

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
September, 19th, 2016
5:00pm

Budget Public Hearing

1. Call to Order
2. Public Input
3. Adjournment

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. Committee Reports
 - A. Benefits Committee
8. Unfinished Business
9. New Business
 - A. Evaluations
 - B. Meeting Room Policy
 - C. Restructuring
 - D. Other
10. Trustee Education – The Board Member’s Job Description – Peggy Caley
11. Public Input
12. Adjournment

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

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

Absent:

Visitors: Jessica Brown, Jeri Davis

Peggy called the meeting to order.

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

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

Report of the Librarian: Beka highlighted several initiatives. She reported that we have hired a new employee for the temporary 1-year position; the library is starting a project with area businesses to give special offerings to library cardholders during the month of September; Beka met with Adam Drummond for a new program on which we are partnering with the United Way; we have signed up 172 new cards through HCCSC students.

Communications: Beka read a thank-you note we received from Pathfinders for their summer reading camp program.

Unfinished Business: None

New Business:

A. Compensation Plan - After final revisions that Beka reviewed for us, Fred moved to approve the Compensation Plan (effective immediately), Terry seconded, and motion carried.

B. E-rate Resolution - We are participating in the state consortium for internet access, which allows us to be reimbursed for a portion. Chad moved to approve the E-rate Resolution, Anne seconded, and resolution passed by signature vote.

C. Rainy Day Resolution - Beka explained that because we are using some of our Rainy Day money to offset the levy, we need to specify the categories for which we will use the money in our 2017 budget. John moved to approve, Chad seconded, and the Rainy Day Resolution passed by signature vote.

D. Budget Review - Beka reviewed the Notice to Taxpayers worksheet related to our 2017 budget. (Our public hearing will be at our September meeting, and the budget adoption will be in October.)

E. Other - Beka reported our final numbers spent on the Markle building to be approximately \$1.1 million, which was approximately \$100,000 under budget!

Trustee Education: Beka presented all board members with a copy of the IN The Public Trust, which is a handbook that the Indiana State Library puts out for library trustees. She asked us to take it home for study and review. We will work our way through the handbook at future meetings, with board members being asked to present specific sections for discussion with the board. Beka will distribute a schedule to assign sections to each board member.

Pubic Input: None

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

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 2nd, after which the Budget Committee will meet again, and we must advertise no later than September 5th, 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.

PCaley
Aoday
J. R. Sule
Anne McCulla

Huntington City-Township Public Library
Monthly Report
September 2016

Director's Report

News and Updates

- Weekly meeting with the Senior Leadership team continue.
- Our first SCAN intern was unable to continue his internship. Madison Eller has been chosen to fill this position.
- We have five businesses who have agreed to support us during National Library Card Sign-Up Month (September). They will provide various discounts or special deals to customers who show their library card.
- I met with Adam Drummond from the United Way for a second 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.
- The benefits committee met with a representative from INPRS to discuss potential changes to our retirement plan.
- I presented the Employment Practices portion of the New Director's workshop in Indianapolis. It was very well received.
- The Continuous Improvement group met in Markle. We had a lot of really good discussion about programming opportunities and strategies.
- Lori V and I met with TCS, who provides our HVAC service. We had several concerns about furnace units that have had a lot of repairs. TCS is working on an additional plan to permanently fix some of the issues that we are having.
- We had our Taste of Indiana program which involved a pie baking contest and tasting of various Indiana specialties. Over 75 people participated in the tasting.
- We took our book wagon downtown in conjunction with the Pokémon Go event that had been planned. We gave away books to 83 people.
- I went to Andrews school to give free books to the second grade classes as part of the Literacy Coalition book giveaway.
- Several people from the Kokomo-Howard County Public Library came to visit our facility and talk to our staff.

Meetings and Activities

| | |
|---|---|
| August 16 th | Presenting at New Director's Workshop |
| August 16 th -23 rd | Vacation |
| August 24 th | Non-profit Leadership Meeting |
| August 26 th | Continuous Improvement Meeting |
| August 29 th | Benefits Committee Meeting |
| September 1 st | Literacy Coalition Board Meeting |
| September 8 th | Quality and Process Improvement Committee |
| September 9 th | Literacy Alliance Meeting |

| | |
|----------------------------|--|
| September 12 th | Programming Committee |
| September 15 th | Visit from Kokomo-Howard County Public Library |
| September 19 th | Budget Public Hearing |
| September 19 th | Library Board Meeting |

Upcoming Meetings and Activities

| | |
|---|--|
| September 27 th | Literacy Coalition Tutor Appreciation Dinner |
| October 4 th & 5 th | IPLA conference and legislative update |
| October 6 th | Literacy Coalition Board Meeting |
| October 10 th | Programming Committee |
| October 13 th | Quality and Process Improvement |
| October 17 th | Budget Adoption Meeting |
| October 17 th | Library Board Meeting |

Strategic Plan Update

Our Core Values

User Focused – We make decisions in the best interest of our users.

Access - We support the right to open access for all individuals.

Service - We provide friendly, expert service and strive to exceed the expectations of our users.

Respect- We value the diversity in our community and in our world.

Innovation - We embrace change and encourage improvement.

Community - We are a vital and active part of the community.

Accountability - We manage Library resources in an ethical and responsible way.

User Focused

- What are we doing right now that is user focused?
 - Making an effort to do better programming
 - Creating user friendly policies
 - Doing nice things for patrons, i.e. free water and popcorn
 - Selecting materials that reflect the interests and needs of our users
 - Making our online presence easy to use
- What do we need to improve to be more user focused?
 - Staff needs to be focused on patrons
 - Ask them what they want
 - Help people find what they need
 - Make sure that they can navigate on their own
 - Create comfortable and useful spaces

Access

- What are our current barriers to access?
 - Not being a county-wide library
 - Assume that we have a conservative community
 - Lack of internet access in rural areas
 - Limited by physical presence /ability to be out in the community
 - Public opinion
 - Political support
 - Reaching the people who need us most
 - Library intimidation
 - Signage/internal navigation
 - Do we treat people well
 - Fines and lost materials
 - Availability of one-on-one help

Service

- What services do we provide to our patrons?
 - Restrooms
 - One-on-one help
 - Computers
 - Meeting rooms
 - Copiers
 - Building with AC/heat
 - Wireless access
 - Variety of materials
 - Preschool/daycare visits
 - School cards
 - Book sale / Friends coffee
 - Programs
 - Hospital kits
 - Building community
 - Support Literacy Coalition
 - Provide mobility aids
 - Phone chargers
 - Newsletter
- How do we support these services?
 - Keep facilities clean
 - Get things out in a timely manner
 - Keep computers running
 - Provide displays
 - Keep the website easy to use
 - Shelf things in the right place

- Keep the staff happy
- Keep collections up to date
- Check items in
- What can we do to exceed expectations?
 - Suggestive selling/ Reader's Advisory
 - Try hard to find solutions for patrons
 - Encourage people to discover
 - Have a welcoming place to stay
 - Find ways to be relevant/helpful
- What do we need to do better?
 - Make patron satisfaction a priority
 - Be more aware of library happenings
 - Better Reader's Advisory

Respect

- In what ways do we show respect for our patrons?
 - LGBT display
 - Homeschool information
 - Don't label people
 - Don't restrict checkouts
 - Provide a range of materials
 - Ensure that facilities are accessible to all
- In what ways do we not show respect for our patrons?
 - Whispering/gossip
 - Patron bashing
 - Ignoring patrons
 - Don't put patrons first
 - Being rude or abrupt
- In what ways do we show respect for our co-workers?
 - STAR Awards
 - Being helpful
 - Smile and say hello
 - Take an interest in people
 - Actively listen
 - Clean up and be responsible
 - Respect other people's time
- In what ways do we not show respect for our co-workers?
 - Gossip
 - Negative stereotyping
 - Negative attitude
 - Talking down to people

- Not being on time or showing up
- Need to communicate more
- Need to understand different abilities / personalities
- Need to help when people ask or you see a need
- Not completing work
- Not participating in staff events

Innovation

- Which actions show innovation?
 - Considering new possibilities
 - Act on new ideas
 - Seek out new things
 - Take ownership of changes
 - Be supportive of changes
 - Provide constructive feedback
- What are the things that we say or do that don't show innovation?
 - 'No'
 - 'We've always done it that way'
 - 'That won't work'
 - 'That's stupid'
 - 'I'm too busy'
 - Not willing to do the work
- What are our barriers to innovation?
 - Building/structure
 - Lack of knowledge about money/budgets
 - Everyone is not on the same page
 - Previous experience is still haunting us

Community

- Why is it important for us to be involved in the community?
 - People are more willing to help us
 - Encourages people to come to us
 - We will be included in community projects
 - We can learn about what others do
- What are our barriers to community involvement?
 - Time
 - Money
 - It's a lot of work
 - Lack of participation from staff
 - Lack of enthusiasm

Accountability

- In what ways can we be more accountable?
 - Turn lights off
 - Don't make unneeded copies
 - Don't waste paper
 - Don't take up people's time
 - Consider what you actually need versus what you want
 - Don't buy things repeatedly because they are lost
 - Don't do personal things on work time
 - Be more organized
 - Communicate correctly the first time
 - Consolidate storage
 - Organize collections so that everyone can find things
 - Keep your supplies in their proper places

Financial Report
Huntington City-Township Public Library

Report Dates = 8/15/16 to 9/19/16

| <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 | \$158,138.51 | \$1,965,458.58 | \$32,346.47 | \$1,648,478.47 | \$1,098,037.06 |
| 101 LIBRARY OPERATING FUND- INVESTMENT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | \$1,415,017.17 | \$158,138.51 | \$1,965,458.58 | \$32,346.47 | \$1,648,478.47 | \$1,098,037.06 |
| 2. LIRF | | | | | | |
| 110 LIBRARY IMPROVEMENT RESERVE FUND | \$1,303,874.22 | \$0.00 | \$962,252.69 | \$0.00 | \$251,847.80 | \$593,469.33 |
| 111 LIRF-INVESTMENT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | \$1,303,874.22 | \$0.00 | \$962,252.69 | \$0.00 | \$251,847.80 | \$593,469.33 |
| 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 | \$0.00 | \$45.47 | \$1.51 | \$28.34 | \$153.87 |
| 130.01 GIFT (REGULAR) | \$4,444.45 | \$71.18 | \$183.95 | \$9.81 | \$198,473.65 | \$202,734.15 |
| 130.02 FRIENDS OF THE LIBRARY | \$12,929.61 | \$3,124.54 | \$12,567.22 | \$0.00 | \$2,750.00 | \$3,112.39 |
| 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 |
| 130.07 MARKLE/BARKELY GIFT | \$0.00 | \$0.00 | \$0.00 | \$200.00 | \$200.00 | \$200.00 |
| 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 | \$298.32 | \$1,171.62 |
| Subtotal | \$297,940.73 | \$3,195.72 | \$316,168.37 | \$249.22 | \$309,375.96 | \$291,148.32 |
| 5. Grants | | | | | | |
| 124 STATE TECH GRANT FUND | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 127 INDIANA HUMANITIES | \$609.55 | \$119.98 | \$443.98 | \$0.00 | \$200.00 | \$365.57 |
| Subtotal | \$609.55 | \$119.98 | \$443.98 | \$0.00 | \$200.00 | \$365.57 |
| 6. LSCA | | | | | | |
| 150.03 IND. STATE STUDENT ASSISTANCE | \$0.00 | \$0.00 | \$0.00 | \$1,504.00 | \$1,708.00 | \$1,708.00 |
| Subtotal | \$0.00 | \$0.00 | \$0.00 | \$1,504.00 | \$1,708.00 | \$1,708.00 |
| 7. Levy Excess | | | | | | |

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> |
|--------------------------------------|-----------------------|---------------------------------|--------------------------|----------------------------|-----------------------|-----------------------|
| 161 LEVY EXCESS - OPERATING | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 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 | \$130.00 | \$130.00 | \$130.00 |
| 163.1 MARKLE PLAC FUND | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 170 RAINY DAY FUND | \$986,693.79 | \$22,367.80 | \$273,367.80 | \$652.19 | \$372,038.11 | \$1,085,364.10 |
| 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 | \$22,367.80 | \$524,562.80 | \$782.19 | \$623,168.11 | \$2,186,494.10 |
| 9. Withholding | | | | | | |
| 200.01 FEDERAL TAX | \$0.00 | \$10,971.12 | \$70,431.42 | \$10,971.12 | \$70,431.42 | \$0.00 |
| 200.02 FICA | \$0.00 | \$7,511.96 | \$48,026.80 | \$7,511.96 | \$48,026.80 | \$0.00 |
| 200.03 INDIANA STATE TAX | \$0.00 | \$2,239.44 | \$18,743.49 | \$3,278.02 | \$20,906.97 | \$2,163.48 |
| 200.04 COUNTY TAX | \$0.00 | \$1,076.95 | \$8,975.89 | \$1,576.97 | \$10,016.85 | \$1,040.96 |
| 200.05 INSURANCE | \$2,077.13 | \$223.91 | \$18,102.75 | \$2,542.38 | \$18,018.67 | \$1,993.05 |
| 200.06 INDIANA DEFERRED COMPENSATION | \$0.00 | \$1,242.00 | \$7,866.00 | \$1,242.00 | \$7,866.00 | \$0.00 |
| 200.07 UNITED WAY | \$0.00 | \$0.00 | \$858.32 | \$158.25 | \$1,016.57 | \$158.25 |
| 200.08 GARNISHMENT | \$0.00 | \$361.22 | \$2,509.58 | \$479.52 | \$2,746.18 | \$236.60 |
| Subtotal | \$2,077.13 | \$23,626.60 | \$175,514.25 | \$27,760.22 | \$179,029.46 | \$5,592.34 |
| Grand Total | \$5,107,407.59 | \$207,448.61 | \$3,944,400.67 | \$62,642.10 | \$3,013,807.80 | \$4,176,814.72 |

Total all banks = \$4,176,814.72

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 8/15/16 To 9/19/16

| 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 | \$7,841.25 | \$52,661.25 | \$15,338.75 | 77.4 |
| 1.12 Professional Assistants | \$730,000.00 | \$0.00 | \$730,000.00 | \$81,376.49 | \$521,140.74 | \$208,859.26 | 71.4 |
| 1.14 Wages of Janitors | \$67,000.00 | \$0.00 | \$67,000.00 | \$7,446.69 | \$47,851.10 | \$19,148.90 | 71.4 |
| 1.15 Additional Hours (750) | \$8,500.00 | \$0.00 | \$8,500.00 | \$1,530.11 | \$6,143.64 | \$2,356.36 | 72.3 |
| 1.21 Employer's Share FICA | \$67,000.00 | \$0.00 | \$67,000.00 | \$7,511.82 | \$45,523.06 | \$21,476.94 | 67.9 |
| 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 | \$8,280.41 | \$55,034.24 | \$15,965.76 | 77.5 |
| 1.231 Employer's contribution PERF - Employee | \$25,000.00 | \$0.00 | \$25,000.00 | \$2,409.25 | \$15,282.33 | \$9,717.67 | 61.1 |
| 1.24 Employer's Contribution Group Health | \$123,000.00 | \$0.00 | \$123,000.00 | \$0.00 | \$90,771.94 | \$32,228.06 | 73.8 |
| 1.25 Employer's Contribution Life Ins. | \$8,500.00 | \$0.00 | \$8,500.00 | \$668.89 | \$6,009.33 | \$2,490.67 | 70.7 |
| 1.26 Employer's Contribution STD | \$8,000.00 | \$0.00 | \$8,000.00 | \$665.29 | \$5,993.07 | \$2,006.93 | 74.9 |
| 1.27 Employer's Contribution LTD | \$7,200.00 | \$0.00 | \$7,200.00 | \$571.87 | \$5,172.73 | \$2,027.27 | 71.8 |
| 1.28 Employer's Contribution Dental | \$5,000.00 | \$0.00 | \$5,000.00 | \$406.07 | \$3,694.33 | \$1,305.67 | 73.9 |
| 1.29 Other Employee Benefits | \$1,000.00 | \$0.00 | \$1,000.00 | \$19.29 | \$409.44 | \$590.56 | 40.9 |
| Subtotal | \$1,192,200.00 | | \$1,192,200.00 | \$118,727.43 | \$855,687.20 | \$336,512.80 | 71.8 |
| 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 | \$10,000.00 | \$41,000.00 | \$2,401.78 | \$31,113.52 | \$9,886.48 | 75.9 |
| 2.21 Operating/Cleaning/Sanitation Supplies | \$12,000.00 | \$0.00 | \$12,000.00 | \$358.28 | \$4,861.61 | \$7,138.39 | 40.5 |
| Subtotal | \$43,001.00 | \$10,000.00 | \$53,001.00 | \$2,760.06 | \$35,975.13 | \$17,025.87 | 67.9 |
| 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 |

| <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 | \$270.00 | \$4,012.98 | \$32,487.02 | 11.0 |
| 3.141 | Contracted Labor for Facilities and Grounds | \$8,000.00 | \$0.00 | \$8,000.00 | \$987.50 | \$3,819.50 | \$4,180.50 | 47.7 |
| 3.145 | Databases | \$24,000.00 | \$0.00 | \$24,000.00 | \$0.00 | \$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 | \$120.55 | \$3,313.15 | \$1,186.85 | 73.6 |
| 3.211 | Telephone - Markle | \$1,500.00 | \$0.00 | \$1,500.00 | \$94.50 | \$742.01 | \$757.99 | 49.5 |
| 3.212 | Fax Expense | \$800.00 | \$0.00 | \$800.00 | \$0.00 | \$509.22 | \$290.78 | 63.7 |
| 3.213 | T-1 Access Huntington | \$12,000.00 | \$0.00 | \$12,000.00 | \$727.50 | \$5,820.00 | \$6,180.00 | 48.5 |
| 3.2131 | T-1 Access Markle | \$4,500.00 | \$0.00 | \$4,500.00 | \$300.00 | \$1,693.55 | \$2,806.45 | 37.6 |
| 3.22 | Postage and Shipping | \$1,500.00 | \$0.00 | \$1,500.00 | \$0.00 | \$840.15 | \$659.85 | 56.0 |
| 3.23 | Traveling Expense | \$2,500.00 | \$0.00 | \$2,500.00 | \$439.46 | \$1,370.70 | \$1,129.30 | 54.8 |
| 3.24 | Professional Meetings | \$8,000.00 | \$0.00 | \$8,000.00 | \$360.95 | \$5,994.90 | \$2,005.10 | 74.9 |
| 3.31 | Advertising and Public Notices | \$4,000.00 | \$0.00 | \$4,000.00 | \$168.00 | \$2,322.94 | \$1,677.06 | 58.1 |
| 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 | \$0.00 | \$11,730.23 | \$269.77 | 97.8 |
| 3.511 | Gas Markle | \$2,500.00 | \$0.00 | \$2,500.00 | \$63.47 | \$486.61 | \$2,013.39 | 19.5 |
| 3.52 | Electricity Huntington | \$60,000.00 | \$0.00 | \$60,000.00 | \$6,751.27 | \$36,721.83 | \$23,278.17 | 61.2 |
| 3.521 | Electricity Markle | \$3,500.00 | \$0.00 | \$3,500.00 | \$223.71 | \$1,384.16 | \$2,115.84 | 39.5 |
| 3.53 | Water Huntington | \$2,500.00 | \$0.00 | \$2,500.00 | \$181.78 | \$1,628.63 | \$871.37 | 65.1 |
| 3.531 | Water Markle | \$500.00 | \$0.00 | \$500.00 | \$19.24 | \$87.26 | \$412.74 | 17.5 |
| 3.54 | Sewer Huntington | \$4,000.00 | \$0.00 | \$4,000.00 | \$488.48 | \$3,731.41 | \$268.59 | 93.3 |
| 3.541 | Sewer Markle | \$1,000.00 | \$0.00 | \$1,000.00 | \$18.67 | \$118.86 | \$881.14 | 11.9 |
| 3.62 | Equipment Repair and Maintenance | \$5,000.00 | \$0.00 | \$5,000.00 | \$270.00 | (\$1,570.66) | \$6,570.66 | -31.4 |
| 3.621 | Equipment Leasing and Maintenance | \$6,000.00 | \$0.00 | \$6,000.00 | \$1,302.63 | \$7,680.86 | (\$1,680.86) | 128.0 |
| 3.622 | Contracted Facility Maintenance | \$15,000.00 | \$0.00 | \$15,000.00 | \$471.47 | \$18,129.66 | (\$3,129.66) | 120.9 |

| <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 | \$1,559.82 | \$10,120.96 | \$26,579.04 | 27.6 |
| 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 | \$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 |
| | Subtotal | \$404,203.00 | | \$404,203.00 | \$14,819.00 | \$186,779.76 | \$217,423.24 | 46.2 |
| 4. Capital 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 | (\$10,000.00) | \$30,000.00 | \$0.00 | \$6,979.69 | \$23,020.31 | 23.3 |
| 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 | \$1,573.31 | \$15,273.49 | \$8,526.51 | 64.2 |
| 4.505 | Adult Large Print Non-Fiction Books | \$1,000.00 | \$0.00 | \$1,000.00 | \$0.00 | \$1,063.21 | (\$63.21) | 106.3 |
| 4.51 | Adult Fiction Books | \$30,500.00 | \$0.00 | \$30,500.00 | \$2,481.25 | \$21,974.49 | \$8,525.51 | 72.0 |
| 4.511 | Adult Graphic Novels | \$2,000.00 | \$0.00 | \$2,000.00 | \$28.39 | \$897.39 | \$1,102.61 | 44.9 |
| 4.52 | Children's Fiction Books | \$8,500.00 | \$0.00 | \$8,500.00 | \$983.66 | \$7,925.19 | \$574.81 | 93.2 |
| 4.521 | Children's Easy Fiction Books | \$24,500.00 | \$0.00 | \$24,500.00 | \$6,880.90 | \$18,749.08 | \$5,750.92 | 76.5 |
| 4.522 | Children's Non-Fiction Books | \$24,000.00 | \$0.00 | \$24,000.00 | \$6,553.90 | \$11,989.40 | \$12,010.60 | 50.0 |
| 4.523 | Toddler Books | \$1,500.00 | \$0.00 | \$1,500.00 | \$267.71 | \$778.15 | \$721.85 | 51.9 |
| 4.524 | Children's Graphic Novels | \$1,000.00 | \$0.00 | \$1,000.00 | \$69.85 | \$1,949.99 | (\$949.99) | 195.0 |
| 4.53 | YA Fiction Books | \$12,700.00 | \$0.00 | \$12,700.00 | \$78.80 | \$8,546.05 | \$4,153.95 | 67.3 |
| 4.531 | YA Graphic Novels | \$2,500.00 | \$0.00 | \$2,500.00 | \$613.52 | \$1,799.16 | \$700.84 | 72.0 |
| 4.532 | YA Non-Fiction Books | \$4,000.00 | \$0.00 | \$4,000.00 | \$0.00 | \$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 #</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> |
|------------------|---------------------------------|-----------------------------|--------------------------------|------------------------------|---------------------------------|--------------------------|---------------------|----------------------|
| 4.55 | Reference Books | \$3,000.00 | \$0.00 | \$3,000.00 | \$0.00 | \$2,132.07 | \$867.93 | 71.1 |
| 4.56 | Literary Books | \$2,000.00 | \$0.00 | \$2,000.00 | \$0.00 | \$265.41 | \$1,734.59 | 13.3 |
| 4.57 | Adult Large Print Fiction Books | \$8,000.00 | \$0.00 | \$8,000.00 | \$343.79 | \$6,378.05 | \$1,621.95 | 79.7 |
| 4.6 | Periodicals and Newspapers | \$12,000.00 | \$0.00 | \$12,000.00 | \$50.00 | \$8,838.47 | \$3,161.53 | 73.7 |
| 4.71 | Adult DVD's | \$16,000.00 | \$0.00 | \$16,000.00 | \$1,340.97 | \$12,518.02 | \$3,481.98 | 78.2 |
| 4.711 | Children's DVD's | \$2,000.00 | \$0.00 | \$2,000.00 | \$32.04 | \$1,575.35 | \$424.65 | 78.8 |
| 4.72 | Adult Audiobooks | \$9,500.00 | \$0.00 | \$9,500.00 | \$41.55 | \$4,384.03 | \$5,115.97 | 46.1 |
| 4.721 | Children's Audiobooks | \$1,000.00 | \$0.00 | \$1,000.00 | \$0.00 | \$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 | \$269.72 | \$1,358.35 | \$641.65 | 67.9 |
| 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 | \$0.00 | \$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 | \$29.99 | \$120.95 | \$78.05 | 60.8 |
| 4.8 | Materials Processing | \$15,000.00 | \$0.00 | \$15,000.00 | \$192.67 | \$6,119.96 | \$8,880.04 | 40.8 |
| | Subtotal | \$273,000.00 | (\$10,000.00) | \$263,000.00 | \$21,832.02 | \$157,479.74 | \$105,520.26 | 59.9 |
| | Grand Total | \$1,912,404.00 | \$0.00 | \$1,912,404.00 | \$158,138.51 | \$1,235,921.83 | \$676,482.17 | 64.6 |

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 8/15/16 To 9/19/16

| Account # Description | Annual Appropriation | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD | Balance | Percent Spent |
|-----------------------------|----------------------|-------------------------|-----------------------|--------------------------|---------------------|---------------------|---------------|
| 1. Personal Services | | | | | | | |
| 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 |
| 4. Capital Outlays | | | | | | | |
| 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 |
| Subtotal | \$900,000.00 | | \$900,000.00 | \$0.00 | \$712,252.69 | \$187,747.31 | 79.1 |
| Grand Total | \$900,000.00 | \$0.00 | \$900,000.00 | \$0.00 | \$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 8/15/16 To 9/19/16

| 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 | \$22,367.80 | \$22,367.80 | \$252,632.20 | 8.1 |
| Subtotal | \$275,000.00 | | \$275,000.00 | \$22,367.80 | \$22,367.80 | \$252,632.20 | 8.1 |
| 4. Capital 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 | \$22,367.80 | \$22,367.80 | \$377,632.20 | 5.6 |

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