

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

May, 16th, 2016

5:00pm

## 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. College Cards
  - B. Other
10. Public Input
11. Adjournment
12. Markle Tour

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

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

**Absent:** none

**Visitors:** Jessica Brown, Jeri Davis

**Peggy called the meeting to order.**

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

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

**Report of the Librarian:** Beka reported that the turnout was good for the visit of Glenda Ritz, State Supt. of Instruction. Furniture is being installed soon on the Markle project. Friends of the Library gave a donation for the new activity wall in the Children's Area, and their spring book sale will be at the end of April. As part of the Strategic Plan, staff is planning many new initiatives and areas of growth, such as more arts and science activities and more workshops presented by community members.

**Committee Reports:** None

**Communications:** None

**Unfinished Business:**

**A. By-law Review** – John summarized the progress. One area in our By-laws still being worked on is attendance/absences of Board of Trustees members. John will present an outline of the changes and updates at our next meeting.

**New Business:**

**A. May meeting location** - Beka would like us to meet at the new Markle building for our next meeting, May 16, 5:00 PM.

**B. Policy Review: Chromebook Checkout** - The library has purchased a limited number of laptops that can be checked out by patrons for in-building use only. Terry moved to approve the Chromebook Checkout Policy, John seconded, and motion carried.

**C. Employee Recognition Program** – By authorization of the Compensation Plan, Beka has created a new Staff Recognition Program that will present three award categories per year to library staff members.

**D. Trustee Education: Budget Overview** – Jeri Davis presented some information to give us a better foundation for understanding some areas of the Financial Report. She explained some specifics of the operating balance of the Operating Fund line item, along with Rainy Day, and how these are used when funding our 18-month budget.

**E. Foundation Discussion - Tabled**

**F. Other: None**

**Pubic Input: None**

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

P. Calvey  
J. F. Buel  
C. A. B.  
J. H. Buel

Huntington City-Township Public Library  
Monthly Report  
May 2016

**Director's Report**

**News and Updates**

- Weekly meeting with the Senior Leadership team continue.
- 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.
- The staff in-service on April 22<sup>nd</sup> was well received by all of the staff. We had fantastic sessions on learning about e-readers and time management skills.
- Several staff members and I attended the ILF District 3 Conference in Garrett. This was a valuable opportunity for our staff to continue their professional development.
- The NIDL Consortium discussed contribution amounts for e-book and e-audio content. They decided to set a minimum amount for each library in the consortium to contribute. Our yearly cost will increase from \$20,000 to \$25,000.
- Markle construction has been largely completed. Our first official day to be open to the public is May 16<sup>th</sup>.
- I am planning on having the Markle grand opening/open house on June 10<sup>th</sup>. Please save this date on your calendar. We will likely have a grand opening ceremony/ribbon cutting at 4:00 with the open house to follow until 7:00.
- The conversion of DVDs to new call numbers has been completed at Markle. This should make the section easier to browse.
- The Friends of the Library held their Spring Book Sale April 29<sup>th</sup> and 30<sup>th</sup>. They made just over \$1,300.

**Meetings and Activities**

April 19 <sup>th</sup>	ILF District 3 Conference
April 22 <sup>nd</sup>	Staff In-service
April 25 <sup>th</sup>	Programming Committee Meeting
April 26 <sup>th</sup>	Huntington County Leadership session
April 27 <sup>th</sup>	NIDL Meeting
April 29 <sup>th</sup>	HR Law Seminar
May 3 <sup>rd</sup>	Huntington County Leadership session
May 5 <sup>th</sup>	Literacy Coalition Board Meeting
May 13 <sup>th</sup>	Meet with Adam Drummond re: United Way partnership
May 16 <sup>th</sup>	Library Board Meeting

**Upcoming Meetings and Activities**

May 17 <sup>th</sup>	Huntington County Leadership session
May 18 <sup>th</sup>	NICCL meeting
May 18 <sup>th</sup>	Technology Training Committee

May 27 <sup>th</sup>	SRCS Training at Peabody Library
May 28 <sup>th</sup>	Closed for Memorial Day
May 30 <sup>th</sup>	Closed for Memorial Day
May 31 <sup>st</sup>	Huntington County Leadership session
June 2 <sup>nd</sup>	Literacy Coalition Board Meeting
June 4 <sup>th</sup>	Bike Rodeo
June 10 <sup>th</sup>	Markle Open House
June 11 <sup>th</sup>	Literacy Coalition Spelling Bee
June 13 <sup>th</sup>	Programming Committee Meeting
June 15 <sup>th</sup>	Budget Workshop
June 16 <sup>th</sup> -18 <sup>th</sup>	Closed for Heritage Days
June 20 <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 Opportunity***

*We support workforce and economic development in the community.*

- *We will hold job and hiring fairs for local businesses and residents.*
- *We will work with local professionals to hold employment and training programs for those seeking job skills.*
- *We will reach out to local businesses to use our facilities, staff, and resources for training and career preparation.*
- *We will provide programs and materials that support entrepreneurs and small business owners.*

*We provide programs and services that support career preparation and development.*

- *We will create and maintain a dedicated career area that provides access to job opportunities, technology, and career resources.*
- *We will provide regular basic technology skills workshops and one-on-one training to increase technology literacy in the community.*
- *We will provide resume-building and job interview workshops to help people prepare for job seeking.*
- *We will have materials in the collection that explore different career paths and skill sets.*

*We encourage personal growth.*

- *We will provide programming to help people with general life skills, such as budgeting, finances, career preparation, time management, etc.*
- *We will offer a variety of programs and collections that let patrons explore different passions and try new things.*
- *We will provide fun and informative programs and materials for practical do-it-yourself activities.*
- *We will provide opportunities for community members to gain experience, skills and personal fulfillment through volunteer opportunities.*

*+We provide opportunities for teens to explore career options and enhance life skills.*

- *We will provide informational programming about college and college preparation for teens and their families.*
- *We will hold annual teen career fairs including experts to provide firsthand knowledge of career paths.*
- *We will provide a safe and encouraging place for teens to grow and learn.*
- *We will provide up-to-date and popular resources in the teen collection.*

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

- Provide access to the meeting rooms for businesses to use for training and meetings
- Technology is available for job seekers and employers
- Online career resources are available
- Impromptu resume and application help are available
- Provide internet access to complete job applications
- Provide computer skill classes
- Maintain various resources for career development and exploration
- Host programs and clubs to learn new skills and hobbies
- Provide learning opportunities through the Summer Library Program
- Created partnerships with Purdue extension to provide a variety of programs
- Have a variety of self-help and hobby titles in the non-fiction collection
- Opportunities for teens to learn skills
  - Junior volunteers
  - Teen Advisory Group
  - Internships
- Dedicated college prep collection
- Focused on improving teen book collections

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

- Teen job skills fair
- Create a dedicated teen space

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

- Advertise meeting rooms
- Let people know what we do
- Create organized programs for job topics
- Provide outside trainings
- Find ways for staff to connect with businesses
- Survey local businesses to find out what they need
- Build a designated career area
- Hold job interview workshops
- Host a job fair
- Create a career help brochure and/or posters
- Create a volunteer program

- Maximize our Summer Library Program opportunities
- Get more community experts involved
- More life skills programming
- Teen career fair

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

Report Dates = **4/18/16 to 5/16/16**

<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	\$136,250.81	\$1,394,634.55	\$34,772.98	\$892,409.25	\$912,791.87
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>\$136,250.81</b>	<b>\$1,394,634.55</b>	<b>\$34,772.98</b>	<b>\$892,409.25</b>	<b>\$912,791.87</b>
<b>2. LIRF</b>						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$1,303,874.22	\$319,558.17	\$843,327.96	\$250,000.00	\$250,762.56	\$711,308.82
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>\$319,558.17</b>	<b>\$843,327.96</b>	<b>\$250,000.00</b>	<b>\$250,762.56</b>	<b>\$711,308.82</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	\$19.72	\$19.72	\$190.72
130.01 GIFT (REGULAR)	\$4,444.45	\$0.00	\$30.50	\$198,008.15	\$198,148.38	\$202,562.33
130.02 FRIENDS OF THE LIBRARY	\$12,929.61	\$5,236.56	\$7,106.09	\$0.00	\$2,750.00	\$8,573.52
130.03 SPECIAL PURPOSES FUND	\$473.21	(\$45.00)	\$0.00	\$236.52	\$236.52	\$709.73
130.04 GIFT - IN RM	\$2,172.90	\$0.00	\$53,000.00	\$0.00	\$53,689.13	\$2,862.03
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	\$1,903.55	\$0.00	\$224.83	\$700.00	\$700.00	\$2,378.72
131 MULTIPLE GIFT FUND INVESTMENT	\$197,112.14	\$197,112.14	\$197,112.14	\$0.00	\$0.00	\$0.00
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	\$0.00	\$111.26	\$984.56
<b>Subtotal</b>	<b>\$297,940.73</b>	<b>\$202,303.70</b>	<b>\$310,473.56</b>	<b>\$198,964.39</b>	<b>\$308,655.01</b>	<b>\$296,122.18</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	\$113,764.92	\$367,725.18	\$1,103,418.97
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>\$113,764.92</b>	<b>\$618,725.18</b>	<b>\$2,204,418.97</b>
<b>9. Withholding</b>						
200.01 FEDERAL TAX	\$0.00	\$7,301.07	\$37,213.88	\$7,301.07	\$37,213.88	\$0.00
200.02 FICA	\$0.00	\$5,009.17	\$25,132.82	\$5,009.17	\$25,132.82	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$3,368.83	\$9,844.46	\$2,178.94	\$10,934.58	\$1,090.12
200.04 COUNTY TAX	\$0.00	\$1,594.60	\$4,701.15	\$1,045.55	\$5,224.10	\$522.95
200.05 INSURANCE	\$2,077.13	\$223.91	\$9,920.67	\$2,038.92	\$9,359.53	\$1,515.99
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$828.00	\$4,140.00	\$828.00	\$4,140.00	\$0.00
200.07 UNITED WAY	\$0.00	\$105.50	\$541.82	\$105.50	\$541.82	\$0.00
200.08 GARNISHMENT	\$0.00	\$437.98	\$1,189.32	\$319.68	\$1,307.62	\$118.30
<b>Subtotal</b>	<b>\$2,077.13</b>	<b>\$18,869.06</b>	<b>\$92,684.12</b>	<b>\$18,826.83</b>	<b>\$93,854.35</b>	<b>\$3,247.36</b>
<b>Grand Total</b>	<b>\$5,107,407.59</b>	<b>\$676,981.74</b>	<b>\$3,143,315.19</b>	<b>\$616,329.12</b>	<b>\$2,164,810.35</b>	<b>\$4,128,902.75</b>

**Total all banks = \$4,128,902.75**

# Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 4/18/16 To 5/16/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<i>1. Personal Services</i>							
1.11 Salary of Director	\$68,000.00	\$0.00	\$68,000.00	\$5,227.50	\$29,137.50	\$38,862.50	42.8
1.12 Professional Assistants	\$730,000.00	\$0.00	\$730,000.00	\$54,504.71	\$271,499.74	\$458,500.26	37.2
1.14 Wages of Janitors	\$67,000.00	\$0.00	\$67,000.00	\$4,964.46	\$25,102.43	\$41,897.57	37.5
1.15 Additional Hours (750)	\$8,500.00	\$0.00	\$8,500.00	\$782.36	\$2,791.59	\$5,708.41	32.8
1.21 Employer's Share FICA	\$67,000.00	\$0.00	\$67,000.00	\$2,506.01	\$22,629.39	\$44,370.61	33.8
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	\$8,030.86	\$30,169.81	\$40,830.19	42.5
1.231 Employer's contribution PERF - Employee	\$25,000.00	\$0.00	\$25,000.00	\$1,608.17	\$8,048.36	\$16,951.64	32.2
1.24 Employer's Contribution Group Health	\$123,000.00	\$0.00	\$123,000.00	\$0.00	\$50,417.78	\$72,582.22	41.0
1.25 Employer's Contribution Life Ins.	\$8,500.00	\$0.00	\$8,500.00	\$271.83	\$3,435.77	\$5,064.23	40.4
1.26 Employer's Contribution STD	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$3,331.91	\$4,668.09	41.6
1.27 Employer's Contribution LTD	\$7,200.00	\$0.00	\$7,200.00	\$0.00	\$2,885.25	\$4,314.75	40.1
1.28 Employer's Contribution Dental	\$5,000.00	\$0.00	\$5,000.00	\$406.07	\$2,070.05	\$2,929.95	41.4
1.29 Other Employee Benefits	\$1,000.00	\$0.00	\$1,000.00	\$19.29	\$332.28	\$667.72	33.2
<b>Subtotal</b>	<b>\$1,192,200.00</b>		<b>\$1,192,200.00</b>	<b>\$78,321.26</b>	<b>\$451,851.86</b>	<b>\$740,348.14</b>	<b>37.9</b>
<i>2. Supplies</i>							
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	\$4,241.94	\$18,918.82	\$12,081.18	61.0
2.21 Operating/Cleaning/Sanitation Supplies	\$12,000.00	\$0.00	\$12,000.00	\$388.73	\$1,354.04	\$10,645.96	11.3
<b>Subtotal</b>	<b>\$43,001.00</b>		<b>\$43,001.00</b>	<b>\$4,630.67</b>	<b>\$20,272.86</b>	<b>\$22,728.14</b>	<b>47.1</b>
<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

<i>Account #</i>	<i>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	\$77.78	\$36,422.22	0.2
3.141	Contracted Labor for Facilities and Grounds	\$8,000.00	\$0.00	\$8,000.00	\$607.50	\$1,972.50	\$6,027.50	24.7
3.145	Databases	\$24,000.00	\$0.00	\$24,000.00	\$300.00	\$11,965.96	\$12,034.04	49.9
3.146	E-books	\$20,000.00	\$0.00	\$20,000.00	\$19,700.00	\$20,000.00	\$0.00	100.0
3.21	Telephone	\$4,500.00	\$0.00	\$4,500.00	\$401.50	\$1,989.17	\$2,510.83	44.2
3.211	Telephone - Markle	\$1,500.00	\$0.00	\$1,500.00	\$34.87	\$367.75	\$1,132.25	24.5
3.212	Fax Expense	\$800.00	\$0.00	\$800.00	\$65.37	\$313.11	\$486.89	39.1
3.213	T-1 Access Huntington	\$12,000.00	\$0.00	\$12,000.00	\$727.50	\$2,910.00	\$9,090.00	24.3
3.2131	T-1 Access Markle	\$4,500.00	\$0.00	\$4,500.00	\$150.00	\$600.00	\$3,900.00	13.3
3.22	Postage and Shipping	\$1,500.00	\$0.00	\$1,500.00	\$43.48	\$683.58	\$816.42	45.6
3.23	Traveling Expense	\$2,500.00	\$0.00	\$2,500.00	\$182.38	\$723.18	\$1,776.82	28.9
3.24	Professional Meetings	\$8,000.00	\$0.00	\$8,000.00	\$335.63	\$3,419.95	\$4,580.05	42.7
3.31	Advertising and Public Notices	\$4,000.00	\$0.00	\$4,000.00	\$572.31	\$1,059.06	\$2,940.94	26.5
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	\$0.00	\$50.00	\$450.00	10.0
3.42	Other Insurance	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$11,171.00	\$23,829.00	31.9
3.51	Gas Huntington	\$12,000.00	\$0.00	\$12,000.00	\$416.84	\$5,514.28	\$6,485.72	46.0
3.511	Gas Markle	\$2,500.00	\$0.00	\$2,500.00	\$60.27	\$368.42	\$2,131.58	14.7
3.52	Electricity Huntington	\$60,000.00	\$0.00	\$60,000.00	\$4,435.67	\$17,394.21	\$42,605.79	29.0
3.521	Electricity Markle	\$3,500.00	\$0.00	\$3,500.00	\$137.64	\$560.29	\$2,939.71	16.0
3.53	Water Huntington	\$2,500.00	\$0.00	\$2,500.00	\$180.74	\$901.22	\$1,598.78	36.0
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	\$362.29	\$2,023.48	\$1,976.52	50.6
3.541	Sewer Markle	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.62	Equipment Repair and Maintenance	\$5,000.00	\$0.00	\$5,000.00	\$1,123.88	(\$2,162.87)	\$7,162.87	-43.3
3.621	Equipment Leasing and Maintenance	\$6,000.00	\$0.00	\$6,000.00	\$652.82	\$3,781.88	\$2,218.12	63.0
3.622	Contracted Facility Maintenance	\$15,000.00	\$0.00	\$15,000.00	\$181.25	\$3,890.96	\$11,109.04	25.9

<i>Account #</i>	<i>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>
3.623	Technology License Agreements	\$36,700.00	\$0.00	\$36,700.00	\$4,185.88	\$6,528.56	\$30,171.44	17.8
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	\$0.00	\$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	\$125.00	\$276.22	\$3,723.78	6.9
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>\$34,982.82</b>	<b>\$112,629.34</b>	<b>\$291,573.66</b>	<b>27.9</b>
<b>4. Capital 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	\$0.00	\$6,064.52	\$33,935.48	15.2
4.42	Computer Upgrade	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$8,100.00	\$11,900.00	40.5
4.5	Adult Non-Fiction Books	\$23,800.00	\$0.00	\$23,800.00	\$905.48	\$7,149.27	\$16,650.73	30.0
4.505	Adult Large Print Non-Fiction Books	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$590.00	\$410.00	59.0
4.51	Adult Fiction Books	\$30,500.00	\$0.00	\$30,500.00	\$2,593.04	\$10,826.85	\$19,673.15	35.5
4.511	Adult Graphic Novels	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$117.62	\$1,882.38	5.9
4.52	Children's Fiction Books	\$8,500.00	\$0.00	\$8,500.00	\$1,340.33	\$3,808.83	\$4,691.17	44.8
4.521	Children's Easy Fiction Books	\$24,500.00	\$0.00	\$24,500.00	\$1,435.22	\$3,945.26	\$20,554.74	16.1
4.522	Children's Non-Fiction Books	\$24,000.00	\$0.00	\$24,000.00	\$2,289.27	\$3,754.21	\$20,245.79	15.6
4.523	Toddler Books	\$1,500.00	\$0.00	\$1,500.00	\$39.65	\$278.72	\$1,221.28	18.6
4.524	Children's Graphic Novels	\$1,000.00	\$0.00	\$1,000.00	\$48.21	\$494.15	\$505.85	49.4
4.53	YA Fiction Books	\$12,700.00	\$0.00	\$12,700.00	\$578.89	\$4,474.39	\$8,225.61	35.2
4.531	YA Graphic Novels	\$2,500.00	\$0.00	\$2,500.00	\$337.14	\$853.84	\$1,646.16	34.2
4.532	YA Non-Fiction Books	\$4,000.00	\$0.00	\$4,000.00	\$299.33	\$427.15	\$3,572.85	10.7
4.54	Indiana Room Books	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$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	\$135.00	\$759.33	\$2,240.67	25.3
4.56 Literacy Books	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$124.47	\$1,875.53	6.2
4.57 Adult Large Print Fiction Books	\$8,000.00	\$0.00	\$8,000.00	\$388.05	\$4,485.43	\$3,514.57	56.1
4.6 Periodicals and Newspapers	\$12,000.00	\$0.00	\$12,000.00	\$264.90	\$8,410.97	\$3,589.03	70.1
4.71 Adult DVD's	\$16,000.00	\$0.00	\$16,000.00	\$2,550.95	\$6,349.13	\$9,650.87	39.7
4.711 Children's DVD's	\$2,000.00	\$0.00	\$2,000.00	\$484.87	\$905.28	\$1,094.72	45.3
4.72 Adult Audiobooks	\$9,500.00	\$0.00	\$9,500.00	\$2,766.39	\$3,234.87	\$6,265.13	34.1
4.721 Children's Audiobooks	\$1,000.00	\$0.00	\$1,000.00	\$33.27	\$33.27	\$966.73	3.3
4.722 YA Audiobooks	\$900.00	\$0.00	\$900.00	\$0.00	\$180.00	\$720.00	20.0
4.73 Adult Music CD's	\$2,000.00	\$0.00	\$2,000.00	\$359.42	\$732.63	\$1,267.37	36.6
4.731 Children's Music CD's	\$400.00	\$0.00	\$400.00	\$169.08	\$210.76	\$189.24	52.7
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	\$90.96	\$108.04	45.7
4.8 Materials Processing	\$15,000.00	\$0.00	\$15,000.00	\$877.99	\$3,661.83	\$11,338.17	24.4
<b>Subtotal</b>	<b>\$273,000.00</b>		<b>\$273,000.00</b>	<b>\$17,896.48</b>	<b>\$80,343.74</b>	<b>\$192,656.26</b>	<b>29.4</b>
<b>Grand Total</b>	<b>\$1,912,404.00</b>	<b>\$0.00</b>	<b>\$1,912,404.00</b>	<b>\$135,831.23</b>	<b>\$665,097.80</b>	<b>\$1,247,306.20</b>	<b>34.8</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 4/18/16 To 5/16/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<b>1. Personal Services</b>							
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>
<b>4. Capital Outlays</b>							
4.21 Markle Building	\$850,000.00	\$0.00	\$850,000.00	\$66,310.41	\$544,931.62	\$305,068.38	64.1
4.4 Furniture and Equipment	\$50,000.00	\$0.00	\$50,000.00	\$3,247.76	\$48,396.34	\$1,603.66	96.8
<b>Subtotal</b>	<b>\$900,000.00</b>		<b>\$900,000.00</b>	<b>\$69,558.17</b>	<b>\$593,327.96</b>	<b>\$306,672.04</b>	<b>65.9</b>
<b>Grand Total</b>	<b>\$900,000.00</b>	<b>\$0.00</b>	<b>\$900,000.00</b>	<b>\$69,558.17</b>	<b>\$593,327.96</b>	<b>\$306,672.04</b>	<b>65.9</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 4/18/16 To 5/16/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<b>3. Other Services and Charges</b>							
3.62 Equipment Repair and Maintenance	\$275,000.00	\$0.00	\$275,000.00	\$0.00	\$0.00	\$275,000.00	0.0
<b>Subtotal</b>	<b>\$275,000.00</b>		<b>\$275,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$275,000.00</b>	<b>0.0</b>
<b>4. Capital Outlays</b>							
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>\$400,000.00</b>	<b>\$0.00</b>	<b>\$400,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$400,000.00</b>	<b>0.0</b>

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