

Hamilton North Public Library  
Board of Trustees Meeting  
Atlanta  
October 17, 2013 6:30 p.m.

- I.** Regular Session
- II.** Review Agenda
- III.** Minutes
  - A. September 19, 2013
- IV.** Financial Report
- V.** 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
- VI.** Old Business
  - A. Market Audit
    - 1. Richard has received comments from Trustees and compiling final draft.
- VII.** New Business
  - 1. Adopt 2014 Budget
- VIII.** Looking Ahead
  - A. November 21<sup>st</sup> Board Meeting in Cicero
  - B. Director Evaluation – Initial Discussion
- IX.** Meeting Adjournment

Hamilton North Public Library  
Board of Trustees Meeting Minutes  
Meeting held at Cicero, IN Branch  
September 19, 2013 at 6:30 p.m.

- I. 2014 Budget Public Hearing of the HNPL Board was called to order by President Emily Holt at 6:30 p.m.
  1. Members present: Mike Jenkins, Emily Beechler, Stephen Griffith, and Emily Holt.
  2. Members absent: Laura Holliday, Melissa Martin, and Sharon Bislich.
  3. Others present: HNPL Director, Sam Mitchel, and HNPL Bookkeeper Amy Wolfe
  4. Discussion: No patrons were present for discussion of proposed 2014 NHPL Budget.
  5. The 2014 Budget Public Hearing of the HNPL Board was closed by President Emily Holt at 6:46 p.m.
  
- II. Regular Session of the HNPL Board Meeting was called to order by President Emily Holt at 6:46 p.m.
  - a. Members present: Mike Jenkins, Emily Beechler, Stephen Griffith, and Emily Holt.  
Members absent: Laura Holliday, Melissa Martin, and Sharon Bislich.
  - b. Others present: HNPL Director, Sam Mitchel, and HNPL Bookkeeper Amy Wolfe
  
- III. Review of the Agenda (Exhibit # 1, page 1) by President Emily Holt with correction at "IX. a." changing Cicero to Atlanta.
  
- IV. Minutes. (Exhibit # 2, pages 1-3.)
  - a. Discussion: As presented tonight there were no additions or corrections to the August 15<sup>th</sup>, 2013 minutes.
  - b. Motion:
    - i. Motion to approve the amended minutes for August 15<sup>th</sup>, 2013 was made by Stephen Griffith.
    - ii. Second to said motion was made by Emily Beechler
    - iii. Motion carried by a vote of 4/0.
  
- V. August Financial Report (Exhibit # 3, pages 1-25)
  - a. Discussion: August financial report summary in Handout #1, pages 1-2, given by HNPL Bookkeeper, Amy Wolfe. Run rate is at 66.7%, with the percentage of budget used at 65.6%. August expenditures were \$ 34,681. Bank balances totals for August were \$ 479,273. Deposits for August were \$ 20,465.07. (This is the 2013 monthly COIT amount which is \$532 less per month than for 2012 or \$6,384 less in the annual amount.) Included in expenditures were: From Professional Services \$2,350.60 for Computrain accounting software annual fee. \$570 for Atlanta Feasibility Study came in addition.
  - b. Motion:
    - i. Motion to pay the bills was made by Emily Beechler.
    - ii. Second to said motion made by Stephen Griffith.
    - iii. Motion carried by a vote of 4/0.

VI. Department Reports (Exhibit # 4.)

1. Department Reports for August, 2013. (Exhibit # 4, pages 1-8.)

a. Director, Samuel Mitchel, page 1. (See report on file). Report covered Technology; Staff and other duties.

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 me.

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. This position has now been filled by Sarah Bourg with start date of October 14.

Director Mitchell will investigate the copier capabilities to both faxing and scanning without adding charges to patrons.

b. Circulation, Emily Crickmore: pages 2-3. (See report on file) The circulation stats for August were 10,260 compared to 10,727 for August of last year and a three year average of 10,646 for the month of August. Atlanta had 868 circulations and Cicero had 9392. Sent out 999 holds (195 from Atlanta and 804 from Cicero, and received 906 holds from other libraries (222 for Atlanta, and 684 for Cicero.). In-House use for Cicero was 78 and for Atlanta, 17 for a total of 95. Top selections by patrons in August are: DVD, 2646; Adult fiction, 1485; Adult non-fiction, 583; Children, 1382; J. Non-fiction, 488; Young Adult Fiction, 578; and Computer, 925. Subscription Databases Usage: Tumblebooks, 120; Overdrive, 307; Freegal, 36; 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.

c. Atlanta, Mary Palmerio, page 4. August Programs, 16; Attendance, 67; Cost, \$0.0. With HHSC starting school year earlier, Wednesday morning traffic is down. Contacted 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. We are 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.

d. Adult, Emily Crickmore, pages 5-6. August Programs, 18; Attendance, 147; Costs- \$140; Cost per person: \$0.95. **Coming up:** Unrehearsed Shakespeare, Medicare Info, Stroke Education. Movies and Atlanta Music Hall Band were good attractions.

e. Young Adult, Emily Crickmore, page 7. (See report on file.) August Programs, 2; Attendance, 48; Costs, \$26; Attendee per person costs-\$ 1.84. Coming up: TAB.

f. Children, Sheri Wallace, page 8. (See report on file.) August devoted to weeding the picture book collection. We have removed over 600 titles from our picture books. Weeding will continue in the Readers section and then the Fiction and Non Fiction will be last. Attended the Children's and Young Peoples Division Conference and Story Time boot camp. We will be completely restructuring the 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. We are currently planning a series of science classes for our homeschool community. These will take place once a month from September through November.

g. Maintenance, Jim Roy, page 9. (See report on file.) Bulletin board secured in the Adult section. The entire periphery of the inside and outside of the building has again been sprayed with insecticide to try to reduce the spider population. Movie screen in pavilion has permanent flush in-floor anchors now. 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. Looking forward: Continue to spray weed killer along fence area on East side to clean the entire property line of the unsightly growth.

## VII. Old Business

### a. Atlanta Feasibility Study: (Exhibit # 5)

i. Discussion: This study had been sent to Board members via email for review. The listing of costs associated with various "fix-it" projects was reviewed. Prioritizing projects is the next assignment. Coal bin upgrade is a top priority. Masonry wall tucking, particularly around the chimney is a concern. Interior walls and plumbing are good. Several cosmetic applications could be pursued. Windows are good. Attic and roof look strong. Some tile over laps need attention as well as caulking. No evidence of a leaking roof. When water does occur it is because of wind blowing torrential rain which can be addressed at minimal cost. Keeping water from getting to foundation is a top priority. We will pursue items # 1, 2, and 15 on this report (Exhibit # 5.)

### b. Market Audit – Draft Proposal/Plan (Exhibit # 6)

i. Discussion: The HNPL Board members are asked to email comments for this proposal/plan ASAP. October timeline for action information gathering is 10-1-13 with goal to start implementation on 1-1-14.

## VIII. New Business

### a. Unique Management Services (Collection Agency) (Exhibit # 7)

i.ROI: 2:1 since 2011. Three to five thousand average delinquent fees uncollected totals for a year.

ii.Normally accounts with \$25 are submitted.

iii.Contract (Exhibit # 7)

- a. Motion to renew said contract for collections was made by Stephen Griffith.
- b. Second to said motion was made by Emily Beechler.
- c. Motion carried by a vote of 4/0.

b. Evergreen Indiana Amendment Approval. (Exhibit # 8)

i.This amendment from Evergreen states that if after its next anniversary date HNPL withdraws from the Evergreen relationship, an \$8000 fee will be charged. We are satisfied with this service and do not anticipate issues that would cause us to withdraw thus do not see the fee ever being assessed.

ii.Motion:

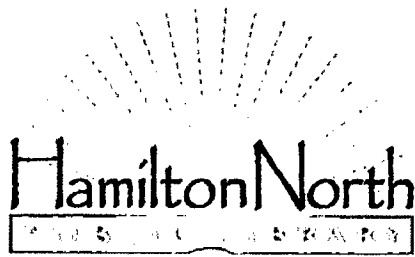
- a. Motion to approve Evergreen Indiana Amendment (Exhibit # 8) made by Emily Beechler.
- b. Motion seconded by Stephen Griffith.
- c. Motion carried by a vote of 4/0.

IX. Looking Ahead

- a. October 17<sup>th</sup> Board Meeting in Atlanta
- b. 2014 Budget Adoption

X. Meeting adjourned by President Emily Holt at 8:05 p.m.

Minutes respectfully prepared by HNPL Board Secretary, Mike Jenkins.



**September 2013 Financial Report**  
*For October 17, 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

Period Beginning Date:

9/1/2013

# Financial Report by Fund

Hamilton North Public Library

Period Ending Date:

9/30/2013

Fund Number and Description	Year Beginning Balance	Month Beginning Balance	Receipts This Month	Receipts Year to Date	Disbursements This Month	Disbursements Year to Date	Ending Balance	Invested	Available Balance
100 Operating Fund	58,519.49	137,740.49	22,216.22	402,598.11	33,655.27	334,816.16	126,301.44	0.00	126,301.44
110 Library Improvement Reserve Fund	39,141.61	33,770.03	0.00	0.00	331.94	5,703.52	33,438.09	0.00	33,438.09
130 PLAC Card Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
140 State Technology Fund Grant Fund	5,677.50	0.00	0.00	0.00	0.00	5,677.50	0.00	0.00	0.00
160 Rainy Day Fund	306,977.31	159,585.75	0.00	0.00	877.50	148,269.06	158,708.25	0.00	158,708.25
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	3,443.13	35,061.02	3,443.13	35,061.02	0.00	0.00	0.00
300 Gift Fund	1,772.79	1,084.81	379.52	7,098.91	75.92	7,483.29	1,388.41	0.00	1,388.41
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>497,273.00</b>	<b>26,038.87</b>	<b>667,348.50</b>	<b>38,383.76</b>	<b>684,510.55</b>	<b>484,928.11</b>	<b>0.00</b>	<b>484,928.11</b>

# Bank Register

Hamilton North Public Library

**Period Beginning Date:**  
9/1/2013

**Date of Report** 10/10/2013 12:47:05 P

**Period Ending Date:**  
9/30/2013

Bank Number	YR Beginning Balance	Beginning Balance	Deposits	Withdrawals	Transfers	Ending Balance
<hr/>						
<b>1 Community Bank</b>						
		<b>Account Number 51020</b>			<b>Operating Checking</b>	
	\$119,838.49	\$114,538.43	\$22,522.95	\$34,940.63	\$0.00	\$102,120.75
<hr/>						
<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
<hr/>						
<b>5 Community Bank</b>						
		<b>Account Number 9052658</b>			<b>Money Market</b>	
	\$149,960.24	\$150,240.91	\$31.90	\$0.00	\$0.00	\$150,272.81
<hr/>						
<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
<hr/>						
<b>7 Key Bank</b>						
		<b>Account Number 149363018453</b>			<b>Money Market</b>	
	\$80,508.16	\$80,559.24	\$20.30	\$0.00	\$0.00	\$80,579.54
<hr/>						
<b>8 First Farmers Bank &amp; Trust</b>						
		<b>Account Number</b>			<b>Money Market</b>	
	\$151,694.92	\$151,846.07	\$20.59	\$0.00	\$0.00	\$151,866.66
<hr/>						
<b>Grand Total:</b>	<b>\$502,090.16</b>	<b>\$497,273.00</b>	<b>\$22,595.74</b>	<b>\$34,940.63</b>	<b>\$0.00</b>	<b>\$484,928.11</b>

2



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

Period Beginning Date  
9/1/2013

Period Ending Date  
9/30/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
<b>Personal Services</b>					
Salary of Director	53,000	4,240	42,404	10,596	80.0%
Salary of Assistants	177,000	12,106	136,291	40,709	77.0%
Wages of Janitor	27,000	1,994	21,271	5,729	78.8%
Treasurer	500	-	-	500	0.0%
Employee Benefits	28,014	1,835	20,078	7,937	71.7%
Subtotal	285,514	20,175	220,044	65,471	77.1%
<b>Supplies</b>					
Office Supplies	3,000	199	2,711	289	90.4%
Operating Supplies	6,000	529	4,334	1,666	72.2%
Library Supplies	2,000	-	1,262	738	63.1%
Cicero Children's Programming	1,000	220	900	100	90.0%
Cicero YA Programming	1,000	399	721	279	72.1%
Cicero Adult Programming	1,000	158	934	66	93.4%
Atlanta Programming	250	-	157	93	62.9%
Programming - Summer Reading	915	-	915	-	100.0%
Subtotal	15,165	1,505	11,934	3,231	78.7%
<b>Other Services and Charges</b>					
Professional Services	15,500	528	8,227	7,273	53.1%
Communication & Transportation	10,500	539	6,570	3,930	62.6%
Advertising & Public Notice	1,000	-	553	447	55.3%
Printing	250	-	122	128	48.8%
Insurance	9,500	-	147	9,353	1.5%
Utilities-Gas	9,000	18	4,532	4,468	50.4%
Utilities-Electricity	25,000	2,197	17,617	7,383	70.5%
Utilities-Water	2,500	231	2,155	345	86.2%
Utilities-Waste Disposal	1,200	129	1,177	23	98.1%
Subtotal-Utilities	37,700	2,575	25,481	12,219	67.6%
Repairs & Maintenance	20,800	1,545	11,807	8,993	56.8%
Rentals	75	-	-	75	0.0%
Dues & Membership	400	-	236	164	59.0%
Taxes & Assessments	200	-	98	102	49.0%
Other Fees	100	-	(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	5,187	56,879	46,356	55.1%
<b>Capital Outlays</b>					
Furniture & Equipment	2,000	191	1,978	22	98.9%
Books - Adult	16,500	1,390	12,705	3,795	77.0%
Books - Young Adult	4,000	323	3,246	754	81.1%
Books - Children's	12,500	1,017	11,720	780	93.8%
Books - Reference	1,000	-	438	562	43.8%
Newspapers & Periodicals	4,600	3,009	4,872	(272)	105.9%
Non-Print Video & DVD	6,500	484	5,815	685	89.5%
Non-Print Audio	2,000	156	1,168	832	58.4%
Non-Print Music	1,000	20	814	186	81.4%
Non-Print Art Prints & Posters	100	-	134	(34)	134.0%
Non-Print Games	500	156	277	223	55.5%
Subtotal	50,700	6,746	43,167	7,533	85.1%
<b>FUND TOTAL</b>	<b>454,614</b>	<b>33,614</b>	<b>332,023</b>	<b>122,591</b>	<b>73.0%</b>

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

Period Beginning Date  
 9/1/2013

Period Ending Date  
 9/30/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
<b>Other Services and Charges</b>					
Communication & Transportation	9,600	469	5,990	3,610	62.4%
Utilities-Gas	7,500	-	3,692	3,808	49.2%
Utilities-Electricity	23,000	2,020	16,234	6,766	70.6%
Utilities-Water	1,750	131	1,344	406	76.8%
Utilities-Waste Disposal	1,200	129	1,095	105	91.2%
Repairs & Maintenance	18,800	1,140	10,733	8,067	57.1%
Subtotal	61,850	3,889	39,087	22,763	63.2%
<b>Capital Outlays</b>					
Furniture & Equipment	1,900	191	1,900	(0)	100.0%
Books - Adult	14,000	1,092	10,760	3,240	76.9%
Books - Young Adult	3,000	304	2,440	560	81.3%
Books - Children's	11,000	1,017	10,028	972	91.2%
Subtotal	29,900	2,605	25,127	4,773	84.0%
<b>TOTAL CICERO</b>	<b>91,750</b>	<b>6,494</b>	<b>64,215</b>	<b>27,535</b>	<b>70.0%</b>

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

Period Beginning Date  
 9/1/2013

Period Ending Date  
 9/30/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
<b><u>Other Services and Charges</u></b>					
Communication & Transportation	900	70	649	251	72.1%
Utilities-Gas	1,500	18	1,015	485	67.7%
Utilities-Electricity	2,000	177	1,242	758	62.1%
Utilities-Water	750	100	791	(41)	105.5%
Repairs & Maintenance	2,000	405	1,075	925	53.7%
Subtotal	7,150	770	4,772	2,378	66.7%
<b><u>Capital Outlays</u></b>					
Furniture & Equipment	100	-	78	22	77.9%
Books - Adult	2,500	298	1,946	554	77.8%
Books - Young Adult	1,000	18	939	61	93.9%
Books - Children's	1,500	-	1,500	(0)	100.0%
Subtotal	5,100	317	4,463	637	87.5%
<b>TOTAL ATLANTA</b>	<b>12,250</b>	<b>1,087</b>	<b>9,235</b>	<b>3,015</b>	<b>75.4%</b>

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

Period Beginning Date  
9/1/2013

Period Ending Date  
9/30/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
<b>Library Improvement Reserve Fund (LIRF)</b>					
<b>Other Services and Charges</b>					
Repairs & Maintenance	15,000	332	3,813	11,187	25.4%
<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>332</b>	<b>5,704</b>	<b>24,296</b>	<b>19.0%</b>

**Rainy Day Fund**

<b>Other Services and Charges</b>					
Repairs & Maintenance	40,000	763	1,981	38,019	5.0%
<b>Capital Outlays</b>					
Furniture & Equipment	10,000	115	46,288	(36,288)	462.9%
<b>FUND TOTAL</b>	<b>50,000</b>	<b>878</b>	<b>48,269</b>	<b>1,731</b>	<b>96.5%</b>

**Lease Rental Fund**

<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>

**Operating Fund**

Personal Services	285,514	20,175	220,044	65,471	77.1%
Supplies	15,165	1,505	11,934	3,231	78.7%
Other Services and Charges	103,235	5,187	56,879	46,356	55.1%
Capital Outlays	50,700	6,746	43,167	7,533	85.1%
<b>FUND TOTAL</b>	<b>454,614</b>	<b>33,614</b>	<b>332,023</b>	<b>122,591</b>	<b>73.0%</b>
<b>GRAND TOTAL</b>	<b>829,614</b>	<b>34,823</b>	<b>533,496</b>	<b>296,118</b>	<b>64.3%</b>

10/10/2013 12:48:07 PM

# Deposit Register Summary

Hamilton North Public Library

From: 9/1/2013 To: 9/30/2013

For Bank Number: 1 Community Bank

Fund	Account Number and Description	Month to date Deposits	Year to date Deposits	
100	100.10.00.29	Copier Fees	\$196.75	\$647.30
	100.10.00.30	Fines and Fees	\$687.37	\$6,435.98
	100.10.00.31	Fax	\$240.25	\$1,612.65
	100.10.00.32	Copies	\$203.75	\$1,499.88
	100.10.00.34	Meeting Room Fees	\$50.00	\$825.00
	100.10.00.35	Payment for Books	\$3.00	\$54.98
	100.10.00.36	Processing Fee	\$10.00	\$50.25
	100.10.00.38	Room Deposit	\$100.00	\$1,400.00
	100.10.00.39	Key Deposit	\$0.00	\$165.00
	100.10.00.40	COIT	\$20,465.07	\$184,185.63
	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	\$173.45	\$1,625.58
	100.10.00.47	Earbud Purchases	\$3.00	\$17.57
	100.10.00.50	Non Resident Cards	\$0.00	\$775.00
	100.10.00.60	Interest - Operating	\$10.79	\$126.12
	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>\$22,143.43</b>	<b>\$402,042.42</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	\$34.60	\$647.25
	300.10.02.10	Gift Fund - Amazon Sales	\$310.48	\$1,331.82
	300.10.02.13	Gift Fund - Tess Gerritsen Author Visit	\$0.00	\$250.00
	300.10.04.02	Gift Fund - Friends	\$22.44	\$22.44
	300.10.04.12	Gift Fund - Fish	\$0.00	\$11.38
	300.10.04.20	Gift Fund - Friends Slush Fund Cicero	\$12.00	\$149.52
	300.20.03.01	Gift Fund - Atlanta Feasibility Study	\$0.00	\$2,000.00
		<b>Fund Total</b>	<b>\$379.52</b>	<b>\$7,098.91</b>

# Deposit Register Summary

## Hamilton North Public Library

From: 9/1/2013 To: 9/30/2013

### For Bank Number: 5 Community Bank

Fund	Account Number and Description	Month to date Deposits	Year to date Deposits
100	100.10.00.61 Interest - MM Fund (Operating)	\$31.90	\$312.57
	<b>Fund Total</b>	<b>\$31.90</b>	<b>\$312.57</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)	\$20.30	\$71.38
	<b>Fund Total</b>	<b>\$20.30</b>	<b>\$71.38</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)	\$20.59	\$171.74
	<b>Fund Total</b>	<b>\$20.59</b>	<b>\$171.74</b>

**Total of all Funds:** \$22,595.74 \$632,287.48

Thursday, October 10, 2013

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

**From:** 9/1/2013 **To:** 9/30/2013

Date	Account	Office/Dept/Fund					
<b>Fund 100</b>							
<b>100.10.00.38</b>	Room Deposit		<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check# Notes</b>
9/23/2013	Sharon McCoy		Sharon McCoy		8474	\$50.00	13562 Room Deposit Refund
9/23/2013	Jessica Schrader		Jessica Schrader		8478	\$50.00	13566 Room Deposit Refund
9/25/2013	Julie Morgan		Julie Morgan		8483	(\$50.00)	VOID 12373 VOID Check - Never Cashed
9/25/2013	Erica Collins		Erica Collins		8484	(\$50.00)	VOID 12374 VOID Check - Never Cashed
9/25/2013	Linda Barnhill		Linda Barnhill		8485	(\$50.00)	VOID 12375 VOID Check - Never Cashed
9/25/2013	Jan Unger		Jan Unger		8486	(\$50.00)	VOID 12601 VOID Check - Never Cashed
9/25/2013	Dorathy Castle		Dorathy Castle		8487	(\$50.00)	VOID 12784 VOID Check - Never Cashed
9/30/2013	Marcia Barrett		Marcia Barrett		8528	\$50.00	13593 Room Deposit Refund
					<b>Total:</b>	<b>(\$100.00)</b>	
<b>100.10.00.39</b>	Key Deposit		<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check# Notes</b>
9/25/2013	Julie Morgan		Julie Morgan		8483	(\$10.00)	VOID 12373 VOID Check - Never Cashed
9/25/2013	Linda Barnhill		Linda Barnhill		8485	(\$10.00)	VOID 12375 VOID Check - Never Cashed
9/25/2013	Jan Unger		Jan Unger		8486	(\$10.00)	VOID 12601 VOID Check - Never Cashed
					<b>Total:</b>	<b>(\$30.00)</b>	
<b>100.10.00.46</b>	Friends Bookstore		<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check# Notes</b>
9/30/2013	HNPL Friends		HNPL Friends		8533	\$171.45	13597 Sept Bookstore Proceeds
					<b>Total:</b>	<b>\$171.45</b>	
<b>100.10.01.11</b>	Salary of Director		<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check# Notes</b>
9/10/2013					8407	\$2,120.19	DD8407
9/24/2013					8454	\$2,120.19	DD8454
					<b>Total:</b>	<b>\$4,240.38</b>	
<b>100.10.01.12</b>	Salary of Assistants				<b>Claim #</b>	<b>Amount</b>	<b>Check# Notes</b>
9/10/2013					8403	\$1,040.05	DD8403
9/10/2013					8404	\$630.00	DD8404
9/10/2013					8405	\$34.68	DD8405
9/10/2013					8406	\$104.54	DD8406

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

**From:** 9/1/2013 **To:** 9/30/2013

Date	Account	Office/Dept/Fund			
9/10/2013			8408	\$533.61	DD8408
9/10/2013			8409	\$328.41	DD8409
9/10/2013			8410	\$448.22	DD8410
9/10/2013			8412	\$395.26	DD8412
9/10/2013			8413	\$75.08	DD8413
9/10/2013			8414	\$1,054.30	DD8414
9/10/2013			8416	\$588.84	DD8416
9/10/2013			8418	\$459.34	DD8418
9/24/2013			8448	\$13.99	DD8448
9/24/2013			8449	\$46.16	DD8449
9/24/2013			8450	\$1,291.98	DD8450
9/24/2013			8451	\$630.00	DD8451
9/24/2013			8452	\$147.65	DD8452
9/24/2013			8453	\$134.53	DD8453
9/24/2013			8455	\$582.12	DD8455
9/24/2013			8456	\$337.46	DD8456
9/24/2013			8457	\$542.91	DD8457
9/24/2013			8459	\$338.86	DD8459
9/24/2013			8460	\$1,061.16	DD8460
9/24/2013			8462	\$587.22	DD8462
9/24/2013			8463	\$449.87	DD8463

**Total: \$11,856.24**

100.10.01.14	Wages of Janitor
9/10/2013	
9/10/2013	
9/24/2013	
9/24/2013	

PO	Claim #	Amount	Check#	Notes
	8411	\$559.06	DD8411	
	8415	\$430.34	DD8415	
	8458	\$573.61	DD8458	
	8461	\$430.88	DD8461	

**Total: \$1,993.89**

100.10.01.15	Pages
9/10/2013	
9/10/2013	
9/10/2013	
9/24/2013	

PO	Claim #	Amount	Check#	Notes
	8403	\$45.00	DD8403	
	8416	\$43.33	DD8416	
	8417	\$16.82	DD8417	
	8448	\$103.07	DD8448	

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

**From:** 9/1/2013 **To:** 9/30/2013

Date	Account	Office/Dept/Fund			
9/24/2013		Wolfe	8462	\$41.84	DD8462
			<b>Total:</b>	<b>\$250.06</b>	

100.10.01.20	Employee Benefits	Name of Claimant	PO	Claim #	Amount	Check#	Notes
9/10/2013	Hartford Life & Annuity Insurance Company	Hartford Life & Annuity Insurance Company		8419	\$212.59	9/10 457 Plan	
9/24/2013	Community Bank	Community Bank		8464	\$1,381.39	13 Withholdings	
9/24/2013	Hartford Life & Annuity Insurance Company	Hartford Life & Annuity Insurance Company		8466	\$219.00	9/24 457 Plan	
9/13/2013	Community Bank	Community Bank		8534	\$10.90	DD Fee #1	Direct Deposit Fee
9/27/2013	Community Bank	Community Bank		8535	\$10.90	DD Fee #2	Direct Deposit Fee
			<b>Total:</b>		<b>\$1,834.78</b>		

100.10.02.13	Office Supplies	Name of Claimant	PO	Claim #	Amount	Check#	Notes
9/23/2013	Quill Corporation	Quill Corporation		8469	\$13.40	13557	Paper
9/23/2013	Upstart	Upstart		8473	\$40.36	13561	Calendars
9/23/2013	Cardmember Service	Cardmember Service		8481	\$48.12	13569	Cash Register Tape
9/30/2013	Quill Corporation	Quill Corporation		8519	\$17.99	13584	Packing Tape
9/30/2013	Quill Corporation	Quill Corporation		8519	\$79.00	13584	Tape, Sticky Notes, Paper Clips, Canned Air
			<b>Total:</b>		<b>\$198.87</b>		

100.10.02.23	Operating Supplies	Name of Claimant	PO	Claim #	Amount	Check#	Notes
9/23/2013	Quill Corporation	Quill Corporation		8469	\$73.98	13557	Paper Towels
9/23/2013	Neutron Industries	Neutron Industries		8477	\$82.00	13565	Air Fresheners
9/23/2013	Neutron Industries	Neutron Industries		8477	\$179.00	13565	Cleaner
9/23/2013	Supply Warehouse, Inc.	Supply Warehouse, Inc.		8479	\$53.95	13567	Toilet Tissue
9/23/2013	Cardmember Service	Cardmember Service		8481	\$41.89	13569	Lightbulbs, Spackling, Round Up
9/30/2013	Sullivan Hardware	Sullivan Hardware		8514	\$55.03	13579	Light Bulbs, Wood Cleaner, Grass Seed, Topsoil
9/30/2013	Quill Corporation	Quill Corporation		8519	\$19.99	13584	Rolled Paper Towels
9/30/2013	Quill Corporation	Quill Corporation		8519	\$3.99	13584	Febreeze for Staff Bathroom
9/30/2013	Supply Warehouse, Inc.	Supply Warehouse, Inc.		8524	\$18.91	13589	Paper Picker Pole
			<b>Total:</b>		<b>\$528.74</b>		

100.10.02.34	Cicero Children's Programming	Name of Claimant	PO	Claim #	Amount	Check#	Notes
9/23/2013	Cardmember Service	Cardmember Service		8481	\$270.41	13569	Items for New Storytime

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

**From:** 9/1/2013 **To:** 9/30/2013

Date	Account	Office/Dept/Fund					
9/30/2013	Sheri Wallace		Sheri Wallace	8520	\$23.74	13585	Programming Supplies
9/30/2013	Adzooks Puppets		Adzooks Puppets	8523	\$158.33	13588	Puppet Show - 10/19
9/30/2013	Cardmember Service		Cardmember Service	8537	(\$232.00)	reclass 1	Reclass to Gift Fund
<b>Total:</b>					<b>\$220.48</b>		
<hr/>							
<b>100.10.02.35</b>	Cicero Young Adult Programming	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
9/23/2013	Anne Stichter	Anne Stichter		8472	\$214.48	13560	Unrehearsed Shakespeare
9/23/2013	Cardmember Service	Cardmember Service		8481	\$25.79	13569	City of Bones Program
9/30/2013	Adzooks Puppets	Adzooks Puppets		8523	\$158.33	13588	Puppet Show - 10/19
<b>Total:</b>					<b>\$398.60</b>		
<hr/>							
<b>100.10.02.36</b>	Cicero Adult Programming	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
9/30/2013	Adzooks Puppets	Adzooks Puppets		8523	\$158.34	13588	Puppet Show - 10/19
<b>Total:</b>					<b>\$158.34</b>		
<hr/>							
<b>100.10.03.14</b>	Professional Services	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
9/30/2013	State of Indiana	State of Indiana		8522	\$28.00	13587	Background Checks - 4 New Employees
9/30/2013	KRM Architecture	KRM Architecture		8539	\$500.00	Reclass 3	Atlanta Feasibility Study
<b>Total:</b>					<b>\$528.00</b>		
<hr/>							
<b>100.10.03.27</b>	Communication & Transportation	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
9/23/2013	Emily Crickmore	Emily Crickmore		8468	\$26.56	13556	Mileage Reimb. - Circ Mgr Training
9/23/2013	Upstart	Upstart		8473	\$7.50	13561	Shipping
9/23/2013	Neutron Industries	Neutron Industries		8477	\$26.16	13565	Shipping
9/23/2013	Neutron Industries	Neutron Industries		8477	\$17.29	13565	Shipping
9/23/2013	Cardmember Service	Cardmember Service		8481	\$2.83	13569	Postage
9/30/2013	Frontier	Frontier		8512	\$304.93	13577	Cicero Phone & Fax
9/30/2013	Morgan Birge' & Associates, Inc.	Morgan Birge' & Associates, Inc.		8518	\$50.00	13583	Phone Maintenance Fee
9/30/2013	Supply Warehouse, Inc.	Supply Warehouse, Inc.		8524	\$5.00	13589	Freight
9/30/2013	GECRB/Amazon	GECRB/Amazon		8531	\$7.98	13595	Shipping
9/30/2013	Baker & Taylor Books	Baker & Taylor Books		8532	\$21.05	13596	Shipping
<b>Total:</b>					<b>\$469.30</b>		

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

**From:** 9/1/2013 **To:** 9/30/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
100.10.03.52	Utilities-Electricity-Cicero							
9/30/2013	Duke Energy		Duke Energy		8510	\$2,020.21	13575	
					<b>Total:</b>	<b>\$2,020.21</b>		
100.10.03.53	Utilities-Water-Cicero							
9/30/2013	Cicero Municipal Utilities		Cicero Municipal Utilities		8507	\$131.37	13572	
					<b>Total:</b>	<b>\$131.37</b>		
100.10.03.54	Utilities-Waste Disposal-Cicero							
9/30/2013	Republic Services #761		Republic Services #761		8516	\$128.69	13581	
					<b>Total:</b>	<b>\$128.69</b>		
100.10.03.63	Repairs & Maintenance-Cicero							
9/30/2013	Sentinel Alarm Systems, Inc.		Sentinel Alarm Systems, Inc.		8506	\$89.85	13571	Alarm Monitoring Fee - Q4 2013
9/30/2013	Comfort Systems USA		Comfort Systems USA		8509	\$1,050.00	13574	Semi-Annual Maintenance Contract Fee
					<b>Total:</b>	<b>\$1,139.85</b>		
100.10.04.41	Furniture & Equipment-Cicero							
9/23/2013	Cardmember Service		Cardmember Service		8481	\$244.56	13569	New Cash Register, Tension Rods
9/30/2013	Sheri Wallace		Sheri Wallace		8520	\$20.00	13585	Garden Flags
9/30/2013	Amy Wolfe		Amy Wolfe		8529	\$17.49	13594	Lamp for New Book Section
9/30/2013	Cardmember Service		Cardmember Service		8538	(\$91.00)	Reclass 2	Reclass to Rainy Day
					<b>Total:</b>	<b>\$191.05</b>		
100.10.04.51	Books-Adult-Cicero							
9/30/2013	Gale/CENGAGE Learning		Gale/CENGAGE Learning		8508	\$19.46	13573	
9/30/2013	GECRB/Amazon		GECRB/Amazon		8531	\$19.99	13595	
9/30/2013	Baker & Taylor Books		Baker & Taylor Books		8532	\$1,052.47	13596	
					<b>Total:</b>	<b>\$1,091.92</b>		
100.10.04.52	Books-Young Adult-Cicero							
9/30/2013	Baker & Taylor Books		Baker & Taylor Books		8532	\$304.48	13596	

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

**From:** 9/1/2013 **To:** 9/30/2013

Date	Account	Office/Dept/Fund					
				<b>Total:</b>	<b>\$304.48</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>
9/23/2013	The Penworthy Company	The Penworthy Company		8471	\$245.93	13559	
9/30/2013	GEGRB/Amazon	GEGRB/Amazon		8531	\$6.29	13595	
9/30/2013	Baker & Taylor Books	Baker & Taylor Books		8532	\$287.89	13596	
9/30/2013	Capstone Press, Inc.	Capstone Press, Inc.		8536	\$477.31		Man Entry #1 Accidentally Charged Atlanta in Feb.
				<b>Total:</b>	<b>\$1,017.42</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>
9/23/2013	EBSCO	EBSCO		8476	\$2,630.00	13564	
9/23/2013	Cardmember Service	Cardmember Service		8481	\$78.92	13569	
9/30/2013	BookPage	BookPage		8527	\$300.00	13592	12 Monthly Shipments
				<b>Total:</b>	<b>\$3,008.92</b>		
<b>100.10.04.71</b>	<b>Non-Print-Vid/DVD</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
9/30/2013	GEGRB/Amazon	GEGRB/Amazon		8531	\$483.87	13595	
				<b>Total:</b>	<b>\$483.87</b>		
<b>100.10.04.72</b>	<b>Non-Print-Audio</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
9/30/2013	Recorded Books, LLC	Recorded Books, LLC		8525	\$39.99	13590	
9/30/2013	Baker & Taylor Books	Baker & Taylor Books		8532	\$115.98	13596	
				<b>Total:</b>	<b>\$155.97</b>		
<b>100.10.04.73</b>	<b>Non-Print-Music</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
9/30/2013	GEGRB/Amazon	GEGRB/Amazon		8531	\$19.98	13595	
				<b>Total:</b>	<b>\$19.98</b>		
<b>100.10.04.76</b>	<b>Non-Print Games</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
9/30/2013	GEGRB/Amazon	GEGRB/Amazon		8531	\$155.88	13595	
				<b>Total:</b>	<b>\$155.88</b>		

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

**From:** 9/1/2013 **To:** 9/30/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
100.20.03.28	Communication & Transportation-							
9/30/2013	Endeavor Communications		Endeavor Communications		8515	\$70.14	13580	Atlanta Phone & Fax
					<b>Total:</b>	<b>\$70.14</b>		
100.20.03.51	Utilities-Gas-Atlanta							
9/30/2013	Vectren Energy Delivery		Vectren Energy Delivery		8511	\$18.19	13576	
					<b>Total:</b>	<b>\$18.19</b>		
100.20.03.52	Utilities-Electricity-Atlanta							
9/30/2013	Duke Energy		Duke Energy		8510	\$177.08	13575	
					<b>Total:</b>	<b>\$177.08</b>		
100.20.03.53	Utilities-Water-Atlanta							
9/30/2013	Atlanta Utilities		Atlanta Utilities		8526	\$99.62	13591	
					<b>Total:</b>	<b>\$99.62</b>		
100.20.03.63	Repairs & Maintenance-Atlanta							
9/23/2013	Chris Davis		Chris Davis		8475	\$315.00	13563	9 Lawn Mowings - June to Sept
9/30/2013	Sentinel Alarm Systems, Inc.		Sentinel Alarm Systems, Inc.		8506	\$89.85	13571	Alarm Monitoring Fee - Q4 2013
					<b>Total:</b>	<b>\$404.85</b>		
100.20.04.51	Books-Adult-Atlanta							
9/30/2013	Baker & Taylor Books		Baker & Taylor Books		8532	\$298.35	13596	
					<b>Total:</b>	<b>\$298.35</b>		
100.20.04.52	Books-Young Adult-Atlanta							
9/30/2013	Baker & Taylor Books		Baker & Taylor Books		8532	\$18.30	13596	
					<b>Total:</b>	<b>\$18.30</b>		

**Total for Fund# 100**

**\$33,655.27**

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Fund 110

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

**From:** 9/1/2013 **To:** 9/30/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
110.10.03.01	LIRF - Repairs & Maintenance							
9/23/2013	Ricoh USA, Inc.		Ricoh USA, Inc.		8470	\$109.89	13558	Staff Copier
9/23/2013	Ricoh USA, Inc.		Ricoh USA, Inc.		8482	\$91.80	13570	Patron Copier
9/30/2013	GE Capital Information Technology Solutions, Inc.		GE Capital Information Technology Solutions,		8521	\$130.25	13586	Staff Copier
<b>Total:</b>						<b>\$331.94</b>		

**Total for Fund# 110** **\$331.94**

**Fund 160**

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
160.10.03.01	Rainy Day - Repairs & Maintenan							
9/30/2013	ENA Services LLC		ENA Services LLC		8517	\$762.50	13582	
<b>Total:</b>						<b>\$762.50</b>		

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
160.10.04.01	Rainy Day - Furniture & Equipme							
9/23/2013	Amy Wolfe		Amy Wolfe		8467	\$24.00	13555	3 Extra Murns
9/30/2013	Cardmember Service		Cardmember Service		8538	\$91.00	Reclass 2	Reclass from Operating
<b>Total:</b>						<b>\$115.00</b>		

**Total for Fund# 160** **\$877.50**

**Fund 200**

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
200.10.01.01	Federal Withholding							
9/24/2013	Community Bank		Community Bank		8464	\$948.67	13	Withholdings
<b>Total:</b>						<b>\$948.67</b>		

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
200.10.01.02	FICA Withheld							
9/24/2013	Community Bank		Community Bank		8464	\$1,119.54	13	Withholdings
<b>Total:</b>						<b>\$1,119.54</b>		

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
200.10.01.03	Medicare Withheld							
9/24/2013	Community Bank		Community Bank		8464	\$261.85	13	Withholdings
<b>Total:</b>						<b>\$261.85</b>		

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Thursday, October 10, 2013

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

**From:** 9/1/2013 **To:** 9/30/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
200.10.01.04	State/County Withheld							
9/24/2013	Indiana Department of Revenue		Indiana Department of Revenue		8465	\$829.88		Sept 2013 State
					<b>Total:</b>	<b>\$829.88</b>		

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
200.10.01.09	457 Plan Withheld							
9/10/2013	Hartford Life & Annuity Insurance Company		Hartford Life & Annuity Insurance Company		8419	\$138.39		9/10 457 Plan
9/24/2013	Hartford Life & Annuity Insurance Company		Hartford Life & Annuity Insurance Company		8466	\$144.80		9/24 457 Plan
					<b>Total:</b>	<b>\$283.19</b>		

**Total for Fund# 200** **\$3,443.13**

**Fund 300**

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
300.10.02.06	Gift Fund - Programming							
9/23/2013	Cardmember Service		Cardmember Service		8481	\$57.30		13569 Ice & Pop/Water for Movie @ Pavilion
9/30/2013	Cardmember Service		Cardmember Service		8537	\$232.00		reclass 1 New Children's Storytime Items
					<b>Total:</b>	<b>\$289.30</b>		

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
300.10.02.10	Gift Fund - Amazon Sales							
9/23/2013	Michael Jack		Michael Jack		8480	\$25.00		13568 Photo Contest - Lost Original Check
9/23/2013	Cardmember Service		Cardmember Service		8481	\$129.92		13569 Postage
					<b>Total:</b>	<b>\$154.92</b>		

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
300.10.04.02	Gift Fund - Friends							
9/30/2013	Emily Crickmore		Emily Crickmore		8513	\$51.80		13578 Food & Supplies for Tess Gerritsen Program
9/30/2013	Amy Wolfe		Amy Wolfe		8529	\$42.94		13594 Gfit for Tess Gerritsen
					<b>Total:</b>	<b>\$94.74</b>		

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
300.10.04.20	Gift Fund - Friends Slush Fund Ci							
9/23/2013	Cardmember Service		Cardmember Service		8481	\$15.98		13569 Sept. Bday Cake
9/30/2013	Amy Wolfe		Amy Wolfe		8529	\$7.98		13594 Pop for Break Room
					<b>Total:</b>	<b>\$23.96</b>		

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Thursday, October 10, 2013

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

**From:** 9/1/2013 **To:** 9/30/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
300.20.03.01	Gift Fund - Atlanta Feasibility Stu							
9/30/2013	KRM Architecture		KRM Architecture		8539	(\$500.00)	Reclass 3	Reclass to Operating Fund
					<b>Total:</b>	<b>(\$500.00)</b>		
300.20.04.02	Gift Fund - Friends DVD Fund -							
9/30/2013	GEGRB/Amazon		GEGRB/Amazon		8531	\$13.00	13595	
					<b>Total:</b>	<b>\$13.00</b>		
<b>Total for Fund# 300</b>						<b>\$75.92</b>		
<b>Total Amount of Claims:</b>						<b>\$38,383.76</b>		

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

10/17/2013

From: 9/1/2013 To: 9/30/2013

Claim Number	Vendor Number / Name	PO Number	Check Number	Check Date	Amount of Claim
8419	Hartford Life & Annuity Insurance Company				\$350.98
8464	Community Bank				\$3,711.45
8465	Indiana Department of Revenue				\$829.88
8466	Hartford Life & Annuity Insurance Company				\$363.80
8467	Amy Wolfe				\$24.00
8468	Emily Crickmore				\$26.56
8469	Quill Corporation				\$87.38
8470	Ricoh USA, Inc.				\$109.89
8471	The Penworthy Company				\$245.93
8472	Anne Stichter				\$214.48
8473	Upstart				\$47.86
8474	Sharon McCoy				\$50.00
8475	Chris Davis				\$315.00
8476	EBSCO				\$2,630.00
8477	Neutron Industries				\$304.45
8478	Jessica Schrader				\$50.00
8479	Supply Warehouse, Inc.				\$53.95
8480	Michael Jack				\$25.00
8481	Cardmember Service				\$915.72
8482	Ricoh USA, Inc.				\$91.80
8483	Julie Morgan				(\$60.00)
8484	Erica Collins				(\$50.00)
8485	Linda Barnhill				(\$60.00)
8486	Jan Unger				(\$60.00)
8487	Dorathy Castle				(\$50.00)
8506	Sentinel Alarm Systems, Inc.				\$179.70
8507	Cicero Municipal Utilities				\$131.37
8508	Gale/CENGAGE Learning				\$19.46
8509	Comfort Systems USA				\$1,050.00
8510	Duke Energy				\$2,197.29
8511	Vectren Energy Delivery				\$18.19
8512	Frontier				\$304.93
8513	Emily Crickmore				\$51.80
8514	Sullivan Hardware				\$55.03
8515	Endeavor Communications				\$70.14
8516	Republic Services #761				\$128.69
8517	ENA Services LLC				\$762.50
8518	Morgan Birge & Associates, Inc.				\$50.00

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

10/17/2013

**From:** 9/1/2013 **To:** 9/30/2013

Claim Number	Vendor Number / Name	PO Number	Check Number	Check Date	Amount of Claim
8519	Quill Corporation				\$120.97
8520	Sheri Wallace				\$43.74
8521	GE Capital Information Technology Solutions, Inc.				\$130.25
8522	State of Indiana				\$28.00
8523	Adzooks Puppets				\$475.00
8524	Supply Warehouse, Inc.				\$23.91
8525	Recorded Books, LLC				\$39.99
8526	Atlanta Utilities				\$99.62
8527	BookPage				\$300.00
8528	Marcia Barrett				\$50.00
8529	Amy Wolfe				\$68.41
8531	GECRB/Amazon				\$706.99
8532	Baker & Taylor Books				\$2,098.52
8533	HNPL Friends				\$171.45
8534	Community Bank				\$10.90
8535	Community Bank				\$10.90
8536	Capstone Press, Inc.				\$477.31

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

10/17/2013

**From:** 9/1/2013 **To:** 9/30/2013

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

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

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

**Allowance of Vouchers**

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in Lieu of signing each claim the governing body is allowing.)

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of \$20,043.19. Dated 10/17/2013

\_\_\_\_\_  
Emily Beecher

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

\_\_\_\_\_  
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: 9/1/2013 To: 9/30/2013

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
8403			\$1,085.05	DD8403	\$849.98
8404			\$630.00	DD8404	\$489.48
8405			\$34.68	DD8405	\$32.03
8406			\$104.54	DD8406	\$96.54
8407			\$2,120.19	DD8407	\$1,810.35
8408			\$533.61	DD8408	\$447.85
8409			\$328.41	DD8409	\$277.90
8410			\$448.22	DD8410	\$381.29
8411			\$559.06	DD8411	\$432.68
8412			\$395.26	DD8412	\$315.61
8413			\$75.08	DD8413	\$69.33
8414			\$1,054.30	DD8414	\$845.76
8415			\$430.34	DD8415	\$358.63
8416			\$632.17	DD8416	\$524.68
8417			\$16.82	DD8417	\$14.80
8418			\$459.34	DD8418	\$289.96
8448			\$117.06	DD8448	\$104.64
8449			\$46.16	DD8449	\$42.63
8450			\$1,291.98	DD8450	\$996.43
8451			\$630.00	DD8451	\$489.48
8452			\$147.65	DD8452	\$136.36
8453			\$134.53	DD8453	\$124.24
8454			\$2,120.19	DD8454	\$1,810.35
8455			\$582.12	DD8455	\$485.67
8456			\$337.46	DD8456	\$284.96
8457			\$542.91	DD8457	\$455.10
8458			\$573.61	DD8458	\$444.03
8459			\$338.86	DD8459	\$271.79
8460			\$1,061.16	DD8460	\$850.95
8461			\$430.88	DD8461	\$359.12
8462			\$629.06	DD8462	\$522.25
8463			\$449.87	DD8463	\$282.57

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
			<b>\$18,340.57</b>		
200.10.01.01		Federal Withholding	\$948.67	200.10.01.02	FICA Withheld \$1,119.54
200.10.01.03		Medicare Withheld	\$261.85	200.10.01.04	State/County Withheld \$829.88
200.10.01.09		457 Plan Withheld	\$283.19		

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 \$14,897.44 Dated 10/17/2013

\_\_\_\_\_  
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 September 30, 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	\$ -	\$ 149.52	\$ 681.07	\$ 2,000.00	\$ -	\$ 2,041.50	\$ 250.00	\$ 2,291.50	\$ -
2013 YTD Disbursements	\$ (937.96)	\$ (149.52)	\$ (531.19)	\$ (2,000.00)	\$ -	\$ (2,018.38)	\$ (250.00)	\$ (2,268.38)	\$ -
Ending Balance	\$ -	\$ 0.00	\$ 149.95	\$ -	\$ 198.00	\$ 0.00	\$ -	\$ -	\$ -

	Gift Fund Amazon Sales	Tess Gerritsen Author Visit Gift Fund	Friends DVD Gift Fund Atlanta	Summer Reading Walmart Gift Fund	Legacy Grant Board Retreat	YA Books Gift Fund	Lois Costomiris Memorial Gift Fund	Northern HamCo Prevention Coalition Gift Fund	ENDING BALANCE
Ending Balance (12/31/12)	\$ 43.46	\$ -	\$ 321.42	\$ -	\$ -	\$ -	\$ 295.00	\$ -	\$ 1,772.79
2013 YTD Receipts	\$ 1,331.82	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,703.91
2013 YTD Disbursements	\$ (1,068.55)	\$ (94.74)	\$ (37.95)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (7,088.29)
Ending Balance	\$ 306.73	\$ 155.26	\$ 283.47	\$ -	\$ -	\$ -	\$ 295.00	\$ -	\$ 1,388.41

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10/10/2013

Gift Fund Analysis Sept 2013.xls

**Hamilton North Public Library  
Edward Jones MasterCard Bill  
August 16, 2013 - September 13, 2013**

	<b>Emily Crickmore</b>	<b>Sam Mitchel</b>	<b>Sheri Wallace</b>	<b>Amy Wolfe</b>	<b>James Roy</b>	<b>TOTAL</b>	
Communication & Transportation - Cicero				\$ 2.83		\$ 2.83	Postage
Furniture & Equipment - Cicero		\$ 44.73		\$ 199.83		\$ 244.56	Tension Rods, New Cash Register
Gift Fund - Amazon Sales				\$ 129.92		\$ 129.92	Postage
Gift Fund - Friends Slush Fund Cicero				\$ 15.98		\$ 15.98	Sept. Bday Cake
Gift Fund - Programming	\$ 22.44			\$ 34.86		\$ 57.30	2 Bags of Ice for Movie Night @ Pavilion, Drinks for Movie, Pizza for YA Program
Newspapers & Periodicals				\$ 78.92		\$ 78.92	Magazine Renewals
Office Supplies				\$ 48.12		\$ 48.12	Cash Register Tape
Operating Supplies					\$ 41.89	\$ 41.89	Light Bulbs, Spackling, RoundUp
Programming - Children's Cicero			\$ 270.41			\$ 270.41	Items for New Storytime Hour
Programming - YA Cicero	\$ 25.79					\$ 25.79	City of Bones Program
<b>TOTAL</b>	\$ 48.23	\$ 44.73	\$ 270.41	\$ 510.46	\$ 41.89	\$ 915.72	

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## September 2013 Director's Report

### I. Technology

#### A. Patron Copier

1. Fax – current copier does not have fax board installed. May be obsolete, but IKON is looking to see if there is a board in inventory. Still have 2 more years on lease.
2. Scanning – copier is on separate network and will not send emails.

#### B. Web Stats

	<u>Page Views</u>	<u>Unique Visits</u>	<u>First Time Visits</u>	<u>Returning Visits</u>
Total	4,191	2,055	991	1,064
Average	140	69	33	35

### II. Facilities

- A. Decorating committee has done a wonderful job at fall décor.
- B. Maintenance department is on a set schedule for cleaning windows and dusting.

### III. Staff

- A. Charlie Williams (Janitor): Has worked for HNPL for 8 years.
- B. Mary Palmiero (Atlanta P.T. Coordinator): Has worked for HNPL for 16 years.
- C. Conducted interviews for the Adult/Y.A. Program Coordinator position. Sarah Bourg has been offered/accepted position.

### IV. MISC.

- A. 9/11: Richard Parker, Creative Direction, discussed 1<sup>st</sup> draft of market audit.
- B. 9/12: Sarah O'Sha of Indiana State Library visited to introduce herself as new regional representative.
- C. 9/19-20: Attended Small and Medium-Sized Libraries (SAMS) conference. Half day DISC assessment. Many excellent sessions on Friends of the Library, Partnering in the Community, and Management/Supervisor skills.
- D. 9/23: Hamilton County Library Directors meeting.
- E. 9/23: Attended Partners & Friends meeting. Relayed some of the information gleaned from the SAMS conference.
- F. 9/28: Volunteered at the book sale during New Earth Festival.

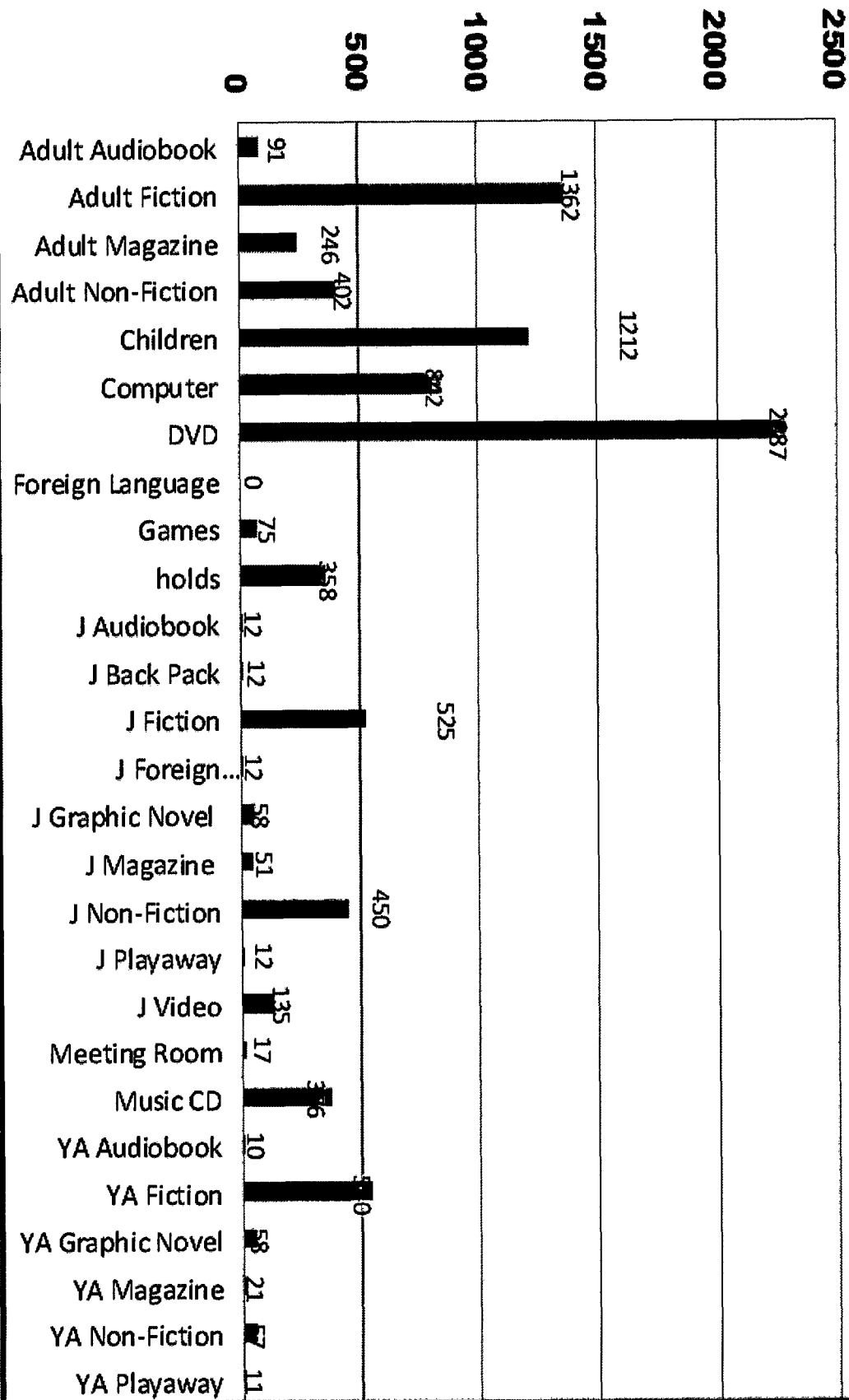
### V. Looking Forward

- A. Positive changes and new ideas in the Circulation and Programming Departments.

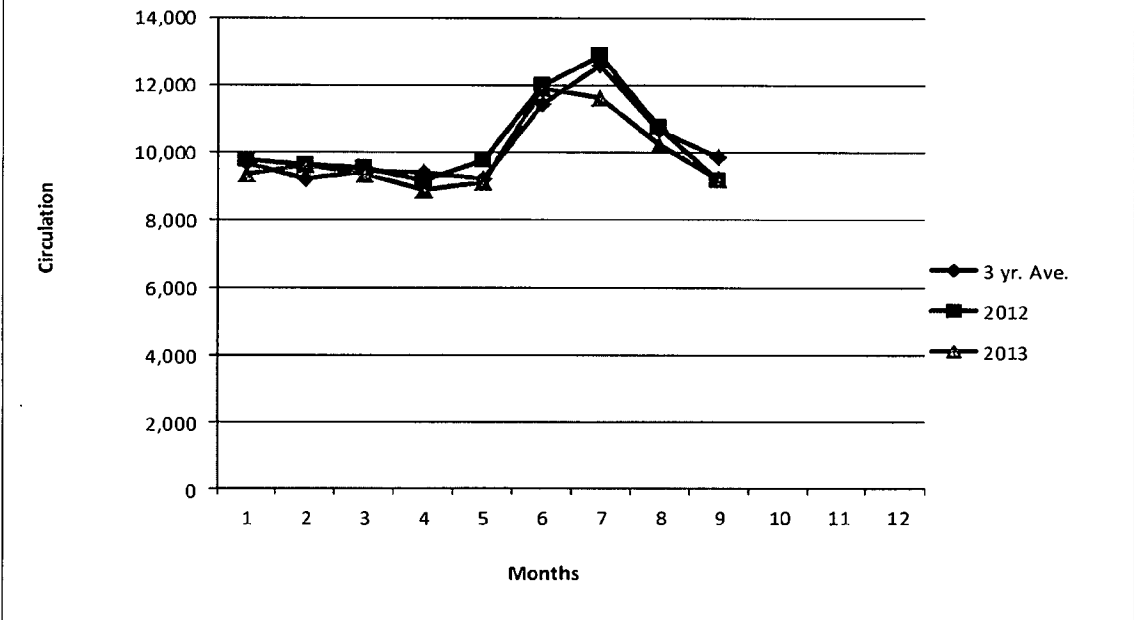
Samuel Mitchel



# September 2013



### Circ Stats 2013



	Sep-13	Sep-12	3 Years Average
<b>Circulation</b>			
Atlanta	762	712	
Cicero	8470	8436	
<b>Total</b>	<b>9232</b>	<b>9148</b>	<b>9849</b>
<b>In-House Use</b>			
Atlanta	6	0	
Cicero	173	106	
<b>Total</b>	<b>179</b>	<b>106</b>	
<b>Transits Sent</b>			
Atlanta	145	107	
Cicero	274	286	
<b>Total</b>	<b>419</b>	<b>393</b>	
<b>Transits Received</b>			
Atlanta	33	51	
Cicero	285	269	
<b>Total</b>	<b>318</b>	<b>320</b>	
<b>Databases</b>			
Freegal	75		
Overdrive	389	91	
Tumblebooks	64	66	
World Book	200		

We issued 72 new cards in September. We now have 3 subs in addition to our regular circulation staff. We are still focused on training, and providing the best customer service we can.  
 Emily Dickos Crickmore

# ATLANTA BOARD REPORT FOR SEPTEMBER 2013

Everything went smoothly for the Earth Festival this year. The Friends of the Library and the staff were able to take care of the visitors. I believe the book sale and booth rental brought in about \$1900.

I just met Sarah, the new Programs Director, and am looking forward to working with her. She has some very good ideas.

## STATISTICS

NAME OF PROGRAM	NUMBER OF TIMES	ATTENDANCE	COST
Tuesday Afternoon Movie	2	11	0
Homework Help	8	17	0
Homeschool Help	4	9	0
Quilt and Crochet	4	20	0
Totals	18	57	0

Mary Palmiero

## Hamilton North Public Library Adult Department

### September 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
Unrehearsed Shakespeare workshop + performance 9/13	1	75	210	2.80
Medicare info 9/17	1	3	0	0
Card Stamping Class 9/17 (canceled by instructor – 0 registrations)	0	0	0	0
Stroke Education 9/18	1	2	0	0
Evening Reading Group 9/23	1	5	0	0
Brown Bag Reading Group 9/27	1	7	0	0
Paint Like Warhol 9/25	1	4	0	0
<b>Non-Library uses of Meeting Rooms</b>	17	N/A	0	0
<b>TOTAL Library Programs</b>	12	148	210	

**Coming up:**

In October, we have author Marc Mason coming on the 12<sup>th</sup> to discuss and sign copies of his new young adult book. We are having a paint like Munch class and a Christmas card making class. We will also be having another Medicare question and answer session on the 22<sup>nd</sup>.

Sarah Bourg

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

<b>Program</b>	<b># of Times</b>	<b>Attendance</b>	<b>Cost</b>	<b>Cost per Attendee</b>
Teen Advisory Board 9/25	1	4	0	0
<b>Total programs</b>	1	4	0	0

Coming up:

In October, we will be having young adult author Marc Mason coming on the 12<sup>th</sup> to discuss his newest novel. We will also be continuing our Teen Advisory Board and video game club meetings. November promises to be a big month for YA programs with a visit from author Brenda Hiatt and a Catching Fire movie release party.

Sarah Bourg

Hamilton North Public Library  
 Children's Department  
 September 2013

Program	Age Group	# of Times	Attendance	Cost
Outreach	Preschool	1	32	0
Story Time	Preschool	9	85	
Art Classes	Preschool	4	6	
Art Classes	Home School	4	20	0
Art Classes	School Age	4	0	0
Lego Mania	School Age	1	2	0
Totals		23	145	

Our program attendance has been a little slow as we get back into our regular monthly programs. The Tuesday evening tutoring has been going very well. I have restructured the Preschool Pals story time to include games and play time as well as stories, rhymes and crafts. All the games chosen address the state standards for Pre-K and Kindergarten. This story time lasts for one hour and sometimes longer. The children love it and could play indefinitely.



Sheri Wallace  
 Children's Department

H.N.P.L.

## Monthly Maintenance Report

SEPTEMBER 2013

Stained scratches and bare spots on exterior of entrance wood. This improves the wood around the entrance but at some point this area should be stripped, stained and sealed.

Areas on Brinton where arborvitae was removed have been graded and seeded. The grass is beginning to come up but unfortunately there is constant foot and bicycle traffic through the seeded areas.

The brick under the canopy was power washed and the majority of the black areas and some heavy stains were removed. While washing the brick, several small areas had mortar missing but the repair work that was recently done has held as expected. The damaged mortar can be repaired in house.

Looking forward:

Will trim and cut back the shrub, ornamental grass and the knock-out roses to prepare them for winter and a more symmetrical appearance in the spring. Also intend to plant spring bulbs.

Will repair cracks and repaint ceiling and wall area in around circulation desk.

Jim Roy