

Hamilton North Public Library
Board of Trustees Meeting
Cicero
December 19, 2013 6:30 p.m.

- I. Regular Session
- II. Review Agenda
- III. Minutes
A. November 21, 2013
- IV. Financial Report
- V. Department Reports
A. Director – Samuel Mitchel
B. Circulation – Emily Crickmore
C. Atlanta – Mary Palmiero
D. Adult – Sarah Bourg
E. Young Adult – Sarah Bourg
F. Children – Sheri Wallace
G. Maintenance – Jim Roy
- VI. Old Business
A. Market Audit – Final Draft
B. Depository Banks
1. Pursuant to IC 5-13-8-1(a), a political subdivision may deposit public funds in a financial institution only if the financial institution:
a. Is a depository eligible to receive state funds; and
b. Has a principal office or branch that is located within the territorial limits of the political subdivision.
- VII. New Business
A. Resolution to Repay Temporary Loan from the Rainy Day Fund (\$100,000 loan from resolution dated February 21, 2013)
B. Resolution to Reduce 2013 LIRF Fund
C. Set dates for 2014 meetings
D. Board Officers Election
E. Financial Report – End of the Year
F. Staff Merit Raise for 2014
G. Director Evaluation
- VIII. Looking Ahead
A. January 2014 Board Meeting in Cicero
~~B. Resolution to Reduce 2013 LIRF & Rainy Day Funds~~
C. Board of Finance Meeting after regular meeting
D. Library Attorney Retainer/Contract
- IX. Meeting Adjournment

Hamilton North Public Library
Board of Trustees Meeting Minutes
Meeting held at Atlanta, IN Branch
November 21, 2013 at 6:30 p.m.

- I. Regular Session of the HNPL Board Meeting was called to order by President Emily Holt at 6:33 p.m.
 - A. Members present: Emily Holt, Mike Jenkins, Stephen Griffith, Laura Holliday and Sharon Bislich.
 - B. Members absent: Emily Beechler and Melissa Martin.
 - C. Others present: HNPL Director, Sam Mitchel and Bookkeeper Amy Wolfe (Out at 6:55 p.m.); and Sarah Bourg, Adult and Young Adult director. (Out at 6:55 p.m.)
- II. Review of the Agenda (Exhibit # 1, page 1) by President Emily Holt with no corrections.
- III. October 17, 2013 Minutes. (Exhibit # 2, pages 1-3.)
 - A. Discussion: As presented tonight one correction was made at "IV.; October Financial Report; a." with the deposits for October changed from the stated \$20,645.07 to the correct amount of \$20,465.07.
 - B. Motion:
 - i. Motion to approve the corrected minutes for October 17, 2013 was made by Stephen Griffith.
 - ii. Second to said motion was made by Sharon Bislich.
 - iii. Motion carried by a vote of 5/0.
- IV. October, 2013 Financial Report (Exhibit # 3, pages 1-24)
 - A. Discussion: October financial report summary in Handout #1, pages 1-2, given by HNPL Bookkeeper, Amy Wolfe. Run rate is at 83.3%, with the percentage of budget used at 80.0%. October expenditures were \$31,464. Bank balances totals for October were \$ 514,561.71. Deposits for October 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.) Gift Fund 2013 KSTA Grant \$2503.84 for computers and software.
 - B. Motion:
 - i. Motion to pay the bills was made by Laura Holliday.
 - ii. Second to said motion made by Stephen Griffith
 - iii. Motion carried by a vote of 5/0.
- V. Department Reports (Exhibit # 4.)
 - A. Department Reports for October, 2013. (Exhibit # 4, pages 1-8.)
 1. Director, Samuel Mitchel, page 1. (See report on file.)
 - I. Technology
 - A. New Computers – Two new Cicero computer lab computers and two new Cicero staff computers installed.
 - B. Web Stats

	Page Loads	Unique Visits	First Time Visits	Returning Visits
Total	3,912	2,105	1,038	1,067
Average	126	68	33	34

II. Staff:

A. Greg Shepard (Circulation clerk): Has worked for HNPL for 1 year.

B. Jim Roy (Maintenance supervisor): Has worked for HNPL for 3 years.

III. Misc.

A. 10/22-23: Attended the Indiana Library Federation annual conference in Indianapolis.

IV. Looking Forward:

A. Planning for holiday festivities at the library.

2. Circulation, Emily Crickmore: pages 2-3. (See report on file) The circulation stats for October, were 10,027 compared to 10,480 for October of last year and a three year average of 10,220 for the month of October Atlanta had 817 circulations and Cicero had 9210. Sent out 416 holds (101 from Atlanta and 315 from Cicero), and received 344 holds from other libraries (23 for Atlanta, and 321 for Cicero.). In-House use for Cicero was 172 and for Atlanta, 26, for a total of 198. Top selections by patrons in October are: DVD, 2,697; Adult fiction, 1569; Adult non-fiction, 542; Children, 1059; Junior Fiction, 1041; J. Non-fiction, 586; Young Adult Fiction, 304; and Computer, 720. Subscription Databases Usage: Tumblebooks, 167; Overdrive, 311; Freegal, 78; World Book, 640. We issued 58 new cards in October. Staff receives weekly emails from me, which include news, tips, and refreshers on EI procedure.
3. Atlanta, Mary Palmerio, page 4. October Programs, 12; Attendance, 64 ; Cost, \$0.0. Programming went pretty smoothly with the exception of bad weather for Halloween with town activities were postponed until Friday night. Causing low children visits on Thursday. Halloween treats were distributed a couple of days after. Advertising for the potluck began on November 18 with enthusiastic responses. Reading Tree organization picked up all the old books from our book sale allowing plenty of room for next year.
4. Adult, Sarah Bourg, page 5. October Programs, 15; Attendance, 131; Costs- \$10; Cost per person: \$ 0.08. Check copy on file for more detail.
5. Young Adult, Sarah Bourg, page 6. (See report on file.) October Programs, 2; Attendance, 6; Costs, \$ 0; Attendee per person costs-\$ 0. **Coming up:** We are having our big *Catching Fire* release party and author Brenda Hiatt will be here to discuss her first teen novel.
6. Children, Sheri Wallace, page 7. (See report on file). October Programs, 29 ; Attendance, 285; Costs, \$530; Costs per person, \$1.86. October was a busy month with fall puppet shows and program, story times, movies and conferences. In October we added an outreach visit to our schedule. We hope to continue to build this program. We have begun planning our holiday programs. Our Christmas wreath fundraiser has been met with great enthusiasm from our community. We have distributed 23 out of 24 wreaths in 5 days making a beautiful display for the holidays.

7. Maintenance, Jim Roy, page 8. (See report on file.) Three varieties of spring bulbs have been planted at the North end of the sign and randomly in the end caps and memorial garden including in a set pattern to outline the boxwoods along the front of the building. Work has been completed in the electrical room for the installation of the Fiber Egress circuit. We installed a 12-unit wall rack to a plywood backboard, a dedicated 120v GFI outlet and a #6 ground wire. Comcast is in the process of completing their work. New emergency exit signs have been placed on the East and West end doors in the main library. A couple of hours after a fire alarm inspection, the dry system was activated and filled the system with water. (There was no sprinkler head activation nor any water leakage.) The system was drained and fully recharged by 4:30 and has operated normally since. A week after, a leak has been found. Koorsen has patched. Looking forward: Installation has started on additional shelving in the CD music area. The garden equipment will be winterized and prepared for storage.

VI. Old Business

A. Market Audit: Within the week Richard Parker will have the next draft for our review.

VII. New Business

A. Director Evaluation – Initial. E-mail evaluations forms will be forthcoming to HNPL Board members.

B. Meeting Room Policy

1. Discussion: Usage should not be ongoing every day. Local school system policy depends on which building is being requested. Current Middle Schools have some regular usage.
2. Secular as well as religious groups may use the facility. Securing deposits on room and key are general procedures. Continuing basis usage has limitations as per current policy. Acceptable hours of usage may be determined by HNPL Director Sam Mitchel.

VIII. Looking Ahead

- a. Staff/Board/Partners Christmas Dinner: Thursday 12/5 (Library Closes at 5:00 PM)
- b. Christmas at the Library Open House: Thursday 12/12
- c. Board Officers Election
- d. December 19th Board Meeting in Cicero
- e. Director Evaluation

IX. Meeting adjourned by President Emily Holt at 7:30 p.m.

Minutes respectfully prepared by HNPL Board Secretary, Mike Jenkins.



November 2013 Financial Report
For December 19, 2013 Board Meeting

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Board of Trustees

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

Director (Non-Voting)

Samuel Mitchel

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Financial Report by Fund

Period Beginning Date:

Hamilton North Public Library

Period Ending Date:

11/1/2013

11/30/2013

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	133,200.89	21,325.39	462,648.63	43,720.09	410,361.93	110,806.19	0.00	110,806.19
110 Library Improvement Reserve Fund	39,141.61	32,888.96	0.00	0.00	342.42	6,595.07	32,546.54	0.00	32,546.54
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	0.00	0.00	0.00	0.00	5,677.50	0.00	0.00	0.00
160 Rainy Day Fund	306,977.31	157,945.75	0.00	0.00	868.82	149,900.38	157,076.93	0.00	157,076.93
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	191,910.51	0.00	249,497.40	0.00	147,500.00	191,910.51	0.00	191,910.51
200 Payroll Fund	0.00	0.00	3,563.47	42,212.98	3,563.47	42,212.98	0.00	0.00	0.00
300 Gift Fund	1,772.79	-1,472.75	434.64	7,988.94	1,127.55	11,927.39	-2,165.66	0.00	-2,165.66
400 Petty Cash Fund	25.00	25.00	0.00	0.00	0.00	0.00	25.00	0.00	25.00
410 Cash Change Fund	43.50	43.50	0.00	0.00	0.00	0.00	43.50	0.00	43.50
420 Copier Coin Box Fund	19.85	19.85	0.00	0.00	0.00	0.00	19.85	0.00	19.85
700 Evergreen Indiana Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total of All Accounts	502,090.16	514,561.71	25,323.50	762,347.95	49,622.35	774,175.25	490,262.86	0.00	490,262.86

Bank Register

Hamilton North Public Library

Period Beginning Date:
11/1/2013

Date of Report 12/12/2013 3:26:22 P

Period Ending Date:
11/30/2013

Bank Number	YR Beginning Balance	Beginning Balance	Deposits	Withdrawals	Transfers	Ending Balance
1 Community Bank						
			Account Number	51020		Operating Checking
	\$119,838.49	\$131,703.09	\$21,712.07	\$46,058.88	\$0.00	\$107,356.28
2 Community Bank						
			Account Number	504505		Operating Savings
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5 Community Bank						
			Account Number	9052658		Money Market
	\$149,960.24	\$150,304.72	\$29.86	\$0.00	\$0.00	\$150,334.58
6 Hamilton North Public Library						
			Account Number			Petty Cash, Cash Change & C
	\$88.35	\$88.35	\$0.00	\$0.00	\$0.00	\$88.35
7 Key Bank						
			Account Number	149363018453		Money Market
	\$80,508.16	\$80,579.54	\$0.00	\$0.00	\$0.00	\$80,579.54
8 First Farmers Bank & Trust						
			Account Number			Money Market
	\$151,694.92	\$151,886.01	\$18.10	\$0.00	\$0.00	\$151,904.11
Grand Total:	\$502,090.16	\$514,561.71	\$21,760.03	\$46,058.88	\$0.00	\$490,262.86

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

Period Beginning Date
11/1/2013

Period Ending Date
11/30/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
Personal Services					
Salary of Director	53,000	4,240	50,885	2,115	96.0%
Salary of Assistants	177,000	13,351	162,780	14,220	92.0%
Wages of Janitor	27,000	2,019	25,328	1,672	93.8%
Treasurer	500	-	-	500	0.0%
Employee Benefits	28,014	1,924	24,306	3,708	86.8%
Subtotal	285,514	21,534	263,299	22,215	92.2%
Supplies					
Office Supplies	3,000	288	3,273	(273)	109.1%
Operating Supplies	6,000	1,101	5,584	416	93.1%
Library Supplies	2,000	-	1,372	628	68.6%
Cicero Children's Programming	1,000	24	1,000	(0)	100.0%
Cicero YA Programming	1,000	18	739	261	73.9%
Cicero Adult Programming	1,000	-	934	66	93.4%
Atlanta Programming	250	11	168	82	67.3%
Programming - Summer Reading	915	-	915	-	100.0%
Subtotal	15,165	1,442	13,986	1,179	92.2%
Other Services and Charges					
Professional Services	15,500	200	9,074	6,426	58.5%
Communication & Transportation	10,500	571	8,440	2,060	80.4%
Advertising & Public Notice	1,000	-	608	392	60.8%
Printing	250	90	212	38	84.8%
Insurance	9,500	9,047	11,036	(1,536)	116.2%
			-		
Utilities-Gas	9,000	638	5,221	3,779	58.0%
Utilities-Electricity	25,000	1,543	21,152	3,848	84.6%
Utilities-Water	2,500	231	2,617	(117)	104.7%
Utilities-Waste Disposal	1,200	129	1,434	(234)	119.5%
Subtotal-Utilities	37,700	2,540	30,425	7,275	80.7%
Repairs & Maintenance	20,800	2,236	14,043	6,757	67.5%
Rentals	75	-	-	75	0.0%
Dues & Membership	400	-	336	64	84.0%
Taxes & Assessments	200	-	98	102	49.0%
Other Fees	100	-	(42)	142	-42.3%
Ebook Services & Non-Print Databases	7,200	3,000	7,574	(374)	105.2%
Transfer to LIRF	10	-	-	10	0.0%
Subtotal	103,235	17,684	81,803	21,432	79.2%
Capital Outlays					
Furniture & Equipment	2,000	5	1,983	17	99.1%
Books - Adult	16,500	1,609	15,834	666	96.0%
Books - Young Adult	4,000	125	3,564	436	89.1%
Books - Children's	12,500	107	12,011	489	96.1%
Books - Reference	1,000	-	438	562	43.8%
Newspapers & Periodicals	4,600	83	4,549	51	98.9%
Non-Print Video & DVD	6,500	314	6,479	21	99.7%
Non-Print Audio	2,000	410	1,578	422	78.9%
Non-Print Music	1,000	20	886	114	88.6%
Non-Print Art Prints & Posters	100	-	134	(34)	134.0%
Non-Print Games	500	100	377	123	75.5%
Subtotal	50,700	2,773	47,833	2,867	94.3%
FUND TOTAL	454,614	43,434	406,921	47,693	89.5%

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

Period Beginning Date
 11/1/2013

Period Ending Date
 11/30/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	YTD Balance	Percent Used
Other Services and Charges					
Communication & Transportation	9,600	502	7,717	1,883	80.4%
Utilities-Gas	7,500	495	4,186	3,314	55.8%
Utilities-Electricity	23,000	1,420	19,539	3,461	85.0%
Utilities-Water	1,750	131	1,607	143	91.8%
Utilities-Waste Disposal	1,200	129	1,352	(152)	112.7%
Repairs & Maintenance	18,800	2,236	12,968	5,832	69.0%
Subtotal	61,850	4,912	47,370	14,480	76.6%
Capital Outlays					
Furniture & Equipment	1,900	5	1,905	(5)	100.3%
Books - Adult	14,000	1,331	13,373	627	95.5%
Books - Young Adult	3,000	125	2,749	251	91.6%
Books - Children's	11,000	107	10,319	681	93.8%
Subtotal	29,900	1,568	28,346	1,554	94.8%
TOTAL CICERO	91,750	6,480	75,716	16,034	82.5%

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

Period Beginning Date
11/1/2013

Period Ending Date
11/30/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	YTD Balance	Percent Used
<u>Other Services and Charges</u>					
Communication & Transportation	900	70	791	109	87.8%
Utilities-Gas	1,500	143	1,209	291	80.6%
Utilities-Electricity	2,000	123	1,472	528	73.6%
Utilities-Water	750	100	990	(240)	132.1%
Repairs & Maintenance	2,000	-	1,075	925	53.7%
Subtotal	7,150	436	5,537	1,613	77.4%
<u>Capital Outlays</u>					
Furniture & Equipment	100	-	78	22	77.9%
Books - Adult	2,500	278	2,462	38	98.5%
Books - Young Adult	1,000	-	948	52	94.8%
Books - Children's	1,500	-	1,500	(0)	100.0%
Subtotal	5,100	278	4,988	112	97.8%
TOTAL ATLANTA	12,250	714	10,525	1,725	85.9%

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

Period Beginning Date
11/1/2013

Period Ending Date
11/30/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
Library Improvement Reserve Fund (LIRF)					
Other Services and Charges					
Repairs & Maintenance	15,000	342	4,705	10,295	31.4%
Capital Outlays					
Furniture & Equipment	12,000	-	1,891	10,109	15.8%
Non-print Materials	3,000	-	-	3,000	0.0%
FUND TOTAL	30,000	342	6,595	23,405	22.0%
Rainy Day Fund					
Other Services and Charges					
Repairs & Maintenance	40,000	815	3,559	36,441	8.9%
Capital Outlays					
Furniture & Equipment	10,000	54	46,342	(36,342)	463.4%
FUND TOTAL	50,000	869	49,900	100	99.8%
Lease Rental Fund					
Other Services and Charges					
Lease Rental	295,000	-	147,500	147,500	50.0%
FUND TOTAL	295,000	-	147,500	147,500	50.0%
Operating Fund					
Personal Services	285,514	21,534	263,299	22,215	92.2%
Supplies	15,165	1,442	13,986	1,179	92.2%
Other Services and Charges	103,235	17,684	81,803	21,432	79.2%
Capital Outlays	50,700	2,773	47,833	2,867	94.3%
FUND TOTAL	454,614	43,434	406,921	47,693	89.5%
GRAND TOTAL	829,614	44,645	610,917	218,697	73.6%

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Deposit Register Summary

Hamilton North Public Library

From: 11/1/2013 To: 11/30/2013

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	\$0.00	\$727.90
	100.10.00.30	Fines and Fees	\$371.35	\$7,469.47
	100.10.00.31	Fax	\$154.25	\$1,901.75
	100.10.00.32	Copies	\$133.00	\$1,778.33
	100.10.00.34	Meeting Room Fees	\$25.00	\$1,025.00
	100.10.00.35	Payment for Books	\$21.89	\$107.76
	100.10.00.36	Processing Fee	\$10.00	\$80.25
	100.10.00.38	Room Deposit	\$50.00	\$1,700.00
	100.10.00.39	Key Deposit	\$0.00	\$205.00
	100.10.00.40	COIT	\$20,465.07	\$225,115.77
	100.10.00.41	Property Tax - Operating	\$0.00	\$103,965.92
	100.10.00.42	Financial Institutions Tax - Operating	\$0.00	\$115.87
	100.10.00.43	License Excise Tax - Operating	\$0.00	\$13,819.68
	100.10.00.44	CVET - Commercial Vehicle Excise Tax - Operat	\$0.00	\$273.22
	100.10.00.46	Friends Bookstore	\$31.10	\$1,788.28
	100.10.00.47	Earbud Purchases	\$0.00	\$17.57
	100.10.00.50	Non Resident Cards	\$0.00	\$775.00
	100.10.00.60	Interest - Operating	\$10.60	\$146.44
	100.10.00.70	Interfund Transfers	\$0.00	\$100,000.00
	100.10.00.80	Refunds	\$5.17	\$980.51
	Fund Total	\$21,277.43	\$461,993.72	
190	190.10.00.41	Property Tax - Lease Rental Fund	\$0.00	\$169,366.84
	190.10.00.42	Financial Institutions Tax - Lease Rental Fund	\$0.00	\$188.63
	190.10.00.43	License Excise Tax - Lease Rental Fund	\$0.00	\$22,497.15
	190.10.00.44	CVET - Lease Rental Fund	\$0.00	\$444.78
	190.10.03.10	Lease Rental	\$0.00	\$57,000.00
	Fund Total	\$0.00	\$249,497.40	
300	300.10.00.03	Gift Fund - Unrestricted	\$0.00	\$395.00
	300.10.02.01	Gift Fund - Kiwanis Summer Reading	\$0.00	\$250.00
	300.10.02.03	Gift Fund - Summer Reading	\$0.00	\$2,041.50
	300.10.02.06	Gift Fund - Programming	\$42.80	\$730.40
	300.10.02.10	Gift Fund - Amazon Sales	\$384.70	\$1,821.36
	300.10.02.13	Gift Fund - Tess Gerritsen Author Visit	\$0.00	\$470.00
	300.10.02.14	Gift Fund - ILF	\$0.00	\$62.20
	300.10.04.02	Gift Fund - Friends	\$7.14	\$29.58
	300.10.04.12	Gift Fund - Fish	\$0.00	\$24.63
	300.10.04.20	Gift Fund - Friends Slush Fund Cicero	\$0.00	\$164.27
	300.20.03.01	Gift Fund - Atlanta Feasibility Study	\$0.00	\$2,000.00
		Fund Total	\$434.64	\$7,988.94

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Deposit Register Summary

Hamilton North Public Library

From: 11/1/2013 To: 11/30/2013

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)	\$29.86	\$374.34
Fund Total		\$29.86	\$374.34

For Bank Number: 7 Key Bank

Fund	Account Number and Description	Month to date Deposits	Year to date Deposits
100	100.10.00.61 Interest - MM Fund (Operating)	\$0.00	\$71.38
Fund Total		\$0.00	\$71.38

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)	\$18.10	\$209.19
Fund Total		\$18.10	\$209.19

Total of all Funds:	\$21,760.03	\$720,134.97
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Thursday, December 12, 2013

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

From: 11/1/2013 To: 11/30/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
Fund 100								
100.10.00.34	Meeting Room Fees		Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/18/201	Sandra Bishop		Sandra Bishop		8655	\$25.00	13641	Canceled Room Reservation
					Total:	\$25.00		
100.10.00.38	Room Deposit		Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/18/201	Lynette Mosbaugh		Lynette Mosbaugh		8654	\$50.00	13642	
11/18/201	Sandra Bishop		Sandra Bishop		8655	\$50.00	13641	
11/30/201	Tami Ellis		Tami Ellis		8696	\$50.00	13673	
11/30/201	Ron King		Ron King		8697	\$50.00	13674	
					Total:	\$200.00		
100.10.00.39	Key Deposit		Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/18/201	Lynette Mosbaugh		Lynette Mosbaugh		8654	\$10.00	13642	
11/18/201	Sandra Bishop		Sandra Bishop		8655	\$10.00	13641	
11/30/201	Tami Ellis		Tami Ellis		8696	\$10.00	13673	
					Total:	\$30.00		
100.10.00.46	Friends Bookstore		Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/30/201	HNPL Friends		HNPL Friends		8705	\$31.10	13679	Nov. 2013 Bookstore Proceeds
					Total:	\$31.10		
100.10.01.11	Salary of Director		Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/5/2013					8585	\$2,120.19	DD8585	
11/19/201					8634	\$2,120.19	DD8634	
					Total:	\$4,240.38		
100.10.01.12	Salary of Assistants				Claim #	Amount	Check#	Notes
11/5/2013					8577	\$67.22	DD8577	
11/5/2013					8578	\$575.90	DD8578	
11/5/2013					8579	\$29.95	DD8579	

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

From: 11/1/2013 To: 11/30/2013

Date	Account	Office/Dept/Fund			
11/5/2013			8580	\$1,052.63	DD8580
11/5/2013			8581	\$630.00	DD8581
11/5/2013			8582	\$214.37	DD8582
11/5/2013			8583	\$134.11	DD8583
11/5/2015			8584	\$55.03	DD8584
11/5/2013			8586	\$588.80	DD8586
11/5/2013			8587	\$202.99	DD8587
11/5/2013			8588	\$413.49	DD8588
11/5/2013			8590	\$487.82	DD8590
11/5/2013			8591	\$1,050.80	DD8591
11/5/2013			8593	\$588.11	DD8593
11/5/2013			8594	\$461.65	DD8594
11/19/201			8626	\$25.99	DD8626
11/19/201			8627	\$602.29	DD8627
11/19/201			8628	\$132.25	DD8628
11/19/201			8629	\$1,050.40	DD8629
11/19/201			8630	\$630.00	DD8630
11/19/201			8631	\$143.82	DD8631
11/19/201			8632	\$179.69	DD8632
11/19/201			8633	\$101.29	DD8633
11/19/201			8635	\$601.65	DD8635
11/19/201			8636	\$220.01	DD8636
11/19/201			8637	\$579.13	DD8637
11/19/201			8639	\$268.58	DD8639
11/19/201			8640	\$1,014.68	DD8640
11/19/201			8642	\$577.07	DD8642
11/19/201			8643	\$439.71	DD8643
			Total:	\$13,119.43	

100.10.01.14 Wages of Janitor

PO	Claim #	Amount	Check#	Notes
	8589	\$585.27	DD8589	
	8592	\$439.61	DD8592	
	8638	\$560.83	DD8638	
	8641	\$433.14	DD8641	
		Total:	\$2,018.85	

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Thursday, December 12, 2013

Disbursement Register

Hamilton North Public Library

209 W Brinton
Cicero, IN 46034

From: 11/1/2013 To: 11/30/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
100.10.01.15	Pages							
11/5/2013					8577	\$98.97	DD8577	
11/5/2013					8593	\$42.46	DD8593	
11/19/201					8626	\$59.07	DD8626	
11/19/201					8628	\$31.26	DD8628	
Total:						\$231.76		
100.10.01.20	Employee Benefits							
11/5/2013	Hartford Life		Hartford Life		8595	\$211.51	11/4 457 Plan	
11/19/201	Hartford Life		Hartford Life		8644	\$210.36	11/19 457 Plan	
11/19/201	Community Bank		Community Bank		8645	\$1,479.29	Nov Fed WH	
11/8/2013	Community Bank		Community Bank		8702	\$11.30	DD Fee #1	Direct Deposit Fee
11/25/201	Community Bank		Community Bank		8703	\$11.30	DD Fee #2	
Total:						\$1,923.76		
100.10.02.13	Office Supplies							
11/18/201	Quill Corporation		Quill Corporation		8647	\$171.96	13649	4 cases of paper
11/18/201	Quill Corporation		Quill Corporation		8647	\$6.23	13649	Glue Sticks
11/18/201	Quill Corporation		Quill Corporation		8647	\$43.18	13649	Envelopes
11/18/201	Quill Corporation		Quill Corporation		8647	\$35.99	13649	Envelopes
11/18/201	Quill Corporation		Quill Corporation		8647	\$23.39	13649	Bubble Wrap
11/18/201	Quill Corporation		Quill Corporation		8647	\$7.29	13649	Ruled Paper Pads
Total:						\$288.04		
100.10.02.23	Operating Supplies							
11/18/201	Superior Lamp, Inc.		Superior Lamp, Inc.		8650	\$283.32	13646	Light Bulbs
11/30/201	Neutron Industries		Neutron Industries		8675	\$144.00	13652	Air Freshener
11/30/201	Quill Corporation		Quill Corporation		8676	\$14.99	13653	Swiffer Duster Refills
11/30/201	Quill Corporation		Quill Corporation		8676	\$36.99	13653	Paper Towels for Restroom
11/30/201	Supply Warehouse, Inc.		Supply Warehouse, Inc.		8679	\$52.84	13656	Toilet Tissue
11/30/201	Cardmember Service		Cardmember Service		8692	\$488.05	13669	Cleaners, Plywood, Clamps, Paint, Wall Mount Rack, Light Bulbs
11/30/201	Sullivan Hardware		Sullivan Hardware		8700	\$80.94	13677	Nuts, Bolts, Glue, Sprayer, Key, Spray Paint, Light Bulbs

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

From: 11/1/2013 To: 11/30/2013

Date	Account	Office/Dept/Fund					Total:	\$1,101.13
100.10.02.34	Cicero Children's Programming		Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/30/201	Cardmember Service		Cardmember Service		8692	\$11.99	13669	Programming Supplies
11/30/201	GEGRB/Amazon		GEGRB/Amazon		8701	\$12.40	13678	
						Total:	\$24.39	
100.10.02.35	Cicero Young Adult Programming		Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/30/201	Cardmember Service		Cardmember Service		8692	\$11.00	13669	Programming Supplies
11/30/201	Sarah Bourg		Sarah Bourg		8698	\$6.75	13675	Programming Supplies
						Total:	\$17.75	
100.10.03.27	Communication & Transportation		Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/18/201	Superior Lamp, Inc.		Superior Lamp, Inc.		8650	\$19.35	13646	Freight
11/30/201	Neutron Industries		Neutron Industries		8675	\$23.28	13652	Shipping
11/30/201	Cardmember Service		Cardmember Service		8692	\$134.20	13669	Postage, ILF Conference, HamCo Dir. Lunch
11/30/201	Frontier		Frontier		8694	\$299.80	13671	Cicero Phone & Fax
11/30/201	Baker & Taylor Books		Baker & Taylor Books		8699	\$16.72	13676	Shipping
11/30/201	GEGRB/Amazon		GEGRB/Amazon		8701	\$8.26	13678	Shipping
						Total:	\$501.61	
100.10.03.32	Printing		Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/18/201	McCormack Printing Impressions, Inc.		McCormack Printing Impressions, Inc.		8653	\$90.00	13643	Business Cards for Sarah B.
						Total:	\$90.00	
100.10.03.41	Insurance		Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/6/2013	Auto-Owners Insurance		Auto-Owners Insurance		8704	\$9,047.00	ME #1	
						Total:	\$9,047.00	
100.10.03.51	Utilities-Gas-Cicero		Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/30/201	Vectren Energy Delivery		Vectren Energy Delivery		8686	\$494.55	13663	
						Total:	\$494.55	

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Thursday, December 12, 2013

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

From: 11/1/2013 To: 11/30/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
100.10.03.52	Utilities-Electricity-Cicero							
11/30/201	Duke Energy		Duke Energy		8688	\$1,420.03	13665	
					Total:	\$1,420.03		
100.10.03.53	Utilities-Water-Cicero							
11/30/201	Cicero Municipal Utilities		Cicero Municipal Utilities		8683	\$131.37	13660	
					Total:	\$131.37		
100.10.03.54	Utilities-Waste Disposal-Cicero							
11/30/201	Republic Services #761		Republic Services #761		8687	\$128.55	13664	
					Total:	\$128.55		
100.10.03.63	Repairs & Maintenance-Cicero							
11/18/201	Koorsen Fire & Security		Koorsen Fire & Security		8649	\$588.95	13647	Sprinkler Repair
11/18/201	Koorsen Fire & Security		Koorsen Fire & Security		8649	\$485.10	13647	Annual Sprinkler Inspection
11/18/201	Koorsen Fire & Security		Koorsen Fire & Security		8649	\$383.70	13647	Annual Fire Alarm Inspection
11/30/201	Koorsen Fire & Security		Koorsen Fire & Security		8680	\$777.79	13657	Sprinkler Repair
					Total:	\$2,235.54		
100.10.03.98	Ebook Services & Non-Print Data							
11/30/201	OverDrive, Inc.		OverDrive, Inc.		8681	\$3,000.00	13658	Oct. 2013 - Sept. 2014
					Total:	\$3,000.00		
100.10.04.41	Furniture & Equipment-Cicero							
11/30/201	Amy Wolfe		Amy Wolfe		8690	\$4.99	13667	Xmas Lights for Front Desk Display
					Total:	\$4.99		
100.10.04.51	Books-Adult-Cicero							
11/18/201	Capitol Celebrations, LLC		Capitol Celebrations, LLC		8648	\$43.96	13648	
11/30/201	Gale/CENGAGE Learning		Gale/CENGAGE Learning		8695	\$19.46	13672	
11/30/201	Baker & Taylor Books		Baker & Taylor Books		8699	\$1,244.93	13676	

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Thursday, December 12, 2013

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

From: 11/1/2013 To: 11/30/2013

Date	Account	Office/Dept/Fund					
11/30/201	GEGRB/Amazon	GEGRB/Amazon	8701	\$22.37	13678		
			Total:	\$1,330.72			
100.10.04.52	Books-Young Adult-Cicero	Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/30/201	Baker & Taylor Books	Baker & Taylor Books	8699	\$125.32	13676		
			Total:	\$125.32			
100.10.04.53	Books-Childrens-Cicero	Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/30/201	Baker & Taylor Books	Baker & Taylor Books	8699	\$106.84	13676		
			Total:	\$106.84			
100.10.04.60	Newspapers & Periodicals	Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/30/201	Creating Keepsakes	Creating Keepsakes	8677	\$24.97	13654		1 Yr Subscription
11/30/201	Paper Crafts	Paper Crafts	8678	\$19.97	13655		1 Year Subscription
11/30/201	Cardmember Service	Cardmember Service	8692	\$37.97	13669		
			Total:	\$82.91			
100.10.04.71	Non-Print-Vid/DVD	Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/30/201	GEGRB/Amazon	GEGRB/Amazon	8701	\$314.40	13678		
			Total:	\$314.40			
100.10.04.72	Non-Print-Audio	Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/30/201	Recorded Books, LLC	Recorded Books, LLC	8674	\$219.96	13651		YA Playaways
11/30/201	Recorded Books, LLC	Recorded Books, LLC	8674	\$29.99	13651		
11/30/201	Recorded Books, LLC	Recorded Books, LLC	8674	\$45.00	13651		
11/30/201	Recorded Books, LLC	Recorded Books, LLC	8674	\$40.00	13651		
11/30/201	Baker & Taylor Books	Baker & Taylor Books	8699	\$43.99	13676		
11/30/201	GEGRB/Amazon	GEGRB/Amazon	8701	\$30.80	13678		
			Total:	\$409.74			
100.10.04.73	Non-Print-Music	Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/30/201	GEGRB/Amazon	GEGRB/Amazon	8701	\$20.00	13678		

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Thursday, December 12, 2013

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

From: 11/1/2013 To: 11/30/2013

Date	Account	Office/Dept/Fund						
					Total:	\$20.00		
100.10.04.76	Non-Print Games		Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/30/201	GECRB/Amazon		GECRB/Amazon		8701	\$99.91	13678	
					Total:	\$99.91		
100.20.02.31	Atlanta Programming		Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/30/201	Cardmember Service		Cardmember Service		8692	\$11.00	13669	Programming Supplies
					Total:	\$11.00		
100.20.03.28	Communication & Transportation		Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/30/201	Endeavor Communications		Endeavor Communications		8693	\$69.84	13670	Atlanta Phone & Fax
					Total:	\$69.84		
100.20.03.51	Utilities-Gas-Atlanta		Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/30/201	Vectren Energy Delivery		Vectren Energy Delivery		8686	\$143.03	13663	
					Total:	\$143.03		
100.20.03.52	Utilities-Electricity-Atlanta		Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/30/201	Duke Energy		Duke Energy		8688	\$123.04	13665	
					Total:	\$123.04		
100.20.03.53	Utilities-Water-Atlanta		Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/30/201	Atlanta Utilities		Atlanta Utilities		8689	\$99.62	13666	
					Total:	\$99.62		
100.20.04.51	Books-Adult-Atlanta		Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/30/201	Baker & Taylor Books		Baker & Taylor Books		8699	\$128.10	13676	
					Total:	\$128.10		

Total for Fund# 100

\$43,369.70

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

From: 11/1/2013 To: 11/30/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
Fund 110								
110.10.03.01	LRF - Repairs & Maintenance							
11/18/201	Ricoh USA, Inc.		Ricoh USA, Inc.		8652	\$91.80	13644	Copier Charges
11/30/201	GE Capital Information Technology Solutions, Inc.		GE Capital Information Technology Solution		8684	\$130.25	13661	Copier Charges
11/30/201	Ricoh USA, Inc.		Ricoh USA, Inc.		8685	\$120.37	13662	Copier Fees
					Total:	\$342.42		
			Total for Fund# 110			\$342.42		

Fund 160								
160.10.03.01	Rainy Day - Repairs & Maintenan		Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/30/201	ENA Services LLC		ENA Services LLC		8682	\$815.00	13659	
					Total:	\$815.00		
160.10.04.01	Rainy Day - Furniture & Equipme		Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/30/201	Cardmember Service		Cardmember Service		8692	\$53.82	13669	Bulbs for Library Landscaping
					Total:	\$53.82		
			Total for Fund# 160			\$868.82		

Fund 200								
200.10.01.01	Federal Withholding		Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/19/201	Community Bank		Community Bank		8645	\$934.85		Nov Fed WH
					Total:	\$934.85		
200.10.01.02	FICA Withheld		Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/19/201	Community Bank		Community Bank		8645	\$1,198.90		Nov Fed WH
					Total:	\$1,198.90		
200.10.01.03	Medicare Withheld		Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/19/201	Community Bank		Community Bank		8645	\$280.39		Nov Fed WH
					Total:	\$280.39		

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Thursday, December 12, 2013

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

From: 11/1/2013 To: 11/30/2013

Date	Account	Office/Dept/Fund					
				Total:	\$1,198.90		
200.10.01.03	Medicare Withheld	Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/19/201	Community Bank	Community Bank		8645	\$280.39	13669	Nov Fed WH
				Total:	\$280.39		
200.10.01.04	State/County Withheld	Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/19/201	Indiana Department of Revenue	Indiana Department of Revenue		8646	\$875.86	13669	Nov State WH
				Total:	\$875.86		
200.10.01.09	457 Plan Withheld	Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/5/2013	Hartford Life	Hartford Life		8595	\$137.31	13669	11/4 457 Plan
11/19/201	Hartford Life	Hartford Life		8644	\$136.16	13669	11/19 457 Plan
				Total:	\$273.47		
				Total for Fund# 200	\$3,563.47		
Fund 300							
300.10.02.06	Gift Fund - Programming	Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/30/201	Cardmember Service	Cardmember Service		8692	\$100.94	13669	Food for Programs
				Total:	\$100.94		
300.10.02.10	Gift Fund - Amazon Sales	Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/18/201	Sarah Bourg	Sarah Bourg		8651	\$6.86	13669	Amazon Sales - Postage
11/30/201	Cardmember Service	Cardmember Service		8692	\$141.28	13669	Postage
				Total:	\$148.14		
300.10.02.15	Gift Fund - Christmas Programmi	Name of Claimant	PO	Claim #	Amount	Check#	Notes
11/30/201	Byron Fritz	Byron Fritz		8691	\$200.00	13668	Santa House
11/30/201	Cardmember Service	Cardmember Service		8692	\$239.19	13669	Christmas @ the Library, Santa House
11/30/201	Byron Fritz	Byron Fritz		8706	(\$200.00)	13669	Reclass 1 Reclass Santa Fee
				Total:	\$239.19		

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

From: 11/1/2013 To: 11/30/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
300.10.04.02	Gift Fund - Friends							
11/30/201	Cardmember Service		Cardmember Service		8692	\$7.14	13669	Bus. Entity Fee - Will be Reimbursed
					Total:	\$7.14		
300.10.04.20	Gift Fund - Friends Shush Fund Ci							
11/30/201	Amy Wolfe		Amy Wolfe		8690	\$4.49	13667	Card for Lisa
11/30/201	Amy Wolfe		Amy Wolfe		8690	\$42.99	13667	Water, Pop, Forks, Plates, Bday Cake
					Total:	\$47.48		
300.10.04.28	Gift Fund - Lois Costomiris							
11/30/201	Anthony J. Padgett Gallery		Anthony J. Padgett Gallery		8673	\$295.00	13650	Memorial Painting
					Total:	\$295.00		
300.10.04.30	Gift Fund - Holiday Wreath Silent							
11/30/201	Cardmember Service		Cardmember Service		8692	\$119.76	13669	
					Total:	\$119.76		
300.20.04.02	Gift Fund - Friends DVD Fund -							
11/30/201	GECRB/Amazon		GECRB/Amazon		8701	\$320.29	13678	
11/30/201	GECRB/Amazon		GECRB/Amazon		8707	(\$150.39)	Reclass #2	Reclass DVDs
					Total:	\$169.90		
Total for Fund# 300						\$1,127.55		
Total Amount of Claims:						\$49,622.35		

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

12/19/2013

From: 11/1/2013 To: 11/30/2013

Claim Number	Vendor Number / Name	PO Number	Check Number	Check Date	Amount of Claim
8595	Hartford Life				\$348.82
8644	Hartford Life				\$346.52
8645	Community Bank				\$3,893.43
8646	Indiana Department of Revenue				\$875.86
8647	Quill Corporation				\$288.04
8648	Capitol Celebrations, LLC				\$43.96
8649	Koorsen Fire & Security				\$1,457.75
8650	Superior Lamp, Inc.				\$302.67
8651	Sarah Bourg				\$6.86
8652	Ricoh USA, Inc.				\$91.80
8653	McCormack Printing Impressions, Inc.				\$90.00
8654	Lynette Mosbaugh				\$60.00
8655	Sandra Bishop				\$85.00
8673	Anthony J. Padgett Gallery				\$295.00
8674	Recorded Books, LLC				\$334.95
8675	Neutron Industries				\$167.28
8676	Quill Corporation				\$51.98
8677	Creating Keepsakes				\$24.97
8678	Paper Crafts				\$19.97
8679	Supply Warehouse, Inc.				\$52.84
8680	Koorsen Fire & Security				\$777.79
8681	OverDrive, Inc.				\$3,000.00
8682	ENA Services LLC				\$815.00
8683	Cicero Municipal Utilities				\$131.37
8684	GE Capital Information Technology Solutions, Inc.				\$130.25
8685	Ricoh USA, Inc.				\$120.37
8686	Vectren Energy Delivery				\$637.58
8687	Republic Services #761				\$128.55
8688	Duke Energy				\$1,543.07
8689	Atlanta Utilities				\$99.62
8690	Amy Wolfe				\$52.47
8691	Byron Fritz				\$200.00
8692	Cardmember Service				\$1,356.34
8693	Endeavor Communications				\$69.84
8694	Frontier				\$299.80
8695	Gale/CENGAGE Learning				\$19.46
8696	Tami Ellis				\$60.00
8697	Ron King				\$50.00

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

12/19/2013

From: 11/1/2013 To: 11/30/2013

Claim Number	Vendor Number / Name	PO Number	Check Number	Check Date	Amount of Claim
8698	Sarah Bourg				\$6.75
8699	Baker & Taylor Books				\$1,665.90
8700	Sullivan Hardware				\$80.94
8701	GEGRB/Amazon				\$828.43
8702	Community Bank				\$11.30
8703	Community Bank				\$11.30
8704	Auto-Owners Insurance				\$9,047.00
8705	HNPL Friends				\$31.10
8706	Byron Fritz				\$0.00
8707	GEGRB/Amazon				\$0.00

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

12/19/2013

From: 11/1/2013 To: 11/30/2013

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

_____, 20____

Fiscal Officer

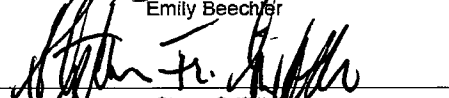
Allowance of Vouchers

(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.)

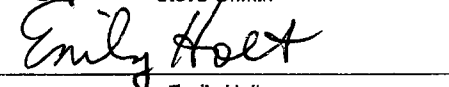
We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages,
 and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total
 amount of \$30,011.93 . Dated 12/19/2013



 Emily Beecher



 Steve Griffith



 Emily Holt

Melissa Martin

Sharon Bislich

Laura Holliday



 Mike Jenkins

Board Members

Payroll Claim Register
Hamilton North Public Library
 209 W Brinton
 Cicero, IN 46034
 From: 11/1/2013 To: 11/30/2013

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
8577			\$166.19	DD8577	\$147.86
8578			\$575.90	DD8578	\$495.81
8579			\$29.95	DD8579	\$27.66
8580			\$1,052.63	DD8580	\$827.04
8581			\$630.00	DD8581	\$489.48
8582			\$214.37	DD8582	\$197.97
8583			\$134.11	DD8583	\$123.86
8584			\$55.03	DD8584	\$48.40
8585			\$2,120.19	DD8585	\$1,810.35
8586			\$588.80	DD8586	\$490.86
8587			\$202.99	DD8587	\$168.53
8588			\$413.49	DD8588	\$354.21
8589			\$585.27	DD8589	\$453.11
8590			\$487.82	DD8590	\$384.55
8591			\$1,050.80	DD8591	\$843.11
8592			\$439.61	DD8592	\$366.79
8593			\$630.57	DD8593	\$523.42
8594			\$461.65	DD8594	\$291.75
8626			\$85.06	DD8626	\$76.51
8627			\$602.29	DD8627	\$516.39
8628			\$163.51	DD8628	\$145.50
8629			\$1,050.40	DD8629	\$825.49
8630			\$630.00	DD8630	\$489.48
8631			\$143.82	DD8631	\$132.81
8632			\$179.69	DD8632	\$165.94
8633			\$101.29	DD8633	\$87.46
8634			\$2,120.19	DD8634	\$1,810.35
8635			\$601.65	DD8635	\$500.88
8636			\$220.01	DD8636	\$183.50
8637			\$579.13	DD8637	\$483.33
8638			\$560.83	DD8638	\$434.07
8639			\$268.58	DD8639	\$217.19
8640			\$1,014.68	DD8640	\$815.81
8641			\$433.14	DD8641	\$361.11

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
8642			\$577.07	DD8642	\$481.72
8643			\$439.71	DD8643	\$274.65
			\$19,610.42		\$16,046.95

200.10.01.01	Federal Withholding	\$934.85	200.10.01.02	FICA Withheld	\$1,198.90
200.10.01.03	Medicare Withheld	\$280.39	200.10.01.04	State/County Withheld	\$875.86
200.10.01.09	457 Plan Withheld	\$273.47			

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-6.

_____, 20____

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 \$16,046.95 Dated 12/19/2013

Emily Beechler

Steve Griffith

Emily Holt

Melissa Martin

Sharon Bislich

Laura Holliday

Mike Jenkins

Board Members

23

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

	Unrestricted Gift Fund	Friends Slush Fund Cicero	Programing Gift Fund	Atlanta Feasibility Study Gift Fund	Kiwanis Children's Computer Lab	Friends Summer Reading Gift Fund	Kiwanis Summer Reading Gift Fund	Total Summer Reading Gift Funds	Fish Gift Fund
Ending Balance (12/31/12)	\$ 937.96	\$ 0.00	\$ 0.07	\$ -	\$ 198.00	\$ (23.12)	\$ -	\$ (23.12)	\$ -
2013 YTD Receipts	\$ -	\$ 164.27	\$ 764.22	\$ 2,000.00	\$ -	\$ 2,041.50	\$ 250.00	\$ 2,291.50	\$ 13.25
2013 YTD Disbursements	\$ (937.96)	\$ (164.27)	\$ (764.29)	\$ (2,000.00)	\$ -	\$ (2,018.38)	\$ (250.00)	\$ (2,268.38)	\$ -
Ending Balance	\$ -	\$ 0.00	\$ (0.00)	\$ -	\$ 198.00	\$ 0.00	\$ -	\$ -	\$ 13.25

	Gift Fund Amazon Sales	Tess Gerritsen Author Visit Gift Fund	Friends DVD Gift Fund Atlanta	Summer Reading Walmart Gift Fund	ILF Gift Fund	2013 LSTA Grant 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	\$ 1,821.36	\$ 470.00	\$ -	\$ -	\$ 62.20	\$ -	\$ -	\$ -	\$ 7,593.94
2013 YTD Disbursements	\$ (1,828.91)	\$ (441.18)	\$ (321.42)	\$ -	\$ -	\$ (2,503.84)	\$ (295.00)	\$ -	\$ (11,532.39)
Ending Balance	\$ 35.91	\$ 28.82	\$ -	\$ -	\$ 62.20	\$ (2,503.84)	\$ -	\$ -	\$ (2,165.66)

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Hamilton North Public Library
Edward Jones MasterCard Bill
Oct. 16 2013 -Nov. 14, 2013

	Sarah Bourq	Sam Mitchel	Sheri Wallace	Amy Wolfe	James Roy	TOTAL	
Communication & Transportation - Cicero		\$ 66.20	\$ 61.91	\$ 6.09		\$ 134.20	Postage, ILF Conference Parking & Food, HamCo Director's Lunch
Gift Fund - Amazon Sales	\$ 33.53			\$ 107.75		\$ 141.28	Postage
Gift Fund - Christmas Programming	\$ 11.97		\$ 227.22			\$ 239.19	Christmas Programming
Gift Fund - Friends		\$ 7.14				\$ 7.14	Business Entity Filing Fee - Friends of the Library (will get reimbursed by Friends)
Gift Fund - Holiday Wreath Silent Auction			\$ 119.76			\$ 119.76	Wreaths
Gift Fund - Programming		\$ 5.99	\$ 94.95			\$ 100.94	Food for Puppet Show & Programs
Newspapers & Periodicals				\$ 37.97		\$ 37.97	Magazine Renewals
Operating Supplies		\$ 245.01		\$ 38.44	\$ 204.60	\$ 488.05	Cleaners, Plywood, Clamps, Paint, Wall Mount Rack. Lights Bulbs, Ballast, Bulb Bopper
Programming - Atlanta	\$ 11.00					\$ 11.00	Programming
Programming - Children's Cicero			\$ 11.99			\$ 11.99	Programming
Programming - YA Cicero	\$ 11.00					\$ 11.00	YA Programming
Rainy Day - Furniture & Equipment					\$ 53.82	\$ 53.82	Bulbs for Library Landscape
TOTAL	\$ 67.50	\$ 324.34	\$ 515.83	\$ 190.25	\$ 258.42	\$ 1,356.34	

25

12/12/2013

Edward Jones 11_14_13.xls

November 2013 Director's Report

I. Technology

A. Web Stats

	Page Loads	Unique Visits	First Time Visits	Returning Visits
Total	2,941	1,575	809	766
Average	98	53	27	26

II. Staff

- A. Amy Wolfe (Bookkeeper): Has worked for HNPL for 10 years.

III. Facilities

A. Cicero

1. Dry system sprinklers: having frequent leaks. Koorsen will submit options.
2. Decorating for Holidays: staff decorating committee and maintenance has done an outstanding job.

III. MISC.

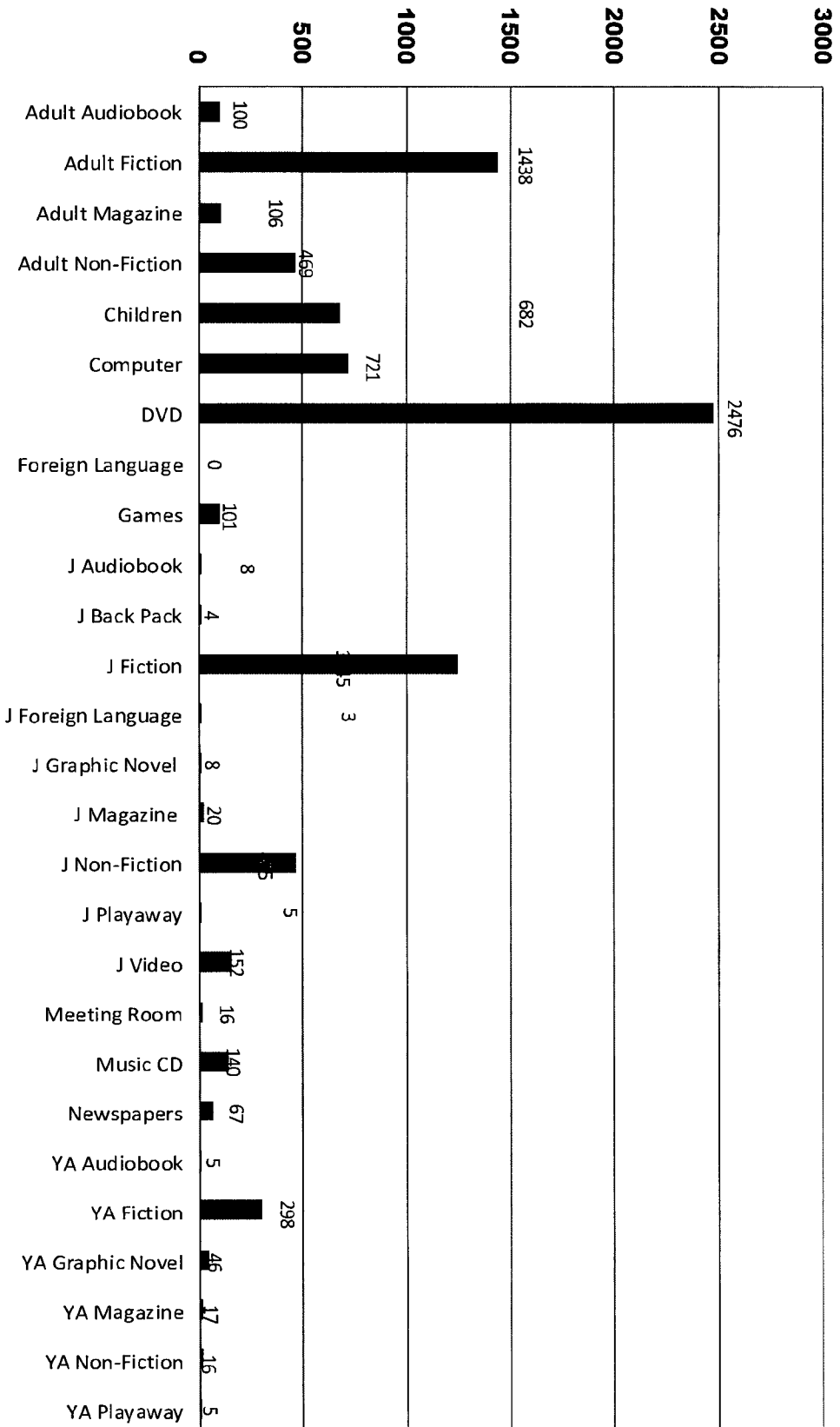
- A. 11/20: Attended the Indiana Library Federation District/Division leadership boot camp at the Anderson Public Library. As president of the Small and Medium-sized Libraries Division, I am responsible for planning next year's conference.

IV. Looking Forward

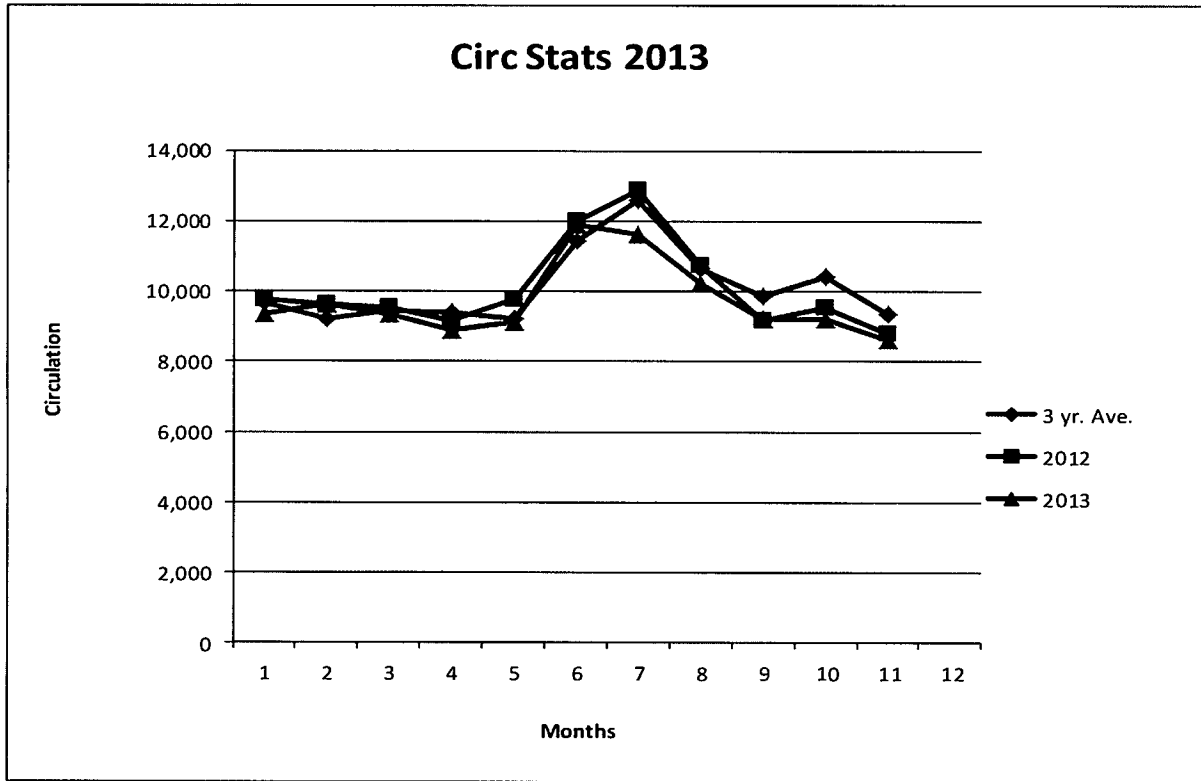
- A. Holiday festivities.
- B. Staff evaluations.

Samuel Mitchel

November 2013



Circ Stats 2013



	Nov-13	Nov-12	3 Years Average
Circulation			
Atlanta	796	758	
Cicero	7801	8403	
Total	8597	9161	9369
In-House Use			
Atlanta	3	0	
Cicero	263	118	
Total	266	118	
Transits Sent			
Atlanta	73	107	
Cicero	285	224	
Total	358	331	
Transits Received			
Atlanta	51	18	
Cicero	291	246	
Total	342	264	
Databases			
Freegal	80		
Overdrive	269	261	
Tumblebooks	59	149	
World Book	0		

We issued 35 new cards in November. Staff are still focused on delivering excellent customer service, and are receiving frequent emails from me with info and updates of library/circulation activity.

Have a merry Christmas!
Emily Dickos Crickmore

ATLANTA BOARD REPORT NOVEMBER 2013

The library was very lucky to have no damage on Sunday, the 17th from the tornado/strong winds. A large portion of the townspeople had property damage [thankfully minor...I lost a tree and a shed]. The library and many homeowners lost electricity for twenty-four hours. I think this influenced the number for our Potluck on Monday. Many people were enthusiastic about coming. I was expecting around thirty-five, but only seventeen were present. We have plans to schedule another potluck in a couple of months.

STATISTICS

Name of Event	Number of Events	Attendance	Cost
Homeschool Help	3	11	0
Afternoon Movie	2	14	0
Knitting With a Purpose	1	4	0
Crochet/Quilt	4	21	0
Potluck	1	17	0
TOTALS	11	67	0

Mary Palmiero

Hamilton North Public Library Adult Department

November 2013

Program	# of Times	Attendance	Cost	Cost per Attendee
Pilates/Yoga every Monday at 6p	4	10-15 (avg.)	0	0
GabsBee Quilting every other Tuesday	2	6 (avg.)	0	0
Knitting with a Purpose (Cicero) 11/5, 11/19	2	15	0	0
Our Heroes' Tree	1	8 (ornaments)	0	0
Knitting with a Purpose (Atlanta) 11/6	1	4	0	0
Forever Young Adult Book Group 11/13	1	1	0	0
Holiday Mail for Heroes 11/16	1	10	0	0
Atlanta Potluck Dinner 11/18	1	16	17	1.06
Evening Book Discussion 11/25	1	3	0	0
Brown Bag Reading Group 11/30	1	6	0	0
November Trivia Contest Both Branches	2	4	0	0
Computer Trainings (One on One)	2	2	0	0
Non-Library uses of Meeting Rooms	15	N/A	0	0

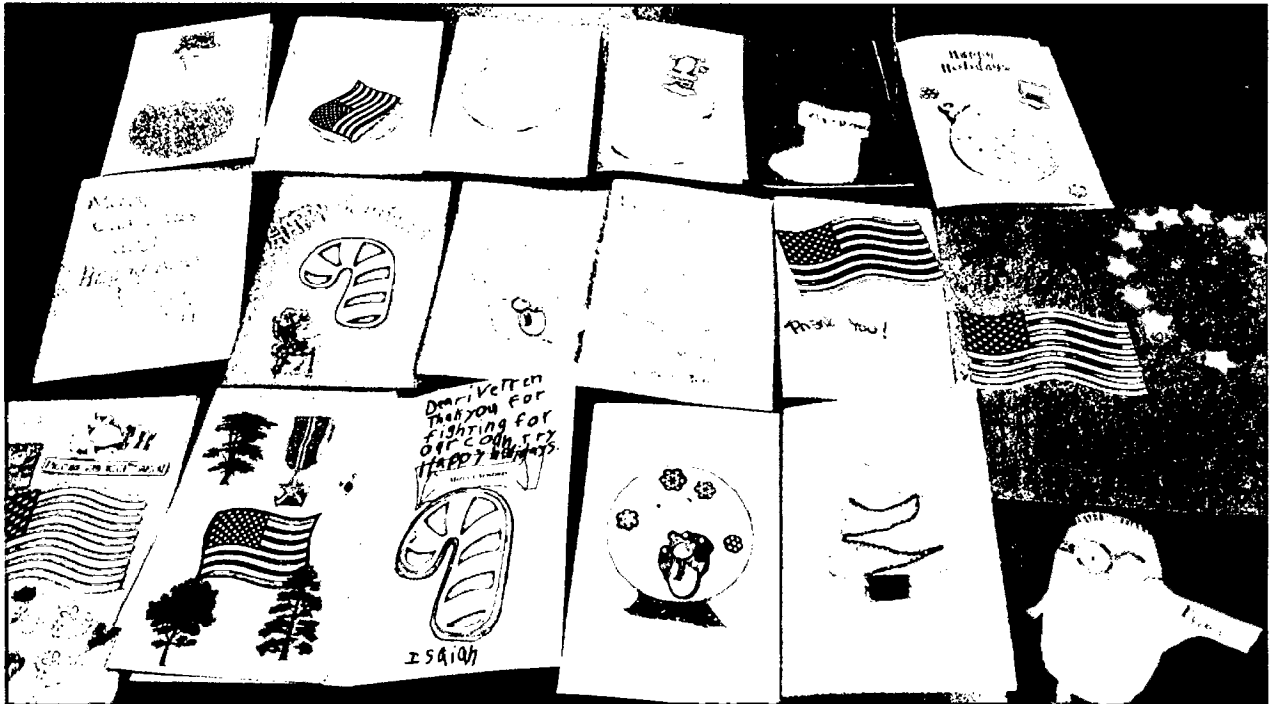
TOTAL Library Programs	18	131	17	.13
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This Month:

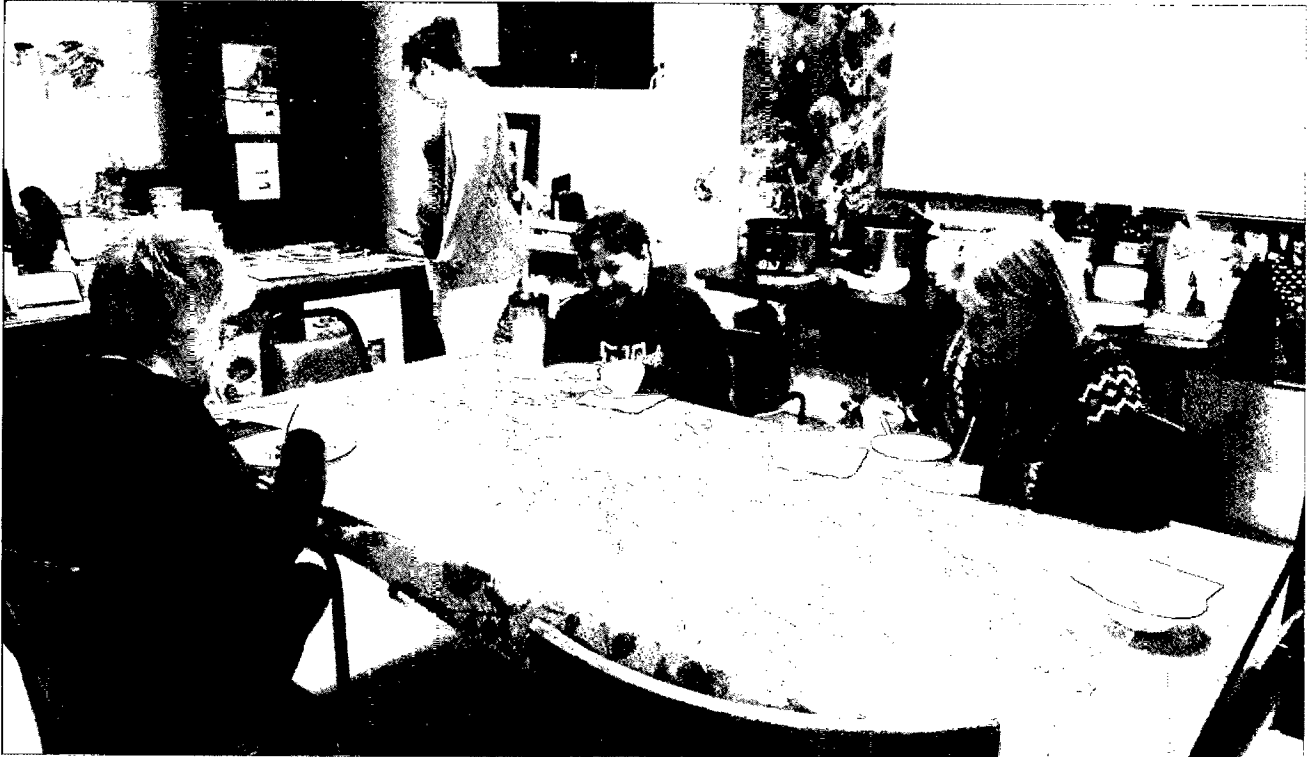
This month we celebrated our troops with both a Holiday Mail for Heroes program and a library Heroes' Tree. We collected over 30 cards to send to the Red Cross to be distributed amongst the troops. Atlanta held its first potluck dinner and even though the library was without power most of the day, we still had 16 people attend.

Coming up:

We have all of our Christmas festivities including: Christmas at the Library and Santa House. We will also be starting our papermaking classes. Deanna Leonard will be presenting a class on winter scene painting and author Amy Shankland will be here to discuss her first novel, *Hoop Mama*.



Holiday Mail for Heroes



Atlanta Potluck

Hamilton North Public Library Young Adult Department

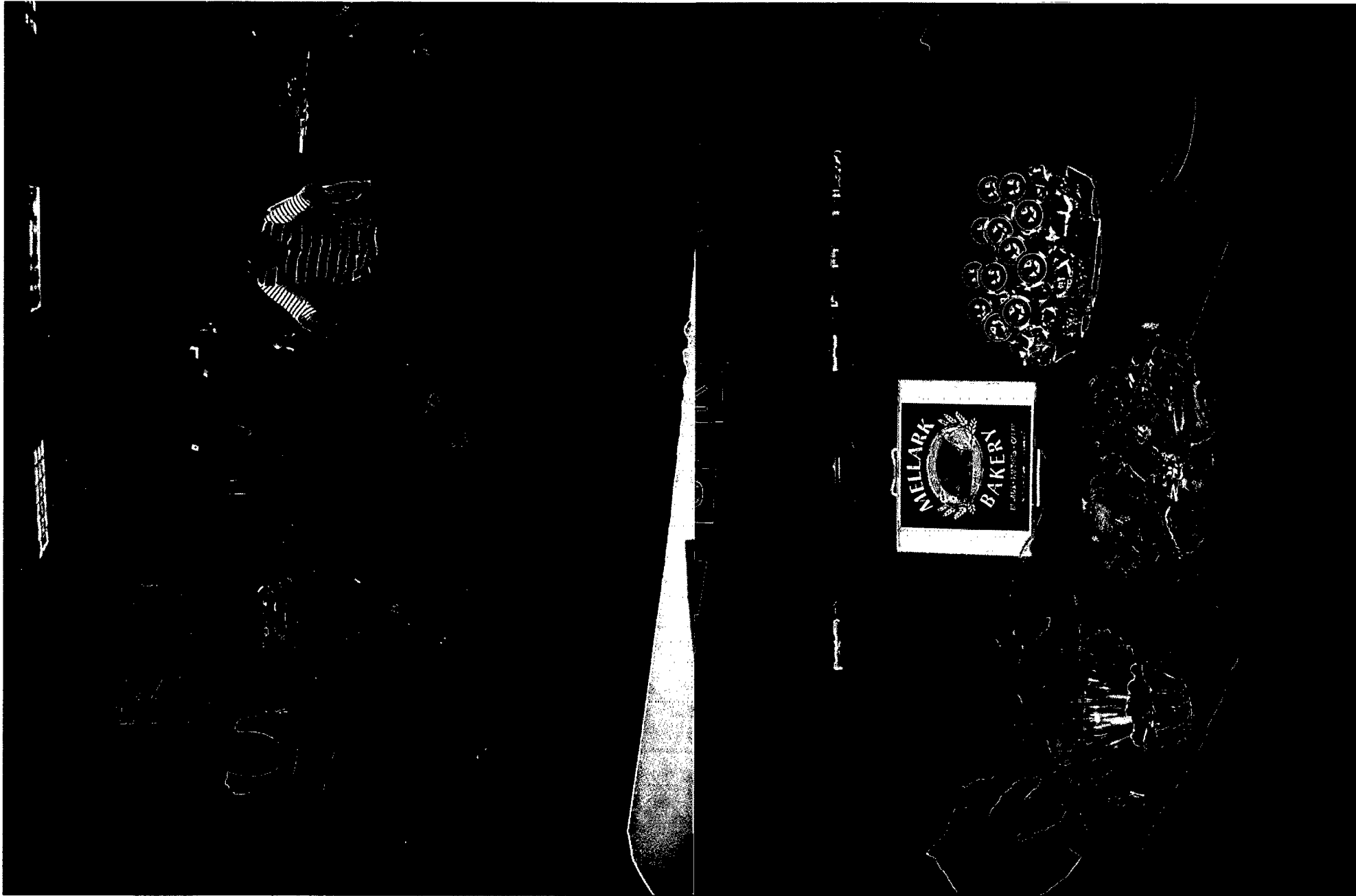
November 2013

Program	# of Times	Attendance	Cost	Cost per Attendee
Teen Advisory Board 11/20	1	0	0	0
ACE Video Game Club 11/20	1	0	0	0
Catching Fire Party 11/21	1	15	51.86	3.46
TOTAL Library Programs	3	15	51.86	3.46

This Month: We had an awesome *Catching Fire* party. Participants enjoyed eating *Catching Fire* foods and even playing a mock Hunger Games. Winners were awarded prizes such as HNPL water bottles, Barnes and Noble gift cards, and a signed picture of Finnick Odair.

Coming up: Our next young adult program will be *The City of Bones* Saturday at the Movies.





WELLARK
BAKERY
ESTABLISHED 1870



Hamilton North Public Library
 Children's Department
 November 2013

Program	Age Group	# of Times	Attendance	Cost
Outreach	Preschool	2	58	0
Story Time	Preschool	6	60	14.00
Art Classes	Preschool	3	3	
Art Classes	Home School	3	19	0
Art Classes	School Age	3	4	0
Lego Mania	School Age	1	6	0
Science Class	School Age	1	8	0.
Movie	All Ages	1	24	4.00
Totals		20	182	

November has been a busy month for outreach and fundraising. We began receiving decorated wreaths for the auction and got them displayed. We did have three wreaths that weren't returned due to health and time constraints. We got the holiday book sale up and running with the help of some volunteers. This month I worked the family night at HHES and HHPS book fair. Our programs are going well and we are looking forward to a wonderful holiday season.

Sheri Wallace
 Children's Department Manager

H.N.P.L.

Monthly Maintenance Report NOVEMBER 2013

The deep depression in front of the dumpster was filled with rock and pea gravel (donated by Sullivan's). It helped but there is a large hump beside the hole so area is not level and will not be until repaving.

The dry system has had 3 leaks in little more than a month. When the leak drains the system of air before we see it, the system fills with water and depending on location and size of the leak, there could be significant water damage. In view of the deterioration in the piping, more ruptures will continue. In order to address this, Koorsen will measure and evaluate the pipe and provide the cost to replace.

Thanks to the Cicero FD, we were able to replace 2 failed bulbs in the front parking lot.

The electrical outlet by the front entrance has been improved with the addition of a weatherproof cover.

A new 4 x 6 flag has been purchased and hung in Cicero. The replaced flag had been up since December of 2012.

Looking forward:

Will continue to monitor the dry fire extinguisher system and work with Koorsen to determine the possible corrections and cost.

Jim Roy

Hamilton North Public Library Marketing Communications Proposal/Plan

Version 1.0
December 2, 2013

This document is the property of and contains confidential information provided by Richard Parker. Richard Parker requests that information contained herein not be disclosed, in whole or in part, to third parties without the expressed written authorization of Richard Parker. It shall not be duplicated, in whole or in part, for any purpose other than to evaluate Richard Parker's proposal and shall be returned upon request. This proposal is valid for 30 days from the proposal date, after which Richard Parker will automatically withdraw it.

Prepared for:

Sam Mitchel
Director
Hamilton North Public Library
209 West Brinton Street
Cicero, IN 46034
Email: smitchel@hnpl.lib.in.us
Web: www.hnpl.lib.in.us

Submitted by:

Richard Parker
PO Box 482
Cicero, IN 46034
Phone: 317-984-4444
Email: rparker@creativdirection.com

Proposal/Agreement

This marketing communications proposal and agreement between Richard Parker, P.O. Box 482, Cicero, Indiana 46034, and Hamilton North Public Library, with principal offices at 209 West Brinton Street, Cicero, IN 46034, will be effective when approved and signed by an authorized representative on page 13 of this document. This proposal and agreement contains a list of Deliverables to be performed, a Budget and Timeline, and Terms of payment for the authorized project. Upon signing and returning the entire document, work can begin on this project.

Situation

The Hamilton North Public Library (HNPL) is currently experiencing a phenomenon not unlike many other local libraries all over this country. The "Circulation", or number of books checked out, is decreasing and use of the facilities in Cicero and Atlanta is noticeably declining overall. There is a recognition and concern that, although there are many library cardholders within the Jackson Township boundaries, that time spent in the past by library goers is being spent more and more doing other types of things and at other kinds of venues.

For example, there are many other activities available to individuals of all ages in the immediate area that include time spent at home, at school, for sports, at band, at church, with scouts, on the internet, etc. that offer other kinds of interests and pleasurable rewards in which members spend their limited available time. Access to reading materials, the internet, reference material, entertainment, and other information resources at the library are also readily available just about anywhere else through computer, laptop, smart phone, or television access with virtual access to almost anything at home, at the office, at any one of many parks and other public places, in retail shopping areas, at the movies, or even while mobile.

Although not applicable to everyone, consensus seems to be that visiting the traditional "library" might be considered a limited and old-fashioned "place to be" in which to spend one's time as the name itself carries the stigma of being known as a place for "books". HNPL offers a great deal of interesting and well prepared programs of all types for all ages. But the fact that HNPL is still perceived to be just a library might carry that perception in the minds of those in this market area of what a traditional library has always supposed to have been. That, in itself, might be considered a detriment to those in today's culture who are now used to being virtual in their consideration, choice, and behavior in so many available activities. Additionally, for some younger library card holders such as adolescents, peer acceptance of spending a considerable amount of time at the library as a choice might not be "cool".

The odd thing is that HNPL offers a lot of the same things that library card holders and others might be looking for virtually - and in a facility that is attractive, clean, modern, and well equipped to do the job. So, from a marketing communications perspective, it appears that the job at hand is in managing the perception of what HNPL is and should be in the community as a primary requirement. And marketing is the process in which a product or service can be positioned or repositioned in the mind of a targeted audience which can help to differentiate itself from its competitors - or other places to spend time.

Overall

The population of the HNPL library Jackson Township taxing district which includes the towns of Cicero, Arcadia, Atlanta, and some surrounding rural area, has grown from 9,918 in the 2000 Census to 10,368 in the 2010 Census – an increase of 4%. Of the 8,786 residents within the township, 5,583 (66%) have library cards which might be considered as quite good. The Cicero main branch, built in 1998, is open Monday through Thursday from 10:00 AM to 8:00 PM, Friday from 10:00 AM to 5:00 PM, Saturday from 10:00 AM until 4:00 PM, and Sunday from 1:00 to 4:00 PM. HNPL has served Jackson Township since 1917. The Atlanta branch was originally built in 1916. The Atlanta branch is open Monday, Tuesday, and Thursday from 3:00 to 7:00 PM, Wednesday 10:00 AM to 7:00 PM, and is closed Friday through Sunday. Evidencing a bigger footprint in the community, HNPL collaborates and has cooperative memberships and reciprocal relationships with the Evergreen Indiana Library Consortium, the Indiana Library Federation, the Hamilton North Chamber of Commerce, and the Hamilton County Public Libraries.

In the Marketing Audit meeting with Board Members of HNPL held on July 18, 2013, a number of key points were made by all those attending to help clarify and consolidate focus on a number of areas relevant to how marketing might address and help fix some of the problems or issues facing the library.

These include a SWOT analysis:

Strengths:

1. The facility
2. Children's programs (summer reading, Christmas, etc.)
3. Community events

Weaknesses:

1. Marketing/brand perception
2. Lack of direction
3. Customer service

Opportunities:

1. Evergreen Indiana library consortium
2. Downloading files
3. Customer service through internal merchandising and training

Threats:

1. Other activities, the park(s), internet, etc.
2. School programs and their "media centers"
3. Not managing perception

Customers and Prospects:

Although not much is known by data or recent surveys about people who use or might use HNPL:

- The best customer is thought to be parents of pre-schoolers (95% moms)

- The best prospects might be students in middle school and younger, retirees, and families

Competition:

- Opinion of the Board is clear that the many other activities available in the community (Internet, school, church, scouts, etc.), many of which are virtual and many of which are influenced by peer acceptance, are the toughest competition for HNPL.
- Advantages might be
 - The "location" - especially if HNPL was considered as more virtual.
 - The "hours" - especially if considered as 24/7 or if hours were increased such as on Sunday afternoon, as an example.

Marketplace:

While "awareness" might not actually be low, "top of mind" as a solution for a place to go for fun, information, or mainstream culture activities might be. Because of some of the online programs, HNPL could possibly be considered virtual, but many feel it is not thought of in that light. Note: A review of website usage stats could easily show when online (virtual) assets are utilized.

Problems:

It is felt by the Board that there might be a perception that HNPL (or perhaps any local public library) is "becoming obsolete". Also, it is understood that HNPL (or perhaps traditional libraries in general) should make a concerted effort to continue being an asset to the community as taxpayers are supporting the organization with an assumption that value is provided for the community. Improving marketing is thought to be a way to address making changes to accomplish the long term goal.

Directives:

Some direction as started by the Board and in the Hamilton North Public Library Long Range Plan 2012 – 2017:

- Goals (As stated by the Board):
 - Long Term: HNPL should be a viable and indispensable resource to the community.
 - Short Term: HNPL should increase the usage of anything that is offered.
- Strategy (As stated by the Board):
 - HNPL should be considered an alternative to activities and venues such as the park(s), internet, TV, etc.
- Marketing Objective (As stated in the HNPL Long Range Plan):
 - Utilize multiple tools for advertising and create some media moments.
 - Utilize social media (e.g. Facebook, Twitter, blogs, etc.)
 - Submit news articles promoting the library to local newspapers and websites.

Summary

HNPL is currently experiencing a decrease in the preference and use of its facility and programs. Many other activities in the community are its chief competitors as the

community is experiencing a new phenomenon, a decline in the share of time available to use and social and peer recognition of the facility, programs, and services of the traditional library. HNPL must capitalize on its strengths, address the weaknesses and develop a new approach to evolve with the requirements of a rapidly changing culture in the community market area. Traditional marketing many times revolves around "share of market" while more recently a focus on "share of wallet" is the term used when addressing the problem of getting as much money from a customer or prospect in respect to the amount available. For HNPL, the issue is "share of clock" and "share of peer recognition" for younger people.

Recommendation

It is much more difficult to reposition a product than position a new one. A new product or a new category can be just that – news! And is easier to pique or capture the interest of an audience or segment when you have something brand new to introduce. Also, it is much harder to reposition a product like HNPL. Because you not only have to change perception of those who might already be familiar with or use the product or service, but you also must change the prejudices, emotional investment, preferences, and perceptions of those who service, support, sell, and manage the product as well. That is why internal merchandising is so important in repositioning a product – especially one whose traditional characteristics and purpose are well known and established in any given market area.

The overall recommendation for HNPL is to test the marketing feasibility by using an 8 to 12 closed-ended question online survey. If there is enough positive response, then the next step would be to continue executing the overall plan. If not, the plan can be abandoned without spending any more money.

Goals and Objectives

Marketing Goal (Aspirational):

- Become recognized as the number one choice of how and where members of the community marketplace will want to spend their time.

Marketing Strategy (How-To):

- Reposition HNPL as a new activity alternative.

Marketing Communications Objective (Measureable):

- Increase usage of the HNPL facility and all programs by 10%(?) per year.

Marketing Communications Strategy (How-To):

- Test the reintroduction and rebranding of HNPL as a new service that better meets the needs of today's community in their choice of activities and lifestyles that compete with HNPL.

Tactical Considerations:

- Discontinue old ways to measure success that do not relate to the needs of the marketplace in today's world.

- Develop new metrics that relate to the new kind of facility and programs.
- Develop new programs that redefine HNPL in the community.
- Develop tactical programs designed to communicate the "new" HNPL to the community.
- Develop and promote direct response tactics that are designed to drive responses to the new direction.
 - Test the new approach to find out if it will change preference and activities in the community while:
 - Acquiring new customers.
 - Developing current customers by increasing their use of their current programs and cross selling them to use other programs.
 - Developing loyalty programs to retain and bring back inactive or defective customers.
- Understand that budget and media access is a limiting factor in reaching the audience.

Market Feasibility Survey

The first thing that should be done in the defined market area is to find out just what people think about HNPL as an existing product and also learn what users and potential users think about in considering a completely different kind of HNPL. This can be done through a survey as mailed or emailed to current and past library card holders as well as those who have not ever had an HNPL library card. This should give an attitudinal indication as to what the community thinks about HNPL in its current state, either substantiate or eliminate the concerns that have been expressed, and get an idea of how willing people might be in considering and accepting a different approach to being served by and to utilize HNPL. Answers from a closed-end question survey can easily provide a great baseline to better understand the marketplace, provide a way to measure performance of a marketing campaign, and to find out if progress has been made over time in changing perception and eliciting the response to a new direction.

Marketing Mix

The basics of the marketing mix for consideration are product, pricing, placement and promotion. "Product" is the design, packaging, etc. of the product or service. "Pricing" means just what it says but is more complex than it appears as it involves competitive issues, value-orientation, etc. "Placement" is really just another word for distribution. And "Promotion" is comprised of what is traditionally associated with advertising, publicity, new media, etc. All of these are the key building blocks of marketing.

Product

In marketing, "product" design is the number one consideration. That would mean re-tooling the product or services to better fit the needs of the market place. And that would also require the following:

1. Repositioning HNPL.
 - Create a new position in the mind of the targeted audience.
 - For example: Rather than a place to go to read or take out books, it might mean repositioning HNPL as a social network or club or collaborative

membership where various interest and age groups of people meet physically or virtually (as in Skype) meet to discuss and access information in the form of online access, traditional printed materials, etc.

2. Re-branding HNPL.
 - Developing a new position.
 - Creating a new brand name.
 - Developing a new marketing theme.
 - Designing a new identity.
3. Re-designing HNPL.
 - For example: Installing new exterior and interior signage.
 - For example: Reconfiguring the interior to match the new position.
 - For example: Changing the "Customer Service" staff to become something else more meaningful within the context of the new position such as "Information Assistance" or "Intelligence Agents" or even "Bookies".
 - For example: Consider changing some selected programs and/or adding some new programs that meet the new repositioning criteria.

Pricing

Since there is no cost to be a card carrying member of HNPL and there are other reciprocal ways that allow access to services, the issue of "pricing" will be addressed in creating a new and different kind of value as part of the experience. That could mean an alternate way to provide a tiered membership programs based upon usage boosting, referrals, etc. that would result in getting additional or enhanced privileges or services.

Placement

Based upon findings of a market feasibility survey, new channels of Placement (Distribution) of HNPL could be created in the market area. These new access opportunities can be virtual as well as tangible. This can include:

- Actively marketing HNPL to Hamilton County and especially areas contiguous to the current market area.
 - Utilizing Evergreen Indiana to expand and link usage of facilities, programs and services.
 - More aggressively partner with the other Hamilton County library systems, Evergreen, etc. in promotion of HNPL with and get credit for this outreach.
- Developing new and existing services and programs that are more virtual than currently being offered and, therefore, more accessible in new ways.
- Developing new and existing services and programs that create more and different kinds of activities within the HNPL facility.
- Expand the reach of HNPL to try new and unusual and meaningful activities in other places in the community.

Promotion

HNPL will need a two-pronged marketing communications campaign using direct response tactics that actually demonstrate the new aspects of HNPL:

- Develop new tactical communications programs that create brand awareness of a new HNPL within the market area.
 - Premiums and advertising specialties could be very effective in this campaign – but people have to come into the library to get them or participate in activities. Premiums and other items are probably not

feasible at this point because of a limited budget. But here are some examples:

- Give away the coolest t-shirts that kids and adults would wear for coming in.
- Have sweepstakes or contests designed for usage boosting in programs and services to win related prizes such an iPad or Kindle.
- Develop new tactical communications programs that promote new and more relevant facility uses and new program choices of a new HNPL within the market and surrounding area opportunities.
 - Incorporate trial use offers.
 - Promote more business and other community meetings at HNPL.
 - Develop new collaborative programs that might generate interest and activities in the facility as well as virtually such as:
 - Guitar or other musical instrument lessons based upon computer programs access.
 - Video production lessons.
 - Etc.
- Invite the staff and Board to develop, plan, and participate in creating these programs.

Market Condition Survey

After a defined period of time has passed, survey the market area again to determine the measureable impact of the marketing communications plan and programs. Other metrics would also be put in place to measure library usage on an ongoing basis.

Deliverables

1. Market Feasibility Survey
 - Develop, create, produce, and manage
 - Survey
 - Direct mail postcard to drive current member and prospect households to online survey
 - Frequency: 1X
 - Reach: 5,000
 - Mailing list
 - Printing, Postage, and Mailshop
 - Capture response and metrics online
 - Analyze and Report
2. Marketing Database
 - Develop, manage, and report
3. Repositioning HNPL
 - Develop, meeting presentation, and recommend positioning statement options
4. Re-branding HNPL
 - New name
 - Creative
 - Presentation of recommendations/options for approval
 - New marketing theme
 - Creative
 - Presentation of recommendations/options for approval
 - New identity

- Creative and Production
- Presentation of recommendations/options for approval
 - Logo
 - Corporate identity guidelines including signage concepts (interior and exterior)
- New customer service internal training program
 - Consulting and direction in relations to the marketing communications plan
- 5. Re-designing HNPL
 - Develop and meeting presentation as it relates to the marketing communications plan
 - New service and program concepts for consideration
 - New and existing facility services and programs
- 6. Pricing
 - Develop and meeting presentation as it relates to the marketing communications plan
 - New membership program concepts for consideration
- 7. Promotion (New Brand Awareness Program)
 - Develop, create, produce, manage, and report for approval:
 - Direct Mail (Oversized, Full color Postcard)
 - Frequency: 1X
 - Reach: 5,000
 - Mailing list
 - Printing, Postage, and Mailshop
 - Online Promotion Site for Computer, Tablet and Mobile
 - Includes hosting, domain name, SEO
 - YouTube video channel
 - Video using non-paid volunteer HNPL members, supporters, and staff
 - Public Relations
 - News releases and media relations
 - Signage design and art (External and internal)
- 8. Market Condition Survey
 - Develop, create, produce, manage, and report for approval:
 - Direct mail postcard to current member and prospect households
 - Frequency: 1X
 - Reach: 5,000
 - Mailing list
 - Printing, Postage, and Mailshop
 - Online survey
- 9. Evaluate
 - Analyze and report

Budget and Timeline

Deliverable	Time (2014)	Monthly Fee	Expenses	Total
Approval	December 2013			
1. Market Feasibility Survey • List, Printing, Postage &	January February	\$200 \$200	Mail List (11,502): \$1,035.18 Printing, Postage & Mailshop to	\$4,430.18

Mailshop • Online survey (Annual)			5,000: \$2,791 Survey: \$204 \$4,030.18	
2. Marketing Database				
3. Re-position	March	\$200		
4. Re-branding	April May	\$200 \$200		
5. Re-design	June	\$200		
6. Pricing				
7. Promotion • Direct Mail • Online Promotion • YouTube video channel • Video • Public Relations • Signage • Misc.	July August September October	\$200 \$200 \$200 \$200	Mailing: \$3,826.18 Web site: \$202 News List: \$34 Misc: \$200 Signage: TBD \$4,262.18	\$5,062.18
8 Market Condition Survey Printing, Postage & Mailshop	November December	\$200 \$200	Printing, Postage & Mailshop to 5,000: \$2,791	\$3,191.00
9. Evaluate				
Total:	12 months	\$2,400	\$10,283.36	\$12,683.36

Note: All out-of-pocket expenses are NET

Terms

All out-of-pocket costs only for this proposal are included except for taxes, as might be applicable, and will be billed on a net pass-through basis. Hardware and software necessary for completion of this project have been included in this proposal. This project will be considered complete and the implementation will be accepted when all contractual obligations are fulfilled; specifically, when all items identified as "Deliverables" in this document and any approved change requests have been completed.

- Program period is for 12 months. Out-of-pocket expenses and \$200 per month fees are due in advance upon receipt of invoice. A preferred way is to use an HNPL credit card for expenses as nearly all outside purchases are incurred on the internet.

Project Change Management

During the course of project activity, it may become necessary to amend the proposal for reasons including, but not limited to, the following:

- Discretionary changes to the project schedule
- Discretionary changes in the scope of the project
- Requested changes to the work hours of Richard Parker personnel
- Non-availability of products, resources or services which are beyond Richard Parker's control
- Environmental, architectural or political impediments not previously identified
- Lack of access to client personnel or facilities necessary to complete project

In the event that it is necessary to change this proposal, a Change Management process will be followed. A Change Request in the form of a detailed document will be the vehicle for communicating change. The Change Request must describe the change, reasons for the change, and the effect the change will have on the project, which may include scheduling changes, pricing, etc.

Both the Richard Parker and Hamilton North Public Library authorized representatives will review the proposed change. If further investigation on the part of Richard Parker is requested in order to determine the scope of the change, any charges for that investigation will be outlined prior to their beginning.

Once the Change Request has been completed, both authorized representatives will sign the Change Request. This indicates the acceptance of both parties to the changes, which may affect pricing, schedules, and contractual commitments. Work on the proposed change(s) will not begin until both Richard Parker and Hamilton North Public Library agree to the change(s).

Client Ownership of Intellectual Property

Richard Parker will not own nor claim to own any of the data or intellectual property created for, received by, or purchased on behalf of Hamilton North Public Library in performing specific projects or in the normal course of business. This includes, but is not limited to, customer information or transactional data, information derived from data analysis, dynamic data obtained or utilized through the World Wide Web, or data obtained from outside resources on behalf of Hamilton North Public Library. Furthermore, Richard Parker shall not publicly disclose the raw data or privately disclose or use such data for any purposes whatsoever except as specified in this Agreement without the prior written consent of Hamilton North Public Library, except for information that:

- Is or becomes generally available to the public through no fault of Richard Parker personnel;
- Is or becomes known to the Richard Parker staff in any manner independent of its relationship with Hamilton North Public Library;
- Is known to Richard Parker prior to receipt or collection from Hamilton North Public Library;
- Is required to be disclosed by law or by a court of competent jurisdiction.

All data will be stored and secured on Richard Parker computers or computers owned by Richard Parker or a company or companies hired by Richard Parker. Richard Parker agrees to use the same standard of care in transmitting raw and analyzed data involving Hamilton North Public Library that it would apply to proprietary

information of its own, e.g., transmissions of data between hosts are secured to prevent acquisition by third parties, and in no event, less than a reasonable standard of care.

All rights, title and interest throughout the world to all data used or developed by Richard Parker personnel as described above shall belong to Hamilton North Public Library and shall be turned over to the client upon request and within a reasonable amount of time as long as all payments are current and/or paid in full. The provisions of this Agreement shall be binding upon each party's successors and assigns and shall be governed by and construed in accordance with the laws of the State of Indiana.

Richard Parker makes no promises or performance guarantees in regards to projections or outcomes from the utilization of any marketing communications program services provided for fees and expenses outlined in this document on behalf of Hamilton North Public Library. Should it be necessary for Richard Parker to pursue collection for non-payment of amount owed on this proposal, Hamilton North Public Library agrees to pay for all legal or professional services and expenses in collecting the debt. The provisions of this Agreement shall be binding upon each party's successors and assigns and shall be governed by and construed in accordance with the laws of the State of Indiana.

Authorization

An authorized signature below indicates acceptance by Hamilton North Public Library of the authorized services and deliverables contained within this proposal.

Approved:

Hamilton North Public Library
209 West Brinton Street
Cicero, IN 46034

Approved:

Richard Parker, Inc.
PO Box 482
Cicero, Indiana 46034

Name
Title

Richard Parker
President and Creative Director

Date

December 2, 2013
Date

**RESOLUTION TO REPAY A TEMPORARY LOAN
FROM THE RAINY DAY FUND**

WHEREAS, I.C. 36-1-8-4 provides that libraries can make temporary transfers from one fund to another in the event a transfer of money is necessary to replenish a depleted fund

NOW THEREFORE BE IT RESOLVED, that pursuant to the requirements of IC 36-1-8-4, the money borrowed from the Rainy Day Fund on February 21, 2013 will be returned to the Rainy Day Fund on December 20th, such date being within the budget year in which the transfer occurred.

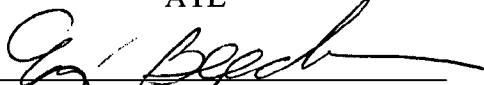
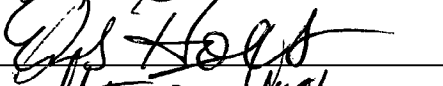
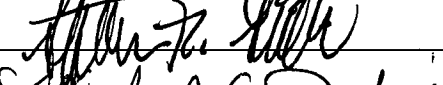
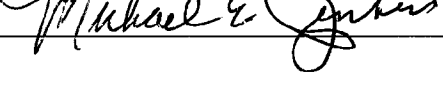
We, the library board of the Hamilton North Public Library, do resolve that the following transfers be made:

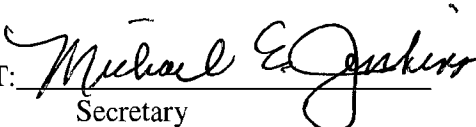
Transfer from Operating Fund	\$100,000
Transfer to Rainy Day Fund	\$100,000

Presented to the Hamilton North Public Library Board of Trustees, read in full and adopted this 19th day of December 2013, by the following aye and nay vote.

AYE

NAY

	_____
	_____
	_____
	_____
_____	_____
_____	_____
_____	_____

ATTEST: 
Secretary

**Resolution to Reduce 2013 LIRF Fund
Hamilton North Public Library**

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

Therefore let it be resolved that the following existing appropriation be reduced in the following amount:

	<u>Amount Originally Appropriated</u>	<u>Amount to be Reduced</u>
Library Improvement Reserve Fund	\$30,000	\$23,075

Adopted this 19th day of December 2013.

NAY

AYE

Ang Beech
Chris Hoff
Thomas Ta...
Michael E. Jenkins

ATTEST:

Michael E. Jenkins
Secretary, Library Board

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

Period Beginning Date
12/1/2013

Period Ending Date
12/31/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
Personal Services					
Salary of Director	53,000	6,361	57,245	(4,245)	108.0%
Salary of Assistants	177,000	19,872	182,652	(5,652)	103.2%
Wages of Janitor	27,000	3,156	28,484	(1,484)	105.5%
Treasurer	500	500	500	-	100.0%
Employee Benefits	28,014	2,886	27,192	822	97.1%
Subtotal	285,514	32,774	296,073	(10,559)	103.7%
Supplies					
Office Supplies	3,000	248	3,521	(521)	117.4%
Operating Supplies	6,000	352	5,936	64	98.9%
Library Supplies	2,000	34	1,407	593	70.3%
Cicero Children's Programming	1,000		1,000	(0)	100.0%
Cicero YA Programming	1,000		739	261	73.9%
Cicero Adult Programming	1,000	77	1,011	(11)	101.1%
Atlanta Programming	250		168	82	67.3%
Programming - Summer Reading	915		915	-	100.0%
Subtotal	15,165	711	14,698	467	96.9%
Other Services and Charges					
Professional Services	15,500	358	9,432	6,068	60.9%
Communication & Transportation	10,500	647	9,087	1,413	86.5%
Advertising & Public Notice	1,000		608	392	60.8%
Printing	250		212	38	84.8%
Insurance	9,500		11,036	(1,536)	116.2%
			-		
Utilities-Gas	9,000	643	5,864	3,136	65.2%
Utilities-Electricity	25,000	1,543	22,695	2,305	90.8%
Utilities-Water	2,500	231	2,848	(348)	113.9%
Utilities-Waste Disposal	1,200	129	1,563	(363)	130.3%
Subtotal-Utilities	37,700	2,546	32,971	4,729	87.5%
Repairs & Maintenance	20,800	3,483	17,526	3,274	84.3%
Rentals	75	75	75	-	100.0%
Dues & Membership	400		336	64	84.0%
Taxes & Assessments	200		98	102	49.0%
Other Fees	100		(42)	142	-42.3%
Ebook Services & Non-Print Databases	7,200		7,574	(374)	105.2%
Transfer to LIRF	10	-	-	10	0.0%
Subtotal	103,235	7,109	88,912	14,323	86.1%
Capital Outlays					
Furniture & Equipment	2,000		1,983	17	99.1%
Books - Adult	16,500	666	16,500	(0)	100.0%
Books - Young Adult	4,000	436	4,000	0	100.0%
Books - Children's	12,500	237	12,248	252	98.0%
Books - Reference	1,000		438	562	43.8%
Newspapers & Periodicals	4,600	381	4,930	(330)	107.2%
Non-Print Video & DVD	6,500	277	6,756	(256)	103.9%
Non-Print Audio	2,000	25	1,603	397	80.1%
Non-Print Music	1,000	114	1,000	0	100.0%
Non-Print Art Prints & Posters	100		134	(34)	134.0%
Non-Print Games	500		377	123	75.5%
Subtotal	50,700	2,136	49,969	731	98.6%
FUND TOTAL	454,614	42,731	449,652	4,962	98.9%

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

Period Beginning Date
12/1/2013

Period Ending Date
12/31/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
Library Improvement Reserve Fund (LIRF)					
Other Services and Charges					
Repairs & Maintenance	15,000	330	5,035	9,965	33.6%
Capital Outlays					
Furniture & Equipment	12,000	-	1,891	10,109	15.8%
Non-print Materials	3,000		-	3,000	0.0%
FUND TOTAL	30,000	330	6,925	23,075	23.1%
Rainy Day Fund					
Other Services and Charges					
Repairs & Maintenance	40,000	-	3,559	36,441	8.9%
Capital Outlays					
Furniture & Equipment	10,000	37	46,378	(36,378)	463.8%
FUND TOTAL	50,000	37	49,937	63	99.9%
Lease Rental Fund					
Other Services and Charges					
Lease Rental	295,000	147,500	295,000	-	100.0%
FUND TOTAL	295,000	147,500	295,000	-	100.0%
Operating Fund					
Personal Services	285,514	32,774	296,073	(10,559)	103.7%
Supplies	15,165	711	14,698	467	96.9%
Other Services and Charges	103,235	7,109	88,912	14,323	86.1%
Capital Outlays	50,700	2,136	49,969	731	98.6%
FUND TOTAL	454,614	42,731	449,652	4,962	98.9%
GRAND TOTAL	829,614	190,598	801,514	28,100	96.6%