

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

March 9th, 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
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
10. Public Input
11. Adjournment

Huntington City-Township Public Library
Board of Finance Meeting
March 9, 2015

Present: Rebecca Lemons, Jamie Foday, Peggy Caley, Fred Scheiber, Terry Miller, Chad Lippe
Visitors: Jessica Brown

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: Jamie moved to approve, Chad seconded, motion carried.

Report of the Librarian: Beka highlighted various items presented in her written director's report. The library is currently weeding the nonfiction collection. We are advertising once a month in the TAB with programming reports, and Devon has created a bi-monthly newsletter and e-newsletter. The new sewing and crocheting club is very popular.

Committee Reports:

A. Markle Building Committee: Beka reported that she has questions and clarifications needed to be resolved with the KRM contract and is not ready for us to sign. We are scheduling a special Board meeting for Monday, April 6, 5:00 PM, to sign the amended contract.

Unfinished Business:

A. Compensation Pay Scale and Classification Report: Beka highlighted changes to the classification and pay scale report, but we are going to wait until job descriptions and performance review documents are finished to approve.

B. Strategic Planning Update: Beka reported that there were only 15 people total who attended the various meetings, but good feedback and ideas were presented by those in attendance. The Mind Mixer online forum has started. The next step is to focus on 5 specific areas and create goals at meetings before creating the strategic plan document.

New Business:

A. Policy Review, Materials Loan: Changes were made to the Audiobooks and DVD loan limits. Terry moved to approve, Fred seconded, motion carried.

B. Policy Review Computer and Internet Use Policy: Beka made a few changes in language in a couple sections; Terry moved to approve, and Chad seconded; motion carried.

Terry moved to adjourn, Fred seconded, motion carried.

**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.

*Caley
Fred
Terry Miller
Chad Lippe*



Huntington City-Township Public Library
Monthly Report

~~February 2015~~
march 2015

Director's Report

News and Updates

- Weekly meetings with the Department Heads continue.
- We are getting ready for the summer library program. This year's theme is 'Every Hero Has a Story'.
- I have been investigating software to automate our hiring and application process. Currently we only have paper applications or e-mail.
- The Markle Building Committee met to discuss the first stages of planning for the project. We will be working with krM to get the design process started as soon as possible.
- We will be working on weeding the non-fiction collection; we are anticipating the removal of at least 30% of the collection. These items are old and unused items. The removal will allow us to rearrange some spaces to improve the patron experience and create more community spaces.
- Committees have been created to facilitate the strategic planning process. These committees consist of community members and staff. For the next 4 months we will be working on creating strategic initiatives and goals.

Meetings and Activities

February 8 th	Lifelong Learning Board Meeting
February 20 th	Strategic Planning Meeting
February 25 th	Summer Library Program Meeting
February 27 th	HSE Graduation
March 2 nd	Markle Building Committee Meeting
March 4 th	ILF Management Division Meeting
March 4 th	Quality and Process Improvement Committee Meeting
March 5 th	Literacy Coalition Board Meeting
March 6 th	Strategic Planning Committee Training
March 9 th	Library Board Meeting

Upcoming Meetings and Activities

March 10 th	Strategic Planning Committee Meeting
March 11 th	Strategic Planning Committee Meeting
March 13 th	United Way Lunch
March 17 th	Strategic Planning Committee Meeting
March 18 th	Strategic Planning Committee Meeting
March 25 th	Strategic Planning Committee Meeting

April 1 st	Quality and Process Improvement Committee Meeting
April 2 nd	Literacy Coalition Board Meeting
April 8 th	Strategic Planning Committee Meeting
April 14 th	Strategic Planning Committee Meeting
April 15 th	Strategic Planning Committee Meeting
April 18 th	Friends Book and Surplus Sale

Technical Services

- Jessi took a Lynda.com Class on being a new manager/supervisor/leader. (This class was a part of a subscription service that the State Library pays for.)
- Jessi took a Lynda.com Class on Performance Review Fundamentals.
- Jessi submitted a Time off procedure to Beka along with a Change of Schedule Form and procedure.
- Jessi ordered 2 charging stations for the library courtesy of Friends of the Library; Devon designed the stations' fronts.
- Jessi completed the Edge Initiative assessment, and is now going through the recommendations of things to create an action plan for the continuous growth and development of our public technology services.
- Tech services is in the beginning stages to implement the acquisitions module
- Deb and Linda have begun collaboration on wedding and collection maintenance.
- Deb is currently updating the College/Vocational, coins, paper money, and stamps collection.
- Deb has been working with Kay to get to know the salesmen and learn children's acquisitions.
- Deb, Robert, Lori, and Jane took a webinar about EDI (Electronic Data Interchange)
- Lori has successfully taken over cataloging, processing, and shelving all magazines.
- Jane has completely taken over cataloging children's items.
- Robert made it so the public computers will now turn on automatically every morning (saving time in the morning for desk staff members)
- Robert, Jessi, and Devon cleaned out the BabyCom room and all of the Server Rooms for the Spring Sale
- Devon designed and created a new e-mail newsletter
- Devon designed and headed the TAB advertisements
- Devon created the new patron handouts for circulation
- Devon has redesigned many of the signs around the library as part of her rebranding goal.
- Devon has taken 5 Lynda.com courses

Adult Services

Reference

- Tax forms continue to be hot items and in great demand.
- The Reference collection continues to be weeded and updated. Anna and Linda have moved many titles out of the Reference collection to be shelved in the stacks so they can be checked out instead of being restricted to use only in the library.
- Anna had a very successful start of the new Pins & Needles Club for adults and teens. 12 attended the first meeting on Monday March 2. It is designed as a knitting / crocheting / thread arts informal club. Attendees taught each other new stitches and patterns and just worked on their own projects in the company of like-minded casual and creative crafters.
- Upcoming event for families is Pi day at both Huntington and Markle. Pi is 3.1415 etc., which happens to be the date on Saturday March 14. The plans include pie tasting, pizza, pin the mustache on Einstein and many other round activities.
- Trivia Night at Huntington is March 21 from 3-5 for teams ages 16 and older. The competition should be fierce.
- InterLibrary Loan – we received 36 items from other libraries for our patrons who requested them and provided 86 items to other libraries for their patrons to enjoy. This is a great collaborative effort that delivers better customer service for all, with minimal budget stress.

Circulation

- Fiction Lovers Book Club's title for March is The Glass Castle by Jeannette Walls. This is actually a non-fiction title, just to keep everybody on their toes.
- Caprice Erickson continues to feature a wide variety of subjects on the end caps of the non-fiction shelves. She changes these every month to feature a new topic within that shelving area.
- Caprice also has created a Spring display on the table just inside non-fiction on Birding. She changes these frequently, also.
- Blind Date with a Book started on February 14 and will continue until March 15. Choose a wrapped and decorated book and be surprised with the title that you get. Patrons also get to decide if they want another "date" and have found a new author or genre to enjoy, or "no date" and don't want to repeat the experience.
- Love Your Library gives patrons a chance to write what they love about our Library. This was during the month of February. Answers were posted to our website and Facebook by the Tech Services staff.
- The March theme for the Fabulous Foodies is diabetic and low carb cookbooks and recipes.

- Biographies are changing both in location and the cataloging designation. They will all have a B on the top line and the last name of the person the book is about on the second line. For the time being, they will be staying in the old location, but will be moving to the end of the non-fiction section in the near future.
- Patrons are still so appreciative of the fact that we no longer have a \$2.00 borrower's fee to check out new DVDs. We hear lots of comments thanking the library for this new policy.

Markle

- Tax forms are hot items here, too.
- Pi Day will be featured on March 14, also. The activities will be similar to those in Huntington.
- Blind Date with a Book and Love your Library events are also running there.

Children's Services

- Children's staff presented story sessions at Kids Kampus and Huntington Head Start
- Songrown Preschool visited the library for a story time
- The monthly birthday party club for grades 1-4 met to celebrate February birthdays.
- Tween Scene, for grades 4-6, meets tonight and is partnering with the Mayor's Office and Pathfinders to focus on Disability Month.
- Teen book club met to discuss THE FALSE PRINCE by Jennifer Nielsen
- Story Times continue to be held weekly for birth –age 7 with 6 sessions each week.
- Discovery Crew, grades 1-3, continues their weekly Time Travelers theme by digging for fossils, and painting dinosaur eggs.
- Paws to Read began the first of their seven weeks with 3 therapy dogs eager to listen to kid's read on Saturday morning, March 7th.
- Teen photography contest entries and winners are now displayed.
- We are diligently working at organizing the upstairs above the children's area, the children's programming room storage rooms and the storage area in childrens.
- Held two passive programs –one elephant book display and making elephant puppets & a celebration of Dr. Seuss's birthday with a book display, paper activities, making of a **Cat in the Hat** hat and coloring a birthday greeting to hang on the wall.
- Riverview Middle School had an art display on the wall for the month of February.
- Began weeding and reassigning DDC to the juvenile biographies so they will now have their own section.

Financial Report
Huntington City-Township Public Library

Report Dates = **2/16/15** to **3/9/15**

<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>
1. Operating Fund						
100 OPERATING	\$1,841,870.01	\$607,373.74	\$814,244.58	\$531,203.16	\$593,433.53	\$1,621,058.96
101 LIBRARY OPERATING FUND- INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,841,870.01	\$607,373.74	\$814,244.58	\$531,203.16	\$593,433.53	\$1,621,058.96
2. LIRF						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$1,590,341.81	\$0.00	\$0.00	\$23.75	\$348.06	\$1,590,689.87
111 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,590,341.81	\$0.00	\$0.00	\$23.75	\$348.06	\$1,590,689.87
3. Bond & Interest						
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
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3.1 Building Project Fund						
180 CONSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4. Gift Funds						
130 MARKLE - GIFT	\$114.62	\$0.00	\$0.00	\$0.15	\$4.20	\$118.82
130.01 GIFT (REGULAR)	\$2,712.69	\$0.00	\$0.00	\$0.41	\$2.78	\$2,715.47
130.02 FRIENDS OF THE LIBRARY	\$6,937.86	\$2,036.00	\$2,606.41	\$0.00	\$6,890.00	\$11,221.45
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	\$0.00	\$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	\$34.33	\$72.34	\$498.12
Subtotal	\$289,068.70	\$2,036.00	\$2,606.41	\$34.89	\$6,994.32	\$293,456.61
5. Grants						
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
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6. LSCA						
150.03 IND. STATE STUDENT ASSISTANCE	\$0.00	\$0.00	\$0.00	\$1,920.00	\$1,920.00	\$1,920.00
Subtotal	\$0.00	\$0.00	\$0.00	\$1,920.00	\$1,920.00	\$1,920.00

<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>
7. Levy Excess						
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
Subtotal	\$228.32	\$0.00	\$0.00	\$0.00	\$0.00	\$228.32
8. Other Funds						
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	\$0.00	\$850,000.00	\$715.84	\$702,655.26	\$1,008,210.36
171 RAINY DAY INVESTMENT	\$951,000.00	\$0.00	\$700,000.00	\$0.00	\$850,000.00	\$1,101,000.00
Subtotal	\$2,106,555.10	\$0.00	\$1,550,000.00	\$715.84	\$1,552,655.26	\$2,109,210.36
9. Withholding						
200.01 FEDERAL TAX	\$0.00	\$7,207.83	\$18,054.04	\$7,207.83	\$18,054.04	\$0.00
200.02 FICA	\$0.00	\$4,794.59	\$11,839.77	\$4,794.59	\$11,839.77	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$2,004.04	\$4,088.79	\$2,041.60	\$5,116.91	\$1,028.12
200.04 COUNTY TAX	\$0.00	\$1,006.42	\$2,023.43	\$1,023.43	\$2,537.79	\$514.36
200.05 INSURANCE	\$576.90	\$934.96	\$2,446.82	\$934.96	\$2,337.40	\$467.48
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$528.00	\$1,065.00	\$528.00	\$1,065.00	\$0.00
200.07 UNITED WAY	\$0.00	\$0.00	\$0.00	\$105.36	\$263.40	\$263.40
200.08 GARNISHMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$576.90	\$16,475.84	\$39,517.85	\$16,635.77	\$41,214.31	\$2,273.36
Grand Total	\$5,828,640.84	\$625,885.58	\$2,406,368.84	\$550,533.41	\$2,196,565.48	\$5,618,837.48

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 2/16/15 To 3/9/15

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF DIRECTOR	\$68,000.00	\$0.00	\$68,000.00	\$5,100.00	\$12,750.00	\$55,250.00	18.8
1.12 PROFESSIONAL ASSISTANTS	\$699,500.00	\$0.00	\$699,500.00	\$52,625.61	\$129,540.81	\$569,959.19	18.5
1.14 WAGES OF JANITORS	\$68,000.00	\$0.00	\$68,000.00	\$4,948.96	\$12,477.39	\$55,522.61	18.3
1.21 EMPLOYER'S SHARE-FICA	\$63,916.00	\$0.00	\$63,916.00	\$4,794.62	\$11,839.77	\$52,076.23	18.5
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	\$5,352.61	\$12,956.81	\$57,714.19	18.3
1.231 EMPLOYERS CONT PERF - EMPLOYEE	\$22,317.00	\$0.00	\$22,317.00	\$1,561.27	\$3,789.41	\$18,527.59	17.0
1.24 EMPLOYERS CONT. GROUP HEALTH INS.	\$99,910.00	\$0.00	\$99,910.00	\$8,653.88	\$28,084.99	\$71,825.01	28.1
1.25 EMPLOYER'S CONT LIFE INSURANCE	\$5,000.00	\$0.00	\$5,000.00	\$623.03	\$1,308.49	\$3,691.51	26.2
1.26 EMPLOYER'S CONT SHORT TERM DIS	\$6,000.00	\$0.00	\$6,000.00	\$583.36	\$1,358.78	\$4,641.22	22.6
1.27 EMPLOYER'S CONT LONG TERM DIS	\$5,300.00	\$0.00	\$5,300.00	\$504.93	\$1,199.87	\$4,100.13	22.6
1.28 OTHER EMPLOYEE BENEFITS	\$5,000.00	\$0.00	\$5,000.00	\$203.40	\$985.95	\$4,014.05	19.7
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
Subtotal	\$1,123,714.00		\$1,123,714.00	\$84,951.67	\$216,292.27	\$907,421.73	19.2
<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	\$0.00	\$80.43	\$1,919.57	4.0
2.13 OTHER OFFICE SUPPLIES	\$35,000.00	\$0.00	\$35,000.00	\$562.92	\$4,428.44	\$30,571.56	12.7
2.21 OPERATING/CLEANING/SANITATION SUPPLIES	\$10,000.00	\$0.00	\$10,000.00	\$187.12	\$2,384.20	\$7,615.80	23.8
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
Subtotal	\$47,401.00		\$47,401.00	\$750.04	\$6,893.07	\$40,507.93	14.5
3. Other Services and Charges							
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	\$0.00	\$28,194.12	\$44,034.88	39.0
3.141 CONTRACTED LABOR FOR FACILITIES AND GROUNDS	\$12,000.00	\$0.00	\$12,000.00	\$311.25	\$1,540.75	\$10,459.25	12.8
3.145 DATABASES	\$20,000.00	\$0.00	\$20,000.00	\$2,433.00	\$2,733.00	\$17,267.00	13.7
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	\$0.00	\$697.54	\$4,302.46	14.0
3.211 MARKLE - TELEPHONE	\$2,000.00	\$0.00	\$2,000.00	\$97.80	\$186.54	\$1,813.46	9.3
3.212 FAX EXPENSES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$109.70	\$890.30	11.0
3.213 T1 ACCESS - HCTPL	\$18,000.00	\$0.00	\$18,000.00	\$970.00	\$1,940.00	\$16,060.00	10.8
3.2131 T1 ACCESS - MARKLE	\$9,500.00	\$0.00	\$9,500.00	\$200.00	\$400.00	\$9,100.00	4.2
3.22 POSTAGE & UPS	\$2,000.00	\$0.00	\$2,000.00	\$39.70	\$64.77	\$1,935.23	3.2
3.23 TRAVELING EXPENSE	\$3,000.00	\$0.00	\$3,000.00	\$168.81	\$383.84	\$2,616.16	12.8
3.24 PROFESSIONAL MEETINGS	\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$2,132.41	\$8,867.59	19.4

<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>
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	\$0.00	\$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	\$0.00	\$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	\$4,437.15	\$9,611.79	\$43,563.21	18.1
3.521 MARKLE - ELECTRIC	\$3,000.00	\$0.00	\$3,000.00	\$168.04	\$529.13	\$2,470.87	17.6
3.53 WATER	\$3,000.00	\$0.00	\$3,000.00	\$173.22	\$367.74	\$2,632.26	12.3
3.54 WASTE DISPOSAL SERVICES	\$3,750.00	\$0.00	\$3,750.00	\$345.45	\$749.84	\$3,000.16	20.0
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	\$597.02	\$966.21	\$3,833.79	20.1
3.621 BUSINESS MACHINE MAINTENANCE	\$2,200.00	\$0.00	\$2,200.00	\$181.03	\$359.50	\$1,840.50	16.3
3.622 CONTRACTED FACILITY MAINTENANCE	\$25,000.00	\$0.00	\$25,000.00	\$762.50	\$3,540.23	\$21,459.77	14.2
3.623 TECHNOLOGY LICENSE AGREEMENTS	\$20,000.00	\$0.00	\$20,000.00	\$162.78	\$5,756.56	\$14,243.44	28.8
3.624 TECHNOLOGY MAINTENANCE	\$20,000.00	\$0.00	\$20,000.00	\$1,596.00	\$2,646.00	\$17,354.00	13.2
3.71 EQUIPMENT-RENTAL	\$100.00	\$0.00	\$100.00	\$55.95	\$113.42	(\$13.42)	113.4
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	\$140.00	\$190.00	\$4,810.00	3.8
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
Subtotal	\$387,064.00		\$387,064.00	\$12,839.70	\$64,786.14	\$322,277.86	16.7
4. Capitol Outlays							
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	\$0.00	\$4,712.12	\$35,287.88	11.8
4.42 COMPUTER UPGRADE	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$423.43	\$9,576.57	4.2
4.5 ADULT NON FIC BOOKS	\$25,000.00	\$0.00	\$25,000.00	\$1,132.33	\$3,071.33	\$21,928.67	12.3
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	\$743.00	\$4,452.51	\$30,547.49	12.7
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	\$558.83	\$605.70	\$8,394.30	6.7
4.521 CHILDREN'S EASY FICTION	\$28,000.00	\$0.00	\$28,000.00	\$1,300.66	\$1,353.02	\$26,646.98	4.8
4.522 CHILDREN'S NON-FICTION	\$26,000.00	\$0.00	\$26,000.00	\$1,911.24	\$2,157.62	\$23,842.38	8.3
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	\$170.88	\$822.43	\$10,377.57	7.3
4.531 YA GRAPHIC NOVELS	\$2,500.00	\$0.00	\$2,500.00	\$355.23	\$608.59	\$1,891.41	24.3
4.532 YA NON-FICTION	\$3,300.00	\$0.00	\$3,300.00	\$504.87	\$897.11	\$2,402.89	27.2
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	\$505.00	\$649.00	\$2,351.00	21.6
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	\$55.50	\$180.48	\$7,819.52	2.3
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	\$1,003.61	\$2,217.64	\$9,782.36	18.5

<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	\$342.70	\$1,683.70	\$13,316.30	11.2
4.711 CHILDREN'S DVD	\$2,500.00	\$0.00	\$2,500.00	\$109.73	\$331.91	\$2,168.09	13.3
4.72 ADULT AUDIOBOOKS	\$7,000.00	\$0.00	\$7,000.00	\$108.93	\$215.75	\$6,784.25	3.1
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	\$29.82	\$100.32	\$599.68	14.3
4.73 ADULT MUSIC	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$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
Subtotal	\$285,667.00	\$0.00	\$285,667.00	\$8,832.33	\$26,273.10	\$259,393.90	9.2
Grand Total	\$1,843,846.00	\$0.00	\$1,843,846.00	\$107,373.74	\$314,244.58	\$1,529,601.42	17.0

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 2/16/15 To 3/9/15

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
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
4. Capital Outlays							
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
Grand Total	\$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 2/16/15 To 3/9/15

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
Subtotal	\$150,000.00		\$150,000.00	\$0.00	\$0.00	\$150,000.00	0.0
Grand Total	\$150,000.00	\$0.00	\$150,000.00	\$0.00	\$0.00	\$150,000.00	0.0

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