

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

May 18th, 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 – for discussion and possible action
7. Communications
8. Unfinished Business
  1. Markle land contract
  2. Other
9. New Business
  1. Policy Review
    1. Mileage
    2. Author and Artist Sales
  2. LSTA Contract
  3. Foundation
  4. 2016 Budget

5. Other

10. Public Input

11. Adjournment

**Huntington City-Township Public Library  
Board of Trustees Meeting  
May 18, 2015**

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

**Absent:** Rex Baxter

**Visitors:** krM Associates, Jeri Davis, Rick Bannan of *Herald Press*, Jeff Stockman, Mike Grant, Jessica Brown

Peggy called the meeting to order.

Kevin Montgomery of krM presented the exterior and interior design plans for the Markle library building project.

**Reading and Approval of Minutes:** Peggy moved to approve the minutes of the April 20 meeting, with changes made to note that F. Scheiber and C. Lippe were absent; John seconded, and motion carried.

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

**Report of the Librarian:** Beka highlighted various items presented in her written director's report. The increased circulation numbers are very encouraging. Summer reading program will soon be starting. Beka asked Board members if we need both email and postal mail of monthly Board packets, and it was decided that we will discontinue the postal mailings unless needed under special circumstances or requested.

**Committee Reports:**

**A. Markle Building Committee:** Beka reported that the committee met with krM today, May 18, to discuss schematics. Plans are progressing on budget, and the committee will have two more design development meetings this summer before presenting final recommendations to the Board for approval. Also, Mike Grant has presented a much lower quote of \$9000 from the city of Markle for backfilling and compacting the original site after the old building is demolished. The Board agreed to go ahead with the lower quote in order to fulfill our obligation to provide the backfill per the sales contract.

**Communications:** None

**Unfinished Business:**

**A. Markle Land Contract** - Beka has revised the land sale contract to extend the closing date to September 30, 2015, to be presented as a joint resolution to the Town of Markle; resolution passed by written vote.

**B. Resolution to Issue Library Cards** - John moved to approve the resolution, discussion followed, and motion passed by written vote.

**New Business:**

**A. Policy Review – Mileage Reimbursement Policy:** Beka reported on changes to this policy in order to clear up the language and to adjust the rate of reimbursement. Jamie moved to approve the changes, Fred seconded, motion carried.

**Author and Artist Sales:** Beka has created this policy to allow more appropriate options; John moved to approve the changes, Chad seconded, motion carried.

**B. LSTA Contract:** Beka reported that we have received a grant for \$9,000 for a mobile computer lab. Fred moved to approve the LSTA grant contract, Chad seconded, motion carried.

**C. Foundation:** Beka would like to establish a Foundation as a separate entity for the purpose of fundraising and advocacy. After discussion, John suggested that he, with his legal background, and Fred, with his experience on the Huntington Community Foundation, meet with Beka to explore other details of this idea before presenting again to the Board.

**D. 2016 Budget:** Beka asked that the Board simply consider what we want to do with the levy, as it appears we will need to have a slight increase in the levy. For example, of last year's \$1 million levy, we only received \$800,000 from actual taxes collected. More discussion will follow as we move toward the timeline of approving the new budget.

**Pubic Input:** None

John moved to adjourn, Fred seconded, motion carried.

**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

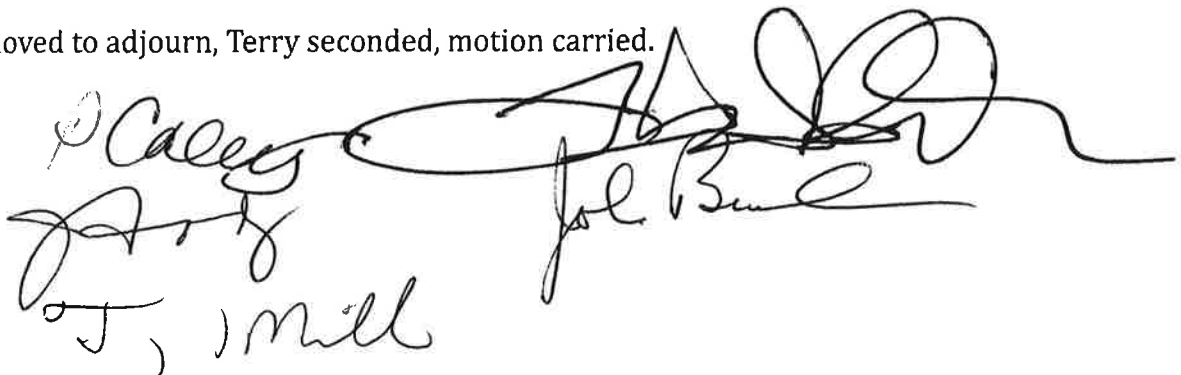
**New Business:**

**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.

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

John moved to adjourn, Terry seconded, motion carried.



Handwritten signatures of board members: Peggy Caley, Terry Miller, and John Branham.

Huntington City-Township Public Library  
Monthly Report  
May 2015

**Director's Report**

**News and Updates**

- Weekly meetings with the Department Heads continue.
- The Friends book sale and rummage sale was a great success with around \$9,000 in combined sales.
- I attended and made presentations at four ILF District conferences in April and May.
- The strategic planning committees have completed their goals and are working on strategic initiatives. A draft should be available for discussion in June.
- The Technical Services team has finished profiles for the pre-processing of some of our items. This allows for many books to come into the library with records, labels, and covers already completed. We are hoping that this will dramatically reduce the amount of time that it takes to get books on the shelf.
- The Mind Mixer site that we had been using for community engagement has been changed to My Sidewalk and now includes several options for mapping and getting demographic data for the community that we did not have before. I am hopeful that this will help us to get more details about the parts of the community that may have gaps in service.

**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 28 <sup>th</sup>	Markle Building Project- Community Input Meeting
May 1 <sup>st</sup>	ILF District 5/7 Conference
May 4 <sup>th</sup>	Markle Building Committee Meeting
May 4 <sup>th</sup>	ILF Management Division Conference Call
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 15 <sup>th</sup>	ILF District 4 Conference
May 15 <sup>th</sup>	Staff In-service
May 18 <sup>th</sup>	Markle Building Committee Meeting
May 18 <sup>th</sup>	Library Board Meeting

**Upcoming Meetings and Activities**

May 19 <sup>th</sup>	Strategic Planning Committee Meeting
May 20 <sup>th</sup>	Strategic Planning Committee Meeting
May 23 <sup>rd</sup>	Library Closed for Memorial Day
May 25 <sup>th</sup>	Library Closed for Memorial Day
May 27 <sup>th</sup>	Strategic Planning Committee Meeting
June 4 <sup>th</sup>	Literacy Coalition Board Meeting
June 8 <sup>th</sup>	Markle Building Committee Meeting
June 9 <sup>th</sup>	Strategic Planning Committee Meeting
June 10 <sup>th</sup>	Strategic Planning Committee Meeting
June 15 <sup>th</sup>	Library Board Meeting

### Technical Services

Jessi

- Attended the District 3 ILF conference, which she was also helping to run it.
- Received a letter stating that the grant that was applied for (LSTA Grant for a mobile computer lab) has been approved. 😊
- Has taken over compiling statistics
- Had an audiobook review she wrote published in the May issue of School Library Journal.
- Attended the ILF District 3 Committee Meeting in South Whitley.

Lori

- Attended the District 3 ILF conference

Deb

- Attended the District 3 ILF conference

Devon

- Has taken 2 Lynda.com courses on design
- Redesigned the bi-monthly newsletter
- Advertised 9 events
- Has been busy working on Summer Reading Club marketing

Jane

- Attended the District 5/7 ILF conference

Robert

- Has been taking classes using the IT ProTV subscription we have.

Other

- The first of the preprocessed books have come in, and we are fairly happy with them so far.

### Adult Services

#### Reference

- Linda Smith was featured in the Fort Wayne Journal Gazette on Wednesday April 22 in the Cook's Corner feature. It was a very nice article and featured some of her party platter ideas. She had a

program on April 25 with 20 people in attendance on "Party Platters that Won't Break the Bank" and several of those in attendance were from Fort Wayne and were there because of the article.

- Fabulous Foodies April 23 had 7 in attendance. Herbs and spices are the topic for May.
- Pins and Needles – 17 Knitters, quilters and those who crochet were in attendance for the May meeting. It's the first Monday of the month and they have a great time.
- April 23 both Linda and Anna attended the District 3 meeting of the Indiana Library Federation meeting at Kendallville, along with a number of other staff members from various departments.
- Free Legal Clinic on Tuesday, April 28 had 6 people signed in and 1 phone call requesting advice.
- May 7 Anna attended Government Information Day at the Indiana State Library in Indianapolis. The purpose was for librarians, information professionals, and the public to learn about online services and discuss the transformation of government information from the print to the digital age.

### Circulation

- Caprice has added a display on baseball for the end of winter.
- We have a new display unit in the front area of the library. It features new items in all types – books and audio-visual materials - and has been well noticed already. It has to be refilled daily.
- 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 plus 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. A "Who's the Best Evil Villain" bracket will be voted on by patrons, with the Best-Baddest Villain being announced at the end of the SRC.
- A Mini ComicCon is being planned to be held to celebrate the end of the SRC, the same day as the usual Children's Carnival. More details will follow as planning proceeds, but several artists are being contacted, a costume contest is in the works, and rumor has it that Iron Man will make an appearance.
- The Fiction Lover's Book Club features Cinder by Marissa Meyer for May.
- May the Fourth be with us all – and it was - thanks to Courtney Kilander, Aaron Hawley, Deb Roy & a few others sharing their Star Wars collectables with us in the large display case just past the Circulation Desk.
- Winning photos from a contest sponsored by the DNR Division of Historic Preservation & Archaeology are now in that case. They are on loan from the DNR to celebrate the month of May being Historic Preservation Month. The contest started in 2005. We are one of 6 sites in the state who are hosting an exhibit. The other sites are the Elkhart County Historical Museum in Bristol, the Attica Public Library, Mooresville Public Library, Princeton Public Library and Corydon Capital State Historic Site. Free posters, also provided by this Division, of "Nothing Like Neon" are available at the Reference Desk while supplies last. Jan Carnes' picture was in the TAB promoting the coming of this display.



- Jan Carnes, Jeri Davis & Kay Stine attended the Lunch & Learn session sponsored by the Chamber of Commerce on May 12. Holly Sale's presentation on providing impressive customer service was extremely well done and provided us with several ideas on steps to take to always provide customer service that is above and beyond the expected.

### **Markle**

- Circulation increased by 40% compared to a year ago.
- May the fourth be with you was in Markle, also. Star Wars movies and books were featured.
- SRC for adults will be in effect in Markle, also. They will have the same limited rules – sign up and return what you check out. They will have their own weekly drawings – 1 winner per week – and all of their entry forms will come to Huntington for the final drawing.

### **Children's Services**

- Children's staff presented story sessions at Huntington Head Start .
- Brighter Beginnings Daycare visited the library for a story session.
- Teen Book Club met to discuss DOROTHY MUST DIE by Paige.
- Paws to Read ended their Spring times the last Sat. in April.
- Tween scene met for a scavenger hunt in the library for National Library Week.
- Huntington North High School has artwork displayed in the Children's Area.
- Held a passive program that began during National Library Week where grades K-12 were encouraged to design superhero bookmarks based on the reading club theme.
- Celebrated National Library Week with a Book Stacking Contest for grades 1-6 in Huntington and grades 1-12 at Markle Branch.
- A passive Book Stacking Contest was held for Young Adults throughout the month.
- Kay attended the Chamber of Commerce's Lunch & Learn presentation on customer service presented by Holly Sale of Parkview Huntington Hospital.
- Celebrated Children's Book Week at both libraries with a passive program based on the book WACKY WEDNESDAY by Dr. Seuss.
- Held Monthly Birthday Party Club on Monday , April 27<sup>th</sup> for grades K-4.
- Participated in Kindergarten round up at Flint Springs School for outreach.
- Jan Perkins and Kay Stine presented a session on using Junior Volunteers in the library at the District III State Meeting in Kendallville. We also attended the other sessions offered at the meeting.
- Hosted a visit from Donna Hutchen's special needs class from Huntington North High School on April 23<sup>rd</sup>.
- Young Adult Poetry contest started and will continue through June 1<sup>st</sup>.
- May 9<sup>th</sup> we partnered with Master Gardener's with a Make It and Take It Mother's Day session where they planted flowers and enjoyed stories.

### **Indiana Room**

- A large concrete structure fell from the courthouse. An employee from the court house called asking for information on a similar episode several years ago.
- We found the information for him.
- Eight students from North Miami High School and teacher Stephanie Stine ventured to the Indiana Room to hear about their ancestry.
- Did several histories of homes.
- Finished scanning W. W. II letters and started scanning pictures again.
- Guest Book - 277 people signed.
- Genealogy Society met and the speaker talked about dentistry during the Civil War.
- Printing off the Health Department Death Records is progressing well and have just 5 more books to be printed. Nineteen books are finished.
- Indexing the obituaries from newspapers starting in 1902 is also progressing with 2 volunteers working on them. This is a slow process because the newspaper pages are not numbered. The Warren Tribune obituaries thru 1910 will be finished this week.

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

Report Dates = **4/20/15** to **5/18/15**

<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	\$108,374.97	\$1,145,395.85	\$35,668.79	\$662,795.85	\$1,359,270.01
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>\$108,374.97</b>	<b>\$1,145,395.85</b>	<b>\$35,668.79</b>	<b>\$662,795.85</b>	<b>\$1,359,270.01</b>
<b>2. LIRF</b>						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$1,590,341.81	\$0.00	\$0.00	\$136.12	\$799.19	\$1,591,141.00
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>\$136.12</b>	<b>\$799.19</b>	<b>\$1,591,141.00</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	\$10.70	\$15.95	\$130.57
130.01 GIFT (REGULAR)	\$2,712.69	\$0.00	\$0.00	\$138.39	\$144.83	\$2,857.52
130.02 FRIENDS OF THE LIBRARY	\$6,937.86	\$741.58	\$4,314.56	\$0.00	\$6,890.00	\$9,513.30
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	\$53,000.00	\$0.00	\$53,279.40	\$2,172.90
130.05 IN. ROOM INVESMENT - UND	\$53,000.00	\$0.00	\$53,000.00	\$0.00	\$53,000.00	\$53,000.00
130.06 GIFT - CHILDRENS ROOM	\$1,774.85	\$0.00	\$183.40	\$500.00	\$500.00	\$2,091.45
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	\$36.78	\$147.13	\$572.91
<b>Subtotal</b>	<b>\$289,068.70</b>	<b>\$741.58</b>	<b>\$110,497.96</b>	<b>\$685.87</b>	<b>\$113,977.31</b>	<b>\$292,548.05</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	\$932.75	\$704,771.84	\$1,010,326.94
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>\$932.75</b>	<b>\$1,554,771.84</b>	<b>\$2,111,326.94</b>
<b>9. Withholding</b>						
200.01 FEDERAL TAX	\$0.00	\$7,215.91	\$36,074.58	\$7,215.91	\$36,074.58	\$0.00
200.02 FICA	\$0.00	\$4,838.43	\$23,960.18	\$4,838.43	\$23,960.18	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$0.00	\$8,202.81	\$2,051.11	\$10,253.92	\$2,051.11
200.04 COUNTY TAX	\$0.00	\$0.00	\$4,082.76	\$1,025.87	\$5,108.63	\$1,025.87
200.05 INSURANCE	\$576.90	\$1,373.58	\$5,222.84	\$906.10	\$4,645.94	\$0.00
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$698.00	\$2,810.00	\$698.00	\$2,810.00	\$0.00
200.07 UNITED WAY	\$0.00	\$0.00	\$316.08	\$105.36	\$526.80	\$210.72
200.08 GARNISHMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$576.90</b>	<b>\$14,125.92</b>	<b>\$80,669.25</b>	<b>\$16,840.78</b>	<b>\$83,380.05</b>	<b>\$3,287.70</b>
<b>Grand Total</b>	<b>\$5,828,640.84</b>	<b>\$123,242.47</b>	<b>\$2,886,563.06</b>	<b>\$54,264.31</b>	<b>\$2,417,644.24</b>	<b>\$5,359,722.02</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 4/20/15 To 5/18/15

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	\$25,500.00	\$42,500.00	37.5
1.12	PROFESSIONAL ASSISTANTS	\$699,500.00	\$0.00	\$699,500.00	\$53,174.55	\$262,798.44	\$436,701.56	37.6
1.14	WAGES OF JANITORS	\$68,000.00	\$0.00	\$68,000.00	\$4,973.06	\$24,906.59	\$43,093.41	36.6
1.21	EMPLOYER'S SHARE-FICA	\$63,916.00	\$0.00	\$63,916.00	\$4,838.46	\$23,960.20	\$39,955.80	37.5
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	\$5,192.68	\$25,939.69	\$44,731.31	36.7
1.231	EMPLOYERS CONT PERF - EMPLOYEE	\$22,317.00	\$0.00	\$22,317.00	\$1,518.44	\$7,585.80	\$14,731.20	34.0
1.24	EMPLOYERS CONT. GROUP HEALTH INS.	\$99,910.00	\$5,100.00	\$105,010.00	\$8,212.26	\$54,075.49	\$50,934.51	51.5
1.25	EMPLOYER'S CONT LIFE INSURANCE	\$5,000.00	\$0.00	\$5,000.00	\$98.43	\$2,443.81	\$2,556.19	48.9
1.26	EMPLOYER'S CONT SHORT TERM DIS	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$2,543.50	\$3,456.50	42.4
1.27	EMPLOYER'S CONT LONG TERM DIS	\$5,300.00	\$0.00	\$5,300.00	\$0.00	\$2,227.75	\$3,072.25	42.0
1.28	OTHER EMPLOYEE BENEFITS	\$5,000.00	\$0.00	\$5,000.00	\$341.64	\$1,645.88	\$3,354.12	32.9
1.3	OTHER PERSONAL SERVICES	\$100.00	(\$100.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.0
1.31	SICK PAY	\$5,000.00	(\$5,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.0
	<b>Subtotal</b>	\$1,123,714.00	\$0.00	\$1,123,714.00	\$83,449.52	\$433,627.15	\$690,086.85	38.6
<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	\$786.95	\$7,957.63	\$27,042.37	22.7
2.21	OPERATING/CLEANING/SANITATION SUPPLIES	\$10,000.00	\$0.00	\$10,000.00	\$256.80	\$3,590.94	\$6,409.06	35.9
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>\$1,043.75</b>	<b>\$11,629.00</b>	<b>\$35,772.00</b>	<b>24.5</b>
<b>3. Other Services and Charges</b>								
3.11	CONSULTING SERVICES	\$1,000.00	(\$1,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.12	ENG. AND ARCH. SERVICES	\$2,000.00	\$78,067.00	\$80,067.00	\$0.00	\$0.00	\$80,067.00	0.0
3.13	LEGAL SERVICES	\$1,000.00	\$0.00	\$1,000.00	\$1,166.10	\$1,166.10	(\$166.10)	116.6
3.14	OTHER PROFESSIONAL SERVICES	\$72,229.00	\$0.00	\$72,229.00	(\$162.78)	\$29,506.87	\$42,722.13	40.9
3.141	CONTRACTED LABOR FOR FACILITIES AND GROUNDS	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$2,277.00	\$9,723.00	19.0
3.145	DATABASES	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$12,302.71	\$7,697.29	61.5
3.146	EBOOKS	\$20,000.00	(\$17,500.00)	\$2,500.00	\$1,500.00	\$1,500.00	\$1,000.00	60.0
3.21	TELEPHONE	\$5,000.00	\$0.00	\$5,000.00	\$368.86	\$1,787.41	\$3,212.59	35.7
3.211	MARKLE - TELEPHONE	\$2,000.00	\$0.00	\$2,000.00	\$92.51	\$368.39	\$1,631.61	18.4
3.212	FAX EXPENSES	\$1,000.00	\$0.00	\$1,000.00	\$47.00	\$267.24	\$732.76	26.7
3.213	T1 ACCESS - HCTPL	\$18,000.00	(\$2,200.00)	\$15,800.00	\$970.00	\$3,880.00	\$11,920.00	24.6
3.2131	T1 ACCESS - MARKLE	\$9,500.00	\$0.00	\$9,500.00	\$200.00	\$800.00	\$8,700.00	8.4
3.22	POSTAGE & UPS	\$2,000.00	\$0.00	\$2,000.00	\$503.95	\$693.96	\$1,306.04	34.7
3.23	TRAVELING EXPENSE	\$3,000.00	\$0.00	\$3,000.00	\$917.63	\$1,509.05	\$1,490.95	50.3
3.24	PROFESSIONAL MEETINGS	\$11,000.00	\$0.00	\$11,000.00	\$666.21	\$4,027.38	\$6,972.62	36.6

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	\$229.50	\$1,053.66	\$946.34	52.7
3.32	PRINTING, OTHER THAN OFFICE	\$5,000.00	(\$4,000.00)	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.41	OFFICIAL BONDS	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.42	OTHER INSURANCE	\$27,000.00	\$0.00	\$27,000.00	\$0.00	\$2,787.00	\$24,213.00	10.3
3.51	GAS	\$15,304.00	\$0.00	\$15,304.00	\$551.10	\$3,910.26	\$11,393.74	25.6
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	\$4,814.96	\$19,089.98	\$34,085.02	35.9
3.521	MARKLE - ELECTRIC	\$3,000.00	\$0.00	\$3,000.00	\$145.41	\$828.89	\$2,171.11	27.6
3.53	WATER	\$3,000.00	\$0.00	\$3,000.00	\$173.22	\$665.71	\$2,334.29	22.2
3.54	WASTE DISPOSAL SERVICES	\$3,750.00	\$0.00	\$3,750.00	\$400.80	\$1,705.67	\$2,044.33	45.5
3.61	BUILDINGS AND STRUCTURES	\$15,000.00	(\$15,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.62	EQUIPMENT-REP. & MAINTENANCE	\$4,800.00	\$0.00	\$4,800.00	\$24.94	\$1,746.50	\$3,053.50	36.4
3.621	BUSINESS MACHINE MAINTENANCE	\$2,200.00	\$0.00	\$2,200.00	\$409.79	\$1,081.78	\$1,118.22	49.2
3.622	CONTRACTED FACILITY MAINTENANCE	\$25,000.00	\$0.00	\$25,000.00	\$1,660.49	\$6,188.22	\$18,811.78	24.8
3.623	TECHNOLOGY LICENSE AGREEMENTS	\$20,000.00	\$0.00	\$20,000.00	\$1,967.74	\$11,815.16	\$8,184.84	59.1
3.624	TECHNOLOGY MAINTENANCE	\$20,000.00	\$0.00	\$20,000.00	\$525.00	\$3,696.00	\$16,304.00	18.5
3.71	EQUIPMENT-RENTAL	\$100.00	\$0.00	\$100.00	\$0.00	\$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	\$190.00	\$380.00	\$4,620.00	7.6
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>	\$387,064.00	\$38,367.00	\$425,431.00	\$17,362.43	\$115,034.94	\$310,396.06	27.0
<b>4. Capitol Outlays</b>							
4.1 LAND	\$1,000.00	(\$1,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.0
4.2 BUILDINGS	\$1,000.00	(\$1,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.0
4.3 IMPROVE OTHER THAN BUILDINGS	\$1,000.00	(\$1,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.0
4.4 FURNITURE & EQUIPMENT	\$40,000.00	(\$10,000.00)	\$30,000.00	\$1,659.61	\$11,271.16	\$18,728.84	37.6
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	(\$3.27)	\$10,088.50	\$14,911.50	40.4
4.505 ADULT LARGE PRINT NON-FICTION	\$1,500.00	\$0.00	\$1,500.00	\$19.60	\$594.48	\$905.52	39.6
4.51 ADULT FICTION BOOKS	\$35,000.00	\$0.00	\$35,000.00	\$252.09	\$8,544.23	\$26,455.77	24.4
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	\$22.75	\$1,936.19	\$7,063.81	21.5
4.521 CHILDREN'S EASY FICTION	\$28,000.00	\$0.00	\$28,000.00	\$58.59	\$3,062.27	\$24,937.73	10.9
4.522 CHILDREN'S NON-FICTION	\$26,000.00	\$0.00	\$26,000.00	\$2,566.68	\$25,395.12	\$604.88	97.7
4.523 TODDLER BOOKS	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$252.64	\$2,247.36	10.1
4.53 YA FICTION	\$11,200.00	\$0.00	\$11,200.00	\$220.69	\$1,993.75	\$9,206.25	17.8
4.531 YA GRAPHIC NOVELS	\$2,500.00	\$0.00	\$2,500.00	\$43.92	\$732.77	\$1,767.23	29.3
4.532 YA NON-FICTION	\$3,300.00	\$0.00	\$3,300.00	\$39.63	\$1,201.91	\$2,098.09	36.4
4.54 INDIANA ROOM BOOKS	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$78.97	\$2,921.03	2.6
4.55 REFERENCE	\$3,000.00	\$0.00	\$3,000.00	\$191.53	\$1,842.86	\$1,157.14	61.4
4.56 LITERACY	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,790.41	(\$790.41)	179.0
4.57 ADULT LARGE PRINT FICTION	\$8,000.00	\$0.00	\$8,000.00	\$398.01	\$3,444.75	\$4,555.25	43.1
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	\$580.73	\$4,752.90	\$7,247.10	39.6



<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	\$124.68	\$3,294.94	\$11,705.06	22.0
4.711 CHILDREN'S DVD	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$814.55	\$1,685.45	32.6
4.72 ADULT AUDIOBOOKS	\$7,000.00	\$0.00	\$7,000.00	\$344.03	\$2,914.98	\$4,085.02	41.6
4.721 CHILDREN'S AUDIOBOOKS	\$1,400.00	\$0.00	\$1,400.00	\$0.00	\$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	\$0.00	\$460.70	\$2,039.30	18.4
4.731 CHILDREN'S MUSIC	\$800.00	\$0.00	\$800.00	\$0.00	\$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	(\$23,467.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.0
4.77 INSPIRE	\$1,000.00	(\$900.00)	\$100.00	\$0.00	\$0.00	\$100.00	0.0
4.78 MICROFILM RECORDS	\$1,000.00	(\$1,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.0
4.79 CHILDREN'S TOYS	\$300.00	\$0.00	\$300.00	\$0.00	\$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>(\$38,367.00)</b>	<b>\$247,300.00</b>	<b>\$6,519.27</b>	<b>\$85,104.76</b>	<b>\$162,195.24</b>	<b>34.4</b>
<b>Grand Total</b>	<b>\$1,843,846.00</b>	<b>\$0.00</b>	<b>\$1,843,846.00</b>	<b>\$108,374.97</b>	<b>\$645,395.85</b>	<b>\$1,198,450.15</b>	<b>35.0</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 4/20/15 To 5/18/15

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
<b>Subtotal</b>	\$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
<b>Subtotal</b>	\$1,338,216.00	\$0.00	\$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 4/20/15 To 5/18/15

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.