

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees  
November 9th, 2015  
5:00pm

1. Call to Order
2. Reading and Approval of Minutes
  - A. Budget Adoption Meeting
  - B. Regular Meeting
3. Reading and Approval of Financial Report
4. Approval of Bills
5. Report of the Librarian
6. Committee Reports
  - A. Benefits Committee-Insurance Renewal
7. Communications
8. Unfinished Business
  - A. Markle Update
  - B. Contract for Ceiling Repair
  - C. Fee for Remodeling Plan
  - D. Foundation
  - E. Other
9. New Business
  - A. Authorization of payments
  - B. Closing for Staff Training
  - C. Election of Officers for 2016
  - D. Policy Review
    - I. Inter-library Loan
  - E. Other
10. Public Input
11. Adjournment

**Huntington City-Township Public Library  
Board of Trustees Meeting  
November 9, 2015**

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

**Absent:** Rex Baxter

**Visitors:** Jessica Brown

Peggy called the meeting to order.

**Reading and Approval of Minutes:** Fred moved to approve the minutes of the October 29<sup>th</sup> Special Meeting and the Board Meeting, Terry seconded, and motion carried.

**Reading and Approval of Financial Report:** There were some questions and discussion about several areas of the budget where we went over our yearly appropriations, and Beka explained how these are corrected for next year. John moved to approve the financial report and bills, Terry seconded, motion carried.

**Approval of Bills:** John moved to approve the bills, Fred seconded, and motion carried.

**Report of the Librarian:** Beka highlighted various items presented in her director's report. The October circulation report reflects another record high. There were 102 new patrons registered in October! We have reached almost 300 people with the Book Share program. Another exciting change is the addition of magazines to the digital collection for checkout.

**Committee Reports:**

**A. Benefits Committee:** The committee is making final changes to the evaluation tool for the library director. Regarding insurance, our health insurance plan will see an increase of 7.6%. Beka reviewed/explained the recommendation for the renewal of the employee insurance benefits package. Fred moved to approve the insurance renewal plans as presented by Beka, Chad seconded, and motion carried.

**Communications:** None

**Unfinished Business:**

**A. Markle Update:** The foundation is going in, and pictures are being posted and updated on our Facebook page. Peggy reported that the walls and trusses will go up in a coordinated timeline.

**B. Contract for Ceiling Repair:** Beka contacted more firms for quotes. Of new quotes received, Shawnee Construction was the most thorough and came in at \$23,815; Kinder then came back and revised their bid to \$31,001. Beka recommends going with Kinder, as they seem more knowledgeable about the requirements of this job and have done previous work on our library. Terry moved to hire Kinder for the ceiling repair job, Fred seconded, and motion carried, with one vote in opposition.

**C. Fee for Remodeling Plan:** Beka talked to Kevin Montgomery about her vision and plans for the main library remodeling project. He proposed doing a schematic design from which we can choose the options we want to pursue. She asked for a fixed fee, which he said would be \$20,00 for the schematics and \$35,000 for the design development. Fred suggested that we table it until we are finished with the Markle project. John suggested that Kevin come to a meeting towards the beginning of the year and make a presentation of what his work would involve.

**D. Foundation:** Beka recommended tabling until next month, as it is not urgent.

**New Business:**

**A. Authorization of Payments:** Beka requested authorization for the Markle project looking forward, as long as they align with the original bid, so that we do not need to wait for Board meetings to approve payments. (We anticipate approximately \$250,000 of our construction bid to still be paid in 2015.) She would also like approval to authorize change orders over \$10,000, but it was decided that if this happens, Beka will call a Board meeting. John moved to authorize the construction draws, Terry seconded, and motion carried.

**B. Closing for Staff Training :** Beka requested the library be closed for staff training on Friday, December 11. Terry moved to approve, John seconded, and motion carried.

**C. Election of Officers for 2016:** tabled until December meeting

**D. Policy Review:** Beka explained the new Inter-library Loan Policy. John moved to approve the new Inter-library Loan Policy, Terry seconded, and motion carried.

**E. Other:** Terry, under the suggestion of our Bookkeeper Jeri Davis, explained that he will be signing five blank checks ahead of time that she can use in the event that he is not able to come in to the library at the time they are needed. Chad recommended that Terry keep the stubs as a record of which check numbers he signed ahead, so that he can monitor this when he signs the vouchers.

**Pubic Input:** None

John moved to adjourn the meeting, Terry seconded, motion carried.

**Huntington City-Township Public Library  
Special 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.

**Adoption of the 2016 Budget:** Chad moved to accept the 2016 Budget as presented. Terry seconded, and motion carried.

Chad moved to adjourn, Jamie seconded, and motion carried.

**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 21<sup>st</sup> 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.

A collection of handwritten signatures in black ink. On the left side, there are four signatures stacked vertically: 'P. Calvey', 'Fred', 'J. Mill', and 'Fred'. On the right side, there are three signatures stacked vertically: 'J. A. Paul', 'Chad', and 'Fred'.

Huntington City-Township Public Library  
Monthly Report  
November 2015

**Director's Report**

**News and Updates**

- Weekly meetings with the Department Heads continue.
- October checkouts set a six year record high. This is the third month in a row that we have reached this milestone. I anticipate that we will easily reach our low goal of 150,000 checkouts this year and we will be very close to our mid-level goal of 175,000.
- We had 102 new patrons registered in October.
- Our 'Pass It On' book sharing program reached nearly 300 people. We will assess the program and make changes. We hope to continue to take the program out of the building at least once a month.
- Staff evaluations have been written. These will be given to staff throughout the month of November. We will make pay decisions in early December.
- I met with Kevin Montgomery from krM Architecture to talk about plans for renovations in Huntington.
- The NIDL group agreed to add digital magazines to our Overdrive collection. 27 different titles are now available for patrons to download.
- We are currently working on purchasing updated materials as an opening day collection for Markle.
- Seven library staff members, including myself, will be attending the Indiana Library Federation State Conference from November 16-18. I will be presenting a program on Managing Employees and Performance Evaluations.
- I have been elected for a second term as the President of the Huntington County Literacy Coalition Board.

**Meetings and Activities**

October 28 <sup>th</sup>	Met with Kevin Montgomery
November 4 <sup>th</sup>	ISL Bookkeeping Workshop
November 5 <sup>th</sup>	Literacy Coalition Board Meeting
November 9 <sup>th</sup>	Programming Committee
November 9 <sup>th</sup>	Library Board Meeting

**Upcoming Meetings and Activities**

November 11 <sup>th</sup>	Quality and Process Improvement Committee
November 12 <sup>th</sup>	Construction Meeting
November 16 <sup>th</sup> -18 <sup>th</sup>	ILF Conference
November 23 <sup>rd</sup>	Construction Meeting
November 25 <sup>th</sup>	Quality and Process Improvement Committee
November 26 <sup>th</sup>	Closed for Thanksgiving
December 3 <sup>rd</sup>	Literacy Coalition Board Meeting
December 10 <sup>th</sup>	Construction Meeting

December 11 <sup>th</sup>	Staff In-service Day
December 14 <sup>th</sup>	Programming Committee
December 16 <sup>th</sup>	Quality and Process Improvement Committee
December 21 <sup>st</sup>	Construction Meeting
December 21 <sup>st</sup>	Library Board Meeting

## Technical Services

### Jessi

- Attended IPLA with the other department heads
- Had a review published in the October 15<sup>th</sup> issue of Library Journal
- Attended MCLS at Allen County Public Library
- Completed the Employee Evaluations for Tech Services Department
- Attended the NIDL Meeting
- Attended the Huntington Prevention Taskforce Meeting at Victory Noll
- Completed the Technology Plan
- Participated in the community Book Wagon (twice)
- Took a Lynda.com Course

### Lori (Processing)

- Completed a webinar regarding collection development

### Deb (Acquisitions)

- Attended the NIDL Meeting

### Devon (Marketing)

#### General Marketing

- NaNoWriMo Write-Ins, Writing Workshop
- Teen Read Week
- Banned Books Week
- Computer Basics Class
- Teen Halloween Party
- November email newsletter
- November/December bi-monthly print newsletter
- November TAB ad
- Pass It On Book Sharing Program

#### Other Marketing/Graphic Design

- Created online registration form for patrons, as well as canned response emails for circ staff
- Researched ways to use Friends of the Library funds for library marketing
- Researched letterhead costs when printed out of library versus in-house; decided printing in-house is cheaper and more flexible; ordered high-quality but affordable paper and envelopes that work the best with our printer for a professional look
- Refreshed the library's brand to bold, bright colors
- Carried the library's new colors throughout the website, simplifying its layout in the process

### Other Tasks

- Passed out books from the Pass it On wagon 3 times in various locations around town
- Created a new Memorials donation procedure with Jane, Jan Perkins for QPI
- Brainstormed and sketched ideas for the Huntington Renovation for QPI

### Jane (Cataloging)

- Participated in the community Book Wagon (twice)
- Had a QPI meeting
- Submitted new cataloging and processing forms for Ingram
- Setting up preprocessing and cataloging for Rainbow Books and Lookbook Indiana vendors.
- Interviewed with a student studying for his MLS.

### Robert (IT)

- Updated the laptops for the Computer Basics class.
- Consulted on the Technology Plan

### Library Services

- The Fiction Lovers Book Club title for October was So Cold the River, an introduction to the horror genre for many, by Koryta. 15 participated.
- The Fiction Lovers Book Club title for November 13 will be by Elizabeth Moon Trading in Danger
- Pins & Needles was held on Monday November 2 and had 10 participants.
- Fabulous Foodies featured "Appetizers" was featured in October with 9 in attendance. The November meeting, moved to November 19 due to Thanksgiving, will feature "Cookies and Candies" with a "Sweets and Treats Swap".
- The Pumpkin decorating contest went very well. Creative entries came from 13 adults.
- A presentation by Linda Urshel on October 8 on "Halloween Folklore and Urban Legends was attended by 7 people.
- On the 26<sup>th</sup> of October Paranormal 101 had 20 in attendance. The topic was ghost hunting by Fort Wayne's ParaSisters.
- Ann Brinegar has also been hosting the NaNoWriMo Write-in sessions on Tuesday nights through November for teens & adults who have the goal write a novel. Del Doughty of Huntington University was present to give guidance at the initial meeting on November 3, and on subsequent Tuesdays participants just gather and concentrate on their own work. The library offers a place for collaboration, if desired, by those participants, as well as laptops, if needed, or just encouragement from those with a similar goal.
- Caprice Harrold will be presenting an Altered Book Program on Thursday November 5 at 6.
- International Games Day will be held in Huntington November 21 from 10-4 for all ages.
- Linda Smith will be presenting a program on Monday November 30 "Candy making for Gift giving" at 6:00.
- 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.



- The Friends of the Library have an on-going paperback sale through the month of November. All paperbacks for sale in their area are 10 cents. It is very popular with patrons and has been going extremely well.

Reference:

- Linda and Anna are excited to promote the digital magazines from Overdrive/NIDL.

Markle:

- Interviews for the position of Markle Branch Manager were held on October 9. 4 applicants were interviewed and Nick Stephan, current employee working in the Youth Services Department, was chosen. He began training at the Circulation and Reference Desks on November 2. He will continue to work in the Youth Services Department. Beka will also be working with him on Management skills and other areas that he will have to know to take this position the first of the year. He is enthusiastic and excited about this new venture.
- Markle had 1 adult entry in the Pumpkin Decoration Contest and several children's entries.
- International Game Day will be November 21 from 9:30-2.

**Youth Services**

- Youth Services held a Team Meeting Oct. 19<sup>th</sup>
- Kay prepared evaluations for the 5 Youth Services staff members. One meeting has taken place with 4 more scheduled through the next 2 weeks.
- On **Make a Difference Day** (Oct. 24<sup>th</sup>) the Huntington Altrusa Club came to the library to assist in making 80 Hospital Packs containing library information, a book and fun activities to be distributed at Huntington Hospital for children admitted overnight.
- Kay Stine, Joan Sherlock and Nick Stephan went to various locations with the Book Wagon.
- Nazarene preschool and their parents visited for a special Story Time on October 22<sup>nd</sup>.
- Songrown preschool enjoyed a special Story Time for their monthly visit.
- We have continued the "Book Bundles" where 4-6 books on a topic are bundled together for patrons to check out. Each bundle includes nonfiction and fiction books. We have moved the bundles to various spots in the department.
- 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 1990's on Oct. 21<sup>st</sup> and the FUTURE on Oct. 28<sup>th</sup>. For the ending session we created a time line of the decades on the wall and the students played a game by placing pictures on the appropriate decade. They dreamed about what life in the future might be like by drawing pictures of future inventions. (One student drew many colors on the paper and in the future you point to a color and your hair is that color for that day. Another drew what a combine might look like in the future to help harvest more crops at once!)
- Story Time continues each week with 6 sessions offered
- Kay visited Kid's Kampus for 3 Story Time sessions
- Paws to Read continued their Saturday morning time for kids to read to therapy dogs. This program will be offered through November 14<sup>th</sup>.

- Youth Services counted the votes and declared winners in our Pumpkin Decorating Contest after two days of judging by our patrons here and at Markle.
- Massive weeding is continual in the juvenile nonfiction area.
- We had two passive dinosaurs activities from Oct. 20<sup>th</sup>-Nov. 5<sup>th</sup> to correspond with our Story Time theme:
  1. Children could combine cards to make pictured dinosaurs or use the cards to create their own.
  2. Students could measure the width of a Stegosaurus using paper clips, small sticks, regular popsicle sticks, plastic teddy bears, legos and of course a ruler.
- We changed the passive dinosaur display with two new activities:
  1. Match dinosaur models with dinosaur pictures and names.
  2. Use stencils to draw dinosaurs on a scenery.
- We held a Teen Halloween party with 42 Young Adults attending.
- Created a Teen passive program of Origami.
- We set up a Halloween display of library materials and then also a Thanksgiving display in Children's and Young Adult areas.

#### **Indiana Room**

- Assisted a patron about the previous owners of the house he is living in now.
- Found information on the LaFontaine Golf Course for a person who wants to write a book.
- Man from VA stopped by to tell us the tombstone we helped him with has been set in North Manchester and he is well satisfied.
- Room count - 270

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

Report Dates = **10/19/2015** to **11/9/2015**

<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>
<b>1. Operating Fund</b>						
100 OPERATING	\$1,841,870.01	\$546,560.82	\$2,458,062.79	\$503,197.32	\$1,848,485.77	\$1,232,292.99
101 LIBRARY OPERATING FUND- INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$1,841,870.01</b>	<b>\$546,560.82</b>	<b>\$2,458,062.79</b>	<b>\$503,197.32</b>	<b>\$1,848,485.77</b>	<b>\$1,232,292.99</b>
<b>2. LIRF</b>						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$1,590,341.81	\$0.00	\$18,158.00	\$0.00	\$1,702.93	\$1,573,886.74
111 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$1,590,341.81</b>	<b>\$0.00</b>	<b>\$18,158.00</b>	<b>\$0.00</b>	<b>\$1,702.93</b>	<b>\$1,573,886.74</b>
<b>3. Bond &amp; Interest</b>						
121 BOND & INTEREST - INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
122 BOND & INTEREST REDEMPTION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>3.1 Building Project Fund</b>						
180 CONSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>4. Gift Funds</b>						
130 MARKLE - GIFT	\$114.62	\$0.00	\$0.00	\$0.00	\$54.38	\$169.00
130.01 GIFT (REGULAR)	\$2,712.69	\$228.67	\$228.67	\$17.95	\$1,915.77	\$4,399.79
130.02 FRIENDS OF THE LIBRARY	\$6,937.86	\$385.27	\$11,299.31	\$0.00	\$6,890.00	\$2,528.55
130.03 SPECIAL PURPOSES FUND	\$236.69	\$0.00	\$0.00	\$0.00	\$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	\$38.01	\$372.73	\$798.51
<b>Subtotal</b>	<b>\$289,068.70</b>	<b>\$613.94</b>	<b>\$117,899.28</b>	<b>\$55.96</b>	<b>\$116,298.80</b>	<b>\$287,468.22</b>
<b>5. Grants</b>						
124 STATE TECH GRANT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
125 IN COMM ON PUB RECORD/SHRAB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
126 IN COMM ON PUB REC/MICROFILM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
127 INDIANA HUMANITIES	\$0.00	\$0.00	\$190.45	\$0.00	\$800.00	\$609.55
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$190.45</b>	<b>\$0.00</b>	<b>\$800.00</b>	<b>\$609.55</b>
<b>6. LSCA</b>						
150.03 IND. STATE STUDENT ASSISTANCE	\$0.00	\$0.00	\$1,920.00	\$220.00	\$3,464.00	\$1,544.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,920.00</b>	<b>\$220.00</b>	<b>\$3,464.00</b>	<b>\$1,544.00</b>

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
<b>7. Levy Excess</b>						
161 LEVY EXCESS - OPERATING	\$228.32	\$0.00	\$228.32	\$0.00	\$0.00	\$0.00
162 LEVY EXCESS - BOND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$228.32</b>	<b>\$0.00</b>	<b>\$228.32</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>8. Other Funds</b>						
163 PLAC FUND	\$0.00	\$0.00	\$260.00	\$0.00	\$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	\$0.00	\$881,187.28	\$792.54	\$710,411.98	\$984,779.80
171 RAINY DAY INVESTMENT	\$951,000.00	\$0.00	\$700,000.00	\$0.00	\$850,000.00	\$1,101,000.00
<b>Subtotal</b>	<b>\$2,106,555.10</b>	<b>\$0.00</b>	<b>\$1,581,447.28</b>	<b>\$792.54</b>	<b>\$1,560,736.98</b>	<b>\$2,085,844.80</b>
<b>9. Withholding</b>						
200.01 FEDERAL TAX	\$0.00	\$3,530.06	\$79,735.10	\$3,530.06	\$79,735.10	\$0.00
200.02 FICA	\$0.00	\$2,375.43	\$53,268.47	\$2,375.43	\$53,268.47	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$3,084.07	\$22,681.58	\$1,006.65	\$22,681.58	\$0.00
200.04 COUNTY TAX	\$0.00	\$1,517.45	\$11,278.68	\$494.19	\$11,278.68	\$0.00
200.05 INSURANCE	\$576.90	\$0.00	\$13,827.49	\$438.62	\$13,709.28	\$458.69
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$349.00	\$6,998.00	\$349.00	\$6,998.00	\$0.00
200.07 UNITED WAY	\$0.00	\$0.00	\$1,106.28	\$52.68	\$1,158.96	\$52.68
200.08 GARNISHMENT	\$0.00	\$354.90	\$354.90	\$118.30	\$354.90	\$0.00
<b>Subtotal</b>	<b>\$576.90</b>	<b>\$11,210.91</b>	<b>\$189,250.50</b>	<b>\$8,364.93</b>	<b>\$189,184.97</b>	<b>\$511.37</b>
<b>Grand Total</b>	<b>\$5,828,640.84</b>	<b>\$558,385.67</b>	<b>\$4,367,156.62</b>	<b>\$512,630.75</b>	<b>\$3,720,673.45</b>	<b>\$5,182,157.67</b>

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 10/19/2015 To 11/9/2015

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF DIRECTOR	\$68,000.00	\$0.00	\$68,000.00	\$2,550.00	\$56,100.00	\$11,900.00	82.5
1.12 PROFESSIONAL ASSISTANTS	\$699,500.00	\$0.00	\$699,500.00	\$26,025.09	\$583,424.12	\$116,075.88	83.4
1.14 WAGES OF JANITORS	\$68,000.00	\$0.00	\$68,000.00	\$2,476.20	\$54,875.74	\$13,124.26	80.7
1.21 EMPLOYER'S SHARE-FICA	\$63,916.00	\$0.00	\$63,916.00	\$2,375.42	\$53,268.47	\$10,647.53	83.3
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	\$2,611.76	\$57,250.30	\$13,420.70	81.0
1.231 EMPLOYERS CONT PERF - EMPLOYEE	\$22,317.00	\$0.00	\$22,317.00	\$763.35	\$16,737.77	\$5,579.23	75.0
1.24 EMPLOYERS CONT. GROUP HEALTH INS.	\$99,910.00	\$5,100.00	\$105,010.00	\$0.00	\$97,267.48	\$7,742.52	92.6
1.25 EMPLOYER'S CONT LIFE INSURANCE	\$5,000.00	\$0.00	\$5,000.00	\$129.03	\$6,652.87	(\$1,652.87)	133.1
1.26 EMPLOYER'S CONT SHORT TERM DIS	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$6,421.67	(\$421.67)	107.0
1.27 EMPLOYER'S CONT LONG TERM DIS	\$5,300.00	\$0.00	\$5,300.00	\$0.00	\$5,617.58	(\$317.58)	106.0
1.28 OTHER EMPLOYEE BENEFITS	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$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
<b>Subtotal</b>	<b>\$1,123,714.00</b>	<b>\$0.00</b>	<b>\$1,123,714.00</b>	<b>\$36,930.85</b>	<b>\$941,469.46</b>	<b>\$182,244.54</b>	<b>83.8</b>
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	0.0

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
2.12	STATIONARY & SUPPLIES	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$315.03	\$1,684.97	15.8
2.13	OTHER OFFICE SUPPLIES	\$35,000.00	\$0.00	\$35,000.00	\$799.64	\$17,152.36	\$17,847.64	49.0
2.21	OPERATING/CLEANING/SANITATION SUPPLIES	\$10,000.00	\$0.00	\$10,000.00	\$91.08	\$9,611.49	\$388.51	96.1
2.31	BUILDING MATL. & SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
2.32	PAINT & PAINTING SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
2.33	REPAIR PARTS	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
2.34	OTHER REPAIR & MAINT. SUPPLIES	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
	<b>Subtotal</b>	<b>\$47,401.00</b>		<b>\$47,401.00</b>	<b>\$890.72</b>	<b>\$27,078.88</b>	<b>\$20,322.12</b>	<b>57.1</b>
<b>3. Other Services and Charges</b>								
3.11	CONSULTING SERVICES	\$1,000.00	(\$1,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.12	ENG. AND ARCH. SERVICES	\$2,000.00	\$78,067.00	\$80,067.00	\$0.00	\$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	\$0.00	\$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	\$0.00	\$3,590.99	\$1,409.01	71.8
3.211	MARKLE - TELEPHONE	\$2,000.00	\$0.00	\$2,000.00	\$36.75	\$932.06	\$1,067.94	46.6
3.212	FAX EXPENSES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$543.59	\$456.41	54.4
3.213	T1 ACCESS - HCTPL	\$18,000.00	(\$2,200.00)	\$15,800.00	\$0.00	\$8,002.50	\$7,797.50	50.6
3.2131	T1 ACCESS - MARKLE	\$9,500.00	\$0.00	\$9,500.00	\$0.00	\$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	\$72.44	\$3,731.28	(\$731.28)	124.4
3.24	PROFESSIONAL MEETINGS	\$11,000.00	\$0.00	\$11,000.00	\$2,123.18	\$8,688.24	\$2,311.76	79.0

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	\$30.00	\$2,454.40	(\$454.40)	122.7
3.32	PRINTING, OTHER THAN OFFICE	\$5,000.00	(\$4,000.00)	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.41	OFFICIAL BONDS	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.42	OTHER INSURANCE	\$27,000.00	\$0.00	\$27,000.00	\$232.00	\$8,870.00	\$18,130.00	32.9
3.51	GAS	\$15,304.00	\$0.00	\$15,304.00	\$0.00	\$10,368.06	\$4,935.94	67.7
3.511	MARKLE - GAS EXPENSE	\$2,304.00	\$0.00	\$2,304.00	\$22.57	\$73.70	\$2,230.30	3.2
3.52	ELECTRICITY	\$53,175.00	\$0.00	\$53,175.00	\$0.00	\$54,178.68	(\$1,003.68)	101.9
3.521	MARKLE - ELECTRIC	\$3,000.00	\$0.00	\$3,000.00	\$132.68	\$1,860.00	\$1,140.00	62.0
3.53	WATER	\$3,000.00	\$0.00	\$3,000.00	\$181.78	\$1,726.65	\$1,273.35	57.6
3.54	WASTE DISPOSAL SERVICES	\$3,750.00	\$0.00	\$3,750.00	\$407.89	\$4,181.82	(\$431.82)	111.5
3.61	BUILDINGS AND STRUCTURES	\$15,000.00	(\$15,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.62	EQUIPMENT-REP. & MAINTENANCE	\$4,800.00	\$0.00	\$4,800.00	\$0.00	\$3,709.28	\$1,090.72	77.3
3.621	BUSINESS MACHINE MAINTENANCE	\$2,200.00	\$0.00	\$2,200.00	\$203.56	\$2,839.22	(\$639.22)	129.1
3.622	CONTRACTED FACILITY MAINTENANCE	\$25,000.00	\$0.00	\$25,000.00	\$1,715.75	\$19,872.10	\$5,127.90	79.5
3.623	TECHNOLOGY LICENSE AGREEMENTS	\$20,000.00	\$0.00	\$20,000.00	\$175.00	\$19,870.23	\$129.77	99.4
3.624	TECHNOLOGY MAINTENANCE	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$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	\$1,162.18	\$1,923.68	\$3,076.32	38.5
3.92	INTEREST ON TEMPORARY LOANS	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	0.0
3.93	TAXES & ASSESSMENTS	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	0.0

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.94	TRANSFER TO LIRF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
	<b>Subtotal</b>	\$387,064.00	\$38,367.00	\$425,431.00	\$6,495.78	\$296,649.75	\$128,781.25	69.7
<b>4. Capitol Outlays</b>								
4.1	LAND	\$1,000.00	(\$1,000.00)	\$0.00	\$0.00	\$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	\$0.00	\$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	\$509.85	\$21,955.44	\$3,044.56	87.8
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	\$354.52	\$27,240.51	\$7,759.49	77.8
4.511	ADULT GRAPHIC NOVELS	\$2,000.00	\$0.00	\$2,000.00	\$74.28	\$2,100.06	(\$100.06)	105.0
4.52	CHILDREN'S FICTION	\$9,000.00	\$0.00	\$9,000.00	\$73.17	\$5,200.84	\$3,799.16	57.8
4.521	CHILDREN'S EASY FICTION	\$28,000.00	\$0.00	\$28,000.00	\$78.01	\$9,269.04	\$18,730.96	33.1
4.522	CHILDREN'S NON-FICTION	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$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	\$113.31	\$10,213.23	\$986.77	91.2
4.531	YA GRAPHIC NOVELS	\$2,500.00	\$0.00	\$2,500.00	\$89.41	\$3,302.62	(\$802.62)	132.1
4.532	YA NON-FICTION	\$3,300.00	\$0.00	\$3,300.00	\$0.00	\$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	\$0.00	\$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	\$0.00	\$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	\$0.00	\$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	\$481.38	\$11,893.76	\$3,106.24	79.3
4.711 CHILDREN'S DVD	\$2,500.00	\$0.00	\$2,500.00	\$195.36	\$2,133.80	\$366.20	85.4
4.72 ADULT AUDIOBOOKS	\$7,000.00	\$0.00	\$7,000.00	\$256.28	\$5,764.88	\$1,235.12	82.4
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	\$517.06	\$182.94	73.9
4.73 ADULT MUSIC	\$2,500.00	\$0.00	\$2,500.00	\$17.90	\$2,195.49	\$304.51	87.8
4.731 CHILDREN'S MUSIC	\$800.00	\$0.00	\$800.00	\$0.00	\$294.24	\$505.76	36.8
4.74 ART PRINTS	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$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
<b>Subtotal</b>	<b>\$285,667.00</b>	<b>(\$38,367.00)</b>	<b>\$247,300.00</b>	<b>\$2,243.47</b>	<b>\$192,727.20</b>	<b>\$54,572.80</b>	<b>77.9</b>
<b>Grand Total</b>	<b>\$1,843,846.00</b>	<b>\$0.00</b>	<b>\$1,843,846.00</b>	<b>\$46,560.82</b>	<b>\$1,457,925.29</b>	<b>\$385,920.71</b>	<b>79.1</b>

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 10/19/2015 To 11/9/2015

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	\$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	\$0.00	\$18,158.00	\$1,320,058.00	1.4
<b>Grand Total</b>	\$1,339,216.00	\$0.00	\$1,339,216.00	\$0.00	\$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 10/19/2015 To 11/9/2015

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	\$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	\$0.00	\$15,740.78	\$34,259.22	31.5
<b>Subtotal</b>	<b>\$150,000.00</b>		<b>\$150,000.00</b>	<b>\$0.00</b>	<b>\$31,187.28</b>	<b>\$118,812.72</b>	<b>20.8</b>
<b>Grand Total</b>	<b>\$150,000.00</b>	<b>\$0.00</b>	<b>\$150,000.00</b>	<b>\$0.00</b>	<b>\$31,187.28</b>	<b>\$118,812.72</b>	<b>20.8</b>

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