

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

- I.** Regular Session
- II.** Review Agenda
- III.** Minutes
  - A. June 20, 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. Meeting Community Needs
    - 1. Marketing
      - a. Richard Parker (Creative Direction) – Market audit
    - 2. Partnerships
  - B. Circulation
    - 1. Decreasing Trend
- VII.** New Business
  - A. 2013 LSTA Grant – sign contract
  - B. Board Retreat
    - 1. Date
- VIII.** Looking Ahead
  - A. August 15<sup>th</sup> Board Meeting in Cicero
  - B. 2014 Budget: Review and approve Forms 1 & 3
- IX.** Meeting Adjournment
- X.** Executive Session

Hamilton North Public Library  
Board of Trustees Meeting Minutes  
Meeting held at Cicero, IN Branch  
June 20, 2013 at 6:30 p.m.

- I Regular Session of the HNPL Board Meeting was called to order by Vice- President Emily Beechler at 6:38 p.m.
  1. Members present: Mike Jenkins, Laura Holliday, Emily Beechler (out at 7:30 p.m.), and Sharon Bislich.
  2. Members absent: Stephen Griffith, Emily Holt and Melissa Martin.
  3. Others present: HNPL Director, Sam Mitchel, and HNPL Bookkeeper Amy Wolfe.
  
- II Review of the Agenda (Exhibit # 1, page 1) by Vice-President Emily Beechler with no additions.
  
- III Minutes. (Exhibit # 2, pages 1-4.)
  1. Discussion: As presented tonight, there were no additions or corrections needed for the minutes of May 17, 2013.
  2. Motion:
    - a) Motion to approve the minutes for May 17, 2013 was made by Laura Holliday.
    - b) Second to said motion was made by Emily Beechler.
    - c) Motion carried by a vote of 4/0.
  
- IV May Financial Report (Exhibit # 3, pages 1-25)
  1. Discussion: May financial report summary in Handout #1, pages 1-2, given by HNPL Bookkeeper, Amy Wolfe. Run rate is at 42%, with the percentage of budget used at 40.4%. May expenditures were \$31,857. We paid the balance the invoice (\$23,939) from the Rainy Day Fund to Host Design for computer Lab and Meeting Room remodeling. Bank balances totals for May were \$457,487.54. Deposits for May 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.)
  2. Motion:
    - a) Motion to pay the bills was made by Laura Holliday.
    - b) Second to said motion made by Sharon Bislich.
    - c) Motion carried by a vote of 4/0.
  
- V Department Reports (Exhibit # 4.)
  1. Department Reports for May, 2013. (Exhibit # 4, pages 1-9.)
    - a. Director, Samuel Mitchel, page 1. (See report on file)
      - 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

b). Circulation: Luciane Snellenberger, pages 2-3. (See report on file) The circulation stats for May were 9,103 compared to 9,780 for May of last year and a three year average of 9,214 for the month of May. Atlanta had 535 circulations and Cicero had 8,568. Sent out 799 holds (151 from Atlanta and 628 from Cicero.) and received 757 holds from other libraries (188 for Atlanta, and 569 for Cicero.). In-House use for Cicero was 40 and for Atlanta, none for a total of 40. Top selections by patrons in May are: DVD, 2477; Adult fiction, 1493; Children, 1,082; J. Non-fiction, 359; Adult Non-fiction, 568; J. fiction, 676; and Computer, 842. Subscription Databases Usage: Tumblebooks, 28; Overdrive, 251; Freegal, 71. 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. Circulation numbers have been dropping. Is it because of patron technology upgrades replacing HNPL offerings? Our goal is to continue being a viable resource for our community.

c.) Atlanta, Mary Palmiero, page 4. (Report on file) May Statistics: Programs: 10; Attendance: 51; Cost: \$ 0.0. So far we have had very few heavy rains this year which is good because of the minor flooding it has caused. 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. Some evidence of wet floors. Grants are being pursued with hopes of application of grants to upgrade the roof.

d.) Adult, Emily Crickmore, pages 5-6. May Programs, 23 ; Attendance, 98; Costs-\$ 30; Cost per person: \$ 3.27. May was the 14<sup>th</sup> annual Quilt Show with 26 entries, which was down by about 10 from last year. The ladies of GabsBee suggested our holding off for a year or two to give it time to regenerate. Crochet instructor Aloha Upchurch, will be

out through July. The tutorials are holding strong. In May, we had lots of requests for assistance with iPads, and Overdrive. The card and painting classes are still very popular. Deanna is starting a "Paint Like..." Master's 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.

e.) Young Adult, Emily Crickmore, page 7. (See report on file.) May Programs: 10; Attendance, 34; Costs \$ 0.0; Attendee per person costs-\$ 0.0. 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. We 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; we are not sure how many kids will be able to get here, but we will attempt it. Coming up: Moonlight Movies @ the Pavilion, TAB/ACE, and summer reading program.

f.) Children, Sheri Wallace, page 8. (See report on file.) May Programs, 27; Attendance: 144; Library costs-\$ 0.0 ; Attendee per person costs-\$ 0.0. Things are winding down for this school year. Our primary focus this month is our summer reading program. We have partnered with the HHSC Little Huskies Learning Center Summer Camp and they will be visiting each week starting in June for special programs. Sheri visited the Primary school and appeared on the morning news to promote summer reading. We 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.

g.) Maintenance, Jim Roy, page 9. (See report on file.) 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.

## VI. Old Business

### A. Arcadia WIFI

1. Survey Feedback discussion revealed many interesting and helpful comments related to a possible HNPL WiFi connection for the town of Arcadia. Jackson Twp. Trustee offered use of

the Trustee building. Our first evaluation suggests difficulty in making this location workable. HNPL is investigating a retreat to address these issues.

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. (Exhibit # 5)

1. Discussion: Last year's grant maximum projection for 2013 was 2.89%. Projected budget growth for 2014 is 2.85%. This will be lower than projection with potential generation of \$467,000 or a 2.5% increase.

B. Cicero: Tree trimming quotes. Joe Kesler bid of \$1300 to prune 16 ornamental crab trees. Ping's Tree Service bid of \$1547 to prune 13 ornamental crab trees.

1. Motion: (at 7:25 p.m.)

a. Motion to accept Joe Kesler's bid of \$1300 for pruning 16 ornamental crab trees was made by Sharon Bislich.

b. Second to said motion made by Emily Beechler.

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

## VIII. Looking Ahead

a. July 18th Board Meeting in Cicero

b. DLGF Budget Workshop: July 8<sup>th</sup>.

c. Retreat update.

IX. Meeting adjourned by Sharon Bislich at 8:17 p.m.

Minutes respectfully prepared by HNPL Board Secretary, Mike Jenkins.

# Hamilton North

## **June 2013 Financial Report** *For July 18, 2013 Board Meeting*

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### **Board of Trustees**

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

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

Samuel Mitchel

7/8/2013 11:11:53 AM

Period Beginning Date:

6/1/2013

## Financial Report by Fund

Hamilton North Public Library

Period Ending Date:

6/30/2013

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	102,719.45	106,409.55	335,921.28	31,538.02	216,849.79	177,590.98	0.00	177,590.98
110 Library Improvement Reserve Fund	39,141.61	35,784.32	0.00	0.00	787.25	4,144.54	34,997.07	0.00	34,997.07
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	1,865.00	0.00	0.00	762.50	4,575.00	1,102.50	0.00	1,102.50
160 Rainy Day Fund	306,977.31	160,931.28	0.00	0.00	706.33	146,752.36	160,224.95	0.00	160,224.95
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	153,468.39	136,035.18	199,590.46	147,500.00	147,500.00	142,003.57	0.00	142,003.57
200 Payroll Fund	0.00	0.00	3,476.59	22,461.40	3,476.59	22,461.40	0.00	0.00	0.00
300 Gift Fund	1,772.79	2,630.75	208.59	5,640.30	1,456.99	6,030.74	1,382.35	0.00	1,382.35
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
500 Money Market Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
700 Evergreen Indiana Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total of All Accounts</b>	<b>502,090.16</b>	<b>457,487.54</b>	<b>246,129.91</b>	<b>563,613.44</b>	<b>186,227.68</b>	<b>548,313.83</b>	<b>517,389.77</b>	<b>0.00</b>	<b>517,389.77</b>

**Bank Register**

Hamilton North Public Library

Period Beginning Date:  
6/1/2013

Date of Report 7/8/2013 11:08:08 AM

Period Ending Date:  
6/30/2013

Bank Number	YR Beginning Balance	Beginning Balance	Deposits	Withdrawals	Transfers	Ending Balance
<b>1 Community Bank</b>						
		<b>Account Number 51020</b>		<b>Operating Checking</b>		
	\$119,838.49	\$74,924.24	\$242,584.93	\$182,751.09	\$0.00	\$134,758.08
<b>2 Community Bank</b>						
		<b>Account Number 504505</b>		<b>Operating Savings</b>		
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>5 Community Bank</b>						
		<b>Account Number 9052658</b>		<b>Money Market</b>		
	\$149,960.24	\$150,146.47	\$29.62	\$0.00	\$0.00	\$150,176.09
<b>6 Hamilton North Public Library</b>						
		<b>Account Number</b>		<b>Petty Cash, Cash Change &amp; C</b>		
	\$88.35	\$88.35	\$0.00	\$0.00	\$0.00	\$88.35
<b>7 Key Bank</b>						
		<b>Account Number 149363018453</b>		<b>Money Market</b>		
	\$80,508.16	\$80,537.94	\$21.30	\$0.00	\$0.00	\$80,559.24
<b>8 First Farmers Bank &amp; Trust</b>						
		<b>Account Number</b>		<b>Money Market</b>		
	\$151,694.92	\$151,790.54	\$17.47	\$0.00	\$0.00	\$151,808.01
<b>Grand Total:</b>	<b>\$502,090.16</b>	<b>\$457,487.54</b>	<b>\$242,653.32</b>	<b>\$182,751.09</b>	<b>\$0.00</b>	<b>\$517,389.77</b>



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

Period Beginning Date  
6/1/2013

Period Ending Date  
6/30/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
<b>Personal Services</b>					
Salary of Director	53,000	4,240	27,562	25,438	52.0%
Salary of Assistants	177,000	13,777	89,012	87,988	50.3%
Wages of Janitor	27,000	2,289	13,599	13,401	50.4%
Treasurer	500	-	-	500	0.0%
Employee Benefits	28,014	1,976	13,260	14,754	47.3%
Subtotal	285,514	22,282	143,434	142,080	50.2%
<b>Supplies</b>					
Office Supplies	3,000	249	1,972	1,028	65.7%
Operating Supplies	6,000	328	2,509	3,491	41.8%
Library Supplies	2,000	273	861	1,139	43.1%
Cicero Children's Programming	1,000	-	298	702	29.8%
Cicero YA Programming	1,000	-	123	878	12.3%
Cicero Adult Programming	1,000	142	434	566	43.4%
Atlanta Programming	250	-	13	238	5.0%
Programming - Summer Reading	915	60	861	54	94.0%
Subtotal	15,165	1,052	7,071	8,094	46.6%
<b>Other Services and Charges</b>					
Professional Services	15,500	50	4,934	10,566	31.8%
Communication & Transportation	10,500	954	3,995	6,505	38.0%
Advertising & Public Notice	1,000	248	553	447	55.3%
Printing	250	-	-	250	0.0%
Insurance	9,500	-	147	9,353	1.5%
			-		
Utilities-Gas	9,000	241	4,328	4,672	48.1%
Utilities-Electricity	25,000	2,156	10,765	14,235	43.1%
Utilities-Water	2,500	213	1,300	1,200	52.0%
Utilities-Waste Disposal	1,200	126	794	406	66.2%
Subtotal-Utilities	37,700	2,737	17,186	20,514	45.6%
Repairs & Maintenance	20,800	782	3,727	17,073	17.9%
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	-	3,679	3,521	51.1%
Transfer to LIRF	10	-	-	10	0.0%
Subtotal	103,235	4,771	34,524	68,711	33.4%
<b>Capital Outlays</b>					
Furniture & Equipment	2,000	90	1,765	235	88.2%
Books - Adult	16,500	1,420	8,622	7,878	52.3%
Books - Young Adult	4,000	296	2,218	1,782	55.5%
Books - Children's	12,500	206	9,151	3,349	73.2%
Books - Reference	1,000	205	438	562	43.8%
Newspapers & Periodicals	4,600	76	1,505	3,095	32.7%
Non-Print Video & DVD	6,500	761	3,922	2,578	60.3%
Non-Print Audio	2,000	-	1,012	988	50.6%
Non-Print Music	1,000	33	764	236	76.4%
Non-Print Art Prints & Posters	100	-	98	2	98.0%
Non-Print Games	500	-	121	379	24.3%
Subtotal	50,700	3,086	29,617	21,083	58.4%
<b>FUND TOTAL</b>	<b>454,614</b>	<b>31,191</b>	<b>214,646</b>	<b>239,968</b>	<b>47.2%</b>

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

Period Beginning Date  
 6/1/2013

Period Ending Date  
 6/30/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
<b><u>Other Services and Charges</u></b>					
Communication & Transportation	9,600	883	3,634	5,966	37.9%
Utilities-Gas	7,500	223	3,542	3,958	47.2%
Utilities-Electricity	23,000	1,992	9,939	13,061	43.2%
Utilities-Water	1,750	131	788	962	45.0%
Utilities-Waste Disposal	1,200	126	712	488	59.3%
Repairs & Maintenance	18,800	377	3,057	15,743	16.3%
Subtotal	61,850	3,733	21,672	40,178	35.0%
<b><u>Capital Outlays</u></b>					
Furniture & Equipment	1,900	90	1,687	213	88.8%
Books - Adult	14,000	1,321	7,246	6,754	51.8%
Books - Young Adult	3,000	288	1,516	1,484	50.5%
Books - Children's	11,000	206	7,459	3,541	67.8%
Subtotal	29,900	1,905	17,909	11,991	59.9%
<b>TOTAL CICERO</b>	<b>91,750</b>	<b>5,639</b>	<b>39,581</b>	<b>52,169</b>	<b>43.1%</b>

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

Period Beginning Date  
6/1/2013

Period Ending Date  
6/30/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
<b><u>Other Services and Charges</u></b>					
Communication & Transportation	900	71	429	471	47.7%
Utilities-Gas	1,500	18	961	539	64.1%
Utilities-Electricity	2,000	164	684	1,316	34.2%
Utilities-Water	750	82	492	258	65.6%
Repairs & Maintenance	2,000	405	670	1,330	33.5%
Subtotal	7,150	740	3,236	3,914	45.3%
<b><u>Capital Outlays</u></b>					
Furniture & Equipment	100	-	78	22	77.9%
Books - Adult	2,500	99	1,376	1,124	55.0%
Books - Young Adult	1,000	8	893	107	89.3%
Books - Children's	1,500	-	1,500	(0)	100.0%
Subtotal	5,100	107	3,848	1,253	75.4%
<b>TOTAL ATLANTA</b>	<b>12,250</b>	<b>847</b>	<b>7,083</b>	<b>5,167</b>	<b>57.8%</b>

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

Period Beginning Date  
6/1/2013

Period Ending Date  
6/30/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
<b>Library Improvement Reserve Fund (LIRF)</b>					
<b>Other Services and Charges</b>					
Repairs & Maintenance	15,000	787	2,254	12,746	15.0%
<b>Capital Outlays</b>					
Furniture & Equipment	12,000	-	1,891	10,109	15.8%
Non-print Materials	3,000		-	3,000	0.0%
<b>FUND TOTAL</b>	<b>30,000</b>	<b>787</b>	<b>4,145</b>	<b>25,855</b>	<b>13.8%</b>
<b>Rainy Day Fund</b>					
<b>Other Services and Charges</b>					
Repairs & Maintenance	40,000	706	796	39,204	2.0%
<b>Capital Outlays</b>					
Furniture & Equipment	10,000	-	45,956	(35,956)	459.6%
<b>FUND TOTAL</b>	<b>50,000</b>	<b>706</b>	<b>46,752</b>	<b>3,248</b>	<b>93.5%</b>
<b>Lease Rental Fund</b>					
<b>Other Services and Charges</b>					
Lease Rental	295,000	147,500	147,500	147,500	50.0%
<b>FUND TOTAL</b>	<b>295,000</b>	<b>147,500</b>	<b>147,500</b>	<b>147,500</b>	<b>50.0%</b>
<b>Operating Fund</b>					
Personal Services	285,514	22,282	143,434	142,080	50.2%
Supplies	15,165	1,052	7,071	8,094	46.6%
Other Services and Charges	103,235	4,771	34,524	68,711	33.4%
Capital Outlays	50,700	3,086	29,617	21,083	58.4%
<b>FUND TOTAL</b>	<b>454,614</b>	<b>31,191</b>	<b>214,646</b>	<b>239,968</b>	<b>47.2%</b>
<b>GRAND TOTAL</b>	<b>829,614</b>	<b>180,185</b>	<b>413,043</b>	<b>416,571</b>	<b>49.8%</b>

7/8/2013 11:09:32 AM

# Deposit Register Summary

Hamilton North Public Library

From: 6/1/2013 To: 6/30/2013

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	\$173.95	\$371.75
	100.10.00.30 Fines and Fees	\$767.96	\$4,271.05
	100.10.00.31 Fax	\$198.11	\$938.67
	100.10.00.32 Copies	\$155.50	\$903.48
	100.10.00.34 Meeting Room Fees	\$125.00	\$650.00
	100.10.00.35 Payment for Books	\$0.00	\$36.98
	100.10.00.36 Processing Fee	\$0.00	\$30.25
	100.10.00.38 Room Deposit	\$125.00	\$1,000.00
	100.10.00.39 Key Deposit	\$20.00	\$115.00
	100.10.00.40 COIT	\$20,465.07	\$122,790.42
	100.10.00.41 Property Tax - Operating	\$75,016.32	\$92,782.61
	100.10.00.42 Financial Institutions Tax - Operating	\$0.00	\$115.87
	100.10.00.43 License Excise Tax - Operating	\$8,474.44	\$8,474.44
	100.10.00.44 CVET - Commercial Vehicle Excise Tax - Operat	\$0.00	\$273.22
	100.10.00.46 Friends Bookstore	\$115.95	\$1,134.43
	100.10.00.47 Earbud Purchases	\$0.00	\$12.57
	100.10.00.50 Non Resident Cards	\$200.00	\$600.00
	100.10.00.60 Interest - Operating	\$21.86	\$90.02
	100.10.00.70 Interfund Transfers	\$0.00	\$100,000.00
	100.10.00.80 Refunds	\$482.00	\$950.50
	<b>Fund Total</b>	<b>\$106,341.16</b>	<b>\$335,541.26</b>
190	190.10.00.41 Property Tax - Lease Rental Fund	\$122,239.58	\$151,161.45
	190.10.00.42 Financial Institutions Tax - Lease Rental Fund	\$0.00	\$188.63
	190.10.00.43 License Excise Tax - Lease Rental Fund	\$13,795.60	\$13,795.60
	190.10.00.44 CVET - Lease Rental Fund	\$0.00	\$444.78
	190.10.03.10 Lease Rental	\$0.00	\$34,000.00
	<b>Fund Total</b>	<b>\$136,035.18</b>	<b>\$199,590.46</b>
300	300.10.00.03 Gift Fund - Unrestricted	\$0.00	\$395.00
	300.10.02.03 Gift Fund - Summer Reading	\$12.00	\$2,021.50
	300.10.02.06 Gift Fund - Programming	\$55.09	\$241.41
	300.10.02.10 Gift Fund - Amazon Sales	\$116.49	\$662.53
	300.10.02.13 Gift Fund - Tess Gerritsen Author Visit	\$0.00	\$250.00
	300.10.04.20 Gift Fund - Friends Slush Fund Cicero	\$25.01	\$69.86
	300.20.03.01 Gift Fund - Atlanta Feasibility Study	\$0.00	\$2,000.00
	<b>Fund Total</b>	<b>\$208.59</b>	<b>\$5,640.30</b>

7/8/2013 11:09:32 AM

# Deposit Register Summary

Hamilton North Public Library

From: 6/1/2013 To: 6/30/2013

For Bank Number: 5 Community Bank

Fund	Account Number and Description	Month to date Deposits	Year to date Deposits
100	100.10.00.61 Interest - MM Fund (Operating)	\$29.62	\$215.85
<b>Fund Total</b>		<b>\$29.62</b>	<b>\$215.85</b>

For Bank Number: 7 Key Bank

Fund	Account Number and Description	Month to date Deposits	Year to date Deposits
100	100.10.00.61 Interest - MM Fund (Operating)	\$21.30	\$51.08
<b>Fund Total</b>		<b>\$21.30</b>	<b>\$51.08</b>

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)	\$17.47	\$113.09
<b>Fund Total</b>		<b>\$17.47</b>	<b>\$113.09</b>

**Total of all Funds: \$242,653.32 \$541,152.04**

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Monday, July 08, 2013

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

**From:** 6/1/2013 **To:** 6/30/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
<b>Fund 100</b>								
100.10.00.38	Room Deposit							
6/30/2013	Kellis Wright		Kellis Wright		8216	\$50.00	13435	
6/30/2013	Jenny Phillips		Jenny Phillips		8217	\$50.00	13436	
6/30/2013	Stacy Cummings		Stacy Cummings		8218	\$50.00	13437	
6/30/2013	Sonia Farrin		Sonia Farrin		8219	\$50.00	13438	
			<b>Total:</b>			<b>\$200.00</b>		
100.10.00.39	Key Deposit							
6/30/2013	Kellis Wright		Kellis Wright		8216	\$10.00	13435	
6/30/2013	Jenny Phillips		Jenny Phillips		8217	\$10.00	13436	
6/30/2013	Stacy Cummings		Stacy Cummings		8218	\$10.00	13437	
			<b>Total:</b>			<b>\$30.00</b>		
100.10.00.46	Friends Bookstore							
6/30/2013	HNPL Friends		HNPL Friends		8244	\$116.50	13463	June 2013 Bookstore Proceeds
			<b>Total:</b>			<b>\$116.50</b>		
100.10.01.11	Salary of Director							
6/4/2013					8112	\$2,120.19	DD8112	
6/18/2013					8164	\$2,120.19	DD8164	
			<b>Total:</b>			<b>\$4,240.38</b>		
100.10.01.12	Salary of Assistants							
6/4/2013					8107	\$74.72	DD8107	
6/4/2013					8108	\$55.68	DD8108	
6/4/2013					8109	\$680.91	DD8109	
6/4/2013					8110	\$630.00	DD8110	
6/4/2013					8111	\$105.79	DD8111	
6/4/2013					8113	\$585.43	DD8113	
6/4/2013					8114	\$555.28	DD8114	
6/4/2013					8115	\$154.79	DD8115	

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

From: 6/1/2013 To: 6/30/2013

Date	Account	Office/Dept/Fund			
6/4/2013			8116	\$314.74	DD8116
6/4/2013			8118	\$250.15	DD8118
6/4/2013			8119	\$1,039.90	DD8119
6/4/2013			8120	\$99.03	DD8120
6/4/2013			8121	\$54.31	DD8121
6/4/2013			8122	\$1,020.78	DD8122
6/4/2013			8124	\$595.02	DD8124
6/4/2013			8125	\$454.84	DD8125
6/18/2013			8158	\$105.37	DD8158
6/18/2013			8159	\$45.90	DD8159
6/18/2013			8161	\$679.68	DD8161
6/18/2013			8162	\$630.00	DD8162
6/18/2013			8163	\$128.70	DD8163
6/18/2013			8165	\$543.78	DD8165
6/18/2013			8166	\$585.65	DD8166
6/18/2013			8167	\$219.91	DD8167
6/18/2013			8168	\$286.28	DD8168
6/18/2013			8170	\$369.02	DD8170
6/18/2013			8171	\$1,034.91	DD8171
6/18/2013			8172	\$62.74	DD8172
6/18/2013			8173	\$99.71	DD8173
6/18/2013			8174	\$1,005.84	DD8174
6/18/2013			8176	\$577.07	DD8176
6/18/2013			8177	\$448.49	DD8177
			<b>Total:</b>	<b>\$13,494.42</b>	

Date	Account	Office/Dept/Fund
100.10.01.14		Wages of Jan.
6/4/2013		
6/4/2013		
6/18/2013		
6/18/2013		
6/18/2013		

PO	Claim #	Amount	Check#	Notes
	8117	\$606.83	DD8117	
	8123	\$432.06	DD8123	
	8160	\$207.86	DD8160	
	8169	\$611.05	DD8169	
	8175	\$431.52	DD8175	
<b>Total:</b>		<b>\$2,289.32</b>		

100.10.01.15 Pages

PO Claim # Amount Check# Notes



Monday, July 08, 2013

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

**From:** 6/1/2013 **To:** 6/30/2013

Date	Account	Office/Dept
6/4/2013		
6/4/2013		
6/4/2013		
6/18/2013		

8107	\$96.62	DD8107
8109	\$45.88	DD8109
8120	\$18.49	DD8120
8158	\$121.29	DD8158
<b>Total:</b>	<b>\$282.28</b>	

**100.10.01.20** Employee Benefits

Date	Account	Name of Claimant	PO	Claim #	Amount	Check#	Notes
6/30/2013	Hartford Life & Annuity Insurance Company	Hartford Life & Annuity Insurance Company		8126	\$210.23	6/4 457 Plan	
6/30/2013	Hartford Life & Annuity Insurance Company	Hartford Life & Annuity Insurance Company		8178	\$209.64	6/18 457 Plan	
6/30/2013	Community Bank	Community Bank		8179	\$1,532.72	re Withholdings	
6/30/2013	Community Bank	Community Bank		8245	\$11.50	DD Fee #1	Direct Deposit Fee
6/30/2013	Community Bank	Community Bank		8246	\$11.70	DD Fee #2	Direct Deposit Fee
				<b>Total:</b>	<b>\$1,975.79</b>		

**100.10.02.13** Office Supplies

Date	Account	Name of Claimant	PO	Claim #	Amount	Check#	Notes
6/30/2013	Quill Corporation	Quill Corporation		8237	\$118.97	13456	Laminating Pouches
6/30/2013	Quill Corporation	Quill Corporation		8243	\$31.10	13462	Highlighters, pencils, batteries
6/30/2013	Quill Corporation	Quill Corporation		8243	\$98.98	13462	InkJet Cartridges
				<b>Total:</b>	<b>\$249.05</b>		

**100.10.02.23** Operating Supplies

Date	Account	Name of Claimant	PO	Claim #	Amount	Check#	Notes
6/17/2013	Sullivan Hardware	Sullivan Hardware		8189	\$93.01	13428	Nuts & Bolts, Sand, Pump, Drill Bit, Cleaner
6/17/2013	Quill Corporation	Quill Corporation		8192	\$27.36	13431	Batteries & Cleaners
6/17/2013	Quill Corporation	Quill Corporation		8192	\$35.99	13431	Towels
6/30/2013	Quill Corporation	Quill Corporation		8237	\$6.99	13456	Cleaner
6/30/2013	Cardmember Service	Cardmember Service		8240	\$74.17	13459	Gas, Distilled Water
6/30/2013	Sullivan Hardware	Sullivan Hardware		8242	\$90.13	13461	Batteries, Soil, Weed Killer, Gloves, Plant Food
				<b>Total:</b>	<b>\$327.65</b>		

**100.10.02.33** Library Supplies

Date	Account	Name of Claimant	PO	Claim #	Amount	Check#	Notes
6/17/2013	Demco	Demco		8190	\$25.92	13429	Labels
6/17/2013	Demco	Demco		8190	\$148.37	13429	3 Poster Holders
6/17/2013	Demco	Demco		8190	\$98.85	13429	Labels

Monday, July 08, 2013

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

**From:** 6/1/2013 **To:** 6/30/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
						<b>Total:</b>		<b>\$273.14</b>
100.10.02.36	Cicero Adult Programming		Name of Claimant	PO	Claim #	Amount	Check#	Notes
6/17/2013	Kelsey Timmerman		Kelsey Timmerman		8182	\$100.00	13422	Program - June 10th
6/30/2013	Anne Barlow		Anne Barlow		8236	\$41.78	13455	Materials - Unrehearsed Shakespeare Scrolls
						<b>Total:</b>		<b>\$141.78</b>
100.10.02.37	Cicero Summer Reading Program		Name of Claimant	PO	Claim #	Amount	Check#	Notes
6/30/2013	Sheri Wallace		Sheri Wallace		8238	\$9.00	13457	SR Program Supplies
6/30/2013	Cardmember Service		Cardmember Service		8240	\$51.27	13459	Programming Supplies
						<b>Total:</b>		<b>\$60.27</b>
100.10.03.14	Professional Services		Name of Claimant	PO	Claim #	Amount	Check#	Notes
6/30/2013	Scott Creative Services, Inc.		Scott Creative Services, Inc.		8234	\$50.00	13453	Yearly Fee - Website Hosting
						<b>Total:</b>		<b>\$50.00</b>
100.10.03.27	Communication & Transportation		Name of Claimant	PO	Claim #	Amount	Check#	Notes
6/17/2013	Morgan Birge' & Associates, Inc.		Morgan Birge' & Associates, Inc.		8181	\$50.00	13421	Phone Maintenance
6/17/2013	Davidson Titles, Inc.		Davidson Titles, Inc.		8185	\$8.54	13425	Shipping
6/17/2013	Demco		Demco		8190	\$10.95	13429	Shipping
6/17/2013	Demco		Demco		8190	\$7.65	13429	Shipping
6/17/2013	Haines & Company, Inc.		Haines & Company, Inc.		8193	\$16.50	13432	Delivery Charge
6/30/2013	Frontier		Frontier		8221	\$291.35	13440	
6/30/2013	Samuel Mitchel		Samuel Mitchel		8222	\$45.77	13441	Mileage Reimb.
6/30/2013	Creative Product Source, Inc.		Creative Product Source, Inc.		8228	\$14.30	13447	Shipping
6/30/2013	Davidson Titles, Inc.		Davidson Titles, Inc.		8230	\$18.38	13449	Shipping
6/30/2013	Cardmember Service		Cardmember Service		8240	\$404.57	13459	Arcadia WiFi Mailer, HamCo Director's Lunch
6/30/2013	Baker & Taylor Books		Baker & Taylor Books		8241	\$15.31	13460	
						<b>Total:</b>		<b>\$883.32</b>
100.10.03.31	Advertising & Public Notices		Name of Claimant	PO	Claim #	Amount	Check#	Notes
6/30/2013	Creative Product Source, Inc.		Creative Product Source, Inc.		8228	\$247.50	13447	HNPL Magnets
						<b>Total:</b>		<b>\$247.50</b>

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

From: 6/1/2013 To: 6/30/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
100.10.03.51	Utilities-Gas-Cicero							
6/30/2013	Vectren Energy Delivery		Vectren Energy Delivery		8224	\$223.28	13443	
					<b>Total:</b>	<b>\$223.28</b>		
100.10.03.52	Utilities-Electricity-Cicero							
6/30/2013	Duke Energy		Duke Energy		8225	\$1,992.33	13444	
					<b>Total:</b>	<b>\$1,992.33</b>		
100.10.03.53	Utilities-Water-Cicero							
6/30/2013	Cicero Municipal Utilities		Cicero Municipal Utilities		8235	\$131.37	13454	
					<b>Total:</b>	<b>\$131.37</b>		
100.10.03.54	Utilities-Waste Disposal-Cicero							
6/30/2013	Republic Services #761		Republic Services #761		8223	\$125.62	13442	
					<b>Total:</b>	<b>\$125.62</b>		
100.10.03.63	Repairs & Maintenance-Cicero							
6/30/2013	Sentinel Alarm Systems, Inc.		Sentinel Alarm Systems, Inc.		8233	\$125.00	13452	Service Call - Replaced EOL Resistor Zone #3
6/30/2013	Sentinel Alarm Systems, Inc.		Sentinel Alarm Systems, Inc.		8233	\$89.85	13452	Alarm Monitoring Fee 7/1 to 9/30
6/30/2013	Cardmember Service		Cardmember Service		8240	\$162.62	13459	Mower Repairs
					<b>Total:</b>	<b>\$377.47</b>		
100.10.04.41	Furniture & Equipment-Cicero							
6/30/2013	Cardmember Service		Cardmember Service		8240	\$89.99	13459	Tow Spreader
					<b>Total:</b>	<b>\$89.99</b>		
100.10.04.51	Books-Adult-Cicero							
6/17/2013	GFCRB/Amazon		GFCRB/Amazon		8194	\$13.49	13433	
6/30/2013	Gale		Gale		8231	\$19.46	13450	
6/30/2013	Baker & Taylor Books		Baker & Taylor Books		8241	\$1,288.25	13460	
					<b>Total:</b>	<b>\$1,321.20</b>		

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

From: 6/1/2013 To: 6/30/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
<b>100.10.04.52 Books-Young Adult-Cicero</b>								
6/17/2013	GECRB/Amazon		GECRB/Amazon		8194	\$20.68	13433	
6/30/2013	Davidson Titles, Inc.		Davidson Titles, Inc.		8230	\$229.73	13449	
6/30/2013	Baker & Taylor Books		Baker & Taylor Books		8241	\$37.72	13460	
						<b>Total:</b>		<b>\$288.13</b>
<b>100.10.04.53 Books-Childrens-Cicero</b>								
6/17/2013	Davidson Titles, Inc.		Davidson Titles, Inc.		8185	\$106.70	13425	
6/30/2013	Baker & Taylor Books		Baker & Taylor Books		8241	\$99.22	13460	
						<b>Total:</b>		<b>\$205.92</b>
<b>100.10.04.54 Books-Reference</b>								
6/17/2013	Haines & Company, Inc.		Haines & Company, Inc.		8193	\$205.00	13432	Criss Cross Directory
						<b>Total:</b>		<b>\$205.00</b>
<b>100.10.04.60 Newspapers &amp; Periodicals</b>								
6/30/2013	Cardmember Service		Cardmember Service		8240	\$75.84	13459	
						<b>Total:</b>		<b>\$75.84</b>
<b>100.10.04.71 Non-Print-Vid/DVD</b>								
6/17/2013	GECRB/Amazon		GECRB/Amazon		8194	\$760.90	13433	
						<b>Total:</b>		<b>\$760.90</b>
<b>100.10.04.73 Non-Print-Music</b>								
6/17/2013	GECRB/Amazon		GECRB/Amazon		8194	\$32.99	13433	
						<b>Total:</b>		<b>\$32.99</b>
<b>100.20.03.28 Communication &amp; Transportation</b>								
6/30/2013	Endeavor Communications		Endeavor Communications		8195	\$71.03	13434	Atlanta Phone & Fax
						<b>Total:</b>		<b>\$71.03</b>

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

**From:** 6/1/2013 **To:** 6/30/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
100.20.03.51	Utilities-Gas-Atlanta							
6/30/2013	Vectren Energy Delivery		Vectren Energy Delivery		8224	\$18.19	13443	
					<b>Total:</b>	<b>\$18.19</b>		
100.20.03.52	Utilities-Electricity-Atlanta							
6/30/2013	Duke Energy		Duke Energy		8225	\$163.91	13444	
					<b>Total:</b>	<b>\$163.91</b>		
100.20.03.53	Utilities-Water-Atlanta							
6/30/2013	Atlanta Utilities		Atlanta Utilities		8220	\$82.05	13439	
					<b>Total:</b>	<b>\$82.05</b>		
100.20.03.63	Repairs & Maintenance-Atlanta							
6/30/2013	Brandon Davis		Brandon Davis		8227	\$315.00	13446	Lawn Mowing - April - June
6/30/2013	Sentinel Alarm Systems, Inc.		Sentinel Alarm Systems, Inc.		8233	\$89.85	13452	Alarm Monitoring Fee 7/1 to 9/30
					<b>Total:</b>	<b>\$404.85</b>		
100.20.04.51	Books-Adult-Atlanta							
6/30/2013	Baker & Taylor Books		Baker & Taylor Books		8241	\$98.78	13460	
					<b>Total:</b>	<b>\$98.78</b>		
100.20.04.52	Books-Young Adult-Atlanta							
6/30/2013	Baker & Taylor Books		Baker & Taylor Books		8241	\$7.77	13460	
					<b>Total:</b>	<b>\$7.77</b>		

**Total for Fund# 100** **\$31,538.02**

**Fund 110**

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
110.10.03.01	LIRF - Repairs & Maintenance							
6/17/2013	Ricoh USA, Inc.		Ricoh USA, Inc.		8186	\$136.00	13426	Copier Charges
6/17/2013	GE Capital Information Technology Solutions, Inc.		GE Capital Information Technology Solution		8188	\$260.50	13427	Staff Copier - 5/15 to 7/14
6/30/2013	GE Capital Information Technology Solutions, Inc.		GE Capital Information Technology Solution		8229	\$390.75	13448	Copier Charges

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

From: 6/1/2013 To: 6/30/2013

Date	Account	Office/Dept/Fund	Total:	Amount
				\$787.25

**Total for Fund# 110 \$787.25**

**Fund 140**

140.10.03.01	State Technology Fund Grant	Name of Claimant	PO	Claim #	Amount	Check#	Notes
6/30/2013	ENA Services LLC	ENA Services LLC		8239	\$762.50	13458	
				<b>Total:</b>	<b>\$762.50</b>		

**Total for Fund# 140 \$762.50**

**Fund 160**

160.10.03.01	Rainy Day - Repairs & Maintenan	Name of Claimant	PO	Claim #	Amount	Check#	Notes
6/17/2013	Amy Wolfe	Amy Wolfe		8191	\$29.97	13430	Flowers for Landscaping
6/30/2013	Danielle B. Robinson	Danielle B. Robinson		8232	\$275.63	13451	16 Boxwoods
6/30/2013	Cardmember Service	Cardmember Service		8240	\$400.73	13459	Flowers, Potting Soil
				<b>Total:</b>	<b>\$706.33</b>		

**Total for Fund# 160 \$706.33**

**Fund 190**

190.10.03.10	Lease Rental	Name of Claimant	PO	Claim #	Amount	Check#	Notes
6/17/2013	Community Bank, Trustee	Community Bank, Trustee		8183	\$147,500.00	13423	
				<b>Total:</b>	<b>\$147,500.00</b>		

**Total for Fund# 190 \$147,500.00**

**Fund 200**

200.10.01.01	Federal Withholding	Name of Claimant	PO	Claim #	Amount	Check#	Notes
6/30/2013	Community Bank	Community Bank		8179	\$742.24		re Withholdings
				<b>Total:</b>	<b>\$742.24</b>		

200.10.01.02	FICA Withheld	Name of Claimant	PO	Claim #	Amount	Check#	Notes

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

From: 6/1/2013 To: 6/30/2013

Date	Account	Office/Dept/Fund					
6/30/2013	Community Bank	Community Bank	8179		\$1,242.17	re Withholdings	
			<b>Total:</b>		<b>\$1,242.17</b>		
<b>200.10.01.03</b>	<b>Medicare Withheld</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
6/30/2013	Community Bank	Community Bank		8179	\$290.55	re Withholdings	
			<b>Total:</b>		<b>\$290.55</b>		
<b>200.10.01.04</b>	<b>State/County Withheld</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
6/30/2013	Indiana Department of Revenue	Indiana Department of Revenue		8180	\$888.74	re Withholdings	
			<b>Total:</b>		<b>\$888.74</b>		
<b>200.10.01.09</b>	<b>457 Plan Withheld</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
6/30/2013	Hartford Life & Annuity Insurance Company	Hartford Life & Annuity Insurance Company		8126	\$136.03	6/4 457 Plan	
6/30/2013	Hartford Life & Annuity Insurance Company	Hartford Life & Annuity Insurance Company		8178	\$135.44	6/18 457 Plan	
			<b>Total:</b>		<b>\$271.47</b>		
<b>200.10.01.11</b>	<b>457 Plan Loan</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
6/30/2013	Hartford Life & Annuity Insurance Company	Hartford Life & Annuity Insurance Company		8126	\$20.71	6/4 457 Plan	
6/30/2013	Hartford Life & Annuity Insurance Company	Hartford Life & Annuity Insurance Company		8178	\$20.71	6/18 457 Plan	
			<b>Total:</b>		<b>\$41.42</b>		
			<b>Total for Fund#</b>	<b>200</b>	<b>\$3,476.59</b>		
<b>Fund 300</b>							
<b>300.10.02.03</b>	<b>Gift Fund - Summer Reading</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
6/30/2013	Sheri Wallace	Sheri Wallace		8238	\$16.41	13457 SR Program Supplies	
6/30/2013	Cardmember Service	Cardmember Service		8240	\$650.65	13459 SR Prizes	
			<b>Total:</b>		<b>\$667.06</b>		
<b>300.10.02.06</b>	<b>Gift Fund - Programming</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
6/30/2013	Cardmember Service	Cardmember Service		8240	\$16.96	13459 Food for Programs	
			<b>Total:</b>		<b>\$16.96</b>		

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Monday, July 08, 2013

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

From: 6/1/2013 To: 6/30/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
300.10.02.10	Gift Fund - Amazon Sales							
6/17/2013	Amy Wolfe		Amy Wolfe		8191	\$15.84	13430	Postage
6/30/2013	Amy Wolfe		Amy Wolfe		8226	\$13.07	13445	Postage
6/30/2013	Cardmember Service		Cardmember Service		8240	\$81.29	13459	Shipping, Envelopes
					<b>Total:</b>	<b>\$110.20</b>		
300.10.04.20	Gift Fund - Friends Slush Fund Ci							
6/17/2013	Amy Wolfe		Amy Wolfe		8191	\$39.99	13430	Graduation Cake & Gift Card - Sarah Wallace
6/30/2013	Amy Wolfe		Amy Wolfe		8226	\$22.78	13445	Pop & Card for Allison
					<b>Total:</b>	<b>\$62.77</b>		
300.20.03.01	Gift Fund - Atlanta Feasibility Stu							
6/17/2013	KRM Architecture		KRM Architecture		8184	\$600.00	13424	
					<b>Total:</b>	<b>\$600.00</b>		
					<b>Total for Fund# 300</b>	<b>\$1,456.99</b>		
					<b>Total Amount of Claims:</b>	<b>\$186,227.68</b>		

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

7/18/2013

From: 6/1/2013 To: 6/30/2013

Claim Number	Vendor Number / Name	PO Number	Check Number	Check Date	Amount of Claim
8126	Hartford Life & Annuity Insurance Company				\$366.97
8178	Hartford Life & Annuity Insurance Company				\$365.79
8179	Community Bank				\$3,807.68
8180	Indiana Department of Revenue				\$888.74
8181	Morgan Birge' & Associates, Inc.				\$50.00
8182	Kelsey Timmenman				\$100.00
8183	Community Bank, Trustee				\$147,500.00
8184	KRM Architecture				\$600.00
8185	Davidson Titles, Inc.				\$115.24
8186	Ricoh USA, Inc.				\$136.00
8188	GE Capital Information Technology Solutions, Inc.				\$260.50
8189	Sullivan Hardware				\$93.01
8190	Deineo				\$291.74
8191	Amy Wolfe				\$85.80
8192	Quill Corporation				\$63.35
8193	Haines & Company, Inc.				\$221.50
8194	GECRB/Amazon				\$828.06
8195	Endeavor Communications				\$71.03
8216	Kelli Wright				\$60.00
8217	Jenny Phillips				\$60.00
8218	Stacy Cummings				\$60.00
8219	Sonia Farrin				\$50.00
8220	Atlanta Utilities				\$82.05
8221	Frontier				\$291.35
8222	Samuel Mitchel				\$45.77
8223	Republic Services #761				\$125.62
8224	Vectren Energy Delivery				\$241.47
8225	Duke Energy				\$2,156.24
8226	Amy Wolfe				\$35.85
8227	Brandon Davis				\$315.00
8228	Creative Product Source, Inc.				\$261.80
8229	GE Capital Information Technology Solutions, Inc.				\$390.75
8230	Davidson Titles, Inc.				\$248.11
8231	Gale/CENGAGE Learning				\$19.46
8232	Danielle B. Robinson				\$275.63
8233	Sentinel Alarm Systems, Inc.				\$304.70
8234	Scott Creative Services, Inc.				\$50.00
8235	Cicero Municipal Utilities				\$131.37

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

From: 6/1/2013 To: 6/30/2013

7/18/2013

Claim Number	Vendor Number / Name	PO Number	Check Number	Check Date	Amount of Claim
8236	Anne Barlow				\$41.78
8237	Quill Corporation				\$125.96
8238	Sheri Wallace				\$25.41
8239	ENA Services LLC				\$762.50
8240	Cardmember Service				\$2,008.09
8241	Baker & Taylor Books				\$1,547.05
8242	Sullivan Hardware				\$90.13
8243	Quill Corporation				\$130.08
8244	HNPL Friends				\$116.50
8245	Community Bank				\$11.50
8246	Community Bank				\$11.70

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

From: 6/1/2013 To: 6/30/2013

7/18/2013

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

7/18, 2013

*Laure Hellday*  
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 \$165,921.28 . Dated 7/18/2013

*Emily Beechler*  
Emily Beechler

*Sharon Bislich*  
Sharon Bislich

Steve Griffith

*Laura Hellday*  
Laura Hellday

*Emily Holt*  
Emily Holt

*Mike Jenkins*  
Mike Jenkins

*Melissa Martin*  
Melissa Martin

Board Members

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**Payroll Claim Register**  
**Hamilton North Public Library**  
 209 W Brinton  
 Cicero, IN 46034  
 From: 6/1/2013 To: 6/30/2013

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
8107			\$171.34	DD8107	\$152.39
8108			\$55.68	DD8108	\$51.42
8109			\$726.79	DD8109	\$598.43
8110			\$630.00	DD8110	\$489.48
8111			\$105.79	DD8111	\$97.70
8112			\$2,120.19	DD8112	\$1,810.35
8113			\$585.43	DD8113	\$504.93
8114			\$555.28	DD8114	\$464.74
8115			\$154.79	DD8115	\$126.14
8116			\$314.74	DD8116	\$276.82
8117			\$606.83	DD8117	\$504.93
8118			\$250.15	DD8118	\$202.85
8119			\$1,039.90	DD8119	\$875.18
8120			\$117.52	DD8120	\$104.66
8121			\$54.31	DD8121	\$47.76
8122			\$1,020.78	DD8122	\$820.41
8123			\$432.06	DD8123	\$360.15
8124			\$595.02	DD8124	\$495.72
8125			\$454.84	DD8125	\$286.45
8158			\$226.66	DD8158	\$201.04
8159			\$45.90	DD8159	\$42.38
8160			\$207.86	DD8160	\$189.88
8161			\$679.68	DD8161	\$561.70
8162			\$630.00	DD8162	\$489.48
8163			\$128.70	DD8163	\$118.85
8164			\$2,120.19	DD8164	\$1,810.35
8165			\$543.78	DD8165	\$472.48
8166			\$585.65	DD8166	\$488.41
8167			\$219.91	DD8167	\$183.41
8168			\$286.28	DD8168	\$251.79
8169			\$611.05	DD8169	\$508.20
8170			\$369.02	DD8170	\$295.23
8171			\$1,034.91	DD8171	\$871.40
8172			\$62.74	DD8172	\$56.48

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
8173			\$99.71	DD8173	\$86.22
8174			\$1,005.84	DD8174	\$809.12
8175			\$431.52	DD8175	\$359.67
8176			\$577.07	DD8176	\$481.72
8177			\$448.49	DD8177	\$281.49
			<b>\$20,306.40</b>		<b>\$16,829.81</b>

200.10.01.01	Federal Withholding	\$742.24	200.10.01.02	FICA Withheld	\$1,242.17
200.10.01.03	Medicare Withheld	\$290.55	200.10.01.04	State/County Withheld	\$888.74
200.10.01.09	457 Plan Withheld	\$271.47	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.

7/18, 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 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of \$16,829.81 Dated 7/18/2013

*Emily Beechler*  
Emily Beechler

*Sharon Bislich*  
Sharon Bislich

Steve Griffith  
*Emily Holt*  
Emily Holt

*Laura Holliday*  
Laura Holliday  
*Mike Jenkins*  
Mike Jenkins

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

**Board Members**

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**Hamilton North Public Library  
Gift Fund Checking (300)  
Balance as of June 30, 2013**

	Unrestricted Gift Fund	Friends Slush Fund Cicero	Programming Gift Fund	Atlanta Feasibility Study Gift Fund	Kiwanis Children's Computer Lab	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	\$ -	\$ 69.86	\$ 241.41	\$ 2,000.00	\$ -	\$ 2,021.50	\$ -	\$ 2,021.50	\$ -
2013 YTD Disbursements	\$ (686.70)	\$ (69.86)	\$ (241.11)	\$ (1,930.00)	\$ -	\$ (1,998.38)	\$ -	\$ (1,998.38)	\$ -
Ending Balance	\$ 251.26	\$ 0.00	\$ 0.37	\$ 70.00	\$ 198.00	\$ 0.00	\$ -	\$ 0.00	\$ -

	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	\$ 662.53	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,245.30
2013 YTD Disbursements	\$ (699.70)	\$ -	\$ (9.99)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (5,635.74)
Ending Balance	\$ 6.29	\$ 250.00	\$ 311.43	\$ -	\$ -	\$ -	\$ 295.00	\$ -	\$ 1,382.35

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**Hamilton North Public Library  
Edward Jones MasterCard Bill  
May 16, 2013 - June 13, 2013**

	<u>Emily Crickmore</u>	<u>Sam Mitchel</u>	<u>Sheri Wallace</u>	<u>Amy Wolfe</u>	<u>James Roy</u>	<u>TOTAL</u>	
Communication & Transportation - Cicero		\$ 404.57				\$ 404.57	Arcadia WiFi Mailer, HamCo Director's Lunch
Furniture & Equipment - Cicero					\$ 89.99	\$ 89.99	Tow Spreader
Gift Fund - Amazon Sales				\$ 81.29		\$ 81.29	Shipping, Envelopes
Gift Fund - Friends Summer Reading			\$ 215.90	\$ 434.75		\$ 650.65	SR Prizes
Gift Fund - Programming	\$ 16.96					\$ 16.96	Food for June Art Reception & Teen Programming
Newspapers & Periodicals				\$ 75.84		\$ 75.84	Magazine Renewals
Operating Supplies					\$ 74.17	\$ 74.17	Gas for Mower, Distilled Water
Programming - Summer Reading			\$ 51.27			\$ 51.27	Programming Supplies
Rainy Day - Furniture & Equipment				\$ 400.73		\$ 400.73	Flowers & Potting Soil
Repairs & Maintenance - Cicero					\$ 162.62	\$ 162.62	Mower repairs
<b>TOTAL</b>	\$ 16.96	\$ 404.57	\$ 267.17	\$ 992.61	\$ 326.78	\$ 2,008.09	

## June 2013 Director's Report

### I. Technology

- A. Library received an LSTA grant for additional patron computers.
- B. Met with ENA representative to discuss next fiscal year's Internet connectivity needs.

### II. Facilities

- A. Cicero:
  - 1. A/C maintenance issues (e.g. replace worn out switches, leaking valve)

### III. Staff

- A. Bev Gasho (cataloger)
  - 1. Has worked for HNPL for 15 years.
  - 2. Her mother passed away. Library sent flowers, and several of us attended the funeral.
- B. Conducted mid-year evaluations.

### IV. MISC.

- A. 6/5: Attended Small and Medium-Sized Library meeting (planning upcoming fall conference).
- B. 6/29: Spoke at Cicero Kiwanis meeting (topics: Summer Reading, Partners & Friends)
- C. Discussed idea of an area quarterly newsletter with Paul Munoz

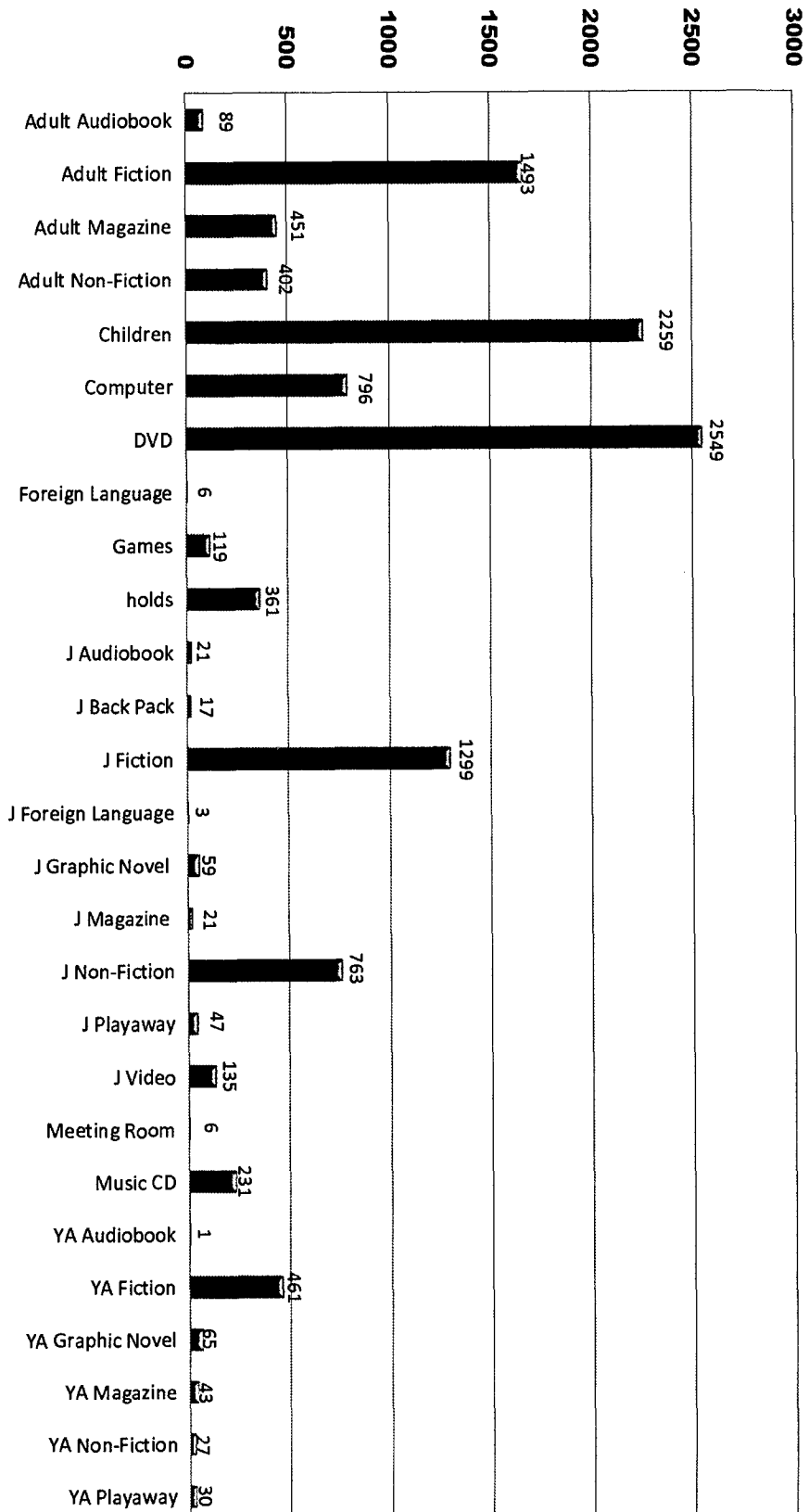
### V. Looking Forward

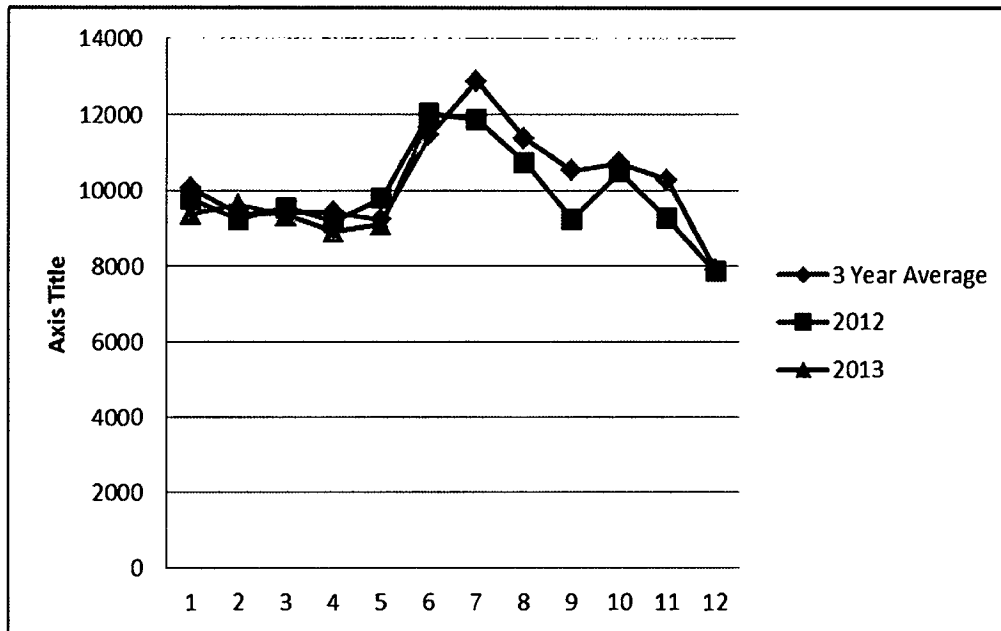
- A. 2014 Budget preparation/approval/publication

Samuel Mitchel



June 2013





	Jun-13	Jun-12	3 Years Average
<b>Circulation</b>			
Atlanta	828	858	
Cicero	11,092	11,154	
<b>Total</b>	<b>11,920</b>	<b>12,012</b>	<b>11,457</b>
<b>In-House Use</b>			
Atlanta	44	3	
Cicero	255	400	
<b>Total</b>	<b>299</b>	<b>403</b>	
<b>Transits Sent</b>			
Atlanta	137	196	
Cicero	643	693	
<b>Total</b>	<b>780</b>	<b>879</b>	
<b>Transits Received</b>			
Atlanta	154	290	
Cicero	598	687	
<b>Total</b>	<b>752</b>	<b>977</b>	
<b>Databases</b>			
Freegal	61		
Overdrive	351	158	
Tumblebooks	16	54	
World Book	20		

June 2013 circulation was about the same as June 2012; however it was 463 higher than the average. The website had 3,093 visits. The increased online activity is due to Summer Reading.

Thank you,

Luciane Snellenberger  
Circulation Manager

## ATLANTA BOARD REPORT JUNE 2013

Daniel Lusk put on a magic show on June 10 to introduce the beginning of the summer reading program. The show this year was every bit as good as the one last year.

In addition to our usual programs, we added a Zentangle [fancy doodling] class. There are quite a few books and websites about it. It's slowly gaining in popularity here so we will continue classes. Several adults expressed interest in computer classes so I contacted Emily. We will set some up in the fall.

### STATISTICS

Name of Program	Number of Meetings	Attendance	Cost
Daniel Lusk Magic Show	1	34	Cost shared with Cicero
Afternoon Movie	3	38	0
Elementary Crafts	4	21	0
Preschool story/crafts	3	21	0
Quilting/Crochet	4	23	0
Zentangle	2	11	0
TOTALS	17	148	

Mary Palmiero

## Hamilton North Public Library Adult Department

**June 2013**

Program	# of Times	Attendance	Cost	Cost per Attendee
Pilates/Yoga every Monday	4	40	0	0
GabsBee Quilting every other Tuesday	2	12	0	0
Computer Tutorials 6/17, 6/24, 6/25, 6/27 (also had 1 cancellation, and 1 no-show)	4	8	0	0
Art Reception for Liz Bir 6/3	1	25	0	0
Medicare Information 6/4	1	4	0	0
Windows 8 with Becky Cola 6/4 (canceled by instructor – 0 registrations)	0	0	0	0
Intro to Digital Photography 6/5	1	5	50	10
Author Kelsey Timmerman 6/11	1	6	100	16.67
Forever Young Adult Book Group 6/8	1	2	0	0
Intro to Digital Photo Editing 6/13	1	5	50	10
Cards with Annette Harling 6/18 (canceled by instructor – in hospital)	0	0	0	0
Stroke Education 6/18	1	2	0	0
Moonlight Movies @ the Pavilion Warm Bodies, rated PG-13 6/21	1	30	0	0

Evening Reading Group 6/24	1	3	0	0
Paint Like Monet 6/26	1	9	0	0
Non-Library uses of Meeting Rooms	9	N/A	0	0
<b>TOTAL</b> Library Programs	20	148	200	1.35

Local photographer Liz Bir displayed her work this month. She had a nature theme, and tied her works in with popular song lyrics.

June was a very bad month for program attendance – even the non-library meeting room usage is down quite a bit from usual.

Muncie-based author Kelsey Timmerman, a frequent contributor to Huffington Post, spoke about his most recent book, *Where Am I Eating*. Chris LeSesne, a local photographer, offered two free-to-patrons photography classes. Becky Cola canceled a Windows 8 for PC class due to a lack of registrations.

Annette Harling (card classes) has been undergoing chemotherapy, and canceled her class this month. She'll be back next month, as will Deanna Leonard, who is continuing her famous artist series.

We switched to sending the newsletter out via Mail Chimp, which is a free service. We have around 900 subscribers, and about 25% open the newsletter.

I'm trying to come up with another way to advertise programs. Currently, I use Facebook, Twitter, Pinterest and Blogger to promote programs. I also send a media calendar to local newspapers and tv stations. I make bookmarks for the circulation staff to give to patrons, as well as post flyers around the library. I've been chatting with Sara Reitmeyer at WWPL about a possible cross-promotion of our programs as we are smaller libraries, and also members of Evergreen.

**Coming up:** Moonlight Movies @ the Pavilion, musician Geoff Davis, LinkedIn with Becky Cola

Emily Crickmore



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

<b>Program</b>	<b># of Times</b>	<b>Attendance</b>	<b>Cost</b>	<b>Cost per Attendee</b>
Teen Art Class each Thursday	4	12	0	0
Saturday @ the Movies (Beautiful Creatures, rated PG-13) 6/8	1	5	0	0
Teen Advisory Board 6/19	1	6	0	0
ACE Video Game Club 6/19	1	11	0	0
<b>Total programs</b>	<b>7</b>	<b>34</b>	<b>0</b>	<b>0</b>

The ACE Video Game Club was very well-attended. Not only did the kids play with the Wii, they also got out board games.

One member of TAB suggested we have host a hang out day for teens. It's scheduled for July 8. They'll be able to play games, watch movies, and hang out with their friends.

The regular members of TAB did not show up to discuss the car wash fund raiser. I'm hoping we'll schedule it for early August.

Coming up: Moonlight Movies @ the Pavilion, TAB/ACE, teen hang out

Emily Crickmore

Hamilton North Public Library  
Children's Department  
June 2013

Program	Age Group	# of Times	Attendance	Cost	Cost per attendee
Story Time	Preschool	6	100	2.00	.25
Story Time	CCC Preschool	1	15	0	
Artsy Crafts	School Age	3	17	0	
Fine Art	School Age	3	17	0	
Lego Mania	School Age	1	11	4.00	.36
Thunder Cake	School Age	1	8	6.09	.76
HHSC Summer Camp	School Age	4	85	55.80	.65
Movies	All Ages	4	73	8.00	.10
Magician Daniel Lusk	All Ages	1	82	250.00	3.04
Totals		24	408	\$325.89	

Summer reading kicked off on June 10 with a wonderful performance by Magician Daniel Lusk. The new layout in the Children's Department worked well for such a large program. So far we have had 408 patrons sign up for summer reading. The children's programs are very well attended. The library continues to stay very busy. In July we are looking forward to a visit from Minnetrista Theatre Preserve, Ronald McDonald and the Hamilton County Master Gardeners.

Sheri Wallace  
Children's Department



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

## **Monthly Maintenance Report**

**JUNE 2013**

**17 Dwarf Boxwoods have been planted on either side of the front entrance, completing the planting for this season. The goal was to use as many perennials as possible and this was done by using Knockout Roses and daylilies in various locations. Annuals were used only in pots and on the entrance walkway and around the sign. Although this does not complete the plans suggested by the HCMG's, it is a large first step and can be continued in the future.**

**A security system malfunction during a storm prompted a police response and that has been corrected. The security company also pointed out that the East and West exit doors are not included in the alarm system but protected by motion detectors.**

**Ornamental trees will be trimmed beginning July 23<sup>rd</sup> and will include 13 in front and 6 in the area between the library and pavilion.**

**The coils on the AC condenser have been washed which is a semi-annual practice.**

**The hedges in Atlanta have been trimmed with help from community service.**

**Looking Forward:**

**Plans need to be finalized for any planting of bulbs for Spring flowers.**

**Plan is to sod the areas in front where Arborvitae was removed.**

**Jim Roy**