

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

- I. Regular Session
- II. Review Agenda
- III. Minutes
  - A. January 17, 2013
    - 1. Regular Meeting
    - 2. Board of Finance Meeting
- IV. Financial Report
- V. Department Reports
  - A. Director – Samuel Mitchel
  - B. Circulation – Luciane Snellenberger
  - C. Atlanta – Mary Palmiero
  - D. Adult – Emily Crickmore
  - E. Young Adult – Emily Crickmore
  - F. Children – Sheri Wallace
  - G. Maintenance – Jim Roy
- VI. Old Business
  - A. Arcadia WIFI: on the Arcadia Town Board Agenda March 4<sup>th</sup> (7:00 PM)
  - B. Cicero
    - 1. Area Renovation
- VII. New Business
  - A. Clothes Donation Bin: Special Olympics has asked to have a 5x5 ft. bin set in back of library for donations.
  - B. Discuss Days/Hours Library is Open
    - i. Current Schedule
      - a. Cicero: Mon-Thurs. (10-8), Fri-Sat. (10-5)
      - b. Atlanta: Mon., Tues., Thurs. (3-7), Wed (10-7)
  - C. Resolution to Temporarily Transfer Funds to the Operating Fund
- VIII. Looking Ahead
  - A. March 21<sup>st</sup> Board Meeting in Cicero
- IX. Meeting Adjournment

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

**I. Regular Session of the HNPL Board Meeting** was called to order by President Emily Holt at 6:42 p.m.

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

**II. Review of the Agenda (Exhibit # 1, page 1)** by President Emily Holt with changes of two dates: 2011 to 2012 in VII, B., and C.

**III. Minutes. (Exhibit # 2, pages 1-5.)**

1. Discussion: Change Department Reports, Section V., A., areas #3 and #4 in each line one to read "November" instead of "October".
2. Motion:
  - i. Motion to approve the amended December 20, 2012 minutes was made by Sharon Bislich.
  - ii. Second to said motion was made by Melissa Martin.
  - iii. Motion carried by a vote of 5/0.

**IV. December Financial Report (Exhibit # 3, pages 1-27.)**

A. Discussion: December financial report summary in Handout #1, pages 1-3, given by HNPL Bookkeeper, Amy Wolfe. Run rate is at 100%, with the percentage of budget used at 96.4%. December expenditures were \$ 45,954. Bank balances totals were \$502,090.16. Deposits for December were: COIT at \$ 17,092. (This is \$1,094 less per month than for 2011 or \$13,128 less in the annual amount.) The Operating Fund transferred \$10,000 to LIRF. Total annual interest in 2012 was \$1,346.81.

B. Motion:

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

**V. Department Reports**

1. Department Reports for December, 2012. (Exhibit # 4, pages 1-9)
  - a. Director-Samuel Mitchel, page 1. (See report on file)
    - 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. Discussing with staff the idea of incorporating all holiday events (e.g. Santa @ the Library and Christmas @ the Library) into this one day.

a. Discussion: the board suggested that this not happen as all events are well attended.

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 with drawing 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 to a new year.

b. Circulation: Luciane Snellenberger, pages 2-3. (See report on file) The circulation stats for December were 7857 compared to 8735 for December of last year and a three year average of 7902 for the month of December. Atlanta had 664 circulations and Cicero had 7193. Sent out 794 holds (188 from Atlanta and 606 from Cicero) and received 786 holds from other libraries (224 for Atlanta, and 562 for Cicero). In-House use for Cicero was 135 and for Atlanta, 2 for a total of 137. Subscription Databases Usage: Tumblebooks, 146; and Overdrive, 236. Now we can also track website views. In December 2012 we had 3,183 page loads.

c. Atlanta – Mary Palmiero, page 4. (See report on file) December Statistics: Programs, 8; Attendance, 73; Costs-\$0.0; Cost per person: \$0.0. December hours were rather limited with the library closed three days for the holidays, one day due to snow, early closings for the staff dinner and Christmas at Cicero Library accounted for two more half days. On our open days the staff and patrons helped decorate the library for Christmas while listening to Christmas music creating a cozy and festive atmosphere.

d. Adult—Emily Crickmore, pages 5-6. The weather negatively affected attendance, particularly at the end of the month. The Holiday Makeup Trends program had many inquires but had small attendance although the program was enjoyed enough to schedule in the spring. Deanna's painting class was a hit, and we'll be scheduling them monthly throughout 2013. The Hedgehog Music Showcase band played at Christmas @ the Library as well as the dance group. No word from Evanced about migrating our current event management system to the Sign Up test module. The computer tutorials are still holding strong with regular

attendees. People have also been assisted regarding e-Reader. *Coming up:* Crochet with Aloha returns; card making with Annette Harling; and canvas painting with Deanna Leonard.

e. Young Adult – Emily Crickmore, page 7. (See report on file.) December Programs, 6; Attendance, 15; Library costs \$0.0; Attendee per person costs-\$0.0. 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 working with the art classes, and the kids are excited for the return of acting class. Looking forward to 2013 and the opportunity to reach new teens. Coming up: Pitch Perfect, acting class resumes

f. Children – Sheri Wallace, page 8. (See report on file.) December Programs, 16; Attendance, 265; Library costs-\$295.50; Attendee per person costs-\$1.11. We had a very successful Holiday Marketplace/Santa House with Santa seeing more children than ever before. Christmas at the Library provided some fun Christmas ornaments to make as well as live entertainment. The children's department hosted a Christmas Tea that included hat making, reader's theater and ornaments, as well as refreshments.

g. Maintenance, Jim Roy, page 9. (See report on file.) Installed larger and thicker outside mat for front entrance in Atlanta. Since the beginning of heating season HVAC system has required manual resets and several adjustments to get some areas to a comfortable level. The system is now functioning in a normal manner. Repairing several significant and unsightly cracks in various overhead areas in the headers and arches by re-plastering and repainting. 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.

## **VI. Old Business**

- A. Resolution to Reduce 2012 LIRF and Rainy Day Funds. (Exhibit # 5)
  - 1. Discussion: Some additional bills came in December after the Board approved the December Resolution causing a need to adjust the numbers to properly close out 2012.
  - 2. Motion
    - i. Motion to adopt the latest Resolution to Reduce 2012 LIRF & Rainy Day Funds was made by Sharon Bislich.
    - ii. Second to said motion made by Laura Holliday.
    - iii. Motion carried by a vote of 5/0.
- B. Board By-laws 3<sup>rd</sup> Review and Approval. (Exhibit # 6 )
  - 1. Discussion: The only change was related to complying with IC 36-12-2-20 requiring removal of Board members after six (6) consecutive missed monthly meetings.
  - 2. Motion.

- i. Motion to approve above stated additions to HNPL By-Laws made by Melissa Martin.
- ii. Second to said motion made by Mike Jenkins
- iii. Motion carried by a vote of 5/0.

C. Arcadia WIFI

- 1. Discussion: Possible solutions to a location for WIFI location in Arcadia included discussion with:
  - a. Arcadia Christian Church would request a written proposal forwarded to their Office manager, Terri Curnutt, to be forwarded to their leadership for consideration.
  - b. City of Arcadia, through contact with Town board member Bill Cook who will research possible locations in Arcadia. Director Mitchel will follow through on this contact.
  - c. Hamilton Heights Schools has WIFI but does not have available access time frames for the public related to the time frames what would be suitable for HNPL vision for the public.
  - d. There may be other private business location options but more research is needed.

D. Cicero

- 1. Surveillance Security has 5 channels in place.
- 2. Area Renovation. Proposed renovation schematics and pictures (H.O. #2 from Odle, McGuire and Shook) were presented by Director Mitchel, showing configurations and color schemes. Wall coverings, carpet, paint color, lighting and seating are our selected areas of focus. The Board will target specific areas to begin the process which include the computer room walls, center counsel, door and window dressings. We will present our budget limits to Patti Host for a reply as to what can be done with a budget of \$35,000. The board also requested that a quote for Carpeting and Wallpaper for the front meeting room be obtained from Host for further renovation / clean-up of this area.
  - a. Motion:
    - i. Motion by Sharon Bislich to have Patti Host move forward with computer room design with timing update for an action plan at the February meeting, with a spending limit of \$35,000 for this computer room project.
    - ii. Second to said motion made by Melissa Martin.
    - iii. Motion carried by a vote of 5/0.

VII. New Business

A. Library Attorney Retainer/Contract.

- 1. Discussion: It was concluded that HNPL Director, Sam Mitchel should sign a retainer on behalf of HNPL with Holt, Flick and Romine at 2012 rates.
- 2. Motion.
  - i. Motion to authorize HNPL Director, Sam Mitchel sign a retainer with Holt, Flick and Romine at 2012 rates was made by Sharon Bislich
  - ii. Second to said motion made by Laura Holliday.
  - iii. Motion carried by a vote of 5/0.

**B. Resolution to Transfer Funds Between Major Categories Within the 2012 Library Operating Budget. (Exhibit # 7)**

**1.Motion.**

- i. Motion for the Resolution to Transfer Funds Between Major Categories Within the 2012 Library Operating Budget was made by Laura Holliday.
- ii. Second to said motion made by Sharon Bislich.
- iii.Motion carried by a vote of 5/0.

**C. Resolution to Reduce 2012 Operating Fund. (Exhibit # 8)**

**1.Motion.**

- i. Motion for the Resolution to Reduce 2012 Operating Fund was made by Sharon Bislich.
- ii. Second to said motion made by Laura Holliday.
- iii.Motion carried by a vote of 5/0.

**VII. Looking Ahead.**

- A. February 21<sup>st</sup> Board Meeting in Cicero
- B. Board of Finance Meeting after regular meeting

**VIII. Meeting adjourned by President Emily Holt at 8:07 p.m.**

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 by President Emily Holt at 8:07 p.m.
- II. Members present: Laura Holliday, Mike Jenkins, Sharon Bislich, Melissa Martin, and Emily Holt  
Members absent: Emily Beechler and Stephen Griffith.  
Others present: HNPL Director, Sam Mitchel and HNPL Bookkeeper Amy Wolfe.
- III. Elect Officers to HNPL Board of Finance.
  - A. Discussion: Discussion led to the recommendation of retaining last year's officers of Emily Holt as President, Laura Holliday as Treasurer and Mike Jenkins as Secretary.
  - B. Motion.
    - i. Motion to approve officers Emily Holt as President, Laura Holliday as Treasurer and Mike Jenkins as Secretary was made by Sharon Bislich.
    - ii. Second to said motion was made by Melissa Martin.
    - iii. Motion carried by a vote of 5/0.
- IV. Review the Written Report of the Library's Investments during 2012 (Handout # 1, page 3)
  - A. Discussion: The Board reviewed written report.
- V. Review the Library's Investment Policy (Handout # 2)
  - A. Discussion: After review no changes were suggested.
- VI. Adopt a Resolution to Designate Financial Institutions Approved for HNPL Deposits. (Exhibit # 9)
  - A. Discussion: The financial institutions in which HNPL have deposits are Community Bank, located in Cicero, Indiana; Key Bank located in Cicero, Indiana; and First Farmers Bank and Trust, located in Sheridan, Indiana.
  - B. Motion.
    - i. Motion to Adopt a Resolution to Designate Community Bank, located in Cicero, Indiana; Key Bank located in Cicero, Indiana; and First Farmers Bank and Trust, located in Sheridan, Indiana as financial institutions for HNPL Deposits was made by Sharon Bislich.
    - ii. Second to said motion made by Melissa Martin.
    - iii. Motion carried by a vote of 5/0.
- VII. Meeting adjourned by President Emily Holt at 8:20 p.m.

Minutes respectfully prepared by HNPL Board Secretary, Mike Jenkins.

# Hamilton North

## **January 2013 Financial Report** ***For February 21, 2013 Board Meeting***

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### **Board of Trustees**

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

### **Director (Non-Voting)**

Samuel Mitchel



2/15/2013 12:01:15 PM

Period Beginning Date:

1/1/2013

## Financial Report by Fund

Hamilton North Public Library

Period Ending Date:

1/31/2013

Fund Number and Description	Year Beginning Balance	Month Beginning Balance	Receipts This Month	Receipts Year to Date	Disbursements This Month	Disbursements Year to Date	Ending Balance	Invested	Available Balance
100 Operating Fund	58,519.49	58,519.49	21,988.38	21,988.38	49,238.44	49,238.44	31,269.43	0.00	31,269.43
110 Library Improvement Reserve Fund	39,141.61	39,141.61	0.00	0.00	217.78	217.78	38,923.83	0.00	38,923.83
130 PLAC Card Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
140 State Technology Fund Grant Fund	5,677.50	5,677.50	0.00	0.00	762.50	762.50	4,915.00	0.00	4,915.00
160 Rainy Day Fund	306,977.31	306,977.31	0.00	0.00	342.28	342.28	306,635.03	0.00	306,635.03
180 Levy Excess Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
190 Lease Rental Fund	89,913.11	89,913.11	34,000.00	34,000.00	0.00	0.00	123,913.11	0.00	123,913.11
200 Payroll Fund	0.00	0.00	5,096.85	5,096.85	5,298.40	5,298.40	-201.55	0.00	-201.55
300 Gift Fund	1,772.79	1,772.79	114.18	114.18	113.35	113.35	1,773.62	0.00	1,773.62
400 Petty Cash Fund	25.00	25.00	0.00	0.00	0.00	0.00	25.00	0.00	25.00
410 Cash Change Fund	43.50	43.50	0.00	0.00	0.00	0.00	43.50	0.00	43.50
420 Copier Coin Box Fund	19.85	19.85	0.00	0.00	0.00	0.00	19.85	0.00	19.85
700 Evergreen Indiana Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total of All Accounts</b>	<b>502,090.16</b>	<b>502,090.16</b>	<b>61,199.41</b>	<b>61,199.41</b>	<b>55,972.75</b>	<b>55,972.75</b>	<b>507,316.82</b>	<b>0.00</b>	<b>507,316.82</b>

**Bank Register**

Hamilton North Public Library

Period Beginning Date:

1/1/2013

Date of Report

#####

Period Ending Date:

1/31/2013

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>	
	\$119,838.49	\$119,838.49	\$56,043.57	\$50,875.90	\$0.00	\$125,006.16
<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>	
	\$149,960.24	\$149,960.24	\$38.21	\$0.00	\$0.00	\$149,998.45
<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>	
	\$80,508.18	\$80,508.16	\$0.00	\$0.00	\$0.00	\$80,508.16
<b>8 First Farmers Bank &amp; Trust</b>						
		<b>Account Number</b>			<b>Money Market</b>	
	\$151,694.92	\$151,694.92	\$20.78	\$0.00	\$0.00	\$151,715.70
<b>Grand Total:</b>	<b>\$502,090.16</b>	<b>\$502,090.16</b>	<b>\$56,102.56</b>	<b>\$50,875.90</b>	<b>\$0.00</b>	<b>\$507,316.82</b>

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

Period Beginning Date  
1/1/2013

Period Ending Date  
1/31/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
<b>Personal Services</b>					
Salary of Director	53,000	6,361	6,361	46,639	12.0%
Salary of Assistants	177,000	20,732	20,732	156,268	11.7%
Wages of Janitor	27,000	3,131	3,131	23,869	11.6%
Treasurer	500	-	-	500	0.0%
Employee Benefits	28,014	2,989	2,989	25,025	10.7%
Subtotal	285,514	33,213	33,213	252,301	11.6%
<b>Supplies</b>					
Office Supplies	3,000	353	353	2,647	11.8%
Operating Supplies	6,000	294	294	5,706	4.9%
Library Supplies	2,000	113	113	1,887	5.6%
Cicero Children's Programming	1,000	144	144	856	14.4%
Cicero YA Programming	1,000	50	50	950	5.0%
Cicero Adult Programming	1,000	150	150	850	15.0%
Atlanta Programming	250	-	-	250	0.0%
Programming - Summer Reading	915	-	-	915	0.0%
Subtotal	15,165	1,104	1,104	14,061	7.3%
<b>Other Services and Charges</b>					
Professional Services	15,500	3,500	3,500	12,000	22.6%
Communication & Transportation	10,500	491	491	10,009	4.7%
Advertising & Public Notice	1,000	5	5	995	0.5%
Printing	250	-	-	250	0.0%
Insurance	9,500	-	-	9,500	0.0%
Utilities-Gas	9,000	948	948	8,052	10.5%
Utilities-Electricity	25,000	1,553	1,553	23,447	6.2%
Utilities-Water	2,500	213	213	2,287	8.5%
Utilities-Waste Disposal	1,200	111	111	1,089	9.2%
Subtotal-Utilities	37,700	2,825	2,825	34,875	7.5%
Repairs & Maintenance	20,800	380	380	20,420	1.8%
Rentals	75	-	-	75	0.0%
Dues & Membership	400	100	100	300	25.0%
Taxes & Assessments	200	-	-	200	0.0%
Other Fees	100	-	-	100	0.0%
Ebook Services & Non-Print Databases	7,200	399	399	6,801	5.5%
Transfer to LIRF	10	-	-	10	0.0%
Subtotal	103,235	7,701	7,701	95,534	7.5%
<b>Capital Outlays</b>					
Furniture & Equipment	2,000	-	-	2,000	0.0%
Books - Adult	16,500	1,553	1,553	14,947	9.4%
Books - Young Adult	4,000	1,094	1,094	2,906	27.3%
Books - Children's	12,500	2,247	2,247	10,253	18.0%
Books - Reference	1,000	166	166	834	16.6%
Newspapers & Periodicals	4,600	431	431	4,169	9.4%
Non-Print Video & DVD	6,500	608	608	5,892	9.3%
Non-Print Audio	2,000	783	783	1,217	39.1%
Non-Print Music	1,000	39	39	961	3.9%
Non-Print Art Prints & Posters	100	-	-	100	0.0%
Non-Print Games	500	-	-	500	0.0%
Subtotal	50,700	6,921	6,921	43,779	13.7%
<b>FUND TOTAL</b>	<b>454,614</b>	<b>48,939</b>	<b>48,939</b>	<b>405,675</b>	<b>10.8%</b>

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

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

**Period Ending Date**  
1/31/2013

<b>Account Description</b>	<b>Annual Appropriation</b>	<b>Month Disbursements</b>	<b>YTD Disbursements</b>	<b>Balance</b>	<b>Percent Used</b>
<b><u>Other Services and Charges</u></b>					
Communication & Transportation	9,600	421	421	9,179	4.4%
Utilities-Gas	7,500	635	635	6,865	8.5%
Utilities-Electricity	23,000	1,463	1,463	21,537	6.4%
Utilities-Water	1,750	131	131	1,619	7.5%
Utilities-Waste Disposal	1,200	111	111	1,089	9.2%
Repairs & Maintenance	18,800	310	310	18,490	1.6%
Subtotal	61,850	3,071	3,071	58,779	5.0%
<b><u>Capital Outlays</u></b>					
Furniture & Equipment	1,900	-	-	1,900	0.0%
Books - Adult	14,000	1,368	1,368	12,632	9.8%
Books - Young Adult	3,000	400	400	2,600	13.3%
Books - Children's	11,000	1,286	1,286	9,714	11.7%
Subtotal	29,900	3,054	3,054	26,846	10.2%
<b>TOTAL CICERO</b>	<b>91,750</b>	<b>6,125</b>	<b>6,125</b>	<b>85,625</b>	<b>6.7%</b>

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

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

**Period Ending Date**  
1/31/2013

<b>Account Description</b>	<b>Annual Appropriation</b>	<b>Month Disbursements</b>	<b>YTD Disbursements</b>	<b>Balance</b>	<b>Percent Used</b>
<b><u>Other Services and Charges</u></b>					
Communication & Transportation	900	70	70	830	7.8%
Utilities-Gas	1,500	313	313	1,187	20.9%
Utilities-Electricity	2,000	91	91	1,909	4.5%
Utilities-Water	750	82	82	668	10.9%
Repairs & Maintenance	2,000	70	70	1,930	3.5%
Subtotal	7,150	626	626	6,524	8.7%
<b><u>Capital Outlays</u></b>					
Furniture & Equipment	100	-	-	100	0.0%
Books - Adult	2,500	185	185	2,315	7.4%
Books - Young Adult	1,000	694	694	306	69.4%
Books - Children's	1,500	961	961	539	64.1%
Subtotal	5,100	1,840	1,840	3,260	36.1%
<b>TOTAL ATLANTA</b>	<b>12,250</b>	<b>2,466</b>	<b>2,466</b>	<b>9,784</b>	<b>20.1%</b>

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

Period Beginning Date  
1/1/2013

Period Ending Date  
1/31/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
<b>Library Improvement Reserve Fund (LIRF)</b>					
<b>Other Services and Charges</b>					
Repairs & Maintenance	15,000	218	218	14,782	1.5%
<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>218</b>	<b>218</b>	<b>29,782</b>	<b>0.7%</b>
<b>Rainy Day Fund</b>					
<b>Other Services and Charges</b>					
Repairs & Maintenance	40,000	-	-	40,000	0.0%
<b>Capital Outlays</b>					
Furniture & Equipment	10,000	342	342	9,658	3.4%
<b>FUND TOTAL</b>	<b>50,000</b>	<b>342</b>	<b>342</b>	<b>49,658</b>	<b>0.7%</b>
<b>Lease Rental Fund</b>					
<b>Other Services and Charges</b>					
Lease Rental	295,000	-	-	295,000	0.0%
<b>FUND TOTAL</b>	<b>295,000</b>	<b>-</b>	<b>-</b>	<b>295,000</b>	<b>0.0%</b>
<b>Operating Fund</b>					
Personal Services	285,514	33,213	33,213	252,301	11.6%
Supplies	15,165	1,104	1,104	14,061	7.3%
Other Services and Charges	103,235	7,701	7,701	95,534	7.5%
Capital Outlays	50,700	6,921	6,921	43,779	13.7%
<b>FUND TOTAL</b>	<b>454,614</b>	<b>48,939</b>	<b>48,939</b>	<b>405,675</b>	<b>10.8%</b>
<b>GRAND TOTAL</b>	<b>829,614</b>	<b>49,499</b>	<b>49,499</b>	<b>780,115</b>	<b>6.0%</b>

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**Deposit Register Summary****Hamilton North Public Library****From: 1/1/2013 To: 1/31/2013****For Bank Number: 1 Community Bank**

<b>Fund</b>	<b>Account Number and Description</b>	<b>Month to date Deposits</b>	<b>Year to date Deposits</b>
100	100.10.00.30 Fines and Fees	\$643.35	\$643.35
	100.10.00.31 Fax	\$115.05	\$115.05
	100.10.00.32 Copies	\$143.36	\$143.36
	100.10.00.34 Meeting Room Fees	\$125.00	\$125.00
	100.10.00.38 Room Deposit	\$150.00	\$150.00
	100.10.00.39 Key Deposit	\$20.00	\$20.00
	100.10.00.40 COIT	\$20,465.07	\$20,465.07
	100.10.00.46 Friends Bookstore	\$189.20	\$189.20
	100.10.00.47 Earbud Purchases	\$3.00	\$3.00
	100.10.00.50 Non Resident Cards	\$50.00	\$50.00
	100.10.00.60 Interest - Operating	\$17.36	\$17.36
	100.10.00.80 Refunds	\$8.00	\$8.00
	<b>Fund Total</b>	<b>\$21,929.39</b>	<b>\$21,929.39</b>
190	190.10.03.10 Lease Rental	\$34,000.00	\$34,000.00
	<b>Fund Total</b>	<b>\$34,000.00</b>	<b>\$34,000.00</b>
300	300.10.02.06 Gift Fund - Programming	\$68.09	\$68.09
	300.10.02.10 Gift Fund - Amazon Sales	\$46.09	\$46.09
	<b>Fund Total</b>	<b>\$114.18</b>	<b>\$114.18</b>

**For Bank Number: 5 Community Bank**

<b>Fund</b>	<b>Account Number and Description</b>	<b>Month to date Deposits</b>	<b>Year to date Deposits</b>
100	100.10.00.61 Interest - MM Fund (Operating)	\$38.21	\$38.21
	<b>Fund Total</b>	<b>\$38.21</b>	<b>\$38.21</b>

**For Bank Number: 8 First Farmers Bank & Trust**

<b>Fund</b>	<b>Account Number and Description</b>	<b>Month to date Deposits</b>	<b>Year to date Deposits</b>
100	100.10.00.61 Interest - MM Fund (Operating)	\$20.78	\$20.78
	<b>Fund Total</b>	<b>\$20.78</b>	<b>\$20.78</b>

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# Deposit Register Summary

Hamilton North Public Library

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

Total of all Funds:

\$56,102.56

\$56,102.56



Friday, February 15, 2013

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

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

Date	Account	Office/Dept/Fund					
<b>Fund 100</b>							
100.10.00.38	Room Deposit	Name of Claimant	PO	Claim #	Amount	Check#	Notes
1/14/2013	Erica Woodruff	Erica Woodruff		7734	\$50.00	13221	Room Deposit Refund
1/28/2013	Janet Brunner	Janet Brunner		7756	\$50.00	13222	Room Deposit Refund
<b>Total:</b>					<b>\$100.00</b>		
100.10.00.39	Key Deposit	Name of Claimant	PO	Claim #	Amount	Check#	Notes
1/14/2013	Erica Woodruff	Erica Woodruff		7734	\$10.00	13221	Key Deposit Refund
<b>Total:</b>					<b>\$10.00</b>		
100.10.00.46	Friends Bookstore	Name of Claimant	PO	Claim #	Amount	Check#	Notes
1/31/2013	HNPL Friends	HNPL Friends		7814	\$189.20	13260	Jan 2013 Bookstore Proceeds
<b>Total:</b>					<b>\$189.20</b>		
100.10.01.11	Salary of Director	Name of Claimant	PO	Claim #	Amount	Check#	Notes
1/2/2013				7663	\$2,039.42	DD20811	
1/15/2013				7711	\$2,039.42	DD150811	
1/29/2013				7740	\$2,281.73	DD290811	
<b>Total:</b>					<b>\$6,360.57</b>		
100.10.01.12	Salary of Assistants		PO	Claim #	Amount	Check#	Notes
1/2/2013				7658	\$49.98	DD21011	
1/2/2013				7659	\$683.64	DD20881	
1/2/2013				7660	\$630.00	DD20101	
1/2/2013				7661	\$481.72	DD21001	
1/2/2013				7662	\$133.70	DD20991	
1/2/2013				7664	\$291.97	DD21021	
1/2/2013				7665	\$848.86	DD20191	
1/2/2013				7666	\$188.67	DD20701	
1/2/2013				7668	\$226.74	DD21031	
1/2/2013				7669	\$227.41	DD20691	
1/2/2013				7670	\$61.48	DD20931	

Friday, February 15, 2013

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

209 W Brinton  
Cicero, IN 46034

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

Date	Account	Office/Dept/Fund
1/2/2013	7671	\$1,109.93 DD20231
1/2/2013	7673	\$601.34 DD2391
1/2/2013	7674	\$1,053.29 DD20741
1/2/2013	7675	\$414.41 DD20111
1/15/2013	7706	\$36.65 DD151011
1/15/2013	7707	\$689.50 DD150831
1/15/2013	7708	\$630.00 DD150101
1/15/2013	7709	\$547.95 DD151001
1/15/2013	7710	\$67.22 DD150991
1/15/2013	7712	\$371.68 DD151021
1/15/2013	7713	\$617.40 DD150191
1/15/2013	7714	\$97.11 DD150701
1/15/2013	7716	\$190.09 DD151031
1/15/2013	7717	\$1,045.54 DD150741
1/15/2013	7718	\$105.62 DD150691
1/15/2013	7719	\$78.30 DD150931
1/15/2013	7720	\$1,079.45 DD150281
1/15/2013	7722	\$702.70 DD15391
1/15/2013	7723	\$431.39 DD150111
1/29/2013	7735	\$129.28 DD291011
1/29/2013	7736	\$681.05 DD290881
1/29/2013	7737	\$630.00 DD290101
1/29/2013	7738	\$542.87 DD291001
1/29/2013	7739	\$142.19 DD290991
1/29/2013	7741	\$364.44 DD291021
1/29/2013	7742	\$607.07 DD290191
1/29/2013	7743	\$266.49 DD290701
1/29/2013	7745	\$217.00 DD291031
1/29/2013	7746	\$1,044.89 DD290741
1/29/2013	7747	\$63.14 DD290691
1/29/2013	7748	\$38.32 DD290931
1/29/2013	7749	\$959.36 DD290281
1/29/2013	7751	\$629.59 DD29391
1/29/2013	7752	\$455.07 DD290111
Total:		\$20,464.50

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

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

Date	Account	Office/Dept/Fund
100.10.01.14	Wages of Janitor	
1/2/2013		
1/2/2013		
1/15/2013		
1/15/2013		
1/29/2013		
1/29/2013		

Claim #	Amount	Check#	Notes
7667	\$646.82	DD20901	
7672	\$475.40	DD20571	
7715	\$541.95	DD150901	
7721	\$454.59	DD150571	
7744	\$578.05	DD290901	
7750	\$434.22	DD290571	
<b>Total:</b>	<b>\$3,131.03</b>		

Date	Account	Office/Dept/Fund
100.10.01.15	Pages	
1/2/2013		
1/15/2013		
1/29/2013		

PO	Claim #	Amount	Check#	Notes
	7658	\$74.88	DD21011	
	7706	\$84.55	DD151011	
	7735	\$108.56	DD291011	
<b>Total:</b>		<b>\$267.99</b>		

Date	Account	Name of Claimant	PO	Claim #	Amount	Check#	Notes
1/31/2013	Hartford Life & Annuity Insurance Company	Hartford Life & Annuity Insurance Company		7705	\$233.13	1/2 457 Plan	
1/31/2013	Hartford Life & Annuity Insurance Company	Hartford Life & Annuity Insurance Company		7724	\$225.03	1/15 457 Plan	
1/31/2013	Hartford Life & Annuity Insurance Company	Hartford Life & Annuity Insurance Company		7753	\$219.85	1/29 457 Plan	
1/31/2013	Community Bank	Community Bank		7754	\$2,277.36	13 Withholdings	
1/1/2013	Community Bank	Community Bank		7815	\$11.10	7/6 DD Fee	
1/31/2013	Community Bank	Community Bank		7816	\$11.30	1/7 DD Fee	Direct Deposit Fee
1/31/2013	Community Bank	Community Bank		7817	\$11.30	1/18 DD Fee	Direct Deposit Fee
<b>Total:</b>					<b>\$2,989.07</b>		

Date	Account	Name of Claimant	PO	Claim #	Amount	Check#	Notes
1/14/2013	Amy Wolfe	Amy Wolfe		7725	\$7.91	13212	Break Room Calendar
1/14/2013	Amy Wolfe	Amy Wolfe		7725	\$19.99	13212	W2 Forms for Employees
1/28/2013	Quill Corporation	Quill Corporation		7769	\$160.04	13235	Ink Jet Cartridges
1/28/2013	Quill Corporation	Quill Corporation		7769	\$2.51	13235	Krazy Glue
1/28/2013	Quill Corporation	Quill Corporation		7769	\$23.39	13235	Bubble Wrap
1/28/2013	Quill Corporation	Quill Corporation		7769	\$11.68	13235	Scissors
1/28/2013	Quill Corporation	Quill Corporation		7769	\$18.87	13235	Binders
1/28/2013	Quill Corporation	Quill Corporation		7769	\$73.47	13235	Laminating Supplies & Calendar

Friday, February 15, 2013

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

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

Date	Account	Office/Dept/Fund					
1/28/2013	Cardmember Service	Cardmember Service	7773	\$34.71	13239	Cash Register Tape	
			<b>Total:</b>	<b>\$352.57</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>
1/28/2013	Supply Warehouse, Inc.	Supply Warehouse, Inc.		7761	\$53.95	13227	1 Case Toilet Paper
1/28/2013	Quill Corporation	Quill Corporation		7769	\$46.43	13235	Hand Sanitizer & Kleenex
1/28/2013	Quill Corporation	Quill Corporation		7769	\$35.99	13235	Case of Hand Towels
1/28/2013	Quill Corporation	Quill Corporation		7769	\$17.99	13235	Batteries
1/28/2013	Quill Corporation	Quill Corporation		7769	\$4.04	13235	Alcohol Prep Pads
1/31/2013	Sullivan Hardware	Sullivan Hardware		7795	\$135.36	13243	Ice Melt, Picture Hangers, Tile Grout Sponge
			<b>Total:</b>	<b>\$293.76</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>
1/28/2013	Upstart	Upstart		7759	\$62.10	13225	Bookmarks
1/28/2013	Demco	Demco		7760	\$50.76	13226	Slatwall Sign Holders
			<b>Total:</b>	<b>\$112.86</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>
1/14/2013	Sheri Wallace	Sheri Wallace		7726	\$22.57	13213	Programming Expenses
1/28/2013	Upstart	Upstart		7759	\$52.80	13225	Winter Reading Supplies
1/28/2013	Sheri Wallace	Sheri Wallace		7763	\$13.74	13229	Programming Supplies
1/28/2013	Cardmember Service	Cardmember Service		7773	\$55.22	13239	Xmas Tea Party Supplies
			<b>Total:</b>	<b>\$144.33</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>
1/14/2013	Hamilton Heights Choir Boosters	Hamilton Heights Choir Boosters		7733	\$50.00	13220	Winter Reading Prizes - Gift Cards
			<b>Total:</b>	<b>\$50.00</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>
1/14/2013	Hamilton Heights Choir Boosters	Hamilton Heights Choir Boosters		7733	\$50.00	13220	Winter Reading Prizes - Gift Cards
1/28/2013	Jon W. Coleman	Jon W. Coleman		7757	\$100.00	13223	Poison River Boys - 2/13/13
			<b>Total:</b>	<b>\$150.00</b>			

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

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

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
100.10.03.14	Professional Services							
1/28/2013	Holt, Fleck & Romine, LLP		Holt, Fleck & Romine, LLP		7764	\$3,500.00	13230	Legal Services - 2013
					<b>Total:</b>	<b>\$3,500.00</b>		
100.10.03.27	Communication & Transportation-							
1/14/2013	Amy Wolfe		Amy Wolfe		7725	\$28.82	13212	Mileage Reimb.
1/14/2013	Morgan Birge' & Associates, Inc.		Morgan Birge' & Associates, Inc.		7728	\$50.00	13215	Phone Maintenance Fee
1/28/2013	Demco		Demco		7760	\$11.88	13226	Shipping
1/28/2013	Indiana Chamber of Commerce		Indiana Chamber of Commerce		7767	\$7.95	13233	Shipping
1/28/2013	Cardmember Service		Cardmember Service		7773	\$15.32	13239	HamCo Director's Luncheon
1/31/2013	Frontier		Frontier		7800	\$282.84	13247	
1/31/2013	Baker & Taylor Books		Baker & Taylor Books		7810	\$24.67	13250	Shipping
					<b>Total:</b>	<b>\$421.48</b>		
100.10.03.31	Advertising & Public Notices							
1/14/2013	The Times		The Times		7730	\$5.48	13217	
					<b>Total:</b>	<b>\$5.48</b>		
100.10.03.51	Utilities-Gas-Cicero							
1/31/2013	Vectren Energy Delivery		Vectren Energy Delivery		7796	\$634.53	13243	
1/31/2013	Vectren Energy Delivery		Vectren Energy Delivery		7812	(\$634.53)	VOID 13243	Void Check
1/31/2013	Vectren Energy Delivery		Vectren Energy Delivery		7813	\$634.53	13251	
					<b>Total:</b>	<b>\$634.53</b>		
100.10.03.52	Utilities-Electricity-Cicero							
1/28/2013	Duke Energy		Duke Energy		7758	\$1,462.81	13224	
					<b>Total:</b>	<b>\$1,462.81</b>		
100.10.03.53	Utilities-Water-Cicero							
1/28/2013	Cicero Municipal Utilities		Cicero Municipal Utilities		7768	\$131.37	13234	
					<b>Total:</b>	<b>\$131.37</b>		

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

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

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
100.10.03.54	Utilities-Waste Disposal-Cicero							
1/31/2013	Republic Services #761		Republic Services #761		7797	\$110.90	13244	
					Total:	\$110.90		
100.10.03.63	Repairs & Maintenance-Cicero							
1/14/2013	Etherington Lawn & Landscape		Etherington Lawn & Landscape		7727	\$310.00	13214	2 Snow Removals
					Total:	\$310.00		
100.10.03.91	Dues & Memberships							
1/14/2013	Indiana Library Federation		Indiana Library Federation		7732	\$100.00	13219	2013 ILF Institutional Membership
					Total:	\$100.00		
100.10.03.98	Ebook Services & Non-Print Data							
1/28/2013	Tumbleweed Press Inc.		Tumbleweed Press Inc.		7770	\$399.00	13236	Deluxe 1 Year Subscription - Tumblebooks
					Total:	\$399.00		
100.10.04.51	Books-Adult-Cicero							
1/28/2013	Gale		Gale		7762	\$19.46	13228	
1/28/2013	Patricia McDaniel		Patricia McDaniel		7772	\$20.00	13238	
1/28/2013	Amazon.com		Amazon.com		7774	\$21.11	13240	
1/31/2013	Baker & Taylor Books		Baker & Taylor Books		7810	\$1,307.62	13250	
					Total:	\$1,368.19		
100.10.04.52	Books-Young Adult-Cicero							
1/31/2013	Baker & Taylor Books		Baker & Taylor Books		7810	\$400.01	13250	
					Total:	\$400.01		
100.10.04.53	Books-Childrens-Cicero							
1/28/2013	Scholastic Library		Scholastic Library		7765	\$182.00	13231	
1/28/2013	The Penworthy Company		The Penworthy Company		7766	\$686.13	13232	
1/31/2013	Baker & Taylor Books		Baker & Taylor Books		7810	\$417.97	13250	

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Friday, February 15, 2013

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

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

Date	Account	Office/Dept/Fund			Total:	\$1,286.10		
100.10.04.54	Books-Reference	Name of Claimant	PO	Claim #	Amount	Check#	Notes	
1/28/2013	Indiana Chamber of Commerce	Indiana Chamber of Commerce		7767	\$149.00	13233	Employment Law Handbook	
1/31/2013	Baker & Taylor Books	Baker & Taylor Books		7810	\$16.77	13250		
				<b>Total:</b>	<b>\$165.77</b>			
100.10.04.60	Newspapers & Periodicals	Name of Claimant	PO	Claim #	Amount	Check#	Notes	
1/28/2013	Cardmember Service	Cardmember Service		7773	\$431.27	13239	Indy Star (Cicero & Atlanta) and Magazine Renewal	
				<b>Total:</b>	<b>\$431.27</b>			
100.10.04.71	Non-Print-Vid/DVD	Name of Claimant	PO	Claim #	Amount	Check#	Notes	
1/28/2013	Amazon.com	Amazon.com		7774	\$607.55	13240		
				<b>Total:</b>	<b>\$607.55</b>			
100.10.04.72	Non-Print-Audio	Name of Claimant	PO	Claim #	Amount	Check#	Notes	
1/31/2013	Taped Editions	Taped Editions		7808	\$735.00	13249	Audiobook Lease Jan 2013 - Jan 2014	
1/31/2013	Baker & Taylor Books	Baker & Taylor Books		7810	\$47.99	13250		
				<b>Total:</b>	<b>\$782.99</b>			
100.10.04.73	Non-Print-Music	Name of Claimant	PO	Claim #	Amount	Check#	Notes	
1/28/2013	Amazon.com	Amazon.com		7774	\$39.32	13240		
				<b>Total:</b>	<b>\$39.32</b>			
100.20.03.28	Communication & Transportation-	Name of Claimant	PO	Claim #	Amount	Check#	Notes	
1/31/2013	Endeavor Communications	Endeavor Communications		7798	\$69.80	13245		
				<b>Total:</b>	<b>\$69.80</b>			
100.20.03.51	Utilities-Gas-Atlanta	Name of Claimant	PO	Claim #	Amount	Check#	Notes	
1/31/2013	Vectren Energy Delivery	Vectren Energy Delivery		7796	\$313.13	13243		
1/31/2013	Vectren Energy Delivery	Vectren Energy Delivery		7812	(\$313.13)	VOID 13243	Void Check	
1/31/2013	Vectren Energy Delivery	Vectren Energy Delivery		7813	\$313.13	13251		

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

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

Date	Account	Office/Dept/Fund					
					Total:	\$313.13	
100.20.03.52	Utilities-Electricity-Atlanta	Name of Claimant	PO	Claim #	Amount	Check#	Notes
1/31/2013	Duke Energy	Duke Energy		7801	\$90.57	13248	
					Total:	\$90.57	
100.20.03.53	Utilities-Water-Atlanta	Name of Claimant	PO	Claim #	Amount	Check#	Notes
1/31/2013	Atlanta Utilities	Atlanta Utilities		7799	\$82.05	13246	
					Total:	\$82.05	
100.20.03.63	Repairs & Maintenance-Atlanta	Name of Claimant	PO	Claim #	Amount	Check#	Notes
1/14/2013	Brandon Davis	Brandon Davis		7729	\$70.00	13216	2 Snow Removals
					Total:	\$70.00	
100.20.04.51	Books-Adult-Atlanta	Name of Claimant	PO	Claim #	Amount	Check#	Notes
1/31/2013	Baker & Taylor Books	Baker & Taylor Books		7810	\$185.06	13250	
					Total:	\$185.06	
100.20.04.52	Books-Young Adult-Atlanta	Name of Claimant	PO	Claim #	Amount	Check#	Notes
1/28/2013	Junior Library Guild	Junior Library Guild		7771	\$684.00	13237	
1/31/2013	Baker & Taylor Books	Baker & Taylor Books		7810	\$9.98	13250	
					Total:	\$693.98	
100.20.04.53	Books-Childrens-Atlanta	Name of Claimant	PO	Claim #	Amount	Check#	Notes
1/28/2013	Junior Library Guild	Junior Library Guild		7771	\$879.00	13237	
1/31/2013	Baker & Taylor Books	Baker & Taylor Books		7810	\$82.20	13250	
					Total:	\$961.20	
Total for Fund# 100					\$49,238.44		
Fund 110							
110.10.03.01	LIRF - Repairs & Maintenance	Name of Claimant	PO	Claim #	Amount	Check#	Notes



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

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

Date	Account	Office/Dept/Fund					
1/14/2013	Ricoh USA, Inc.	Ricoh USA, Inc.	7731	\$217.78	13218	January Patron Copier	
			Total:	\$217.78			
Total for Fund# 110				\$217.78			
Fund 140							
140.10.03.01	State Technology Fund Grant	Name of Claimant	PO	Claim #	Amount	Check#	Notes
1/28/2013	ENA Services LLC	ENA Services LLC		7775	\$762.50	13241	
			Total:	\$762.50			
Total for Fund# 140				\$762.50			
Fund 160							
160.10.04.01	Rainy Day - Furniture & Equipme	Name of Claimant	PO	Claim #	Amount	Check#	Notes
1/28/2013	Cardmember Service	Cardmember Service		7773	\$342.28	13239	Library Décor - Xmas & Winter
			Total:	\$342.28			
Total for Fund# 160				\$342.28			
Fund 200							
200.10.01.01	Federal Withholding	Name of Claimant	PO	Claim #	Amount	Check#	Notes
1/31/2013	Community Bank	Community Bank		7754	\$1,171.11	13	Withholdings
			Total:	\$1,171.11			
200.10.01.02	FICA Withheld	Name of Claimant	PO	Claim #	Amount	Check#	Notes
1/31/2013	Community Bank	Community Bank		7754	\$1,845.66	13	Withholdings
			Total:	\$1,845.66			
200.10.01.03	Medicare Withheld	Name of Claimant	PO	Claim #	Amount	Check#	Notes
1/31/2013	Community Bank	Community Bank		7754	\$431.70	13	Withholdings
			Total:	\$431.70			

Friday, February 15, 2013

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

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

Date	Account	Office/Dept/Fund						
200.10.01.04	State/County Withheld	Name of Claimant	PO	Claim #	Amount	Check#	Notes	
1/31/2013	Indiana Department of Revenue	Indiana Department of Revenue		7755	\$1,332.41		City Withholdings	
				<b>Total:</b>	<b>\$1,332.41</b>			
200.10.01.09	457 Plan Withheld	Name of Claimant	PO	Claim #	Amount	Check#	Notes	
1/31/2013	Hartford Life & Annuity Insurance Company	Hartford Life & Annuity Insurance Company		7705	\$161.75		1/2 457 Plan	
1/31/2013	Hartford Life & Annuity Insurance Company	Hartford Life & Annuity Insurance Company		7724	\$153.65		1/15 457 Plan	
1/31/2013	Hartford Life & Annuity Insurance Company	Hartford Life & Annuity Insurance Company		7753	\$139.99		1/29 457 Plan	
				<b>Total:</b>	<b>\$455.39</b>			
200.10.01.11	457 Plan Loan	Name of Claimant	PO	Claim #	Amount	Check#	Notes	
1/31/2013	Hartford Life & Annuity Insurance Company	Hartford Life & Annuity Insurance Company		7705	\$20.71		1/2 457 Plan	
1/31/2013	Hartford Life & Annuity Insurance Company	Hartford Life & Annuity Insurance Company		7724	\$20.71		1/15 457 Plan	
1/31/2013	Hartford Life & Annuity Insurance Company	Hartford Life & Annuity Insurance Company		7753	\$20.71		1/29 457 Plan	
				<b>Total:</b>	<b>\$62.13</b>			
<b>Total for Fund# 200</b>					<b>\$5,298.40</b>			
<b>Fund 300</b>								
300.10.02.06	Gift Fund - Programming	Name of Claimant	PO	Claim #	Amount	Check#	Notes	
1/28/2013	Cardmember Service	Cardmember Service		7773	\$79.72		13239 Food & Supplies for Xmas Tea Party	
				<b>Total:</b>	<b>\$79.72</b>			
300.10.02.10	Gift Fund - Amazon Sales	Name of Claimant	PO	Claim #	Amount	Check#	Notes	
1/28/2013	Cardmember Service	Cardmember Service		7773	\$19.65		13239 Shipping	
				<b>Total:</b>	<b>\$19.65</b>			
300.10.04.20	Gift Fund - Friends Slush Fund Ci	Name of Claimant	PO	Claim #	Amount	Check#	Notes	
1/14/2013	Amy Wolfe	Amy Wolfe		7725	\$3.99		13212 Water for Staff Lounge	
				<b>Total:</b>	<b>\$3.99</b>			
300.20.04.02	Gift Fund - Friends DVD Fund -	Name of Claimant	PO	Claim #	Amount	Check#	Notes	

Friday, February 15, 2013

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

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

Date	Account	Office/Dept/Fund			
1/28/2013	Amazon.com	Amazon.com	7774	\$9.99	13240
			<b>Total:</b>	<b>\$9.99</b>	
				<b>\$113.35</b>	
			<b>Total for Fund# 300</b>		
			<b>Total Amount of Claims:</b>	<b>\$55,972.75</b>	

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

2/21/2013

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

Claim Number	Vendor Number / Name	PO Number	Check Number	Check Date	Amount of Claim
7705	Hartford Life & Annuity Insurance Company				\$415.59
7724	Hartford Life & Annuity Insurance Company				\$399.39
7725	Amy Wolfe				\$60.71
7726	Sheri Wallace				\$22.57
7727	Etherington Lawn & Landscape				\$310.00
7728	Morgan Birge & Associates, Inc.				\$50.00
7729	Brandon Davis				\$70.00
7730	The Times				\$5.48
7731	Ricoh USA, Inc.				\$217.78
7732	Indiana Library Federation				\$100.00
7733	Hamilton Heights Choir Boosters				\$100.00
7734	Erica Woodruff				\$60.00
7753	Hartford Life & Annuity Insurance Company				\$380.55
7754	Community Bank				\$5,725.83
7755	Indiana Department of Revenue				\$1,332.41
7756	Janet Brunnermer				\$50.00
7757	Jon W. Coleman				\$100.00
7758	Duke Energy				\$1,462.81
7759	Upstart				\$114.90
7760	Demco				\$62.64
7761	Supply Warehouse, Inc.				\$53.95
7762	Gale				\$19.46
7763	Sheri Wallace				\$13.74
7764	Holt, Fleck & Romine, LLP				\$3,500.00
7765	Scholastic Library				\$182.00
7766	The Penworthy Company				\$686.13
7767	Indiana Chamber of Commerce				\$156.95
7768	Cicero Municipal Utilities				\$131.37
7769	Quill Corporation				\$394.41
7770	Tumbleweed Press Inc.				\$399.00
7771	Junior Library Guild				\$1,563.00
7772	Patricia McDaniel				\$20.00
7773	Cardmember Service				\$978.17
7774	GEORGE/Amazon				\$677.97
7775	ENA Services LLC				\$762.50
7795	Sullivan Hardware				\$135.36
7796	Vectren Energy Delivery				\$947.66
7797	Republic Services #761				\$110.90

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

2/21/2013

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

Claim Number	Vendor Number / Name	PO Number	Check Number	Check Date	Amount of Claim
7798	Endeavor Communications				\$69.80
7799	Atlanta Utilities				\$82.05
7800	Frontier				\$282.84
7801	Duke Energy				\$90.57
7808	Taped Editions				\$735.00
7810	Baker & Taylor Books				\$2,492.27
7812	Vectren Energy Delivery				(\$947.66)
7813	Vectren Energy Delivery				\$947.66
7814	HNPL Friends				\$189.20
7815	Community Bank				\$11.10
7816	Community Bank				\$11.30
7817	Community Bank				\$11.30

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

2/21/2013

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

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

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

*Laura Holliday*  
 Fiscal Officer

**Allowance of Vouchers**

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

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages,  
 and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total  
 amount of \$25,748.66 . Dated 2/21/2013

*Emily Beechler*  
 Emily Beechler  
*Steve Griffith*  
 Steve Griffith  
*Emily Holt*  
 Emily Holt  
*Melissa Martin*  
 Melissa Martin

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

**Board Members**

# Payroll Claim Register

## Hamilton North Public Library

209 W Brinton  
Cicero, IN 46034

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

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
7658			\$124.86	DD21011	\$114.01
7659			\$683.64	DD20881	\$577.78
7660			\$630.00	DD20101	\$501.33
7661			\$481.72	DD21001	\$399.74
7662			\$133.70	DD20991	\$126.14
7663			\$2,039.42	DD20811	\$1,784.02
7664			\$291.97	DD21021	\$264.32
7665			\$848.86	DD20191	\$689.50
7666			\$188.67	DD20701	\$159.71
7667			\$646.82	DD20901	\$548.33
7668			\$226.74	DD21031	\$189.02
7669			\$227.41	DD20691	\$205.87
7670			\$61.48	DD20931	\$55.31
7671			\$1,109.93	DD20281	\$908.27
7672			\$475.40	DD20571	\$406.04
7673			\$601.34	DD2391	\$511.97
7674			\$1,053.29	DD20741	\$903.24
7675			\$414.41	DD20111	\$282.52
7706			\$121.20	DD151011	\$108.29
7707			\$689.50	DD150881	\$569.36
7708			\$630.00	DD150101	\$489.48
7709			\$547.95	DD151001	\$442.32
7710			\$67.22	DD150991	\$62.08
7711			\$2,039.42	DD150811	\$1,749.50
7712			\$371.68	DD151021	\$328.59
7713			\$617.40	DD150191	\$498.73
7714			\$97.11	DD150701	\$75.41
7715			\$541.95	DD150901	\$454.34
7716			\$190.09	DD151031	\$156.19
7717			\$1,045.54	DD150741	\$879.44
7718			\$105.62	DD150691	\$94.20
7719			\$78.30	DD150931	\$68.87
7720			\$1,079.45	DD150281	\$864.78
7721			\$454.59	DD150571	\$379.97

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
7722			\$702.70	DD15391	\$579.65
7723			\$431.39	DD150111	\$288.16
7735			\$237.84	DD291011	\$210.87
7736			\$681.05	DD290881	\$562.76
7737			\$630.00	DD290101	\$489.48
7738			\$542.87	DD291001	\$438.36
7739			\$142.19	DD290991	\$131.31
7740			\$2,281.73	DD290811	\$1,931.86
7741			\$364.44	DD291021	\$322.22
7742			\$607.07	DD290191	\$505.11
7743			\$266.49	DD290701	\$224.38
7744			\$578.05	DD290901	\$482.49
7745			\$217.00	DD291031	\$177.11
7746			\$1,044.89	DD290741	\$878.95
7747			\$63.14	DD290691	\$56.84
7748			\$38.32	DD290931	\$33.70
7749			\$959.36	DD290281	\$773.98
7750			\$434.22	DD290571	\$362.05
7751			\$629.59	DD29391	\$522.66
7752			\$455.07	DD290111	\$306.63



Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
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\$30,224.09

\$25,127.24

200.10.01.01	Federal Withholding	\$1,171.11	200.10.01.02	FICA Withheld	\$1,644.11
200.10.01.03	Medicare Withheld	\$431.70	200.10.01.04	State/County Withheld	\$1,332.41
200.10.01.09	457 Plan Withheld	\$455.39	200.10.01.11	457 Plan Loan	\$62.13

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 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of \$25,127.24 Dated 2/21/2013

*Emily Beechler*  
Emily Beechler  
*Steve Giffin*  
Steve Giffin  
*Emily Holt*  
Emily Holt  
*Melissa Martin*  
Melissa Martin

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

### Board Members

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

	Unrestricted Gift Fund	Friends Slush Fund Cicero	Programming Gift Fund	Board Gift Fund	Kiwanis Children's Computer Lab	Friends Summer Reading Gift Fund	Summer Reading Gift Fund	Total Summer Reading Gift Funds	Friends Photo Contest Gift Fund
Ending Balance (12/31/12)	\$ 937.96	\$ 0.00	\$ 0.07	\$ -	\$ 198.00	\$ (23.12)	\$ -	\$ (23.12)	\$ -
2013 YTD Receipts	\$ -	\$ -	\$ 68.09	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2013 YTD Disbursements	\$ -	\$ (3.99)	\$ (79.72)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Balance	\$ 937.96	\$ (3.99)	\$ (11.56)	\$ -	\$ 198.00	\$ (23.12)	\$ -	\$ (23.12)	\$ -

	Gift Fund Amazon Sales	Teen Advisory Board Gift Fund	Friends DVD Gift Fund Atlanta	Summer Reading Walmart Gift Fund	Legacy Grant Board Retreat	YA Books Gift Fund	Lois Costomiris Memorial Gift Fund	Northern HamCo Prevention Coalition Gift Fund	ENDING BALANCE
Ending Balance (12/31/12)	\$ 43.46	\$ -	\$ 321.42	\$ -	\$ -	\$ -	\$ 295.00	\$ -	\$ 1,772.79
2013 YTD Receipts	\$ 46.09	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 114.18
2013 YTD Disbursements	\$ (19.65)	\$ -	\$ (9.99)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (113.35)
Ending Balance	\$ 69.90	\$ -	\$ 311.43	\$ -	\$ -	\$ -	\$ 295.00	\$ -	\$ 1,773.62

Hamilton North Public Library					
Edward Jones MasterCard Bill					
December 15, 2012 - January 14, 2013					
	Sam	Sheri	Amy		
	<u>Mitchel</u>	<u>Wallace</u>	<u>Wolfe</u>	<u>TOTAL</u>	
Communication & Transportation - Cicero	\$ 15.32			\$ 15.32	HamCo Director's Luncheon
Gift Fund - Amazon Sales			\$ 19.65	\$ 19.65	Shipping Cost
Gift Fund - Programming		\$ 79.72		\$ 79.72	Food & Supplies for Xmas Tea Party
Newspapers & Periodicals			\$ 431.27	\$ 431.27	Newspaper & Magazine Renewals
Office Supplies			\$ 34.71	\$ 34.71	Cash Register Tape
Programming - Children's Cicero		\$ 55.22		\$ 55.22	Xmas Tea Party Supplies
Rainy Day - Furniture & Equipment			\$ 342.28	\$ 342.28	Wreaths and Boxwood Trees, Christmas Décor
				\$ -	
<b>TOTAL</b>	<b>\$ 15.32</b>	<b>\$ 134.94</b>	<b>\$ 827.91</b>	<b>\$ 978.17</b>	

2/15/2013

Edward Jones 1\_14\_13.xls

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**January 2013 Director's Report**  
**Board Meeting: 2/21/13**

**I. Technology**

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

B. ENA is upgrading telecommunication hardware at the Cicero main library from copper to fiber optic. Should be activated in late February. This should provide a more stable connection (although not more bandwidth – which will come in July 2013).

**II. Facilities**

A. Cicero

1. 1/24: Patti Host came to the library to get feedback from board meeting (re.: renovation projects).
2. 1/25: Hamilton County Master Gardeners met with library staff to discuss landscaping (removal of yew bushes, spirea, etc.; planting colorful perennials that bloom at differing times.) The master gardeners will draw up plans and recommendations.

**III. Staff**

A. Employment anniversaries

1. Elaine Eastman (acquisitions coordinator): 18 years
2. Luciane Snellenberger (circulation mgr.): 6 years
3. Samuel Mitchel (library director): 5 years

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

**IV. Misc.**

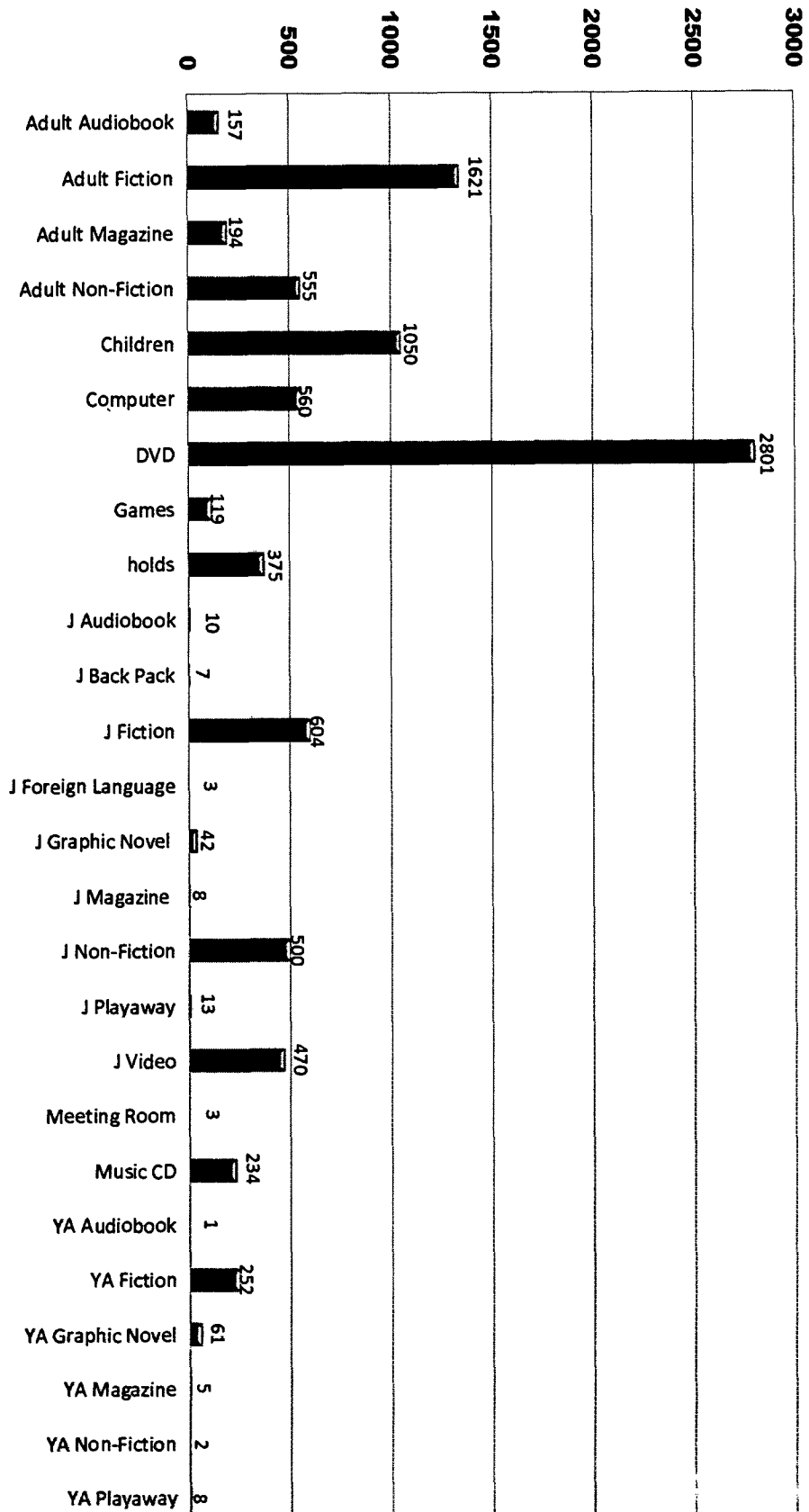
- A. 1/21: Attended Partners & Friends meeting. Discussed 2012 successes and preliminary planning for 2013.
- B. 1/28: Attended Hamilton County Library Directors lunch meeting.
- C. Submitted annual report to the Indiana State Library.

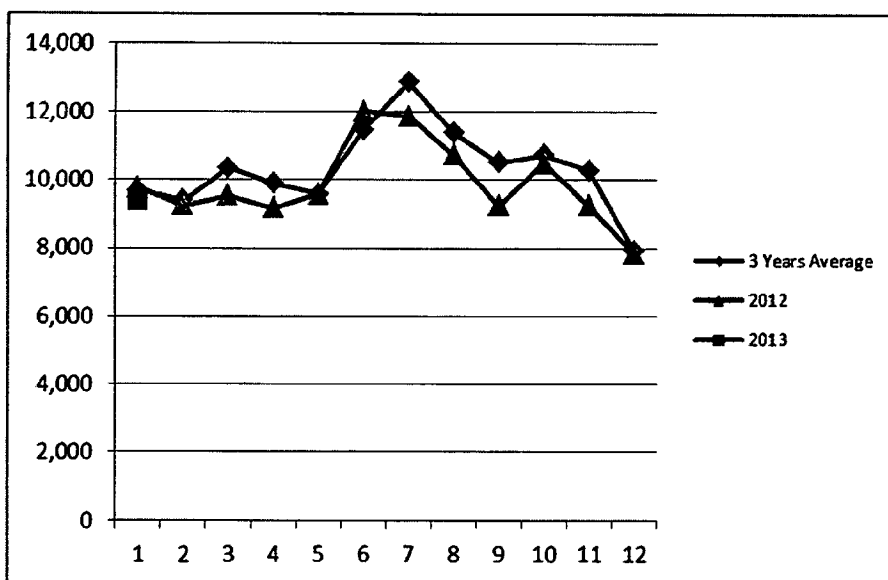
**V. Looking Ahead**

A. Freegal music database to activate (27 downloads/wk for library; 3 downloads/wk per individual). Circulation manager and I will evaluate subscription to determine effectiveness.

Samuel Mitchel

# January 2013





	January-13	January-12	3 Years Average
<b>Circulation</b>			
Atlanta	746	955	
Cicero	8632	8808	
<b>Total</b>	<b>9378</b>	<b>9763</b>	<b>9686</b>
<b>In-House Use</b>			
Atlanta	27	68	
Cicero	247	366	
<b>Total</b>	<b>274</b>	<b>434</b>	
<b>Transits Sent</b>			
Atlanta	238	342	
Cicero	748	865	
<b>Total</b>	<b>986</b>	<b>1207</b>	
<b>Transits Received</b>			
Atlanta	178	347	
Cicero	738	802	
<b>Total</b>	<b>916</b>	<b>1149</b>	
<b>Databases</b>			
Overdrive	307	214	
Tumblebooks	126	142	

January 2013 circulation was 9,378 a bit lower than January 2012, 9,763. The three years average for January is a bit lower than January 2012. Circulation of Overdrive item continues growing. In January 2013 we had 2,229 visits to our website.

Luciane Snellenberger  
Circulation Manager

## JANUARY 2013 BOARD REPORT FOR ATLANTA

We had some unusual computer problems this month. Neither of the patron computers upstairs worked. Those downstairs were just fine. The problem lasted about one week until Mark from Sim2k located the problem.

Several patrons have been very happy with the variety of DVDs we offer.

### STATISTICS

NAME OF PROGRAM—NUMBER OF TIMES—ATTENDANCE—COST

Tuesday afternoon movie	3	18	0
Children's crafts	1	6	0
Quilting and crochet	4	21	0
Homework help	3	8	0
Totals	11	53	0

# Hamilton North Public Library Adult Department

January 2013

Program	# of Times	Attendance	Cost	Cost per Attendee
Pilates/Yoga every Monday	4	50	0	0
GabsBee Quilting every other Tuesday	2	12	0	0
Computer Tutorials ¼, 1/8, 1/11, 1/14, 1/16, 1/18, 1/21 (2x), 1/22, 1/24, 1/29, 1/31	12	24	0	0
Crochet with Aloha every Thursday	5	30	0	0
Forever Young Adult Book Group 12/8	1	2	0	0
Quick and Cute Cards with Annette Harling 1/15	1	8	0	0
Owl Painting with Deanna Leonard 1/23	1	11	0	0
Intro to Hoop Dance 1/24, 1/31	2	3	0	0
Brown Bag Reading Group 1/25	1	8	0	0
Evening Reading Group 1/28	1	4	0	0
Non-Library uses of Meeting Rooms	13	N/A	0	0



TOTAL Library Programs	30	152	0	0
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Roger Bedwell, of the Poison River Boys, displayed his some of his photographs this month. He was a former photographer for the Indianapolis Motor Speedway, and was published in IndyCar Magazine.

The card making/painting classes are also gaining popularity, and they'll be on the calendar indefinitely.

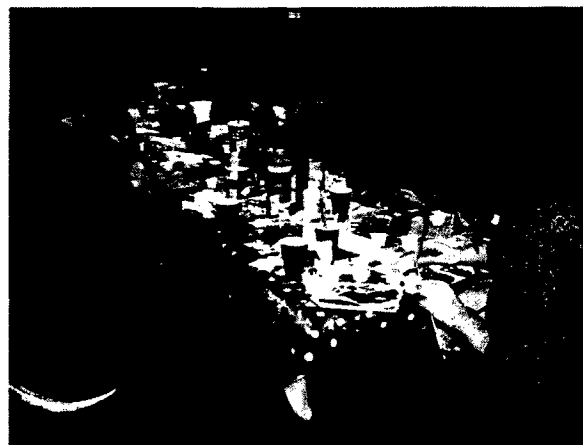
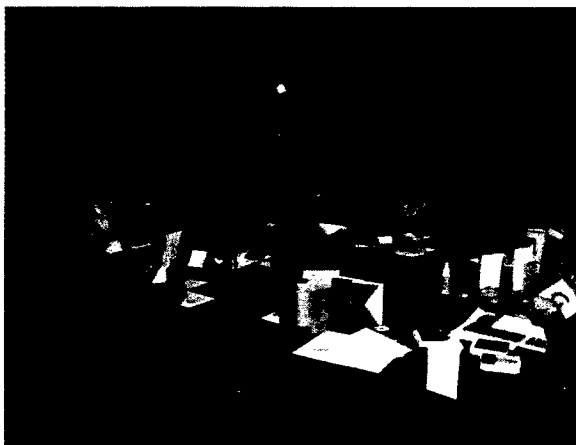
I followed up again with Evanced regarding the new Sign Up calendar, and they still do not have the migration software in place. We're excited to use it, but are still unable to.

The computer tutorials have exploded, and they're picking up steam. I still have my repeat students, but am getting quite a few new ones weekly. Each session is different, and I've added iPad to my list of tutorials.

Now for the big news – in October, we will be lucky enough to host author Tess Gerristen! (Rizzoli and Isles series) Ms. Gerritsen is doing a driving tour of Indiana, and thanks to MaryClare Speckner of Bartholomew County Public Library, we secured a spot on her tour. She'll be here during the day on Friday, October 4. The cost will be minimal (taking her out to lunch), and we'll be sharing the day with Carmel Clay Public Library. To garner interest, I'll be dropping hints as to her identity in the eNewsletter, and the first person to correctly guess Ms Gerritsen will get a copy of one of her books. She does not have a new book coming out, but has suggested we read Bone Garden prior to her visit.

**Coming up:** Social Media Boot Camp, Poison River Boys, Paper Roses Valentine craft, Winter Reading 2013

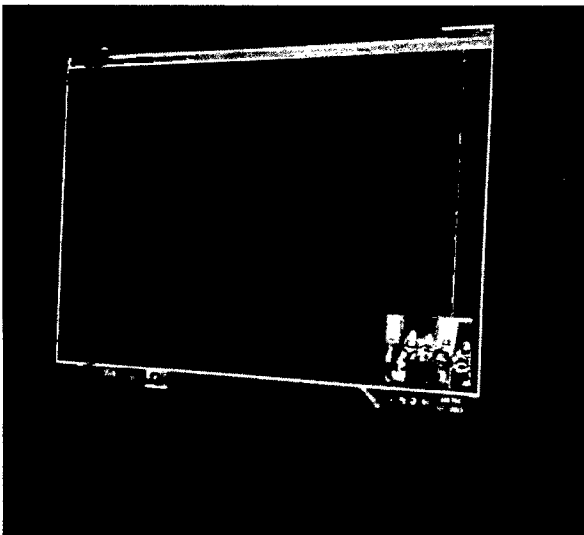
Emily Crickmore



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

<b>Program</b>	<b># of Times</b>	<b>Attendance</b>	<b>Cost</b>	<b>Cost per Attendee</b>
Teen Art Class each Thursday	5	15	0	0
Snack & Yak 1/11	1	4	0	0
Saturday @ the Movies (Pitch Perfect, rated PG-13) 1/12	1	7	0	0
Teen Acting Class 1/17	1	10	0	0
Teen Advisory Board 1/23	1	6	0	0
<b>Total programs</b>	<b>9</b>	<b>42</b>	<b>0</b>	<b>0</b>

Acting class returned this month with the assistance of my friend Napoleon Ryan. He's a working actor in LA, and was kind enough to spend some time with the kids via Skype. It was a great session, and the kids enjoyed it. We had some technical issues with the Skype fading in and out, which could've stemmed from our internet connection.



The TAB is growing again, and the kids are very enthusiastic about sharing their ideas for programming. They've cooled off on the idea of doing book trailers, though. We'll once again be collecting pet food items to be donated to the Hamilton County Humane Society.

Coming up: House at the End of the Street (movie), acting class, Winter Reading 2013

Emily Crickmore

Hamilton North Public Library  
Children's Department  
January 2013

Program	Age Group	# of Times	Attendance	Cost
Art Classes	Preschool	5	13	0
Story Time	Preschool	12	94	0
Art Classes	Home School	5	25	0
Art Classes	School Age	5	24	0
Lego Mania	School Age	1	10	\$ 3.50
American Girl Club	School Age	1	9	\$ 7.48
Computer Research Class	School Age	1	23	0
Totals		30	198	\$ 10.98

We are off to a great start in 2013. We have revitalized our American Girl Club. I have developed a group instruction class for computer research that I am able to offer using our laptop computer labs. I've started spring cleaning and weeding our VHS collection. Once weeding is complete, we will be doing some rearranging to open up the Children's department to accommodate large groups when we have performers and special programs.

February ushers in our Winter Reading program which is based solely on amount of items checked out. This year's theme is Reading is our Thing!

Sheri Wallace  
Children's Department



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

## **Monthly Maintenance Report**

**JANUARY 2013**

**Working on plans to rearrange shelving in Children's area and move and install shelving from upstairs storage areas.**

**First meeting with Hamilton County Master Gardeners was on 1/25. Library staff presented wants and goals for coming Spring. The HCMG will not only design, plan and suggest flowers and plants, they will also help with removing, planting and tree trimming. There is no charge for their participation as all are volunteers.**

**Moved the fish tank west of Book Store windows and hung various decorative wall pieces near magazines, Indiana Room and Book Store.**

**Material has been ordered to install outlets on the outside wall of the 4 corner offices as none of these areas have receptacles.**

**Two parking lot lamps are out and will ask the Cicero Fire Department if they can schedule a time to replace the bulbs as they have in the past. We do not have the equipment in house to do this.**

**Looking forward:**

**Our next meeting with HCMG is on 3/15 at which time they will present a landscaping plan and a cost estimate for materials.**

**The newly installed shelving in the Children's area will be enclosed in wood trim matching the current areas.**

**Jim Roy**

**RESOLUTION TO TEMPORARILY TRANSFER FUNDS  
TO THE OPERATING FUND**

WHEREAS, it has been shown that the funds in the Rainy Day Fund need to be temporarily transferred to the Library Operating Fund,

We, the library board of the Hamilton North Public Library, do resolve that the following transfers be made:

Transfer from Rainy Day Fund	\$100,000
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Transfer to Operating Fund	\$100,000
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Presented to the Hamilton North Public Library Board of Trustees, read in full and adopted this 21<sup>th</sup> day of February 2013, by the following aye and nay vote.

AYE

NAY

*Emily Hoet*  
*Melissa Martin*  
*John R. Giffith*  
*Lauree Deegan*  
*Michael E. Jenkins*

ATTEST:

*Michael E. Jenkins*  
Secretary