

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

April 20th, 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. Other
9. New Business
  1. Policy Review
    1. Donations and Memorials
  2. Closed Dates: May 15, June 20
  3. Other
10. Public Input
11. Adjournment

**Huntington City-Township Public Library  
Board of Trustees Meeting  
April 20, 2015**

**Present:** Rebecca Lemons, Jamie Foday, Peggy Caley, Terry Miller, Rex Baxter, John Branham  
**Visitors:** Jessica Brown, Rick Bannan of *The Herald Press*

Peggy called the meeting to order.

**Reading and Approval of Minutes:** John moved to approve the Minutes of the April 6 meeting, Rex seconded, motion carried; Peggy moved to approve the Minutes of the March 9 meeting, John seconded, motion carried.

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

**Report of the Librarian:** Beka highlighted various items presented in her written director's report. The Friends of the Library had a book sale during the library rummage sale, and both were great successes. Beka summarized the encouraging numbers related to checkout and renewal stats; she reported the library is up by 20% in circulation, with largest increases in AV items and in young adult books.

**Committee Reports:**

**A. Markle Building Committee:** Beka reported that the committee met with KrM on April 13 and discussed preliminary design elements and needs and wants. On April 28, the first public input meeting will be held in Markle. The estimate on the timeline is to open middle of May, 2016. We will be changing the closing date on the land contract to be closer to the date we break ground for construction. The next committee meeting will be beginning of May to discuss design.

**Communications:** We received a thank you card from Safe Place.

**Unfinished Business:** None

**New Business:**

**A. Policy Review – Donations and Memorials:** Beka reported on minor changes to this policy in order to clear up the language, but the intention does not change. John moved to approve the changes, Terry seconded, motion carried.

**B. Closed Dates:** Beka requested that the library close for training on May 15 and June 20 for the Heritage Days Parade. Jamie moved to approve the closings on those dates, John seconded, motion carried.

**Public Input:** Rick Bannan asked a few questions about the Markle building project.

John moved to adjourn, Terry seconded, motion carried.

**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.

*P. Caley*  
*J. B. B...*  
*F. S...*

*T. Miller*

Huntington City-Township Public Library  
Monthly Report  
April 2015

**Director's Report**

**News and Updates**

- Weekly meetings with the Department Heads continue.
- We have been hard at work cleaning out old and unused items to be sold by the Friends. The sale will be held on Saturday April 18<sup>th</sup>.
- The Quality and Process Improvement Committee is working on a plan to move some collections and service points. The first part of this work was a study to see how people move through the building and what services they use. The results of this study will be used to inform the placement of collections and services in the future. We will not see any major changes or movement until early fall.
- ILF District conferences will be held in April and May. I have been asked to present HR and Management related programs at 4 of these conferences. I have also been accepted to present a program at the Association of Rural and Small Libraries Conference in Little Rock, Arkansas this October.
- The strategic planning committees have met to discuss goals. These committees consist of community members and staff. For the next 4 months we will be working on creating strategic initiatives and goals.
- We are planning a staff in-service day for May 15<sup>th</sup>. We have arranged for the Sherriff's Department to come in to present an active shooter program as well as a talk about drugs in the community and general safety issues in the library. We will also introduce the new employee recognition program that has been developed. The staff will also be trained on customer service techniques and expectations.
- The staff has been challenged to check out at least 150,000 items this year. That would be about a 7% increase from last year. Additional rewards will be given if they can get 175,000 or 200,000 checkout for the year.

**Meetings and Activities**

March 10 <sup>th</sup>	Strategic Planning Committee Meeting
March 11 <sup>th</sup>	Strategic Planning Committee Meeting
March 13 <sup>th</sup>	United Way Lunch
March 17 <sup>th</sup>	Strategic Planning Committee Meeting
March 18 <sup>th</sup>	Strategic Planning Committee Meeting
March 25 <sup>th</sup>	Strategic Planning Committee Meeting
April 1 <sup>st</sup>	Quality and Process Improvement Committee Meeting
April 2 <sup>nd</sup>	Literacy Coalition Board Meeting

April 8<sup>th</sup> Strategic Planning Committee Meeting  
April 14<sup>th</sup> Strategic Planning Committee Meeting  
April 15<sup>th</sup> Strategic Planning Committee Meeting  
April 18<sup>th</sup> Friends Book and Surplus Sale

#### **Upcoming Meetings and Activities**

April 21<sup>st</sup> Strategic Planning Committee Meeting  
April 22<sup>nd</sup> Strategic Planning Committee Meeting  
April 23<sup>rd</sup> ILF District 3 Conference  
April TBD Markle Building Project- Community Input Meeting  
May 1<sup>st</sup> ILF District 5/7 Conference  
May 5<sup>th</sup> Strategic Planning Committee Meeting  
May 6<sup>th</sup> Quality and Process Improvement Committee Meeting  
May 7<sup>th</sup> Literacy Coalition Board Meeting  
May 12<sup>th</sup> ILF District 1 Conference  
May 13<sup>th</sup> Strategic Planning Committee Meeting  
May 14<sup>th</sup> ILF District 4 Conference  
May 15<sup>th</sup> Staff In-service

#### **Technical Services**

- Lori is beginning to take over Interlibrary Loan
- The staff Wellness Challenge has officially ended- there were a total of 11 participants, Devon Henderson was the overall winner with 1078 points.
- Jessi met in Kendallville with the District 3 ILF conference committee to go over final details
- Jessi and Anna finished and submitted a LSTA grant for a mobile computer lab. They should hear back by May.
- Jane and Deb are still working on setting up the Acquisitions module in Sirsi.
- Jane and Deb are beginning a test batch of pre-processed items and MARC Record deliveries.
- The Biography project is coming along, all of the 092 biographies have either been changed or deleted and we are working on the rest of the biography collection that was interfiled.
- Jessi attended a focus group for Northeast Indiana Regional Cities.

#### **Adult Services**

#### **Reference**

- Weeding of the Reference collection is on-going. Many titles have been added to the general collection so they can be checked out, instead of being required to be used in the Library only.
- The collection that is staying in the Reference Department will be streamlined, current sources and relevant for our patrons' needs.
- Weeding of the general collection is on-going to provide a collection that is current.
- The Pins and Needles group had 15 attend on the 6<sup>th</sup>. It is an enthusiastic group that focuses on fun and sharing the passion of knitting or crocheting, although other needle crafts are welcome, as well. Registration is not required, all who show up are welcome.
- Anna sponsored a Scrabble Tournament on April 11. There were few participants, but all had a good time.
- The topic for the Fabulous Foodies Cookbook club in April is 'Entertaining & Food Presentation'.
- Linda Smith, the Fab Foodies "leader", will be doing a program on Saturday, April 25 on "Party Trays that Don't Break the Bank", just in time from graduation parties, summer weddings, and other spring and summer gatherings.

### Circulation

- Planning is underway for the Adult Summer Reading Club starting in June. *Every Hero Has a Story* is the theme. Several programs are in the planning stages, as well as planning for prizes to be awarded at the end of the program in July.
- Rules for participation at the Circulation Desk for adults to participate in the Summer Reading Club are minimal – you have to sign up to participate and you have to return what you check out. One entry form per trip to the library can be submitted for weekly drawings and the final drawing at the end. Other puzzle sheets or reviews of what you've checked out can be turned in for additional entry forms – limited to 1 per week.
- The Fiction Lover's Book Club had 36 participate in April, reading **The Black Echo** by Michael Connelly. The May title is **And She Was** by Alison Gaylan.

### Children's Services

- Children's staff presented story sessions at Kids Kampus , Huntington Head Start , Little Blessings & Brighter Beginnings Daycare
- Songrown Preschool visited the library for a story time
- Teen book club met to discuss **THE FUTURE OF US** by Jay Asher
- Story Times continue to be held weekly for birth –age 7 with 6 sessions each week
- Discovery Crew, grades 1-3, ended their spring weekly Time Travelers theme by presenting a play, making catapults and enjoying a Roman feast

- Paws to Read continues their seven weeks with 3 to 4 therapy dogs eager to listen to kid's read on Saturday mornings from 10-12am.
- We have created an additional staff work space in the children's storage room
- Held two passive programs –one during spring break and the following week on creating origami with 41 participating so far. The other is for April –National Poetry Month featuring touching, feely boxes which correspond to poems from our book collection. We are also highlighting Jack Prelutsky and Shel Silverstein with a book display for Poetry Month.
- Completed the weeding and reassigning of the juvenile biographies into their own section
- Celebrated April Fool's Day with an evening party for grades 1-6
- Had three special Easter Story Times including a visit from the Easter Bunny (One session held at the Markle Branch)
- During Spring Break held an Easter Egg Decorating workshop from 10-11am for grades 6-12 and then those participants helped kids from grades K-5 from 11-12noon
- Kay attended the Empowering Humanities meeting on April 9<sup>th</sup> at the Young Services Bureau
- Young Adults participated in a computer program FREE RICE FOR THE WORLD for TEEN TECH WEEK
- We participated in outreach by having a booth at HEALTHY KID'S DAY with information about the library along with a Spiderman Super Toss game to introduce the upcoming superhero Summer Reading Program

#### Indiana Room

- March was a very busy month with 414 patrons who signed the guest register.
- Our volunteer completed updating our obituary file. Some of the data was missing for the years 1939 to 1976.
- The Obituary Index for the Andrews newspapers thru 1910 is now finished. The Warren newspapers have been indexed thru 1904 so far and are still being worked on. Obituary indexes for other Huntington newspapers will follow in time.
- Various Huntington people wanted information on the old W & D/Lehman building that has been torn down. City Directories were used to list all the businesses that had been in this building. All compiled information is in our Huntington History File.
- We are almost finished with the WW 2 letters that are being digitized.

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

Report Dates = **3/9/15** to **4/20/15**

<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	\$222,776.30	\$1,037,020.88	\$35,699.89	\$627,208.49	\$1,432,057.62
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>\$222,776.30</b>	<b>\$1,037,020.88</b>	<b>\$35,699.89</b>	<b>\$627,208.49</b>	<b>\$1,432,057.62</b>
<b>2. LIRF</b>						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$1,590,341.81	\$0.00	\$0.00	\$315.01	\$663.07	\$1,591,004.88
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>\$315.01</b>	<b>\$663.07</b>	<b>\$1,591,004.88</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	\$1.05	\$5.25	\$119.87
130.01 GIFT (REGULAR)	\$2,712.69	\$0.00	\$0.00	\$3.66	\$6.44	\$2,719.13
130.02 FRIENDS OF THE LIBRARY	\$6,937.86	\$966.57	\$3,572.98	\$0.00	\$6,890.00	\$10,254.88
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	\$53,000.00	\$53,000.00	\$53,254.40	\$53,279.40	\$2,172.90
130.05 IN. ROOM INVESMENT - UND	\$53,000.00	\$53,000.00	\$53,000.00	\$53,000.00	\$53,000.00	\$53,000.00
130.06 GIFT - CHILDRENS ROOM	\$1,774.85	\$183.40	\$183.40	\$0.00	\$0.00	\$1,591.45
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	\$110.35	\$536.13
<b>Subtotal</b>	<b>\$289,068.70</b>	<b>\$107,149.97</b>	<b>\$109,756.38</b>	<b>\$106,297.12</b>	<b>\$113,291.44</b>	<b>\$292,603.76</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	\$1,920.00	\$1,920.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,920.00</b>	<b>\$1,920.00</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	\$0.00	\$850,000.00	\$1,183.83	\$703,839.09	\$1,009,394.19
171 RAINY DAY INVESTMENT	\$951,000.00	\$0.00	\$700,000.00	\$0.00	\$850,000.00	\$1,101,000.00
<b>Subtotal</b>	<b>\$2,106,555.10</b>	<b>\$0.00</b>	<b>\$1,550,000.00</b>	<b>\$1,183.83</b>	<b>\$1,553,839.09</b>	<b>\$2,110,394.19</b>
<b>9. Withholding</b>						
200.01 FEDERAL TAX	\$0.00	\$10,804.63	\$28,858.67	\$10,804.63	\$28,858.67	\$0.00
200.02 FICA	\$0.00	\$7,281.98	\$19,121.75	\$7,281.98	\$19,121.75	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$4,114.02	\$8,202.81	\$3,085.90	\$8,202.81	\$0.00
200.04 COUNTY TAX	\$0.00	\$2,059.33	\$4,082.76	\$1,544.97	\$4,082.76	\$0.00
200.05 INSURANCE	\$576.90	\$1,402.44	\$3,849.26	\$1,402.44	\$3,739.84	\$467.48
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$1,047.00	\$2,112.00	\$1,047.00	\$2,112.00	\$0.00
200.07 UNITED WAY	\$0.00	\$316.08	\$316.08	\$158.04	\$421.44	\$105.36
200.08 GARNISHMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$576.90</b>	<b>\$27,025.48</b>	<b>\$66,543.33</b>	<b>\$25,324.96</b>	<b>\$66,539.27</b>	<b>\$572.84</b>
<b>Grand Total</b>	<b>\$5,828,640.84</b>	<b>\$356,951.75</b>	<b>\$2,763,320.59</b>	<b>\$168,820.81</b>	<b>\$2,363,461.36</b>	<b>\$5,428,781.61</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 3/9/15 To 4/20/15

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	\$7,650.00	\$20,400.00	\$47,600.00	30.0
1.12 PROFESSIONAL ASSISTANTS	\$699,500.00	\$0.00	\$699,500.00	\$80,083.08	\$209,623.89	\$489,876.11	30.0
1.14 WAGES OF JANITORS	\$68,000.00	\$0.00	\$68,000.00	\$7,456.14	\$19,933.53	\$48,066.47	29.3
1.21 EMPLOYER'S SHARE-FICA	\$63,916.00	\$0.00	\$63,916.00	\$7,281.97	\$19,121.74	\$44,794.26	29.9
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	\$7,790.20	\$20,747.01	\$49,923.99	29.4
1.231 EMPLOYERS CONT PERF - EMPLOYEE	\$22,317.00	\$0.00	\$22,317.00	\$2,277.95	\$6,067.36	\$16,249.64	27.2
1.24 EMPLOYERS CONT. GROUP HEALTH INS.	\$99,910.00	\$0.00	\$99,910.00	\$17,778.24	\$45,863.23	\$54,046.77	45.9
1.25 EMPLOYER'S CONT LIFE INSURANCE	\$5,000.00	\$0.00	\$5,000.00	\$1,036.89	\$2,345.38	\$2,654.62	46.9
1.26 EMPLOYER'S CONT SHORT TERM DIS	\$6,000.00	\$0.00	\$6,000.00	\$1,184.72	\$2,543.50	\$3,456.50	42.4
1.27 EMPLOYER'S CONT LONG TERM DIS	\$5,300.00	\$0.00	\$5,300.00	\$1,027.88	\$2,227.75	\$3,072.25	42.0
1.28 OTHER EMPLOYEE BENEFITS	\$5,000.00	\$0.00	\$5,000.00	\$318.29	\$1,304.24	\$3,695.76	26.1
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	\$133,885.36	\$350,177.63	\$773,536.37	31.2
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$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
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	\$2,742.24	\$7,170.68	\$27,829.32	20.5
2.21	OPERATING/CLEANING/SANITATION SUPPLIES	\$10,000.00	\$0.00	\$10,000.00	\$949.94	\$3,334.14	\$6,665.86	33.3
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>\$3,692.18</b>	<b>\$10,585.25</b>	<b>\$36,815.75</b>	<b>22.3</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	\$1,475.53	\$29,669.65	\$42,559.35	41.1
3.141	CONTRACTED LABOR FOR FACILITIES AND GROUNDS	\$12,000.00	\$0.00	\$12,000.00	\$736.25	\$2,277.00	\$9,723.00	19.0
3.145	DATABASES	\$20,000.00	\$0.00	\$20,000.00	\$9,569.71	\$12,302.71	\$7,697.29	61.5
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	\$721.01	\$1,418.55	\$3,581.45	28.4
3.211	MARKLE - TELEPHONE	\$2,000.00	\$0.00	\$2,000.00	\$89.34	\$275.88	\$1,724.12	13.8
3.212	FAX EXPENSES	\$1,000.00	\$0.00	\$1,000.00	\$110.54	\$220.24	\$779.76	22.0
3.213	T1 ACCESS - HCTPL	\$18,000.00	\$0.00	\$18,000.00	\$970.00	\$2,910.00	\$15,090.00	16.2
3.2131	T1 ACCESS - MARKLE	\$9,500.00	\$0.00	\$9,500.00	\$200.00	\$600.00	\$8,900.00	6.3
3.22	POSTAGE & UPS	\$2,000.00	\$0.00	\$2,000.00	\$125.24	\$190.01	\$1,809.99	9.5
3.23	TRAVELING EXPENSE	\$3,000.00	\$0.00	\$3,000.00	\$207.58	\$591.42	\$2,408.58	19.7
3.24	PROFESSIONAL MEETINGS	\$11,000.00	\$0.00	\$11,000.00	\$1,228.76	\$3,361.17	\$7,638.83	30.6

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	\$588.38	\$824.16	\$1,175.84	41.2
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	\$2,787.00	\$2,787.00	\$24,213.00	10.3
3.51	GAS	\$15,304.00	\$0.00	\$15,304.00	\$2,021.89	\$3,359.16	\$11,944.84	21.9
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	\$4,663.23	\$14,275.02	\$38,899.98	26.8
3.521	MARKLE - ELECTRIC	\$3,000.00	\$0.00	\$3,000.00	\$154.35	\$683.48	\$2,316.52	22.8
3.53	WATER	\$3,000.00	\$0.00	\$3,000.00	\$124.75	\$492.49	\$2,507.51	16.4
3.54	WASTE DISPOSAL SERVICES	\$3,750.00	\$0.00	\$3,750.00	\$555.03	\$1,304.87	\$2,445.13	34.8
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	\$755.35	\$1,721.56	\$3,078.44	35.9
3.621	BUSINESS MACHINE MAINTENANCE	\$2,200.00	\$0.00	\$2,200.00	\$312.49	\$671.99	\$1,528.01	30.5
3.622	CONTRACTED FACILITY MAINTENANCE	\$25,000.00	\$0.00	\$25,000.00	\$987.50	\$4,527.73	\$20,472.27	18.1
3.623	TECHNOLOGY LICENSE AGREEMENTS	\$20,000.00	\$0.00	\$20,000.00	\$4,090.86	\$9,847.42	\$10,152.58	49.2
3.624	TECHNOLOGY MAINTENANCE	\$20,000.00	\$0.00	\$20,000.00	\$525.00	\$3,171.00	\$16,829.00	15.9
3.71	EQUIPMENT-RENTAL	\$100.00	\$0.00	\$100.00	(\$113.42)	\$0.00	\$100.00	0.0
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	\$0.00	\$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
<b>Subtotal</b>	<b>\$387,064.00</b>		<b>\$387,064.00</b>	<b>\$32,886.37</b>	<b>\$97,672.51</b>	<b>\$289,391.49</b>	<b>25.2</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	\$4,899.43	\$9,611.55	\$30,388.45	24.0
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	\$7,020.44	\$10,091.77	\$14,908.23	40.4
4.505 ADULT LARGE PRINT NON-FICTION	\$1,500.00	\$0.00	\$1,500.00	\$574.88	\$574.88	\$925.12	38.3
4.51 ADULT FICTION BOOKS	\$35,000.00	\$0.00	\$35,000.00	\$3,839.63	\$8,292.14	\$26,707.86	23.7
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	\$1,307.74	\$1,913.44	\$7,086.56	21.3
4.521 CHILDREN'S EASY FICTION	\$28,000.00	\$0.00	\$28,000.00	\$1,650.66	\$3,003.68	\$24,996.32	10.7
4.522 CHILDREN'S NON-FICTION	\$26,000.00	\$0.00	\$26,000.00	\$20,670.82	\$22,828.44	\$3,171.56	87.8
4.523 TODDLER BOOKS	\$2,500.00	\$0.00	\$2,500.00	\$252.64	\$252.64	\$2,247.36	10.1
4.53 YA FICTION	\$11,200.00	\$0.00	\$11,200.00	\$950.63	\$1,773.06	\$9,426.94	15.8
4.531 YA GRAPHIC NOVELS	\$2,500.00	\$0.00	\$2,500.00	\$80.26	\$688.85	\$1,811.15	27.6
4.532 YA NON-FICTION	\$3,300.00	\$0.00	\$3,300.00	\$265.17	\$1,162.28	\$2,137.72	35.2
4.54 INDIANA ROOM BOOKS	\$3,000.00	\$0.00	\$3,000.00	\$78.97	\$78.97	\$2,921.03	2.6
4.55 REFERENCE	\$3,000.00	\$0.00	\$3,000.00	\$1,002.33	\$1,651.33	\$1,348.67	55.0
4.56 LITERACY	\$1,000.00	\$0.00	\$1,000.00	\$11.96	\$1,790.41	(\$790.41)	179.0
4.57 ADULT LARGE PRINT FICTION	\$8,000.00	\$0.00	\$8,000.00	\$2,866.26	\$3,046.74	\$4,953.26	38.1
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	\$1,954.53	\$4,172.17	\$7,827.83	34.8

<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	\$1,486.56	\$3,170.26	\$11,829.74	21.1
4.711 CHILDREN'S DVD	\$2,500.00	\$0.00	\$2,500.00	\$482.64	\$814.55	\$1,685.45	32.6
4.72 ADULT AUDIOBOOKS	\$7,000.00	\$0.00	\$7,000.00	\$2,355.20	\$2,570.95	\$4,429.05	36.7
4.721 CHILDREN'S AUDIOBOOKS	\$1,400.00	\$0.00	\$1,400.00	\$22.07	\$22.07	\$1,377.93	1.6
4.722 YOUNG ADULT AUDIOBOOKS	\$700.00	\$0.00	\$700.00	\$0.00	\$100.32	\$599.68	14.3
4.73 ADULT MUSIC	\$2,500.00	\$0.00	\$2,500.00	\$448.71	\$460.70	\$2,039.30	18.4
4.731 CHILDREN'S MUSIC	\$800.00	\$0.00	\$800.00	\$23.99	\$23.99	\$776.01	3.0
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	\$66.87	\$66.87	\$233.13	22.3
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>\$52,312.39</b>	<b>\$78,585.49</b>	<b>\$207,081.51</b>	<b>27.5</b>
<b>Grand Total</b>	<b>\$1,843,846.00</b>	<b>\$0.00</b>	<b>\$1,843,846.00</b>	<b>\$222,776.30</b>	<b>\$537,020.88</b>	<b>\$1,306,825.12</b>	<b>29.1</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 3/9/15 To 4/20/15

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 3/9/15 To 4/20/15

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<b>4. Capitol Outlays</b>							
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.