

**Hamilton North Public Library  
Board of Trustees Meeting Minutes  
Cicero Branch – March 26, 2015 at 6:30 p.m.**

**I. Regular Session**

- a. Call to order by Vice President Laura Holliday at 6:32 pm
- b. Members present: Laura Holliday, Mike Jenkins, Emily Holt, Emily Beechler, Lee Templeton, Sharon Bislich
- c. Members absent: Steve Griffith
- d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Amy Wolfe (Bookkeeper), Jim Roy (Maintenance)

**II. Review Agenda [Exhibit #1, Pages 1]**

- a. Review of Agenda by Vice President Laura Holliday. Group Photo delayed as Steve is not here.

**III. Minutes – February 19, 2015 [Exhibit #2, Pages 1-8]**

- a. Regular Meeting
- a. Discussion: Revised Katherine Marshall's last name, which had an "l" omitted.
- b. Motion to approve minutes for January 15<sup>th</sup>, 2015
  - i. Motion made by Emily Holt
  - ii. Seconded by Mike Jenkins
  - iii. Motion carried by vote of 6/6 (All Voted AYE)

**IV. Financial Reports for February 2015 [Exhibit #3, Pages 26] and LIRF Additional Appropriation Advertisement [Exhibit #4, Pages 1]**

- e. Review of February report
  - i. \$24,940 personal services, \$1600 supplies, Other Services & Charges \$10,824, Capital Outlays \$4880, \$42,244 total expense for month. Run rate 16.7 %, 19.7% of total budget used.
  - ii. Motion to pay February bills
    1. Motion made by Emily Holt
    2. Seconded by Emily Beechler
    3. Motion passed by a vote of 6/6 (All vote AYE)
    4. All signed financial documents
- f. LIRF Additional Appropriation Advertisement
  - i. No one objects to the advertisement.
- g. Negative funds noted, will not be transferred until the end of the year.

**V. Department Reports**

**A. Director – Ann Hoehn**

I attended the monthly lunch with other local public library directors.

As a sort of public service, I posted a sign in front of the public copy machine regarding copyright infringement.

Winter Reading ended February 28. For the Adult and Young Adult Winter Reading Program we awarded four \$25 gift cards—one each for Barnes and Noble, Best Buy, Walmart, and Regal Movies.

I selected new YA books for the month.

Emily and I started making plans for National Library Week, including making bookmarks. (We were going to buy bookmarks, but they seemed rather expensive.)

I started taking inventory at Atlanta Branch. I spend most of March 13 at Atlanta working on the project. I asked Kate to research portable hand-held inventory scanners that can be taken into the stacks alone, without being hooked up to a computer. She identified one that should meet our needs. I ordered it, and it has already arrived.

I met with Kate and Emily, and together we removed unnecessary and obsolete files from the staff computer drive.

I ordered our Internet service for both library branches for July 2015 through June 2016.

I arranged to have the fish tank cleaned. I ordered new filters and replaced the old filters. I also ordered a new fish tank heater.

During Teen Tech Week and during one of two recent Teen Advisory Board meetings, we recorded and posted short library promotional videos on YouTube.

I organized and facilitated a Summer Reading Program meeting with Kate, Emily, Mary, and Debra.

I asked Kate to find a label maker to connect to the cataloger's computer so that he would no longer have to make labels on a typewriter. Mission accomplished. The label maker creates labels that are easier to read than those made on the typewriter. Plus, the cataloger is now working more efficiently.

I made the necessary arrangements to move the March Board meeting from the 19<sup>th</sup> to the 26<sup>th</sup>.

I've been doing a lot of comparison shopping for operating supplies, office supplies, and DVDs.

I've just started doing research for a display and/or timeline for the library's 2016 Centennial.

I've made further proposed revisions to our *Circulation Policy* and *Internet and Computer Use Policy*. These revisions are on this month's Board agenda.

I arranged for paydays to be changed from every other Tuesday to every other Thursday in order to allow enough processing time to ensure the staff is paid on scheduled paydays. I talked with all staff members to explain why the change is necessary. The first Thursday payday will be April 23.

We now subscribe to SimpleTexting, which allows the library to affordably send text alerts to inform persons of upcoming events, as well as emergency closings should they occur.

I attended two Friends of the library meetings, and I stopped in to visit a Girl Scout troop during one of their meetings at the library. I invited both the Friends and the scout troop to help us clean during Spring Cleaning Day at Cicero Library, May 8.

I asked Richard Parker to modify his library promotional graphic to create a new logo for the library. What he gave me is quite attractive. I will share it with the Board at our next meeting. I am scheduled to meet with Richard on March 25 to discuss another promotional mailer.

I arranged for temporary name tags to be made for staff, and I ordered new permanent names tags, as well.

I registered Emily, Kate, Greg, Mary and myself for the upcoming Annual Evergreen Indiana Conference in Indianapolis.

I talked with Jane from the local Chamber of Commerce about the library hosting a *Meet and Greet* for election candidates from our service area. On Jane's recommendation, I emailed a local elected official on how to organize and approach such an event. I am awaiting a response.

I completed the necessary paper to proctor a final exam for a local resident taking an online college course.

An Atlanta staff member submitted her resignation due to other demands on her time. Her replacement begins work March 30.

Debra and I met with Patti Host to discuss what might be done to the large, left-hand side wall leading to the Children's Room to make it attractive and functional. Patti said she will send me a number of possible options for the space.

Debra and I went to the elementary school to observe the instructional use of a giant floor map of Indiana. Debra borrowed the map and used it during a homeschool enrichment session.

I dropped in on Kindergarten Round-Up where Kate and Debra had a library table display.

I ordered new canopies for our new adult shelving units recently installed by Jim. We thought we had some in storage, but apparently we don't.

Amy prepared the Financial Annual Report, and I submitted it electronically and mailed in the necessary signature form. I also arranged to have part of the report advertised in The Times, as required by law. I submitted the Debt Management Report to the state.

I attended several SpinWeb meetings.

Jim Roy, our Maintenance Manager, plans to be at our March meeting to update the Board on the HVAC situation.

Debra and I set up a display table at the Little Husky Festival on Feb 21. The Friends of the Library also had a table at the Festival.

I planned and led our February 25 staff meeting during which we discussed, among other things, Indiana Room resources, library updates, and the need to move payday from Tuesday to Thursday.

Web Statistics:

	Page Loads	Unique Visits	First Time Visits	Returning Visits
<b>Total</b>	2831	1643	975	668
<b>Average (daily)</b>	101	59	35	24

Looking Forward:

Switching paydays from Tuesday to Thursday; April 8 staff meeting; April 11 young adult Scavenger Hunt; continuing inventory at Atlanta; starting Cicero inventory; Board Retreat

June 8th- July 25th 2015 are Summer Reading Program dates. We may be looking at collaborating with Emily Beechler and the HHMS on their summer reading as well.

B. Assistant Director – Kate Marshall

General Projects

- Had my weekly meetings with Ann. These continue to be incredibly helpful.
- Finished checking our RICOH backfile scanning final product—quality looks fantastic, added all files to the staff drive.
- Finished reading Circulation manual, added some circulation training and desk time.
- Created, Edited & finalized all meeting minutes for board meetings.

Technology

- Jim got the Ethernet cord strung up for the new bookkeeper's office space. Successfully installed bookkeeper electronics in new area.
- Did some troubleshooting on Internet connectivity on the Children's Internet computers
- Installed replacement computer at Circulation. Edited the replaced Circulation Windows 8 computer for use in the Cicero Computer Lab, replacing malfunctioning computer at Station 10.
- Created some documentation for troubleshooting the Belkin WIDI adapter when it disconnects.
- Started list of possible projects for a future LSTA grant.
- Finished going through all available technology receipts and entering purchase dates into the inventory. This will let me finally create a replacement schedule.
- Fixed Computers 1 & 2, their headphone jack ports were not working. Somehow the internal sound card had been muted/disabled.
- Had technology appointment(s)
- Called RICOH about paper tray alignment issue, had it resolved.
- Checked all Cicero computer lab stations for working USB ports, found a few issues and noted them for the front desk.
- Research and price out: possible receipt printer for Atlanta, LabelWriter for Cataloging to replace typewriter.
- Contacted Sim2K and ENA about poor T1 Smart Card wiring job at Atlanta. It will get resolved by ENA's contractors when our second T1 line is installed. Exposed wires are not

easily accessible to public and contain extremely low voltage, so no chance of anyone hurting themselves.

- Disconnected faulty Adult Fiction OPAC, swapped out the flat screen monitor to the other station that still works consistently. Putting the CBT monitor in for recycling.
- Worked with Sim2K to:
  - Get our server back up. Our server crashed and it turned out that our UPS back up batteries (age- old and indeterminate) had failed, causing the server to shut down. Ben came out and brought two replacement server class UPS units.
  - Get Emily's laptop set up for daily use.
  - Update our Global Staff Contact Group with new hires
  - Fix various staff issues, like forgotten passwords, etc.
  - Get TimeTrax laptop set up
- Spent serious time at Atlanta cleaning up technology.
  - Tested all basement electrical switches for functionality (found 1 set of ungrounded or incorrectly wired plugs & removed all items from that set)
  - swapped out melted, overloaded surge protector for new, better distributed set of surge protectors
  - Moved humidifiers full of water away from open electrical plugs
  - Reorganized most electrical cables and taped up sliced cable casings
  - Managed to remove at least a few extension cords from several daisy chained sets
  - Removed one lab computer that was too old to even bother updating
  - Found and removed a dead UPS back up battery
- Continued to investigate perpetual poor performance from barcode scanners at front desk. Tried troubleshooting with customer service and restoring to factory defaults. Have concluded that replacing them at this point is only logical move. They are seven years old and all support for that model was discontinued in 2013. Repair would cost more than buying a new unit. Spent good number of hours talking specs with vendors and running price comparisons.
- Arranged for Emily & I to attend some webinars as part of our journey to upgrading our E\*vanced calendar to the newer platform called SignUp.
- Finished getting new hires Evergreen accounts activated.
- Decided on storage solution for our stash of cables, extra hardware, etc.
- Coordinated with Ann & Emily to clean out messy staff drive, which is now decluttered and reorganized.
- Successfully emailed Sam to get administrative password for a computer we couldn't access.
- Continue to work with SpinWeb, finding and adding documents to our client DropBox account as needed.
- Discovered we have several non-working Ethernet jacks in the Cicero adult computer lab. Will be working with Lance from Sim2K to runs tests to see where jacks are not connected correctly in IT closet.
- Research mass texting services and created a comparison spreadsheet of 8 different vendors for Ann.
- Showed most of the new hires how to check for things like signing out people from Chrome and troubleshooting the WIDI display.
- Investigated perpetual issues with Evergreen freezing & crashing—apparently we are the only library in Indiana with this reported issue. We switched to not using Firefox web browser on the recommendation of the State and have seen a huge drop in freezing events.

**A. Circulation – Emily Dickos**

- a. The circulation stats for February were 7797 compared to February of last year at 8019 and a three year average of 8476. Atlanta had 467 circulations and Cicero had 7330. In-house use for Atlanta was 21 and Cicero had 316. Sent out 93 holds from Atlanta and 267 from Cicero. Atlanta received 30 holds from other libraries and Cicero received 292. Top selections for patrons in January were DVD, 2239; Adult Fiction, 1232; Children, 1039; Juvenile Fiction, 638; Computer, 576; Juvenile Non-Fiction, 456. Subscription databases Usage: Overdrive, 466; Freegal 84; Ancestry.com 135.
- b. 40 new cards were issued in February
- c. Foot traffic is down, but the Winter Reading Program did encourage our patrons to earn more raffle tickets and check out more items with each transaction.
- d. With the new employees, we are continuing to work on training.
- e. Two new shelving units were added to the adult fiction section, and our page Lisa has finished shifting. That area is much more user-friendly and accessible now.

**B. Atlanta – Mary Palmiero**

- a. Several patrons noticed that the library had a new look. It smells and looks fresher thanks to the recent professional cleaning job. Now that the weather is improving, Jim has started work on patching the top front step. He is chiseling all the debris away and will be applying fresh concrete soon.
- b. Another thing the patrons appreciate is work done on the computers so that they all operate more or less the same. We discovered that one computer did not even have Word on it. Now it does not make much difference which computer gets used.

NAME OF EVENT	NUMBER OF MEETING TIMES	ATTENDANCE	COST
Afternoon Movie	3	16	0
Kids Craft	1	2	0
Crochet/Quilt	4	15	0
TOTALS	8	33	0

- c. The Crochet/Quilt group has been meeting regularly for some time, but there is something I would like to mention. Since this is a small town, most people know each other and if they don't, they soon become acquainted. Many patrons stop and talk to the ladies to see what they are working on which usually leads to discussions on books and movies. Although this is not a book club, there has been a lot of sharing and discussion of favorite books, authors, and movies. This makes it even more enjoyable for the patrons.

**C. Adult – Emily Dickos**

- a. February Programs: 14; Attendance, 134; Cost: \$87. There were 14 non-library uses of rooms.
- b. The subzero wind chills in February kept foot traffic down all month.
- c. Jason Hathaway is a blues guitarist, and those who attended really loved his performance.
- d. The biggest hit was Emily Pearson's Valentine's Day Candy and Chocolate. Some Girl Scouts attended, and had a wonderful time.
- e. Coming up: Paranormal Investigation On the Cheap, Morse Lake weather.

D. Children's – Debra Brown

- a. February Programs: 30; Attendance, 370; Cost: \$70.00.
- b. Library Collection – The New Books display was well-stocked this month with an influx of new titles on offer. I continue to discover pre-existing, standing order arrangements with different book vendors. Because these arrangements involve semi-annual shipments of books, this is my first time seeing these invoices and knowing how to account for them.
- c. Programs – Attendance figures have rebounded from the winter slump. I am seeing a few new faces each week, and two new groups of in-home daycare (4 or more kiddoes) have attended in the last two weeks. Most mothers polled prefer to keep the start time at 10:30 to accommodate early lunch/nap plans. The homeschool enrichment class is working on the production of a Reader's Theatre play, and they have expressed interest in outdoor science activities in the spring. On February 10th they were treated to a guest speaker, Dwuan Watson, who brought a lesson for African American History Month and diversity in children's literature. Vintage Valentines was a popular afterschool program this month with many students constructing doily-style valentines for their parents and teachers. The Winter Reading program yielded 430 snowballs on the wall – let's call it a WIN.
- d. Looking Ahead – Planning for Summer Reading Program will be fairly intensive in March. This will be my first go at scheduling, budgeting, sending donation appeal letters, etc. I attended a workshop meant to jumpstart this process, and will continue to lay groundwork this month so all will be ready by June 1st.
- e. Special Thanks– Many thanks to Deanna Leonard for co-hosting the Valentines Program with me. She is quite gifted at balancing art instruction with freeform, playful creativity.

E. Young Adult – Emily Dickos

- a. February Programs: 8; Attendance, 31; Cost \$30.00; Cost per person: \$.97cents.
- b. While I played League of Legends with the boys of TAB, Ann and the girls filmed an HNPL promotion video for YouTube
- c. We'll be meeting in March to edit the video and post it on the library's YouTube channel.
- d. Coming up: Teen Tech Week, YouTube promotion

F. Maintenance – Jim Roy

- a. New cement in front of dumpster is now open and being used by truck to empty dumpster. There are some repairs that need to be made on and around gates and entire stockade needs painting.
- b. We will continue to control the boilers manually which will require turning them off and on frequently until the outside temp stabilizes and they can be turned off for the entire cooling season.
- c. The manual switches are installed in the 2 main rest rooms and working as intended.
- d. There are some problems with the lighting below the front canopy beyond defective bulbs. The original lights, which were replaced, required an extensive support system and that was apparently not completely bypassed and is now interfering with the current lights.
- e. We are going to repair the top step at the Atlanta branch and are now in the process of removing the defective concrete. This will probably not be a permanent solution but should stabilize the step for the immediate future.
- f. We are going to continue the fertilizer treatments on the west end of the building as the area has recovered a great deal from the damage caused by the chickweed.
- g. Looking forward: Ordering and applying mulch, weeding and trimming landscape areas.
- h. Comfort Systems came to look at Atlanta furnace.
  - a. Has proposed \$118 bi-annual fee for a service contract on Atlanta furnace, which would include bringing and changing the filters. Jim feels this could be useful.
    - i. Motion to sign service contract for \$118 bi-annually.**

1. Motion made by Emily Holt
  2. Seconded by Emily Beechler
  3. Motion carried by vote of 6/6 (All Voted AYE)
- b. \$960 (not to exceed) to have Comfort Systems come in and \*assess\* Cicero boilers & find out what is wrong with our controls. Cost would include any on-site tweaks/adjustment/fix that they can perform.
- i. **Motion to agree to \$960 for system assessment**
    1. Motion made by Emily Holt
    2. Seconded by Emily Beechler
    3. Motion carried by vote of 6/6 (All Voted AYE)
- c. Board would like to know what the cost of new boiler would be. Jim to find out.

## VI. Old Business

### A. Recovering 3 Wall Panels

Discussion: Patti Host came out to talk to Ann & Debra. She has created a design, so Ann will meet her after she's back from vacation. Tabled for now.

### B. Staff Pay Scale [Exhibit #5, Pages 1]

Ann has edited the pay scale for the ideal 12% wage gap between high and low end of scales. This draft of proposed wage range changes.

Discussion: Worried about boosting the Page job because there is a sense that our real value added is in the professional grade jobs. Would prefer to increase the Aide, would only involve bumping up 4 current employees (all new).

**Decision:** Keep Sub at \$8.25, Page at \$7.75, bring Aide up to \$9.00.

- i. **Motion to keep everything as is, except for keep Sub at \$8.25, Page at \$7.75, bring Aide up to \$9.00, max to \$10.25**

1. Motion made by Emily Holt
2. Seconded by Emily Beechler
3. Motion carried by vote of 6/6 (All Voted AYE)

### C. Proposed By-Laws Changes [Exhibit #6, Pages 1-3]

Just needed to note that we reviewed it by law.

### D. Proposed Circulation Policy Changes [Exhibit #7, Pages 1-7]

Discussion: Some confusion over whether patrons can leave AV in Video box or need to bring it in. Need to re-word sign to indicate please PUT ALL AV in VIDEO drop, NOT IN REGULAR BOX.

- i. **Motion to approve revised Circulation policy**

1. Motion made by Mike Jenkins
2. Seconded by Emily Beechler
3. Motion carried by vote of 6/6 (All Voted AYE)

### E. HVAC

### F. Marketing/Rebranding

Discussion: Would like the board to weigh in on the new "Library" (vs. Labrary) logo to use.

General approval, some suggestions to bring back integrated sun motif. Was pointed out that the current 'Hamilton North Public' part of the logo will be impossible to read at smaller sizes, like letterhead & pencils, etc.

**Action item:** Suggested that we ask Richard Parker to come up with some variants, possibly reintegrating sun, etc.

### G. Technology Projects Update

### H. New Website: **Needed Edits:** *Board Member Page:* Revived discussion of whether a group photo or individual photos were best. No resolution at this time. *Staff Page:* Board would prefer photos for the Director, Assistant Director, Children's Manager, Circulation Manager, & Mary for Atlanta.



*Electronic Resources Page:* Mango needs added to it. *Policies Page:* Welcome packet needs revised and moved to top of page. *Home Page:* Have “sign up for enews” instead of “sign up for emails”. Work on getting PayPal button in future, at minimum to take donations. Ask the Chamber & HHSC to have links to us. Try to find a place on the website to put local community links as well.

- I. Community Development Block Grant  
We can ask for \$20k, target general community concerns. Homebound services delivery & Atlanta Wi-Fi top ideas (News about possible closing of HHMS building, we may investigate a long-term plan to possibly buy superintendent’s office, possibility of adding a small branch to a possible addition to the HS (re: closing of Atlanta location). Top immediate idea was look at a bookmobile/book van for outreach services, continued access in case of loss of Atlanta location.
- J. Board Retreat  
Board has agreed to hold off on having the meeting until we get all the information on our Bonding situation. Ann will ask the county council about this.

## VII. New Business

- A. Exhibit Space Policy [Exhibit #8, Pages 1]  
Discussion: Artists, especially, are unlikely to be card holders. We don’t want to inhibit displays, but want to make sure we give the library the right of refusal. **Action Item:** Add a line indicating “must have a valid HNPL card...and/or approval of library director. Individuals for displays may be turned down for any reason/without cause.” Will present these changes next month.
- B. Internet and Computer Use Policy [Exhibit #9, Pages 4; Exhibit #10, Pages 1-5]  
**Action Items:** Removed “emancipated minors and married persons” last two lines. Need bolded section headers for easier reading. Need to move section regarding unattended child who needs removed from premises. Need to add a section about staff not allow/able to help patrons connect to wireless.
- C. Group Photo for Website  
Discussion: Delayed.
- D. Bookstore Sign  
Discussion: Need to move a sign in front of the bookstore, because a lot of people do not know about the bookstore at all. Friends group to be asked to purchase one.
- E. Election Candidates *Meet and Greet*  
Discussion: Was asked by the Chamber to host such an event. Due to volatile nature of this election and general preference not to involve the library in politics, the library would prefer not to host such an event.

## VIII. Looking Ahead: April 16, 2015

We’re supposed to be at Atlanta next month, but will be at Cicero in April due to Comfort Systems attendance at this meeting. May or June for Atlanta.

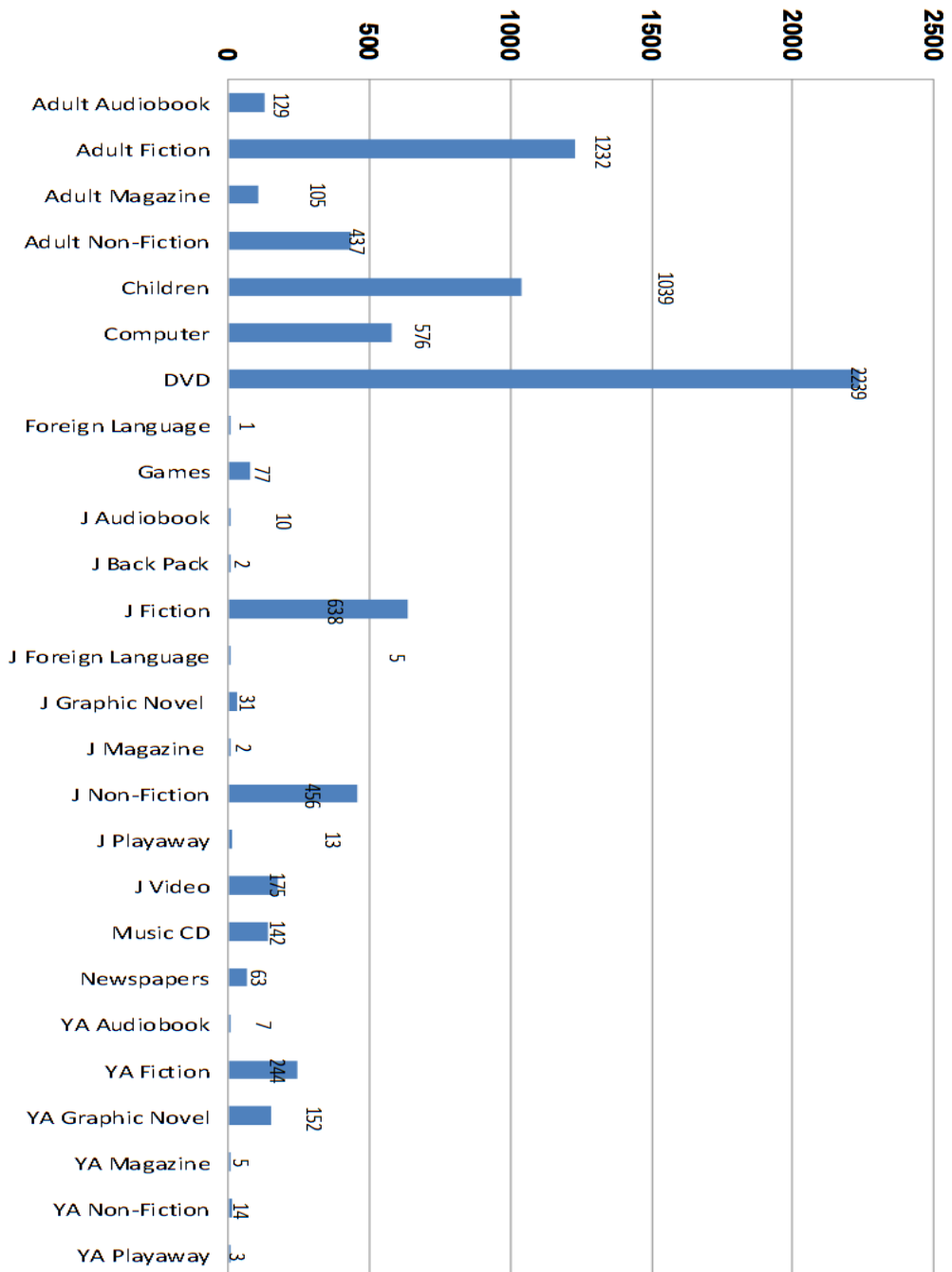
## IX. Meeting Adjournment

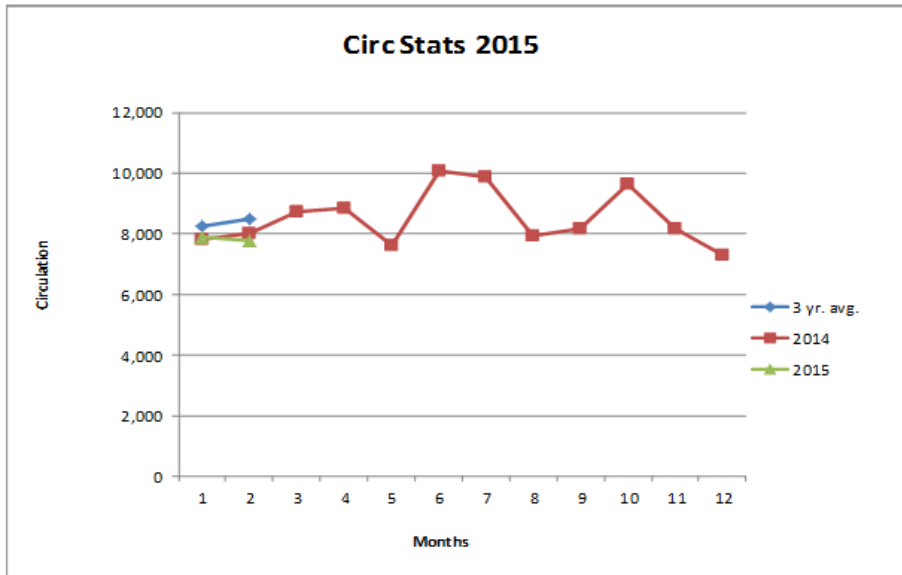
- a. Motion to adjourn
  - i. Motion made by Emily Beechler
  - ii. Seconded by Lee Templeton
  - iii. Motion carried by a vote of 6/6 (all vote AYE)
- b. 8:32 PM meeting adjourned.

## X. Executive Session – None

# Hamilton North Public Library Circulation Report - February 2015

February 2015





	Feb-15	Feb-14	3 Years Average
<b>Circulation</b>			
Atlanta	467	686	
Cicero	7330	7333	
<b>Total</b>	<b>7797</b>	<b>8019</b>	<b>8476</b>
<b>In-House Use</b>			
Atlanta	21	15	
Cicero	316	148	
<b>Total</b>	<b>337</b>	<b>163</b>	
<b>Transits Sent</b>			
Atlanta	93	66	
Cicero	267	267	
<b>Total</b>	<b>360</b>	<b>333</b>	
<b>Transits Received</b>			
Atlanta	30	44	
Cicero	292	223	
<b>Total</b>	<b>360</b>	<b>264</b>	
<b>Databases</b>			
Freegal	84	44	
Overdrive	466	223	
Ancestry.com	135	264	
World Book	0	0	

40 new cards were issued in February.

Foot traffic is down, but the Winter Reading Program did encourage our patrons to earn more raffle tickets and check out more items with each transaction.

With the new employees, we are continuing to work on training.

Two new shelving units were added to the adult fiction section, and our page Lisa has finished shifting. That area is much more user-friendly and accessible now.

Emily Dickos

**Hamilton North Public Library Atlanta Report  
February 2015**

Several patrons noticed that the library had a new look. It smells and looks fresher thanks to the recent professional cleaning job. Now that the weather is improving, Jim has started work on patching the top front step. He is chiseling all the debris away and will be applying fresh concrete soon.

Another thing the patrons appreciate is work done on the computers so that they all operate more or less the same. We discovered that one computer did not even have Word on it. Now it does not make much difference which computer gets used.

**STATISTICS**

NAME OF EVENT	NUMBER OF MEETING TIMES	ATTENDANCE	COST
Afternoon Movie	3	16	0
Kids Craft	1	2	0
Crochet/Quilt	4	15	0
TOTALS	8	33	0

The Crochet/Quilt group has been meeting regularly for some time, but there is something I would like to mention. Since this is a small town, most people know each other and if they don't, they soon become acquainted. Many patrons stop and talk to the ladies to see what they are working on which usually leads to discussions on books and movies. Although this is not a book club, there has been a lot of sharing and discussion of favorite books, authors, and movies. This makes it even more enjoyable for the patrons.

Mary Palmiero  
03-19-2015

**Hamilton North Public Library Adult Department Report  
February 2015**

Program	# of Times	Attendance	Cost	Cost per Attendee
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Zumba Gold every Monday	4	40	0	0
Yoga/Pilates 2/2, 2/16, 2/23	3	36	0	0
GabsBee Quilting every other Tuesday	2	24	0	0
Musician Jason Hathaway 2/10	1	6	\$75	\$12.50
Valentine's Day Candy with Emily Pearson 2/12	1	16	0	0
Art Reception for Carrie VanAlstine 2/19	1	6	\$12	\$2.00
Mystery Book Group 2/23	1	2	0	0
Chalkboard-style Painting with Deanna Leonard 2/25	1	4	0	0
Non-Library uses of Meeting Rooms	14	N/A	0	0
<b>TOTAL Library Programs</b>	<b>14</b>	<b>134</b>	<b>\$87</b>	<b>.65</b>

The subzero wind chills in February kept foot traffic down all month.

Jason Hathaway is a blues guitarist, and those who attended really loved his performance.

The biggest hit was Emily Pearson's Valentine's Day Candy and Chocolate. Some Girl Scouts attended, and had a wonderful time.

**Coming up:** Paranormal Investigation On the Cheap, Morse Lake weather

Emily Dickos

### Hamilton North Public Library Children's Department Report February 2015

Program	Age Group	# of Times	Attendance	Cost	Cost per Attendee
Story Times	Preschool	11	71		
CCS	Preschool	3	150		
LHLC	Preschool	2	40		
Homeschool	k-5	4	24		

*Afterschool	All ages	1	11	\$70.00	\$6.36
Art Classes	Preschool	0	0		
Art Classes	Home School	4	20		
Art Classes	School Age	4	4		
**LH Fest	School Age	1	50		
Lego Mania	School Age	0	0		
Movie	All Ages	0	0		
Totals		30	370	\$70.00	.19

Date	Program	Age Grp	Theme	Attndnce	Craft	Notes
2/3	Books/Babies	B-2	Frm Anml	4	Heart	Farm Flu - valentines
2/4	Homeschool	K-5	Undgrd RR	10	Stencils	Night Boat to Freedom – Chalk Shade
2/4	Tot Tales	2-3	Frm Anml	5	Heart	Farm Flu - valentines
2/5	Prschl Pals	3-5	Valentines	6	Heart	Day It Rained Hearts - valentines
2/6	CCS	Prschl	Valentines	50		Day It Rained Hearts
2/6	LHLC	Prschl	Valentines	20		Day It Rained Hearts
2/10	Books/Babies	B-2	Valentines	8	Heart	Day it Rained Hearts
2/10	Homeschool	K-5	Diversity	4	Stry Brd	Guest Spkr – El – Duwan Watson
2/10*	Afterschool	K-all	Art Collab.	11	Valentines	Vintage Valentines with Deanna
2/11	Tot Tales	2-3	Valentines	10	Collage	Day It Rained Hearts
2/12	Prschl Pals	3-5				Cancelled-workshop for Early Lit
2/17	Books/Babies	B-2	President s	4	Puppet	George Washington's Teeth
2/17	Homeschool	K-5	President s	3	puppet	President's Bio lesson
2/18	Tot Tales	2-3	President s	7	Puppet	George Washington's Teeth
2/19	Prschl Pals	3-5	President s	4	Puppet	George Washington's Teeth
2/20	CCS	Prschl		50		George Washington's Teeth
2/20	LHLC	Prschl		20		George Washington's Teeth
2/21* *	HHES	Schl Age	SRP	50 approx		Little Husky Festival at HHES
2/24	Books/Babies	B-2	Prhstrc	6	Color/col lge	Dinosaurs Galore – Play-doh tracks
2/24	Homeschool	K-5	Diversity	7	Plate paint	Other Side by Woodson, Dinosaurs
2/25	Tot Tales	2-3	Prhstrc	10	Color/col lge	Dinosaurs Galore – Play-doh tracks
2/26	Prschl Pals	3-5	Prhstrc	7	Color/col lge	Dinosaurs Galore – Play-doh tracks
2/27	CCS	Prschl	Prhstrc	50		Dinosaurs Galore

Library Collection – The New Books display was well-stocked this month with an influx of new titles on offer. I continue to discover pre-existing, standing order arrangements with different book vendors. Because these arrangements involve semi-annual shipments of books, this is my first time seeing these invoices and knowing how to account for them.

Programs – Attendance figures have rebounded from the winter slump. I am seeing a few new faces each week, and two new groups of in-home daycare (4 or more kiddoes) have attended in the last two weeks. Most mothers polled prefer to keep the start time at 10:30 to accommodate early lunch/nap plans. The homeschool enrichment class is working on the production of a Reader’s Theatre play, and they have expressed interest in outdoor science activities in the spring. On February 10<sup>th</sup> they were treated to a guest speaker, Dwan Watson, who brought a lesson for African American History Month and diversity in children’s literature. Vintage Valentines was a popular afterschool program this month with many students constructing doily-style valentines for their parents and teachers. The Winter Reading program yielded 430 snowballs on the wall – let’s call it a WIN ☺.

Looking Ahead – Planning for Summer Reading Program will be fairly intensive in March. This will be my first go at scheduling, budgeting, sending donation appeal letters, etc. I attended a workshop meant to jumpstart this process, and will continue to lay groundwork this month so all will be ready by June 1<sup>st</sup>.

Special Thanks– Many thanks to Deanna Leonard for co-hosting the Valentines Program with me. She is quite gifted at balancing art instruction with freeform, playful creativity.

Debra Brown  
HNPL Children’s Department Manager

**Hamilton North Public Library Young Adult Department Report  
February 2015**

<b>Program</b>	<b># of Times</b>	<b>Attendance</b>	<b>Cost</b>	<b>Cost per Attendee</b>
Teen Art with Deanna Leonard 2/4, 2/11, 2/18, 2/25	4	8	0	0
League of Legends After-Hours Gaming 2/13	1	4	\$10	\$2.50
TAB YouTube Filming 2/13	1	3	\$10	\$3.33
Teen Advisory Board 2/11, 2/25	2	16	\$10	.63
Total programs	8	31	\$30	.97

While I played League of Legends with the boys of TAB, Ann and the girls filmed an HNPL promotion video for YouTube.

We’ll be meeting in March to edit the video and post it on the library’s YouTube channel.

Coming up: Teen Tech Week, YouTube promotion

Emily Dickos

**Hamilton North Public Library Maintenance Department Report  
February 2015**

New cement in front of dumpster is now open and being used by truck to empty dumpster. There are some repairs that need to be made on and around gates and entire stockade needs painting.

We will continue to control the boilers manually which will require turning them off and on frequently until the outside temp stabilizes and they can be turned off for the entire cooling season.

The manual switches are installed in the 2 main rest rooms and working as intended.

There are some problems with the lighting below the front canopy beyond defective bulbs. The original lights, which were replaced, required an extensive support system and that was apparently not completely bypassed and is now interfering with the current lights.

We are going to repair the top step at the Atlanta branch and are now in the process of removing the defective concrete. This will probably not be a permanent solution but should stabilize the step for the immediate future.

We are going to continue the fertilizer treatments on the west end of the building as the area has recovered a great deal from the damage caused by the chickweed.

Looking forward:

Ordering and applying mulch, weeding and trimming landscape areas.

Jim Roy