

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

- I. Regular Session
- II. Review Agenda
- III. Minutes
 - A. May 16, 2013
- IV. Financial Report
- V. Department Reports
 - A. Director – Samuel Mitchel
 - B. Circulation – Luciane Snellenberger
 - C. Atlanta – Mary Palmiero
 - D. Adult – Emily Crickmore
 - E. Young Adult – Emily Crickmore
 - F. Children – Sheri Wallace
 - G. Maintenance – Jim Roy
- VI. Old Business
 - A. Arcadia WIFI
 - 1. Survey Feedback
 - 2. Potential Cost: \$800-1700/mo.
 - a. ENA (Internet connectivity): \$250-500/mo.
 - i. T-1 Tail to HNPL server: \$500/mo. - % E-Rate - % State Funding
 - ii. Federal and State funding would depend on percentage of “library” usage.
 - b. Staff: \$540-1200
 - i. 1-2 individuals at 15 hrs./wk @ \$9/hr. = \$135-\$300
- VII. New Business
 - A. Preliminary 2014 Budget Discussion
 - B. Cicero: Tree Trimming quotes
- VIII. Looking Ahead
 - A. July 18th Board Meeting in Cicero
 - B. DLGF Budget Workshop: July 8th.
- IX. Meeting Adjournment

Hamilton North Public Library
Board of Trustees Meeting Minutes
Meeting held at Cicero, IN Branch
May 16, 2013 at 6:30 p.m.

- I Regular Session of the HNPL Board Meeting was called to order by President Emily Holt at 6:35 p.m.
 1. Members present: Mike Jenkins, Stephen Griffith, Emily Holt, Laura Holliday, Emily Beechler, and Melissa Martin.
 2. Members absent: Sharon Bislich.
 3. Others present: HNPL Director, Sam Mitchel, Patti Host from Host Design, and HNPL Bookkeeper Amy Wolfe.

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

- III Minutes. (Exhibit # 2, pages 1-4.)
 1. Discussion: As presented tonight, there were no corrections needed for the minutes of April 18, 2013.
 2. Motion:
 - a) Motion to approve the minutes for April 18, 2013 was made by Laura Holliday.
 - b) Second to said motion was made by Emily Beecher.
 - c) Motion carried by a vote of 6/0.

- IV April Financial Report (Exhibit # 3, pages 1-25)
 1. Discussion: April financial report summary in Handout #1, pages 1-2, given by HNPL Bookkeeper, Amy Wolfe. Run rate is at 33%, with the percentage of budget used at 33.3%. April expenditures were \$33,692. Bank balances totals for April were \$447,550.78. Deposits for April were \$20,465.07. (This is the 2013 monthly COIT amount which is \$532 less per month than for 2012 or \$6,384 less in the annual amount.) We also received \$250 from the "Friends of the Library" for an Author visit. We also received \$2000 from the "Friends of the Library" for our Summer Reading Program.
 2. Motion:
 - a) Motion to pay the bills was made by Emily Beechler.
 - b) Second to said motion made by Melissa Martin.
 - c) Motion carried by a vote of 6/0.

- V Department Reports (Exhibit # 4.)
 1. Department Reports for April, 2013. (Exhibit # 4, pages 1-9.)
 - a) Director, Samuel Mitchel, page 1. (See report on file)
 - I. Technology
 - A. Updated anti-virus software installed by SIM2K (Symantec Endpoint).
 - B. Children's computers are now WIFI accessible.
 - II. Facilities:
 - A. Atlanta : Assisted Jim Roy in installing two computer carrels.

B. Cicero: Renovation projects underway. Pavilion: with warmer weather, teens are starting to loiter. Library staff is aware that they are to inform them of no loitering policy. About once a week we have had to do this with no problems resulting. Jim is getting with Charlie to create a cleaning schedule that will address cleaning/dusting beyond the everyday janitorial tasks. Jim will change out dull lights in the computer lab.

III. Staff: Cinda (Cindy) Ritter is the library's newest employee hired for the circulation clerk position. Looking Forward: A. Renovation projects completed.

b) Circulation: Luciane Snellenberger, pages 2-3. (See report on file) The circulation stats for April were 8,905 compared to 9,170 for April of last year and a three year average of 9,422 for the month of April. Atlanta had 672 circulations and Cicero had 8,233. Sent out 876 holds (186 from Atlanta and 690 from Cicero.) and received 798 holds from other libraries (175 for Atlanta, and 623 for Cicero.). In-House use for Cicero was 120 and for Atlanta, 10 for a total of 130. Top selections by patrons in April are: Video, 2,487; Adult fiction, 1,493; Children, 1115; J. Non-fiction, 554; Adult Non-fiction, 593; J. fiction, 530; Holds, 426 ; and Computer, 786. Subscription Databases Usage: Tumblebooks, 90; Overdrive, 289 (not counted in circulation numbers); World Book Web, unavailable; and Freegal, unavailable. April 2013 circulation was a little lower than April 2012. However Overdrive circulation is up about the same amount regular circulation is down. Cicero circulation is down about 2.5% and Atlanta circulation is down about 13%. Director Mitchel will see that we expand our communication to patrons about being open on Sundays. The last two Sundays have averaged approximately 25-30 patrons.

c) Atlanta, Mary Palmiero, page 4. (See report on file) April Statistics: Programs: 15 ; Attendance: 68; Cost: \$0.0. The two new carrels in the computer area in the basement are a welcome addition for patrons with several mentioning that they look much better than the old tables we had. Director Mitchel installed a new computer and printer upstairs. It is very nice to have two working computers. Having a printer upstairs is more convenient now because some patrons have a bit of trouble with the basement stairs. Movie and homework help demands are increasing at the Library.

d) Adult, Emily Crickmore, pages 5-6. April Programs, 23; Attendance, 86; Costs-\$ 0.0; Cost per person: \$0.0. Photographer Chris LeSesne of Noblesville shared his space with Cicero photographers Michael Jack and Sally Wolf. Chris is a past judge of the Friends photo contest and will be offering some photography classes here in June. Crochet instructor Aloha Upchurch is having health issues so her classes are indefinitely canceled. Computer tutorials are steadily rising and are good for our programing. Emily has been working through Windows 8 to help a few patrons, and hope to create an official pamphlet for a Win8 class. An outside group rented the meeting rooms twice in April offering Medicare information sessions, in part marketing to people in Cicero. This adversely affected the attendance at our program, instructed by Rick Altstadt. Attended the HN Chamber of Commerce Non-Profit Showcase in effort to promote HNPL and

Friends. *In April three programs were canceled by the presenters/artists--two due to lack of registrations. It has been extremely difficult as of late, to get patrons to register for programs. We sincerely hope that the programs planned for the summer will bump up attendance. **Coming up:** Pinterest class, Van Gogh painting class, Quilt show, and gearing up for summer reading.*

e) Young Adult, Emily Crickmore, page 7. (See report on file.) April Programs: 9; Attendance, 47; Costs \$ 13; Attendee per person costs-\$0.27. Members of the TAB had requested a video game club, and it was a hit! We are hoping to do the TAB car wash fundraiser early this summer. We now have an Insta-gram account, managed by one of the teens on TAB who has been doing a great job of keeping it updated, and added the attached photo to the account. Coming up: teen poetry night, Mama (PG-13 horror movie), continuation of ACE.

f) Children, Sheri Wallace, page 8. (See report on file.) April Programs, 21 ; Attendance: 168; Library costs-\$ 7.17; Attendee per person costs-\$ 0.04. Program attendance is down for the month of April. Attended Kindergarten Round Up and Super Saturday. The American Girl Club was canceled this month for lack of interest. We are still developing some Home School programming and also working on Summer Reading. In May, We will be promoting summer reading at the primary and elementary schools. Super Saturday, 2013.

g) Maintenance, Jim Roy, page 9. (See report on file.) Work in Meeting Rooms and Computer Room to coordinate with outside contractors, removing and replacing fixtures and other items as needed. Remove, disassemble and store existing computer desks and move 2 to Atlanta for use there. Trim and/or remove landscaping to prep for mulching and replanting as we work with HCMG considering their input along with the expectations of the Library staff. Open and close Library as required for outside contractors after normal hours and weekends to do work that was extremely dusty or noisy. Begin mowing schedule and treatment of grass with fertilizer and weed control. Looking forward: We have ordered tile stripper and grout cleaner to clean the tile in the Lobby area. Will order mulch and continue with clean-up of landscaping. Work will be done in the staff restrooms.

VI Old Business

1) Arcadia WIFI

a) Discussion: ENA cost: T-1 Tail to HNPL server will be \$500 a month, minus a percentage of E- rate, minus a percentage of State funding. Federal and State funding will depend on the percentage of "library usage." HNPL WiFi question can't be on the Arcadia water bill until July so an alternate survey notification will go out by mail to Arcadia residents for an electronic retrieval of responses.

2) Cicero

a) Meeting Rooms finished.

(1) Discussion: Extra carpet squares are available if spot replacement is needed. Appliances in the room have been cleaned with project greatly increasing eye appeal.

b) Computer Lab renovation underway.

(1) Patti Host from Host Design reviewed color schemes with the Board with a choice of the color "sierra tan" being selected for the backdrop of the wall "window" scheme. Shelves, moving the bulletin board higher and a bar cabinet completion will complete the project.

c) LOML – Library grounds usage.

(1) Discussion: The Children's carnival will be conducted by Cicero Christian Church on the HNPL grounds. A concert being planned on 7-5-13 with the location yet to be decided. A balloon glow will be held on the Cicero Christian Church property.

VII New Business. None.

VIII Looking Ahead

1. June 20th Board Meeting in Cicero
2. Proposed 2014 Budget

IX Meeting adjourned by President Emily Holt at 7:50 p.m.

Minutes respectfully prepared by HNPL Board Secretary, Mike Jenkins.

Hamilton North

May 2013 Financial Report *For June 20, 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

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Financial Report by Fund

Hamilton North Public Library

Period Beginning Date:

5/1/2013

Period Ending Date:

5/31/2013

| 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 | 93,885.67 | 41,040.63 | 229,511.73 | 32,206.85 | 185,311.77 | 102,719.45 | 0.00 | 102,719.45 |
| 110 Library Improvement Reserve Fund | 39,141.61 | 37,691.48 | 0.00 | 0.00 | 1,907.16 | 3,357.29 | 35,784.32 | 0.00 | 35,784.32 |
| 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 | 2,627.50 | 0.00 | 0.00 | 762.50 | 3,812.50 | 1,865.00 | 0.00 | 1,865.00 |
| 160 Rainy Day Fund | 306,977.31 | 184,940.23 | 0.00 | 0.00 | 24,008.95 | 146,046.03 | 160,931.28 | 0.00 | 160,931.28 |
| 180 Levy Excess Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 190 Lease Rental Fund | 89,913.11 | 123,913.11 | 29,555.28 | 63,555.28 | 0.00 | 0.00 | 153,468.39 | 0.00 | 153,468.39 |
| 200 Payroll Fund | 0.00 | 0.00 | 3,496.98 | 18,984.81 | 3,496.98 | 18,984.81 | 0.00 | 0.00 | 0.00 |
| 300 Gift Fund | 1,772.79 | 4,404.44 | 294.46 | 5,431.71 | 2,068.15 | 4,573.75 | 2,630.75 | 0.00 | 2,630.75 |
| 400 Petty Cash Fund | 25.00 | 25.00 | 0.00 | 0.00 | 0.00 | 0.00 | 25.00 | 0.00 | 25.00 |
| 410 Cash Change Fund | 43.50 | 43.50 | 0.00 | 0.00 | 0.00 | 0.00 | 43.50 | 0.00 | 43.50 |
| 420 Copier Coin Box Fund | 19.85 | 19.85 | 0.00 | 0.00 | 0.00 | 0.00 | 19.85 | 0.00 | 19.85 |
| 700 Evergreen Indiana Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total of All Accounts | 502,090.16 | 447,550.78 | 74,387.35 | 317,483.53 | 64,450.59 | 362,086.15 | 457,487.54 | 0.00 | 457,487.54 |

Bank Register

Hamilton North Public Library

Period Beginning Date:
5/1/2013

Date of Report 6/13/2013 3:48:26 PM

Period Ending Date:
5/31/2013

| Bank Number | YR Beginning Balance | Beginning Balance | Deposits | Withdrawals | Transfers | Ending Balance |
|---|----------------------|------------------------------------|--------------------|--|---------------|---------------------|
| 1 Community Bank | | | | | | |
| | | Account Number 51020 | | Operating Checking | | |
| | \$119,838.49 | \$65,045.07 | \$70,832.78 | \$60,953.61 | \$0.00 | \$74,924.24 |
| 2 Community Bank | | | | | | |
| | | Account Number 504505 | | Operating Savings | | |
| | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 5 Community Bank | | | | | | |
| | | Account Number 9052658 | | Money Market | | |
| | \$149,960.24 | \$150,108.22 | \$38.25 | \$0.00 | \$0.00 | \$150,146.47 |
| 6 Hamilton North Public Library | | | | | | |
| | | Account Number | | Petty Cash, Cash Change & C | | |
| | \$88.35 | \$88.35 | \$0.00 | \$0.00 | \$0.00 | \$88.35 |
| 7 Key Bank | | | | | | |
| | | Account Number 149363018453 | | Money Market | | |
| | \$80,508.16 | \$80,537.94 | \$0.00 | \$0.00 | \$0.00 | \$80,537.94 |
| 8 First Farmers Bank & Trust | | | | | | |
| | | Account Number | | Money Market | | |
| | \$151,694.92 | \$151,771.20 | \$19.34 | \$0.00 | \$0.00 | \$151,790.54 |
| Grand Total: | \$502,090.16 | \$447,550.78 | \$70,890.37 | \$60,953.61 | \$0.00 | \$457,487.54 |

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

Period Beginning Date
5/1/2013

Period Ending Date
5/31/2013

| Account Description | Annual Appropriation | Month Disbursements | YTD Disbursements | Balance | Percent Used |
|--------------------------------------|----------------------|---------------------|-------------------|----------------|--------------|
| Personal Services | | | | | |
| Salary of Director | 53,000 | 4,240 | 23,322 | 29,678 | 44.0% |
| Salary of Assistants | 177,000 | 13,697 | 75,235 | 101,765 | 42.5% |
| Wages of Janitor | 27,000 | 2,205 | 11,310 | 15,690 | 41.9% |
| Treasurer | 500 | - | - | 500 | 0.0% |
| Employee Benefits | 28,014 | 1,948 | 11,285 | 16,729 | 40.3% |
| Subtotal | 285,514 | 22,090 | 121,152 | 164,362 | 42.4% |
| Supplies | | | | | |
| Office Supplies | 3,000 | 494 | 1,723 | 1,277 | 57.4% |
| Operating Supplies | 6,000 | 608 | 2,182 | 3,818 | 36.4% |
| Library Supplies | 2,000 | 181 | 588 | 1,412 | 29.4% |
| Cicero Children's Programming | 1,000 | - | 298 | 702 | 29.8% |
| Cicero YA Programming | 1,000 | 60 | 123 | 878 | 12.3% |
| Cicero Adult Programming | 1,000 | 100 | 293 | 708 | 29.3% |
| Atlanta Programming | 250 | - | 13 | 238 | 5.0% |
| Programming - Summer Reading | 915 | - | 800 | 115 | 87.5% |
| Subtotal | 15,165 | 1,443 | 6,019 | 9,146 | 39.7% |
| Other Services and Charges | | | | | |
| Professional Services | 15,500 | 510 | 4,884 | 10,616 | 31.5% |
| Communication & Transportation | 10,500 | 712 | 3,040 | 7,460 | 29.0% |
| Advertising & Public Notice | 1,000 | - | 305 | 695 | 30.5% |
| Printing | 250 | - | - | 250 | 0.0% |
| Insurance | 9,500 | - | 147 | 9,353 | 1.5% |
| Utilities-Gas | 9,000 | 519 | 4,086 | 4,914 | 45.4% |
| Utilities-Electricity | 25,000 | 2,025 | 8,608 | 16,392 | 34.4% |
| Utilities-Water | 2,500 | 213 | 1,087 | 1,413 | 43.5% |
| Utilities-Waste Disposal | 1,200 | 126 | 668 | 532 | 55.7% |
| Subtotal-Utilities | 37,700 | 2,883 | 14,450 | 23,250 | 38.3% |
| Repairs & Maintenance | 20,800 | - | 2,945 | 17,855 | 14.2% |
| Rentals | 75 | - | - | 75 | 0.0% |
| Dues & Membership | 400 | - | 191 | 209 | 47.8% |
| Taxes & Assessments | 200 | - | 98 | 102 | 49.0% |
| Other Fees | 100 | - | 14 | 86 | 14.0% |
| Ebook Services & Non-Print Databases | 7,200 | 788 | 3,679 | 3,521 | 51.1% |
| Transfer to LIRF | 10 | - | - | 10 | 0.0% |
| Subtotal | 103,235 | 4,892 | 29,753 | 73,482 | 28.8% |
| Capital Outlays | | | | | |
| Furniture & Equipment | 2,000 | 160 | 1,675 | 325 | 83.8% |
| Books - Adult | 16,500 | 1,558 | 7,202 | 9,298 | 43.6% |
| Books - Young Adult | 4,000 | 356 | 1,922 | 2,078 | 48.1% |
| Books - Children's | 12,500 | 142 | 8,946 | 3,554 | 71.6% |
| Books - Reference | 1,000 | - | 233 | 767 | 23.3% |
| Newspapers & Periodicals | 4,600 | 76 | 1,429 | 3,171 | 31.1% |
| Non-Print Video & DVD | 6,500 | 642 | 3,161 | 3,339 | 48.6% |
| Non-Print Audio | 2,000 | 102 | 1,012 | 988 | 50.6% |
| Non-Print Music | 1,000 | 311 | 731 | 269 | 73.1% |
| Non-Print Art Prints & Posters | 100 | 21 | 98 | 2 | 98.0% |
| Non-Print Games | 500 | 63 | 121 | 379 | 24.3% |
| Subtotal | 50,700 | 3,431 | 26,530 | 24,170 | 52.3% |
| FUND TOTAL | 454,614 | 31,857 | 183,455 | 271,159 | 40.4% |

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

Period Beginning Date
5/1/2013

Period Ending Date
5/31/2013

| Account Description | Annual Appropriation | Month Disbursements | YTD Disbursements | Balance | Percent Used |
|--|----------------------|---------------------|-------------------|---------------|--------------|
| <u>Other Services and Charges</u> | | | | | |
| Communication & Transportation | 9,600 | 630 | 2,750 | 6,850 | 28.7% |
| Utilities-Gas | 7,500 | 482 | 3,318 | 4,182 | 44.2% |
| Utilities-Electricity | 23,000 | 1,911 | 7,947 | 15,053 | 34.6% |
| Utilities-Water | 1,750 | 131 | 657 | 1,093 | 37.5% |
| Utilities-Waste Disposal | 1,200 | 126 | 586 | 614 | 48.9% |
| Repairs & Maintenance | 18,800 | - | 2,680 | 16,120 | 14.3% |
| Subtotal | 61,850 | 3,281 | 17,939 | 43,911 | 29.0% |
| <u>Capital Outlays</u> | | | | | |
| Furniture & Equipment | 1,900 | 160 | 1,597 | 303 | 84.1% |
| Books - Adult | 14,000 | 1,215 | 5,925 | 8,075 | 42.3% |
| Books - Young Adult | 3,000 | 356 | 1,228 | 1,772 | 40.9% |
| Books - Children's | 11,000 | 111 | 7,253 | 3,747 | 65.9% |
| Subtotal | 29,900 | 1,843 | 16,004 | 13,896 | 53.5% |
| TOTAL CICERO | 91,750 | 5,124 | 33,943 | 57,807 | 37.0% |

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

Period Beginning Date
5/1/2013

Period Ending Date
5/31/2013

| Account Description | Annual Appropriation | Month Disbursements | YTD Disbursements | Balance | Percent Used |
|--|----------------------|---------------------|-------------------|--------------|--------------|
| <u>Other Services and Charges</u> | | | | | |
| Communication & Transportation | 900 | 82 | 358 | 542 | 39.8% |
| Utilities-Gas | 1,500 | 36 | 943 | 557 | 62.8% |
| Utilities-Electricity | 2,000 | 114 | 520 | 1,480 | 26.0% |
| Utilities-Water | 750 | 82 | 410 | 340 | 54.7% |
| Repairs & Maintenance | 2,000 | - | 265 | 1,735 | 13.2% |
| Subtotal | 7,150 | 314 | 2,496 | 4,654 | 34.9% |
| <u>Capital Outlays</u> | | | | | |
| Furniture & Equipment | 100 | - | 78 | 22 | 77.9% |
| Books - Adult | 2,500 | 343 | 1,277 | 1,223 | 51.1% |
| Books - Young Adult | 1,000 | 192 | 886 | 114 | 88.6% |
| Books - Children's | 1,500 | (161) | 1,500 | (0) | 100.0% |
| Subtotal | 5,100 | 373 | 3,741 | 1,359 | 73.4% |
| TOTAL ATLANTA | 12,250 | 688 | 6,237 | 6,013 | 50.9% |

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

Period Beginning Date
5/1/2013

Period Ending Date
5/31/2013

| Account Description | Annual Appropriation | Month Disbursements | YTD Disbursements | Balance | Percent Used |
|--|----------------------|---------------------|-------------------|----------------|--------------|
| Library Improvement Reserve Fund (LIRF) | | | | | |
| Other Services and Charges | | | | | |
| Repairs & Maintenance | 15,000 | 477 | 1,467 | 13,533 | 9.8% |
| Capital Outlays | | | | | |
| Furniture & Equipment | 12,000 | 1,430 | 1,891 | 10,109 | 15.8% |
| Non-print Materials | 3,000 | | - | 3,000 | 0.0% |
| FUND TOTAL | 30,000 | 1,907 | 3,357 | 26,643 | 11.2% |
| | | | | | |
| Rainy Day Fund | | | | | |
| Other Services and Charges | | | | | |
| Repairs & Maintenance | 40,000 | - | 90 | 39,910 | 0.2% |
| Capital Outlays | | | | | |
| Furniture & Equipment | 10,000 | 24,009 | 45,956 | (35,956) | 459.6% |
| FUND TOTAL | 50,000 | 24,009 | 46,046 | 3,954 | 92.1% |
| | | | | | |
| Lease Rental Fund | | | | | |
| Other Services and Charges | | | | | |
| Lease Rental | 295,000 | - | - | 295,000 | 0.0% |
| FUND TOTAL | 295,000 | - | - | 295,000 | 0.0% |
| | | | | | |
| Operating Fund | | | | | |
| Personal Services | 285,514 | 22,090 | 121,152 | 164,362 | 42.4% |
| Supplies | 15,165 | 1,443 | 6,019 | 9,146 | 39.7% |
| Other Services and Charges | 103,235 | 4,892 | 29,753 | 73,482 | 28.8% |
| Capital Outlays | 50,700 | 3,431 | 26,530 | 24,170 | 52.3% |
| FUND TOTAL | 454,614 | 31,857 | 183,455 | 271,159 | 40.4% |
| GRAND TOTAL | 829,614 | 57,774 | 232,858 | 596,756 | 28.1% |

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Deposit Register Summary

Hamilton North Public Library

From: 5/1/2013 To: 5/31/2013

For Bank Number: 1 Community Bank

| Fund | Account Number and Description | Month to date Deposits | Year to date Deposits | |
|------|--------------------------------|---|-----------------------|--------------|
| 100 | 100.10.00.29 | Copier Fees | \$0.00 | \$197.80 |
| | 100.10.00.30 | Fines and Fees | \$855.16 | \$3,503.09 |
| | 100.10.00.31 | Fax | \$240.61 | \$740.56 |
| | 100.10.00.32 | Copies | \$193.43 | \$747.98 |
| | 100.10.00.34 | Meeting Room Fees | \$125.00 | \$525.00 |
| | 100.10.00.35 | Payment for Books | \$2.50 | \$36.98 |
| | 100.10.00.36 | Processing Fee | \$0.25 | \$30.25 |
| | 100.10.00.38 | Room Deposit | \$275.00 | \$875.00 |
| | 100.10.00.39 | Key Deposit | \$55.00 | \$95.00 |
| | 100.10.00.40 | COIT | \$20,465.07 | \$102,325.35 |
| | 100.10.00.41 | Property Tax - Operating | \$17,766.29 | \$17,766.29 |
| | 100.10.00.42 | Financial Institutions Tax - Operating | \$115.87 | \$115.87 |
| | 100.10.00.44 | CVET - Commercial Vehicle Excise Tax - Operatin | \$273.22 | \$273.22 |
| | 100.10.00.46 | Friends Bookstore | \$175.69 | \$1,018.48 |
| | 100.10.00.47 | Earbud Purchases | \$2.92 | \$12.57 |
| | 100.10.00.50 | Non Resident Cards | \$0.00 | \$400.00 |
| | 100.10.00.60 | Interest - Operating | \$15.53 | \$68.16 |
| | 100.10.00.70 | Interfund Transfers | \$0.00 | \$100,000.00 |
| | 100.10.00.80 | Refunds | \$421.50 | \$468.50 |
| | Fund Total | \$40,983.04 | \$229,200.10 | |
| 190 | 190.10.00.41 | Property Tax - Lease Rental Fund | \$28,921.87 | \$28,921.87 |
| | 190.10.00.42 | Financial Institutions Tax - Lease Rental Fund | \$188.63 | \$188.63 |
| | 190.10.00.44 | CVET - Lease Rental Fund | \$444.78 | \$444.78 |
| | 190.10.03.10 | Lease Rental | \$0.00 | \$34,000.00 |
| | Fund Total | \$29,555.28 | \$63,555.28 | |
| 300 | 300.10.00.03 | Gift Fund - Unrestricted | \$0.00 | \$395.00 |
| | 300.10.02.03 | Gift Fund - Summer Reading | \$0.00 | \$2,009.50 |
| | 300.10.02.06 | Gift Fund - Programming | \$63.44 | \$186.32 |
| | 300.10.02.10 | Gift Fund - Amazon Sales | \$231.02 | \$546.04 |
| | 300.10.02.13 | Gift Fund - Tess Gerritsen Author Visit | \$0.00 | \$250.00 |
| | 300.10.04.20 | Gift Fund - Friends Slush Fund Cicero | \$0.00 | \$44.85 |
| | 300.20.03.01 | Gift Fund - Atlanta Feasibility Study | \$0.00 | \$2,000.00 |
| | Fund Total | \$294.46 | \$5,431.71 | |

For Bank Number: 5 Community Bank

| Fund | Account Number and Description | Month to date Deposits | Year to date Deposits |
|------|--------------------------------|------------------------|-----------------------|
|------|--------------------------------|------------------------|-----------------------|

7

6/13/2013 3:51:39 PM

Deposit Register Summary

Hamilton North Public Library

From: 5/1/2013 To: 5/31/2013

100 100.10.00.61

Interest - MM Fund (Operating)

\$38.25

\$186.23

Fund Total

\$38.25

\$186.23

For Bank Number: 7

Key Bank

| Fund | Account Number and Description | Month to date Deposits | Year to date Deposits |
|-------------------|---|------------------------|-----------------------|
| 100 | 100.10.00.61 Interest - MM Fund (Operating) | \$0.00 | \$29.78 |
| Fund Total | | \$0.00 | \$29.78 |

For Bank Number: 8

First Farmers Bank & Trust

| Fund | Account Number and Description | Month to date Deposits | Year to date Deposits |
|-------------------|---|------------------------|-----------------------|
| 100 | 100.10.00.61 Interest - MM Fund (Operating) | \$19.34 | \$95.62 |
| Fund Total | | \$19.34 | \$95.62 |

Total of all Funds:

\$70,890.37

\$298,498.72

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Thursday, June 13, 2013

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

From: 5/1/2013 **To:** 5/31/2013

| Date | Account | Office/Dept/Fund | | | | | |
|-----------------|----------------------|------------------|-------------------------|-----------|----------------|-------------------|-----------------------------------|
| Fund 100 | | | | | | | |
| 100.10.00.38 | Room Deposit | | Name of Claimant | PO | Claim # | Amount | Check# Notes |
| 5/20/2013 | Linda Barnhill | | Linda Barnhill | | 8104 | \$50.00 | 13379 |
| 5/20/2013 | Lyndsy Cain | | Lyndsy Cain | | 8106 | \$50.00 | 13393 |
| 5/31/2013 | Lisa Overmyer | | Lisa Overmyer | | 8138 | \$50.00 | 13405 |
| | | | Total: | | | \$150.00 | |
| 100.10.00.39 | Key Deposit | | Name of Claimant | PO | Claim # | Amount | Check# Notes |
| 5/20/2013 | Linda Barnhill | | Linda Barnhill | | 8104 | \$10.00 | 13379 |
| 5/20/2013 | Lyndsy Cain | | Lyndsy Cain | | 8106 | \$10.00 | 13393 |
| 5/31/2013 | Lisa Overmyer | | Lisa Overmyer | | 8138 | \$10.00 | 13405 |
| | | | Total: | | | \$30.00 | |
| 100.10.00.46 | Friends Bookstore | | Name of Claimant | PO | Claim # | Amount | Check# Notes |
| 5/31/2013 | HNPL Friends | | HNPL Friends | | 8152 | \$169.39 | 13418 May 2013 Bookstore Proceeds |
| | | | Total: | | | \$169.39 | |
| 100.10.01.11 | Salary of Director | | Name of Claimant | PO | Claim # | Amount | Check# Notes |
| 5/7/2013 | | | | | 8028 | \$2,120.19 | DD8028 |
| 5/21/2013 | | | | | 8075 | \$2,120.19 | DD8075 |
| | | | Total: | | | \$4,240.38 | |
| 100.10.01.12 | Salary of Assistants | | | | Claim # | Amount | Check# Notes |
| 5/7/2013 | | | | | 8024 | \$34.15 | DD8024 |
| 5/7/2013 | | | | | 8025 | \$681.59 | DD8025 |
| 5/7/2013 | | | | | 8026 | \$630.00 | DD8026 |
| 5/7/2013 | | | | | 8027 | \$100.13 | DD8027 |
| 5/7/2013 | | | | | 8029 | \$526.46 | DD8029 |
| 5/7/2013 | | | | | 8030 | \$598.50 | DD8030 |
| 5/7/2013 | | | | | 8031 | \$155.27 | DD8031 |
| 5/7/2013 | | | | | 8032 | \$386.76 | DD8032 |
| 5/7/2013 | | | | | 8034 | \$423.58 | DD8034 |

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Thursday, June 13, 2013

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

From: 5/1/2013 **To:** 5/31/2013

| Date | Account | Office/Dept/Fund |
|-----------|---------|------------------|
| 5/7/2013 | | |
| 5/7/2013 | | |
| 5/7/2013 | | |
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| 5/21/2013 | | |

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|------|------------|--------|
| 8035 | \$1,039.63 | DD8035 |
| 8036 | \$54.15 | DD8036 |
| 8037 | \$88.38 | DD8037 |
| 8038 | \$962.86 | DD8038 |
| 8040 | \$577.81 | DD8040 |
| 8041 | \$460.27 | DD8041 |
| 8070 | \$65.42 | DD8070 |
| 8072 | \$683.77 | DD8072 |
| 8073 | \$630.00 | DD8073 |
| 8074 | \$136.86 | DD8074 |
| 8076 | \$596.84 | DD8076 |
| 8077 | \$601.40 | DD8077 |
| 8078 | \$151.22 | DD8078 |
| 8079 | \$377.44 | DD8079 |
| 8081 | \$374.12 | DD8081 |
| 8082 | \$1,037.93 | DD8082 |
| 8083 | \$89.38 | DD8083 |
| 8084 | \$953.26 | DD8084 |
| 8086 | \$591.05 | DD8086 |
| 8087 | \$459.92 | DD8087 |

Total: \$13,468.15

| 100.10.01.14 | Wages of Janitor |
|--------------|------------------|
| 5/7/2013 | |
| 5/7/2013 | |
| 5/21/2013 | |
| 5/21/2013 | |

| PO | Claim # | Amount | Check# | Notes |
|----|---------|----------|--------|-------|
| | 8033 | \$704.89 | DD8033 | |
| | 8039 | \$434.22 | DD8039 | |
| | 8080 | \$610.27 | DD8080 | |
| | 8085 | \$455.78 | DD8085 | |

Total: \$2,205.16

| 100.10.01.15 | Pages |
|--------------|-------|
| 5/7/2013 | |
| 5/21/2013 | |

| PO | Claim # | Amount | Check# | Notes |
|----|---------|----------|--------|-------|
| | 8024 | \$114.78 | DD8024 | |
| | 8071 | \$113.61 | DD8071 | |

Total: \$228.39

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Thursday, June 13, 2013

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

From: 5/1/2013 To: 5/31/2013

| Date | Account | Office/Dept/Fund | Name of Claimant | PO | Claim # | Amount | Check# | Notes |
|--|---|------------------|---|----|---------|-------------------|-----------------|---|
| 100.10.01.20 Employee Benefits | | | | | | | | |
| 5/31/2013 | Hartford Life & Annuity Insurance Company | | Hartford Life & Annuity Insurance Company | | 8042 | \$208.49 | 5/7/ 457 Plan | |
| 5/31/2013 | Hartford Life & Annuity Insurance Company | | Hartford Life & Annuity Insurance Company | | 8088 | \$208.15 | 5/2/1 457 Plan | |
| 5/31/2013 | Community Bank | | Community Bank | | 8089 | \$1,520.37 | ay Withholdings | |
| 5/31/2013 | Community Bank | | Community Bank | | 8155 | \$11.30 | May DD Fee | Direct Deposit Fee |
| Total: | | | | | | \$1,948.31 | | |
| 100.10.02.13 Office Supplies | | | | | | | | |
| 5/20/2013 | CompuTrain Enterprises, Inc. | | CompuTrain Enterprises, Inc. | | 8097 | \$162.90 | 13386 | Blank Check Stock |
| 5/20/2013 | Carriage Paper Products | | Carriage Paper Products | | 8099 | \$62.89 | 13384 | Thermal Paper for Receipt Printers |
| 5/31/2013 | Quill Corporation | | Quill Corporation | | 8131 | \$44.99 | 13398 | Ink jet cartridge - Atlanta |
| 5/31/2013 | Quill Corporation | | Quill Corporation | | 8131 | \$11.69 | 13398 | Card Stock |
| 5/31/2013 | Quill Corporation | | Quill Corporation | | 8131 | \$147.60 | 13398 | Copy Paper |
| 5/31/2013 | Cardmember Service | | Cardmember Service | | 8153 | \$63.98 | 13419 | Fax Machine Cartridge & Cash Register Tape |
| Total: | | | | | | \$494.05 | | |
| 100.10.02.23 Operating Supplies | | | | | | | | |
| 5/20/2013 | Quill Corporation | | Quill Corporation | | 8093 | \$10.99 | 13390 | Kleenex |
| 5/20/2013 | Quill Corporation | | Quill Corporation | | 8093 | \$24.95 | 13390 | Clorox Wipes |
| 5/20/2013 | Neutron Industries, Inc. | | Neutron Industries, Inc. | | 8101 | \$382.39 | 13382 | Cleaners |
| 5/20/2013 | Supply Warehouse, Inc. | | Supply Warehouse, Inc. | | 8103 | \$53.95 | 13380 | Toilet Paper |
| 5/31/2013 | Quill Corporation | | Quill Corporation | | 8131 | \$19.99 | 13398 | Paper Towels |
| 5/31/2013 | Quill Corporation | | Quill Corporation | | 8131 | \$4.49 | 13398 | Door Stop |
| 5/31/2013 | Cardmember Service | | Cardmember Service | | 8153 | \$111.11 | 13419 | Gas for Mower, Light Bulbs, Trimmer Line, Chain |
| Total: | | | | | | \$607.87 | | |
| 100.10.02.33 Library Supplies | | | | | | | | |
| 5/31/2013 | The Library Store | | The Library Store | | 8129 | \$132.90 | 13396 | Label Protectors |
| 5/31/2013 | Demco | | Demco | | 8146 | \$48.40 | 13412 | Round Labels |
| Total: | | | | | | \$181.30 | | |
| 100.10.02.35 Cicero Young Adult Programming | | | | | | | | |
| 5/31/2013 | Cardmember Service | | Cardmember Service | | 8153 | \$60.00 | 13419 | Teen Poetry Gift Cards |

Thursday, June 13, 2013

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

From: 5/1/2013 **To:** 5/31/2013

| Date | Account | Office/Dept/Fund | Name of Claimant | PO | Claim # | Amount | Check# | Notes |
|---------------------|--|------------------|----------------------------------|----|---------|---------------|--------|----------------------------|
| | | | | | | Total: | | \$60.00 |
| 100.10.02.36 | Cicero Adult Programming | | | | | | | |
| 5/31/2013 | Chris Le Sesne | | Chris Le Sesne | | 8148 | \$50.00 | 13414 | Photography Class #1 |
| 5/31/2013 | Chris Le Sesne | | Chris Le Sesne | | 8149 | \$50.00 | 13415 | Photography Class #2 |
| | | | | | | Total: | | \$100.00 |
| 100.10.03.14 | Professional Services | | | | | | | |
| 5/31/2013 | Cardmember Service | | Cardmember Service | | 8153 | \$510.00 | 13419 | Charges for New/Old Copier |
| | | | | | | Total: | | \$510.00 |
| 100.10.03.27 | Communication & Transportation- | | | | | | | |
| 5/20/2013 | Creative Product Source, Inc. | | Creative Product Source, Inc. | | 8091 | \$26.50 | 13392 | Shipping |
| 5/20/2013 | Morgan Birge' & Associates, Inc. | | Morgan Birge' & Associates, Inc. | | 8094 | \$50.00 | 13389 | Monthly Phone Maintenance |
| 5/20/2013 | CompuTrain Enterprises, Inc. | | CompuTrain Enterprises, Inc. | | 8097 | \$14.96 | 13386 | Shipping |
| 5/20/2013 | Neutron Industries, Inc. | | Neutron Industries, Inc. | | 8101 | \$68.46 | 13382 | Shipping |
| 5/31/2013 | The Library Store | | The Library Store | | 8129 | \$11.95 | 13396 | Shipping |
| 5/31/2013 | Frontier | | Frontier | | 8141 | \$297.23 | 13407 | Cicero Phone & Fax |
| 5/31/2013 | Demco | | Demco | | 8146 | \$10.95 | 13412 | Shipping |
| 5/31/2013 | Amy Wolfe | | Amy Wolfe | | 8147 | \$75.71 | 13413 | Mileage Reimbursement |
| 5/31/2013 | GECRB/Amazon | | GECRB/Amazon | | 8150 | \$0.28 | 13416 | Shipping |
| 5/31/2013 | Baker & Taylor Books | | Baker & Taylor Books | | 8151 | \$18.49 | 13417 | Shipping |
| 5/31/2013 | Cardmember Service | | Cardmember Service | | 8153 | \$23.97 | 13419 | HamCo Director's Luncheon |
| 5/31/2013 | Samuel Mitchel | | Samuel Mitchel | | 8154 | \$31.64 | 13420 | Mileage Reimbursement |
| | | | | | | Total: | | \$630.14 |
| 100.10.03.51 | Utilities-Gas-Cicero | | | | | | | |
| 5/31/2013 | Vectren Energy Delivery | | Vectren Energy Delivery | | 8128 | \$482.28 | 13395 | |
| | | | | | | Total: | | \$482.28 |
| 100.10.03.52 | Utilities-Electricity-Cicero | | | | | | | |
| 5/31/2013 | Duke Energy | | Duke Energy | | 8132 | \$1,910.77 | 13399 | |
| | | | | | | Total: | | \$1,910.77 |

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Thursday, June 13, 2013

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

From: 5/1/2013 To: 5/31/2013

| Date | Account | Office/Dept/Fund | Name of Claimant | PO | Claim # | Amount | Check# | Notes |
|--------------|---------------------------------|------------------|----------------------------|----|---------------|-------------------|--------|-------------------------------------|
| 100.10.03.53 | Utilities-Water-Cicero | | | | | | | |
| 5/31/2013 | Cicero Municipal Utilities | | Cicero Municipal Utilities | | 8135 | \$131.37 | 13402 | |
| | | | | | Total: | \$131.37 | | |
| 100.10.03.54 | Utilities-Waste Disposal-Cicero | | | | | | | |
| 5/31/2013 | Republic Services #761 | | Republic Services #761 | | 8130 | \$126.24 | 13397 | |
| | | | | | Total: | \$126.24 | | |
| 100.10.03.98 | Ebook Services & Non-Print Data | | | | | | | |
| 5/20/2013 | Evanced Solutions, LLC | | Evanced Solutions, LLC | | 8092 | \$787.50 | 13391 | 1 Yr Subscription - Events Software |
| | | | | | Total: | \$787.50 | | |
| 100.10.04.41 | Furniture & Equipment-Cicero | | | | | | | |
| 5/31/2013 | Cardmember Service | | Cardmember Service | | 8153 | \$159.95 | 13419 | Switch, Wi-Fi Adaptor, Weed Trimmer |
| | | | | | Total: | \$159.95 | | |
| 100.10.04.51 | Books-Adult-Cicero | | | | | | | |
| 5/31/2013 | Gale | | Gale | | 8127 | \$19.46 | 13394 | |
| 5/31/2013 | GECRB/Amazon | | GECRB/Amazon | | 8150 | \$48.23 | 13416 | |
| 5/31/2013 | Baker & Taylor Books | | Baker & Taylor Books | | 8151 | \$1,147.52 | 13417 | |
| | | | | | Total: | \$1,215.21 | | |
| 100.10.04.52 | Books-Young Adult-Cicero | | | | | | | |
| 5/31/2013 | Baker & Taylor Books | | Baker & Taylor Books | | 8151 | \$284.86 | 13417 | |
| 5/31/2013 | Junior Library Guild | | Junior Library Guild | | 8156 | \$71.25 | | Reclass 1 Move from J to YA |
| | | | | | Total: | \$356.11 | | |
| 100.10.04.53 | Books-Childrens-Cicero | | | | | | | |
| 5/31/2013 | Baker & Taylor Books | | Baker & Taylor Books | | 8151 | \$182.74 | 13417 | |
| 5/31/2013 | Junior Library Guild | | Junior Library Guild | | 8156 | (\$71.25) | | Reclass 1 Move from J to YA |
| | | | | | Total: | \$111.49 | | |

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Thursday, June 13, 2013

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

From: 5/1/2013 To: 5/31/2013

| Date | Account | Office/Dept/Fund | Name of Claimant | PO | Claim # | Amount | Check# | Notes |
|---|-------------------------|------------------|-------------------------|----|---------|-----------------|--------|-------------------------|
| 100.10.04.60 Newspapers & Periodicals | | | | | | | | |
| 5/20/2013 | VYPE HSSM | | VYPE HSSM | | 8102 | \$29.95 | 13381 | |
| 5/31/2013 | Cardmember Service | | Cardmember Service | | 8153 | \$45.97 | 13419 | |
| | | | Total: | | | \$75.92 | | |
| 100.10.04.71 Non-Print-Vid/DVD | | | | | | | | |
| 5/31/2013 | GECRB/Amazon | | GECRB/Amazon | | 8150 | \$621.94 | 13416 | |
| 5/31/2013 | Cardmember Service | | Cardmember Service | | 8153 | \$19.96 | 13419 | |
| | | | Total: | | | \$641.90 | | |
| 100.10.04.72 Non-Print-Audio | | | | | | | | |
| 5/20/2013 | Recorded Books, LLC | | Recorded Books, LLC | | 8098 | \$34.98 | 13385 | |
| 5/31/2013 | Recorded Books, LLC | | Recorded Books, LLC | | 8137 | \$50.00 | 13404 | |
| 5/31/2013 | GECRB/Amazon | | GECRB/Amazon | | 8150 | \$17.09 | 13416 | |
| | | | Total: | | | \$102.07 | | |
| 100.10.04.73 Non-Print-Music | | | | | | | | |
| 5/31/2013 | GECRB/Amazon | | GECRB/Amazon | | 8150 | \$311.08 | 13416 | |
| | | | Total: | | | \$311.08 | | |
| 100.10.04.74 Non-Print-Artwork | | | | | | | | |
| 5/31/2013 | Amy Wolfe | | Amy Wolfe | | 8147 | \$20.99 | 13413 | Décor for Movie/CD Area |
| | | | Total: | | | \$20.99 | | |
| 100.10.04.76 Non-Print Games | | | | | | | | |
| 5/31/2013 | GECRB/Amazon | | GECRB/Amazon | | 8150 | \$63.24 | 13416 | |
| | | | Total: | | | \$63.24 | | |
| 100.20.03.28 Communication & Transportation- | | | | | | | | |
| 5/20/2013 | Davidson Titles, Inc. | | Davidson Titles, Inc. | | 8095 | \$12.57 | 13388 | Shipping |
| 5/31/2013 | Endeavor Communications | | Endeavor Communications | | 8134 | \$69.25 | 13401 | Atlanta Phone & Fax |

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Thursday, June 13, 2013

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

From: 5/1/2013 To: 5/31/2013

| Date | Account | Office/Dept/Fund | Name of Claimant | PO | Claim # | Amount | Check# | Notes |
|-----------------|--------------------------------|------------------|-------------------------|----|---------|----------------------------|--------|-----------------------------|
| | | | | | | Total: | | \$81.82 |
| 100.20.03.51 | Utilities-Gas-Atlanta | | | | | | | |
| 5/31/2013 | Vectren Energy Delivery | | Vectren Energy Delivery | | 8128 | \$36.31 | 13395 | |
| | | | | | | Total: | | \$36.31 |
| 100.20.03.52 | Utilities-Electricity-Atlanta | | | | | | | |
| 5/31/2013 | Duke Energy | | Duke Energy | | 8132 | \$114.01 | 13399 | |
| | | | | | | Total: | | \$114.01 |
| 100.20.03.53 | Utilities-Water-Atlanta | | | | | | | |
| 5/31/2013 | Atlanta Utilities | | Atlanta Utilities | | 8133 | \$82.05 | 13400 | |
| | | | | | | Total: | | \$82.05 |
| 100.20.04.51 | Books-Adult-Atlanta | | | | | | | |
| 5/20/2013 | Davidson Titles, Inc. | | Davidson Titles, Inc. | | 8095 | \$157.16 | 13388 | |
| 5/31/2013 | Baker & Taylor Books | | Baker & Taylor Books | | 8151 | \$185.54 | 13417 | |
| | | | | | | Total: | | \$342.70 |
| 100.20.04.53 | Books-Childrens-Atlanta | | | | | | | |
| 5/31/2013 | Baker & Taylor Books | | Baker & Taylor Books | | 8151 | \$30.70 | 13417 | |
| | | | | | | Total: | | \$30.70 |
| | | | | | | Total for Fund# 100 | | \$32,206.85 |
| Fund 110 | | | | | | | | |
| 110.10.03.01 | LIRF - Repairs & Maintenance | | | | | | | |
| 5/20/2013 | Ricoh USA, Inc. | | Ricoh USA, Inc. | | 8096 | \$91.80 | 13387 | Monthly Fee - Patron Copier |
| 5/31/2013 | Sharp Business Systems | | Sharp Business Systems | | 8144 | \$385.39 | 13410 | Atlanta 1 Year Copier Lease |
| | | | | | | Total: | | \$477.19 |
| 110.10.04.40 | LIRF - Furniture and Equipment | | | | | | | |

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Thursday, June 13, 2013

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

From: 5/1/2013 **To:** 5/31/2013

| Date | Account | Office/Dept/Fund | From: | To: | Amount | Check# | Notes |
|-----------|--------------------|--------------------|-------|-----|---------------|--------|---------------------------------------|
| 5/31/2013 | Cardmember Service | Cardmember Service | 8153 | | \$1,429.97 | 13419 | 3 Gateway Computers, Virus Protection |
| | | | | | Total: | | \$1,429.97 |

Total for Fund# 110 **\$1,907.16**

Fund 140

| 140.10.03.01 | State Technology Fund Grant | Name of Claimant | PO | Claim # | Amount | Check# | Notes |
|--------------|-----------------------------|------------------|----|---------|---------------|--------|-----------------|
| 5/31/2013 | ENA Services LLC | ENA Services LLC | | 8136 | \$762.50 | 13403 | |
| | | | | | 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 |
|--------------|---------------------------------|------------------|----|---------|---------------|--------|---|
| 5/20/2013 | James Roy | James Roy | | 8100 | \$69.95 | 13383 | Reimbursement - 5 Knockout Roses |
| 5/31/2013 | Host Design | Host Design | | 8140 | \$23,939.00 | 13405 | Balance Due - C omputer Lab & Mig Room Renovation |
| | | | | | Total: | | \$24,008.95 |

Total for Fund# 160 **\$24,008.95**

Fund 200

| 200.10.01.01 | Federal Withholding | Name of Claimant | PO | Claim # | Amount | Check# | Notes |
|--------------|---------------------|------------------|----|---------|---------------|--------|-----------------|
| 5/31/2013 | Community Bank | Community Bank | | 8089 | \$773.85 | | ay Withholdings |
| | | | | | Total: | | \$773.85 |

| 200.10.01.02 | FICA Withheld | Name of Claimant | PO | Claim # | Amount | Check# | Notes |
|--------------|----------------|------------------|----|---------|---------------|--------|-------------------|
| 5/31/2013 | Community Bank | Community Bank | | 8089 | \$1,232.20 | | ay Withholdings |
| | | | | | Total: | | \$1,232.20 |

| 200.10.01.03 | Medicare Withheld | Name of Claimant | PO | Claim # | Amount | Check# | Notes |
|--------------|-------------------|------------------|----|---------|---------------|--------|-----------------|
| 5/31/2013 | Community Bank | Community Bank | | 8089 | \$288.17 | | ay Withholdings |
| | | | | | Total: | | \$288.17 |

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

From: 5/1/2013 To: 5/31/2013

| Date | Account | Office/Dept/Fund | Name of Claimant | PO | Claim # | Amount | Check# | Notes |
|----------------------------|---|------------------|---|----|---------------|-------------------|---------------|----------------------------|
| 200.10.01.04 | State/County Withheld | | | | | | | |
| 5/31/2013 | Indiana Department of Revenue | | Indiana Department of Revenue | | 8090 | \$893.10 | May State WH | |
| | | | | | Total: | \$893.10 | | |
| 200.10.01.09 | 457 Plan Withheld | | | | | | | |
| 5/31/2013 | Hartford Life & Annuity Insurance Company | | Hartford Life & Annuity Insurance Company | | 8042 | \$134.29 | 5/7/457 Plan | |
| 5/31/2013 | Hartford Life & Annuity Insurance Company | | Hartford Life & Annuity Insurance Company | | 8088 | \$133.95 | 5/21 457 Plan | |
| | | | | | Total: | \$268.24 | | |
| 200.10.01.11 | 457 Plan Loan | | | | | | | |
| 5/31/2013 | Hartford Life & Annuity Insurance Company | | Hartford Life & Annuity Insurance Company | | 8042 | \$20.71 | 5/7/457 Plan | |
| 5/31/2013 | Hartford Life & Annuity Insurance Company | | Hartford Life & Annuity Insurance Company | | 8088 | \$20.71 | 5/21 457 Plan | |
| | | | | | Total: | \$41.42 | | |
| Total for Fund# 200 | | | | | | \$3,496.98 | | |
| Fund 300 | | | | | | | | |
| 300.10.00.03 | Gift Fund - Unrestricted | | | | | | | |
| 5/20/2013 | Creative Product Source, Inc. | | Creative Product Source, Inc. | | 8091 | \$395.00 | 13392 | Pencils |
| | | | | | Total: | \$395.00 | | |
| 300.10.02.03 | Gift Fund - Summer Reading | | | | | | | |
| 5/31/2013 | Lusk Entertainment Group, Inc. | | Lusk Entertainment Group, Inc. | | 8142 | \$537.00 | 13408 | 2 Magic Shows - SR Opening |
| 5/31/2013 | Minnetrasta Theatre Preserves | | Minnetrasta Theatre Preserves | | 8143 | \$250.00 | 13409 | Children's Theater - 7/1 |
| 5/31/2013 | Hamilton Heights Choir Boosters | | Hamilton Heights Choir Boosters | | 8145 | \$625.00 | 13411 | SR Prizes |
| 5/31/2013 | Amy Wolfe | | Amy Wolfe | | 8147 | \$49.97 | 13413 | SR Prizes |
| | | | | | Total: | \$1,461.97 | | |
| 300.10.02.06 | Gift Fund - Programming | | | | | | | |
| 5/31/2013 | Cardmember Service | | Cardmember Service | | 8153 | \$21.19 | 13419 | Food for programs |
| | | | | | Total: | \$21.19 | | |

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Thursday, June 13, 2013

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

From: 5/1/2013 **To:** 5/31/2013

| Date | Account | Office/Dept/Fund | Name of Claimant | PO | Claim # | Amount | Check# | Notes |
|--------------|-----------------------------------|------------------|--------------------|----|--------------------------------|--------------------|--------|---------------------------------------|
| 300.10.02.10 | Gift Fund - Amazon Sales | | | | | | | |
| 5/31/2013 | Quill Corporation | | Quill Corporation | | 8131 | \$23.39 | 13398 | Bubble Wrap |
| 5/31/2013 | Cardmember Service | | Cardmember Service | | 8153 | \$54.69 | 13419 | Shipping |
| | | | | | Total: | \$78.08 | | |
| 300.10.04.20 | Gift Fund - Friends Slush Fund Ci | | | | | | | |
| 5/31/2013 | Amy Wolfe | | Amy Wolfe | | 8147 | \$36.54 | 13413 | Cakes, Napkins, Grad Card |
| 5/31/2013 | Cardmember Service | | Cardmember Service | | 8153 | \$75.37 | 13419 | Sympathy Flowers, Pizza for Board Mtg |
| | | | | | Total: | \$111.91 | | |
| | | | | | Total for Fund# 300 | \$2,068.15 | | |
| | | | | | Total Amount of Claims: | \$64,450.59 | | |

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

6/20/2013

From: 5/1/2013 To: 5/31/2013

| Claim Number | Vendor Number / Name | PO Number | Check Number | Check Date | Amount of Claim |
|--------------|---|-----------|--------------|------------|-----------------|
| 8042 | Hartford Life & Annuity Insurance Company | | | | \$363.49 |
| 8088 | Hartford Life & Annuity Insurance Company | | | | \$362.81 |
| 8089 | Community Bank | | | | \$3,814.59 |
| 8090 | Indiana Department of Revenue | | | | \$893.10 |
| 8091 | Creative Product Source, Inc. | | | | \$421.50 |
| 8092 | Evanced Solutions, LLC | | | | \$787.50 |
| 8093 | Quill Corporation | | | | \$35.94 |
| 8094 | Morgan Birge & Associates, Inc. | | | | \$50.00 |
| 8095 | Davidson Titles, Inc. | | | | \$169.73 |
| 8096 | Ricoh USA, Inc. | | | | \$91.80 |
| 8097 | CompuTrain Enterprises, Inc. | | | | \$177.86 |
| 8098 | Recorded Books, LLC | | | | \$34.98 |
| 8099 | Carriage Paper Products | | | | \$62.89 |
| 8100 | James Roy | | | | \$69.95 |
| 8101 | Neutron Industries, Inc. | | | | \$450.85 |
| 8102 | VYPE HSSM | | | | \$29.95 |
| 8103 | Supply Warehouse, Inc. | | | | \$53.95 |
| 8104 | Linda Barnhill | | | | \$60.00 |
| 8106 | Lyndsy Cain | | | | \$60.00 |
| 8127 | Gale | | | | \$19.46 |
| 8128 | Vectren Energy Delivery | | | | \$518.59 |
| 8129 | The Library Store | | | | \$144.85 |
| 8130 | Republic Services #761 | | | | \$126.24 |
| 8131 | Quill Corporation | | | | \$252.15 |
| 8132 | Duke Energy | | | | \$2,024.78 |
| 8133 | Atlanta Utilities | | | | \$82.05 |
| 8134 | Endeavor Communications | | | | \$69.25 |
| 8135 | Cicero Municipal Utilities | | | | \$131.37 |
| 8136 | ENA Services LLC | | | | \$762.50 |
| 8137 | Recorded Books, LLC | | | | \$50.00 |
| 8138 | Lisa Overmyer | | | | \$60.00 |
| 8140 | Host Design | | | | \$23,939.00 |
| 8141 | Frontier | | | | \$297.23 |
| 8142 | Lusk Entertainment Group, Inc. | | | | \$537.00 |
| 8143 | Minnetrista Theatre Preserves | | | | \$250.00 |
| 8144 | Sharp Business Systems | | | | \$385.39 |
| 8145 | Hamilton Heights Choir Boosters | | | | \$625.00 |
| 8146 | Demco | | | | \$59.35 |

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

6/20/2013

From: 5/1/2013 To: 5/31/2013

| Claim Number | Vendor Number / Name | PO Number | Check Number | Check Date | Amount of Claim |
|--------------|----------------------|-----------|--------------|------------|-----------------|
| 8147 | Amy Wolfe | | | | \$183.21 |
| 8148 | Chris Le Seane | | | | \$50.00 |
| 8149 | Chris Le Seane | | | | \$50.00 |
| 8150 | GECRB/Amazon | | | | \$1,061.86 |
| 8151 | Baker & Taylor Books | | | | \$1,849.85 |
| 8152 | HNPL Friends | | | | \$169.39 |
| 8153 | Cardmember Service | | | | \$2,576.16 |
| 8154 | Samuel Mitchel | | | | \$31.64 |
| 8155 | Community Bank | | | | \$11.30 |
| 8156 | Junior Library Guild | | | | \$0.00 |

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

6/20/2013

From: 5/1/2013 To: 5/31/2013

| 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.

6/20, 2013

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 \$44,308.51. Dated 6/20/2013

Emily Beechler
Emily Beechler

Sharon Bislich
Sharon Bislich

Steve Griffith

Laura Holliday
Laura Holliday

Emily Holt

Mike Jenkins
Mike Jenkins

Melissa Martin

Board Members

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Payroll Claim Register
Hamilton North Public Library
 209 W Brinton
 Cicero, IN 46034
 From: 5/1/2013 To: 5/31/2013

| Claim Number | ID | Payee | Gross Pay | Check Number | Amount of Claim |
|--------------|----|-------|------------|--------------|-----------------|
| 8024 | | | \$148.93 | DD8024 | \$132.68 |
| 8025 | | | \$681.59 | DD8025 | \$563.20 |
| 8026 | | | \$630.00 | DD8026 | \$489.48 |
| 8027 | | | \$100.13 | DD8027 | \$92.47 |
| 8028 | | | \$2,120.19 | DD8028 | \$1,810.35 |
| 8029 | | | \$526.46 | DD8029 | \$458.97 |
| 8030 | | | \$598.50 | DD8030 | \$498.42 |
| 8031 | | | \$155.27 | DD8031 | \$126.56 |
| 8032 | | | \$386.76 | DD8032 | \$333.37 |
| 8033 | | | \$704.89 | DD8033 | \$581.36 |
| 8034 | | | \$423.58 | DD8034 | \$337.63 |
| 8035 | | | \$1,039.63 | DD8035 | \$875.00 |
| 8036 | | | \$54.15 | DD8036 | \$48.93 |
| 8037 | | | \$88.38 | DD8037 | \$77.39 |
| 8038 | | | \$962.86 | DD8038 | \$776.61 |
| 8039 | | | \$434.22 | DD8039 | \$362.05 |
| 8040 | | | \$577.81 | DD8040 | \$482.30 |
| 8041 | | | \$460.27 | DD8041 | \$290.68 |
| 8070 | | | \$65.42 | DD8070 | \$59.22 |
| 8071 | | | \$113.61 | DD8071 | \$101.61 |
| 8072 | | | \$683.77 | DD8072 | \$564.90 |
| 8073 | | | \$630.00 | DD8073 | \$489.48 |
| 8074 | | | \$136.86 | DD8074 | \$126.39 |
| 8075 | | | \$2,120.19 | DD8075 | \$1,810.35 |
| 8076 | | | \$596.84 | DD8076 | \$513.85 |
| 8077 | | | \$601.40 | DD8077 | \$500.69 |
| 8078 | | | \$151.22 | DD8078 | \$123.00 |
| 8079 | | | \$377.44 | DD8079 | \$326.13 |
| 8080 | | | \$610.27 | DD8080 | \$507.60 |
| 8081 | | | \$374.12 | DD8081 | \$299.19 |
| 8082 | | | \$1,037.93 | DD8082 | \$873.69 |
| 8083 | | | \$89.38 | DD8083 | \$78.17 |
| 8084 | | | \$953.26 | DD8084 | \$769.36 |
| 8085 | | | \$455.78 | DD8085 | \$381.01 |

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| Claim Number | ID | Payee | Gross Pay | Check Number | Amount of Claim |
|--------------|----|-------|--------------------|--------------|--------------------|
| 8086 | | | \$591.05 | DD8086 | \$492.61 |
| 8087 | | | \$459.92 | DD8087 | \$290.40 |
| | | | \$20,142.08 | | \$16,645.10 |

| | | | | | |
|--------------|---------------------|----------|--------------|-----------------------|------------|
| 200.10.01.01 | Federal Withholding | \$773.85 | 200.10.01.02 | FICA Withheld | \$1,232.20 |
| 200.10.01.03 | Medicare Withheld | \$288.17 | 200.10.01.04 | State/County Withheld | \$893.10 |
| 200.10.01.09 | 457 Plan Withheld | \$268.24 | 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.

6/20, 2013

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 \$16,645.10 Dated 6/20/2013

Emily Beechler

Emily Beechler

Steve Griffith

Emily Holt

Melissa Martin

Sharon Bislich

Sharon Bislich

Laura Holliday

Laura Holliday

Mike Jenkins

Mike Jenkins

Board Members

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

| | Unrestricted Gift Fund | Friends Slush Fund Cicero | Programming Gift Fund | Atlanta Feasibility Study Gift Fund | Kiwanis Children's Computer Lab | Friends Summer Reading Gift Fund | Summer Reading Gift Fund | Total Summer Reading Gift Funds | Friends Photo Contest Gift Fund |
|---------------------------|---------------------------|---------------------------------|--------------------------|---|---------------------------------------|--|-----------------------------|---------------------------------------|---------------------------------------|
| Ending Balance (12/31/12) | \$ 937.96 | \$ 0.00 | \$ 0.07 | \$ - | \$ 198.00 | \$ (23.12) | \$ - | \$ (23.12) | \$ - |
| 2013 YTD Receipts | \$ - | \$ 44.85 | \$ 186.32 | \$ 2,000.00 | \$ - | \$ 2,000.00 | \$ 9.50 | \$ 2,009.50 | \$ - |
| 2013 YTD Disbursements | \$ (398.19) | \$ (44.85) | \$ (186.39) | \$ (1,330.00) | \$ - | \$ (1,619.83) | \$ - | \$ (1,619.83) | \$ - |
| Ending Balance | \$ 539.77 | \$ 0.00 | \$ (0.00) | \$ 670.00 | \$ 198.00 | \$ 357.05 | \$ 9.50 | \$ 366.55 | \$ - |

| | Gift Fund Amazon Sales | Tess Gerritsen Author Visit 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 | \$ 546.04 | \$ 250.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,036.71 |
| 2013 YTD Disbursements | \$ (589.50) | \$ - | \$ (9.99) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (4,178.75) |
| Ending Balance | \$ (0.00) | \$ 250.00 | \$ 311.43 | \$ - | \$ - | \$ - | \$ 295.00 | \$ - | \$ 2,630.75 |

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**Hamilton North Public Library
Edward Jones MasterCard Bill
April 13, 2013 - May 15, 2013**

| | Emily | Sam | Sheri | Amy | James | | |
|---|-----------|-------------|---------|-----------|-----------|-------------|--|
| | Crickmore | Mitchel | Wallace | Wolfe | Roy | TOTAL | |
| Communication & Transportation - Cicero | | \$ 20.53 | | \$ 3.44 | | \$ 23.97 | HamCo Director's Luncheon |
| Furniture & Equipment - Cicero | | \$ 70.95 | | | \$ 89.00 | \$ 159.95 | Switch, Wi-Fi Adaptor, Weed Trimmer |
| Gift Fund - Amazon Sales | | | | \$ 54.69 | | \$ 54.69 | Shipping |
| Gift Fund - Friends | | \$ 73.69 | | | \$ 1.68 | \$ 75.37 | Sympathy Flowers for Employee, Pizza for Board Meeting |
| Gift Fund - Programming | \$ 12.06 | | \$ 9.13 | | | \$ 21.19 | Food for Teen Advisory Board, Lego Program |
| LIRF - Furniture & Equip. | | \$ 1,429.97 | | \$ - | | \$ 1,429.97 | 3 Gateway Computers for Computer Lab, Symantec Endpoint Protection |
| Newspapers & Periodicals | | | | \$ 45.97 | | \$ 45.97 | Magzine Renewals |
| Non-Print DVD & Videos | \$ 19.96 | | | | | \$ 19.96 | DVD |
| Office Supplies | | | | \$ 63.98 | | \$ 63.98 | Fax Machine Cartridge, Cash Register Tape |
| Operating Supplies | | | | | \$ 111.11 | \$ 111.11 | Gas for Mower, Light Bulbs, Trimmer Line, Chain |
| Professional Services | | \$ 510.00 | | | | \$ 510.00 | New/Old Copier Charges |
| Programming - YA Cicero | \$ 60.00 | | | | | \$ 60.00 | Teen Poetry Gift Cards (McDonalds & Barnes & Noble) |
| TOTAL | \$ 92.02 | \$ 2,105.14 | \$ 9.13 | \$ 168.08 | \$ 201.79 | \$ 2,576.16 | |

May 2013 Director's Report
Board Meeting: 6/20/13

I. Technology

- A. 3 new computers and 1 updated computer installed in Cicero patron lab (10 stations total)
- B. E-Newsletter: use of MailChimp and having outgoing email pass through library's SpamSoap (anti-spam software) seems to have corrected the problem of bouncing emails (esp. Comcast and Gmail).

II. Facilities

- A. Atlanta
 - 1. KRM Architects conducted its final walkthrough/investigation in order to complete the feasibility study.
- B. Cicero:
 - 1. Renovation projects finished.
 - 2. Landscaping: grounds are taking shape with recommendations from the Hamilton County Master Gardeners group.

III. Staff

- A. Corey Sylvester (Edward Jones) conducted mid-year reviews with staff members invested in 457 plan.

IV. MISC.

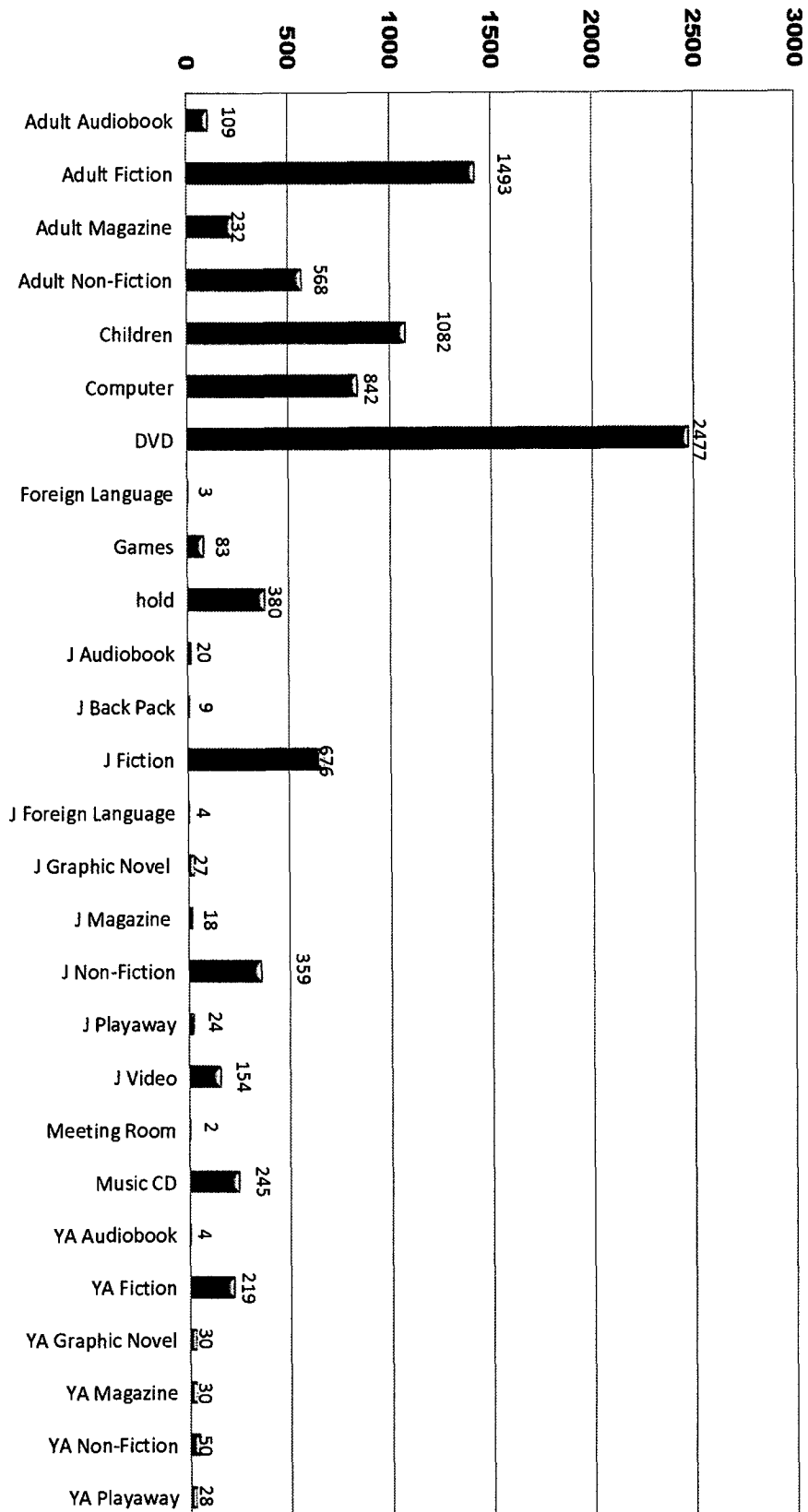
- A. 5/1: Attended Small and Medium-Sized Library meeting (planning upcoming fall conference).

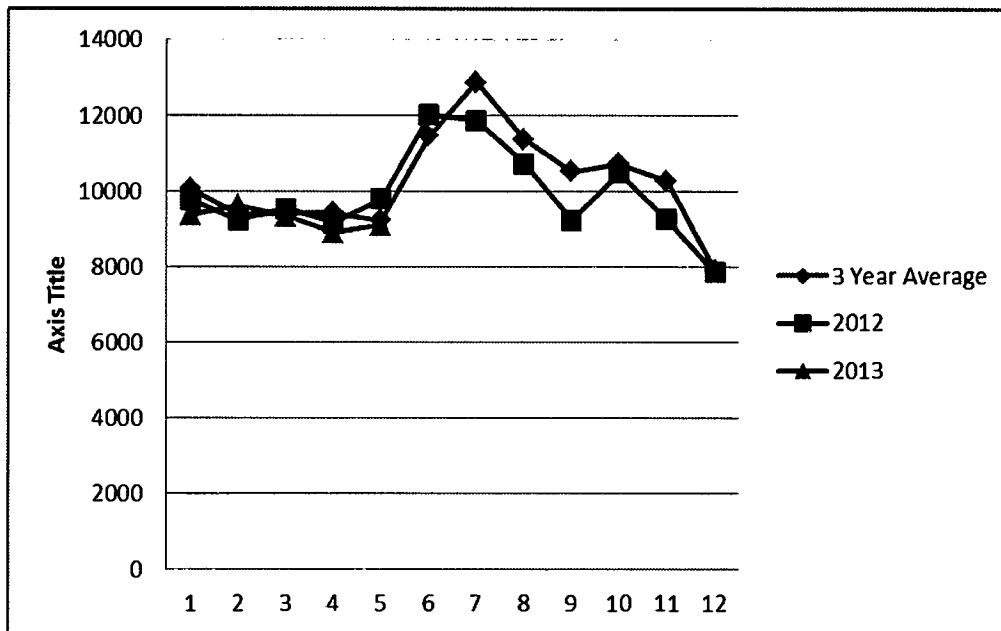
V. Looking Forward

- A. 2014 Budget preparation
- B. Summer Reading Program
- C. Mid-year employee reviews

Samuel Mitchel

May 2013





| | May-13 | May-12 | 3 Years Average |
|--------------------------|--------------|--------------|-----------------|
| Circulation | | | |
| Atlanta | 535 | 787 | |
| Cicero | 8568 | 8,993 | |
| Total | 9,103 | 9,780 | 9,214 |
| In-House Use | | | |
| Atlanta | 0 | 17 | |
| Cicero | 40 | 129 | |
| Total | 40 | 146 | |
| Transits Sent | | | |
| Atlanta | 151 | 203 | |
| Cicero | 628 | 693 | |
| Total | 779 | 896 | |
| Transits Received | | | |
| Atlanta | 188 | 228 | |
| Cicero | 569 | 598 | |
| Total | 757 | 826 | |
| Databases | | | |
| Freegal | 71 | | |
| Overdrive | 251 | 44 | |
| Tumblebooks | 28 | 114 | |

May 2013 was lower than May 2012. Overdrive downloads is almost six times higher than last year. The website had 1,761 visits, 770 were first time visitors.

Thank you,

Luciane Snellenberger
Circulation Manager

MAY 2013 ATLANTA BOARD REPORT

So far we have had very few heavy rains this year which is good because of the minor flooding it has caused. I have found small puddles of water in the basement and small piles of ceiling plaster on the rug on the main floor. On June 10, the day of the Summer Reading Magician show, I found water in the basement around the computers, in front of the young adult books, and in the book sale area. It appeared to have seeped in from the west wall. I also found some plaster on the rug upstairs. Luckily we managed to clean everything up before the program started at 4:00. Last night we had a significant rain. I'm assuming that there was water because I saw the floor mat hanging outside to dry. Charlie was here this morning to clean so he probably had water to clean up.

STATISTICS

| Name of Program | Number of Meetings | Total Attendance | Cost |
|-----------------|--------------------|------------------|------|
| Homework Help | 4 | 12 | 0 |
| Tuesday Movie | 1 | 16 | 0 |
| Crochet/Quilt | 5 | 23 | 0 |
| Totals | 10 | 51 | 0 |

Mary Palmiero

June 13, 2013

Hamilton North Public Library Adult Department

May 2013

| Program | # of Times | Attendance | Cost | Cost per Attendee |
|--|------------|------------|------|-------------------|
| Pilates/Yoga every Monday (library closed 5/27) | 3 | 36 | 0 | 0 |
| GabsBee Quilting every other Tuesday | 2 | 12 | 0 | 0 |
| Computer Tutorials 5/1, 5/2, 5/9 (2x) 5/10 (3x), 5/15, 5/17 (2x) 5/24, 5/30 (also had 3 cancellations, and 1 no-show) | 12 | 25 | 0 | 0 |
| Crochet with Aloha every Thursday (canceled by instructor for all of May) | 0 | 0 | 0 | 0 |
| Forever Young Adult Book Group 5/11 | 1 | 2 | 0 | 0 |
| Pinterest with Becky Cola 5/14 | 1 | 7 | 30 | 4.29 |
| Evening Reading Group 5/20 | 1 | 2 | 0 | 0 |
| Father's Day Cards 5/21 | 1 | 7 | 0 | 0 |
| Jewelry Workshop (canceled by instructor) 5/22 | 0 | 0 | 0 | 0 |
| Paint Like Van Gogh 5/29 | 1 | 5 | 0 | 0 |

| | | | | |
|-----------------------------------|----|-----|----|------|
| Adult Painting Tutorial 5/31 | 1 | 2 | 0 | 0 |
| Non-Library uses of Meeting Rooms | 15 | N/A | 0 | 0 |
| TOTAL Library Programs | 23 | 98 | 30 | 3.27 |

May was the 14th annual Quilt Show. This year, we only had 26 entries, which was down by about 10 from last year. While they were hanging the show, the ladies of GabsBee suggested that we not do the show next year. It wasn't a big attraction, and I think that holding off for a year or two may give it time to regenerate.

Aloha Upchurch, the crochet instructor, will be out through July. She's hoping to come back in full force in August.

As always, the tutorials are holding strong. On occasion, I do meet with a husband/wife pair. (accounting for the odd number of attendees) In May, I had lots of requests for assistance with iPads, and Overdrive.

The card and painting classes are still the star attractions. Deanna is starting a "Paint Like...." masters series. Van Gogh was very popular – Monet is on deck.

Coming up: digital photography/digital photo editing, author Kelsey Timmerman, Windows 8 for PC, Stroke Education, Moonlight Movies @ the Pavilion, summer reading program

Emily Crickmore



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

| Program | # of Times | Attendance | Cost | Cost per Attendee |
|--|-------------------|-------------------|-------------|--------------------------|
| Teen Art Class each Thursday (save Spring Break week) | 5 | 15 | 0 | 0 |
| Teen Poetry Night 5/8 | 1 | 0 | | |
| Snack & Yak 5/10 | 1 | 0 | 0 | 0 |
| Saturday @ the Movies (Mama, rated PG-13) 5/11 | 1 | 5 | 0 | 0 |
| Teen Advisory Board 5/15 | 1 | 7 | 0 | 0 |
| ACE Video Game Club 5/15 | 1 | 7 | 0 | 0 |
| Total programs | 10 | 34 | 0 | 0 |

All of the HHMS and HHHS English teachers received information about the Teen Poetry Night – all participants were invited to come read their poetry. Unfortunately, nobody showed up.

The teen program attendance was not very good, but it was also the end of school. I do consult the TAB on movies for Saturday @ the Movies, as well as other programs.

Members of the TAB want to continue meeting through the summer; I'm not sure how many kids will be able to get here, but I'll give it a shot.

Coming up: Moonlight Movies @ the Pavilion, TAB/ACE, summer reading program

Emily Crickmore

Hamilton North Public Library
Children's Department
May 2013

| Program | Age Group | # of Times | Attendance | Cost | Cost per attendee |
|-------------|-------------|------------|------------|------|-------------------|
| Art Classes | Preschool | 5 | 14 | 0 | |
| Story Time | Preschool | 12 | 106 | 0 | |
| Art Classes | Home School | 5 | 20 | 0 | |
| Art Classes | School Age | 5 | 4 | 0 | |
| | | | | | |
| Totals | | 27 | 144 | \$ 0 | |

Things are winding down for this school year. My primary focus this month is our summer reading program. I have partnered with the HHSC Little Huskies Learning Center Summer Camp. They will be visiting each week starting in June for special programs. I visited the Primary school and appeared on the morning news to promote summer reading. I also visited the Elementary school and did a short promotional video for the media specialist to show to all her classes the last week of school. We have Magician Daniel Lusk booked to kick off summer reading in Atlanta and Cicero on Monday June 10. We also have Ronald McDonald and the Minnetrista Theatre performing this summer. It promised to be a fun and busy summer as we Dig Into Reading.

Sheri Wallace
Children's Department

H.N.P.L.

Monthly Maintenance Report

MAY 2013

Two sections of arborvitae have been removed from the front. The remaining plants, at either end of the parking lot, will be trimmed and current plans are for them to remain as corner posts for the landscaping along Brinton.

The 8 stumps from the arborvitae have now been removed and those areas will be graded and seeded.

The spirea has been trimmed and cut back and is recovering and will continue to be shaped and maintained. The present plan is to leave the areas where it is and add a few perennials.

Two estimates to canopy, trim and shape the 13 crabapples in front have been received and are attached for review and consideration.

Hunter Plumbing was called and evaluated the stool in the staff restroom. They have ordered a new diaphragm for the valve which they believe will correct the problems.

Looking forward:

Plan to get 16 boxwoods from HCMG which will be planted in front of building on either side of main entrance.

Mulch spreading will continue until complete.

Jim Roy

2014 Preliminary Budget

| | 2011 Actuals | 2012 Budget | 2012 Actuals | 2013 Budget | 2013 Run-rate Est. | 2014 Proposed Budget | % +/- |
|--------------------------------------|----------------|----------------|----------------|----------------|--------------------|----------------------|-------------|
| Salary of Director | 52,500 | 52,500 | 52,500 | 53,000 | 55,125 | 55,125 | 3.9% |
| Salary of Assistants | 194,000 | 190,000 | 185,110 | 177,000 | 184,616 | 189,300 | 6.5% |
| Wages of Janitor | 28,000 | 28,000 | 26,136 | 27,000 | 27,314 | 28,000 | 3.6% |
| Treasurer | 500 | 500 | 500 | 500 | 500 | 500 | |
| Employee Benefits | 30,000 | 29,014 | 26,993 | 28,014 | 28,009 | 28,700 | 2.4% |
| TOTAL PERSONAL SERVICES | 305,000 | 300,014 | 291,239 | 285,514 | 295,564 | 301,625 | 5.3% |
| Office Supplies | 3,000 | 2,700 | 2,917 | 3,000 | 3,000 | 3,000 | 10.0% |
| Operating Supplies | 5,500 | 5,500 | 5,863 | 6,000 | 6,000 | 6,000 | 8.3% |
| Library Supplies | 2,000 | 1,700 | 1,758 | 2,000 | 1,800 | 2,000 | 15.0% |
| Cicero Children's Program | 1,500 | 1,000 | 999 | 1,000 | 1,000 | 1,000 | 0.0% |
| Cicero YA Programming | 1,000 | 1,000 | 874 | 1,000 | 1,000 | 1,000 | 0.0% |
| Cicero Adult Programmin | 1,000 | 1,000 | 955 | 1,000 | 1,000 | 1,000 | 0.0% |
| Atlanta Programming | 250 | 250 | 148 | 250 | 200 | 250 | 0.0% |
| Programming - Summer | 915 | 915 | 915 | 915 | 915 | 915 | 0.0% |
| TOTAL SUPPLIES | 15,165 | 14,065 | 14,429 | 15,165 | 14,915 | 15,165 | 0.0% |
| Professional Services | 18,000 | 17,500 | 14,546 | 15,500 | 13,123 | 14,000 | -10.7% |
| Communication & Transp | 11,000 | 10,000 | 10,434 | 10,500 | 6,985 | 10,000 | -5.0% |
| Advertising & Public Not | 1,000 | 1,000 | 513 | 1,000 | 916 | 1,000 | 0.0% |
| Printing | 520 | 250 | 250 | 250 | 250 | 250 | 0.0% |
| Insurance | 10,000 | 9,500 | 10,255 | 9,500 | 9,500 | 9,785 | 2.9% |
| Utilities-Gas | 8,366 | 8,366 | 5,898 | 9,000 | 9,000 | 9,000 | 0.0% |
| Utilities-Electricity | 25,000 | 25,000 | 23,890 | 25,000 | 25,000 | 25,000 | 0.0% |
| Utilities-Water | 2,000 | 2,500 | 2,533 | 2,500 | 2,620 | 2,700 | 7.4% |
| Utilities-Waste Disposal | 1,405 | 1,200 | 1,401 | 1,200 | 1,626 | 1,700 | 29.4% |
| Subtotal-Utilities | 36,771 | 37,066 | 33,722 | 37,700 | 38,246 | 38,400 | 1.8% |
| Repairs & Maintenance | 20,800 | 20,800 | 10,410 | 20,800 | 8,834 | 20,800 | 0.0% |
| Rentals | 104 | 75 | 75 | 75 | 75 | 75 | 0 |
| Dues & Memberships | 700 | 400 | 610 | 400 | 573 | 575 | 30.4% |
| Taxes & Assessments | 100 | 200 | 273 | 200 | 200 | 200 | 0 |
| Other Fees | 100 | 100 | 105 | 100 | 100 | 100 | 0 |
| Ebook Services & Non-Print Databases | | 7,200 | 3,872 | 7,200 | 6,679 | 7,000 | -2.9% |
| Transfer to LIRF | - | 10 | 10,000 | 10 | | 10 | 0 |

| | 2011 Actuals | 2012 Budget | 2012 Actuals | 2013 Budget | 2013 Run- rate Est. | 2014 Proposed Budget | % +/- |
|---|----------------|----------------|----------------|----------------|------------------------|----------------------------|--------------|
| TOTAL OTHER SERVICES & CHARGES | 99,095 | 104,101 | 95,065 | 103,235 | 85,481 | 102,195 | -0.8% |
| Land | | | | | | | |
| Furniture & Equip | 2,340 | 2,000 | 2,174 | 2,000 | 2,000 | 2,500 | 20.0% |
| Books-Adult | 19,200 | 17,000 | 17,076 | 16,000 | 16,000 | 15,000 | -6.7% |
| Books-YA | 4,073 | 4,000 | 3,935 | 4,000 | 4,000 | 4,000 | 0.0% |
| Books-Childrens | 15,500 | 13,000 | 12,661 | 13,000 | 13,000 | 12,000 | -8.3% |
| Books-Reference | 2,490 | 1,000 | 1,036 | 1,000 | 1,000 | 900 | -11.1% |
| Subtotal-Books | 41,263 | 35,000 | 34,708 | 34,000 | 34,000 | 31,900 | -6.6% |
| Newspapers & Periodical | 4,800 | 4,600 | 4,654 | 4,600 | 4,600 | 4,600 | 0.0% |
| Non-Print-Vid/DVD | 7,700 | 6,500 | 7,089 | 6,500 | 6,500 | 6,500 | 0.0% |
| Non-Print-Audio | 3,200 | 2,000 | 1,751 | 2,000 | 2,000 | 1,800 | -11.1% |
| Non-Print-Music | 2,660 | 1,000 | 1,392 | 1,000 | 1,000 | 900 | -11.1% |
| Non-Print-Art Prints & Po | 200 | 100 | 92 | 100 | 100 | 100 | 0.0% |
| Non-Print-Databases | 6,000 | | | | | | |
| Non-Print-Games | 1,000 | 500 | 493 | 500 | 500 | 500 | 0.0% |
| Encumbrances | | | | | | | |
| TOTAL CAPITAL OUTLAYS | 69,163 | 51,700 | 52,353 | 50,700 | 50,700 | 48,800 | -3.9% |
| FUND TOTAL | 488,423 | 469,880 | 453,086 | 454,614 | 446,660 | 467,785 | 2.8% |