

Hamilton North Public Library  
Board of Trustees Meeting  
Atlanta  
April 18, 2013 6:30 p.m.

- I.** Regular Session
- II.** Review Agenda
- III.** Minutes
  - A. March 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
    - 1. Survey created
    - 2. Notice going out with Arcadia April water bill
  - B. Cicero
    - 1. Area Renovation underway
    - 2. Sunday hours
      - i. Staff is keeping stats on circulation and number of visitors.
    - 3. Nickel Plate Art exhibits
- VII.** New Business
  - A. Partners and Friends Bookstore
- VIII.** Looking Ahead
  - A. May 16th Board Meeting in Cicero
- IX.** Meeting Adjournment

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

I Regular Session of the HNPL Board Meeting was called to order by President Emily Holt at 6:33p.m.

- 1) Members present: Mike Jenkins, Melissa Martin, Stephen Griffith, and Emily Holt.
- 2) Members absent: Laura Holliday, Sharon Bislich, and Emily Beechler.
- 3) Others present: HNPL Director, Sam Mitchel and HNPL Bookkeeper Amy Wolfe.

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

III Minutes. (Exhibit # 2, pages 1-6.)

- 1) Discussion: As presented tonight there were no corrections needed for the minutes of February 21, 2013.
- 2) Motion:
  - a) Motion to approve the minutes for February 21, 2013 was made by Stephen Griffith.
  - b) Second to said motion was made by Melissa Martin.
  - c) Motion carried by a vote of 4/0.

IV February Financial Report (Exhibit # 3, pages 1-26)

- 1) Discussion: February financial report summary in Handout #1, pages 1-2, given by HNPL Bookkeeper, Amy Wolfe. Run rate is at 16.7%, with the percentage of budget used at 18.9%. February expenditures were \$ 36,953. Bank balances totals were \$ 491,231.33. Deposits for February were as follows: \$ 20,465.07 (This is the 2013 monthly COIT amount which is \$532 less per month than for 2012 or \$6,384 less in the annual amount.) \$ 2,000 was deposited from Indiana Landmarks for the Atlanta Feasibility Study.
- 2) Motion:
  - a) Motion to pay the bills was made by Mike Jenkins.
  - b) Second to said motion made by Stephen Griffith.
  - c) Motion carried by a vote of 4/0.

V Department Reports (Exhibit # 4.)

- 1) Department Reports for February, 2013. (Exhibit # 4, pages 1-9.)
  - a) Director-Samuel Mitchel, page 1. (See report on file)
    - 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. KRM will have a second walk through at

Atlanta on 3-22-13 regarding the feasibility study. Photo-op with Tipton Tribune.

III. Staff:

- A. Debbie Horner, circulation clerk, gave her two-week notice with last day to be March 8th.

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 on Friday, March 29th.

b) Circulation: Luciane Snellenberger, pages 2-3. (See report on file) The circulation stats for February were 9,613 compared to 9,612 for February of last year and a three year average of 9,225 for the month of February. Atlanta had 698 circulations and Cicero had 8,915. Sent out 742 holds (166 from Atlanta and 576 from Cicero.) and received 759 holds from other libraries (158 for Atlanta, and 601 for Cicero.). In-House use for Cicero was 89 and for Atlanta, 57 for a total of 146. Top selections by patrons in February are: Video, 2476; Adult fiction, 1493; Children, 1419; J. Non-fiction, 750; Adult Non-fiction, 677; J. fiction, 657; and Holds, 644. Subscription Databases Usage: Tumblebooks, 121; Overdrive, 269; World Book Web, 20; and Freegal, 18. **NOTE:** We have two new databases, Freegal and World Book Webb, patrons are starting to view. Debbie Horner has left us. Cindy Morse has taken Debbie's hours. We advertised for the open position.

c) Atlanta – Mary Palmiero, page 4. (See report on file) <sup>February</sup>~~January~~ Statistics: Programs for Children, 6; Adult 5. Attendance for Children, 31; Adult, 31. Children and adult costs-\$0.0; Children and adult cost per person: \$0.0. Endeavor Communications, the local telephone company for Atlanta, 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 wished.

d) Adult—Emily Crickmore, pages 5-6. Programs, 35; Attendance, 201; Costs-\$100.00; Cost per person: \$0.50. Bruce Neckar, of the Poison River Boys is also a professional artist who teaches classes at Nickel Plate Arts in Noblesville, displayed his drawings of birds. A reception was held 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. We have 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 we 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 four (4) \$25 gift cards to Barnes & Noble, Best Buy, Regal Cinemas, and Wal-Mart. We did spend a small amount of money in January (not noted on financial report) 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.

e) Young Adult – Emily Crickmore, page 7. (See report on file.) February Programs, 8; Attendance, 41; Library costs \$0.0; Attendee per person costs-\$0.0. Teen movies are the biggest attraction for the kids, and we show new releases. We may cut the acting class permanently. Two of the attendees are from Tipton, and have limited access to rides to HNPL. A frank discussion will take place 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 it will be 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. Coming up: Perks of Being a Wallflower (movie), acting class, TAB

#### February

f) Children – Sheri Wallace, page 8. (See report on file.) ~~January~~ Programs, 25; Attendance, 231; Library costs-\$ 53.39; Attendee per person costs-\$ 0.23. The new arrangement in the Children's department is almost completed with few things left to move with completion 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. Attended the Husky Festival to promote our library. Planning to attend the 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.

g) Maintenance, Jim Roy, page 9. (See report on file.)  
Rearrangement of shelving has now been completed in children's area. Existing shelving in middle of room removed to storage. Wall shelving installed and wood trim fabricated to enclose the shelves. Receptacles installed on the front outside walls of the S.W. quiet room and the N.W. office allowing 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 for the presentation of 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. Tree trimming and pruning advice will be given. 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.

#### VI. Old Business

##### 1) Arcadia WIFI

a) Discussion: On 3-4-13 HNPL Director Sam Mitchel and HNPL Secretary Mike Jenkins shared our vision with the Arcadia Town Board regarding WIFI availability for the town of Arcadia. We will be able to use their web site to have Arcadia residents respond to an inquiry that will be put on their water bill regarding their interest in a WIFI location in Arcadia. This is not to be considered as establishing a "branch" in Arcadia but only an attempt to have a central WIFI location available to students and parents after Hamilton Height's school hours.

2) Cicero

a) Area Renovation:

(1) Discussion: The Board continued to compare tile, carpet, and wall paper with the choices being narrowed down for the computer room and meeting room. Earlier carpet and wall paper choices remain the same. Dark blue tile and tan and blue-gray wall paper are favored for the meeting room. Previous carpet choice for computer room was maintained. Samples can be seen in the Library.

b) New Hours

(1) M-Thurs: 10AM-8PM; Friday 10AM-5PM; Sat: 10AM-4:00; Sun: 1-4PM.

(2) Motion to approve hour's for the HNPL Cicero Branch schedule of, M-Thurs: 10AM-8PM; Friday 10AM-5PM; Sat: 10AM-4:00; Sun: 1-4PM, was made by Stephen Griffith.

(a) Second to said motion made by Melissa Martin.

(b) Motion carried by a vote of 4/0.

**NOTE:** New hours start the first week of April, 2013.

(c) 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:

1. Easter closure is non-paid.

2. Sundays before Memorial Day and Labor Day closure is non-paid.

3. Motion:

a) Motion to approve the above "b) New Hours: (d)

(i) (ii) (iii) 1&2" Sunday Time-and-a-half compensation section was made by Stephen Griffith.

b) Second to said motion made by Melissa Martin.

c) Motion carried by a vote of 4/0.

VII. New Business: None

VIII. Looking Ahead.

1) April 18th. Board Meeting in Atlanta.

IX Meeting adjourned by President Emily Holt at 7:20 p.m.

Minutes respectfully prepared by HNPL Board Secretary, Mike Jenkins.



**March 2013 Financial Report**  
*For April 18, 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

4/11/2013 11:56:37 AM

## Financial Report by Fund

Period Beginning Date:

3/1/2013

Hamilton North Public Library

Period Ending Date:

3/31/2013

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	16,092.00	121,937.17	166,453.72	32,181.88	119,125.92	105,847.29	0.00	105,847.29
110 Library Improvement Reserve Fund	39,141.61	38,832.03	0.00	0.00	953.84	1,263.42	37,878.19	0.00	37,878.19
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	4,152.50	0.00	0.00	762.50	2,287.50	3,390.00	0.00	3,390.00
160 Rainy Day Fund	306,977.31	306,219.12	0.00	0.00	120,946.00	121,704.19	185,273.12	0.00	185,273.12
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	0.00	3,559.93	12,080.02	3,559.93	12,080.02	0.00	0.00	0.00
300 Gift Fund	1,772.79	1,934.22	132.94	2,419.75	132.12	2,257.50	1,935.04	0.00	1,935.04
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>491,231.33</b>	<b>125,630.04</b>	<b>214,953.49</b>	<b>158,536.27</b>	<b>258,718.55</b>	<b>458,325.10</b>	<b>0.00</b>	<b>458,325.10</b>

**Bank Register**

Hamilton North Public Library

Period Beginning Date:  
3/1/2013

Date of Report 4/11/2013 11:49:02 A

Period Ending Date:  
3/31/2013

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	\$108,868.69	\$121,986.48	\$154,976.34	\$0.00	\$75,878.83
<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	\$150,032.97	\$35.77	\$0.00	\$0.00	\$150,068.74
<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	\$29.78	\$0.00	\$0.00	\$80,537.94
<b>8 First Farmers Bank &amp; Trust</b>						
		<b>Account Number</b>		<b>Money Market</b>		
	\$151,694.92	\$151,733.16	\$18.08	\$0.00	\$0.00	\$151,751.24
<b>Grand Total:</b>	<b>\$502,090.16</b>	<b>\$491,231.33</b>	<b>\$122,070.11</b>	<b>\$154,976.34</b>	<b>\$0.00</b>	<b>\$458,325.10</b>



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

Period Beginning Date  
3/1/2013

Period Ending Date  
3/31/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
<b>Personal Services</b>					
Salary of Director	53,000	4,240	14,841	38,159	28.0%
Salary of Assistants	177,000	13,908	48,192	128,808	27.2%
Wages of Janitor	27,000	2,012	7,147	19,853	26.5%
Treasurer	500	-	-	500	0.0%
Employee Benefits	28,014	1,964	7,103	20,911	25.4%
Subtotal	285,514	22,124	77,284	208,230	27.1%
<b>Supplies</b>					
Office Supplies	3,000	343	813	2,187	27.1%
Operating Supplies	6,000	319	1,109	4,891	18.5%
Library Supplies	2,000	60	307	1,693	15.3%
Cicero Children's Programming	1,000	73	298	702	29.8%
Cicero YA Programming	1,000	13	63	938	6.3%
Cicero Adult Programming	1,000	13	163	838	16.3%
Atlanta Programming	250	13	13	238	5.0%
Programming - Summer Reading	915	800	800	115	87.5%
Subtotal	15,165	1,632	3,565	11,600	23.5%
<b>Other Services and Charges</b>					
Professional Services	15,500	417	4,367	11,133	28.2%
Communication & Transportation	10,500	542	1,591	8,909	15.2%
Advertising & Public Notice	1,000	-	55	945	5.5%
Printing	250	-	-	250	0.0%
Insurance	9,500	50	147	9,353	1.5%
Utilities-Gas	9,000	800	2,724	6,276	30.3%
Utilities-Electricity	25,000	1,435	4,613	20,387	18.5%
Utilities-Water	2,500	213	660	1,840	26.4%
Utilities-Waste Disposal	1,200	112	415	785	34.6%
Subtotal-Utilities	37,700	2,560	8,411	29,289	22.3%
Repairs & Maintenance	20,800	485	2,000	18,800	9.6%
Rentals	75	-	-	75	0.0%
Dues & Membership	400	-	100	300	25.0%
Taxes & Assessments	200	-	-	200	0.0%
Other Fees	100	14	14	86	14.0%
Ebook Services & Non-Print Databases	7,200	-	2,892	4,309	40.2%
Transfer to LIRF	10	-	-	10	0.0%
Subtotal	103,235	4,069	19,578	83,658	19.0%
<b>Capital Outlays</b>					
Furniture & Equipment	2,000	197	252	1,748	12.6%
Books - Adult	16,500	1,231	4,099	12,401	24.8%
Books - Young Adult	4,000	133	2,145	1,855	53.6%
Books - Children's	12,500	1,712	7,271	5,229	58.2%
Books - Reference	1,000	-	215	785	21.5%
Newspapers & Periodicals	4,600	128	690	3,910	15.0%
Non-Print Video & DVD	6,500	568	1,677	4,823	25.8%
Non-Print Audio	2,000	92	875	1,125	43.7%
Non-Print Music	1,000	70	165	835	16.5%
Non-Print Art Prints & Posters	100	-	32	68	32.0%
Non-Print Games	500	58	58	442	11.6%
Subtotal	50,700	4,189	17,480	33,220	34.5%
<b>FUND TOTAL</b>	<b>454,614</b>	<b>32,014</b>	<b>117,906</b>	<b>336,708</b>	<b>25.9%</b>

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

Period Beginning Date  
3/1/2013

Period Ending Date  
3/31/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
<b><u>Other Services and Charges</u></b>					
Communication & Transportation	9,600	472	1,451	8,149	15.1%
Utilities-Gas	7,500	577	2,119	5,381	28.3%
Utilities-Electricity	23,000	1,327	4,171	18,829	18.1%
Utilities-Water	1,750	131	394	1,356	22.5%
Utilities-Waste Disposal	1,200	112	333	867	27.7%
Repairs & Maintenance	18,800	380	1,825	16,975	9.7%
Subtotal	61,850	2,998	10,293	51,557	16.6%
<b><u>Capital Outlays</u></b>					
Furniture & Equipment	1,900	197	252	1,648	13.3%
Books - Adult	14,000	998	3,541	10,459	25.3%
Books - Young Adult	3,000	133	1,451	1,549	48.4%
Books - Children's	11,000	1,635	5,650	5,350	51.4%
Subtotal	29,900	2,963	10,894	19,006	36.4%
<b>TOTAL CICERO</b>	<b>91,750</b>	<b>5,961</b>	<b>21,187</b>	<b>70,563</b>	<b>23.1%</b>

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

Period Beginning Date  
3/1/2013

Period Ending Date  
3/31/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
<b>Other Services and Charges</b>					
Communication & Transportation	900	70	208	692	23.1%
Utilities-Gas	1,500	223	779	721	51.9%
Utilities-Electricity	2,000	109	301	1,699	15.0%
Utilities-Water	750	82	246	504	32.8%
Repairs & Maintenance	2,000	105	175	1,825	8.8%
Subtotal	7,150	589	1,709	5,441	23.9%
<b>Capital Outlays</b>					
Furniture & Equipment	100	-	-	100	0.0%
Books - Adult	2,500	233	558	1,942	22.3%
Books - Young Adult	1,000	-	694	306	69.4%
Books - Children's	1,500	77	1,622	(122)	108.1%
Subtotal	5,100	310	2,873	2,227	56.3%
<b>TOTAL ATLANTA</b>	<b>12,250</b>	<b>899</b>	<b>4,583</b>	<b>7,667</b>	<b>37.4%</b>

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

Period Beginning Date  
3/1/2013

Period Ending Date  
3/31/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
<b>Library Improvement Reserve Fund (LIRF)</b>					
<u>Other Services and Charges</u>					
Repairs & Maintenance	15,000	530	839	14,161	5.6%
<u>Capital Outlays</u>					
Furniture & Equipment	12,000	424	424	11,576	3.5%
Non-print Materials	3,000		-	3,000	0.0%
<b>FUND TOTAL</b>	<b>30,000</b>	<b>954</b>	<b>1,263</b>	<b>28,737</b>	<b>4.2%</b>

<b>Railway Day Fund</b>					
<u>Other Services and Charges</u>					
Repairs & Maintenance	40,000	-	-	40,000	0.0%
<u>Capital Outlays</u>					
Furniture & Equipment	10,000	20,946	21,704	(11,704)	217.0%
<b>FUND TOTAL</b>	<b>50,000</b>	<b>20,946</b>	<b>21,704</b>	<b>28,296</b>	<b>43.4%</b>

<b>Lease Rental Fund</b>					
<u>Other Services and Charges</u>					
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	22,124	77,284	208,230	27.1%
Supplies	15,185	1,632	3,565	11,600	23.5%
Other Services and Charges	103,235	4,069	19,578	83,658	19.0%
Capital Outlays	50,700	4,189	17,480	33,220	34.5%
<b>FUND TOTAL</b>	<b>454,614</b>	<b>32,014</b>	<b>117,906</b>	<b>336,708</b>	<b>25.9%</b>
<b>GRAND TOTAL</b>	<b>829,614</b>	<b>53,914</b>	<b>140,874</b>	<b>688,740</b>	<b>17.0%</b>

# Deposit Register Summary

Hamilton North Public Library

From: 3/1/2013 To: 3/31/2013

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	\$59.95	\$118.25
	100.10.00.30 Fines and Fees	\$597.33	\$2,080.28
	100.10.00.31 Fax	\$129.90	\$369.00
	100.10.00.32 Copies	\$149.20	\$456.21
	100.10.00.34 Meeting Room Fees	\$25.00	\$250.00
	100.10.00.35 Payment for Books	\$22.98	\$22.98
	100.10.00.36 Processing Fee	\$20.00	\$20.00
	100.10.00.38 Room Deposit	\$100.00	\$500.00
	100.10.00.39 Key Deposit	\$10.00	\$40.00
	100.10.00.40 COIT	\$20,465.07	\$61,395.21
	100.10.00.46 Friends Bookstore	\$167.95	\$654.89
	100.10.00.47 Earbud Purchases	\$4.00	\$8.75
	100.10.00.50 Non Resident Cards	\$50.00	\$250.00
	100.10.00.60 Interest - Operating	\$13.16	\$46.55
	100.10.00.70 Interfund Transfers	\$100,000.00	\$100,000.00
	100.10.00.80 Refunds	\$39.00	\$47.00
	<b>Fund Total</b>	<b>\$121,853.54</b>	<b>\$166,259.12</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 - Programming	\$19.01	\$109.47
	300.10.02.10 Gift Fund - Amazon Sales	\$101.29	\$275.38
	300.10.04.20 Gift Fund - Friends Slush Fund Cicero	\$12.64	\$34.90
	300.20.03.01 Gift Fund - Atlanta Feasibility Study	\$0.00	\$2,000.00
	<b>Fund Total</b>	<b>\$132.94</b>	<b>\$2,419.75</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)	\$35.77	\$108.50
	<b>Fund Total</b>	<b>\$35.77</b>	<b>\$108.50</b>

For Bank Number: 7 Key Bank

Fund	Account Number and Description	Month to date Deposits	Year to date Deposits
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**Deposit Register Summary**

Hamilton North Public Library

100	100.10.00.61	From: 3/1/2013 To: 3/31/2013		
		Interest - MM Fund (Operating)	\$29.78	\$29.78
		Fund Total	\$29.78	\$29.78

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)	\$18.08	\$56.32
	Fund Total	\$18.08	\$56.32

Total of all Funds:	\$122,070.11	\$202,873.47
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Thursday, April 11, 2013

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

**From:** 3/1/2013 **To:** 3/31/2013

Date	Account	Office/Dept/Fund					
<b>Fund 100</b>							
100.10.00.46	Friends Bookstore		Name of Claimant	PO	Claim #	Amount	Check# Notes
3/31/2013	HNPL Friends		HNPL Friends		7980	\$167.95	13338 March 2013 Bookstore Proceeds
					<b>Total:</b>	<b>\$167.95</b>	
100.10.01.11	Salary of Director		Name of Claimant	PO	Claim #	Amount	Check# Notes
3/12/2013					7883	\$2,120.19	DD710811
3/26/2013					7915	\$2,120.19	DD850811
					<b>Total:</b>	<b>\$4,240.38</b>	
100.10.01.12	Salary of Assistants			PO	Claim #	Amount	Check# Notes
3/12/2013					7878	\$68.31	DD711011
3/12/2013					7879	\$687.46	DD710881
3/12/2013					7880	\$630.00	DD710101
3/12/2013					7881	\$1,111.22	DD711001
3/12/2013					7882	\$135.78	DD710991
3/12/2013					7884	\$398.59	DD711021
3/12/2013					7885	\$591.32	DD710191
3/12/2013					7886	\$152.16	DD710701
3/12/2013					7888	\$157.27	DD711031
3/12/2013					7889	\$967.02	DD710741
3/12/2013					7890	\$172.26	DD710931
3/12/2013					7891	\$1,061.92	DD710281
3/12/2013					7893	\$583.55	DD71391
3/12/2013					7894	\$442.94	DD710111
3/26/2013					7910	\$110.96	DD851011
3/26/2013					7911	\$65.20	DD850851
3/26/2013					7912	\$681.59	DD850881
3/26/2013					7913	\$630.00	DD850101
3/26/2013					7914	\$144.36	DD850991
3/26/2013					7916	\$489.64	DD851021
3/26/2013					7917	\$589.93	DD850191
3/26/2013					7918	\$297.64	DD850701

Thursday, April 11, 2013

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

**From:** 3/1/2013 **To:** 3/31/2013

Date	Account	Office/Dept/Fund
3/26/2013		
3/26/2013		
3/26/2013		
3/26/2013		
3/26/2013		
3/26/2013		
3/26/2013		

7920	\$282.22	DD851031
7921	\$1,006.02	DD850741
7922	\$62.89	DD850691
7923	\$44.57	DD850931
7924	\$1,072.44	DD850281
7926	\$598.99	DD85391
7927	\$447.79	DD850111

**Total:** **\$13,684.04**

100.10.01.14	Wages of Janitor
3/12/2013	
3/12/2013	
3/26/2013	
3/26/2013	

PO	Claim #	Amount	Check#	Notes
	7887	\$556.39	DD710901	
	7892	\$438.21	DD710571	
	7919	\$584.16	DD850901	
	7925	\$433.03	DD850571	

**Total:** **\$2,011.79**

100.10.01.15	Pages
3/12/2013	
3/26/2013	

PO	Claim #	Amount	Check#	Notes
	7878	\$115.07	DD711011	
	7910	\$108.85	DD851011	

**Total:** **\$223.92**

100.10.01.20	Employee Benefits	Name of Claimant	PO	Claim #	Amount	Check#	Notes
3/31/2013	Hartford Life & Annuity Insurance Company	Hartford Life & Annuity Insurance Company		7896	\$209.28	ME	
3/31/2013	Hartford Life & Annuity Insurance Company	Hartford Life & Annuity Insurance Company		7897	\$209.28	3/12 457 Plan	
3/31/2013	Hartford Life & Annuity Insurance Company	Hartford Life & Annuity Insurance Company		7928	\$210.76	3/26 457 Plan	
3/31/2013	Community Bank	Community Bank		7929	\$1,521.49	ar Withholdings	
3/31/2013	Community Bank	Community Bank		7982	\$11.10	DD Fee #1	Direct Deposit Fee
3/31/2013	Community Bank	Community Bank		7984	\$11.30	DD Fee #2	Direct Deposit Fee
3/31/2013	Hartford Life & Annuity Insurance Company	Hartford Life & Annuity Insurance Company		7985	(\$209.28)	Rev 7896	Reverse 7896

**Total:** **\$1,963.93**

100.10.02.13	Office Supplies	Name of Claimant	PO	Claim #	Amount	Check#	Notes
3/27/2013	Indiana Chamber of Commerce	Indiana Chamber of Commerce		7935	\$45.00	13316	State & Federal Employment Posters



Thursday, April 11, 2013

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

**From: 3/1/2013 To: 3/31/2013**

Date	Account	Office/Dept/Fund				
3/27/2013	Quill Corporation	Quill Corporation	7941	\$147.60	13310	
3/27/2013	Quill Corporation	Quill Corporation	7941	\$56.24	13310	Ink Jet Cartridges
3/27/2013	Cardmember Service	Cardmember Service	7945	\$63.00	13307	Address Stamps
3/31/2013	Quill Corporation	Quill Corporation	7978	\$26.99	13336	Inkjet Cartridge
3/31/2013	Quill Corporation	Quill Corporation	7978	\$49.27	13336	Scotch Tape, Packing Tape, Markers
3/31/2013	Indiana Chamber of Commerce	Indiana Chamber of Commerce	7986	(\$45.00)	VOID 13316	Already Paid in Feb

**Total: \$343.10**

100.10.02.23	Operating Supplies	Name of Claimant	PO	Claim #	Amount	Check#	Notes
3/27/2013	Cardmember Service	Cardmember Service		7945	\$148.69	13307	Gas, Wood, Stain, Light Bulbs
3/31/2013	Sullivan Hardware	Sullivan Hardware		7963	\$122.55	13321	Salt, Switch Box, Wall plate & outlet, keyhole saw
3/31/2013	Quill Corporation	Quill Corporation		7978	\$16.98	13336	Swiffer Duster & Refills
3/31/2013	Quill Corporation	Quill Corporation		7978	\$28.32	13336	Clorox Wipes, Hand Soap, Dish Soap
3/31/2013	Amy Wolfe	Amy Wolfe		7979	\$2.32	13337	Breakroom Supplies

**Total: \$318.86**

100.10.02.32	Programming - Summer Reading	Name of Claimant	PO	Claim #	Amount	Check#	Notes
3/27/2013	Upstart	Upstart		7938	\$800.25	13313	Summer Reading Prizes, T-Shirts

**Total: \$800.25**

100.10.02.33	Library Supplies	Name of Claimant	PO	Claim #	Amount	Check#	Notes
3/27/2013	The Library Store	The Library Store		7940	\$35.00	13311	CD Pouches
3/31/2013	The Library Store	The Library Store		7977	\$24.86	13335	Label Protectors

**Total: \$59.86**

100.10.02.34	Cicero Children's Programming	Name of Claimant	PO	Claim #	Amount	Check#	Notes
3/27/2013	Cardmember Service	Cardmember Service		7945	\$72.50	13307	B&N Gift Cards, Seed Packets for NLW

**Total: \$72.50**

100.10.02.35	Cicero Young Adult Programming	Name of Claimant	PO	Claim #	Amount	Check#	Notes
3/27/2013	Cardmember Service	Cardmember Service		7945	\$12.50	13307	Seed Packets for NLW

**Total: \$12.50**

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

From: 3/1/2013 To: 3/31/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
100.10.02.36	Cicero Adult Programing							
3/27/2013	Cardmember Service		Cardmember Service		7945	\$12.50	13307	Seed Packets for NLW
					<b>Total:</b>	<b>\$12.50</b>		
100.10.03.14	Professional Services							
3/27/2013	Judy Gareis, SPHR		Judy Gareis, SPHR		7931	\$417.35	13320	Staff In-Service Day
					<b>Total:</b>	<b>\$417.35</b>		
100.10.03.27	Communication & Transportation-							
3/27/2013	Gaylord Bros., Inc.		Gaylord Bros., Inc.		7934	\$18.36	13317	Shipping
3/27/2013	Indiana Chamber of Commerce		Indiana Chamber of Commerce		7935	\$7.95	13316	Shipping
3/27/2013	Upstart		Upstart		7938	\$25.00	13313	Shipping
3/27/2013	The Library Store		The Library Store		7940	\$12.33	13311	Shipping
3/27/2013	GEGRB/Amazon		GEGRB/Amazon		7944	\$5.91	13308	Shipping
3/27/2013	Cardmember Service		Cardmember Service		7945	\$22.02	13307	Shipping & Postage
3/31/2013	Frontier		Frontier		7964	\$294.44	13322	Cicero Phone & Fax
3/31/2013	Davidson Titles, Inc.		Davidson Titles, Inc.		7973	\$16.09	13331	Shipping
3/31/2013	Morgan Birge' & Associates, Inc.		Morgan Birge' & Associates, Inc.		7976	\$50.00	13334	Phone Maintenance
3/31/2013	The Library Store		The Library Store		7977	\$11.27	13335	Shipping
3/31/2013	Baker & Taylor Books		Baker & Taylor Books		7981	\$16.30	13339	Shipping
3/31/2013	Indiana Chamber of Commerce		Indiana Chamber of Commerce		7986	(\$7.95)	VOID 13316	Already Paid in Feb
					<b>Total:</b>	<b>\$471.72</b>		
100.10.03.41	Insurance							
3/31/2013	Selective Insurance Company of America		Selective Insurance Company of America		7974	\$50.00	13332	Notary Bond - Sam Mitchel
					<b>Total:</b>	<b>\$50.00</b>		
100.10.03.51	Utilities-Gas-Cicero							
3/31/2013	Vectren Energy Delivery		Vectren Energy Delivery		7965	\$576.91	13323	
					<b>Total:</b>	<b>\$576.91</b>		
100.10.03.52	Utilities-Electricity-Cicero							

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

**From:** 3/1/2013 **To:** 3/31/2013

Date	Account	Office/Dept/Fund					
3/31/2013	Duke Energy	Duke Energy		7969	\$1,326.63	13327	
				<b>Total:</b>	<b>\$1,326.63</b>		
<b>100.10.03.53</b>	<b>Utilities-Water-Cicero</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
3/31/2013	Cicero Municipal Utilities	Cicero Municipal Utilities		7968	\$131.37	13326	
				<b>Total:</b>	<b>\$131.37</b>		
<b>100.10.03.54</b>	<b>Utilities-Waste Disposal-Cicero</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
3/31/2013	Republic Services #761	Republic Services #761		7966	\$111.62	13324	
				<b>Total:</b>	<b>\$111.62</b>		
<b>100.10.03.63</b>	<b>Repairs &amp; Maintenance-Cicero</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
3/31/2013	Etherington Lawn & Landscape	Etherington Lawn & Landscape		7971	\$235.00	13329	Snow Removal - 3/25
3/31/2013	Etherington Lawn & Landscape	Etherington Lawn & Landscape		7971	\$145.00	13329	Snow Removal - 3/6
				<b>Total:</b>	<b>\$380.00</b>		
<b>100.10.03.95</b>	<b>Other Fees</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
3/31/2013	Community Bank	Community Bank		7983	\$14.00		Bank Fee New Deposit Tickets
				<b>Total:</b>	<b>\$14.00</b>		
<b>100.10.04.41</b>	<b>Furniture &amp; Equipment-Cicero</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
3/27/2013	Gaylord Bros., Inc.	Gaylord Bros., Inc.		7934	\$122.37	13317	3 Childrens Chairs
3/27/2013	Quill Corporation	Quill Corporation		7941	\$74.95	13310	5 Computer Mice
				<b>Total:</b>	<b>\$197.32</b>		
<b>100.10.04.51</b>	<b>Books-Adult-Cicero</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
3/27/2013	Gale	Gale		7932	\$19.46	13319	
3/27/2013	GEACRB/Amazon	GEACRB/Amazon		7944	\$23.48	13308	
3/31/2013	Baker & Taylor Books	Baker & Taylor Books		7981	\$954.77	13339	
				<b>Total:</b>	<b>\$997.71</b>		

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

From: 3/1/2013 To: 3/31/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
100.10.04.52	Books-Young Adult-Cicero							
3/31/2013	Baker & Taylor Books		Baker & Taylor Books		7981	\$132.94	13339	
					<b>Total:</b>	<b>\$132.94</b>		
100.10.04.53	Books-Childrens-Cicero							
3/27/2013	O'Grady Publishing Company		O'Grady Publishing Company		7933	\$11.00	13318	
3/27/2013	Capstone Press, Inc.		Capstone Press, Inc.		7937	\$1,281.81	13314	
3/31/2013	Davidson Titles, Inc.		Davidson Titles, Inc.		7973	\$201.13	13331	
3/31/2013	Baker & Taylor Books		Baker & Taylor Books		7981	\$140.90	13339	
					<b>Total:</b>	<b>\$1,634.84</b>		
100.10.04.60	Newspapers & Periodicals							
3/27/2013	USA Today		USA Today		7943	\$108.35	13309	6 month Subscription
3/27/2013	Cardmember Service		Cardmember Service		7945	\$19.95	13307	
					<b>Total:</b>	<b>\$128.30</b>		
100.10.04.71	Non-Print-Vid/DVD							
3/27/2013	GEGRB/Amazon		GEGRB/Amazon		7944	\$568.06	13308	
					<b>Total:</b>	<b>\$568.06</b>		
100.10.04.72	Non-Print-Audio							
3/31/2013	Baker & Taylor Books		Baker & Taylor Books		7981	\$91.98	13339	
					<b>Total:</b>	<b>\$91.98</b>		
100.10.04.73	Non-Print-Music							
3/27/2013	GEGRB/Amazon		GEGRB/Amazon		7944	\$69.72	13308	
					<b>Total:</b>	<b>\$69.72</b>		
100.10.04.76	Non-Print Games							
3/27/2013	GEGRB/Amazon		GEGRB/Amazon		7944	\$58.23	13308	
					<b>Total:</b>	<b>\$58.23</b>		

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

From: 3/1/2013 To: 3/31/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
100.20.02.31	Atlanta Programming							
3/27/2013	Cardmember Service		Cardmember Service		7945	\$12.50	13307	Seed Packets for NLW
					Total:	\$12.50		
100.20.03.28	Communication & Transportation-							
3/31/2013	Endeavor Communications		Endeavor Communications		7970	\$70.29	13328	Atlanta Phone & Fax
					Total:	\$70.29		
100.20.03.51	Utilities-Gas-Atlanta							
3/31/2013	Vectren Energy Delivery		Vectren Energy Delivery		7965	\$223.08	13323	
					Total:	\$223.08		
100.20.03.52	Utilities-Electricity-Atlanta							
3/31/2013	Duke Energy		Duke Energy		7969	\$108.66	13327	
					Total:	\$108.66		
100.20.03.53	Utilities-Water-Atlanta							
3/31/2013	Atlanta Utilities		Atlanta Utilities		7972	\$82.05	13330	
					Total:	\$82.05		
100.20.03.63	Repairs & Maintenance-Atlanta							
3/31/2013	Brandon Davis		Brandon Davis		7975	\$105.00	13333	Snow Removal - 3 days
					Total:	\$105.00		
100.20.04.51	Books-Adult-Atlanta							
3/31/2013	Baker & Taylor Books		Baker & Taylor Books		7981	\$233.27	13339	
					Total:	\$233.27		
100.20.04.53	Books-Childrens-Atlanta							
3/31/2013	Baker & Taylor Books		Baker & Taylor Books		7981	\$76.75	13339	
					Total:	\$76.75		

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

**From:** 3/1/2013 **To:** 3/31/2013

Date	Account	Office/Dept/Fund					
			<b>Total for Fund# 100</b>		<b>\$32,181.88</b>		
<b>Fund 110</b>							
110.10.03.01	LIRF - Repairs & Maintenance	Name of Claimant	PO	Claim #	Amount	Check#	Notes
3/27/2013	Ricoh USA, Inc.	Ricoh USA, Inc.		7936	\$91.80	13315	Patron Copier
3/27/2013	Canon Solutions America, Inc.	Canon Solutions America, Inc.		7939	\$438.04	13312	Staff Copier
<b>Total:</b>					<b>\$529.84</b>		
110.10.04.40	LIRF - Furniture and Equipment	Name of Claimant	PO	Claim #	Amount	Check#	Notes
3/27/2013	Cardmember Service	Cardmember Service		7945	\$424.00	13307	Computer & Printer for Atlanta, Printer for Bookkeeper
<b>Total:</b>					<b>\$424.00</b>		
			<b>Total for Fund# 110</b>		<b>\$953.84</b>		
<b>Fund 140</b>							
140.10.03.01	State Technology Fund Grant	Name of Claimant	PO	Claim #	Amount	Check#	Notes
3/31/2013	ENA Services LLC	ENA Services LLC		7967	\$762.50	13325	
<b>Total:</b>					<b>\$762.50</b>		
			<b>Total for Fund# 140</b>		<b>\$762.50</b>		
<b>Fund 160</b>							
160.10.00.70	Interfund Transfers - Rainy Day	Name of Claimant	PO	Claim #	Amount	Check#	Notes
3/31/2013	Hamilton North Public Library	Hamilton North Public Library		7909	\$100,000.00	Transfer to Op	Transfer to Operating
<b>Total:</b>					<b>\$100,000.00</b>		
160.10.04.01	Rainy Day - Furniture & Equipme	Name of Claimant	PO	Claim #	Amount	Check#	Notes
3/4/2013	Host Design	Host Design		7861	\$20,946.00	13283	1/2 Deposit for Computer & Mtg Rm
<b>Total:</b>					<b>\$20,946.00</b>		
			<b>Total for Fund# 160</b>		<b>\$120,946.00</b>		

**Fund 200**

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

From: 3/1/2013 To: 3/31/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
200.10.01.01	Federal Withholding							
3/31/2013	Community Bank		Community Bank		7929	\$837.28		ar Withholdings
					Total:	\$837.28		
200.10.01.02	FICA Withheld							
3/31/2013	Community Bank		Community Bank		7929	\$1,233.09		ar Withholdings
					Total:	\$1,233.09		
200.10.01.03	Medicare Withheld							
3/31/2013	Community Bank		Community Bank		7929	\$288.40		ar Withholdings
					Total:	\$288.40		
200.10.01.04	State/County Withheld							
3/31/2013	Indiana Department of Revenue		Indiana Department of Revenue		7930	\$888.10		te Withholdings
					Total:	\$888.10		
200.10.01.09	457 Plan Withheld							
3/31/2013	Hartford Life & Annuity Insurance Company		Hartford Life & Annuity Insurance Company		7896	\$135.08		ME
3/31/2013	Hartford Life & Annuity Insurance Company		Hartford Life & Annuity Insurance Company		7897	\$135.08		3/12 457 Plan
3/31/2013	Hartford Life & Annuity Insurance Company		Hartford Life & Annuity Insurance Company		7928	\$136.56		3/26 457 Plan
3/31/2013	Hartford Life & Annuity Insurance Company		Hartford Life & Annuity Insurance Company		7985	(\$135.08)		Rev 7896 Reverse 7896
					Total:	\$271.64		
200.10.01.11	457 Plan Loan							
3/31/2013	Hartford Life & Annuity Insurance Company		Hartford Life & Annuity Insurance Company		7896	\$20.71		ME
3/31/2013	Hartford Life & Annuity Insurance Company		Hartford Life & Annuity Insurance Company		7897	\$20.71		3/12 457 Plan
3/31/2013	Hartford Life & Annuity Insurance Company		Hartford Life & Annuity Insurance Company		7928	\$20.71		3/26 457 Plan
3/31/2013	Hartford Life & Annuity Insurance Company		Hartford Life & Annuity Insurance Company		7985	(\$20.71)		Rev 7896 Reverse 7896
					Total:	\$41.42		

Total for Fund# 200

\$3,559.93

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

From: 3/1/2013 To: 3/31/2013

Date	Account	Office/Dept/Fund					
<b>Fund 300</b>							
300.10.02.03	Gift Fund - Summer Reading	Name of Claimant	PO	Claim #	Amount	Check#	Notes
3/27/2013	Upstart	Upstart		7938	\$13.25	13313	
				Total:	\$13.25		
300.10.02.06	Gift Fund - Programming	Name of Claimant	PO	Claim #	Amount	Check#	Notes
3/27/2013	Cardmember Service	Cardmember Service		7945	\$34.76	13307	Food for Programs
				Total:	\$34.76		
300.10.02.10	Gift Fund - Amazon Sales	Name of Claimant	PO	Claim #	Amount	Check#	Notes
3/27/2013	Cardmember Service	Cardmember Service		7945	\$54.89	13307	Shipping
				Total:	\$54.89		
300.10.04.20	Gift Fund - Friends Slush Fund Ci	Name of Claimant	PO	Claim #	Amount	Check#	Notes
3/31/2013	Amy Wolfe	Amy Wolfe		7979	\$29.22	13337	March & April Bday Cakes, Water
				Total:	\$29.22		
Total for Fund# 300					\$132.12		
Total Amount of Claims:					\$158,536.27		

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

4/18/2013

From: 3/1/2013 To: 3/31/2013

Claim Number	Vendor Number / Name	PO Number	Check Number	Check Date	Amount of Claim
7861	Host Design				\$20,946.00
7896	Hartford Life & Annuity Insurance Company				\$365.07
7897	Hartford Life & Annuity Insurance Company				\$365.07
7909	Hamilton North Public Library				\$100,000.00
7928	Hartford Life & Annuity Insurance Company				\$368.03
7929	Community Bank				\$3,880.26
7930	Indiana Department of Revenue				\$888.10
7931	Judy Gareis, SPHR				\$417.35
7932	Gale				\$19.46
7933	O'Grady Publishing Company				\$11.00
7934	Gaylord Bros., Inc.				\$140.73
7935	Indiana Chamber of Commerce				\$52.95
7936	Ricoh USA, Inc.				\$91.80
7937	Capstone Press, Inc.				\$1,281.81
7938	Upstart				\$838.50
7939	Canon Solutions America, Inc.				\$438.04
7940	The Library Store				\$47.33
7941	Quill Corporation				\$278.79
7943	USA Today				\$108.35
7944	GECRB/Amazon				\$725.40
7945	Cardmember Service				\$877.31
7963	Sullivan Hardware				\$122.55
7964	Frontier				\$294.44
7965	Vectren Energy Delivery				\$799.99
7966	Republic Services #761				\$111.62
7967	ENA Services LLC				\$762.50
7968	Cicero Municipal Utilities				\$131.37
7969	Duke Energy				\$1,435.29
7970	Endeavor Communications				\$70.29
7971	Etherington Lawn & Landscape				\$380.00
7972	Atlanta Utilities				\$82.05
7973	Davidson Titles, Inc.				\$217.22
7974	Selective Insurance Company of America				\$50.00
7975	Brandon Davis				\$105.00
7976	Morgan Birge & Associates, Inc.				\$50.00
7977	The Library Store				\$36.13
7978	Quill Corporation				\$121.56
7979	Any Wolfe				\$31.54

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

From: 3/1/2013 To: 3/31/2013

Claim Number	Vendor Number / Name	PO Number	Check Number	Check Date	Amount of Claim
7980	HNPL Friends				\$167.95
7981	Baker & Taylor Books				\$1,646.91
7982	Community Bank				\$11.10
7983	Community Bank				\$14.00
7984	Community Bank				\$11.30
7985	Hartford Life & Annuity Insurance Company				(\$365.07)
7986	Indiana Chamber of Commerce				(\$52.95)

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 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of \$138,376.14 . Dated 4/18/2013

*Emily Beechler*  
 Emily Beechler

*Steve Griffith*  
 Steve Griffith

*Emily Holt*  
 Emily Holt

\_\_\_\_\_  
 Melissa Martin

Sharon Bislich

*Laura Holliday*  
 Laura Holliday

*Mike Jenkins*  
 Mike Jenkins

Board Members

**Payroll Claim Register**  
**Hamilton North Public Library**

209 W Brinton  
Cicero, IN 46034

From: 3/1/2013 To: 3/31/2013

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
7878			\$183.38	DD711011	\$162.97
7879			\$687.46	DD710881	\$567.78
7880			\$630.00	DD710101	\$489.48
7881			\$1,111.22	DD711001	\$854.73
7882			\$135.78	DD710991	\$125.39
7883			\$2,120.19	DD710811	\$1,810.35
7884			\$398.59	DD711021	\$352.26
7885			\$591.32	DD710191	\$492.84
7886			\$152.16	DD710701	\$123.83
7887			\$556.39	DD710901	\$465.60
7888			\$157.27	DD711031	\$130.69
7889			\$967.02	DD710741	\$815.38
7890			\$172.26	DD710931	\$142.77
7891			\$1,061.92	DD710281	\$851.52
7892			\$438.21	DD710571	\$365.57
7893			\$583.55	DD71391	\$486.77
7894			\$442.94	DD710111	\$277.18
7910			\$219.81	DD851011	\$195.01
7911			\$65.20	DD850851	\$60.21
7912			\$681.59	DD850881	\$563.20
7913			\$630.00	DD850101	\$489.48
7914			\$144.36	DD850991	\$133.32
7915			\$2,120.19	DD850811	\$1,810.35
7916			\$489.64	DD851021	\$430.27
7917			\$589.93	DD850191	\$491.75
7918			\$297.64	DD850701	\$251.77
7919			\$584.16	DD850901	\$487.25
7920			\$282.22	DD851031	\$227.78
7921			\$1,006.02	DD850741	\$848.66
7922			\$62.89	DD850691	\$56.62
7923			\$44.57	DD850931	\$39.19
7924			\$1,072.44	DD850281	\$859.48
7925			\$433.03	DD850571	\$361.00
7926			\$598.99	DD85391	\$498.80

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim																		
7927			\$447.79	DD850111	\$280.95																		
			\$20,160.13		\$16,600.20																		
<table border="1"> <tr> <td>200.10.01.01</td><td>Federal Withholding</td><td>\$837.28</td><td>200.10.01.02</td><td>FICA Withheld</td><td>\$1,233.09</td></tr> <tr> <td>200.10.01.03</td><td>Medicare Withheld</td><td>\$288.40</td><td>200.10.01.04</td><td>State/County Withheld</td><td>\$888.10</td></tr> <tr> <td>200.10.01.09</td><td>457 Plan Withheld</td><td>\$271.64</td><td>200.10.01.11</td><td>457 Plan Loan</td><td>\$41.42</td></tr> </table>						200.10.01.01	Federal Withholding	\$837.28	200.10.01.02	FICA Withheld	\$1,233.09	200.10.01.03	Medicare Withheld	\$288.40	200.10.01.04	State/County Withheld	\$888.10	200.10.01.09	457 Plan Withheld	\$271.64	200.10.01.11	457 Plan Loan	\$41.42
200.10.01.01	Federal Withholding	\$837.28	200.10.01.02	FICA Withheld	\$1,233.09																		
200.10.01.03	Medicare Withheld	\$288.40	200.10.01.04	State/County Withheld	\$888.10																		
200.10.01.09	457 Plan Withheld	\$271.64	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.


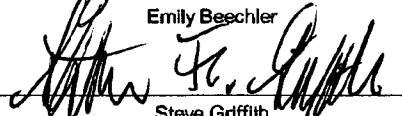
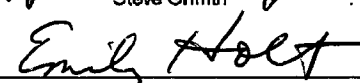
\_\_\_\_\_, 20\_\_\_\_



  
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 \$16,600.20 Dated 4/18/2013

  
Emily Beechler  
  
Steve Griffith  
  
Emily Holt

Sharon Bistich  
  
Laura Holliday  
  
Mike Jenkins

\_\_\_\_\_  
Melissa Martin

Board Members

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**Hamilton North Public Library  
Gift Fund Checking (300)  
Balance as of March 31, 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)	\$ 937.98	\$ 0.00	\$ 0.07	\$ -	\$ 198.00	\$ (23.12)	\$ -	\$ (23.12)	\$ -
2013 YTD Receipts	\$ -	\$ 34.90	\$ 109.47	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
2013 YTD Disbursements	\$ (395.00)	\$ (34.90)	\$ (109.54)	\$ (1,330.00)	\$ -	\$ (157.86)	\$ -	\$ (157.86)	\$ -
Ending Balance	\$ 542.96	\$ 0.00	\$ (0.00)	\$ 670.00	\$ 198.00	\$ (180.98)	\$ -	\$ (180.98)	\$ -

	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	\$ 275.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,419.75
2013 YTD Disbursements	\$ (220.21)	\$ -	\$ (9.99)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,257.50)
Ending Balance	\$ 98.63	\$ -	\$ 311.43	\$ -	\$ -	\$ -	\$ 295.00	\$ -	\$ 1,935.04

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4/11/2013

Gift Fund Analysis Mar 2013.xls

**Hamilton North Public Library  
Edward Jones MasterCard Bill  
February 14, 2013 - March 14, 2013**

	Emily Crickmore	Sam Mitchel	Mary Palmiero	Sheri Wallace	Amy Wolfe	James Roy	TOTAL	
Communication & Transportation - Cicero					\$ 22.02		\$ 22.02	Shipping & Postage
Gift Fund - Amazon Sales					\$ 54.89		\$ 54.89	Shipping Costs
Gift Fund - Programming	\$ 14.23			\$ 20.53			\$ 34.76	Cookies for Art Reception & YA Snacks, Food for Programs
LIRF - Furniture & Equip.		\$ 424.00					\$ 424.00	Computer & Printer for Atlanta & Printer for Amy
Newspapers & Periodicals					\$ 19.95		\$ 19.95	Magazine Renewals
Office Supplies					\$ 63.00		\$ 63.00	Address Stamps
Operating Supplies					\$ 1.00	\$ 147.69	\$ 148.69	Breakroom Supplies, Gas for Snow Blower, Wood, Stain, Light Bulbs
Programming - Atlanta					\$ 12.50		\$ 12.50	Seed Packets for National Library Week
Programming - Children's Cicero				\$ 60.00	\$ 12.50		\$ 72.50	Gift Cards, Seed Packets for Nat'l Library Week
Programming - YA Cicero					\$ 12.50		\$ 12.50	Seed Packets for National Library Week
Programming -Adult Cicero					\$ 12.50		\$ 12.50	Seed Packets for National Library Week
<b>TOTAL</b>	<b>\$ 14.23</b>	<b>\$ 424.00</b>	<b>\$ -</b>	<b>\$ 80.53</b>	<b>\$ 210.86</b>	<b>\$ 147.69</b>	<b>\$ 877.31</b>	

4/11/2013

Edward Jones 3\_13\_13.xls

**March 2013 Director's Report**  
**Board Meeting: 4/18/13**

**I. Technology**

- A. Library will receive three upgraded computers from Net Literacy Organization program. (eta: late April)
- B. 3/7: Mike Jenkins and I attended the Arcadia Town Hall meeting to present the Arcadia WIFI idea.
- C. Submitted LSTA grant for additional patron computers for both branches.
- D. Installed printer (patron and staff use) upstairs in Atlanta.

**II. Facilities**

- A. Atlanta
  - 1. 3/22: KRM Architecture representative was at the library in order to do more research for the feasibility study. There will probably be one more visit in order to crawl through the attic.

**III. Staff**

- A. Sheri Wallace, Children's Dept. Mgr., has been working at the library for 14 years.
- B. Marsha Renner, Circulation Clerk, has been working at the library for 6 years.
- C. Conducting interviews with circulation clerk job applicants.

**IV. Misc.**

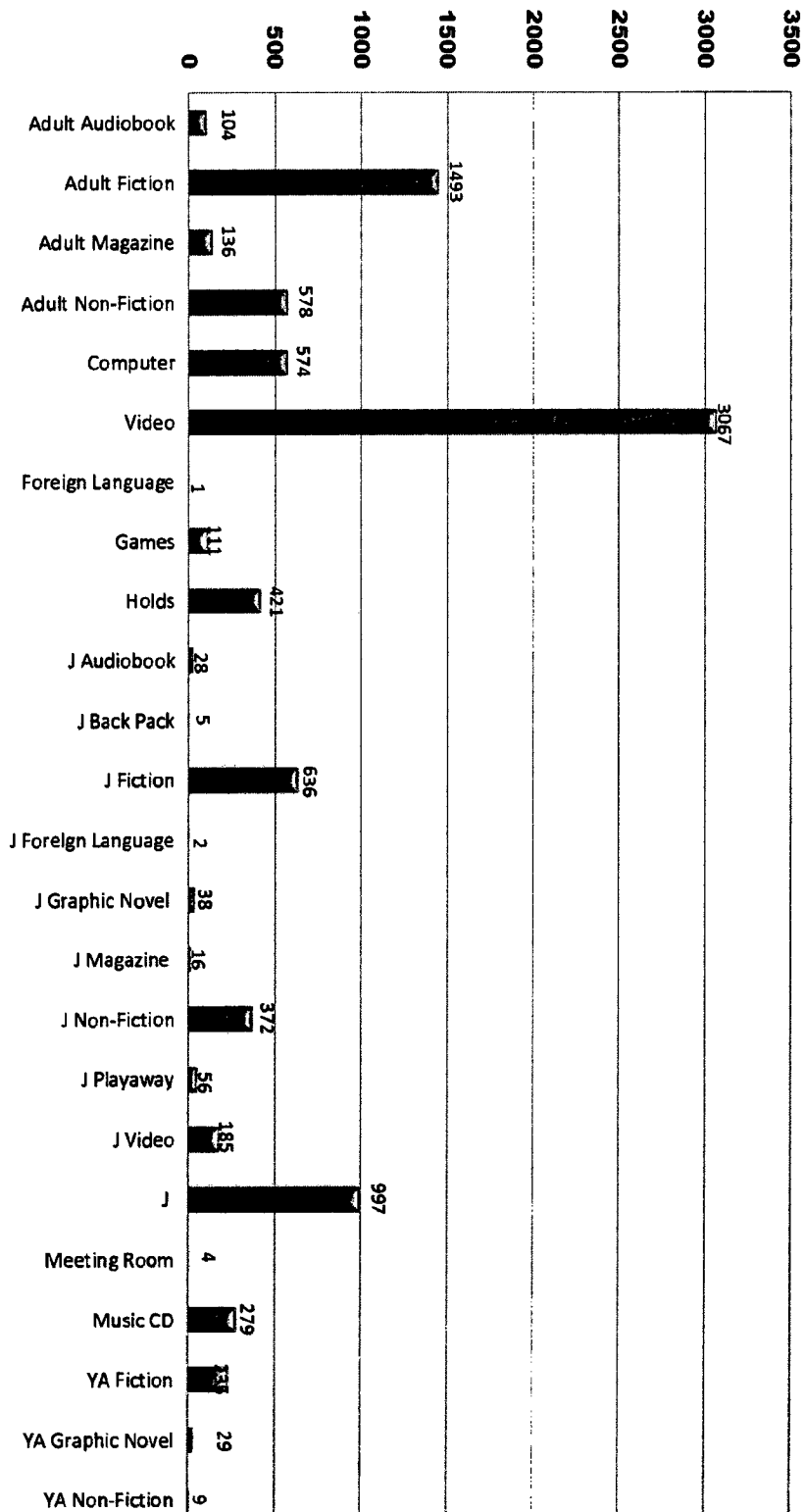
- A. 3/6: Attended SAMS (small and medium-sized libraries) meeting. As vice-president, I am on the planning committee for the annual conference.
- B. 3/26: Emily Crickmore and I met with Nickel Plate Arts representatives in order to see what artwork could be presented at the library. Planning for a spring exhibit with refurbished art.

**V. Looking Forward**

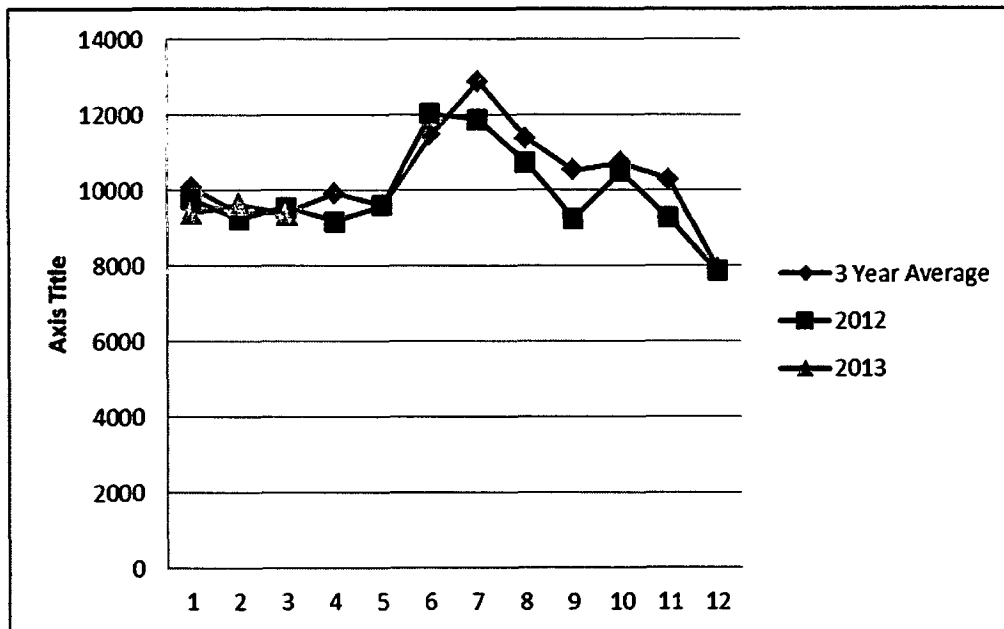
- A. Renovation projects

Samuel Mitchel

# March 2013







	March-13	March-12	3 Years Average
<b>Circulation</b>			
Atlanta	663	776	
Cicero	8674	8756	
<b>Total</b>	<b>9337</b>	<b>9532</b>	<b>9428</b>
<b>In-House Use</b>			
Atlanta	27	23	
Cicero	243	341	
<b>Total</b>	<b>270</b>	<b>364</b>	
<b>Transits Sent</b>			
Atlanta	166	207	
Cicero	576	725	
<b>Total</b>	<b>742</b>	<b>927</b>	
<b>Transits Received</b>			
Atlanta	158	280	
Cicero	601	608	
<b>Total</b>	<b>759</b>	<b>888</b>	
<b>Databases</b>			
Freegal	42		
Overdrive	307	190	
Tumblebooks	148	276	
World Book Web	60		

March 2013 circulation is a bit lower than the March 2012 and the 3 years average.

A detail analysis of circulation has shown that holds are 2.7% down, Atlanta circulation is 12.77% down (mostly computer, children's books and music), and Cicero circulation is 0.8% down (mostly computer, children's books and adult fiction). Two big contributors for Cicero's lower circulation are: 1- There was a kindergarten class that used to check books out weekly, that school no longer has a kindergarten class. 2- Overdrive downloads have increased 61%, many patrons are taking advantage of a more convenient way to access our items.

Thank you,

Luciane Snellenberger  
Circulation Manager

## ATLANTA BOARD REPORT FOR MARCH 2013

A few weeks ago Sam told me that Cicero would be open seven days a week. We started discussing Atlanta's hours. I took an informal survey of our patrons to discover what they would like to see. No one wanted us to close any earlier than seven. Most of the patrons were satisfied with the existing hours. A few thought it would be nice to be open Friday afternoons. If we opened on Fridays, then we would have to reduce the number of hours on Wednesday. However it will soon be summer and the reading program will begin, and I believe that we will need to be open all day Wednesdays during the summer. Once school begins in the fall, I would recommend eliminating Wednesday morning hours and either add them to the other days [Monday-Thursday from 2:00-7:00] or add them to Friday afternoons [Monday-Thursday from 3:00-7:00 and Friday from 1:00-5:00]. One patron said that "being open on Fridays was not nearly as important as being open until 7:00 the other days." Another patron said that Friday hours were not so important because "It's no big deal...if I need a library, I can drive to Cicero."

### STATISTICS FOR MARCH 2013

NAME OF PROGRAM	NUMBER OF TIMES	TOTAL ATTENDANCE	TOTAL COST
HOMEWORK HELP	4	11	0
TUESDAY MOVIE/SNACK	4	18	0
QUILTING/CROCHET	4	20	0

MARY PALMIERO

# Hamilton North Public Library Adult Department

## March 2013

Program	# of Times	Attendance	Cost	Cost per Attendee
Artist reception for Pandora 3/2	1	20	\$3	.15
Pilates/Yoga every Monday (canceled by instructor on 3/25)	3	38	0	0
GabsBee Quilting every other Tuesday	2	12	0	0
Computer Tutorials 3/1, 3/5, 3/8, 3/12, 3/15, 3/18, 3/22, 3/28 (also had 2 cancellations, and 2 no-shows)	8	16	0	0
Crochet with Aloha every Thursday (canceled by instructor for most of March)	1	5	0	0
Medicare Info 3/7	1	7	0	0
Forever Young Adult Book Group 3/9	1	2	0	0
Steampunk Jewelry 3/13	1	4	0	0
Midwest Writers Workshop Mini-Conference 3/16	1	62	20	.32
Birthday Cards Extravaganza 3/19	1	7	0	0

Brown Bag Reading Group 3/22	1	6	0	0
Evening Reading Group 3/25	1	2	0	0
Painting with Deanna Leonard 3/27	1	6	0	0
Non-Library uses of Meeting Rooms	17	N/A	0	0
TOTAL Library Programs	23	187	.12	0

Local artisan Pandora displayed some of her polyclay jewelry, pendants, and frames this month. During her reception, she demonstrated making the polyclay cane.

Aloha Upchurch, the crochet instructor, has been dealing with some health issues, and her classes are indefinitely canceled. She'd like to come back by mid-April, and will let me know when she is able to resume classes.

Attendance is still holding steady for the card-making and painting classes. They will continue on a monthly basis.

Cathy Shouse of the Midwest Writers Workshop moderated a panel of Indiana writers for a MWW. Panelists were Terence Flaherty, Megan Powell, and Kelsey Timmerman. I spoke with Terence and Kelsey, and they're both interested in coming to HNPL for book signings. It was very well-attended, and should pave the way for additional writing organizations.

This month, and I'm hoping it was due to weather, I had a decline in requests for computer tutorials. I also had an increase in no-shows and last minute cancellations. I did have a few requests for assistance with Windows 8. I was upfront with patrons about not knowing Win 8, but muddled through it. Soon, I will be familiar enough with it to offer it as an official tutorial.

**Coming up:** Medicare info session, spoon pendant jewelry class, Mother's Day card class, adult poetry workshop

Emily Crickmore



**Hamilton North Public Library Young Adult Department**  
**March 2013**

<b>Program</b>	<b># of Times</b>	<b>Attendance</b>	<b>Cost</b>	<b>Cost per Attendee</b>
Teen Art Class each Thursday	4	12	0	0
Snack & Yak 3/8	1	4	0	0
Saturday @ the Movies (Perks of Being/Wallflower, rated PG-13) 3/9	1	7	0	0
Teen Advisory Board 3/20	1	6	0	0
Teen Acting Class 3/21	1	2	0	0
<b>Total programs</b>	<b>8</b>	<b>31</b>	<b>0</b>	<b>0</b>

Only 1 kid came to acting class, so after a short discussion, he and I decided that it would be better to try again once school starts next Fall.

We were able to get some of the details hammered out for the requested video game club. Starting next month, we'll be having free play for the kids on the Wii, and any devices they'd like to bring in.

Coming up: teen poetry workshop, teen poetry contest, Etiquette 101, spring break double feature, ACE Video Game Club

Emily Crickmore

Hamilton North Public Library  
Children's Department  
March 2013

Program	Age Group	# of Times	Attendance	Cost	Cost per attendee
Art Classes	Preschool	4	11	0	
Story Time	Preschool	8	71	0	
Outreach	Preschool	1	32	0	
Art Classes	Home School	4	17	0	
Art Classes	School Age	4	20	0	
Lego Mania	School Age	1	2	\$ 2.50	\$ 1.25
Computer Research Class	School Age	1	7	0	
Movie	All Ages	1	12	\$ 2.00	\$ .17
Totals		24	172	\$ 2.50	

Program attendance seems to be down some from last month. New programs are in the planning stages for Summer Reading and this fall. We are working on some target classes for our growing population of home schooled patrons.

We are seeing a need for classes for children grades K through 3. This picture is Sherry Ely's Girl Scout Troop learning how to do internet research for World Thinking Day using our portable computer labs. I held 4 classes in February and March about internet research. I plan to continue to offer this program.

Sheri Wallace  
Children's Department



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

## **Monthly Maintenance Report**

**MARCH 2013**

**A follow up meeting has been held with representatives of the HCMG association. They presented a plan which would landscape the entire front of the building with new shrubbery and annual and perennial flowers. No material costs are available to provide an estimate but will be accumulated in the next 10 to 14 days. Beginning work will include cutting all the spirea bushes down to about 3" to see if they rejuvenate. The grasses will be cut to 6" and the arborvitae will be removed under the plan presented by the HCMG.**

**All of the outlets on the outside walls of the 4 corner offices in the main building are now installed and operable.**

**All the current desks in the computer room have now been disassembled and 2 have been moved to Atlanta. The remaining 5 are stored in the pavilion.**

**A new globe was provided by the supplier of the hanging lights in the Teen Zone to replace the globe that shattered. There was no charge.**

**Looking forward:**

**Grass maintenance will begin the week of 4-15.**

**Cutting the spirea and grasses will need to be completed ASAP in order to give the spirea a chance to rejuvenate.**

**Jim Roy**