

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
October 19th, 2015
5:00pm

Special Meeting

1. Adoption of 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. Foundation – tabled to November pending information
 - C. Other
9. New Business
 - A. Ceiling repair – for action
 - B. Policy Review
 - I. Notary Public – for action
 - II. Purchasing – for action
 - C. Huntington remodeling – for discussion and possible action
 - D. Other
10. Public Input
11. Adjournment

**Huntington City-Township Public Library
Board of Trustees Meeting
October 19, 2015**

Present: Rebecca Lemons, Rex Baxter, Jamie Foday, Chad Lippe, Terry Miller, Fred Scheiber

Absent: John Branham, Peggy Caley

Visitors: Jessica Brown

Fred called the meeting to order.

Reading and Approval of Minutes: Chad moved to approve the minutes of the September 21st meeting and the public Budget Hearing, Terry seconded, and motion carried.

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

Report of the Librarian: Beka highlighted various items presented in her director's report. She went to Arkansas for a librarian conference and went to Carmel for an HR conference. We are pleased with the turnout for the Markle groundbreaking. The Book Sharing wagon program has started throughout the community, and it is receiving a great response.

Committee Reports: None

Communications: None

Unfinished Business:

A. Markle Update: The foundation is going in. The backfill was nearly half of what we budgeted. Things are progressing well.

B. Foundation: tabled to November pending information

New Business:

A. Ceiling Repair: We received a quote of \$40,000-\$42,000 from Michael Kinder Associates for the work. We requested that Beka get some quotes from other companies before making a decision.

B. Policy Review:

I. Notary Public – A few changes, some of which are state mandates, were made for this free service that our library offers. We have a notary on staff and offer the service to the public.

Terry moved to approve the policy, Chad seconded, and motion carried.

II. Purchasing – A few changes were made, most of which were mandated by the State Board of Accounts. Jamie moved to approve the new purchasing policy as presented, Chad seconded, and motion carried.

C. Huntington Remodeling: One of the main proposals of the remodeling project involves moving the Children's Department to the spot currently housing the Indiana Room, and a new Story Time/Activity Room would need to be created somewhere else. The Indiana Room would move to the end area where the Children's Room is currently. There are also some areas that would be moved, repurposed, and updated. Beka would like to talk to KrM. Terry mentioned that as we continue to see our building age, it is wise to update in sections. Beka mentioned that part of our Strategic Plan is to create welcoming and safe spaces. This project would be funded by gift monies (approximately \$200,000 available) and Rainy Day funds.

D. Other: Jamie requested that some type of flyers be distributed to the schools explaining the new school student card policy. Jamie is going to talk to Peggy regarding concerns about Board member meeting attendance.

Pubic Input: None

Fred adjourned the meeting.

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

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

Absent: Rex Baxter, Jamie Foday

Visitors: Jessica Brown

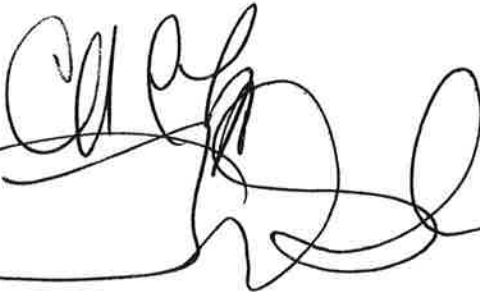
Peggy called the meeting to order at 5:00 P.M.

No public input.

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

Foday

T. Miller



Rex Baxter

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

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

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 we need to note that Chad seconded the motion to approve the strategic plan, 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 first 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:

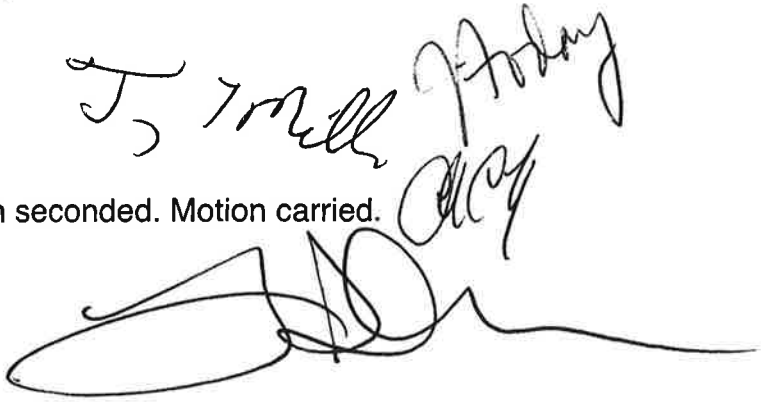
- I. Lost and Damaged Materials - Fred moved to approve. John seconded. Motion carried.
- II. Accounting Disaster Recovery - John moved to approve. Chad seconded. Motion carried.
- III. Capital Assets - Terry moved to approve. Chad seconded. Motion carried.

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
Monthly Report
October 2015

Director's Report

News and Updates

- Weekly meetings with the Department Heads continue.
- Karen Carpenter has been hired to fill the vacant Circulation Clerk position.
- Nick Stephens has been hired as the Markle Branch Manager. Nick has worked for us part time in the youth services department for the past 6 months. His training for the branch position will begin in November.
- The Markle groundbreaking on October 9th was a success with 48 people in attendance including State Representative Dan Leonard and County Commissioner Tom Wall.
- The first outing of our "Pass it On" book sharing program in downtown Huntington reached 46 people. We will have 5 more stops before the end of the month. We will evaluate the success of the program and make changes as needed in the next few months.
- I will be attending the Small and Medium Sized Libraries conference in Westfield on September 18th. There were some interesting conversations about user experience design and volunteers that will be helpful to me. I also went to Arkansas for the Association of Small and Rural Libraries from October 1st-3rd. I presented two management workshops at this conference with great success and many compliments. I also received a great deal of information on a variety of topics including several programming ideas that we will be implementing in the near future.
- On October 7th, the Department Heads, Supervisors, and I went to the IPLA conference in Carmel. This was a very informative day of management and behavior topics.
- The Department Heads have started to write staff evaluations based on the new pay-for-performance system. Evaluations will be given to staff in November and pay decisions will be made in December.

Meetings and Activities

September 23 rd	Quality and Process Improvement Committee
September 24 th	Training with Department Heads
September 25 th	Pre-construction meeting at Markle
September 28 th	Programming Committee
September 30 th -	
October 3 rd	ARSL Conference
October 6 th	ILF Legislative Fall Forum
October 7 th	IPLA Conference
October 8 th	Meeting with Department Heads to Start Staff Evaluations
October 14 th	NIDL Meeting
October 14 th	Quality and Process Improvement Committee
October 19 th	Budget Adoption Meeting
October 19 th	Library Board Meeting

Upcoming Meetings and Activities

October 23 rd	Continuous Improvement Meeting at Ligonier
October 29 th	Construction Meeting at Markle
November 4 th	ISL Bookkeeping Workshop
November 4 th	Quality and Process Improvement Committee
November 5 th	Literacy Coalition Board Meeting
November 9 th	Programming Committee
November 9 th	Library Board Meeting

Technical Services

Jessi

- Attended the Young Hoosier Book Award Fall meeting to review and nominate picture books for the YHBA List. The purpose of the Young Hoosier Book Award Program is to stimulate recreational reading among elementary and middle school/junior high school children. This is the third year she has been on the selection committee.
- Has begun training Jane to take over Audiobook Cataloging.
- Attended the Library Leadership Summit at Muncie Public Library.
- Met with the Programming Committee.
- Met with the ILF District 3 Conference Committee at Garrett Public Library.

Lori (Processing)

- Coordinated 152 items for ILL this month.

Deb (Acquisitions)

- Worked with Jane and Ingram to continue to tweak the pre-processing.

Devon (Marketing)

- Met with the Programming Committee.
- Met with QPI

Jane (Cataloging)

- Has begun training for Audiobook Cataloging.
- Attended the "Difference is You" Conference in Indianapolis.
- Met with QPI
- Worked with Deb and Ingram to continue to tweak the pre-processing.

Robert (IT)

- Attended the "Difference is You" Conference in Indianapolis.

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, an introduction to the horror genre for many, by Koryta. 15 participated.
- Pins & Needles was held on Monday October 6 and had 12 participants

- Fabulous Foodies featured “Slow Cooker and Crock Pots” in September, with 11 in attendance. “Appetizers” will be featured in October.
- Tami Moser, 15 year employee who was filling most of the hours in Markle, submitted her resignation and 2 weeks notice on September 25.. She will be moving on to a full time position with a counseling service located in Bluffton. Her last day was Friday, October 9. A staff carry-in was held as a good-bye party. She will be missed.
- 2 interviews were held on Tuesday, October 6 to fill the position of Part-time Circulation Clerk at Huntington. These second interviews were from the previous round of interviews held in September. Karen Carpenter of Markle will be hired. Karen will be working at Huntington beginning Monday, October 19. For the time being, Caprice Harrold, who is normally at Huntington, will be filling Tami’s hours in Markle.
- 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.
- On September 22, Jan Carnes, Library Services Mgr., Linda Smith, Reference Assistant, Jane Hohe, Robert Ritchie, both of Technical Services and Tami Moser Circulation Clerk attended a conference in Indianapolis sponsored by the Indiana State Library called “The Difference is You”. The target audience was staff members and those in leadership roles that wanted a refresher on leadership methods and technology.
- October 7, Jessi Brown, Lori VanOver, Kay Stine, Beka Lemons and Jan Carnes attended an IPLA workshop in Indianapolis on Leadership and Management.
- Reference:
- 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.* 72 attended and enjoyed speaking with the variety of community organizations that were represented, as well as eating the delicious tacos that were served as part of the program.
- An introductory computer class was held on Tuesday, October 13 from 1 – 2, presented by Robert Ritchie and Anna Brinegar. 5 people were in attendance.

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 ground-breaking ceremony was held at 4:30, Friday October 9. Several staff members and a total of about 50 people were in attendance. The architect's design board was on display, light refreshments were served and those in attendance had a chance to ask questions about the new facility. The design board will be on display at the Markle Branch. The book wagons were there and those in attendance were able to choose a book to take home. This program will be introduced in Huntington on October 12.

Youth Services

- Chess Club met on Oct. 8th
- Tween Scene (grades 4-6) met on Oct. 12th
- We have created "Book Bundles" where 4-6 books on a topic are bundled together for patrons to check out. Each bundle includes nonfiction and fiction books.
- Birthday Party Club (grades 1-4) was held on Sept. 28th
- Kay visited and presented a story time to two groups at Headstart
- Discovery Crew (grades 1-3) continued their weekly "Time Traveling Through the Decades" by exploring the 1950's on Sept. 23rd, the 1960's on Sept. 30th, the 1970's on Oct. 7th and the 1980's on Oct. 14th.
- Story Time is held each week with 6 sessions offered
- Kay visited Kid's Kampus for 3 Story Time sessions
- Jan presented a program at Boys and Girls Club
- Jan presented a Story Time at Little Blessings Daycare
- On October 7th, Kay attended a IPLA Conference in Carmel on "Advanced Management and Leadership Skills for Library Professionals"
- Paws to Read started their Saturday morning time for kids to read to therapy dogs on October 3. This program will be offered for 7 Saturdays in Oct. and Nov.
- Library staff along with our Jr. Volunteers face painted on Saturday and Sunday at the Annual Forks of the Wabash Pioneer Festival
- We set up a table on Saturday morning, Oct. 17th at the Huntington 7 Theater with library information and a display for outreach during their Saturday morning free movies
- Kay prepared for the library's Pumpkin Decorating Contest with categories for adults, groups and children. New this year is a staff category.
- Massive weeding is continual in the juvenile nonfiction area

Indiana Room

- Jackson Twp., Indiana trustee is cleaning up a cemetery and need info. about some of the older burials.
- A patron could not find a Civil War Soldier he was looking for - found him.
- A man from Maryland who we had helped several years ago stopped by with a very nice picture of his family farm and to "thank us".

- Father and daughter from CO, father on Hospice and not long to live, wanted to finish up his genealogy which we were able to do.
- Assisted a professor from the Department of Anthropology of Wayne State University, MI in locating articles on newspaper microfilm.
- Patron count - 269

Financial Report
Huntington City-Township Public Library
Report Dates = 9/21/2015 to 10/19/2015

<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	\$144,872.98	\$1,911,501.97	\$31,215.43	\$1,345,162.94	\$1,275,530.98
101 LIBRARY OPERATING FUND- INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,841,870.01	\$144,872.98	\$1,911,501.97	\$31,215.43	\$1,345,162.94	\$1,275,530.98
2. LIRF						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$1,590,341.81	\$18,158.00	\$18,158.00	\$148.15	\$1,702.93	\$1,573,886.74
111 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,590,341.81	\$18,158.00	\$18,158.00	\$148.15	\$1,702.93	\$1,573,886.74
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	\$19.73	\$54.38	\$169.00
130.01 GIFT (REGULAR)	\$2,712.69	\$0.00	\$0.00	\$1,724.38	\$1,894.82	\$4,607.51
130.02 FRIENDS OF THE LIBRARY	\$6,937.86	\$2,790.26	\$10,914.04	\$0.00	\$6,890.00	\$2,913.82
130.03 SPECIAL PURPOSES FUND	\$236.69	\$0.00	\$0.00	\$236.52	\$236.52	\$473.21
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	\$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	\$36.78	\$334.72	\$760.50
Subtotal	\$289,068.70	\$2,790.26	\$117,285.34	\$2,017.41	\$116,239.84	\$288,023.20
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	\$190.45	\$190.45	\$0.00	\$800.00	\$609.55
Subtotal	\$0.00	\$190.45	\$190.45	\$0.00	\$800.00	\$609.55
6. LSCA						
150.03 IND. STATE STUDENT ASSISTANCE	\$0.00	\$0.00	\$1,920.00	\$220.00	\$3,244.00	\$1,324.00
Subtotal	\$0.00	\$0.00	\$1,920.00	\$220.00	\$3,244.00	\$1,324.00

<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	\$195.00	\$260.00	\$65.00	\$325.00	\$65.00
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	\$22,360.78	\$881,187.28	\$944.76	\$709,619.44	\$983,987.26
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	\$22,555.78	\$1,581,447.28	\$1,009.76	\$1,559,944.44	\$2,085,052.26
9. Withholding						
200.01 FEDERAL TAX	\$0.00	\$7,301.09	\$76,205.04	\$7,301.09	\$76,205.04	\$0.00
200.02 FICA	\$0.00	\$4,899.40	\$50,893.04	\$4,899.40	\$50,893.04	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$0.00	\$19,597.51	\$2,077.42	\$21,674.93	\$2,077.42
200.04 COUNTY TAX	\$0.00	\$0.00	\$9,761.23	\$1,023.26	\$10,784.49	\$1,023.26
200.05 INSURANCE	\$576.90	\$1,649.15	\$13,827.49	\$1,614.38	\$13,270.66	\$20.07
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$698.00	\$6,649.00	\$698.00	\$6,649.00	\$0.00
200.07 UNITED WAY	\$0.00	\$158.04	\$1,106.28	\$105.36	\$1,106.28	\$0.00
200.08 GARNISHMENT	\$0.00	\$0.00	\$0.00	\$236.60	\$236.60	\$236.60
Subtotal	\$576.90	\$14,705.68	\$178,039.59	\$17,955.51	\$180,820.04	\$3,357.35
Grand Total	\$5,828,640.84	\$203,273.15	\$3,808,770.95	\$52,566.26	\$3,207,914.19	\$5,227,784.08

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 9/21/2015 To 10/19/2015

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	\$5,100.00	\$53,550.00	\$14,450.00	78.8
1.12 PROFESSIONAL ASSISTANTS	\$699,500.00	\$0.00	\$699,500.00	\$53,992.20	\$557,399.03	\$142,100.97	79.7
1.14 WAGES OF JANITORS	\$68,000.00	\$0.00	\$68,000.00	\$4,952.40	\$52,399.54	\$15,600.46	77.1
1.21 EMPLOYER'S SHARE-FICA	\$63,916.00	\$0.00	\$63,916.00	\$4,899.43	\$50,893.05	\$13,022.95	79.6
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	\$5,223.01	\$54,638.54	\$16,032.46	77.3
1.231 EMPLOYERS CONT PERF - EMPLOYEE	\$22,317.00	\$0.00	\$22,317.00	\$1,526.55	\$15,974.42	\$6,342.58	71.6
1.24 EMPLOYERS CONT. GROUP HEALTH INS.	\$99,910.00	\$5,100.00	\$105,010.00	\$8,703.11	\$97,267.48	\$7,742.52	92.6
1.25 EMPLOYER'S CONT LIFE INSURANCE	\$5,000.00	\$0.00	\$5,000.00	\$523.02	\$6,523.84	(\$1,523.84)	130.5
1.26 EMPLOYER'S CONT SHORT TERM DIS	\$6,000.00	\$0.00	\$6,000.00	\$627.40	\$6,421.67	(\$421.67)	107.0
1.27 EMPLOYER'S CONT LONG TERM DIS	\$5,300.00	\$0.00	\$5,300.00	\$541.92	\$5,617.58	(\$317.58)	106.0
1.28 OTHER EMPLOYEE BENEFITS	\$5,000.00	\$0.00	\$5,000.00	\$367.93	\$3,853.46	\$1,146.54	77.1
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	\$86,456.97	\$904,538.61	\$219,175.39	80.5

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	\$0.00	\$315.03	\$1,684.97	15.8
2.13	OTHER OFFICE SUPPLIES	\$35,000.00	\$0.00	\$35,000.00	\$951.08	\$16,352.72	\$18,647.28	46.7
2.21	OPERATING/CLEANING/SANITATION SUPPLIES	\$10,000.00	\$0.00	\$10,000.00	\$137.41	\$9,520.41	\$479.59	95.2
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	\$1,088.49	\$26,188.16	\$21,212.84	55.2
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	\$6,458.13	\$75,569.41	\$4,497.59	94.4
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	\$20.00	\$29,846.87	\$42,382.13	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	\$362.46	\$3,590.99	\$1,409.01	71.8
3.211	MARKLE - TELEPHONE	\$2,000.00	\$0.00	\$2,000.00	\$100.08	\$895.31	\$1,104.69	44.8
3.212	FAX EXPENSES	\$1,000.00	\$0.00	\$1,000.00	\$55.27	\$543.59	\$456.41	54.4
3.213	T1 ACCESS - HCTPL	\$18,000.00	(\$2,200.00)	\$15,800.00	\$727.50	\$8,002.50	\$7,797.50	50.6
3.2131	T1 ACCESS - MARKLE	\$9,500.00	\$0.00	\$9,500.00	\$150.00	\$1,650.00	\$7,850.00	17.4
3.22	POSTAGE & UPS	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$812.18	\$1,187.82	40.6
3.23	TRAVELING EXPENSE	\$3,000.00	\$0.00	\$3,000.00	\$1,074.02	\$3,658.84	(\$658.84)	122.0
3.24	PROFESSIONAL MEETINGS	\$11,000.00	\$0.00	\$11,000.00	\$221.00	\$6,565.06	\$4,434.94	59.7

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	\$159.38	\$2,424.40	(\$424.40)	121.2
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	\$5,851.00	\$8,638.00	\$18,362.00	32.0
3.51	GAS	\$15,304.00	\$0.00	\$15,304.00	\$88.91	\$10,368.06	\$4,935.94	67.7
3.511	MARKLE - GAS EXPENSE	\$2,304.00	\$0.00	\$2,304.00	\$17.00	\$51.13	\$2,252.87	2.2
3.52	ELECTRICITY	\$53,175.00	\$0.00	\$53,175.00	\$5,323.91	\$54,178.68	(\$1,003.68)	101.9
3.521	MARKLE - ELECTRIC	\$3,000.00	\$0.00	\$3,000.00	\$178.60	\$1,727.32	\$1,272.68	57.6
3.53	WATER	\$3,000.00	\$0.00	\$3,000.00	\$181.78	\$1,544.87	\$1,455.13	51.5
3.54	WASTE DISPOSAL SERVICES	\$3,750.00	\$0.00	\$3,750.00	\$408.31	\$3,773.93	(\$23.93)	100.6
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	\$3,347.18	\$7,056.46	(\$2,256.46)	147.0
3.621	BUSINESS MACHINE MAINTENANCE	\$2,200.00	\$0.00	\$2,200.00	\$156.54	\$2,635.66	(\$435.66)	119.8
3.622	CONTRACTED FACILITY MAINTENANCE	\$25,000.00	\$0.00	\$25,000.00	\$2,242.99	\$14,809.17	\$10,190.83	59.2
3.623	TECHNOLOGY LICENSE AGREEMENTS	\$20,000.00	\$0.00	\$20,000.00	\$3,320.00	\$19,695.23	\$304.77	98.5
3.624	TECHNOLOGY MAINTENANCE	\$20,000.00	\$0.00	\$20,000.00	\$8,063.00	\$12,859.00	\$7,141.00	64.3
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	\$100.00	\$761.50	\$4,238.50	15.2
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	\$38,607.06	\$290,153.97	\$135,277.03	68.2
4. Capitol Outlays							
4.1 LAND	\$1,000.00	(\$1,000.00)	\$0.00	\$316.25	\$316.25	(\$316.25)	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	\$219.00	\$29,529.40	\$470.60	98.4
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	\$2,111.71	\$21,445.59	\$3,554.41	85.8
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	\$3,309.81	\$26,885.99	\$8,114.01	76.8
4.511 ADULT GRAPHIC NOVELS	\$2,000.00	\$0.00	\$2,000.00	\$116.35	\$2,025.78	(\$25.78)	101.3
4.52 CHILDREN'S FICTION	\$9,000.00	\$0.00	\$9,000.00	\$610.15	\$5,127.67	\$3,872.33	57.0
4.521 CHILDREN'S EASY FICTION	\$28,000.00	\$0.00	\$28,000.00	\$1,445.14	\$9,191.03	\$18,808.97	32.8
4.522 CHILDREN'S NON-FICTION	\$26,000.00	\$0.00	\$26,000.00	\$46.24	\$26,555.17	(\$555.17)	102.1
4.523 TODDLER BOOKS	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$834.83	\$1,665.17	33.4
4.53 YA FICTION	\$11,200.00	\$0.00	\$11,200.00	\$1,542.11	\$10,099.92	\$1,100.08	90.2
4.531 YA GRAPHIC NOVELS	\$2,500.00	\$0.00	\$2,500.00	\$267.51	\$3,213.21	(\$713.21)	128.5
4.532 YA NON-FICTION	\$3,300.00	\$0.00	\$3,300.00	\$180.50	\$3,097.97	\$202.03	93.9
4.54 INDIANA ROOM BOOKS	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$371.77	\$2,628.23	12.4
4.55 REFERENCE	\$3,000.00	\$0.00	\$3,000.00	\$216.00	\$2,592.86	\$407.14	86.4
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	\$72.09	\$4,225.06	\$3,774.94	52.8
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	\$297.20	\$6,511.44	\$5,488.56	54.3

<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	\$1,571.94	\$11,412.38	\$3,587.62	76.1
4.711 CHILDREN'S DVD	\$2,500.00	\$0.00	\$2,500.00	\$205.09	\$1,938.44	\$561.56	77.5
4.72 ADULT AUDIOBOOKS	\$7,000.00	\$0.00	\$7,000.00	\$1,941.35	\$5,508.60	\$1,491.40	78.7
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	\$35.48	\$517.06	\$182.94	73.9
4.73 ADULT MUSIC	\$2,500.00	\$0.00	\$2,500.00	\$180.55	\$2,177.59	\$322.41	87.1
4.731 CHILDREN'S MUSIC	\$800.00	\$0.00	\$800.00	\$11.99	\$294.24	\$505.76	36.8
4.74 ART PRINTS	\$4,000.00	\$0.00	\$4,000.00	\$3,985.00	\$3,985.00	\$15.00	99.6
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	\$18,681.46	\$190,483.73	\$56,816.27	77.0
Grand Total	\$1,843,846.00	\$0.00	\$1,843,846.00	\$144,833.98	\$1,411,364.47	\$432,481.53	76.5

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 9/21/2015 To 10/19/2015

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	\$18,158.00	\$18,158.00	\$481,842.00	3.6
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	\$18,158.00	\$18,158.00	\$1,320,058.00	1.4
Grand Total	\$1,339,216.00	\$0.00	\$1,339,216.00	\$18,158.00	\$18,158.00	\$1,321,058.00	1.4

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 9/21/2015 To 10/19/2015

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	\$6,620.00	\$6,620.00	\$43,380.00	13.2
4.3 IMPROVE OTHER THAN BUILDINGS	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$8,826.50	\$41,173.50	17.7
4.4 FURNITURE & EQUIPMENT	\$50,000.00	\$0.00	\$50,000.00	\$15,740.78	\$15,740.78	\$34,259.22	31.5
Subtotal	\$150,000.00		\$150,000.00	\$22,360.78	\$31,187.28	\$118,812.72	20.8
Grand Total	\$150,000.00	\$0.00	\$150,000.00	\$22,360.78	\$31,187.28	\$118,812.72	20.8

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