

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

- I. 2014 Budget Public Hearing
- II. Regular Session
- III. Review Agenda
- IV. Minutes
  - A. August 15, 2013
- V. Financial Report
- VI. Department Reports
  - A. Director – Samuel Mitchel
  - B. Circulation – Emily Crickmore
  - C. Atlanta – Mary Palmiero
  - D. Adult – Emily Crickmore
  - E. Young Adult – Emily Crickmore
  - F. Children – Sheri Wallace
  - G. Maintenance – Jim Roy
- VII. Old Business
  - A. Atlanta Feasibility Study
  - B. Market Audit – Draft Proposal/Plan
- VIII. New Business
  - A. Unique Management Services (Collection Agency)
    - 1. ROI: 2:1 since 2011
    - 2. Normally accounts with \$25 are submitted.
    - 3. Contract
  - B. Evergreen Indiana Amendment Approval
- IX. Looking Ahead
  - A. October 17<sup>th</sup> Board Meeting in ~~Cicero~~ *Atlanta*
  - B. 2014 Budget Adoption
- X. Meeting Adjournment

Hamilton North Public Library  
Board of Trustees Meeting Minutes  
Meeting held at Cicero, IN Branch  
August 15, 2013 at 6:30 p.m.

- I. Regular Session of the HNPL Board Meeting was called to order by Vice-President Emily Beechler at 6:33 p.m.
  1. Members present: Mike Jenkins, Laura Holliday, Emily Beechler, and Melissa Martin (Out at 7:09 p.m.).
  2. Members absent: Stephen Griffith, Sharon Bislich and Emily Holt.
  3. Others present: HNPL Director, Sam Mitchel, and HNPL Bookkeeper Amy Wolfe (Out at 6:52 p.m.)
  
- 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 are two correction needed for the minutes of July 18, 2013, that being to change the meeting date for both the regular and executive session from June20th to July 18<sup>th</sup>.
  2. Motion:
    - a) Motion to approve the amended minutes for July 20, 2013 was made by Laura Holliday
    - b) Second to said motion was made by Melissa Martin.
    - c) Motion carried by a vote of 4/0.
  
- IV. July Financial Report (Exhibit # 3, pages 1-27)
  1. Discussion: July financial report summary in Handout #1, pages 1-2, given by HNPL Bookkeeper, Amy Wolfe. Run rate is at 58.3%, with the percentage of budget used at 58%. July expenditures were \$49,083. Bank balances totals for July were \$511,765. Deposits for July were \$23,250. (This is the 2013 monthly COIT amount which is \$532 less per month than for 2012 or \$6,384 less in the annual amount.) Included in expenditures were: HVAC repairs of \$5,235.65; Tree pruning of \$1,300. HNPL received \$23,000 refund on Lease Rental. Changes to be transferred to the Rainy Day Fund.
  2. Motion:
    - a) Motion to pay the bills was made by Laura Holliday.
    - b) Second to said motion made by Melissa Martin.
    - c) Motion carried by a vote of 4/0.
  
- V. Department Reports (Exhibit # 4.)
  1. Department Reports for July, 2013. (Exhibit # 4, pages 1-8.)
    - a. Director, Samuel Mitchel, page 1. (See report on file). Report covered Technology; Staff and other duties. We are working with KRM Architects on exterior masonry deterioration at the Atlanta Branch. Some minor roof repairs being investigated at Atlanta. (See Handout # 2.)

b). Circulation: pages 2-3. (See report on file) The circulation stats for July were 11,622 compared to 12,867 for July of last year and a three year average of 12,609 for the month of July. Atlanta had 1016 circulations and Cicero had 10,606. Sent out 412 holds (82 from Atlanta and 330 from Cicero, and received 306 holds from other libraries (41 for Atlanta, and 265 for Cicero.). In-House use for Cicero was 48 and for Atlanta, 24 for a total of 72. Top selections by patrons in July are: DVD, 3100; Adult fiction, 1350; Children, 2030; J. Non-fiction, 1053; and Computer, 696. Subscription Databases Usage: Tumblebooks, not available; Overdrive, 342 ; Freegal, 68. July 2013 circulation was lower than July 2012.

c. Atlanta, Mary Palmerio, page 4. July Programs, 15; Attendance, 147; Cost \$0.0. Foods for the celebration of our summer reading program were donated.

d. Adult, Emily Crickmore, pages 5-6. July Programs, 20; Attendance, 176 ; Costs-\$ 50; Cost per person: \$.028.

e. Young Adult, Emily Crickmore, page 7. (See report on file.) July Programs, 5; Attendance, 54; Costs \$ 0.0; Attendee per person costs-\$ 0.0.

f. Children, Sheri Wallace, page 8. (See report on file.) July Programs, 26; Attendance: 416; Library costs-\$ 441.20; Attendee per person costs-\$1.06 . 436 registered for Summer Reading.

g. Maintenance, Jim Roy, page 9. (See report on file.) Mulching completed. Pavilion stage repaired. New Carpet cleans well. Thirteen crab trees have been trimmed.

## VI. Old Business

### A. Market Audit

#### 1. Implementation of Topics of Discussion.

a. Customer Service. Staff realignment is occurring. Emily Crickmore has transferred to circulation manager. Our emphases are to go the extra mile for the patrons.

#### b. Communication

i. Advertising of services offered is being pursued. Facebook, newsletter chatter is helping get the word out. Emily Beechler will meet with Media Center specialists from HHSC to promote partnering with HNPL.

### B. Debt and COIT Impact.

#### 1. Library Bond Mature Dates in our geographic area.

a. HNPL: December 2017.

b. Carmel: December 2019.

c. Westfield: June 2016.

d. HEPL: 2022/23

e. Sheridan: 2026.

VII. New Business

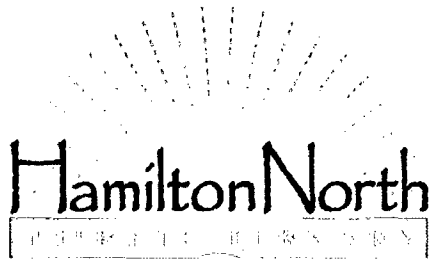
- A. 2014 Budget: Review and approve Forms 1 & 3. (Exhibit # 5)
  - a. Discussion: The bottom line has not changed since our June and July review. Rainy Day fund -\$50,000; General \$466,433; Lease Rental, \$297,000.
    - i.Motion : Motion was made by Laura Holliday to approve 2014 Forms #1 and # 3.
    - ii.Second to motion made by Melissa Martin.
    - iii.Motion carried by a vote of 4/0.
- B. E-Rate Consortium Resolution. (Exhibit # 6).
  - a. Discussion: This resolution is one that needs approval each year.
    - i.Motion: Motion was made by Mike Jenkins to approve the E-Rate Consortium Resolution. Second to said motion was made by Laura Holliday. Motion carried by a vote of 4/0.

VIII. Looking Ahead

A.September 19<sup>th</sup> Board Meeting in Cicero.

IX. Meeting adjourned by Vice-President Emily Beechler at 7:13 p.m.

Minutes respectfully prepared by HNPL Board Secretary, Mike Jenkins.



**August 2013 Financial Report**  
*For September 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

9/13/2013 11:40:48 AM

**Financial Report by Fund**

Period Beginning Date:

Hamilton North Public Library

Period Ending Date:

8/1/2013

8/31/2013

Fund Number and Description	Year Beginning Balance	Month Beginning Balance	Receipts This Month	Receipts Year to Date	Disbursements This Month	Disbursements Year to Date	Ending Balance	Invested	Available Balance
100 Operating Fund	58,519.49	150,541.75	22,390.99	380,381.89	35,192.25	301,160.89	137,740.49	0.00	137,740.49
110 Library Improvement Reserve Fund	39,141.61	34,220.26	0.00	0.00	450.23	5,371.58	33,770.03	0.00	33,770.03
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	340.00	0.00	0.00	340.00	5,677.50	0.00	0.00	0.00
160 Rainy Day Fund	306,977.31	160,160.25	0.00	0.00	574.50	147,391.56	159,585.75	0.00	159,585.75
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	165,003.57	0.00	222,590.46	0.00	147,500.00	165,003.57	0.00	165,003.57
200 Payroll Fund	0.00	0.00	3,693.48	31,617.89	3,693.48	31,617.89	0.00	0.00	0.00
300 Gift Fund	1,772.79	1,410.82	417.37	6,719.39	743.38	7,407.37	1,084.81	0.00	1,084.81
400 Petty Cash Fund	25.00	25.00	0.00	0.00	0.00	0.00	25.00	0.00	25.00
410 Cash Change Fund	43.50	43.50	0.00	0.00	0.00	0.00	43.50	0.00	43.50
420 Copier Coin Box Fund	19.85	19.85	0.00	0.00	0.00	0.00	19.85	0.00	19.85
700 Evergreen Indiana Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total of All Accounts</b>	<b>502,090.16</b>	<b>511,765.00</b>	<b>26,501.84</b>	<b>641,309.63</b>	<b>40,993.84</b>	<b>646,126.79</b>	<b>497,273.00</b>	<b>0.00</b>	<b>497,273.00</b>

**Bank Register**

Hamilton North Public Library

Period Beginning Date:  
8/1/2013

Date of Report 9/13/2013 11:38:03 A

Period Ending Date:  
8/31/2013

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	\$129,080.02	\$22,758.77	\$37,300.36	\$0.00	\$114,538.43
<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	\$150,210.04	\$30.87	\$0.00	\$0.00	\$150,240.91
<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	\$80,559.24	\$0.00	\$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	\$151,827.35	\$18.72	\$0.00	\$0.00	\$151,846.07
<b>Grand Total:</b>	<b>\$502,090.16</b>	<b>\$511,765.00</b>	<b>\$22,808.36</b>	<b>\$37,300.36</b>	<b>\$0.00</b>	<b>\$497,273.00</b>

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

Period Beginning Date  
8/1/2013

Period Ending Date  
8/31/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
<b>Personal Services</b>					
Salary of Director	53,000	4,240	38,163	14,837	72.0%
Salary of Assistants	177,000	14,269	124,185	52,815	70.2%
Wages of Janitor	27,000	2,027	19,277	7,723	71.4%
Treasurer	500	-	-	500	0.0%
Employee Benefits	28,014	1,996	18,243	9,771	65.1%
Subtotal	285,514	22,533	199,868	85,646	70.0%
<b>Supplies</b>					
Office Supplies	3,000	418	2,512	488	83.7%
Operating Supplies	6,000	353	3,805	2,195	63.4%
Library Supplies	2,000	229	1,262	738	63.1%
Cicero Children's Programming	1,000	355	679	321	67.9%
Cicero YA Programming	1,000	169	322	678	32.2%
Cicero Adult Programming	1,000	126	776	224	77.6%
Atlanta Programming	250	119	157	93	62.9%
Programming - Summer Reading	915	-	915	-	100.0%
Subtotal	15,165	1,769	10,429	4,736	68.8%
<b>Other Services and Charges</b>					
Professional Services	15,500	2,508	7,699	7,801	49.7%
Communication & Transportation	10,500	1,377	6,031	4,469	57.4%
Advertising & Public Notice	1,000	-	553	447	55.3%
Printing	250	122	122	128	48.8%
Insurance	9,500	-	147	9,353	1.5%
Utilities-Gas	9,000	18	4,514	4,486	50.2%
Utilities-Electricity	25,000	2,311	15,420	9,580	61.7%
Utilities-Water	2,500	393	1,924	576	77.0%
Utilities-Waste Disposal	1,200	129	1,048	152	87.3%
Subtotal-Utilities	37,700	2,851	22,906	14,794	60.8%
Repairs & Maintenance	20,800	-	10,263	10,537	49.3%
Rentals	75	-	-	75	0.0%
Dues & Membership	400	-	236	164	59.0%
Taxes & Assessments	200	-	98	102	49.0%
Other Fees	100	(56)	(42)	142	-42.3%
Ebook Services & Non-Print Databases	7,200	-	3,679	3,521	51.1%
Transfer to LIRF	10	-	-	10	0.0%
Subtotal	103,235	6,801	51,691	51,544	50.1%
<b>Capital Outlays</b>					
Furniture & Equipment	2,000	22	1,787	213	89.3%
Books - Adult	16,500	1,320	11,315	5,185	68.6%
Books - Young Adult	4,000	295	2,923	1,077	73.1%
Books - Children's	12,500	893	10,703	1,797	85.6%
Books - Reference	1,000	-	438	562	43.8%
Newspapers & Periodicals	4,600	245	1,863	2,737	40.5%
Non-Print Video & DVD	6,500	738	5,331	1,169	82.0%
Non-Print Audio	2,000	-	1,012	988	50.6%
Non-Print Music	1,000	30	794	206	79.4%
Non-Print Art Prints & Posters	100	36	134	(34)	134.0%
Non-Print Games	500	-	121	379	24.3%
Subtotal	50,700	3,579	36,421	14,279	71.8%
<b>FUND TOTAL</b>	<b>454,614</b>	<b>34,681</b>	<b>298,409</b>	<b>156,205</b>	<b>65.6%</b>



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

Period Beginning Date  
8/1/2013

Period Ending Date  
8/31/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
<b>Other Services and Charges</b>					
Communication & Transportation	9,600	1,304	5,520	4,080	57.5%
Utilities-Gas	7,500	-	3,692	3,808	49.2%
Utilities-Electricity	23,000	2,147	14,214	8,786	61.8%
Utilities-Water	1,750	293	1,213	537	69.3%
Utilities-Waste Disposal	1,200	129	966	234	80.5%
Repairs & Maintenance	18,800	-	9,593	9,207	51.0%
Subtotal	61,850	3,873	35,198	26,652	56.9%
<b>Capital Outlays</b>					
Furniture & Equipment	1,900	22	1,709	191	90.0%
Books - Adult	14,000	1,246	9,668	4,332	69.1%
Books - Young Adult	3,000	295	2,135	865	71.2%
Books - Children's	11,000	893	9,010	1,990	81.9%
Subtotal	29,900	2,456	22,523	7,377	75.3%
<b>TOTAL CICERO</b>	<b>91,750</b>	<b>6,328</b>	<b>57,720</b>	<b>34,030</b>	<b>62.9%</b>

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

Period Beginning Date  
8/1/2013

Period Ending Date  
8/31/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
<b><u>Other Services and Charges</u></b>					
Communication & Transportation	900	73	579	321	64.3%
Utilities-Gas	1,500	18	997	503	66.5%
Utilities-Electricity	2,000	164	1,065	935	53.2%
Utilities-Water	750	100	692	58	92.2%
Repairs & Maintenance	2,000	-	670	1,330	33.5%
Subtotal	7,150	355	4,002	3,148	56.0%
<b><u>Capital Outlays</u></b>					
Furniture & Equipment	100	-	78	22	77.9%
Books - Adult	2,500	74	1,647	853	65.9%
Books - Young Adult	1,000	-	921	79	92.1%
Books - Children's	1,500	-	1,500	(0)	100.0%
Subtotal	5,100	74	4,147	953	81.3%
<b>TOTAL ATLANTA</b>	<b>12,250</b>	<b>429</b>	<b>8,149</b>	<b>4,101</b>	<b>66.5%</b>

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

Period Beginning Date  
8/1/2013

Period Ending Date  
8/31/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
<b>Library Improvement Reserve Fund (LIRF)</b>					
<b>Other Services and Charges</b>					
Repairs & Maintenance	15,000	450	3,481	11,519	23.2%
<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>450</b>	<b>5,372</b>	<b>24,628</b>	<b>17.9%</b>
<b>Rainy Day Fund</b>					
<b>Other Services and Charges</b>					
Repairs & Maintenance	40,000	423	1,219	38,781	3.0%
<b>Capital Outlays</b>					
Furniture & Equipment	10,000	152	46,173	(36,173)	461.7%
<b>FUND TOTAL</b>	<b>50,000</b>	<b>575</b>	<b>47,392</b>	<b>2,608</b>	<b>94.8%</b>
<b>Lease Rental Fund</b>					
<b>Other Services and Charges</b>					
Lease Rental	295,000	-	147,500	147,500	50.0%
<b>FUND TOTAL</b>	<b>295,000</b>	<b>-</b>	<b>147,500</b>	<b>147,500</b>	<b>50.0%</b>
<b>Operating Fund</b>					
Personal Services	285,514	22,533	199,868	85,646	70.0%
Supplies	15,165	1,769	10,429	4,736	68.8%
Other Services and Charges	103,235	6,801	51,691	51,544	50.1%
Capital Outlays	50,700	3,579	36,421	14,279	71.8%
<b>FUND TOTAL</b>	<b>454,614</b>	<b>34,681</b>	<b>298,409</b>	<b>156,205</b>	<b>65.6%</b>
<b>GRAND TOTAL</b>	<b>829,614</b>	<b>35,706</b>	<b>498,673</b>	<b>330,941</b>	<b>60.1%</b>

9/13/2013 11:38:52 AM

# Deposit Register Summary

## Hamilton North Public Library

**From:** 8/1/2013 **To:** 8/31/2013

**For Bank Number: 1      Community Bank**

Fund	Account Number and Description	Month to date Deposits	Year to date Deposits	
100	100.10.00.29	Copier Fees	\$0.00	\$450.55
	100.10.00.30	Fines and Fees	\$786.69	\$5,748.61
	100.10.00.31	Fax	\$280.58	\$1,372.40
	100.10.00.32	Copies	\$253.82	\$1,296.13
	100.10.00.34	Meeting Room Fees	\$50.00	\$775.00
	100.10.00.35	Payment for Books	\$15.00	\$51.98
	100.10.00.36	Processing Fee	\$10.00	\$40.25
	100.10.00.38	Room Deposit	\$100.00	\$1,300.00
	100.10.00.39	Key Deposit	\$20.00	\$165.00
	100.10.00.40	COIT	\$20,465.07	\$163,720.56
	100.10.00.41	Property Tax - Operating	\$0.00	\$92,782.61
	100.10.00.42	Financial Institutions Tax - Operating	\$0.00	\$115.87
	100.10.00.43	License Excise Tax - Operating	\$0.00	\$8,474.44
	100.10.00.44	CVET - Commercial Vehicle Excise Tax - Operatin	\$0.00	\$273.22
	100.10.00.46	Friends Bookstore	\$221.45	\$1,452.13
	100.10.00.47	Earbud Purchases	\$2.00	\$14.57
	100.10.00.50	Non Resident Cards	\$125.00	\$775.00
	100.10.00.60	Interest - Operating	\$11.79	\$115.33
	100.10.00.70	Interfund Transfers	\$0.00	\$100,000.00
	100.10.00.80	Refunds	\$0.00	\$975.34
<b>Fund Total</b>		<b>\$22,341.40</b>	<b>\$379,898.99</b>	
190	190.10.00.41	Property Tax - Lease Rental Fund	\$0.00	\$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	\$0.00	\$13,795.60
	190.10.00.44	CVET - Lease Rental Fund	\$0.00	\$444.78
	190.10.03.10	Lease Rental	\$0.00	\$57,000.00
<b>Fund Total</b>		<b>\$0.00</b>	<b>\$222,590.46</b>	
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	\$141.92	\$612.65
	300.10.02.10	Gift Fund - Amazon Sales	\$254.02	\$1,021.34
	300.10.02.13	Gift Fund - Tess Gerritsen Author Visit	\$0.00	\$250.00
	300.10.04.12	Gift Fund - Fish	\$11.38	\$11.38
	300.10.04.20	Gift Fund - Friends Slush Fund Cicero	\$10.05	\$137.52
	300.20.03.01	Gift Fund - Atlanta Feasibility Study	\$0.00	\$2,000.00
	<b>Fund Total</b>		<b>\$417.37</b>	<b>\$6,719.39</b>

9/13/2013 11:38:52 AM

# Deposit Register Summary

## Hamilton North Public Library

**From:** 8/1/2013 **To:** 8/31/2013

**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)	\$30.87	\$280.67
<b>Fund Total</b>		<b>\$30.87</b>	<b>\$280.67</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)	\$0.00	\$51.08
<b>Fund Total</b>		<b>\$0.00</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)	\$18.72	\$151.15
<b>Fund Total</b>		<b>\$18.72</b>	<b>\$151.15</b>

	\$22,808.36	\$609,691.74
<b>Total of all Funds:</b>		

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Friday, September 13, 2013

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

**From:** 8/1/2013 **To:** 8/31/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
<b>Fund 100</b>								
100.10.00.38	Room Deposit							
8/12/2013	Debbie Thompson		Debbie Thompson		8362	\$50.00	13513	Room Deposit Refund
8/12/2013	Amy Cotton		Amy Cotton		8363	\$50.00	13514	Room Deposit Refund
8/12/2013	Tonya McCullough		Tonya McCullough		8364	\$50.00	13515	Room Deposit Refund
8/12/2013	Nick Camp		Nick Camp		8365	\$50.00	13516	Room Deposit Refund
8/31/2013	Taylor Newill		Taylor Newill		8421	\$50.00	13532	Room Deposit Refund
			<b>Total:</b>			<b>\$250.00</b>		
100.10.00.39	Key Deposit							
8/12/2013	Amy Cotton		Amy Cotton		8363	\$10.00	13514	Key Deposit Refund
8/12/2013	Tonya McCullough		Tonya McCullough		8364	\$10.00	13515	Key Deposit Refund
8/12/2013	Nick Camp		Nick Camp		8365	\$10.00	13516	Key Deposit Refund
8/31/2013	Taylor Newill		Taylor Newill		8421	\$10.00	13532	Key Deposit Refund
			<b>Total:</b>			<b>\$40.00</b>		
100.10.00.46	Friends Bookstore							
8/31/2013	HNPL Friends		HNPL Friends		8443	\$221.45	13553	Aug 2013 Bookstore Proceeds
			<b>Total:</b>			<b>\$221.45</b>		
100.10.01.11	Salary of Director							
8/13/2013					8342	\$2,120.19	DD8342	
8/27/2013					8372	\$2,120.19	DD8372	
			<b>Total:</b>			<b>\$4,240.38</b>		
100.10.01.12	Salary of Assistants							
8/13/2013					8335	\$93.89	DD8335	
8/13/2013					8336	\$35.57	DD8336	
8/13/2013					8337	\$50.58	DD8337	
8/13/2013					8339	\$886.87	DD8339	
8/13/2013					8340	\$630.00	DD8340	
8/13/2013					8341	\$128.53	DD8341	

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Friday, September 13, 2013

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

**From:** 8/1/2013 **To:** 8/31/2013

Date	Account	Office/Dept/Fund	PO	Claim #	Amount	Check#	Notes
100.10.01.15	Pages						
8/13/2013				8336	\$102.11	DD8336	
8/13/2013				8339	\$45.38	DD8339	
8/27/2013				8367	\$104.09	DD8367	
8/27/2013				8383	\$42.96	DD8383	
8/27/2013				8384	\$25.01	DD8384	
<b>Total:</b>					<b>\$319.55</b>		

Date	Account	Name of Claimant	PO	Claim #	Amount	Check#	Notes
100.10.01.20	Employee Benefits						
8/13/2013	Hartford Life & Annuity Insurance Company	Hartford Life & Annuity Insurance Company		8355	\$209.15	8/12 457 Plan	
8/27/2013	Hartford Life & Annuity Insurance Company	Hartford Life & Annuity Insurance Company		8386	\$201.24	8/27 457 Plan	
8/27/2013	Community Bank	Community Bank		8387	\$1,551.03	Withholdings 1	
8/1/2013	Community Bank	Community Bank		8445	\$11.50	DD Fee #1	
8/16/2013	Community Bank	Community Bank		8446	\$11.70	DD Fee #2	
8/30/2013	Community Bank	Community Bank		8447	\$11.50	DD Fee #3	
<b>Total:</b>					<b>\$1,996.12</b>		

Date	Account	Name of Claimant	PO	Claim #	Amount	Check#	Notes
100.10.02.13	Office Supplies						
8/26/2013	Quill Corporation	Quill Corporation		8394	\$13.43	13522	White Out, Markers
8/26/2013	Quill Corporation	Quill Corporation		8394	\$74.23	13522	Typewriter Ribbon, Binder Clips, Tape
8/26/2013	Cardmember Service	Cardmember Service		8401	\$75.45	13529	Privacy Filter for Computer
8/31/2013	Carriage Paper Products	Carriage Paper Products		8434	\$174.20	13544	Copier Paper - 4 Boxes
8/31/2013	Quill Corporation	Quill Corporation		8438	\$44.09	13548	Ink Cartridges
8/31/2013	Quill Corporation	Quill Corporation		8438	\$36.91	13548	Staplers, markers, file tabs, scissors
<b>Total:</b>					<b>\$418.31</b>		

Date	Account	Name of Claimant	PO	Claim #	Amount	Check#	Notes
100.10.02.23	Operating Supplies						
8/12/2013	Quill Corporation	Quill Corporation		8361	\$36.99	13512	1 Case of Hand Towels
8/26/2013	192	Amy Wolfe		8391	\$3.12	13520	Bags to Store Popcorn
8/26/2013	Quill Corporation	Quill Corporation		8394	\$15.49	13522	Latex Gloves
8/26/2013	Quill Corporation	Quill Corporation		8394	\$10.99	13522	Kleenex
8/26/2013	Cardmember Service	Cardmember Service		8401	\$134.36	13529	Gas for Mower, Liquid Soap, Hand Sanitizer
8/31/2013	Sullivan Hardware	Sullivan Hardware		8420	\$65.02	13531	Roundup Pump, Key, Nuts & Bolts, Adhesive Spray
8/31/2013	Quill Corporation	Quill Corporation		8438	\$86.97	13548	Hand Sanitizer, Kleenex, Clorox Wipes



Friday, September 13, 2013

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

**From:** 8/1/2013 **To:** 8/31/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
						<b>Total:</b>		<b>\$352.94</b>
100.10.02.33	Library Supplies							
8/26/2013	Demco		Demco		8397	\$44.75	13525	DVD Cases
8/26/2013	ALA		ALA		8400	\$36.00	13528	Bookmarks
8/31/2013	The Library Store		The Library Store		8432	\$41.31	13542	Tape
8/31/2013	Demco		Demco		8439	\$51.75	13549	CD Cases
8/31/2013	Demco		Demco		8439	\$55.50	13549	DVD Cases
						<b>Total:</b>		<b>\$229.31</b>
100.10.02.34	Cicero Children's Programming							
8/12/2013	Movie Licensing USA		Movie Licensing USA		8359	\$118.75	13510	25% of Movie Licensing Fee
8/26/2013	Cardmember Service		Cardmember Service		8401	\$236.09	13529	Programming Supplies
						<b>Total:</b>		<b>\$354.84</b>
100.10.02.35	Cicero Young Adult Programming							
8/12/2013	Movie Licensing USA		Movie Licensing USA		8359	\$118.75	13510	25% of Movie Licensing Fee
8/26/2013	Arcadian Design		Arcadian Design		8398	\$50.00	13526	Art/Craft Instruction for YA Program
						<b>Total:</b>		<b>\$168.75</b>
100.10.02.36	Cicero Adult Programming							
8/12/2013	Movie Licensing USA		Movie Licensing USA		8359	\$118.75	13510	25% of Movie Licensing Fee
8/31/2013	GEARB/Amazon		GEARB/Amazon		8440	\$6.96	13550	Tess Gerritsen Book
						<b>Total:</b>		<b>\$125.71</b>
100.10.03.14	Professional Services							
8/12/2013	State of Indiana		State of Indiana		8357	\$7.00	13508	Background Check Fee
8/31/2013	CompuTrain Enterprises, Inc.		CompuTrain Enterprises, Inc.		8424	\$2,350.60	13535	Accounting Software
8/31/2013	SpamSoap		SpamSoap		8426	\$150.00	13537	Semi-Annual Fee
						<b>Total:</b>		<b>\$2,507.60</b>
100.10.03.27	Communication & Transportation							

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Friday, September 13, 2013

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

**From: 8/1/2013 To: 8/31/2013**

Date	Account	Office/Dept/Fund				
8/12/2013	Emily Crickmore	Emily Crickmore	8356	\$32.21	13507	Mileage Reimb.
8/26/2013	Morgan Birge' & Associates, Inc.	Morgan Birge' & Associates, Inc.	8393	\$50.00	13521	Phone Maintenance - August
8/26/2013	Demco	Demco	8397	\$11.81	13525	Shipping
8/26/2013	ALA	ALA	8400	\$11.00	13528	Freight
8/26/2013	Cardmember Service	Cardmember Service	8401	\$413.74	13529	Stamps, Parking SAMS & CYPD Conferences
8/31/2013	Sheri Wallace	Sheri Wallace	8423	\$136.15	13534	Mileage Reimb. - Conferences
8/31/2013	The Library Store	The Library Store	8432	\$11.27	13542	Shipping
8/31/2013	Frontier	Frontier	8433	\$301.22	13543	Cicero Phone & Fax
8/31/2013	James Roy	James Roy	8435	\$284.62	13545	Sept 2012 - July 2013 Mileage
8/31/2013	Demco	Demco	8439	\$10.95	13549	Shipping
8/31/2013	Demco	Demco	8439	\$12.20	13549	Shipping
8/31/2013	Demco	Demco	8439	\$12.20	13549	Shipping
8/31/2013	Baker & Taylor Books	Baker & Taylor Books	8441	\$16.42	13551	Freight

**Total: \$1,303.79**

100.10.03.32	Printing	Name of Claimant	PO	Claim #	Amount	Check#	Notes
8/31/2013	McCormack Printing Impressions, Inc.	McCormack Printing Impressions, Inc.		8442	\$122.00	13552	HNFL Envelopes
<b>Total:</b>					<b>\$122.00</b>		

100.10.03.52	Utilities-Electricity-Cicero	Name of Claimant	PO	Claim #	Amount	Check#	Notes
8/26/2013	Duke Energy	Duke Energy		8389	\$2,146.94	13518	
<b>Total:</b>					<b>\$2,146.94</b>		

100.10.03.53	Utilities-Water-Cicero	Name of Claimant	PO	Claim #	Amount	Check#	Notes
8/12/2013	Cicero Municipal Utilities	Cicero Municipal Utilities		8358	\$161.81	13509	Annual Automatic Sprinkler Charges
8/26/2013	Cicero Municipal Utilities	Cicero Municipal Utilities		8390	\$131.37	13519	
<b>Total:</b>					<b>\$293.18</b>		

100.10.03.54	Utilities-Waste Disposal-Cicero	Name of Claimant	PO	Claim #	Amount	Check#	Notes
8/31/2013	Republic Services #761	Republic Services #761		8444	\$128.69	13554	
<b>Total:</b>					<b>\$128.69</b>		

100.10.03.95	Other Fees	Name of Claimant	PO	Claim #	Amount	Check#	Notes
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Friday, September 13, 2013

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

**From: 8/1/2013 To: 8/31/2013**

Date	Account	Office/Dept/Fund					
8/26/2013	Cardmember Service	Cardmember Service		8401	(\$56.34)	13529	Late Fees Refunded
				<b>Total:</b>	<b>(\$56.34)</b>		
<b>100.10.04.41</b>	<b>Furniture &amp; Equipment-Cicero</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
8/31/2013	Demco	Demco		8439	\$21.90	13549	Shelf Brackets
				<b>Total:</b>	<b>\$21.90</b>		
<b>100.10.04.51</b>	<b>Books-Adult-Cicero</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
8/12/2013	Catering by Design Books	Catering by Design Books		8366	\$109.85	13517	
8/31/2013	Gale/CENGAGE Learning	Gale/CENGAGE Learning		8422	\$19.46	13533	
8/31/2013	GECRB/Amazon	GECRB/Amazon		8440	\$27.43	13550	
8/31/2013	Baker & Taylor Books	Baker & Taylor Books		8441	\$1,089.25	13551	
				<b>Total:</b>	<b>\$1,245.99</b>		
<b>100.10.04.52</b>	<b>Books-Young Adult-Cicero</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
8/31/2013	Baker & Taylor Books	Baker & Taylor Books		8441	\$294.80	13551	
				<b>Total:</b>	<b>\$294.80</b>		
<b>100.10.04.53</b>	<b>Books-Childrens-Cicero</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
8/12/2013	The Penworthy Company	The Penworthy Company		8360	\$198.42	13511	
8/12/2013	Catering by Design Books	Catering by Design Books		8366	\$43.95	13517	
8/31/2013	Scholastic Library	Scholastic Library		8436	\$195.00	13546	
8/31/2013	Scholastic Library	Scholastic Library		8436	\$182.00	13546	
8/31/2013	Scholastic Library	Scholastic Library		8436	\$152.10	13546	
8/31/2013	Baker & Taylor Books	Baker & Taylor Books		8441	\$121.46	13551	
				<b>Total:</b>	<b>\$892.93</b>		
<b>100.10.04.60</b>	<b>Newspapers &amp; Periodicals</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
8/26/2013	Cardmember Service	Cardmember Service		8401	\$94.95	13529	
8/31/2013	USA Today	USA Today		8437	\$150.01	13547	
				<b>Total:</b>	<b>\$244.96</b>		

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Friday, September 13, 2013

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

**From:** 8/1/2013 **To:** 8/31/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
100.10.04.71	Non-Print-Vid/DVD							
8/31/2013	GECRB/Amazon		GECRB/Amazon		8440	\$738.25	13550	
					<b>Total:</b>	<b>\$738.25</b>		
100.10.04.73	Non-Print-Music							
8/31/2013	GECRB/Amazon		GECRB/Amazon		8440	\$29.97	13550	
					<b>Total:</b>	<b>\$29.97</b>		
100.10.04.74	Non-Print-Artwork							
8/26/2013	ALA		ALA		8400	\$36.00	13528	Posters
					<b>Total:</b>	<b>\$36.00</b>		
100.20.02.31	Atlants Programming							
8/12/2013	Movie Licensing USA		Movie Licensing USA		8359	\$118.75	13510	25% of Movie Licensing Fee
					<b>Total:</b>	<b>\$118.75</b>		
100.20.03.28	Communication & Transportation-							
8/31/2013	Endeavor Communications		Endeavor Communications		8431	\$73.17	13541	Atlanta Phone & Fax
					<b>Total:</b>	<b>\$73.17</b>		
100.20.03.51	Utilities-Gas-Atlanta							
8/31/2013	Vectren Energy Delivery		Vectren Energy Delivery		8428	\$18.19	13539	
					<b>Total:</b>	<b>\$18.19</b>		
100.20.03.52	Utilities-Electricity-Atlanta							
8/31/2013	Duke Energy		Duke Energy		8425	\$163.88	13536	
					<b>Total:</b>	<b>\$163.88</b>		
100.20.03.53	Utilities-Water-Atlanta							
8/31/2013	Atlanta Utilities		Atlanta Utilities		8430	\$99.62	13540	
					<b>Total:</b>	<b>\$99.62</b>		

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Friday, September 13, 2013

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

**From:** 8/1/2013 **To:** 8/31/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
100.20.04.51	Books-Adult-Atlanta							
8/31/2013	Baker & Taylor Books		Baker & Taylor Books		8441	\$73.85	13551	
					<b>Total:</b>	<b>\$73.85</b>		
			<b>Total for Fund# 100</b>			<b>\$35,192.25</b>		

**Fund 110**

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
110.10.03.01	LIRF - Repairs & Maintenance							
8/26/2013	Ricoh USA, Inc.		Ricoh USA, Inc.		8395	\$91.80	13523	Copier Charges
8/26/2013	Ricoh USA, Inc.		Ricoh USA, Inc.		8399	\$358.43	13527	Copier Charges
					<b>Total:</b>	<b>\$450.23</b>		
			<b>Total for Fund# 110</b>			<b>\$450.23</b>		

**Fund 140**

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
140.10.03.01	State Technology Fund Grant							
8/31/2013	ENA Services LLC		ENA Services LLC		8427	\$340.00	13538	
					<b>Total:</b>	<b>\$340.00</b>		
			<b>Total for Fund# 140</b>			<b>\$340.00</b>		

**Fund 160**

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
160.10.03.01	Rainy Day - Repairs & Maintenance							
8/31/2013	ENA Services LLC		ENA Services LLC		8427	\$422.50	13538	
					<b>Total:</b>	<b>\$422.50</b>		
160.10.04.01	Rainy Day - Furniture & Equipme							
8/26/2013	Hamilton Heights Band Boosters		Hamilton Heights Band Boosters		8402	\$152.00	13530	Mums & Cabbage for Fall Planting
					<b>Total:</b>	<b>\$152.00</b>		
			<b>Total for Fund# 160</b>			<b>\$574.50</b>		

**Fund 200**

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Friday, September 13, 2013

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

From: 8/1/2013 To: 8/31/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
200.10.01.01	Federal Withholding							
8/27/2013	Community Bank		Community Bank		8387	\$935.86		Withholdings 1
					<b>Total:</b>	<b>\$935.86</b>		
200.10.01.02	FICA Withheld							
8/27/2013	Community Bank		Community Bank		8387	\$1,257.02		Withholdings 1
					<b>Total:</b>	<b>\$1,257.02</b>		
200.10.01.03	Medicare Withheld							
8/27/2013	Community Bank		Community Bank		8387	\$294.01		Withholdings 1
					<b>Total:</b>	<b>\$294.01</b>		
200.10.01.04	State/County Withheld							
8/27/2013	Indiana Department of Revenue		Indiana Department of Revenue		8388	\$903.18		Withholdings 2
					<b>Total:</b>	<b>\$903.18</b>		
200.10.01.09	457 Plan Withheld							
8/13/2013	Hartford Life & Annuity Insurance Company		Hartford Life & Annuity Insurance Company		8355	\$134.95		8/12 457 Plan
8/27/2013	Hartford Life & Annuity Insurance Company		Hartford Life & Annuity Insurance Company		8386	\$127.04		8/27 457 Plan
					<b>Total:</b>	<b>\$261.99</b>		
200.10.01.11	457 Plan Loan							
8/13/2013	Hartford Life & Annuity Insurance Company		Hartford Life & Annuity Insurance Company		8355	\$20.71		8/12 457 Plan
8/27/2013	Hartford Life & Annuity Insurance Company		Hartford Life & Annuity Insurance Company		8386	\$20.71		8/27 457 Plan
					<b>Total:</b>	<b>\$41.42</b>		
<b>Total for Fund# 200</b>						<b>\$3,693.48</b>		
<b>Fund 300</b>								
300.10.02.06	Gift Fund - Programming							
8/26/2013	Cardmember Service		Cardmember Service		8401	\$15.57		13529 Popcorn, Food for Programs
					<b>Total:</b>	<b>\$15.57</b>		

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Friday, September 13, 2013

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

**From:** 8/1/2013 **To:** 8/31/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
300.10.02.10	Gift Fund - Amazon Sales							
8/26/2013	Cardmember Service		Cardmember Service		8401	\$76.01	13529	Shipping
					<b>Total:</b>	<b>\$76.01</b>		
300.10.04.20	Gift Fund - Friends Slush Fund Ci							
8/26/2013	192		Amy Wolfe		8391	\$18.17	13520	Pop & Water
8/26/2013	192		Amy Wolfe		8391	\$18.99	13520	Cake for Sarah
8/26/2013	Cardmember Service		Cardmember Service		8401	\$44.64	13529	Snacks for Market Audit Mtg, Anniv. Gift Card
					<b>Total:</b>	<b>\$81.80</b>		
300.20.03.01	Gift Fund - Atlanta Feasibility Stu							
8/26/2013	KRM Architecture		KRM Architecture		8396	\$570.00	13524	Feasibility Study
					<b>Total:</b>	<b>\$570.00</b>		
<b>Total for Fund# 300</b>						<b>\$743.38</b>		
<b>Total Amount of Claims:</b>						<b>\$40,993.84</b>		

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

9/19/2013

From: 8/1/2013 To: 8/31/2013

Claim Number	Vendor Number / Name	PO Number	Check Number	Check Date	Amount of Claim
8355	Hartford Life & Annuity Insurance Company				\$364.81
8356	Emily Crickmore				\$32.21
8357	State of Indiana				\$7.00
8358	Cicero Municipal Utilities				\$161.81
8359	Movie Licensing USA				\$475.00
8360	The Penworthy Company				\$198.42
8361	Quill Corporation				\$36.99
8362	Debbie Thompson				\$50.00
8363	Amy Colton				\$60.00
8364	Tonya McCullough				\$60.00
8365	Nick Camp				\$60.00
8366	Catering by Design Books				\$153.80
8386	Hartford Life & Annuity Insurance Company				\$348.99
8387	Community Bank				\$4,037.92
8388	Indiana Department of Revenue				\$903.18
8389	Duke Energy				\$2,146.94
8390	Cicero Municipal Utilities				\$131.37
8391	Amy Wolfe				\$40.28
8393	Morgan Birge & Associates, Inc.				\$50.00
8394	Quill Corporation				\$114.14
8395	Ricoh USA, Inc.				\$91.80
8396	KRM Architecture				\$570.00
8397	Demco				\$56.56
8398	Arcadian Design				\$30.00
8399	Ricoh USA, Inc.				\$358.43
8400	ALA				\$83.00
8401	Cardmember Service				\$1,034.47
8402	Hamilton Heights Band Boosters				\$152.00
8420	Sullivan Hardware				\$65.02
8421	Taylor Newill				\$60.00
8422	Gale/CENGAGE Learning				\$19.46
8423	Sheri Wallace				\$136.15
8424	CompuTrain Enterprises, Inc.				\$2,350.60
8425	Duke Energy				\$163.88
8426	SpamSoap				\$150.00
8427	ENA Services LLC				\$762.50
8428	Vectren Energy Delivery				\$18.19
8430	Atlanta Utilities				\$99.62



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

9/19/2013

From: 8/1/2013 To: 8/31/2013

Claim Number	Vendor Number / Name	PO Number	Check Number	Check Date	Amount of Claim
8431	Endeavor Communications				\$73.17
8432	The Library Store				\$52.58
8433	Frontier				\$301.22
8434	Carriage Paper Products				\$174.20
8435	James Roy				\$284.62
8436	Scholastic Library				\$529.10
8437	USA Today				\$150.01
8438	Quill Corporation				\$167.97
8439	Demco				\$164.50
8440	GECRB/Amazon				\$802.61
8441	Baker & Taylor Books				\$1,595.78
8442	McConnack Printing Impressions, Inc.				\$122.00
8443	HNPL Friends				\$221.45
8444	Republic Services #761				\$128.69
8445	Community Bank				\$11.50
8446	Community Bank				\$11.70
8447	Community Bank				\$11.50

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

9/19/2013

From: 8/1/2013 To: 8/31/2013

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

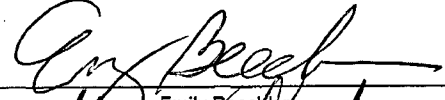
\_\_\_\_\_, 20\_\_\_\_


\_\_\_\_\_  
Fiscal Officer

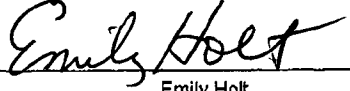
**Allowance of Vouchers**

(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 \$20,457.14 . Dated 9/19/2013

  
 \_\_\_\_\_  
 Emily Beechler


  
 \_\_\_\_\_  
 Steve Griffin

  
 \_\_\_\_\_  
 Emily Holt

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

\_\_\_\_\_  
 Sharon Bislich

\_\_\_\_\_  
 Laura Holliday

  
 \_\_\_\_\_  
 Mike Jenkins

Board Members

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## Payroll Claim Register

### Hamilton North Public Library

209 W Brinton  
Cicero , IN 46034

From: 8/1/2013 To: 8/31/2013

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
8335			\$93.89	DD8335	\$84.28
8336			\$137.68	DD8336	\$122.78
8337			\$50.58	DD8337	\$46.71
8338			\$25.88	DD8338	\$22.76
8339			\$932.25	DD8339	\$758.58
8340			\$630.00	DD8340	\$489.48
8341			\$128.53	DD8341	\$118.70
8342			\$2,120.19	DD8342	\$1,810.35
8343			\$597.49	DD8343	\$497.65
8344			\$226.31	DD8344	\$189.05
8345			\$351.43	DD8345	\$305.84
8346			\$571.83	DD8346	\$477.65
8347			\$445.76	DD8347	\$353.97
8348			\$978.45	DD8348	\$825.15
8349			\$16.50	DD8349	\$15.24
8350			\$521.14	DD8350	\$410.07
8351			\$1,046.23	DD8351	\$839.66
8352			\$431.20	DD8352	\$359.40
8353			\$623.26	DD8353	\$517.73
8354			\$449.87	DD8354	\$282.57
8367			\$174.31	DD8367	\$154.99
8368			\$56.27	DD8368	\$51.96
8369			\$1,088.20	DD8369	\$876.04
8370			\$630.00	DD8370	\$489.48
8371			\$127.03	DD8371	\$117.31
8372			\$2,120.19	DD8372	\$1,810.35
8373			\$593.08	DD8373	\$494.21
8374			\$205.25	DD8374	\$170.51
8375			\$362.01	DD8375	\$314.09
8376			\$566.05	DD8376	\$438.12
8377			\$318.14	DD8377	\$255.70
8378			\$695.89	DD8378	\$584.07
8379			\$532.54	DD8379	\$444.54
8380			\$45.63	DD8380	\$40.13

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Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
8381			\$1,064.97	DD8381	\$853.82
8382			\$432.49	DD8382	\$360.53
8383			\$659.75	DD8383	\$546.17
8384			\$25.01	DD8384	\$22.00
8385			\$461.42	DD8385	\$291.58
			\$20,536.70		\$16,843.22

200.10.01.01	Federal Withholding	\$935.86	200.10.01.02	FICA Withheld	\$1,257.02
200.10.01.03	Medicare Withheld	\$294.01	200.10.01.04	State/County Withheld	\$903.18
200.10.01.09	457 Plan Withheld	\$261.99	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.

\_\_\_\_\_, 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 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of \$16,843.22 Dated 9/19/2013

  
\_\_\_\_\_  
Emily Beechler

  
\_\_\_\_\_  
Steve Griffith

  
\_\_\_\_\_  
Emily Holt

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

\_\_\_\_\_  
Sharon Bislich

\_\_\_\_\_  
Laura Holliday

  
\_\_\_\_\_  
Mike Jenkins

Board Members

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

	Unrestricted Gift Fund	Friends Slush Fund Cicero	Programming Gift Fund	Atlanta Feasibility Study Gift Fund	Kiwanis Children's Computer Lab	Friends Summer Reading Gift Fund	Kiwanis 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	\$ -	\$ 137.52	\$ 624.03	\$ 2,000.00	\$ -	\$ 2,041.50	\$ 250.00	\$ 2,291.50	\$ -
2013 YTD Disbursements	\$ (893.04)	\$ (137.52)	\$ (346.18)	\$ (2,500.00)	\$ -	\$ (1,998.38)	\$ (198.67)	\$ (2,197.05)	\$ -
Ending Balance	\$ 44.92	\$ 0.00	\$ 277.92	\$ (500.00)	\$ 198.00	\$ 20.00	\$ 51.33	\$ 71.33	\$ -

	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	\$ 1,021.34	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,324.39
2013 YTD Disbursements	\$ (913.63)	\$ -	\$ (24.95)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (7,012.37)
Ending Balance	\$ 151.17	\$ 250.00	\$ 296.47	\$ -	\$ -	\$ -	\$ 295.00	\$ -	\$ 1,084.81

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Hamilton North Public Library  
Edward Jones MasterCard Bill  
July 16, 2013 - August 15, 2013

	Emily Crickmore	Sam Mitchel	Sheri Wallace	Amy Wolfe	James Roy			
							TOTAL	
Communication & Transportation - Cicero	\$ 14.00	\$ 101.65	\$ 200.00	\$ 98.09			\$ 413.74	Stamps, Parking, HamCo Director's Luncheon, SAMS Conference Fee, CYPD Conference
Gift Fund - Amazon Sales				\$ 76.01			\$ 76.01	Shipping
Gift Fund - Friends Slush Fund Cicero		\$ 29.64		\$ 15.00			\$ 44.64	Snacks for Market Audit Meeting, Anniversary Gift Card
Gift Fund - Programming			\$ 15.57				\$ 15.57	Popcorn, Food for Programs
Newspapers & Periodicals				\$ 94.95			\$ 94.95	Magazine Renewals
Office Supplies				\$ 75.45			\$ 75.45	Privacy Filter for Luciane
Operating Supplies				\$ 104.00	\$ 30.36		\$ 134.36	Gas for Mower, Liquid Soap, Hand Sanitizer
Other Fees						\$ (56.34)	\$ (56.34)	Late Fees Refunded
Programming - Children's Cicero			\$ 236.09				\$ 236.09	Programming Supplies
<b>TOTAL</b>	<b>\$ 14.00</b>	<b>\$ 131.29</b>	<b>\$ 451.66</b>	<b>\$ 463.50</b>	<b>\$ 30.36</b>	<b>\$ (56.34)</b>	<b>\$ 1,034.47</b>	

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9/13/2013

Edward Jones 8\_15\_13.xls

## August 2013 Director's Report

### I. Technology

- A. Usage of patron computer lab is steadily picking up.

### II. Facilities

- A. 8/9: KRM Architecture presented its feasibility study report on Atlanta.

### III. Staff

- A. Lisa Alvey (page & substitute circulation clerk): Has worked for HNPL for 2 years.
- B. Emily Crickmore has been offered and accepted position as circulation manager.
- C. Luciane Snellenberger was offered the Adult & Y.A. program coordinator position. She has resigned.

### IV. MISC.

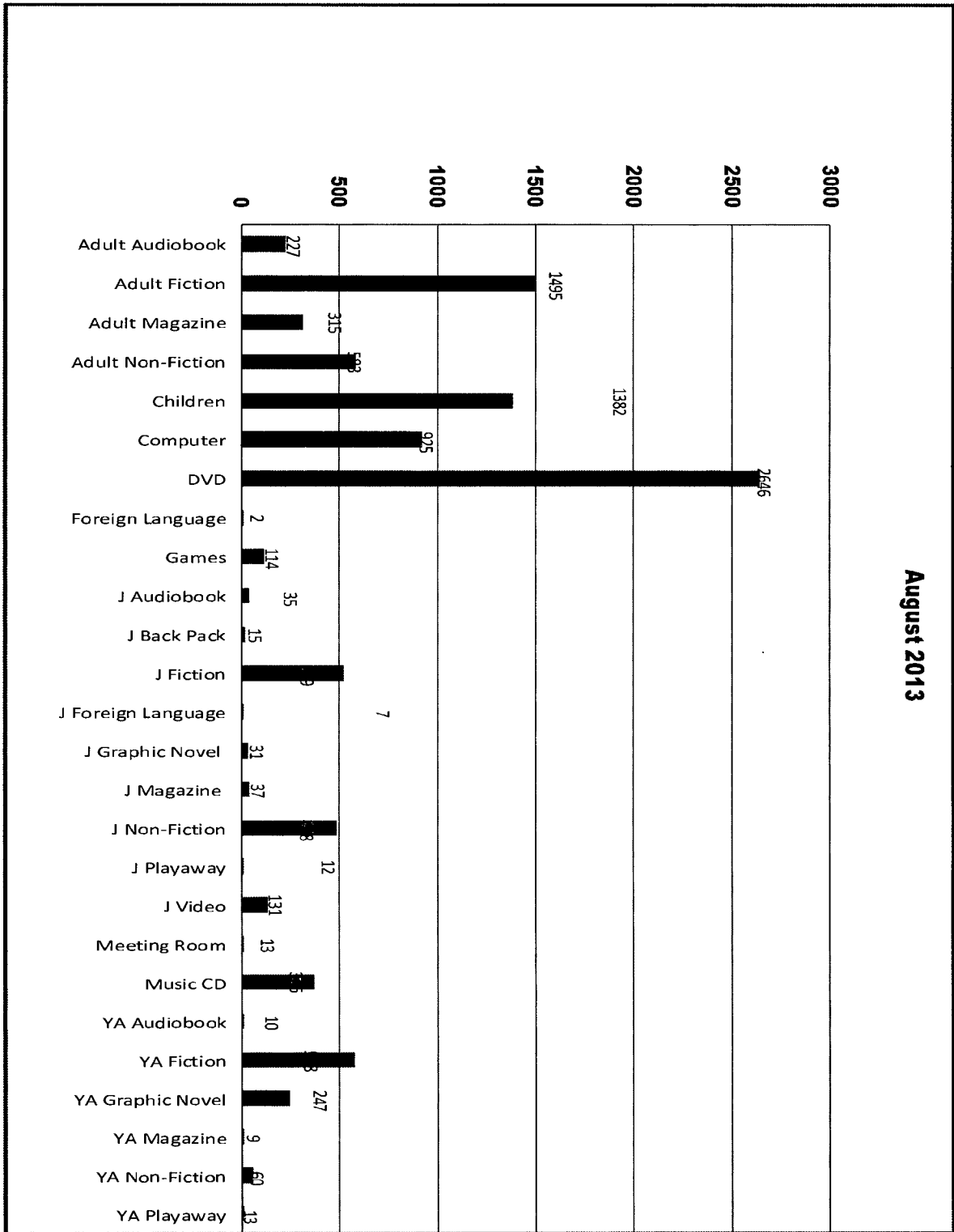
- A. 8/6: Richard Parker, Creative Direction, conducted a market audit with board members and myself.
- B. 8/21: Conference call with Unique Management to discuss collections service.
- C. 8/26: Attended Hamilton County Library Directors lunch meeting.

### V. Looking Forward

- A. Filling Adult/YA program coordinator position.

Samuel Mitchel

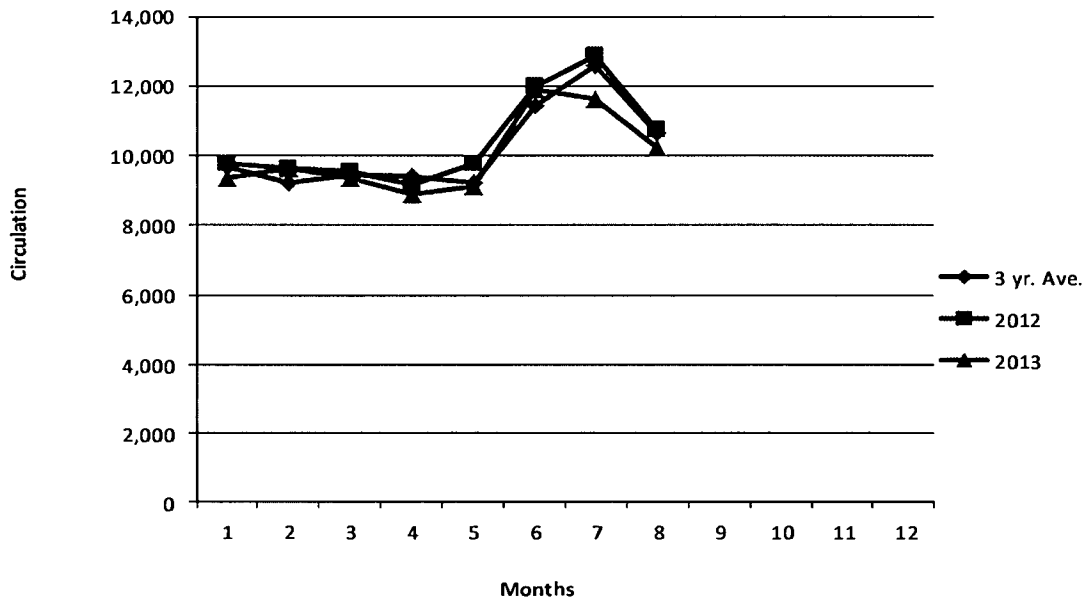
Circulation August 2013



August 2013



### Circ Stats 2013



	Aug-13	Aug-12	3 Years Average
<b>Circulation</b>			
Atlanta	868	756	
Cicero	9392	9971	
<b>Total</b>	<b>10,260</b>	<b>10,727</b>	<b>10,646</b>
<b>In-House Use</b>			
Atlanta	17	0	
Cicero	78	152	
<b>Total</b>	<b>95</b>	<b>152</b>	
<b>Transits Sent</b>			
Atlanta	195	317	
Cicero	804	768	
<b>Total</b>	<b>999</b>	<b>1085</b>	
<b>Transits Received</b>			
Atlanta	222	281	
Cicero	684	712	
<b>Total</b>	<b>906</b>	<b>993</b>	
<b>Databases</b>			
Freegal	36		
Overdrive	307	25	
Tumblebooks	120	13	
World Book	300		

Circulation is a little down, but the database circulation is going up. We've been focusing on selling the digital library services, particularly Overdrive and Tumblebooks.

We issued 52 new patron cards this month.

Emily Crickmore

# ATLANTA BOARD REPORT FOR AUGUST 2013

School started early this year so we do not have large groups of children visiting the library on Wednesday mornings. I did contact the homeschooling parents to let them know that Wednesday is a good day for them to be in contact with other parents and to organize special projects in our library. Although we do not always have young children for story time, I am prepared to do a story and craft each Wednesday.

We are getting the library ready for the New Earth Festival this year. We have a good supply of books and movies for sale.

## AUGUST STATISTICS

NAME OF EVENT	NUMBER OF TIMES	ATTENDANCE	COST
Afternoon movie	2	16	0
Homework help	6	11	0
Crochet/Quilt	5	32	0
Kids crafts	3	8	0
TOTALS	16	67	0

Mary Palmiero

## Hamilton North Public Library Adult Department

### August 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 8/1, 8/7, 8/8 (2x) 8/13	5	10	0	0
Atlanta Music Hall Band 8/6	1	30	140	4.67
Pop Up Art Class with Deanna Leonard 8/14	1	5	0	0
Linkedin with Becky Cola 8/15 (canceled by instructor – 0 registrations)	0	0	0	0
Golf Cart Safety 8/20	1	2	0	0
Cards with Annette Harling 8/20	1	4	0	0
Brown Bag Reading Group 8/23	1	7	0	0
Moonlight Movies @ the Pavilion (Muppet Movie – family film) 8/23	1	35	0	0
Evening Reading Group 8/26	1	2	0	0

Paint Like Warhol 8/28 (canceled by instructor – 0 registrations)	0	0	0	0
Non-Library uses of Meeting Rooms	10	N/A	0	0
TOTAL Library Programs	18	147	.95	

**Coming up:** Unrehearsed Shakespeare, Medicare Info, Stroke Education

It has been a pleasure serving as the Adult Program Coordinator.

Emily Crickmore

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

<b>Program</b>	<b># of Times</b>	<b>Attendance</b>	<b>Cost</b>	<b>Cost per Attendee</b>
Moonlight Movies @ the Pavilion (Escape from Planet Earth, rated PG) 8/9	1	40	0	0
City of Bones Movie Release Party 8/21	1	8	26	3.25
<b>Total programs</b>	<b>2</b>	<b>48</b>	<b>26</b>	<b>1.84</b>

Coming up: TAB

It has been a pleasure serving as the Young Adult Program Coordinator.

Emily Crickmore

Hamilton North Public Library  
Children's Department  
August 2013

The month of August has been spent weeding the picture book collection. In an attempt to boost circulation, we have removed over 600 titles from our picture books. I plan to continue the weeding process in the Readers section and then the Fiction and Non Fiction will be last.

I also attended the Children's and Young Peoples Division Conference and Story Time boot camp. I will be completely restructuring my Preschool Pals story time. This story time will be expanded from 30 minutes to 1 hour in length. The craft will be replaced with stations that include art, sensory boxes, building blocks of various kinds, color, number and letter sorting games and a book station. These stations will follow the state standards for Pre K and Kindergarten.

I am currently planning a series of science classes for our homeschool community. These will take place once a month from September through November.

Sheri Wallace  
Children's Department

H.N.P.L.

## Monthly Maintenance Report

AUGUST 2013

The bulletin board in the Adult section has been fastened to the wall in the new book area. This will stabilize the board and prevent it from being knocked over.

The entire periphery of the inside and outside of the building has again been sprayed with insecticide to try to reduce the spider population.

Permanent anchors have been installed flush in the floor of the pavilion to anchor the movie screen. In the past we had used cement blocks and bungee cord, a less efficient method.

The annual flowers along the walkway and sign have been removed and those areas have been replanted with fall flowers.

Attached new signage to the recycle bins in trying to control unwanted material such as trash, cardboard and unbagged shredded paper.

Looking forward:

Continuing to spray weed killer along fence area on East side to clean the entire property line of the unsightly growth.

Jim Roy

ATLANTA BRANCH OF  
THE HAMILTON NORTH  
PUBLIC

**Facility Condition Study**

August 8, 2013

**study**

**krM**  
Architecture+  
Himmel & Wilson +  
Carson Block





**Contents**

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2 - Coal Chute/pump concrete	
3 - Drains at lower level doors	
4 - Exterior masonry wall condition	
5 - Exterior wall insulation	
6 - Entry stair masonry	
7 - Exterior walls - interior finish	
8 - Plumbing	
9 - Under slab drainage system	
10 - Lower level floor slab	
11 - Electrical service	
12 - Lighting	
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14 - Exit lighting	
15 - Electrical concern - nob and tube	
16 - Heating and cooling	
17 - Exterior windows	
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19 - Interior ceilings - lower level	
20 - ADA accessibility	
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**Summary**

During the summer of 2013, krM Architecture was engaged to review the Atlanta Public Library for the purposes of understanding the building condition and potential costs associated with correcting any deferred maintenance or appearance issues that may need correction. The building is a Carnegie Library constructed about 100 years ago. The building is about 4,200 gross square feet.

As part of this process, krM visited the site on different occasions to assess different components of the work. The components of the work that were specifically addressed are listed on this page.

In general the building is good condition but suffering from some maintenance issues. The areas that should be addressed are discussed in the report but a summary of the most important items are:

- 1** - The tile roofing should be carefully removed, underlayment membrane replaced and tile re-installed.
- 2** - The plaster ceiling in the main floor should be repaired and painted after the roof is repaired.
- 3** - Exterior masonry should be tuck-pointed in various areas including the entry stairs.
- 4** - The chimney should be repaired (or removed)
- 5** - The grade around the building and especially on the south side should be raised to eliminate trapping water against the building
- 6** - The interior of the exterior walls on the lower level should be repaired after the grading is complete.
- 7** - The nob and tube wiring in the attic should be removed.
- 8** - Insulation should be added in the attic

### **1 - Site Issues**

The site is generally well drained with the library sitting at the crown of a slight hill. However, close to the building the soil has settled creating a slight backward slope against the building. This likely has contributed to water being trapped against the basement wall during wet times. This is also likely contributed to the plaster bubbling and damage in the lower level particularly toward the south end.

This should be corrected by in filling to raise the soil level against the building.

This is particularly noticeable on the south side of the building.

### **2 - Coal Chute and Pumps**

On the east side of the building is a concrete underground structure that was likely the remains of a coal chute or a converted area for fuel oil storage. This area appears to now house some type of in-active sump pump system. While this does not seem to be a detriment to the building, the man hole lid access and open area below could be a nuisance in the future. It is also possible that it could be an attractive hazard to young people if it was discovered.

### **3 - Drains at Lower Level Exterior Doors**

There are two doors out of the lower level. In both cases the doors are below the surrounding grade requiring steps up. There is a drain in the landing outside the door. The library staff has reported that at times water comes in the doors during heavy rains.

It does not appear that the drains are filled with debris or other wise plugged. It appears that during heavy rains the local storm sewer system does not have the capacity to take away all the water and the drains in the entries cannot flow. The result is ponding water at the entries. This is not an uncommon problem in many communities but it is difficult to solve. An alternate viable option may be the addition of canopies to keep the water out of the stair landing if the drain problem cannot be solved.

### **4 - Condition of the Masonry**

The exterior walls are constructed of brick exterior and masonry back-up. The masonry is then finished on the interior with plaster. Overall the walls are in good condition.

There are some areas where the brick joints have opened up or the mortar has washed out. This is common but also a potential source of water entry into the walls. These areas are located all around the building in minor amounts with the highest concentration on the east side close to the entrance. It is recommended that the brick joints that are open be cut out and pointed back in accordance with normal masonry repairs.

### **5 - Exterior Wall Insulation**

It does not appear that there is any insulation in the exterior walls. This was typical of the construction type at that time. We do not recommend adding insulation unless a significant building renovation project is undertaken. This insulation process is best created by added rigid board type insulation to the interior with new finish on the inside and re-working al of the framing at the doors and windows. The expense of this typically does not have a reasonable pay-back in energy savings. In addition the high thermal mass of the existing walls combined with a night set back thermostat is a reasonably effective system in terms of energy consumption.

### **6 - Entry Masonry Stair Walls**

There is noticeable joint deterioration in the brick masonry at the entrance stair walls. These type of masonry walls are not protected by overhangs and are more susceptible to weather damage over time. It is recommended that these wall be repaired by cutting out the damaged joints and pointing in new mortar. There were some cracked brick that also need to be removed and replaced.



**7 - Exterior Walls - Interior Finish**

The interior finish of the exterior walls is in generally good condition, particularly on the upper level. This is an indication that there has not been significant water entry into the walls.

On the lower level there is damage to the interior plaster walls that is due to moisture. From our experience this type of basement is difficult to keep completely free of plaster bubbling. Even without water from the exterior these types of un-insulated cool basement walls attract interior moisture that condenses inside the plaster of the wall. While it is a relatively minor amount, over time this moisture cause bubbling of the plaster. This generally requires the bubbled plaster to be scraped clean down to the substrate and new plaster and paint applied.

In addition to the normal basement plaster damage mentioned above, some areas of the basement walls have exterior foundation moisture coming in through the walls. This type of moisture entry deteriorates plaster at a much faster rate than condensation type of plaster damage. In the case of the Atlanta library the site grading against the building particularly on the south side is likely trapping water against the building.

There are long run-outs from the downspouts which are keeping most of the roof water away from the building.

**8 - Plumbing**

The plumbing all seemed to function.

**9 - Under-slab Drainage System**

At some point in the recent past an interior under floor drain systems and sump pump has been installed under lower level floor. This system seems to be working well and discharges out into the south yard. The library reported that there have not been problems with lower level water except coming through the doors.

**10 - Lower Level Floor Slab**

In many older Carnegie Libraries the lower level floor slab is in poor condition. The condition of the Atlanta Library lower level floor slab is in good condition. It appears that the floor was significantly repaired in the recent past including the addition of a perimeter drain system and a new epoxy type floor coating. All of these components appear to be in good condition.

**11 - Electrical Service**

At some time the electrical service has been upgraded to a contemporary circuit breaker system and the distribution updated to a conduit and wire system. The size of the service appears to be adequate for the building.

**12 - Lighting**

The lighting is exposed lamp fluorescent and seems to be in good working condition.

**13 - Exposed Electrical Conduit**

While not overwhelming in appearance, there are some areas of the building on the upper floor where surface mounted electrical conduit has been added. This is the most noticeable at the entry. While not a functional issue, this is one of the distractions from the other wise good maintenance of the original building on the upper level. To change this would requires some careful planning that would like result in concealing conduit in wood trim work and in some areas possibly channeling the plaster to laying new conduits.

#### **14 - Exit Lighting**

There are currently no exit lights in the building. When the building was constructed there were no requirements for exit lighting and as long as the building is not changed or the local Fire Marshall deems necessary exit lights are not required due to grandfather allowances.

However exit lights provide illumination of the exits as well as some level of emergency lighting. We recommend adding exit lighting.

#### **15 - Electrical Concern**

In the attic we observed older nob and tube wiring that is still intact. We did not test the nob and tube wiring to verify that it was abandoned but the library should have this verified and the nob and tube wiring should be removed. This system does not meet building codes.

#### **16 - Heating and Cooling System**

The heating and cooling systems are contemporary force air systems similar to the type that would likely be installed in a new building of this size. There are two furnace/cooling units in the lower level that distribute the air by sheet metal ducts under the main floor. The air is distributed up to the main floor through diffuser in the floor. The layout and design is logical and while somewhat obtrusive in the lower level ceiling, minimizes the impact in the main library space on the 2nd floor. The library indicated there were no real issues with the heating and cooling.

#### **17 - Exterior Windows**

The windows appear to be the original wood windows of the building. They are covered with a storm window. While the windows are a double hung operable style, it does not appear that the windows are operated and in fact are likely fixed shut. The windows appear to be well maintained in good condition. Some normal scraping in painting is needed.

#### **18 - Interior Ceilings - Upper Level**

The ceilings are made of plaster. There is some damage to the plaster that is the result of roof leaks above. The damage has resulted in paint coming off and some delamination or flaking of the plaster. If the roof leaks are resolved the plaster should be repaired and repainted. The damage appears to be easily repairable after the water issue is resolved. This should be repaired soon.

#### **19 - Interior Ceilings - Lower Level**

The ceilings in the lower level are plaster. There is some cracking and curling at the cracks but in general the ceilings are in fair condition.

#### **20 - ADA Accessibility**

The building has not been significantly modified since it's construction in the early 1900s. The design is consistent with other library's of the time but does not offer any form of ADA access.

#### **21 - Attic Insulation**

There is a minimal amount of blown in cellulose type attic insulation. The thickness varies but is approximately 3" deep. We recommend that additional blown in type insulation be added in the attic area. This should not occur until after:

- The roof leaks are repaired
- The nob and tube wiring is removed
- Other non-insulated electrical items be moved

#### **22 - Attic Structure**

The access to the attic is by way of a ceiling access panel in the entrance vestibule. The roof structure is a wood framing as illustrated in the photographs. The structure appears to be in very good condition and well constructed. There was no noticeable deflection or sagging in any roof members. There is some water staining that is the result of roof leaks but to this point there has been no significant deterioration of the wood due to the water entry. Some areas at the leaks are beginning to show some early signs of rot and the leaks should be corrected.



**23 - Roofing**

The existing roof cover is red clay tile. No cracked tiles were observed anywhere on the roof. There are obvious water leaks on the inside. Clay tile roofs rely heavily on the under felt to for water tightness. The clay tiles themselves do not provide water resistance against wind driven rains. It is likely that over the years the felt underlayments have deteriorated to the point where they have split in some areas allowing wind driven rain coming in the tile gaps to to leak to the ceiling below. One area appears to be a ridge area.

The best remedy is for the clay tile to be carefully removed and the heavy felt underneath be replaced. A premium product for this replacement is the Grace self adhesive ice and water shield. The tiles are then replaced forming the protective cover over the felt or ice and water shield.

One important characteristic of repairing this type of roof is that a highly qualified roofing company that is very familiar with removing and repairing clay tile roofs be engaged. If properly completed this is a very long lasting roof system. In-experience in the replacement of this roof type can lead to ongoing leaks, poor appearance, cracked tiles and damage to the roof.

**24 - Entry Vestibule**

The doors in the entry vestibule have been replaced at some point and while they are functional do not match the style of the general wood work in the building. It is suggested that these doors be replaced or possibly refinished.

The exterior doors are wood that has been deteriorated by exposure over time. It is suggested that the doors be re-finished and repaired. The hardware is functional but not attractive.

**25 - Chimney Condition**

There is an existing masonry chimney on the west side of the building. It was installed for earlier heating systems that required a typical masonry chimney such as this. Today the chimney appears to serve no function. The newer heating system is the condensate type of gas furnace that vents the exhaust out of the side wall. A chimney like this is one of the most susceptible areas to masonry wear. While from a distance the chimney appears to be straight and structurally sound, closer observation shows that significant areas of the mortar joints are washed out and in need of repair. This should be considered a high priority item to prevent an accelerating deterioration of the masonry.

**26 - Appearance Items**

In general the building is structurally and architecturally in good condition except for the items noted.

The building was constructed in a high quality fashion and and still has the high quality feel to it. The interior wood work on the upper level has a good appearance, the windows are attractive and the space has an a good feel.

There are two items that have been added over the years that are not consistent with the quality and care taken for the initial planning and construction. While these items are not functionally deteriorating the building they do reduce the overall quality of the building. If this style of maintenance is continued at some point the lower quality components will become dominant and the building will lose it's identity as quality architecture. A listing of the noted components like this are

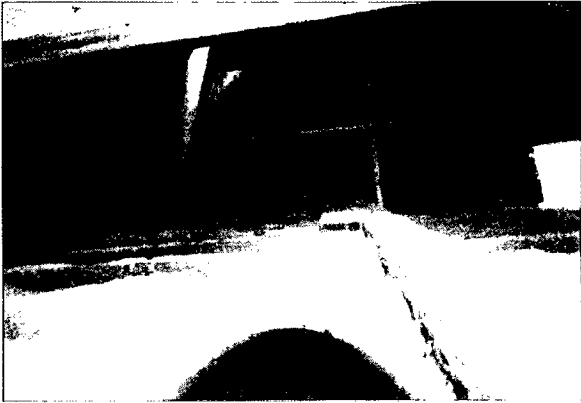
The lighting on the upper level is exposed bulb strip florescent.

The electrical work added is many cases surface applied and not sensitive to the quality of the architecture.

Attic Structure



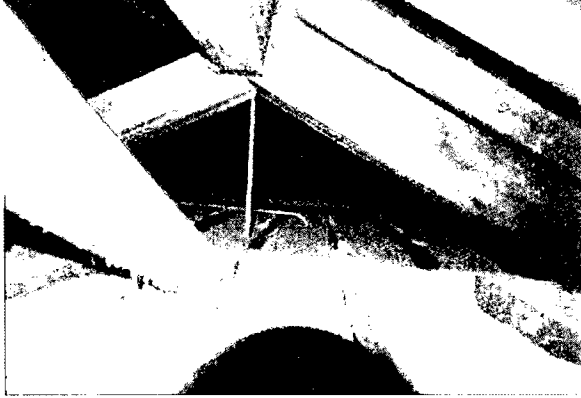
Attic Structure



Attic Structure



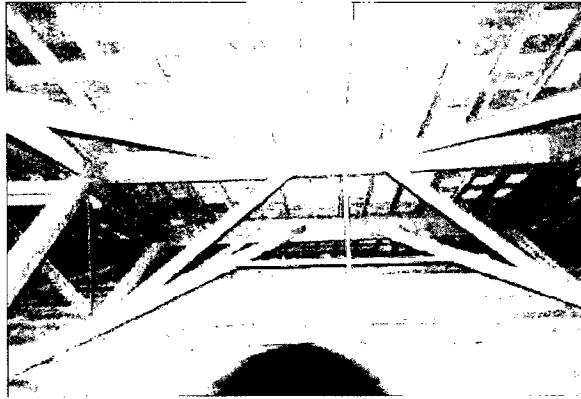
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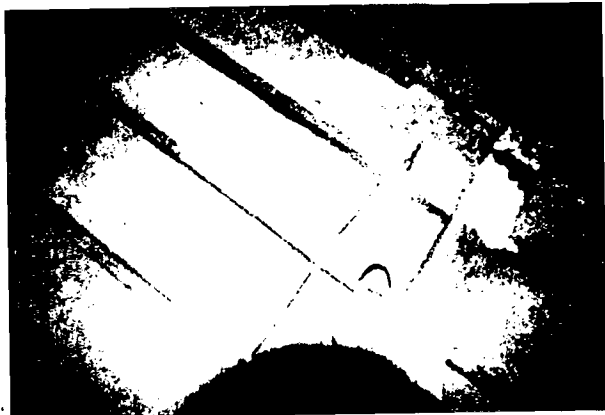
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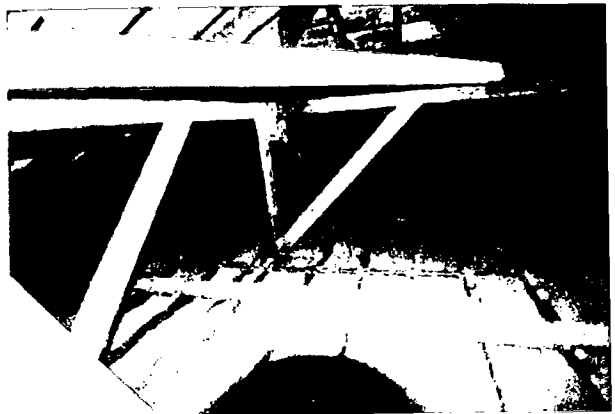
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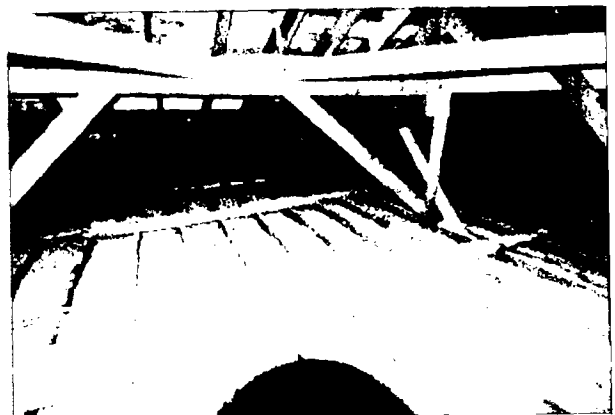
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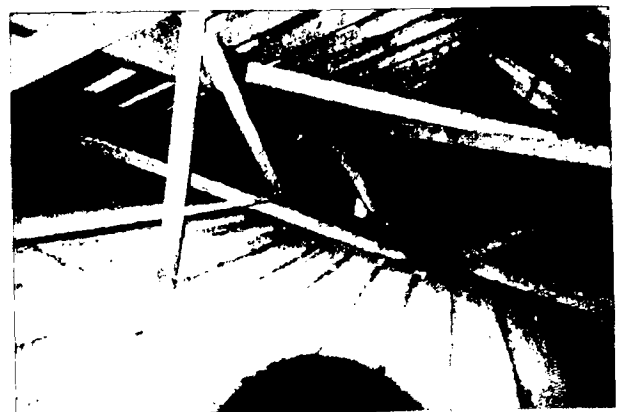
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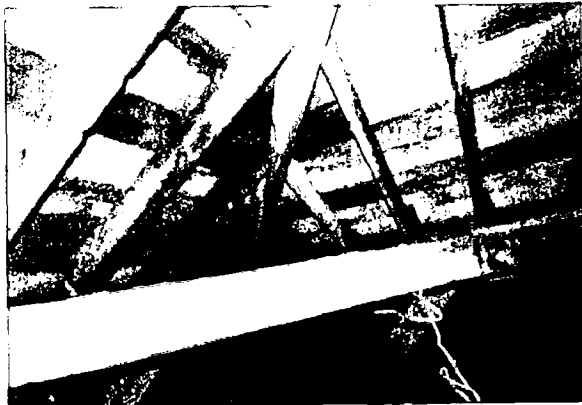
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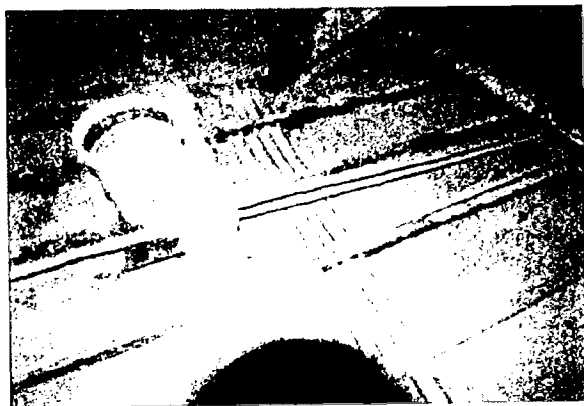
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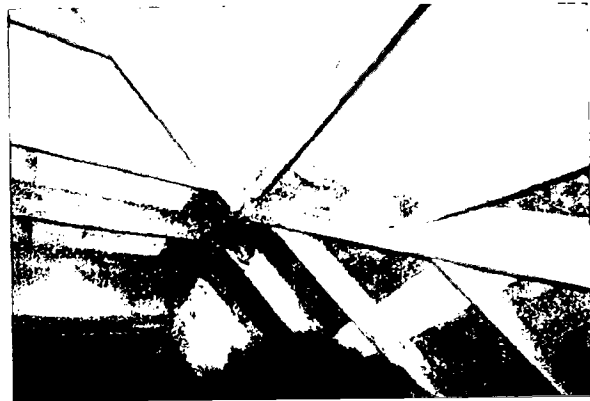
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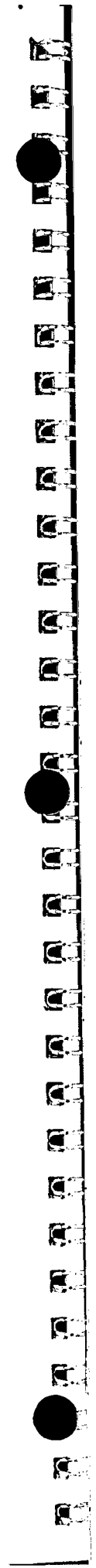
Attic Structure



Attic Structure



Attic Structure







Attic Structure



Electrical in Attic



From southeast



From northeast



From north



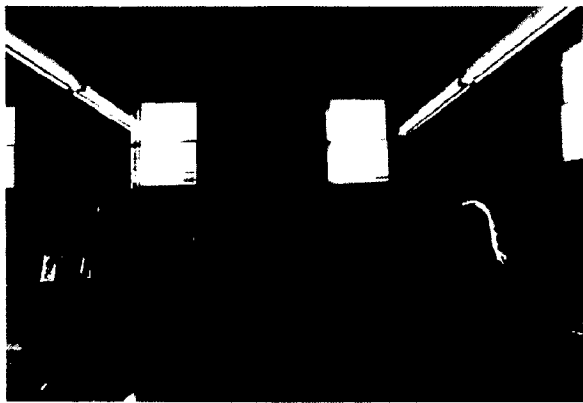
North entrance with drain



Looking east



looking southeast main floor



Looking south main floor



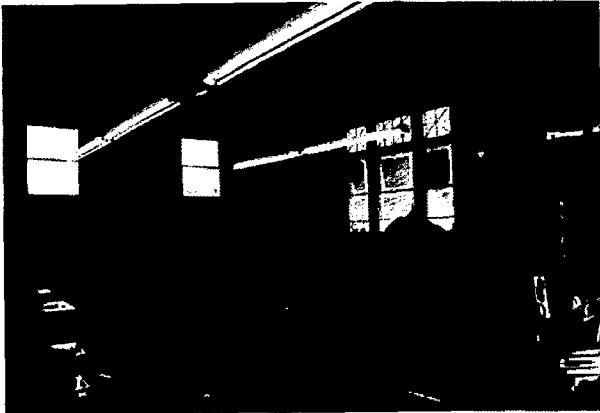
Looking west main floor



Main Floor



Main Floor looking north



Main Floor



Furnace Area



Restroom



Lower level storage



Lower level



Lower level



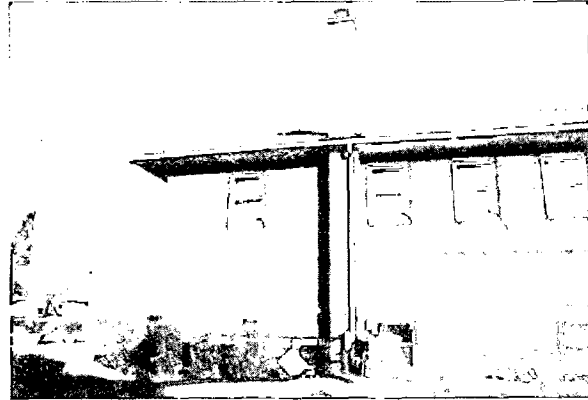
Electrical panel lower level



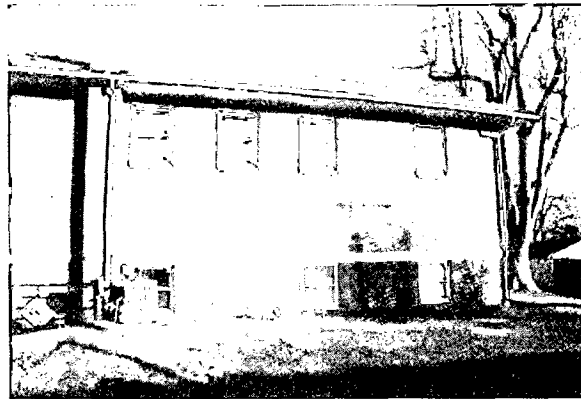
Lower level looking south



Lower level looking north



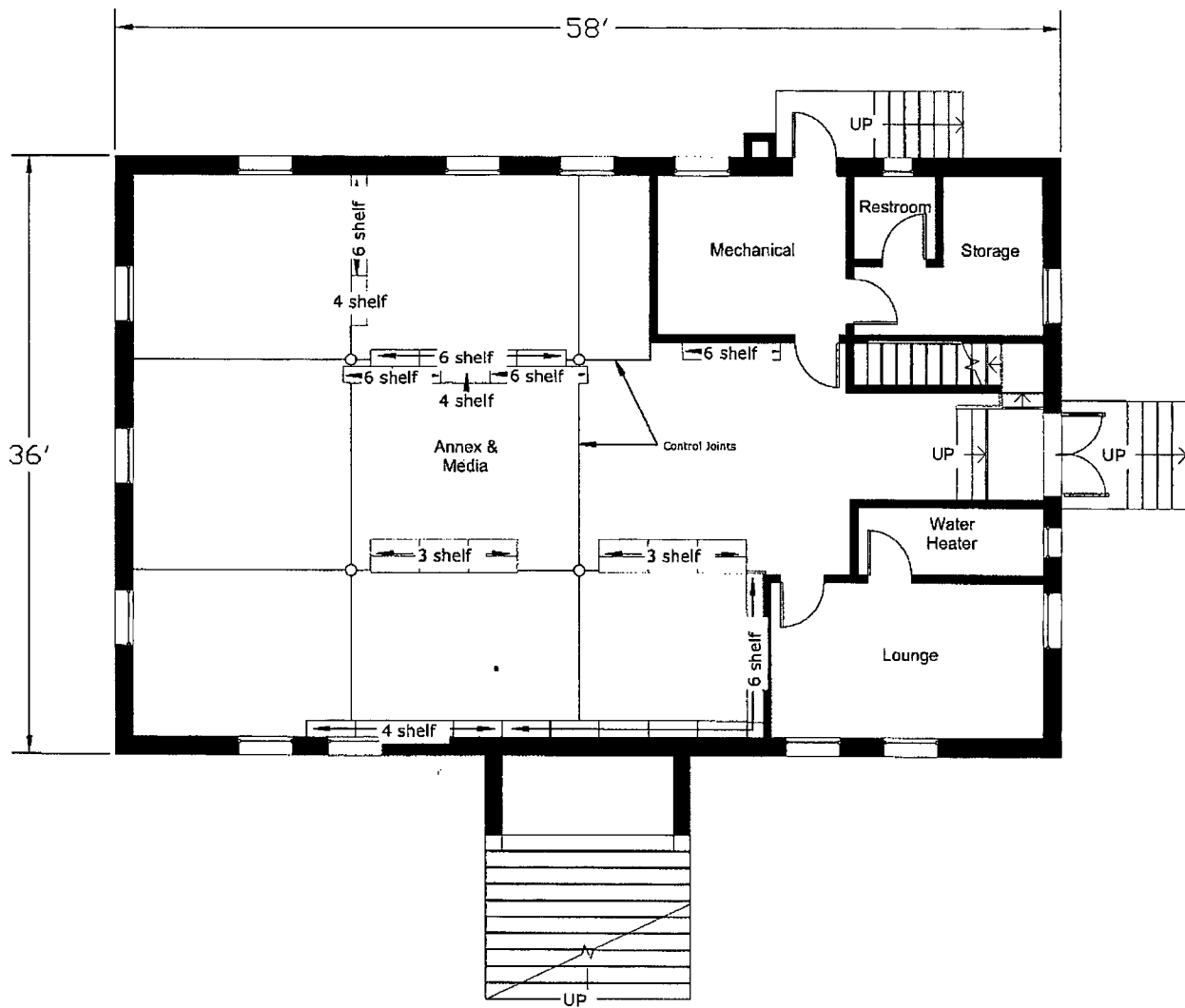
Chimney on west side



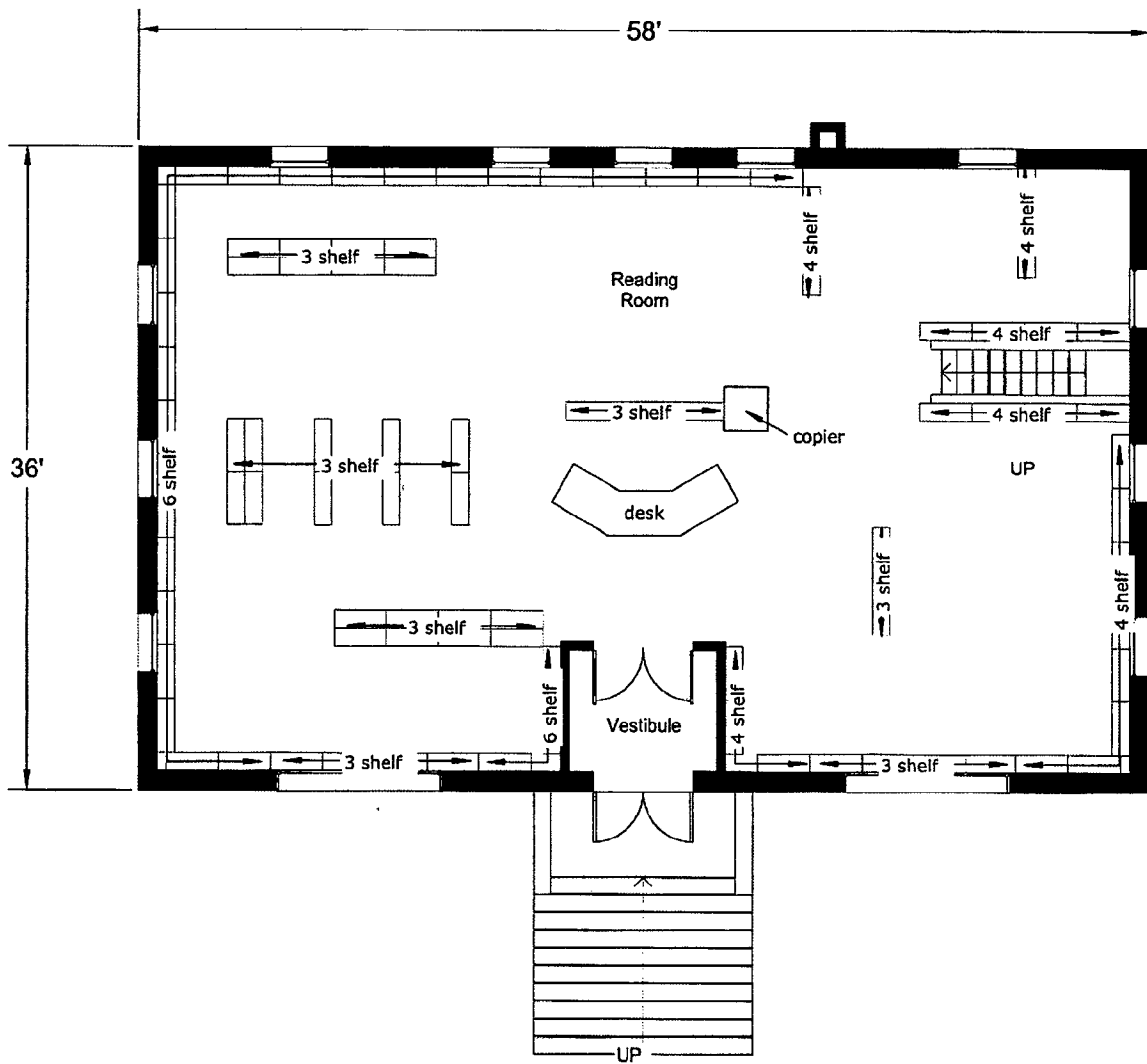
West side - coal chute/pump lid



South side



LOWER LEVEL FLOOR PLAN



UPPER LEVEL FLOOR PLAN

<b>1 Site Issue - Grading against Building</b>					
Add soil and grading against building	1	allow	\$ 700.00	\$ 700	
Repair landscaping	1	allow	\$ 700.00	\$ 700	
					\$ 1,400
<b>2 Coal Chute and pump room removal</b>					
Demolish interior pumps and other items	32	hours	\$ 150.00	\$ 4,800	
Repair and water proof basement wall	200	sf	\$ 25.00	\$ 5,000	
Backfill with earth	150	cyds	\$ 40.00	\$ 6,000	
Seeding	1	allow	\$ 500.00	\$ 500	
					\$ 16,300
<b>3 Make drains flow at lower level entrances</b>					
Solution by the Town of Atlanta is needed					
Optional betterment - add canopies	2	each	\$ 2,000.00	\$ 4,000	
					\$ 15,300
<b>4 Masonry wall tuck-pointing</b>					
	900	sf	\$ 17.00	\$ 15,300	
<b>5 Interior wall insulation - not recommended</b>					
<b>6 Entry masonry stair repair</b>					
	200	sf	\$ 22.00	\$ 4,400	
<b>7 Exterior walls - interior finish - lower level</b>					
Scrape and demo	1,700	sf	\$ 2.00	\$ 3,400	
Plaster	1,700	sf	\$ 7.00	\$ 11,900	
Paint	1,700	sf	\$ 2.00	\$ 3,400	
					\$ 18,700
<b>8 Plumbing - no issues</b>					
<b>9 Under slab drainage - no issues</b>					
<b>10 Lower level floor slab - no issues</b>					
<b>11 Electrical service - no issues</b>					
<b>12 Lighting - no issues - see note 26</b>					
<b>13 Exposed electric conduit</b>					
No issues see - item 26					
<b>14 Exit Lighting</b>					
Add exit lights and entrance	3	each	\$ 400.00	\$ 1,200	
Power to exit lights	3	each	\$ 650.00	\$ 1,950	
					\$ 3,150
<b>15 Electrical Concerns - nob and tube wiring</b>					
Remove nob and tube in the attic	16	hours	\$ 70.00	\$ 1,120	
<b>16 Heating and cooling</b>					
No issues					

cost estimate



17	<b>Exterior windows</b>						
	No issues						
18	<b>Interior ceilings - Upper level</b>						
	Repair after the roof is corrected	200	sf	\$	10.00	\$	2,000
	Paint	1,900	sf	\$	2.00	\$	3,800
							\$ 5,800
19	<b>Interior ceilings - lower level</b>						
	Minor issues see items 26						
20	<b>ADA accessibility</b>						
	Not added						
21	<b>Attic insulation</b>	2,100	sf	\$	2.50	\$	5,250
22	<b>Attic structure</b>						
	No issues						
23	<b>Roofing</b>						
	Remove and store roof tiles	3,030	sf	\$	1.50	\$	4,545
	Remove felt	3,030	sf	\$	0.50	\$	1,515
	Inspect deck and replace 10% of decking	300	sf	\$	4.00	\$	1,200
	Install Grace Ice and water shield	3,030	sf	\$	4.00	\$	12,120
	Re-install clay tile roofing	3,030	sf	\$	6.00	\$	18,180
							\$ 37,560
24	<b>Entry vestibule</b>						
	Replace interior doors and hardware	2	each	\$	1,500.00	\$	3,000
	Re-finish exterior door	2	each	\$	700.00	\$	1,400
	New hardware on exterior door	2	sets	\$	300.00	\$	600
							\$ 5,000
25	<b>Chimney repair</b>						
	Scaffold install and removal	24	hours	\$	60.00	\$	1,440
	Tuck-point	32	hours	\$	60.00	\$	1,920
	clean and water resistance	4	hours	\$	60.00	\$	240
							\$ 3,600
26	<b>Appearance Items</b>						
	Replace main level lighting	24	fixtures	\$	700.00	\$	16,800
	Replace lower level lighting	24	fixtures	\$	450.00	\$	10,800
	Conceal exposed conduit	120	hours	\$	60.00	\$	7,200
	Misc. wall and door improvements	1	allow	\$	15,000.00	\$	15,000
	Miscellaneous painting	1	allow	\$	2,000.00	\$	2,000
							\$ 51,800
							Total All \$ 173,380





**ABOUT OUR LOGO:**

Celebrating 35 years!

The large circle represents our  
commitment to starting, learning  
and sharing roads.

## **Hamilton North Public Library Marketing Communications Proposal/Plan**

Version 1.0 DRAFT  
September 12, 2013

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## **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 and Friday and Saturday from 10:00 AM until 5:00 PM. It is closed on Sundays. The Atlanta branch was originally built in 1916. 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. On the other hand, 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, but you also must change the prejudices, emotional investment, preferences, 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.

### **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 as 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 the library. Answers from closed-end questions can provide a great baseline to provide a baseline to measure performance of a marketing campaign.

### **Goals and Objectives**

Marketing Goal (Aspirational):

- Become recognized as the number one choice where people in the community 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.
  - 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.

Marketing Communications Strategies (How-To):

1. Reintroduce and rebrand HNPL as a new service that meets the needs of today's community.
2. Develop and promote direct response tactics that are designed to drive numbers in:
  - 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.

## Product

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

1. Repositioning HNPL.
  - Creating 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 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.
  - 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 "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

Reconsider the pricing as a tiered "membership" fee (rather than "card holder" structure) to accommodate the expectations, levels, interests, and of users. The perception of "free" sometimes means *NO* value.

- Be forced to find ways to create *GREAT* value for those who join – programs, offers, or incentives so cool and attractive that they cannot be refused and which have great pass-along value.
- Membership pricing level examples:
  - Free limited time trial memberships.
  - Low price minimal user memberships.
  - Medium price average user memberships.
  - High price big user memberships.
  - Corporate price for business user memberships. (Might include use of some of the areas within the building.)
  - Platinum price level for those individuals who want additional service along with their maximum use of the facility space and services.
- Also:
  - Associates pricing for memberships outside of the Jackson Township area – like in White River Township.

## Placement

Based upon findings of a market feasibility survey, create new channels of Placement (Distribution) of HNPL in the market area. This should include:

- Actively marketing HNPL to contiguous areas of the current market area such as White River Township, as an example.

- Utilizing Evergreen Indiana to expand and link usage of facilities, programs and services.
- Developing new and existing services and programs that are more virtual than currently being offered.
- Developing new and existing services and programs that create more and different kinds of activities in the facility.
- Expand the reach of HNPL to regularly have unusual and meaningful activities in other places in the community. For example:
  - Poetry readings at Red Bridge Park in the gazebo.
  - Promote books on fishing at the new public dock and perhaps get the marina, Schwartz's Bait & Tackle, and Pizza House to sponsor and participate in the event. (Coop events like this are good for ALL partners.)
  - Promote food and recipe books and have a cooking class at the new Mexican restaurant with them as a sponsor.
  - Promote animal and companion pet books with a meeting with representatives of the Cicero Veterinary Clinic.
  - Promote non-traditional library items such as video games by having a real professional racing driver (ME) give a class on racing and have participants play racing simulation games on computers in the library.
  - For those who are interested in self defense, have a series of programs that feature books, videos, and other activities during meetings with martial arts instructors, the Cicero police, etc.
  - You get the idea...

## 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.
    - Give away the coolest t-shirts that kids especially would wear for coming in.
    - Have sweepstakes contests to win an iPad or Kindle.
    - Have parties for kids to be the "smartest kids" in town with computers games based upon knowledge, reading, and studying. Have REAL prizes and invite the community and families to attend as an audience.
    - Etc.
- Develop new tactical communications programs that promote new and more relevant facility uses and new program choices of a new HNPL within the market area and surrounding area opportunities.
  - Trial use offers could be very effective in this campaign.
  - Business meetings at HNPL.
  - Church meetings or Bible study.
  - Guitar or other musical instrument lessons based upon HNPL computer access, books, videos, and people willing to participate in developing and managing the programs.
  - Etc.
- Invite the staff and Board to develop, plan, and participate in creating these programs.



- Put really exciting posters up in all of the businesses, church, schools, and public places.

### **Market Condition Survey**

After a defined period has passed – probably at the end of each year for at least three years, it would be important to 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**

#### **Tactical Programs**

1. Market Feasibility Survey
  - Consulting
  - Creative and Production
  - Management
    - Direct mail
    - Door-to-door
    - Distribution collaboration with other organizations such as churches, schools, etc.
    - Email
    - Survey online
    - Analyze and report
    - Evaluate
2. Repositioning HNPL
  - Consulting
  - Report
3. Re-branding HNPL
  - New name
    - Creative
    - Present
  - New marketing theme
    - Creative
    - Present
  - New identity
    - Creative and Production
    - Present
      - Logo
      - Corporate guidelines
      - Signage (interior and exterior)
      - New interior configuration (minor changes)
  - New customer service training
    - Consulting
4. Re-designing HNPL
  - Developing new and existing virtual services and programs
    - Consulting
  - Developing new and existing facility services and programs
    - Consulting
5. Pricing
  - New membership program
    - Consulting

- Creative and Production
  - New cards
- 6. Promotion
  - New brand awareness program utilizing QR Codes and online video
    - Consulting
    - Creative and Production
      - Public relations
        - Media Relations
        - Publicity (news releases and articles)
        - Events
        - Open House
        - Speaking engagements
        - Internal merchandising
        - Governance and community support merchandising
      - Direct mail
      - Email
      - Website
      - Social network
      - Free premium offers (coffee cups, t-shirts, etc.)
      - Video channel
    - New facility use program
      - Consulting
    - New traditional programs (Review and keep all effective existing programs)
      - Consulting
    - New virtual programs (Review and keep all effective existing programs)
      - Consulting
- 7. Market Condition Survey
  - Consulting
  - Creative and Production
  - Management
    - Direct mail
    - Door-to-door
    - Distribution collaboration with other organizations such as churches, schools, etc.
    - Email
    - Survey online
    - Analyze and report
    - Evaluate

### **Budget**

(To be discussed.)

1. Market Feasibility Survey
2. Repositioning HNPL
3. Re-branding HNPL
4. Re-designing HNPL
5. Pricing
6. Promotion
  - New brand awareness program utilizing QR Codes and online video
  - New facility use program

- New traditional programs (Review and keep all effective existing programs)
  - New virtual programs (Review and keep all effective existing programs)
7. Market Condition Survey  
**Total: \$0,000**

### **Timeline**

**Start: October 1, 2013**

- |                               |                |
|-------------------------------|----------------|
| 1. Market Feasibility Survey  | 30 days        |
| 2. Repositioning HNPL         | 05 days        |
| 3. Re-branding HNPL           | 05 days        |
| 4. Re-designing HNPL          | 10 days        |
| 5. Pricing                    | 05 days        |
| 6. Promotion                  |                |
| • New brand awareness program | 20 days        |
| • New facility use program    | 20 days        |
| • New virtual programs        | 20 days        |
| 7. Market Condition Survey    | <u>30 days</u> |
| <b>Total:</b>                 | <b>90 days</b> |

Note: Many of these programs can be done simultaneously.

**Goal: Be ready to start on January 1, 2014**

### **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.

- Out-of-pocket expenses due in advance upon receipt of invoice. A preferred way is to use the organization's credit card as nearly all outside purchases are purchased 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

\_\_\_\_\_  
Date

# UNIQUE Management Services, Inc.

Library Division

## AGREEMENT MATERIAL RECOVERY SYSTEM

Library: Hamilton North Public Library  
Address: 209 West Brinton St.  
City, State, Zip: Cicero, IN 46034  
Telephone: 317-984-5623 Fax: 317-984-7505

### INITIAL PLACEMENT AND SECONDARY PLACEMENT

We hereby assign accounts to Unique Management Services for collection. We may withdraw them at any time. Unique Management Services may proceed with whatever steps are necessary for collection of the accounts. We warrant to Unique Management Services the accuracy of the information furnished to them on accounts submitted.

We understand that we will be billed once per month for the previous month's total submissions at the rate of \$8.95 for each submission if data is submitted electronically. Prices will be protected from any additional increases with the sole exception of any U.S. postal price increase, which Library agrees to pay.

### TERM

This Agreement may be canceled by either party upon 60 days written notice. Payment terms are net receipt of invoice.

\_\_\_\_\_  
Library Representative

\_\_\_\_\_  
Unique Management Services Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Amendment to the Evergreen Indiana Membership Agreement

This amendment is made to the Evergreen Indiana Membership Agreement previously executed between the Indiana State Library, the Evergreen Indiana Executive Committee, and the Hamilton North Public Library dated effective on 9/16/2008.

The agreement is amended as follows:

Article VII is replaced in its entirety with:

### **Financial Responsibilities**

All financial responsibilities that will be designated as those to be paid by the member libraries will be acted upon by the Executive Committee and then mailed to the member libraries by April 1 each year with an effective date of January 1 the following calendar year.

All costs will be fully determined and disclosed prior to library entities adding their records to the database and before incurring any possible charges that might be levied by Evergreen Indiana.

This agreement signifies an investment of approximately \$5000 of resources by the Indiana State Library. If your library system or the Executive Committee should terminate your system's membership, the Indiana State Library must be reimbursed for the services and materials provided and for the extraction of a digital copy of patron, bibliographic, and item records. There will be no provision of transactional records (circulation, holds, et cetera) by the consortium to exiting members.

All other terms and conditions of this agreement that are not hereby amended are to remain in full force and effect. In the case of conflict between this amendment and the agreement, the terms of this amendment will prevail.

### **Amendment accepted by:**

***The Indiana State Library***

***Executive Committee of Evergreen Indiana***

By: \_\_\_\_\_  
*Representative*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Title*

By: \_\_\_\_\_  
*Executive Committee Chair's Signature*

\_\_\_\_\_  
*Chair's Printed Name*

\_\_\_\_\_  
*Executive Committee Secretary's Signature*

\_\_\_\_\_  
*Secretary's Printed Name*

***Hamilton North Public Library***

By: Emily A. Holt  
*Library Board President's Signature*

Emily A. Holt  
*Board President's Printed Name*

9/19/13  
*Date*

Samuel Mitchell 9/19/13  
*Library Director's Signature* *Date*

Samuel Mitchell  
*Director's Printed Name*