

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

July, 18th, 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
9. New Business
 - A. Employee Leave Approval
 - B. Acceptable Loss Policy
 - C. LIRF Resolution
 - D. Budget Review
 - E. Other
10. Trustee Education
11. Public Input
12. Adjournment

Huntington City-Township Public Library
Board of Trustees Meeting
June 21, 2016
5:00 PM

Present: Rebecca Lemons, Peggy Caley, Jamie Foday, Chad Lippe, Anne McClellan, Terry Miller

Absent: Fred Scheiber

Visitors: Jessica Brown, Jeri Davis

Peggy called the meeting to order.

Reading and Approval of Minutes: John 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, Jamie seconded, and motion carried.

Report of the Librarian: Beka reported that the first Bike Rodeo, with Parkview giving away free helmets, was a great success. Beka and Jessica completed the Huntington County Leadership Academy. Regarding the Strategic Plan, the focus will be on Leadership Goals. Peggy inquired about the "Rent a Librarian" program, which Beka explained is a tutorial/help session with the Reference Librarian.

Committee Reports: None

Communications: None

Unfinished Business:

A. By-law Review – John summarized the proposed revisions. John moved to adopt the amended By-laws as presented, Terry seconded, and motion carried.

New Business:

A. Internal Controls – There is a new requirement by the State which mandates that we follow their procedures for internal controls and also that we train new employees in the procedures. This Resolution to Establish Internal Controls was passed by signature vote.

B. Petty Cash Fund – To allow an increase to the petty cash fund, a Resolution to Increase Petty Cash Fund was passed by signature vote.

C. Cash Change Fund – As part of Phase 1 of our Internal Controls, a Resolution to Establish Cash Change Fund was passed by signature vote.

D. Circulation Policy – A few changes were made to the Material Loan Policy. Chad moved to approve the changes, John seconded, and motion carried.

E. Furnace Replacement Plan – We had TCS audit our HVAC systems. They have estimated a 3-year replacement plan, and Beka recommends taking the costs out of Rainy Day Fund. The Board requests we have TCS replace the units needed this year, and then we get competitive bids for future repairs. Chad moved to approve the needed HVAC replacements for this year at a cost of \$14,693; Terry seconded, and motion carried.

F. Request for Committee Formation – Beka would like to form a Budget Review and Recommendation Committee to discuss budget needs that can then be presented to the whole Board. Anne, John, and Terry volunteered to form the committee of three. Beka will email those interested to confirm membership and set the first meeting date.

G. Other - none

Trustee Education:

A. Operating Fund – Budgets trends and future budget possibilities were discussed.

Pubic Input: None

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

Huntington City-Township Public Library
Monthly Report
July 2016

Director's Report

News and Updates

- Weekly meeting with the Senior Leadership team continue.
- I attended a webinar regarding the new overtime and exemption laws. We will have to make some changes to the status of some of our employees prior to December 1. A full salary schedule with changes will be presented in November.
- We officially launched the bike share program with the assistance of the City of Huntington. The city is running the program and we are paying part of the cost in exchange for advertising on the bikes and on the bike stations. We have already seen several people use the bikes and we are looking forward to more.
- Jan Carnes and I met with Paul Carter from SCAN. We discussed the possibility of them placing a young adult in the library for employment. SCAN would pay all of the associated costs and wages. We will be interviewing a potential candidate at the end of July.
- We are in the process of hiring a temporary youth services clerk to fill in another employee's extended leave.
- Jane Hohe and I attended the United Way Pacesetters luncheon with other representatives from the Literacy Coalition.
- I will be part of the founding group for the United Way's new birth to 5 literacy initiative.
- The Friends of the Library will hold their summer sale the first week of August. This will be a very large sale due to the number of old books that we have removed from our shelves in the past 18 months.
- Anna Brinegar was awarded our quarterly Turning the Page Award for her excellence in providing innovative programming for adults and teens.

Meetings and Activities

June 25 th	Bike Share Launch
July 5 th	Board Budget Review Meeting
July 6 th	Benefits Committee Meeting
July 7 th	Literacy Coalition Board Meeting
July 11 th	Programming Committee Meeting
July 13 th	United Way Pacesetters Luncheon
July 14 th	Quality and Process Improvement Meeting
July 18 th	Library Board Meeting

Upcoming Meetings and Activities

July 21 st	United Way Literacy Meeting
August 2 nd	DLGF Budget Workshop
August 4 th	Literacy Coalition Board Meeting

August 8 th	Programming Committee Meeting
August 11 th -12 th	HR Management Seminar
August 15 th	Library Board Meeting

Strategic Plan Update

Gateway to Community

..... Building relationships

The Library is ideally situated to be a hub of activity and resources for the community. Our free access to information and resources can support the community in many ways. Our resources and services can be a great asset not only to our individual users but to the organizations and schools that support our communities. We value our partnerships with various community organizations and we will seek to strengthen and support them in the future.

Goals

We will be an active community member.

- We will take advantage of our location and space to facilitate and participate in community-wide events.
- We will have library staff involved in community strengthening organizations around Huntington and Markle.
- We will make community organizations aware of library programs and services that may provide a benefit to them.
- We will maintain a list of potential community partners and community activities.

We will communicate our message to the public.

- We will actively participate in community events, such as parades and fairs.
- We will utilize multiple marketing avenues to raise community awareness of library services.
- We will write and send press releases to local media outlets in a timely manner, so that we have a constant presence in local news sources.
- We will share our success and impact stories with the community to increase awareness and support.

We will be a community destination.

- We will hold social programs and events that focus on bringing the community together.
- We will regularly seek feedback from the community regarding our services and understand if and how we can meet the needs of the community.
- We will strive to bring programs for the community that both educate and entertain.
- We will provide opportunities for the community to contribute to the library by volunteering their time and skills.
- We will provide free and equal access to an open and agenda-free facility.

What are we currently doing to support these goals?

- More staff sitting on community Boards and working with community organizations
- Several staff members are volunteering with the Parks Department
- Participate in the fire hydrant painting each year
- Multiple official Bi-centennial projects
- Bike-share in cooperation with the City of Huntington
- Visit schools and pre-schools
- Provide support for the community calendar
- Sponsor a yearly volunteer fair
- Participate in local parades and festivals
- Number of newspaper articles is increasing
- Dedicated and consistent marketing
- More social/gathering programs
- Junior volunteer program
- Increased variety of programs

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

- Working with 4-H to help with the reading badge
- Working with YSB for car seat education
- Attending Huntington County back-to-school nights
- Creating a new teen space

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

- Find out more about how we can help community organizations
- Let people know what we have
- Connect with organizations personally
- Get out of the library
- Get information/newsletters to local clubs
- Form a community development committee
- Get on TV community calendars
- Display our mission more clearly
- Find places in the community to place calendars/fliers
- Write newspaper columns or letters to the editor
- Adult volunteer program
- Get welcome information to new residents
- Have more feedback forms and surveys
- Work on the overall library environment

Financial Report
Huntington City-Township Public Library

Report Dates = **6/20/16 to 7/18/16**

<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>
1. Operating Fund						
100 OPERATING	\$1,415,017.17	\$130,246.33	\$1,674,026.63	\$632,718.52	\$1,585,018.27	\$1,326,008.81
101 LIBRARY OPERATING FUND- INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,415,017.17	\$130,246.33	\$1,674,026.63	\$632,718.52	\$1,585,018.27	\$1,326,008.81
2. LIRF						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$1,303,874.22	\$43,201.55	\$962,252.69	\$432.13	\$251,799.40	\$593,420.93
111 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,303,874.22	\$43,201.55	\$962,252.69	\$432.13	\$251,799.40	\$593,420.93
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	\$171.00	\$40.51	\$40.51	\$0.10	\$21.33	\$151.82
130.01 GIFT (REGULAR)	\$4,444.45	\$8.97	\$39.47	\$132.98	\$198,400.77	\$202,805.75
130.02 FRIENDS OF THE LIBRARY	\$12,929.61	\$1,064.90	\$8,765.48	\$0.00	\$2,750.00	\$6,914.13
130.03 SPECIAL PURPOSES FUND	\$473.21	\$0.00	\$0.00	\$0.00	\$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	\$259.59	\$0.00	\$700.00	\$2,343.96
131 MULTIPLE GIFT FUND INVESTMENT	\$197,112.14	\$0.00	\$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	\$36.68	\$222.52	\$1,095.82
Subtotal	\$297,940.73	\$1,114.38	\$312,217.19	\$169.76	\$309,020.27	\$294,743.81
5. Grants						
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
Subtotal	\$609.55	\$0.00	\$0.00	\$0.00	\$200.00	\$809.55
6. LSCA						
150.03 IND. STATE STUDENT ASSISTANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$204.00	\$204.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$204.00	\$204.00
7. Levy Excess						
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
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8. Other Funds						
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	\$903.85	\$370,460.96	\$1,106,154.75
171 RAINY DAY INVESTMENT	\$1,101,000.00	\$0.00	\$251,000.00	\$0.00	\$251,000.00	\$1,101,000.00
Subtotal	\$2,087,888.79	\$0.00	\$502,195.00	\$903.85	\$621,460.96	\$2,207,154.75
9. Withholding						
200.01 FEDERAL TAX	\$0.00	\$7,438.81	\$51,999.15	\$7,438.81	\$51,999.15	\$0.00
200.02 FICA	\$0.00	\$5,136.66	\$35,347.37	\$5,136.66	\$35,347.37	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$2,214.09	\$14,256.76	\$2,235.61	\$15,379.66	\$1,122.90
200.04 COUNTY TAX	\$0.00	\$1,063.25	\$6,819.26	\$1,074.04	\$7,359.00	\$539.74
200.05 INSURANCE	\$2,077.13	\$1,821.61	\$15,523.78	\$2,873.16	\$14,271.61	\$824.96
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$828.00	\$5,796.00	\$828.00	\$5,796.00	\$0.00
200.07 UNITED WAY	\$0.00	\$158.25	\$700.07	\$105.50	\$752.82	\$52.75
200.08 GARNISHMENT	\$0.00	\$319.68	\$1,828.68	\$319.68	\$1,946.98	\$118.30
Subtotal	\$2,077.13	\$18,980.35	\$132,271.07	\$20,011.46	\$132,852.59	\$2,658.65
Grand Total	\$5,107,407.59	\$193,542.61	\$3,582,962.58	\$654,235.72	\$2,900,555.49	\$4,425,000.50

Total all banks = \$4,425,000.50

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

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 6/20/16 To 7/18/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
1. Personal Services							
1.11 Salary of Director	\$68,000.00	\$0.00	\$68,000.00	\$5,227.50	\$39,592.50	\$28,407.50	58.2
1.12 Professional Assistants	\$730,000.00	\$0.00	\$730,000.00	\$56,568.57	\$383,488.47	\$346,511.53	52.5
1.14 Wages of Janitors	\$67,000.00	\$0.00	\$67,000.00	\$5,160.28	\$35,398.46	\$31,601.54	52.8
1.15 Additional Hours (750)	\$8,500.00	\$0.00	\$8,500.00	\$188.93	\$3,574.43	\$4,925.57	42.1
1.21 Employer's Share FICA	\$67,000.00	\$0.00	\$67,000.00	\$5,136.57	\$32,843.81	\$34,156.19	49.0
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	\$5,526.14	\$41,223.69	\$29,776.31	58.1
1.231 Employer's contribution PERF - Employee	\$25,000.00	\$0.00	\$25,000.00	\$1,607.74	\$11,264.27	\$13,735.73	45.1
1.24 Employer's Contribution Group Health	\$123,000.00	\$0.00	\$123,000.00	\$10,088.54	\$80,683.40	\$42,316.60	65.6
1.25 Employer's Contribution Life Ins.	\$8,500.00	\$0.00	\$8,500.00	\$0.00	\$4,753.15	\$3,746.85	55.9
1.26 Employer's Contribution STD	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$4,662.49	\$3,337.51	58.3
1.27 Employer's Contribution LTD	\$7,200.00	\$0.00	\$7,200.00	\$0.00	\$4,028.99	\$3,171.01	56.0
1.28 Employer's Contribution Dental	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$2,882.19	\$2,117.81	57.6
1.29 Other Employee Benefits	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$332.28	\$667.72	33.2
Subtotal	\$1,192,200.00		\$1,192,200.00	\$89,504.27	\$644,728.13	\$547,471.87	54.1
2. Supplies							
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	\$1,157.01	\$23,413.89	\$7,586.11	75.5
2.21 Operating/Cleaning/Sanitation Supplies	\$12,000.00	\$0.00	\$12,000.00	\$1,543.67	\$4,263.75	\$7,736.25	35.5
Subtotal	\$43,001.00		\$43,001.00	\$2,700.68	\$27,677.64	\$15,323.36	64.4
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

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
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	\$3,077.78	\$33,422.22	8.4
3.141	Contracted Labor for Facilities and Grounds	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$2,832.00	\$5,168.00	35.4
3.145	Databases	\$24,000.00	\$0.00	\$24,000.00	\$0.00	\$11,965.96	\$12,034.04	49.9
3.146	E-books	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00	\$0.00	100.0
3.21	Telephone	\$4,500.00	\$0.00	\$4,500.00	\$400.59	\$2,791.15	\$1,708.85	62.0
3.211	Telephone - Markle	\$1,500.00	\$0.00	\$1,500.00	\$93.81	\$611.40	\$888.60	40.8
3.212	Fax Expense	\$800.00	\$0.00	\$800.00	\$65.37	\$443.85	\$356.15	55.5
3.213	T-1 Access Huntington	\$12,000.00	\$0.00	\$12,000.00	\$727.50	\$4,365.00	\$7,635.00	36.4
3.2131	T-1 Access Markle	\$4,500.00	\$0.00	\$4,500.00	\$300.00	\$1,093.55	\$3,406.45	24.3
3.22	Postage and Shipping	\$1,500.00	\$0.00	\$1,500.00	\$149.43	\$833.01	\$666.99	55.5
3.23	Traveling Expense	\$2,500.00	\$0.00	\$2,500.00	\$17.82	\$907.48	\$1,592.52	36.3
3.24	Professional Meetings	\$8,000.00	\$0.00	\$8,000.00	\$1,269.00	\$4,688.95	\$3,311.05	58.6
3.31	Advertising and Public Notices	\$4,000.00	\$0.00	\$4,000.00	\$402.32	\$1,788.69	\$2,211.31	44.7
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	\$2,507.00	\$13,678.00	\$21,322.00	39.1
3.51	Gas Huntington	\$12,000.00	\$0.00	\$12,000.00	\$5,989.13	\$11,680.29	\$319.71	97.3
3.511	Gas Markle	\$2,500.00	\$0.00	\$2,500.00	\$13.94	\$404.23	\$2,095.77	16.2
3.52	Electricity Huntington	\$60,000.00	\$0.00	\$60,000.00	\$7,341.78	\$29,970.56	\$30,029.44	50.0
3.521	Electricity Markle	\$3,500.00	\$0.00	\$3,500.00	\$221.57	\$923.55	\$2,576.45	26.4
3.53	Water Huntington	\$2,500.00	\$0.00	\$2,500.00	\$207.64	\$1,273.63	\$1,226.37	50.9
3.531	Water Markle	\$500.00	\$0.00	\$500.00	\$24.71	\$43.95	\$456.05	8.8
3.54	Sewer Huntington	\$4,000.00	\$0.00	\$4,000.00	\$415.31	\$2,897.48	\$1,102.52	72.4
3.541	Sewer Markle	\$1,000.00	\$0.00	\$1,000.00	\$42.64	\$58.49	\$941.51	5.8
3.62	Equipment Repair and Maintenance	\$5,000.00	\$0.00	\$5,000.00	\$0.00	(\$2,095.24)	\$7,095.24	-41.9
3.621	Equipment Leasing and Maintenance	\$6,000.00	\$0.00	\$6,000.00	\$467.70	\$5,340.32	\$659.68	89.0
3.622	Contracted Facility Maintenance	\$15,000.00	\$0.00	\$15,000.00	\$148.01	\$13,162.92	\$1,837.08	87.8

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	\$575.99	\$7,734.72	\$28,965.28	21.1
3.624 Technology Maintenance	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$92.72	\$9,907.28	0.9
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	\$0.00	\$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
Subtotal	\$404,203.00		\$404,203.00	\$21,381.26	\$157,140.31	\$247,062.69	38.9
4. Capitol Outlays							
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	\$6,366.35	\$33,633.65	15.9
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	\$3,443.00	\$12,278.15	\$11,521.85	51.6
4.505 Adult Large Print Non-Fiction Books	\$1,000.00	\$0.00	\$1,000.00	\$415.63	\$1,033.62	(\$33.62)	103.4
4.51 Adult Fiction Books	\$30,500.00	\$0.00	\$30,500.00	\$2,122.79	\$16,861.25	\$13,638.75	55.3
4.511 Adult Graphic Novels	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$773.55	\$1,226.45	38.7
4.52 Children's Fiction Books	\$8,500.00	\$0.00	\$8,500.00	\$240.86	\$5,020.03	\$3,479.97	59.1
4.521 Children's Easy Fiction Books	\$24,500.00	\$0.00	\$24,500.00	\$85.02	\$4,375.86	\$20,124.14	17.9
4.522 Children's Non-Fiction Books	\$24,000.00	\$0.00	\$24,000.00	\$98.81	\$4,751.79	\$19,248.21	19.8
4.523 Toddler Books	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$282.70	\$1,217.30	18.8
4.524 Children's Graphic Novels	\$1,000.00	\$0.00	\$1,000.00	\$543.94	\$1,396.33	(\$396.33)	139.6
4.53 YA Fiction Books	\$12,700.00	\$0.00	\$12,700.00	\$1,746.61	\$6,887.35	\$5,812.65	54.2
4.531 YA Graphic Novels	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$939.79	\$1,560.21	37.6
4.532 YA Non-Fiction Books	\$4,000.00	\$0.00	\$4,000.00	\$3,651.35	\$4,111.53	(\$111.53)	102.8
4.54 Indiana Room Books	\$1,000.00	\$0.00	\$1,000.00	\$13.99	\$293.99	\$706.01	29.4

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
4.55	Reference Books	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$2,132.07	\$867.93	71.1
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	\$1,308.35	\$5,949.01	\$2,050.99	74.4
4.6	Periodicals and Newspapers	\$12,000.00	\$0.00	\$12,000.00	\$39.95	\$8,754.92	\$3,245.08	73.0
4.71	Adult DVD's	\$16,000.00	\$0.00	\$16,000.00	\$685.82	\$9,544.04	\$6,455.96	59.7
4.711	Children's DVD's	\$2,000.00	\$0.00	\$2,000.00	\$103.56	\$1,511.17	\$488.83	75.6
4.72	Adult Audiobooks	\$9,500.00	\$0.00	\$9,500.00	\$12.52	\$4,332.13	\$5,167.87	45.6
4.721	Children's Audiobooks	\$1,000.00	\$0.00	\$1,000.00	\$21.95	\$516.04	\$483.96	51.6
4.722	YA Audiobooks	\$900.00	\$0.00	\$900.00	\$226.66	\$740.95	\$159.05	82.3
4.73	Adult Music CD's	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$1,079.76	\$920.24	54.0
4.731	Children's Music CD's	\$400.00	\$0.00	\$400.00	\$0.00	\$233.80	\$166.20	58.5
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	\$1,292.57	\$1,292.57	\$707.43	64.6
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	\$606.74	\$5,169.62	\$9,830.38	34.5
Subtotal		\$273,000.00	\$0.00	\$273,000.00	\$16,660.12	\$114,943.80	\$158,056.20	42.1
Grand Total		\$1,912,404.00	\$0.00	\$1,912,404.00	\$130,246.33	\$944,489.88	\$967,914.12	49.4

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 6/20/16 To 7/18/16

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
Subtotal	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	0.0
<i>4. Capitol Outlays</i>							
4.21 Markle Building	\$850,000.00	\$0.00	\$850,000.00	\$43,201.55	\$613,725.30	\$236,274.70	72.2
4.4 Furniture and Equipment	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$98,527.39	(\$48,527.39)	197.1
Subtotal	\$900,000.00		\$900,000.00	\$43,201.55	\$712,252.69	\$187,747.31	79.1
Grand Total	\$900,000.00	\$0.00	\$900,000.00	\$43,201.55	\$712,252.69	\$187,747.31	79.1

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 6/20/16 To 7/18/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
3. Other Services and Charges							
3.62 Equipment Repair and Maintenance	\$275,000.00	\$0.00	\$275,000.00	\$0.00	\$0.00	\$275,000.00	0.0
Subtotal	\$275,000.00		\$275,000.00	\$0.00	\$0.00	\$275,000.00	0.0
4. Capitol Outlays							
4 Other Capital Outlays	\$125,000.00	\$0.00	\$125,000.00	\$0.00	\$0.00	\$125,000.00	0.0
Subtotal	\$125,000.00		\$125,000.00	\$0.00	\$0.00	\$125,000.00	0.0
Grand Total	\$400,000.00	\$0.00	\$400,000.00	\$0.00	\$0.00	\$400,000.00	0.0

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