

Hamilton North Public Library  
Board of Trustees Meeting  
Cicero  
January 20, 2013 6:30 p.m.

- I. Regular Session
- II. Review Agenda
- III. Minutes
  - A. December 20, 2012
- 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. Resolution to Reduce 2012 LIRF & Rainy Day Funds
  - B. Board By-laws 3<sup>rd</sup> Review and Approval
  - C. Arcadia WIFI
  - D. Cicero
    1. Surveillance Security
    2. Area Renovation
- VII. New Business
  - A. Library Attorney Retainer/Contract
  - B. Resolution to Transfer Funds Between Major Categories Within the 2012 Library Operating Budget
  - C. Resolution to Reduce 2012 Operating Fund
- VIII. Looking Ahead
  - A. February 21<sup>st</sup> Board Meeting in Cicero
  - B. Board of Finance Meeting after regular meeting
- IX. Meeting Adjournment

Hamilton North Public Library  
Board of Trustees Meeting Minutes  
Meeting held at Cicero, IN Branch  
December 20, 2012 at 6:30 p.m.

I. Regular Session of the HNPL Board Meeting was called to order by Vice-President Emily Beechler at 6:37 p.m.

1. Members present: Laura Holliday, Mike Jenkins, Emily Beechler, Sharon Bislich, Melissa Martin, and Emily Holt (in at 6:58 p.m.)
2. Members absent: Steve Griffith
3. Others present: HNPL Director, Sam Mitchel and HNPL Bookkeeper Amy Wolfe.

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

III. Minutes.

A. November 15, 2012: (Exhibit # 2, pages 1- 5)

1. Discussion: None
2. Motion:
  - i. Motion to approve November 15, 2012 minutes was made by Laura Holliday.
  - ii. Second to said motion was made by Sharon Bislich.
  - iii. Motion carried by a vote of 5/0.

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

A. Discussion: November financial report summary in Handout #1, pages 1-2, given by HNPL Bookkeeper, Amy Wolfe. Run rate is at 91.7%, with the percentage of budget used at 86.6%. November expenditures were \$ 32,973. Bank balances totals were \$505,540.95. Deposits for November were: COIT at \$ 17,092. (This is \$1,094 less per month than for 2011 or \$13,128 less in the annual amount.) Tweaking receipts vs. expenditures spread sheet (H.O. # 2) detailed by Director Mitchel and Bookkeeper Amy Wolfe. Fund balances vs. actual cash balances were explained.

B. Motion:

1. Motion to pay the bills was made by Sharon Bislich.
2. Second to said motion made by Melissa Martin.
3. Motion carried by a vote of 5/0.

V. Department Reports

A. Department Reports for November, 2012. (Exhibit # 4, pages 1-10 )

1. Director-Samuel Mitchel, page 1. (See report on file)

I. Technology

- A. Indiana State Library LSTA grant applications have been pushed back to sometime in December.
- B. Staff Copier at Cicero: two companies bidding on replacement. (Ricoh/IKON and Oce)

II. Staff :

A.11/13-14: Several staff members and I attended the Indiana Library Federation annual conference. B.11/16: Staff Meeting: December program planning

III. Facilities:

A. Cicero.

1. 11/6: Library was once again used as a polling site. Event runs very smoothly with no effect on library normal business. Decorating committee began holiday decorating the week of Thanksgiving, and continued throughout the month of November. Emphasis on flashy, eye-popping displays using lights/colors.

B. Atlanta.

1. Feasibility grant was resubmitted with Indiana Landmarks.  
2. \$2,500 grant awarded with library paying \$500.  
3. Contacted KRM Architecture about study timeline.

IV. Misc.

A. 11/19: Attended HNPL Partners and Friends meeting.

1. \$25 gift cards were approved for library employees.  
2. 3 Gift baskets to be raffled at library.

V. Looking Ahead: A. December holiday programs and events.

2. Circulation: Luciane Snellenberger, pages 2-3. (See report on file) The circulation stats for November were 10,247 compared to 10,729 for November of last year and an eight years average of 9,585 for the month of November. Atlanta had 758 circulations and Cicero had 9,489. Sent out 783 holds (214 from Atlanta and 569 from Cicero) and received 817 holds from other libraries (202 for Atlanta, and 615 for Cicero). In-House use for Cicero was 118 and for Atlanta 12, for a total of 130. Subscription Databases Usage: Tumblebooks 149; and Overdrive-261. November 2012 circulation was a bit lower than November 2011. However it was much higher than the 8 years average. Circulation of Overdrive item is more than double than November 2011 and the use of Tumblebooks is about seven times more than November of last year. A request was made and granted to show 3 year averages instead of 8 year averages in next reports.

3. Atlanta – Mary Palmiero, page 4. (See report on file) <sup>November</sup> ~~October~~ Statistics: Programs 10; Attendance 42; Costs-\$0.0; Cost per person: \$0.0. Special thanks to Jim and Charlie for the work they have done in Atlanta in making the library look so nice. Thanks to the Friends of the Library gave some extra money to expand our DVD collection. Many patrons have expressed appreciation at the variety and amount that we offer. One appreciative patron donated 75 hats and scarves for distribution to patrons.

4. Adult – Emily Crickmore, page 5-6. (See report on file.) Totals for <sup>November</sup> ~~October~~: Meetings: 17; Attendance-102; Library cost-\$ 0.0; Attendee per person costs-\$0.0. Artist Ellen Robinson displayed her very colorful and eye-catching work this month. Rick Altstadt presented a Medicare Information session. Annette presented jewelry and card classes and will be back in 2013. Nikki Goodwin presented hooping classes. We will be moving classes to weeknights, rather than Saturdays. The Evening Reading Group meets in early December, as a combined Nov/Dec group. Patrons who register with email

addresses receive program reminders. There is a new version of the Evanced Events calendar called Sign-Up. Participated in an informational webinar about Sign-Up.

**Coming up:** Paint a Winter Canvas with Deanna Leonard, Holiday Makeup Trends, Christmas @ the Library

5. Young Adult – Emily Crickmore, page 7. (See report on file.) Programs 8; Attendance 53; Library costs \$0.0; Attendee per person costs-\$0.0. Hunger Games was shown again, and there's still fervor for the series. Good response to holiday cards. Mailed them to LTC William Stroup at Camp Arifjan. Schedule availability creating some difficulty in starting work on book trailers with TAB. Coming up: Christmas Story 2, board game bonanza and Winter Break Double Feature.

6. Children – Sheri Wallace, page 8. (See report on file.) Programs 19; Attendance 176; Library costs-\$39; Attendee per person costs-\$0.22. Attended the Indiana Library Federation annual conference. One intriguing session was about a library with no books, strictly a tech center with WiFi and work spaces and some desktop computers all done at a minimal cost that might be a good for Arcadia to serve school students. Director Mitchell is beginning dialog with the Town of Arcadia. Participated on the decorating and Christmas book sale committee. Very busy planning Christmas activities at the library.

7. Maintenance, Jim Roy, page 9. (See report on file.) The Hamilton County Master Gardeners have agreed to work with us to develop a landscaping plan for the Library. 1<sup>st</sup> meeting in January with goal to implement a plan by spring. A GFI outlet has been installed on the base of the sign allowing us to decorate with a lighted display. The ZTR mower is serviced and winterized for storage in the East area under the rear canopy. A monthly log has been set up for ongoing control and reference. The total hour's usage for the 2012 mowing season was 58.7. Acquired a push mower from a donation. Purchase new flags for both Atlanta and Cicero. Looking forward: Bulkhead in entry will be painted and new CFL bulbs will be installed to brighten the lobby area.

## VI. Old Business

### A. Capital Projects

#### 1. Facilities:

i. Area Revitalization: set project(s) timeline for various areas and set aside funds to complete.

ii. Host Design LLC—Computer room estimate per drawing: \$36,000-\$39,000.

a. Discussion: In 2013 Library focus: 1. Meeting rooms carpeting needs attention as well as the wallpaper. 2. Computer rooms theme is out of place with library décor. Areas of user friendly computer space needs to be addressed. 3. Meeting space areas need more privacy/security considerations. 4. Upgrades in security need consideration.

### B. Board By-Laws, 2<sup>nd</sup> Review:

1. IC 36-12-2-20 stipulation regarding attendance needs addressed in our By-Laws to read six (6) consecutive meetings.
2. Staff Copier (Cicero)
  - a. Lease ending February 2013.
  - b. Oce proposal: \$256/month.
  - c. IKON proposal: \$256/month.Discussion: IKON is preferred due to its other services in HNPL.
  - d. Motion:
    - i. Motion to approve IKON proposal totaling \$256 monthly made by Sharon Bislich.
    - ii. Second to said motion made by Mike Jenkins.
    - iii. Motion carried by a vote of 6/0.Note: Director Mitchel will sign the IKON contract.

## VII. New Business

- A. Resolution to Repay Temporary Loan from the Rainy Day Fund (\$100,000 loan from resolution dated March 15, 2012)
  1. Discussion: In 2013 HNPL will only need to approve this resolution once.
  2. Motion.
    - i. Motion to approve a Resolution to Repay Temporary Loan from the Rainy Day Fund (\$100,000 loan from resolution dated March 15, 2012) was made by Laura Holliday.
    - ii. Second to said motion made by Melissa Martin.
    - iii. Motion carried by a vote of 6/0.
- B. Resolution to Reduce 2012 LIRF and Rainy Day Funds.
  1. Motion:
    - a. Motion to approve a Resolution to Reduce 2012 LIRF and Rainy Day Funds to appropriate level was made by Sharon Bislich.
    - b. Second to said motion was made by Laura Holliday.
    - c. Motion carried by a vote of 6/0.
- C. Financial Report – End of the Year (Handout # 3)
  1. Discussion: This is December 2012 appropriations report Estimate Operating Fund Total for Cicero and Atlanta.
- D. Set dates for 2013 meetings
  1. Discussion: It was agreed to hold the regular meetings of the HNPL Board on the following dates in 2013: January 17; February 21; March 21; April 18; May 16; June 20; July 18; August 15; September 19; October 17; November 21; and December 19. These meetings will be held on Thursdays at 6:30 p.m. These dates need to be published for the public and no motion is required as the day of the meeting did not change.

E. Board Officers Elections

1. Discussion: It is agreed to keep the current slate of officers for 2013:  
President, Emily Holt; Vice-President, Emily Beechler; Secretary, Mike Jenkins;  
and Treasurer, Laura Holliday.
2. Motion.
  - i. Motion to approve said slate made by Sharon Bislich.
  - ii. Second to said motion made by Melissa Martin.
  - iii. Motion carried by a vote of 6/0.

VIII. Looking Ahead

- A. January 2013 Board Meeting in Cicero
- B. Board By-laws 3<sup>rd</sup> Review and Approval
- C. Library Attorney Retainer/Contract
- D. Board of Finance Meeting after regular meeting

IX. Meeting Adjourned by Vice-President Emily Beechler at 7:28 p.m.

X. Executive Session

- A. An executive Session of the HNPL Board was called to order by President Emily Holt at 7:30 p.m.
  1. Members present: Emily Holt, Laura Holliday, Mike Jenkins, Emily Beechler, Sharon Bislich, and Melissa Martin.
  2. Members absent: Steve Griffith.
- B. Executive Session closed at 7:43 p.m. by President Emily Holt.

Minutes respectfully prepared by HNPL Board Secretary, Mike Jenkins.

# Hamilton North

## **December 2012 Financial Report** *For January 17, 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

1/11/2013 10:09:38 AM

Period Beginning Date:

12/1/2012

## Financial Report by Fund

Hamilton North Public Library

Period Ending Date:

12/31/2012

| 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                   | 34,682.89              | 119,318.92              | 86,108.92           | 581,536.80            | 146,908.35               | 557,700.20                 | 58,519.49         | 0.00        | 58,519.49         |
| 110 Library Improvement Reserve Fund | 40,654.99              | 29,233.41               | 10,000.00           | 10,000.00             | 91.80                    | 11,513.38                  | 39,141.61         | 0.00        | 39,141.61         |
| 130 PLAC Card Fund                   | 0.00                   | 0.00                    | 0.00                | 50.00                 | 0.00                     | 50.00                      | 0.00              | 0.00        | 0.00              |
| 140 State Technology Fund Grant Fund | 7,576.00               | 0.00                    | 6,440.00            | 6,440.00              | 762.50                   | 8,338.50                   | 5,677.50          | 0.00        | 5,677.50          |
| 160 Rainy Day Fund                   | 248,960.57             | 208,062.68              | 100,000.00          | 219,500.00            | 1,085.37                 | 161,483.26                 | 306,977.31        | 0.00        | 306,977.31        |
| 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                | 133,396.75             | 147,135.05              | 90,778.06           | 322,016.36            | 148,000.00               | 365,500.00                 | 89,913.11         | 0.00        | 89,913.11         |
| 200 Payroll Fund                     | 0.00                   | 0.00                    | 3,188.71            | 41,934.78             | 3,188.71                 | 41,934.78                  | 0.00              | 0.00        | 0.00              |
| 300 Gift Fund                        | 4,476.63               | 1,700.64                | 391.88              | 6,603.79              | 319.73                   | 9,307.63                   | 1,772.79          | 0.00        | 1,772.79          |
| 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                   | 1.90                    | -1.90               | 0.00                  | 0.00                     | 0.00                       | 0.00              | 0.00        | 0.00              |
| <b>Total of All Accounts</b>         | <b>469,836.18</b>      | <b>505,540.95</b>       | <b>296,905.67</b>   | <b>1,188,081.73</b>   | <b>300,356.46</b>        | <b>1,155,827.75</b>        | <b>502,090.16</b> | <b>0.00</b> | <b>502,090.16</b> |



**Bank Register**

Hamilton North Public Library

**Period Beginning Date:**  
12/1/2012

**Date of Report** 1/11/2013 9:39:42 AM

**Period Ending Date:**  
12/31/2012

| Bank Number                             | YR Beginning Balance | Beginning Balance     | Deposits            | Withdrawals         | Transfers                              | Ending Balance      |
|---|----------------------|-----------------------|---------------------|---------------------|--|---------------------|
| <b>1 Community Bank</b>                 |                      |                       |                     |                     |  |                     |
|   |                      | <b>Account Number</b> | <b>51020</b>        |                     | <b>Operating Checking</b>              |                     |
|   | \$88,712.67          | \$123,373.76          | \$293,632.48        | \$297,167.75        | \$0.00                                 | \$119,838.49        |
| <b>2 Community Bank</b>                 |                      |                       |                     |                     |  |                     |
|   |                      | <b>Account Number</b> | <b>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</b> | <b>9052658</b>      |                     | <b>Money Market</b>                    |                     |
|   | \$199,225.78         | \$149,920.19          | \$40.05             | \$0.00              | \$0.00                                 | \$149,960.24        |
| <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</b> | <b>149363018453</b> |                     | <b>Money Market</b>                    |                     |
|   | \$30,455.27          | \$80,489.49           | \$18.67             | \$0.00              | \$0.00                                 | \$80,508.16         |
| <b>8 First Farmers Bank &amp; Trust</b> |                      |                       |                     |                     |  |                     |
|   |                      | <b>Account Number</b> |                     |                     | <b>Money Market</b>                    |                     |
|   | \$151,354.11         | \$151,669.16          | \$25.76             | \$0.00              | \$0.00                                 | \$151,694.92        |
| <b>Grand Total:</b>                     | <b>\$469,836.18</b>  | <b>\$505,540.95</b>   | <b>\$293,716.96</b> | <b>\$297,167.75</b> | <b>\$0.00</b>                          | <b>\$502,090.16</b> |

**HAMILTON NORTH PUBLIC LIBRARY  
DECEMBER 2012 APPROPRIATION REPORT  
OPERATING FUND  
TOTAL CICERO & ATLANTA**

Period Beginning Date  
12/1/2012

Period Ending Date  
12/31/2012

| Account Description                  | Annual Appropriation | Month Disbursements | YTD Disbursements | Balance       | Percent Used |
|--------------------------------------|----------------------|---------------------|-------------------|---------------|--------------|
| <b>Personal Services</b>             |                      |                     |                   |               |              |
| Salary of Director                   | 52,500               | 4,038               | 52,500            | 0             | 100.0%       |
| Salary of Assistants                 | 190,000              | 14,084              | 185,110           | 4,890         | 97.4%        |
| Wages of Janitor                     | 28,000               | 2,027               | 26,136            | 1,864         | 93.3%        |
| Treasurer                            | 500                  | 500                 | 500               | -             | 100.0%       |
| Employee Benefits                    | 29,014               | 2,000               | 26,993            | 2,021         | 93.0%        |
| Subtotal                             | 300,014              | 22,650              | 291,239           | 8,775         | 97.1%        |
| <b>Supplies</b>                      |                      |                     |                   |               |              |
| Office Supplies                      | 2,700                | 233                 | 2,917             | (217)         | 108.1%       |
| Operating Supplies                   | 5,500                | 603                 | 5,863             | (363)         | 106.6%       |
| Library Supplies                     | 1,700                | 86                  | 1,758             | (58)          | 103.4%       |
| Cicero Children's Programming        | 1,000                | -                   | 999               | 1             | 99.9%        |
| Cicero YA Programming                | 1,000                | 4                   | 874               | 126           | 87.4%        |
| Cicero Adult Programming             | 1,000                | 104                 | 955               | 45            | 95.5%        |
| Atlanta Programming                  | 250                  | 4                   | 148               | 102           | 59.2%        |
| Programming - Summer Reading         | 915                  | -                   | 915               | -             | 100.0%       |
| Subtotal                             | 14,065               | 1,032               | 14,429            | (364)         | 102.6%       |
| <b>Other Services and Charges</b>    |                      |                     |                   |               |              |
| Professional Services                | 17,500               | 3,820               | 14,546            | 2,954         | 83.1%        |
| Communication & Transportation       | 10,000               | 745                 | 10,434            | (434)         | 104.3%       |
| Advertising & Public Notice          | 1,000                | -                   | 513               | 487           | 51.3%        |
| Printing                             | 250                  | -                   | 250               | -             | 100.0%       |
| Insurance                            | 9,500                | 75                  | 10,255            | (755)         | 107.9%       |
| Utilities-Gas                        | 8,366                | 916                 | 5,898             | 2,468         | 70.5%        |
| Utilities-Electricity                | 25,000               | 1,492               | 23,890            | 1,110         | 95.6%        |
| Utilities-Water                      | 2,500                | 265                 | 2,533             | (33)          | 101.3%       |
| Utilities-Waste Disposal             | 1,200                | 111                 | 1,401             | (201)         | 116.7%       |
| Subtotal-Utilities                   | 37,066               | 2,784               | 33,722            | 3,344         | 91.0%        |
| Repairs & Maintenance                | 20,800               | 355                 | 10,410            | 10,390        | 50.0%        |
| Rentals                              | 75                   | 75                  | 75                | -             | 100.0%       |
| Dues & Membership                    | 400                  | -                   | 610               | (210)         | 152.5%       |
| Taxes & Assessments                  | 200                  | -                   | 273               | (73)          | 136.5%       |
| Other Fees                           | 100                  | -                   | 105               | (5)           | 105.0%       |
| Ebook Services & Non-Print Databases | 7,200                | -                   | 3,872             | 3,329         | 53.8%        |
| Transfer to LIRF                     | 10                   | 10,000              | 10,000            | (9,990)       | 100000.0%    |
| Subtotal                             | 104,101              | 17,854              | 95,065            | 9,036         | 91.3%        |
| <b>Capital Outlays</b>               |                      |                     |                   |               |              |
| Furniture & Equipment                | 2,000                | -                   | 2,174             | (174)         | 108.7%       |
| Books - Adult                        | 17,000               | 390                 | 17,076            | (76)          | 100.4%       |
| Books - Young Adult                  | 4,000                | 130                 | 3,935             | 65            | 98.4%        |
| Books - Children's                   | 13,000               | 2,239               | 12,661            | 339           | 97.4%        |
| Books - Reference                    | 1,000                | 263                 | 1,036             | (36)          | 103.6%       |
| Newspapers & Periodicals             | 4,600                | 53                  | 4,654             | (54)          | 101.2%       |
| Non-Print Video & DVD                | 6,500                | 999                 | 7,089             | (589)         | 109.1%       |
| Non-Print Audio                      | 2,000                | 62                  | 1,751             | 249           | 87.6%        |
| Non-Print Music                      | 1,000                | 284                 | 1,392             | (392)         | 139.2%       |
| Non-Print Art Prints & Posters       | 100                  | -                   | 92                | 8             | 91.7%        |
| Non-Print Games                      | 500                  | -                   | 493               | 7             | 98.6%        |
| Subtotal                             | 51,700               | 4,419               | 52,352            | (652)         | 101.3%       |
| <b>FUND TOTAL</b>                    | <b>469,880</b>       | <b>45,954</b>       | <b>453,085</b>    | <b>16,795</b> | <b>96.4%</b> |

**HAMILTON NORTH PUBLIC LIBRARY  
 DECEMBER 2012 APPROPRIATION REPORT  
 OPERATING FUND  
 TOTAL CICERO**

Period Beginning Date  
 12/1/2012

Period Ending Date  
 12/31/2012

| Account Description               | Annual Appropriation | Month Disbursements | YTD Disbursements | Balance       | Percent Used |
|-----------------------------------|----------------------|---------------------|-------------------|---------------|--------------|
| <b>Other Services and Charges</b> |                      |                     |                   |               |              |
| Communication & Transportation    | 9,000                | 673                 | 9,564             | (564)         | 106.3%       |
| Utilities-Gas                     | 6,693                | 758                 | 4,679             | 2,014         | 69.9%        |
| Utilities-Electricity             | 23,000               | 1,375               | 22,290            | 710           | 96.9%        |
| Utilities-Water                   | 1,775                | 131                 | 1,717             | 58            | 96.8%        |
| Utilities-Waste Disposal          | 1,200                | 111                 | 1,401             | (201)         | 116.7%       |
| Repairs & Maintenance             | 19,136               | 90                  | 9,111             | 10,025        | 47.6%        |
| Subtotal                          | 60,804               | 3,138               | 48,762            | 12,042        | 80.2%        |
| <b>Capital Outlays</b>            |                      |                     |                   |               |              |
| Furniture & Equipment             | 1,900                | -                   | 2,144             | (244)         | 112.8%       |
| Books - Adult                     | 14,500               | 358                 | 14,420            | 80            | 99.4%        |
| Books - Young Adult               | 2,900                | 130                 | 2,967             | (67)          | 102.3%       |
| Books - Children's                | 10,700               | 2,220               | 11,212            | (512)         | 104.8%       |
| Subtotal                          | 30,000               | 2,707               | 30,742            | (742)         | 102.5%       |
| <b>TOTAL CICERO</b>               | <b>90,804</b>        | <b>5,845</b>        | <b>79,504</b>     | <b>11,299</b> | <b>87.6%</b> |

**HAMILTON NORTH PUBLIC LIBRARY  
 DECEMBER 2012 APPROPRIATION REPORT  
 OPERATING FUND  
 TOTAL ATLANTA**

Period Beginning Date  
 12/1/2012

Period Ending Date  
 12/31/2012

| Account Description                      | Annual Appropriation | Month Disbursements | YTD Disbursements | Balance      | Percent Used |
|--|----------------------|---------------------|-------------------|--------------|--------------|
| <b><u>Other Services and Charges</u></b> |                      |                     |                   |              |              |
| Communication & Transportation           | 1,000                | 72                  | 870               | 130          | 87.0%        |
| Utilities-Gas                            | 1,673                | 158                 | 1,219             | 455          | 72.8%        |
| Utilities-Electricity                    | 2,000                | 118                 | 1,600             | 400          | 80.0%        |
| Utilities-Water                          | 725                  | 134                 | 816               | (91)         | 112.6%       |
| Repairs & Maintenance                    | 1,664                | 265                 | 1,269             | 395          | 76.3%        |
| Subtotal                                 | 7,062                | 746                 | 5,774             | 1,288        | 81.8%        |
| <b><u>Capital Outlays</u></b>            |                      |                     |                   |              |              |
| Furniture & Equipment                    | 100                  | -                   | 30                | 70           | 30.0%        |
| Books - Adult                            | 2,500                | 33                  | 2,656             | (156)        | 106.2%       |
| Books - Young Adult                      | 1,100                | -                   | 968               | 132          | 88.0%        |
| Books - Children's                       | 2,300                | 18                  | 1,449             | 851          | 63.0%        |
| Subtotal                                 | 6,000                | 51                  | 5,103             | 897          | 85.0%        |
| <b>TOTAL ATLANTA</b>                     | <b>13,062</b>        | <b>797</b>          | <b>10,877</b>     | <b>2,185</b> | <b>83.3%</b> |

**HAMILTON NORTH PUBLIC LIBRARY  
DECEMBER 2012 APPROPRIATION REPORT  
ALL APPROPRIATED FUNDS  
TOTAL CICERO & ATLANTA**

Period Beginning Date  
12/1/2012

Period Ending Date  
12/31/2012

| Account Description                            | Annual Appropriation | Month Disbursements | YTD Disbursements | Balance       | Percent Used  |
|--|----------------------|---------------------|-------------------|---------------|---------------|
| <b>Library Improvement Reserve Fund (LIRF)</b> |                      |                     |                   |               |               |
| <b>Other Services and Charges</b>              |                      |                     |                   |               |               |
| Repairs & Maintenance                          | 15,000               | 92                  | 11,514            | 3,486         | 76.8%         |
| <b>Capital Outlays</b>                         |                      |                     |                   |               |               |
| Furniture & Equipment                          | 12,000               | -                   | -                 | 12,000        | 0.0%          |
| Non-print Materials                            | 3,000                | -                   | -                 | 3,000         | 0.0%          |
| <b>FUND TOTAL</b>                              | <b>30,000</b>        | <b>92</b>           | <b>11,514</b>     | <b>18,486</b> | <b>38.4%</b>  |
| <b>Rainy Day Fund</b>                          |                      |                     |                   |               |               |
| <b>Other Services and Charges</b>              |                      |                     |                   |               |               |
| Repairs & Maintenance                          | 40,000               | -                   | 843               | 39,157        | 2.1%          |
| <b>Capital Outlays</b>                         |                      |                     |                   |               |               |
| Furniture & Equipment                          | 10,000               | 1,085               | 10,640            | (640)         | 106.4%        |
| <b>FUND TOTAL</b>                              | <b>50,000</b>        | <b>1,085</b>        | <b>11,483</b>     | <b>38,517</b> | <b>23.0%</b>  |
| <b>Lease Rental Fund</b>                       |                      |                     |                   |               |               |
| <b>Other Services and Charges</b>              |                      |                     |                   |               |               |
| Lease Rental                                   | 296,000              | 148,000             | 296,000           | -             | 100.0%        |
| <b>FUND TOTAL</b>                              | <b>296,000</b>       | <b>148,000</b>      | <b>296,000</b>    | <b>-</b>      | <b>100.0%</b> |
| <b>Operating Fund</b>                          |                      |                     |                   |               |               |
| Personal Services                              | 300,014              | 22,650              | 291,238           | 8,775         | 97.1%         |
| Supplies                                       | 14,065               | 1,032               | 14,429            | (364)         | 102.6%        |
| Other Services and Charges                     | 104,101              | 17,854              | 95,065            | 9,036         | 91.3%         |
| Capital Outlays                                | 51,700               | 4,419               | 52,352            | (652)         | 101.3%        |
| <b>FUND TOTAL</b>                              | <b>469,880</b>       | <b>45,954</b>       | <b>453,085</b>    | <b>16,795</b> | <b>96.4%</b>  |
| <b>GRAND TOTAL</b>                             | <b>845,880</b>       | <b>195,131</b>      | <b>772,081</b>    | <b>73,799</b> | <b>91.3%</b>  |

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# Deposit Register Summary

Hamilton North Public Library

From: 12/1/2012 To: 12/31/2012

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                                     | \$47.20               | \$1,032.62          |
|      | 100.10.00.30                   | Fines and Fees                                  | \$546.25              | \$8,884.31          |
|      | 100.10.00.31                   | Fax   | \$93.35               | \$1,917.90          |
|      | 100.10.00.32                   | Copies  | \$62.24               | \$2,012.40          |
|      | 100.10.00.34                   | Meeting Room Fees                               | \$25.00               | \$875.00            |
|      | 100.10.00.35                   | Payment for Books                               | \$27.94               | \$281.29            |
|      | 100.10.00.36                   | Processing Fee                                  | \$20.00               | \$200.00            |
|      | 100.10.00.38                   | Room Deposit                                    | \$100.00              | \$1,850.00          |
|      | 100.10.00.39                   | Key Deposit                                     | \$10.00               | \$270.00            |
|      | 100.10.00.40                   | COIT  | \$20,988.44           | \$281,434.85        |
|      | 100.10.00.41                   | Property Tax - Operating                        | \$53,659.18           | \$159,813.94        |
|      | 100.10.00.42                   | Financial Institutions Tax - Operating          | \$128.62              | \$257.24            |
|      | 100.10.00.43                   | License Excise Tax - Operating                  | \$9,451.63            | \$17,245.84         |
|      | 100.10.00.44                   | CVET - Commercial Vehicle Excise Tax - Operatin | \$297.00              | \$594.00            |
|      | 100.10.00.46                   | Friends Bookstore                               | \$469.15              | \$2,157.65          |
|      | 100.10.00.47                   | Earbud Purchases                                | \$25.00               | \$76.22             |
|      | 100.10.00.50                   | Non Resident Cards                              | \$50.00               | \$1,220.00          |
|      | 100.10.00.60                   | Interest - Operating                            | \$23.44               | \$218.65            |
|      | 100.10.00.70                   | Interfund Transfers                             | \$0.00                | \$100,000.00        |
|      | 100.10.00.80                   | Refunds   | \$0.00                | \$66.73             |
|      | <b>Fund Total</b>              | <b>\$86,024.44</b>                              | <b>\$580,408.64</b>   |                     |
| 110  | 110.10.00.01                   | Transfer into LIRF                              | \$10,000.00           | \$10,000.00         |
|      |                                | <b>Fund Total</b>                               | <b>\$10,000.00</b>    | <b>\$10,000.00</b>  |
| 130  | 130.10.00.31                   | PLAC  | \$0.00                | \$50.00             |
|      |                                | <b>Fund Total</b>                               | <b>\$0.00</b>         | <b>\$50.00</b>      |
| 140  | 140.10.03.01                   | State Technology Fund Grant                     | \$6,440.00            | \$6,440.00          |
|      |                                | <b>Fund Total</b>                               | <b>\$6,440.00</b>     | <b>\$6,440.00</b>   |
| 160  | 160.10.00.10                   | Transfer into Rainy Day                         | \$0.00                | \$69,500.00         |
|      | 160.10.00.70                   | Interfund Transfers - Rainy Day                 | \$100,000.00          | \$100,000.00        |
|      |                                | <b>Fund Total</b>                               | <b>\$100,000.00</b>   | <b>\$169,500.00</b> |
| 190  | 190.10.00.41                   | Property Tax - Lease Rental Fund                | \$76,810.51           | \$226,925.05        |
|      | 190.10.00.42                   | Financial Institutions Tax - Lease Rental Fund  | \$181.88              | \$363.76            |
|      | 190.10.00.43                   | License Excise Tax - Lease Rental Fund          | \$13,365.67           | \$24,387.55         |
|      | 190.10.00.44                   | CVET - Lease Rental Fund                        | \$420.00              | \$840.00            |
|      | 190.10.03.10                   | Lease Rental                                    | \$0.00                | \$69,500.00         |

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# Deposit Register Summary

## Hamilton North Public Library

From: 12/1/2012 To: 12/31/2012

|     |              | <b>Fund Total</b>                               | <b>\$90,778.06</b> | <b>\$322,016.36</b> |
|-----|--------------|---|--------------------|---------------------|
| 300 | 300.10.02.03 | Gift Fund - Summer Reading                      | \$0.00             | \$1,821.45          |
|     | 300.10.02.06 | Gift Fund - Programming                         | \$222.62           | \$730.69            |
|     | 300.10.02.10 | Gift Fund - Amazon Sales                        | \$123.80           | \$1,949.74          |
|     | 300.10.02.12 | Gift Fund - Northern HamCo Prevention Coalition | \$0.00             | \$96.94             |
|     | 300.10.03.04 | Gift Fund - Legacy Grant - Board Retreat        | \$0.00             | \$700.00            |
|     | 300.10.04.02 | Gift Fund - Friends                             | \$35.46            | \$35.46             |
|     | 300.10.04.16 | Gift Fund - Board                               | \$0.00             | \$50.00             |
|     | 300.10.04.20 | Gift Fund - Friends Slush Fund Cicero           | \$10.00            | \$178.17            |
|     | 300.10.04.23 | Gift Fund - YA Books                            | \$0.00             | \$246.34            |
|     | 300.10.04.28 | Gift Fund - Lois Costomiris                     | \$0.00             | \$295.00            |
|     | 300.20.04.02 | Gift Fund - Friends DVD Fund - Atlanta          | \$0.00             | \$500.00            |
|     |              | <b>Fund Total</b>                               | <b>\$391.88</b>    | <b>\$6,603.79</b>   |
| 700 | 700.10.00.30 | Evergreen Indiana Fines & Fees                  | (\$1.90)           | \$0.00              |
|     |              | <b>Fund Total</b>                               | <b>(\$1.90)</b>    | <b>\$0.00</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) | \$40.05                | \$734.46              |
|      | <b>Fund Total</b>                           | <b>\$40.05</b>         | <b>\$734.46</b>       |

### 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) | \$18.67                | \$52.89               |
|      | <b>Fund Total</b>                           | <b>\$18.67</b>         | <b>\$52.89</b>        |
| 160  | 160.10.00.10 Transfer into Rainy Day        | \$0.00                 | \$50,000.00           |
|      | <b>Fund Total</b>                           | <b>\$0.00</b>          | <b>\$50,000.00</b>    |

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# Deposit Register Summary

Hamilton North Public Library

From: 12/1/2012 To: 12/31/2012

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) | \$25.76                | \$340.81              |
| <b>Fund Total</b>          |   | <b>\$25.76</b>         | <b>\$340.81</b>       |
| <b>Total of all Funds:</b> |   | <b>\$293,716.96</b>    | <b>\$1,146,146.95</b> |

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Friday, January 11, 2013

# Disbursement Register

## Hamilton North Public Library

209 W Brinton  
Cicero, IN 46034

From: 12/1/2012 To: 12/31/2012

| Date                                    | Account                       | Office/Dept/Fund | Name of Claimant              | PO | Claim # | Amount        | Check# | Notes  |
|---|-------------------------------|------------------|-------------------------------|----|---------|---------------|--------|--|
| <b>Fund 100</b>                         |                               |                  |                               |    |         |               |        |  |
| <b>100.10.00.34 Meeting Room Fees</b>   |                               |                  |                               |    |         |               |        |  |
| 12/17/201                               | Cicero Kiwanis                |                  | Cicero Kiwanis                |    | 7655    | \$25.00       | 13183  | Refund Mtg Room Fees - Should never been charged |
|   |                               |                  |                               |    |         | <b>Total:</b> |        | <b>\$25.00</b>                                   |
| <b>100.10.00.38 Room Deposit</b>        |                               |                  |                               |    |         |               |        |  |
| 12/17/201                               | Cicero Kiwanis                |                  | Cicero Kiwanis                |    | 7655    | \$50.00       | 13183  | Room Deposit Refund                              |
| 12/17/201                               | Janet Brunnermer              |                  | Janet Brunnermer              |    | 7656    | \$50.00       | 13184  | Room Deposit Refund                              |
| 12/17/201                               | Linda Osborne                 |                  | Linda Osborne                 |    | 7657    | \$50.00       | 13185  | Room Deposit Refund                              |
| 12/31/201                               | Amber Oswald                  |                  | Amber Oswald                  |    | 7684    | \$50.00       | 13194  | Room Deposit Refund                              |
| 12/31/201                               | Katherine Mosbaugh            |                  | Katherine Mosbaugh            |    | 7685    | \$50.00       | 13195  | Room Deposit Refund                              |
| 12/31/201                               | Lindsey Whitesell             |                  | Lindsey Whitesell             |    | 7686    | \$50.00       | 13196  | Room Deposit Refund                              |
| 12/31/201                               | Janet Brunnermer              |                  | Janet Brunnermer              |    | 7687    | \$50.00       | 13197  | Room Deposit Refund                              |
| 12/31/201                               | Shaye McCullough              |                  | Shaye McCullough              |    | 7688    | \$50.00       | 13198  | Room Deposit Refund                              |
|   |                               |                  |                               |    |         | <b>Total:</b> |        | <b>\$400.00</b>                                  |
| <b>100.10.00.39 Key Deposit</b>         |                               |                  |                               |    |         |               |        |  |
| 12/17/201                               | Cicero Kiwanis                |                  | Cicero Kiwanis                |    | 7655    | \$10.00       | 13183  | Key Deposit Refund                               |
| 12/17/201                               | Linda Osborne                 |                  | Linda Osborne                 |    | 7657    | \$10.00       | 13185  | Key Deposit Refund                               |
| 12/31/201                               | Amber Oswald                  |                  | Amber Oswald                  |    | 7684    | \$10.00       | 13194  | Key Deposit Refund                               |
| 12/31/201                               | Katherine Mosbaugh            |                  | Katherine Mosbaugh            |    | 7685    | \$10.00       | 13195  | Key Deposit Refund                               |
| 12/31/201                               | Lindsey Whitesell             |                  | Lindsey Whitesell             |    | 7686    | \$10.00       | 13196  | Key Deposit Refund                               |
| 12/31/201                               | Shaye McCullough              |                  | Shaye McCullough              |    | 7688    | \$10.00       | 13198  | Key Deposit Refund                               |
|   |                               |                  |                               |    |         | <b>Total:</b> |        | <b>\$60.00</b>                                   |
| <b>100.10.00.46 Friends Bookstore</b>   |                               |                  |                               |    |         |               |        |  |
| 12/31/201                               | HNPL Friends                  |                  | HNPL Friends                  |    | 7702    | \$469.15      | 13211  | Dec 2012 Bookstore Proceeds                      |
|   |                               |                  |                               |    |         | <b>Total:</b> |        | <b>\$469.15</b>                                  |
| <b>100.10.00.70 Interfund Transfers</b> |                               |                  |                               |    |         |               |        |  |
| 12/17/201                               | Hamilton North Public Library |                  | Hamilton North Public Library |    | 7654    | \$100,000.00  | Dec 1  | Repay Loan to Rainy Day                          |

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Friday, January 11, 2013

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

**From:** 12/1/2012 **To:** 12/31/2012

| Date                | Account                   | Office/Dept/Fund        |           |                |                     |               |              |
|---------------------|---------------------------|-------------------------|-----------|----------------|---------------------|---------------|--------------|
|                     |                           |                         |           | <b>Total:</b>  | <b>\$100,000.00</b> |               |              |
| <b>100.10.01.11</b> | <b>Salary of Director</b> | <b>Name of Claimant</b> | <b>PO</b> | <b>Claim #</b> | <b>Amount</b>       | <b>Check#</b> | <b>Notes</b> |
| 12/4/2012           |                           |                         |           | 7568           | \$2,019.23          | DD3390811     |              |
| 12/18/201           |                           |                         |           | 7618           | \$2,019.23          | DD3530811     |              |
|                     |                           |                         |           | <b>Total:</b>  | <b>\$4,038.46</b>   |               |              |
| <b>100.10.01.12</b> | <b>Salary of</b>          |                         | <b>PO</b> | <b>Claim #</b> | <b>Amount</b>       | <b>Check#</b> | <b>Notes</b> |
| 12/4/2012           |                           |                         |           | 7562           | \$68.31             | DD3391011     |              |
| 12/4/2012           |                           |                         |           | 7563           | \$63.57             | DD3390851     |              |
| 12/4/2012           |                           |                         |           | 7564           | \$700.65            | DD3390881     |              |
| 12/4/2012           |                           |                         |           | 7565           | \$624.00            | DD3390101     |              |
| 12/4/2012           |                           |                         |           | 7566           | \$522.39            | DD3391001     |              |
| 12/4/2012           |                           |                         |           | 7567           | \$133.40            | DD3390991     |              |
| 12/4/2012           |                           |                         |           | 7569           | \$156.50            | DD3391021     |              |
| 12/4/2012           |                           |                         |           | 7570           | \$879.22            | DD3390191     |              |
| 12/4/2012           |                           |                         |           | 7571           | \$188.45            | DD3390701     |              |
| 12/4/2012           |                           |                         |           | 7573           | \$76.31             | DD3391031     |              |
| 12/4/2012           |                           |                         |           | 7574           | \$104.53            | DD3390691     |              |
| 12/4/2012           |                           |                         |           | 7575           | \$156.34            | DD3390931     |              |
| 12/4/2012           |                           |                         |           | 7576           | \$1,064.60          | DD3390281     |              |
| 12/4/2012           |                           |                         |           | 7578           | \$844.04            | DD339391      |              |
| 12/4/2012           |                           |                         |           | 7579           | \$1,035.71          | DD3390741     |              |
| 12/4/2012           |                           |                         |           | 7580           | \$454.74            | DD3390111     |              |
| 12/18/201           |                           |                         |           | 7613           | \$35.89             | DD3531011     |              |
| 12/18/201           |                           |                         |           | 7614           | \$712.80            | DD3530881     |              |
| 12/18/201           |                           |                         |           | 7615           | \$624.00            | DD3530101     |              |
| 12/18/201           |                           |                         |           | 7616           | \$568.26            | DD3531001     |              |
| 12/18/201           |                           |                         |           | 7617           | \$131.59            | DD3530991     |              |
| 12/18/201           |                           |                         |           | 7619           | \$302.78            | DD3531021     |              |
| 12/18/201           |                           |                         |           | 7620           | \$875.10            | DD3530191     |              |
| 12/18/201           |                           |                         |           | 7621           | \$77.54             | DD3530701     |              |
| 12/18/201           |                           |                         |           | 7623           | \$184.64            | DD3531031     |              |
| 12/18/201           |                           |                         |           | 7624           | \$152.79            | DD3530691     |              |
| 12/18/201           |                           |                         |           | 7625           | \$124.16            | DD3530931     |              |

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

From: 12/1/2012 To: 12/31/2012

| Date                | Account                                   | Office/Dept/Fund                          |               |                |                    |                 |   |
|---------------------|---|---|---------------|----------------|--------------------|-----------------|---|
| 12/18/201           |   |   | 7626          |                | \$1,012.54         | DD3530281       |   |
| 12/18/201           |   |   | 7628          |                | \$585.75           | DD353391        |   |
| 12/18/201           |   |   | 7629          |                | \$1,038.05         | DD3530741       |   |
| 12/18/201           |   |   | 7630          |                | \$439.30           | DD3530111       |   |
|                     |   |   | <b>Total:</b> |                | <b>\$13,937.95</b> |                 |   |
| <b>100.10.01.14</b> | <b>Wages of Janitor</b>                   |   | <b>PO</b>     | <b>Claim #</b> | <b>Amount</b>      | <b>Check#</b>   | <b>Notes</b>                            |
| 12/4/2012           |   |   | 7572          |                | \$597.52           | DD3390901       |   |
| 12/4/2012           |   |   | 7577          |                | \$451.34           | DD3390571       |   |
| 12/18/201           |   |   | 7622          |                | \$549.23           | DD3530901       |   |
| 12/18/201           |   |   | 7627          |                | \$429.25           | DD3530571       |   |
|                     |   |   | <b>Total:</b> |                | <b>\$2,027.34</b>  |                 |   |
| <b>100.10.01.15</b> | <b>Pages</b>                              |   | <b>PO</b>     | <b>Claim #</b> | <b>Amount</b>      | <b>Check#</b>   | <b>Notes</b>                            |
| 12/4/2012           |   |   | 7562          |                | \$86.42            | DD3391011       |   |
| 12/18/201           |   |   | 7613          |                | \$59.67            | DD3531011       |   |
|                     |   |   | <b>Total:</b> |                | <b>\$146.09</b>    |                 |   |
| <b>100.10.01.16</b> | <b>Treasurer</b>                          | <b>Name of Claimant</b>                   | <b>PO</b>     | <b>Claim #</b> | <b>Amount</b>      | <b>Check#</b>   | <b>Notes</b>                            |
| 12/17/201           | Laura Holliday                            | Laura Holliday                            | 7636          |                | \$500.00           | 13166           |   |
|                     |   |   | <b>Total:</b> |                | <b>\$500.00</b>    |                 |   |
| <b>100.10.01.20</b> | <b>Employee Benefits</b>                  | <b>Name of Claimant</b>                   | <b>PO</b>     | <b>Claim #</b> | <b>Amount</b>      | <b>Check#</b>   | <b>Notes</b>                            |
| 12/17/201           | Hartford Life & Annuity Insurance Company | Hartford Life & Annuity Insurance Company | 7602          |                | \$230.74           | 12/4 457 Plan   |   |
| 12/17/201           | Hartford Life & Annuity Insurance Company | Hartford Life & Annuity Insurance Company | 7631          |                | \$229.12           | 12/18 457 Plan  |   |
| 12/17/201           | Community Bank                            | Community Bank                            | 7633          |                | \$1,517.07         | ec Withholdings |   |
| 12/31/201           | Community Bank                            | Community Bank                            | 7695          |                | \$11.50            | DD Fee #1       | Direct Deposit Fee                      |
| 12/31/201           | Community Bank                            | Community Bank                            | 7696          |                | \$11.30            | DD Fee #2       | Direct Deposit Fee                      |
|                     |   |   | <b>Total:</b> |                | <b>\$1,999.73</b>  |                 |   |
| <b>100.10.02.13</b> | <b>Office Supplies</b>                    | <b>Name of Claimant</b>                   | <b>PO</b>     | <b>Claim #</b> | <b>Amount</b>      | <b>Check#</b>   | <b>Notes</b>                            |
| 12/31/201           | Quill Corporation                         | Quill Corporation                         | 7677          |                | \$80.65            | 13187           | Scotch Tape, Sticky Notes, File Folders |
| 12/31/201           | Quill Corporation                         | Quill Corporation                         | 7677          |                | \$17.99            | 13187           | Packing Tape                            |

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Friday, January 11, 2013

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

**From:** 12/1/2012 **To:** 12/31/2012

| Date                | Account                               | Office/Dept/Fund        |               |                |                 |               |  |
|---------------------|---------------------------------------|-------------------------|---------------|----------------|-----------------|---------------|--|
| 12/31/201           | Quill Corporation                     | Quill Corporation       | 7677          |                | \$134.70        | 13187         | 3 Cases of Paper   |
|                     |                                       |                         | <b>Total:</b> |                | <b>\$233.34</b> |               |  |
| <b>100.10.02.23</b> | <b>Operating Supplies</b>             | <b>Name of Claimant</b> | <b>PO</b>     | <b>Claim #</b> | <b>Amount</b>   | <b>Check#</b> | <b>Notes</b>   |
| 12/17/201           | Supply Warehouse, Inc.                | Supply Warehouse, Inc.  |               | 7649           | \$183.02        | 13178         | Black Floor Mat  |
| 12/17/201           | Sullivan Hardware                     | Sullivan Hardware       |               | 7653           | \$75.88         | 13182         | Nuts & Bolts, Lightbulbs, Snow Blower Glove, Ext. Cords          |
| 12/31/201           | Quill Corporation                     | Quill Corporation       |               | 7677           | \$35.99         | 13187         | Case of multi-fold towels  |
| 12/31/201           | Quill Corporation                     | Quill Corporation       |               | 7677           | \$74.90         | 13187         | Clorox Wipes & Cleaner   |
| 12/31/201           | Cardmember Service                    | Cardmember Service      |               | 7691           | \$197.78        | 13201         | US Flags, Light Bulbs, Liquid Soap, Misc. Supplies               |
| 12/31/201           | Sullivan Hardware                     | Sullivan Hardware       |               | 7700           | \$34.95         | 13208         | Batteries, Salt for sidewalks, fogging oil, mounting tape        |
|                     |                                       |                         | <b>Total:</b> |                | <b>\$602.52</b> |               |  |
| <b>100.10.02.33</b> | <b>Library Supplies</b>               | <b>Name of Claimant</b> | <b>PO</b>     | <b>Claim #</b> | <b>Amount</b>   | <b>Check#</b> | <b>Notes</b>   |
| 12/17/201           | Demco                                 | Demco                   |               | 7643           | \$68.25         | 13173         | Winter Bookmarks   |
| 12/31/201           | Demco                                 | Demco                   |               | 7676           | \$17.37         | 13186         | "New" Labels   |
|                     |                                       |                         | <b>Total:</b> |                | <b>\$85.62</b>  |               |  |
| <b>100.10.02.34</b> | <b>Cicero Children's Programming</b>  | <b>Name of Claimant</b> | <b>PO</b>     | <b>Claim #</b> | <b>Amount</b>   | <b>Check#</b> | <b>Notes</b>   |
| 12/31/201           | Cardmember Service                    | Cardmember Service      |               | 7691           | \$119.96        | 13201         | Gift Card for Santa, Xmas @ the Library Supplies, Craft Supplies |
| 12/31/201           | Cardmember Service                    | Cardmember Service      |               | 7704           | (\$119.96)      | Reclass 1     | Reclass to Gift Fund - Xmas Programming                          |
|                     |                                       |                         | <b>Total:</b> |                | <b>\$0.00</b>   |               |  |
| <b>100.10.02.35</b> | <b>Cicero Young Adult Programming</b> | <b>Name of Claimant</b> | <b>PO</b>     | <b>Claim #</b> | <b>Amount</b>   | <b>Check#</b> | <b>Notes</b>   |
| 12/31/201           | Cardmember Service                    | Cardmember Service      |               | 7691           | \$3.60          | 13201         | Xmas @ the Library Supplies                                      |
|                     |                                       |                         | <b>Total:</b> |                | <b>\$3.60</b>   |               |  |
| <b>100.10.02.36</b> | <b>Cicero Adult Programming</b>       | <b>Name of Claimant</b> | <b>PO</b>     | <b>Claim #</b> | <b>Amount</b>   | <b>Check#</b> | <b>Notes</b>   |
| 12/17/201           | Amy Wolfe                             | Amy Wolfe               |               | 7651           | \$100.00        | 13180         | Christmas @ the Library - Entertainment                          |
| 12/31/201           | Cardmember Service                    | Cardmember Service      |               | 7691           | \$3.60          | 13201         | Xmas @ the Library Supplies                                      |
|                     |                                       |                         | <b>Total:</b> |                | <b>\$103.60</b> |               |  |

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

From: 12/1/2012 To: 12/31/2012

| Date  | Account                          | Office/Dept/Fund | Name of Claimant                 | PO | Claim #       | Amount            | Check# | Notes                                     |
|---|----------------------------------|------------------|----------------------------------|----|---------------|-------------------|--------|---|
| <b>100.10.03.14 Professional Services</b>               |                                  |                  |                                  |    |               |                   |        |   |
| 12/17/201   | SIM2K                            |                  | SIM2K                            |    | 7644          | \$3,750.00        | 13174  | 50 Block Hours                            |
| 12/17/201   | Arcadian Design                  |                  | Arcadian Design                  |    | 7646          | \$70.00           | 13176  | Children's Xmas Tea Party                 |
|   |                                  |                  |                                  |    | <b>Total:</b> | <b>\$3,820.00</b> |        |   |
| <b>100.10.03.27 Communication &amp; Transportation-</b> |                                  |                  |                                  |    |               |                   |        |   |
| 12/17/201   | Morgan Birge' & Associates, Inc. |                  | Morgan Birge' & Associates, Inc. |    | 7642          | \$50.00           | 13172  | Phone Maintenance Fee                     |
| 12/17/201   | Demco                            |                  | Demco                            |    | 7643          | \$11.45           | 13173  | Shipping                                  |
| 12/17/201   | Amy Wolfe                        |                  | Amy Wolfe                        |    | 7651          | \$135.00          | 13180  | Stamps                                    |
| 12/31/201   | Demco                            |                  | Demco                            |    | 7676          | \$10.95           | 13186  | Shipping                                  |
| 12/31/201   | Amy Wolfe                        |                  | Amy Wolfe                        |    | 7683          | \$7.77            | 13193  | Mileage Reimb.                            |
| 12/31/201   | Cardmember Service               |                  | Cardmember Service               |    | 7691          | \$156.28          | 13201  | ILF Conference Food & Parking, HCLA Lunch |
| 12/31/201   | Frontier                         |                  | Frontier                         |    | 7694          | \$296.75          | 13204  | Cicero Phone & Fax                        |
| 12/31/201   | Baker & Taylor Books             |                  | Baker & Taylor Books             |    | 7701          | \$4.84            | 13209  |   |
|   |                                  |                  |                                  |    | <b>Total:</b> | <b>\$673.04</b>   |        |   |
| <b>100.10.03.41 Insurance</b>                           |                                  |                  |                                  |    |               |                   |        |   |
| 12/31/201   | Liberty Mutual                   |                  | Liberty Mutual                   |    | 7678          | \$75.00           | 13188  | Bookkeeper Bond                           |
|   |                                  |                  |                                  |    | <b>Total:</b> | <b>\$75.00</b>    |        |   |
| <b>100.10.03.51 Utilities-Gas-Cicero</b>                |                                  |                  |                                  |    |               |                   |        |   |
| 12/31/201   | Vectren Energy Delivery          |                  | Vectren Energy Delivery          |    | 7692          | \$757.77          | 13202  |   |
|   |                                  |                  |                                  |    | <b>Total:</b> | <b>\$757.77</b>   |        |   |
| <b>100.10.03.52 Utilities-Electricity-Cicero</b>        |                                  |                  |                                  |    |               |                   |        |   |
| 12/31/201   | Duke Energy                      |                  | Duke Energy                      |    | 7682          | \$1,374.58        | 13192  |   |
|   |                                  |                  |                                  |    | <b>Total:</b> | <b>\$1,374.58</b> |        |   |
| <b>100.10.03.53 Utilities-Water-Cicero</b>              |                                  |                  |                                  |    |               |                   |        |   |
| 12/31/201   | Cicero Municipal Utilities       |                  | Cicero Municipal Utilities       |    | 7679          | \$131.37          | 13189  |   |
|   |                                  |                  |                                  |    | <b>Total:</b> | <b>\$131.37</b>   |        |   |

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Friday, January 11, 2013

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

From: 12/1/2012 To: 12/31/2012

| Date                | Account                         | Office/Dept/Fund | Name of Claimant              | PO | Claim #       | Amount             | Check#     | Notes                         |
|---------------------|---------------------------------|------------------|-------------------------------|----|---------------|--------------------|------------|-------------------------------|
| <b>100.10.03.54</b> | Utilities-Waste Disposal-Cicero |                  |                               |    |               |                    |            |                               |
| 12/31/201           | Republic Services #761          |                  | Republic Services #761        |    | 7699          | \$110.96           | 13207      |                               |
|                     |                                 |                  |                               |    | <b>Total:</b> | <b>\$110.96</b>    |            |                               |
| <b>100.10.03.63</b> | Repairs & Maintenance-Cicero    |                  |                               |    |               |                    |            |                               |
| 12/31/201           | Sentinel Alarm Systems, Inc.    |                  | Sentinel Alarm Systems, Inc.  |    | 7690          | \$89.85            | 13200      | Q1 2013 Alarm Monitoring      |
|                     |                                 |                  |                               |    | <b>Total:</b> | <b>\$89.85</b>     |            |                               |
| <b>100.10.03.70</b> | Rentals                         |                  |                               |    |               |                    |            |                               |
| 12/17/201           | Community Bank                  |                  | Community Bank                |    | 7650          | \$75.00            | 13179      | Safety Deposit Box Rental Fee |
|                     |                                 |                  |                               |    | <b>Total:</b> | <b>\$75.00</b>     |            |                               |
| <b>100.10.03.94</b> | Transfer to LIRF                |                  |                               |    |               |                    |            |                               |
| 12/31/201           | Hamilton North Public Library   |                  | Hamilton North Public Library |    | 7703          | \$10,000.00        | Transfer 1 | Transfer to LIRF              |
|                     |                                 |                  |                               |    | <b>Total:</b> | <b>\$10,000.00</b> |            |                               |
| <b>100.10.04.51</b> | Books-Adult-Cicero              |                  |                               |    |               |                    |            |                               |
| 12/17/201           | Gale                            |                  | Gale                          |    | 7637          | \$19.46            | 13167      |                               |
| 12/31/201           | GECRB/Amazon                    |                  | GECRB/Amazon                  |    | 7681          | \$12.00            | 13191      |                               |
| 12/31/201           | Gale                            |                  | Gale                          |    | 7689          | \$19.46            | 13199      |                               |
| 12/31/201           | Gale                            |                  | Gale                          |    | 7689          | \$19.46            | 13199      |                               |
| 12/31/201           | Baker & Taylor Books            |                  | Baker & Taylor Books          |    | 7701          | \$287.14           | 13209      |                               |
|                     |                                 |                  |                               |    | <b>Total:</b> | <b>\$357.52</b>    |            |                               |
| <b>100.10.04.52</b> | Books-Young Adult-Cicero        |                  |                               |    |               |                    |            |                               |
| 12/31/201           | GECRB/Amazon                    |                  | GECRB/Amazon                  |    | 7681          | \$10.19            | 13191      |                               |
| 12/31/201           | Baker & Taylor Books            |                  | Baker & Taylor Books          |    | 7701          | \$119.44           | 13209      |                               |
|                     |                                 |                  |                               |    | <b>Total:</b> | <b>\$129.63</b>    |            |                               |
| <b>100.10.04.53</b> | Books-Childrens-Cicero          |                  |                               |    |               |                    |            |                               |
| 12/17/201           | World Book, Inc.                |                  | World Book, Inc.              |    | 7634          | \$895.00           | 13164      |                               |
| 12/17/201           | NEST                            |                  | NEST                          |    | 7648          | \$1,307.00         | 13177      |                               |

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

From: 12/1/2012 To: 12/31/2012

| Date                | Account                                    | Office/Dept/Fund        |               |                |                   |               |                                   |
|---------------------|--|-------------------------|---------------|----------------|-------------------|---------------|-----------------------------------|
| 12/31/201           | Baker & Taylor Books                       | Baker & Taylor Books    | 7701          |                | \$18.30           | 13209         |                                   |
|                     |  |                         | <b>Total:</b> |                | <b>\$2,220.30</b> |               |                                   |
| <b>100.10.04.54</b> | <b>Books-Reference</b>                     | <b>Name of Claimant</b> | <b>PO</b>     | <b>Claim #</b> | <b>Amount</b>     | <b>Check#</b> | <b>Notes</b>                      |
| 12/17/201           | Salem Press, Inc.                          | Salem Press, Inc.       | 7639          |                | \$195.00          | 13169         | Current Biography Yearbook - 2012 |
| 12/17/201           | PDR  | PDR                     | 7645          |                | \$59.95           | 13175         | 2013 PDR                          |
| 12/31/201           | Baker & Taylor Books                       | Baker & Taylor Books    | 7701          |                | \$7.79            | 13209         |                                   |
|                     |  |                         | <b>Total:</b> |                | <b>\$262.74</b>   |               |                                   |
| <b>100.10.04.60</b> | <b>Newspapers &amp; Periodicals</b>        | <b>Name of Claimant</b> | <b>PO</b>     | <b>Claim #</b> | <b>Amount</b>     | <b>Check#</b> | <b>Notes</b>                      |
| 12/31/201           | Cardmember Service                         | Cardmember Service      | 7691          |                | \$52.95           | 13201         |                                   |
|                     |  |                         | <b>Total:</b> |                | <b>\$52.95</b>    |               |                                   |
| <b>100.10.04.71</b> | <b>Non-Print-Vid/DVD</b>                   | <b>Name of Claimant</b> | <b>PO</b>     | <b>Claim #</b> | <b>Amount</b>     | <b>Check#</b> | <b>Notes</b>                      |
| 12/31/201           | GECRB/Amazon                               | GECRB/Amazon            | 7681          |                | \$998.59          | 13191         |                                   |
|                     |  |                         | <b>Total:</b> |                | <b>\$998.59</b>   |               |                                   |
| <b>100.10.04.72</b> | <b>Non-Print-Audio</b>                     | <b>Name of Claimant</b> | <b>PO</b>     | <b>Claim #</b> | <b>Amount</b>     | <b>Check#</b> | <b>Notes</b>                      |
| 12/17/201           | Recorded Books, LLC                        | Recorded Books, LLC     | 7641          |                | \$29.98           | 13171         |                                   |
| 12/17/201           | Recorded Books, LLC                        | Recorded Books, LLC     | 7641          |                | \$32.00           | 13171         |                                   |
|                     |  |                         | <b>Total:</b> |                | <b>\$61.98</b>    |               |                                   |
| <b>100.10.04.73</b> | <b>Non-Print-Music</b>                     | <b>Name of Claimant</b> | <b>PO</b>     | <b>Claim #</b> | <b>Amount</b>     | <b>Check#</b> | <b>Notes</b>                      |
| 12/31/201           | GECRB/Amazon                               | GECRB/Amazon            | 7681          |                | \$283.83          | 13191         |                                   |
|                     |  |                         | <b>Total:</b> |                | <b>\$283.83</b>   |               |                                   |
| <b>100.20.02.31</b> | <b>Atlanta Programming</b>                 | <b>Name of Claimant</b> | <b>PO</b>     | <b>Claim #</b> | <b>Amount</b>     | <b>Check#</b> | <b>Notes</b>                      |
| 12/31/201           | Cardmember Service                         | Cardmember Service      | 7691          |                | \$3.60            | 13201         | Xmas @ the Library Supplies       |
|                     |  |                         | <b>Total:</b> |                | <b>\$3.60</b>     |               |                                   |
| <b>100.20.03.28</b> | <b>Communication &amp; Transportation-</b> | <b>Name of Claimant</b> | <b>PO</b>     | <b>Claim #</b> | <b>Amount</b>     | <b>Check#</b> | <b>Notes</b>                      |

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Friday, January 11, 2013

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

**From:** 12/1/2012 **To:** 12/31/2012

| Date                | Account                                  | Office/Dept/Fund             |           |                            |                     |               |                          |
|---------------------|--|------------------------------|-----------|----------------------------|---------------------|---------------|--------------------------|
| 12/31/201           | Endeavor Communications                  | Endeavor Communications      |           | 7697                       | \$71.75             | 13210         | Atlanta Phone & Fax      |
|                     |  |                              |           | <b>Total:</b>              | <b>\$71.75</b>      |               |                          |
| <b>100.20.03.51</b> | <b>Utilities-Gas-Atlanta</b>             | <b>Name of Claimant</b>      | <b>PO</b> | <b>Claim #</b>             | <b>Amount</b>       | <b>Check#</b> | <b>Notes</b>             |
| 12/31/201           | Vectren Energy Delivery                  | Vectren Energy Delivery      |           | 7692                       | \$158.30            | 13202         |                          |
|                     |  |                              |           | <b>Total:</b>              | <b>\$158.30</b>     |               |                          |
| <b>100.20.03.52</b> | <b>Utilities-Electricity-Atlanta</b>     | <b>Name of Claimant</b>      | <b>PO</b> | <b>Claim #</b>             | <b>Amount</b>       | <b>Check#</b> | <b>Notes</b>             |
| 12/31/201           | Duke Energy                              | Duke Energy                  |           | 7698                       | \$117.61            | 13206         |                          |
|                     |  |                              |           | <b>Total:</b>              | <b>\$117.61</b>     |               |                          |
| <b>100.20.03.53</b> | <b>Utilities-Water-Atlanta</b>           | <b>Name of Claimant</b>      | <b>PO</b> | <b>Claim #</b>             | <b>Amount</b>       | <b>Check#</b> | <b>Notes</b>             |
| 12/17/201           | Atlanta Utilities                        | Atlanta Utilities            |           | 7638                       | \$66.80             | 13168         |                          |
| 12/31/201           | Atlanta Utilities                        | Atlanta Utilities            |           | 7693                       | \$66.80             | 13203         |                          |
|                     |  |                              |           | <b>Total:</b>              | <b>\$133.60</b>     |               |                          |
| <b>100.20.03.63</b> | <b>Repairs &amp; Maintenance-Atlanta</b> | <b>Name of Claimant</b>      | <b>PO</b> | <b>Claim #</b>             | <b>Amount</b>       | <b>Check#</b> | <b>Notes</b>             |
| 12/17/201           | Brandon Davis                            | Brandon Davis                |           | 7640                       | \$175.00            | 13170         | Sept - Nov Lawn Mowings  |
| 12/31/201           | Sentinel Alarm Systems, Inc.             | Sentinel Alarm Systems, Inc. |           | 7690                       | \$89.85             | 13200         | Q1 2013 Alarm Monitoring |
|                     |  |                              |           | <b>Total:</b>              | <b>\$264.85</b>     |               |                          |
| <b>100.20.04.51</b> | <b>Books-Adult-Atlanta</b>               | <b>Name of Claimant</b>      | <b>PO</b> | <b>Claim #</b>             | <b>Amount</b>       | <b>Check#</b> | <b>Notes</b>             |
| 12/31/201           | Baker & Taylor Books                     | Baker & Taylor Books         |           | 7701                       | \$32.83             | 13209         |                          |
|                     |  |                              |           | <b>Total:</b>              | <b>\$32.83</b>      |               |                          |
| <b>100.20.04.53</b> | <b>Books-Childrens-Atlanta</b>           | <b>Name of Claimant</b>      | <b>PO</b> | <b>Claim #</b>             | <b>Amount</b>       | <b>Check#</b> | <b>Notes</b>             |
| 12/31/201           | Baker & Taylor Books                     | Baker & Taylor Books         |           | 7701                       | \$18.30             | 13209         |                          |
|                     |  |                              |           | <b>Total:</b>              | <b>\$18.30</b>      |               |                          |
|                     |  |                              |           | <b>Total for Fund# 100</b> | <b>\$146,908.35</b> |               |                          |

Fund 110



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

From: 12/1/2012 To: 12/31/2012

| Date            | Account                         | Office/Dept/Fund | Name of Claimant           | PO | Claim #       | Amount              | Check# | Notes                  |
|-----------------|---------------------------------|------------------|----------------------------|----|---------------|---------------------|--------|------------------------|
| 110.10.03.01    | LIRF - Repairs & Maintenance    |                  |                            |    |               |                     |        |                        |
| 12/17/201       | Ricoh USA, Inc.                 |                  | Ricoh USA, Inc.            |    | 7652          | \$91.80             | 13181  | Copier Maintenance Fee |
|                 |                                 |                  |                            |    | <b>Total:</b> | <b>\$91.80</b>      |        |                        |
|                 |                                 |                  | <b>Total for Fund# 110</b> |    |               | <b>\$91.80</b>      |        |                        |
| <b>Fund 140</b> |                                 |                  |                            |    |               |                     |        |                        |
| 140.10.03.01    | State Technology Fund Grant     |                  | Name of Claimant           | PO | Claim #       | Amount              | Check# | Notes                  |
| 12/31/201       | ENA Services LLC                |                  | ENA Services LLC           |    | 7680          | \$762.50            | 13190  |                        |
|                 |                                 |                  |                            |    | <b>Total:</b> | <b>\$762.50</b>     |        |                        |
|                 |                                 |                  | <b>Total for Fund# 140</b> |    |               | <b>\$762.50</b>     |        |                        |
| <b>Fund 160</b> |                                 |                  |                            |    |               |                     |        |                        |
| 160.10.04.01    | Rainy Day - Furniture & Equipme |                  | Name of Claimant           | PO | Claim #       | Amount              | Check# | Notes                  |
| 12/31/201       | Amy Wolfe                       |                  | Amy Wolfe                  |    | 7683          | \$278.85            | 13193  | Christmas Décor        |
| 12/31/201       | Cardmember Service              |                  | Cardmember Service         |    | 7691          | \$806.52            | 13201  | Xmas Décor, Menorrah   |
|                 |                                 |                  |                            |    | <b>Total:</b> | <b>\$1,085.37</b>   |        |                        |
|                 |                                 |                  | <b>Total for Fund# 160</b> |    |               | <b>\$1,085.37</b>   |        |                        |
| <b>Fund 190</b> |                                 |                  |                            |    |               |                     |        |                        |
| 190.10.03.10    | Lease Rental                    |                  | Name of Claimant           | PO | Claim #       | Amount              | Check# | Notes                  |
| 12/17/201       | Community Bank                  |                  | Community Bank             |    | 7635          | \$148,000.00        | 13165  |                        |
|                 |                                 |                  |                            |    | <b>Total:</b> | <b>\$148,000.00</b> |        |                        |
|                 |                                 |                  | <b>Total for Fund# 190</b> |    |               | <b>\$148,000.00</b> |        |                        |
| <b>Fund 200</b> |                                 |                  |                            |    |               |                     |        |                        |
| 200.10.01.01    | Federal Withholding             |                  | Name of Claimant           | PO | Claim #       | Amount              | Check# | Notes                  |
| 12/17/201       | Community Bank                  |                  | Community Bank             |    | 7633          | \$825.37            |        | ec Withholdings        |
|                 |                                 |                  |                            |    | <b>Total:</b> | <b>\$825.37</b>     |        |                        |

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Friday, January 11, 2013

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

From: 12/1/2012 To: 12/31/2012

| Date                       | Account                                   | Office/Dept/Fund | Name of Claimant                          | PO | Claim #       | Amount            | Check# | Notes   |
|----------------------------|---|------------------|---|----|---------------|-------------------|--------|---|
| 200.10.01.02               | FICA Withheld                             |                  |   |    |               |                   |        |   |
| 12/17/201                  | Community Bank                            |                  | Community Bank                            |    | 7633          | \$832.96          |        | ec Withholdings   |
|                            |   |                  |   |    | <b>Total:</b> | <b>\$832.96</b>   |        |   |
| 200.10.01.03               | Medicare Withheld                         |                  |   |    |               |                   |        |   |
| 12/17/201                  | Community Bank                            |                  | Community Bank                            |    | 7633          | \$287.54          |        | ec Withholdings   |
|                            |   |                  |   |    | <b>Total:</b> | <b>\$287.54</b>   |        |   |
| 200.10.01.04               | State/County Withheld                     |                  |   |    |               |                   |        |   |
| 12/17/201                  | Indiana Department of Revenue             |                  | Indiana Department of Revenue             |    | 7632          | \$882.92          |        | Dec InTax   |
|                            |   |                  |   |    | <b>Total:</b> | <b>\$882.92</b>   |        |   |
| 200.10.01.09               | 457 Plan Withheld                         |                  |   |    |               |                   |        |   |
| 12/17/201                  | Hartford Life & Annuity Insurance Company |                  | Hartford Life & Annuity Insurance Company |    | 7602          | \$160.06          |        | 12/4 457 Plan   |
| 12/17/201                  | Hartford Life & Annuity Insurance Company |                  | Hartford Life & Annuity Insurance Company |    | 7631          | \$158.44          |        | 12/18 457 Plan  |
|                            |   |                  |   |    | <b>Total:</b> | <b>\$318.50</b>   |        |   |
| 200.10.01.11               | 457 Plan Loan                             |                  |   |    |               |                   |        |   |
| 12/17/201                  | Hartford Life & Annuity Insurance Company |                  | Hartford Life & Annuity Insurance Company |    | 7602          | \$20.71           |        | 12/4 457 Plan   |
| 12/17/201                  | Hartford Life & Annuity Insurance Company |                  | Hartford Life & Annuity Insurance Company |    | 7631          | \$20.71           |        | 12/18 457 Plan  |
|                            |   |                  |   |    | <b>Total:</b> | <b>\$41.42</b>    |        |   |
| <b>Total for Fund# 200</b> |   |                  |   |    |               | <b>\$3,188.71</b> |        |   |
| <b>Fund 300</b>            |   |                  |   |    |               |                   |        |   |
| 300.10.02.06               | Gift Fund - Programming                   |                  |   |    |               |                   |        |   |
| 12/31/201                  | Cardmember Service                        |                  | Cardmember Service                        |    | 7691          | \$67.21           |        | 13201 Food for Lego Prog. & Xmas @ the Library, Santa House Candy Canes |
| 12/31/201                  | Cardmember Service                        |                  | Cardmember Service                        |    | 7704          | \$119.96          |        | Reclass 1 Santa House, Xmas @ the Library                               |
|                            |   |                  |   |    | <b>Total:</b> | <b>\$187.17</b>   |        |   |
| 300.10.02.10               | Gift Fund - Amazon Sales                  |                  |   |    |               |                   |        |   |
|                            |   |                  |   |    |               |                   |        |   |

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Friday, January 11, 2013

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

From: 12/1/2012 To: 12/31/2012

| Date                           | Account                                  | Office/Dept/Fund |                         |           |                     |                |                                    |
|--------------------------------|--|------------------|-------------------------|-----------|---------------------|----------------|------------------------------------|
| 12/17/201                      | Amy Wolfe                                |                  | Amy Wolfe               | 7651      | \$10.02             | 13180          | Postage                            |
| 12/31/201                      | Cardmember Service                       |                  | Cardmember Service      | 7691      | \$46.80             | 13201          | Shipping                           |
|                                |  |                  |                         |           | <b>Total:</b>       | <b>\$56.82</b> |                                    |
| <hr/>                          |  |                  |                         |           |                     |                |                                    |
| <b>300.10.04.02</b>            | <b>Gift Fund - Friends</b>               |                  | <b>Name of Claimant</b> | <b>PO</b> | <b>Claim #</b>      | <b>Amount</b>  | <b>Check# Notes</b>                |
| 12/31/201                      | Cardmember Service                       |                  | Cardmember Service      |           | 7691                | \$40.84        | 13201 Holiday Raffle Basket Items  |
|                                |  |                  |                         |           | <b>Total:</b>       | <b>\$40.84</b> |                                    |
| <hr/>                          |  |                  |                         |           |                     |                |                                    |
| <b>300.10.04.20</b>            | <b>Gift Fund - Friends Slush Fund Ci</b> |                  | <b>Name of Claimant</b> | <b>PO</b> | <b>Claim #</b>      | <b>Amount</b>  | <b>Check# Notes</b>                |
| 12/31/201                      | Amy Wolfe                                |                  | Amy Wolfe               |           | 7683                | \$27.92        | 13193 Pop & Water for Staff Lounge |
| 12/31/201                      | Cardmember Service                       |                  | Cardmember Service      |           | 7691                | \$6.98         | 13201 December Bday Cake - Staff   |
|                                |  |                  |                         |           | <b>Total:</b>       | <b>\$34.90</b> |                                    |
|                                |  |                  |                         |           | <hr/>               |                |                                    |
| <b>Total for Fund# 300</b>     |  |                  |                         |           | <b>\$319.73</b>     |                |                                    |
|                                |  |                  |                         |           | <hr/>               |                |                                    |
| <b>Total Amount of Claims:</b> |  |                  |                         |           | <b>\$300,356.46</b> |                |                                    |

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

1/17/2013

From: 12/1/2012 To: 12/31/2012

| Claim Number | Vendor Number / Name                      | PO Number | Check Number | Check Date | Amount of Claim |
|--------------|---|-----------|--------------|------------|-----------------|
| 7602         | Hartford Life & Annuity Insurance Company |           |              |            | \$411.51        |
| 7631         | Hartford Life & Annuity Insurance Company |           |              |            | \$408.27        |
| 7632         | Indiana Department of Revenue             |           |              |            | \$882.92        |
| 7633         | Community Bank                            |           |              |            | \$3,462.94      |
| 7634         | World Book, Inc.                          |           |              |            | \$895.00        |
| 7635         | Community Bank                            |           |              |            | \$148,000.00    |
| 7636         | Laura Holliday                            |           |              |            | \$500.00        |
| 7637         | Gale                                      |           |              |            | \$19.46         |
| 7638         | Atlanta Utilities                         |           |              |            | \$66.80         |
| 7639         | Salem Press, Inc.                         |           |              |            | \$195.00        |
| 7640         | Brandon Davis                             |           |              |            | \$175.00        |
| 7641         | Recorded Books, LLC                       |           |              |            | \$61.98         |
| 7642         | Morgan Birge & Associates, Inc.           |           |              |            | \$50.00         |
| 7643         | Demco                                     |           |              |            | \$79.70         |
| 7644         | SIM2K                                     |           |              |            | \$3,750.00      |
| 7645         | PDR                                       |           |              |            | \$59.95         |
| 7646         | Arcadian Design                           |           |              |            | \$70.00         |
| 7648         | NEST                                      |           |              |            | \$1,307.00      |
| 7649         | Supply Warehouse, Inc.                    |           |              |            | \$183.02        |
| 7650         | Community Bank                            |           |              |            | \$75.00         |
| 7651         | Amy Wolfe                                 |           |              |            | \$245.02        |
| 7652         | Ricoh USA, Inc.                           |           |              |            | \$91.80         |
| 7653         | Sullivan Hardware                         |           |              |            | \$75.88         |
| 7654         | Hamilton North Public Library             |           |              |            | \$100,000.00    |
| 7655         | Cicero Kiwanis                            |           |              |            | \$85.00         |
| 7656         | Janet Brunner                             |           |              |            | \$50.00         |
| 7657         | Linda Osborne                             |           |              |            | \$60.00         |
| 7676         | Demco                                     |           |              |            | \$28.32         |
| 7677         | Quill Corporation                         |           |              |            | \$344.23        |
| 7678         | Liberty Mutual                            |           |              |            | \$75.00         |
| 7679         | Cicero Municipal Utilities                |           |              |            | \$131.37        |
| 7680         | ENA Services LLC                          |           |              |            | \$762.50        |
| 7681         | GEGRB/Amazon                              |           |              |            | \$1,304.61      |
| 7682         | Duke Energy                               |           |              |            | \$1,374.58      |
| 7683         | Amy Wolfe                                 |           |              |            | \$314.54        |
| 7684         | Amber Oswald                              |           |              |            | \$60.00         |
| 7685         | Katherine Mosbaugh                        |           |              |            | \$60.00         |
| 7686         | Lindsey Whitesell                         |           |              |            | \$60.00         |

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

1/17/2013

From: 12/1/2012 To: 12/31/2012

| Claim Number | Vendor Number / Name          | PO Number | Check Number | Check Date | Amount of Claim |
|--------------|-------------------------------|-----------|--------------|------------|-----------------|
| 7687         | Janet Brunnermer              |           |              |            | \$50.00         |
| 7688         | Shaye McCullough              |           |              |            | \$60.00         |
| 7689         | Gale                          |           |              |            | \$38.92         |
| 7690         | Sentinel Alarm Systems, Inc.  |           |              |            | \$179.70        |
| 7691         | Cardmember Service            |           |              |            | \$1,506.12      |
| 7692         | Vectren Energy Delivery       |           |              |            | \$916.07        |
| 7693         | Atlanta Utilities             |           |              |            | \$66.80         |
| 7694         | Frontier                      |           |              |            | \$296.75        |
| 7695         | Community Bank                |           |              |            | \$11.50         |
| 7696         | Community Bank                |           |              |            | \$11.30         |
| 7697         | Endeavor Communications       |           |              |            | \$71.75         |
| 7698         | Duke Energy                   |           |              |            | \$117.61        |
| 7699         | Republic Services #761        |           |              |            | \$110.96        |
| 7700         | Sullivan Hardware             |           |              |            | \$34.95         |
| 7701         | Baker & Taylor Books          |           |              |            | \$488.64        |
| 7702         | HNPL Friends                  |           |              |            | \$469.15        |
| 7703         | Hamilton North Public Library |           |              |            | \$10,000.00     |

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

From: 12/1/2012 To: 12/31/2012

1/17/2013

| Claim Number | Vendor Number / Name | PO Number | Check Number | Check Date | Amount of Claim |
|--------------|----------------------|-----------|--------------|------------|-----------------|
|--------------|----------------------|-----------|--------------|------------|-----------------|

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 \$280,206.62 . Dated 1/17/2013

\_\_\_\_\_  
 Emily Beechler

*Sharon Bislich*  
 Sharon Bislich

Steve Griffin  
 \_\_\_\_\_

*Laura Holliday*  
 Laura Holliday

*Emily Holt*  
 Emily Holt

*Mike Jenkins*  
 Mike Jenkins

*Melissa Martin*  
 Melissa Martin

Board Members

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# Payroll Claim Register

## Hamilton North Public Library

209 W Brinton  
Cicero, IN 46034

From: 12/1/2012 To: 12/31/2012

| Claim Number | ID | Payee | Gross Pay  | Check Number | Amount of Claim |
|--------------|----|-------|------------|--------------|-----------------|
| 7562         |    |       | \$154.73   | DD3391011    | \$140.88        |
| 7563         |    |       | \$63.57    | DD3390851    | \$59.98         |
| 7564         |    |       | \$700.65   | DD3390881    | \$591.36        |
| 7565         |    |       | \$624.00   | DD3390101    | \$496.83        |
| 7566         |    |       | \$522.39   | DD3391001    | \$432.27        |
| 7567         |    |       | \$133.40   | DD3390991    | \$125.87        |
| 7568         |    |       | \$2,019.23 | DD3390811    | \$1,768.45      |
| 7569         |    |       | \$156.50   | DD3391021    | \$142.47        |
| 7570         |    |       | \$879.22   | DD3390191    | \$713.04        |
| 7571         |    |       | \$188.45   | DD3390701    | \$159.51        |
| 7572         |    |       | \$597.52   | DD3390901    | \$508.91        |
| 7573         |    |       | \$76.31    | DD3391031    | \$68.45         |
| 7574         |    |       | \$104.53   | DD3390691    | \$95.32         |
| 7575         |    |       | \$156.34   | DD3390931    | \$133.29        |
| 7576         |    |       | \$1,064.60 | DD3390281    | \$873.13        |
| 7577         |    |       | \$451.34   | DD3390571    | \$386.13        |
| 7578         |    |       | \$844.04   | DD339391     | \$706.01        |
| 7579         |    |       | \$1,035.71 | DD3390741    | \$889.60        |
| 7580         |    |       | \$454.74   | DD3390111    | \$314.77        |
| 7613         |    |       | \$95.56    | DD3531011    | \$87.65         |
| 7614         |    |       | \$712.80   | DD3530881    | \$601.07        |
| 7615         |    |       | \$624.00   | DD3530101    | \$496.83        |
| 7616         |    |       | \$568.26   | DD3531001    | \$468.67        |
| 7617         |    |       | \$131.59   | DD3530991    | \$124.15        |
| 7618         |    |       | \$2,019.23 | DD3530811    | \$1,768.45      |
| 7619         |    |       | \$302.78   | DD3531021    | \$274.04        |
| 7620         |    |       | \$875.10   | DD3530191    | \$709.85        |
| 7621         |    |       | \$77.54    | DD3530701    | \$59.74         |
| 7622         |    |       | \$549.23   | DD3530901    | \$470.32        |
| 7623         |    |       | \$184.64   | DD3531031    | \$155.45        |
| 7624         |    |       | \$152.79   | DD3530691    | \$138.73        |
| 7625         |    |       | \$124.16   | DD3530931    | \$107.57        |
| 7626         |    |       | \$1,012.54 | DD3530281    | \$832.74        |
| 7627         |    |       | \$429.25   | DD3530571    | \$366.26        |

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| Claim Number | ID | Payee | Gross Pay   | Check Number | Amount of Claim |
|--------------|----|-------|-------------|--------------|-----------------|
| 7628         |    |       | \$585.75    | DD353391     | \$499.50        |
| 7629         |    |       | \$1,038.05  | DD3530741    | \$891.42        |
| 7630         |    |       | \$439.30    | DD3530111    | \$302.42        |
|              |    |       | \$20,149.84 |              | \$16,961.13     |

|              |                     |          |              |                       |          |
|--------------|---------------------|----------|--------------|-----------------------|----------|
| 200.10.01.01 | Federal Withholding | \$825.37 | 200.10.01.02 | FICA Withheld         | \$832.96 |
| 200.10.01.03 | Medicare Withheld   | \$287.54 | 200.10.01.04 | State/County Withheld | \$882.92 |
| 200.10.01.09 | 457 Plan Withheld   | \$318.50 | 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\_\_\_\_

*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 \$16,961.13 Dated 1/17/2013

\_\_\_\_\_  
Emily Beechler

*Sharon Bislich*  
\_\_\_\_\_  
Sharon Bislich

\_\_\_\_\_  
Steve Griffith

*Laura Holliday*  
\_\_\_\_\_  
Laura Holliday

*Emily Holt*  
\_\_\_\_\_  
Emily Holt

*Mike Jenkins*  
\_\_\_\_\_  
Mike Jenkins

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

**Board Members**

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**Hamilton North Public Library  
Gift Fund Checking (300)  
Balance as of December 31, 2012**

|                           | Unrestricted<br>Gift Fund | Friends<br>Slush Fund<br>Cicero | Programming<br>Gift Fund | Board<br>Gift Fund | Kiwanis<br>Children's<br>Computer Lab | Friends<br>Summer Reading<br>Gift Fund | Summer Reading<br>Gift Fund | Total<br>Summer Reading<br>Gift Funds | Friends Photo<br>Contest<br>Gift Fund |
|---------------------------|---------------------------|---------------------------------|--------------------------|--------------------|---------------------------------------|--|-----------------------------|---------------------------------------|---------------------------------------|
| Ending Balance (12/31/11) | \$ 3,382.38               | \$ 0.00                         | \$ (0.00)                | \$ 16.70           | \$ 273.00                             | \$ -                                   | \$ -                        | \$ -                                  | \$ -                                  |
| 2012 YTD Receipts         | \$ -                      | \$ 178.17                       | \$ 736.15                | \$ 50.00           | \$ -                                  | \$ 1,500.00                            | \$ 275.00                   | \$ 1,775.00                           | \$ 30.00                              |
| 2012 YTD Disbursements    | \$ (2,444.42)             | \$ (178.17)                     | \$ (736.08)              | \$ (66.70)         | \$ (75.00)                            | \$ (1,523.12)                          | \$ (275.00)                 | \$ (1,798.12)                         | \$ (30.00)                            |
| Ending Balance            | \$ 937.96                 | \$ 0.00                         | \$ 0.07                  | \$ -               | \$ 198.00                             | \$ (23.12)                             | \$ -                        | \$ (23.12)                            | \$ -                                  |

|                           | Gift Fund<br>Amazon Sales | Teen<br>Advisory Board<br>Gift Fund | Friends<br>DVD Gift Fund<br>Atlanta | Summer Reading<br>Walmart<br>Gift Fund | Legacy Grant<br>Board Retreat | YA Books<br>Gift Fund | Lois Costomiris<br>Memorial Gift Fund | Northern HamCo<br>Prevention Coalition<br>Gift Fund | ENDING<br>BALANCE |
|---------------------------|---------------------------|-------------------------------------|-------------------------------------|--|-------------------------------|-----------------------|---------------------------------------|---|-------------------|
| Ending Balance (12/31/11) | \$ 293.49                 | \$ 11.06                            | \$ -                                | \$ 500.00                              | \$ -                          | \$ -                  | \$ -                                  | \$ -  | \$ 4,478.63       |
| 2012 YTD Receipts         | \$ 1,949.74               | \$ -                                | \$ 500.00                           | \$ 46.45                               | \$ 700.00                     | \$ 246.34             | \$ 295.00                             | \$ 96.94  | \$ 6,603.79       |
| 2012 YTD Disbursements    | \$ (2,184.50)             | \$ (11.06)                          | \$ (178.58)                         | \$ (546.45)                            | \$ (700.00)                   | \$ (246.34)           | \$ -                                  | \$ (96.94)  | \$ (8,292.36)     |
| Ending Balance            | \$ 43.48                  | \$ -                                | \$ 321.42                           | \$ -                                   | \$ -                          | \$ -                  | \$ 295.00                             | \$ -  | \$ 1,772.79       |

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| Hamilton North Public Library                    |                 |                 |                 |                 |                 |                   |   |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|---|
| Edward Jones (FIA Card Services) MasterCard Bill |                 |                 |                 |                 |                 |                   |   |
| November 15 - December 14, 2012 Purchases        |                 |                 |                 |                 |                 |                   |   |
|  | Emily           | Sam             | Jim             | Sheri           | Amy             |                   |   |
|  | Crickmore       | Mitchel         | Roy             | Wallace         | Wolfe           | TOTAL             |   |
| Communication & Transportation - Cicero          |                 | 45.55           |                 | 72.06           | 38.67           | 156.28            | ILF Conference Food & Parking, HamCo Leadership Academy Holiday Lunch               |
| Gift Fund - Amazon Sales                         |                 |                 |                 |                 | 46.80           | 46.80             | Shipping  |
| Gift Fund - Friends (Holiday Raffle Baskets)     | 30.84           | 10.00           |                 |                 |                 | 40.84             | Items for Xmas Raffle Baskets   |
| Gift Fund - Friends Slush Fund Cicero            |                 |                 |                 |                 | 6.98            | 6.98              | December Bday Cake - Staff  |
| Gift Fund - Programming                          | 12.46           |                 |                 | 54.75           |                 | 67.21             | Food for Lego Program, Candy Canes for Santa House Bag, Food for Xmas @ the Library |
| Newspapers & Periodicals                         |                 |                 |                 |                 | 52.95           | 52.95             | Magazine Renewals   |
| Operating Supplies                               |                 |                 | 137.88          |                 | 59.90           | 197.78            | US Flags, Misc. Supplies, Light Bulbs, Liquid Soap                                  |
| Programming - Atlanta                            |                 |                 |                 | 3.60            |                 | 3.60              | Xmas @ the Library Supplies   |
| Programming - Children's Cicero                  |                 |                 |                 | 119.96          |                 | 119.96            | Gift Card for Santa, Xmas @ the Library Supplies, Craft Supplies                    |
| Programming - YA Cicero                          |                 |                 |                 | 3.60            |                 | 3.60              | Xmas @ the Library Supplies   |
| Programming -Adult Cicero                        |                 |                 |                 | 3.60            |                 | 3.60              | Xmas @ the Library Supplies   |
| Rainy Day - Furniture & Equipment                |                 | 29.97           |                 | 39.90           | 736.65          | 806.52            | Menorrah for Cicero, Xmas Décor   |
| <b>TOTAL</b>                                     | <b>\$ 43.30</b> | <b>\$ 85.52</b> | <b>\$137.88</b> | <b>\$297.47</b> | <b>\$941.95</b> | <b>\$1,506.12</b> |   |

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1/11/2013

Edward\_Jones\_12\_14\_12.xls

**Director's Report**  
**December 2012 Report**  
**Board Meeting: 1/17/13**

I. Technology

- A. Applying for Indiana State Library LSTA grant: replacement computers for patrons.
- B. Email Issues: SIM2K is looking into blocked/bounced emails going out from the library's Microsoft Outlook application.

II. Facilities

A. Cicero

- 1. Holiday decorating committee did a fine job of transforming the library.
- 2. 12/1: Santa at the Library event was yet another success. A holiday bazaar was held the same day. Seemed to be a success, and added a new dimension to the day. Staff and I are discussing the idea of incorporating all holiday events (e.g. Santa @ the Library and Christmas @ the Library) into this one day. We will be discussing pros and cons.
- 3. 12/13: Christmas at the Library: another successful and fun-filled evening (slightly more attendees than previous years)

- B. 12/26: Closures due to inclement weather (both branches).

III. Misc.

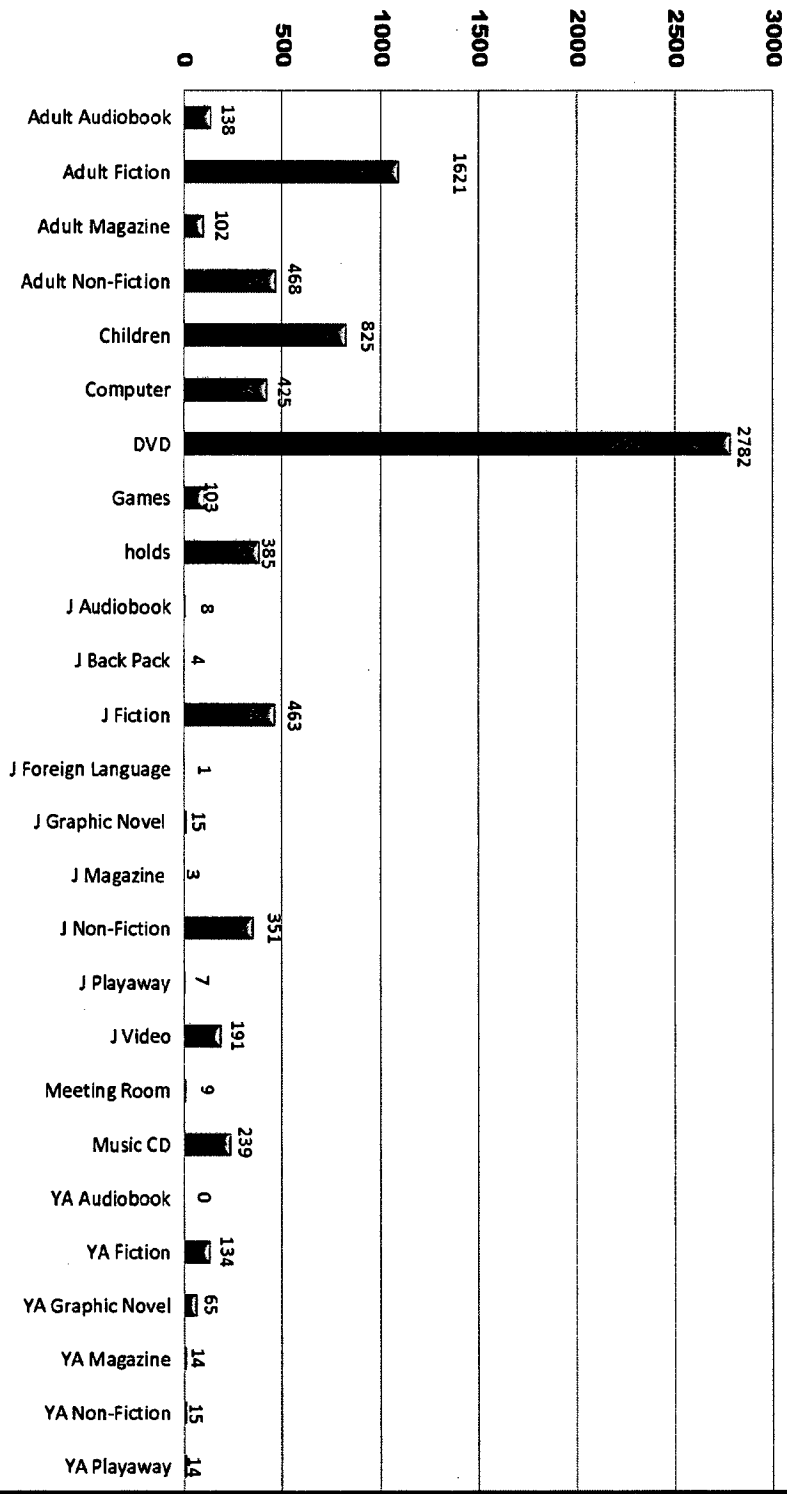
- A. Gift baskets were raffled off during the month of December, and the drawing took place on 12/31. Raised approximately \$300 for the Partners & Friends of HNPL.
- B. 12/6: Board/Staff/Friends dinner at Wolfie's Grill was well attended, and I received positive feedback on the venue, food and camaraderie.
- C. 12/17: Hosted Hamilton County Public Library Directors' Lunch meeting. Discussed highlights of 2012, and impact of slow economy on tax revenues.

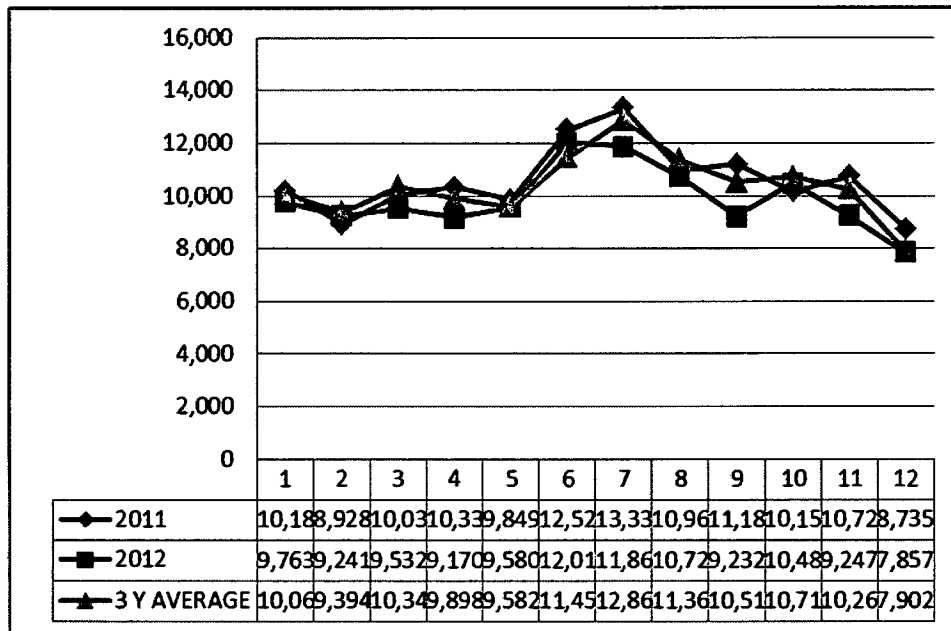
IV. Looking Ahead

- A. A new year!

Samuel Mitchel

December 2012





|                          | December-12 | December-11 | 3 Years Average |
|--------------------------|-------------|-------------|-----------------|
| <b>Circulation</b>       |             |             |                 |
| Atlanta                  | 664         | 624         |                 |
| Cicero                   | 7193        | 8111        |                 |
| <b>Total</b>             | <b>7857</b> | <b>8735</b> | <b>7902</b>     |
| <b>In-House Use</b>      |             |             |                 |
| Atlanta                  | 2           | 8           |                 |
| Cicero                   | 135         | 263         |                 |
| <b>Total</b>             | <b>137</b>  | <b>271</b>  |                 |
| <b>Transits Sent</b>     |             |             |                 |
| Atlanta                  | 188         | 171         |                 |
| Cicero                   | 606         | 540         |                 |
| <b>Total</b>             | <b>794</b>  | <b>711</b>  |                 |
| <b>Transits Received</b> |             |             |                 |
| Atlanta                  | 224         | 201         |                 |
| Cicero                   | 562         | 522         |                 |
| <b>Total</b>             | <b>786</b>  | <b>723</b>  |                 |
| <b>Databases</b>         |             |             |                 |
| Overdrive                | 236         | 48          |                 |
| Tumblebooks              | 146         | 43          |                 |

December 2012 circulation was lower than December 2011. However it was about the same as the three years average. Circulation of Overdrive item is more than five times as December 2011 and the use of Tumblebooks is about three times more than December of last year.

Now I can also track website views in December 2012 we had 3,183 page loads.

Luciane Snellenberger  
Circulation Manager

# ATLANTA BOARD REPORT—DECEMBER 2012

In December the hours were rather limited. The library was closed three days due to the holidays and one day due to snow. Early closings for the staff dinner and Christmas at Cicero Library accounted for two more half days. On the days that we were open, staff and patrons helped decorate the library for Christmas while listening to Christmas music. The atmosphere was cozy and festive. Although Christmas at the Atlanta Library was not as well attended as it usually was, the other days made up for it.

## STATISTICS

| Name of Event        | Number of Times | Total Attendance | Cost |
|----------------------|-----------------|------------------|------|
| YA Video Games       | 2               | 13               | 0    |
| Movie Afternoon      | 1               | 7                | 0    |
| Children's Crafts    | 2               | 14               | 0    |
| Crochet/Quilt        | 2               | 9                | 0    |
| Christmas at Library | 1               | 30               | 0    |
| GRAND TOTALS         | 8               | 73               | 0    |

Mary Palmiero

# Hamilton North Public Library Adult Department

## December 2012

| Program   | # of Times | Attendance      | Cost       | Cost per Attendee |
|---|------------|-----------------|------------|-------------------|
| Pilates/Yoga<br>every Monday at 6p  | 3          | 10-15<br>(avg.) | 0          | 0                 |
| GabsBee Quilting<br>every other Tuesday                                     | 1          | 6 (avg.)        | 0          | 0                 |
| Evening Reading Group<br>12/3   | 1          | 3               | 0          | 0                 |
| Computer Tutorials<br>12/6 (2x), 12/7, 12/10, 12/11, 12/14, 12/19,<br>12/21 | 8          | 16              | 0          | 0                 |
| Forever Young Adult Book Group<br>12/8                                      | 1          | 2               | 0          | 0                 |
| Holiday Makeup Trends<br>12/11  | 1          | 4               | 30         | 0                 |
| Paint a Winter Scene with Deanna Leonard<br>12/12                           | 1          | 12              | 0          | 0                 |
| Christmas @ the Library<br>Hedgehog Music Showcase band<br>12/13            | 1          | 200             | 100        | 0                 |
| Non-Library uses of Meeting Rooms   | 18         | N/A             | 0          | 0                 |
| <b>TOTAL<br/>Library Programs</b>   | <b>17</b>  | <b>281</b>      | <b>130</b> | <b>0</b>          |

December is a very difficult month for patron attendance at programs. This month, the holidays and the weather negatively affected attendance, particularly at the end of the month.

Many of the female patrons inquired at the circulation desk about the Holiday Makeup Trends program, but we had a very small number attend. The attendees enjoyed the program, and I'm going to give it another shot in the spring.

Deanna's painting class was a hit, and we'll be scheduling them monthly throughout 2013.

I used the remainder of my programming budget to pay the Hedgehog Music Showcase band to play at Christmas @ the Library. Unfortunately, they played after the dancers, and had a very small crowd. (Perhaps a dozen people remained) The dancers are the main attraction, but the library clears out after they've finished. I spoke with Sheri Wallace, and she said that her craft room was busy all night long.

We still haven't heard anything from Evanced about migrating our current event management system to the Sign Up test module.

The computer tutorials are still holding strong, and I have regular attendees. People have also been asking about e-Reader assistance, and I'm able to help them on the spot.

**Coming up:** Crochet with Aloha returns, card making with Annette Harling, canvas painting with Deanna Leonard

Emily Crickmore



**Hamilton North Public Library Young Adult Department  
December 2012**

| <b>Program</b>  | <b># of Times</b> | <b>Attendance</b> | <b>Cost</b> | <b>Cost per Attendee</b> |
|---|-------------------|-------------------|-------------|--------------------------|
| Teen Art Class<br>12/6, 12/13   | 2                 | 6                 | 0           | 0                        |
| Saturday @ the Movies<br>(A Christmas Story 2)<br>12/8                          | 1                 | 3                 | 0           | 0                        |
| Teen Advisory Board<br>12/12  | 1                 | 3                 | 0           | 0                        |
| Snack & Yak<br>12/14  | 1                 | 3                 | 0           | 0                        |
| Board Game Bonanza<br>12/26   | Library closed    | 0                 | 0           | 0                        |
| Winter Break Double Feature<br>(Amazing Spider-Man, Dark Knight Rises)<br>12/27 | 1                 | 0                 | 0           | 0                        |
| <b>Total programs</b>   | <b>6</b>          | <b>15</b>         | <b>0</b>    | <b>0</b>                 |

YA programming had a difficult December. I had a board game afternoon and Winter Break Double Feature scheduled during the holidays. The library was closed the day of the board games, and nobody showed up for either movie. The weather was terrible that day.

Deanna is plugging away with the art classes, and the kids are excited for the return of acting class. I'm really looking forward to 2013, and the opportunity to reach new teens.

Coming up: Pitch Perfect, acting class resumes

Emily Crickmore

Hamilton North Public Library  
Children's Department  
December 2012

| Program                         | Age Group   | # of Times | Attendance | Cost     |
|---------------------------------|-------------|------------|------------|----------|
| Art Classes                     | Preschool   | 2          | 4          | 0        |
| Story Time                      | Preschool   | 6          | 61         | 0        |
| Art Classes                     | Home School | 3          | 30         | 0        |
| Art Classes                     | School Age  | 2          | 6          | 0        |
| Lego Mania                      | School Age  | 1          | 3          | 0        |
| Santa House/Holiday Marketplace | All Ages    | 1          | 145        | 208.50   |
| Christmas Tea                   | All Ages    | 1          | 16         | 87.00    |
| Totals                          |             | 16         | 265        | \$295.50 |

HNPL was the place to be during December. In addition to our regular programs, we had a wildly successful Holiday Marketplace/Santa House. Santa saw more children this year than ever before. Christmas at the Library provided some fun Christmas ornaments to make and live entertainment. The children's department hosted a Christmas Tea that included hat making, reader's theater and ornaments, as well as delightful refreshments.



Sheri Wallace  
Children's Department



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

## **Monthly Maintenance Report**

**DECEMBER 2012**

**Purchased and installed larger and thicker outside mat for front entrance in Atlanta. Replaced mat was damaged and too small for top step of entrance.**

**Since heating season began, HVAC system has required manual resets and several adjustments to get some areas to a comfortable level. However, by monitoring and several adjustments to the VAV controls, the system is now functioning in a normal manner.**

**Repairing several significant and unsightly cracks in various overhead areas in the headers and arches. The cracks, which appear to be from settling, are being re-plastered and repainted.**

**Front entry doors were not closing properly and were difficult to lock. Wood has been trimmed from the edge of one door and the threshold area adjusted and cleaned. However, the strikes, which are in the threshold, need to be removed, cleaned and reattached to complete the repairs. This work and refinishing the bare wood on the doors will not be completed until weather permits.**

**Looking forward:**

**Developing plan and material needs to install additional security cameras inside and on pavilion.**

**Jim Roy**



## PROPOSED RENOVATIONS

**HamiltonNorth** HAMILTON NORTH PUBLIC LIBRARY

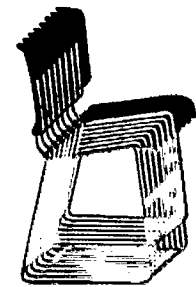
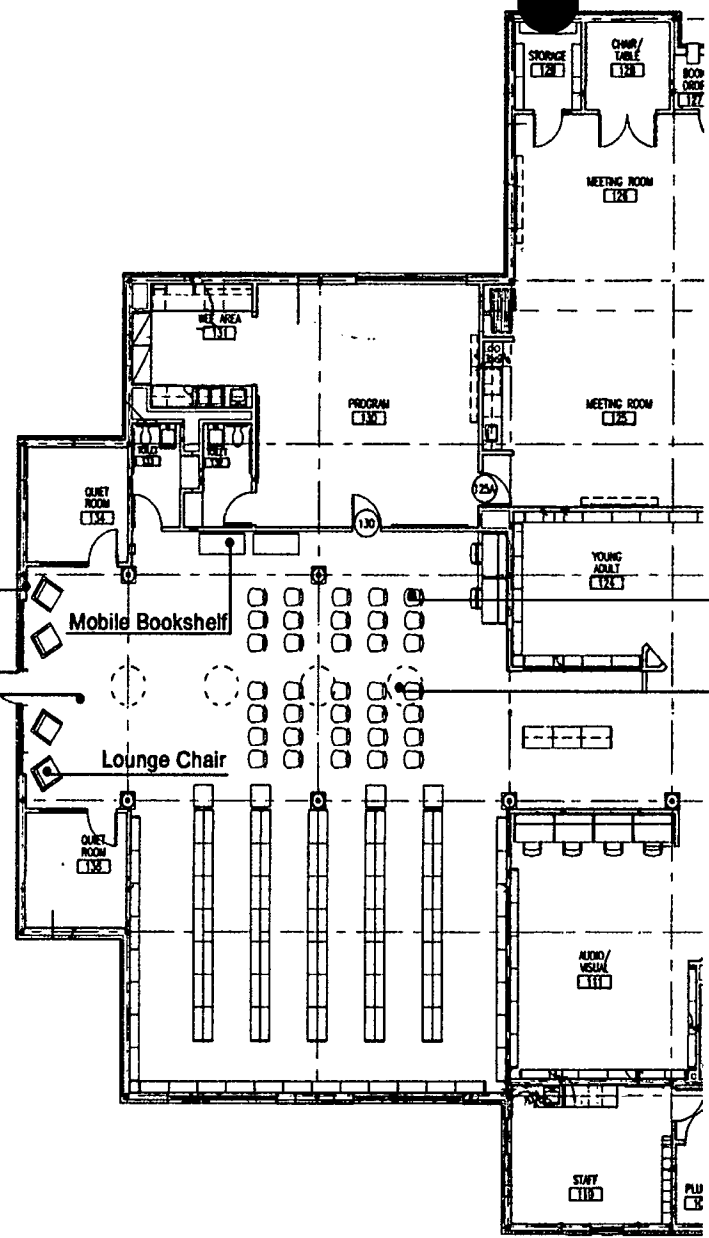
CICERO, IN  
JANUARY 13, 2013





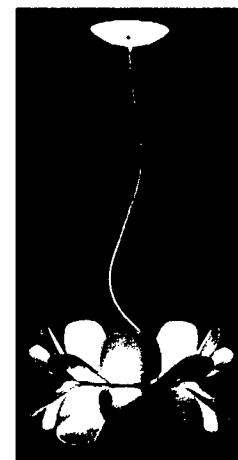
Digital Vinyl Wallcovering

New Carpet Tiles



Steelcase Max-Stacker

Inflore Pendant Light



Accent Color

Accent Color

Ceiling Color

Base Color

# PROPOSED RENOVATIONS

HamiltonNorth HAMILTON NORTH PUBLIC LIBRARY

CICERO, IN  
JANUARY 13, 2013



Exhibit #5

**Resolution to Reduce 2012 LIRF & Rainy Day Funds  
Hamilton North Public Library**

Whereas, it has been shown that certain existing appropriations now have unobligated balances which have not been spent for the purposes for which appropriated,

Therefore let it be resolved that the following existing appropriations be reduced in the following amounts:

|                                  | <u>Amount<br/>Originally<br/>Appropriated</u> | <u>Amount to be<br/>Reduced</u> |
|----------------------------------|---|---------------------------------|
| Library Improvement Reserve Fund | \$30,000                                      | \$18,486                        |
| Rainy Day Fund                   | \$50,000                                      | \$38,517                        |
| <b>TOTAL</b>                     | <b>\$80,000</b>                               | <b>\$57,003</b>                 |

*This resolution supersedes the previous resolution "Resolution to Reduce 2012 LIRF & Rainy Day Funds", dated December 20, 2012.*

Adopted this 17<sup>TH</sup> day of January 2013.

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*Emily Hoelt*

*William Martin*

*Michael E. Jenkins*

*Laura G. Giddens*

*ALB*

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ATTEST:

*Michael E. Jenkins*

Secretary, Library Board

**Hamilton North Public Library  
Resolution to Transfer Funds Between Major Categories Within the  
Library Operating & Rainy Day Budget**

Whereas, it has been shown that certain existing appropriations in the Library Operating Fund now need to be transferred from one category to another, we the library board of Hamilton North Public Library do resolve that the following transfers be made within the Library Operating Fund:

**OPERATING FUND**

|   |                   |
|---|-------------------|
| <b>Transfer from Other Services &amp; Charges</b> |                   |
| Professional Services                             | (\$2,061)         |
| Repairs & Maintenance                             | (\$10,278)        |
| Ebook Services & Non-Print Databases              | (\$1,321)         |
| <b>TOTAL TRANSFERS FROM</b>                       | <b>(\$13,660)</b> |
| <b>Transfer to Supplies</b>                       |                   |
| Office Supplies                                   | \$217             |
| Operating Supplies                                | \$363             |
| Library Supplies                                  | \$58              |
| <b>Transfer to Other Services &amp; Charges</b>   |                   |
| Communication & Transportation                    | \$434             |
| Insurance   | \$755             |
| Utilities - Water                                 | \$33              |
| Utilities - Waste Disposal                        | \$201             |
| Dues & Membership                                 | \$210             |
| Taxes & Assessments                               | \$73              |
| Other Fees  | \$5               |
| Transfer to LIRF                                  | \$9,990           |
| <b>Transfer to Capital Outlays</b>                |                   |
| Furniture & Equipment                             | \$174             |
| Books - Adult                                     | \$76              |
| Books - Reference                                 | \$36              |
| Newspapers & Periodicals                          | \$54              |
| Non Print Video & DVD                             | \$589             |
| Non Print - Music                                 | \$392             |
| <b>TOTAL TRANSFERS TO</b>                         | <b>\$13,660</b>   |
| <b>NET CHANGE TO OPERATING BUDGET</b>             | <b>\$0</b>        |

**RAINY DAY FUND**

|   |                |
|---|----------------|
| <b>Transfer from Other Services &amp; Charges</b> |                |
| Repairs & Maintenance                             | (\$640)        |
| <b>TOTAL TRANSFERS FROM</b>                       | <b>(\$640)</b> |
| <b>Transfer to Capital Outlays</b>                |                |
| Furniture & Equipment                             | \$640          |
| <b>TOTAL TRANSFERS TO</b>                         | <b>\$640</b>   |
| <b>NET CHANGE TO RAINY DAY BUDGET</b>             | <b>\$0</b>     |

Adopted this 17<sup>th</sup> day of January, 2013.

~~AYE~~  
SLB  
Laura Lollida  
Michael E. Johnson  
Mimi M...  
Emily Hall

NAY

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Attest:  
Michael E. Johnson  
Board Secretary



Exhibit 8

### Resolution to Reduce 2012 Operating Fund Hamilton North Public Library

Whereas, it has been shown that certain existing appropriations now have unobligated balances which have not been spent for the purposes for which appropriated,

Therefore let it be resolved that the following existing appropriations be reduced by the following amount:

|                       | <u>Amount<br/>Originally<br/>Appropriated</u> | <u>Amount to be<br/>Reduced</u> |
|-----------------------|---|---------------------------------|
| <b>Operating Fund</b> | \$469,880                                     | \$16,795                        |

Adopted this 17th day of January 2013.

NAY

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AYE

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 Laura Bellida  
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 Emily Holt  
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 Michael E. Jenkins  
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ATTEST:

Michael E. Jenkins  
 Secretary, Library Board

Hamilton North Public Library  
Board of Trustees  
Board of Finance Meeting  
Cicero Building  
January 17, 2013 (following the regular session meeting)

- I. Call to Order
- II. Elect Officers
- III. Review the Written Report of the Library's Investments during 2012
- IV. Review the Library's Investment Policy
- V. Adopt a Resolution to Designate Financial Institutions Approved for HNPL Deposits
- VI. Adjourn