

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees  
August, 15th, 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. Communications
7. Unfinished Business
8. New Business
  - A. Compensation Plan
  - B. E-rate Resolution
  - C. Rainy Day Resolution
  - D. Budget Review
  - E. Other
9. Trustee Education – IN The Public Trust
10. Public Input
11. Adjournment

**Huntington City-Township Public Library**  
**Board of Trustees Meeting**  
**July 19, 2016**  
**5:00 PM**

**Present:** Rebecca Lemons, Peggy Caley, Jamie Foday, Anne McClellan, Terry Miller, Fred Scheiber  
**Absent:** Chad Lippe  
**Visitors:** Jessica Brown

**Peggy called the meeting to order.**

**Reading and Approval of Minutes:** Jamie moved to approve the minutes, John seconded, and motion carried.

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

**Report of the Librarian:** Beka reported that she has spent a lot of time working on budget. The new Bike Share program is starting out well. Beka will be a part of the United Way new birth to 5 literacy initiative.

**Committee Reports:** The Benefits Committee met recently, and Beka is still working on some issues related to retirement and long-term disability; a report will be made to the Board when all the information is gathered. The Budget Committee met for budget review.

**Communications:** None

**Unfinished Business:** None

**New Business:**

**A. Employee Leave Approval** – Joan Sherlock, Youth Services Clerk, has requested up to one full year of unpaid leave. Terry moved to approve the leave, John seconded, and motion carried.

**B. Materiality Threshold (Acceptable Loss) Policy** – The policy states what the library considers a loss to be reported to State Board of Accounts. (Beka will also be writing a procedure that lays out internal response to losses, even those not required to be reported to the State Board of Accounts.) Fred moved to approve the Materiality Threshold Policy, Anne seconded, and motion carried.

**C. LIRF Resolution** – The resolution to decrease the 2016 LIRF Expenditure by the amount of \$593,372.54 passed by signature vote.

**D. Budget Review** – After meeting with the Budget Committee and discussing options, Beka decided to take \$100,000 out of Rainy Day Fund rather than out of Operating/raising the levy as much. The levy will stay at 1.2. Beka meets with DLGF on August 2<sup>nd</sup>, after which the Budget Committee will meet again, and we must advertise no later than September 5<sup>th</sup>, with the budget adoption meeting in October.

**E. Other** – None

**Trustee Education:** The Indiana Library Federation will have their state meeting November 9 and 10 in Indianapolis, and there will be a session for library trustees. Beka will keep us informed of the details for attendance.

**Pubic Input:** None

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

**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.**

*P. Calvey*  
*Arday*  
*T. J. Smith*  
*John F. Bunch*  
*Frank B. Baker*  
*Anne McClellan*

Huntington City-Township Public Library  
Monthly Report  
August 2016

**Director's Report**

**News and Updates**

- Weekly meeting with the Senior Leadership team continue.
- A new intern was hired as a part of the SCAN program. He will be working until October and all wages will be paid by SCAN.
- Brittany Humbarger has been hired as a Youth Services Clerk to replace Joan Sherlock while she is overseas.
- We are in the process of contacting business owners in Huntington and Markle to ask them to support us during National Library Card Sign-Up Month (September). This would involve businesses providing a discount or special deal to customers who show their library card.
- We are set to go live on August 15<sup>th</sup> with our new inter-library loan program. The program is an initiative by the State Library that will aim to make requesting materials easier for patrons and staff.
- I met with Adam Drummond from the United Way for a kickoff meeting for a major Birth-5 literacy initiative for Huntington County. Several school and pre-school representatives are also involved. Our first steps will be to analyze the quality of daycare and pre-school care in the county.
- We wrapped up our summer reading program. Full details on participation numbers should be available next month.
- I met with our DLGF budget representative to verify our 2017 budget. Everything went as planned and she had very few questions for us.
- We have had staff at several back to school nights throughout the county. We have signed up over 100 new students for library cards.
- The Friends of the Library held their annual summer sale. They made over \$3000; this is about \$800 more than what they usually make.
- I participated in a video marketing effort for krM regarding the building of the Markle Branch. The video will be available on their website sometime in the future.

**Meetings and Activities**

July 21 <sup>st</sup>	United Way Literacy Meeting
August 2 <sup>nd</sup>	DLGF Budget Workshop
August 4 <sup>th</sup>	Literacy Coalition Board Meeting
August 4 <sup>th</sup>	Back to School Night at Flint Springs Elementary
August 8 <sup>th</sup>	Programming Committee Meeting
August 9 <sup>th</sup>	Quality and Process Improvement Meeting
August 11 <sup>th</sup> -12 <sup>th</sup>	HR Management Seminar
August 15 <sup>th</sup>	Library Board Meeting

**Upcoming Meetings and Activities**

August 16 <sup>th</sup>	Presenting at New Director's Workshop
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August 16 <sup>th</sup> -23 <sup>rd</sup>	Vacation
August 24 <sup>th</sup>	Non-profit Leadership Meeting
August 26 <sup>th</sup>	Continuous Improvement Meeting
August 29 <sup>th</sup>	Benefits Committee Meeting
September 1 <sup>st</sup>	Literacy Coalition Board Meeting
September 12 <sup>th</sup>	Programming Committee
September 19 <sup>th</sup>	Budget Public Hearing
September 19 <sup>th</sup>	Library Board Meeting
<b>Strategic Plan Update</b>	

## **Our Mission**

***Your destination to learn, to discover, to gather, to grow.***

### **What does our mission mean to us?**

- We are patron focused
- We are adaptable to different needs
- We are more than a 'place'
- We are more than books
- We are welcoming
- We are not limited to serving a specific group
- We are intentional
- We are 'the place' to go to look for answers

### **What are the most important things that we are doing to support our mission?**

- Offering a diversity of learning and discovery programs
- Improved location in Markle to create a community destination
- Building better personal relationships with community leaders
- Providing a social space for our community
- Encouraging staff to grow and try new things
- Increased diversity in collections
- Have a positive culture
- Increased support from administration
- More visibility in the community
- Listening to our patrons and responding to their needs

### **What are the most important things that we need to do in the future to support our mission?**

- Get all staff on the same page
- Maximize our potential for programming
- Internalize our mission and goals

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

**Report Dates = 7/18/16 to 8/15/16**

<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	\$133,293.44	\$1,807,320.07	\$31,006.83	\$1,616,078.25	\$1,223,775.35
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>\$133,293.44</b>	<b>\$1,807,320.07</b>	<b>\$31,006.83</b>	<b>\$1,616,078.25</b>	<b>\$1,223,775.35</b>
<b>2. LIRF</b>						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$1,303,874.22	\$0.00	\$962,252.69	\$48.40	\$251,847.80	\$593,469.33
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>\$0.00</b>	<b>\$962,252.69</b>	<b>\$48.40</b>	<b>\$251,847.80</b>	<b>\$593,469.33</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	\$4.96	\$45.47	\$5.20	\$26.83	\$152.36
130.01 GIFT (REGULAR)	\$4,444.45	\$73.30	\$112.77	\$63.07	\$198,463.84	\$202,795.52
130.02 FRIENDS OF THE LIBRARY	\$12,929.61	\$677.20	\$9,442.68	\$0.00	\$2,750.00	\$6,236.93
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	\$37.90	\$260.42	\$1,133.72
<b>Subtotal</b>	<b>\$297,940.73</b>	<b>\$755.46</b>	<b>\$312,972.65</b>	<b>\$106.17</b>	<b>\$309,126.74</b>	<b>\$294,094.82</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	\$324.00	\$324.00	\$0.00	\$200.00	\$485.55
<b>Subtotal</b>	<b>\$609.55</b>	<b>\$324.00</b>	<b>\$324.00</b>	<b>\$0.00</b>	<b>\$200.00</b>	<b>\$485.55</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	\$924.96	\$371,385.92	\$1,107,079.71
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>\$924.96</b>	<b>\$622,385.92</b>	<b>\$2,208,079.71</b>
<b>9. Withholding</b>						
200.01 FEDERAL TAX	\$0.00	\$7,461.15	\$59,460.30	\$7,461.15	\$59,460.30	\$0.00
200.02 FICA	\$0.00	\$5,167.47	\$40,514.84	\$5,167.47	\$40,514.84	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$2,247.29	\$16,504.05	\$2,249.29	\$17,628.95	\$1,124.90
200.04 COUNTY TAX	\$0.00	\$1,079.68	\$7,898.94	\$1,080.88	\$8,439.88	\$540.94
200.05 INSURANCE	\$2,077.13	\$2,355.06	\$17,878.84	\$1,204.68	\$15,476.29	(\$325.42)
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$828.00	\$6,624.00	\$828.00	\$6,624.00	\$0.00
200.07 UNITED WAY	\$0.00	\$158.25	\$858.32	\$105.50	\$858.32	\$0.00
200.08 GARNISHMENT	\$0.00	\$319.68	\$2,148.36	\$319.68	\$2,266.66	\$118.30
<b>Subtotal</b>	<b>\$2,077.13</b>	<b>\$19,616.58</b>	<b>\$151,887.65</b>	<b>\$18,416.65</b>	<b>\$151,269.24</b>	<b>\$1,458.72</b>
<b>Grand Total</b>	<b>\$5,107,407.59</b>	<b>\$153,989.48</b>	<b>\$3,736,952.06</b>	<b>\$50,503.01</b>	<b>\$2,951,111.95</b>	<b>\$4,321,567.48</b>

**Total all banks = \$4,321,567.48**

# Appropriation Report for 100 OPERATING

## Huntington City-Township Public Library

Report Date: From 7/18/16 To 8/15/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<b>I. Personal Services</b>							
1.11 Salary of Director	\$68,000.00	\$0.00	\$68,000.00	\$5,227.50	\$44,820.00	\$23,180.00	65.9
1.12 Professional Assistants	\$730,000.00	\$0.00	\$730,000.00	\$56,275.78	\$439,764.25	\$290,235.75	60.2
1.14 Wages of Janitors	\$67,000.00	\$0.00	\$67,000.00	\$5,005.95	\$40,404.41	\$26,595.59	60.3
1.15 Additional Hours (750)	\$8,500.00	\$0.00	\$8,500.00	\$1,039.10	\$4,613.53	\$3,886.47	54.3
1.21 Employer's Share FICA	\$67,000.00	\$0.00	\$67,000.00	\$5,167.43	\$38,011.24	\$28,988.76	56.7
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	\$5,530.14	\$46,753.83	\$24,246.17	65.9
1.231 Employer's contribution PERF - Employee	\$25,000.00	\$0.00	\$25,000.00	\$1,608.81	\$12,873.08	\$12,126.92	51.5
1.24 Employer's Contribution Group Health	\$123,000.00	\$0.00	\$123,000.00	\$10,088.54	\$90,771.94	\$32,228.06	73.8
1.25 Employer's Contribution Life Ins.	\$8,500.00	\$0.00	\$8,500.00	\$587.29	\$5,340.44	\$3,159.56	62.8
1.26 Employer's Contribution STD	\$8,000.00	\$0.00	\$8,000.00	\$665.29	\$5,327.78	\$2,672.22	66.6
1.27 Employer's Contribution LTD	\$7,200.00	\$0.00	\$7,200.00	\$571.87	\$4,600.86	\$2,599.14	63.9
1.28 Employer's Contribution Dental	\$5,000.00	\$0.00	\$5,000.00	\$406.07	\$3,288.26	\$1,711.74	65.8
1.29 Other Employee Benefits	\$1,000.00	\$0.00	\$1,000.00	\$57.87	\$390.15	\$609.85	39.0
<b>Subtotal</b>	<b>\$1,192,200.00</b>		<b>\$1,192,200.00</b>	<b>\$92,231.64</b>	<b>\$736,959.77</b>	<b>\$455,240.23</b>	<b>61.8</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	\$5,297.85	\$28,711.74	\$2,288.26	92.6
2.21 Operating/Cleaning/Sanitation Supplies	\$12,000.00	\$0.00	\$12,000.00	\$239.58	\$4,503.33	\$7,496.67	37.5
<b>Subtotal</b>	<b>\$43,001.00</b>		<b>\$43,001.00</b>	<b>\$5,537.43</b>	<b>\$33,215.07</b>	<b>\$9,785.93</b>	<b>77.2</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

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	\$665.20	\$3,742.98	\$32,757.02	10.3
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	\$3,513.30	\$15,479.26	\$8,520.74	64.5
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	\$401.45	\$3,192.60	\$1,307.40	70.9
3.211	Telephone - Markle	\$1,500.00	\$0.00	\$1,500.00	\$36.11	\$647.51	\$852.49	43.2
3.212	Fax Expense	\$800.00	\$0.00	\$800.00	\$65.37	\$509.22	\$290.78	63.7
3.213	T-1 Access Huntington	\$12,000.00	\$0.00	\$12,000.00	\$727.50	\$5,092.50	\$6,907.50	42.4
3.2131	T-1 Access Markle	\$4,500.00	\$0.00	\$4,500.00	\$300.00	\$1,393.55	\$3,106.45	31.0
3.22	Postage and Shipping	\$1,500.00	\$0.00	\$1,500.00	\$7.14	\$840.15	\$659.85	56.0
3.23	Traveling Expense	\$2,500.00	\$0.00	\$2,500.00	\$23.76	\$931.24	\$1,568.76	37.2
3.24	Professional Meetings	\$8,000.00	\$0.00	\$8,000.00	\$945.00	\$5,633.95	\$2,366.05	70.4
3.31	Advertising and Public Notices	\$4,000.00	\$0.00	\$4,000.00	\$366.25	\$2,154.94	\$1,845.06	53.9
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	\$0.00	\$50.00	\$450.00	10.0
3.42	Other Insurance	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$13,678.00	\$21,322.00	39.1
3.51	Gas Huntington	\$12,000.00	\$0.00	\$12,000.00	\$49.94	\$11,730.23	\$269.77	97.8
3.511	Gas Markle	\$2,500.00	\$0.00	\$2,500.00	\$18.91	\$423.14	\$2,076.86	16.9
3.52	Electricity Huntington	\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$29,970.56	\$30,029.44	50.0
3.521	Electricity Markle	\$3,500.00	\$0.00	\$3,500.00	\$236.90	\$1,160.45	\$2,339.55	33.2
3.53	Water Huntington	\$2,500.00	\$0.00	\$2,500.00	\$173.22	\$1,446.85	\$1,053.15	57.9
3.531	Water Markle	\$500.00	\$0.00	\$500.00	\$24.07	\$68.02	\$431.98	13.6
3.54	Sewer Huntington	\$4,000.00	\$0.00	\$4,000.00	\$345.45	\$3,242.93	\$757.07	81.1
3.541	Sewer Markle	\$1,000.00	\$0.00	\$1,000.00	\$41.70	\$100.19	\$899.81	10.0
3.62	Equipment Repair and Maintenance	\$5,000.00	\$0.00	\$5,000.00	\$254.58	(\$1,840.66)	\$6,840.66	-36.8
3.621	Equipment Leasing and Maintenance	\$6,000.00	\$0.00	\$6,000.00	\$1,037.91	\$6,378.23	(\$378.23)	106.3
3.622	Contracted Facility Maintenance	\$15,000.00	\$0.00	\$15,000.00	\$4,495.27	\$17,658.19	(\$2,658.19)	117.7

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	\$826.42	\$8,561.14	\$28,138.86	23.3
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	\$265.00	\$541.22	\$3,458.78	13.5
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>\$14,820.45</b>	<b>\$171,960.76</b>	<b>\$232,242.24</b>	<b>42.5</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	\$613.34	\$6,979.69	\$33,020.31	17.4
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	\$1,422.03	\$13,700.18	\$10,099.82	57.6
4.505	Adult Large Print Non-Fiction Books	\$1,000.00	\$0.00	\$1,000.00	\$29.59	\$1,063.21	(\$63.21)	106.3
4.51	Adult Fiction Books	\$30,500.00	\$0.00	\$30,500.00	\$2,631.99	\$19,493.24	\$11,006.76	63.9
4.511	Adult Graphic Novels	\$2,000.00	\$0.00	\$2,000.00	\$95.45	\$869.00	\$1,131.00	43.5
4.52	Children's Fiction Books	\$8,500.00	\$0.00	\$8,500.00	\$1,921.50	\$6,941.53	\$1,558.47	81.7
4.521	Children's Easy Fiction Books	\$24,500.00	\$0.00	\$24,500.00	\$7,492.32	\$11,868.18	\$12,631.82	48.4
4.522	Children's Non-Fiction Books	\$24,000.00	\$0.00	\$24,000.00	\$683.71	\$5,435.50	\$18,564.50	22.6
4.523	Toddler Books	\$1,500.00	\$0.00	\$1,500.00	\$227.74	\$510.44	\$989.56	34.0
4.524	Children's Graphic Novels	\$1,000.00	\$0.00	\$1,000.00	\$483.81	\$1,880.14	(\$880.14)	188.0
4.53	YA Fiction Books	\$12,700.00	\$0.00	\$12,700.00	\$1,579.90	\$8,467.25	\$4,232.75	66.7
4.531	YA Graphic Novels	\$2,500.00	\$0.00	\$2,500.00	\$245.85	\$1,185.64	\$1,314.36	47.4
4.532	YA Non-Fiction Books	\$4,000.00	\$0.00	\$4,000.00	\$489.07	\$4,600.60	(\$600.60)	115.0
4.54	Indiana Room Books	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$293.99	\$706.01	29.4

<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	\$0.00	\$2,132.07	\$867.93	71.1
4.56 Literacy Books	\$2,000.00	\$0.00	\$2,000.00	\$140.94	\$265.41	\$1,734.59	13.3
4.57 Adult Large Print Fiction Books	\$8,000.00	\$0.00	\$8,000.00	\$85.25	\$6,034.26	\$1,965.74	75.4
4.6 Periodicals and Newspapers	\$12,000.00	\$0.00	\$12,000.00	\$33.55	\$8,788.47	\$3,211.53	73.2
4.71 Adult DVD's	\$16,000.00	\$0.00	\$16,000.00	\$1,633.01	\$11,177.05	\$4,822.95	69.9
4.711 Children's DVD's	\$2,000.00	\$0.00	\$2,000.00	\$32.14	\$1,543.31	\$456.69	77.2
4.72 Adult Audiobooks	\$9,500.00	\$0.00	\$9,500.00	\$10.35	\$4,342.48	\$5,157.52	45.7
4.721 Children's Audiobooks	\$1,000.00	\$0.00	\$1,000.00	\$38.82	\$554.86	\$445.14	55.5
4.722 YA Audiobooks	\$900.00	\$0.00	\$900.00	\$0.00	\$740.95	\$159.05	82.3
4.73 Adult Music CD's	\$2,000.00	\$0.00	\$2,000.00	\$8.87	\$1,088.63	\$911.37	54.4
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	\$47.02	\$1,339.59	\$660.41	67.0
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	\$757.67	\$5,927.29	\$9,072.71	39.5
<b>Subtotal</b>	<b>\$273,000.00</b>	<b>\$0.00</b>	<b>\$273,000.00</b>	<b>\$20,703.92</b>	<b>\$135,647.72</b>	<b>\$137,352.28</b>	<b>49.7</b>
<b>Grand Total</b>	<b>\$1,912,404.00</b>	<b>\$0.00</b>	<b>\$1,912,404.00</b>	<b>\$133,293.44</b>	<b>\$1,077,783.32</b>	<b>\$834,620.68</b>	<b>56.4</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 7/18/16 To 8/15/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<i>I. 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>\$0.00</b>	<b>0.0</b>
<i>4. Capitol Outlays</i>							
4.21 Markle Building	\$850,000.00	\$0.00	\$850,000.00	\$0.00	\$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
<b>Subtotal</b>	<b>\$900,000.00</b>	<b>\$0.00</b>	<b>\$900,000.00</b>	<b>\$0.00</b>	<b>\$712,252.69</b>	<b>\$187,747.31</b>	<b>79.1</b>
<b>Grand Total</b>	<b>\$900,000.00</b>	<b>\$0.00</b>	<b>\$900,000.00</b>	<b>\$0.00</b>	<b>\$712,252.69</b>	<b>\$187,747.31</b>	<b>79.1</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 7/18/16 To 8/15/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<i>3. Other Services and Charges</i>							
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>
<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>\$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.