

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
August 17th, 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
7. Communications
8. Unfinished Business
 - A. Markle Update
 - B. 2016 Budget –approve rate for advertising
 - I. Public Hearing and Adoption Dates
 - C. Strategic Plan – for action
 - D. Other
9. New Business
 - A. Resolutions – for action
 - I. E-rate
 - II. Accounting and Payroll Software Vendor
 - III. Use of Credit Cards
 - B. Policy Review – for action
 - I. Audio-visual (removal)
 - II. Collection Development
 - III. Photography and Video
 - C. Literacy Coalition
 - D. Other
10. Public Input
11. Adjournment

**Huntington City-Township Public Library
Board of Trustees Meeting
August 17, 2015**

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

Absent: Rex Baxter, Fred Scheiber

Visitors: Jessica Brown

Peggy called the meeting to order.

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

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

Report of the Librarian: Beka highlighted various items presented in her director's report. She met with DLGF and finalized those reports. We will be adding a suggested donations box in the Indiana Room because we serve so many visitors from out of our district.

Committee Reports: None

Communications: None

Unfinished Business:

- A. Markle Update:** A pre-bid site meeting for contractors was held, and it seems we will have some competitive bids. We are anticipating a start date of October. Bids will be opened at beginning of September, and we will have a special meeting on September 14 to approve the bid.
- B. 2016 Budget:** We have to advertise for our levy, so we need to decide on the rate. Our assessed valuation has gone down by approximately \$24 million. Beka recommended setting at least a 1.2 million levy, and discussion took place. We are all committed to continuing to create conservative and responsible budgets in order to be frugal with our taxpayers' money. The public hearing will be September 21 at 5:00 PM, and the adoption date will be October 19 at 5:00 PM.
- C. Strategic Plan:** After explaining the basic purpose of a strategic plan, Beka asked for approval. John moved to approve the HCTPL strategic plan, John seconded, and motion carried.
- D. Other:** None

New Business:

A. Resolutions for Action:

- I. E-rate – Resolution passed by written vote.
- II. Accounting and Payroll Software Vendor - Resolution passed by written vote.
- III. Use of Credit Cards - Resolution passed by written vote.

B. Policy Review for Action:

- I. Removal of the Audio-Visual Policy - Jamie moved to approve the removal from the HCTPL Policy Manual, Terry seconded, motion carried.
- II. Collection Development – Some changes were made, including discontinuing the restriction of materials by underage patrons, among others. John moved to approve the

changes, Chad seconded, and motion carried.

III. Photography and Video – A policy was created to govern the taking and use of photography and video, both by patrons and library staff. Chad to approve this policy, John seconded, and motion carried.

C. Literacy Coalition: The by-laws have been amended so that only one library representative will be a member of the Literacy Coalition.

D. Other: None

Pubic Input: Jessica noted that the change to restriction of materials will be helpful to patrons and gave the example of a PG-13 documentary video that is intended for use by youth.

John moved to adjourn, Terry seconded, motion carried.

**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 2nd, and then we will report back to the Board likely before our September 21st 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 12th. 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 22nd. 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 14th, 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.

P. Casey
J. A. Saul
P. J. Smith
A. C. H.
J. J. J.

Huntington City-Township Public Library
Monthly Report
August 2015

Director's Report

News and Updates

- Weekly meetings with the Department Heads continue.
- Becca Morin has resigned her position. We are in the process of hiring a new circulation Clerk to replace her.
- I met with our DLGF Field Representative to set up the 2016 budget. All of our paperwork was in order and there were no issues.
- I trained with Jeri Davis to run the payroll so that we have a backup for that process. Jeri is currently working on writing out procedures for many of the processes that are performed by the Business Manager to ensure continuity.
- I met with Erin Jennings from kRM to look at the fixtures in Markle. We will be saving several shelving units from the children's area to move to the new building in order to save cost.
- We have completed an examination of the adult periodicals to determine which magazines and newspapers we should keep. We will be removing several titles and adding a few new ones.
- I had lunch with Anita Gray who is the Librarian at Huntington University. We talked about the possibilities of having joint programs or having them present programs here at the library.
- I met with Rob Cullin of Kimberly Bolin and Associates to talk about our potential renovation/relocation project. This firm specializes in library design and space planning projects. He had a lot of great ideas for our space and he will present a proposal for services to me sometime soon.
- I attended Library Camp at the Allen County Public Library. It was a very inspirational experience and I had a chance to talk to a lot of other librarians about ways that we can innovate and help the library grow.
- The new landscaping in the parking lot is nearly complete and looks fantastic so far.

Meetings and Activities

July 30 th	Lunch Meeting with Anita Gray from Huntington University
August 4 th	Meeting with Rob Cullin re: space planning
August 6 th	Literacy Coalition Board Meeting
August 7 th	Library Camp at Allen County Public Library
August 10 th	ILF Management Division Meeting
August 12 th	DLGF Budget Appointment

August 12th Quality and Process Improvement Meeting
August 13th Training with Department Heads
August 17th Library Board Meeting

Upcoming Meetings and Activities

August 18th-26th Vacation
August 27th Training with Department Heads
September 2nd Site visit for bidders at Markle
September 3rd Literacy Coalition Board Meeting
September 7th Library Closed for Labor Day
September 10th Training with Department Heads
September 14th Special Library Board Meeting
September 18th SAMS Conference
September 21st Public Hearing for Budget
September 21st Library Board Meeting

Technical Services

Jessi

- Participated in the Management Boot camp presented by Beka.
- Drafting a photography policy
- Worked on updating the Technology Plan
- Worked on the quarterly report for the LSTA Grant
- Worked on soliciting donations from local sports teams to give away as door prizes for the ILF District 3 Conference.
- Trained Jane on cataloging music CDs
- Attended Digipalooza sponsored by Overdrive
- Attended the Sirsi Dynix Indiana User meeting

Lori (Processing)

- Took a webinar about ereaders

Deb (Acquisitions)

- Worked with Jeri to set up our Baker and Taylor Account for our AV Items. Baker and Taylor has the same discount as our current vendor, however they have better Metadata which allows for easier searching/selection.
- Has been working on building our paperback collection
- Attended Digipalooza sponsored by Overdrive.
- Has completely taken over ordering YA fiction.
- Took the following webinars: Children's and Young Adult Collection Development, Summer Teen Virtual Conference, YA Announcements: Fall Titles to Know
- Working on Acquisitions module in our ILS system.

Devon (Marketing)

- Met with Jessi to help craft the points needed in the photograph policy
- Has designed and gotten back the proof for the ad that will be on the Kroger bags- these will begin running as soon as they run out of current stock.



- Discussed Book Bundles program with Kay and began work on signage, marketing for it.

Jane (Cataloging)

- Has begun learning how to catalog music CDs
- Took a Lynda.com course.
- Working on Acquisitions module in our ILS system.

Robert (IT)

- Installed a new network storage which added (24TB), this houses all backups
- XP PACs are now all retired - no more XP computers in use, because XP is no longer supported, this will lessen any security threats we may have.
- Printed all new ID badges for staff with our new branding and updated pictures.
- Working on Acquisitions module in our ILS system.
- Attended the Sirsi Dynix Indiana User meeting

Other

- The library's Facebook page has 709 likes, 6 of which appeared right after the Mini Comic Con.

Library Services

- The Fiction Lovers Book Club title for July was The Picture of Dorian Gray with 37 participants.
- The Fiction Lovers Book Club title for August was The Secret Garden by Frances Hodgson Burnett with 26 participants.
- Pins & Needles was held on August 3
- Fabulous Foodies featured "German, Austrian, Polish & Amish Cooking" in July, with 8 in attendance. "Soup" will be featured in August.
- 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.

- One of our half-time employees will be leaving to accept a position at another business. Becca Morin will be missed. Her last day was August 14, Friday. The job opening was posted beginning August 3 and will close on August 16. A number of applications have been turned in and interviews will begin the week of August 17.
- Trade paperbacks have been relocated to their own area. They are arranged by genres – general Fiction, Mystery, Romance, Science Fiction/Fantasy and Western and then by author's name within that genre. This gives those patrons who prefer paperbacks a more attractive and easier way to browse and find what they are looking for in the format that they prefer.

Reference:

- Linda Smith, Reference Assistant, attended 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. She came back with many ideas and much enthusiasm to promote our e-book collection.
- Weeding in the non-fiction and reference areas continues. The collection will be more attractive and easier to navigate for patrons when completed.

Markle:

- The new hours have been announced for Markle, to take effect September 1, as follows:
 - Monday & Friday 1-7
 - Tuesday & Thursday & Saturday 9-4
 - Wednesday & Sunday closed

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 night August 13th.
- Tween Scene met for Board Game time.
- Teens had a successful passive friendship bracelet making time during the first 2 weeks of August at Huntington and Markle .
- The first 2 Pajama Story Times were held on Tuesday evenings with two sessions being held back to back.
- Massive weeding has been taking place of the YA and Juvenile nonfiction sections.
- Planning is taking place to prepare for our weekly story times to begin Sept. 15 & 16.
- Statistics were gathered after Summer Reading Program. (see separate sheet)

Indiana Room

- Worked on the DeWitt surname for 4 different people in 2 days.
- Dealt with a man from Utah who just knows his wife of 42 years has been switched. Wants help in finding her. We think he already has her. He made one of his calls to us at 1:30 a.m.
- Call from a gentleman who wants information on why an ancestor of his got married at the age of 13 in 1856. She was living in Huntington Co. at the time.
- Lady from State Archives came in to see what we had on Naturalization Records. They are missing some. Yes, we had what they needed.
- Attended a meeting in Wabash about the Bi-Centennial. Got some good ideas.
- The Death Records are about finished printing from the original records. Had a set-back when about 500 names were lost due to server problems and these had to be re-typed.
- Received records from the 1st library in Huntington County, 1849-1867
- Received records from the Maple Grove School
- Received records from District 1, City of Huntington
- Received records of the Champion Hill reenactors.
- A lady purchased a quilt top in 1985 from the Warren Nursing Home that included several names on it. There was a date of 1907. She would like to find relatives of these ladies to return the quilt top to them.
- A writer from MI wanted information on the Eldon Anson murder.
- A person sent information on an invention. We had all of it and he had part of it so that explained his problem.
- John Berry, founder of Anderson IN was crossing Huntington Co. in 1835 and died. Person wanted to know what cemetery he was buried in.
- Indiana Room stats: total of 285 patrons of which 29 were out of state. States included Arizona, Arkansas, California, Colorado, Florida, Maryland, Massachusetts, Michigan, Montana, New Mexico, South Dakota, Texas, Virginia.

Financial Report
Huntington City-Township Public Library

Report Dates = **7/20/15** to **8/17/15**

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
1. Operating Fund						
100 OPERATING	\$1,841,870.01	\$108,161.66	\$1,561,821.73	\$31,861.02	\$1,281,139.11	\$1,561,187.39
101 LIBRARY OPERATING FUND- INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,841,870.01	\$108,161.66	\$1,561,821.73	\$31,861.02	\$1,281,139.11	\$1,561,187.39
2. LIRF						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$1,590,341.81	\$0.00	\$0.00	\$138.66	\$1,328.92	\$1,591,670.73
111 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,590,341.81	\$0.00	\$0.00	\$138.66	\$1,328.92	\$1,591,670.73
3. Bond & Interest						
121 BOND & INTEREST - INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
122 BOND & INTEREST REDEMPTION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3.1 Building Project Fund						
180 CONSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4. Gift Funds						
130 MARKLE - GIFT	\$114.62	\$0.00	\$0.00	\$11.20	\$34.50	\$149.12
130.01 GIFT (REGULAR)	\$2,712.69	\$0.00	\$0.00	\$7.94	\$161.70	\$2,874.39
130.02 FRIENDS OF THE LIBRARY	\$6,937.86	\$431.94	\$8,120.29	\$0.00	\$6,890.00	\$5,707.57
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	\$46.00	\$229.40	\$0.00	\$550.00	\$2,095.45
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	\$259.93	\$685.71
Subtotal	\$289,068.70	\$477.94	\$114,349.69	\$57.15	\$114,175.53	\$288,894.54
5. Grants						
124 STATE TECH GRANT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
125 IN COMM ON PUB RECORD/SHRAB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
126 IN COMM ON PUB REC/MICROFILM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
127 INDIANA HUMANITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6. LSCA						
150.03 IND. STATE STUDENT ASSISTANCE	\$0.00	\$0.00	\$1,920.00	\$684.00	\$2,604.00	\$684.00
Subtotal	\$0.00	\$0.00	\$1,920.00	\$684.00	\$2,604.00	\$684.00

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
7. Levy Excess						
161 LEVY EXCESS - OPERATING	\$228.32	\$0.00	\$228.32	\$0.00	\$0.00	\$0.00
162 LEVY EXCESS - BOND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$228.32	\$0.00	\$228.32	\$0.00	\$0.00	\$0.00
8. Other Funds						
163 PLAC FUND	\$0.00	\$0.00	\$65.00	\$130.00	\$195.00	\$130.00
163.1 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
170 RAINY DAY FUND	\$1,155,555.10	\$0.00	\$850,000.00	\$1,051.74	\$707,721.78	\$1,013,276.88
171 RAINY DAY INVESTMENT	\$951,000.00	\$0.00	\$700,000.00	\$0.00	\$850,000.00	\$1,101,000.00
Subtotal	\$2,106,555.10	\$0.00	\$1,550,065.00	\$1,181.74	\$1,557,916.78	\$2,114,406.88
9. Withholding						
200.01 FEDERAL TAX	\$0.00	\$7,314.97	\$58,003.06	\$7,314.97	\$58,003.06	\$0.00
200.02 FICA	\$0.00	\$4,925.34	\$38,693.85	\$4,925.34	\$38,693.85	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$2,088.87	\$15,457.13	\$2,088.60	\$16,501.40	\$1,044.27
200.04 COUNTY TAX	\$0.00	\$1,045.44	\$7,712.92	\$1,045.90	\$8,236.53	\$523.61
200.05 INSURANCE	\$576.90	\$0.00	\$8,504.17	\$877.24	\$8,804.51	\$877.24
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$698.00	\$4,904.00	\$698.00	\$4,904.00	\$0.00
200.07 UNITED WAY	\$0.00	\$158.04	\$790.20	\$105.36	\$842.88	\$52.68
200.08 GARNISHMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$576.90	\$16,230.66	\$134,065.33	\$17,055.41	\$135,986.23	\$2,497.80
Grand Total	\$5,828,640.84	\$124,870.26	\$3,362,450.07	\$50,977.98	\$3,093,150.57	\$5,559,341.34

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 7/20/15 To 8/17/15

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	\$40,800.00	\$27,200.00	60.0
1.12 PROFESSIONAL ASSISTANTS	\$699,500.00	\$0.00	\$699,500.00	\$54,330.70	\$423,131.56	\$276,368.44	60.5
1.14 WAGES OF JANITORS	\$68,000.00	\$0.00	\$68,000.00	\$4,952.40	\$39,949.69	\$28,050.31	58.7
1.21 EMPLOYER'S SHARE-FICA	\$63,916.00	\$0.00	\$63,916.00	\$4,925.27	\$38,693.74	\$25,222.26	60.5
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	\$5,222.92	\$41,579.83	\$29,091.17	58.8
1.231 EMPLOYERS CONT PERF - EMPLOYEE	\$22,317.00	\$0.00	\$22,317.00	\$1,526.53	\$12,157.72	\$10,159.28	54.5
1.24 EMPLOYERS CONT. GROUP HEALTH INS.	\$99,910.00	\$5,100.00	\$105,010.00	\$0.00	\$71,524.96	\$33,485.04	68.1
1.25 EMPLOYER'S CONT LIFE INSURANCE	\$5,000.00	\$0.00	\$5,000.00	\$129.03	\$4,696.72	\$303.28	93.9
1.26 EMPLOYER'S CONT SHORT TERM DIS	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$4,538.64	\$1,461.36	75.6
1.27 EMPLOYER'S CONT LONG TERM DIS	\$5,300.00	\$0.00	\$5,300.00	\$0.00	\$3,992.65	\$1,307.35	75.3
1.28 OTHER EMPLOYEE BENEFITS	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$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
Subtotal	\$1,123,714.00	\$0.00	\$1,123,714.00	\$76,186.85	\$663,815.18	\$439,898.82	60.9

2. Supplies

2.11 OFFICIAL RECORDS	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	0.0
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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	\$234.60	\$315.03	\$1,684.97	15.8
2.13	OTHER OFFICE SUPPLIES	\$35,000.00	\$0.00	\$35,000.00	\$1,064.85	\$14,086.65	\$20,913.35	40.2
2.21	OPERATING/CLEANING/SANITATION SUPPLIES	\$10,000.00	\$0.00	\$10,000.00	\$248.13	\$8,723.81	\$1,276.19	87.2
2.31	BUILDING MATL. & SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
2.32	PAINT & PAINTING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
2.33	REPAIR PARTS	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
2.34	OTHER REPAIR & MAINT. SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
	Subtotal	\$47,401.00		\$47,401.00	\$1,547.58	\$23,125.49	\$24,275.51	48.8
3. Other Services and Charges								
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	\$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	\$0.00	\$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	\$600.95	\$2,868.58	\$2,131.42	57.4
3.211	MARKLE - TELEPHONE	\$2,000.00	\$0.00	\$2,000.00	\$92.02	\$700.94	\$1,299.06	35.0
3.212	FAX EXPENSES	\$1,000.00	\$0.00	\$1,000.00	\$110.54	\$433.05	\$566.95	43.3
3.213	T1 ACCESS - HCTPL	\$18,000.00	(\$2,200.00)	\$15,800.00	\$727.50	\$6,547.50	\$9,252.50	41.4
3.2131	T1 ACCESS - MARKLE	\$9,500.00	\$0.00	\$9,500.00	\$150.00	\$1,350.00	\$8,150.00	14.2
3.22	POSTAGE & UPS	\$2,000.00	\$0.00	\$2,000.00	\$5.53	\$736.39	\$1,263.61	36.8
3.23	TRAVELING EXPENSE	\$3,000.00	\$0.00	\$3,000.00	\$239.68	\$2,096.63	\$903.37	69.9
3.24	PROFESSIONAL MEETINGS	\$11,000.00	\$0.00	\$11,000.00	\$616.94	\$5,007.42	\$5,992.58	45.5

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	\$157.13	\$1,971.42	\$28.58	98.6
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	\$47.07	\$10,225.56	\$5,078.44	66.8
3.511	MARKLE - GAS EXPENSE	\$2,304.00	\$0.00	\$2,304.00	\$17.00	\$17.13	\$2,286.87	0.7
3.52	ELECTRICITY	\$53,175.00	\$0.00	\$53,175.00	\$6,474.20	\$36,215.74	\$16,959.26	68.1
3.521	MARKLE - ELECTRIC	\$3,000.00	\$0.00	\$3,000.00	\$196.41	\$1,337.36	\$1,662.64	44.6
3.53	WATER	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$1,177.55	\$1,822.45	39.3
3.54	WASTE DISPOSAL SERVICES	\$3,750.00	\$0.00	\$3,750.00	\$55.22	\$2,948.34	\$801.66	78.6
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	\$678.52	\$3,219.02	\$1,580.98	67.1
3.621	BUSINESS MACHINE MAINTENANCE	\$2,200.00	\$0.00	\$2,200.00	\$401.67	\$2,034.01	\$165.99	92.5
3.622	CONTRACTED FACILITY MAINTENANCE	\$25,000.00	\$0.00	\$25,000.00	\$4,518.20	\$11,891.18	\$13,108.82	47.6
3.623	TECHNOLOGY LICENSE AGREEMENTS	\$20,000.00	\$0.00	\$20,000.00	\$2,515.68	\$16,200.23	\$3,799.77	81.0
3.624	TECHNOLOGY MAINTENANCE	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$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	\$222.50	\$602.50	\$4,397.50	12.1
3.92	INTEREST ON TEMPORARY LOANS	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	0.0
3.93	TAXES & ASSESSMENTS	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	0.0

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.94	TRANSFER TO LIRF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
	Subtotal	\$387,064.00	\$38,367.00	\$425,431.00	\$17,826.76	\$199,813.53	\$225,617.47	47.0
4. Capitol Outlays								
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	\$399.99	\$29,230.56	\$769.44	97.4
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	\$1,441.39	\$18,146.64	\$6,853.36	72.6
4.505	ADULT LARGE PRINT NON-FICTION	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$677.61	\$822.39	45.2
4.51	ADULT FICTION BOOKS	\$35,000.00	\$0.00	\$35,000.00	\$3,919.81	\$20,594.77	\$14,405.23	58.8
4.511	ADULT GRAPHIC NOVELS	\$2,000.00	\$0.00	\$2,000.00	\$290.60	\$1,242.72	\$757.28	62.1
4.52	CHILDREN'S FICTION	\$9,000.00	\$0.00	\$9,000.00	\$621.75	\$3,093.13	\$5,906.87	34.4
4.521	CHILDREN'S EASY FICTION	\$28,000.00	\$0.00	\$28,000.00	\$907.78	\$4,416.10	\$23,583.90	15.8
4.522	CHILDREN'S NON-FICTION	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$26,442.24	(\$442.24)	101.7
4.523	TODDLER BOOKS	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$628.52	\$1,871.48	25.1
4.53	YA FICTION	\$11,200.00	\$0.00	\$11,200.00	\$2,305.08	\$7,716.27	\$3,483.73	68.9
4.531	YA GRAPHIC NOVELS	\$2,500.00	\$0.00	\$2,500.00	\$16.33	\$2,755.33	(\$255.33)	110.2
4.532	YA NON-FICTION	\$3,300.00	\$0.00	\$3,300.00	\$63.78	\$1,737.48	\$1,562.52	52.7
4.54	INDIANA ROOM BOOKS	\$3,000.00	\$0.00	\$3,000.00	\$189.00	\$312.78	\$2,687.22	10.4
4.55	REFERENCE	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$2,376.86	\$623.14	79.2
4.56	LITERACY	\$1,000.00	\$0.00	\$1,000.00	\$69.52	\$1,859.93	(\$859.93)	186.0
4.57	ADULT LARGE PRINT FICTION	\$8,000.00	\$0.00	\$8,000.00	\$102.89	\$4,031.32	\$3,968.68	50.4
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	\$0.00	\$5,367.74	\$6,632.26	44.7

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	\$2,136.44	\$8,074.39	\$6,925.61	53.8
4.711	CHILDREN'S DVD	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$1,045.97	\$1,454.03	41.8
4.72	ADULT AUDIOBOOKS	\$7,000.00	\$0.00	\$7,000.00	\$74.08	\$3,537.29	\$3,462.71	50.5
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	\$0.00	\$126.26	\$573.74	18.0
4.73	ADULT MUSIC	\$2,500.00	\$0.00	\$2,500.00	\$39.53	\$1,183.93	\$1,316.07	47.4
4.731	CHILDREN'S MUSIC	\$800.00	\$0.00	\$800.00	\$22.50	\$282.25	\$517.75	35.3
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
Subtotal		\$285,667.00	(\$38,367.00)	\$247,300.00	\$12,600.47	\$154,969.03	\$92,330.97	62.7
Grand Total		\$1,843,846.00	\$0.00	\$1,843,846.00	\$108,161.66	\$1,061,723.23	\$782,122.77	57.6

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 7/20/15 To 8/17/15

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.11 CONSULTING SERVICES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
Subtotal	\$1,000.00		\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
<i>4. Capitol Outlays</i>							
4.1 LAND	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
4.2 BUILDINGS	\$500,000.00	\$0.00	\$500,000.00	\$0.00	\$0.00	\$500,000.00	0.0
4.3 IMPROVE OTHER THAN BUILDINGS	\$500,000.00	\$0.00	\$500,000.00	\$0.00	\$0.00	\$500,000.00	0.0
4.4 FURNITURE & EQUIPMENT	\$238,216.00	\$0.00	\$238,216.00	\$0.00	\$0.00	\$238,216.00	0.0
Subtotal	\$1,338,216.00		\$1,338,216.00	\$0.00	\$0.00	\$1,338,216.00	0.0
Grand Total	\$1,339,216.00	\$0.00	\$1,339,216.00	\$0.00	\$0.00	\$1,339,216.00	0.0

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

Appropriation Report for 170 RAINY DAY FUND

Huntington City-Township Public Library

Report Date: From 7/20/15 To 8/17/15

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>4. Capitol Outlays</i>							
4.2 BUILDINGS	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0
4.3 IMPROVE OTHER THAN BUILDINGS	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0
4.4 FURNITURE & EQUIPMENT	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0
Subtotal	\$150,000.00		\$150,000.00	\$0.00	\$0.00	\$150,000.00	0.0
Grand Total	\$150,000.00	\$0.00	\$150,000.00	\$0.00	\$0.00	\$150,000.00	0.0

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