</b>						<b>\$1,330.00</b>		
<b>Total for Fund# 300</b>						<b>\$2,012.03</b>		
<b>Total Amount of Claims:</b>						<b>\$44,209.53</b>		

**Register Claims**  
**Hamilton North Public Library**  
 209 W Brinton  
 Cicero, IN 46034

3/21/2013

From: 2/1/2013 To: 2/28/2013

Claim Number	Vendor Number / Name	PO Number	Check Number	Check Date	Amount of Claim
7794	Hartford Life & Annuity Insurance Company				\$366.87
7802	Buckland & Associates				\$300.00
7803	Capstone Press, Inc.				\$477.31
7804	Scholastic Library				\$347.10
7805	Library Ideas LLC				\$2,020.00
7806	Evanced Solutions, LLC				\$472.50
7807	Amy Wolfe - Petty Cash Reimbursement				\$24.11
7809	Demco				\$104.04
7811	Denise Provence				\$50.00
7836	Hartford Life & Annuity Insurance Company				\$367.69
7837	Community Bank				\$3,731.05
7838	Indiana Department of Revenue				\$872.03
7839	Gale				\$19.46
7840	Indiana Chamber of Commerce				\$52.95
7841	Creative Product Source				\$421.50
7842	Morgan Birge & Associates, Inc.				\$50.00
7843	Ricoh USA, Inc.				\$91.80
7844	Hunter Plumbing LLC				\$85.00
7845	Auto-Owners Insurance				\$97.00
7846	Supply Warehouse, Inc.				\$53.95
7847	Duke Energy				\$1,381.34
7848	Cicero Municipal Utilities				\$131.37
7849	Julie Greene				\$75.00
7850	Melanie Stalter				\$50.00
7851	Susan Roney				\$60.00
7852	Quill Corporation				\$152.07
7853	Grainger				\$34.65
7854	Junior Library Guild				\$2,736.00
7855	Capstone Press, Inc.				\$22.00
7856	Hoosier Heritage Magazine				\$16.00
7857	Amy Wolfe				\$80.81
7858	Cardmember Service				\$1,056.43
7859	QECRB/Amazon				\$602.70
7860	KRM Architecture				\$1,330.00
7862	Endeavor Communications				\$68.16
7863	Capstone Press, Inc.				\$498.81
7864	Morgan Birge & Associates, Inc.				\$50.00
7865	SpamSoap				\$150.00

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**Register Of Claims**  
**Hamilton North Public Library**  
 209 W Brinton  
 Cicero, IN 46034

3/21/2013

From: 2/1/2013 To: 2/28/2013

Claim Number	Vendor Number / Name	PO Number	Check Number	Check Date	Amount of Claim
7866	Comfort Systems USA				\$1,050.00
7867	Duke Energy				\$101.61
7868	The Penworthy Company				\$108.29
7869	Republic Services #761				\$110.35
7870	Vectren Energy Delivery				\$1,150.60
7871	Frontier				\$290.64
7872	ENA Services LLC				\$762.50
7873	Atlanta Utilities				\$82.05
7874	Quill Corporation				\$14.40
7875	Sullivan Hardware				\$238.22
7876	National Home Gardening Club				\$20.00
7877	Amy Wolfe				\$45.56
7895	Baker & Taylor Books				\$1,814.63
7898	Angelina Oburn				\$50.00
7899	Anne Lee				\$60.00
7900	Kim McKinney				\$60.00
7901	Anita van den Heuvel				\$50.00
7902	The Times				\$49.95
7903	HNPL Friends				\$297.74
7904	Community Bank				\$0.00
7905	Community Bank				\$11.30
7906	Community Bank				\$11.30
7907	Community Bank				\$11.30
7908	Capstone Press, Inc.				(\$477.31)

**Register of Claims**  
**Hamilton North Public Library**  
 209 W Brinton  
 Cicero, IN 46034

3/21/2013

From: 2/1/2013 To: 2/28/2013

Claim Number	Vendor Number / Name	PO Number	Check Number	Check Date	Amount of Claim
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I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-6.

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Fiscal Officer**Allowance of Vouchers**

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in Lieu of signing each claim the governing body is allowing.)

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages,  
 and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total  
 amount of \$24,412.83 . Dated 3/21/2013

\_\_\_\_\_  
Emily Beechler\_\_\_\_\_  
Steve Griffith\_\_\_\_\_  
Emily Holt\_\_\_\_\_  
Melissa Martin\_\_\_\_\_  
Sharon Bislich\_\_\_\_\_  
Laura Holliday\_\_\_\_\_  
Mike Jenkins

Board Members

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# Payroll Claim Register

## Hamilton North Public Library

209 W Brinton

Cicero, IN 46034

From: 2/1/2013 To: 2/28/2013

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
7776			\$189.71	DD431011	\$168.55
7777			\$679.54	DD430881	\$561.61
7778			\$630.00	DD430101	\$489.48
7779			\$536.04	DD431001	\$433.04
7780			\$130.95	DD430991	\$120.93
7781			\$2,120.19	DD430811	\$1,810.35
7782			\$350.69	DD431021	\$310.12
7783			\$618.66	DD430191	\$514.14
7784			\$115.55	DD430701	\$91.62
7785			\$573.50	DD430901	\$478.93
7786			\$156.44	DD431031	\$130.05
7787			\$1,012.32	DD430741	\$854.03
7788			\$85.80	DD430691	\$76.77
7789			\$147.44	DD430931	\$123.44
7790			\$1,046.68	DD430281	\$840.00
7791			\$431.95	DD430571	\$360.06
7792			\$579.87	DD43391	\$483.90
7793			\$455.30	DD430111	\$306.81
7818			\$188.70	DD571011	\$167.65
7819			\$664.27	DD570881	\$549.70
7820			\$630.00	DD570101	\$489.48
7821			\$535.37	DD571001	\$432.52
7822			\$139.94	DD570991	\$129.23
7823			\$2,120.19	DD570811	\$1,810.35
7824			\$308.04	DD571021	\$272.60
7825			\$601.27	DD570191	\$500.59
7826			\$226.78	DD570701	\$189.45
7827			\$554.94	DD570901	\$464.47
7828			\$157.19	DD571031	\$130.63
7829			\$1,016.66	DD570741	\$857.62
7830			\$63.56	DD570691	\$57.21
7831			\$188.42	DD570931	\$155.38
7832			\$1,056.13	DD570281	\$847.15
7833			\$443.92	DD570571	\$370.58

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
7834			\$582.96	DD57391	\$486.32
7835			\$457.73	DD570111	\$308.70
			\$19,796.70		\$16,373.46

200.10.01.01	Federal Withholding	\$743.79	200.10.01.02	FICA Withheld	\$1,210.50
200.10.01.03	Medicare Withheld	\$283.13	200.10.01.04	State/County Withheld	\$872.03
200.10.01.09	457 Plan Withheld	\$272.37	200.10.01.11	457 Plan Loan	\$41.42

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-6.

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Fiscal Officer

### Allowance of Vouchers

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in Lieu of signing each claim the governing body is allowing.)

We have examined the claims listed on the foregoing Register of Claims, consisting 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of \$16,373.46 Dated 3/21/2013

\_\_\_\_\_  
Emily Beechler  
\_\_\_\_\_  
Steve Griffin  
\_\_\_\_\_  
Emily Holt  
\_\_\_\_\_  
Melissa Martin

\_\_\_\_\_  
Sharon Bislich  
\_\_\_\_\_  
Laura Holliday  
\_\_\_\_\_  
Mike Jenkins

Board Members

**Hamilton North Public Library  
Gift Fund Checking (300)  
Balance as of February 28, 2013**

	Unrestricted Gift Fund	Friends Slush Fund Cicero	Programming Gift Fund	Atlanta Feasibility Study Gift Fund	Kiwanis Children's Computer Lab	Friends Summer Reading Gift Fund	Summer Reading Gift Fund	Total Summer Reading Gift Funds	Friends Photo Contest Gift Fund
Ending Balance (12/31/12)	\$ 937.96	\$ 0.00	\$ 0.07	\$ -	\$ 198.00	\$ (23.12)	\$ -	\$ (23.12)	\$ -
2013 YTD Receipts	\$ -	\$ 22.26	\$ 90.46	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
2013 YTD Disbursements	\$ (395.00)	\$ (22.26)	\$ (90.53)	\$ (1,330.00)	\$ -	\$ (144.61)	\$ -	\$ (144.61)	\$ -
Ending Balance	\$ 542.96	\$ 0.00	\$ (0.00)	\$ 670.00	\$ 198.00	\$ (167.73)	\$ -	\$ (167.73)	\$ -

	Gift Fund Amazon Sales	Teen Advisory Board Gift Fund	Friends DVD Gift Fund Atlanta	Summer Reading Walmart Gift Fund	Legacy Grant Board Retreat	YA Books Gift Fund	Lois Costomiris Memorial Gift Fund	Northern HamCo Prevention Coalition Gift Fund	ENDING BALANCE
Ending Balance (12/31/12)	\$ 43.46	\$ -	\$ 321.42	\$ -	\$ -	\$ -	\$ 295.00	\$ -	\$ 1,772.79
2013 YTD Receipts	\$ 174.09	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,286.81
2013 YTD Disbursements	\$ (132.99)	\$ -	\$ (9.99)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,125.38)
Ending Balance	\$ 84.56	\$ -	\$ 311.43	\$ -	\$ -	\$ -	\$ 295.00	\$ -	\$ 1,934.22



Hamilton North Public Library						
Edward Jones MasterCard Bill						
January 15, 2012 - February 13, 2013						
	Sam	Sheri	Amy	James		
	Mitchel	Wallace	Wolfe	Roy	TOTAL	
Communication & Transportation - Cicero	\$ 36.53		\$ 77.72		\$ 114.25	Shipping Costs, Director's Luncheon, Cataloging Workshop
Furniture & Equipment - Cicero			\$ 54.99		\$ 54.99	4 Ticket Boxes
Gift Fund - Amazon Sales			\$ 24.12		\$ 24.12	Shipping Cost
Gift Fund - Friends Summer Reading			\$ 126.64		\$ 126.64	SR Prizes
Gift Fund - Programming		\$ 19.76			\$ 19.76	Food for Programs
Library Supplies			\$ 30.05		\$ 30.05	Scotch Tape for Cataloging
Newspapers & Periodicals			\$ 89.91		\$ 89.91	Newspaper & Magazine Renewals
Non-Print Art Prints & Posters			\$ 32.00		\$ 32.00	Posters for Kids Area
Operating Supplies				\$ 70.03	\$ 70.03	Boards & Supplies, Gas, Light Bulbs
Programming - Children's Cicero		\$ 78.77			\$ 78.77	Programming Supplies, Winter Reading Supplies
Rainy Day - Furniture & Equipment			\$ 415.91		\$ 415.91	Wall Vases & 2 Topiars for Front Desk Area, Wrought Iron Scroll Art
					\$ -	
<b>TOTAL</b>	<b>\$ 36.53</b>	<b>\$ 98.53</b>	<b>\$ 851.34</b>	<b>\$ 70.03</b>	<b>\$ 1,056.43</b>	

3/15/2013

Edward Jones 2\_13\_13.xls

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**February 2013 Director's Report**  
**Board Meeting: 3/21/13**

**I. Technology**

- A. HHSC and HNPL potential partnership of IT support. Spoke with David Slabe, Technology Systems Design and Hardware Supervisor. We will be discussing further specifics (e.g. block hours, fee, schedule, etc.)

**II. Facilities**

- A. Cicero
  - 1. 2/1: Patti Host and sub-contractors came to the library to discuss renovation projects.
- B. Atlanta
  - 1. 2/14: Rebecca Smith, Indiana Landmarks, presented grant check (\$2,000) to the library. Photo-op with Tipton Tribune.

**III. Staff**

- A. Debbie Horner, circulation clerk, gave her two-week notice. Her last day will be March 8<sup>th</sup>.

**IV. Misc.**

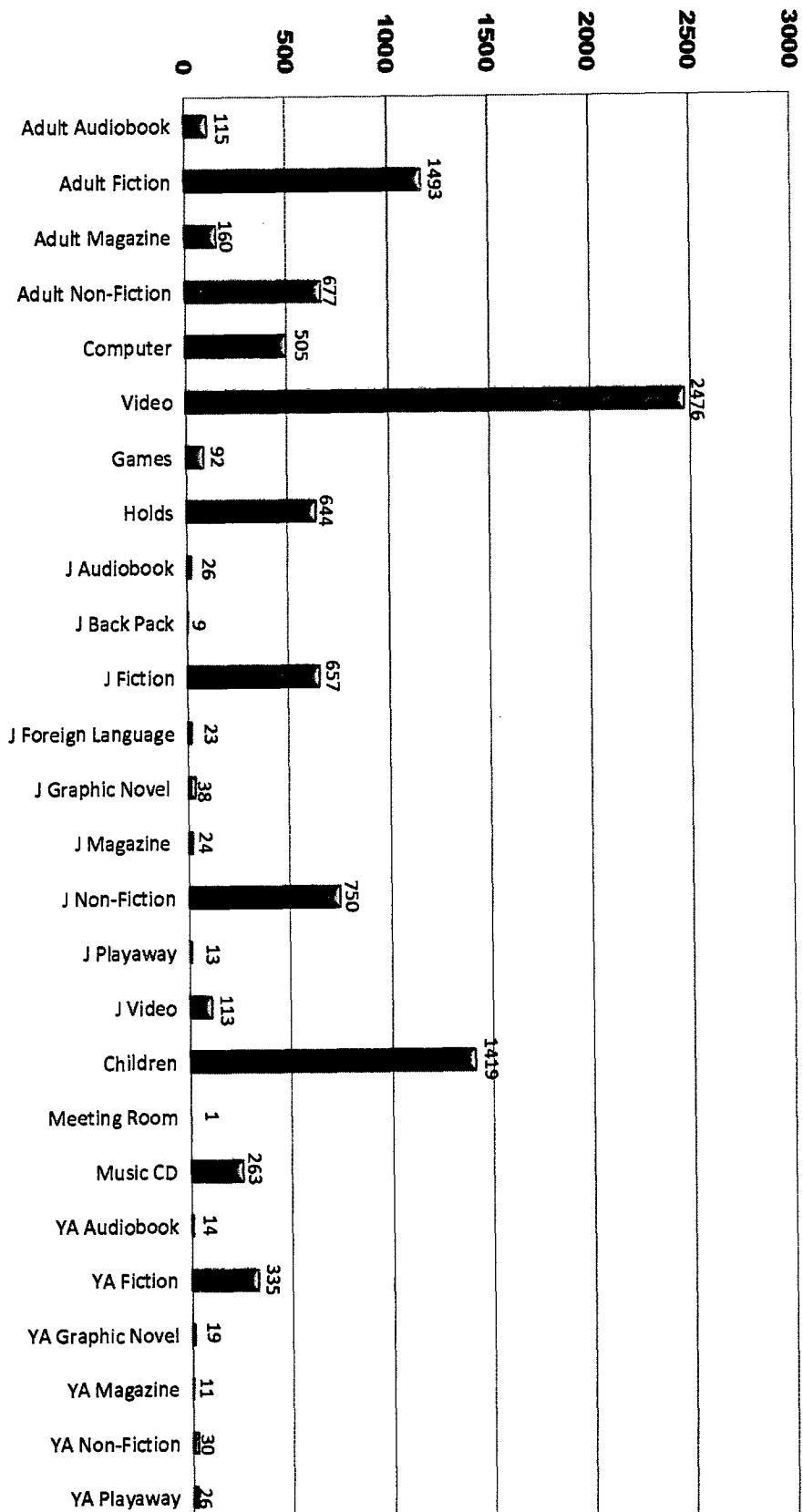
- A. 2/1: Attended ILF District IV directors meeting. Discussed current legislation, team building and management.

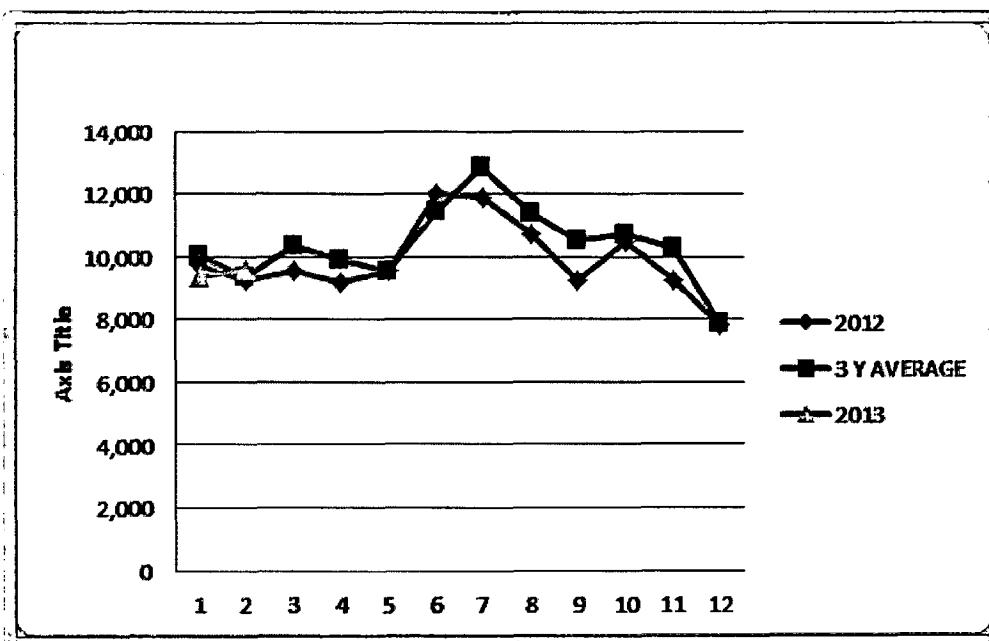
**V. Looking Forward**

- A. Arcadia WIFI topic on Arcadia Town Meeting agenda (3/4)
- B. Staff In-service Day: Friday, March 29th

Samuel Mitchel

# February 2013





	February-13	February-12	3 Years Average
<b>Circulation</b>			
Atlanta	698	896	
Cicero	8,915	8,716	
<b>Total</b>	<b>9,613</b>	<b>9,612</b>	<b>9,225</b>
<b>In-House Use</b>			
Atlanta	57	40	
Cicero	89	233	
<b>Total</b>	<b>146</b>	<b>273</b>	
<b>Transits Sent</b>			
Atlanta	166	262	
Cicero	576	845	
<b>Total</b>	<b>742</b>	<b>1,107</b>	
<b>Transits Received</b>			
Atlanta	158	376	
Cicero	601	681	
<b>Total</b>	<b>759</b>	<b>1,057</b>	
<b>Databases</b>			
Freegal	18		
Overdrive	269	220	
Tumblebooks	121	263	
World Book Web	20		

February 2013 circulation is about the same as February 2012 and a bit higher than the 3 years average. We have two new databases, Freegal and World Book Webb, patrons are starting to view. Debbie Horne has left us. Cindy Morse has taken Debbie's hours. We advertised for the open position.

Thank you,

Luciane Snellenberger  
Circulation Manager

## FEBRUARY, 2013 ATLANTA BOARD REPORT

Endeavor Communications is the local telephone company for Atlanta. They presented a computer class free for anyone with an Atlanta phone number. The class offered the basics, and the presenter said they would be willing to do another program if we wanted them to.

### STATISTICS

#### Children's Programs

NAME OF PROGRAM	NUMBER OF TIMES MET	TOTAL ATTENDANCE	TOTAL COST
Tuesday Movie	1	6	0
Kids Crafts	2	7	0
Homework Help	2	5	0
Valentine cookie decorating	1	12	0
TOTALS	6	31	0

#### Adult Programs

Name of Program	Number of times met	Total Attendance	Total cost
Crochet and Quilt	4	20	0
Endeavor Communications Computer Class	1	11	0
TOTALS	5	31	0

Mary Palmiero

March 14, 2013

# Hamilton North Public Library Adult Department

February 2013

Program	# of Times	Attendance	Cost	Cost per Attendee
Pilates/Yoga every Monday	4	50	0	0
GabsBee Quilting every other Tuesday	2	12	0	0
Computer Tutorials 2/6, 2/7 (2x), 2/8 (2x), 2/12, 2/13, 2/14, 2/15 (2x), 2/21, 2/22 (3x) 2/26 (2x)	16	33	0	0
Crochet with Aloha every Thursday	5	30	0	0
Paper Roses (Valentine craft) 2/11, 2/14	2	5	0	0
Social Media Boot Camp 2/12	1	12	0	0
Art Reception for Bruce Neckar 2/13	1	15	0	0
Poison River Boys 2/13	1	30	100	0
Brown Bag Reading Group 2/22	1	5	0	0
Evening Reading Group 2/25	1	4	0	0
Tablescape Painting with Deanna Leonard 2/27	1	5	0	0

Non-Library uses of Meeting Rooms	18	N/A	0	0
TOTAL Library Programs	35	201	100	0

Bruce Neckar, of the Poison River Boys, displayed his some of his drawings of birds this month. He's a professional artist, and also teaches classes at Nickel Plate Arts in Noblesville. He held a reception just before the PRB concert.

The number of tutorials is increasing every week; most of them are for the various e-readers.

Eric Anderson of Scientifically Speaking presented Social Media Boot Camp. He had an attendance cap, but did not turn away walk-ins the day of the program. I've had requests for him to return later this year.

The art programs are holding steady, and have regular attendees. A few patrons have asked for more frequent painting classes, and I will try to work something out with Deanna.

We had 133 adult and teen participants in our Winter Reading Program. On March 2, we raffled off 4 \$25 gift cards to Barnes & Noble, Best Buy, Regal Cinemas, and Walmart.

I did not note it on the financials of this report, but I did spend a small amount of money in January on cookies/drink mix for the various teen programs and art receptions. I stockpiled, and use about \$3 worth of cookies at each event.

**Coming up:** Midwest Writers Workshop Mini-Conference, Steampunk jewelry, Medicare info session

Emily Crickmore



# **Hamilton North Public Library Young Adult Department** **February 2013**

Program	# of Times	Attendance	Cost	Cost per Attendee
Teen Art Class each Thursday	4	12	0	0
Snack & Yak 2/8	1	3	0	0
Saturday @ the Movies (House/End of the Street, rated PG-13) 2/9	1	16	0	0
Teen Advisory Board 2/20	1	6	0	0
Teen Acting Class 2/21	1	4	0	0
<b>Total programs</b>	<b>8</b>	<b>41</b>	<b>0</b>	<b>0</b>

Teen movies are the biggest attraction for the kids, and I show new releases.

I may cut the acting class permanently. Two of the attendees are from Tipton, and have limited access to rides to HNPL. I'll have a frank discussion with the kids at the next TAB meeting, as well as at the next acting class, to determine the future of the class.

The TAB is very interested in starting up a video game club, and I've left it up to them to plan. (I'll be supervising, of course – I want them to own the group) They'd like to purchase t-shirts for the group, which would require a fundraiser on their behalf. I'd like the group to offer a car wash in the library parking lot when the weather is warmer.

As I mentioned in the adult report, we had 133 adults and teens participate in Winter Reading.

Coming up: Perks of Being a Wallflower (movie), acting class, TAB

Emily Crickmore



Hamilton North Public Library  
Children's Department  
February 2013

Program	Age Group	# of Times	Attendance	Cost
Art Classes	Preschool	4	15	0
Story Time	Preschool	8	93	0
Outreach	Preschool	1	32	0
Art Classes	Home School	4	21	0
Field Trip/Scavenger Hunt	Home School	1	22	0
Art Classes	School Age	4	21	0
Lego Mania	School Age	1	4	\$ 14.11
American Girl Club	School Age	1	13	\$ 39.28
Computer Research Class	School Age	1	10	0
Totals		25	231	\$ 53.39

We have almost completed our new arrangement in the Children's department. There are still a few things left to move and I should get that done very soon. The patrons seem to enjoy the wide open spaces. Winter reading is complete and now we are on to planning for summer reading. I attended the Husky Festival to promote our library. In April I will attend Kindergarten Round Up to promote summer reading. I will also be instructing a class at Super Saturday. All in all program attendance seems to be up.

Sheri Wallace  
Children's Department

**H.N.P.L.**

## **Monthly Maintenance Report**

**FEBRUARY 2013**

**Rearrangement of shelving has now been completed in children's area. Existing shelving in middle of room has been removed to storage. Wall shelving has been installed and wood trim fabricated to enclose the shelves,**

**Receptacles have been installed on the front outside walls of the S.W. quiet room and the N.W. office. These changes will allow the relocation of the computer equipment in the children's area.**

**The 3-15 meeting with the HCMG has been rescheduled to 3-22 at their request. They will present their recommendations and plans for revising the current landscaping and estimated material costs at that time. All labor will be provided by library staff and volunteers from the HCMG. They will also provide tree trimming and pruning advice.**

### **Looking Forward:**

**Will focus on outside work including lawn fertilization on those areas around and in front of the building as well as cleaning and removing leaves and dead foliage.**

**Support outside contractors as they begin changes in computer and meeting rooms by removing and or storing existing furnishings as required.**

**Jim Roy**