

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

April 17th, 2017

5:15pm

Executive Session

1. Call to Order
2. Enter Closed session for the express purpose of discussing a performance evaluation, pursuant to IC 5-14-1.5-6.1 (b)(9)
3. Adjournment

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

April 17th, 2017

5:45 pm

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. Huntington Building Update proposal
 - I. Architectural services proposal
9. New Business
 - A. Director's Evaluation
 - I. Approval of evaluation
 - II. Amend pay scale
 - B. Closing Date
 - C. Extended Leave Approval
 - D. August Meeting Date
 - E. Other
10. Public Input
11. Trustee Education – Ann McClellan – Library Budget and Finance
12. Adjournment

**Huntington City-Township Public Library
Board of Trustees Meeting
March 20, 2017, 5:15 PM**

Present: John Branham, Peggy Caley, Jamie Foday, Chad Lippe, Jessica Mankey, Anne McClellan
Absent: Jim Miller
Visitors: Mike Jessi Brown, Mike Perkins, Michelle Reed from the *Huntington Herald Press*

Peggy called the meeting to order.

Reading and Approval of Minutes: Jamie moved to approve the minutes for the February meeting, Jessica seconded, and motion carried. Jamie moved to amend the minutes from the February meeting so that the section under "Reading and Approval of Minutes" states "Chad moved to approve the minutes for...the regular *January* meeting...", Anne seconded, and motion carried.

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

Report of the Librarian: Beka highlighted several items. We hired a part-time maintenance person (at 12 hours per week) for Markle. The library is holding a Chamber of Commerce After Hours from 4 to 6 PM on Thursday, April 13, and she encouraged members of our Board of Trustees to attend. The staff bathroom in the tech services has been closed permanently, and we are opting not to repair it. Nick at the Markle Branch is making a concerted effort to connect with the Markle Chamber of Commerce. John inquired about the February patron count, which went down by 29%; Beka explained it was because the library purged old, inactive accounts. John also requested that Beka begin to include a "door count" total in the monthly report.

Committee Reports: None

Communications: Beka shared a note we received from the Red Cross as a thank-you for the library's help during the fire downtown. John also commended Beka in the remarkable way the library assisted to support the community during this tragic event.

Unfinished Business:

- A. **Annual Report:** Beka shared a summary of the Annual Report. Called the 2016 Impact Report, this publication will be shared at various city organizations/meetings and will also be available to the public.

New Business:

- A. **Director's Evaluation – Closed Session:** Anne made a motion to move into closed session to discuss the director's evaluation, Chad seconded, and motion carried. Due to procedural inconsistencies related to the requirements of releasing public notice to local media, no

discussion about the director's evaluation took place. Chad moved to adjourn the closed session, Anne seconded, and motion carried.

- B. **Salary Schedule Amendment** – no action taken. Chad moved to postpone the closed session of the director's evaluation until next month, Anne seconded, and motion carried.
- C. **Teen Area Remodel** – Beka reported that last June, the library moved the materials from the Teen Area to a new location. Library staff has recommended a project that included various furniture and equipment and some redecorating in order to update this space and make it more inviting and useful for teens. She presented an estimated total of approximately \$7,000 for this project. Beka explained that these costs would be covered by LIRF monies. John recommended that we go ahead with the project with the full Board's approval. Beka plans to present to the Board an overview of her vision and ideas for other remodeling projects in the library going forward.
- D. **Foundation** – Establishing a library foundation as a separate 501C3 would allow the library to seek funds from...In order to begin, the requirements are to have three volunteers and a secured donor to fund the start-up costs. This would be an advocacy and fundraising organization, run by donations, that could benefit the library. With the Board's full support, Beka will start advertising for volunteers to start up the foundation.
- E. **Other** – Beka reported Door Count totals for the first two months of 2017.

Public Input: Jessi commented that she is excited for the remodeling to the Teen Area.

Trustee Education – Funding the Library: Chad summarized the main points, which centered on where the library's funding comes from and understanding sources of revenue.

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

**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.

The image shows five handwritten signatures in black ink. On the left side, there are three signatures stacked vertically: the top one appears to be 'Caley', the middle one 'Andy', and the bottom one 'Jmman'. On the right side, there are two signatures stacked vertically: the top one is 'H.F. Paul' and the bottom one is 'Chad McClellan'.

Huntington City-Township Public Library
Monthly Report
April 2017

Director's Report

News and Updates

- On April 13th from 4-6pm we will be held an 'After Hours' event for the Huntington Area Chamber of Commerce. We had stations set up for staff to talk to the visitors about our library services.
- I will visit the County Commissioners meeting on April 17th to present our annual report summary. I will also be visiting the County Council on April 24th.
- We hosted a workshop for customer service training presented by the State Library. All of our front line staff attended as well as staff from several other area libraries.
- Malcolm is working on getting the hardware and implementing systems to accept credit cards.
- Work on the new wall behind the circulation office has started.
- The teen area has been repainted and everyone agrees that it looks fantastic. Furniture for the area has been ordered and will be arriving over the next few weeks.
- We have set up a committee to look into the possibility of creating a 12-month library themed calendar for 2018. Depending on the cost we may give these calendars away or sell them.
- Anna and I will both be making presentations at the District 3 ILF conference at the end of April.
- Jana has submitted an application for a NASA grant which would provide money and materials for STEM programs.
- We have started a *100 Books Before Kindergarten* program. This program aims to get parents reading to kids in order to increase literacy and kindergarten readiness.
- We will be hosting our 2nd annual Bike Rodeo on May 20th.
- We are working on ways to make our Inter-library Loan process easier. Soon we hope to be able to allow patrons to request items from other libraries directly from our catalog.
- We created a display for gathering patron suggestions. Lori, Jessi, Jeri, and Beka custom built two large trees for the display.
- National Library week is April 10th-15th. We will be giving out candy and library bags to our patrons.

Meetings and Activities

March 21 st	Librarian's Meeting
March 22 nd	United Way Thank You Luncheon
March 22 nd	Cohort 4 Meeting
March 27 th	Senior Leadership Meeting
March 29 th	Display Committee Establishment Meeting
March 30 th	Calendar Committee Establishment Meeting
March 31 st	Vacation
April 4 th	Librarian's Meeting
April 6 th	Literacy Coalition Board Meeting
April 6 th	Cohort 3 Meeting
April 10 th	Senior Leadership Meeting

April 11 th -12 th	Vacation
April 13 th	Chamber After Hours
April 15 th	Closed
April 17 th	County Commissioners Meeting
April 17 th	Library Board Meeting

Upcoming Meetings and Activities

April 18 th	Librarian's Meeting
April 19 th	Cohort 1 Meeting
April 19 th	Quality and Process Improvement Meeting
April 20 th	District 3 Conference
April 21 st	Vacation
April 24 th	Senior Leadership Meeting
April 24 th	County Council Meeting
April 26 th	Non-profit Leadership Support Group
April 26 th	Cohort 4 Meeting
April 27 th	Cohort 3 Meeting
April 27 th	Cohort 2 Meeting
April 28 th	Vacation
April 29 th	Healthy Kids Day
May 2 nd	Librarian's Meeting
May 4 th	Literacy Coalition Board Meeting
May 8 th	Senior Leadership Meeting
May 9 th	Programming Meeting
May 10 th	Cohort 1 Meeting
May 11 th	ILF Board Meeting
May 15 th	Library Board Meeting

Strategic Plan Update

Gateway to Opportunity

.....Opening doors

Workforce and economic development are vital elements in a community. As a Library we have the ability to support both job seekers and employers. We provide the information and help that is needed to build life skills and prepare our users for careers. Through our programs and services we will help to create opportunities for our community to advance and grow economically as well as helping our users to grow personally.

Goals

- We support workforce and economic development in the community.

- We provide programs and services that support career preparation and development.
- We encourage personal growth.
- We provide opportunities for teens to explore career options and enhance life skills.

What are we doing now to support these goals?

- Resume workshops at Place of Grace
- Provide space for business meetings
- Involvement with the Chamber of Commerce in Huntington and Markle
- Provide internet and computer access
- Personal help with resumes and applications
- Provide space and tools for online classes
- Promote INSPIRE databases
- Basic technology classes
- One-on-one technology assistance
- Resume classes
- Career transitions database
- Blind date with a Book
- STEM activities
- Cooking classes for teens and kids
- Teen tech week
- Remodel in teen area
- Dedicated teen librarian

What are we planning to do in the near future?

- DIY at the library series
- Fun Palace

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

- Build a business center
- Recruit business partners
- Increase awareness for services
- Ask businesses what they need
- Training for staff
- Planning for services
- Technology classes at Markle
- Partner with Work One / IMPACT /DWD
- Soft skills training
- Job fair – specific to skilled trades
- Think of the library as a playground
- Life skills classes for teens

Financial Report
Huntington City-Township Public Library

Report Dates = 3/20/17 to 4/17/17

<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>
1. Operating Fund						
100 OPERATING	\$1,149,720.77	\$92,749.27	\$473,988.70	\$35,583.87	\$137,498.20	\$813,230.27
Subtotal	\$1,149,720.77	\$92,749.27	\$473,988.70	\$35,583.87	\$137,498.20	\$813,230.27
2. LIRF						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$595,042.70	\$0.00	\$0.00	\$0.00	\$462.10	\$595,504.80
111 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$595,042.70	\$0.00	\$0.00	\$0.00	\$462.10	\$595,504.80
3. Gift Funds						
130.01 GIFT (REGULAR)	\$203,595.65	\$28.85	\$281.23	\$111.21	\$403.90	\$203,718.32
130.02 FRIENDS OF THE LIBRARY	\$8,669.57	\$525.45	\$1,272.36	\$0.00	\$0.00	\$7,397.21
130.04 GIFT - IN RM	\$3,057.72	\$0.00	\$0.00	\$53,628.45	\$53,628.45	\$56,686.17
130.05 IN. ROOM INVESMENT - UND	\$53,000.00	\$53,000.00	\$53,000.00	\$0.00	\$0.00	\$0.00
130.06 GIFT - CHILDRENS ROOM	\$2,293.96	\$159.63	\$159.63	\$0.00	\$0.00	\$2,134.33
130.07 MARKLE/BARKELY GIFT	\$146.10	\$9.58	\$111.43	\$0.00	\$0.00	\$34.67
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	\$110.35	\$1,431.13
Subtotal	\$296,944.35	\$53,723.51	\$54,824.65	\$53,777.67	\$54,142.70	\$296,262.40
4. Grants						
124 STATE TECH GRANT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$10,349.99	\$10,349.99
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$10,349.99	\$10,349.99
5. LSCA						
150.03 IND. STATE STUDENT ASSISTANCE	\$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
6. Levy Excess						
161 LEVY EXCESS - OPERATING	\$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
7.PLAC						
163 PLAC FUND	\$0.00	\$65.00	\$65.00	\$65.00	\$65.00	\$0.00
163.1 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$65.00	\$65.00	\$65.00	\$65.00	\$0.00
8. Rainy Day Fund						
170 RAINY DAY FUND	\$1,074,575.60	\$3,713.79	\$40,791.64	\$653.97	\$2,923.32	\$1,036,707.28
171 RAINY DAY INVESTMENT	\$1,101,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,101,000.00
Subtotal	\$2,175,575.60	\$3,713.79	\$40,791.64	\$653.97	\$2,923.32	\$2,137,707.28
9. Withholding						
200.01 FEDERAL TAX	\$0.00	\$5,996.61	\$24,092.51	\$5,996.61	\$24,092.51	\$0.00
200.02 FICA	\$0.00	\$4,641.77	\$18,520.27	\$4,641.77	\$18,520.27	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$2,900.20	\$6,748.06	\$1,928.99	\$7,713.02	\$964.96
200.04 COUNTY TAX	\$0.00	\$1,538.45	\$3,555.97	\$1,023.12	\$4,067.69	\$511.72
200.05 INSURANCE	\$5,790.86	\$598.82	\$13,162.78	\$1,693.94	\$9,886.87	\$2,514.95
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$730.00	\$2,360.00	\$730.00	\$2,360.00	\$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	\$210.25	\$601.35	\$107.42	\$424.13	\$0.00
200.08 GARNISHMENT	\$0.00	\$83.08	\$332.32	\$83.08	\$332.32	\$0.00
Subtotal	\$5,968.08	\$16,699.18	\$69,373.26	\$16,204.93	\$67,396.81	\$3,991.63
Grand Total	\$4,223,251.50	\$166,950.75	\$639,043.25	\$106,285.44	\$272,838.12	\$3,857,046.37

Total all banks = \$3,857,046.37

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 3/20/17 To 4/17/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
1. Personal Services								
1.11 Salary of Librarian	\$73,000.00	\$0.00	\$73,000.00	\$5,227.50	\$20,910.00	\$23,910.00	\$52,090.00	28.6
1.12 Salary of Assistants	\$681,306.00	\$0.00	\$681,306.00	\$0,545.76	\$199,958.73	\$216,995.03	\$481,347.27	29.3
1.14 Wages of Janitors	\$71,828.00	\$0.00	\$71,828.00	\$4,713.03	\$19,773.52	\$20,137.97	\$52,054.48	27.5
1.15 Additional Hours (750)	\$8,500.00	\$0.00	\$8,500.00	\$395.31	\$1,761.29	\$2,009.23	\$6,738.71	20.7
1.21 Employer's Share FICA	\$62,135.00	\$0.00	\$62,135.00	\$4,641.97	\$18,520.77	\$20,123.38	\$43,614.23	29.8
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	\$5,582.62	\$22,018.10	\$22,138.95	\$50,664.90	30.3
1.231 Employer's contribution PERF - Employee	\$19,469.00	\$0.00	\$19,469.00	\$1,495.36	\$5,897.76	\$6,440.19	\$13,571.24	30.3
1.24 Employer's Contribution Group Health	\$179,226.00	\$0.00	\$179,226.00	\$0.00	\$33,930.73	\$50,417.78	\$145,295.27	18.9
1.25 Employer's Contribution Life Ins.	\$9,662.00	\$0.00	\$9,662.00	\$166.26	\$2,930.63	\$3,163.94	\$6,731.37	30.3
1.26 Employer's Contribution STD	\$9,093.00	\$0.00	\$9,093.00	\$0.00	\$2,658.10	\$3,331.91	\$6,434.90	29.2
1.27 Employer's Contribution LTD	\$8,184.00	\$0.00	\$8,184.00	\$0.00	\$2,282.14	\$2,885.25	\$5,901.86	27.9
1.28 Employer's Contribution Dental	\$6,636.00	\$0.00	\$6,636.00	\$0.00	\$1,619.68	\$1,663.98	\$5,016.32	24.4
1.29 Other Employee Benefits	\$2,121.00	\$0.00	\$2,121.00	\$33.45	\$113.73	\$312.99	\$2,007.27	5.4
Subtotal	\$1,206,843.00		\$1,206,843.00	\$72,801.26	\$332,375.18	\$373,530.60	\$874,467.82	27.5
2. Supplies								
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)	\$14,676.88	\$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	\$965.31	\$4,500.00	0.0
	Subtotal	\$22,501.00		\$22,501.00	(\$104.90)	\$15,642.19		\$22,605.90	-0.5
3.	Other Services and Charges								
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	\$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	\$77.78	\$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	\$832.00	\$2,755.99	\$11,665.96	\$12,244.01	18.4
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	\$552.12	\$1,693.48	\$1,587.67	\$2,806.52	37.6
3.211	Telephone - Markle	\$1,500.00	\$0.00	\$1,500.00	\$39.95	\$289.74	\$332.88	\$1,210.26	19.3
3.212	Fax Expense	\$800.00	\$0.00	\$800.00	\$69.32	\$277.28	\$247.74	\$522.72	34.7
3.213	T-1 Access Huntington	\$8,000.00	\$0.00	\$8,000.00	\$727.50	\$2,910.00	\$2,182.50	\$5,090.00	36.4
3.2131	T-1 Access Markle	\$3,000.00	\$0.00	\$3,000.00	\$300.00	\$1,200.00	\$450.00	\$1,800.00	40.0
3.22	Postage and Shipping	\$1,250.00	\$0.00	\$1,250.00	\$502.77	\$502.77	\$640.10	\$747.23	40.2
3.23	Traveling Expense	\$3,500.00	\$0.00	\$3,500.00	\$188.90	\$1,059.58	\$540.80	\$2,440.42	30.3
3.24	Professional Development	\$8,000.00	\$0.00	\$8,000.00	\$800.67	\$2,806.07	\$3,084.32	\$5,193.93	35.1
3.31	Advertising and Public Notices	\$4,000.00	\$0.00	\$4,000.00	\$332.21	\$1,325.27	\$486.75	\$2,674.73	33.1
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	\$0.00	\$4,877.55	\$5,097.44	\$7,122.45	40.6
3.511	Gas Markle	\$2,500.00	\$0.00	\$2,500.00	\$87.76	\$531.58	\$308.15	\$1,968.42	21.3
3.52	Electricity Huntington	\$65,000.00	\$0.00	\$65,000.00	\$0.00	\$14,788.64	\$12,958.54	\$50,211.36	22.8
3.521	Electricity Markle	\$3,000.00	\$0.00	\$3,000.00	\$182.82	\$720.71	\$422.65	\$2,279.29	24.0

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	\$217.28	\$645.62	\$720.48	\$1,354.38	32.3
3.531 Water Markle	\$500.00	\$0.00	\$500.00	\$19.24	\$76.96	\$0.00	\$423.04	15.4
3.54 Sewer Huntington	\$4,900.00	\$0.00	\$4,900.00	\$415.67	\$1,321.06	\$1,661.19	\$3,578.94	27.0
3.541 Sewer Markle	\$1,000.00	\$0.00	\$1,000.00	\$15.85	\$63.87	\$0.00	\$936.13	6.4
3.62 Equipment Repair and Maintenance	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$15.42	(\$3,286.75)	\$4,984.58	0.3
3.621 Equipment Leasing and Maintenance	\$10,000.00	\$0.00	\$10,000.00	\$477.32	\$3,243.06	\$3,129.06	\$6,756.94	32.4
3.622 Contracted Facility Maintenance	\$16,500.00	\$0.00	\$16,500.00	\$0.00	\$1,396.43	\$3,709.71	\$15,103.57	8.5
3.623 Technology License Agreements	\$15,000.00	\$0.00	\$15,000.00	\$205.15	\$2,150.60	\$2,342.68	\$12,849.40	14.3
3.624 Technology Maintenance	\$20,000.00	\$0.00	\$20,000.00	\$398.00	\$975.41	\$0.00	\$19,024.59	4.9
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	\$0.00	\$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
Subtotal	\$319,074.00		\$319,074.00	\$6,364.53	\$71,861.40	\$77,646.52	\$247,212.60	22.5
4. Capitol Outlays								
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	\$8,100.00	\$20,000.00	0.0
4.5 Books	\$135,000.00	\$0.00	\$135,000.00	\$11,326.99	\$50,128.74	\$6,243.79	\$84,871.26	37.1
4.6 Periodicals and Newspapers	\$12,000.00	\$0.00	\$12,000.00	\$216.09	\$9,525.76	\$8,146.07	\$2,474.24	79.4
4.71 Audio-visual Materials	\$30,000.00	\$0.00	\$30,000.00	\$1,429.91	\$7,647.22	\$3,798.18	\$22,352.78	25.5

<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	\$90.96	\$1,250.00	0.0
4.8 Materials Processing	\$15,000.00	\$0.00	\$15,000.00	\$610.49	\$2,555.30	\$2,783.84	\$12,444.70	17.0
Subtotal	\$231,251.00		\$231,251.00	\$13,583.48	\$69,857.02	\$35,227.36	\$161,393.98	30.2
Grand Total	\$1,779,669.00	\$0.00	\$1,779,669.00	\$92,749.27	\$473,988.70	\$502,046.67	\$1,305,680.30	26.6

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 3/20/17 To 4/17/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
2. Supplies								
2.13 Other Office Supplies	\$15,000.00	\$0.00	\$15,000.00	\$664.19	\$8,075.92	\$0.00	\$6,924.08	53.8
2.21 Operating/Cleaning/Sanitation Supplies	\$7,500.00	\$0.00	\$7,500.00	\$779.14	\$4,546.14	\$0.00	\$2,953.86	60.6
Subtotal	\$22,500.00		\$22,500.00	\$1,443.33	\$12,622.06	\$0.00	\$9,877.94	56.1
3. Other Services and Charges								
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	\$2,101.01	\$12,547.96	\$0.00	\$57,452.04	17.9
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
Subtotal	\$470,000.00		\$470,000.00	\$2,101.01	\$15,637.54	\$0.00	\$454,362.46	3.3
4. Capital Outlays								
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	\$169.45	\$12,532.04	\$0.00	\$87,467.96	12.5
Subtotal	\$348,000.00		\$348,000.00	\$169.45	\$12,532.04	\$0.00	\$335,467.96	3.6
Grand Total	\$840,500.00	\$0.00	\$840,500.00	\$3,713.79	\$40,791.64	\$0.00	\$799,708.36	4.9

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 3/20/17 To 4/17/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
4. Capitol Outlays								
4.2 Building Improvments	\$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	\$45,148.58	\$150,000.00	0.0
Subtotal	\$593,372.00		\$593,372.00	\$0.00	\$0.00	\$45,148.58	\$593,372.00	0.0
Grand Total	\$593,372.00	\$0.00	\$593,372.00	\$0.00	\$0.00	\$45,148.58	\$593,372.00	0.0

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