

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
September 21st, 2015
5:00pm

Special Meeting

1. Public Hearing for 2016 Budget

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 – discussion and questions as needed
 - B. Budget – discussion and questions as needed
 - C. Other
9. New Business
 - A. Policy Review – for action
 - I. Lost and Damaged Materials
 - II. Accounting Disaster Recovery
 - III. Capital Assets
 - B. Foundation – for discussion and possible action
 - C. Other
10. Public Input
11. Adjournment

**Huntington City-Township Public Library
Board of Trustees
Budget Hearing
September 21, 2015**

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

Peggy called the budget hearing to order at 5:00 P.M.

No public input.

Terry moved to close the budget hearing. John seconded. Motion carried.

**Huntington City-Township Public Library
Board of Trustees Meeting
September 21, 2015**

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

Absent: Rex Baxter, Jamie Foday

Visitors: Jessica Brown

Peggy called the meeting to order at 5:05 P.M.

Reading and Approval of Minutes: In Unfinished Business / Strategic Plan Chad seconded the motion, not John. John moved to approve the minutes of the August meeting with correction. Terry seconded. Motion carried.

Reading and Approval of Financial Report and Approval of Bills: Chad moved to approve the financial report and bills. Fred seconded. Motion carried.

Report of the Librarian: Beka highlighted various items from her Director's report: the hiring of Taylor, interviewing for the branch manager position at Markle, ceiling issues in Phase I, community book sharing, etc.

Committee Reports: None

Communications: None

Unfinished Business:

- A. **Markle Update:** Official groundbreaking may be the third week of October.
- B. **2016 Budget:** Our rate will actually be lower than estimated due to NAV being higher than predicted.
- C. **Other:** None

New Business:

A. Policy Review for Action:

- I. Lost and Damaged Materials - Fred moved to approve. John seconded. Motion carried.
- II. Accounting Disaster Recovery - John moved to approve. Chad seconded. Motion carried.
- III. Capital Assets - Terry moved to approve. Chad seconded. Motion carried.

B. Foundation: Beka, John, Fred and Jeri met with Community Foundation. Beka will explore the cost of starting a foundation- filings, fees, etc.

C. Other: None

Public Input: None

Adjournment: Terry moved to adjourn. John seconded. Motion carried.

**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

Public 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.

The image contains five handwritten signatures in black ink. From top to bottom, they are: "P. Caley", "J. Smith", "J. F. Paul", "J. C. H.", and "J. S. O.". The signatures are written in a cursive style. The signature "J. S. O." is the largest and most prominent, with a long horizontal line extending to the right.

Huntington City-Township Public Library
Monthly Report
September 2015

Director's Report

News and Updates

- Weekly meetings with the Department Heads continue.
- Taylor Cassatt has been hired to fill the vacant Circulation Clerk position. Taylor had previously worked for us as a Junior Volunteer and as an Intern. We are very happy to have her back.
- I have posted a job opening for the Branch Manager for Markle. This position would start November 1st.
- I went to the County Council for our non-binding budget review. They asked questions about the Rainy Day and LIRF balances. I explained to them that we are spending a large portion of the LIRF money on the Markle project and that I do not anticipate ever having that high of a balance in that fund again. I also told them that I had appropriated \$400,000 of the Rainy Day money to be spent on updates and emergencies at Huntington over the next year.
- We noticed several issues with the ceiling sagging in the children's area and in the administration/technical services offices. A contractor came in to reattach the supports in my office and in Jeri's office. The cost for this is approximately \$7,000. We will have an estimate on the cost for the repairs for the rest of the areas soon. While they were working in Jeri's office the ceiling collapsed due to the lights not being properly attached to the ceiling. We are awaiting repairs and will investigate the implications over the next week or two.
- Jeri and I met with Huntington Mayor Brooks Fetters to discuss two potential programs. The first is a community book sharing program that would involve library staff taking free books out to public areas and encouraging people to read them and then to share them with their friends and family. Mayor Fetters saw no problem with us being out on the streets and gave us his blessing. We will run a pilot of this program in October. The other program is a bike sharing program that we could potential run collaboratively with the city. I will be meeting with the Mayor and several city Department Heads before the end of the month to discuss this project further.
- I have started a programming committee with the intention of being able to provide high quality, value added programs for all of our patrons. It is my hope that we will be able to coordinate our efforts across departments to save time and money while increasing the number and quality of the programs that we offer.
- I will be attending the Small and Medium Sized Libraries conference in Westfield on September 18th. I will also be going to Arkansas for the Association of Small and Rural Libraries from October 1st-3rd. I will be presenting two management workshops at this conference.
- The new landscaping in the parking lot is complete and I have received several compliments from patrons.
- I was on the front page of the Huntington County TAB on the 14th. Since that article appeared I have had several patrons approach me to tell me that they like what they are seeing with the changes that we have made.

Meetings and Activities

August 18th-26th Vacation

August 27th Training with Department Heads
September 2nd Bid Opening for Markle Project
September 3rd Literacy Coalition Board Meeting
September 7th Library Closed for Labor Day
September 9th Meeting with Mayor Fetters
September 9th Quality and Process Improvement Committee
September 10th Training with Department Heads
September 14th Special Library Board Meeting
September 15th Programming Committee Initial Meeting
September 18th SAMS Conference
September 21st Public Hearing for Budget
September 21st Library Board Meeting

Upcoming Meetings and Activities

September 23rd Quality and Process Improvement Committee
September 24th Training with Department Heads
September 28th Programming Committee
September 30th-
October 3rd ARSL Conference
October 6th ILF Legislative Fall Forum
October 7th IPLA Conference
October 8th Meeting with Department Heads to Start Staff Evaluations
October 12th MCLS Community Input Meeting
October 19th Budget Adoption Meeting
October 19th Library Board Meeting

Technical Services

Jessi

- Met with ILF District 3 Conference Committee
- Attended the *For the Love of Huntington* Luncheon hosted by Mayor Brooks and Tena Dellaca-Hedrick – we discussed poverty in Huntington County.
- Attended the NICCL Meeting at Middlebury Public Library- we discussed changes to E-Rate, Niche Academy, and Gen-Con Reports.
- Attended Continuing Improvement at Peabody Public Library
- Sat in interviews for the new circulation clerk.
- Watched a webinar about Boopsie Library Apps.
- Met with Boopsie salesperson to find out pricing and what it can do for us.
- Continuing to weed the music, fiction, and non-fiction collection.

Lori (Processing)

- Sent out 91 items for Interlibrary Loan, and had 63 items brought in for our patrons.

Deb (Acquisitions).

- Attended a webinar on Teen collections and programming
- Continuing to weed adult fiction.
- Working on Sirsi Acquisitions with Jane

Devon (Marketing)

- Met with QPI
- Worked with Jessi to help weed the music cd collection.

Jane (Cataloging)

- Met with QPI
- Working on Sirsi Acquisitions with Deb

Robert (IT)

- Patched the VM Ware hardware to circumvent crashes

Library Services

- The Fiction Lovers Book Club title for September was Sundays at Tiffany's by James Patterson with 30 participants.
- The Fiction Lovers Book Club title for October will be So Cold the River by Koryta.
- Pins & Needles was held on Tuesday Sept. 8, due to the Labor Day holiday, and had 6 participants
- Fabulous Foodies featured "Soups" in August, with 9 in attendance. "Slow Cookers & Crockpots" will be featured in September.
- Interviews were held on Monday August 24 & 25 to fill the position of Part-time Circulation Clerk. Many applications were submitted and 8 were chosen to be interviewed. Taylor Cassatt was hired from those interviews. She had worked at the Youth Services desk as a Junior Volunteer for a number of years and had worked for 3 summers as an Intern during her college years. She graduated from Valparaiso University in May 2015, with a major in Political Science. Those previous experiences at HCTPL piqued her interest in further pursuing a career in the Library field. She started September 9 and is off to a great start.
- Weeding in Fiction and Large Print has started and is making a positive difference in the appeal and appearance of the shelves. Weeding in Non-fiction is also continuing. The collection will be more attractive and easier to navigate for patrons when completed.

Reference:

- Reference Assistant, Linda Smith, came back from Digipalooza, the ebook conference sponsored by Overdrive, in Cleveland with great enthusiasm and really good ideas to further promote our ebook and eaudiobook collection.
- Reference Librarian, Anna Brinegar, has finished weeding the Reference collection. The remaining titles ensure that it is now current, up-to-date and relevant. Many of the items that were removed from the Reference area have been relocated to the regular non-fiction area, where they can be checked out and are more accessible for patrons.

- An Indiana tax amnesty informational program was presented here on Tuesday, September 8. A representative of the Indiana State Revenue was here to present details and answer questions for those in attendance. 6 people attended.
- Anna applied for and received one of the limited grants for HCTPL to design and host an All-In Block Party on Saturday, September 19, from 1-3 p.m. It is sponsored by the Indiana Humanities to celebrate our "Indiana-versary". The following is a general information note from Anna:

The ALL-IN Block Party is a program sponsored by Indiana Humanities and hosted by us on Saturday, Sept 19th from 1-3 pm. This event encourages Hoosiers to compete in a variety of challenges that promote learning and community participation. For example, party goers will be asked to share a favorite inspirational quote, tell us why they love Indiana, discuss a favorite book character, and more simple activities that encourage discussion. Local organizations, such as the YMCA, Purdue Extension, United Way, will be there to share what's happening in Huntington and ways people can get involved. In addition there will be free food, prizes, and fun! More info www.indianahumanities.org/all-in

The party will take place in the main gathering area, across from the Circulation Desk. If you're working that day you won't need to do anything special, just direct people to the party and greet people as they arrive--like normal

Markle:

- The new hours have been announced for Markle, took effect September 1, as follows:
 - Monday & Friday 1-7
 - Tuesday & Thursday & Saturday 9-4
 - Wednesday & Sunday closed
- The location of the new building is now leveled.

Youth Services

- Teen Book Club met to discuss THE FORBIDDEN BOOK CLUB by L.J. Smith.
- Chess instruction and play time was presented on Thursday night September 10th.
- Tween Scene (grades 4-6) met for Mythbusters. We explored is salt heavier than pepper? and does buttered toast fall butter side down or up? among others.
- There is a passive Lego building area in Youth Services and Leaf rubbing area.
- Story Time began on Sept. 15 with 6 weekly sessions and 157 children signed up.
- Massive weeding continues in YA and Juvenile nonfiction sections.
- Discovery Crew (grades 1-3) started the weekly series of "Time Traveling Through the Decades." On Sept. 16 we explored the 1930's and 1940's with the highlight having the students create sound effects for their own short radio show.
- Sept. 17 we held a Home School Open House complete with activities for the students, a scavenger hunt, tours, a show of new books, a group trivia challenge and a survey. Five families attended.

- Jan P. and Kay visited Crestview Middle School and presented book talks and library information to over 200 6th graders.
- Kay presented EVERY CHILD READY TO READ at Lincoln School for their parenting group.
- Kay participated in International Literacy Day (Sept. 8) by reading to 7 kindergarten classes and 6 first grade classes at Lincoln School. Library card information was distributed to all classes in the school.
- Programs were presented at Kid's Kampus, Songrown Preschool, Little Blessings and Boys and Girls Club.
- Birthday Party Club celebrated August birthdays with games and fun.

Indiana Room

- Had a call about an old quilt top that a lady wanted to give back to owners. See below.
- Ellie Lawson, HNHS student has been interning in the INRM.
- Bob Hammel requested many histories on former Huntington County sports figures. He will be giving a talk on them sometime next year for the Indiana Bi-Centennial.
- Found information for a patron on the Burke Lock and an old mill at the Forks.

Saga of a quilt top -

Working in the Indiana Room of the Huntington City-Township Public Library was a daily adventure. You never knew what "question" was going to walk through the door or be received on the phone. Recently, a very challenging call came from Louisiana.

The caller was a former Huntington County resident, currently living in Louisiana. She had purchased an unfinished quilt top in the mid-1980s at an auction at the Warren United Methodist Memorial Home (currently called Heritage Point). The quilt top had five women's names on it. The caller had finished the quilt top and wanted to return it to a descendant of one of the women named on the quilt.

Where would you start such a search?

None of the names were recognizable as "Huntington" names. Researching Huntington records turned up nothing. The "Home" has had residents from all over – not just Huntington County. So, the search was expanded.

The 1910 census was no help. Were the "signers" young girls or women? Were the names maiden names or married names? Were they related or just acquaintances?

Also on the quilt was the following statement – "sanctified thru the blood, saved by grace 1907". What did that signify? Was it a baptismal date?

After extensive research, using Family Search; Birth, Death and Marriage Records; Ancestry.com; Google; Newspapers.com; Find A Grave; Usgenweb; Zabasearch; Public Records; and the White Pages (to name just a few sources); it was discovered that the names were associated with Hancock County, Indiana and Marion County, Indiana. Three of the signers were related – a Grandmother and two granddaughters. The other two names were possible "shirt-tail" relations of the first three.

By tracing the families through numerous generations and utilizing family group sheets; documenting various marriages and name changes; two living relatives of the "quilters" were found. The descendants' contact information was sent to the "Louisiana" patron.

Unanswered questions still remain:

Was the quilt top done at a family or church gathering?

How had it gotten from Hancock or Marion Counties into the auction at the Home?

And last, but not least, we are waiting to hear from our Louisiana caller if the quilt top has found its way back to a descendant's family.

Financial Report
Huntington City-Township Public Library

Report Dates = 8/17/2015 to 9/21/2015

| <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 | \$204,807.26 | \$1,766,628.99 | \$32,924.04 | \$1,313,875.36 | \$1,389,116.38 |
| 101 LIBRARY OPERATING FUND- INVESTMENT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | \$1,841,870.01 | \$204,807.26 | \$1,766,628.99 | \$32,924.04 | \$1,313,875.36 | \$1,389,116.38 |
| 2. LIRF | | | | | | |
| 110 LIBRARY IMPROVEMENT RESERVE FUND | \$1,590,341.81 | \$0.00 | \$0.00 | \$225.86 | \$1,554.78 | \$1,591,896.59 |
| 111 LIRF-INVESTMENT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | \$1,590,341.81 | \$0.00 | \$0.00 | \$225.86 | \$1,554.78 | \$1,591,896.59 |
| 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 | \$0.15 | \$34.65 | \$149.27 |
| 130.01 GIFT (REGULAR) | \$2,712.69 | \$0.00 | \$0.00 | \$8.74 | \$170.44 | \$2,883.13 |
| 130.02 FRIENDS OF THE LIBRARY | \$6,937.86 | \$3.49 | \$8,123.78 | \$0.00 | \$6,890.00 | \$5,704.08 |
| 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 | \$141.90 | \$371.30 | \$0.00 | \$550.00 | \$1,953.55 |
| 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 | \$297.94 | \$723.72 |
| Subtotal | \$289,068.70 | \$145.39 | \$114,495.08 | \$46.90 | \$114,222.43 | \$288,796.05 |
| 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 | \$800.00 | \$800.00 | \$800.00 |
| Subtotal | \$0.00 | \$0.00 | \$0.00 | \$800.00 | \$800.00 | \$800.00 |
| 6. LSCA | | | | | | |
| 150.03 IND. STATE STUDENT ASSISTANCE | \$0.00 | \$0.00 | \$1,920.00 | \$420.00 | \$3,024.00 | \$1,104.00 |
| Subtotal | \$0.00 | \$0.00 | \$1,920.00 | \$420.00 | \$3,024.00 | \$1,104.00 |

| <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 | \$65.00 | \$260.00 | \$195.00 |
| 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 | \$8,826.50 | \$858,826.50 | \$952.90 | \$708,674.68 | \$1,005,403.28 |
| 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 | \$8,826.50 | \$1,558,891.50 | \$1,017.90 | \$1,558,934.68 | \$2,106,598.28 |
| 9. Withholding | | | | | | |
| 200.01 FEDERAL TAX | \$0.00 | \$10,900.89 | \$68,903.95 | \$10,900.89 | \$68,903.95 | \$0.00 |
| 200.02 FICA | \$0.00 | \$7,299.79 | \$45,993.64 | \$7,299.79 | \$45,993.64 | \$0.00 |
| 200.03 INDIANA STATE TAX | \$0.00 | \$4,140.38 | \$19,597.51 | \$3,096.11 | \$19,597.51 | \$0.00 |
| 200.04 COUNTY TAX | \$0.00 | \$2,048.31 | \$9,761.23 | \$1,524.70 | \$9,761.23 | \$0.00 |
| 200.05 INSURANCE | \$576.90 | \$3,674.17 | \$12,178.34 | \$2,851.77 | \$11,656.28 | \$54.84 |
| 200.06 INDIANA DEFERRED COMPENSATION | \$0.00 | \$1,047.00 | \$5,951.00 | \$1,047.00 | \$5,951.00 | \$0.00 |
| 200.07 UNITED WAY | \$0.00 | \$158.04 | \$948.24 | \$158.04 | \$1,000.92 | \$52.68 |
| 200.08 OTHER | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | \$576.90 | \$29,268.58 | \$163,333.91 | \$26,878.30 | \$162,864.53 | \$107.52 |
| Grand Total | \$5,828,640.84 | \$243,047.73 | \$3,605,497.80 | \$62,313.00 | \$3,155,275.78 | \$5,378,418.82 |

Approved by the State Board Of Accounts for Huntington City-Township Public Library on 1/1/1998.

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 8/17/2015 To 9/21/2015

| 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 | \$7,650.00 | \$48,450.00 | \$19,550.00 | 71.3 |
| 1.12 PROFESSIONAL ASSISTANTS | \$699,500.00 | \$0.00 | \$699,500.00 | \$80,275.27 | \$503,406.83 | \$196,093.17 | 72.0 |
| 1.14 WAGES OF JANITORS | \$68,000.00 | \$0.00 | \$68,000.00 | \$7,497.45 | \$47,447.14 | \$20,552.86 | 69.8 |
| 1.21 EMPLOYER'S SHARE-FICA | \$63,916.00 | \$0.00 | \$63,916.00 | \$7,299.88 | \$45,993.62 | \$17,922.38 | 72.0 |
| 1.22 UNEMPLOYMENT COMPENSATION | \$5,000.00 | \$0.00 | \$5,000.00 | \$0.00 | \$0.00 | \$5,000.00 | 0.0 |
| 1.23 EMPLOYER'S CONT PERF - LIBRARY PORTION | \$70,671.00 | \$0.00 | \$70,671.00 | \$7,835.70 | \$49,415.53 | \$21,255.47 | 69.9 |
| 1.231 EMPLOYERS CONT PERF - EMPLOYEE | \$22,317.00 | \$0.00 | \$22,317.00 | \$2,290.15 | \$14,447.87 | \$7,869.13 | 64.7 |
| 1.24 EMPLOYERS CONT. GROUP HEALTH INS. | \$99,910.00 | \$5,100.00 | \$105,010.00 | \$17,039.41 | \$88,564.37 | \$16,445.63 | 84.3 |
| 1.25 EMPLOYER'S CONT LIFE INSURANCE | \$5,000.00 | \$0.00 | \$5,000.00 | \$1,304.10 | \$6,000.82 | (\$1,000.82) | 120.0 |
| 1.26 EMPLOYER'S CONT SHORT TERM DIS | \$6,000.00 | \$0.00 | \$6,000.00 | \$1,255.63 | \$5,794.27 | \$205.73 | 96.6 |
| 1.27 EMPLOYER'S CONT LONG TERM DIS | \$5,300.00 | \$0.00 | \$5,300.00 | \$1,083.01 | \$5,075.66 | \$224.34 | 95.8 |
| 1.28 OTHER EMPLOYEE BENEFITS | \$5,000.00 | \$0.00 | \$5,000.00 | \$735.86 | \$3,485.53 | \$1,514.47 | 69.7 |
| 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 | \$134,266.46 | \$818,081.64 | \$305,632.36 | 72.8 |
| <i>2. Supplies</i> | | | | | | | |
| 2.11 OFFICIAL RECORDS | \$1.00 | \$0.00 | \$1.00 | \$0.00 | \$0.00 | \$1.00 | 0.0 |

| <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> |
|---|-----------------------------|--------------------------------|------------------------------|---------------------------------|--------------------------|--------------------|----------------|
| 2.12 STATIONARY & SUPPLIES | \$2,000.00 | \$0.00 | \$2,000.00 | \$0.00 | \$315.03 | \$1,684.97 | 15.8 |
| 2.13 OTHER OFFICE SUPPLIES | \$35,000.00 | \$0.00 | \$35,000.00 | \$1,314.99 | \$15,401.64 | \$19,598.36 | 44.0 |
| 2.21 OPERATING/CLEANING/SANITATION SUPPLIES | \$10,000.00 | \$0.00 | \$10,000.00 | \$659.19 | \$9,383.00 | \$617.00 | 93.8 |
| 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 |
| Subtotal | \$47,401.00 | | \$47,401.00 | \$1,974.18 | \$25,099.67 | \$22,301.33 | 53.0 |
| 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 | \$32,763.98 | \$69,111.28 | \$10,955.72 | 86.3 |
| 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 | \$20.00 | \$29,826.87 | \$42,402.13 | 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 | \$359.95 | \$3,228.53 | \$1,771.47 | 64.6 |
| 3.211 MARKLE - TELEPHONE | \$2,000.00 | \$0.00 | \$2,000.00 | \$94.29 | \$795.23 | \$1,204.77 | 39.8 |
| 3.212 FAX EXPENSES | \$1,000.00 | \$0.00 | \$1,000.00 | \$55.27 | \$488.32 | \$511.68 | 48.8 |
| 3.213 T1 ACCESS - HCTPL | \$18,000.00 | (\$2,200.00) | \$15,800.00 | \$727.50 | \$7,275.00 | \$8,525.00 | 46.0 |
| 3.2131 T1 ACCESS - MARKLE | \$9,500.00 | \$0.00 | \$9,500.00 | \$150.00 | \$1,500.00 | \$8,000.00 | 15.8 |
| 3.22 POSTAGE & UPS | \$2,000.00 | \$0.00 | \$2,000.00 | \$75.79 | \$812.18 | \$1,187.82 | 40.6 |
| 3.23 TRAVELING EXPENSE | \$3,000.00 | \$0.00 | \$3,000.00 | \$488.19 | \$2,584.82 | \$415.18 | 86.2 |
| 3.24 PROFESSIONAL MEETINGS | \$11,000.00 | \$0.00 | \$11,000.00 | \$1,336.64 | \$6,344.06 | \$4,655.94 | 57.7 |

| 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 | \$293.60 | \$2,265.02 | (\$265.02) | 113.3 |
| 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 | \$53.59 | \$10,279.15 | \$5,024.85 | 67.2 |
| 3.511 | MARKLE - GAS EXPENSE | \$2,304.00 | \$0.00 | \$2,304.00 | \$17.00 | \$34.13 | \$2,269.87 | 1.5 |
| 3.52 | ELECTRICITY | \$53,175.00 | \$0.00 | \$53,175.00 | \$12,639.03 | \$48,854.77 | \$4,320.23 | 91.9 |
| 3.521 | MARKLE - ELECTRIC | \$3,000.00 | \$0.00 | \$3,000.00 | \$211.36 | \$1,548.72 | \$1,451.28 | 51.6 |
| 3.53 | WATER | \$3,000.00 | \$0.00 | \$3,000.00 | \$185.54 | \$1,363.09 | \$1,636.91 | 45.4 |
| 3.54 | WASTE DISPOSAL SERVICES | \$3,750.00 | \$0.00 | \$3,750.00 | \$417.28 | \$3,365.62 | \$384.38 | 89.7 |
| 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 | \$490.26 | \$3,709.28 | \$1,090.72 | 77.3 |
| 3.621 | BUSINESS MACHINE MAINTENANCE | \$2,200.00 | \$0.00 | \$2,200.00 | \$445.11 | \$2,479.12 | (\$279.12) | 112.7 |
| 3.622 | CONTRACTED FACILITY MAINTENANCE | \$25,000.00 | \$0.00 | \$25,000.00 | \$675.00 | \$12,566.18 | \$12,433.82 | 50.3 |
| 3.623 | TECHNOLOGY LICENSE AGREEMENTS | \$20,000.00 | \$0.00 | \$20,000.00 | \$175.00 | \$16,375.23 | \$3,624.77 | 81.9 |
| 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 | \$59.00 | \$661.50 | \$4,338.50 | 13.2 |
| 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 | \$51,733.38 | \$251,546.91 | \$173,884.09 | 59.1 |
| 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 | \$79.84 | \$29,310.40 | \$689.60 | 97.7 |
| 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 | \$1,187.24 | \$19,333.88 | \$5,666.12 | 77.3 |
| 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 | \$2,981.41 | \$23,576.18 | \$11,423.82 | 67.4 |
| 4.511 ADULT GRAPHIC NOVELS | \$2,000.00 | \$0.00 | \$2,000.00 | \$666.71 | \$1,909.43 | \$90.57 | 95.5 |
| 4.52 CHILDREN'S FICTION | \$9,000.00 | \$0.00 | \$9,000.00 | \$1,424.39 | \$4,517.52 | \$4,482.48 | 50.2 |
| 4.521 CHILDREN'S EASY FICTION | \$28,000.00 | \$0.00 | \$28,000.00 | \$3,329.79 | \$7,745.89 | \$20,254.11 | 27.7 |
| 4.522 CHILDREN'S NON-FICTION | \$26,000.00 | \$0.00 | \$26,000.00 | \$66.69 | \$26,508.93 | (\$508.93) | 102.0 |
| 4.523 TODDLER BOOKS | \$2,500.00 | \$0.00 | \$2,500.00 | \$206.31 | \$834.83 | \$1,665.17 | 33.4 |
| 4.53 YA FICTION | \$11,200.00 | \$0.00 | \$11,200.00 | \$841.54 | \$8,557.81 | \$2,642.19 | 76.4 |
| 4.531 YA GRAPHIC NOVELS | \$2,500.00 | \$0.00 | \$2,500.00 | \$190.37 | \$2,945.70 | (\$445.70) | 117.8 |
| 4.532 YA NON-FICTION | \$3,300.00 | \$0.00 | \$3,300.00 | \$1,179.99 | \$2,917.47 | \$382.53 | 88.4 |
| 4.54 INDIANA ROOM BOOKS | \$3,000.00 | \$0.00 | \$3,000.00 | \$58.99 | \$371.77 | \$2,628.23 | 12.4 |
| 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 | \$0.00 | \$1,859.93 | (\$859.93) | 186.0 |
| 4.57 ADULT LARGE PRINT FICTION | \$8,000.00 | \$0.00 | \$8,000.00 | \$121.65 | \$4,152.97 | \$3,847.03 | 51.9 |
| 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 | \$846.50 | \$6,214.24 | \$5,785.76 | 51.8 |

| <i>Account # Description</i> | <i>Annual Appropriation</i> | <i>Change to Appropriation</i> | <i>Current Appropriation</i> | <i>Disbursements This Month</i> | <i>Disbursements YTD</i> | <i>Balance</i> | <i>Percent</i> |
|---------------------------------------|-----------------------------|--------------------------------|------------------------------|---------------------------------|--------------------------|---------------------|----------------|
| 4.71 ADULT DVD | \$15,000.00 | \$0.00 | \$15,000.00 | \$1,766.05 | \$9,840.44 | \$5,159.56 | 65.6 |
| 4.711 CHILDREN'S DVD | \$2,500.00 | \$0.00 | \$2,500.00 | \$687.38 | \$1,733.35 | \$766.65 | 69.3 |
| 4.72 ADULT AUDIOBOOKS | \$7,000.00 | \$0.00 | \$7,000.00 | \$29.96 | \$3,567.25 | \$3,432.75 | 51.0 |
| 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 | \$355.32 | \$481.58 | \$218.42 | 68.8 |
| 4.73 ADULT MUSIC | \$2,500.00 | \$0.00 | \$2,500.00 | \$813.11 | \$1,997.04 | \$502.96 | 79.9 |
| 4.731 CHILDREN'S MUSIC | \$800.00 | \$0.00 | \$800.00 | \$0.00 | \$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 | \$16,833.24 | \$171,802.27 | \$75,497.73 | 69.5 |
| Grand Total | \$1,843,846.00 | \$0.00 | \$1,843,846.00 | \$204,807.26 | \$1,266,530.49 | \$577,315.51 | 68.7 |

Approved by the State Board Of Accounts for Huntington City-Township Public Library on 1/1/1998.

Appropriation Report for 110 LIBRARY IMPROVEMENT RE

Huntington City-Township Public Library

Report Date: From 8/17/2015 To 9/21/2015

| Account # Description | Annual Appropriation | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD | Balance | Percent |
|--------------------------------------|-------------------------|----------------------------|--------------------------|-----------------------------|----------------------|-----------------------|------------|
| 3. Other Services and Charges | | | | | | | |
| 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 |
| 4. Capitol Outlays | | | | | | | |
| 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 1/1/1998.

Appropriation Report for 170 RAINY DAY FUND

Huntington City-Township Public Library

Report Date: From 8/17/2015 To 9/21/2015

| 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 | \$8,826.50 | \$8,826.50 | \$41,173.50 | 17.7 |
| 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 | \$0.00 | \$150,000.00 | \$8,826.50 | \$8,826.50 | \$141,173.50 | 5.9 |
| Grand Total | \$150,000.00 | \$0.00 | \$150,000.00 | \$8,826.50 | \$8,826.50 | \$141,173.50 | 5.9 |

Approved by the State Board Of Accounts for Huntington City-Township Public Library on 1/1/1998.