

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees  
December 12th, 2016  
5:15pm

## Regular Meeting

1. Call to Order
2. Reading and Approval of Minutes
3. Reading and Approval of Financial Report
4. Approval of Bills
5. Report of the Librarian
6. Committee Reports
7. Communications
8. Unfinished Business
9. New Business
  - A. Salary Schedule
  - B. Markle Hours
  - C. Audit Report
  - D. Internal Controls
  - E. Signing Authorization
  - F. Other
10. Public Input
11. Trustee Education – The Board Plans – John Branham
12. Adjournment

**Huntington City-Township Public Library  
Board of Trustees Meeting  
November 21, 2016  
5:00 PM**

**Present:** Rebecca Lemons (via phone), John Branham, Peggy Caley, Jamie Foday, Chad Lippe, Anne McClellan, Terry Miller, Fred Scheiber

**Absent:** none

**Visitors:** Mike Perkins, Chuck Homier, Jeri Davis, Jessi Brown, Jan Perkins, Mike Bandelier (from Aflac), Michelle (from Aflac)

**Peggy called the meeting to order.**

**Reading and Approval of Minutes:** John moved to approve the minutes, Fred seconded, and motion carried.

**Reading and Approval of Financial Report and Approval of Bills:** Fred moved to approve, Anne seconded, and motion carried.

**Public Input:** Peggy opened the floor for public comments from visitors. Five visitors signed up to comment. The first comment came from Mike Perkins, who asked that we move the public comment section to the end of our agenda, where it traditionally has been. It was agreed to move this to the end of our agenda.

**Report of the Librarian:** Beka highlighted a couple items. Related to the hiring of new employees, she mentioned that three former employees applied, and all three were rehired.

**Committee Reports:**

**A. Benefits:**

- I. Insurance Renewal** - Beka explained some of the details of the insurance plan renewals: the vision plan and life/disability plan will remain the same; dental is going up only a few percentages; the cost of the medical plan is actually going down. Beka recommended that we renew the plans. John made a motion to continue with the insurance plans, Fred seconded, and motion carried.
- II. Supplemental Insurance** - Beka met with representatives from Aflac about bringing in some supplemental options. The Aflac representative, Michelle, explained the purpose of adding Aflac as an insurance option that can offer ways to supplement what we already offer our employees and their families, at no additional cost to the library. They advertise their rates as typically being 40% below rates offered by other companies. The minimum enrollment to offer the group discount is three employees. John made the motion that Beka bring this to the Benefits Committee for further discussion and research before the Board votes on it, Terry seconded, and motion carried.

**Communications:** None

**Unfinished Business:**

**A. LIRF Resolution** – Peggy read aloud the LIRF Resolution. Beka explained that the amounts from July were incorrect. This amended LIRF Resolution corrects the dollar amounts; it passed by written vote.

**New Business:**

**A. Personnel**

- I. PTO Allotment** – Beka requested that the prior employees that were rehired be allowed to keep their previous years of service earnings for paid time off. John moved to approve, Anne seconded, and motion carried. Additionally, Fred moved that related to PTO, the three employees are “re-hires”, not “new hires”, and thus do not have a wait period; Chad seconded, and motion carried.
- II. Allowance Request** – Three of the new employees are moving from out of state, and one is requesting a moving allowance. One of the new employees is asking for around \$2,400 in moving expenses, and Beka is recommending an allowance of \$2,000 be offered for each of the new employees moving from out of state. After some discussion, it was decided not to pursue this option.
- III. Non-Exempt Positions** – Beka explained that as of January 1, 2017, overtime rules are changing for non-exempt positions as part of the Federal mandate. Beka recommends that we make all positions Non-exempt, and she will make the needed changes to the 2017 Benefits/Salary Schedule.

**B. Hours of Operation**

- I. In-Service Closure December 17** – Fred moved to approve, Chad seconded, and motion carried.
- II. Holiday Closings 2017** – The dates reflect the same amount of closures as last year. John moved to approve, Terry seconded, and motion carried.

**C. December Meeting Date:** Terry is proposing that we move the December 2016 meeting date to the second Monday in December, which would be Monday, December 12. John reminded that we need to make the required public notice of the change. Terry moved to change the date, Chad seconded, and motion carried. Anne and Chad requested that we permanently move our meeting start times to 5:15. Anne moved to change our Board meeting start times to 5:15, Chad seconded, and motion carried.

**D. Other:** None

**Public Input:**

Mike Perkins asked for explanation of the acronym LIRF and the purpose of this fund. Chuck Homier commented that as the largest property tax payer in Huntington County, he brings input as a tax payer and wanted to comment about the new hiring and his disappointment at the way the termination of long-term employees was handled, as he believes it contradicts what we stand for professionally and also as a county. He also mentioned that he made a large contribution to the library about 30 years ago and had an agreement at the time that there would be a plaque

displayed that lists the local Chiefs of the Wabash, and he would like to see this plaque hung up again. Beka confirmed that we do have the plaque but that it has been damaged and will definitely be repaired and hung up again.

Jan Perkins asked a couple clarification questions related to PTO transfers.

**Trustee Education:** The Director's Job Description – Chad Lippe summarized this section from our IN The Public Trust Manual.

**John moved to adjourn, Anne seconded, and motion carried.**

**Huntington City-Township Public Library  
Board of Trustees Special Meeting  
Adoption of 2017 Budget  
October 17, 2016  
5:00 PM**

**Present:** Rebecca Lemons, John Branham, Peggy Caley, Jamie Foday, Chad Lippe, Anne McClellan, Terry Miller, Fred Scheiber

**Absent:** none

**Visitors:** Lisa Powell Sabinski, Cheryl Warner, Ramon W. Bard, Linda Grossman, Mary DeLaney, Deanna Albertson, Caroline Runyan, Trisha Everett, Margaret A. Bard, Bonnie Teusch, Barbara J. Buroker, Denise Wertemberger, Jeffrey Perkins, Mike Perkins, Allison Reise, Jackie Young, Nancy Fellingner, Chris Whitacre, Jessica Burnard, and others.

**Peggy called the Budget meeting to order.** Fred moved to adopt the 2017 budget, Terry seconded, and motion carried.

**Terry moved to adjourn, Chad seconded, and motion carried.**

**Huntington City-Township Public Library  
Board of Trustees Meeting  
October 17, 2016  
5:00 PM**

**Present:** Rebecca Lemons, John Branham, Peggy Caley, Jamie Foday, Chad Lippe, Anne McClellan, Terry Miller, Fred Scheiber

**Absent:** none

**Visitors:** Lisa Powell Sabinski, Cheryl Warner, Ramon W. Bard, Linda Grossman, Mary DeLaney, Deanna Albertson, Caroline Runyan, Trisha Everett, Margaret A. Bard, Bonnie Teusch, Barbara J. Buroker, Denise Wertemberger, Jeffrey Perkins, Mike Perkins, Allison Reise, Jackie Young, Nancy Fellingner, Chris Whitacre, Jessica Burnard, and others.

**Peggy called the meeting to order.**

**Reading and Approval of Minutes:** Chad moved to approve the minutes as amended, Anne seconded, and motion carried.

**Reading and Approval of Financial Report and Approval of Bills:** Chad moved to approve, Fred seconded, and motion carried.

**Public Input:** Peggy opened the floor for public comments from visitors. Several comments were made related to the employee restructuring plan and concerns about those employees whose positions are being eliminated.

**Report of the Librarian:** Beka highlighted several items that were recorded in the published Director's Report, including a mention that the auditors are this week finishing the audit report that is done every four years.

**Committee Reports:** None

**Communications:** None

**Unfinished Business:** Fred, who was not at the last board meeting, moved to amend the severance package for the employees whose positions are eliminated as part of the restructuring plan to include 16 weeks of pay (instead of 8 weeks) and include a termination release statement, John seconded, and after discussion, motion carried.

**New Business:**

**A. Policy Review - Unattended Patron-** Beka explained the components of the policy and how it will be communicated, especially as it relates to unattended children. John moved to adopt the policy, Anne seconded, and motion carried.

**B. Other - none**

**Trustee Education:** Beka summarized the section called The Board Develops Policy.

(Beka mentioned that there will be a tour of the library offered after the meeting.)

**Fred moved to adjourn the meeting, John seconded, and motion carried.**

*Caley*  
*Today*  
*J. Smith*  
*H. F. Paul*  
*John I. Paul*  
*Anne McCulla*  
*ACM*

Huntington City-Township Public Library  
Monthly Report  
December 2016

**Director's Report**

**News and Updates**

- Weekly meeting with the Senior Leadership team continue.
- Jana Bonfield, Amy Martin Jones, Sarah Kirby, and Malcolm McBryde all started in their new positions this month.
- Performance Evaluations have been completed. All staff met expectations. 4 employees earned overall scores of 'exceeding expectation'.
- We will be having a staff in-service day on December 16<sup>th</sup>.
- We are busy working on plans for our winter story times which will include stories, games, building activities, and crafts. This will be an evolution of the 'Extravaganza' that we have done in the past.
- We have had several busy Saturdays in November and December including International Games Day, cooking decorating, Christmas in Our Town activities in Markle, Sensory Bottle Make and Take, and Stories with Santa. We will round this off with 2 story times on the 17<sup>th</sup>.
- We have decided to end the traditional monthly Birthday Party club and replace it with a LEGO club for kids. This will allow more school age children to be engaged every month.

**Meetings and Activities**

November 24 <sup>th</sup>	Closed for Holiday
November 29 <sup>th</sup>	New Employee Orientation
December 2 <sup>nd</sup>	Presented Story time at Kids Kampus
December 3 <sup>rd</sup>	Presented Sensory Bottle Program
December 5 <sup>th</sup>	New Employee Orientation
December 6 <sup>th</sup>	Winter Story time Public
December 8 <sup>th</sup>	Literacy Coalition Board Meeting
December 9 <sup>th</sup>	Winter Story time School Visit
December 12 <sup>th</sup>	New Employee Orientation
December 12 <sup>th</sup>	Programming Committee Meeting
December 12 <sup>th</sup>	Library Board Meeting

**Upcoming Meetings and Activities**

December 13 <sup>th</sup>	Winter Story time School Visit
December 14 <sup>th</sup>	Winter Story time School Visit
December 14 <sup>th</sup>	ILF Leadership Conference Call
December 15 <sup>th</sup>	Winter Story time School Visit
December 16 <sup>th</sup>	Staff In-service
December 17 <sup>th</sup>	Winter Story time Public
December 21 <sup>st</sup> -23 <sup>rd</sup>	Vacation
January 5 <sup>th</sup>	Literacy Coalition Board Meeting

Huntington City-Township Public Library  
Monthly Report  
November 2016

**Director's Report**

**News and Updates**

- Weekly meeting with the Senior Leadership team continue.
- All of the open positions from the restructuring have been filled. We will be back to full staff by the beginning of 2017.
- I and 4 other employees attended the annual library conference in Indianapolis in November. I presented several workshops throughout the conference. The conference was much improved from last year and I believe that we all found it to be a positive experience.
- I attended another planning session for the Huntington Early Learning Alliance. We are working on ways to improve pre-school quality and availability in Huntington County.
- We have started the performance evaluation process. This will be completed for all employees by the end of the November.
- We will be having a staff in-service day on December 16<sup>th</sup>.
- I have been appointed as the Chair of the Management Division of the Indiana Library Federation for 2017.
- I lead a Twitter chat on team-building for Michigan and Indiana libraries at the request of MCLS (Midwest Collaborative for Library Services).
- We are busy working on plans for our winter story times which will include stories, games, building activities, and crafts. This will be an evolution of the 'Extravaganza' that we have done in the past.

**Meetings and Activities**

October 18 <sup>th</sup> -25 <sup>th</sup>	Vacation
October 26 <sup>th</sup>	Non-profit Leadership Meeting
October 27 <sup>th</sup> & 28 <sup>th</sup>	Employment Interviews
October 27 <sup>th</sup>	Literacy Alliance Planning Meeting
November 1 <sup>st</sup>	ILF Leadership Conference Call
November 2 <sup>nd</sup>	Annual Report and Bookkeeper's Workshop
November 3 <sup>rd</sup>	Literacy Coalition Board Meeting
November 4 <sup>th</sup>	Employment interviews
November 8 <sup>th</sup> -10 <sup>th</sup>	ILF Annual Conference
November 14 <sup>th</sup>	Programming Committee
November 17 <sup>th</sup>	Presenting MCLS chat on team building
November 21 <sup>st</sup>	Library Board Meeting

**Upcoming Meetings and Activities**

November 24 <sup>th</sup>	Closed for Holiday
December 1 <sup>st</sup>	Literacy Coalition Board Meeting
December 8 <sup>th</sup>	Early Learning Alliance Meeting



**Financial Report**  
**Huntington City-Township Public Library**

Report Dates = 11/21/16 to 12/12/16

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
<b>1. Operating Fund</b>						
100 OPERATING	\$1,415,017.17	\$128,529.58	\$2,409,868.79	\$56,260.47	\$1,767,022.46	\$772,170.84
101 LIBRARY OPERATING FUND- INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$1,415,017.17</b>	<b>\$128,529.58</b>	<b>\$2,409,868.79</b>	<b>\$56,260.47</b>	<b>\$1,767,022.46</b>	<b>\$772,170.84</b>
<b>2. LIRF</b>						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$1,303,874.22	\$0.00	\$962,252.69	\$0.00	\$252,001.13	\$593,622.66
111 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$1,303,874.22</b>	<b>\$0.00</b>	<b>\$962,252.69</b>	<b>\$0.00</b>	<b>\$252,001.13</b>	<b>\$593,622.66</b>
<b>3. Bond &amp; Interest</b>						
121 BOND & INTEREST - INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
122 BOND & INTEREST REDEMPTION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>3.1 Building Project Fund</b>						
180 CONSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>4. Gift Funds</b>						
130 MARKLE - GIFT	\$171.00	\$0.00	\$45.47	\$0.15	\$28.99	\$154.52
130.01 GIFT (REGULAR)	\$4,444.45	\$0.00	\$654.41	\$4.26	\$198,727.55	\$202,517.59
130.02 FRIENDS OF THE LIBRARY	\$12,929.61	\$419.90	\$13,732.85	\$7,000.00	\$9,750.00	\$8,946.76
130.03 SPECIAL PURPOSES FUND	\$473.21	\$0.00	\$0.00	\$0.00	\$236.52	\$709.73
130.04 GIFT - IN RM	\$2,172.90	\$0.00	\$53,000.00	\$20.00	\$53,759.82	\$2,932.72
130.05 IN. ROOM INVESMENT - UND	\$53,000.00	\$0.00	\$53,000.00	\$0.00	\$53,025.00	\$53,025.00
130.06 GIFT - CHILDRENS ROOM	\$1,903.55	\$50.00	\$309.59	\$0.00	\$700.00	\$2,293.96
130.07 MARKLE/BARKELY GIFT	\$0.00	\$14.20	\$53.90	\$0.00	\$200.00	\$146.10
131 MULTIPLE GIFT FUND INVESTMENT	\$197,112.14	\$0.00	\$197,112.14	\$0.00	\$0.00	\$0.00
133 BRIDGE-DICKEY INVESTMENT 08/2012	\$24,860.57	\$0.00	\$0.00	\$0.00	\$0.00	\$24,860.57
133.01 BRIDGE-DICKEY FUND	\$873.30	\$0.00	\$0.00	\$0.00	\$372.90	\$1,246.20
<b>Subtotal</b>	<b>\$297,940.73</b>	<b>\$484.10</b>	<b>\$317,908.36</b>	<b>\$7,024.41</b>	<b>\$316,800.78</b>	<b>\$296,833.15</b>
<b>5. Grants</b>						
124 STATE TECH GRANT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
127 INDIANA HUMANITIES	\$609.55	\$0.00	\$667.23	\$0.00	\$200.00	\$142.32
<b>Subtotal</b>	<b>\$609.55</b>	<b>\$0.00</b>	<b>\$667.23</b>	<b>\$0.00</b>	<b>\$200.00</b>	<b>\$142.32</b>
<b>6. LSCA</b>						
150.03 IND. STATE STUDENT ASSISTANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$2,946.00	\$2,946.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,946.00</b>	<b>\$2,946.00</b>
<b>7. Levy Excess</b>						

Approved by the State Board Of Accounts for Huntington City-Township Public Library on 1/1/98.

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
161 LEVY EXCESS - OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
162 LEVY EXCESS - BOND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>8. Other Funds</b>						
163 PLAC FUND	\$195.00	\$0.00	\$325.00	\$0.00	\$130.00	\$0.00
163.1 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
170 RAINY DAY FUND	\$986,693.79	\$0.00	\$273,367.80	\$0.00	\$374,185.58	\$1,087,511.57
171 RAINY DAY INVESTMENT	\$1,101,000.00	\$0.00	\$251,000.00	\$0.00	\$251,000.00	\$1,101,000.00
<b>Subtotal</b>	<b>\$2,087,888.79</b>	<b>\$0.00</b>	<b>\$524,692.80</b>	<b>\$0.00</b>	<b>\$625,315.58</b>	<b>\$2,188,511.57</b>
<b>9. Withholding</b>						
200.01 FEDERAL TAX	\$0.00	\$15,526.23	\$115,567.17	\$15,526.23	\$115,567.17	\$0.00
200.02 FICA	\$0.00	\$6,828.40	\$68,906.16	\$6,828.40	\$68,906.16	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$4,471.68	\$29,220.81	\$3,007.49	\$30,089.75	\$868.94
200.04 COUNTY TAX	\$0.00	\$2,225.62	\$14,105.47	\$1,468.13	\$14,511.02	\$405.55
200.05 INSURANCE	\$2,077.13	\$111.94	\$22,815.27	\$2,524.74	\$24,491.44	\$3,753.30
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$469.00	\$9,712.00	\$469.00	\$9,712.00	\$0.00
200.07 UNITED WAY	\$0.00	\$105.50	\$1,227.57	\$105.50	\$1,333.07	\$105.50
200.08 GARNISHMENT	\$0.00	\$319.68	\$3,586.92	\$319.68	\$3,705.22	\$118.30
<b>Subtotal</b>	<b>\$2,077.13</b>	<b>\$30,058.05</b>	<b>\$265,141.37</b>	<b>\$30,249.17</b>	<b>\$268,315.83</b>	<b>\$5,251.59</b>
<b>Grand Total</b>	<b>\$5,107,407.59</b>	<b>\$159,071.73</b>	<b>\$4,480,531.24</b>	<b>\$93,534.05</b>	<b>\$3,232,601.78</b>	<b>\$3,859,478.13</b>

**Total all banks = \$3.859.478.13**

# Appropriation Report for 100 OPERATING

## Huntington City-Township Public Library

Report Date: From 11/21/16 To 12/12/16

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<b>1. Personal Services</b>								
1.11	Salary of Director	\$68,000.00	\$0.00	\$68,000.00	\$5,227.50	\$68,343.75	(\$343.75)	100.5
1.12	Professional Assistants	\$730,000.00	\$0.00	\$730,000.00	\$78,257.88	\$761,901.76	(\$31,901.76)	104.4
1.14	Wages of Janitors	\$67,000.00	\$0.00	\$67,000.00	\$5,097.94	\$62,944.70	\$4,055.30	93.9
1.15	Additional Hours (750)	\$8,500.00	\$0.00	\$8,500.00	\$677.04	\$7,538.83	\$961.17	88.7
1.21	Employer's Share FICA	\$67,000.00	\$0.00	\$67,000.00	\$6,828.45	\$66,402.43	\$597.57	99.1
1.22	Unemployment Compensation	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.0
1.23	Employer's Contribution PERF - Library	\$71,000.00	\$0.00	\$71,000.00	\$4,258.04	\$70,460.90	\$539.10	99.2
1.231	Employer's contribution PERF - Employee	\$25,000.00	\$0.00	\$25,000.00	\$1,140.57	\$19,705.69	\$5,294.31	78.8
1.24	Employer's Contribution Group Health	\$123,000.00	\$0.00	\$123,000.00	\$0.00	\$120,036.74	\$2,963.26	97.6
1.25	Employer's Contribution Life Ins.	\$8,500.00	\$0.00	\$8,500.00	\$538.04	\$7,885.15	\$614.85	92.8
1.26	Employer's Contribution STD	\$8,000.00	\$0.00	\$8,000.00	\$237.39	\$7,561.04	\$438.96	94.5
1.27	Employer's Contribution LTD	\$7,200.00	\$0.00	\$7,200.00	\$203.21	\$6,519.68	\$680.32	90.6
1.28	Employer's Contribution Dental	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$4,912.54	\$87.46	98.3
1.29	Other Employee Benefits	\$1,000.00	\$0.00	\$1,000.00	\$19.29	\$467.31	\$532.69	46.7
	<b>Subtotal</b>	<b>\$1,192,200.00</b>		<b>\$1,192,200.00</b>	<b>\$102,485.35</b>	<b>\$1,204,680.52</b>	<b>(\$12,480.52)</b>	<b>101.0</b>
<b>2. Supplies</b>								
2.11	Official Records	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	0.0
2.13	Other Office Supplies	\$31,000.00	\$10,000.00	\$41,000.00	\$1,502.58	\$34,217.12	\$6,782.88	83.5
2.21	Operating/Cleaning/Sanitation Supplies	\$12,000.00	\$0.00	\$12,000.00	\$231.22	\$5,926.28	\$6,073.72	49.4
	<b>Subtotal</b>	<b>\$43,001.00</b>	<b>\$10,000.00</b>	<b>\$53,001.00</b>	<b>\$1,733.80</b>	<b>\$40,143.40</b>	<b>\$12,857.60</b>	<b>75.7</b>
<b>3. Other Services and Charges</b>								
3.11	Consulting Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
3.12 Engineering and Architectural Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.13 Legal Services	\$1,500.00	\$0.00	\$1,500.00	\$2,275.00	\$2,275.00	(\$775.00)	151.7
3.14 Other Professional Services	\$36,500.00	\$0.00	\$36,500.00	\$50.00	\$7,656.58	\$28,843.42	21.0
3.141 Contracted Labor for Facilities and Grounds	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$4,564.50	\$3,435.50	57.1
3.145 Databases	\$24,000.00	\$0.00	\$24,000.00	\$0.00	\$15,479.26	\$8,520.74	64.5
3.146 E-books	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00	\$0.00	100.0
3.21 Telephone	\$4,500.00	\$0.00	\$4,500.00	\$300.19	\$4,696.34	(\$196.34)	104.4
3.211 Telephone - Markle	\$1,500.00	\$0.00	\$1,500.00	\$98.25	\$1,036.38	\$463.62	69.1
3.212 Fax Expense	\$800.00	\$0.00	\$800.00	\$65.37	\$770.70	\$29.30	96.3
3.213 T-1 Access Huntington	\$12,000.00	\$0.00	\$12,000.00	\$727.50	\$8,002.50	\$3,997.50	66.7
3.2131 T-1 Access Markle	\$4,500.00	\$0.00	\$4,500.00	\$300.00	\$2,593.55	\$1,906.45	57.6
3.22 Postage and Shipping	\$1,500.00	\$0.00	\$1,500.00	\$37.07	\$877.22	\$622.78	58.5
3.23 Traveling Expense	\$2,500.00	\$0.00	\$2,500.00	\$36.72	\$1,823.08	\$676.92	72.9
3.24 Professional Meetings	\$8,000.00	\$0.00	\$8,000.00	\$1,325.89	\$7,880.42	\$119.58	98.5
3.31 Advertising and Public Notices	\$4,000.00	\$0.00	\$4,000.00	\$175.88	\$2,956.24	\$1,043.76	73.9
3.32 Printing Other than Office	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.41 Official Bonds	\$500.00	\$0.00	\$500.00	\$0.00	\$50.00	\$450.00	10.0
3.42 Other Insurance	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$13,678.00	\$21,322.00	39.1
3.51 Gas Huntington	\$12,000.00	\$0.00	\$12,000.00	\$346.38	\$12,209.05	(\$209.05)	101.7
3.511 Gas Markle	\$2,500.00	\$0.00	\$2,500.00	\$27.40	\$550.39	\$1,949.61	22.0
3.52 Electricity Huntington	\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$54,245.41	\$5,754.59	90.4
3.521 Electricity Markle	\$3,500.00	\$0.00	\$3,500.00	\$149.50	\$1,844.56	\$1,655.44	52.7
3.53 Water Huntington	\$2,500.00	\$0.00	\$2,500.00	\$225.97	\$2,307.96	\$192.04	92.3
3.531 Water Markle	\$500.00	\$0.00	\$500.00	\$19.24	\$144.98	\$355.02	29.0
3.54 Sewer Huntington	\$4,000.00	\$0.00	\$4,000.00	\$487.89	\$4,986.53	(\$986.53)	124.7
3.541 Sewer Markle	\$1,000.00	\$0.00	\$1,000.00	\$15.85	\$166.41	\$833.59	16.6
3.62 Equipment Repair and Maintenance	\$5,000.00	\$0.00	\$5,000.00	\$0.00	(\$1,570.66)	\$6,570.66	-31.4
3.621 Equipment Leasing and Maintenance	\$6,000.00	\$0.00	\$6,000.00	\$800.70	\$10,416.96	(\$4,416.96)	173.6
3.622 Contracted Facility Maintenance	\$15,000.00	\$0.00	\$15,000.00	\$912.00	\$19,041.66	(\$4,041.66)	126.9

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
3.623	Technology License Agreements	\$36,700.00	\$0.00	\$36,700.00	\$346.82	\$13,611.42	\$23,088.58	37.1
3.624	Technology Maintenance	\$10,000.00	\$0.00	\$10,000.00	\$1,426.00	\$9,984.87	\$15.13	99.8
3.625	ILS Maintenance and Contract	\$23,500.00	\$0.00	\$23,500.00	\$0.00	\$16,249.65	\$7,250.35	69.1
3.71	Equipment Rental	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
3.72	Real Estate Rentals	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	0.0
3.91	Dues	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$771.22	\$3,228.78	19.3
3.92	Interest on Temporary Loans	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	0.0
3.93	Taxes and Assessments	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	0.0
3.94	Transfer to LIRF	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0
	<b>Subtotal</b>	<b>\$404,203.00</b>		<b>\$404,203.00</b>	<b>\$10,149.62</b>	<b>\$239,300.18</b>	<b>\$164,902.82</b>	<b>59.2</b>
<b>4. Capitol Outlays</b>								
4.1	Land	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
4.2	Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
4.21	Markle Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
4.3	Improvements Other than Building	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
4.4	Furniture and Equipment	\$40,000.00	(\$10,000.00)	\$30,000.00	\$0.00	\$8,269.26	\$21,730.74	27.6
4.42	Computer Upgrade	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$8,459.98	\$11,540.02	42.3
4.5	Adult Non Fiction Books	\$23,800.00	\$0.00	\$23,800.00	\$2,659.87	\$19,792.48	\$4,007.52	83.2
4.505	Adult Large Print Non-Fiction Books	\$1,000.00	\$0.00	\$1,000.00	\$421.47	\$1,484.68	(\$484.68)	148.5
4.51	Adult Fiction Books	\$30,500.00	\$0.00	\$30,500.00	\$2,573.95	\$28,711.40	\$1,788.60	94.1
4.511	Adult Graphic Novels	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$1,454.49	\$545.51	72.7
4.52	Children's Fiction Books	\$8,500.00	\$0.00	\$8,500.00	\$592.31	\$9,323.82	(\$823.82)	109.7
4.521	Children's Easy Fiction Books	\$24,500.00	\$0.00	\$24,500.00	\$744.69	\$20,166.25	\$4,333.75	82.3
4.522	Children's Non-Fiction Books	\$24,000.00	\$0.00	\$24,000.00	\$681.68	\$15,683.67	\$8,316.33	65.3
4.523	Toddler Books	\$1,500.00	\$0.00	\$1,500.00	\$27.57	\$863.27	\$636.73	57.6
4.524	Children's Graphic Novels	\$1,000.00	\$0.00	\$1,000.00	\$33.60	\$2,190.26	(\$1,190.26)	219.0
4.53	YA Fiction Books	\$12,700.00	\$0.00	\$12,700.00	\$468.09	\$10,110.64	\$2,589.36	79.6
4.531	YA Graphic Novels	\$2,500.00	\$0.00	\$2,500.00	\$444.39	\$3,049.10	(\$549.10)	122.0
4.532	YA Non-Fiction Books	\$4,000.00	\$0.00	\$4,000.00	\$35.02	\$4,818.65	(\$818.65)	120.5
4.54	Indiana Room Books	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$293.99	\$706.01	29.4

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
4.55	Reference Books	\$3,000.00	\$0.00	\$3,000.00	\$219.29	\$2,822.51	\$177.49	94.1
4.56	Literacy Books	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$289.15	\$1,710.85	14.5
4.57	Adult Large Print Fiction Books	\$8,000.00	\$0.00	\$8,000.00	\$1,466.02	\$8,347.84	(\$347.84)	104.3
4.6	Periodicals and Newspapers	\$12,000.00	\$0.00	\$12,000.00	\$99.00	\$9,373.07	\$2,626.93	78.1
4.71	Adult DVD's	\$16,000.00	\$0.00	\$16,000.00	\$1,153.68	\$18,201.80	(\$2,201.80)	113.8
4.711	Children's DVD's	\$2,000.00	\$0.00	\$2,000.00	\$658.80	\$2,625.48	(\$625.48)	131.3
4.72	Adult Audiobooks	\$9,500.00	\$0.00	\$9,500.00	\$801.29	\$6,725.87	\$2,774.13	70.8
4.721	Children's Audiobooks	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$663.15	\$336.85	66.3
4.722	YA Audiobooks	\$900.00	\$0.00	\$900.00	\$30.20	\$771.15	\$128.85	85.7
4.73	Adult Music CD's	\$2,000.00	\$0.00	\$2,000.00	\$154.73	\$1,653.37	\$346.63	82.7
4.731	Children's Music CD's	\$400.00	\$0.00	\$400.00	\$11.99	\$245.79	\$154.21	61.4
4.74	Art Prints	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
4.75	Video Games	\$2,000.00	\$0.00	\$2,000.00	\$18.80	\$1,714.42	\$285.58	85.7
4.77	INSPIRE	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	0.0
4.79	Children's Toys	\$199.00	\$0.00	\$199.00	\$0.00	\$120.95	\$78.05	60.8
4.8	Materials Processing	\$15,000.00	\$0.00	\$15,000.00	\$864.37	\$7,981.45	\$7,018.55	53.2
	<b>Subtotal</b>	<b>\$273,000.00</b>	<b>(\$10,000.00)</b>	<b>\$263,000.00</b>	<b>\$14,160.81</b>	<b>\$196,207.94</b>	<b>\$66,792.06</b>	<b>74.6</b>
	<b>Grand Total</b>	<b>\$1,912,404.00</b>	<b>\$0.00</b>	<b>\$1,912,404.00</b>	<b>\$128,529.58</b>	<b>\$1,680,332.04</b>	<b>\$232,071.96</b>	<b>87.9</b>

Approved by the State Board Of Accounts for Huntington City-Township Public Library on 1/1/98.

# Appropriation Report for 110 LIBRARY IMPROVEMENT RE

Huntington City-Township Public Library

Report Date: From 11/21/16 To 12/12/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<i>I. Personal Services</i>							
1.21 Employer's Share FICA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Subtotal	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	0.0
<i>4. Capitol Outlays</i>							
4.21 Markle Building	\$850,000.00	\$0.00	\$850,000.00	\$0.00	\$613,725.30	\$236,274.70	72.2
4.4 Furniture and Equipment	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$98,527.39	(\$48,527.39)	197.1
Subtotal	\$900,000.00		\$900,000.00	\$0.00	\$712,252.69	\$187,747.31	79.1
<b>Grand Total</b>	\$900,000.00	\$0.00	\$900,000.00	\$0.00	\$712,252.69	\$187,747.31	79.1

Approved by the State Board Of Accounts for Huntington City-Township Public Library on 1/1/98.

**Appropriation Report for 170 RAINY DAY FUND**  
**Huntington City-Township Public Library**

Report Date: From 11/21/16 To 12/12/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<b>3. Other Services and Charges</b>							
3.62 Equipment Repair and Maintenance	\$275,000.00	\$0.00	\$275,000.00	\$0.00	\$22,367.80	\$252,632.20	8.1
<b>Subtotal</b>	<b>\$275,000.00</b>		<b>\$275,000.00</b>	<b>\$0.00</b>	<b>\$22,367.80</b>	<b>\$252,632.20</b>	<b>8.1</b>
<b>4. Capitol Outlays</b>							
4 Other Capital Outlays	\$125,000.00	\$0.00	\$125,000.00	\$0.00	\$0.00	\$125,000.00	0.0
<b>Subtotal</b>	<b>\$125,000.00</b>		<b>\$125,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$125,000.00</b>	<b>0.0</b>
<b>Grand Total</b>	<b>\$400,000.00</b>	<b>\$0.00</b>	<b>\$400,000.00</b>	<b>\$0.00</b>	<b>\$22,367.80</b>	<b>\$377,632.20</b>	<b>5.6</b>

Approved by the State Board Of Accounts for Huntington City-Township Public Library on 1/1/98.