

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

July 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
  - A. Markle Building Committee
    - I. Approve Design for Construction Bids
7. Communications
8. Unfinished Business
  - A. 2016 Budget – for action
  - B. Other
9. New Business
  - A. November Meeting Date – for action
  - B. LIRF Reduction – for action
  - C. Markle Hours – for action
  - D. Markle Closing August 22<sup>nd</sup> – for action
  - E. Strategic Plan– for discussion if time permits
  - F. Other
10. Public Input
11. Adjournment

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

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

**Absent:** Rex Baxter, Fred Scheiber

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

Peggy called the meeting to order.

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

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

**Report of the Librarian:** Beka highlighted various items presented in her director's report. One thing she mentioned was a new management training program she has started. Huntington Nursery will be doing some landscaping work, and it will come out of Rainy Day fund. Overall circulation is up by 11%. We have issued 78 new school student cards and 12 school teacher cards. Summer Reading Program ended as a success.

**Committee Reports:**

**A. Markle Building Committee:** Beka reported that the committee met with krM today to discuss various items on the project. We will open bids on September 2<sup>nd</sup>, and then we will report back to the Board likely before our September 21<sup>st</sup> Board meeting. (There are a few items on the construction project that will have alternate pricing options, and these will be presented to the Board when confirmed.) Terry made a motion to move forward with the bid process, John seconded, motion carried.

**Communications:** None.

**Unfinished Business:**

**A. 2016 Budget:** Beka presented the budget, with a few changes from what we saw last, which she will present to DLGF on August 12<sup>th</sup>. She also presented some ideas for library renovation projects that would utilize our LIRF fund and Rainy Day fund over the next 4 to 10 years. Beka's plan is that she would like to have at least a year's budget in Rainy Day, and for the LIRF fund, we only need to keep adding to this fund if we have specific projects for which we are planning and saving. Chad made a motion to approve this budget for Beka to present to DLGF, Jamie seconded, motion carried

**B. Other:** None.

**New Business:**

**A. November Meeting Date:** Due to a conflict with ILF conference, we need to move our November Board meeting from November 16 to November 9. Terry moved to switch our November Board meeting to November 9, John seconded, motion carried.

**B. LIRF Reduction:** Terry moved to approve our annual LIRF reduction form, John seconded, motion carried.

**C. Markle Hours:** One result of the recent Markle survey was that people were not satisfied with the hours, so Beka is proposing some changes in order to add some morning hours and expand Saturday hours, keeping the total hours in operation the same as before. Jamie moved to change the Markle hours as presented, Chad seconded, motion carried.

**D. Markle Closing:** We plan to close Markle on the day of the Wildcat Festival, August 22<sup>nd</sup>. Terry moved to approve the closing date, Chad seconded, motion carried.

**E. Strategic Plan:** Beka mentioned that she plans to clarify short-term goals when she writes the final narrative. The progress of this strategic plan would be evaluated every year but revised approximately every 5 or 6 years. Board members need to be sure to familiarize themselves with this document and give feedback before our August meeting, and then Beka will present a final version for approval next month.

**F. Other:** We have scheduled a special meeting for Monday, September 14<sup>th</sup>, 5:00 PM, in order to discuss and approve bids for Markle building construction.

**Pubic Input:** None

Terry moved to adjourn, John seconded, motion carried.

**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.

P. Calvey  
Roy  
John Buel  
J. Miller  
A. C. Gi

Huntington City-Township Public Library  
Monthly Report  
July 2015

**Director's Report**

**News and Updates**

- Weekly meetings with the Department Heads continue.
- I have begun a management training series for the Department Heads and the Maintenance Supervisor. This will be a two hour session every two weeks until October. After November we will likely meet once a month to continue the training. The main goal of this program is to give all supervisors the necessary skills to manage people and situations. This will also include training on the new pay for performance system.
- The summer program wraps up July 18<sup>th</sup> with the Comic Con and Children's Carnival. Participation in this year's summer program has been strong for all age groups and we have had good feedback regarding our new system for counting reading by minutes rather than by books.
- The Friends of the Library agreed to sponsor a 4 minute interview with the InSight television program on channel 21 for publicity purposes. I completed this interview and it aired July 9<sup>th</sup>. The archived interview can be found on the website <http://www.21alive.com/insight>.
- I spoke at the quarterly meeting of the Huntington County Literacy Coalition tutors. I talked to the tutors about changes at the library that may affect them or their students.
- I have approved a renovation of the landscaping in the 'rain garden' area and the area in front of the staff parking. This will eliminate the weedy look of the current area and make it more in line with the rest of the landscaping. The cost for this will be around \$9,000 and will be paid for out of the Rainy Day money.

**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 22 <sup>nd</sup>	Friends of the Library Meeting
June 23 <sup>rd</sup>	Literacy Coalition Tutor Meeting
June 29 <sup>th</sup>	Markle Building Committee Meeting
July 9 <sup>th</sup>	Literacy Coalition Board Meeting
July 10 <sup>th</sup> -14 <sup>th</sup>	Vacation
July 15 <sup>th</sup>	Markle Building Committee 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

## **Upcoming Meetings and Activities**

August 6 <sup>th</sup>	Literacy Coalition Board Meeting
August 7 <sup>th</sup>	Library Camp at Allen County Public Library
August 10 <sup>th</sup>	ILF Management Division Meeting
August 12 <sup>th</sup>	DLGF Budget Appointment
August 12 <sup>th</sup>	Quality and Process Improvement Meeting
August 14 <sup>th</sup>	IALA and Reference Conference
August 17 <sup>th</sup>	Library Board Meeting

## **Technical Services**

### **Jessi**

- Attended NICCL Meeting in Warsaw on June 17<sup>th</sup>
- Attended the State Library Budget Workshop Webinar June 18<sup>th</sup>
- Is demo-ing a mobile hotspot from Sprint

### **Lori (Processing)**

- Is learning to receive the items that come in.

### **Deb (Acquisitions)**

- Lead a brick painting workshop for patrons on June 23.
- Has been helping with planning the Comic Con

### **Devon (Marketing)**

- Met with staff from Marion Public Library to demonstrate how Wordpress can work for them using our website.
- Arranged for 21 alive to come and interview Beka regarding our library.
- Designed the banner used for the heritage day parade.
- Designed labels for the LSTA Grant computers

### **Jane (Cataloging)**

- Has been working on fine tuning the pre-processing with Ingram (Making sure items get the correct labels- JUV, YA, etc...)

### **Robert (IT)**

- Customized the 20 laptop computers we purchased through the LSTA Grant
- Has been working on a curriculum with the Reference Librarian for both staff and patron computer classes.

## **Library Services**

- 9 staff members and 4 family members walked in the Heritage Days Parade. This was voluntary and a great deal of fun. The costume of the day was our matching t-shirts, made with an iron-on design, featuring the summer reading program, hand-made capes, and a few masks. We handed out mini-Frisbees with the HCTPL information on them and HCTPL pencils.

- As of the morning of Monday July 13, 371 patrons had signed up for Adult Summer Reading Program in Huntington and 31 in Markle, for a total of 402.
- Darth Vader was the winner by a landslide in the Villain Bracket. 180 votes were cast throughout the contest.
- 3 movie nights were held in June – Thursdays - Hgtn
  - 11<sup>th</sup> – Willow
  - 18<sup>th</sup> – Birdman
  - 25<sup>th</sup> – Life of Pi
- 2 craft nights were held in June – Tuesdays – Hgtn
  - 23<sup>rd</sup> – Painting bricks to look like books for your garden, assisted by Giggabuggy
  - 30<sup>th</sup> – comic book decoupage
- 2 more movie nights were held in July – Thursdays- Hgtn
  - 2<sup>nd</sup> – Princess Bride
  - 9<sup>th</sup>- Maze Runner
- 1 craft night in July – Tuesday – Hgtn 7<sup>th</sup> – Sharpie Mug Magic
- Anna held Graphic Novel Book Club on Monday June 29. Only 1 person attended. We may try this again at a later date.
- 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 The Picture of Dorian Gray with 15 participants.
- Pins & Needles had 8 in attendance on July 6.
- Fabulous Foodies featured “Italian Cooking” in June, with 10 in attendance. “German, Austrian, Polish and Amish Cooking” will be featured in July.
- We continue to hear many comments about how wonderful it is that students and teachers in Huntington County Schools are now able to get a card without cost. They are very appreciative.



#### Reference:

- Linda Smith, Reference Assistant, will be attending Digipalooza in Cleveland Aug 5-7, with Jessi Brown and Deb Roy. This conference features the newest updates on our e-book and e-audio book provider, Overdrive. It will be most helpful, since the Reference desk is where patrons can go to get help with their electronic devices to acquire the e-items.

#### Markle:

- Movie nights were held in June – Thursdays – Markle
  - 18<sup>th</sup> – life of Pi
  - 25<sup>th</sup> – Willow
- Movie night was held in July – Thursday- Markle 2<sup>nd</sup>- Princess Bride
- Craft day – Sharpie Mug Magic program was offered on an all-day basis on July 6.

#### Youth Services

- Teen Book Club met to discuss THE KNIFE OF NEVER LETTING GO by Patrick Ness.
- Chess instruction and play time was presented on Thursday nights once in June and once in July.
- MEET OUR LOCAL HEROES was held on Wednesdays at 10 am for a three week series. We had visits from the Police Department, Fire Department, Humane Shelter and Animal Control. Average attendance at each was 45-50 kids and 14 to 21 adults. Each Local Hero spoke to the group and then showed their vehicles.
- Open Mic was held July 7<sup>th</sup> with 12 acts and a full house.
- Teens had their Super Strength Pool Noodle Toss Competition along with a design your Super Hero Contest.
- Tween Scene hosted an ALL NEW- MINUTE TO WIN IT! With 6 crazy stunts.

#### Summer Reading Program-

- Fun and games was held at Markle Branch on Friday July 17 to end Reading Club.
- Children's Carnival was held Saturday, July 18 from 10-12 & 1-4pm with 15 Jr. Volunteers and Young Adult participants helping with games.
- Total registered were
  - Preschool- 287
  - Grades K-2- 265
  - Grades 3-6 – 255
  - Young Adult- 134
  - Children in Day Care Groups- 151
  - Markle Preschool- 16
  - Markle grades K-6- 26
  - Markle YA -15

- Weekly story sessions were presented to Boys and Girls Club, Brighter Beginnings, Kid's Kampus, Little Blessings and Pathfinders.
- Summer Reading Club Day Care Carnival was held Monday, July 20<sup>th</sup> from 10-12.
- We had 110 children from Huntington and 12 from Markle come to make their own super hero costumes and then some returned the next week for pictures.

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

Report Dates = **6/15/15** to **7/20/15**

<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	\$162,897.76	\$1,453,660.07	\$529,742.12	\$1,249,488.49	\$1,637,698.43
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>\$162,897.76</b>	<b>\$1,453,660.07</b>	<b>\$529,742.12</b>	<b>\$1,249,488.49</b>	<b>\$1,637,698.43</b>
<b>2. LIRF</b>						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$1,590,341.81	\$0.00	\$0.00	\$198.52	\$1,190.26	\$1,591,532.07
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>\$198.52</b>	<b>\$1,190.26</b>	<b>\$1,591,532.07</b>
<b>3. Bond &amp; Interest</b>						
121 BOND & INTEREST - INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
122 BOND & INTEREST REDEMPTION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>3.1 Building Project Fund</b>						
180 CONSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>4. Gift Funds</b>						
130 MARKLE - GIFT	\$114.62	\$0.00	\$0.00	\$4.25	\$23.30	\$137.92
130.01 GIFT (REGULAR)	\$2,712.69	\$0.00	\$0.00	\$5.89	\$153.76	\$2,866.45
130.02 FRIENDS OF THE LIBRARY	\$6,937.86	\$1,073.31	\$7,688.35	\$0.00	\$6,890.00	\$6,139.51
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	\$0.00	\$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	\$36.78	\$221.92	\$647.70
<b>Subtotal</b>	<b>\$289,068.70</b>	<b>\$1,073.31</b>	<b>\$113,871.75</b>	<b>\$46.92</b>	<b>\$114,118.38</b>	<b>\$289,315.33</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	\$1,920.00	\$0.00	\$1,920.00	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</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	\$0.00	\$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>\$0.00</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	\$65.00	\$65.00	\$65.00	\$65.00	\$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	\$939.11	\$706,670.04	\$1,012,225.14
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>\$65.00</b>	<b>\$1,550,065.00</b>	<b>\$1,004.11</b>	<b>\$1,556,735.04</b>	<b>\$2,113,225.14</b>
<b>9. Withholding</b>						
200.01 FEDERAL TAX	\$0.00	\$7,322.78	\$50,688.09	\$7,322.78	\$50,688.09	\$0.00
200.02 FICA	\$0.00	\$4,916.95	\$33,768.51	\$4,916.95	\$33,768.51	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$2,091.23	\$13,368.26	\$2,084.94	\$14,412.80	\$1,044.54
200.04 COUNTY TAX	\$0.00	\$1,047.37	\$6,667.48	\$1,044.09	\$7,190.63	\$523.15
200.05 INSURANCE	\$576.90	\$3,255.05	\$8,504.17	\$2,404.09	\$7,927.27	\$0.00
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$698.00	\$4,206.00	\$698.00	\$4,206.00	\$0.00
200.07 UNITED WAY	\$0.00	\$105.36	\$632.16	\$105.36	\$737.52	\$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>\$19,436.74</b>	<b>\$117,834.67</b>	<b>\$18,576.21</b>	<b>\$118,930.82</b>	<b>\$1,673.05</b>
<b>Grand Total</b>	<b>\$5,828,640.84</b>	<b>\$183,472.81</b>	<b>\$3,237,579.81</b>	<b>\$549,567.88</b>	<b>\$3,042,382.99</b>	<b>\$5,633,444.02</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 6/15/15 To 7/20/15

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	\$5,100.00	\$35,700.00	\$32,300.00	52.5
1.12 PROFESSIONAL ASSISTANTS	\$699,500.00	\$0.00	\$699,500.00	\$54,165.81	\$368,800.86	\$330,699.14	52.7
1.14 WAGES OF JANITORS	\$68,000.00	\$0.00	\$68,000.00	\$5,007.48	\$34,997.29	\$33,002.71	51.5
1.21 EMPLOYER'S SHARE-FICA	\$63,916.00	\$0.00	\$63,916.00	\$4,916.86	\$33,768.47	\$30,147.53	52.8
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	\$5,223.52	\$36,356.91	\$34,314.09	51.4
1.231 EMPLOYERS CONT PERF - EMPLOYEE	\$22,317.00	\$0.00	\$22,317.00	\$1,526.69	\$10,631.19	\$11,685.81	47.6
1.24 EMPLOYERS CONT. GROUP HEALTH INS.	\$99,910.00	\$5,100.00	\$105,010.00	\$17,449.47	\$71,524.96	\$33,485.04	68.1
1.25 EMPLOYER'S CONT LIFE INSURANCE	\$5,000.00	\$0.00	\$5,000.00	\$1,112.76	\$4,567.69	\$432.31	91.4
1.26 EMPLOYER'S CONT SHORT TERM DIS	\$6,000.00	\$0.00	\$6,000.00	\$1,271.22	\$4,538.64	\$1,461.36	75.6
1.27 EMPLOYER'S CONT LONG TERM DIS	\$5,300.00	\$0.00	\$5,300.00	\$1,126.46	\$3,992.65	\$1,307.35	75.3
1.28 OTHER EMPLOYEE BENEFITS	\$5,000.00	\$0.00	\$5,000.00	\$735.86	\$2,749.67	\$2,250.33	55.0
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>	<b>\$1,123,714.00</b>	<b>\$0.00</b>	<b>\$1,123,714.00</b>	<b>\$97,636.13</b>	<b>\$607,628.33</b>	<b>\$516,085.67</b>	<b>54.1</b>
<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	\$1,721.61	\$13,021.80	\$21,978.20	37.2
2.21	OPERATING/CLEANING/SANITATION SUPPLIES	\$10,000.00	\$0.00	\$10,000.00	\$2,380.92	\$8,475.68	\$1,524.32	84.8
2.31	BUILDING MATL. & SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
2.32	PAINT & PAINTING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
2.33	REPAIR PARTS	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
2.34	OTHER REPAIR & MAINT. SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
	<b>Subtotal</b>	<b>\$47,401.00</b>		<b>\$47,401.00</b>	<b>\$4,102.53</b>	<b>\$21,577.91</b>	<b>\$25,823.09</b>	<b>45.5</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	\$26,136.85	\$36,347.30	\$43,719.70	45.4
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	\$300.00	\$29,806.87	\$42,422.13	41.3
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	\$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	\$120.55	\$2,267.63	\$2,732.37	45.4
3.211	MARKLE - TELEPHONE	\$2,000.00	\$0.00	\$2,000.00	\$146.63	\$608.92	\$1,391.08	30.4
3.212	FAX EXPENSES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$322.51	\$677.49	32.3
3.213	T1 ACCESS - HCTPL	\$18,000.00	(\$2,200.00)	\$15,800.00	\$970.00	\$5,820.00	\$9,980.00	36.8
3.2131	T1 ACCESS - MARKLE	\$9,500.00	\$0.00	\$9,500.00	\$200.00	\$1,200.00	\$8,300.00	12.6
3.22	POSTAGE & UPS	\$2,000.00	\$0.00	\$2,000.00	\$17.72	\$730.86	\$1,269.14	36.5
3.23	TRAVELING EXPENSE	\$3,000.00	\$0.00	\$3,000.00	\$79.50	\$1,856.95	\$1,143.05	61.9
3.24	PROFESSIONAL MEETINGS	\$11,000.00	\$0.00	\$11,000.00	\$40.00	\$4,390.48	\$6,609.52	39.9

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	\$386.63	\$1,814.29	\$185.71	90.7
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	\$6,132.64	\$10,178.49	\$5,125.51	66.5
3.511	MARKLE - GAS EXPENSE	\$2,304.00	\$0.00	\$2,304.00	\$0.13	\$0.13	\$2,303.87	0.0
3.52	ELECTRICITY	\$53,175.00	\$0.00	\$53,175.00	\$5,804.84	\$29,741.54	\$23,433.46	55.9
3.521	MARKLE - ELECTRIC	\$3,000.00	\$0.00	\$3,000.00	\$169.91	\$1,140.95	\$1,859.05	38.0
3.53	WATER	\$3,000.00	\$0.00	\$3,000.00	\$341.42	\$1,177.55	\$1,822.45	39.3
3.54	WASTE DISPOSAL SERVICES	\$3,750.00	\$0.00	\$3,750.00	\$746.14	\$2,893.12	\$856.88	77.1
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	\$794.00	\$2,540.50	\$2,259.50	52.9
3.621	BUSINESS MACHINE MAINTENANCE	\$2,200.00	\$0.00	\$2,200.00	\$345.00	\$1,632.34	\$567.66	74.2
3.622	CONTRACTED FACILITY MAINTENANCE	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$7,372.98	\$17,627.02	29.5
3.623	TECHNOLOGY LICENSE AGREEMENTS	\$20,000.00	\$0.00	\$20,000.00	\$756.60	\$13,684.55	\$6,315.45	68.4
3.624	TECHNOLOGY MAINTENANCE	\$20,000.00	\$0.00	\$20,000.00	\$525.00	\$4,796.00	\$15,204.00	24.0
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	\$44,013.56	\$181,986.77	\$243,444.23	42.8
<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	\$898.24	\$28,830.57	\$1,169.43	96.1
4.42 COMPUTER UPGRADE	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00	100.0
4.5 ADULT NON FIC BOOKS	\$25,000.00	\$0.00	\$25,000.00	\$2,622.17	\$16,705.25	\$8,294.75	66.8
4.505 ADULT LARGE PRINT NON-FICTION	\$1,500.00	\$0.00	\$1,500.00	\$17.35	\$677.61	\$822.39	45.2
4.51 ADULT FICTION BOOKS	\$35,000.00	\$0.00	\$35,000.00	\$5,819.50	\$16,674.96	\$18,325.04	47.6
4.511 ADULT GRAPHIC NOVELS	\$2,000.00	\$0.00	\$2,000.00	\$285.56	\$952.12	\$1,047.88	47.6
4.52 CHILDREN'S FICTION	\$9,000.00	\$0.00	\$9,000.00	\$320.02	\$2,471.38	\$6,528.62	27.5
4.521 CHILDREN'S EASY FICTION	\$28,000.00	\$0.00	\$28,000.00	\$349.65	\$3,508.32	\$24,491.68	12.5
4.522 CHILDREN'S NON-FICTION	\$26,000.00	\$0.00	\$26,000.00	\$904.00	\$26,442.24	(\$442.24)	101.7
4.523 TODDLER BOOKS	\$2,500.00	\$0.00	\$2,500.00	\$375.88	\$628.52	\$1,871.48	25.1
4.53 YA FICTION	\$11,200.00	\$0.00	\$11,200.00	\$1,876.10	\$5,411.19	\$5,788.81	48.3
4.531 YA GRAPHIC NOVELS	\$2,500.00	\$0.00	\$2,500.00	\$1,437.29	\$2,739.00	(\$239.00)	109.6
4.532 YA NON-FICTION	\$3,300.00	\$0.00	\$3,300.00	\$265.74	\$1,673.70	\$1,626.30	50.7
4.54 INDIANA ROOM BOOKS	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$123.78	\$2,876.22	4.1
4.55 REFERENCE	\$3,000.00	\$0.00	\$3,000.00	\$458.00	\$2,376.86	\$623.14	79.2
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	\$94.50	\$3,928.43	\$4,071.57	49.1
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	\$228.88	\$5,367.74	\$6,632.26	44.7



<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	\$105.26	\$5,937.95	\$9,062.05	39.6
4.711 CHILDREN'S DVD	\$2,500.00	\$0.00	\$2,500.00	\$17.55	\$1,045.97	\$1,454.03	41.8
4.72 ADULT AUDIOBOOKS	\$7,000.00	\$0.00	\$7,000.00	\$241.92	\$3,463.21	\$3,536.79	49.5
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	\$25.94	\$126.26	\$573.74	18.0
4.73 ADULT MUSIC	\$2,500.00	\$0.00	\$2,500.00	\$660.94	\$1,144.40	\$1,355.60	45.8
4.731 CHILDREN'S MUSIC	\$800.00	\$0.00	\$800.00	\$42.55	\$259.75	\$540.25	32.5
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>\$17,047.04</b>	<b>\$142,368.56</b>	<b>\$104,931.44</b>	<b>57.6</b>
<b>Grand Total</b>	<b>\$1,843,846.00</b>	<b>\$0.00</b>	<b>\$1,843,846.00</b>	<b>\$162,799.26</b>	<b>\$953,561.57</b>	<b>\$890,284.43</b>	<b>51.7</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 6/15/15 To 7/20/15

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
<b>Subtotal</b>	<b>\$1,000.00</b>		<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>0.0</b>
<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>	<b>\$1,338,216.00</b>		<b>\$1,338,216.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,338,216.00</b>	<b>0.0</b>
<b>Grand Total</b>	<b>\$1,339,216.00</b>	<b>\$0.00</b>	<b>\$1,339,216.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,339,216.00</b>	<b>0.0</b>

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 6/15/15 To 7/20/15

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.