

Hamilton North Public Library  
Board of Trustees Meeting  
Cicero  
May 16, 2013 6:30 p.m.

- I. Regular Session
- II. Review Agenda
- III. Minutes
  - A. April 18, 2013
- IV. Financial Report
- V. Department Reports
  - A. Director – Samuel Mitchel
  - B. Circulation – Luciane Snellenberger
  - C. Atlanta – Mary Palmiero
  - D. Adult – Emily Crickmore
  - E. Young Adult – Emily Crickmore
  - F. Children – Sheri Wallace
  - G. Maintenance – Jim Roy
- VI. Old Business
  - A. Arcadia WIFI
    - 1. ENA Cost
      - a. T-1 Tail to HNPL server: \$500/mo. - % E-Rate - % State Funding
      - b. Federal and State funding would depend on percentage of “library” usage.
  - B. Cicero
    - 1. Meeting Rooms finished
    - 2. Computer Lab renovation underway
    - 3. LOML – Library grounds usage
- VII. New Business
- VIII. Looking Ahead
  - A. June 20th Board Meeting in Cicero
  - B. Proposed 2014 Budget
- IX. Meeting Adjournment

Hamilton North Public Library  
Board of Trustees Meeting Minutes  
Meeting held at Atlanta, IN Branch  
April 18, 2013 at 6:30 p.m.

- I Regular Session of the HNPL Board Meeting was called to order by President Emily Holt at 6:35 p.m.
  1. Members present: Mike Jenkins, Stephen Griffith, Emily Holt, Laura Holliday, and Emily Beechler.
  2. Members absent: Melissa Martin and Sharon Bislich.
  3. Others present: HNPL Director, Sam Mitchel and HNPL Bookkeeper Amy Wolfe.
  
- II Review of the Agenda (Exhibit # 1, page 1) by President Emily Holt with one addition placed under New Business: "A. Partners and Friends of the Library."
  
- III Minutes. (Exhibit # 2, pages 1-4.)
  - 1) Discussion: As presented tonight, there were two corrections needed for the minutes of March 21, 2013. Under "Departmental Reports: V. items "c" and "f", in the first sentence of each, the month is March not February.
  - 2) Motion:
    - a) Motion to approve the corrected minutes for March 21, 2013 was made by Laura Holliday.
    - b) Second to said motion was made by Emily Beechler.
    - c) Motion carried by a vote of 5/0.
  
- IV . March Financial Report (Exhibit # 3, pages 1-24)
  1. Discussion: March financial report summary in Handout #1, pages 1-2, given by HNPL Bookkeeper, Amy Wolfe. Run rate is at 25%, with the percentage of budget used at 25.9%. March expenditures were \$32,014. Also there was \$800.25 spent for summer reading program and \$417.35 for a staff in service program. Bank balances totals for March were \$ 458,325.10. Deposits for March were \$ 20,465.07. (This is the 2013 monthly COIT amount which is \$532 less per month than for 2012 or \$6,384 less in the annual amount.)
  2. Motion:
    - a) Motion to pay the bills was made by Emily Beechler.
    - b) Second to said motion made by Stephen Griffith.
    - c) Motion carried by a vote of 5/0.
  
- V. Department Reports (Exhibit #4.)
  1. Department Reports for March, 2013. (Exhibit # 4, pages 1-10.)
    - a. Director, Samuel Mitchel, page 1. (See report on file)
      - I. Technology
        - A. Library will receive three upgraded computers from Net Literacy Organization program.

B. 3/7: Mike Jenkins and I attended the Arcadia Town Hall meeting to present the Arcadia WIFI idea.

C. Submitted LSTA grant for additional patron computers for both branches.

D. Installed printer upstairs in Atlanta.

II. Facilities:

A. Atlanta, 1. 3/22: KRM Architecture representative doing more research for the feasibility study. Attic work will complete study.

III. Staff:

A. Sheri Wallace, Children's Dept. Mgr., has been working at the library for 14 years.

B. Marsha Renner, Circulation Clerk, has been working at the library for 6 years.

C. Conducting interviews with circulation clerk job applicants.

IV. Misc.

A. 3/6: Attended SAMS (small and medium-sized libraries) meeting. As vice-president, I am on the planning committee for the annual conference.

B. 3/26: Emily Crickmore and I met with Nickel Plate Arts representatives to see what artwork could be presented at the library. We are planning for a spring exhibit with refurbished art.

V. Looking Forward: A. Renovation projects

b.Circulation: Luciane Snellenberger, pages 2-3. (See report on file) The circulation stats for March were 9,337 compared to 9,532 for March of last year and a three year average of 9,428 for the month of March. Atlanta had 663 circulations and Cicero had 8,674. Sent out 742 holds (166 from Atlanta and 576 from Cicero.) and received 759 holds from other libraries (158 for Atlanta, and 601 for Cicero.). In-House use for Cicero was 243 and for Atlanta, 27 for a total of 270. Top selections by patrons in March are: Video, 3,067 ; Adult fiction, 1493; J. Non-fiction,372 ; Adult Non-fiction, 578; J. fiction, 636; J, 997; Holds,421; and Computer, 574. Subscription Databases Usage: Tumblebooks, 148; Overdrive, 307 (not counted in circulation numbers); World Book Web, 60; and Freegal, 42.(increased advertising need here).

c.Atlanta, Mary Palmiero, page 4. (See report on file) March Statistics: Programs: 12; Attendance: 49; Cost: \$0.0. An informal survey of our patrons revealed a preference to stay open at least until 7:00 with most patrons satisfied with the existing hours, with a few in favor of being open Friday afternoons. If we opened on Fridays, then we would have to reduce the number of hours on Wednesday. As the summer reading program approaches it is felt here that we will need to be open all day Wednesdays during the summer. It is recommended when school begins in the fall to eliminate Wednesday morning hours and either add them to the other days [Monday-Thursday from 2:00-7:00] or add them to Friday afternoons [Monday-Thursday from 3:00-7:00 and Friday from 1:00-5:00]. More research will be conducted before a decision is made.

- d. Adult, Emily Crickmore, pages 5-7. Programs, 23; Attendance, 187; Costs-\$20; Cost per person: \$0.12. Local artisan Pandora displayed some of her polyclay jewelry, pendants, and frames this month, while demonstrating the making of polyclay cane. The crochet classes of Aloha Upchurch have been indefinitely cancelled because of health issues. Rescheduling is planned. The card-making and painting classes will continue on a monthly basis. Cathy Shouse of the Midwest Writers Workshop moderated a panel of Indiana writers for a MWW. Terence Flaherty and Kelsey Timmerman are interested in coming to HNPL for book signings. We had a decline in requests for computer tutorials coupled with an increase in no-shows and last minute cancellations. We did have a few requests for assistance with Windows 8 and looking forward to offering it as an official tutorial. **Coming up:** Medicare info session, spoon pendant jewelry class, Mother's Day card class, adult poetry workshop.
- e. Young Adult, Emily Crickmore, page 8. (See report on file.) March Programs: 8; Attendance, 31; Costs \$0.0; Attendee per person costs-\$0.0. As a result of a discussion with our only attendee to acting class, it was decided to reenergize this activity once school starts next fall. Starting next month the video game club will be having free play for the kids on the Wii, and any devices they'd like to bring in. Coming up: teen poetry workshop, teen poetry contest, Etiquette 101, spring break double feature, ACE Video Game Club
- f. Children, Sheri Wallace, page 9. (See report on file.) March Programs, 24; Attendance: 172; Library costs-\$4.50; Attendee per person costs-\$0.026. Program attendance down some from last month. New programs are in the planning stages for Summer Reading and this fall. Working on some target classes for our growing population of home schooled patrons. We are seeing a need for classes for children grades K through 3. Sherry Ely's Girl Scout Troop learned how to do internet research for World Thinking Day using our portable computer labs. We held 4 classes in February and March about internet research. We plan to continue to offer this program.
- g. Maintenance, Jim Roy, page 10. (See report on file.) The HCMG association presented a plan which would landscape the entire front of the building with new shrubbery and annual and perennial flowers. No material costs are available to provide an estimate but will be accumulated in the next 10 to 14 days. Work will include cutting all the spirea bushes down to about 3". The grasses will be cut to 6" and the arborvitae will be removed under the plan presented by the HCMG. All of the outlets on the outside walls of the 4 corner offices in the main building are now installed and operable. Current desks in the computer room have been disassembled with 2 moved to Atlanta. Remaining 5 are stored in the pavilion. A new globe was provided by the supplier of the hanging lights in the Teen Zone to replace the globe that shattered. There was no charge. Looking forward: Grass maintenance will begin the week of 4-15.

## VI. Old Business

### A. Arcadia

#### 1. Arcadia WIFI

a) Discussion: The Town of Arcadia will allow us to place a message on Arcadia resident's water bill asking for patrons tell us their level of need for WIFI in Arcadia.

2. A survey was created to place on the water bills and should be going out on the April bill.

### B. Cicero

1. Area Renovation underway. Wall paper and tile are going up now. Carpet will be installed early on April 23. Floor trenching for electrical has been completed.

2. Sunday hours: Staff is keeping stats on circulation and number of visitors. Of the two Sunday's monitored there were 5 and 8 patrons respectively.

3. Nickel Plate Art exhibit. One rendering will be placed on display at the Atlanta Branch and at least two will be exhibited at the Cicero Building.

## VII. New Business.

A. At the last Partners and Friends of the Library meeting the focus was placed on increasing interest and membership for the organization. It is the desire of the HNPL Board to continue to build this organization and to communicate the goals and purpose as per State Statute and our By-Laws. Next meeting is on July 15.

## VII. Looking Ahead

1. May 16th. Board Meeting in Cicero.

2. Clarification of our role in the July 4<sup>th</sup> Lights Over Morse Lake. The Town of Cicero celebration takes place on July 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup>. The parade stages in the Library parking lot on the 4<sup>th</sup>. The Library is closed on the 4<sup>th</sup> but open on the 5<sup>th</sup> and 6<sup>th</sup>.

IX. Meeting adjourned by President Emily Holt at 7:49 p.m.

Minutes respectfully prepared by HNPL Board Secretary, Mike Jenkins.

# Hamilton North

## **April 2013 Financial Report** *For May 16, 2013 Board Meeting*

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### **Board of Trustees**

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

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

Samuel Mitchel

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## Financial Report by Fund

Hamilton North Public Library

Period Beginning Date:

4/1/2013

Period Ending Date:

4/30/2013

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	105,847.29	22,017.38	188,471.10	33,979.00	153,104.92	93,885.67	0.00	93,885.67
110 Library Improvement Reserve Fund	39,141.61	37,878.19	0.00	0.00	186.71	1,450.13	37,691.48	0.00	37,691.48
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	3,390.00	0.00	0.00	762.50	3,050.00	2,627.50	0.00	2,627.50
160 Rainy Day Fund	306,977.31	185,273.12	0.00	0.00	332.89	122,037.08	184,940.23	0.00	184,940.23
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	123,913.11	0.00	34,000.00	0.00	0.00	123,913.11	0.00	123,913.11
200 Payroll Fund	0.00	0.00	3,407.81	15,487.83	3,407.81	15,487.83	0.00	0.00	0.00
300 Gift Fund	1,772.79	1,935.04	2,717.50	5,137.25	248.10	2,505.60	4,404.44	0.00	4,404.44
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>458,325.10</b>	<b>28,142.69</b>	<b>243,096.18</b>	<b>38,917.01</b>	<b>297,635.56</b>	<b>447,550.78</b>	<b>0.00</b>	<b>447,550.78</b>

**Bank Register**

Hamilton North Public Library

Period Beginning Date:  
4/1/2013

Date of Report 5/10/2013 12:51:37 P

Period Ending Date:  
4/30/2013

Bank Number	YR Beginning Balance	Beginning Balance	Deposits	Withdrawals	Transfers	Ending Balance
<b>1 Community Bank</b>						
		<b>Account Number 51020</b>			<b>Operating Checking</b>	
	\$119,838.49	\$75,878.83	\$24,675.44	\$35,509.20	\$0.00	\$65,045.07
<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	\$150,068.74	\$39.48	\$0.00	\$0.00	\$150,108.22
<b>6 Hamilton North Public Library</b>						
		<b>Account Number</b>			<b>Petty Cash, Cash Change &amp; C</b>	
	\$88.35	\$88.35	\$0.00	\$0.00	\$0.00	\$88.35
<b>7 Key Bank</b>						
		<b>Account Number 149363018453</b>			<b>Money Market</b>	
	\$80,508.16	\$80,537.94	\$0.00	\$0.00	\$0.00	\$80,537.94
<b>8 First Farmers Bank &amp; Trust</b>						
		<b>Account Number</b>			<b>Money Market</b>	
	\$151,694.92	\$151,751.24	\$19.96	\$0.00	\$0.00	\$151,771.20
<b>Grand Total:</b>	<b>\$502,090.16</b>	<b>\$458,325.10</b>	<b>\$24,734.88</b>	<b>\$35,509.20</b>	<b>\$0.00</b>	<b>\$447,550.78</b>

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

Period Beginning Date  
4/1/2013

Period Ending Date  
4/30/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
<b>Personal Services</b>					
Salary of Director	53,000	4,240	19,082	33,918	36.0%
Salary of Assistants	177,000	13,346	61,539	115,461	34.8%
Wages of Janitor	27,000	1,958	9,105	17,895	33.7%
Treasurer	500	-	-	500	0.0%
Employee Benefits	28,014	2,233	9,336	18,678	33.3%
Subtotal	285,514	21,778	99,061	186,453	34.7%
<b>Supplies</b>					
Office Supplies	3,000	416	1,229	1,771	41.0%
Operating Supplies	6,000	464	1,574	4,426	26.2%
Library Supplies	2,000	100	407	1,593	20.4%
Cicero Children's Programming	1,000	-	298	702	29.8%
Cicero YA Programming	1,000	-	63	938	6.3%
Cicero Adult Programming	1,000	30	193	808	19.3%
Atlanta Programming	250	-	13	238	5.0%
Programming - Summer Reading	915	-	800	115	87.5%
Subtotal	15,165	1,011	4,576	10,589	30.2%
<b>Other Services and Charges</b>					
Professional Services	15,500	7	4,374	11,126	28.2%
Communication & Transportation	10,500	737	2,328	8,172	22.2%
Advertising & Public Notice	1,000	250	305	695	30.5%
Printing	250	-	-	250	0.0%
Insurance	9,500	-	147	9,353	1.5%
Utilities-Gas	9,000	844	3,568	5,432	39.6%
Utilities-Electricity	25,000	1,971	6,584	18,416	26.3%
Utilities-Water	2,500	213	873	1,627	34.9%
Utilities-Waste Disposal	1,200	127	542	658	45.2%
Subtotal-Utilities	37,700	3,156	11,567	26,133	30.7%
Repairs & Maintenance	20,800	945	2,945	17,855	14.2%
Rentals	75	-	-	75	0.0%
Dues & Membership	400	91	191	209	47.8%
Taxes & Assessments	200	98	98	102	49.0%
Other Fees	100	-	14	86	14.0%
Ebook Services & Non-Print Databases	7,200	-	2,892	4,309	40.2%
Transfer to LIRF	10	-	-	10	0.0%
Subtotal	103,235	5,284	24,861	78,374	24.1%
<b>Capital Outlays</b>					
Furniture & Equipment	2,000	1,263	1,515	485	75.8%
Books - Adult	16,500	1,545	5,644	10,856	34.2%
Books - Young Adult	4,000	(579)	1,566	2,434	39.2%
Books - Children's	12,500	1,532	8,803	3,697	70.4%
Books - Reference	1,000	18	233	767	23.3%
Newspapers & Periodicals	4,600	662	1,353	3,247	29.4%
Non-Print Video & DVD	6,500	842	2,519	3,981	38.8%
Non-Print Audio	2,000	35	910	1,090	45.5%
Non-Print Music	1,000	255	420	580	42.0%
Non-Print Art Prints & Posters	100	45	77	23	77.0%
Non-Print Games	500	-	58	442	11.6%
Subtotal	50,700	5,619	23,099	27,601	45.6%
<b>FUND TOTAL</b>	<b>454,614</b>	<b>33,691</b>	<b>151,597</b>	<b>303,017</b>	<b>33.3%</b>

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

Period Beginning Date  
4/1/2013

Period Ending Date  
4/30/2013

Account Description	Annual Appropriation	Month Disbursements	YTD Disbursements	Balance	Percent Used
<b><u>Other Services and Charges</u></b>					
Communication & Transportation	9,600	669	2,120	7,480	22.1%
Utilities-Gas	7,500	717	2,836	4,664	37.8%
Utilities-Electricity	23,000	1,865	6,036	16,964	26.2%
Utilities-Water	1,750	131	525	1,225	30.0%
Utilities-Waste Disposal	1,200	127	460	740	38.3%
Repairs & Maintenance	18,800	855	2,680	16,120	14.3%
Subtotal	61,850	4,365	14,658	47,192	23.7%
<b><u>Capital Outlays</u></b>					
Furniture & Equipment	1,900	1,185	1,437	463	75.6%
Books - Adult	14,000	1,169	4,710	9,290	33.6%
Books - Young Adult	3,000	(579)	872	2,128	29.1%
Books - Children's	11,000	1,492	7,142	3,858	64.9%
Subtotal	29,900	3,267	14,161	15,739	47.4%
<b>TOTAL CICERO</b>	<b>91,750</b>	<b>7,632</b>	<b>28,819</b>	<b>62,931</b>	<b>31.4%</b>

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

**Period Beginning Date**  
 4/1/2013

**Period Ending Date**  
 4/30/2013

<b>Account Description</b>	<b>Annual Appropriation</b>	<b>Month Disbursements</b>	<b>YTD Disbursements</b>	<b>Balance</b>	<b>Percent Used</b>
<b><u>Other Services and Charges</u></b>					
Communication & Transportation	900	68	276	624	30.7%
Utilities-Gas	1,500	127	906	594	60.4%
Utilities-Electricity	2,000	105	406	1,594	20.3%
Utilities-Water	750	82	328	422	43.8%
Repairs & Maintenance	2,000	90	265	1,735	13.2%
Subtotal	7,150	472	2,182	4,968	30.5%
<b><u>Capital Outlays</u></b>					
Furniture & Equipment	100	78	78	22	77.9%
Books - Adult	2,500	377	934	1,566	37.4%
Books - Young Adult	1,000	-	694	306	69.4%
Books - Children's	1,500	40	1,661	(161)	110.8%
Subtotal	5,100	494	3,368	1,732	66.0%
<b>TOTAL ATLANTA</b>	<b>12,250</b>	<b>967</b>	<b>5,549</b>	<b>6,701</b>	<b>45.3%</b>

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

Period Beginning Date  
4/1/2013

Period Ending Date  
4/30/2013

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	150	990	14,010	6.6%
<b>Capital Outlays</b>					
Furniture & Equipment	12,000	37	461	11,539	3.8%
Non-print Materials	3,000		-	3,000	0.0%
<b>FUND TOTAL</b>	<b>30,000</b>	<b>187</b>	<b>1,450</b>	<b>28,550</b>	<b>4.8%</b>

**Rainy Day Fund**

<b>Other Services and Charges</b>					
Repairs & Maintenance	40,000	90	90	39,910	0.2%
<b>Capital Outlays</b>					
Furniture & Equipment	10,000	243	21,947	(11,947)	219.5%
<b>FUND TOTAL</b>	<b>50,000</b>	<b>333</b>	<b>22,037</b>	<b>27,963</b>	<b>44.1%</b>

**Lease Rental Fund**

<b>Other Services and Charges</b>					
Lease Rental	295,000	-	-	295,000	0.0%
<b>FUND TOTAL</b>	<b>295,000</b>	<b>-</b>	<b>-</b>	<b>295,000</b>	<b>0.0%</b>

**Operating Fund**

Personal Services	285,514	21,778	99,061	186,453	34.7%
Supplies	15,165	1,011	4,576	10,589	30.2%
Other Services and Charges	103,235	5,284	24,861	78,374	24.1%
Capital Outlays	50,700	5,619	23,099	27,601	45.6%
<b>FUND TOTAL</b>	<b>454,614</b>	<b>33,691</b>	<b>151,597</b>	<b>303,017</b>	<b>33.3%</b>
<b>GRAND TOTAL</b>	<b>829,614</b>	<b>34,211</b>	<b>175,084</b>	<b>654,530</b>	<b>21.1%</b>

5/10/2013 12:04:56 PM

# Deposit Register Summary

Hamilton North Public Library

From: 4/1/2013 To: 4/30/2013

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	\$79.55	\$197.80
	100.10.00.30 Fines and Fees	\$567.65	\$2,647.93
	100.10.00.31 Fax	\$130.95	\$499.95
	100.10.00.32 Copies	\$98.34	\$554.55
	100.10.00.34 Meeting Room Fees	\$150.00	\$400.00
	100.10.00.35 Payment for Books	\$11.50	\$34.48
	100.10.00.36 Processing Fee	\$10.00	\$30.00
	100.10.00.38 Room Deposit	\$100.00	\$600.00
	100.10.00.39 Key Deposit	\$0.00	\$40.00
	100.10.00.40 COIT	\$20,465.07	\$81,860.28
	100.10.00.46 Friends Bookstore	\$187.90	\$842.79
	100.10.00.47 Earbud Purchases	\$0.90	\$9.65
	100.10.00.50 Non Resident Cards	\$150.00	\$400.00
	100.10.00.60 Interest - Operating	\$6.08	\$52.63
	100.10.00.70 Interfund Transfers	\$0.00	\$100,000.00
	100.10.00.80 Refunds	\$0.00	\$47.00
<b>Fund Total</b>		<b>\$21,957.94</b>	<b>\$188,217.06</b>

190	190.10.03.10 Lease Rental	\$0.00	\$34,000.00
<b>Fund Total</b>		<b>\$0.00</b>	<b>\$34,000.00</b>

300	300.10.00.03 Gift Fund - Unrestricted	\$395.00	\$395.00
	300.10.02.03 Gift Fund - Summer Reading	\$2,009.50	\$2,009.50
	300.10.02.06 Gift Fund - Programming	\$13.41	\$122.88
	300.10.02.10 Gift Fund - Amazon Sales	\$39.64	\$315.02
	300.10.02.13 Gift Fund - Tess Gerritsen Author Visit	\$250.00	\$250.00
	300.10.04.20 Gift Fund - Friends Slush Fund Cicero	\$9.95	\$44.85
	300.20.03.01 Gift Fund - Atlanta Feasibility Study	\$0.00	\$2,000.00
<b>Fund Total</b>		<b>\$2,717.50</b>	<b>\$5,137.25</b>

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)	\$39.48	\$147.98
<b>Fund Total</b>		<b>\$39.48</b>	<b>\$147.98</b>



5/10/2013 12:04:56 PM

# Deposit Register Summary

Hamilton North Public Library

From: 4/1/2013 To: 4/30/2013

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	\$29.78
<b>Fund Total</b>		<b>\$0.00</b>	<b>\$29.78</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)	\$19.96	\$76.28
<b>Fund Total</b>		<b>\$19.96</b>	<b>\$76.28</b>

**Total of all Funds: \$24,734.88 \$227,608.35**



Friday, May 10, 2013

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

**From:** 4/1/2013 **To:** 4/30/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
<b>Fund 100</b>								
100.10.00.38	Room Deposit							
4/23/2013	Leeuw Oberlies & Campbell		Leeuw Oberlies & Campbell		8017	\$50.00	13352	Room Deposit Refund
4/30/2013	M. Christopher Prothero		M. Christopher Prothero		8063	\$50.00	13376	Room Deposit Refund
					<b>Total:</b>	<b>\$100.00</b>		
100.10.00.46	Friends Bookstore							
4/3/2013	HNPL Friends		HNPL Friends		8065	\$187.90	13378	April 2013 Bookstore Proceeds
					<b>Total:</b>	<b>\$187.90</b>		
100.10.01.11	Salary of Director							
4/9/2013					7950	\$2,120.19	DD7950	
4/23/2013					7991	\$2,120.19	DD7991	
					<b>Total:</b>	<b>\$4,240.38</b>		
100.10.01.12	Salary of Assistants							
4/9/2013					7946	\$113.29	DD7946	
4/9/2013					7947	\$678.59	DD7947	
4/9/2013					7948	\$639.20	DD7948	
4/9/2013					7949	\$73.72	DD7949	
4/9/2013					7951	\$524.37	DD7951	
4/9/2013					7952	\$643.86	DD7952	
4/9/2013					7953	\$204.95	DD7953	
4/9/2013					7955	\$438.41	DD7955	
4/9/2013					7956	\$1,049.48	DD7956	
4/9/2013					7957	\$63.06	DD7957	
4/9/2013					7958	\$1,052.02	DD7958	
4/9/2013					7960	\$593.11	DD7960	
4/9/2013					7961	\$442.13	DD7961	
4/23/2013					7987	\$74.39	DD7987	
4/23/2013					7988	\$681.86	DD7988	
4/23/2013					7989	\$630.00	DD7989	

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Friday, May 10, 2013

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

**From:** 4/1/2013 **To:** 4/30/2013

Date	Account	Office/Dept/Fund
4/23/2013		
4/23/2013		
4/23/2013		
4/23/2013		
4/23/2013		
4/23/2013		
4/23/2013		
4/23/2013		
4/23/2013		
4/23/2013		
4/23/2013		
4/23/2013		
4/23/2013		
4/23/2013		
4/23/2013		

7990	\$136.45	DD7990
7992	\$483.72	DD7992
7993	\$595.73	DD7993
7994	\$279.29	DD7994
7995	\$145.61	DD7995
7997	\$321.12	DD7997
7998	\$986.98	DD7998
7999	\$99.02	DD7999
8000	\$43.13	DD8000
8001	\$1,044.70	DD8001
8003	\$589.43	DD8003
8004	\$442.60	DD8004

**Total: \$13,070.22**

100.10.01.14	Wages of Janitor
4/9/2013	
4/9/2013	
4/23/2013	
4/23/2013	

PO	Claim #	Amount	Check#	Notes
	7954	\$436.40	DD7954	
	7959	\$435.30	DD7959	
	7996	\$659.44	DD7996	
	8002	\$426.56	DD8002	
	<b>Total:</b>	<b>\$1,957.70</b>		

100.10.01.15	Pages
4/9/2013	
4/23/2013	
4/23/2013	
4/23/2013	

PO	Claim #	Amount	Check#	Notes
	7946	\$85.50	DD7946	
	7987	\$101.75	DD7987	
	7988	\$45.38	DD7988	
	8003	\$43.33	DD8003	
	<b>Total:</b>	<b>\$275.96</b>		

100.10.01.20	Employee Benefits
4/30/2013	Hartford Life & Annuity Insurance Company
4/30/2013	Community Bank
4/30/2013	Hartford Life & Annuity Insurance Company
4/30/2013	Hartford Life & Annuity Insurance Company
4/30/2013	Community Bank

Name of Claimant
Hartford Life & Annuity Insurance Company
Community Bank
Hartford Life & Annuity Insurance Company
Hartford Life & Annuity Insurance Company
Community Bank

PO	Claim #	Amount	Check#	Notes
	7962	\$211.45	4/9 457 Plan	
	8021	\$1,474.35	cit Withholdings	
	8023	\$209.36	4/23 457 Plan	
	8057	\$316.00	13370	Sam Life Insurance
	8066	\$10.90	DD Fee #1	Direct Deposit Fee #1

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

**From:** 4/1/2013 **To:** 4/30/2013

Date	Account	Office/Dept/Fund					
4/30/2013	Community Bank	Community Bank	8067		\$11.30	DD Fee #2	Direct Deposit Fee #2
					<b>Total:</b>	<b>\$2,233.36</b>	
<b>100.10.02.13</b>	<b>Office Supplies</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
4/23/2013	Quill Corporation	Quill Corporation		8005	\$25.19	13340	Ink Cartridge
4/23/2013	Quill Corporation	Quill Corporation		8005	\$17.99	13340	Packing Tape
4/23/2013	Quill Corporation	Quill Corporation		8005	\$23.39	13340	Fax Ink Cartridge - Atlanta
4/23/2013	Quill Corporation	Quill Corporation		8005	\$38.43	13340	Paper Clips, Labels, Markers
4/23/2013	Cardmember Service	Cardmember Service		8018	\$17.95	13353	Notary Stamp for Sam
4/30/2013	CompuTrain Enterprises, Inc.	CompuTrain Enterprises, Inc.		8046	\$224.00	13359	Check Stock
4/30/2013	Quill Corporation	Quill Corporation		8049	\$13.98	13362	Pads of Paper
4/30/2013	Quill Corporation	Quill Corporation		8049	\$40.49	13362	Inkjet Cartridge
4/30/2013	Quill Corporation	Quill Corporation		8049	\$14.79	13362	Card Stock
					<b>Total:</b>	<b>\$416.21</b>	
<b>100.10.02.23</b>	<b>Operating Supplies</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
4/23/2013	Quill Corporation	Quill Corporation		8005	\$35.99	13340	Paper Towels
4/23/2013	Cardmember Service	Cardmember Service		8018	\$75.38	13353	Ballast, Liquid Soap
4/30/2013	Quill Corporation	Quill Corporation		8049	\$5.49	13362	Latex Gloves
4/30/2013	Quill Corporation	Quill Corporation		8049	\$4.79	13362	Lysol Cleener
4/30/2013	Grainger	Grainger		8054	\$158.13	13367	Trash Bags & Liners
4/30/2013	Amy Wolfe	Amy Wolfe		8056	\$75.64	13369	
4/30/2013	Sullivan Hardware	Sullivan Hardware		8060	\$109.03	13373	Drill bits, reflector bowls, nuts & bolts,
					<b>Total:</b>	<b>\$464.45</b>	
<b>100.10.02.33</b>	<b>Library Supplies</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
4/23/2013	Demco	Demco		8006	\$102.21	13341	Book Stops for Children's Area
4/23/2013	Demco	Demco		8006	\$102.06	13341	Glue & Bookmarks
4/23/2013	Demco	Demco		8006	(\$104.04)	13341	Returned Book Stops
					<b>Total:</b>	<b>\$100.23</b>	
<b>100.10.02.36</b>	<b>Cicero Adult Programming</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
4/30/2013	Rebecca Cola	Rebecca Cola		8053	\$30.00	13366	Pinterest Class

Friday, May 10, 2013

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

**From:** 4/1/2013 **To:** 4/30/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
						<b>Total:</b>		<b>\$30.00</b>
100.10.03.14	Professional Services							
4/23/2013	State of Indiana		State of Indiana		8016	\$7.00	13351	Background Check - C. Ritter
						<b>Total:</b>		<b>\$7.00</b>
100.10.03.27	Communication & Transportation-							
4/23/2013	Demco		Demco		8006	\$205.93	13341	Shipping Cost - Bookcase
4/23/2013	Samuel Mitchel		Samuel Mitchel		8008	\$3.99	13343	Shipping
4/23/2013	Cardmember Service		Cardmember Service		8018	\$119.57	13353	Stamps, Shipping
4/30/2013	Frontier		Frontier		8051	\$288.89	13364	
4/30/2013	Samuel Mitchel		Samuel Mitchel		8062	\$32.21	13375	Mileage Reimb. - Best Buy, Pendleton PL
4/30/2013	Baker & Taylor Books		Baker & Taylor Books		8064	\$18.79	13377	Shipping
						<b>Total:</b>		<b>\$669.38</b>
100.10.03.31	Advertising & Public Notices							
4/23/2013	Lights Over Morse Lake, Inc.		Lights Over Morse Lake, Inc.		8013	\$250.00	13348	Balloon Glow Sponsor
						<b>Total:</b>		<b>\$250.00</b>
100.10.03.51	Utilities-Gas-Cicero							
4/30/2013	Vectren Energy Delivery		Vectren Energy Delivery		8048	\$716.96	13361	
						<b>Total:</b>		<b>\$716.96</b>
100.10.03.52	Utilities-Electricity-Cicero							
4/30/2013	Duke Energy		Duke Energy		8050	\$1,865.29	13363	
						<b>Total:</b>		<b>\$1,865.29</b>
100.10.03.53	Utilities-Water-Cicero							
4/30/2013	Cicero Municipal Utilities		Cicero Municipal Utilities		8045	\$131.37	13358	
						<b>Total:</b>		<b>\$131.37</b>
100.10.03.54	Utilities-Waste Disposal-Cicero							

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

**From:** 4/1/2013 **To:** 4/30/2013

Date	Account	Office/Dept/Fund	From:	To:			
4/30/2013	Republic Services #761	Republic Services #761			8055	\$127.12	13368
					<b>Total:</b>	<b>\$127.12</b>	
<b>100.10.03.63</b>	<b>Repairs &amp; Maintenance-Cicero</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
4/23/2013	Sentinel Alarm Systems, Inc.	Sentinel Alarm Systems, Inc.		8011	\$89.85	13346	Qtrly Alarm Fee - 4/1 to 6/30
4/30/2013	Comfort Systems USA	Comfort Systems USA		8059	\$765.00	13372	A/C repairs
				<b>Total:</b>	<b>\$854.85</b>		
<b>100.10.03.91</b>	<b>Dues &amp; Memberships</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
4/23/2013	Cardmember Service	Cardmember Service		8018	\$6.12	13353	Notary Fee - Sam
4/23/2013	Hamilton North Chamber of Commerce	Hamilton North Chamber of Commerce		8019	\$85.00	13354	Chamber Renewal
				<b>Total:</b>	<b>\$91.12</b>		
<b>100.10.03.93</b>	<b>Taxes &amp; Assessments</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
4/23/2013	Hamilton County Treasurer	Hamilton County Treasurer		8010	\$15.00	13345	Cicero Drain Assessment - Spring 2013
4/23/2013	Hamilton County Treasurer	Hamilton County Treasurer		8010	\$45.50	13345	Atlanta Drain Assessment - Spring 2013
4/23/2013	Hamilton County Treasurer	Hamilton County Treasurer		8010	\$37.50	13345	Atlanta Drain Assessment - Fall 2013
				<b>Total:</b>	<b>\$98.00</b>		
<b>100.10.04.40</b>	<b>Furniture &amp; Equipment</b>	<b>Name of Claimant</b>	<b>PO</b>	<b>Claim #</b>	<b>Amount</b>	<b>Check#</b>	<b>Notes</b>
4/23/2013	Demco	Demco		8006	\$1,107.00	13341	Mobile Bookcase for Children's Area
				<b>Total:</b>	<b>\$1,107.00</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>
4/23/2013	Cardmember Service	Cardmember Service		8018	\$77.90	13353	New Book Bags
				<b>Total:</b>	<b>\$77.90</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>
4/23/2013	Samuel Mitchel	Samuel Mitchel		8008	\$13.69	13343	Piano Book
4/30/2013	Gale	Gale		8061	\$19.46	13374	
4/30/2013	Baker & Taylor Books	Baker & Taylor Books		8064	\$1,135.56	13377	
				<b>Total:</b>	<b>\$1,168.71</b>		

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

**From:** 4/1/2013 **To:** 4/30/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
<b>100.10.04.52 Books-Young Adult-Cicero</b>								
4/23/2013	GECRB/Amazon		GECRB/Amazon		8020	\$13.23	13355	
4/30/2013	Baker & Taylor Books		Baker & Taylor Books		8064	\$92.16	13377	
4/30/2013	Junior Library Guild		Junior Library Guild		8068	(\$684.00)	Reclass JLG	Reclass to Children's Books
<b>Total:</b>						<b>(\$578.61)</b>		
<b>100.10.04.53 Books-Childrens-Cicero</b>								
4/30/2013	The Penworthy Company		The Penworthy Company		8043	\$592.50	13356	
4/30/2013	Baker & Taylor Books		Baker & Taylor Books		8064	\$215.83	13377	
4/30/2013	Junior Library Guild		Junior Library Guild		8068	\$684.00	Reclass JLG	Reclassified from Cicero YA Books - JLG
<b>Total:</b>						<b>\$1,492.33</b>		
<b>100.10.04.54 Books-Reference</b>								
4/30/2013	Baker & Taylor Books		Baker & Taylor Books		8064	\$17.99	13377	
<b>Total:</b>						<b>\$17.99</b>		
<b>100.10.04.60 Newspapers &amp; Periodicals</b>								
4/23/2013	Cardmember Service		Cardmember Service		8018	\$550.30	13353	
4/30/2013	The Times		The Times		8058	\$112.00	13371	1 Year Subscription - Cicero
<b>Total:</b>						<b>\$662.30</b>		
<b>100.10.04.71 Non-Print-Vid/DVD</b>								
4/23/2013	GECRB/Amazon		GECRB/Amazon		8020	\$842.33	13355	
<b>Total:</b>						<b>\$842.33</b>		
<b>100.10.04.72 Non-Print-Audio</b>								
4/23/2013	Recorded Books, LLC		Recorded Books, LLC		8012	\$34.98	13347	
<b>Total:</b>						<b>\$34.98</b>		
<b>100.10.04.73 Non-Print-Music</b>								
4/23/2013	GECRB/Amazon		GECRB/Amazon		8020	\$255.00	13355	

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

**From:** 4/1/2013 **To:** 4/30/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
						<b>Total:</b>		<b>\$255.00</b>
100.10.04.74	Non-Print-Artwork							
4/23/2013	Amy Wolfe		Amy Wolfe		8014	\$44.97	13349	Artwork for DVD/CD Area
						<b>Total:</b>		<b>\$44.97</b>
100.20.03.28	Communication & Transportation-							
4/30/2013	Endeavor Communications		Endeavor Communications		8052	\$67.76	13365	
						<b>Total:</b>		<b>\$67.76</b>
100.20.03.51	Utilities-Gas-Atlanta							
4/30/2013	Vectren Energy Delivery		Vectren Energy Delivery		8048	\$127.36	13361	
						<b>Total:</b>		<b>\$127.36</b>
100.20.03.52	Utilities-Electricity-Atlanta							
4/30/2013	Duke Energy		Duke Energy		8050	\$105.39	13363	
						<b>Total:</b>		<b>\$105.39</b>
100.20.03.53	Utilities-Water-Atlanta							
4/30/2013	Atlanta Utilities		Atlanta Utilities		8047	\$82.05	13360	
						<b>Total:</b>		<b>\$82.05</b>
100.20.03.63	Repairs & Maintenance-Atlanta							
4/23/2013	Sentinel Alarm Systems, Inc.		Sentinel Alarm Systems, Inc.		8011	\$89.85	13346	Qtrly Alarm Fee - 4/1 to 6/30
						<b>Total:</b>		<b>\$89.85</b>
100.20.04.42	Furniture & Equipment-Atlanta							
4/23/2013	Cardmember Service		Cardmember Service		8018	\$77.90	13353	New Book Bags
						<b>Total:</b>		<b>\$77.90</b>
100.20.04.51	Books-Adult-Atlanta							

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Friday, May 10, 2013

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

**From:** 4/1/2013 **To:** 4/30/2013

Date	Account	Office/Dept/Fund				
4/30/2013	Baker & Taylor Books	Baker & Taylor Books		8064	\$376.67	13377
				<b>Total:</b>	<b>\$376.67</b>	

100.20.04.53	Books-Childrens-Atlanta	Name of Claimant	PO	Claim #	Amount	Check#	Notes
4/30/2013	Baker & Taylor Books	Baker & Taylor Books		8064	\$39.62	13377	
				<b>Total:</b>	<b>\$39.62</b>		

**Total for Fund# 100** **\$33,979.00**

**Fund 110**

110.10.03.01	LIRF - Repairs & Maintenance	Name of Claimant	PO	Claim #	Amount	Check#	Notes
4/23/2013	Ricoh USA, Inc.	Ricoh USA, Inc.		8009	\$150.14	13344	Patron Copier Charges
				<b>Total:</b>	<b>\$150.14</b>		

110.10.04.40	LIRF - Furniture and Equipment	Name of Claimant	PO	Claim #	Amount	Check#	Notes
4/23/2013	Cardmember Service	Cardmember Service		8018	\$36.57	13353	Returned Printer & Purchased New One
				<b>Total:</b>	<b>\$36.57</b>		

**Total for Fund# 110** **\$186.71**

**Fund 140**

140.10.03.01	State Technology Fund Grant	Name of Claimant	PO	Claim #	Amount	Check#	Notes
4/30/2013	ENA Services LLC	ENA Services LLC		8044	\$762.50	13357	
				<b>Total:</b>	<b>\$762.50</b>		

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

**Fund 160**

160.10.03.01	Rainy Day - Repairs & Maintenan	Name of Claimant	PO	Claim #	Amount	Check#	Notes
4/23/2013	Hamilton County Treasurer	Hamilton County Treasurer		8007	\$425.65	13342	Reconstruction Assessment
4/23/2013	Hamilton Heights Band Boosters	Hamilton Heights Band Boosters		8015	\$90.00	13350	Hanging Baskets for Pavilion & Garden
4/30/2013	Hamilton County Treasurer	Hamilton County Treasurer		8069	(\$425.65)	VOID 13342	Void - Will be paid thru water bill
				<b>Total:</b>	<b>\$90.00</b>		

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

**From:** 4/1/2013 **To:** 4/30/2013

Date	Account	Office/Dept/Fund	Name of Claimant	PO	Claim #	Amount	Check#	Notes
160.10.04.01	Rainy Day - Furniture & Equipme							
4/23/2013	Cardmember Service		Cardmember Service		8018	\$242.89	13353	Déoor for Library
					<b>Total:</b>	<b>\$242.89</b>		
<b>Total for Fund# 160</b>						<b>\$332.89</b>		
<b>Fund 200</b>								
200.10.01.01	Federal Withholding		Name of Claimant	PO	Claim #	Amount	Check#	Notes
4/30/2013	Community Bank		Community Bank		8021	\$751.53		ril Withholdings
					<b>Total:</b>	<b>\$751.53</b>		
200.10.01.02	FICA Withheld		Name of Claimant	PO	Claim #	Amount	Check#	Notes
4/30/2013	Community Bank		Community Bank		8021	\$1,194.88		ril Withholdings
					<b>Total:</b>	<b>\$1,194.88</b>		
200.10.01.03	Medicare Withheld		Name of Claimant	PO	Claim #	Amount	Check#	Notes
4/30/2013	Community Bank		Community Bank		8021	\$279.47		ril Withholdings
					<b>Total:</b>	<b>\$279.47</b>		
200.10.01.04	State/County Withheld		Name of Claimant	PO	Claim #	Amount	Check#	Notes
4/30/2013	Indiana Department of Revenue		Indiana Department of Revenue		8022	\$868.10		il Withholdings 2
					<b>Total:</b>	<b>\$868.10</b>		
200.10.01.09	457 Plan Withheld		Name of Claimant	PO	Claim #	Amount	Check#	Notes
4/30/2013	Hartford Life & Annuity Insurance Company		Hartford Life & Annuity Insurance Company		7962	\$137.25		4/9 457 Plan
4/30/2013	Hartford Life & Annuity Insurance Company		Hartford Life & Annuity Insurance Company		8023	\$135.16		4/23 457 Plan
					<b>Total:</b>	<b>\$272.41</b>		
200.10.01.11	457 Plan Loan		Name of Claimant	PO	Claim #	Amount	Check#	Notes
4/30/2013	Hartford Life & Annuity Insurance Company		Hartford Life & Annuity Insurance Company		7962	\$20.71		4/9 457 Plan
4/30/2013	Hartford Life & Annuity Insurance Company		Hartford Life & Annuity Insurance Company		8023	\$20.71		4/23 457 Plan

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Friday, May 10, 2013

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

**From:** 4/1/2013 **To:** 4/30/2013

Date      Account      Office/Dept/Fund

**Total:**      **\$41.42**

**Total for Fund# 200**      **\$3,407.81**

**Fund 300**

<u>300.10.02.06</u>	<u>Gift Fund - Programming</u>	<u>Name of Claimant</u>	<u>PO</u>	<u>Claim #</u>	<u>Amount</u>	<u>Check#</u>	<u>Notes</u>
4/30/2013	Amy Wolfe	Amy Wolfe		8056	\$9.98	13369	Popcorn Oil
					<b>Total:</b>		<b>\$9.98</b>

<u>300.10.02.10</u>	<u>Gift Fund - Amazon Sales</u>	<u>Name of Claimant</u>	<u>PO</u>	<u>Claim #</u>	<u>Amount</u>	<u>Check#</u>	<u>Notes</u>
4/23/2013	Cardmember Service	Cardmember Service		8018	\$198.45	13353	Shipping Costs, Food for Staff In Service Day & Programs
4/30/2013	Quill Corporation	Quill Corporation		8049	\$11.68	13362	Labels for Bookstore
					<b>Total:</b>		<b>\$210.13</b>

<u>300.10.04.20</u>	<u>Gift Fund - Friends Slush Fund Ci</u>	<u>Name of Claimant</u>	<u>PO</u>	<u>Claim #</u>	<u>Amount</u>	<u>Check#</u>	<u>Notes</u>
4/30/2013	Amy Wolfe	Amy Wolfe		8056	\$27.99	13369	Pop & Water
					<b>Total:</b>		<b>\$27.99</b>

**Total for Fund# 300**      **\$248.10**

**Total Amount of Claims:**      **\$38,917.01**

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

5/16/2013

From: 4/1/2013 To: 4/30/2013

Claim Number	Vendor Number / Name	PO Number	Check Number	Check Date	Amount of Claim
7962	Hartford Life & Annuity Insurance Company				\$369.41
8005	Quill Corporation				\$140.99
8006	Demco				\$1,413.16
8007	Hamilton County Treasurer				\$425.65
8008	Samuel Mitchel				\$17.68
8009	Ricoh USA, Inc.				\$150.14
8010	Hamilton County Treasurer				\$98.00
8011	Sentinel Alarm Systems, Inc.				\$179.70
8012	Recorded Books, LLC				\$34.98
8013	Lights Over Morse Lake, Inc.				\$250.00
8014	Amy Wolfe				\$44.97
8015	Hamilton Heights Band Boosters				\$90.00
8016	State of Indiana				\$7.00
8017	Leeuw Oberlies & Campbell				\$50.00
8018	Cardmember Service				\$1,403.03
8019	Hamilton North Chamber of Commerce				\$85.00
8020	GEICB/Amazon				\$1,110.56
8021	Community Bank				\$3,700.23
8022	Indiana Department of Revenue				\$868.10
8023	Hartford Life & Annuity Insurance Company				\$365.23
8043	The Penworthy Company				\$592.50
8044	ENA Services LLC				\$762.50
8045	Cicero Municipal Utilities				\$131.37
8046	CompuTrain Enterprises, Inc.				\$224.00
8047	Atlanta Utilities				\$82.05
8048	Vectren Energy Delivery				\$844.32
8049	Quill Corporation				\$91.22
8050	Duke Energy				\$1,970.68
8051	Frontier				\$288.89
8052	Endeavor Communications				\$67.76
8053	Rebecca Cola				\$30.00
8054	Grainger				\$158.13
8055	Republic Services #761				\$127.12
8056	Amy Wolfe				\$113.61
8057	Hartford Life & Annuity Insurance Company				\$316.00
8058	The Times				\$112.00
8059	Comfort Systems USA				\$765.00
8060	Sullivan Hardware				\$109.03

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

5/16/2013

From: 4/1/2013 To: 4/30/2013

Claim Number	Vendor Number / Name	PO Number	Check Number	Check Date	Amount of Claim
8061	Gale				\$19.46
8062	Samuel Mitchel				\$32.21
8063	M. Christopher Prothero				\$50.00
8064	Baker & Taylor Books				\$1,896.62
8065	HNPL Friends				\$187.90
8066	Community Bank				\$10.90
8067	Community Bank				\$11.30
8068	Junior Library Guild				\$0.00
8069	Hamilton County Treasurer				(\$425.65)

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

5/16/2013

From: 4/1/2013 To: 4/30/2013

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\_\_\_\_

*Laura Holliday*  
Fiscal Officer

**Allowance of Vouchers**

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

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of \$19,372.75 . Dated 5/16/2013

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

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

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

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

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

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

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

Board Members

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## Payroll Claim Register

### Hamilton North Public Library

209 W Brinton  
Cicero, IN 46034

From: 4/1/2013 To: 4/30/2013

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
7946			\$198.79	DD7946	\$176.53
7947			\$678.59	DD7947	\$560.86
7948			\$639.20	DD7948	\$496.20
7949			\$73.72	DD7949	\$68.08
7950			\$2,120.19	DD7950	\$1,810.35
7951			\$524.37	DD7951	\$457.34
7952			\$643.86	DD7952	\$533.78
7953			\$204.95	DD7953	\$170.25
7954			\$436.40	DD7954	\$372.07
7955			\$438.41	DD7955	\$348.62
7956			\$1,049.48	DD7956	\$882.43
7957			\$63.06	DD7957	\$56.77
7958			\$1,052.02	DD7958	\$844.03
7959			\$435.30	DD7959	\$363.00
7960			\$593.11	DD7960	\$494.23
7961			\$442.13	DD7961	\$276.55
7987			\$176.14	DD7987	\$156.61
7988			\$727.24	DD7988	\$598.78
7989			\$630.00	DD7989	\$489.48
7990			\$136.45	DD7990	\$126.01
7991			\$2,120.19	DD7991	\$1,810.35
7992			\$483.72	DD7992	\$425.66
7993			\$595.73	DD7993	\$496.27
7994			\$279.29	DD7994	\$235.63
7995			\$145.61	DD7995	\$128.06
7996			\$659.44	DD7996	\$545.94
7997			\$321.12	DD7997	\$258.01
7998			\$986.98	DD7998	\$832.41
7999			\$99.02	DD7999	\$88.39
8000			\$43.13	DD8000	\$37.93
8001			\$1,044.70	DD8001	\$838.50
8002			\$426.56	DD8002	\$355.30
8003			\$632.76	DD8003	\$525.13
8004			\$442.60	DD8004	\$276.90

Claim Number	ID	Payee	Gross Pay	Check Number	Amount of Claim
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\$19,544.26

\$16,136.45

200.10.01.01	Federal Withholding	\$751.53	200.10.01.02	FICA Withheld	\$1,194.88
200.10.01.03	Medicare Withheld	\$279.47	200.10.01.04	State/County Withheld	\$868.10
200.10.01.09	457 Plan Withheld	\$272.41	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\_\_\_\_

*Laura Holliday*  
Fiscal Officer

**Allowance of Vouchers**

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

We have examined the claims listed on the foregoing Register of Claims, consisting 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of \$16,136.45 Dated 5/16/2013

*Emily Beecher*  
Emily Beechter

*Steve Griffith*  
Steve Griffith

*Emily Holt*  
Emily Holt

*Melissa Martin*  
Melissa Martin

Sharon Bislich

*Laura Holliday*  
Laura Holliday

*Mike Jenkins*  
Mike Jenkins

**Board Members**

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

	Unrestricted Gift Fund	Friends Slush Fund Cicero	Programing Gift Fund	Atlanta Feasibility Study Gift Fund	Kiwanis Children's Computer Lab	Friends Summer Reading Gift Fund	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	\$ -	\$ 44.85	\$ 517.88	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 9.50	\$ 2,009.50	\$ -
2013 YTD Disbursements	\$ (395.00)	\$ (44.85)	\$ (303.78)	\$ (1,330.00)	\$ -	\$ (157.86)	\$ -	\$ (157.86)	\$ -
Ending Balance	\$ 542.96	\$ 0.00	\$ 214.17	\$ 670.00	\$ 198.00	\$ 1,819.02	\$ 9.50	\$ 1,828.52	\$ -

	Gift Fund Amazon Sales	Tess Gerritsen Author Visil 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	\$ 315.02	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,137.25
2013 YTD Disbursements	\$ (264.12)	\$ -	\$ (9.99)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,505.60)
Ending Balance	\$ 94.36	\$ 250.00	\$ 311.43	\$ -	\$ -	\$ -	\$ 295.00	\$ -	\$ 4,404.44

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**Hamilton North Public Library**  
**Edward Jones MasterCard Bill**  
**March 15, 2013 - April 12, 2013**

	Emily Crickmore	Sam Mitchel	Sheri Wallace	Amy Woife	James Roy	TOTAL	
Communication & Transportation - Cicero		\$ 92.00		\$ 27.57		\$ 119.57	Stamps, Shipping
Dues & Membership		\$ 6.12				\$ 6.12	Notary Fee
Furniture & Equipment - Atlanta				\$ 77.90		\$ 77.90	New Book Bags
Furniture & Equipment - Cicero				\$ 77.90		\$ 77.90	New Book Bags
Gift Fund - Amazon Sales	\$ 43.89	\$ 98.98	\$ 23.35	\$ 32.23		\$ 198.45	Shipping Costs, Food for Staff In Service Day, Food for Programs
LIRF - Furniture & Equip.		\$ 36.57				\$ 36.57	Returned Printer and purchased new one
Newspapers & Periodicals				\$ 550.30		\$ 550.30	Magazine Renewals
Office Supplies				\$ 17.95		\$ 17.95	Notary Stamp for Sam
Operating Supplies				\$ 43.74	\$ 31.64	\$ 75.38	Ballast, Liquid Soap
Rainy Day - Furniture & Equipment				\$ 242.89		\$ 242.89	Décor for Library
<b>TOTAL</b>	<b>\$ 43.89</b>	<b>\$ 233.67</b>	<b>\$ 23.35</b>	<b>\$ 1,070.48</b>	<b>\$ 31.64</b>	<b>\$ 1,403.03</b>	

**April 2013 Director's Report  
Board Meeting: 5/16/13**

**I. Technology**

- A. Updated anti-virus software installed by SIM2K (Symantec Endpoint)
- B. Children's computers are now WIFI accessible.
- C. E-Newsletter creating bouncing emails (esp. Comcast and Gmail)
  - 1. SIM2K recommended procedures not working.
  - 2. Considering free or inexpensive mass email software (e.g. Mailchimp)

**II. Facilities**

- A. Atlanta
  - 1. Assisted Jim Roy in installing two computer carrels.
- B. Cicero:
  - 1. Renovation projects underway.
  - 2. Pavilion: with warmer weather, teens are starting to loiter. Library staff is aware that they are to inform them of no loitering policy. About once a week I've had to do this with no problems resulting.
  - 3. Jim is getting with Charlie to create a cleaning schedule that will address cleaning/dusting beyond the everyday janitorial tasks.

**III. Staff**

- A. Cinda (Cindy) Ritter is the library's newest employee. She was hired for the circulation clerk position.

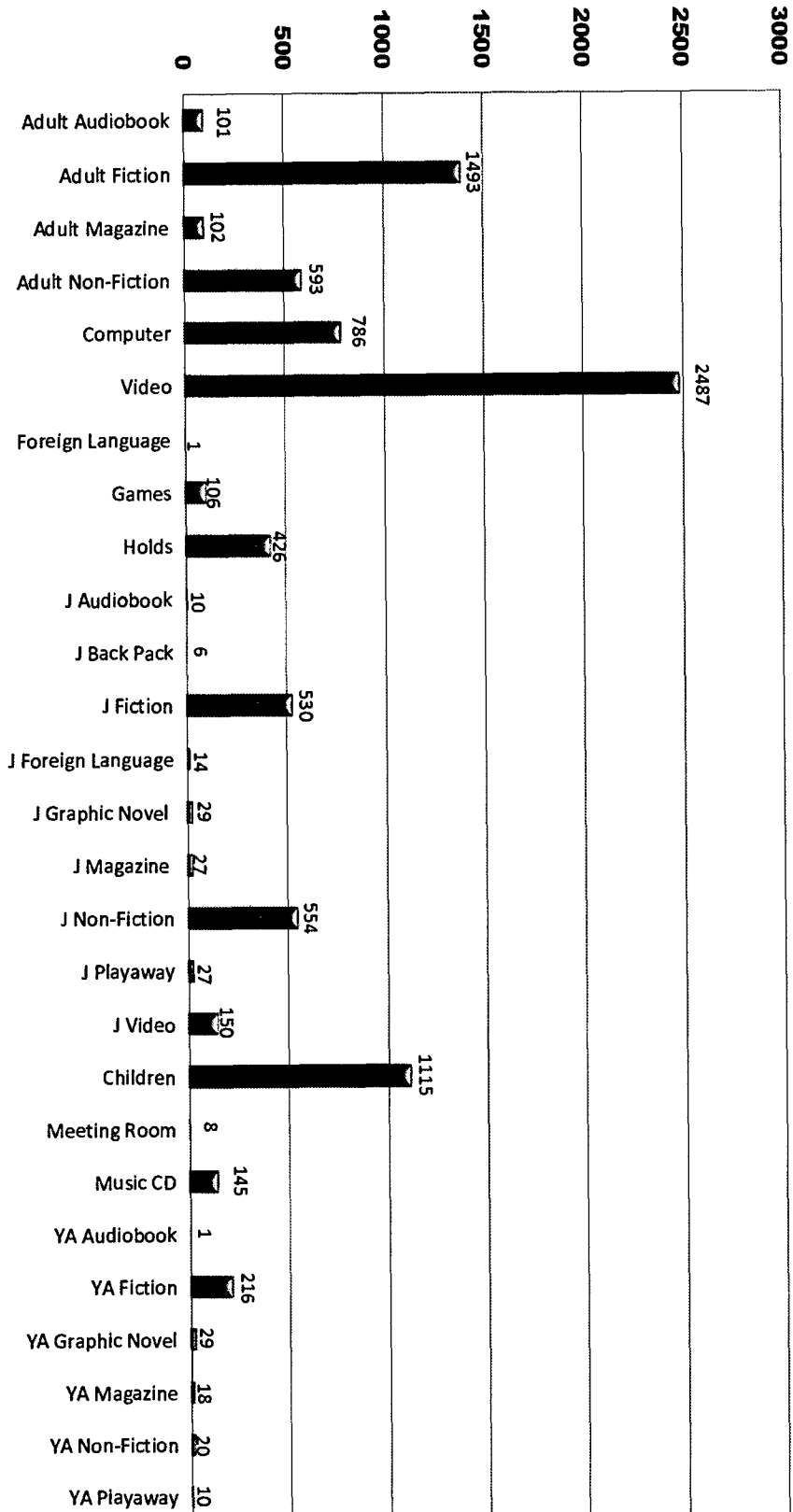
**IV. Looking Forward**

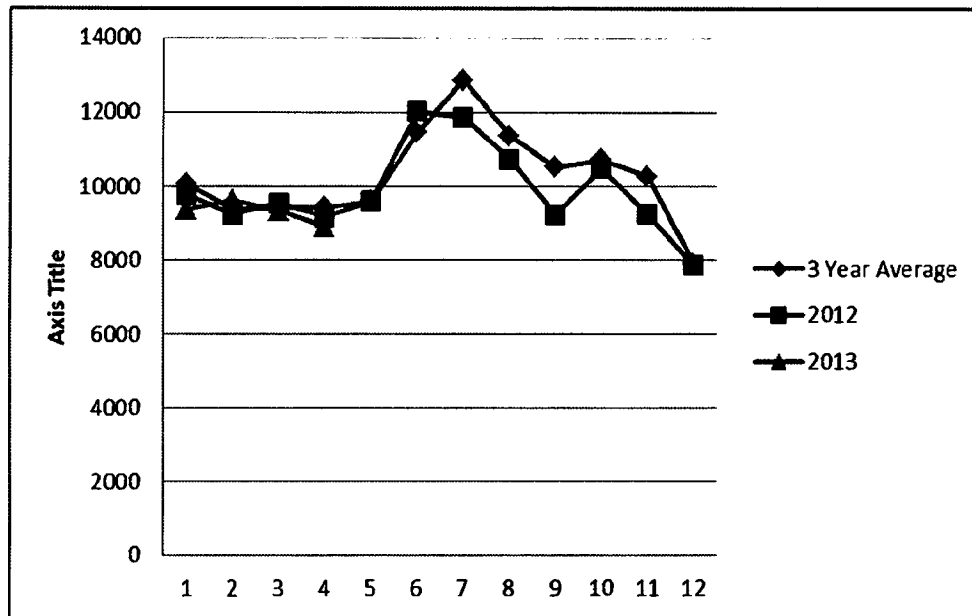
- A. Renovation projects completed.

Samuel Mitchel



April 2013





	April-13	April-12	3 Years Average
<b>Circulation</b>			
Atlanta	672	761	
Cicero	8233	8409	
<b>Total</b>	<b>8905</b>	<b>9170</b>	<b>9,422</b>
<b>In-House Use</b>			
Atlanta	11	39	
Cicero	120	372	
<b>Total</b>	<b>131</b>	<b>411</b>	
<b>Transits Sent</b>			
Atlanta	186	196	
Cicero	690	701	
<b>Total</b>	<b>876</b>	<b>897</b>	
<b>Transits Received</b>			
Atlanta	175	213	
Cicero	623	595	
<b>Total</b>	<b>798</b>	<b>808</b>	
<b>Databases</b>			
Overdrive	289	42	
Tumblebooks	90	149	

April 2013 circulation was a little lower than April 2012. However Overdrive circulation is up about the same amount regular circulation is down. Cicero circulation is down about 2.5% and Atlanta circulation is down about 13%.

Thank you,

Luciane Snellenberger  
Circulation Manager

## ATLANTA BOARD REPORT APRIL 2013

The two new carrels in the computer area in the basement are a welcome addition for patrons. Several people mentioned that they look much better than the old tables we had. Sam installed a new computer and printer upstairs. The old computer barely worked, and it is very nice to have two working computers. Having a printer upstairs is desirable because some patrons have a bit of trouble with the basement stairs which are very narrow. It is more convenient for them now.

### STATISTICS

NAME OF PROGRAM	NUMBER OF MEETINGS	TOTAL ATTENDANCE	TOTAL COST
Crochet & Quilt Class	4	17	0
Movie Afternoon	7	36	0
Homework Help	5	15	0
TOTALS	15	68	0

## Hamilton North Public Library Adult Department

**April 2013**

Program	# of Times	Attendance	Cost	Cost per Attendee
Pilates/Yoga every Monday (4/15 & 4/22 canceled by renovation – 4/49 canceled by instructor)	2	24	0	0
GabsBee Quilting every other Tuesday	2	12	0	0
Computer Tutorials 4/3, 4/5, 4/12 (2x), 4/15, 4/17, 4/19 (2x), 4/22, 4/24, 4/25, 4/26 (2x), 4/30 (also had 3 cancellations, and 3 no-shows)	14	28	0	0
Crochet with Aloha every Thursday (canceled by instructor for all of April)	0	0	0	0
Forever Young Adult Book Group 4/13	1	2	0	0
Mother's Day Cards 4/16	1	6	0	0
Jewelry Workshop (canceled by instructor)	0	0	0	0
Medicare Info 3/18	1	3	0	0
Evening Reading Group 4/22	1	4	0	0
Brown Bag Reading Group 4/26	1	7	0	0

Come Alive Through Poetry (canceled by instructor)	0	0	0	0
Non-Library uses of Meeting Rooms	13	N/A	0	0
TOTAL Library Programs	23	86	0	0

Photographer Chris LeSesne of Noblesville shared his space with Cicero photographers Michael Jack and Sally Wolf. Chris judged the Friends photo contest last year, and will be offering some photography classes here in June.

Aloha Upchurch, the crochet instructor, has been dealing with some health issues, and her classes are indefinitely canceled. She initially wanted to come back by April, but is not yet able.

The computer tutorials are definitely a boon to programs, and requests for them are steadily rising. I've been muddling through Windows 8 to help a few patrons, and hope to create an official pamphlet for a Win8 class.

An outside group rented the meeting rooms twice in April, and held their own Medicare information sessions, which they also marketed to people in Cicero. I think that adversely affected the attendance at my program, instructed by Rick Altstadt. (the only attendees were me, Rick, and his partner Holly)

I attended the HN Chamber of Commerce Non-Profit Showcase, and was able to talk to a few people about the library, as well as the Friends group. They seemed interested in the library services, as well as the need for a Friends group.

In April 2012, I wrote, *"April was a month for program and computer cancellations/now-shows. Three programs were canceled by the presenters/artists. Two were canceled due to lack of registrations. I've been finding it extremely difficult, particularly as of late, to encourage patrons to register for programs."* I found that to be true in April 2013 as well. This was a bad month, and I think it was due to the time of year. I sincerely hope that the programs I have planned for the summer will bump up attendance.

**Coming up:** Pinterest class, Van Gogh painting class, Quilt show, gearing up for summer reading

Emily Crickmore

## Hamilton North Public Library Young Adult Department April 2013

Program	# of Times	Attendance	Cost	Cost per Attendee
Teen Art Class each Thursday (save Spring Break week)	3	9	0	0
Spring Break Double Feature 4/4 11 – Hitchcock 1 - Psycho	1	2	0	0
Snack & Yak 4/12	1	3	0	0
Saturday @ the Movies (Red Dawn, rated PG-13) 4/13	1	12	0	0
Teen Advisory Board 4/24	1	9	13	(stockpiled cookies, also used for ACE)
ACE Video Game Club 4/24	1	12	0	0
<b>Total programs</b>	<b>9</b>	<b>47</b>	<b>13</b>	<b>0</b>

The Spring Break Double Feature was a bust. Nobody showed up for the showing of Hitchcock, and Psycho was a very minor draw.

Members of the TAB had requested a video game club, and it was a hit! We are hoping to do the TAB car wash fundraiser early this summer.

We now have an Instagram account, managed by one of the teens on TAB. She's been doing a great job of keeping it updated, and added the attached photo to the account.

Coming up: teen poetry night, Mama (PG-13 horror movie), continuation of ACE

Emily Crickmore



Hamilton North Public Library  
Children's Department  
April 2013

Program	Age Group	# of Times	Attendance	Cost	Cost per attendee
Art Classes	Preschool	3	8	0	
Story Time	Preschool	8	63	0	
Outreach	Preschool	1	32	0	
Art Classes	Home School	3	13	0	
Art Classes	School Age	3	8	0	
Lego Mania	School Age	1	8	\$ 5.17	\$ .64
Super Saturday	School Age	1	24	0	
Movie	All Ages	1	12	\$ 2.00	\$ .17
Totals		21	168	\$ 7.17	

Program attendance is down for the month of April. I attended Kindergarten Round Up and Super Saturday. The American Girl Club was canceled this month for lack of interest. I am still developing some Home School programming and also working on Summer Reading. In May, I will be promoting summer reading at the primary and elementary schools.

Super Saturday 2013



Sheri Wallace  
Children's Department

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

## **Monthly Maintenance Report**

**APRIL 2013**

**Work in Meeting Rooms and Computer Room to coordinate with outside contractors, removing and replacing fixtures and other items as needed.**

**Remove, disassemble and store existing computer desks and move 2 to Atlanta for use there.**

**Trim and/or remove landscaping to prep for mulching and replanting as we work with HCMG considering their input along with the expectations of the Library staff.**

**Open and close Library as required for outside contractors after normal hours and weekends to do work that was extremely dusty or noisy.**

**Begin mowing schedule and treatment of grass with fertilizer and weed control.**

**Looking forward:**

**We have ordered tile stripper and grout cleaner to clean the tile in the Lobby area.**

**Will order mulch and continue with clean up of landscaping.**

**Jim Roy**