

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

March 21st, 2016

5:30pm

## 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. By-law Review
9. New Business
  - A. Director's Evaluation
    - I. Approval of evaluation
    - II. Amend pay scale
  - B. Closing Dates
  - C. Trustee Education
  - D. Benefit Changes
    - I. Disability and Life Insurance
    - II. Retirement Plan
  - E. Other
10. Public Input
11. Adjournment

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

March 21st, 2016

5:00pm

## Executive Session

1. Call to Order
2. Enter Closed session for the express purpose of discussing a performance evaluation, pursuant to IC 5-14-1.5-6.1 (b)(9)
3. Adjournment

**Huntington City-Township Public Library**  
**Board of Trustees Meeting**  
**February 15, 2016**  
**5:00 PM**

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

**Absent:** Rex Baxter, John Branham

**Visitors:** Jessica Brown, Jeri Davis

**Peggy called the meeting to order.**

**Reading and Approval of Minutes:** Fred moved to approve the minutes for the Annual Board of Finance meeting and the regular Board of Trustees meeting, Terry seconded, and motion carried.

**Reading and Approval of Financial Report and Approval of Bills:** Jamie moved to approve, Fred seconded, and motion carried.

**Report of the Librarian:** Beka highlighted some things in her director's report. She is excited about the bike sharing program, which is being funded by the City of Huntington as a free service to residents; our annual cost as a co-sponsor is \$3500. The library has created some programs for Spanish speakers. Work continues to prepare for the move to the new Markle building.

**Committee Reports:**

**A. Benefits Committee** – The committee met with five library staff members to give input for the Director's Evaluation. The committee will meet with Beka to review her evaluation; then we will have a closed-door Executive Session to discuss with the Board at 5:00 on March 21, after which the evaluation will be approved at our regular March Board meeting (which will begin at 5:30 that day).

**Communications:** Beka read a thank-you letter to the Board of Trustees for our support of the Indiana Room and presented a thank-you note that was received from Northeast Indiana YWCA for their use of our meeting room.

**Unfinished Business:**

**A. Non-resident fee resolution** – We will change the non-resident card fee from \$98.50 to \$85.00. Fred moved to approve the non-resident card fee resolution, Chad seconded, and motion carried by signature vote.

**B. Annual Report Summary** – Beka reviewed the summary of our Annual Report.

**C. Other** - None

**New Business:**

**A. Policy Review – Hours of Operation:** Per the policy, our library will have regular hours of operation that will meet or exceed state of Indiana standards. There are scheduled closings that have to be reviewed from the Board, and emergency closures policies have been established and clarified. Terry moved to approve the Hours of Operation and Closure Policy, Chad seconded, and motion carried.

**B. Electronic Funds Transfer Resolution** – Beka created a document of affirmation of the

Board's authorization of the Electronic Funds Transfer Resolution. Fred moved to approve, Terry seconded, motion carried by signature vote.

**C. By-law Review** – Beka notified the Board that the by-laws need to be reviewed, and she recommends that this be done sometime in the near future by committee. Terry suggested we ask John Branham to review the by-laws; Beka will contact him and ask him to review and recommend any changes.

**D. Other** – Beka informed us that construction of the Markle building is progressing as expected with a slight delay due to late materials shipments, and we are hoping to open at the beginning of May. Beka received a notice today from the Huntington City Common Council that informs us that due to changes with economic revitalization areas, the library's taxes could be affected; Beka will attend the meeting on February 23 to get more information.

**Pubic Input:** None

**Jamie moved to adjourn the meeting, Fred seconded, and motion carried.**

**Huntington City-Township Public Library  
Board of Trustees Meeting  
January 18, 2016  
5:00 PM**

**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:** John moved to approve the minutes, Fred seconded, and motion carried.

**Reading and Approval of Financial Report, Approval of Changes to Appropriation, and Approval of Bills:** Beka explained some changes to appropriation that occurred. John moved to approve, Fred seconded, and motion carried.

**Report of the Librarian:** Beka highlighted some things in her director's report, such as increase in circulation and new library employees. And she mentioned that she and Jessie are completing the Huntington County Leadership Academy.

**Committee Reports:** None

**Communications:** Beka mentioned a thank-you letter the library received from Northwest third-graders after their visit to the Indiana Room.

**Unfinished Business:**

**A. Library Director Evaluation** - as presented by the Benefits Committee Chad moved to accept the evaluation tool with recommended changes to the last page, John seconded, and motion carried.

**New Business:**

**A. Markle Furniture Bid** - There were four varying bids for the furniture package. Beka recommended a bid from RJE Business Interiors of Fort Wayne at a total of \$83,857, which includes adding tops to the shelves at a cost of \$3000. Fred moved to approve the bid from RJE, John seconded, and motion carried.

**B. Policy Review - Computer and Internet Use** : Beka highlighted one small change related to website links. Chad moved to approve the updated Computer and Internet Use Policy, Terry seconded, and motion carried.

**C. Furnace Repairs** - Repairs and replacements that total \$10,256 (quoted by TCS out of Fort Wayne) need to be made. Terry suggested also working with the company and our in-house maintenance employees to put our heating and cooling systems on a maintenance cycle, and Beka agreed. Chad moved to approve the repairs, John seconded, and motion carried.

**D. Annual Report** - Beka presented our library's Annual Report that will be submitted to the State and will give the Board a summary of our data next month.

**E. Non-Resident Fee** - The State of Indiana dictates that our non-resident fee must be either \$25 or our cost per capita, whichever is higher. Our current cost per resident is \$80.33, but we have been charging \$98.50 since 2010 for our non-resident fee. We currently have 387 of these cardholders out of the approximate 3000 not served. Beka recommends changing our Non-Resident Cardholder Fee to \$85. Beka will present the updated policy at next month's Board meeting.

**F. Benefits Committee** - The committee is hoping to finish the Director's evaluation within the next month, so after the evaluation is finished, we will need to do a Closed Session meeting to approve the evaluation after our regular Board meeting.

**Pubic Input:** Jessie mentioned that the cost of the Non-Resident Cardholder Fee does not seem like much when compared to the cost of independently purchasing new books.

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

Clacey  
Holt  
J. Small  
C. H. [unclear]  
[unclear]

**Huntington City – Township Public Library**

**Financial Board Meeting**

**January 18, 2016.**

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

**Absent:** Rex Baxter

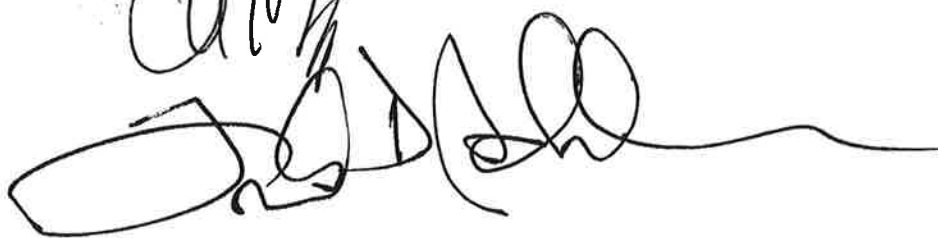
**Visitors:** Jessica Brown

Fred called the meeting to order.

**Nominations of Board Officers:** Jamie nominated Fred as president. Fred nominated Chad as secretary. All nominations passed. Fred as president and Chad as secretary.

**Review of investments.** Some discussion regarding alternative investment sources occurred. Only government guaranteed funds can be used as an investment per Rebecca. Interest is paid when CD's mature. All balances appear in order as reviewed throughout the year during monthly Board of Trustees Meetings.

Peggy moved to close board of finance meeting and John seconded that.

PCaley  
JFoday  
TMiller  
CScheiber  


Huntington City-Township Public Library  
Monthly Report  
March 2016

**Director's Report**

**News and Updates**

- State Superintendent of Public Instruction Glenda Ritz will be at the library April 14<sup>th</sup> from 6:00-7:30pm as part of her Hoosier Family of Readers initiative.
- Weekly meeting with the Senior Leadership team continue. This month we discussed our target audiences and set priority audiences of low income, teen, job seekers, young professionals, and community organizations.
- Jessi Brown and I have been attending the Huntington County Leadership Academy this month and will be continuing through May. This is a 12 week class provided by the Purdue Extension office.
- I met with Andrew Rensberger from the City of Huntington to finalize the bike sharing project in cooperation with the city. The bikes should be in place by mid-April.
- The final version of the strategic plan was designed for presentation to the public and printed. I sent the plans to approximately 30 community organizations. We have already had several comments from people who received them. The plans are also available at the public service desks for patrons to take.
- We are currently examining the meeting room policies and reservation procedures.
- Regular construction meetings for the Markle project continue. We are on schedule to place the furniture in the building the week of May 2<sup>nd</sup>. We will plan to move everything into the new building the following week.
- I am planning on having the Markle grand opening/open house on June 10<sup>th</sup>. This will coincide with the kickoff for the Markle Wildcat festival and will be at the same time as the pork chop dinner at the fire station. This will ensure a much larger audience for us.
- We are continuing to clean up the collections in Markle to get ready for the move to the new building. We will be removing old and unused materials and replacing them with new materials.
- I attended the IMPACT HSE graduation ceremony and handed out the diplomas as a representative of the Literacy Coalition.
- Several of our staff, including myself, attended a breakfast at the Huntington Parkview Hospital where we learned about the services that the hospital offers.
- Kay Stine and Jessi Brown attended the Empowering Humanities meeting.
- Jan Carnes attended the Lifelong Learning meeting.
- Jessi Brown has joined the La Fontaine Arts Council as a library representative.
- Devon Henderson attended a 3-day *Computers in Libraries* conference in Washington D.C.

**Meetings and Activities**

February 18 <sup>th</sup>	Construction Meeting
February 23 <sup>rd</sup>	Huntington County Leadership session
March 3 <sup>rd</sup>	Literacy Coalition Board Meeting
March 3 <sup>rd</sup>	Construction Meeting



March 8 <sup>th</sup>	Huntington County Leadership session
March 14 <sup>th</sup>	Programming Committee Meeting
March 17 <sup>th</sup>	Construction Meeting
March 17 <sup>th</sup>	Quality and Process Improvement Committee Meeting
March 21 <sup>st</sup>	Library Board Meeting

### **Upcoming Meetings and Activities**

March 22 <sup>nd</sup>	Huntington County Leadership session
March 31 <sup>st</sup>	Construction Meeting
April 7 <sup>th</sup>	Literacy Coalition Board Meeting
April 11 <sup>th</sup>	Programming Committee Meeting
April 12 <sup>th</sup>	Huntington County Leadership session
April 14 <sup>th</sup>	Quality and Process Improvement Committee Meeting
April 18 <sup>th</sup>	Library Board Meeting

### **Strategic Plan Update**

\*\* New report format – once a month the Senior Leadership team will be reviewing one area of the strategic plan. The outcomes will be reported as the monthly report to the Board. \*\*

### **Gateway to Help**

*We provide spectacular service by doing our best to meet the needs of every user in a positive, courteous and professional manner.*

- *All staff will be trained in effective customer service skills at the time of hire and at regular intervals throughout their tenure.*
- *We will proactively hire and develop staff with exceptional skills in relating to and communicating with users.*

*We maintain a highly qualified, well trained staff to provide information and services.*

- *All staff will be trained in the technology and information skills that are necessary to provide basic information skills at the time of hire and at regular intervals throughout their tenure.*
- *We will provide the opportunity and equipment for staff to have hands on experience with current and trending technology.*
- *We will maintain an expectation and consistent training for staff to work in a cooperative team environment where the staff has the confidence and skills to provide basic information and services.*

*We provide the means for each user to find the information and services they are seeking.*

- *We will provide services for people with limited access that allows them to have physical and virtual access to library resources.*
- *We will provide sufficient access to current, functional technology to meet user's information needs.*
- *We will make every effort to provide appropriate directional materials and instructions to allow users to access information easily.*
- *We will seek out ways to eliminate barriers to information access.*

*We provide a flexible information and service environment across multiple platforms.*

- *We will provide information in a variety of print and digital formats to meet diverse user needs.*
- *Digital information will be provided in the most frequently accessed digital formats.*
- *We will seek to provide information from multiple viewpoints whenever possible.*

**What are we currently doing to support these goals?**

- Created a structured interview process
- Have regular department meetings
- Have full staff in-service and training
- Provide opportunities and finding for professional development
  - Professional development opportunities are posted in the staff break room
  - Online courses are available to all staff free of charge
- Empower people to answer questions and make decisions
- Started performance evaluations
- Require staff to set goals and follow up with them
- Updated checkout and patron policies to remove barriers to access
- Our website is available and is updated often
- We have computers available for public use
- Wireless access is available in all facilities
- We have a technology plan
- We provide wheelchairs, walkers, and carts for patrons to use
- All of our facilities are ADA accessible
- Online databases are available for patrons to use in the library or at home
- Overdrive e-books and periodicals are available to patrons in the library or at home
- Collections are available in print, audio, visual, and digital formats
- A collection development policy and collection development guide have been created
- Continue to update the facilities for the comfort of the user

**What projects are we working on right now that will support these goals?**

- Working on realigning the reference/information/circulation desk tasks
- Increasing the availability of one-on-one tech training for staff
- Planning technology classes for staff
- Creating a structured training and orientation process
- Creating a process for measuring skill and technology competencies
- A mobile app for the library catalog is currently being tested by staff
- Evaluating internet filters
- Evaluating brochures and other information
- Expanding the digital periodical collection
- Starting a videogame collection

**What do we need to do in the future to support these goals?**

- Create an awareness of what good customer service looks like
- Give training on providing information, i.e. the reference interview
- Work towards providing a consistent. Professional experience
- Follow up on training to ensure understanding
- Consistent, useful signs and way-finding
- Make instructions easy and available to patrons
- Train staff to be able to access and use all formats of information
- Advertise and encourage the use of our materials and services
- Create a user-friendly facility in Huntington to make the patron experience less confusing

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

Report Dates = **2/15/16 to 3/21/16**

<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	\$1,415,017.17	\$579,944.44	\$772,233.84	\$410,542.51	\$474,998.64	\$1,117,781.97
101 LIBRARY OPERATING FUND- INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$1,415,017.17</b>	<b>\$579,944.44</b>	<b>\$772,233.84</b>	<b>\$410,542.51</b>	<b>\$474,998.64</b>	<b>\$1,117,781.97</b>
<b>2. LIRF</b>						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$1,303,874.22	\$116,997.16	\$275,442.21	\$521.50	\$762.51	\$1,029,194.52
111 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$1,303,874.22</b>	<b>\$116,997.16</b>	<b>\$275,442.21</b>	<b>\$521.50</b>	<b>\$762.51</b>	<b>\$1,029,194.52</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	\$171.00	\$0.00	\$0.00	\$0.00	\$0.00	\$171.00
130.01 GIFT (REGULAR)	\$4,444.45	\$0.00	\$0.00	\$117.16	\$132.41	\$4,576.86
130.02 FRIENDS OF THE LIBRARY	\$12,929.61	\$455.49	\$1,283.47	\$0.00	\$0.00	\$11,646.14
130.03 SPECIAL PURPOSES FUND	\$473.21	\$45.00	\$45.00	\$0.00	\$0.00	\$428.21
130.04 GIFT - IN RM	\$2,172.90	\$53,000.00	\$53,000.00	\$53,689.13	\$53,689.13	\$2,862.03
130.05 IN. ROOM INVESMENT - UND	\$53,000.00	\$53,000.00	\$53,000.00	\$53,000.00	\$53,000.00	\$53,000.00
130.06 GIFT - CHILDRENS ROOM	\$1,903.55	\$159.95	\$159.95	\$0.00	\$0.00	\$1,743.60
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	\$873.30	\$0.00	\$0.00	\$35.46	\$73.36	\$946.66
<b>Subtotal</b>	<b>\$297,940.73</b>	<b>\$106,660.44</b>	<b>\$107,488.42</b>	<b>\$106,841.75</b>	<b>\$106,894.90</b>	<b>\$297,347.21</b>
<b>5. Grants</b>						
124 STATE TECH GRANT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
127 INDIANA HUMANITIES	\$609.55	\$0.00	\$0.00	\$0.00	\$200.00	\$809.55
<b>Subtotal</b>	<b>\$609.55</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$200.00</b>	<b>\$809.55</b>
<b>6. LSCA</b>						
150.03 IND. STATE STUDENT ASSISTANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$204.00	\$204.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$204.00</b>	<b>\$204.00</b>
<b>7. Levy Excess</b>						
161 LEVY EXCESS - OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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

<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>
162 LEVY EXCESS - BOND	\$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>8. Other Funds</b>						
163 PLAC FUND	\$195.00	\$0.00	\$195.00	\$0.00	\$0.00	\$0.00
163.1 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
170 RAINY DAY FUND	\$986,693.79	\$0.00	\$251,000.00	\$855.27	\$253,052.14	\$988,745.93
171 RAINY DAY INVESTMENT	\$1,101,000.00	\$0.00	\$251,000.00	\$0.00	\$251,000.00	\$1,101,000.00
<b>Subtotal</b>	<b>\$2,087,888.79</b>	<b>\$0.00</b>	<b>\$502,195.00</b>	<b>\$855.27</b>	<b>\$504,052.14</b>	<b>\$2,089,745.93</b>
<b>9. Withholding</b>						
200.01 FEDERAL TAX	\$0.00	\$10,885.86	\$21,742.97	\$10,885.86	\$21,742.97	\$0.00
200.02 FICA	\$0.00	\$7,476.09	\$14,887.07	\$7,476.09	\$14,887.07	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$4,340.22	\$6,475.63	\$3,251.60	\$6,475.63	\$0.00
200.04 COUNTY TAX	\$0.00	\$2,083.42	\$3,106.55	\$1,560.42	\$3,106.55	\$0.00
200.05 INSURANCE	\$2,077.13	\$1,959.89	\$7,875.15	\$2,641.26	\$5,281.69	(\$516.33)*
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$1,242.00	\$2,484.00	\$1,242.00	\$2,484.00	\$0.00
200.07 UNITED WAY	\$0.00	\$143.56	\$225.32	\$158.25	\$330.82	\$105.50
200.08 GARNISHMENT	\$0.00	\$473.20	\$709.80	\$354.90	\$709.80	\$0.00
<b>Subtotal</b>	<b>\$2,077.13</b>	<b>\$28,604.24</b>	<b>\$57,506.49</b>	<b>\$27,570.38</b>	<b>\$55,018.53</b>	<b>(\$410.83)</b>
<b>Grand Total</b>	<b>\$5,107,407.59</b>	<b>\$832,206.28</b>	<b>\$1,714,865.96</b>	<b>\$546,331.41</b>	<b>\$1,142,130.72</b>	<b>\$4,534,672.35</b>

**Total all banks = \$4,534,672.35**

\* Dependent insurance check for \$834.24 received 3/18/16

# Appropriation Report for 100 OPERATING

## Huntington City-Township Public Library

Report Date: From 2/15/16 To 3/21/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<b>1. Personal Services</b>							
1.11 Salary of Director	\$68,000.00	\$0.00	\$68,000.00	\$7,650.00	\$15,300.00	\$52,700.00	22.5
1.12 Professional Assistants	\$730,000.00	\$0.00	\$730,000.00	\$81,851.12	\$162,801.99	\$567,198.01	22.3
1.14 Wages of Janitors	\$67,000.00	\$0.00	\$67,000.00	\$7,544.16	\$15,096.23	\$51,903.77	22.5
1.15 Additional Hours (750)	\$8,500.00	\$0.00	\$8,500.00	\$680.08	\$1,402.25	\$7,097.75	16.5
1.21 Employer's Share FICA	\$67,000.00	\$0.00	\$67,000.00	\$7,475.90	\$14,886.83	\$52,113.17	22.2
1.22 Unemployment Compensation	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.0
1.23 Employer's Contribution PERF - Library	\$71,000.00	\$0.00	\$71,000.00	\$8,266.19	\$16,236.50	\$54,763.50	22.9
1.231 Employer's contribution PERF - Employee	\$25,000.00	\$0.00	\$25,000.00	\$2,405.45	\$4,731.65	\$20,268.35	18.9
1.24 Employer's Contribution Group Health	\$123,000.00	\$0.00	\$123,000.00	\$10,457.90	\$40,329.24	\$82,670.76	32.8
1.25 Employer's Contribution Life Ins.	\$8,500.00	\$0.00	\$8,500.00	\$689.07	\$1,975.59	\$6,524.41	23.2
1.26 Employer's Contribution STD	\$8,000.00	\$0.00	\$8,000.00	\$729.58	\$2,001.33	\$5,998.67	25.0
1.27 Employer's Contribution LTD	\$7,200.00	\$0.00	\$7,200.00	\$639.92	\$1,741.51	\$5,458.49	24.2
1.28 Employer's Contribution Dental	\$5,000.00	\$0.00	\$5,000.00	\$812.14	\$1,663.98	\$3,336.02	33.3
1.29 Other Employee Benefits	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$274.44	\$725.56	27.4
<b>Subtotal</b>	<b>\$1,192,200.00</b>		<b>\$1,192,200.00</b>	<b>\$129,201.51</b>	<b>\$278,441.54</b>	<b>\$913,758.46</b>	<b>23.4</b>
<b>2. Supplies</b>							
2.11 Official Records	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	0.0
2.13 Other Office Supplies	\$31,000.00	\$0.00	\$31,000.00	\$1,865.03	\$4,848.12	\$26,151.88	15.6
2.21 Operating/Cleaning/Sanitation Supplies	\$12,000.00	\$0.00	\$12,000.00	\$83.48	\$488.77	\$11,511.23	4.1
<b>Subtotal</b>	<b>\$43,001.00</b>		<b>\$43,001.00</b>	<b>\$1,948.51</b>	<b>\$5,336.89</b>	<b>\$37,664.11</b>	<b>12.4</b>
<b>3. Other Services and Charges</b>							
3.11 Consulting Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
3.12 Engineering and Architectural Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.13 Legal Services	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.14 Other Professional Services	\$36,500.00	\$0.00	\$36,500.00	\$0.00	\$40.00	\$36,460.00	0.1
3.141 Contracted Labor for Facilities and Grounds	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$1,365.00	\$6,635.00	17.1
3.145 Databases	\$24,000.00	\$0.00	\$24,000.00	\$7,082.96	\$7,082.96	\$16,917.04	29.5
3.146 E-books	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$300.00	\$19,700.00	1.5
3.21 Telephone	\$4,500.00	\$0.00	\$4,500.00	\$400.61	\$1,184.39	\$3,315.61	26.3
3.211 Telephone - Markle	\$1,500.00	\$0.00	\$1,500.00	\$146.58	\$241.29	\$1,258.71	16.1
3.212 Fax Expense	\$800.00	\$0.00	\$800.00	\$65.37	\$182.37	\$617.63	22.8
3.213 T-1 Access Huntington	\$12,000.00	\$0.00	\$12,000.00	\$727.50	\$1,455.00	\$10,545.00	12.1
3.2131 T-1 Access Markle	\$4,500.00	\$0.00	\$4,500.00	\$150.00	\$300.00	\$4,200.00	6.7
3.22 Postage and Shipping	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$491.86	\$1,008.14	32.8
3.23 Traveling Expense	\$2,500.00	\$0.00	\$2,500.00	\$176.44	\$257.52	\$2,242.48	10.3
3.24 Professional Meetings	\$8,000.00	\$0.00	\$8,000.00	\$1,189.20	\$1,244.44	\$6,755.56	15.6
3.31 Advertising and Public Notices	\$4,000.00	\$0.00	\$4,000.00	\$168.00	\$314.44	\$3,685.56	7.9
3.32 Printing Other than Office	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.41 Official Bonds	\$500.00	\$0.00	\$500.00	\$50.00	\$50.00	\$450.00	10.0
3.42 Other Insurance	\$35,000.00	\$0.00	\$35,000.00	\$3,915.00	\$11,171.00	\$23,829.00	31.9
3.51 Gas Huntington	\$12,000.00	\$0.00	\$12,000.00	\$1,385.92	\$4,424.02	\$7,575.98	36.9
3.511 Gas Markle	\$2,500.00	\$0.00	\$2,500.00	\$106.63	\$225.81	\$2,274.19	9.0
3.52 Electricity Huntington	\$60,000.00	\$0.00	\$60,000.00	\$8,667.28	\$12,958.54	\$47,041.46	21.6
3.521 Electricity Markle	\$3,500.00	\$0.00	\$3,500.00	\$134.31	\$449.58	\$3,050.42	12.8
3.53 Water Huntington	\$2,500.00	\$0.00	\$2,500.00	\$184.17	\$539.74	\$1,960.26	21.6
3.531 Water Markle	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.54 Sewer Huntington	\$4,000.00	\$0.00	\$4,000.00	\$525.31	\$1,235.58	\$2,764.42	30.9
3.541 Sewer Markle	\$1,000.00	\$0.00	\$1,000.00	(\$53.93)	\$0.00	\$1,000.00	0.0
3.62 Equipment Repair and Maintenance	\$5,000.00	\$0.00	\$5,000.00	\$137.00	\$155.25	\$4,844.75	3.1
3.621 Equipment Leasing and Maintenance	\$6,000.00	\$0.00	\$6,000.00	\$961.56	\$2,048.24	\$3,951.76	34.1
3.622 Contracted Facility Maintenance	\$15,000.00	\$0.00	\$15,000.00	\$333.26	\$2,882.21	\$12,117.79	19.2

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
3.623	Technology License Agreements	\$36,700.00	\$0.00	\$36,700.00	\$1,238.68	\$1,749.30	\$34,950.70	4.8
3.624	Technology Maintenance	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.625	ILS Maintenance and Contract	\$23,500.00	\$0.00	\$23,500.00	\$16,249.65	\$16,249.65	\$7,250.35	69.1
3.71	Equipment Rental	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
3.72	Real Estate Rentals	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	0.0
3.91	Dues	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$151.22	\$3,848.78	3.8
3.92	Interest on Temporary Loans	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	0.0
3.93	Taxes and Assessments	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	0.0
3.94	Transfer to LIRF	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.0
	<b>Subtotal</b>	<b>\$404,203.00</b>		<b>\$404,203.00</b>	<b>\$43,941.50</b>	<b>\$68,749.41</b>	<b>\$335,453.59</b>	<b>17.0</b>
<b>4. Capitol Outlays</b>								
4.1	Land	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
4.2	Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
4.21	Markle Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
4.3	Improvements Other than Building	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
4.4	Furniture and Equipment	\$40,000.00	\$0.00	\$40,000.00	\$4,888.64	\$6,064.52	\$33,935.48	15.2
4.42	Computer Upgrade	\$20,000.00	\$0.00	\$20,000.00	\$600.00	\$600.00	\$19,400.00	3.0
4.5	Adult Non Fiction Books	\$23,800.00	\$0.00	\$23,800.00	\$1,393.83	\$4,683.68	\$19,116.32	19.7
4.505	Adult Large Print Non-Fiction Books	\$1,000.00	\$0.00	\$1,000.00	\$198.61	\$220.60	\$779.40	22.1
4.51	Adult Fiction Books	\$30,500.00	\$0.00	\$30,500.00	\$5,096.51	\$6,462.47	\$24,037.53	21.2
4.511	Adult Graphic Novels	\$2,000.00	\$0.00	\$2,000.00	\$36.66	\$106.26	\$1,893.74	5.3
4.52	Children's Fiction Books	\$8,500.00	\$0.00	\$8,500.00	\$288.96	\$1,270.94	\$7,229.06	15.0
4.521	Children's Easy Fiction Books	\$24,500.00	\$0.00	\$24,500.00	\$352.12	\$1,317.43	\$23,182.57	5.4
4.522	Children's Non-Fiction Books	\$24,000.00	\$0.00	\$24,000.00	\$122.77	\$635.19	\$23,364.81	2.6
4.523	Toddler Books	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$239.07	\$1,260.93	15.9
4.524	Children's Graphic Novels	\$1,000.00	\$0.00	\$1,000.00	\$71.85	\$406.44	\$593.56	40.6
4.53	YA Fiction Books	\$12,700.00	\$0.00	\$12,700.00	\$349.40	\$1,889.37	\$10,810.63	14.9
4.531	YA Graphic Novels	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$376.58	\$2,123.42	15.1
4.532	YA Non-Fiction Books	\$4,000.00	\$0.00	\$4,000.00	\$24.76	\$104.32	\$3,895.68	2.6
4.54	Indiana Room Books	\$1,000.00	\$0.00	\$1,000.00	\$280.00	\$280.00	\$720.00	28.0



<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
4.55 Reference Books	\$3,000.00	\$0.00	\$3,000.00	\$280.00	\$596.38	\$2,403.62	19.9
4.56 Literacy Books	\$2,000.00	\$0.00	\$2,000.00	\$124.47	\$124.47	\$1,875.53	6.2
4.57 Adult Large Print Fiction Books	\$8,000.00	\$0.00	\$8,000.00	\$525.95	\$567.05	\$7,432.95	7.1
4.6 Periodicals and Newspapers	\$12,000.00	\$0.00	\$12,000.00	\$7,440.65	\$8,349.50	\$3,650.50	69.6
4.71 Adult DVD's	\$16,000.00	\$0.00	\$16,000.00	\$1,561.07	\$2,944.64	\$13,055.36	18.4
4.711 Children's DVD's	\$2,000.00	\$0.00	\$2,000.00	\$352.61	\$420.41	\$1,579.59	21.0
4.72 Adult Audiobooks	\$9,500.00	\$0.00	\$9,500.00	\$388.12	\$468.48	\$9,031.52	4.9
4.721 Children's Audiobooks	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
4.722 YA Audiobooks	\$900.00	\$0.00	\$900.00	\$180.00	\$180.00	\$720.00	20.0
4.73 Adult Music CD's	\$2,000.00	\$0.00	\$2,000.00	\$373.21	\$373.21	\$1,626.79	18.7
4.731 Children's Music CD's	\$400.00	\$0.00	\$400.00	\$0.00	\$41.68	\$358.32	10.4
4.74 Art Prints	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
4.75 Video Games	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.0
4.77 INSPIRE	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	0.0
4.79 Children's Toys	\$199.00	\$0.00	\$199.00	\$0.00	\$0.00	\$199.00	0.0
4.8 Materials Processing	\$15,000.00	\$0.00	\$15,000.00	\$879.83	\$1,940.41	\$13,059.59	12.9
<b>Subtotal</b>	<b>\$273,000.00</b>	<b>\$0.00</b>	<b>\$273,000.00</b>	<b>\$25,810.02</b>	<b>\$40,663.10</b>	<b>\$232,336.90</b>	<b>14.9</b>
<b>Grand Total</b>	<b>\$1,912,404.00</b>	<b>\$0.00</b>	<b>\$1,912,404.00</b>	<b>\$200,901.54</b>	<b>\$393,190.94</b>	<b>\$1,519,213.06</b>	<b>20.6</b>

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

# Appropriation Report for 110 LIBRARY IMPROVEMENT RE

Huntington City-Township Public Library

Report Date: From 2/15/16 To 3/21/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<i>1. Personal Services</i>							
1.21 Employer's Share FICA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
<b>Subtotal</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.0</b>
<i>4. Capitol Outlays</i>							
4.21 Markle Building	\$850,000.00	\$0.00	\$850,000.00	\$116,997.16	\$233,047.21	\$616,952.79	27.4
4.4 Furniture and Equipment	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$42,395.00	\$7,605.00	84.8
<b>Subtotal</b>	<b>\$900,000.00</b>		<b>\$900,000.00</b>	<b>\$116,997.16</b>	<b>\$275,442.21</b>	<b>\$624,557.79</b>	<b>30.6</b>
<b>Grand Total</b>	<b>\$900,000.00</b>	<b>\$0.00</b>	<b>\$900,000.00</b>	<b>\$116,997.16</b>	<b>\$275,442.21</b>	<b>\$624,557.79</b>	<b>30.6</b>

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

**Appropriation Report for 170 RAINY DAY FUND**  
**Huntington City-Township Public Library**

Report Date: From 2/15/16 To 3/21/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<i>4. Capitol Outlays</i>							
4 Other Capital Outlays	\$125,000.00	\$0.00	\$125,000.00	\$0.00	\$0.00	\$125,000.00	0.0
<b>Subtotal</b>	<b>\$125,000.00</b>		<b>\$125,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$125,000.00</b>	<b>0.0</b>
<b>Grand Total</b>	<b>\$125,000.00</b>	<b>\$0.00</b>	<b>\$125,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$125,000.00</b>	<b>0.0</b>

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