

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
February 19th, 2018
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. Construction Update
 - i. Community Advisory Board Survey
 - ii. Timeline
 - b. Other
9. New Business
 - a. Annual Report
 - b. Policy Review
 - i. Internal Controls
 - ii. Use of Business Credit Cards (new)
 - c. Leave of Absence Request
 - d. Other
10. Public Input
11. Trustee Education – Boards Turning Outward Challenge 5 – Beka Lemons
12. Adjournment

**Huntington City- Township Public Library
Board of Finance Meeting
January 15, 2018
5:15 PM**

Present: Rebecca Lemons, James Miller, John Branham, Jessica Mankey, Daryl Shrock, Peggy Caley, Anne McClellan

Absent: Jamie Foday

Visitors: Jeri Davis, Amber Hudson, Jessi Brown, Malcolm McBryde, Mike Perkins, Barb Buroker

Peggy called the Board of Finance meeting to order.

Election of Officers: Peggy nominated Jessica as the president of the Finance Board, James seconded. Peggy nominated James as secretary of the Finance Board, Daryl seconded, and both motions carried.

Review of Current Investments: Beka summarized the library investments status. Beka recommended we approve the Investments Cash Management Policy and the Investments Policy. John pointed out the needed update to the bank listing and James pointed out the update needed to the treasurer. John made the motion to approve with the above changes. Jessica seconded, and the motion carried.

Adjourn: Peggy moved to adjourn, John seconded, and motion carried.

**Huntington City- Township Public Library
Board of Trustee Meeting
January 15, 2018**

Reading and Approval of Minutes: Jessica moved to approve the minutes, Daryl seconded, and motion carried.

Reading and Approval of Financial Report and Bills: Beka went through the year end adjustments made between the Rainy Day Fund and Operating Fund due to a higher December tax draw. She also went through the year end Changes to

Appropriation Report. Jessica made the motion to accept the Changes to Appropriations Report. Daryl seconded, and motion carried.

Report of the Director: Beka highlighted a couple items. Still working on filling the Technology position. She informed the board that Nick Stephan, the Markle Branch Manager has accepted a position at Garrett Library as Director. We will probably go with someone inhouse for his replacement. We have started our 200,000 checkout campaign in full force.

Communications: None

Committee Reports: None

Unfinished Business:

- A. Architect Contract** - John and Beka met with architect Zach Benedict of MKM Architecture concerning the language used in the contract to update the library. John went through the contract and the changes that were made. Motion was made to accept the contract with changes by Jessica and seconded by Daryl, and motion carried.
- B. Other - none**

New Business:

- A. Signature Authorization Resolution** - resolution states that the Director can sign checks in the absence of a treasurer. Signature vote.
- B. Chromebook Checkout Policy** - Policy updated to follow the standard renewal period. John made the motion to approve the policy, Anne seconded. Motion carried.
- C. Other** - Election of officers for 2018. Daryl made the motion to maintain the current board of officers. Peggy Caley - President, Anne McClellan - Vice President, James Miller - Treasurer, Secretary - Jamie Foday. Jessica seconded, and motion carried.

Public Input: Mike Perkins asked if the library has legal council outside the library. Beka stated that the library does have outside council.

Trustee Education: Boards Turning Outward Challenges 3&4. Beka outlined the study and the challenges we have as a library.

Adjourn: John made motion to adjourn, Jessica seconded, and motion carried.

Huntington City-Township Public Library
Board of Trustees Meeting
December 18, 2017, 5:15 PM

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

Absent: None

Visitors: Jessi Brown, Malcolm McBryde, Mike Perkins

Peggy called the meeting to order.

Reading and Approval of Minutes: John moved to approve the minutes from the November 20 Executive Session and regular meeting, Jessica seconded, and motion carried.

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

Special Presentation - Huntington County Literacy Coalition: Jane Hohe and Marylou Snider presented an appreciation plaque for the support we have given the Literacy Coalition over the years. This is the 30th Anniversary of the Huntington County Literacy Coalition.

Report of the Librarian: Beka reported that Friends of the Library had a very successful Christmas sale. Beka reported that after obtaining competitive quotes from several agencies for our insurance policy that is currently with Insurance Services, we will be switching to Mettler Agency at a lower price. The Community Advisory Board is scheduled to have its first meeting on January 8th. We received our end-of-year tax draw, which was significantly higher than expected; this may allow us to complete some projects that we had been waiting on. The library staff inservice this week was a success. The staff Strategic Plan Update focused on the core values of service and respect. Beka is working to fill the IT Specialist opening.

Communications: None

Committee Reports: None

Unfinished Business:

- A. Community Advisory Board** - Beka reminded board members that all are welcome to join this board.

- B. Vision Insurance** - Beka recommended that we continue the full-service vision coverage with VSP to be renewed at the same rate. John moved to renew, Anne seconded, and motion carried.
- C. Architect Contract** - We have received a proposed contract for architect fees of \$105,000 for the design and construction of the areas included in the Planning Study Report. The contract has been reviewed and edited by our attorney. John expressed concerns with some terms and language of the contract. After much discussion, it was decided to table a decision so that John and Beka will meet with the architect between now and our January meeting. Also, Beka will ask the architect to attend our January meeting.
- D. Other**

New Business:

- A. Salary Schedule** - The proposed changes represent an increase slightly less than 2%. John moved to approve the salary schedule to be effective for 2018, Anne seconded, and motion carried.
- B. Hotspot Policy (new)** - This would allow patrons to have Internet access at home. Our library will begin with five hotspots that would be checked out for a week and will be limited to adult patrons only. Patrons who check out the hotspot will be required to fill out paperwork agreeing to all parts of the policy, including replacement costs. Jessica moved to approve the mobile hotspot lending policy, Anne seconded, and motion carried.
- C. Personnel Handbook Update for PTO Donation** - Beka was approached by a staff member who wanted to donate PTO to another staff member. Since we have had no such policy, Beka is recommending to add this written policy to the library personnel handbook. Jamie moved to approve the policy, Jessica seconded, and motion carried.
- D. Equipment Purchase** - Beka is requesting approval for the purchase of a digital microfilm reader for the Indiana Room at a cost of \$10,350, which would come out of the Indiana Room Gift Money Fund. John moved to approve the purchase, Daryl seconded, and motion carried.
- E. Other** - The library Turning the Page award for this quarter went to Jessi Brown for her work on the very successful Fun Palace event. The New Chapter Award was given to Teen Librarian Amy Jones.

Trustee Education - Beka will resume at our January meeting

Public Input:

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

P. Caley

J. May

J. B. Bul

Day Shock

Sam. J. Miller

Anne McCalla

Huntington City-Township Public Library
Monthly Report
February 2018

Director's Report

News and Updates

- We are still working on filling the Technology Specialist position.
- Nick Stephan, Markle Branch Manager, has resigned to pursue a position as the Director in the Garrett Library. Anna Brinegar, Adult Librarian, will be moving over to Markle to become the Branch Manager. We are working on filling the Adult Librarian position.
- We had our first meeting with Zach Benedict from MKM to start the design process. We expect to meet again near the end of February or early March. The second Community Advisory Board meeting was held on February 5th. I went over the plans for the remodeling and construction with them and distributed a survey to get their feedback on the plans. The response was overwhelmingly positive.
- We are coming up on review deadlines for several of our big documents. This year we will be reviewing the compensation plan, personnel handbook and strategic plan.
- I have completed the Annual Report for the Indiana State Library. Jeri has been hard at work to complete the year end financial documents.
- The Friends of the Library approved our annual budget request for programming. They have given us \$8,595 for programming and other projects for 2018. We are immensely grateful for the work that they do to help us provide programs and services.
- Planning for the 2018 Summer Library Program is in full swing. The theme for this year is music. The program run from June 4th to July 21st.
 - The LaFonatine Arts council will be sponsoring a Taiko drums demonstration with a cost of \$750. The credit goes to Jessi Brown for arranging this great opportunity.
- We are preparing for National Library Week activities April 8th-13th. The highlight of the week will be a visit from author Lori rader-Day on Monday. This visit was made possible by Jeri Davis who applied for an author grant from Indiana Humanities.
- The new mobile hotspots have arrived and have been put into circulation. All of them have been checked out within the first 2 days of being available.

Meetings and Activities

January 16	Librarians Meeting
January 18	Branch Manager Interviews
January 18	Cohort 2 Meeting
January 22	Senior Leadership Meeting
January 24	Cohort 4 Meeting
January 25	Cohort 3 Meeting
January 26	Continuous Improvement at Wells County
January 31	Building Committee Meeting
February 5	Community Advisory Board Meeting
February 6	Librarians Meeting

February 7	ILF Professional Development Meeting
February 8	ILF Board Meeting
February 12	Senior Leadership Meeting
February 12	Friends of the Library Meeting
February 13	Programming Committee Meeting
February 14	Cohort 1 Meeting
February 15	Cohort 2 Meeting
February 19	Library Board Meeting

Upcoming Meetings and Activities

February 20	Librarians Meeting
February 21	Quality and Process Improvement Meeting
February 22	Cohort 3 Meeting
February 26	Senior Leadership Meeting
February 27	ENA Internet Service Meeting
February 28	Cohort 4 Meeting
March 1	Literacy Coalition Board Meeting
March 6	Librarians Meeting
March 7	ILF Professional Development Meeting
March 12	Senior Leadership Meeting
March 13	Programming Committee Meeting
March 14	United Way Luncheon
March 14	Cohort 1 Meeting
March 15	Cohort 2 Meeting
March 19	Library Board Meeting

Strategic Plan Update

Because the Strategic Plan needs to be updated for 2019 we will be discussing potential changes to the elements of the strategic plan.

Gateway to Help

..... Trusted information for every need

We know that in today's technology driven world people can get information on demand from anywhere. We also know that the information that is available is not always the best information. We strive to provide the unique service of a human element in every information interaction. Our service and expertise will help our users to find the right answer at the right time. From simple questions to complex research we will have the resources to find the answer.

Goal 1: We provide spectacular service by doing our best to meet the needs of every user in a positive, courteous and professional manner.

Possible changes/additions

- Cultivate a culture that accepts change in a positive way
- Promote a culture of positive customer service
- Treat co-workers as customers

Potential action items

- Reward positive behavior
- Periodic staff engagement surveys
 - With or without professional help?
- Technology training
- Get regular customer feedback about staff

Goal 2: We maintain a highly qualified, well trained staff to provide information and services.

Possible changes/additions

- Mutual support between library departments
 - Eliminate territory/silos
- Promote job flexibility
 - Maintain expert levels
- Value contributions

Potential action items

- Formal training
 - Cohorts
 - Clear objectives
- Mentors
- Outside experts
- Revise evaluation

Skills needed for training

- Confidence
- Reference interview
- Knowing where to get answers
- Communication
- Awareness of library resources
- Personal interactions
- Soft skills

Other notes

- We may need to add a personnel/staff development section to the strategic plan that is separate from the gateways and goals

January 2018- Checkout and Renewal

Location	2017 Current Month	2018 Current Month	% Change	2017 Year-to-Date	2018 Year-to-Date	% Change
Huntington						
Adult Books	3925	3981	1.41%	3925	3981	1.41%
Juvenile Books	4065	4851	16.20%	4065	4851	16.20%
Young Adult Books	641	885	27.57%	641	885	27.57%
Adult Audio-visual	3279	3478	5.72%	3279	3478	5.72%
Juvenile Audio-visual	727	926	21.49%	727	926	21.49%
Young Adult Audio-visual	21	20	-5.00%	21	20	-5.00%
Periodicals	208	114	-82.46%	208	114	-82.46%
Other	0	56	100.00%	0	56	100.00%
Total	12866	14311	10.10%	12866	14311	10.10%
Markle						
Adult Books	168	151	-11.26%	168	151	-11.26%
Juvenile Books	293	219	-33.79%	293	219	-33.79%
Young Adult Books	47	23	-104.35%	47	23	-104.35%
Adult Audio-visual	381	415	8.19%	381	415	8.19%
Juvenile Audio-visual	157	196	19.90%	157	196	19.90%
Young Adult Audio-visual	0	0	#DIV/0!	0	0	#DIV/0!
Periodicals	14	2	-600.00%	14	2	-600.00%
Other	2	5	60.00%	2	5	60.00%
Total	1062	1011	-5.04%	1062	1011	-5.04%
eContent	1523	1587	4.03%	1523	1587	4.03%
Grand Total*	13928	15322	9.10%	13928	15322	9.10%

*not including e-content

January 2018- Patron Count

Patron Type	2017 Current Month	2018 Current Month	% Change
Resident Borrowers			
Huntington Adult	7831	7458	-5.00%
Huntington Juvenile	2684	2531	-6.05%
Huntington Young Adult	920	829	-10.98%
Markle Adult	374	344	-8.72%
Markle Juvenile	129	97	-32.99%
Markle Young Adult	62	80	22.50%
Temporary	49	61	19.67%
Staff	53	49	-8.16%
Total	12102	11449	-5.70%

Non-Resident Borrowers			
Non-Resident	281	234	-20.09%
School Student	351	441	20.41%
School Teacher	55	66	16.67%
Huntington University	85	65	-30.77%
Schools and Caregivers	85	51	-66.67%
Tutors and Students	43	41	-4.88%
Wells County Reciprocal	133	155	14.19%
PLAC	39	34	-14.71%
Total	1072	1087	1.38%
Grand Total	13174	12536	-5.09%

Financial Report
Huntington City-Township Public Library

Report Dates = 1/15/18 to 2/19/18

<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	\$1,025,931.10	\$202,887.46	\$252,226.79	\$41,676.18	\$81,271.42	\$854,975.73
Subtotal	\$1,025,931.10	\$202,887.46	\$252,226.79	\$41,676.18	\$81,271.42	\$854,975.73
2. LIRF						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$592,339.04	\$0.00	\$0.00	\$130.62	\$219.04	\$592,558.08
111 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$592,339.04	\$0.00	\$0.00	\$130.62	\$219.04	\$592,558.08
3. Gift Funds						
130.01 GIFT (REGULAR)	\$204,741.52	\$95.35	\$135.82	\$280.65	\$390.57	\$204,996.27
130.02 FRIENDS OF THE LIBRARY	\$1,244.01	\$396.22	\$403.90	\$8,595.00	\$8,595.00	\$9,435.11
130.04 GIFT - IN RM	\$56,141.70	\$0.00	\$0.00	\$0.00	\$19.51	\$56,161.21
130.05 IN. ROOM INVESMENT - UND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
130.06 GIFT - CHILDRENS ROOM	\$2,083.39	\$0.00	\$0.00	\$0.00	\$0.00	\$2,083.39
130.07 MARKLE/BARKELY GIFT	\$146.76	\$11.14	\$11.14	\$0.00	\$0.00	\$135.62
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	\$1,768.30	\$0.00	\$0.00	\$38.01	\$38.01	\$1,806.31
Subtotal	\$290,986.25	\$502.71	\$550.86	\$8,913.66	\$9,043.09	\$299,478.48
4. Grants						
124 STATE TECH GRANT FUND	\$0.00	\$0.00	\$0.00	\$10,754.18	\$10,754.18	\$10,754.18
Subtotal	\$0.00	\$0.00	\$0.00	\$10,754.18	\$10,754.18	\$10,754.18
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	\$0.00	\$0.00	\$0.00	\$0.00
163.1 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8. Rainy Day Fund						
170 RAINY DAY FUND	\$1,057,214.02	\$251,000.00	\$251,000.00	\$258,707.57	\$259,202.18	\$1,065,416.20
171 RAINY DAY INVESTMENT	\$1,104,146.10	\$254,146.10	\$254,146.10	\$251,000.00	\$251,000.00	\$1,101,000.00
Subtotal	\$2,161,360.12	\$505,146.10	\$505,146.10	\$509,707.57	\$510,202.18	\$2,166,416.20
9. Withholding						
200.01 FEDERAL TAX	\$0.00	\$8,355.46	\$11,405.66	\$8,355.46	\$11,405.66	\$0.00
200.02 FICA	\$0.00	\$7,196.42	\$9,572.78	\$7,196.42	\$9,572.78	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$3,936.88	\$3,936.88	\$2,950.22	\$3,936.88	\$0.00
200.04 COUNTY TAX	\$0.00	\$2,136.58	\$2,136.58	\$1,605.29	\$2,136.58	\$0.00
200.05 INSURANCE	\$0.00	\$4,233.85	\$4,233.85	\$4,242.13	\$5,156.14	\$922.29
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$1,155.00	\$1,520.00	\$1,155.00	\$1,520.00	\$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	\$98.24	\$238.55	\$238.55	\$127.71	\$185.21	\$44.90
200.08 GARNISHMENT	\$0.00	\$124.62	\$166.16	\$124.62	\$166.16	\$0.00
Subtotal	\$98.24	\$27,377.36	\$33,210.46	\$25,756.85	\$34,079.41	\$967.19
Grand Total	\$4,070,714.75	\$735,913.63	\$791,134.21	\$596,939.06	\$645,569.32	\$3,925,149.86

Total all banks = \$3,925,149.86

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 1/15/18 To 2/19/18

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent Remain
I. Personal Services								
1.1 Salary and Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
1.11 Salary of Librarian	\$71,000.00	\$0.00	\$71,000.00	\$8,192.31	\$10,923.08	\$10,455.00	\$60,076.92	15.4
1.12 Salary of Assistants	\$696,400.00	\$0.00	\$696,400.00	\$77,178.12	\$102,542.01	\$99,122.23	\$593,857.99	14.7
1.14 Wages of Janitors	\$74,600.00	\$0.00	\$74,600.00	\$8,574.05	\$11,431.63	\$10,209.90	\$63,168.37	15.3
1.15 Additional Hours (750)	\$9,500.00	\$0.00	\$9,500.00	\$531.85	\$778.07	\$733.16	\$8,721.93	8.2
1.21 Employer's Share FICA	\$65,200.00	\$0.00	\$65,200.00	\$7,196.56	\$9,572.93	\$9,219.90	\$55,627.07	14.7
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	\$74,026.00	\$0.00	\$74,026.00	\$7,807.49	\$10,415.61	\$10,852.86	\$63,610.39	14.1
1.231 Employer's contribution PERF - Employee	\$19,828.00	\$0.00	\$19,828.00	\$2,091.29	\$2,789.89	\$2,907.04	\$17,038.11	14.1
1.24 Employer's Contribution Group Health	\$143,100.00	\$0.00	\$143,100.00	\$11,921.88	\$11,921.88	\$22,410.38	\$131,178.12	8.3
1.25 Employer's Contribution Life Ins.	\$10,403.00	\$0.00	\$10,403.00	\$1,342.43	\$1,342.43	\$1,060.70	\$9,060.57	12.9
1.26 Employer's Contribution STD	\$8,300.00	\$0.00	\$8,300.00	\$1,228.95	\$1,228.95	\$912.90	\$7,071.05	14.8
1.27 Employer's Contribution LTD	\$6,900.00	\$0.00	\$6,900.00	\$1,107.32	\$1,107.32	\$764.86	\$5,792.68	16.0
1.28 Employer's Contribution Dental	\$6,800.00	\$0.00	\$6,800.00	\$1,042.70	\$1,042.70	\$712.19	\$5,757.30	15.3
1.29 Other Employee Benefits	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$24.53	\$500.00	0.0
1.3 Employer's Contribution Vision	\$2,000.00	\$0.00	\$2,000.00	\$7.34	\$7.34	\$0.00	\$1,992.66	0.4
Subtotal	\$1,191,557.00		\$1,191,557.00	\$128,222.29	\$165,103.84	\$169,385.65	\$1,026,453.16	13.9
2. Supplies								
2.11 Official Records	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00	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 Remain</i>
2.13 Other Office Supplies	\$32,000.00	\$0.00	\$32,000.00	\$2,594.68	\$2,594.68	(\$104.90)	\$29,405.32	8.1
2.21 Operating/Cleaning/Sanitation Supplies	\$10,000.00	\$0.00	\$10,000.00	\$499.55	\$499.55	\$0.00	\$9,500.45	5.0
Subtotal	\$42,001.00		\$42,001.00	\$3,094.23	\$3,094.23	(\$104.90)	\$38,906.77	7.4
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	\$835.60	\$835.60	\$0.00	\$164.40	83.6
3.14 Other Professional Services	\$20,000.00	\$0.00	\$20,000.00	\$1,198.40	\$1,198.40	\$0.00	\$18,801.60	6.0
3.141 Contracted Labor for Grounds	\$5,500.00	\$0.00	\$5,500.00	\$2,951.75	\$2,951.75	\$0.00	\$2,548.25	53.7
3.145 Databases	\$16,000.00	\$0.00	\$16,000.00	\$300.00	\$300.00	\$1,923.99	\$15,700.00	1.9
3.146 E-books	\$27,500.00	\$0.00	\$27,500.00	\$0.00	\$0.00	\$300.00	\$27,500.00	0.0
3.21 Telephone	\$5,250.00	\$0.00	\$5,250.00	\$734.52	\$734.52	\$841.79	\$4,515.48	14.0
3.211 Telephone - Markle	\$1,200.00	\$0.00	\$1,200.00	\$67.22	\$67.22	\$93.98	\$1,132.78	5.6
3.212 Fax Expense	\$800.00	\$0.00	\$800.00	\$120.02	\$120.02	\$138.64	\$679.98	15.0
3.213 T-1 Access Huntington	\$8,000.00	\$0.00	\$8,000.00	\$727.50	\$727.50	\$1,455.00	\$7,272.50	9.1
3.2131 T-1 Access Markle	\$4,000.00	\$0.00	\$4,000.00	\$300.00	\$300.00	\$600.00	\$3,700.00	7.5
3.22 Postage and Shipping	\$1,250.00	\$0.00	\$1,250.00	\$13.56	\$13.56	\$0.00	\$1,236.44	1.1
3.23 Traveling Expense	\$2,500.00	\$0.00	\$2,500.00	\$72.66	\$134.46	\$226.08	\$2,365.54	5.4
3.24 Professional Development	\$8,000.00	\$0.00	\$8,000.00	\$995.90	\$995.90	\$674.39	\$7,004.10	12.4
3.31 Advertising and Public Notices	\$3,500.00	\$0.00	\$3,500.00	\$452.40	\$452.40	\$721.83	\$3,047.60	12.9
3.41 Official Bonds	\$500.00	\$0.00	\$500.00	\$9.89	\$9.89	\$432.00	\$490.11	2.0
3.42 Operational Insurance	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.0
3.51 Gas Huntington	\$13,000.00	\$0.00	\$13,000.00	\$2,784.02	\$2,784.02	\$2,276.18	\$10,215.98	21.4
3.511 Gas Markle	\$1,500.00	\$0.00	\$1,500.00	\$265.97	\$265.97	\$243.93	\$1,234.03	17.7
3.52 Electricity Huntington	\$62,000.00	\$0.00	\$62,000.00	\$10,648.60	\$10,648.60	\$5,525.44	\$51,351.40	17.2

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent Remain
3.521	Electricity Markle	\$2,500.00	\$0.00	\$2,500.00	\$371.55	\$371.55	\$367.92	\$2,128.45	14.9
3.53	Water Huntington	\$2,750.00	\$0.00	\$2,750.00	\$207.86	\$207.86	\$212.14	\$2,542.14	7.6
3.531	Water Markle	\$300.00	\$0.00	\$300.00	\$23.10	\$42.34	\$38.48	\$257.66	14.1
3.54	Sewer Huntington	\$5,250.00	\$0.00	\$5,250.00	\$464.71	\$464.71	\$489.45	\$4,785.29	8.9
3.541	Sewer Markle	\$300.00	\$0.00	\$300.00	\$19.02	\$34.87	\$32.17	\$265.13	11.6
3.62	Equipment Repair and Maintenance	\$5,000.00	\$0.00	\$5,000.00	\$1,639.48	\$1,639.48	\$15.42	\$3,360.52	32.8
3.621	Equipment Leasing and Maintenance	\$12,000.00	\$0.00	\$12,000.00	\$2,133.70	\$2,133.70	\$1,293.64	\$9,866.30	17.8
3.622	Contracted Facility Maintenance	\$16,500.00	\$0.00	\$16,500.00	\$0.00	\$0.00	\$1,396.43	\$16,500.00	0.0
3.623	Technology License Agreements	\$15,000.00	\$0.00	\$15,000.00	\$406.66	\$406.66	\$573.80	\$14,593.34	2.7
3.624	Technology Maintenance	\$17,500.00	\$0.00	\$17,500.00	\$2,595.67	\$4,347.67	\$577.41	\$13,152.33	24.8
3.625	ILS Maintenance and Contract	\$30,000.00	\$0.00	\$30,000.00	\$25,132.14	\$25,132.14	\$23,626.21	\$4,867.86	83.8
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	\$2,500.00	\$0.00	\$2,500.00	\$190.00	\$190.00	\$1,787.10	\$2,310.00	7.6
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	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.0
	Subtotal	\$391,104.00		\$391,104.00	\$55,661.90	\$57,510.79	\$45,863.42	\$333,593.21	14.7
4. Capital Outlays									
4.1	Land	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
4.2	Building Improvements	\$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	\$152.88	\$152.88	\$0.00	\$9,847.12	1.5
4.41	Technology Equipment	\$8,000.00	\$0.00	\$8,000.00	\$129.95	\$129.95	\$0.00	\$7,870.05	1.6
4.42	Technology Upgrade	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	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 Remain</i>
4.5 Books	\$135,000.00	\$0.00	\$135,000.00	\$8,819.85	\$8,819.85	\$25,890.66	\$126,180.15	6.5
4.6 Periodicals and Newspapers	\$12,000.00	\$0.00	\$12,000.00	\$1,014.66	\$11,623.55	\$9,094.52	\$376.45	96.9
4.71 Audio-visual Materials	\$30,000.00	\$0.00	\$30,000.00	\$4,254.07	\$4,254.07	\$3,904.24	\$25,745.93	14.2
4.77 INSPIRE	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00	0.0
4.79 Other Collections	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$0.00	\$0.00	\$1,250.00	0.0
4.8 Materials Processing	\$15,000.00	\$0.00	\$15,000.00	\$1,537.63	\$1,537.63	\$1,118.96	\$13,462.37	10.3
Subtotal	\$221,251.00		\$221,251.00	\$15,909.04	\$26,517.93	\$40,008.38	\$194,733.07	12.0
Grand Total	\$1,845,913.00	\$0.00	\$1,845,913.00	\$202,887.46	\$252,226.79	\$255,152.55	\$1,593,686.21	13.7

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 1/15/18 To 2/19/18

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent Remain
3. Other Services and Charges								
3.12 Engineering and Architectural Services	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.0
Subtotal	\$50,000.00		\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.0
4. Capitol Outlays								
4.2 Building Improvements	\$450,000.00	\$0.00	\$450,000.00	\$0.00	\$0.00	\$0.00	\$450,000.00	0.0
4.3 Improvements Other than Building	\$29,398.00	\$0.00	\$29,398.00	\$0.00	\$0.00	\$0.00	\$29,398.00	0.0
4.4 Furniture and Equipment	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.0
Subtotal	\$529,398.00		\$529,398.00	\$0.00	\$0.00	\$0.00	\$529,398.00	0.0
Grand Total	\$579,398.00	\$0.00	\$579,398.00	\$0.00	\$0.00	\$0.00	\$579,398.00	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 1/15/18 To 2/19/18

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent Remain
4. Capitol Outlays								
4 Other Capital Outlays	\$126,771.00	\$0.00	\$126,771.00	\$0.00	\$0.00	\$0.00	\$126,771.00	0.0
4.2 Building Improvements	\$500,000.00	\$0.00	\$500,000.00	\$0.00	\$0.00	\$0.00	\$500,000.00	0.0
4.31 HVAC Replacement Plan	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	0.0
4.4 Furniture and Equipment	\$250,000.00	\$0.00	\$250,000.00	\$0.00	\$0.00	\$4,769.47	\$250,000.00	0.0
Subtotal	\$916,771.00	\$0.00	\$916,771.00	\$0.00	\$0.00	\$4,769.47	\$916,771.00	0.0
Grand Total	\$916,771.00	\$0.00	\$916,771.00	\$0.00	\$0.00	\$4,769.47	\$916,771.00	0.0

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