

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

May 15th, 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. August Meeting Date
 - B. Other
9. New Business
 - A. Holiday Closings 2018
 - B. 2018 Budget Discussion
 - C. Other
10. Public Input
11. Trustee Education – Officers of the Library Board – John Branham
12. Adjournment

**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.

**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.

The image shows five handwritten signatures in cursive script. From left to right, they appear to be: Caley, John, Anne McClellan, John, and James. The signatures are arranged in two columns, with three in the left column and two in the right column.

Huntington City-Township Public Library
Monthly Report
May 2017

Director's Report

News and Updates

- Several staff members attended the District 3 ILF conference in Kendallville. Anna and I both presented programs at this conference. The day was well received by all.
- I visited the County Commissioners and the County Council to present the 2016 Annual Report/Impact Report. Both groups were very receptive, asked great questions, and provided valuable feedback. I hope to continue to update them on library activities at least quarterly.
- I and 5 other staff met with Zach Benedict to begin discussions for the space planning study. I am very encouraged about the direction that we heading with this project and I think that it has the potential to be very transformative for our library.
- The new wall behind the circulation area has been completed. The circulation and reference offices will be rearranged soon.
- The teen area revitalization is nearly complete. All of the furniture is in place. We still have a few accessories to add. Starting in June we will have a staff member working at an information desk in this area during the evening hours and on Saturday.
- We have been working hard to recruit businesses and organizations for our 'Can-unity' event for the Summer Library Program. We currently have 9 organizations signed up to participate in the canned food building contest and we anticipate a few more will be coming on board.
- Jessi and I have started working with the Librarians in each department to create a set of vision statements and strategic goals for their departments. This will help to ensure that all of our departments are aligned with our strategic plan. Malcolm is also working with the operations departments to create goals.
- We will be hosting our 2nd annual Bike Rodeo on May 20th.
- This month we will be hosting our first two events outside of the library. On May 12th we will have a guided nature hike at Tel-Hy nature preserve. On May 19th we will host a stargazing party at Hiers park.

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	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 1 st	Space Planning Meeting
May 2 nd	Librarians 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

Upcoming 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

Strategic Plan Update

Gateway to Learning

.....Learning opportunities for a lifetime

We recognize and celebrate the fact that people continue to learn throughout their lives. It is our goal to provide ample opportunities for learning, not only academically but personally as well. We will strive to make learning an enjoyable, lifelong experience.

Goals

We develop a pleasure for learning throughout people's lives.

We facilitate cooperative community learning.

We develop essential learning skills at all life stages.

What are we doing now to support these goals?

- Fabulous Foodies Club
- Wordsmiths writing club
- Focus on learning in programs
- Integrating technology into more programs
- Maintaining a current and relevant non-fiction collection
- Free access to meeting rooms
- Programs outside the library
- Genealogy club meetings
- Support for home school
- Support Literacy Coalition
- Every Child Ready to Read training
- 1000 Books Before Kindergarten
- Training to use digital/technology tools
- Proctor tests for online students

What are we planning to do in the near future?

- Fun Palace
- Gamification of Summer Library Program
- Get reading lists from schools

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

- More fun technology programs for adults
- More authors and artists
- Find ways to attract adults to learning
- Have a request a program feature
- Advertise ability to host community programs
- Reach out to local organizations
- Work with schools
- Market ourselves in a different way
- Find community connections
- Understand community interest
- Parent support and education
- Financial literacy

Additional Discussion – What are essential learning skills?

- Literacy

- Research
- Critical thinking
- Problem solving
- Team dynamics (social skills)
- Confidence
- Organization

Financial Report
Huntington City-Township Public Library

Report Dates = **4/17/17 to 5/15/17**

<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	\$160,846.69	\$634,835.39	\$37,088.72	\$174,930.63	\$689,816.01
Subtotal	\$1,149,720.77	\$160,846.69	\$634,835.39	\$37,088.72	\$174,930.63	\$689,816.01
2. LIRF						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$595,042.70	\$0.00	\$0.00	\$0.00	\$531.03	\$595,573.73
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	\$531.03	\$595,573.73
3. Gift Funds						
130.01 GIFT (REGULAR)	\$203,595.65	\$0.00	\$281.23	\$27.06	\$508.07	\$203,822.49
130.02 FRIENDS OF THE LIBRARY	\$8,669.57	\$603.75	\$1,876.11	\$209.95	\$209.95	\$7,003.41
130.04 GIFT - IN RM	\$3,057.72	\$0.00	\$0.00	\$0.00	\$53,647.13	\$56,704.85
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	\$0.00	\$2,134.33
130.07 MARKLE/BARKELY GIFT	\$146.10	\$26.94	\$138.37	\$200.00	\$200.00	\$207.73
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	\$36.78	\$147.13	\$1,467.91
Subtotal	\$296,944.35	\$630.69	\$55,455.34	\$473.79	\$54,712.28	\$296,201.29
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	\$65.00	\$0.00
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	\$65.00	\$0.00
8. Rainy Day Fund						
170 RAINY DAY FUND	\$1,074,575.60	\$11,407.14	\$52,198.78	\$632.88	\$3,941.78	\$1,026,318.60
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	\$11,407.14	\$52,198.78	\$632.88	\$3,941.78	\$2,127,318.60
9. Withholding						
200.01 FEDERAL TAX	\$0.00	\$6,136.69	\$30,229.20	\$6,136.69	\$30,229.20	\$0.00
200.02 FICA	\$0.00	\$4,762.88	\$23,283.15	\$4,762.88	\$23,283.15	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$1,955.69	\$8,703.75	\$1,978.87	\$9,691.89	\$988.14
200.04 COUNTY TAX	\$0.00	\$1,035.22	\$4,591.19	\$1,048.13	\$5,115.82	\$524.63
200.05 INSURANCE	\$5,790.86	\$5,588.02	\$18,750.80	\$3,325.68	\$13,212.55	\$252.61
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$730.00	\$3,090.00	\$730.00	\$3,090.00	\$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	\$601.35	\$107.42	\$531.55	\$107.42
200.08 GARNISHMENT	\$0.00	\$83.08	\$415.40	\$83.08	\$415.40	\$0.00
Subtotal	\$5,968.08	\$20,291.58	\$89,664.84	\$18,172.75	\$85,569.56	\$1,872.80
Grand Total	\$4,223,251.50	\$193,176.10	\$832,219.35	\$56,368.14	\$330,100.27	\$3,721,132.42

Total all banks = \$3,721,132.42

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 4/17/17 To 5/15/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
I. Personal Services								
1.11 Salary of Librarian	\$73,000.00	\$0.00	\$73,000.00	\$5,820.80	\$26,730.80	\$29,137.50	\$46,269.20	36.6
1.12 Salary of Assistants	\$681,306.00	\$0.00	\$681,306.00	\$50,334.56	\$250,293.29	\$271,499.74	\$431,012.71	36.7
1.14 Wages of Janitors	\$71,828.00	\$0.00	\$71,828.00	\$5,495.59	\$25,269.11	\$25,102.43	\$46,558.89	35.2
1.15 Additional Hours (750)	\$8,500.00	\$0.00	\$8,500.00	\$860.52	\$2,621.81	\$2,791.59	\$5,878.19	30.8
1.21 Employer's Share FICA	\$62,135.00	\$0.00	\$62,135.00	\$4,726.68	\$23,247.45	\$22,629.39	\$38,887.55	37.4
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	\$5,595.90	\$27,614.00	\$30,169.81	\$45,069.00	38.0
1.231 Employer's contribution PERF - Employee	\$19,469.00	\$0.00	\$19,469.00	\$1,535.23	\$7,432.99	\$8,048.36	\$12,036.01	38.2
1.24 Employer's Contribution Group Health	\$179,226.00	\$0.00	\$179,226.00	\$20,849.47	\$54,780.20	\$50,417.78	\$124,445.80	30.6
1.25 Employer's Contribution Life Ins.	\$9,662.00	\$0.00	\$9,662.00	\$743.43	\$3,674.06	\$3,435.77	\$5,987.94	38.0
1.26 Employer's Contribution STD	\$9,093.00	\$0.00	\$9,093.00	\$677.35	\$3,335.45	\$3,331.91	\$5,757.55	36.7
1.27 Employer's Contribution LTD	\$8,184.00	\$0.00	\$8,184.00	\$559.37	\$2,841.51	\$2,885.25	\$5,342.49	34.7
1.28 Employer's Contribution Dental	\$6,636.00	\$0.00	\$6,636.00	\$494.55	\$2,114.23	\$2,070.05	\$4,521.77	31.9
1.29 Other Employee Benefits	\$2,121.00	\$0.00	\$2,121.00	\$33.45	\$147.18	\$332.28	\$1,973.82	6.9
Subtotal	\$1,206,843.00		\$1,206,843.00	\$97,726.90	\$430,102.08	\$451,851.86	\$776,740.92	35.6
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)	\$18,918.82	\$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	\$1,354.04	\$4,500.00	0.0
	Subtotal	\$22,501.00		\$22,501.00	\$0.00	(\$104.90)	\$20,272.86	\$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	\$1,972.50	\$5,000.00	0.0
3.145	Databases	\$15,000.00	\$0.00	\$15,000.00	\$6,421.23	\$9,177.22	\$11,965.96	\$5,822.78	61.2
3.146	E-books	\$25,000.00	\$0.00	\$25,000.00	\$25,000.00	\$25,300.00	\$20,000.00	(\$300.00)	101.2
3.21	Telephone	\$4,500.00	\$0.00	\$4,500.00	\$307.39	\$2,000.87	\$1,989.17	\$2,499.13	44.5
3.211	Telephone - Markle	\$1,500.00	\$0.00	\$1,500.00	\$103.01	\$392.75	\$367.75	\$1,107.25	26.2
3.212	Fax Expense	\$800.00	\$0.00	\$800.00	\$56.39	\$333.67	\$313.11	\$466.33	41.7
3.213	T-1 Access Huntington	\$8,000.00	\$0.00	\$8,000.00	\$727.50	\$3,637.50	\$2,910.00	\$4,362.50	45.5
3.2131	T-1 Access Markle	\$3,000.00	\$0.00	\$3,000.00	\$300.00	\$1,500.00	\$600.00	\$1,500.00	50.0
3.22	Postage and Shipping	\$1,250.00	\$0.00	\$1,250.00	\$98.24	\$601.01	\$683.58	\$648.99	48.1
3.23	Traveling Expense	\$3,500.00	\$0.00	\$3,500.00	\$441.46	\$1,501.04	\$723.18	\$1,998.96	42.9
3.24	Professional Development	\$8,000.00	\$0.00	\$8,000.00	\$1,439.43	\$4,245.50	\$3,419.95	\$3,754.50	53.1
3.31	Advertising and Public Notices	\$4,000.00	\$0.00	\$4,000.00	\$193.48	\$1,518.75	\$1,059.06	\$2,481.25	38.0
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	\$1,085.75	\$5,963.30	\$5,514.28	\$6,036.70	49.7
3.511	Gas Markle	\$2,500.00	\$0.00	\$2,500.00	\$118.21	\$649.79	\$368.42	\$1,850.21	26.0
3.52	Electricity Huntington	\$65,000.00	\$0.00	\$65,000.00	\$4,501.24	\$19,289.88	\$17,394.21	\$45,710.12	29.7
3.521	Electricity Markle	\$3,000.00	\$0.00	\$3,000.00	\$194.12	\$914.83	\$560.29	\$2,085.17	30.5

<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>
3.53 Water Huntington	\$2,000.00	\$0.00	\$2,000.00	\$223.37	\$868.99	\$901.22	\$1,131.01	43.4
3.531 Water Markle	\$500.00	\$0.00	\$500.00	\$19.24	\$96.20	\$0.00	\$403.80	19.2
3.54 Sewer Huntington	\$4,900.00	\$0.00	\$4,900.00	\$420.64	\$1,741.70	\$2,023.48	\$3,158.30	35.5
3.541 Sewer Markle	\$1,000.00	\$0.00	\$1,000.00	\$15.85	\$79.72	\$0.00	\$920.28	8.0
3.62 Equipment Repair and Maintenance	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$15.42	(\$2,162.87)	\$4,984.58	0.3
3.621 Equipment Leasing and Maintenance	\$10,000.00	\$0.00	\$10,000.00	\$936.24	\$4,179.30	\$3,781.88	\$5,820.70	41.8
3.622 Contracted Facility Maintenance	\$16,500.00	\$0.00	\$16,500.00	\$560.00	\$1,956.43	\$3,890.96	\$14,543.57	11.9
3.623 Technology License Agreements	\$15,000.00	\$0.00	\$15,000.00	\$1,783.18	\$3,933.78	\$6,528.56	\$11,066.22	26.2
3.624 Technology Maintenance	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$975.41	\$0.00	\$19,024.59	4.9
3.625 ILS Maintenance and Contract	\$24,000.00	\$0.00	\$24,000.00	\$3,550.00	\$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	\$147.50	\$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		\$319,074.00	\$48,643.47	\$120,504.87	\$112,629.34	\$198,569.13	37.8
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	\$3,329.59	\$3,329.59	\$6,064.52	\$6,670.41	33.3
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	\$9,490.42	\$59,619.16	\$7,149.27	\$75,380.84	44.2
4.6 Periodicals and Newspapers	\$12,000.00	\$0.00	\$12,000.00	\$256.73	\$9,782.49	\$8,410.97	\$2,217.51	81.5
4.71 Audio-visual Materials	\$30,000.00	\$0.00	\$30,000.00	\$418.39	\$8,065.61	\$6,349.13	\$21,934.39	26.9

<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>
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	\$75.00	\$75.00	\$90.96	\$1,175.00	6.0
4.8 Materials Processing	\$15,000.00	\$0.00	\$15,000.00	\$906.19	\$3,461.49	\$3,661.83	\$11,538.51	23.1
Subtotal	\$231,251.00		\$231,251.00	\$14,476.32	\$84,333.34	\$39,826.68	\$146,917.66	36.5
Grand Total	\$1,779,669.00	\$0.00	\$1,779,669.00	\$160,846.69	\$634,835.39	\$624,580.74	\$1,144,833.61	35.7

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 4/17/17 To 5/15/17

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	\$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	\$48,396.34	\$150,000.00	0.0
Subtotal	\$593,372.00		\$593,372.00	\$0.00	\$0.00	\$48,396.34	\$593,372.00	0.0
Grand Total	\$593,372.00	\$0.00	\$593,372.00	\$0.00	\$0.00	\$48,396.34	\$593,372.00	0.0

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 4/17/17 To 5/15/17

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	\$1,583.71	\$9,659.63	\$0.00	\$5,340.37	64.4
2.21 Operating/Cleaning/Sanitation Supplies	\$7,500.00	\$0.00	\$7,500.00	\$942.06	\$5,488.20	\$0.00	\$2,011.80	73.2
Subtotal	\$22,500.00		\$22,500.00	\$2,525.77	\$15,147.83	\$0.00	\$7,352.17	67.3
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	\$3,000.00	\$15,547.96	\$0.00	\$54,452.04	22.2
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	\$3,000.00	\$18,637.54	\$0.00	\$451,362.46	4.0
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	\$5,881.37	\$18,413.41	\$0.00	\$81,586.59	18.4
Subtotal	\$348,000.00		\$348,000.00	\$5,881.37	\$18,413.41	\$0.00	\$329,586.59	5.3
Grand Total	\$840,500.00	\$0.00	\$840,500.00	\$11,407.14	\$52,198.78	\$0.00	\$788,301.22	6.2

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