

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
November, 23rd, 2017
5:15pm

Executive Session – 5:15

1. Call to Order
2. Enter into closed executive session pursuant to IC 5-14-1.5-6.1 for the purpose of discussing a job performance evaluation
3. Adjournment

Regular Meeting – 5:45

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. Communications
7. Committee Reports
8. Unfinished Business
 - A. Space Planning Update
 - B. Other
9. New Business
 - A. Director's Evaluation
 - B. Insurance Renewals
 - C. Other
10. Trustee Education – Boards Turning Outward - Challenges 1&2 – Beka Lemons
11. Public Input
12. Adjournment

**Huntington City-Township Public Library
Budget Adoption
October 23, 2017, 5:15 PM**

Peggy called the meeting to order.

Present: Peggy Caley, Jamie Foday, Jessica Mankey, Anne McClellan, James Miller, Beka Lemons

Absent: John Branham

Visitors: Jessi Brown, Jeri Davis, Malcolm McBryde, Mike Perkins, Daryl Shrock

Adoption of 2018 Budget: After reviewing documents presented by Beka, the 2018 Budget was adopted by written vote.

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

**Huntington City-Township Public Library
Board of Trustees Meeting
October 23, 2017**

Present: Peggy Caley, Jamie Foday, Jessica Mankey, Anne McClellan, James Miller, Beka Lemons

Absent: John Branham

Visitors: Jessi Brown, Jeri Davis, Malcolm McBryde, Mike Perkins, Daryl Shrock

Peggy called the meeting to order.

Reading and Approval of Minutes: Jessica moved to approve the minutes with corrections, Jim seconded, and motion carried. The minutes were approved with the following correction: We received a Google products package at no cost due to our nonprofit status; we did not receive a grant.

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

Report of the Director: Attendance at the Fun Palace event exceeded expectations. Beka noted that our circulation supervisor is retiring in November, and the deadline for applicants to fill this

position is December 1. Beka noted that we are hoping to begin offering mobile hotspots for checkout.

Communications: None

Committee Reports: None

Unfinished Business:

- A. **Space Planning Update** - Beka presented the plan to the staff for feedback. Beka has an upcoming conference call with the architect. The next step for the architect will be to create drawings and a project management plan.
- B. **Other**

New business:

- A. **Rainy Day Resolution** - The resolution passed by written vote.
- B. **Electronic Records Policy** - The change would eliminate the need for paperwork. Jessica moved to approve the policy, Jim seconded, and motion carried.
- C. **Extended Staff Leave:** We have a staff member who will be on extended medical leave. Jim moved to approve the extended leave through January 15, 2018; Jessica seconded; motion carried.
- D. **Strategic Planning:** For the process of updating our Strategic Plan in 2018, Beka would like to create a Community Advisory Board. She plans to begin recruiting volunteer members so that meetings could begin in January.
- E. **Other** - We need to form a Benefits/Personnel Committee to begin the process of Beka's annual performance review and to review the insurance renewals before the end of the year. Jim, Jessica, and Jamie volunteered. On another topic, Peggy noted the recent professional award bestowed on our Markle building project architect firm, KRM.

Trustee Education - Beka summarized some sections from the *Boards Turning Outward* publication. The concept of "turning outward" involves making the community the point of reference when making decisions as a board. As we discussed the section called "Board Engagement Roadmap Step 1," which is a reflection and evaluation piece, we identified some areas that we could improve on. For example, Beka mentioned that trustees could take a more active role in the strategic planning process, and we could deliberately design opportunities at board meetings for trustees to discuss our ideas for library programs and strategies.

Public Input: Mike Perkins highlighted a local organization called Huntington County Honors, whose mission is to provide a way to honor individuals who have a strong tie to Huntington County and to recognize the way their work has improved their community and beyond. This year's recognition ceremony will be held Saturday, October 28, 2:00 PM, at the Huntington County Courthouse. Mike extended a personal invitation for our trustees to attend, as former library employee Joan Keefer will be inducted into this year's class. Also, Jessi mentioned that trustees can sign up for the monthly library e-newsletter on the library homepage.

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

**Huntington City-Township Public Library
Budget Public Hearing
September 25, 2017, 5:15 PM**

Peggy called the hearing to order.

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

Absent: None

Visitors: Michelle Blount, Jessi Brown, Jeri Davis, Malcolm McBryde, Mike Perkins

Discussion: The budget was very close to last year's, with a 3.6% increase. Copies of the Budget Form 1 - Budget Estimate were presented for review and discussion. There were no questions or discussion from the public.

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

**Huntington City-Township Public Library
Board of Trustees Meeting
September 25, 2017**

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

Absent: None

Visitors: Michelle Blount, Jessi Brown, Jeri Davis, Malcolm McBryde, Mike Perkins

Peggy called the meeting to order.

Reading and Approval of Minutes: Jessica moved to approve the minutes with corrections, Jim seconded, and motion carried. The minutes were approved with the following correction: Beka made an offer of shelving if needed to the Eckhart Public Library.

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

Report of the Director: Beka highlighted various items in her Director's Report. They are creating a Community Calendar that can be sold at a minimal cost for patrons. Library staff collected over \$185 through a fund-raising event for United Way. An upcoming new activity in

October will be the Fun Palace. Beka mentioned that the library is receiving requests from various organizations, and these requests bring welcomed opportunity to connect and serve. We received a grant to get a Google products package for no cost, which will free up some money for other projects. The Eckhart Public Library came to pick up some of our extra shelving.

Communication: None

Committee Reports: None

Unfinished Business: None

New business:

- A. LIRF Reduction:** Beka presented the LIRF Reduction Resolution form to notify that we are decreasing our LIRF spending by \$579,398. The resolution approved by written vote.
- B. College Cards:** The library can offer a free card for college students who attend college in our library district, which would include Huntington University and Ivy Tech, no matter where the student personally resides. The Resolution to Issue Library Cards to College Students was passed by written vote. This policy will become effective immediately.
- C. Library Card Policy:** We added some wording to offer an option for adult patrons who are under legal guardianship to have restrictions placed on their usage. Wording related to the new college cards policy will be amended to reflect the changes. John moved to approve the changes to library card policy, Anne seconded, and motion carried.
- D. In-Service Closure - December 15:** Beka requested that the library be closed on Friday, December 15, for whole staff training. Jamie moved to approve the closure, Jessica seconded, and motion carried.
- E. Employee Recognition:** The library's quarterly Turning the Page Award was recently given to Karen Carpenter, a part-time circulation clerk, for her exemplary service and innovative ideas.
- F. Trustee Education:** As this month completes our coverage of the *IN the Public Trust Handbook*, Beka is recommending that the Board of Trustees begin studying a publication by the Harwood Institute for Public Innovation for the Kettering Foundation. Called *Boards Turning Outward*, this publication will be used to facilitate discussion about how we activate community engagement.
- G. Other:** John moved to change our October meeting date to October 23rd, which will also be Budget Adoption meeting ; Anne seconded, and motion carried.

Trustee Education - Managing Liability as a Board Member/Board Member Ethics: Jim Miller summarized this section related to rules that board members must be aware of in order to

be in compliance and avoid liability and litigation. It was recommended that we create a code of ethical conduct as part of a handbook for board members. Jim also mentioned that it would be good to take new board members through a training/orientation process, and Beka agreed that this would be a beneficial practice to begin.

Public Input: Mike Perkins asked if the new budget is available for the public to view, and Beka explained that the 2018 advertised amount is available online now, with the adopted budget available after it is approved in October. Jessi mentioned that public patron library policies are available to view on our library website. Beka complemented Michelle Blunt from the *Herald Press* on her positive coverage of library programs

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

Raley
Rodgy
Spillman
James
Anne McCulla

Huntington City-Township Public Library
Monthly Report
November 2017

Director's Report

News and Updates

- Kay Stine has been hired to fill the Circulation Supervisor position. Her first day was November 13th.
- Several staff met with residents at the LaFontaine Center to discuss possible outreach and book delivery options. We will be doing surveys of the residents to assess their needs before forming a final plan.
- 5 people went to the annual ILF conference. Overall it was a good conference. Many new ideas may be forthcoming.
- We have created a library calendar using historic photos from the Indiana Room collections. The calendars include some important library dates as well as community dates such as school breaks. They are being sold at the front desk for \$10.
- Annual reviews for all employees will be completed before Thanksgiving.
- Our annual staff in-service is scheduled for Friday December 15th. Both buildings will be closed that day.
- We will be participating in the annual Christmas in the City event on November 24th with a homemade holiday card activity.

Meetings and Activities

October 25 th	Space Planning Call
October 25 th	Cohort 4 Meeting
October 26 th	Cohort 3 Meeting
October 27 th	Continuous Improvement Meeting
November 2 nd	Literacy Coalition Board Meeting
November 2 nd	State Library Bookkeeping Workshop
November 7 th	Librarians Meeting
November 7 th	Tech Training Meeting
November 8 th	Cohort 1 Meeting
November 9 th	ILF Board Meeting
November 13 th	Senior Leadership Meeting
November 14 th -15 th	ILF Annual Conference
November 16 th	Cohort 2 Meeting
November 20 th	Library Board Meeting

Upcoming Meetings and Activities

November 21 st	Librarians Meeting
November 23 rd	Closed for Thanksgiving
November 27 th	Senior Leadership Meeting
November 29 th	Cohort 4 Meeting

December 5 th	Librarians Meeting
December 6 th	ILF Professional Development Meeting
December 7 th	Literacy Coalition Board Meeting
December 11 th	Senior Leadership Meeting
December 12 th	Programming Meeting
December 14 th	ILF Board Meeting
December 15 th	Staff In-service
December 18 th	Library Board Meeting

Strategic Plan Update

Core Values

User Focused

What do we do that supports a user focus?

- New teen area
- Credit card acceptance
- Student and teacher cards
- Outreach
- Focus on customer service philosophy
- Remove barriers
 - Restrictions on materials
- Renovating website
- Cohort projects
- Collection development policy

What do we do that doesn't support a user focus?

- Lack of county wide service
- Charging fines*
- Renewal and checkout limits
- Technology restrictions/computer use restrictions*
- Sunday and Friday/Saturday evening hours*

We would like to...

- Get popular materials out as soon as they are available for sale
- Get to know our users

Access

What do we do to support open access?

- Student and teacher cards
- ADA Access
- Open space
- Multiple language options

- Residence only required to check materials out – anyone can use the building and computers
- Safe place
- Easy to ask for and get help
- Require staff to be non-judgmental
- Maintain working technology
- Provide help with resources
- Maintain website
- Maintain membership in NIDL consortium
- Focus on databases for at-home use

What do we do that doesn't support open access?

- In-house only databases
- Computer sign in – have to see staff*
- Library card expiration
- Catalog not mobile friendly*
- Mostly Spanish language materials, should have more
- Dewey system and call numbers in general
- Lots of space to cover to get to things
- Limited circ function in children's, Indiana Room and teen*

We would like to....

- Get a handicap door opener in Markle*
- Increase service for blind, deaf, etc...

*short term action priorities

Financial Report
Huntington City-Township Public Library
Report Dates = 10/23/17 to 11/20/17

<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>
1. Operating Fund						
100 OPERATING	\$1,149,720.77	\$98,002.68	\$1,745,637.81	\$34,203.28	\$1,380,438.56	\$784,521.52
Subtotal	\$1,149,720.77	\$98,002.68	\$1,745,637.81	\$34,203.28	\$1,380,438.56	\$784,521.52
2. LIRF						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$595,042.70	\$0.00	\$8,510.00	\$89.29	\$2,781.84	\$589,314.54
111 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$595,042.70	\$0.00	\$8,510.00	\$89.29	\$2,781.84	\$589,314.54
3. Gift Funds						
130.01 GIFT (REGULAR)	\$203,595.65	\$0.00	\$406.23	\$103.02	\$1,282.28	\$204,471.70
130.02 FRIENDS OF THE LIBRARY	\$8,669.57	\$1,132.57	\$7,172.64	\$28.25	\$600.61	\$2,097.54
130.04 GIFT - IN RM	\$3,057.72	\$0.00	\$0.00	\$22.33	\$53,859.13	\$56,916.85
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	\$227.62	\$0.00	\$550.00	\$2,616.34
130.07 MARKLE/BARKELY GIFT	\$146.10	\$0.00	\$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	\$372.73	\$1,693.51
Subtotal	\$296,944.35	\$1,132.57	\$61,005.83	\$191.61	\$56,864.75	\$292,803.27
4. Grants						
124 STATE TECH GRANT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$10,540.99	\$10,540.99
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$10,540.99	\$10,540.99
5. LSCA						
150.03 IND. STATE STUDENT ASSISTANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$2,124.00	\$2,124.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$2,124.00	\$2,124.00
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	\$130.00	\$0.00	\$195.00	\$65.00
163.1 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$130.00	\$0.00	\$195.00	\$65.00
8. Rainy Day Fund						
170 RAINY DAY FUND	\$1,074,575.60	\$19,389.03	\$145,763.32	\$1,130.17	\$11,120.27	\$939,932.55
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	\$19,389.03	\$145,763.32	\$1,130.17	\$11,120.27	\$2,040,932.55
9. Withholding						
200.01 FEDERAL TAX	\$0.00	\$6,106.75	\$70,310.42	\$6,106.75	\$70,310.42	\$0.00
200.02 FICA	\$0.00	\$4,711.42	\$54,352.84	\$4,711.42	\$54,352.84	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$1,963.47	\$21,617.48	\$1,957.16	\$22,595.70	\$978.22
200.04 COUNTY TAX	\$0.00	\$1,040.36	\$11,392.42	\$1,047.41	\$11,916.36	\$523.94
200.05 INSURANCE	\$5,790.86	\$3,949.69	\$41,452.21	\$3,392.94	\$36,044.26	\$382.91
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$730.00	\$7,835.00	\$730.00	\$7,835.00	\$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	\$1,294.99	\$98.24	\$1,216.01	\$98.24
200.08 GARNISHMENT	\$0.00	\$83.08	\$955.42	\$83.08	\$955.42	\$0.00
Subtotal	\$5,968.08	\$18,584.77	\$209,210.78	\$18,127.00	\$205,226.01	\$1,983.31
Grand Total	\$4,223,251.50	\$137,109.05	\$2,170,257.74	\$53,741.35	\$1,669,291.42	\$3,722,285.18

Total all banks = \$3.722.285.18

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 10/23/17 To 11/20/17

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	\$61,480.84	\$63,116.25	\$11,519.16	84.2
1.12 Salary of Assistants	\$681,306.00	\$0.00	\$681,306.00	\$50,703.56	\$583,496.68	\$683,643.88	\$97,809.32	85.6
1.14 Wages of Janitors	\$71,828.00	\$0.00	\$71,828.00	\$5,099.47	\$59,923.18	\$57,846.76	\$11,904.82	83.4
1.15 Additional Hours (750)	\$8,500.00	\$0.00	\$8,500.00	\$708.05	\$7,925.12	\$6,861.79	\$574.88	93.2
1.21 Employer's Share FICA	\$62,135.00	\$0.00	\$62,135.00	\$4,711.47	\$54,317.70	\$59,573.98	\$7,817.30	87.4
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	\$5,370.22	\$61,899.56	\$66,202.86	\$10,783.44	85.2
1.231 Employer's contribution PERF - Employee	\$19,469.00	\$0.00	\$19,469.00	\$1,438.48	\$16,616.81	\$18,565.12	\$2,852.19	85.4
1.24 Employer's Contribution Group Health	\$179,226.00	\$0.00	\$179,226.00	\$10,222.64	\$117,242.34	\$120,036.74	\$61,983.66	65.4
1.25 Employer's Contribution Life Ins.	\$9,662.00	\$0.00	\$9,662.00	\$981.82	\$9,491.75	\$7,347.11	\$170.25	98.2
1.26 Employer's Contribution STD	\$9,093.00	\$0.00	\$9,093.00	\$677.35	\$8,076.90	\$7,323.65	\$1,016.10	88.8
1.27 Employer's Contribution LTD	\$8,184.00	\$0.00	\$8,184.00	\$605.99	\$6,850.34	\$6,316.47	\$1,333.66	83.7
1.28 Employer's Contribution Dental	\$6,636.00	\$0.00	\$6,636.00	\$520.44	\$5,705.53	\$4,912.54	\$930.47	86.0
1.29 Other Employee Benefits	\$2,121.00	\$0.00	\$2,121.00	\$35.68	\$356.80	\$448.02	\$1,764.20	16.8
Subtotal	\$1,206,843.00		\$1,206,843.00	\$86,421.33	\$993,383.55	\$1,102,195.17	\$213,459.45	82.3
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	\$784.07	\$2,674.33	\$32,714.54	\$13,325.67	16.7
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	\$693.29	\$2,195.14	\$5,695.06	\$2,304.86	48.8
	Subtotal	\$22,501.00		\$22,501.00	\$1,477.36	\$4,869.47	\$38,409.60	\$17,631.53	21.6
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	\$1,846.42	\$1,846.42	\$7,606.58	\$11,773.58	13.6
3.141	Contracted Labor for Grounds	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$4,564.50	\$5,000.00	0.0
3.145	Databases	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$15,731.57	\$15,479.26	(\$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	\$364.64	\$3,988.55	\$4,396.15	\$511.45	88.6
3.211	Telephone - Markle	\$1,500.00	\$0.00	\$1,500.00	\$67.03	\$1,105.05	\$938.13	\$394.95	73.7
3.212	Fax Expense	\$800.00	\$0.00	\$800.00	\$58.87	\$714.56	\$705.33	\$85.44	89.3
3.213	T-1 Access Huntington	\$8,000.00	\$0.00	\$8,000.00	\$727.50	\$8,002.50	\$7,275.00	(\$2.50)	100.0
3.2131	T-1 Access Markle	\$3,000.00	\$0.00	\$3,000.00	\$300.00	\$3,300.00	\$2,293.55	(\$300.00)	110.0
3.22	Postage and Shipping	\$1,250.00	\$0.00	\$1,250.00	\$15.21	\$650.11	\$840.15	\$599.89	52.0
3.23	Traveling Expense	\$3,500.00	\$0.00	\$3,500.00	\$170.81	\$2,744.90	\$1,786.36	\$755.10	78.4
3.24	Professional Development	\$8,000.00	\$0.00	\$8,000.00	\$54.66	\$9,805.11	\$6,554.53	(\$1,805.11)	122.6
3.31	Advertising and Public Notices	\$4,000.00	\$0.00	\$4,000.00	\$335.10	\$3,587.25	\$2,780.36	\$412.75	89.7
3.41	Official Bonds	\$500.00	\$0.00	\$500.00	\$0.00	\$632.00	\$50.00	(\$132.00)	126.4
3.42	Operational Insurance	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$13,678.00	\$40,000.00	0.0
3.51	Gas Huntington	\$12,000.00	\$0.00	\$12,000.00	\$629.13	\$7,246.64	\$11,862.67	\$4,753.36	60.4
3.511	Gas Markle	\$2,500.00	\$0.00	\$2,500.00	\$48.63	\$800.55	\$522.99	\$1,699.45	32.0
3.52	Electricity Huntington	\$65,000.00	\$0.00	\$65,000.00	\$4,368.00	\$58,276.06	\$54,245.41	\$6,723.94	89.7
3.521	Electricity Markle	\$3,000.00	\$0.00	\$3,000.00	\$159.44	\$2,054.57	\$1,695.06	\$945.43	68.5

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	\$178.72	\$2,206.71	\$2,081.99	(\$206.71)	110.3
3.531 Water Markle	\$500.00	\$0.00	\$500.00	\$19.24	\$211.64	\$125.74	\$288.36	42.3
3.54 Sewer Huntington	\$4,900.00	\$0.00	\$4,900.00	\$514.74	\$4,430.49	\$4,498.64	\$469.51	90.4
3.541 Sewer Markle	\$1,000.00	\$0.00	\$1,000.00	\$15.85	\$174.82	\$150.56	\$825.18	17.5
3.62 Equipment Repair and Maintenance	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$1,067.68	(\$1,570.66)	\$3,932.32	21.4
3.621 Equipment Leasing and Maintenance	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$7,445.92	\$9,616.26	\$2,554.08	74.5
3.622 Contracted Facility Maintenance	\$16,500.00	\$0.00	\$16,500.00	\$0.00	\$2,496.43	\$18,129.66	\$14,003.57	15.1
3.623 Technology License Agreements	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$11,010.83	\$13,264.60	\$3,989.17	73.4
3.624 Technology Maintenance	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$1,215.41	\$8,558.87	\$18,784.59	6.1
3.625 ILS 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	\$230.00	\$2,554.60	\$771.22	\$445.40	85.2
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	\$10,103.99	\$205,815.58	\$229,150.56	\$113,258.42	64.5
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	\$4,768.08	\$8,269.26	\$5,231.92	47.7
4.41 Technology Equipment	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$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	\$8,459.98	\$20,000.00	0.0
4.5 Books	\$135,000.00	\$0.00	\$135,000.00	\$0.00	\$100,443.95	\$17,132.61	\$34,556.05	74.4
4.6 Periodicals and Newspapers	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$10,112.01	\$9,274.07	\$1,887.99	84.3
4.71 Audio-visual Materials	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$18,473.55	\$17,048.12	\$11,526.45	61.6

<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	\$526.38	\$120.95	\$723.62	42.1
4.8 Materials Processing	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$7,174.39	\$7,117.08	\$7,825.61	47.8
Subtotal	\$231,251.00		\$231,251.00	\$0.00	\$141,569.21	\$67,422.07	\$89,681.79	61.2
Grand Total	\$1,779,669.00	\$0.00	\$1,779,669.00	\$98,002.68	\$1,345,637.81	\$1,437,177.40	\$434,031.19	75.6

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 10/23/17 To 11/20/17

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	\$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	\$0.00	\$8,510.00	\$98,527.39	\$584,862.00	1.4
Grand Total	\$593,372.00	\$0.00	\$593,372.00	\$0.00	\$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 10/23/17 To 11/20/17

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	\$0.00	\$15,000.00	\$0.00	\$0.00	100.0
2.21 Operating/Cleaning/Sanitation Supplies	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	100.0
Subtotal	\$22,500.00		\$22,500.00	\$0.00	\$22,500.00	\$0.00	\$0.00	100.0
3. Other Services and Charges								
3.12 Engineering and Architectural Services	\$75,000.00	\$0.00	\$75,000.00	\$0.00	\$18,149.45	\$0.00	\$56,850.55	24.2
3.14 Other Professional Services	\$70,000.00	\$0.00	\$70,000.00	\$8,947.17	\$42,664.18	\$0.00	\$27,335.82	60.9
3.142 Facility Repairs and Maintenance	\$325,000.00	\$0.00	\$325,000.00	\$736.60	\$4,750.42	\$0.00	\$320,249.58	1.5
Subtotal	\$470,000.00		\$470,000.00	\$9,683.77	\$65,564.05	\$0.00	\$404,435.95	13.9
4. Capitol Outlays								
4 Other Capital Outlays	\$248,000.00	\$0.00	\$248,000.00	\$9,349.33	\$32,515.68	\$0.00	\$215,484.32	13.1
4.4 Furniture and Equipment	\$100,000.00	\$0.00	\$100,000.00	\$355.93	\$25,183.59	\$0.00	\$74,816.41	25.2
Subtotal	\$348,000.00		\$348,000.00	\$9,705.26	\$57,699.27	\$0.00	\$290,300.73	16.6
Grand Total	\$840,500.00	\$0.00	\$840,500.00	\$19,389.03	\$145,763.32	\$0.00	\$694,736.68	17.3

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