

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

April 16th, 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. Literacy Coalition
 - b. Other
9. New Business
 - a. Policy Updates
 - i. Material Loan
 - ii. Records Retention
 - iii. Behavior in the Library
 - iv. Donations and Memorials
 - b. August and October Meeting Dates
 - c. June 9th open hours
 - d. Other
10. Public Input
11. Trustee Education – Future strategy discussion
12. Adjournment

Huntington City- Township Public Library
Board of Trustees Meeting
March 26, 2018
5:15 PM

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

Absent: John Branham and Jamie Foday

Visitors: Jeri Davis, Jessi Brown, Malcolm McBryde, Mike Perkins, Jennifer Peryam - Herald Press, Barb Buroke

Peggy called the meeting to order.

Reading and Approval of Minutes: Two sets of minutes. Corrections to Feb 19th minutes, Anne McClellan and Jamie Foday was present. Jessica moved to approve the minutes with the above corrections, Anne seconded, and motion carried.

Reading and Approval of Financial Report and Bills: Anne moved to approve, Jessica seconded, and motion carried.

Report of the Director: We had an employee resign and we have filled it. Three new employees have been hired. Beka was asked to attend the County Council meeting. Council would like to work together with us when it comes to the budget. Jessie and Beka talked to the downtown city group - we will co-sponsor an event this summer. More information down the road. Our internet provider, ENA have given us better connection for less money. The library received \$500.00 from Altrusa who is disbanding. Beka highlighted the events for National Library Week. We are doing a survey on library open hours. She will update the board at a later date.

Communications: None

Committee Reports: None

Unfinished Business:

A. Leave of Absence cancelled - Courtney Kilander cancelled her leave of absence request.

B. Other - none

New Business:

- A. Equipment Purchase:** replacement of furnace unit at a cost of \$38,346.00. Jessica made the motion to approve, James seconded, motion carried.
- B. Change to Open Hours:** Survey not completed. Tabled
- C. Leave of Absence -** Jana Bonfield request maternity leave for 6 weeks. Anne made motion to approve, James seconded, motion carried.
- D. Change in Employee Status:** Kirk Strass is scheduled 29 hours and Beka would like to move him to full time at 32 hours. He will not need insurance and PERF. Only a board notification. Board was ok with the move.
- E. Andrews Library Program Request -** Andrews Library Director, Nancy Disbro has asked for our help in computer training for her patrons. Beka and the board discussed the options. The board is fine with our library helping and have asked Beka to use her judgement on how we should handle it.
- F. Literacy Coalition:** Beka gave a brief history of the Literacy Coalition and their struggles to operate. Their board met and decided to propose to our library to take on the tutoring program. We currently house them and pay for their books. Their coordinator would also be on our payroll. Beka is fine with it becoming part of the library and it would not have much impact to us. The board was ok for Beka to pursue talks with the literacy coalition.
- G. Other:** we are working on a program to deliver books with the LaFontaine Center the pilot location. This program is for patrons who for whatever reason can not get to the library. There are guidelines patrons must fall into to request this service.. Beka went through how this program would work. Jessica made a motion to approve, Daryl seconded. After further discussion on pickup of books motion was carried.

Public Input: Jessica Brown asked about concerns with the Andrews Library request for computer help. Beka said it would be on a case by case basis. Mike Perkins asked about the survey on the change of hours of the library. Was concerned about some questions that should have been on the survey. Was concerned about staffing and what wondered what other government building is open on Sunday. Beka assured him no decision would be made without a complete study and staff input.

Trustee Education: Boards Turning Outward Challenge 5 - Beka Lemons - Tabled

Adjournment: Motion was made by Anne, seconded by Jessica, motion carried.

Huntington City-Township Public Library
Board of Trustees Meeting
March 19, 2018
5:15 PM

Present: Rebecca Lemons, Anne McClellan, Jessica Mankey, Daryl Shrock

Absent: Peggy Caley, John Branham, James Miller, Jamie Foday

Visitors: Barb Buroker

Anne called the meeting to order.

Due to the lack of quorum, Anne called for the meeting to be reconvened at 5:15 pm on Monday March 26th.

Consensus agreement was to reconvene at this time.

Adjourn: Anne adjourned the meeting at 5:15.

Peggy Caley
Daryl Shrock
JM Mankey
James Miller
Anne McClellan

Huntington City-Township Public Library
Board of Trustees Meeting
February 19, 2018
5:15 PM

Present: Rebecca Lemons, James Miller, Jessica Mankey, Daryl Shrock

Absent: Peggy Caley, John Branham, Anne McClellan

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

James called the meeting to order.

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

Reading and Approval of Financial Report and Bills: Jessica moved to approve, Daryl seconded, and motion carried.

Report of the Director: Beka highlighted a couple items. Nick Stephan has moved to Garrett Library and Anna B. replaced him at Markle; we are still working to fill job openings of Technology Specialist and Adult Librarian. Friends of the Library approved our budget/funding request. The topic of this year's Summer Reading Program is "music". There are many great activities planned for National Library Week. Our new mobile hotspots have been very popular items with patrons. The Strategic Plan will be updated in 2019.

Communications: None

Committee Reports: None

Unfinished Business:

A. Construction Update - At Beka's most recent Community Advisory Board meeting, members gave overwhelming positive support of the plans for renovating. Engineers will be on site tomorrow for a walk-through. Construction bids will likely begin in June, with construction to start in August and expected to be completed in February. The goal is for the library to stay open the entire time during this project.

B. Other - none

New Business:

A. Annual Report - Beka highlighted several items. Our total number of card-holders is down about 3,000, which can be attributed to the new fines policy that purged expired memberships. Our total number of non-resident cards is down a bit, which might be attributed to our new school membership policy. Non-resident student patron count is up 20 percent. Total collection expenditures was up four percent from last year. Under Inter-Library Loans, the number of books provided to other libraries went up 25 percent, and the amount of books we loaned from other libraries nearly doubled. Programming attendance was down significantly, so we are working on strategies related to this issue (although teen programming attendance doubled.) Total collection use was up 14 percent.

B. Policy Review -

1. Internal Control - The only change to this policy are a change in Visa cards to reflect the three we have in use. Jamie moved to approve, Jessica seconded, and motion carried.
2. Use of Business Credit Cards (new) - This replaces an old resolution from 2015, in order to distinguish between the business/employee credit card use policy and our patron credit card policy. The new policy controls staff use of business credit cards (which are mostly used for professional travel expenses and library online purchases). Jamie moved to approve, and Daryl seconded; motion carried.

C. Leave of Absence Request - A part-time circulation clerk is requesting a temporary leave for personal reasons, starting April 13, up to six months. Jessica moved, James seconded, and motion carried.

D. Other - On Friday, Beka received an email from Kendall Mickley, President of County Council, expressing concerns about the change in our tax rate. He requested Beka to come to their meeting to answer questions. This meeting will be Monday, February 26, at 7:00 PM. Beka is requesting that some library trustees attend this meeting.

Public Input: Mike Perkins asked about the status of our active shooter policy and how this policy is communicated. Beka responded that she is currently working on creating such a procedure or policy. Two years ago, a sheriff did a related staff training, and Beka hopes to have such a training offered again soon.

Trustee Education: Boards Turning Outward, Challenge 5. This discussion was tabled until next month.

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

A. Calvey *J. M. M. M.* *Daryl* *James* *Anne McCullen*

Huntington City-Township Public Library
Monthly Report
April 2018

Director's Report

News and Updates

- Jessi Brown and I had a conversation with a representative of the Downtown Business Association about sponsoring the Music in the City events this summer. We are going to be a title sponsor for the entire series of events.
- We received 385 responses from patrons to our survey regarding the need for additional hours. We will analyze the results and make a recommendation in a few months.
- I met briefly with Zach Benedict regarding design for the remodeling. We should have more information in a few weeks to get started with the in-depth planning.
- Several of our staff attended the ILF Regional Conference on April 4th. Jessi helped to plan the event and Devon presented a session.
- The Literacy Coalition officially voted to dissolve at their April meeting. The dissolution will take effect June 30th. We are currently working on strategies for the transition to make tutoring a library service.
- We are currently working on reviewing the compensation plan. Staff are completing position descriptions which we will use to confirm or adjust current classifications and pay scales.
- The NIDL Consortium agreed to add magazines to our Overdrive digital collection. We will see a 5% increase in e-book cost for 2019.

Meetings and Activities

March 20	Librarians Meeting
March 21	Quality and Process Improvement Meeting
March 26	Senior Leadership Meeting
March 29	Cohort 3 Meeting
April 2	Community Advisory Board Meeting
April 3	Librarians Meeting
April 5	Literacy Coalition Board Meeting
April 9	Senior Leadership Meeting
April 10	Programming Meeting
April 11	Cohort 1 Meeting
April 11	Compensation Plan Review Meeting
April 12	ILF Board Meeting
April 16	Library Board Meeting

Upcoming Meetings and Activities

April 17	Librarians Meeting
April 18	Quality and Process Improvement Meeting
April 19	Cohort 2 Meeting
April 23	Senior Leadership Meeting

April 25	Cohort 4 Meeting
April 26	Cohort 3 Meeting
April 27	Rotary Service Project
May 1	Librarians Meeting
May 2	Compensation Plan Review Meeting
May 3	Literacy Coalition Board Meeting
May 5	Library Staff Outing at Fort Wayne TinCaps
May 8	Programming Meeting
May 9	Cohort 1 Meeting
May 14	Senior Leadership Meeting
May 15	Librarians Meeting
May 16	Quality and Process Improvement Meeting
May 17	Cohort 2 Meeting
May 21	Friends of the Library Annual Meeting
May 21	Library Board Meeting

Strategic Plan Update

There are no updates this month as we are working on updating the Personnel Handbook and finalizing a Safety Handbook.

Financial Report
Huntington City-Township Public Library

Report Dates = 3/26/18 to 4/16/18

<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	\$116,163.34	\$491,522.20	\$40,321.22	\$163,856.15	\$698,265.05
Subtotal	\$1,025,931.10	\$116,163.34	\$491,522.20	\$40,321.22	\$163,856.15	\$698,265.05
2. LIRF						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$592,339.04	\$0.00	\$0.00	\$0.00	\$333.41	\$592,672.45
111 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$592,339.04	\$0.00	\$0.00	\$0.00	\$333.41	\$592,672.45
3. Gift Funds						
130.01 GIFT (REGULAR)	\$204,741.52	\$0.00	\$208.99	\$85.96	\$645.01	\$205,177.54
130.02 FRIENDS OF THE LIBRARY	\$1,244.01	\$724.59	\$1,460.32	\$0.00	\$8,595.00	\$8,378.69
130.04 GIFT - IN RM	\$56,141.70	\$0.00	\$10,350.00	\$0.00	\$94.75	\$45,886.45
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	\$582.79	\$847.68	\$0.00	\$500.00	\$1,735.71
130.07 MARKLE/BARKELY GIFT	\$146.76	\$0.00	\$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	\$1,500.00	\$1,500.00	\$38.01	\$110.35	\$378.65
Subtotal	\$290,986.25	\$2,807.38	\$14,378.13	\$123.97	\$9,945.11	\$286,553.23
4. Grants						
124 STATE TECH GRANT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$10,754.18	\$10,754.18
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$1,060,360.12	\$0.00	\$254,146.10	\$653.97	\$261,086.64	\$1,067,300.66
171 RAINY DAY INVESTMENT	\$1,101,000.00	\$0.00	\$251,000.00	\$0.00	\$251,000.00	\$1,101,000.00
Subtotal	\$2,161,360.12	\$0.00	\$505,146.10	\$653.97	\$512,086.64	\$2,168,300.66
9. Withholding						
200.01 FEDERAL TAX	\$0.00	\$4,931.48	\$21,081.18	\$4,931.48	\$21,081.18	\$0.00
200.02 FICA	\$0.00	\$4,841.30	\$19,053.49	\$4,841.30	\$19,053.49	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$2,995.51	\$6,932.39	\$2,086.92	\$7,974.21	\$1,041.82
200.04 COUNTY TAX	\$0.00	\$1,589.77	\$3,726.35	\$1,084.73	\$4,267.60	\$541.25
200.05 INSURANCE	\$0.00	\$2,059.02	\$8,949.56	\$1,725.90	\$9,583.77	\$634.21
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$770.00	\$3,060.00	\$770.00	\$3,060.00	\$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	\$0.00	\$373.25	\$89.80	\$364.81	\$89.80
200.08 GARNISHMENT	\$0.00	\$83.08	\$332.32	\$83.08	\$332.32	\$0.00
Subtotal	\$98.24	\$17,270.16	\$63,508.54	\$15,613.21	\$65,717.38	\$2,307.08
Grand Total	\$4,070,714.75	\$136,240.88	\$1,074,554.97	\$56,712.37	\$762,692.87	\$3,758,852.65

Total all banks = \$3,758,852.65

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 3/26/18 To 4/16/18

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	\$5,461.54	\$21,846.16	\$20,910.00	\$49,153.84	30.8
1.12 Salary of Assistants	\$696,400.00	\$0.00	\$696,400.00	\$51,475.06	\$203,448.22	\$199,958.73	\$492,951.78	29.2
1.14 Wages of Janitors	\$74,600.00	\$0.00	\$74,600.00	\$5,654.22	\$22,601.92	\$19,773.52	\$51,998.08	30.3
1.15 Additional Hours (750)	\$9,500.00	\$0.00	\$9,500.00	\$862.33	\$2,119.72	\$1,761.29	\$7,380.28	22.3
1.21 Employer's Share FICA	\$65,200.00	\$0.00	\$65,200.00	\$4,841.40	\$19,053.80	\$18,520.77	\$46,146.20	29.2
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	\$5,189.95	\$20,385.60	\$22,018.10	\$53,640.40	27.5
1.231 Employer's contribution PERF - Employee	\$19,828.00	\$0.00	\$19,828.00	\$1,390.17	\$5,460.42	\$5,897.76	\$14,367.58	27.5
1.24 Employer's Contribution Group Health	\$143,100.00	\$0.00	\$143,100.00	\$11,193.60	\$31,996.80	\$33,930.73	\$111,103.20	22.4
1.25 Employer's Contribution Life Ins.	\$10,403.00	\$0.00	\$10,403.00	\$0.00	\$2,238.00	\$2,930.63	\$8,165.00	21.5
1.26 Employer's Contribution STD	\$8,300.00	\$0.00	\$8,300.00	\$0.00	\$1,862.40	\$2,658.10	\$6,437.60	22.4
1.27 Employer's Contribution LTD	\$6,900.00	\$0.00	\$6,900.00	\$0.00	\$1,678.32	\$2,282.14	\$5,221.68	24.3
1.28 Employer's Contribution Dental	\$6,800.00	\$0.00	\$6,800.00	\$0.00	\$1,534.57	\$1,619.68	\$5,265.43	22.6
1.29 Other Employee Benefits	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$113.73	\$500.00	0.0
1.3 Employer's Contribution Vision	\$2,000.00	\$0.00	\$2,000.00	\$29.25	\$65.84	\$0.00	\$1,934.16	3.3
Subtotal	\$1,191,557.00		\$1,191,557.00	\$86,097.52	\$334,291.77	\$332,375.18	\$857,265.23	28.1
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	\$1,863.59	\$7,217.64	(\$104.90)	\$24,782.36	22.6
2.21 Operating/Cleaning/Sanitation Supplies	\$10,000.00	\$0.00	\$10,000.00	\$311.01	\$1,531.98	\$0.00	\$8,468.02	15.3
Subtotal	\$42,001.00		\$42,001.00	\$2,174.60	\$8,749.62	(\$104.90)	\$33,251.38	20.8
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	\$835.60	\$39.00	\$164.40	83.6
3.14 Other Professional Services	\$20,000.00	\$0.00	\$20,000.00	\$938.05	\$5,387.35	\$0.00	\$14,612.65	26.9
3.141 Contracted Labor for Grounds	\$5,500.00	\$0.00	\$5,500.00	\$0.00	\$2,951.75	\$0.00	\$2,548.25	53.7
3.145 Databases	\$16,000.00	\$0.00	\$16,000.00	\$6,347.63	\$7,504.63	\$2,755.99	\$8,495.37	46.9
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	\$482.97	\$1,464.27	\$1,693.48	\$3,785.73	27.9
3.211 Telephone - Markle	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$201.66	\$289.74	\$998.34	16.8
3.212 Fax Expense	\$800.00	\$0.00	\$800.00	\$73.91	\$253.41	\$277.28	\$546.59	31.7
3.213 T-1 Access Huntington	\$8,000.00	\$0.00	\$8,000.00	\$727.50	\$2,182.50	\$2,910.00	\$5,817.50	27.3
3.2131 T-1 Access Markle	\$4,000.00	\$0.00	\$4,000.00	\$300.00	\$900.00	\$1,200.00	\$3,100.00	22.5
3.22 Postage and Shipping	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$545.11	\$502.77	\$704.89	43.6
3.23 Traveling Expense	\$2,500.00	\$0.00	\$2,500.00	\$127.71	\$321.69	\$1,059.58	\$2,178.31	12.9
3.24 Professional Development	\$8,000.00	\$0.00	\$8,000.00	\$551.96	\$3,001.86	\$2,806.07	\$4,998.14	37.5
3.31 Advertising and Public Notices	\$3,500.00	\$0.00	\$3,500.00	\$377.00	\$1,460.05	\$1,325.27	\$2,039.95	41.7
3.41 Official Bonds	\$500.00	\$0.00	\$500.00	\$0.00	\$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	\$0.00	\$6,444.39	\$4,877.55	\$6,555.61	49.6
3.511 Gas Markle	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$647.83	\$531.58	\$852.17	43.2
3.52 Electricity Huntington	\$62,000.00	\$0.00	\$62,000.00	\$0.00	\$15,126.95	\$14,788.64	\$46,873.05	24.4

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
3.521 Electricity Markle	\$2,500.00	\$0.00	\$2,500.00	\$190.50	\$730.57	\$720.71	\$1,769.43	29.2
3.53 Water Huntington	\$2,750.00	\$0.00	\$2,750.00	\$0.00	\$668.44	\$645.62	\$2,081.56	24.3
3.531 Water Markle	\$300.00	\$0.00	\$300.00	\$23.10	\$88.54	\$76.96	\$211.46	29.5
3.54 Sewer Huntington	\$5,250.00	\$0.00	\$5,250.00	\$90.15	\$1,288.91	\$1,321.06	\$3,961.09	24.6
3.541 Sewer Markle	\$300.00	\$0.00	\$300.00	\$19.02	\$72.91	\$63.87	\$227.09	24.3
3.62 Equipment Repair and Maintenance	\$5,000.00	\$0.00	\$5,000.00	\$15.49	\$1,819.97	\$15.42	\$3,180.03	36.4
3.621 Equipment Leasing and Maintenance	\$12,000.00	\$0.00	\$12,000.00	\$638.02	\$3,844.41	\$3,243.06	\$8,155.59	32.0
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	\$406.83	\$991.32	\$2,150.60	\$14,008.68	6.6
3.624 Technology Maintenance	\$17,500.00	\$0.00	\$17,500.00	\$3,255.00	\$8,127.67	\$975.41	\$9,372.33	46.4
3.625 ILS Maintenance and Contract	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$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	\$0.00	\$240.00	\$1,837.10	\$2,260.00	9.6
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	\$14,564.84	\$92,243.82	\$71,861.40	\$298,860.18	23.6
4. Capitol 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	\$1,383.49	\$2,354.53	\$0.00	\$7,645.47	23.5
4.41 Technology Equipment	\$8,000.00	\$0.00	\$8,000.00	\$1,063.81	\$1,193.76	\$0.00	\$6,806.24	14.9
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	\$9,610.43	\$29,807.79	\$50,128.74	\$105,192.21	22.1
4.6 Periodicals and Newspapers	\$12,000.00	\$0.00	\$12,000.00	\$40.75	\$11,807.30	\$9,525.76	\$192.70	98.4
4.71 Audio-visual Materials	\$30,000.00	\$0.00	\$30,000.00	\$709.62	\$7,791.59	\$7,647.22	\$22,208.41	26.0
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	\$518.28	\$3,282.02	\$2,555.30	\$11,717.98	21.9
Subtotal	\$221,251.00	\$0.00	\$221,251.00	\$13,326.38	\$56,236.99	\$69,857.02	\$165,014.01	25.4
Grand Total	\$1,845,913.00	\$0.00	\$1,845,913.00	\$116,163.34	\$491,522.20	\$473,988.70	\$1,354,390.80	26.6

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 3/26/18 To 4/16/18

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 3/26/18 To 4/16/18

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	\$12,532.04	\$250,000.00	0.0
Subtotal	\$916,771.00	\$0.00	\$916,771.00	\$0.00	\$0.00	\$12,532.04	\$916,771.00	0.0
Grand Total	\$916,771.00	\$0.00	\$916,771.00	\$0.00	\$0.00	\$12,532.04	\$916,771.00	0.0

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