

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

March 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
7. Communications
8. Unfinished Business
  - A. Annual Report
9. New Business
  - A. Director's Evaluation
    - I. Closed Session
  - B. Salary Schedule Amendment
  - C. Teen Area Remodel
  - D. Foundation
  - E. Other
10. Public Input
11. Trustee Education – Funding the Library – Chad Lippe
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

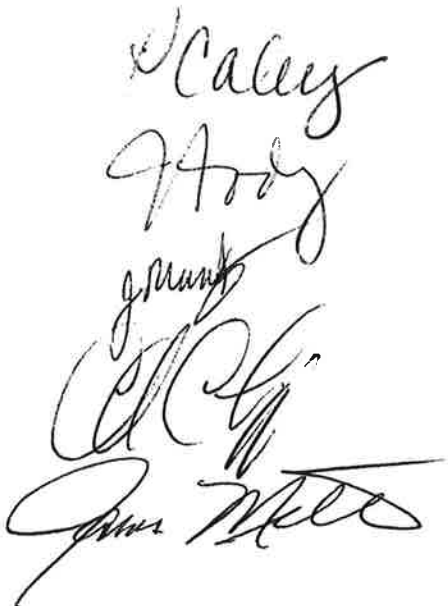
**Unfinished Business:** None

**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.**



Stacey  
Andy  
gmund  
[unclear]  
James Miller

**Huntington City-Township Public Library  
Board of Trustees Meeting  
February 20, 2017**

**Present:** Peggy Caley, Jamie Foday, Chad Lippe, Jessica Mankey, Jim Miller

**Absent:** John Branham, Anne McClellan

**Visitors:** Mike Bandelir, Malcolm McBryde, Jessi Brown, Barb Buroker, Jeri Davis, Mike Perkins, Ms. Reed from the *Huntington Herald Press*

**Peggy called the meeting to order.**

**Reading and Approval of Minutes:** Chad moved to approve the minutes for the Board of Finance Meeting and the regular February meeting, Jamie seconded, and motion carried.

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

**Report of the Librarian:** Beka highlighted a couple items. The summer reading program is being finalized; the kick-off will be in early June. Various staff members have taken part in worthy professional development opportunities. Beka has been appointed to the Indiana Library Federation Board of Directors. Some staff members took part in a valuable cooperative visit to the Wells County Library.

**Committee Reports:**

- A. Benefits – Supplemental Insurance:** Chad, Jamie, and Beka met with two AFLAC representatives. Beka is recommending to offer optional supplemental insurance to all staff through AFLAC. This does not cost the library anything; we will do a payroll deduction. Chad moved to approve adding the supplemental insurance package options to the benefits section of the Employee handbook, Jim seconded, and motion carried.

**Communications:** None

**Unfinished Business:** None

**New Business:**

- A. Annual Report:** Beka will provide us with a summary document that highlights main points of the Annual Report. A couple items of note are that program attendance and total library visits were down, and Beka mentioned she plans to analyze this data to make improvements in these areas.
- B. New Policy - Credit Card Acceptance:** The policy will allow patrons to make credit and debit card payments. Jamie moved to approve the policy, Jessica seconded, and motion carried.

- C. **New Policy – Fines and Fees:** Beka created a new fines and fees policy. We discussed the fines and fees that would be purged according to the new policy. Chad moved to approve the policy, Jamie seconded, and motion carried.
- D. **iPads for Board Documents:** Beka recommends we purchase refurbished iPads to replace the traditional Board members' binders, which means we would no longer need to print hard copies of all the Board documents.
- E. **Other:** Beka wants to replace the portable wall behind the circulation office. She has gotten two quotes, less than \$10,000, and she will take the lower bid using funds out of LIRF.

**Public Input:** Mike Perkins asked the two new board members (Jim Miller and Jessica Mankey) to introduce themselves. Barb Buroker inquired about our policy related to checking out materials using an Evergreen Card (which is less expensive than a PLAC card), but our library is not part of that partnership system.

**Trustee Education – The Board/Staff Relations:** Jamie summarized the main points, which centered on the board and director establishing a chain of command that sets up clear lines of communication, authority, and accountability.

**Jessica moved to adjourn, Chad seconded, and motion carried.**

Huntington City-Township Public Library  
Monthly Report  
March 2017

**Director's Report**

**News and Updates**

- We have hired a part-time maintenance specialist for the Markle branch. Amy Vogt will start work on March 20<sup>th</sup>.
- On April 13<sup>th</sup> from 4-6pm we will be holding an 'After Hours' event for the Huntington Area Chamber of Commerce. These events are usually attended by 40-60 chamber members. We will have stations set up for staff to talk to the visitors about our library services. I would encourage any Board members to come and talk to the local business people who may be coming into our library for the first time, or the first time in a long while.
- On March 23<sup>rd</sup> Jessi and I will be attending a training in Plainfield for Project Outcome. This is a program organized by the Public Library Association that is designed to help libraries measure their impact and share success stories.
- On February 28<sup>th</sup> I attended a ceremony where Mayor Fetters signed a declaration for Read Across America Day. This was initiated by the Literacy Coalition. On the actual day of Read Across America, March 3<sup>rd</sup>, the Mayor came in to read stories and we had a Dr. Seuss party.
- I assisted the Huntington University Enterprise Resource Center by participating in their mock interview program.
- Malcolm, Jessi, and I attended a leadership conference in Fort Wayne. I think that we came back with some good ideas on how to communicate with our teams and help to get everyone on the same path towards our vision.
- The staff bathroom in the tech services area has been permanently closed after it turned into a geyser and flooded the floor in the area. Everything has been cleaned up. We did determine that the cost to fix this issue was not worth the use that the bathroom had.
- Malcolm is working on getting the hardware and implementing systems to accept credit cards.
- Devon has been working on updating our website. She is also working on new marketing plans to create targeted marketing for specific groups.
- Work on the new wall behind the circulation office should start sometime in April.
- Nick is making a strong effort to be involved with the Markle Area Chamber of Commerce.
- Anna attended Mayor's Advisory Communication on Community Accessibility to connect library with Huntington's Disability Awareness Month events
- Anna and I will both be making presentations at the District 3 ILF conference at the end of April.
- We installed UV filtering film on the top panel of all of our large windows. This will help to reduce glare and it will reduce fading of materials, especially in the Indiana Room.
- Jessi will be taking over as the library representative to the Early Learning Alliance.

**Meetings and Activities**

February 22<sup>nd</sup>                      Non-profit Leadership Support Group  
February 22<sup>nd</sup>                      Cohort 1 Meeting

February 23 <sup>rd</sup>	Cohort 3 Meeting
March 2 <sup>nd</sup>	Literacy Coalition Board Meeting
March 6 <sup>th</sup>	Mock Interviews at Huntington University
March 6 <sup>th</sup>	Senior Leadership Meeting
March 7 <sup>th</sup>	Leadership Conference
March 9 <sup>th</sup>	ILF Board Meeting
March 13 <sup>th</sup>	Senior Leadership Meeting
March 14 <sup>th</sup>	Programming Committee Meeting
March 15 <sup>th</sup>	Cohort 1 Meeting
March 15 <sup>th</sup>	ILF Leadership Conference Call
March 16 <sup>th</sup>	Cohort 2 Meeting
March 20 <sup>th</sup>	Library Board Meeting

### **Upcoming Meetings and Activities**

March 21 <sup>st</sup>	Librarian's Meeting
March 22 <sup>nd</sup>	United Way Thank You Luncheon
March 22 <sup>nd</sup>	Cohort 4 Meeting
March 23 <sup>rd</sup>	Project Outcome training
March 27 <sup>th</sup>	Senior Leadership Meeting
March 30 <sup>th</sup>	Cohort 3 meeting
March 31 <sup>st</sup>	Vacation
April 4 <sup>th</sup>	Librarian's Meeting
April 6 <sup>th</sup>	Literacy Coalition Board Meeting
April 10 <sup>th</sup>	Senior Leadership Meeting
April 12 <sup>th</sup>	Vacation
April 13 <sup>th</sup>	Chamber After Hours
April 15 <sup>th</sup>	Closed
April 17 <sup>th</sup>	Library Board Meeting

### **Strategic Plan Update**

#### **Gateway to Experience**

##### **..... Quality experiences for all users**

Libraries aren't all about quiet space and studying. We have become a dynamic center for arts and culture as well as a place of learning. The Library provides the ability to engage in valuable cultural experiences through art and entertainment. We provide these experiences through our collections as well as programming and hands-on creative opportunities.

## **Goals**

- We engage community participation in culturally enriching library experiences.
- We provide a balanced collection that expresses a variety of cultural viewpoints and fosters curiosity and discovery.
- We provide value added programming that explores art, culture and entertainment.

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

- Home Brew program
- Variety of displays
- Book wagon
- Book clubs
- Clubs for kids and teens
- Staff on community boards
- Local Beauty College helped with Daddy/Daughter hair fair
- Availability of materials from other libraries through SRCS
- Maintain a collection development guide
- No censoring through age restriction
- Growing Spanish language collection
- Increased number and quality of teen programs
- Adding information to some passive programs

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

- Teen area redesigned for gathering
- Creating a suggestion tree for an interactive way to get input from patrons
- Planning nature hikes
- Planning story walk
- Librarian driven collection development
- New program approval forms
- Technology training pilots at Tipton House and Place of Grace

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

- Interactive/informational displays
- Get more authors/artists/creators/musicians
- More organized and thoughtful displays
- Be more active in finding solutions for patrons
- Teach more
- Better collection development in Overdrive
- Add books and displays to programs consistently
- More STEM programs
- Better definition of passive programming space
- More culture/entertainment/arts



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

**Report Dates = 2/20/17 to 3/20/17**

<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	\$126,086.88	\$381,239.43	\$36,341.14	\$101,675.92	\$870,157.26
<b>Subtotal</b>	<b>\$1,149,720.77</b>	<b>\$126,086.88</b>	<b>\$381,239.43</b>	<b>\$36,341.14</b>	<b>\$101,675.92</b>	<b>\$870,157.26</b>
<b>2. LIRF</b>						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$595,042.70	\$0.00	\$0.00	\$0.00	\$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>\$0.00</b>	<b>\$401.60</b>	<b>\$595,444.30</b>
<b>3. Gift Funds</b>						
130.01 GIFT (REGULAR)	\$203,595.65	\$0.00	\$252.38	\$53.55	\$219.33	\$203,562.60
130.02 FRIENDS OF THE LIBRARY	\$8,669.57	\$111.97	\$746.91	\$0.00	\$0.00	\$7,922.66
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	\$48.90	\$101.85	\$0.00	\$0.00	\$44.25
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	\$34.33	\$72.34	\$1,393.12
<b>Subtotal</b>	<b>\$296,944.35</b>	<b>\$160.87</b>	<b>\$1,101.14</b>	<b>\$87.88</b>	<b>\$291.67</b>	<b>\$296,134.88</b>
<b>4. Grants</b>						
124 STATE TECH GRANT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$10,349.99	\$10,349.99
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</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	\$21,034.27	\$37,077.85	\$590.68	\$1,929.78	\$1,039,427.53
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>\$21,034.27</b>	<b>\$37,077.85</b>	<b>\$590.68</b>	<b>\$1,929.78</b>	<b>\$2,140,427.53</b>
<b>9. Withholding</b>						
200.01 FEDERAL TAX	\$0.00	\$6,061.05	\$18,095.90	\$6,061.05	\$18,095.90	\$0.00
200.02 FICA	\$0.00	\$4,658.78	\$13,878.50	\$4,658.78	\$13,878.50	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$0.00	\$3,847.86	\$1,936.17	\$5,784.03	\$1,936.17
200.04 COUNTY TAX	\$0.00	\$0.00	\$2,017.52	\$1,027.05	\$3,044.57	\$1,027.05
200.05 INSURANCE	\$5,790.86	\$3,514.66	\$12,563.96	\$3,012.36	\$8,192.93	\$1,419.83
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$730.00	\$1,630.00	\$730.00	\$1,630.00	\$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	\$0.00	\$391.10	\$102.83	\$316.71	\$102.83
200.08 GARNISHMENT	\$0.00	\$83.08	\$249.24	\$83.08	\$249.24	\$0.00
<b>Subtotal</b>	<b>\$5,968.08</b>	<b>\$15,047.57</b>	<b>\$52,674.08</b>	<b>\$17,611.32</b>	<b>\$51,191.88</b>	<b>\$4,485.88</b>
<b>Grand Total</b>	<b>\$4,223,251.50</b>	<b>\$162,329.59</b>	<b>\$472,092.50</b>	<b>\$54,631.02</b>	<b>\$165,840.84</b>	<b>\$3,916,999.84</b>

**Total all banks = \$3,916,999.84**

# Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 2/20/17 To 3/20/17

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	\$5,227.50	\$15,682.50	\$15,300.00	\$57,317.50	21.5
1.12 Salary of Assistants	\$681,306.00	\$0.00	\$681,306.00	\$50,290.74	\$149,412.97	\$162,801.99	\$531,893.03	21.9
1.14 Wages of Janitors	\$71,828.00	\$0.00	\$71,828.00	\$4,850.59	\$15,060.49	\$15,096.23	\$56,767.51	21.0
1.15 Additional Hours (750)	\$8,500.00	\$0.00	\$8,500.00	\$632.82	\$1,365.98	\$1,402.25	\$7,134.02	16.1
1.21 Employer's Share FICA	\$62,135.00	\$0.00	\$62,135.00	\$4,658.90	\$13,878.80	\$14,886.83	\$48,256.20	22.3
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	\$5,582.62	\$16,435.48	\$16,236.50	\$56,247.52	22.6
1.231 Employer's contribution PERF - Employee	\$19,469.00	\$0.00	\$19,469.00	\$1,495.36	\$4,402.40	\$4,731.65	\$15,066.60	22.6
1.24 Employer's Contribution Group Health	\$179,226.00	\$0.00	\$179,226.00	\$11,520.35	\$33,930.73	\$40,329.24	\$145,295.27	18.9
1.25 Employer's Contribution Life Ins.	\$9,662.00	\$0.00	\$9,662.00	\$1,703.67	\$2,764.37	\$1,975.59	\$6,897.63	28.6
1.26 Employer's Contribution STD	\$9,093.00	\$0.00	\$9,093.00	\$1,745.20	\$2,658.10	\$2,001.33	\$6,434.90	29.2
1.27 Employer's Contribution LTD	\$8,184.00	\$0.00	\$8,184.00	\$1,517.28	\$2,282.14	\$1,741.51	\$5,901.86	27.9
1.28 Employer's Contribution Dental	\$6,636.00	\$0.00	\$6,636.00	\$907.49	\$1,619.68	\$1,663.98	\$5,016.32	24.4
1.29 Other Employee Benefits	\$2,121.00	\$0.00	\$2,121.00	\$55.75	\$80.28	\$274.44	\$2,040.72	3.8
<b>Subtotal</b>	<b>\$1,206,843.00</b>		<b>\$1,206,843.00</b>	<b>\$90,188.27</b>	<b>\$259,573.92</b>	<b>\$278,441.54</b>	<b>\$947,269.08</b>	<b>21.5</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	\$0.00	(\$104.90)	\$4,848.12	\$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	\$488.77	\$4,500.00	0.0
<b>Subtotal</b>	<b>\$22,501.00</b>		<b>\$22,501.00</b>	<b>\$0.00</b>	<b>(\$104.90)</b>	<b>\$5,336.89</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	\$39.00	\$39.00	\$0.00	\$961.00	3.9
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	\$0.00	\$1,923.99	\$7,082.96	\$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	\$299.57	\$1,141.36	\$1,184.39	\$3,358.64	25.4
3.211 Telephone - Markle	\$1,500.00	\$0.00	\$1,500.00	\$155.81	\$249.79	\$241.29	\$1,250.21	16.7
3.212 Fax Expense	\$800.00	\$0.00	\$800.00	\$69.32	\$207.96	\$182.37	\$592.04	26.0
3.213 T-1 Access Huntington	\$8,000.00	\$0.00	\$8,000.00	\$727.50	\$2,182.50	\$1,455.00	\$5,817.50	27.3
3.2131 T-1 Access Markle	\$3,000.00	\$0.00	\$3,000.00	\$300.00	\$900.00	\$300.00	\$2,100.00	30.0
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	\$644.60	\$870.68	\$257.52	\$2,629.32	24.9
3.24 Professional Development	\$8,000.00	\$0.00	\$8,000.00	\$1,331.01	\$2,005.40	\$1,244.44	\$5,994.60	25.1
3.31 Advertising and Public Notices	\$4,000.00	\$0.00	\$4,000.00	\$271.23	\$993.06	\$314.44	\$3,006.94	24.8
3.41 Official Bonds	\$500.00	\$0.00	\$500.00	\$0.00	\$432.00	\$50.00	\$68.00	86.4
3.42 Operational Insurance	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$11,171.00	\$40,000.00	0.0
3.51 Gas Huntington	\$12,000.00	\$0.00	\$12,000.00	\$2,601.37	\$4,877.55	\$4,424.02	\$7,122.45	40.6
3.511 Gas Markle	\$2,500.00	\$0.00	\$2,500.00	\$199.89	\$443.82	\$225.81	\$2,056.18	17.8
3.52 Electricity Huntington	\$65,000.00	\$0.00	\$65,000.00	\$9,263.20	\$14,788.64	\$12,958.54	\$50,211.36	22.8
3.521 Electricity Markle	\$3,000.00	\$0.00	\$3,000.00	\$169.97	\$537.89	\$449.58	\$2,462.11	17.9

<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>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
3.53 Water Huntington	\$2,000.00	\$0.00	\$2,000.00	\$216.20	\$428.34	\$539.74	\$1,571.66	21.4
3.531 Water Markle	\$500.00	\$0.00	\$500.00	\$19.24	\$57.72	\$0.00	\$442.28	11.5
3.54 Sewer Huntington	\$4,900.00	\$0.00	\$4,900.00	\$415.94	\$905.39	\$1,235.58	\$3,994.61	18.5
3.541 Sewer Markle	\$1,000.00	\$0.00	\$1,000.00	\$15.85	\$48.02	\$0.00	\$951.98	4.8
3.62 Equipment Repair and Maintenance	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$15.42	\$155.25	\$4,984.58	0.3
3.621 Equipment Leasing and Maintenance	\$10,000.00	\$0.00	\$10,000.00	\$1,472.10	\$2,765.74	\$2,048.24	\$7,234.26	27.7
3.622 Contracted Facility Maintenance	\$16,500.00	\$0.00	\$16,500.00	\$0.00	\$1,396.43	\$2,882.21	\$15,103.57	8.5
3.623 Technology License Agreements	\$15,000.00	\$0.00	\$15,000.00	\$1,371.65	\$1,945.45	\$1,749.30	\$13,054.55	13.0
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	\$0.00	\$23,626.21	\$16,249.65	\$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	\$50.00	\$1,837.10	\$151.22	\$1,162.90	61.2
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>\$19,633.45</b>	<b>\$65,496.87</b>	<b>\$68,749.41</b>	<b>\$253,577.13</b>	<b>20.5</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	\$6,064.52	\$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	\$600.00	\$20,000.00	0.0
4.5 Books	\$135,000.00	\$0.00	\$135,000.00	\$12,911.09	\$38,801.75	\$4,683.68	\$96,198.25	28.7
4.6 Periodicals and Newspapers	\$12,000.00	\$0.00	\$12,000.00	\$215.15	\$9,309.67	\$8,349.50	\$2,690.33	77.6
4.71 Audio-visual Materials	\$30,000.00	\$0.00	\$30,000.00	\$2,313.07	\$6,217.31	\$2,944.64	\$23,782.69	20.7

<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	\$825.85	\$1,944.81	\$1,940.41	\$13,055.19	13.0
<b>Subtotal</b>	<b>\$231,251.00</b>	<b>\$0.00</b>	<b>\$231,251.00</b>	<b>\$16,265.16</b>	<b>\$56,273.54</b>	<b>\$24,582.75</b>	<b>\$174,977.46</b>	<b>24.3</b>
<b>Grand Total</b>	<b>\$1,779,669.00</b>	<b>\$0.00</b>	<b>\$1,779,669.00</b>	<b>\$126,086.88</b>	<b>\$381,239.43</b>	<b>\$377,110.59</b>	<b>\$1,398,429.57</b>	<b>21.4</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 2/20/17 To 3/20/17

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	\$4,757.54	\$7,411.73	\$0.00	\$7,588.27	49.4
2.21 Operating/Cleaning/Sanitation Supplies	\$7,500.00	\$0.00	\$7,500.00	\$1,554.39	\$3,767.00	\$0.00	\$3,733.00	50.2
<b>Subtotal</b>	<b>\$22,500.00</b>		<b>\$22,500.00</b>	<b>\$6,311.93</b>	<b>\$11,178.73</b>	<b>\$0.00</b>	<b>\$11,321.27</b>	<b>49.7</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	\$7,129.22	\$10,446.95	\$0.00	\$59,553.05	14.9
3.142 Facility Repairs and Maintenance	\$325,000.00	\$0.00	\$325,000.00	\$0.00	\$3,089.58	\$0.00	\$321,910.42	1.0
<b>Subtotal</b>	<b>\$470,000.00</b>		<b>\$470,000.00</b>	<b>\$7,129.22</b>	<b>\$13,536.53</b>	<b>\$0.00</b>	<b>\$456,463.47</b>	<b>2.9</b>
<b>4. Capital 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	\$7,593.12	\$12,362.59	\$0.00	\$87,637.41	12.4
<b>Subtotal</b>	<b>\$348,000.00</b>		<b>\$348,000.00</b>	<b>\$7,593.12</b>	<b>\$12,362.59</b>	<b>\$0.00</b>	<b>\$335,637.41</b>	<b>3.6</b>
<b>Grand Total</b>	<b>\$840,500.00</b>	<b>\$0.00</b>	<b>\$840,500.00</b>	<b>\$21,034.27</b>	<b>\$37,077.85</b>	<b>\$0.00</b>	<b>\$803,422.15</b>	<b>4.4</b>

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

# Appropriation Report for 110 LIBRARY IMPROVEMENT RE

Huntington City-Township Public Library

Report Date: From 2/20/17 To 3/20/17

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.