

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
December 18th, 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. Special Presentation – Huntington County Literacy Coalition
6. Report of the Librarian
7. Communications
8. Committee Reports
9. Unfinished Business
 - A. Community Advisory Board
 - B. Vision Insurance
 - C. Architect Contract
 - D. Other
10. New Business
 - A. Salary Schedule
 - B. Hotspot Policy (new)
 - C. Personnel Handbook Update – PTO Donation
 - D. Equipment Purchase
 - E. Other
11. Trustee Education – Boards Turning Outward - Challenges 3&4 – Beka Lemons
12. Public Input
13. Adjournment

**Huntington City-Township Public Library
Executive Session
November 20, 2017, 5:15 PM**

Anne called the meeting to order.

Present: John Branham, Jamie Foday, Jessica Mankey, Anne McClellan, James Miller, Daryl Shrock

Absent: Peggy Caley

Discussion of Job Performance Evaluation: The Board reviewed the performance evaluation process and summary as presented by the personnel committee.

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

**Huntington City-Township Public Library
Board of Trustees Meeting
November 20, 2017, 5:45 PM**

Present: John Branham, Jamie Foday, Jessica Mankey, Anne McClellan, James Miller, Daryl Shrock, Beka Lemons

Absent: Peggy Caley

Visitors: Michelle Blount, Jessi Brown, Mike Perkins

Anne called the meeting to order.

Reading and Approval of Minutes: Jessica moved to approve the minutes from the October 23 Budget Adoption and Board of Trustees meeting, Jim seconded, and motion carried.

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

Report of the Director: Beka reported that a new circulation supervisor has been hired. There are user-focus policies, such as fines and computer usage, in the Strategic Plan that are currently under consideration. The library staff inservice will take place on December 15, and both locations will be closed.

Communications: Jessi and Beka went to the Boys and Girls Club Halloween event, and they sent a thank-you card.

Committee Reports: None

Unfinished Business:

- A. Space Planning Update** - Beka received the contract options from the architect. She will be emailing these to trustees for review, and then we will discuss next month. Once the contract is approved, the architect will begin working on plans in January.
- B. Other** - Beka is still researching data related to the possibility of a whole-county library system. Anne inquired if we are able to decrease the cost of a non-resident card, and Beka explained that the minimum required by the state is the cost per capita; we are within \$2 of that.

New business:

- A. Director's Evaluation** - Jamie moved to approve Beka's 2017 performance evaluation which includes a 2.5% raise for her 2018 salary, Jessica seconded, and motion carried.
- B. Insurance Renewals** - Beka reviewed the medical and dental insurance renewals, which were discussed last week with the benefits committee. The health insurance rate will go up 8.66%. Beka recommended that we renew the life and disability, dental, and health policies, and that employees continue to pay 10% for dental and health. John moved to approve the renewals, Jim seconded, and motion carried.
- C. Other** - None

Trustee Education - Beka summarized sections from the *Boards Turning Outward* publication related to challenges that Boards face in trying to maintain the focus on stakeholders. One challenge is being careful that the topic of money does not dominate our time. Beka asked what types of things (other than money) the Board might like to spend more time discussing. Anne mentioned she would like to hear more about programming and the reasons and priorities that drive programming. Jim mentioned he would like to hear more about the Strategic Plan for the library. Daryl mentioned she would like to discuss ways we can build more trust with the community. Beka mentioned we might want to have library staff come to meetings and give a report that would give Trustees a bigger picture of what is happening at our library. Another challenge is that we develop a broad rather than narrow view of community. Beka challenged us to think about how we can represent the community as a whole. John suggested we might want to focus more on how to interest and involve the community in utilizing our library in ways that recognize our library as part of their community. Another part of this effort will be the establishment of a community advisory board.

Public Input: Related to the issue of a county-wide library system, Mike Perkins asked to what extent our focus is set on the case we will need to make to the Huntington County Council, which will be the government entity to ultimately make this decision. He reminded us we will need to present a cost-benefit argument.

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

**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.

Friday

Monday

John Brant

Wayne Schoch

James Miller
Anne McCullum

Huntington City-Township Public Library
Monthly Report
December 2017

Director's Report

News and Updates

- Robert Ritchie will be leaving the Technology Specialist position on December 22nd. The position is currently posted and we hope to have someone hired by early January.
- The Friends of the Library held their annual Christmas book sale. They made \$824 on the one day sale.
- I have been reviewing the proposed architect's contract. I met with our legal counsel to review it as well and we have been communicating back and forth with MKM to work out the details.
- We have reviewed our major insurance policies and shopped around for the best policies. We will be taking our building and liability insurance back to Mettler rather than Insurance Services as the package that was offered is less expensive and has better coverage.
- We received the results of our survey from the residents of the Lafontaine Center. We have at least 7 residents who would like to have materials delivered to them. Jane and Linda are working on the details of the program and we hope to start the delivery pilot in the early part of next year. It is our hope that we will eventually be able to have volunteers taking care of the majority of this service.
- The children's department is currently presenting the annual Winter Extravaganza. Several schools and daycares will be visiting the library to hear a story, learn about new things, and do a craft. There will also be a public session on December 19th.
- Jessi has been working with the HCCSC Nurse to host Community Health Education sessions. They recently presented a program on lice and will soon be doing a session on bed bugs.
- The first Community Advisory Board meeting will be held on January 8th. As of the 13th I have 4 community members, 3 staff members, and 1 board member.

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
November 30 th	Cohort 3 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

Upcoming Meetings and Activities

December 20 th	Quality and Process Improvement Meeting
December 22 nd	Vacation
December 23 rd & 25 th	Closed for Christmas
December 28 th & 29 th	Vacation
January 3 rd	ILF Professional Development Meeting
January 10 th	Cohort 1 Meeting
January 11 th	ILF Board Meeting
January 15 th	Library Board Meeting

Strategic Plan Update

Core Values

Service

What do we do that supports a user focus?

- Technology Assistance
- Organize Information
- Provide staff training
- Clean, well-lit building
- Encourage service focus with employee recognition and incentives
- Patron focused policies
- Focus on getting the materials that people want and having them available quickly
- Free programming
- Adequate staffing
- Personal contact

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

- Lack of county wide service
- Sunday and Friday/Saturday evening hours
- Staff attitude is sometimes turned inward toward self or co-workers
- Fines and fees structure
- Programs are not always planned to meet a genuine need
- Programming only in our buildings
- Do we communicate our message in a way that people can understand it?

We would like to...

- Do more user testing
- Do more off-site programs
- Have mystery shoppers
- Train service skills regularly and intentionally

Respect

What do we do to support open access?

- Maintain patron confidentiality
- Programs open to all
- No censorship
- Don't tell people what they can or can't have
- High expectation for staff
- Diversity of materials
- Welcoming attitude
- Consistent and clear policies
- Accessibility
- Multiple language options
- Public meeting rooms
- Host community conversations

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

- Hold grudges against problem patrons
- Not go as far as we can to serve all patrons
- Gossip and negative conversations

We would like to....

- Increase training to recognize behaviors that don't support a respectful culture

Financial Report
Huntington City-Township Public Library

Report Dates = 11/20/17 to 12/18/17

<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	\$84,474.91	\$1,830,112.72	\$54,784.08	\$1,435,246.80	\$754,854.85
Subtotal	\$1,149,720.77	\$84,474.91	\$1,830,112.72	\$54,784.08	\$1,435,246.80	\$754,854.85
2. LIRF						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$595,042.70	\$0.00	\$8,510.00	\$81.59	\$2,863.43	\$589,396.13
111 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$595,042.70	\$0.00	\$8,510.00	\$81.59	\$2,863.43	\$589,396.13
3. Gift Funds						
130.01 GIFT (REGULAR)	\$203,595.65	\$0.00	\$406.23	\$213.97	\$1,496.45	\$204,685.87
130.02 FRIENDS OF THE LIBRARY	\$8,669.57	\$306.76	\$7,479.40	\$0.00	\$600.61	\$1,790.78
130.04 GIFT - IN RM	\$3,057.72	\$0.00	\$0.00	\$22.10	\$53,881.23	\$56,938.95
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	\$75.00	\$302.62	\$0.00	\$550.00	\$2,541.34
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	\$36.78	\$409.51	\$1,730.29
Subtotal	\$296,944.35	\$381.76	\$61,387.59	\$272.85	\$57,137.80	\$292,694.56
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	\$2,315.00	\$2,315.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$2,315.00	\$2,315.00
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	\$65.00	\$260.00	\$130.00
163.1 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$130.00	\$65.00	\$260.00	\$130.00
8. Rainy Day Fund						
170 RAINY DAY FUND	\$1,074,575.60	\$12,601.48	\$158,364.80	\$1,093.91	\$12,214.18	\$928,424.98
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	\$12,601.48	\$158,364.80	\$1,093.91	\$12,214.18	\$2,029,424.98
9. Withholding						
200.01 FEDERAL TAX	\$0.00	\$6,094.88	\$76,405.30	\$6,094.88	\$76,405.30	\$0.00
200.02 FICA	\$0.00	\$4,784.17	\$59,137.01	\$4,784.17	\$59,137.01	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$1,981.13	\$23,598.61	\$1,986.59	\$24,582.29	\$983.68
200.04 COUNTY TAX	\$0.00	\$1,060.56	\$12,452.98	\$1,063.10	\$12,979.46	\$526.48
200.05 INSURANCE	\$5,790.86	\$645.28	\$42,097.49	\$1,808.94	\$37,853.20	\$1,546.57
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$730.00	\$8,565.00	\$730.00	\$8,565.00	\$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	\$147.36	\$1,442.35	\$98.24	\$1,314.25	\$49.12
200.08 GARNISHMENT	\$0.00	\$83.08	\$1,038.50	\$83.08	\$1,038.50	\$0.00
Subtotal	\$5,968.08	\$15,526.46	\$224,737.24	\$16,649.00	\$221,875.01	\$3,105.85
Grand Total	\$4,223,251.50	\$112,984.61	\$2,283,242.35	\$72,946.43	\$1,742,262.21	\$3,682,271.36

Total all banks = \$3,682,271.36

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 11/20/17 To 12/18/17

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	\$5,346.16	\$66,827.00	\$68,343.75	\$6,173.00	91.5
1.12 Salary of Assistants	\$681,306.00	\$0.00	\$681,306.00	\$51,412.53	\$634,909.21	\$761,901.76	\$46,396.79	93.2
1.14 Wages of Janitors	\$71,828.00	\$0.00	\$71,828.00	\$5,656.59	\$65,579.77	\$62,944.70	\$6,248.23	91.3
1.15 Additional Hours (750)	\$8,500.00	\$0.00	\$8,500.00	\$392.64	\$8,317.76	\$7,538.83	\$182.24	97.9
1.21 Employer's Share FICA	\$62,135.00	\$0.00	\$62,135.00	\$4,784.18	\$59,101.88	\$66,402.43	\$3,033.12	95.1
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	\$3,394.64	\$65,294.20	\$70,460.90	\$7,388.80	89.8
1.231 Employer's contribution PERF - Employee	\$19,469.00	\$0.00	\$19,469.00	\$3,308.05	\$19,924.86	\$19,705.69	(\$455.86)	102.3
1.24 Employer's Contribution Group Health	\$179,226.00	\$0.00	\$179,226.00	\$0.00	\$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	\$0.00	\$9,491.75	\$7,885.15	\$170.25	98.2
1.26 Employer's Contribution STD	\$9,093.00	\$0.00	\$9,093.00	\$0.00	\$8,076.90	\$7,561.04	\$1,016.10	88.8
1.27 Employer's Contribution LTD	\$8,184.00	\$0.00	\$8,184.00	\$0.00	\$6,850.34	\$6,519.68	\$1,333.66	83.7
1.28 Employer's Contribution Dental	\$6,636.00	\$0.00	\$6,636.00	\$0.00	\$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	\$392.48	\$467.31	\$1,728.52	18.5
Subtotal	\$1,206,843.00		\$1,206,843.00	\$74,330.47	\$1,067,714.02	\$1,204,680.52	\$139,128.98	88.5
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	\$737.56	\$3,411.89	\$34,217.12	\$12,588.11	21.3
2.14 Programming Supplies	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.0

<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>
2.21 Operating/Cleaning/Sanitation Supplies	\$4,500.00	\$0.00	\$4,500.00	\$698.86	\$2,894.00	\$5,926.28	\$1,606.00	64.3
Subtotal	\$22,501.00		\$22,501.00	\$1,436.42	\$6,305.89	\$40,143.40	\$16,195.11	28.0
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	\$2,275.00	\$961.00	3.9
3.14 Other Professional Services	\$13,620.00	\$0.00	\$13,620.00	\$0.00	\$1,846.42	\$7,656.58	\$11,773.58	13.6
3.141 Contracted Labor for Grounds	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,439.50	\$5,000.00	0.0
3.145 Databases	\$15,000.00	\$0.00	\$15,000.00	\$2,020.20	\$17,751.77	\$15,479.26	(\$2,751.77)	118.3
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	\$358.09	\$4,346.64	\$4,696.34	\$153.36	96.6
3.211 Telephone - Markle	\$1,500.00	\$0.00	\$1,500.00	\$67.03	\$1,172.08	\$1,036.38	\$327.92	78.1
3.212 Fax Expense	\$800.00	\$0.00	\$800.00	\$70.23	\$784.79	\$770.70	\$15.21	98.1
3.213 T-1 Access Huntington	\$8,000.00	\$0.00	\$8,000.00	\$727.50	\$8,730.00	\$8,002.50	(\$730.00)	109.1
3.2131 T-1 Access Markle	\$3,000.00	\$0.00	\$3,000.00	\$300.00	\$3,600.00	\$2,593.55	(\$600.00)	120.0
3.22 Postage and Shipping	\$1,250.00	\$0.00	\$1,250.00	\$18.39	\$668.50	\$877.22	\$581.50	53.5
3.23 Traveling Expense	\$3,500.00	\$0.00	\$3,500.00	\$131.86	\$2,876.76	\$1,980.20	\$623.24	82.2
3.24 Professional Development	\$8,000.00	\$0.00	\$8,000.00	\$746.97	\$10,552.08	\$7,880.42	(\$2,552.08)	131.9
3.31 Advertising and Public Notices	\$4,000.00	\$0.00	\$4,000.00	\$270.32	\$3,857.57	\$2,956.24	\$142.43	96.4
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	\$1,917.00	\$1,917.00	\$13,678.00	\$38,083.00	4.8
3.51 Gas Huntington	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$7,246.64	\$12,209.05	\$4,753.36	60.4
3.511 Gas Markle	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$800.55	\$550.39	\$1,699.45	32.0
3.52 Electricity Huntington	\$65,000.00	\$0.00	\$65,000.00	\$0.00	\$58,276.06	\$54,245.41	\$6,723.94	89.7
3.521 Electricity Markle	\$3,000.00	\$0.00	\$3,000.00	\$199.97	\$2,254.54	\$1,844.56	\$745.46	75.2

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	\$229.81	\$2,436.52	\$2,307.96	(\$436.52)	121.8
3.531 Water Markle	\$500.00	\$0.00	\$500.00	\$19.24	\$230.88	\$144.98	\$269.12	46.2
3.54 Sewer Huntington	\$4,900.00	\$0.00	\$4,900.00	\$459.09	\$4,889.58	\$4,986.53	\$10.42	99.8
3.541 Sewer Markle	\$1,000.00	\$0.00	\$1,000.00	\$15.85	\$190.67	\$166.41	\$809.33	19.1
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	\$10,416.96	\$2,554.08	74.5
3.622 Contracted Facility Maintenance	\$16,500.00	\$0.00	\$16,500.00	\$0.00	\$2,496.43	\$19,041.66	\$14,003.57	15.1
3.623 Technology License Agreements	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$11,010.83	\$13,611.42	\$3,989.17	73.4
3.624 Technology Maintenance	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$1,215.41	\$9,984.87	\$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	\$1,156.47	\$3,711.07	\$771.22	(\$711.07)	123.7
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	\$8,708.02	\$214,523.60	\$240,332.30	\$104,550.40	67.2
4. Capitol Outlays								
4 Other Capital Outlays	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
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	\$19,792.48	\$34,556.05	74.4
4.6 Periodicals and Newspapers	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$10,112.01	\$9,373.07	\$1,887.99	84.3

<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>
4.71 Audio-visual Materials	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$18,473.55	\$18,201.80	\$11,526.45	61.6
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	\$7,981.45	\$7,825.61	47.8
Subtotal	\$231,251.00		\$231,251.00	\$0.00	\$141,569.21	\$72,198.99	\$89,681.79	61.2
Grand Total	\$1,779,669.00	\$0.00	\$1,779,669.00	\$84,474.91	\$1,430,112.72	\$1,557,365.21	\$349,556.28	80.4

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 11/20/17 To 12/18/17

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 11/20/17 To 12/18/17

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	\$748.29	\$43,412.47	\$0.00	\$26,587.53	62.0
3.142 Facility Repairs and Maintenance	\$325,000.00	\$0.00	\$325,000.00	\$1,040.00	\$5,790.42	\$0.00	\$319,209.58	1.8
Subtotal	\$470,000.00		\$470,000.00	\$1,788.29	\$67,352.34	\$0.00	\$402,647.66	14.3
4. Capitol Outlays								
4 Other Capital Outlays	\$248,000.00	\$0.00	\$248,000.00	\$10,813.19	\$43,328.87	\$0.00	\$204,671.13	17.5
4.4 Furniture and Equipment	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$25,183.59	\$0.00	\$74,816.41	25.2
Subtotal	\$348,000.00		\$348,000.00	\$10,813.19	\$68,512.46	\$0.00	\$279,487.54	19.7
Grand Total	\$840,500.00	\$0.00	\$840,500.00	\$12,601.48	\$158,364.80	\$0.00	\$682,135.20	18.8

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