

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees  
October 17th, 2016  
5:00pm

## Special Meeting

1. Adoption of 2017 Budget

## Regular Meeting

1. Call to Order
2. Reading and Approval of Minutes
3. Reading and Approval of Financial Report
4. Approval of Bills
5. Public Input
6. Report of the Librarian
7. Committee Reports
8. Communications
9. Unfinished Business
  - A. Other
10. New Business
  - A. Policy Review
    - I. Unattended Patron
  - B. Other
11. Trustee Education – The Board Develops Policy – Beka Lemons
12. Adjournment

After the conclusion of the meeting the Board will take an optional tour around the Huntington facility.

**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.**

Kacey  
Aoday  
J. Mel  
Ann McAllister

J.P. Buel  
ACG

**Huntington City-Township Public Library  
Budget Public Hearing  
September 19, 2016  
5:00 PM**

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

**Absent:** Fred Scheiber

**Visitors:** Nick Stephan, Kay Stine, Jessica Brown, Jeri Davis, Mike Perkins

**Peggy opened the Hearing for public comments, of which there were none.**

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

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

**Peggy called the meeting to order.**

**Reading and Approval of Minutes:** An error was noted on the April, May, June, July, August minutes: John Branham was present at those meetings. Chad moved to approve the minutes as amended, Terry seconded, and motion carried.

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

**Report of the Librarian:** Beka highlighted several items that were recorded in the published Director's Report.

**Communications:** None

**Committee Reports:**

**A. Benefits Committee:** A representative from the Indiana Public Retirement System met with the committee about changes and options. The committee recommended to stay with the defined benefit pension plan rather than the ASA plan.

**Unfinished Business:** None

**New Business:**

**A. Evaluations** – Employee evaluations are scheduled to take place during October and November. The Benefits Committee will meet to do the Director's evaluation.

**B. Meeting Room Policy** – Several changes, updates, and language clarifications have been made to this policy. Jamie moved to approve the policy, Anne seconded, and motion carried.

**C. Restructuring** – Beka has been working with the Budget Committee to refine alignment between the levy and the Operating Budget. Beka reported that when comparing to other libraries

our size, we should be looking at \$1.5 million. We re-defined the organizational structure, which eliminated six positions, and seven new positions will be added to the new structure. John moved to approve the restructuring plan, Chad seconded, and motion carried with one dissent.

**D. Other** – Terms of service expire in December for Chad Lippe and Fred Scheiber. They both are eligible for another term of service, and each must notify their appointing authority of they which to continue. Jamie, as Board Secretary, will mail letters to the appointing authority

**Trustee Education:** Peggy summarized the section on Board Members' Job Description and highlighted the main roles of members.

**Public Input:** Kay Stine spoke about her history with the library and her shock at the restructuring. Mike Perkins inquired about the criteria behind the restructuring. Jessica Brown also commented about the difficult decision involved in restructuring. Beka and some Board members addressed their concerns.

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

Huntington City-Township Public Library  
Monthly Report  
October 2016

**Director's Report**

**News and Updates**

- Weekly meeting with the Senior Leadership team continue.
- We had approximately 30 people use the discounts with our business partners for National Library Card Sign-Up Month (September). We will plan on having this program again next year and will hopefully be able to do some more advertising to increase participation.
- We have signed a contract with INM to replace most of the lighting in the building with LED bulbs. Because of a rebate available for Duke we will pay less than \$5,000 for all of the lights and labor. This will save us nearly \$45,000 in bulbs alone. There should also be an impact on our electric bill.
- Job openings have been posted to fill the open positions in the restructuring plan. We will be doing interviews and hiring in late October and early November.
- We will have several people attending the annual library conference in Indianapolis in November. I will be presenting several workshops throughout the conference.
- I attended the IPLA conference and the Library Legislative Forum. We had good discussions on where we would like to see the Indiana Library Federation (ILF) build in the future.
- I have been working with several staff members to fill in some gaps during our transitional time when we are short staffed. Many people have been incredibly helpful and willing to work with me.

**Meetings and Activities**

September 21 <sup>st</sup>	United Way Kickoff Luncheon
September 27 <sup>th</sup>	Literacy Coalition Tutor Appreciation Dinner
September 28 <sup>th</sup>	Non-profit Leadership Meeting
October 4 <sup>th</sup> & 5 <sup>th</sup>	IPLA conference and legislative update
October 6 <sup>th</sup>	Literacy Coalition Board Meeting
October 10 <sup>th</sup>	Programming Committee
October 17 <sup>th</sup>	Budget Adoption Meeting
October 17 <sup>th</sup>	Library Board Meeting

**Upcoming Meetings and Activities**

October 18 <sup>th</sup> -25 <sup>th</sup>	Vacation
October 26 <sup>th</sup>	Non-profit Leadership Meeting
October 27 <sup>th</sup> & 28 <sup>th</sup>	Employment Interviews
October 27 <sup>th</sup>	Literacy Alliance Planning Meeting
November 3 <sup>rd</sup>	Literacy Coalition Board Meeting
November 3 <sup>rd</sup> & 4 <sup>th</sup>	Employment interviews
November 8 <sup>th</sup> -10 <sup>th</sup>	ILF Annual Conference
November 14 <sup>th</sup>	Programming Committee
November 17 <sup>th</sup>	Presenting MCLS chat on team building

### **Strategic Plan Update**

This month we focused on creating some short term goals for 2017.

#### **Vision 2017**

Create a 21<sup>st</sup> Century library that drives positive change in our community.

- Be a launch pad for people to find ideas and create their own
- Be a haven and place of comfort
- Support the community
- Work outside the box
- Provide a variety of learning opportunities

#### **Essential Elements of Library Service**

- Information (all formats)
- Professional Assistance
- Lifelong Learning Opportunities
- Early Literacy and Childhood Development

#### **Aspirations for our Community**

- Be well informed
- Be more inclusive and reach more people
- Have a common goal
- Move forward
- More participation
- New growth in jobs with higher pay
- Attract young people to counter retirement

#### **Aspirations for our Library**

- Be more inclusive and reach more people
- More participation in library events
- Increase service reach
- Increase our relevance
- More programming / space for teens and tweens
- Increase business use
- Improve relationships with schools
- Improve community reputation
- Improve awareness

- Have a wow factor

### **What are the barriers to our vision?**

- Public Perception
- Attitude / Culture
- Commitment
- Need to communicate the vision
- Everyone needs to understand their part in moving the vision forward
- Need to have concrete steps to move forward

### **First Steps**

- Communicate the vision and provide regular reinforcement and education
  - Create a cohort and partner system that will make people accountable and create better relationships
- Meet with individuals to discuss their impact and discover their motivation
- Get people in the right places, doing the jobs that are most appropriate

### **Application to Strategic Goals**

- Learning
  - Improve
    - Homeschool support
    - Resources for diverse populations
    - Promote resources to schools
  - Keep
    - Gaming in programming
    - Creative programming
    - Home school open house
    - Support Literacy Coalition
    - Spanish collection
  - New
    - Author visits
- Experience
  - Improve
    - Variety and topics of programs
    - Higher quality and increased expertise
    - Add quality to traditional programs
  - Keep
    - Weeding and collection development policy
    - Available technology
    - Philosophy of trying new things
    - Expanding collection variety

- New
  - Create focused spaces
  - Find ways to get new people in
- Help
  - Improve
    - Roving reference / personal contact with patrons
    - More staff able to provide basic technology help
    - Wayfinding and user experience
    - Increase awareness of what we have available
    - Friendly face to the public
  - Keep
    - Rent-a-librarian
    - In-service and department meetings
    - Hire good people
    - Maintain technology plan
  - New
    - Nursing home visits
    - Update facilities
- Opportunity
  - Improve
    - Tech training for patrons
    - Volunteer opportunities
    - College and career readiness for teens
    - Resume and job search programs and services
  - Keep
    - Partnership with Purdue Extension
    - Vocational collection
  - New
    - Business center and learning lab
- Community
  - Improve
    - Quality of participation in community events
    - More quality gathering programs (Bike Rodeo / Harry Potter Party)
    - Awareness of community events
    - Communicate our mission and vision
    - More community surveys and input
  - Keep
    - Library staff involved in community organizations
    - Participate in community events
    - Get information to press
  - New

- Cooperative relationships with businesses
- Share our impact stories
- Support United Way
- Get involved in the things that businesses are doing

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

**Report Dates = 9/19/16 to 10/17/16**

<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	\$137,778.13	\$2,103,236.71	\$30,565.96	\$1,679,472.86	\$991,253.32
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>\$137,778.13</b>	<b>\$2,103,236.71</b>	<b>\$30,565.96</b>	<b>\$1,679,472.86</b>	<b>\$991,253.32</b>
<b>2. LIRF</b>						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$1,303,874.22	\$0.00	\$962,252.69	\$0.00	\$251,899.44	\$593,520.97
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>\$0.00</b>	<b>\$251,899.44</b>	<b>\$593,520.97</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	\$45.47	\$0.05	\$28.39	\$153.92
130.01 GIFT (REGULAR)	\$4,444.45	\$470.46	\$654.41	\$18.58	\$198,568.30	\$202,358.34
130.02 FRIENDS OF THE LIBRARY	\$12,929.61	\$580.50	\$13,147.72	\$0.00	\$2,750.00	\$2,531.89
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	\$19.98	\$19.98	\$0.00	\$200.00	\$180.02
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	\$335.00	\$1,208.30
<b>Subtotal</b>	<b>\$297,940.73</b>	<b>\$1,070.94</b>	<b>\$317,239.31</b>	<b>\$55.31</b>	<b>\$309,507.34</b>	<b>\$290,208.76</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	\$223.25	\$667.23	\$0.00	\$200.00	\$142.32
<b>Subtotal</b>	<b>\$609.55</b>	<b>\$223.25</b>	<b>\$667.23</b>	<b>\$0.00</b>	<b>\$200.00</b>	<b>\$142.32</b>
<b>6. LSCA</b>						
150.03 IND. STATE STUDENT ASSISTANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$1,708.00	\$1,708.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,708.00</b>	<b>\$1,708.00</b>
<b>7. Levy Excess</b>						

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
	<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	\$130.00	\$325.00	\$0.00	\$130.00	\$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	\$273,367.80	\$631.15	\$372,960.29	\$1,086,286.28
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>\$130.00</b>	<b>\$524,692.80</b>	<b>\$631.15</b>	<b>\$624,090.29</b>	<b>\$2,187,286.28</b>
<b>9. Withholding</b>							
200.01	FEDERAL TAX	\$0.00	\$7,220.27	\$77,651.69	\$7,220.27	\$77,651.69	\$0.00
200.02	FICA	\$0.00	\$4,919.64	\$52,946.44	\$4,919.64	\$52,946.44	\$0.00
200.03	INDIANA STATE TAX	\$0.00	\$3,227.48	\$21,970.97	\$2,146.98	\$23,053.95	\$1,082.98
200.04	COUNTY TAX	\$0.00	\$1,551.93	\$10,527.82	\$1,029.19	\$11,046.04	\$518.22
200.05	INSURANCE	\$2,077.13	\$3,712.36	\$21,815.11	\$2,038.92	\$20,057.59	\$319.61
200.06	INDIANA DEFERRED COMPENSATION	\$0.00	\$828.00	\$8,694.00	\$828.00	\$8,694.00	\$0.00
200.07	UNITED WAY	\$0.00	\$211.00	\$1,069.32	\$105.50	\$1,122.07	\$52.75
200.08	GARNISHMENT	\$0.00	\$437.98	\$2,947.56	\$319.68	\$3,065.86	\$118.30
	<b>Subtotal</b>	<b>\$2,077.13</b>	<b>\$22,108.66</b>	<b>\$197,622.91</b>	<b>\$18,608.18</b>	<b>\$197,637.64</b>	<b>\$2,091.86</b>
<b>Grand Total</b>		<b>\$5,107,407.59</b>	<b>\$161,310.98</b>	<b>\$4,105,711.65</b>	<b>\$49,860.60</b>	<b>\$3,064,515.57</b>	<b>\$4,066,211.51</b>

**Total all banks = \$4,066,211.51**

# Appropriation Report for 100 OPERATING

## Huntington City-Township Public Library

Report Date: From 9/19/16 To 10/17/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<b>1. Personal Services</b>							
1.11 Salary of Director	\$68,000.00	\$0.00	\$68,000.00	\$5,227.50	\$57,888.75	\$10,111.25	85.1
1.12 Professional Assistants	\$730,000.00	\$0.00	\$730,000.00	\$53,673.87	\$574,814.61	\$155,185.39	78.7
1.14 Wages of Janitors	\$67,000.00	\$0.00	\$67,000.00	\$4,946.90	\$52,798.00	\$14,202.00	78.8
1.15 Additional Hours (750)	\$8,500.00	\$0.00	\$8,500.00	\$460.11	\$6,603.75	\$1,896.25	77.7
1.21 Employer's Share FICA	\$67,000.00	\$0.00	\$67,000.00	\$4,919.60	\$50,442.66	\$16,557.34	75.3
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	\$5,535.74	\$60,569.98	\$10,430.02	85.3
1.231 Employer's contribution PERF - Employee	\$25,000.00	\$0.00	\$25,000.00	\$1,610.31	\$16,892.64	\$8,107.36	67.6
1.24 Employer's Contribution Group Health	\$123,000.00	\$0.00	\$123,000.00	\$20,177.08	\$110,949.02	\$12,050.98	90.2
1.25 Employer's Contribution Life Ins.	\$8,500.00	\$0.00	\$8,500.00	\$668.89	\$6,678.22	\$1,821.78	78.6
1.26 Employer's Contribution STD	\$8,000.00	\$0.00	\$8,000.00	\$665.29	\$6,658.36	\$1,341.64	83.2
1.27 Employer's Contribution LTD	\$7,200.00	\$0.00	\$7,200.00	\$571.87	\$5,744.60	\$1,455.40	79.8
1.28 Employer's Contribution Dental	\$5,000.00	\$0.00	\$5,000.00	\$406.07	\$4,100.40	\$899.60	82.0
1.29 Other Employee Benefits	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$409.44	\$590.56	40.9
<b>Subtotal</b>	<b>\$1,192,200.00</b>		<b>\$1,192,200.00</b>	<b>\$98,863.23</b>	<b>\$954,550.43</b>	<b>\$237,649.57</b>	<b>80.1</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	\$10,000.00	\$41,000.00	\$1,147.79	\$32,261.31	\$8,738.69	78.7
2.21 Operating/Cleaning/Sanitation Supplies	\$12,000.00	\$0.00	\$12,000.00	\$347.03	\$5,208.64	\$6,791.36	43.4
<b>Subtotal</b>	<b>\$43,001.00</b>	<b>\$10,000.00</b>	<b>\$53,001.00</b>	<b>\$1,494.82</b>	<b>\$37,469.95</b>	<b>\$15,531.05</b>	<b>70.7</b>
<b>3. Other Services and Charges</b>							
3.11 Consulting Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
3.12 Engineering and Architectural Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.13 Legal Services	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.14 Other Professional Services	\$36,500.00	\$0.00	\$36,500.00	\$261.60	\$4,274.58	\$32,225.42	11.7
3.141 Contracted Labor for Facilities and Grounds	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$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	\$682.47	\$3,995.62	\$504.38	88.8
3.211 Telephone - Markle	\$1,500.00	\$0.00	\$1,500.00	\$97.04	\$839.05	\$660.95	55.9
3.212 Fax Expense	\$800.00	\$0.00	\$800.00	\$130.74	\$639.96	\$160.04	80.0
3.213 T-1 Access Huntington	\$12,000.00	\$0.00	\$12,000.00	\$727.50	\$6,547.50	\$5,452.50	54.6
3.2131 T-1 Access Markle	\$4,500.00	\$0.00	\$4,500.00	\$300.00	\$1,993.55	\$2,506.45	44.3
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	\$106.02	\$1,476.72	\$1,023.28	59.1
3.24 Professional Meetings	\$8,000.00	\$0.00	\$8,000.00	\$212.84	\$6,207.74	\$1,792.26	77.6
3.31 Advertising and Public Notices	\$4,000.00	\$0.00	\$4,000.00	\$281.54	\$2,604.48	\$1,395.52	65.1
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	\$46.00	\$11,776.23	\$223.77	98.1
3.511 Gas Markle	\$2,500.00	\$0.00	\$2,500.00	\$18.19	\$504.80	\$1,995.20	20.2
3.52 Electricity Huntington	\$60,000.00	\$0.00	\$60,000.00	\$6,872.76	\$43,594.59	\$16,405.41	72.7
3.521 Electricity Markle	\$3,500.00	\$0.00	\$3,500.00	\$170.61	\$1,554.77	\$1,945.23	44.4
3.53 Water Huntington	\$2,500.00	\$0.00	\$2,500.00	\$226.68	\$1,855.31	\$644.69	74.2
3.531 Water Markle	\$500.00	\$0.00	\$500.00	\$19.24	\$106.50	\$393.50	21.3
3.54 Sewer Huntington	\$4,000.00	\$0.00	\$4,000.00	\$418.49	\$4,149.90	(\$149.90)	103.7
3.541 Sewer Markle	\$1,000.00	\$0.00	\$1,000.00	\$15.85	\$134.71	\$865.29	13.5
3.62 Equipment Repair and Maintenance	\$5,000.00	\$0.00	\$5,000.00	\$0.00	(\$1,570.66)	\$6,570.66	-31.4
3.621 Equipment Leasing and Maintenance	\$6,000.00	\$0.00	\$6,000.00	\$969.95	\$8,650.81	(\$2,650.81)	144.2
3.622 Contracted Facility Maintenance	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$18,129.66	(\$3,129.66)	120.9

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
3.623 Technology License Agreements	\$36,700.00	\$0.00	\$36,700.00	\$2,796.82	\$12,917.78	\$23,782.22	35.2
3.624 Technology Maintenance	\$10,000.00	\$0.00	\$10,000.00	\$8,466.15	\$8,558.87	\$1,441.13	85.6
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
<b>Subtotal</b>	<b>\$404,203.00</b>		<b>\$404,203.00</b>	<b>\$22,820.49</b>	<b>\$209,600.25</b>	<b>\$194,602.75</b>	<b>51.9</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	(\$10,000.00)	\$30,000.00	\$990.57	\$7,970.26	\$22,029.74	26.6
4.42 Computer Upgrade	\$20,000.00	\$0.00	\$20,000.00	\$359.98	\$8,459.98	\$11,540.02	42.3
4.5 Adult Non Fiction Books	\$23,800.00	\$0.00	\$23,800.00	\$1,184.46	\$16,457.95	\$7,342.05	69.2
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	\$2,027.65	\$24,002.14	\$6,497.86	78.7
4.511 Adult Graphic Novels	\$2,000.00	\$0.00	\$2,000.00	\$10.42	\$907.81	\$1,092.19	45.4
4.52 Children's Fiction Books	\$8,500.00	\$0.00	\$8,500.00	\$197.47	\$8,122.66	\$377.34	95.6
4.521 Children's Easy Fiction Books	\$24,500.00	\$0.00	\$24,500.00	\$358.14	\$19,107.22	\$5,392.78	78.0
4.522 Children's Non-Fiction Books	\$24,000.00	\$0.00	\$24,000.00	\$2,733.55	\$14,722.95	\$9,277.05	61.3
4.523 Toddler Books	\$1,500.00	\$0.00	\$1,500.00	\$24.97	\$803.12	\$696.88	53.5
4.524 Children's Graphic Novels	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,949.99	(\$949.99)	195.0
4.53 YA Fiction Books	\$12,700.00	\$0.00	\$12,700.00	\$746.24	\$9,292.29	\$3,407.71	73.2
4.531 YA Graphic Novels	\$2,500.00	\$0.00	\$2,500.00	\$451.38	\$2,250.54	\$249.46	90.0
4.532 YA Non-Fiction Books	\$4,000.00	\$0.00	\$4,000.00	\$119.61	\$4,720.21	(\$720.21)	118.0
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	\$139.50	\$2,271.57	\$728.43	75.7
4.56 Literacy 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	\$503.77	\$6,881.82	\$1,118.18	86.0
4.6 Periodicals and Newspapers	\$12,000.00	\$0.00	\$12,000.00	\$225.00	\$9,063.47	\$2,936.53	75.5
4.71 Adult DVD's	\$16,000.00	\$0.00	\$16,000.00	\$3,429.29	\$15,947.31	\$52.69	99.7
4.711 Children's DVD's	\$2,000.00	\$0.00	\$2,000.00	\$102.18	\$1,677.53	\$322.47	83.9
4.72 Adult Audiobooks	\$9,500.00	\$0.00	\$9,500.00	\$200.70	\$4,584.73	\$4,915.27	48.3
4.721 Children's Audiobooks	\$1,000.00	\$0.00	\$1,000.00	\$108.29	\$663.15	\$336.85	66.3
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	\$4.99	\$1,363.34	\$636.66	68.2
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	\$185.00	\$1,524.59	\$475.41	76.2
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	\$120.95	\$78.05	60.8
4.8 Materials Processing	\$15,000.00	\$0.00	\$15,000.00	\$496.43	\$6,616.39	\$8,383.61	44.1
<b>Subtotal</b>	<b>\$273,000.00</b>	<b>(\$10,000.00)</b>	<b>\$263,000.00</b>	<b>\$14,599.59</b>	<b>\$172,079.33</b>	<b>\$90,920.67</b>	<b>65.4</b>
<b>Grand Total</b>	<b>\$1,912,404.00</b>	<b>\$0.00</b>	<b>\$1,912,404.00</b>	<b>\$137,778.13</b>	<b>\$1,373,699.96</b>	<b>\$538,704.04</b>	<b>71.8</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 9/19/16 To 10/17/16

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	\$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
<b>Grand Total</b>	\$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 9/19/16 To 10/17/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<b>3. Other Services and Charges</b>							
362 Equipment Repair and Maintenance	\$275,000.00	\$0.00	\$275,000.00	\$0.00	\$22,367.80	\$252,632.20	8.1
<b>Subtotal</b>	\$275,000.00		\$275,000.00	\$0.00	\$22,367.80	\$252,632.20	8.1
<b>4. Capitol 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>	\$125,000.00		\$125,000.00	\$0.00	\$0.00	\$125,000.00	0.0
<b>Grand Total</b>	\$400,000.00	\$0.00	\$400,000.00	\$0.00	\$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.