

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

June 19th, 2017

5:15pm

Regular Meeting

Call to Order

Reading and Approval of Minutes

Reading and Approval of Financial Report

Approval of Bills

Report of the Librarian

Committee Reports

Communications

Unfinished Business

Budget Comments

Budget Committee

Other

New Business

Space Planning Update

Other

Public Input

Trustee Education – Board Meetings – Jamie Foday

Adjournment

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

Present: John Branham, Peggy Caley, Jessica Mankey, Anne McClellan, James Miller, Beka Lemons

Absent: Jamie Foday, Chad Lippe

Visitors: Jessi Brown, Barb Buroker, Devon Henderson, Malcolm McBryde, Mike Perkins

Peggy called the meeting to order at 5:15 PM

Devon gave us a quick demonstration of our Chromebooks where our meeting packets will be kept. We will have access via our new gmail accounts.

Reading and Approval of Minutes: John moved to approve the April minutes as amended with a correction to remove "but per..." from the Report of the Librarian, Jessica seconded, and motion carried. Beka corrected her statement in Unfinished Business where she informed us that the fee for MKM Architects would come from LIRF to let us know the funds would come from Rainy Day.

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

Report of the Director: Beka reported that her meetings with the County Commissioners and the County Council went well and she received positive feedback. The Commissioners would like monthly newsletters. The core staff met with Zach from MKM Architects for the space planning study, The Summer Reading program will include canned food and non perishable items sculptures that will then be donated to a food pantry. Nine organizations are participating with room for a few more. The library has begun hosting programs off-site. Check the website.

Committee Reports: None

Communications: None

Unfinished Business:

- A. August Meeting Date:** Beka will be out of town August 21st. Jessica moved to change the August meeting date from the 21st to the 28th, James seconded, and motion carried.

New business:

- A. Holiday Closings 2018:** James moved to approve the 2018 Holiday Closing Schedule, Anne seconded, and motion carried.
- B. 2018 Budget Discussion:** DLGF pre budget report due in early June. We are estimating a \$1,500,000 levy. Next month the budget committee will be formed to work alongside Beka.

Public Input: None

Trustee Education - Officers of the Library Board: John summarized the roles and responsibilities of the officers. He would like to have someone take notes during the meetings so the secretary can fully participate in meetings without the added responsibility of taking notes.

John moved to adjourn, Anne seconded, and motion carried.

**Huntington City-Township Public Library
Board of Trustees Meeting
Closed Door Executive Session
April 17, 2017, 5:15 PM**

Present: John Branham, Peggy Caley, Jamie Foday, Chad Lippe, Jessica Mankey, Anne McClellan, Jim Miller

Absent: none

Anne moved to go to closed door Executive Session for the purpose of discussing the Director's evaluation, John seconded, and motion carried.

Peggy called the meeting to order.

After discussion of the Director's evaluation that was completed by the personnel committee, John moved to adjourn, Jim seconded, and motion carried.

**Huntington City-Township Public Library
Board of Trustees Meeting
April 17, 2017, 5:15 PM**

Present: John Branham, Peggy Caley, Jamie Foday, Chad Lippe, Jessica Mankey, Anne McClellan, Jim Miller, Beka Lemons

Absent: none

Visitors: Zack Benedict of MKM Architects, Jessi Brown, Mike Perkins, Michelle Reed of the *Huntington Herald Press*.

Reading and Approval of Minutes: Jessica moved to approve the March minutes as amended with a correction on the visitors' names so that the minutes state "Jessi Brown" rather than "Mike Jessi Brown", Anne seconded, and motion carried.

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

Report of the Librarian: Beka noted some categories added to the report: programs, door count, and. Beka commented that she would have liked to see more attendees at the Chamber of Commerce After-Hours Event, but per... Beka presented the Annual Report to County Commissioners and will soon be reporting to County Council; she is planning to ... Some of the improvements have taken place as part of the remodeling plan in our Huntington building. Chad inquired about our sponsorship for the free helmet give-away as part of the Bike Rodeo. The Strategic Plan update Beka discussed with library staff this month focused on ways we can further support local businesses.

Committee Reports: None

Communications: None

Unfinished Business:

A. Huntington Building Update Proposal – Architectural Services Proposal:

- Beka showed photos of priority areas of improvement. Priority areas of improvement include the following: Phase 1 and Phase 2 bathrooms, children’s area programming room and story time room, story time pit area, children’s play area, children’s area service desk, children’s computer desks, staff office in children’s department, Indiana Room service desk and entrance, circulation and reference desk, public computers area, unutilized space, old furniture, reading and seating areas, signage throughout the building, shelving orientation. Goals related to building update are as follows: create welcoming and comfortable spaces, utilize existing spaces as effectively as possible, create engaging spaces for children to learn and play, add spaces for innovative services for adults.
- The proposal includes utilizing services of MKM Architects for a planning study to explore the future needs and uses of the library. Zack Benedict, of MKM, summarized his written proposal for what help his firm could offer for a fee of \$18,000, which Beka indicated would come from LIRF. John moved to approve the contract for the planning study with MKM Architects, Jamie seconded, and motion carried, with one dissent from Chad Lippe.

New Business:

- A. **Director’s Evaluation:** John moved to approve the Director’s evaluation as presented in written document, Jessica seconded, and motion carried. John moved to approve the resolution to amend the Director’s 2017 salary schedule of \$69,500 (retroactive) as recommended by the personnel committee, Jim seconded, and the resolution passed by signature vote.
- B. **Closing Date:** Beka would like to add June 17 to our list of library closure dates due to the Huntington Heritage Days Parade and other events in town. John moved to approve, Anne seconded, and motion carried.
- C. **Extended Leave Approval:** Beka recommended a maternity leave approval of 6 to 8 weeks for library employee Cassidy DeHaven. Jessica moved to approve, Jim seconded, and motion carried.
- D. **August Meeting Date:** Beka recommended moving our August meeting date to Monday, August 28. Trustees will check calendars, and we will decide at our May meeting.

Public Input: None

Trustee Education – Library Budget and Finance: Anne summarized the main points, which centered on the board’s responsibility to ensure that public funds are used in the best interests of the community and that the library has funding to support services. In related discussion, Peggy challenged the Board to determine a dollar amount we feel comfortable accruing in the Rainy Day Fund.

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



Handwritten signatures of five individuals: P. Casey, John Beal, Anne McCulla, J. Mark, and James Mc...

Huntington City-Township Public Library
Monthly Report
June 2017

Director's Report

News and Updates

- We held our 2nd annual Bike Rodeo on May 20th. Unfortunately the event was rained out so attendance was very low. We will try again next year.
- The Space Planning Committee met with Zach and Meg from MKM to discuss potential layout options for the building.
- The Summer Library Program kicked off on June 3rd. We have been very busy ever since. As of June 15th we have 542 adults, 87 teens, and 537 kids registered for the summer reading program.
- We will be entering a float in the Heritage Days Parade. Jessi and Devon have been hard at work creating an airplane for the float.
- Jessi and I will be attending the American Library Association conference in Chicago from June 23rd-27th.
- Anna has begun taking programs out of the library including an online safety program presented at Place of Grace and a Community Hike at Tel-Hy nature preserve.
- The Friends of the Library held their annual summer book sale. Exact numbers are not available but it was very close to last year's total.
- The reference office was finally completed and reference staff was moved out of the circulation office.
- We are currently working with all of the Librarians to create goals and visions for each department that will help them to support the strategic plan. Technical Services staff are also working on department goals.
- The weekly farmer's market has been moved to the city parking lot behind the library. We are taking advantage of this by having staff in attendance with free books from the book wagon.
- Malcolm has completed a staff wiki (intranet) which will house all of our policies, procedures and other information for staff.
- Credit card readers have been installed at the circulation desk. There will also be a reader at Markle.

Meetings and Activities

May 16 th	Librarians Meeting
May 17 th	Quality and Process Improvement Meeting
May 18 th	Cohort 2 Meeting
May 20 th	Bike Rodeo
May 22 nd	Space Planning Meeting
May 24 th	Non-profit Leadership Support Group
May 24 th	Cohort 4 Meeting
May 25 th	Cohort 3 Meeting
May 27 th & 29 th	Closed for Memorial Day
May 31 st	Budget Workshop Webinar

June 1 st	Literacy Coalition Board Meeting
June 3 rd	Construct-a-con Summer Kickoff
June 12 th	Senior Leadership Meeting
June 13 th	Programming Meeting
June 14 th	Cohort 1 Meeting
June 15 th	Cohort 2 Meeting
June 17 th	Closed for Heritage Days
June 19 th	Library Board Meeting

Upcoming Meetings and Activities

June 20 th	Librarian's Meeting
June 21 st	Quality and Process Improvement Meeting
June 22 nd	Cohort 3 Meeting
June 23 rd -27 th	Attending ALA Conference
June 28 th	Non-profit Leadership Support Group
June 28 th	Cohort 4 Meeting
July 4 th	Closed for Independence Day
July 6 th	Literacy Coalition Board Meeting
July 10 th	Senior Leadership Meeting
July 11 th	Programming Meeting
July 12 th	Cohort 1 Meeting
July 13 th	ILF Board Meeting
July 17 th	Library Board Meeting

Strategic Plan Update

Gateway to Community

..... Building relationships

The Library is ideally situated to be a hub of activity and resources for the community. Our free access to information and resources can support the community in many ways. Our resources and services can be a great asset not only to our individual users but to the organizations and schools that support our communities. We value our partnerships with various community organizations and we will seek to strengthen and support them in the future.

Goals

- We will be an active community member.
- We will communicate our message to the public.
- We will be a community destination.

What are we doing now to support these goals?

- Book wagon
- Community events such as Healthy Kids Day, Pioneer Festival, and Heritage Days
- Summer Library Program
- Story hours at daycares
- Maintain a variety of quality programs
- Staff are on community boards and attending community meetings
- Continue to actively support the Literacy Coalition
- Maintain open and free public spaces
- Staff work with other library organizations
- Zagster bike share
- Sharing Impact Report
- Good relationships with local news outlets
- Social media presence
- Provide a newsletter
- Provide meeting room space
- Facilitated Community Conversations series
- Available as a shelter or for emergencies
 - Working relationship with Emergency Management
- Free WiFi
- Social events
- Community feedback opportunities
- Provide places to hang out
- Careful about maintaining diverse viewpoints

What are we planning to do in the near future?

- Fun Palace
- Can-unity
- Adjusting spaces to meet needs
- Storywalk
- Homebound program
- Adult volunteer program

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

- Increase library use by businesses
- Sponsorships for spaces/programs
- Incubator for community growth
 - Provide experts
- More social community events
- Become a go-to organization
- All of our staff need to be able to sell our message
- Radio/TV advertising
- Discover and meet the needs of the community

- Investigate the possibility of summer meals at Markle

Financial Report
Huntington City-Township Public Library
Report Dates = 5/15/17 to 6/19/17

<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	\$229,627.37	\$864,462.76	\$702,687.87	\$877,877.13	\$1,163,135.14
Subtotal	\$1,149,720.77	\$229,627.37	\$864,462.76	\$702,687.87	\$877,877.13	\$1,163,135.14
2. LIRF						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$595,042.70	\$8,510.00	\$8,510.00	\$0.00	\$609.66	\$587,142.36
111 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$595,042.70	\$8,510.00	\$8,510.00	\$0.00	\$609.66	\$587,142.36
3. Gift Funds						
130.01 GIFT (REGULAR)	\$203,595.65	\$0.00	\$281.23	\$38.86	\$638.19	\$203,952.61
130.02 FRIENDS OF THE LIBRARY	\$8,669.57	\$755.94	\$2,632.05	\$0.00	\$209.95	\$6,247.47
130.04 GIFT - IN RM	\$3,057.72	\$0.00	\$0.00	\$0.00	\$53,669.15	\$56,726.87
130.05 IN. ROOM INVESMENT - UND	\$53,000.00	\$0.00	\$53,000.00	\$0.00	\$0.00	\$0.00
130.06 GIFT - CHILDRENS ROOM	\$2,293.96	\$0.00	\$159.63	\$0.00	\$550.00	\$2,684.33
130.07 MARKLE/BARKELY GIFT	\$146.10	\$60.97	\$199.34	\$0.00	\$200.00	\$146.76
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	\$185.14	\$1,505.92
Subtotal	\$296,944.35	\$816.91	\$56,272.25	\$76.87	\$55,452.43	\$296,124.53
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	\$0.00	\$65.00	\$0.00	\$130.00	\$65.00
163.1 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$65.00	\$0.00	\$130.00	\$65.00
8. Rainy Day Fund						
170 RAINY DAY FUND	\$1,074,575.60	\$19,896.80	\$72,095.58	\$653.97	\$5,036.06	\$1,007,516.08
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	\$19,896.80	\$72,095.58	\$653.97	\$5,036.06	\$2,108,516.08
9. Withholding						
200.01 FEDERAL TAX	\$0.00	\$6,155.83	\$36,385.03	\$6,155.83	\$36,385.03	\$0.00
200.02 FICA	\$0.00	\$4,754.42	\$28,037.57	\$4,754.42	\$28,037.57	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$1,970.43	\$10,674.18	\$1,975.28	\$11,667.17	\$992.99
200.04 COUNTY TAX	\$0.00	\$1,041.09	\$5,632.28	\$1,038.17	\$6,153.99	\$521.71
200.05 INSURANCE	\$5,790.86	\$1,194.34	\$19,945.14	\$3,373.02	\$16,585.57	\$2,431.29
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$730.00	\$3,820.00	\$730.00	\$3,820.00	\$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	\$214.84	\$816.19	\$107.42	\$638.97	\$0.00
200.08 GARNISHMENT	\$0.00	\$83.08	\$498.48	\$83.08	\$498.48	\$0.00
Subtotal	\$5,968.08	\$16,144.03	\$105,808.87	\$18,217.22	\$103,786.78	\$3,945.99
Grand Total	\$4,223,251.50	\$274,995.11	\$1,107,214.46	\$721,635.93	\$1,053,242.05	\$4,169,279.09

Total all banks = \$4,169,279.09

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 5/15/17 To 6/19/17

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	\$5,346.16	\$32,076.96	\$34,365.00	\$40,923.04	43.9
1.12 Salary of Assistants	\$681,306.00	\$0.00	\$681,306.00	\$50,604.97	\$300,898.26	\$326,919.90	\$380,407.74	44.2
1.14 Wages of Janitors	\$71,828.00	\$0.00	\$71,828.00	\$5,427.86	\$30,696.97	\$30,238.18	\$41,131.03	42.7
1.15 Additional Hours (750)	\$8,500.00	\$0.00	\$8,500.00	\$1,069.39	\$3,691.20	\$3,385.50	\$4,808.80	43.4
1.21 Employer's Share FICA	\$62,135.00	\$0.00	\$62,135.00	\$4,754.54	\$28,001.99	\$27,707.24	\$34,133.01	45.1
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	\$4,643.98	\$32,257.98	\$35,697.55	\$40,425.02	44.4
1.231 Employer's contribution PERF - Employee	\$19,469.00	\$0.00	\$19,469.00	\$1,243.97	\$8,676.96	\$9,656.53	\$10,792.04	44.6
1.24 Employer's Contribution Group Health	\$179,226.00	\$0.00	\$179,226.00	\$0.00	\$54,780.20	\$70,594.86	\$124,445.80	30.6
1.25 Employer's Contribution Life Ins.	\$9,662.00	\$0.00	\$9,662.00	\$1,327.23	\$5,001.29	\$4,753.15	\$4,660.71	51.8
1.26 Employer's Contribution STD	\$9,093.00	\$0.00	\$9,093.00	\$1,354.70	\$4,690.15	\$4,662.49	\$4,402.85	51.6
1.27 Employer's Contribution LTD	\$8,184.00	\$0.00	\$8,184.00	\$1,118.74	\$3,960.25	\$4,028.99	\$4,223.75	48.4
1.28 Employer's Contribution Dental	\$6,636.00	\$0.00	\$6,636.00	\$494.55	\$2,608.78	\$2,882.19	\$4,027.22	39.3
1.29 Other Employee Benefits	\$2,121.00	\$0.00	\$2,121.00	\$33.45	\$180.63	\$332.28	\$1,940.37	8.5
Subtotal	\$1,206,843.00		\$1,206,843.00	\$77,419.54	\$507,521.62	\$555,223.86	\$699,321.38	42.1
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)	\$22,256.88	\$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	\$2,720.08	\$4,500.00	0.0
	Subtotal	\$22,501.00		\$22,501.00	\$0.00	(\$104.90)	\$24,976.96	\$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	\$3,077.78	\$13,620.00	0.0
3.141	Contracted Labor for Grounds	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$2,832.00	\$5,000.00	0.0
3.145	Databases	\$15,000.00	\$0.00	\$15,000.00	\$6,554.35	\$15,731.57	\$11,965.96	(\$731.57)	104.9
3.146	E-books	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$25,300.00	\$20,000.00	(\$300.00)	101.2
3.21	Telephone	\$4,500.00	\$0.00	\$4,500.00	\$417.34	\$2,418.21	\$2,390.56	\$2,081.79	53.7
3.211	Telephone - Markle	\$1,500.00	\$0.00	\$1,500.00	\$37.85	\$430.60	\$517.59	\$1,069.40	28.7
3.212	Fax Expense	\$800.00	\$0.00	\$800.00	\$61.70	\$395.37	\$378.48	\$404.63	49.4
3.213	T-1 Access Huntington	\$8,000.00	\$0.00	\$8,000.00	\$727.50	\$4,365.00	\$3,637.50	\$3,635.00	54.6
3.2131	T-1 Access Markle	\$3,000.00	\$0.00	\$3,000.00	\$300.00	\$1,800.00	\$793.55	\$1,200.00	60.0
3.22	Postage and Shipping	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$601.01	\$683.58	\$648.99	48.1
3.23	Traveling Expense	\$3,500.00	\$0.00	\$3,500.00	\$78.30	\$1,579.34	\$889.66	\$1,920.66	45.1
3.24	Professional Development	\$8,000.00	\$0.00	\$8,000.00	\$1,386.88	\$5,632.38	\$3,419.95	\$2,367.62	70.4
3.31	Advertising and Public Notices	\$4,000.00	\$0.00	\$4,000.00	\$445.97	\$1,964.72	\$1,386.37	\$2,035.28	49.1
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	\$273.61	\$6,236.91	\$5,691.16	\$5,763.09	52.0
3.511	Gas Markle	\$2,500.00	\$0.00	\$2,500.00	\$28.65	\$678.44	\$390.29	\$1,821.56	27.1
3.52	Electricity Huntington	\$65,000.00	\$0.00	\$65,000.00	\$4,755.99	\$24,045.87	\$22,628.78	\$40,954.13	37.0
3.521	Electricity Markle	\$3,000.00	\$0.00	\$3,000.00	\$173.20	\$1,088.03	\$701.98	\$1,911.97	36.3

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	\$231.91	\$1,100.90	\$1,065.99	\$899.10	55.0
3.531	Water Markle	\$500.00	\$0.00	\$500.00	\$19.24	\$115.44	\$19.24	\$384.56	23.1
3.54	Sewer Huntington	\$4,900.00	\$0.00	\$4,900.00	\$431.49	\$2,173.19	\$2,482.17	\$2,726.81	44.4
3.541	Sewer Markle	\$1,000.00	\$0.00	\$1,000.00	\$15.85	\$95.57	\$15.85	\$904.43	9.6
3.62	Equipment Repair and Maintenance	\$5,000.00	\$0.00	\$5,000.00	\$263.80	\$279.22	(\$2,095.24)	\$4,720.78	5.6
3.621	Equipment Leasing and Maintenance	\$10,000.00	\$0.00	\$10,000.00	\$1,855.51	\$6,034.81	\$4,872.62	\$3,965.19	60.3
3.622	Contracted Facility Maintenance	\$16,500.00	\$0.00	\$16,500.00	\$420.00	\$2,376.43	\$13,014.91	\$14,123.57	14.4
3.623	Technology License Agreements	\$15,000.00	\$0.00	\$15,000.00	\$2,613.53	\$6,547.31	\$7,158.73	\$8,452.69	43.6
3.624	Technology Maintenance	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$975.41	\$92.72	\$19,024.59	4.9
3.625	LS Maintenance and Contract	\$24,000.00	\$0.00	\$24,000.00	\$0.00	\$27,176.21	\$16,249.65	(\$3,176.21)	113.2
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	\$1,984.60	\$276.22	\$1,015.40	66.2
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	\$0.00	\$319,074.00	\$21,092.67	\$141,597.54	\$135,759.05	\$177,476.46	44.4
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	\$3,329.59	\$6,366.35	\$6,670.41	33.3
4.41	Technology Equipment	\$8,000.00	\$0.00	\$8,000.00	\$70.85	\$70.85	\$0.00	\$7,929.15	0.9
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	\$22,023.24	\$81,642.40	\$8,835.15	\$53,357.60	60.5
4.6	Periodicals and Newspapers	\$12,000.00	\$0.00	\$12,000.00	\$253.23	\$10,035.72	\$8,714.97	\$1,964.28	83.6
4.71	Audio-visual Materials	\$30,000.00	\$0.00	\$30,000.00	\$6,762.98	\$14,828.59	\$8,858.22	\$15,171.41	49.4

<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>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	\$75.00	\$90.96	\$1,175.00	6.0
4.8 Materials Processing	\$15,000.00	\$0.00	\$15,000.00	\$2,004.86	\$5,466.35	\$4,562.88	\$9,533.65	36.4
Subtotal	\$231,251.00		\$231,251.00	\$31,115.16	\$115,448.50	\$45,528.53	\$115,802.50	49.9
Grand Total	\$1,779,669.00	\$0.00	\$1,779,669.00	\$129,627.37	\$764,462.76	\$761,488.40	\$1,015,206.24	43.0

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 5/15/17 To 6/19/17

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 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	\$8,510.00	\$8,510.00	\$0.00	\$84,862.00	9.1
4.4 Furniture and Equipment	\$150,000.00	\$0.00	\$150,000.00	\$0.00	\$0.00	\$98,527.39	\$150,000.00	0.0
Subtotal	\$593,372.00		\$593,372.00	\$8,510.00	\$8,510.00	\$98,527.39	\$584,862.00	1.4
Grand Total	\$593,372.00	\$0.00	\$593,372.00	\$8,510.00	\$8,510.00	\$98,527.39	\$584,862.00	1.4

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 5/15/17 To 6/19/17

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	\$1,107.96	\$10,767.59	\$0.00	\$4,232.41	71.8
2.21 Operating/Cleaning/Sanitation Supplies	\$7,500.00	\$0.00	\$7,500.00	\$862.49	\$6,350.69	\$0.00	\$1,149.31	84.7
Subtotal	\$22,500.00		\$22,500.00	\$1,970.45	\$17,118.28	\$0.00	\$5,381.72	76.1
3. Other Services and Charges								
3.12 Engineering and Architectural Services	\$75,000.00	\$0.00	\$75,000.00	\$9,692.45	\$9,692.45	\$0.00	\$65,307.55	12.9
3.14 Other Professional Services	\$70,000.00	\$0.00	\$70,000.00	\$4,909.23	\$20,457.19	\$0.00	\$49,542.81	29.2
3.142 Facility Repairs and Maintenance	\$325,000.00	\$0.00	\$325,000.00	(\$3,089.58)	\$0.00	\$0.00	\$325,000.00	0.0
Subtotal	\$470,000.00		\$470,000.00	\$11,512.10	\$30,149.64	\$0.00	\$439,850.36	6.4
4. Capitol 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	\$6,414.25	\$24,827.66	\$0.00	\$75,172.34	24.8
Subtotal	\$348,000.00		\$348,000.00	\$6,414.25	\$24,827.66	\$0.00	\$323,172.34	7.1
Grand Total	\$840,500.00	\$0.00	\$840,500.00	\$19,896.80	\$72,095.58	\$0.00	\$768,404.42	8.6

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