

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
December 21, 2015
5:00pm

1. Call to Order
2. Reading and Approval of Minutes
3. Reading and Approval of Financial Report
4. Approval of Bills
5. Report of the Librarian
6. Committee Reports
7. Communications
8. Unfinished Business
 - A. Markle Update
 - B. Election of Officers for 2016
 - C. Other
9. New Business
 - A. Salary Schedule
 - B. Staff Leave Request
 - C. Personnel Handbook Changes
 - D. Closed Dates 2016
 - E. Strategic Plan and Technology Plan
 - F. SRCS System
 - G. Other
10. Public Input
11. Adjournment

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

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

Absent: Jamie Foday

Visitors: Jessica Brown

Peggy called the meeting to order at 5:00 pm.

Reading and Approval of Minutes: In Unfinished Business / Fee for Remodeling Plan: we need to note that the "\$20,00" is \$20,000. Fred moved to approve the minutes of the November meeting with the correction. John seconded. Motion carried.

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

Report of the Librarian: Beka highlighted various items in her report: employee changes, improvements for checkouts in all categories, etc.

Committee Reports: A Director's Evaluation report in January.

Communications: None

Unfinished Business:

- A. Markle Update:** The roof and most of the walls are up. Moving along as planned. Would be ahead of schedule if some steel pieces weren't delayed. Still looking at April 1st target finish date.
- B. Election of Officers for 2016:** Nominations: President - Peggy (John), Vice President - Fred (John), Secretary - Jamie (Chad), Treasurer - Terry (John) John moved to close the nominations. Chad seconded. Motion carried. Election of nominated slate of officers passed.
- C. Other:** Meeting times for 2016 will remain on the 3rd Monday of each month at 5:00pm.

New Business:

- A. Salary Schedule:** Fred moved to approve the salary schedule. Chad seconded. Motion carried.
- B. Staff Leave Request:** Terry moved to approve the unpaid leave requested by Zahm. John seconded. Motion carried.
- C. Personnel Handbook Changes:** Terry moved to approve the Paid Time Off policy section of the handbook with the changes recommended by Beka. John seconded. Motion carried.
- D. Closed Dates 2016:** Terry moved to approve the schedule of closed dates for 2016. Fred seconded. Motion carried.

E. Strategic Plan and Technology Plan: Fred moved to approve the strategic plan and technology plan. John seconded. Motion carried.

F. SRCS System: Beka explained the state wide library catalog system that streamlines the inter library loan program to us. Participation by libraries is voluntary.

G. Other:

- 1) Fun Fact: The library will have for 2016 in celebration of our state's 200th year (1) State Park Pass available for check out for a week at a time.
- 2) Because our library has a organization membership in ILF our board members may attend functions at a reduced and sometimes no cost. Beka will inform us as opportunities become available.
- 3) A question was asked about a work place violence workshop and Beka reminded us the Sheriff's department put on one in the spring.

Public Input: Jessica added that the SRCS system will benefit our bilingual population.

Adjournment: John moved we adjourn. Chad seconded. Motion carried.

**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 29th 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.

P. Calvey
T. Smith
John A. Bame
Chad [Signature]

Huntington City-Township Public Library
Monthly Report
December 2015

Director's Report

News and Updates

- Weekly meetings with the Department Heads continue.
- Caprice Erickson has resigned her position as a Clerk. Her last day will be December 22nd. We will redistribute some of her hours to current employees and hire one person for 20 hours.
- A position has been advertised for a part time Library Assistant. This will fill the hours vacated by Nick Stephen's promotion to Branch Manager.
- As of November 30th we have met and exceeded our goal for checkouts. We had over 158,000 checkouts and renewals so far this year.
- The programming committee is working on several new programs for adults and teens including crafting activities and cooking classes. Through a partnership with the Purdue Extension we will be able to offer some classes in Spanish.
- Staff evaluations have been completed and the salary schedule recommendation is ready.
- We are days away from finishing the weeding of the non-fiction collection. Weeding continues in fiction and in children's. The collections look much nicer and circulation numbers continue to climb.
- Regular construction meetings for the Markle project continue. We are on schedule and within budget. The construction manager does not anticipate that we will have any big surprises from here on out as the major pieces of the building are in place. There was some discussion about replacing the sidewalk.
- Insurance enrollments and changes were completed for 2016.
- The library's property and liability insurance quotes came in slightly higher than last year but no more than was expected for normal rate increases. The worker's compensation insurance decreased in cost.
- We had our staff training day on December 11th. We had visits from United Way and Safe Place, practiced our fire plan, and reviewed the strategic plan.
- 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 presented a program on Managing Employees and Performance Evaluations.
- Jeri has been working on the new financial controls that will be required by the state auditors. As a first step we will be leasing a new copier/printer/fax for the public that will be coin operated to control the money that is taken in for these operations. A coin-op will also be added to the copier in the Indiana Room.
- The Friends of the Library approved our funding request for \$11,756.00. This money will be used for programming, equipment, and advertising.

Meetings and Activities

November 11th Quality and Process Improvement Committee

November 12 th	Construction Meeting
November 16 th -18 th	ILF Conference
November 23 rd	Construction Meeting
November 25 th	Quality and Process Improvement Committee
November 26 th	Closed for Thanksgiving
December 3 rd	Literacy Coalition Board Meeting
December 10 th	Construction Meeting
December 11 th	Staff In-service Day
December 14 th	Programming Committee
December 16 th	Quality and Process Improvement Committee
December 21 st	Construction Meeting
December 21 st	Library Board Meeting

Upcoming Meetings and Activities

December 24 th -25 th	Library Closed
January 1 st	Library Closed
January 7 th	Literacy Coalition Board Meeting
January 7 th	Construction Meeting
January 18 th	Library Board Meeting

Technical Services

Jessi

- Completed a Lynda.com course on Conflict Resolution Fundamentals
- Finished up Staff Evaluations
- Attended NICCL Workshop on 3D Printing and Minecraft Programming
- Attended ILF
- Met with the Programming Committee
- Moved all of DVDs into cases on the shelf
- Shifted DVD cases to the shelves closer to circulation desk and moved audiobooks to old DVD shelves.

Lori (Processing)

- Attended ILF

Deb (Acquisitions)

- Helped with Acquisitions
- Finalizing orders for the year
- Weeding Large Print

Devon (Marketing)

- Working with Karen Hinshaw from Purdue Extension on library programming in January and February.
- Met with the Programming Committee

Jane (Cataloging)

- Joined the decorating committee to help get the library ready for Christmas
- Finalized the procedure for Memorial Donations
- Helped with Acquisitions

Robert (IT)

- Attended NICCL Workshop on 3D Printing and Minecraft Programming
- Attended ILF
- Obtained quotes for the the Shortel phone system update

Library Services

Youth Services

- Teen Book Club met to discuss Hush, Hush by Becca Fitzpatrick.
- Jan Perkins presented a program at Boys and Girls Club.
- Kay, Joan S. and Jan P. completed working one on one with Huntington University students (those taking a Children's Literature class) to provide credit for them observing and presenting a story to children.
- Chess instruction and play time was presented on Thursday night December 10th. They are preparing for an upcoming Chess Tournament.
- Massive weeding continues in JUV Nonfiction and started in JUV Fiction so that Children's DVD.s can be moved to a front and visible location.
- Jan Perkins presented EVERY CHILD READY TO READ at Huntington University for an Education Class.
- Birthday Party Club celebrated November and December birthdays.
- We partnered with Huntington County Purdue Extension in holding two very successful Block Play sessions on November 19th and November 20th for pre-K children ages 3-6. Before the actual play sessions, information was presented to the parents on the developmental benefits provided by playing with blocks.
- A Gingerbread House making workshop was presented to over 20 teens on November 17th.
- A Purse Make & Take was held on December 1st for teens.
- Evaluations were shared with Youth Services staff.
- The Youth Services desk has been relocated .
- We held Stories with Santa to a full house on Saturday, December 12th.
- We presented the story and craft portion of our Christmas Extravaganza at Markle Branch during Markle's Christmas in Our Town. (We had a great time with 20 kids, 18 adults and 1 Young Adult all in the current branch!!!)
- We presented our Christmas Extravaganza to the public, Tuesday December 15th.
- Our Christmas Extravaganza began on December 2nd and concluded on December 18th. The following groups enjoyed the program's story portion based on the book MY PENGUIN OSBERT.

Trinity Preschool- 2 groups

Little Blessings Day Care

YMCA preschool-4 groups
Kid's Kampus -4 groups
College Park Preschool

Songrown Preschool
HCCSC Preschool-2 groups

The following groups enjoyed the expanded program which adds a craft and information portion about penguins. This program meets 22 of the Indiana Dept. of Education Standards varying from Literature, Math, Art, Life Sciences, Geography, and Music.

Lincoln School-60 1st graders Andrews School- 60 1st graders
Flint Springs School-78 1st graders & 78 kindergarteners
Huntington Catholic-36 Kindergarten, 1st and 2nd graders

Financial Report
Huntington City-Township Public Library
Report Dates = 11/9/2015 to 12/21/2015

<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	\$208,928.48	\$2,666,991.27	\$92,569.96	\$1,941,163.13	\$1,116,041.87
101 LIBRARY OPERATING FUND- INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,841,870.01	\$208,928.48	\$2,666,991.27	\$92,569.96	\$1,941,163.13	\$1,116,041.87
2. LIRF						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$1,590,341.81	\$270,704.40	\$288,862.40	\$252.13	\$1,955.06	\$1,303,434.47
111 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,590,341.81	\$270,704.40	\$288,862.40	\$252.13	\$1,955.06	\$1,303,434.47
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	\$2.00	\$56.38	\$171.00
130.01 GIFT (REGULAR)	\$2,712.69	\$0.00	\$228.67	\$34.06	\$1,949.83	\$4,433.85
130.02 FRIENDS OF THE LIBRARY	\$6,937.86	\$756.66	\$12,055.97	\$0.00	\$6,890.00	\$1,771.89
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	\$50.00	\$421.30	\$0.00	\$550.00	\$1,903.55
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	\$409.51	\$835.29
Subtotal	\$289,068.70	\$806.66	\$118,705.94	\$72.64	\$116,371.64	\$286,734.40
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	\$190.45	\$0.00	\$800.00	\$609.55
Subtotal	\$0.00	\$0.00	\$190.45	\$0.00	\$800.00	\$609.55
6. LSCA						
150.03 IND. STATE STUDENT ASSISTANCE	\$0.00	\$0.00	\$1,920.00	\$0.00	\$3,244.00	\$1,324.00
Subtotal	\$0.00	\$0.00	\$1,920.00	\$0.00	\$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	\$0.00	\$260.00	\$130.00	\$455.00	\$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	\$0.00	\$881,187.28	\$1,121.45	\$711,533.43	\$985,901.25
171	RAINY DAY INVESTMENT	\$951,000.00	\$0.00	\$700,000.00	\$0.00	\$850,000.00	\$1,101,000.00
	Subtotal	\$2,106,555.10	\$0.00	\$1,581,447.28	\$1,251.45	\$1,561,988.43	\$2,087,096.25
9. Withholding							
200.01	FEDERAL TAX	\$0.00	\$10,761.50	\$90,496.60	\$10,761.50	\$90,496.60	\$0.00
200.02	FICA	\$0.00	\$7,284.46	\$60,552.93	\$7,284.46	\$60,552.93	\$0.00
200.03	INDIANA STATE TAX	\$0.00	\$2,054.60	\$24,736.18	\$3,088.16	\$25,769.74	\$1,033.56
200.04	COUNTY TAX	\$0.00	\$1,006.63	\$12,285.31	\$1,513.70	\$12,792.38	\$507.07
200.05	INSURANCE	\$576.90	\$1,723.00	\$15,550.49	\$2,902.82	\$16,612.10	\$1,638.51
200.06	INDIANA DEFERRED COMPENSATION	\$0.00	\$1,047.00	\$8,045.00	\$1,047.00	\$8,045.00	\$0.00
200.07	UNITED WAY	\$0.00	\$158.04	\$1,264.32	\$158.04	\$1,317.00	\$52.68
200.08	GARNISHMENT	\$0.00	\$236.60	\$591.50	\$354.90	\$709.80	\$118.30
	Subtotal	\$576.90	\$24,271.83	\$213,522.33	\$27,110.58	\$216,295.55	\$3,350.12
Grand Total		\$5,828,640.84	\$504,711.37	\$4,871,867.99	\$121,256.96	\$3,841,817.81	\$4,798,590.66

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 11/9/2015 To 12/21/2015

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
1. Personal Services							
1.11 SALARY OF DIRECTOR	\$68,000.00	\$0.00	\$68,000.00	\$7,650.00	\$63,750.00	\$4,250.00	93.8
1.12 PROFESSIONAL ASSISTANTS	\$699,500.00	\$0.00	\$699,500.00	\$80,349.22	\$663,773.34	\$35,726.66	94.9
1.14 WAGES OF JANITORS	\$68,000.00	\$0.00	\$68,000.00	\$7,222.05	\$62,097.79	\$5,902.21	91.3
1.21 EMPLOYER'S SHARE-FICA	\$63,916.00	\$0.00	\$63,916.00	\$7,284.40	\$60,552.87	\$3,363.13	94.7
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	\$7,834.17	\$65,084.47	\$5,586.53	92.1
1.231 EMPLOYERS CONT PERF - EMPLOYEE	\$22,317.00	\$0.00	\$22,317.00	\$2,289.74	\$19,027.51	\$3,289.49	85.3
1.24 EMPLOYERS CONT. GROUP HEALTH INS.	\$99,910.00	\$5,100.00	\$105,010.00	\$8,629.26	\$105,896.74	(\$886.74)	100.8
1.25 EMPLOYER'S CONT LIFE INSURANCE	\$5,000.00	\$0.00	\$5,000.00	\$652.05	\$7,304.92	(\$2,304.92)	146.1
1.26 EMPLOYER'S CONT SHORT TERM DIS	\$6,000.00	\$0.00	\$6,000.00	\$627.40	\$7,049.07	(\$1,049.07)	117.5
1.27 EMPLOYER'S CONT LONG TERM DIS	\$5,300.00	\$0.00	\$5,300.00	\$541.92	\$6,159.50	(\$859.50)	116.2
1.28 OTHER EMPLOYEE BENEFITS	\$5,000.00	\$0.00	\$5,000.00	\$367.93	\$4,221.39	\$778.61	84.4
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	\$123,448.14	\$1,064,917.60	\$58,796.40	94.8
2. Supplies							
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	\$1,082.40	\$18,234.76	\$16,765.24	52.1
2.21	OPERATING/CLEANING/SANITATION SUPPLIES	\$10,000.00	\$0.00	\$10,000.00	\$527.11	\$10,138.60	(\$138.60)	101.4
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	\$1,609.51	\$28,688.39	\$18,712.61	60.5
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	\$2,070.15	\$77,639.56	\$2,427.44	97.0
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	\$32,994.00	\$62,840.87	\$9,388.13	87.0
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	\$723.37	\$4,314.36	\$685.64	86.3
3.211	MARKLE - TELEPHONE	\$2,000.00	\$0.00	\$2,000.00	\$147.07	\$1,079.13	\$920.87	54.0
3.212	FAX EXPENSES	\$1,000.00	\$0.00	\$1,000.00	\$110.54	\$654.13	\$345.87	65.4
3.213	T1 ACCESS - HCTPL	\$18,000.00	(\$2,200.00)	\$15,800.00	\$1,455.00	\$9,457.50	\$6,342.50	59.9
3.2131	T1 ACCESS - MARKLE	\$9,500.00	\$0.00	\$9,500.00	\$300.00	\$1,950.00	\$7,550.00	20.5
3.22	POSTAGE & UPS	\$2,000.00	\$0.00	\$2,000.00	\$3.34	\$815.52	\$1,184.48	40.8
3.23	TRAVELING EXPENSE	\$3,000.00	\$0.00	\$3,000.00	\$298.54	\$4,029.82	(\$1,029.82)	134.3
3.24	PROFESSIONAL MEETINGS	\$11,000.00	\$0.00	\$11,000.00	\$1,847.17	\$10,535.41	\$464.59	95.8

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	\$271.51	\$2,725.91	(\$725.91)	136.3
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	\$5,409.00	\$14,279.00	\$12,721.00	52.9
3.51 GAS	\$15,304.00	\$0.00	\$15,304.00	\$1,209.65	\$11,577.71	\$3,726.29	75.7
3.511 MARKLE - GAS EXPENSE	\$2,304.00	\$0.00	\$2,304.00	\$43.61	\$117.31	\$2,186.69	5.1
3.52 ELECTRICITY	\$53,175.00	\$0.00	\$53,175.00	\$4,416.96	\$58,595.64	(\$5,420.64)	110.2
3.521 MARKLE - ELECTRIC	\$3,000.00	\$0.00	\$3,000.00	\$127.88	\$1,987.88	\$1,012.12	66.3
3.53 WATER	\$3,000.00	\$0.00	\$3,000.00	\$183.39	\$1,910.04	\$1,089.96	63.7
3.54 WASTE DISPOSAL SERVICES	\$3,750.00	\$0.00	\$3,750.00	\$410.50	\$4,592.32	(\$842.32)	122.5
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	\$1,003.05	\$4,712.33	\$87.67	98.2
3.621 BUSINESS MACHINE MAINTENANCE	\$2,200.00	\$0.00	\$2,200.00	\$500.01	\$3,339.23	(\$1,139.23)	151.8
3.622 CONTRACTED FACILITY MAINTENANCE	\$25,000.00	\$0.00	\$25,000.00	\$336.25	\$20,208.35	\$4,791.65	80.8
3.623 TECHNOLOGY LICENSE AGREEMENTS	\$20,000.00	\$0.00	\$20,000.00	\$1,123.60	\$20,993.83	(\$993.83)	105.0
3.624 TECHNOLOGY MAINTENANCE	\$20,000.00	\$0.00	\$20,000.00	\$1,050.00	\$13,909.00	\$6,091.00	69.5
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	\$869.00	\$2,792.68	\$2,207.32	55.9
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	\$56,903.59	\$353,553.34	\$71,877.66	83.1
4. Capitol Outlays								
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	\$2,435.50	\$31,964.90	(\$1,964.90)	106.5
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	\$1,983.58	\$23,939.02	\$1,060.98	95.8
4.505	ADULT LARGE PRINT NON-FICTION	\$1,500.00	\$0.00	\$1,500.00	\$564.20	\$1,241.81	\$258.19	82.8
4.51	ADULT FICTION BOOKS	\$35,000.00	\$0.00	\$35,000.00	\$3,906.95	\$31,147.46	\$3,852.54	89.0
4.511	ADULT GRAPHIC NOVELS	\$2,000.00	\$0.00	\$2,000.00	\$110.24	\$2,210.30	(\$210.30)	110.5
4.52	CHILDREN'S FICTION	\$9,000.00	\$0.00	\$9,000.00	\$2,064.14	\$7,264.98	\$1,735.02	80.7
4.521	CHILDREN'S EASY FICTION	\$28,000.00	\$0.00	\$28,000.00	\$2,074.17	\$11,343.21	\$16,656.79	40.5
4.522	CHILDREN'S NON-FICTION	\$26,000.00	\$0.00	\$26,000.00	\$120.94	\$26,676.11	(\$676.11)	102.6
4.523	TODDLER BOOKS	\$2,500.00	\$0.00	\$2,500.00	\$131.29	\$966.12	\$1,533.88	38.6
4.53	YA FICTION	\$11,200.00	\$0.00	\$11,200.00	\$2,195.96	\$12,409.19	(\$1,209.19)	110.8
4.531	YA GRAPHIC NOVELS	\$2,500.00	\$0.00	\$2,500.00	\$2.48	\$3,305.10	(\$805.10)	132.2
4.532	YA NON-FICTION	\$3,300.00	\$0.00	\$3,300.00	\$82.68	\$3,180.65	\$119.35	96.4
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	\$13.20	\$1,873.13	(\$873.13)	187.3
4.57	ADULT LARGE PRINT FICTION	\$8,000.00	\$0.00	\$8,000.00	\$2,474.11	\$6,699.17	\$1,300.83	83.7
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	\$3,309.89	\$9,821.33	\$2,178.67	81.8

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
4.71	ADULT DVD	\$15,000.00	\$0.00	\$15,000.00	\$3,188.68	\$15,082.44	(\$82.44)	100.5
4.711	CHILDREN'S DVD	\$2,500.00	\$0.00	\$2,500.00	\$358.43	\$2,492.23	\$7.77	99.7
4.72	ADULT AUDIOBOOKS	\$7,000.00	\$0.00	\$7,000.00	\$710.30	\$6,475.18	\$524.82	92.5
4.721	CHILDREN'S AUDIOBOOKS	\$1,400.00	\$0.00	\$1,400.00	\$436.79	\$458.86	\$941.14	32.8
4.722	YOUNG ADULT AUDIOBOOKS	\$700.00	\$0.00	\$700.00	\$275.25	\$792.31	(\$92.31)	113.2
4.73	ADULT MUSIC	\$2,500.00	\$0.00	\$2,500.00	\$314.55	\$2,510.04	(\$10.04)	100.4
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	\$213.91	\$280.78	\$19.22	93.6
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	\$26,967.24	\$219,694.44	\$27,605.56	88.8
Grand Total		\$1,843,846.00	\$0.00	\$1,843,846.00	\$208,928.48	\$1,666,853.77	\$176,992.23	90.4

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 11/9/2015 To 12/21/2015

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
4. Capitol Outlays							
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
Subtotal	\$150,000.00		\$150,000.00	\$0.00	\$31,187.28	\$118,812.72	20.8
Grand Total	\$150,000.00	\$0.00	\$150,000.00	\$0.00	\$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.

Appropriation Report for 110 LIBRARY IMPROVEMENT RE

Huntington City-Township Public Library

Report Date: From 11/9/2015 To 12/21/2015

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. Capital 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	\$270,704.40	\$270,704.40	\$229,295.60	54.1
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	\$270,704.40	\$288,862.40	\$1,049,353.60	21.6
Grand Total	\$1,339,216.00	\$0.00	\$1,339,216.00	\$270,704.40	\$288,862.40	\$1,050,353.60	21.6

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