

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
November 21st, 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. Public Input
6. Report of the Librarian
7. Committee Reports
 - A. Benefits
 - I. Insurance renewal
 - II. Supplemental insurance
8. Communications
9. Unfinished Business
 - A. LIRF Resolution
10. New Business
 - A. Personnel
 - I. PTO Allotment
 - II. Allowance Request
 - III. Non-exempt Positions
 - B. Hours of Operation
 - I. In-service Closure December 16th
 - II. Holiday Closings 2017
 - C. December Meeting Date
 - D. Other
11. Trustee Education – The Director’s Job Description – Chad Lippe
12. Adjournment

**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.

PCaley
Hoby
T. Smith
John. R. [unclear]
[unclear]
[unclear]
Anne Maciella

**Huntington City-Township Public Library
Board of Trustees Special Meeting
Adoption of 2017 Budget
October 17, 2016
5:00 PM**

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

Absent: none

Visitors: Lisa Powell Sabinski, Cheryl Warner, Ramon W. Bard, Linda Grossman, Mary DeLaney, Deanna Albertson, Caroline Runyan, Trisha Everett, Margaret A. Bard, Bonnie Teusch, Barbara J. Buroker, Denise Wertemberger, Jeffrey Perkins, Mike Perkins, Allison Reise, Jackie Young, Nancy Fellingner, Chris Whitacre, Jessica Burnard, and others.

Peggy called the Budget meeting to order. Fred moved to adopt the 2017 budget, Terry seconded, and motion carried.

Terry moved to adjourn, Chad seconded, and motion carried.

**Huntington City-Township Public Library
Board of Trustees Meeting
October 17, 2016
5:00 PM**

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

Absent: none

Visitors: Lisa Powell Sabinski, Cheryl Warner, Ramon W. Bard, Linda Grossman, Mary DeLaney, Deanna Albertson, Caroline Runyan, Trisha Everett, Margaret A. Bard, Bonnie Teusch, Barbara J. Buroker, Denise Wertemberger, Jeffrey Perkins, Mike Perkins, Allison Reise, Jackie Young, Nancy Fellingner, Chris Whitacre, Jessica Burnard, and others.

Peggy called the meeting to order.

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

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

Public Input: Peggy opened the floor for public comments from visitors. Several comments were made related to the employee restructuring plan and concerns about those employees whose positions are being eliminated.

Report of the Librarian: Beka highlighted several items that were recorded in the published Director's Report, including a mention that the auditors are this week finishing the audit report that is done every four years.

Committee Reports: None

Communications: None

Unfinished Business: Fred, who was not at the last board meeting, moved to amend the severance package for the employees whose positions are eliminated as part of the restructuring plan to include 16 weeks of pay (instead of 8 weeks) and include a termination release statement, John seconded, and after discussion, motion carried.

New Business:

A. Policy Review – Unattended Patron– Beka explained the components of the policy and how it will be communicated, especially as it relates to unattended children. John moved to adopt the policy, Anne seconded, and motion carried.

B. Other – none

Trustee Education: Beka summarized the section called The Board Develops Policy.

(Beka mentioned that there will be a tour of the library offered after the meeting.)

Fred moved to adjourn the meeting, John 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 st	United Way Kickoff Luncheon
September 27 th	Literacy Coalition Tutor Appreciation Dinner
September 28 th	Non-profit Leadership Meeting
October 4 th & 5 th	IPLA conference and legislative update
October 6 th	Literacy Coalition Board Meeting
October 10 th	Programming Committee
October 17 th	Budget Adoption Meeting
October 17 th	Library Board Meeting

Upcoming Meetings and Activities

October 18 th -25 th	Vacation
October 26 th	Non-profit Leadership Meeting
October 27 th & 28 th	Employment Interviews
October 27 th	Literacy Alliance Planning Meeting
November 3 rd	Literacy Coalition Board Meeting
November 3 rd & 4 th	Employment interviews
November 8 th -10 th	ILF Annual Conference
November 14 th	Programming Committee
November 17 th	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 21st 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 = 10/17/16 to 11/21/16

<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	\$178,102.50	\$2,281,339.21	\$30,785.50	\$1,710,671.54	\$844,349.50
101 LIBRARY OPERATING FUND- INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,415,017.17	\$178,102.50	\$2,281,339.21	\$30,785.50	\$1,710,671.54	\$844,349.50
2. LIRF						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$1,303,874.22	\$0.00	\$962,252.69	\$0.00	\$252,001.13	\$593,622.66
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	\$252,001.13	\$593,622.66
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	\$0.45	\$28.84	\$154.37
130.01 GIFT (REGULAR)	\$4,444.45	\$0.00	\$654.41	\$33.82	\$198,723.29	\$202,513.33
130.02 FRIENDS OF THE LIBRARY	\$12,929.61	\$165.23	\$13,312.95	\$0.00	\$2,750.00	\$2,366.66
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	\$50.69	\$53,739.82	\$2,912.72
130.05 IN. ROOM INVESMENT - UND	\$53,000.00	\$0.00	\$53,000.00	\$25.00	\$53,025.00	\$53,025.00
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	\$19.72	\$39.70	\$0.00	\$200.00	\$160.30
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	\$372.90	\$1,246.20
Subtotal	\$297,940.73	\$184.95	\$317,424.26	\$147.86	\$309,776.37	\$290,292.84
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	\$667.23	\$0.00	\$200.00	\$142.32
Subtotal	\$609.55	\$0.00	\$667.23	\$0.00	\$200.00	\$142.32
6. LSCA						
150.03 IND. STATE STUDENT ASSISTANCE	\$0.00	\$0.00	\$0.00	\$1,238.00	\$2,946.00	\$2,946.00
Subtotal	\$0.00	\$0.00	\$0.00	\$1,238.00	\$2,946.00	\$2,946.00
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	\$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	\$652.19	\$374,185.58	\$1,087,511.57
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	\$524,692.80	\$652.19	\$625,315.58	\$2,188,511.57
9. Withholding							
200.01	FEDERAL TAX	\$0.00	\$22,389.25	\$100,040.94	\$22,389.25	\$100,040.94	\$0.00
200.02	FICA	\$0.00	\$9,131.32	\$62,077.76	\$9,131.32	\$62,077.76	\$0.00
200.03	INDIANA STATE TAX	\$0.00	\$2,778.16	\$24,749.13	\$4,028.31	\$27,082.26	\$2,333.13
200.04	COUNTY TAX	\$0.00	\$1,352.03	\$11,879.85	\$1,996.85	\$13,042.89	\$1,163.04
200.05	INSURANCE	\$2,077.13	\$888.22	\$22,703.33	\$1,909.11	\$21,966.70	\$1,340.50
200.06	INDIANA DEFERRED COMPENSATION	\$0.00	\$549.00	\$9,243.00	\$549.00	\$9,243.00	\$0.00
200.07	UNITED WAY	\$0.00	\$52.75	\$1,122.07	\$105.50	\$1,227.57	\$105.50
200.08	GARNISHMENT	\$0.00	\$319.68	\$3,267.24	\$319.68	\$3,385.54	\$118.30
	Subtotal	\$2,077.13	\$37,460.41	\$235,083.32	\$40,429.02	\$238,066.66	\$5,060.47
Grand Total		\$5,107,407.59	\$215,747.86	\$4,321,459.51	\$73,252.57	\$3,138,977.28	\$3,924,925.36

Total all banks = \$3,924,925.36

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 10/17/16 To 11/21/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<i>1. Personal Services</i>							
1.11 Salary of Director	\$68,000.00	\$0.00	\$68,000.00	\$5,227.50	\$63,116.25	\$4,883.75	92.8
1.12 Professional Assistants	\$730,000.00	\$0.00	\$730,000.00	\$108,829.27	\$683,643.88	\$46,356.12	93.6
1.14 Wages of Janitors	\$67,000.00	\$0.00	\$67,000.00	\$5,048.76	\$57,846.76	\$9,153.24	86.3
1.15 Additional Hours (750)	\$8,500.00	\$0.00	\$8,500.00	\$258.04	\$6,861.79	\$1,638.21	80.7
1.21 Employer's Share FICA	\$67,000.00	\$0.00	\$67,000.00	\$9,131.32	\$59,573.98	\$7,426.02	88.9
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	\$5,632.88	\$66,202.86	\$4,797.14	93.2
1.231 Employer's contribution PERF - Employee	\$25,000.00	\$0.00	\$25,000.00	\$1,672.48	\$18,565.12	\$6,434.88	74.3
1.24 Employer's Contribution Group Health	\$123,000.00	\$0.00	\$123,000.00	\$9,087.72	\$120,036.74	\$2,963.26	97.6
1.25 Employer's Contribution Life Ins.	\$8,500.00	\$0.00	\$8,500.00	\$668.89	\$7,347.11	\$1,152.89	86.4
1.26 Employer's Contribution STD	\$8,000.00	\$0.00	\$8,000.00	\$665.29	\$7,323.65	\$676.35	91.5
1.27 Employer's Contribution LTD	\$7,200.00	\$0.00	\$7,200.00	\$571.87	\$6,316.47	\$883.53	87.7
1.28 Employer's Contribution Dental	\$5,000.00	\$0.00	\$5,000.00	\$812.14	\$4,912.54	\$87.46	98.3
1.29 Other Employee Benefits	\$1,000.00	\$0.00	\$1,000.00	\$38.58	\$448.02	\$551.98	44.8
Subtotal	\$1,192,200.00		\$1,192,200.00	\$147,644.74	\$1,102,195.17	\$90,004.83	92.5
<i>2. Supplies</i>							
2.11 Official Records	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	0.0
2.13 Other Office Supplies	\$31,000.00	\$10,000.00	\$41,000.00	\$453.23	\$32,714.54	\$8,285.46	79.8
2.21 Operating/Cleaning/Sanitation Supplies	\$12,000.00	\$0.00	\$12,000.00	\$486.42	\$5,695.06	\$6,304.94	47.5
Subtotal	\$43,001.00	\$10,000.00	\$53,001.00	\$939.65	\$38,409.60	\$14,591.40	72.5
<i>3. Other Services and Charges</i>							
3.11 Consulting Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0

<i>Account # 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 Architechtrual 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	\$3,332.00	\$7,606.58	\$28,893.42	20.8
3.141 Contracted Labor for Facilities and Grounds	\$8,000.00	\$0.00	\$8,000.00	\$745.00	\$4,564.50	\$3,435.50	57.1
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	\$400.53	\$4,396.15	\$103.85	97.7
3.211 Telephone - Markle	\$1,500.00	\$0.00	\$1,500.00	\$99.08	\$938.13	\$561.87	62.5
3.212 Fax Expense	\$800.00	\$0.00	\$800.00	\$65.37	\$705.33	\$94.67	88.2
3.213 T-1 Access Huntington	\$12,000.00	\$0.00	\$12,000.00	\$727.50	\$7,275.00	\$4,725.00	60.6
3.2131 T-1 Access Markle	\$4,500.00	\$0.00	\$4,500.00	\$300.00	\$2,293.55	\$2,206.45	51.0
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	\$309.64	\$1,786.36	\$713.64	71.5
3.24 Professional Meetings	\$8,000.00	\$0.00	\$8,000.00	\$346.79	\$6,554.53	\$1,445.47	81.9
3.31 Advertising and Public Notices	\$4,000.00	\$0.00	\$4,000.00	\$175.88	\$2,780.36	\$1,219.64	69.5
3.32 Printing Other than Office	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.41 Official Bonds	\$500.00	\$0.00	\$500.00	\$0.00	\$50.00	\$450.00	10.0
3.42 Other Insurance	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$13,678.00	\$21,322.00	39.1
3.51 Gas Huntington	\$12,000.00	\$0.00	\$12,000.00	\$86.44	\$11,862.67	\$137.33	98.9
3.511 Gas Markle	\$2,500.00	\$0.00	\$2,500.00	\$18.19	\$522.99	\$1,977.01	20.9
3.52 Electricity Huntington	\$60,000.00	\$0.00	\$60,000.00	\$10,650.82	\$54,245.41	\$5,754.59	90.4
3.521 Electricity Markle	\$3,500.00	\$0.00	\$3,500.00	\$140.29	\$1,695.06	\$1,804.94	48.4
3.53 Water Huntington	\$2,500.00	\$0.00	\$2,500.00	\$226.68	\$2,081.99	\$418.01	83.3
3.531 Water Markle	\$500.00	\$0.00	\$500.00	\$19.24	\$125.74	\$374.26	25.1
3.54 Sewer Huntington	\$4,000.00	\$0.00	\$4,000.00	\$348.74	\$4,498.64	(\$498.64)	112.5
3.541 Sewer Markle	\$1,000.00	\$0.00	\$1,000.00	\$15.85	\$150.56	\$849.44	15.1
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	\$965.45	\$9,616.26	(\$3,616.26)	160.3
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	\$346.82	\$13,264.60	\$23,435.40	36.1
3.624 Technology Maintenance	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$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	\$230.00	\$771.22	\$3,228.78	19.3
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	\$19,550.31	\$229,150.56	\$175,052.44	56.7
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	(\$10,000.00)	\$30,000.00	\$299.00	\$8,269.26	\$21,730.74	27.6
4.42 Computer Upgrade	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$8,459.98	\$11,540.02	42.3
4.5 Adult Non Fiction Books	\$23,800.00	\$0.00	\$23,800.00	\$674.66	\$17,132.61	\$6,667.39	72.0
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	\$2,135.31	\$26,137.45	\$4,362.55	85.7
4.511 Adult Graphic Novels	\$2,000.00	\$0.00	\$2,000.00	\$546.68	\$1,454.49	\$545.51	72.7
4.52 Children's Fiction Books	\$8,500.00	\$0.00	\$8,500.00	\$608.85	\$8,731.51	(\$231.51)	102.7
4.521 Children's Easy Fiction Books	\$24,500.00	\$0.00	\$24,500.00	\$314.34	\$19,421.56	\$5,078.44	79.3
4.522 Children's Non-Fiction Books	\$24,000.00	\$0.00	\$24,000.00	\$279.04	\$15,001.99	\$8,998.01	62.5
4.523 Toddler Books	\$1,500.00	\$0.00	\$1,500.00	\$32.58	\$835.70	\$664.30	55.7
4.524 Children's Graphic Novels	\$1,000.00	\$0.00	\$1,000.00	\$206.67	\$2,156.66	(\$1,156.66)	215.7
4.53 YA Fiction Books	\$12,700.00	\$0.00	\$12,700.00	\$350.26	\$9,642.55	\$3,057.45	75.9
4.531 YA Graphic Novels	\$2,500.00	\$0.00	\$2,500.00	\$354.17	\$2,604.71	(\$104.71)	104.2
4.532 YA Non-Fiction Books	\$4,000.00	\$0.00	\$4,000.00	\$63.42	\$4,783.63	(\$783.63)	119.6
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	\$331.65	\$2,603.22	\$396.78	86.8
4.56 Literacy Books	\$2,000.00	\$0.00	\$2,000.00	\$23.74	\$289.15	\$1,710.85	14.5
4.57 Adult Large Print Fiction Books	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$6,881.82	\$1,118.18	86.0
4.6 Periodicals and Newspapers	\$12,000.00	\$0.00	\$12,000.00	\$210.60	\$9,274.07	\$2,725.93	77.3
4.71 Adult DVD's	\$16,000.00	\$0.00	\$16,000.00	\$1,100.81	\$17,048.12	(\$1,048.12)	106.6
4.711 Children's DVD's	\$2,000.00	\$0.00	\$2,000.00	\$289.15	\$1,966.68	\$33.32	98.3
4.72 Adult Audiobooks	\$9,500.00	\$0.00	\$9,500.00	\$1,339.85	\$5,924.58	\$3,575.42	62.4
4.721 Children's Audiobooks	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$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	\$135.30	\$1,498.64	\$501.36	74.9
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	\$171.03	\$1,695.62	\$304.38	84.8
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	\$500.69	\$7,117.08	\$7,882.92	47.4
Subtotal	\$273,000.00	(\$10,000.00)	\$263,000.00	\$9,967.80	\$182,047.13	\$80,952.87	69.2
Grand Total	\$1,912,404.00	\$0.00	\$1,912,404.00	\$178,102.50	\$1,551,802.46	\$360,601.54	81.1

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 10/17/16 To 11/21/16

<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>
<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
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 10/17/16 To 11/21/16

<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>
<i>3. Other Services and Charges</i>							
3.62 Equipment Repair and Maintenance	\$275,000.00	\$0.00	\$275,000.00	\$0.00	\$22,367.80	\$252,632.20	8.1
Subtotal	\$275,000.00		\$275,000.00	\$0.00	\$22,367.80	\$252,632.20	8.1
<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
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	\$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.