

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees  
February 16th, 2015  
5:00pm

## 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
  1. Markle Building Committee
    1. Approval of Architect
    2. Final Approval of Budget
7. Communications
8. Unfinished Business
  1. Compensation Pay Scale and Classification Report-review and discuss only
  2. Strategic Planning Update
9. New Business
  1. Policy Review
    1. Materials Loan
    2. Computer Use
  2. Other

**Huntington City-Township Public Library  
Board of Trustees Meeting  
February 16, 2015**

**Present:** Rebecca Lemons, Peggy Caley, Fred Scheiber, Terry Miller, Chad Lippe

**Visitors:** Jeri Davis, Jessica Brown, Mike Montgomery, Mike Grant, Jeff Stockman

Peggy called the meeting to order.

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

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

**Report of the Librarian:** Paper report included in Board documents

**Committee Reports:**

**A. Markle Building Committee:** Mike Montgomery from krM talked to the Board. The Building Committee recommended krM as the architect for the Markle project. Terry moved to approve hiring krM, Fred seconded, motion carried. There was discussion about the budget for this project. The issue was tabled pending recommendation from the Building Committee.

Meeting was adjourned due to lack of quorum, no motion recorded.

**Huntington City-Township Public Library  
Board of Finance Meeting  
January 19, 2015**

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

**Visitors:** Jeri Davis, Jessica Brown

Fred called the meeting to order.

**Election of Officers:** Peggy nominated Fred to be President of the Board of Finance, Chad seconded; Fred nominated Chad to be Secretary of the Board of Finance, Peggy seconded; nominations were closed, and then the motions carried.

**Review of Policies:** Rex moved to approve the policies of Investment Cash Management and HCTPL Investment, Chad seconded, motion carried.

Jeri provided us with a report of the return being earned on each of our bank and investment accounts.

Jamie moved to adjourn, Chad seconded.

**Huntington City-Township Public Library  
Board of Trustees Meeting  
January 19, 2015**

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

**Visitors:** Jeri Davis, Jessica Brown

Peggy called the meeting to order.

**Reading and Approval of Minutes:** In our discussion, it was noted that we can have no more than three Board members in attendance at any HCTPL public special meetings. Terry moved to approve the minutes, Fred seconded, motion carried.

**Reading and Approval of Financial Report and Approval of Bills:** Terry moved to approve the financial report and bills, John seconded, motion carried. Beka explained the Resolution for Change to Appropriation -- we are moving funds from Capitol Outlays to Personal Services in order to balance the 2014 appropriation.

**Report of the Librarian:** Beka highlighted various items presented in her written director's report. Fred inquired about the formation of a Personnel Committee that would meet with Beka to review her Director's goals and more. Fred, Chad, and Jamie volunteered to serve on the committee and will schedule a first meeting.

**Committee Reports:**

**A. Markle Building Committee:** Beka reported that the committee will be meeting January 26 and will begin architect firm interviews. We have received the purchase agreement back from Markle.

**Unfinished Business:**

**A. Meeting with County Commissioners:** Beka reported that she feels more discussion and planning are needed before presenting any proposed changes to the County Commissioner related to service areas. More discussion and information gathering will take place before doing more with this issue.

**B. Other:** More discussion took place regarding the Student Card Resolution. The issue has been tabled again.

**New Business:**

**A. Policy Review:** Fred moved to approve the Materials Loan and the Library Card Policies, John approved, motion carried.

**B. Compensation Pay Scale and Classification Report:** Beka requested that we study the proposals over the next month and discuss more at our next meeting before approving anything.

**C. Strategic Planning Update:** They will be meeting soon.

**D. Other:** A resolution was validated for Terry to be added to our bank signatures as our Treasurer. Beka mentioned that there is likely to be a staff member who will be requesting an unpaid extended leave of absence.

**Pubic Input:** Jessica Brown gave input regarding the benefits of the Student Card Resolution and her support of this proposal.

Fred moved to adjourn, John seconded, motion carried.

x Caley  
J. Small  
C. by

# Huntington City-Township Public Library

## Monthly Report

February 2015

### Director's Report

#### News and Updates

- Weekly meetings with the Department Heads continue.
- The community planning meetings were completed. We had a total of 15 people at the 4 meetings. Since this number is far lower than we had hoped we have made paper idea forms available as well as an online forum at [huntingtonlibrary.mindmixer.com](http://huntingtonlibrary.mindmixer.com). These options will be available until the end of the month.
- Beka and the Department Heads went to a two day seminar on Managing Employee Behavior. This seminar gave us a number of good ideas to improve the way that we communicate with the staff.
- The Markle Building Committee met with several architects. A recommendation will be made to the Board.
- Beka and Anna Brinegar will be attending the Lifelong Learning Board meeting in February. This Board is a community organization that encourages learning at all levels. Anna will most likely be our representative on this Board in the future.
- Beka will be handing out diplomas at the HSE graduation on February 27<sup>th</sup> as a representative of the Literacy Coalition.

#### Meetings and Activities

January 22 <sup>nd</sup>	Community Planning Meeting
January 23 <sup>rd</sup>	Continuous Improvement Meeting
January 24 <sup>th</sup>	Community Planning Meeting
January 26 <sup>th</sup>	Markle Building Committee Meeting
January 27 <sup>th</sup>	Community Planning Meeting
January 28 <sup>th</sup>	Met with Michael McDowell regarding Lifelong Learning Board
January 31 <sup>st</sup>	Community Planning Meeting
February 2 <sup>nd</sup>	Markle Building Committee Meeting

February 4 <sup>th</sup>	Quality and Process Improvement Committee Meeting
February 5 <sup>th</sup>	Huntington County Literacy Coalition Board Meeting
February 16 <sup>th</sup>	Library Board Meeting

### **Upcoming Meetings and Activities**

February 8 <sup>th</sup>	Lifelong Learning Board Meeting
February 27 <sup>th</sup>	HSE Graduation
March 4 <sup>th</sup>	Quality and Process Improvement Committee Meeting
March 5 <sup>th</sup>	Literacy Coalition Board Meeting

### **Technical Services**

- Jessi attended an ILF District 3 Committee Meeting to help plan the District 3 Conference.
- New Marketing Procedures have been implemented
- Tech Services (Deb, Jane, Robert) have attended training on the Sirsi Acquisitions Module.
- Department Heads attended a Dealing with Difficult Behaviors Seminar
- Devon redesigned the Library Brochure
- We have purchased licenses for the public computers; this allows the computers to “reset” to a certain set point when rebooted. This allows patrons to bring in outside thumb drives to use without risk of virus’ (we would just need to reboot the computer).
- Robert has installed Deep Freeze on all public computers.
- We have 11 people participating in the staff Wellness Challenge.

### **Adult Services**

#### **Reference**

- Tax forms are in constant demand, in addition to all the general questions that Anna Brinegar, Reference Librarian, and Linda Smith, Reference Assistant, deal with on a daily basis.
- The IRS no longer sends the instructional booklets, so Anna & Linda have provided handouts detailing how patrons can access those.
- Anna has developed a Rent-a-Librarian program in which patrons can make an appointment to meet with her one-on-one and have their technology questions answered in a non-stressful situation. Up to this point, she has been covering basics like email, using e-readers, social media etc.

- InterLibrary Loan has been very popular. It allows us to provide better service for our patrons by offering other sources for materials that we do not have, while not impacting our budget in a negative way.
- The Library provides the Neighborhood Christian Legal clinic a space to meet with people on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month. It is a first-come first-serve free service offered by this group. People who want to take advantage of this register at the Reference desk.

### **Circulation**

- Paige James and Rebecca Morin have joined the Circ staff. Both are enthusiastic and energetic and great additions to our staff.
- Patrons are extremely appreciative of the discontinuation of the \$2.00 borrower's fee for new DVDs.
- They are also appreciative of the other policy changes that allow more checkouts per patron, more renewals of items, and being able to renew items over the phone.
- The milk bottle cap collection and other dairy-related items that are located in the large display case are courtesy of several patrons and several members of the staff who brought items in to add to the display.
- The Pez display outside the Board Room is courtesy of Julie Theobald's son, Jay.
- The Fiction Lovers Book Club had 43 participants in January. They meet the 2<sup>nd</sup> Tuesday of each month. The book for January was Loon Lake by E.L. Doctorow.
- The Fabulous Foodies Cookbook Club meets the 4<sup>th</sup> Thursday of each month. The discuss cookbooks and recipes. Linda Smith, our staff member who guides the group, usually brings a goodie to share. Participants may bring something to share, but are not required to do so. This month's theme is casseroles.

### **Markle**

- Rotations of books and AV items continue between Markle and Huntington to refresh that collection.

### **Children's Services**

Along with assisting the children, who spent their snow days and delays from school, at the library, the Children's Department has kept busy in the following ways.

- Kay participated in a two-day seminar on Managing Unacceptable Behavior
- Held a Children's Department staff meeting
- The children's staff has presented story sessions at Kids Kampus, Huntington Headstart and Little Blessings Day Care
- Songrown Preschool enjoyed a visit to the library for a story time
- Young Adults were challenged with a Chess Tournament

- Kay, Joan Sherlock and Jan Perkins attended the Mock Caldecott Award Workshop at Wells County Public Library where they critically scrutinized over 100 picture books from 2014
- Kay represented the library at the community's monthly Empowering Humanities meeting
- Kay attended the Continuous Improvement meeting which comprises of library staff from Garrett, Kendallville, Wells Co., Columbia City and Nappanee
- The monthly Tween Scene was held for grades 4-6
- Teen Book Club met to discuss Confessions of a Murder Suspect by James Patterson
- Young Adult Photography contest came to a close and photos are now being judged and will be on display soon
- Inventory was completed in the Young Adult section
- Partnered with Psi Iota Xi Sorority in January for a special story time and craft for the public based on the book Snow Globe Family by Jane O'Connor
- Week of Feb. 9<sup>th</sup> began the 10 week session of story times held on Tuesdays and Wednesdays.  
We have separate groups for birth-24 months, 2 & 3 yr. olds and 4-7 yr. olds
- Week of Feb. 9<sup>th</sup> began our 8 week session of Discovery Crew for grades 1-3 held on Wednesday afternoon. The theme is Time Travelers 2015 which will explore archeology, dinosaurs, Mesopotamia, Egypt, Greece and Rome
- First ever Teen Baking Contest was held Feb. 13<sup>th</sup> with entries in the following categories: heart-shaped, bar cookies, drop cookies, chocolate, parent/guardian+teen and miscellaneous

### **Indiana Room**

- Patrons, 225. Taken from guest book. Some people do not sign and some sign only the first time here.
- Call from New York asking help on "Finding Your Roots" TV program. Sent a packet of information.
- Letter from a writer, David Frost, in LA asking for information on a family. Promised us the finished product.
- Diane has printed, so far, 14 books containing death records from the Board of Health. and has about 10 to go. These are just the death records from 1882-1940. Birth records have not been started yet.
- Amber is digitizing Civil War letters and learning the room.
- Furnished material on Tommy Thompson, a fugitive from the law, who used to reside in Huntington. He has been caught. Also furnished information on the old W & D building that will be torn down this spring.
- Diane and Julie are updating the indexes to obituaries found in our very early newspapers. An index to the obituaries from the Andrews newspapers, 1901-1909, is now being entered into the system.



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

Report Dates = **1/19/15** to **2/16/15**

<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	\$1,841,870.01	\$153,226.69	\$206,870.84	\$32,192.91	\$62,433.24	\$1,697,432.41
101 LIBRARY OPERATING FUND- INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$1,841,870.01</b>	<b>\$153,226.69</b>	<b>\$206,870.84</b>	<b>\$32,192.91</b>	<b>\$62,433.24</b>	<b>\$1,697,432.41</b>
<b>2. LIRF</b>						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$1,590,341.81	\$0.00	\$0.00	\$173.33	\$324.31	\$1,590,666.12
111 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$1,590,341.81</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$173.33</b>	<b>\$324.31</b>	<b>\$1,590,666.12</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	\$114.62	\$0.00	\$0.00	\$4.00	\$4.05	\$118.67
130.01 GIFT (REGULAR)	\$2,712.69	\$0.00	\$0.00	\$1.92	\$2.37	\$2,715.06
130.02 FRIENDS OF THE LIBRARY	\$6,937.86	\$542.26	\$570.41	\$6,890.00	\$6,890.00	\$13,257.45
130.03 SPECIAL PURPOSES FUND	\$236.69	\$0.00	\$0.00	\$0.00	\$0.00	\$236.69
130.04 GIFT - IN RM	\$1,893.50	\$0.00	\$0.00	\$25.00	\$25.00	\$1,918.50
130.05 IN. ROOM INVESMENT - UND	\$53,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$53,000.00
130.06 GIFT - CHILDRENS ROOM	\$1,774.85	\$0.00	\$0.00	\$0.00	\$0.00	\$1,774.85
131 MULTIPLE GIFT FUND INVESTMENT	\$197,112.14	\$0.00	\$0.00	\$0.00	\$0.00	\$197,112.14
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	\$425.78	\$0.00	\$0.00	\$38.01	\$38.01	\$463.79
<b>Subtotal</b>	<b>\$289,068.70</b>	<b>\$542.26</b>	<b>\$570.41</b>	<b>\$6,958.93</b>	<b>\$6,959.43</b>	<b>\$295,457.72</b>
<b>5. Grants</b>						
124 STATE TECH GRANT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
125 IN COMM ON PUB RECORD/SHRAB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
126 IN COMM ON PUB REC/MICROFILM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
127 INDIANA HUMANITIES	\$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>6. LSCA</b>						
150.03 IND. STATE STUDENT ASSISTANCE	\$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>

<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>7. Levy Excess</b>						
161 LEVY EXCESS - OPERATING	\$228.32	\$0.00	\$0.00	\$0.00	\$0.00	\$228.32
162 LEVY EXCESS - BOND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$228.32</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$228.32</b>
<b>8. Other Funds</b>						
163 PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
163.1 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
170 RAINY DAY FUND	\$1,155,555.10	\$850,000.00	\$850,000.00	\$701,724.56	\$701,939.42	\$1,007,494.52
171 RAINY DAY INVESTMENT	\$951,000.00	\$700,000.00	\$700,000.00	\$850,000.00	\$850,000.00	\$1,101,000.00
<b>Subtotal</b>	<b>\$2,106,555.10</b>	<b>\$1,550,000.00</b>	<b>\$1,550,000.00</b>	<b>\$1,551,724.56</b>	<b>\$1,551,939.42</b>	<b>\$2,108,494.52</b>
<b>9. Withholding</b>						
200.01 FEDERAL TAX	\$0.00	\$7,119.14	\$10,846.21	\$7,119.14	\$10,846.21	\$0.00
200.02 FICA	\$0.00	\$4,625.60	\$7,045.18	\$4,625.60	\$7,045.18	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$2,084.75	\$2,084.75	\$2,010.40	\$3,075.31	\$990.56
200.04 COUNTY TAX	\$0.00	\$1,017.01	\$1,017.01	\$994.45	\$1,514.36	\$497.35
200.05 INSURANCE	\$576.90	\$1,511.86	\$1,511.86	\$934.96	\$1,402.44	\$467.48
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$358.00	\$537.00	\$358.00	\$537.00	\$0.00
200.07 UNITED WAY	\$0.00	\$0.00	\$0.00	\$105.36	\$158.04	\$158.04
200.08 GARNISHMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$576.90</b>	<b>\$16,716.36</b>	<b>\$23,042.01</b>	<b>\$16,147.91</b>	<b>\$24,578.54</b>	<b>\$2,113.43</b>
<b>Grand Total</b>	<b>\$5,828,640.84</b>	<b>\$1,720,485.31</b>	<b>\$1,780,483.26</b>	<b>\$1,607,197.64</b>	<b>\$1,646,234.94</b>	<b>\$5,694,392.52</b>

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

# Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 1/19/15 To 2/16/15

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>I. Personal Services</i>								
1.11	SALARY OF DIRECTOR	\$68,000.00	\$0.00	\$68,000.00	\$5,100.00	\$7,650.00	\$60,350.00	11.3
1.12	PROFESSIONAL ASSISTANTS	\$699,500.00	\$0.00	\$699,500.00	\$50,392.19	\$76,915.20	\$622,584.80	11.0
1.14	WAGES OF JANITORS	\$68,000.00	\$0.00	\$68,000.00	\$4,973.05	\$7,528.43	\$60,471.57	11.1
1.21	EMPLOYER'S SHARE-FICA	\$63,916.00	\$0.00	\$63,916.00	\$4,625.59	\$7,045.15	\$56,870.85	11.0
1.22	UNEMPLOYMENT COMPENSATION	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.0
1.23	EMPLOYER'S CONT PERF - LIBRARY PORTION	\$70,671.00	\$0.00	\$70,671.00	\$5,029.30	\$7,604.20	\$63,066.80	10.8
1.231	EMPLOYERS CONT PERF - EMPLOYEE	\$22,317.00	\$0.00	\$22,317.00	\$1,474.66	\$2,228.14	\$20,088.86	10.0
1.24	EMPLOYERS CONT. GROUP HEALTH INS.	\$99,910.00	\$0.00	\$99,910.00	\$19,431.11	\$19,431.11	\$80,478.89	19.4
1.25	EMPLOYER'S CONT LIFE INSURANCE	\$5,000.00	\$0.00	\$5,000.00	\$685.46	\$685.46	\$4,314.54	13.7
1.26	EMPLOYER'S CONT SHORT TERM DIS	\$6,000.00	\$0.00	\$6,000.00	\$775.42	\$775.42	\$5,224.58	12.9
1.27	EMPLOYER'S CONT LONG TERM DIS	\$5,300.00	\$0.00	\$5,300.00	\$694.94	\$694.94	\$4,605.06	13.1
1.28	OTHER EMPLOYEE BENEFITS	\$5,000.00	\$0.00	\$5,000.00	\$782.55	\$782.55	\$4,217.45	15.7
1.3	OTHER PERSONAL SERVICES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
1.31	SICK PAY	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.0
<b>Subtotal</b>		\$1,123,714.00		\$1,123,714.00	\$93,964.27	\$131,340.60	\$992,373.40	11.7
<i>2. Supplies</i>								
2.11	OFFICIAL RECORDS	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	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</i>
2.12 STATIONARY & SUPPLIES	\$2,000.00	\$0.00	\$2,000.00	\$80.43	\$80.43	\$1,919.57	4.0
2.13 OTHER OFFICE SUPPLIES	\$35,000.00	\$0.00	\$35,000.00	\$1,351.38	\$3,865.52	\$31,134.48	11.0
2.21 OPERATING/CLEANING/SANITATION SUPPLIES	\$10,000.00	\$0.00	\$10,000.00	\$183.94	\$2,197.08	\$7,802.92	22.0
2.31 BUILDING MATL. & SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
2.32 PAINT & PAINTING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
2.33 REPAIR PARTS	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
2.34 OTHER REPAIR & MAINT. SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
<b>Subtotal</b>	<b>\$47,401.00</b>		<b>\$47,401.00</b>	<b>\$1,615.75</b>	<b>\$6,143.03</b>	<b>\$41,257.97</b>	<b>13.0</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
3.12 ENG. AND ARCH. SERVICES	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.0
3.13 LEGAL SERVICES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$72,229.00	\$0.00	\$72,229.00	\$28,194.12	\$28,194.12	\$44,034.88	39.0
3.141 CONTRACTED LABOR FOR FACILITIES AND GROUNDS	\$12,000.00	\$0.00	\$12,000.00	\$521.50	\$1,229.50	\$10,770.50	10.2
3.145 DATABASES	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$300.00	\$19,700.00	1.5
3.146 EBOOKS	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.0
3.21 TELEPHONE	\$5,000.00	\$0.00	\$5,000.00	\$351.10	\$697.54	\$4,302.46	14.0
3.211 MARKLE - TELEPHONE	\$2,000.00	\$0.00	\$2,000.00	\$33.19	\$88.74	\$1,911.26	4.4
3.212 FAX EXPENSES	\$1,000.00	\$0.00	\$1,000.00	\$54.85	\$109.70	\$890.30	11.0
3.213 T1 ACCESS - HCTPL	\$18,000.00	\$0.00	\$18,000.00	\$970.00	\$970.00	\$17,030.00	5.4
3.2131 T1 ACCESS - MARKLE	\$9,500.00	\$0.00	\$9,500.00	\$200.00	\$200.00	\$9,300.00	2.1
3.22 POSTAGE & UPS	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$25.07	\$1,974.93	1.3
3.23 TRAVELING EXPENSE	\$3,000.00	\$0.00	\$3,000.00	\$215.03	\$215.03	\$2,784.97	7.2
3.24 PROFESSIONAL MEETINGS	\$11,000.00	\$0.00	\$11,000.00	\$1,933.92	\$2,132.41	\$8,867.59	19.4

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.25	FREIGHT & EXPRESS	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.26	NEWSLETTER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.31	ADVERTISING & PUBLIC NOTICES	\$2,000.00	\$0.00	\$2,000.00	\$10.78	\$235.78	\$1,764.22	11.8
3.32	PRINTING, OTHER THAN OFFICE	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.0
3.41	OFFICIAL BONDS	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.42	OTHER INSURANCE	\$27,000.00	\$0.00	\$27,000.00	\$0.00	\$0.00	\$27,000.00	0.0
3.51	GAS	\$15,304.00	\$0.00	\$15,304.00	\$686.92	\$1,337.27	\$13,966.73	8.7
3.511	MARKLE - GAS EXPENSE	\$2,304.00	\$0.00	\$2,304.00	\$0.00	\$0.00	\$2,304.00	0.0
3.52	ELECTRICITY	\$53,175.00	\$0.00	\$53,175.00	\$5,174.64	\$5,174.64	\$48,000.36	9.7
3.521	MARKLE - ELECTRIC	\$3,000.00	\$0.00	\$3,000.00	\$169.79	\$361.09	\$2,638.91	12.0
3.53	WATER	\$3,000.00	\$0.00	\$3,000.00	\$194.52	\$194.52	\$2,805.48	6.5
3.54	WASTE DISPOSAL SERVICES	\$3,750.00	\$0.00	\$3,750.00	\$404.39	\$404.39	\$3,345.61	10.8
3.61	BUILDINGS AND STRUCTURES	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.0
3.62	EQUIPMENT-REP. & MAINTENANCE	\$4,800.00	\$0.00	\$4,800.00	\$369.19	\$369.19	\$4,430.81	7.7
3.621	BUSINESS MACHINE MAINTENANCE	\$2,200.00	\$0.00	\$2,200.00	\$178.47	\$178.47	\$2,021.53	8.1
3.622	CONTRACTED FACILITY MAINTENANCE	\$25,000.00	\$0.00	\$25,000.00	\$170.00	\$2,777.73	\$22,222.27	11.1
3.623	TECHNOLOGY LICENSE AGREEMENTS	\$20,000.00	\$0.00	\$20,000.00	\$5,241.00	\$5,593.78	\$14,406.22	28.0
3.624	TECHNOLOGY MAINTENANCE	\$20,000.00	\$0.00	\$20,000.00	\$525.00	\$1,050.00	\$18,950.00	5.3
3.71	EQUIPMENT-RENTAL	\$100.00	\$0.00	\$100.00	\$57.47	\$57.47	\$42.53	57.5
3.72	RENTALS - REAL ESTATE	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.91	DUES	\$5,000.00	\$0.00	\$5,000.00	\$50.00	\$50.00	\$4,950.00	1.0
3.92	INTEREST ON TEMPORARY LOANS	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	0.0
3.93	TAXES & ASSESSMENTS	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	0.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.94 TRANSFER TO LIRF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
<b>Subtotal</b>	<b>\$387,064.00</b>		<b>\$387,064.00</b>	<b>\$45,705.88</b>	<b>\$51,946.44</b>	<b>\$335,117.56</b>	<b>13.4</b>
<b>4. Capitol Outlays</b>							
4.1 LAND	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
4.2 BUILDINGS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
4.3 IMPROVE OTHER THAN BUILDINGS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
4.4 FURNITURE & EQUIPMENT	\$40,000.00	\$0.00	\$40,000.00	\$2,459.40	\$4,712.12	\$35,287.88	11.8
4.42 COMPUTER UPGRADE	\$10,000.00	\$0.00	\$10,000.00	\$423.43	\$423.43	\$9,576.57	4.2
4.5 ADULT NON FIC BOOKS	\$25,000.00	\$0.00	\$25,000.00	\$1,259.92	\$1,939.00	\$23,061.00	7.8
4.505 ADULT LARGE PRINT NON-FICTION	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
4.51 ADULT FICTION BOOKS	\$35,000.00	\$0.00	\$35,000.00	\$3,358.15	\$3,709.51	\$31,290.49	10.6
4.511 ADULT GRAPHIC NOVELS	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.0
4.52 CHILDREN'S FICTION	\$9,000.00	\$0.00	\$9,000.00	\$46.87	\$46.87	\$8,953.13	0.5
4.521 CHILDREN'S EASY FICTION	\$28,000.00	\$0.00	\$28,000.00	\$0.00	\$52.36	\$27,947.64	0.2
4.522 CHILDREN'S NON-FICTION	\$26,000.00	\$0.00	\$26,000.00	\$246.38	\$246.38	\$25,753.62	0.9
4.523 TODDLER BOOKS	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.0
4.53 YA FICTION	\$11,200.00	\$0.00	\$11,200.00	\$586.81	\$651.55	\$10,548.45	5.8
4.531 YA GRAPHIC NOVELS	\$2,500.00	\$0.00	\$2,500.00	\$253.36	\$253.36	\$2,246.64	10.1
4.532 YA NON-FICTION	\$3,300.00	\$0.00	\$3,300.00	\$392.24	\$392.24	\$2,907.76	11.9
4.54 INDIANA ROOM BOOKS	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.0
4.55 REFERENCE	\$3,000.00	\$0.00	\$3,000.00	\$144.00	\$144.00	\$2,856.00	4.8
4.56 LITERACY	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,778.45	(\$778.45)	177.8
4.57 ADULT LARGE PRINT FICTION	\$8,000.00	\$0.00	\$8,000.00	\$113.74	\$124.98	\$7,875.02	1.6
4.58 OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
4.6 PERIODICALS & NEWSPAPERS	\$12,000.00	\$0.00	\$12,000.00	\$1,014.62	\$1,214.03	\$10,785.97	10.1

<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</i>
4.71 ADULT DVD	\$15,000.00	\$0.00	\$15,000.00	\$1,304.66	\$1,341.00	\$13,659.00	8.9
4.711 CHILDREN'S DVD	\$2,500.00	\$0.00	\$2,500.00	\$222.18	\$222.18	\$2,277.82	8.9
4.72 ADULT AUDIOBOOKS	\$7,000.00	\$0.00	\$7,000.00	\$32.54	\$106.82	\$6,893.18	1.5
4.721 CHILDREN'S AUDIOBOOKS	\$1,400.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$1,400.00	0.0
4.722 YOUNG ADULT AUDIOBOOKS	\$700.00	\$0.00	\$700.00	\$70.50	\$70.50	\$629.50	10.1
4.73 ADULT MUSIC	\$2,500.00	\$0.00	\$2,500.00	\$11.99	\$11.99	\$2,488.01	0.5
4.731 CHILDREN'S MUSIC	\$800.00	\$0.00	\$800.00	\$0.00	\$0.00	\$800.00	0.0
4.74 ART PRINTS	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.0
4.76 DIGITIZATION / ELECTRONIC ACCESS	\$23,467.00	\$0.00	\$23,467.00	\$0.00	\$0.00	\$23,467.00	0.0
4.77 INSPIRE	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
4.78 MICROFILM RECORDS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
4.79 CHILDREN'S TOYS	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
4.9 PLAC CARDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
<b>Subtotal</b>	<b>\$285,667.00</b>	<b>\$0.00</b>	<b>\$285,667.00</b>	<b>\$11,940.79</b>	<b>\$17,440.77</b>	<b>\$268,226.23</b>	<b>6.1</b>
<b>Grand Total</b>	<b>\$1,843,846.00</b>	<b>\$0.00</b>	<b>\$1,843,846.00</b>	<b>\$153,226.69</b>	<b>\$206,870.84</b>	<b>\$1,636,975.16</b>	<b>11.2</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 1/19/15 To 2/16/15

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.11 CONSULTING SERVICES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
Subtotal	\$1,000.00		\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
<i>4. Capitol Outlays</i>							
4.1 LAND	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
4.2 BUILDINGS	\$500,000.00	\$0.00	\$500,000.00	\$0.00	\$0.00	\$500,000.00	0.0
4.3 IMPROVE OTHER THAN BUILDINGS	\$500,000.00	\$0.00	\$500,000.00	\$0.00	\$0.00	\$500,000.00	0.0
4.4 FURNITURE & EQUIPMENT	\$238,216.00	\$0.00	\$238,216.00	\$0.00	\$0.00	\$238,216.00	0.0
Subtotal	\$1,338,216.00		\$1,338,216.00	\$0.00	\$0.00	\$1,338,216.00	0.0
<b>Grand Total</b>	\$1,339,216.00	\$0.00	\$1,339,216.00	\$0.00	\$0.00	\$1,339,216.00	0.0

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 1/19/15 To 2/16/15

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>4. Capitol Outlays</i>							
4.2 BUILDINGS	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0
4.3 IMPROVE OTHER THAN BUILDINGS	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0
4.4 FURNITURE & EQUIPMENT	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0
<b>Subtotal</b>	<b>\$150,000.00</b>		<b>\$150,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$150,000.00</b>	<b>0.0</b>
<b>Grand Total</b>	<b>\$150,000.00</b>	<b>\$0.00</b>	<b>\$150,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$150,000.00</b>	<b>0.0</b>

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