

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees  
February 20th, 2017  
5:15pm

## Regular Meeting

1. Call to Order
2. Reading and Approval of Minutes
3. Reading and Approval of Financial Report
4. Approval of Bills
5. Report of the Librarian
6. Committee Reports
  - A. Benefits – Supplemental Insurance
7. Communications
8. Unfinished Business
  - A. Other
9. New Business
  - A. Annual Report
  - B. New Policy – Credit Card Acceptance
  - C. New Policy –Fines and Fees
  - D. Purging Fines and Fees
  - E. I-pads for Board documents
  - F. Other
10. Public Input
11. Trustee Education – The Board/Staff Relationship – Jamie Foday
12. Adjournment

**Huntington City-Township Public Library  
Board of Finance Meeting  
January 16, 2017  
5:15 PM**

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

**Absent:** John Branham

**Visitors:** Mike Perkins, Jessi Brown

**Peggy called the meeting to order.**

**Election of Officers:** Peggy nominated Anne as the president of the Finance Board, Chad seconded; Anne nominated Chad as secretary of the Finance Board; both motions carried.

**Review of Current Investments:** Beka summarized investments status.

Beka recommended we approve the Investments Cash Management Policy; Peggy moved to approve the policy, Anne seconded, and motion carried. Beka recommended we approve the Investments Policy, Jamie moved to approve the policy, Peggy seconded, and motion carried.

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

**Huntington City-Township Public Library  
Board of Trustees Meeting  
January 16, 2017**

**Peggy called the meeting to order.**

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

**Reading and Approval of Financial Report and Approval of Changes to Appropriation:** Jamie moved to approve, Anne seconded, and motion carried.

**Reading and Approval of Bills:** Chad moved to approve the bills, Anne seconded, and motion carried.

**Report of the Librarian:** Beka highlighted a couple items. There have been a few changes in personnel. The staff in-service was productive, with a main focus of discussion related to building safety issues. Beka reviewed December checkout and renewal figures and patron count.

**Committee Reports:** None

**Communications:** None

**Unfinished Business:** None

**New Business:**

- A. **Holiday Closings:** Chad moved to approve the updated 2017 holiday closings calendar, Anne seconded, and motion carried.
- B. **Credit Card Acceptance Resolution:** The new policy allows patrons to use credit or debit cards for payment of fines and fees. The resolution passed by signature vote.
- C. **Updates to the Personnel Handbook:** Anne moved to approve the changes to the personnel handbook, Chad seconded, and motion carried.
- D. **Signature Authorization Resolution:** The Check Signing Authorization 2017 resolution passed by signature vote.
- E. **Other:** Four checks that are outstanding and unpaid for a period of two years as of December 31, 2016, were declared void. Anne moved to approve the voiding of outstanding checks pursuant to Indiana State Statute, Chad seconded, and motion carried.

**Public Input:** Jessi commented about the library staff dress code.

**Anne moved to adjourn, Jamie seconded, and motion carried.**

**Huntington City - Township Public Library  
Board of Trustees Meeting  
December 12, 2016**

**Present:** Beka Lemons, John Branham, Peggy Caley, Chad Lippe, Anne McClellan, Terry Miller, Fred Scheiber

**Absent:** Jamie Foday

**Visitors:** Jessi Brown, Chuck Homier, Pam Homier, Mike Perkins, Barb B., Sarah Kirby

Peggy called the meeting to order at 5:00 pm.

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

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

**Report of the Librarian:** The four new employees have started in their new positions; winter story time is going well at the schools; with the exception of the director all employee evaluations are complete with all meeting or exceeding expectations.

**Committee Reports:** We will have an update from the benefits committee next month.

**Communications:** None

**Unfinished Business:**

A. Nominations for 2017 offices: President: Peggy (John); Vice President: Anne (Fred); Treasurer: Chad (John); Secretary: Jamie (Terry). Terry moved to close the nominations, John seconded, motion carried. Terry moved to vote on said nominations, Fred seconded, motion carried.

B. Fred asked and it was confirmed that all of the new filled positions created have started.

**New Business:**

A. Salary Schedule: Terry moved to approve the 2017 salary schedule, Anne seconded, motion carried.

B. Markle Hours: Recommended new hours: M W F 12:00 - 7:00 & T Th S 10:00 - 5:00. Terry moved to approve the new hours, Chad seconded, motion carried.

C. Audit Report: Clean report. No concerns.

- D. Internal Controls: John moved to approve the internal controls framework, Fred seconded, motion carried.
- E. Signing Authorization: During the audit it was noted that Beka has authority to sign checks. As Terry will no longer be eligible to be treasurer as of the 16th and it may take a little time to get Chad approved at all banks we have the ability to pay bills that are time sensitive. All bills still have to be approved by the board as usual.
- F. Other: John recognized and thanked Fred & Terry for their service on the board.

**Public Input:** Chuck asked about the Chiefs plaque, Beka has an update for him. Chuck also expressed interest in the library recognizing Joan Keefer's long time and excellent work in the Indiana Room. Mike agreed. We will discuss and do something. Chuck also expressed the desire to keep the library open during our inservice days.

**Trustee Education - The Board Plans - John Branham:** John led us in our education of board planning.

**Adjournment:** John moved to adjourn, Terry seconded, motion carried.

*P. Calley*  
*Friday*

*AK*  
*Anne McCulla*

Huntington City-Township Public Library  
Monthly Report  
February 2017

**Director's Report**

**News and Updates**

- Planning for the Summer Library Program is in full swing. Our theme will be architecture. We will plan activities around that theme as well as construction, building, engineering and design. Our kickoff event will be on June 3<sup>rd</sup> and the finale event will be July 22<sup>nd</sup>.
- Malcolm and Jan C attended the Continuous Improvement group at Kendallville. Many program and service ideas were shared.
- I participated in a strategic planning session for ILF on February 3<sup>rd</sup>. This was a very productive day and I made connections with many new people.
- I have been accepted for a seat on the ILF Board of Directors. This Board meets once a month to direct the operations of the Indiana Library Federation.
- Several of the tech services staff visited Wells County to see how they are using their ILS. Since they are using the same system as us we thought that it would be beneficial to learn how they are using it and what tips we might be able to take away. The staff also took a tour of the library.
- I have been working with a company called MorphoTrust to establish a site for fingerprinting for government background checks. Their previous location in Huntington shut down so we would be the new home for this. They would be here once a week and would have appointments for anyone who needed the service. I anticipate this being up and running sometime in March.
- I attended the Legislative Third House held here at the library and sponsored by the Chamber of Commerce. Mayor Fetters, Commissioner Wall, State Senators Zay and Holman and State Representative Leonard all spoke about legislative issues in Huntington County.
- I have enrolled in a short online class through University of Wisconsin-Madison that is focused on User Experience Design. I have already learned several things that I think will really help us to move forward on designing services and spaces to better serve our community.
- I met with Andrew Rensberger who is the Community Outreach and Volunteer Coordinator for the city of Huntington. We discussed future plans for the Zagster bike sharing program as well as other opportunities that we have for cooperation between the library and the city.
- We have started monthly small group meetings for all staff. My hope is that these meetings can take the place of one of our in-service days so that we don't need to close for training.

**Meetings and Activities**

January 19 <sup>th</sup>	Management Division Conference Call
January 20 <sup>th</sup>	Vacation
January 23 <sup>rd</sup>	Summer Library Program Planning Meeting
January 25 <sup>th</sup>	Non-profit Leadership Support Group
February 2 <sup>nd</sup>	Literacy Coalition Board Meeting
February 3 <sup>rd</sup>	ILF Strategic Planning Meeting
February 7 <sup>th</sup>	Met with Andrew Rensberger

February 10 <sup>th</sup>	Management Division Conference Call
February 11 <sup>th</sup>	Legislative Third House
February 14 <sup>th</sup>	Programming Committee Meeting
February 20 <sup>th</sup>	Library Board Meeting

### **Upcoming Meetings and Activities**

February 22 <sup>nd</sup>	Non-profit Leadership Support Group
February 23 <sup>rd</sup>	E-rate Webinar
March 2 <sup>nd</sup>	Literacy Coalition Board Meeting
March 7 <sup>th</sup>	Leadership Conference
March 9 <sup>th</sup>	ILF Board Meeting
March 14 <sup>th</sup>	Programming Committee Meeting
March 20 <sup>th</sup>	Library Board Meeting

### **Strategic Plan Update**

#### **Gateway to Help**

**..... Trusted information for every need**

We know that in today's technology driven world people can get information on demand from anywhere. We also know that the information that is available is not always the best information. We strive to provide the unique service of a human element in every information interaction. Our service and expertise will help our users to find the right answer at the right time. From simple questions to complex research we will have the resources to find the answer.

#### **Goals**

We provide spectacular service by doing our best to meet the needs of every user in a positive, courteous and professional manner.

We maintain a highly qualified, well trained staff to provide information and services.

We provide the means for each user to find the information and services they are seeking.

We provide a flexible information and service environment across multiple platforms.

#### **What are we doing now to support these goals?**

- Facilitating access to talking books from the Indiana State Library
- Emphasizing customer service skills to circulation and reference staff through visual reminders and training
- Providing access to a variety of professional development opportunities
- Held an e-book petting zoo to improve staff skills
- Established cohorts for regular meeting/ training and to improve a team focus
- Enterprise (online catalog) updated
- Providing school cards for out of district students
- Carts and walkers available for accessibility

- Charging stations available
- Mobile app up and running
- Book wagon to reach people outside the building
- One-on-one technology training
- 24/7 Wifi access
- Adequate number of public computers
- Scan, copy, and fax available as self-service
- Increased advertising through many outlets
- Improved Spanish collection
- Committed and active in the Overdrive consortium
- Increased access to genealogy databases
- Streaming live programs (RootsTech)
- Chromebooks available for checkout

**What are we planning to do in the near future?**

- Hosting customer service training provided by Indiana State Library
- Attending national and regional trainings for customer service and leadership
- The staff technology training committee will provide guidelines for staff competencies in technology
- Working on standardizing procedures
- Outreach to nursing home and women's shelter for technology training
- Planning new use for spaces

**What do we need to do that we are not doing?**

- Increase attention and awareness of staff
- Increase our knowledge of how patrons use our services
- Make customer service a priority at all service points
- Upgrade some staff computers to Windows 10
- Train everyone at the main desk in basic reference tech questions and procedures
- Work on attention to detail in organizing and shelving
- Reevaluate the terminology that we use
- Create homebound service
- Story hour at nursing homes
- Better placement of collections
- Make outside more welcoming
- Evaluate collection development for e-books
- Try to find affordable options for hot spots for checkout
- Library of things
- Providing access to more streaming content



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

Report Dates = **1/16/17 to 2/20/17**

<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	\$1,149,720.77	\$195,790.78	\$255,152.55	\$34,444.35	\$65,334.78	\$959,903.00
<b>Subtotal</b>	<b>\$1,149,720.77</b>	<b>\$195,790.78</b>	<b>\$255,152.55</b>	<b>\$34,444.35</b>	<b>\$65,334.78</b>	<b>\$959,903.00</b>
<b>2. LIRF</b>						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$595,042.70	\$0.00	\$0.00	\$353.15	\$401.60	\$595,444.30
111 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$595,042.70</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$353.15</b>	<b>\$401.60</b>	<b>\$595,444.30</b>
<b>3. Gift Funds</b>						
130.01 GIFT (REGULAR)	\$203,595.65	\$252.38	\$252.38	\$96.36	\$165.78	\$203,509.05
130.02 FRIENDS OF THE LIBRARY	\$8,669.57	\$291.37	\$634.94	\$0.00	\$0.00	\$8,034.63
130.04 GIFT - IN RM	\$3,057.72	\$0.00	\$0.00	\$0.00	\$0.00	\$3,057.72
130.05 IN. ROOM INVESMENT - UND	\$53,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$53,000.00
130.06 GIFT - CHILDRENS ROOM	\$2,293.96	\$0.00	\$0.00	\$0.00	\$0.00	\$2,293.96
130.07 MARKLE/BARKELY GIFT	\$146.10	\$52.95	\$52.95	\$0.00	\$0.00	\$93.15
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	\$1,320.78	\$0.00	\$0.00	\$38.01	\$38.01	\$1,358.79
<b>Subtotal</b>	<b>\$296,944.35</b>	<b>\$596.70</b>	<b>\$940.27</b>	<b>\$134.37</b>	<b>\$203.79</b>	<b>\$296,207.87</b>
<b>4. Grants</b>						
124 STATE TECH GRANT FUND	\$0.00	\$0.00	\$0.00	\$10,349.99	\$10,349.99	\$10,349.99
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,349.99</b>	<b>\$10,349.99</b>	<b>\$10,349.99</b>
<b>5. LSCA</b>						
150.03 IND. STATE STUDENT ASSISTANCE	\$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>6. Levy Excess</b>						
161 LEVY EXCESS - OPERATING	\$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>7.PLAC</b>						
163 PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
163.1 MARKLE PLAC 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>8. Rainy Day Fund</b>						
170 RAINY DAY FUND	\$1,074,575.60	\$8,013.98	\$16,043.58	\$1,031.39	\$1,339.10	\$1,059,871.12
171 RAINY DAY INVESTMENT	\$1,101,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,101,000.00
<b>Subtotal</b>	<b>\$2,175,575.60</b>	<b>\$8,013.98</b>	<b>\$16,043.58</b>	<b>\$1,031.39</b>	<b>\$1,339.10</b>	<b>\$2,160,871.12</b>
<b>9. Withholding</b>						
200.01 FEDERAL TAX	\$0.00	\$9,055.95	\$12,034.85	\$9,055.95	\$12,034.85	\$0.00
200.02 FICA	\$0.00	\$6,937.88	\$9,219.72	\$6,937.88	\$9,219.72	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$3,847.86	\$3,847.86	\$2,892.37	\$3,847.86	\$0.00
200.04 COUNTY TAX	\$0.00	\$2,017.52	\$2,017.52	\$1,516.83	\$2,017.52	\$0.00
200.05 INSURANCE	\$5,790.86	\$2,532.74	\$9,049.30	\$4,708.04	\$5,180.57	\$1,922.13
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$805.00	\$900.00	\$805.00	\$900.00	\$0.00

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

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
200.07 UNITED WAY	\$177.22	\$219.54	\$391.10	\$161.13	\$213.88	\$0.00
200.08 GARNISHMENT	\$0.00	\$124.62	\$166.16	\$124.62	\$166.16	\$0.00
<b>Subtotal</b>	<b>\$5,968.08</b>	<b>\$25,541.11</b>	<b>\$37,626.51</b>	<b>\$26,201.82</b>	<b>\$33,580.56</b>	<b>\$1,922.13</b>
<b>Grand Total</b>	<b>\$4,223,251.50</b>	<b>\$229,942.57</b>	<b>\$309,762.91</b>	<b>\$72,515.07</b>	<b>\$111,209.82</b>	<b>\$4,024,698.41</b>

**Total all banks = \$4,024,698.41**

# Appropriation Report for 100 OPERATING

## Huntington City-Township Public Library

Report Date: From 1/16/17 To 2/20/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
<b>I. Personal Services</b>								
1.11 Salary of Librarian	\$73,000.00	\$0.00	\$73,000.00	\$7,841.25	\$10,455.00	\$10,200.00	\$62,545.00	14.3
1.12 Salary of Assistants	\$681,306.00	\$0.00	\$681,306.00	\$74,756.94	\$99,122.23	\$108,257.77	\$582,183.77	14.5
1.14 Wages of Janitors	\$71,828.00	\$0.00	\$71,828.00	\$7,662.80	\$10,209.90	\$10,061.96	\$61,618.10	14.2
1.15 Additional Hours (750)	\$8,500.00	\$0.00	\$8,500.00	\$430.90	\$733.16	\$887.11	\$7,766.84	8.6
1.21 Employer's Share FICA	\$62,135.00	\$0.00	\$62,135.00	\$6,937.99	\$9,219.90	\$9,899.58	\$52,915.10	14.8
1.22 Unemployment Compensation	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.0
1.23 Employer's Contribution PERF - Library	\$72,683.00	\$0.00	\$72,683.00	\$8,225.85	\$10,852.86	\$10,723.04	\$61,830.14	14.9
1.231 Employer's contribution PERF - Employee	\$19,469.00	\$0.00	\$19,469.00	\$2,203.37	\$2,907.04	\$3,127.30	\$16,561.96	14.9
1.24 Employer's Contribution Group Health	\$179,226.00	\$0.00	\$179,226.00	\$10,347.22	\$22,410.38	\$29,871.34	\$156,815.62	12.5
1.25 Employer's Contribution Life Ins.	\$9,662.00	\$0.00	\$9,662.00	\$535.45	\$1,060.70	\$1,975.59	\$8,601.30	11.0
1.26 Employer's Contribution STD	\$9,093.00	\$0.00	\$9,093.00	\$456.45	\$912.90	\$2,001.33	\$8,180.10	10.0
1.27 Employer's Contribution LTD	\$8,184.00	\$0.00	\$8,184.00	\$382.43	\$764.86	\$1,741.51	\$7,419.14	9.3
1.28 Employer's Contribution Dental	\$6,636.00	\$0.00	\$6,636.00	\$339.21	\$712.19	\$1,257.91	\$5,923.81	10.7
1.29 Other Employee Benefits	\$2,121.00	\$0.00	\$2,121.00	\$0.00	\$24.53	\$274.44	\$2,096.47	1.2
<b>Subtotal</b>	<b>\$1,206,843.00</b>		<b>\$1,206,843.00</b>	<b>\$120,119.86</b>	<b>\$169,385.65</b>	<b>\$190,278.88</b>	<b>\$1,037,457.35</b>	<b>14.0</b>
<b>2. Supplies</b>								
2.11 Official Records	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00	0.0
2.13 Other Office Supplies	\$16,000.00	\$0.00	\$16,000.00	(\$104.90)	(\$104.90)	\$2,983.09	\$16,104.90	-0.7
2.14 Programming Supplies	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
2.21 Operating/Cleaning/Sanitation Supplies	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$410.80	\$4,500.00	0.0
<b>Subtotal</b>	<b>\$22,501.00</b>		<b>\$22,501.00</b>	<b>(\$104.90)</b>	<b>(\$104.90)</b>	<b>\$3,393.89</b>	<b>\$22,605.90</b>	<b>-0.5</b>
<b>3. Other Services and Charges</b>								
3.11 Consulting Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.12 Engineering and Architectural Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.0
3.14 Other Professional Services	\$13,620.00	\$0.00	\$13,620.00	\$0.00	\$0.00	\$40.00	\$13,620.00	0.0
3.141 Contracted Labor for Grounds	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$1,365.00	\$5,000.00	0.0
3.145 Databases	\$15,000.00	\$0.00	\$15,000.00	\$1,923.99	\$1,923.99	\$0.00	\$13,076.01	12.8
3.146 E-books	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$300.00	\$300.00	\$24,700.00	1.2
3.21 Telephone	\$4,500.00	\$0.00	\$4,500.00	\$546.70	\$841.79	\$783.78	\$3,658.21	18.7
3.211 Telephone - Markle	\$1,500.00	\$0.00	\$1,500.00	\$93.98	\$93.98	\$151.40	\$1,406.02	6.3
3.212 Fax Expense	\$800.00	\$0.00	\$800.00	\$69.32	\$138.64	\$117.00	\$661.36	17.3
3.213 T-1 Access Huntington	\$8,000.00	\$0.00	\$8,000.00	\$727.50	\$1,455.00	\$727.50	\$6,545.00	18.2
3.2131 T-1 Access Markle	\$3,000.00	\$0.00	\$3,000.00	\$300.00	\$600.00	\$150.00	\$2,400.00	20.0
3.22 Postage and Shipping	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$0.00	\$491.86	\$1,250.00	0.0
3.23 Traveling Expense	\$3,500.00	\$0.00	\$3,500.00	\$173.40	\$226.08	\$81.08	\$3,273.92	6.5
3.24 Professional Development	\$8,000.00	\$0.00	\$8,000.00	\$674.39	\$674.39	\$55.24	\$7,325.61	8.4
3.31 Advertising and Public Notices	\$4,000.00	\$0.00	\$4,000.00	\$371.75	\$721.83	\$146.44	\$3,278.17	18.0
3.41 Official Bonds	\$500.00	\$0.00	\$500.00	\$0.00	\$432.00	\$0.00	\$68.00	86.4
3.42 Operational Insurance	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$7,256.00	\$40,000.00	0.0
3.51 Gas Huntington	\$12,000.00	\$0.00	\$12,000.00	\$2,276.18	\$2,276.18	\$3,038.10	\$9,723.82	19.0
3.511 Gas Markle	\$2,500.00	\$0.00	\$2,500.00	\$243.93	\$243.93	\$119.18	\$2,256.07	9.8
3.52 Electricity Huntington	\$65,000.00	\$0.00	\$65,000.00	\$5,525.44	\$5,525.44	\$8,196.37	\$59,474.56	8.5
3.521 Electricity Markle	\$3,000.00	\$0.00	\$3,000.00	\$176.98	\$367.92	\$315.27	\$2,632.08	12.3

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
3.53	Water Huntington	\$2,000.00	\$0.00	\$2,000.00	\$212.14	\$212.14	\$355.57	\$1,787.86	10.6
3.531	Water Markle	\$500.00	\$0.00	\$500.00	\$19.24	\$38.48	\$0.00	\$461.52	7.7
3.54	Sewer Huntington	\$4,900.00	\$0.00	\$4,900.00	\$489.45	\$489.45	\$710.27	\$4,410.55	10.0
3.541	Sewer Markle	\$1,000.00	\$0.00	\$1,000.00	\$15.85	\$32.17	\$53.93	\$967.83	3.2
3.62	Equipment Repair and Maintenance	\$5,000.00	\$0.00	\$5,000.00	\$15.42	\$15.42	\$18.25	\$4,984.58	0.3
3.621	Equipment Leasing and Maintenance	\$10,000.00	\$0.00	\$10,000.00	\$983.51	\$1,293.64	\$1,086.68	\$8,706.36	12.9
3.622	Contracted Facility Maintenance	\$16,500.00	\$0.00	\$16,500.00	\$1,396.43	\$1,396.43	\$2,548.95	\$15,103.57	8.5
3.623	Technology License Agreements	\$15,000.00	\$0.00	\$15,000.00	\$401.98	\$573.80	\$510.62	\$14,426.20	3.8
3.624	Technology Maintenance	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$577.41	\$0.00	\$19,422.59	2.9
3.625	ILS Maintenance and Contract	\$24,000.00	\$0.00	\$24,000.00	\$23,626.21	\$23,626.21	\$0.00	\$373.79	98.4
3.71	Equipment Rental	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00	0.0
3.72	Real Estate Rentals	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00	0.0
3.91	Dues	\$3,000.00	\$0.00	\$3,000.00	\$1,737.10	\$1,787.10	\$151.22	\$1,212.90	59.6
3.92	Interest on Temporary Loans	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00	0.0
3.93	Taxes and Assessments	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00	0.0
3.94	Transfer to LIRF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
	<b>Subtotal</b>	<b>\$319,074.00</b>		<b>\$319,074.00</b>	<b>\$42,000.89</b>	<b>\$45,863.42</b>	<b>\$28,769.71</b>	<b>\$273,210.58</b>	<b>14.4</b>
<b>4. Capitol Outlays</b>									
4.3	Improvements Other than Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
4.4	Furniture and Equipment	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$1,175.88	\$10,000.00	0.0
4.41	Technology Equipment	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0.0
4.42	Technology Upgrade	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.0
4.5	Books	\$135,000.00	\$0.00	\$135,000.00	\$20,914.31	\$25,890.66	\$3,345.73	\$109,109.34	19.2
4.6	Periodicals and Newspapers	\$12,000.00	\$0.00	\$12,000.00	\$8,526.22	\$9,094.52	\$8,253.74	\$2,905.48	75.8
4.71	Audio-visual Materials	\$30,000.00	\$0.00	\$30,000.00	\$3,415.84	\$3,904.24	\$1,533.25	\$26,095.76	13.0

<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>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
4.77 INSPIRE	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00	0.0
4.79 Other Collections	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$0.00	\$0.00	\$1,250.00	0.0
4.8 Materials Processing	\$15,000.00	\$0.00	\$15,000.00	\$918.56	\$1,118.96	\$1,107.26	\$13,881.04	7.5
<b>Subtotal</b>	<b>\$231,251.00</b>		<b>\$231,251.00</b>	<b>\$33,774.93</b>	<b>\$40,008.38</b>	<b>\$15,415.86</b>	<b>\$191,242.62</b>	<b>17.3</b>
<b>Grand Total</b>	<b>\$1,779,669.00</b>	<b>\$0.00</b>	<b>\$1,779,669.00</b>	<b>\$195,790.78</b>	<b>\$255,152.55</b>	<b>\$237,858.34</b>	<b>\$1,524,516.45</b>	<b>14.3</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 1/16/17 To 2/20/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
<b>4. Capitol Outlays</b>								
4.2 Building Improvements	\$350,000.00	\$0.00	\$350,000.00	\$0.00	\$0.00	\$0.00	\$350,000.00	0.0
4.3 Improvements Other than Building	\$93,372.00	\$0.00	\$93,372.00	\$0.00	\$0.00	\$0.00	\$93,372.00	0.0
4.4 Furniture and Equipment	\$150,000.00	\$0.00	\$150,000.00	\$0.00	\$0.00	\$42,395.00	\$150,000.00	0.0
<b>Subtotal</b>	<b>\$593,372.00</b>		<b>\$593,372.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$42,395.00</b>	<b>\$593,372.00</b>	<b>0.0</b>
<b>Grand Total</b>	<b>\$593,372.00</b>	<b>\$0.00</b>	<b>\$593,372.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$42,395.00</b>	<b>\$593,372.00</b>	<b>0.0</b>

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

# Appropriation Report for 170 RAINY DAY FUND

Huntington City-Township Public Library

Report Date: From 1/16/17 To 2/20/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
<b>2. Supplies</b>								
2.13 Other Office Supplies	\$15,000.00	\$0.00	\$15,000.00	\$2,347.08	\$2,654.19	\$0.00	\$12,345.81	17.7
2.21 Operating/Cleaning/Sanitation Supplies	\$7,500.00	\$0.00	\$7,500.00	\$1,083.17	\$2,212.61	\$0.00	\$5,287.39	29.5
<b>Subtotal</b>	<b>\$22,500.00</b>		<b>\$22,500.00</b>	<b>\$3,430.25</b>	<b>\$4,866.80</b>	<b>\$0.00</b>	<b>\$17,633.20</b>	<b>21.6</b>
<b>3. Other Services and Charges</b>								
3.12 Engineering and Architectural Services	\$75,000.00	\$0.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00	0.0
3.14 Other Professional Services	\$70,000.00	\$0.00	\$70,000.00	\$1,235.73	\$3,317.73	\$0.00	\$66,682.27	4.7
3.142 Facility Repairs and Maintenance	\$325,000.00	\$0.00	\$325,000.00	\$648.00	\$3,089.58	\$0.00	\$321,910.42	1.0
<b>Subtotal</b>	<b>\$470,000.00</b>		<b>\$470,000.00</b>	<b>\$1,883.73</b>	<b>\$6,407.31</b>	<b>\$0.00</b>	<b>\$463,592.69</b>	<b>1.4</b>
<b>4. Capitol Outlays</b>								
4 Other Capital Outlays	\$248,000.00	\$0.00	\$248,000.00	\$0.00	\$0.00	\$0.00	\$248,000.00	0.0
4.4 Furniture and Equipment	\$100,000.00	\$0.00	\$100,000.00	\$2,700.00	\$4,769.47	\$0.00	\$95,230.53	4.8
<b>Subtotal</b>	<b>\$348,000.00</b>		<b>\$348,000.00</b>	<b>\$2,700.00</b>	<b>\$4,769.47</b>	<b>\$0.00</b>	<b>\$343,230.53</b>	<b>1.4</b>
<b>Grand Total</b>	<b>\$840,500.00</b>	<b>\$0.00</b>	<b>\$840,500.00</b>	<b>\$8,013.98</b>	<b>\$16,043.58</b>	<b>\$0.00</b>	<b>\$824,456.42</b>	<b>1.9</b>

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