

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

June 15th, 2015

5:00pm

## Regular Meeting

1. Call to Order
2. Reading and Approval of Minutes
3. Reading and Approval of Financial Report
  - A. Approval of cancelled check
4. Approval of Bills
5. Report of the Librarian
6. Committee Reports
  - A. Markle Building Committee- for discussion only
7. Communications
8. Unfinished Business
  - A. Policy For School Cards – for discussion and action
  - B. Other
9. New Business
  - A. Policy Review
    - I. Holiday Hours – for discussion and action
  - B. Compensation Plan – for discussion and action
  - C. 2016 Budget – for review and questions only
  - D. Strategic Plan – for review and questions only
  - E. Foundation – for discussion if time permits
  - F. Other
10. Public Input
11. Adjournment

**Huntington City-Township Public Library  
Board of Trustees Meeting  
June 15, 2015**

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

**Absent:** Rex Baxter

**Visitors:** Jessica Brown

Peggy called the meeting to order.

**Reading and Approval of Minutes:** John moved to approve the minutes of the May 18 meeting, Fred seconded, and motion carried.

**Reading and Approval of Financial Report and Approval of Bills:** After a few questions, Fred moved to approve the financial report and bills, Chad seconded, motion carried. Beka explained that we have a cancelled check that is now able to be cleared out since it is past its mandatory two years waiting period; Chad moved to approve the cancellation of the old check, Jamie seconded, motion carried.

**Report of the Librarian:** Beka highlighted various items presented in her written director's report. The summer reading program is doing well, and we are close to record enrollment. We are receiving a good number of patrons taking advantage of the new school library card issuance program. Circulation numbers at both Huntington and Markle continue to increase.

**Committee Reports:**

**A. Markle Building Committee:** Beka reported that the committee met with krM today to discuss some technical specs. At the July Board meeting, we will be ready to approve proposals to go out for bid. Terry expressed concern that the cost of the project is about \$70,000 higher than originally proposed, and he is worried that the patrons and town of Markle will not utilize the new building enough to justify the spending. Beka expects that usage will eventually meet our expectations and reminded us there are definitely programming and marketing plans to address this issue. Discussion took place about various issues related to the Markle building project as we continue to move forward with our plans.

**Communications:** Beka received a letter from Adam Drummond, Principal of Lincoln Elementary School, thanking us for our decision to implement the new free library card policy for schools.

**Unfinished Business:**

**A. Policy for School Cards:** The new school cards policy has been added to our library card policy. John moved to approve the policy, Fred seconded, motion carried.

**B. Other:** None.

**New Business:**

**A. Policy Review – Holiday Hours:** A slight change in wording was made regarding eligibility. John moved to approve the holiday hours policy, Chad seconded, motion carried.

**B. Compensation Plan:** Beka highlighted and explained various components of this document. Fred moved to approve the library compensation plan, Chad seconded, motion carried.

**C. 2016 Budget:** We have more time to review the Budget before final approval because Beka's meeting with the DLGF is not until August 12. Beka explained, among other things, various areas that she was able to cut. She recommends that we be prepared to add some to the Transfer to LIRF line item at our July meeting.

**D. Strategic Plan:** We each need to review this before approval at a later meeting.

**E. Foundation:** Tabled for discussion at next month's meeting.

**F. Other:** None

**Pubic Input:** None

John moved to adjourn, Terry seconded, motion carried.

**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.

*P. Calvey*  
*J. Today*  
*J. B. B.*  
*J. J. Mill*  
*J. J. D. Alal*  
*C. P. G.*

Huntington City-Township Public Library  
Monthly Report  
June 2015

**Director's Report**

**News and Updates**

- Weekly meetings with the Department Heads continue.
- The strategic planning committees have completed their work. A draft of the strategic plan will be presented at the June meeting.
- I have created a performance evaluation document to be used with the new compensation plan. A copy of the evaluation will be included in the compensation plan for review at the June meeting.
- We have formed a safety committee to handle our safety procedures and staff training. Four staff members from different departments will be a part of this committee.
- The staff in-service was held on May 15<sup>th</sup>. The staff learned about the Summer Reading Program, participated in an active-shooter program presented by the Sherriff's Department, created Team Charters, and did active customer service roleplaying to enhance their skills. Once again the staff appreciated the opportunity to get together for training and a fun time was had by all.
- The summer program is starting off strong with over 700 children and over 300 adults signed up.

**Meetings and Activities**

May 23 <sup>rd</sup>	Library Closed for Memorial Day
May 25 <sup>th</sup>	Library Closed for Memorial Day
June 4 <sup>th</sup>	Literacy Coalition Board Meeting
June 4 <sup>th</sup>	Met with Fred, John, Jeri Davis and Michael Howell to discuss Foundation
June 10 <sup>th</sup> -13 <sup>th</sup>	Friends of the Library Book Sale
June 15 <sup>th</sup>	Markle Building Committee Meeting
June 15 <sup>th</sup>	Library Board Meeting

**Upcoming Meetings and Activities**

June 18 <sup>th</sup>	DLGF Budget Workshop
June 19 <sup>th</sup>	Library staff outing at the Tincaps game
June 20 <sup>th</sup>	Heritage Days Parade
June 23 <sup>rd</sup>	Literacy Coalition Tutor Meeting
June 29 <sup>th</sup>	Markle Building Committee Meeting
July 1 <sup>st</sup>	Vacation
July 9 <sup>th</sup>	Literacy Coalition Board Meeting
July 18 <sup>th</sup>	Comic Con / Children's Carnival

July 20<sup>th</sup>

Markle Building Committee Meeting

July 20<sup>th</sup>

Library Board Meeting

## **Technical Services**

### **Jessi**

- Has finished the print biography project, with the exception of a few items. Will now begin helping Linda with weeding the non-fiction collection.
- Has begun working on the LSTA Grant.
- Went to Garrett Public Library for an ILF District 3 Conference Committee meeting.

### **Lori (Processing)**

- Working on a procedure for receiving items.

### **Deb (Acquisitions)**

- Attended a webinar from Midwest tape about their pre-processing and cataloging.
- Has ordered several graphic novels (both adult and YA) to enhance our collection.
- Is attending a workshop in Marion on collection development for religious subjects, readers' advisory for adult patrons, and weeding policies and procedures.
- Attending a webinar on Manga and Graphic Novels.
- Working on a procedure for receiving items.

### **Devon (Marketing)**

- Has begun using Adobe Creative Cloud Subscription Service. This allows for her to get the most up to date design software.
- Has been consulting with Marion Public Library on their website migration.
- Designed the banner for the library to use in parades or at fairs.
- Completing a website audit to make sure our website has up to date information (link wise)
- Redesigned employee badges with new logo and information

### **Jane (Cataloging)**

- Attended a webinar from Midwest tape about their pre-processing and cataloging.
- Working on a procedure for receiving items.

### **Robert (IT)**

- Working on reprinting employee ID badges
- Compiled and submitted data to the mySidewalk website
- Worked on issues that were caused by the server crash
- Consulted on hardware purchases

## **Adult Services**

- We were closed Saturday May 23 & Monday May 25 for Memorial Day. The normal checkout numbers on Mondays or Tuesday range between 500 – 700, usually. On Tuesday, May 26, in Huntington 908 items were checked out.
- Plans are under way for staff members who would like to walk in the Heritage Days Parade. This is strictly volunteer. We will be keeping in the theme of Summer Reading Program of Every

Hero has a Story and wearing capes, masks, and whatever else that is super-heroish, with matching t-shirts promoting the Summer Reading Program theme.

- Kyle Theobald, son of Julie Theobald who works in the Indiana Room, has his superhero collection on display in the large display case.
- Courtney Kilander brought in comics and superhero figures for the flat glass case just outside the Board Room.
- As of the morning of Monday June 8, 263 patrons had signed up for Adult Summer Reading Program in Huntington and 26 in Markle.
- 28 votes were submitted for the Villain Bracket – this week's ballot is attached.
- 3 movie nights are planned in June – Thursdays - Hgtn
  - 11<sup>th</sup> – Willow
  - 18<sup>th</sup> – Birdman
  - 25<sup>th</sup> – Life of Pi
- movie nights are planned in June – Thursdays – Markle
  - 18<sup>th</sup> – life of Pi
  - 25<sup>th</sup> – Willow
  
- 2 craft nights are coming up in June – Tuesdays - Hgtn
  - 23<sup>rd</sup> – Painting bricks to look like books for your garden, presented by Giggabuggy
  - 30<sup>th</sup> – comic book decoupage
- 2 more movie nights in July – Thursdays- Hgtn
  - 2<sup>nd</sup> – Princess Bride
  - 9<sup>th</sup>- Maze Runner
- movie night in July – Thursday- Markle
  - 2<sup>nd</sup>- Princess Bride
- 1 more craft night in July – Tuesday - Hgtn
  - 7<sup>th</sup> – Sharpie Mug Magic
- Anna will sponsor Graphic Novel Book Club on Monday June 29 to see if there is enough interest to continue.
- Plans for the Mini-Comic Con are underway for July 18<sup>th</sup>. July 18. Saturday. 9-3pm
  - Anime Marathon throughout the day
  - Artists alley (meet local artists, and purchase prints and comics)
  - photo opportunity area to take photos with friends and family
  - meet Iron Man and photo op
  - board game area
  - Cosplay contest, we're encouraging people to dress up and enter our cosplay contest. Contestants will be judged with various categories and prizes. A fan favorite will be selected from Facebook Votes
  - Panels on visual effects makeup, intro to cosplaying, and intro to graphic novels/comics
  - Free popcorn!
  - Prizes for cosplayers and door prizes for attendees.



- The Fiction Lovers Book Club title for June was Cinder with 32 participants.
- Pins & Needles had 12 in attendance on June 1.
- Fabulous Foodies featured “Herbs and spices” in May.
- The response to the School Student and School Teacher card opportunity has been terrific. Patrons are extremely appreciative and enthusiastic about this change. As of Wednesday June 10, there were 45 Student cards and 2 Teachers that have been issued.

### Children’s Services

- Presented books to our 6 graduating senior junior volunteers: Stephanie McElhane, Jordan Hersey, Katlyn Niswander, William Murray, Martha Kiningham, Hannah Nissley and Bri Smith
- Held a training session for 6 new junior volunteers: Carrie Runyan, Mandi Lippe, Luke Christman, Levi Teusch, Gillian Hughes, and Charlie Lopshire.
- Welcomed our summer intern-Andrew McElhane.
- Presented a story session at Headstart for their morning and afternoon classes.
- Held a Saturday morning FROG DAY at the Markle branch. (Frog stories, frog games, frog craft and refreshments.)
- Chose 3 winners from our Bookmark Designing Contest.
- Teen Book Club met to discuss the book Alex and the Ironic Gentleman by Adrienne Kress.
- Held a Children’s Department Staff meeting on May 26<sup>th</sup>.
- All staff members attended the library in service on May 15<sup>th</sup> where among other items we discussed our department charter.
- Tween Scene, grades 4-6, met to have turtle/tortoise trivia, meet and learn about ACE, the library’s Russian Tortoise, make an origami tortoise and turtle balloon animals.
- Staff visited the following schools, with a presentation along with stories and book talks, to promote the Summer Reading Program.
  - Crestview Middle School (All 6<sup>th</sup> grades)
  - Lancaster (All 1<sup>st</sup> grades)
  - Huntington Catholic (Entire School) Two classes visited us instead
  - Flint Springs (Entire School)
  - Lincoln (Entire School)
  - Andrews (Entire school)
- Summer Reading Program flyers were distributed to all grades not visited.
- Hosted visits for Summer Reading Program from Little Blessings Day Care and Brighter Beginnings Day Care.
- Summer Reading Program began on June 1<sup>st</sup>. As of June 10<sup>th</sup> the enrollment is-
  - Huntington Children’s -708
  - Huntington Young Adult-101
  - Markle Children’s -28
  - Markle Young Adult-10

### Indiana Room

- Genealogy Club - 25 present - speaker presented an interesting program on preserving photos
- School corp. needed proof they advertised in the Herald-Press for bidding of computers in a 2012 newspaper - found
- Researched an old business in Huntington - Kola Tona - for a patron. Now have a nice file on the business due to this patron bringing in more information and pictures for the Indiana Room that he put together.
- Answered a phone call from a person asking how to spell his mother's last name. Then he said he had been trying to call her and the line was busy and wanted me to find out why. I told him I could not help him and he said "I thought this was something you did". I told him to keep trying - he would get thru to her eventually.
- Printing off the Health Department Death Records is still progressing
- We now have 3 volunteers to help read newspapers starting in 1902 for obituaries.

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

Report Dates = **5/18/15** to **6/15/15**

<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	\$145,366.46	\$1,290,762.31	\$554,747.32	\$1,217,396.53	\$1,768,504.23
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>\$145,366.46</b>	<b>\$1,290,762.31</b>	<b>\$554,747.32</b>	<b>\$1,217,396.53</b>	<b>\$1,768,504.23</b>
<b>2. LIRF</b>						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$1,590,341.81	\$0.00	\$0.00	\$192.55	\$991.74	\$1,591,333.55
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>\$192.55</b>	<b>\$991.74</b>	<b>\$1,591,333.55</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	\$3.10	\$19.05	\$133.67
130.01 GIFT (REGULAR)	\$2,712.69	\$0.00	\$0.00	\$3.24	\$148.07	\$2,860.76
130.02 FRIENDS OF THE LIBRARY	\$6,937.86	\$2,300.48	\$6,615.04	\$0.00	\$6,890.00	\$7,212.82
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	\$50.00	\$550.00	\$2,141.45
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	\$185.14	\$610.92
<b>Subtotal</b>	<b>\$289,068.70</b>	<b>\$2,300.48</b>	<b>\$112,798.44</b>	<b>\$94.35</b>	<b>\$114,071.66</b>	<b>\$290,341.92</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	\$1,920.00	\$1,920.00	\$0.00	\$1,920.00	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$1,920.00</b>	<b>\$1,920.00</b>	<b>\$0.00</b>	<b>\$1,920.00</b>	<b>\$0.00</b>

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
<b>7. Levy Excess</b>						
161 LEVY EXCESS - OPERATING	\$228.32	\$228.32	\$228.32	\$0.00	\$0.00	\$0.00
162 LEVY EXCESS - BOND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$228.32</b>	<b>\$228.32</b>	<b>\$228.32</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</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	\$959.09	\$705,730.93	\$1,011,286.03
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>\$959.09</b>	<b>\$1,555,730.93</b>	<b>\$2,112,286.03</b>
<b>9. Withholding</b>						
200.01 FEDERAL TAX	\$0.00	\$7,290.73	\$43,365.31	\$7,290.73	\$43,365.31	\$0.00
200.02 FICA	\$0.00	\$4,891.38	\$28,851.56	\$4,891.38	\$28,851.56	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$3,074.22	\$11,277.03	\$2,073.94	\$12,327.86	\$1,050.83
200.04 COUNTY TAX	\$0.00	\$1,537.35	\$5,620.11	\$1,037.91	\$6,146.54	\$526.43
200.05 INSURANCE	\$576.90	\$26.28	\$5,249.12	\$877.24	\$5,523.18	\$850.96
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$698.00	\$3,508.00	\$698.00	\$3,508.00	\$0.00
200.07 UNITED WAY	\$0.00	\$210.72	\$526.80	\$105.36	\$632.16	\$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>\$17,728.68</b>	<b>\$98,397.93</b>	<b>\$16,974.56</b>	<b>\$100,354.61</b>	<b>\$2,533.58</b>
<b>Grand Total</b>	<b>\$5,828,640.84</b>	<b>\$167,543.94</b>	<b>\$3,054,107.00</b>	<b>\$572,967.87</b>	<b>\$2,990,465.47</b>	<b>\$5,764,999.31</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 5/18/15 To 6/15/15

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	\$30,600.00	\$37,400.00	45.0
1.12	PROFESSIONAL ASSISTANTS	\$699,500.00	\$0.00	\$699,500.00	\$51,836.61	\$314,635.05	\$384,864.95	45.0
1.14	WAGES OF JANITORS	\$68,000.00	\$0.00	\$68,000.00	\$5,083.22	\$29,989.81	\$38,010.19	44.1
1.21	EMPLOYER'S SHARE-FICA	\$63,916.00	\$0.00	\$63,916.00	\$4,891.41	\$28,851.61	\$35,064.39	45.1
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	\$5,193.70	\$31,133.39	\$39,537.61	44.1
1.231	EMPLOYERS CONT PERF - EMPLOYEE	\$22,317.00	\$0.00	\$22,317.00	\$1,518.70	\$9,104.50	\$13,212.50	40.8
1.24	EMPLOYERS CONT. GROUP HEALTH INS.	\$99,910.00	\$5,100.00	\$105,010.00	\$0.00	\$54,075.49	\$50,934.51	51.5
1.25	EMPLOYER'S CONT LIFE INSURANCE	\$5,000.00	\$0.00	\$5,000.00	\$1,011.12	\$3,454.93	\$1,545.07	69.1
1.26	EMPLOYER'S CONT SHORT TERM DIS	\$6,000.00	\$0.00	\$6,000.00	\$723.92	\$3,267.42	\$2,732.58	54.5
1.27	EMPLOYER'S CONT LONG TERM DIS	\$5,300.00	\$0.00	\$5,300.00	\$638.44	\$2,866.19	\$2,433.81	54.1
1.28	OTHER EMPLOYEE BENEFITS	\$5,000.00	\$0.00	\$5,000.00	\$367.93	\$2,013.81	\$2,986.19	40.3
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	\$76,365.05	\$509,992.20	\$613,721.80	45.4
<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	\$3,342.56	\$11,300.19	\$23,699.81	32.3
2.21	OPERATING/CLEANING/SANITATION SUPPLIES	\$10,000.00	\$0.00	\$10,000.00	\$2,503.82	\$6,094.76	\$3,905.24	60.9
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>\$5,846.38</b>	<b>\$17,475.38</b>	<b>\$29,925.62</b>	<b>36.9</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	\$10,210.45	\$10,210.45	\$69,856.55	12.8
3.13	LEGAL SERVICES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,166.10	(\$166.10)	116.6
3.14	OTHER PROFESSIONAL SERVICES	\$72,229.00	\$0.00	\$72,229.00	\$0.00	\$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	\$1,250.00	\$13,552.71	\$6,447.29	67.8
3.146	EBOOKS	\$20,000.00	(\$17,500.00)	\$2,500.00	\$0.00	\$1,500.00	\$1,000.00	60.0
3.21	TELEPHONE	\$5,000.00	\$0.00	\$5,000.00	\$359.67	\$2,147.08	\$2,852.92	42.9
3.211	MARKLE - TELEPHONE	\$2,000.00	\$0.00	\$2,000.00	\$93.90	\$462.29	\$1,537.71	23.1
3.212	FAX EXPENSES	\$1,000.00	\$0.00	\$1,000.00	\$55.27	\$322.51	\$677.49	32.3
3.213	T1 ACCESS - HCTPL	\$18,000.00	(\$2,200.00)	\$15,800.00	\$970.00	\$4,850.00	\$10,950.00	30.7
3.2131	T1 ACCESS - MARKLE	\$9,500.00	\$0.00	\$9,500.00	\$200.00	\$1,000.00	\$8,500.00	10.5
3.22	POSTAGE & UPS	\$2,000.00	\$0.00	\$2,000.00	\$19.18	\$713.14	\$1,286.86	35.7
3.23	TRAVELING EXPENSE	\$3,000.00	\$0.00	\$3,000.00	\$268.40	\$1,777.45	\$1,222.55	59.2
3.24	PROFESSIONAL MEETINGS	\$11,000.00	\$0.00	\$11,000.00	\$323.10	\$4,350.48	\$6,649.52	39.5

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	\$374.00	\$1,427.66	\$572.34	71.4
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	\$135.59	\$4,045.85	\$11,258.15	26.4
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	\$4,846.72	\$23,936.70	\$29,238.30	45.0
3.521	MARKLE - ELECTRIC	\$3,000.00	\$0.00	\$3,000.00	\$142.15	\$971.04	\$2,028.96	32.4
3.53	WATER	\$3,000.00	\$0.00	\$3,000.00	\$170.42	\$836.13	\$2,163.87	27.9
3.54	WASTE DISPOSAL SERVICES	\$3,750.00	\$0.00	\$3,750.00	\$441.31	\$2,146.98	\$1,603.02	57.3
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	\$0.00	\$1,746.50	\$3,053.50	36.4
3.621	BUSINESS MACHINE MAINTENANCE	\$2,200.00	\$0.00	\$2,200.00	\$205.56	\$1,287.34	\$912.66	58.5
3.622	CONTRACTED FACILITY MAINTENANCE	\$25,000.00	\$0.00	\$25,000.00	\$1,184.76	\$7,372.98	\$17,627.02	29.5
3.623	TECHNOLOGY LICENSE AGREEMENTS	\$20,000.00	\$0.00	\$20,000.00	\$1,112.79	\$12,927.95	\$7,072.05	64.6
3.624	TECHNOLOGY MAINTENANCE	\$20,000.00	\$0.00	\$20,000.00	\$575.00	\$4,271.00	\$15,729.00	21.4
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	\$0.00	\$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	\$22,938.27	\$137,973.21	\$287,457.79	32.4
<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	\$16,661.17	\$27,932.33	\$2,067.67	93.1
4.42 COMPUTER UPGRADE	\$10,000.00	\$0.00	\$10,000.00	\$9,576.57	\$10,000.00	\$0.00	100.0
4.5 ADULT NON FIC BOOKS	\$25,000.00	\$0.00	\$25,000.00	\$3,994.58	\$14,083.08	\$10,916.92	56.3
4.505 ADULT LARGE PRINT NON-FICTION	\$1,500.00	\$0.00	\$1,500.00	\$65.78	\$660.26	\$839.74	44.0
4.51 ADULT FICTION BOOKS	\$35,000.00	\$0.00	\$35,000.00	\$2,311.23	\$10,855.46	\$24,144.54	31.0
4.511 ADULT GRAPHIC NOVELS	\$2,000.00	\$0.00	\$2,000.00	\$666.56	\$666.56	\$1,333.44	33.3
4.52 CHILDREN'S FICTION	\$9,000.00	\$0.00	\$9,000.00	\$215.17	\$2,151.36	\$6,848.64	23.9
4.521 CHILDREN'S EASY FICTION	\$28,000.00	\$0.00	\$28,000.00	\$96.40	\$3,158.67	\$24,841.33	11.3
4.522 CHILDREN'S NON-FICTION	\$26,000.00	\$0.00	\$26,000.00	\$143.12	\$25,538.24	\$461.76	98.2
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	\$1,541.34	\$3,535.09	\$7,664.91	31.6
4.531 YA GRAPHIC NOVELS	\$2,500.00	\$0.00	\$2,500.00	\$568.94	\$1,301.71	\$1,198.29	52.1
4.532 YA NON-FICTION	\$3,300.00	\$0.00	\$3,300.00	\$206.05	\$1,407.96	\$1,892.04	42.7
4.54 INDIANA ROOM BOOKS	\$3,000.00	\$0.00	\$3,000.00	\$44.81	\$123.78	\$2,876.22	4.1
4.55 REFERENCE	\$3,000.00	\$0.00	\$3,000.00	\$76.00	\$1,918.86	\$1,081.14	64.0
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	\$389.18	\$3,833.93	\$4,166.07	47.9
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	\$385.96	\$5,138.86	\$6,861.14	42.8



Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
4.71	ADULT DVD	\$15,000.00	\$0.00	\$15,000.00	\$2,537.75	\$5,832.69	\$9,167.31	38.9
4.711	CHILDREN'S DVD	\$2,500.00	\$0.00	\$2,500.00	\$213.87	\$1,028.42	\$1,471.58	41.1
4.72	ADULT AUDIOBOOKS	\$7,000.00	\$0.00	\$7,000.00	\$306.31	\$3,221.29	\$3,778.71	46.0
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	\$22.76	\$483.46	\$2,016.54	19.3
4.731	CHILDREN'S MUSIC	\$800.00	\$0.00	\$800.00	\$193.21	\$217.20	\$582.80	27.2
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>		\$285,667.00	(\$38,367.00)	\$247,300.00	\$40,216.76	\$125,321.52	\$121,978.48	50.7
<b>Grand Total</b>		\$1,843,846.00	\$0.00	\$1,843,846.00	\$145,366.46	\$790,762.31	\$1,053,083.69	42.9

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 5/18/15 To 6/15/15

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<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
Subtotal	\$1,000.00		\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
<b>4. Capitol Outlays</b>							
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 5/18/15 To 6/15/15

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.