

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

- I.** Regular Session
- II.** Review Agenda
- III.** Minutes
 - A. October 17, 2013
- IV.** Financial Report
- V.** Department Reports
 - A. Director – Samuel Mitchel
 - B. Circulation – Emily Crickmore
 - 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. Market Audit
- VII.** New Business
 - A. Review Meeting Room Policy
 - B. Director Evaluation - Initial
- VIII.** Looking Ahead
 - A. Staff/Board/Partners Christmas Dinner: Thursday 12/5 (Library Closes at 5:00 PM)
 - B. Christmas at the Library Open House: Thursday 12/12
 - C. Board Officers Election
 - D. December 19th Board Meeting in Cicero
 - E. Director Evaluation
- IX.** Meeting Adjournment

Hamilton North Public Library
Board of Trustees Meeting Minutes
Meeting held at Atlanta, IN Branch
October 17, 2013 at 6:30 p.m.

- I. Regular Session of the HNPL Board Meeting was called to order by President Emily Holt at 6:33 p.m.
 - a. Members present: Emily Holt, Mike Jenkins, Stephen Griffith, Melissa Martin, and Sharon Bislich.
 - b. Members absent: Laura Holliday and Emily Beechler
 - c. Others present: HNPL Director, Sam Mitchel.
- II. Review of the Agenda (Exhibit # 1, page 1) by President Emily Holt with no corrections.
- III. Minutes. (Exhibit # 2, pages 1-4.)
 - a. Discussion: As presented tonight there were no additions or corrections to the September 19th, 2013 minutes.
 - b. Motion:
 - i. Motion to approve the minutes for September 19th, 2013 was made by Stephen Griffith.
 - ii. Second to said motion was made by Sharon Bislich.
 - iii. Motion carried by a vote of 5/0.
- IV. September Financial Report (Exhibit # 3, pages 1-25)
 - a. Discussion: September financial report summary in Handout #1, pages 1-2, given by HNPL Director, Sam Mitchel. Run rate is at 75%, with the percentage of budget used at 73%. September expenditures were \$33,614. Bank balances totals for September were \$484,928.11. Deposits for September were \$20,645.07(This is the 2013 monthly COIT amount which is \$532 less per month than for 2012 or \$6,384 less in the annual amount.)
 - b. Motion:
 - i. Motion to pay the bills was made by Melissa Martin.
 - ii. Second to said motion made by Sharon Bislich.
 - iii. Motion carried by a vote of 5/0.
- V. Department Reports (Exhibit # 4.)
 - A. Department Reports for September, 2013. (Exhibit # 4, pages 1-8.)
 1. Director, Samuel Mitchel, page 1. (See report on file).
 - I. Technology
 - A. Patron Copier
 1. Fax – current copier does not have fax board installed. May be obsolete, but Chapter 1 IKON is looking to see if there is a board in inventory. Still have 2 more years on lease.
 2. Scanning – copier is on separate network and will not send emails.

B. Web Stats

	<u>Page Views</u>	<u>Unique Visits</u>	<u>First Time Visits</u>	<u>Returning Visits</u>
Total	4,191	2,055	991	1,064
Average	140	69	33	35

II. Facilities.

A. Decorating committee has done a wonderful job at fall décor. Maintenance department is on a set schedule for cleaning windows and dusting.

III. Staff.

A. Charlie Williams (Janitor): Has worked for HNPL for 8 years.

B. Mary Palmiero (Atlanta P.T. Coordinator): Has worked for HNPL for 16 years.

C. Conducted interviews for the Adult/Y.A. Program Coordinator position. Sarah Bourg has been offered/accepted position.

IV. MISC.

A. 9/11: Richard Parker, Creative Direction, discussed 1st draft of market audit.

B. 9/12: Sarah O'Sha of Indiana State Library visited to introduce herself as new regional representative. A. 9/19-20: Attended Small and Medium-sized Libraries (SAMS) conference. Half day DISC assessment. Many excellent sessions on Friends of the Library, Partnering in the Community, and Management/Supervisor skills.

C. 9/23: Hamilton County Library Directors meeting.

D. 9/23: Attended Partners & Friends meeting. Relayed some of the information gleaned from the SAMS conference.

E. 9/28: Volunteered at the book sale during New Earth Festival.

F. Looking Forward.

1. Positive changes and new ideas in the Circulation and Programming Departments.

Discussion was also had on finding ways to give more recognition to our staff.

2. Circulation, Emily Crickmore: pages 2-3. (See report on file) The circulation stats for September were 9232 compared to 9148 for September of last year and a three year average of 9849 for the month of September. Atlanta had 762 circulations and Cicero had 8470. Sent out 419 holds (145 from Atlanta and 274 from Cicero), and received 318 holds from other libraries (33 for Atlanta, and 285 for Cicero.). In-House use for Cicero was 173 and for Atlanta, 6, for a total of 179. Top selections by patrons in September are: DVD, 2287 ; Adult fiction, 1362 ; Adult non-fiction, 402; Children, 1212; J. Non-fiction, 450; Young Adult Fiction, 540 and Computer, 842 . Subscription Databases Usage: Tumblebooks, 64; Overdrive, 389; Freegal, 75; World Book, 200. We issued 72 new cards in September. We now have 3 subs in addition to our regular

circulation staff. We are still focused on training, and providing the best customer service we can. Director Mitchel will check the "holds" numbers for consistency with the template.

3. Atlanta, Mary Palmerio, page 4. September Programs, 18 ; Attendance, 57 ; Cost, \$0.0. Everything went smoothly for the Earth Festival this year. The Friends of the Library and the staff were able to take care of the visitors. We believe the book sale and booth rental brought in about \$1900. Met with Sarah Bourg, the new Programs Director, and looking forward to working with her and her ideas. We are planning on at least one Adult and one Teen program per month.
4. Adult, Sarah Bourg, page 5. September Programs, 12; Attendance, 148; Costs- \$ 0; Cost per person: \$ 0. **Coming up:** In October, we have author Marc Mason coming on the 12th to discuss and sign copies of his new young adult book. We are having a paint like Munch class and a Christmas card making class. We will also be having another Medicare question and answer session on the 22nd.
5. Young Adult, Sarah Bourg, page 6. (See report on file.) September Programs, 1; Attendance, 4; Costs, \$ 0; Attendee per person costs-\$ 0. **Coming up:** In October, we will be having young adult author Marc Mason coming on the 12th to discuss his newest novel. We will also be continuing our Teen Advisory Board and video game club meetings. November promises to be a big month for YA programs with a visit from author Brenda Hiatt and a Catching Fire movie release party.
6. Children, Sheri Wallace, page 7. (See report on file.) September Programs, 23; Attendance, 145; Costs, \$ 0; Costs per person, \$0. We devoted time to include games and play time as well as stories, rhymes and crafts. All the games chosen address the state standards for Pre-K and Kindergarten. Our program attendance has been a little slow as we get back into our regular monthly programs. The Tuesday evening tutoring has been going very well. We have restructured the Preschool Pals story lasts for one hour and sometimes longer with the children enjoying this arrangement. Will check on story costs as per financial report.
7. Maintenance, Jim Roy, page 8. (See report on file.) Repaired scratches and stains on exterior entrance wood doors. Selected grading and seeding of landscape areas performed. Power washed brick under canopy. Overall recent repair work of this surface is holding up well. Damaged mortar areas can be repaired in house. Looking Forward: Winter preparation of shrub, ornamental grass and roses will occur. Also planting spring bulbs. Will repair cracks and repaint ceiling and wall area in and around circulation desk.

VI. Old Business

A. Market Audit

1. Richard Parker has received comments from Trustees and is compiling a final draft. We will meet with Mr. Parker on the 25th for more ideas. Looking for specificity on what more the Board can provide him.

- B. Update from Atlanta feasibility study. The tree issues have been addressed. The Southwest corner of the building issues is being addressed. The Coal chute upgrade is being pursued.

VII. New Buisness

- A. 2014 Budget. (Exhibit # 5)
 - 1. Adoption of 2014 Budget.
 - a. Discussion: The Board members conducted a last review of Exhibit # 5.
 - b. Motion:
 - i. Motion to adopt the HNPL 2014 Budget as presented was made by Sharon Bislich.
 - ii. Second to said motion made by Steven Griffith.
 - iii. Motion carried by a vote of 5/0.

VIII. Looking Ahead

- A. November 21st. Board Meeting in Cicero, IN.
- B. HNPL Director Evaluation—Initial Discussion.

IX. Meeting adjourned by President Emily Holt at 7:15 p.m.

Minutes respectfully prepared by HNPL Board Secretary, Mike Jenkins.



October 2013 Financial Report
For November 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

11/15/2013 11:28:45 AM

Financial Report by Fund

Period Beginning Date:

10/1/2013

Hamilton North Public Library

Period Ending Date:

10/31/2013

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	126,301.44	38,725.13	441,323.24	31,825.68	366,641.84	133,200.89	0.00	133,200.89
110 Library Improvement Reserve Fund	39,141.61	33,438.09	0.00	0.00	549.13	6,252.65	32,888.96	0.00	32,888.96
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	0.00	0.00	0.00	0.00	5,677.50	0.00	0.00	0.00
160 Rainy Day Fund	306,977.31	158,708.25	0.00	0.00	762.50	149,031.56	157,945.75	0.00	157,945.75
190 Lease Rental Fund	89,913.11	165,003.57	26,906.94	249,497.40	0.00	147,500.00	191,910.51	0.00	191,910.51
200 Payroll Fund	0.00	0.00	3,588.49	38,649.51	3,588.49	38,649.51	0.00	0.00	0.00
300 Gift Fund	1,772.79	1,388.41	455.39	7,554.30	3,316.55	10,799.84	-1,472.75	0.00	-1,472.75
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
Total of All Accounts	502,090.16	484,928.11	69,675.95	737,024.45	40,042.35	724,552.90	514,561.71	0.00	514,561.71

Bank Register

Hamilton North Public Library

Period Beginning Date:
10/1/2013

Date of Report 11/15/2013 11:23:53 A

Period Ending Date:
10/31/2013

Bank Number	YR Beginning Balance	Beginning Balance	Deposits	Withdrawals	Transfers	Ending Balance
1 Community Bank						
		Account Number 51020		Operating Checking		
	\$119,838.49	\$102,120.75	\$66,036.20	\$36,453.86	\$0.00	\$131,703.09
2 Community Bank						
		Account Number 504505		Operating Savings		
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5 Community Bank						
		Account Number 9052658		Money Market		
	\$149,960.24	\$150,272.81	\$31.91	\$0.00	\$0.00	\$150,304.72
6 Hamilton North Public Library						
		Account Number		Petty Cash, Cash Change & C		
	\$88.35	\$88.35	\$0.00	\$0.00	\$0.00	\$88.35
7 Key Bank						
		Account Number 149363018453		Money Market		
	\$80,508.16	\$80,579.54	\$0.00	\$0.00	\$0.00	\$80,579.54
8 First Farmers Bank & Trust						
		Account Number		Money Market		
	\$151,694.92	\$151,866.66	\$19.35	\$0.00	\$0.00	\$151,886.01
Grand Total:	\$502,090.16	\$484,928.11	\$66,087.46	\$36,453.86	\$0.00	\$514,561.71

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

Period Beginning Date
10/1/2013

Period Ending Date
10/31/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
Personal Services					
Salary of Director	53,000	4,240	46,644	6,356	88.0%
Salary of Assistants	177,000	13,138	149,429	27,571	84.4%
Wages of Janitor	27,000	2,038	23,309	3,691	86.3%
Treasurer	500	-	-	500	0.0%
Employee Benefits	28,014	2,305	22,382	5,632	79.9%
Subtotal	285,514	21,721	241,765	43,749	84.7%
Supplies					
Office Supplies	3,000	274	2,985	15	99.5%
Operating Supplies	6,000	149	4,483	1,517	74.7%
Library Supplies	2,000	111	1,372	628	68.6%
Cicero Children's Programming	1,000	76	976	24	97.6%
Cicero YA Programming	1,000	-	721	279	72.1%
Cicero Adult Programming	1,000	-	934	66	93.4%
Atlanta Programming	250	-	157	93	62.9%
Programming - Summer Reading	915	-	915	-	100.0%
Subtotal	15,165	611	12,544	2,621	82.7%
Other Services and Charges					
Professional Services	15,500	647	8,874	6,626	57.3%
Communication & Transportation	10,500	1,298	7,868	2,632	74.9%
Advertising & Public Notice	1,000	55	608	392	60.8%
Printing	250	-	122	128	48.8%
Insurance	9,500	1,842	1,989	7,511	20.9%
			-		
Utilities-Gas	9,000	51	4,583	4,417	50.9%
Utilities-Electricity	25,000	1,992	19,609	5,391	78.4%
Utilities-Water	2,500	231	2,386	114	95.4%
Utilities-Waste Disposal	1,200	129	1,306	(106)	108.8%
Subtotal-Utilities	37,700	2,403	27,884	9,816	74.0%
Repairs & Maintenance	20,800	-	11,807	8,993	56.8%
Rentals	75	-	-	75	0.0%
Dues & Membership	400	100	336	64	84.0%
Taxes & Assessments	200	-	98	102	49.0%
Other Fees	100	-	(42)	142	-42.3%
Ebook Services & Non-Print Databases	7,200	895	4,574	2,626	63.5%
Transfer to LIRF	10	-	-	10	0.0%
Subtotal	103,235	7,240	64,119	39,116	62.1%
Capital Outlays					
Furniture & Equipment	2,000	-	1,978	22	98.9%
Books - Adult	16,500	1,520	14,225	2,275	86.2%
Books - Young Adult	4,000	193	3,439	561	86.0%
Books - Children's	12,500	184	11,904	596	95.2%
Books - Reference	1,000	-	438	562	43.8%
Newspapers & Periodicals	4,600	(407)	4,466	134	97.1%
Non-Print Video & DVD	6,500	350	6,165	335	94.8%
Non-Print Audio	2,000	-	1,168	832	58.4%
Non-Print Music	1,000	52	866	134	86.6%
Non-Print Art Prints & Posters	100	-	134	(34)	134.0%
Non-Print Games	500	-	277	223	55.5%
Subtotal	50,700	1,892	45,059	5,641	88.9%
FUND TOTAL	454,614	31,464	363,487	91,127	80.0%

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

Period Beginning Date
10/1/2013

Period Ending Date
10/31/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
Other Services and Charges					
Communication & Transportation	9,600	1,226	7,216	2,384	75.2%
Utilities-Gas	7,500	-	3,692	3,808	49.2%
Utilities-Electricity	23,000	1,885	18,119	4,881	78.8%
Utilities-Water	1,750	131	1,476	274	84.3%
Utilities-Waste Disposal	1,200	129	1,224	(24)	102.0%
Repairs & Maintenance	18,800	-	10,733	8,067	57.1%
Subtotal	61,850	3,371	42,458	19,392	68.6%
Capital Outlays					
Furniture & Equipment	1,900	-	1,900	(0)	100.0%
Books - Adult	14,000	1,282	12,042	1,958	86.0%
Books - Young Adult	3,000	184	2,624	376	87.5%
Books - Children's	11,000	184	10,212	788	92.8%
Subtotal	29,900	1,651	26,778	3,122	89.6%
TOTAL CICERO	91,750	5,022	69,237	22,514	75.5%

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

Period Beginning Date
10/1/2013

Period Ending Date
10/31/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
<u>Other Services and Charges</u>					
Communication & Transportation	900	72	721	179	80.1%
Utilities-Gas	1,500	51	1,066	434	71.1%
Utilities-Electricity	2,000	107	1,349	651	67.5%
Utilities-Water	750	100	891	(141)	118.8%
Repairs & Maintenance	2,000	-	1,075	925	53.7%
Subtotal	7,150	330	5,102	2,048	71.4%
<u>Capital Outlays</u>					
Furniture & Equipment	100	-	78	22	77.9%
Books - Adult	2,500	237	2,183	317	87.3%
Books - Young Adult	1,000	9	948	52	94.8%
Books - Children's	1,500	-	1,500	(0)	100.0%
Subtotal	5,100	246	4,710	390	92.3%
TOTAL ATLANTA	12,250	576	9,811	2,439	80.1%

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

Period Beginning Date
10/1/2013

Period Ending Date
10/31/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
Library Improvement Reserve Fund (LIRF)					
Other Services and Charges					
Repairs & Maintenance	15,000	549	4,362	10,638	29.1%
Capital Outlays					
Furniture & Equipment	12,000	-	1,891	10,109	15.8%
Non-print Materials	3,000	-	-	3,000	0.0%
FUND TOTAL	30,000	549	6,253	23,747	20.8%
Rainy Day Fund					
Other Services and Charges					
Repairs & Maintenance	40,000	763	2,744	37,256	6.9%
Capital Outlays					
Furniture & Equipment	10,000	-	46,288	(36,288)	462.9%
FUND TOTAL	50,000	763	49,032	968	98.1%
Lease Rental Fund					
Other Services and Charges					
Lease Rental	295,000	-	147,500	147,500	50.0%
FUND TOTAL	295,000	-	147,500	147,500	50.0%
Operating Fund					
Personal Services	285,514	21,721	241,765	43,749	84.7%
Supplies	15,165	611	12,544	2,621	82.7%
Other Services and Charges	103,235	7,240	64,119	39,116	62.1%
Capital Outlays	50,700	1,892	45,059	5,641	88.9%
FUND TOTAL	454,614	31,464	363,487	91,127	80.0%
GRAND TOTAL	829,614	32,776	566,272	263,342	68.3%

Deposit Register Summary

Hamilton North Public Library

From: 10/1/2013 **To:** 10/31/2013

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	\$80.60	\$727.90
	100.10.00.30	Fines and Fees	\$662.14	\$7,098.12
	100.10.00.31	Fax	\$134.85	\$1,747.50
	100.10.00.32	Copies	\$145.45	\$1,645.33
	100.10.00.34	Meeting Room Fees	\$175.00	\$1,000.00
	100.10.00.35	Payment for Books	\$30.89	\$85.87
	100.10.00.36	Processing Fee	\$20.00	\$70.25
	100.10.00.38	Room Deposit	\$250.00	\$1,650.00
	100.10.00.39	Key Deposit	\$40.00	\$205.00
	100.10.00.40	COIT	\$20,465.07	\$204,650.70
	100.10.00.41	Property Tax - Operating	\$11,183.31	\$103,965.92
	100.10.00.42	Financial Institutions Tax - Operating	\$0.00	\$115.87
	100.10.00.43	License Excise Tax - Operating	\$5,345.24	\$13,819.68
	100.10.00.44	CVET - Commercial Vehicle Excise Tax - Operatin	\$0.00	\$273.22
	100.10.00.46	Friends Bookstore	\$131.60	\$1,757.18
	100.10.00.47	Earbud Purchases	\$0.00	\$17.57
	100.10.00.50	Non Resident Cards	\$0.00	\$775.00
	100.10.00.60	Interest - Operating	\$9.72	\$135.84
	100.10.00.70	Interfund Transfers	\$0.00	\$100,000.00
	100.10.00.80	Refunds	\$0.00	\$975.34
Fund Total		\$38,673.87	\$440,716.29	
190	190.10.00.41	Property Tax - Lease Rental Fund	\$18,205.39	\$169,366.84
	190.10.00.42	Financial Institutions Tax - Lease Rental Fund	\$0.00	\$188.63
	190.10.00.43	License Excise Tax - Lease Rental Fund	\$8,701.55	\$22,497.15
	190.10.00.44	CVET - Lease Rental Fund	\$0.00	\$444.78
	190.10.03.10	Lease Rental	\$0.00	\$57,000.00
Fund Total		\$26,906.94	\$249,497.40	
300	300.10.00.03	Gift Fund - Unrestricted	\$0.00	\$395.00
	300.10.02.01	Gift Fund - Kiwanis Summer Reading	\$0.00	\$250.00
	300.10.02.03	Gift Fund - Summer Reading	\$0.00	\$2,041.50
	300.10.02.06	Gift Fund - Programning	\$40.35	\$687.60
	300.10.02.10	Gift Fund - Amazon Sales	\$104.84	\$1,436.66
	300.10.02.13	Gift Fund - Tess Gerritsen Author Visit	\$220.00	\$470.00
	300.10.02.14	Gift Fund - ILF	\$62.20	\$62.20
	300.10.04.02	Gift Fund - Friends	\$0.00	\$22.44
	300.10.04.12	Gift Fund - Fish	\$13.25	\$24.63
	300.10.04.20	Gift Fund - Friends Slush Fund Cicero	\$14.75	\$164.27
	300.20.03.01	Gift Fund - Atlanta Feasibility Study	\$0.00	\$2,000.00
	Fund Total		\$455.39	\$7,554.30

7

Deposit Register Summary

Hamilton North Public Library

From: 10/1/2013 To: 10/31/2013

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)	\$31.91	\$344.48
	Fund Total	\$31.91	\$344.48

For Bank Number: 7 Key Bank

Fund	Account Number and Description	Month to date Deposits	Year to date Deposits
100	100.10.00.61 Interest - MM Fund (Operating)	\$0.00	\$71.38
	Fund Total	\$0.00	\$71.38

For Bank Number: 8 First Farmers Bank & Trust

Fund	Account Number and Description	Month to date Deposits	Year to date Deposits
100	100.10.00.61 Interest - MM Fund (Operating)	\$19.35	\$191.09
	Fund Total	\$19.35	\$191.09

Total of all Funds: \$66,087.46 \$698,374.94

Friday, November 15, 2013

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

From: 10/1/2013 To: 10/31/2013

Date	Account	Office/Dept/Fund					
Fund 100							
100.10.00.38	Room Deposit		Name of Claimant	PO	Claim #	Amount	Check# Notes
10/21/201	Carolyn Tompkins		Carolyn Tompkins		8574	\$50.00	13611 Room Deposit Refund
10/21/201	Kimberly Chance		Kimberly Chance		8575	\$50.00	13612 Room Deposit Refund
10/31/201	Dana Hancock		Dana Hancock		8600	\$50.00	13618 Room Deposit Refund
10/31/201	Caryn Provence		Caryn Provence		8605	\$50.00	13623 Room Deposit Refund
			Total:			\$200.00	
100.10.00.39	Key Deposit		Name of Claimant	PO	Claim #	Amount	Check# Notes
10/21/201	Kimberly Chance		Kimberly Chance		8575	\$10.00	13612 Key Deposit Refund
10/31/201	Dana Hancock		Dana Hancock		8600	\$10.00	13618 Key Deposit Refund
10/31/201	Caryn Provence		Caryn Provence		8605	\$10.00	13623 Key Deposit Refund
			Total:			\$30.00	
100.10.00.46	Friends Bookstore		Name of Claimant	PO	Claim #	Amount	Check# Notes
10/31/201	HNPL Friends		HNPL Friends		8625	\$131.60	13640 Oct. Bookstore Proceeds
			Total:			\$131.60	
100.10.01.11	Salary of Director		Name of Claimant	PO	Claim #	Amount	Check# Notes
10/8/2013					8496	\$2,120.19	DD8496
10/22/201					8548	\$2,120.19	DD8548
			Total:			\$4,240.38	
100.10.01.12	Salary of Assistants		Name of Claimant	PO	Claim #	Amount	Check# Notes
10/8/2013					8488	\$55.39	DD8488
10/8/2013					8489	\$44.21	DD8489
10/8/2013					8490	\$84.50	DD8490
10/8/2013					8491	\$1,200.32	DD8491
10/8/2013					8492	\$642.60	DD8492
10/8/2013					8493	\$110.50	DD8493
10/8/2013					8494	\$134.36	DD8494
10/8/2013					8495	\$98.01	DD8495

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Friday, November 15, 2013

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

From: 10/1/2013 **To:** 10/31/2013

Date	Account	Office/Dept/Fund
10/8/2013		
10/8/2013		
10/8/2013		
10/8/2013		
10/8/2013		
10/8/2013		
10/8/2013		
10/22/201		
10/22/201		
10/22/201		
10/22/201		
10/22/201		
10/22/201		
10/22/201		
10/22/201		
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10/22/201		
10/22/201		
10/22/201		
10/22/201		
10/22/201		
10/22/201		
10/22/201		

8497	\$661.12	DD8497
8498	\$190.42	DD8498
8499	\$486.92	DD8499
8501	\$496.26	DD8501
8502	\$1,068.63	DD8502
8504	\$571.19	DD8504
8505	\$457.03	DD8505
8540	\$53.06	DD8540
8541	\$502.19	DD8541
8542	\$60.64	DD8542
8543	\$1,048.82	DD8543
8544	\$630.00	DD8544
8545	\$148.75	DD8545
8546	\$140.76	DD8546
8547	\$111.97	DD8547
8549	\$599.76	DD8549
8550	\$268.47	DD8550
8551	\$577.44	DD8551
8553	\$293.61	DD8553
8554	\$1,062.53	DD8554
8556	\$590.31	DD8556
8557	\$451.95	DD8557

Total: **\$12,841.72**

100.10.01.14 Wages of Janitor

10/8/2013	
10/8/2013	
10/22/201	
10/22/201	

PO	Claim #	Amount	Check#	Notes
	8500	\$583.61	DD8500	
	8503	\$439.07	DD8503	
	8552	\$587.94	DD8552	
	8555	\$427.43	DD8555	

Total: **\$2,038.05**

100.10.01.15 Pages

10/8/2013	
10/8/2013	
10/22/201	

PO	Claim #	Amount	Check#	Notes
	8488	\$114.41	DD8488	
	8504	\$41.84	DD8504	
	8540	\$106.87	DD8540	

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Friday, November 15, 2013

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

From: 10/1/2013 **To:** 10/31/2013

Date	Account	Office/Dept/Fund
10/22/201		

8541 \$33.25 DD8541
Total: \$296.37

100.10.01.20	Employee Benefits	Name of Claimant	PO	Claim #	Amount	Check#	Notes
10/31/201	Hartford Life & Annuity Insurance Company	Hartford Life & Annuity Insurance Company		8530	\$216.48	10/8 457 Plan	
10/31/201	Community Bank	Community Bank		8558	\$1,464.00	13 Withholdings	
10/31/201	Hartford Life & Annuity Insurance Company	Hartford Life & Annuity Insurance Company		8560	\$211.75	10/21 457 Plan	
10/21/201	Hartford Life & Annuity Insurance Company	Hartford Life & Annuity Insurance Company		8571	\$390.00	13608	Sheri - Life Insurance
10/31/201	Community Bank	Community Bank		8622	\$11.30	DD Fee #1	Direct Deposit Fee
10/31/201	Community Bank	Community Bank		8623	\$11.30	DD Fee #2	
					Total:	\$2,304.83	

100.10.02.13	Office Supplies	Name of Claimant	PO	Claim #	Amount	Check#	Notes
10/21/201	Quill Corporation	Quill Corporation		8569	\$49.49	13606	Inkjet Cartridges
10/21/201	Quill Corporation	Quill Corporation		8569	\$11.69	13606	cardstock
10/21/201	Quill Corporation	Quill Corporation		8569	\$27.87	13606	Calendar & calculators
10/31/201	Carriage Paper Products	Carriage Paper Products		8612	\$62.89	13630	Receipt Paper - Case
10/31/201	Upstart	Upstart		8613	\$13.45	13631	Calendar
10/31/201	Quill Corporation	Quill Corporation		8616	\$44.09	13634	Inkjet Cartridges
10/31/201	Quill Corporation	Quill Corporation		8616	\$15.28	13634	2014 Calendars
10/31/201	Quill Corporation	Quill Corporation		8616	\$49.49	13634	Inkjet Cartridges
					Total:	\$274.25	

100.10.02.23	Operating Supplies	Name of Claimant	PO	Claim #	Amount	Check#	Notes
10/21/201	Cardmember Service	Cardmember Service		8576	\$92.97	13613	Lamp, Topsoil, Light Bulbs, Gas
10/31/201	David Savidge	David Savidge		8599	\$32.00	13617	8 Name Badges
10/31/201	Sullivan Hardware	Sullivan Hardware		8620	\$23.97	13638	Lime-A-Way, Rivets, Security Bit Set
					Total:	\$148.94	

100.10.02.33	Library Supplies	Name of Claimant	PO	Claim #	Amount	Check#	Notes
10/21/201	Demco	Demco		8566	\$73.44	13603	6 Kids Headphones
10/21/201	The Library Store	The Library Store		8570	\$21.33	13607	Book Tape & Book Marks
10/21/201	Cardmember Service	Cardmember Service		8576	\$16.14	13613	Mouse for Childrens Computer

Friday, November 15, 2013

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

From: 10/1/2013 **To:** 10/31/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
						Total:		\$110.91
100.10.02.34	Cicero Children's Programming							
10/21/201	Cardmember Service		Cardmember Service		8576	\$72.45	13613	Programming Supplies
10/31/201	Sheri Wallace		Sheri Wallace		8606	\$4.00	13624	Measuring Cups/Spoons
						Total:		\$76.45
100.10.03.14	Professional Services							
10/31/201	Uncle Bill's		Uncle Bill's		8615	\$59.00	13633	Cleaned Fish Tank
10/31/201	EBSCO		EBSCO		8624	\$588.48	Reclass 1	Magzines for Staff Development
						Total:		\$647.48
100.10.03.27	Communication & Transportation-							
10/21/201	Morgan Birge' & Associates, Inc.		Morgan Birge' & Associates, Inc.		8562	\$50.00	13599	Oct :Phone Maint. Fee
10/21/201	Demco		Demco		8566	\$11.59	13603	Shipping
10/21/201	The Library Store		The Library Store		8570	\$11.27	13607	Shipping
10/21/201	Cardmember Service		Cardmember Service		8576	\$555.80	13613	Shipping, ILF Conference Regs, Stamps, HamCo Dir Luncheon
10/31/201	Sheri Wallace		Sheri Wallace		8606	\$77.29	13624	Mileage Reimb. - ILF Conference
10/31/201	Samuel Mitchel		Samuel Mitchel		8607	\$123.17	13625	Mileage Reimb. - SAMS & ILF Conferences
10/31/201	Frontier		Frontier		8609	\$299.39	13627	Cicero Phone & Fax
10/31/201	Creative Product Source		Creative Product Source		8610	\$13.45	13628	Shipping
10/31/201	Upstart		Upstart		8613	\$7.50	13631	Shipping
10/31/201	GECRB/Amazon		GECRB/Amazon		8617	\$7.98	13635	Shipping
10/31/201	Baker & Taylor Books		Baker & Taylor Books		8619	\$18.52	13637	Freight
10/31/201	Morgan Birge' & Associates, Inc.		Morgan Birge' & Associates, Inc.		8621	\$50.00	13639	Phone Maintenance Fee
						Total:		\$1,225.96
100.10.03.31	Advertising & Public Notices							
10/21/201	The Times		The Times		8573	\$54.61	13610	Ad for 2014 Budget
						Total:		\$54.61
100.10.03.41	Insurance							
10/21/201	Liberty Mutual		Liberty Mutual		8565	\$75.00	13602	Treasurer's Bond

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Friday, November 15, 2013

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

From: 10/1/2013 **To:** 10/31/2013

Date	Account	Office/Dept/Fund					
10/21/201	Penwell Insurance	Penwell Insurance	8572	\$1,767.00	13609	Directors & Officers Insurance	
			Total:	\$1,842.00			
100.10.03.52	Utilities-Electricity-Cicero	Name of Claimant	PO	Claim #	Amount	Check#	Notes
10/31/201	Duke Energy	Duke Energy	8601	\$1,884.79	13619		
			Total:	\$1,884.79			
100.10.03.53	Utilities-Water-Cicero	Name of Claimant	PO	Claim #	Amount	Check#	Notes
10/31/201	Cicero Municipal Utilities	Cicero Municipal Utilities	8602	\$131.37	13620		
			Total:	\$131.37			
100.10.03.54	Utilities-Waste Disposal-Cicero	Name of Claimant	PO	Claim #	Amount	Check#	Notes
10/31/201	Republic Services #761	Republic Services #761	8618	\$129.21	13636		
			Total:	\$129.21			
100.10.03.91	Dues & Memberships	Name of Claimant	PO	Claim #	Amount	Check#	Notes
10/21/201	Cardmember Service	Cardmember Service	8576	\$100.00	13613	Sam's ILF Membership	
			Total:	\$100.00			
100.10.03.98	Ebook Services & Non-Print Data	Name of Claimant	PO	Claim #	Amount	Check#	Notes
10/21/201	World Book, Inc.	World Book, Inc.	8561	\$895.00	13598	World Book Online Renewal	
			Total:	\$895.00			
100.10.04.51	Books-Adult-Cicero	Name of Claimant	PO	Claim #	Amount	Check#	Notes
10/31/201	Gale/CENGAGE Learning	Gale/CENGAGE Learning	8603	\$19.46	13621		
10/31/201	GEORGE/Amazon	GEORGE/Amazon	8617	\$25.16	13635		
10/31/201	Baker & Taylor Books	Baker & Taylor Books	8619	\$1,237.61	13637		
			Total:	\$1,282.23			
100.10.04.52	Books-Young Adult-Cicero	Name of Claimant	PO	Claim #	Amount	Check#	Notes
10/31/201	Baker & Taylor Books	Baker & Taylor Books	8619	\$184.09	13637		

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Friday, November 15, 2013

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

From: 10/1/2013 **To:** 10/31/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
						Total:		\$184.09
100.10.04.53	Books-Childrens-Cicero							
10/31/201	Baker & Taylor Books		Baker & Taylor Books		8619	\$184.30	13637	
						Total:		\$184.30
100.10.04.60	Newspapers & Periodicals							
10/21/201	Cardmember Service		Cardmember Service		8576	\$35.93	13613	
10/31/201	EBSCO		EBSCO		8624	(\$588.48)		Reclass 1 Move magazines to Professional Services
						Total:		(\$552.55)
100.10.04.71	Non-Print-Vid/DVD							
10/31/201	GEGRB/Amazon		GEGRB/Amazon		8617	\$349.95	13635	
						Total:		\$349.95
100.10.04.73	Non-Print-Music							
10/31/201	GEGRB/Amazon		GEGRB/Amazon		8617	\$51.74	13635	
						Total:		\$51.74
100.20.03.28	Communication & Transportation-							
10/31/201	Endeavor Communications		Endeavor Communications		8598	\$71.93	13616	Atlanta Phone & Fax
						Total:		\$71.93
100.20.03.51	Utilities-Gas-Atlanta							
10/31/201	Vectren Energy Delivery		Vectren Energy Delivery		8596	\$50.96	13614	
						Total:		\$50.96
100.20.03.52	Utilities-Electricity-Atlanta							
10/31/201	Duke Energy		Duke Energy		8601	\$107.20	13619	
						Total:		\$107.20

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Friday, November 15, 2013

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

From: 10/1/2013 **To:** 10/31/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
100.20.03.53	Utilities-Water-Atlanta							
10/31/201	Atlanta Utilities		Atlanta Utilities		8608	\$99.62	13626	
					Total:	\$99.62		
100.20.04.51	Books-Adult-Atlanta							
10/31/201	Baker & Taylor Books		Baker & Taylor Books		8619	\$237.41	13637	
					Total:	\$237.41		
100.20.04.52	Books-Young Adult-Atlanta							
10/31/201	Baker & Taylor Books		Baker & Taylor Books		8619	\$8.88	13637	
					Total:	\$8.88		
100.20.04.61	Newspapers & Periodicals-Atlanta							
10/21/201	Tipton County Tribune		Tipton County Tribune		8564	\$146.00	13601	Annual Subscription
					Total:	\$146.00		
			Total for Fund# 100			\$31,825.68		

Fund 110

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
110.10.03.01	LIRF - Repairs & Maintenance							
10/21/201	Ricoh USA, Inc.		Ricoh USA, Inc.		8567	\$308.95	13604	Patron Copier Charges
10/21/201	Ricoh USA, Inc.		Ricoh USA, Inc.		8568	\$109.93	13605	Staff Copier Charges
10/31/201	GE Capital Information Technology Solutions, Inc.		GE Capital Information Technology Solutions.		8604	\$130.25	13622	Staff Copier
					Total:	\$549.13		
			Total for Fund# 110			\$549.13		

Fund 160

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
160.10.03.01	Rainy Day - Repairs & Maintenance							
10/31/201	ENA Services LLC		ENA Services LLC		8597	\$762.50	13615	
					Total:	\$762.50		

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Friday, November 15, 2013

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

From: 10/1/2013 To: 10/31/2013

Date	Account	Office/Dept/Fund					
			Total for Fund#	160		\$762.50	
Fund 200							
200.10.01.01	Federal Withholding		Name of Claimant	PO	Claim #	Amount	Check# Notes
10/31/201	Community Bank		Community Bank		8558	\$970.21	13 Withholdings
						Total:	\$970.21
200.10.01.02	FICA Withheld		Name of Claimant	PO	Claim #	Amount	Check# Notes
10/31/201	Community Bank		Community Bank		8558	\$1,186.50	13 Withholdings
						Total:	\$1,186.50
200.10.01.03	Medicare Withheld		Name of Claimant	PO	Claim #	Amount	Check# Notes
10/31/201	Community Bank		Community Bank		8558	\$277.50	13 Withholdings
						Total:	\$277.50
200.10.01.04	State/County Withheld		Name of Claimant	PO	Claim #	Amount	Check# Notes
10/31/201	Indiana Department of Revenue		Indiana Department of Revenue		8559	\$874.45	ate Withholdings
						Total:	\$874.45
200.10.01.09	457 Plan Withheld		Name of Claimant	PO	Claim #	Amount	Check# Notes
10/31/201	Hartford Life & Annuity Insurance Company		Hartford Life & Annuity Insurance Company		8530	\$142.28	10/8 457 Plan
10/31/201	Hartford Life & Annuity Insurance Company		Hartford Life & Annuity Insurance Company		8560	\$137.55	10/21 457 Plan
						Total:	\$279.83
			Total for Fund#	200		\$3,588.49	
Fund 300							
300.10.02.06	Gift Fund - Programming		Name of Claimant	PO	Claim #	Amount	Check# Notes
10/21/201	Cardmember Service		Cardmember Service		8576	\$121.34	13613 Food for Programs, Tess Gerritsen Books to Sell
10/21/201	Cardmember Service		Cardmember Service		8576	\$62.20	13613 ILF Reimbursement
10/31/201	Creative Product Source		Creative Product Source		8610	\$149.95	13628 Pencils for Library Giveaway
						Total:	\$333.49

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Friday, November 15, 2013

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

From: 10/1/2013 **To:** 10/31/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
300.10.02.10	Gift Fund - Amazon Sales							
10/21/201	Amy Wolfe		Amy Wolfe		8563	\$18.74	13600	Colts Poster for Teen Zone
10/21/201	Cardmember Service		Cardmember Service		8576	\$61.63	13613	Postage
10/31/201	Creative Product Source		Creative Product Source		8610	\$125.05	13628	Pencils for Library Giveaway
10/31/201	Sarah Bourg		Sarah Bourg		8611	\$10.00	13629	Food for Author Visits
					Total:	\$215.42		
300.10.02.13	Gift Fund - Tess Gerritsen Author							
10/21/201	Cardmember Service		Cardmember Service		8576	\$107.25	13613	Tess Gerritsen Luncheon
					Total:	\$107.25		
300.10.04.20	Gift Fund - Friends Slush Fund Ci							
10/21/201	Amy Wolfe		Amy Wolfe		8563	\$18.00	13600	Pop
10/31/201	Amy Wolfe		Amy Wolfe		8614	\$24.98	13632	Birthday Cakes
					Total:	\$42.98		
300.10.04.29	Gift Fund - 2013 LSTA Grant							
10/21/201	Cardmember Service		Cardmember Service		8576	\$2,503.84	13613	Computers & Software
					Total:	\$2,503.84		
300.20.04.02	Gift Fund - Friends DVD Fund -							
10/31/201	GECRB/Amazon		GECRB/Amazon		8617	\$113.57	13635	
					Total:	\$113.57		
Total for Fund# 300						\$3,316.55		
Total Amount of Claims:						\$40,042.35		

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

11/21/2013

From: 10/1/2013 **To:** 10/31/2013

Claim Number	Vendor Number /Name	PO Number	Check Number	Check Date	Amount of Claim
8530	Hartford Life				\$358.76
8558	Community Bank				\$3,898.21
8559	Indiana Department of Revenue				\$874.45
8560	Hartford Life				\$349.30
8561	World Book, Inc.				\$895.00
8562	Morgan Birge & Associates, Inc.				\$50.00
8563	Amy Wolfe				\$36.74
8564	Tipton County Tribune				\$146.00
8565	Liberty Mutual				\$75.00
8566	Demco				\$85.03
8567	Ricoh USA, Inc.				\$308.95
8568	Ricoh USA, Inc.				\$109.93
8569	Quill Corporation				\$89.05
8570	The Library Store				\$32.60
8571	Hartford Life				\$390.00
8572	Penwell Insurance				\$1,767.00
8573	The Times				\$54.61
8574	Carolyn Tompkins				\$50.00
8575	Kimberly Chance				\$60.00
8576	Cardmember Service				\$3,729.55
8596	Vectren Energy Delivery				\$50.96
8597	ENA Services LLC				\$762.50
8598	Endeavor Communications				\$71.93
8599	David Savidge				\$32.00
8600	Dana Hancock				\$60.00
8601	Duke Energy				\$1,991.99
8602	Cicero Municipal Utilities				\$131.37
8603	Gale/CENGAGE Learning				\$19.46
8604	GE Capital Information Technology Solutions, Inc.				\$130.25
8605	Caryn Provence				\$60.00
8606	Sheri Wallace				\$81.29
8607	Samuel Mitchel				\$123.17
8608	Atlanta Utilities				\$99.62
8609	Frontier				\$299.39
8610	Creative Product Source				\$288.45
8611	Sarah Bourg				\$10.00
8612	Carriage Paper Products				\$62.89
8613	Upstart				\$20.95

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

11/21/2013

From: 10/1/2013 **To:** 10/31/2013

Claim Number	Vendor Number / Name	PO Number	Check Number	Check Date	Amount of Claim
8614	Amy Wolfe				\$24.98
8615	Uncle Bill's				\$59.00
8616	Quill Corporation				\$108.86
8617	GECRE/Amazon				\$548.40
8618	Republic Services #761				\$129.21
8619	Baker & Taylor Books				\$1,870.81
8620	Sullivan Hardware				\$23.97
8621	Morgan Birge' & Associates, Inc.				\$50.00
8622	Community Bank				\$11.30
8623	Community Bank				\$11.30
8624	EBSCO				\$0.00
8625	HNPL Friends				\$131.60

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

11/21/2013

From: 10/1/2013 **To:** 10/31/2013

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____

Laura Holliday
 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 \$20,625.83. Dated 11/21/2013

 Emily Beechler
Steve Griffith
 Steve Griffith
Emily Holt
 Emily Holt

 Sharon Bislich
Laura Holliday
 Laura Holliday
Mike Jenkins
 Mike Jenkins

Melissa Martin

Board Members

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Payroll Claim Register
Hamilton North Public Library
 209 W Brinton
 Cicero, IN 46034
 From: 10/1/2013 To: 10/31/2013

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
8488			\$169.80	DD8488	\$151.03
8489			\$44.21	DD8489	\$38.89
8490			\$84.50	DD8490	\$74.31
8491			\$1,200.32	DD8491	\$931.56
8492			\$642.60	DD8492	\$498.67
8493			\$110.50	DD8493	\$102.05
8494			\$134.36	DD8494	\$124.08
8495			\$98.01	DD8495	\$84.90
8496			\$2,120.19	DD8496	\$1,810.35
8497			\$661.12	DD8497	\$547.24
8498			\$190.42	DD8498	\$157.48
8499			\$486.92	DD8499	\$411.45
8500			\$583.61	DD8500	\$451.83
8501			\$496.26	DD8501	\$390.68
8502			\$1,068.63	DD8502	\$856.59
8503			\$439.07	DD8503	\$366.32
8504			\$613.03	DD8504	\$509.76
8505			\$457.03	DD8505	\$288.15
8540			\$159.93	DD8540	\$142.35
8541			\$535.44	DD8541	\$464.28
8542			\$60.64	DD8542	\$55.03
8543			\$1,048.82	DD8543	\$824.37
8544			\$630.00	DD8544	\$489.48
8545			\$148.75	DD8545	\$137.37
8546			\$140.76	DD8546	\$129.99
8547			\$111.97	DD8547	\$95.78
8548			\$2,120.19	DD8548	\$1,810.35
8549			\$599.76	DD8549	\$499.40
8550			\$268.47	DD8550	\$226.12
8551			\$577.44	DD8551	\$482.03
8552			\$587.94	DD8552	\$455.20
8553			\$293.61	DD8553	\$236.64
8554			\$1,062.53	DD8554	\$851.99
8555			\$427.43	DD8555	\$356.07

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Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
8556			\$590.31	DD8556	\$492.05
8557			\$451.95	DD8557	\$284.19
			\$19,416.52		\$15,828.03

200.10.01.01 Federal Withholding	\$970.21	200.10.01.02 FICA Withheld	\$1,186.50
200.10.01.03 Medicare Withheld	\$277.50	200.10.01.04 State/County Withheld	\$874.45
200.10.01.09 457 Plan Withheld	\$279.83		

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____

Laura Holliday
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 \$15,828.03 Dated 11/21/2013

Emily Beechler
Steve Griffith
Steve Griffith
Emily Holt
Emily Holt

Sharon Bislich
Sharon Bislich
Laura Holliday
Laura Holliday
Mike Jenkins
Mike Jenkins

Melissa Martin

Board Members

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**Hamilton North Public Library
Gift Fund Checking (300)
Balance as of October 31, 2013**

	Unrestricted Gift Fund	Friends Slush Fund Cicero	Programing Gift Fund	Atlanta Feasibility Study Gift Fund	Kiwanis Children's Computer Lab	Friends Summer Reading Gift Fund	Kiwanis Summer Reading Gift Fund	Total Summer Reading Gift Funds	Fish Gift Fund
Ending Balance (12/31/12)	\$ 937.96	\$ 0.00	\$ 0.07	\$ -	\$ 198.00	\$ (23.12)	\$ -	\$ (23.12)	\$ -
2013 YTD Receipts	\$ -	\$ 164.27	\$ 721.42	\$ 2,000.00	\$ -	\$ 2,041.50	\$ 250.00	\$ 2,291.50	\$ 13.25
2013 YTD Disbursements	\$ (937.96)	\$ (164.27)	\$ (721.49)	\$ (2,000.00)	\$ -	\$ (2,018.38)	\$ (250.00)	\$ (2,268.38)	\$ -
Ending Balance	\$ -	\$ 0.00	\$ (0.00)	\$ -	\$ 198.00	\$ 0.00	\$ -	\$ -	\$ 13.25

	Gift Fund Amazon Sales	Tess Gerritsen Author Visit Gift Fund	Friends DVD Gift Fund Atlanta	Summer Reading Walmart Gift Fund	ILF Gift Fund	2013 LSTA Grant 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	\$ 1,436.66	\$ 470.00	\$ -	\$ -	\$ 62.20	\$ -	\$ -	\$ -	\$ 7,159.30
2013 YTD Disbursements	\$ (1,455.39)	\$ (201.99)	\$ (151.52)	\$ -	\$ -	\$ (2,503.84)	\$ -	\$ -	\$ (10,404.84)
Ending Balance	\$ 24.73	\$ 268.01	\$ 169.90	\$ -	\$ 62.20	\$ (2,503.84)	\$ 295.00	\$ -	\$ (1,472.75)

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**Hamilton North Public Library
Edward Jones MasterCard Bill
September 14, 2013 -October 15, 2013**

	Emily Crickmore	Sam Mitchel	Sheri Wallace	Amy Wolfe	James Roy	TOTAL	
Communication & Transportation - Cicero		\$ 212.81	\$ 204.99	\$ 138.00		\$ 555.80	Shipping, ILF Conference Registrations, Stamps, HamCo Director's Luncheon
Dues & Membership		\$ 100.00				\$ 100.00	ILF Membership - Sam
Gift Fund - Amazon Sales				\$ 61.63		\$ 61.63	Postage
Gift Fund - 2013 LSTA Grant		\$ 2,503.84				\$ 2,503.84	Computers & Software
Gift Fund - Friends	\$ 107.25					\$ 107.25	Tess Gerritsen Luncheon
Gift Fund - ILF Reimbursement		\$ 62.20				\$ 62.20	Food & Drinks - ILF will reimburse
Gift Fund - Programming	\$ 95.85	\$ 20.50	\$ 4.99			\$ 121.34	Pizza for Unrehearsed Shakespeare, Tess Gerritsen Books to Sell, Food for Programs
Library Supplies				\$ 16.14		\$ 16.14	Computer Mouse for Children's Computer
Newspapers & Periodicals				\$ 35.93		\$ 35.93	Magazine Renewals
Operating Supplies				\$ 15.57	\$ 77.40	\$ 92.97	Lamp for Library "New" Area, Top Soil, Light Bulbs, Gas
Programming - Children's Cicero			\$ 72.45			\$ 72.45	Programming Supplies
TOTAL	\$ 203.10	\$ 2,899.35	\$ 282.43	\$ 267.27	\$ 77.40	\$ 3,729.55	

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11/15/2013

Edward Jones 10_15_13.xls

October 2013 Director's Report

I. Technology

A. New Computers – Two new Cicero computer lab computers and two new Cicero staff computers installed.

B. Web Stats

	Page Loads	Unique Visits	First Time Visits	Returning Visits
Total	3,912	2,105	1,038	1,067
Average	126	68	33	34

III. Staff

A. Greg Shepard (Circulation clerk): Has worked for HNPL for 1 year.

B. Jim Roy (Maintenance supervisor): Has worked for HNPL for 3 years.

III. MISC.

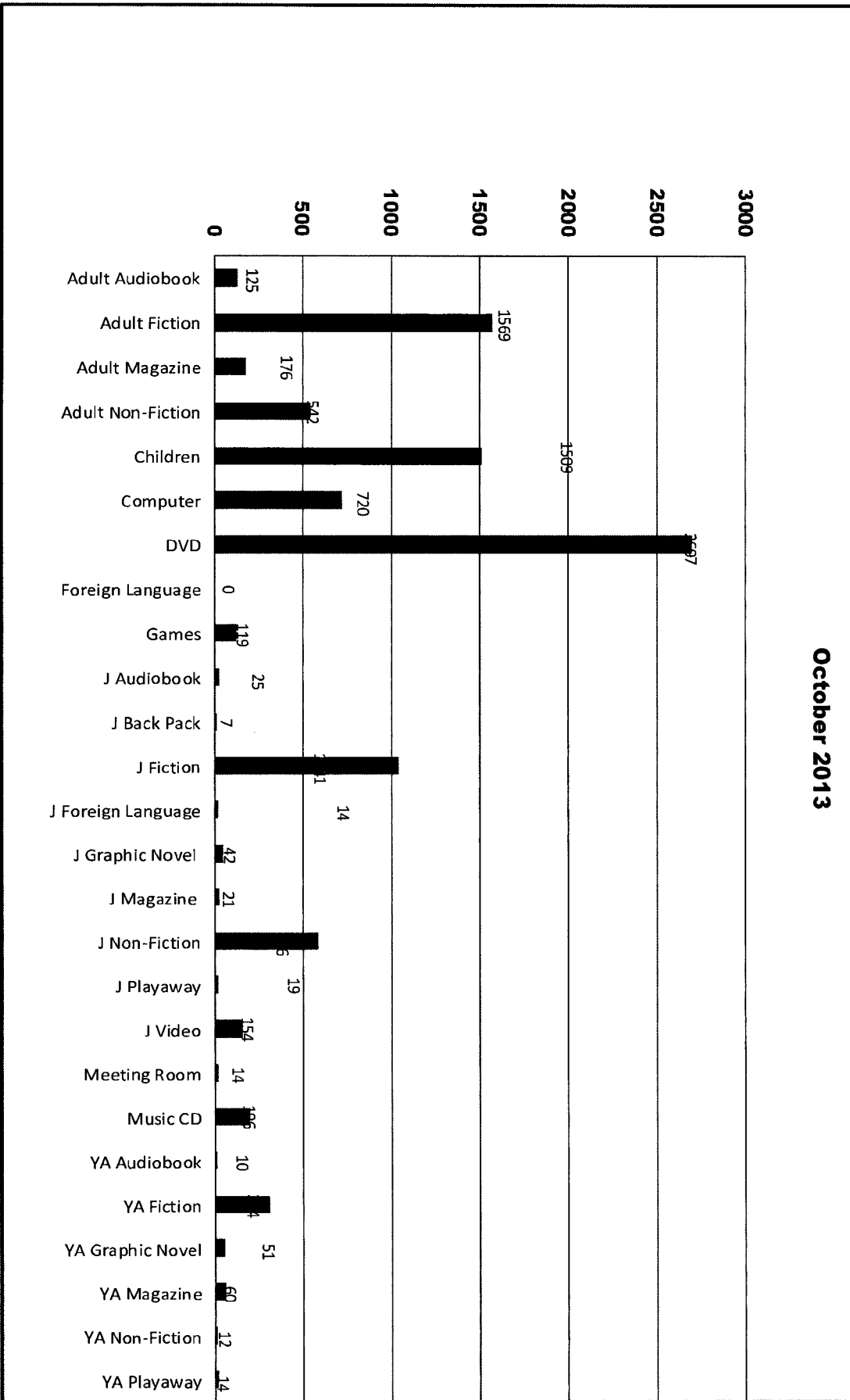
A. 10/22-23: Attended the Indiana Library Federation annual conference in Indianapolis.

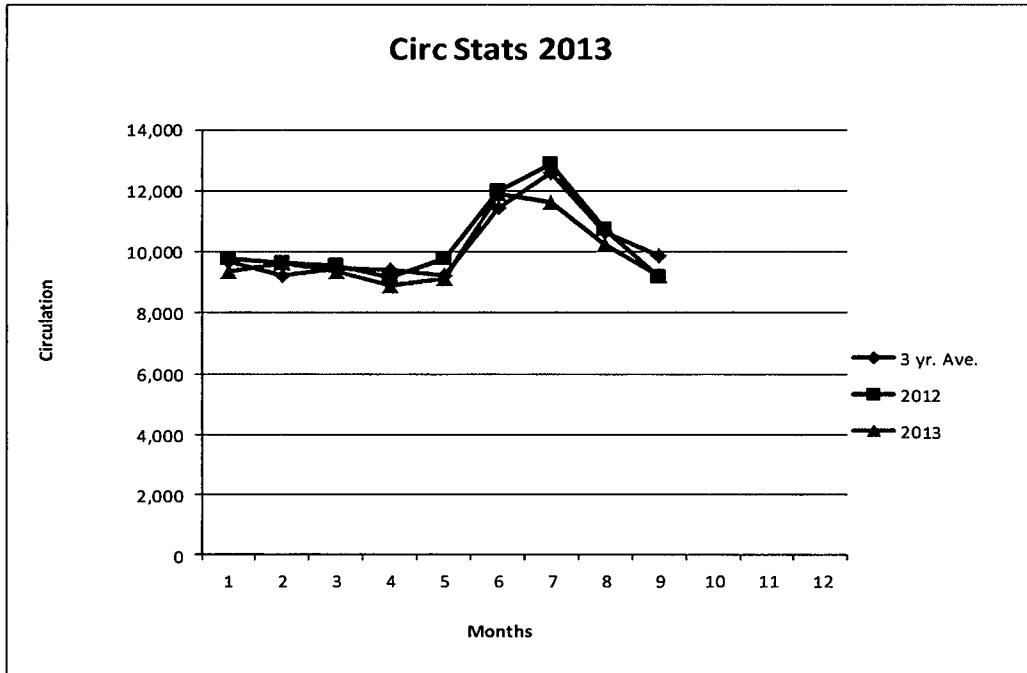
IV. Looking Forward

A. Planning for holiday festivities at the library.

Samuel Mitchel

October 2013





	Oct-13	Oct-12	3 Years Average
Circulation			
Atlanta	817	950	
Cicero	9210	9530	
Total	10027	10480	10220
In-House Use			
Atlanta	26	1	
Cicero	172	115	
Total	198	116	
Transits Sent			
Atlanta	101	116	
Cicero	315	290	
Total	416	406	
Transits Received			
Atlanta	23	36	
Cicero	321	266	
Total	344	302	
Databases			
Freegal	78		
Overdrive	311	259	
Tumblebooks	167	42	
World Book	640		

We issued 58 new cards in October. Staff receives weekly emails from me, which include news, tips, and refreshers on EI procedure.

Emily Dickos Crickmore

OCTOBER 2013 ATLANTA BOARD REPORT

Programming for the month went pretty smoothly except for Halloween. The weather was so bad that day that Trick or Treating activities in town were postponed until Friday night. Needless to say, we had very few children on Thursday. We distributed our Halloween goodies for a couple of days after.

We started advertising for the potluck on November 18. The response has been very enthusiastic for it.

Reading Tree organization picked up all the old books from our book sale. Some of the books had been here several years. We now have plenty of room for next year.

STATISTICS

Name of Program	Number of Meetings	Attendance	Cost
Tuesday Afternoon Movies	4	23	0
Homeschool Help	3	10	0
Crochet and Quilt	5	31	0
TOTALS	12	64	0

Mary Palmiero

11-13-2013

Hamilton North Public Library Adult Department

October 2013

Program	# of Times	Attendance	Cost	Cost per Attendee
Pilates/Yoga every Monday at 6p	2	10-15 (avg.)	0	0
GabsBee Quilting every other Tuesday	2	6 (avg.)	0	0
Author Tess Gerristen 10/4	1	45	0	0
Celebration of James Whitcomb Riley 10/7	1	2	0	0
Author Marc Mason 10/12	1	30	10	.34
Medicare Info 10/22	1	4	0	0
Christmas Card Class 10/22	1	7	0	0
Brown Bag Reading Group 10/25	1	7	0	0
Evening Book Discussion 10/28	1	2	0	0
Paint Like Munch 10/30	1	4	0	0
Computer Trainings One-on-One	2	2	0	0
October Trivia Contest (Atlanta and Cicero) All of October	1	12	0	0

Non-Library uses of Meeting Rooms	15	N/A	0	0
TOTAL Library Programs	15	131	10	.08

Jan Roland and her students displayed their work this month.

Coming up:

Next month is a very busy month for us. We will be celebrating our veterans with the "Our Heroes' Tree" and with "Holiday Mail for Heroes". We will also be having our first potluck dinner at the Atlanta branch on the 18th. The new "Knitting with a Purpose" group will also begin meeting next month on the 5th, but the most exciting event is author Brenda Hiatt will be here on the 5th at 4:00.



Marc Mason – author

Sarah Bourg

Hamilton North Public Library Young Adult Department

October 2013

Program	# of Times	Attendance	Cost	Cost per Attendee
Teen Advisory Board 10/23	1	2	0	0
ACE Video Game Club 10/23	1	4	0	0
TOTAL Library Programs	2	6	0	0

Coming up:

We are having our big *Catching Fire* release party and author Brenda Hiatt will be here to discuss her first teen novel.

Sarah Bourg

Hamilton North Public Library
 Children's Department
 October 2013

Program	Age Group	# of Times	Attendance	Cost
Outreach	Preschool	2	58	0
Story Time	Preschool	10	84	17.00
Art Classes	Preschool	5	4	
Art Classes	Home School	5	42	0
Art Classes	School Age	3	3	0
Lego Mania	School Age	1	3	0
Science Class	School Age	1	11	34.00
Movie	All Ages	1	28	4.00
Puppet Show & Workshop	All Ages	1	52	475.00
Totals		29	285	

October has been a busy month with puppet shows, story times, movies and conferences. This month I added an outreach visit to my schedule. I hope to continue to build this program. We had a very successful puppet show and workshop for our fall program. We have begun planning our holiday programs. Our Christmas wreath fundraiser has been met with great enthusiasm from our community. We have distributed 23 out of 24 wreaths in 5 days. It should make a beautiful display for the holidays.

Sheri Wallace
 Children's Department Manager



Adzooks Puppets

Monthly Maintenance Report

OCTOBER 2013

Three varieties of spring bulbs have been planted. They have been planted at the North end of the sign and randomly in the end caps and memorial garden. They have also been planted in a set pattern to outline the boxwoods along the front of the building.

Work has been completed in the electrical room for the installation of the Fiber Egress circuit. We installed a 12-unit wall rack to a plywood backboard, a dedicated 120v GFI outlet and a #6 ground wire. Comcast is in the process of completing their work.

New emergency exit signs have been placed on the East and West end doors in the main library.

The fire alarm system was inspected. A couple of hours after they left, the dry system was activated filled the system with water. (There was no sprinkler head activation nor any water leakage.) The system was drained and fully recharged by 4:30 and has operated normally since. A week later, a leak has been found. Koorsen has patched.

Looking forward:

Installation has started on additional shelving in the CD music area.

The garden equipment will be winterized and prepared for storage.

Jim Roy

MEETING ROOM POLICY

Any Patron of Hamilton North Public Library in good standing may reserve a meeting room(s) at the Cicero branch library in person or by phone. The library proper will not be available for use when the library is closed. To complete the reservation process the Patron must sign the agreement, post any fees/deposits and check-out the room key. There are two meeting rooms available for use, Rooms A and B. Patrons may reserve one room or both, depending on availability of the rooms and meeting size.

**Each separate room has a capacity of 25 people;
the entire meeting space at the Cicero branch of the
Hamilton North Public Library has a capacity of 50 people,
per fire code.**

No meeting room facilities are available at the Atlanta branch during Library hours. The basement in Atlanta may be used for meetings in the morning hours only at the discretion of the Atlanta Librarian.

Meeting rooms may be reserved three months in advance only.

The Library has priority to use the rooms for Library programs. The library reserves the right to cancel scheduled events due to Library programming. The HNPL Board of Trustees reserves the right to prohibit firearm and/or firearm-related programs/activities in the library's meeting rooms. It is the Board's view that other venues would be more appropriate for such programs/activities.

Religious/Political groups may not use the rooms in lieu of obtaining their own property/space on a continuing basis. Hamilton North Public Library has the right of refusal.

Fees and Deposits

- **Meeting room use for a party or celebration of any kind will have a \$25 fee due at the time of room reservation.**
- **Businesses or For-Profit groups may use the library for up to 2 hours for a \$25 fee, over 2 hours for a fee of \$50.**
- **All groups/responsible individual using the meeting room(s) will be asked to leave a \$50 cleaning deposit that will be returned if the room does not require additional cleaning by library staff or may be kept on file for 6 months with the library before usage.**
- **In addition, a key deposit of \$10 is required for use of the room if the meeting will last beyond 7:00pm (Monday-Thursday) or if room will be used outside of library operating hours. (Exception: Friends of the Library).**

Fees are due at the time of room registration.(or a min. of 5 biz days prior to the event)

The room must be left in the condition in which it was found. Large amounts of trash, paper cups, plates, napkins, etc. must be removed from the building, and surfaces

cleaned. A vacuum cleaner is available in the closet for use. At the end of the scheduled event, the room key must be returned to the circulation desk or placed in the book drop after hours. Each group/individual assumes the full responsibility for damages incurred during their use of the meeting rooms. Abuse of the facility or non-adherence to the library's **Standards of Conduct** will be sufficient cause to deny further/future use of the meeting rooms.

Smoking and alcoholic beverages are prohibited in the building. The use of candles or any other open flame is also prohibited.

Children must be provided with adult supervision before, after and during programs. HNPL has the right to inspect and/or observe the use made of its meeting rooms for purposes of enforcement of this policy.

Adopted January 10, 2005
Revised/Approved June 16, 2011

Hamilton North Public Library
Board Evaluation form of Director
(3.9.07)

Director Evaluation Form (Board Version):

- 5 Superior (exceeds all expectations in all respects)**
- 4 Good (meets expectations well in most respects)**
- 3 Acceptable (meets expectations adequately in many respects)**
- 2 Inadequate (falls short of expectations in many respects)**
- 1 Poor (fails to meet expectations in most respects)**
- na Not applicable to me**

I. Board Relationship:

- A. Keeps the Board informed on issues, needs, and operations of library.
- B. Offers professional advice to the Board on policies and other items requiring Board action, with appropriate recommendations based on thorough study and analysis.
- C. Supports, explains and executes Board policy and intent to public and employees.

II. Fiscal Management:

- A. Manages the library's current fiscal resources effectively.
- B. Evaluates future financial needs and makes recommendations for adequate funding.
- C. Works to assure that the library complies with legal requirements of federal, state, safety, and building codes.
- D. Provides adequate resources to maintain quality library services through employees, facilities, technology and other equipment, and supplies.

III. Organizational Leadership:

- A. Effectively supervises operations, insisting on competent and efficient performance.
- B. Develops and oversees systems for recruiting, hiring, developing, and evaluating employees.

- C. Implements employee policies and procedures consistently.
- D. Builds an effective employee team.
- E. Listens to and values opinions of employees.
- F. Appropriately delegates authority to employees.
- G. Treats all employees fairly and professionally.
- H. Develops good community relationships.
- I. Communicates effectively, orally and in writing.
- J. Willing to make decisions which may be unpopular yet are best for the library's overall program.

IV. Innovation/Improvement:

- A. Takes leadership role in setting goals and objectives and developing work plans.
- B. Encourages participation of appropriate staff members and groups in planning, procedures and policy interpretation.
- C. Shows receptiveness to new ideas.
- D. Recognizes problems and develops alternative solutions.
- E. Routinely questions current operations and seeks ways to increase efficiency and effectiveness.

V. Personal Characteristics:

- A. Maintains high standards of ethics, honesty and integrity.
- B. Exercises good judgment and common sense in arriving at decisions.
- C. Maintains poise and emotional stability in the full range of professional activities.