

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

June 18th, 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
 - a. Budget Committee
 - b. Building Committee
 - i. Design update
7. Communications
8. Unfinished Business
 - a. Other
9. New Business
 - a. New ILS (Circulation System) Proposal
 - b. Fines and Fees Proposal
 - i. Library Card Policy
 - ii. Material Loan Policy
 - c. Other
10. Public Input
11. Adjournment

Huntington City- Township Public Library
Board of Trustees Meeting
May 21, 2018
5:15 PM

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

Absent: None

Visitors: Jessi Brown, Malcolm McBryde, Mike Perkins, Terri Salzano-Sees

Vice President Anne McClellan called the meeting to order.

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

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

Report of the Director: Beka noted that we have had a few staff resignations. Summer reading programs are beginning soon. (Jamie noted that Amy Jones and another staff member came to Crestview Middle School to promote teen reading, utilizing the library, and joining the summer reading program. Their visit was impressive.) The roof repairs begin this week. Checkout and visit percentages are up, and especially noteworthy is that Markle checkout percentages are up 30 percent compared to last year. (John Branham noted that he recently stopped in to visit the Markle Branch and was very impressed with what is happening there.)

Communications: None

Committee Reports:

- A. **Building Update** - Beka met with the architect to discuss options and plans for the children's area renovations. They plan to meet once a week until ready for bids, hopefully by the first week of August. In this case, we would need a board meeting early in August. Beka asked the board if we want to add an extra meeting for bid approvals or move our regular August meeting to an earlier date; she suggested we have a special meeting on August 13th for the bids approval. It was agreed we will hold a meeting on Monday, August 13th, at 5:15.

Unfinished Business: None

New Business:

- A. Policy Updates** - John moved to approve the following policy updates, Jessica seconded, and motion carried.
1. **Privacy Policy**- Jessica moved to approve the policy, Jim seconded, and motion carried.
 2. **Personnel Handbook** - Beka summarized the changes through chapter 3,
- B. Closing June 23** - This is the day of the Huntington Heritage Days Parade. Jamie moved to approve the closing, Anne seconded, and motion carried.
- C. Budget Committee** - Beka mentioned that she is still finishing the budget and needs to meet with the committee soon. The committee will still consist of Jessica, Anne, and Jim; the committee will meet the first week in June.
- D. Other** - Beka highlighted items that came out of the meeting she and Jessi had with the HCCSC Superintendent. One topic related to school student cards policy and how to encourage more students to use this resource. For the fall of 2018 school year, paperwork will be sent home (and collected by school employees) to give all students and staff a library card. Superintendent Harris offered use of the corporation's bookmobile, as long as the library would staff and supply it. The idea is to go to the elementary schools once per month.

Public Input: Mike Perkins asked if the new enclosed areas will have two exits, partly for safety. Beka confirmed that the two new enclosed spaces will have multiple exits.

Trustee Education: The discussion from *Boards Turning Outward* Challenge 5 was tabled for a later month.

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

Huntington City- Township Public Library
Board of Trustees Meeting
April 16, 2018
5:15 PM

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

Absent:

Visitors: Jeri Davis, Jessi Brown, Malcolm McBryde, Barb Buroker

Peggy called the meeting to order.

Reading and Approval of Minutes: Anne moved to approve the minutes with the correction suggested by Beka, Jessica seconded, and motion carried.

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

Report of the Director: Beka and Jesse met with the Downtown Business Association about a Music in the City event and our desire to sponsor. The library will be the second title sponsor at a cost of \$1500; this is a great opportunity to support our community. We so far have 385 responses to the hours survey. We are working on reviewing the compensation plan. The eBooks Consortium has agreed to add magazines to the collection. Beka continues to work on updating the Personnel Handbook. We received a quote of \$6500 to fix the roof.

Communications: Beka read a thank-you note from the Huntington County Leadership Academy for the use of one of our rooms.

Committee Reports: None

Unfinished Business:

- A. Literacy Coalition** - It has been decided that the library will take over the tutoring services, effective July 1, 2018. Any money that the Coalition still has will be transferred to us, and we will use this to support the salary of the tutor, who will now become a library employee.
- B. Other** - Beka answered some questions related to the property tax bills that have been sent out to the community. Jamie requested Beka give us some talking points that can effectively answer patrons questions related to this.

New Business:

- A. Policy Updates** - John moved to approve the following policy updates, Jessica seconded, and motion carried.
1. **Material Loan** - We added two new materials updates.
 2. **Records Retention** - There were a few minor changes.
 3. **Behavior in the Library** - The biggest change is related to where patrons can have food, now allowing food to be eaten responsibly in any area except the Indiana Room and at public computers.
 4. **Donations and Memorials** - There were only a couple minor changes.
- B. Changes to Meeting Dates** - Beka is requesting that the August meeting be moved to August 27th and the October meeting be changed to October 22nd, which will be the budget adoption meeting. John moved to approve the changes, Jessica seconded, and motion carried.
- C. June 9th Open Hours** - On Saturday, June 9th, the Erie Band will be performing a concert in our parking lot at 6:00 PM. We would like to have partially open hours during the concert, allowing people inside to use the restrooms from 6 to 9 PM. Jessica moved to approve the change, Anne seconded, and motion carried.
- D. Other** - None

Public Input: None

Trustee Education: Future Strategy Discussion - Beka shared an item that came from our February Community Advisory Board meetings where a board member suggested the idea of making our library more accessible to better reflect our mission and also attract more visits. While we at this point have no interest in changing our name, Beka has been exploring the overall idea of the library as a community center. Effectively, she wants to continue to improve on programing and other areas of library services in a way that can attract more people to use the library and is focused on better meeting the needs of our community. Much discussion took place. Moving forward, Beka will draft ideas and proposals that work towards this shift in focus.

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



John Baul
Kaley
D. Shock
James Miller
Anne McCalla

Huntington City-Township Public Library
Monthly Report
June 2018

Director's Report

News and Updates

- Liz Smith will be leaving her Clerk position effective June 22nd.
- We have completed the interviews to fill 2 vacant Clerk positions.
- We had a very successful first two weeks of our summer reading program. More than 275 people attended the children's magic show, around 40 attended the outdoor Erie Band concert, and more than 70 attended storytime.
- Branch Manager Anna Brinegar was the recipient of the quarterly Turning the Page Award. Anna was nominated for her dedication to making improvements at the Markle Branch. Markle has seen significant increases in circulation over the past few months thanks to her efforts.
- The building committee met with mechanical engineers to go over the electrical, HVAC, and plumbing questions for the remodeling.
- The budget committee met to discuss the preliminary outlook for the 2019 budget.
- The Community Advisory Board met on June 4th. We discussed programming and how we can improve our marketing efforts.
- Malcolm has been working with other community leaders to create a database of vacant commercial properties in Huntington. The library will host this list to assist in economic development efforts.
- The installation of one new HVAC unit in Phase III is nearly complete.
- The roof repairs have been completed and seem to be holding up to the weather.

Meetings and Activities

May 23	Cohort 4 Meeting
May 24	Budget Conference
May 28	Closed for Memorial Day
May 29	Building Committee Meeting
May 31	Cohort 3 Meeting
June 4	Community Advisory Board Meeting
June 5	Librarians Meeting
June 6	ILF Professional Development Meeting
June 6	Compensation Plan Review Meeting
June 7	Budget Committee Meeting
June 11	Senior Leadership Meeting
June 12	Programming Meeting
June 13	Cohort 1 Meeting
June 14	ILF Board Meeting
June 18	Library Board Meeting

Upcoming Meetings and Activities

June 19	Building Committee Meeting
June 19	State Budget Workshop
June 20	Quality and Process Improvement Meeting
June 21	Literacy Coalition Board Meeting
June 21	Cohort 2 Meeting
June 21	Rotary Strawberry Feed
June 25	Senior Leadership Meeting
June 26	Building Committee Meeting
June 27	Cohort 4 Meeting
June 28	Cohort 3 Meeting
July 2	Compensation Plan Review Meeting
July 3	Librarians Meeting
July 4	Closed for Independence Day
July 9	Senior Leadership Meeting
July 10	Building Committee Meeting
July 10	Programming Meeting
July 11	Cohort 1 Meeting
July 16	Library Board Meeting

Financial Report
Huntington City-Township Public Library

Report Dates = 5/21/18 to 6/18/18

<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	\$201,433.04	\$866,982.07	\$185,393.10	\$394,691.00	\$553,640.03
Subtotal	\$1,025,931.10	\$201,433.04	\$866,982.07	\$185,393.10	\$394,691.00	\$553,640.03
2. LIRF						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$592,339.04	\$0.00	\$8,400.00	\$122.69	\$582.79	\$584,521.83
111 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$592,339.04	\$0.00	\$8,400.00	\$122.69	\$582.79	\$584,521.83
3. Gift Funds						
130.01 GIFT (REGULAR)	\$204,741.52	\$35.90	\$287.31	\$167.43	\$1,010.91	\$205,465.12
130.02 FRIENDS OF THE LIBRARY	\$1,244.01	\$1,802.35	\$4,623.24	\$0.00	\$8,788.44	\$5,409.21
130.04 GIFT - IN RM	\$56,141.70	\$0.00	\$10,350.00	\$27.00	\$189.10	\$45,980.80
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	\$947.39	\$0.00	\$500.00	\$1,636.00
130.07 MARKLE/BARKELY GIFT	\$146.76	\$0.00	\$37.12	\$0.00	\$0.00	\$109.64
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	\$1,500.00	\$38.01	\$185.14	\$453.44
Subtotal	\$290,986.25	\$1,838.25	\$17,745.06	\$232.44	\$10,673.59	\$283,914.78
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	\$65.00	\$65.00	\$65.00
163.1 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$65.00	\$65.00	\$65.00
8. Rainy Day Fund						
170 RAINY DAY FUND	\$1,060,360.12	\$0.00	\$254,146.10	\$1,340.28	\$263,768.52	\$1,069,982.54
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	\$1,340.28	\$514,768.52	\$2,170,982.54
9. Withholding						
200.01 FEDERAL TAX	\$0.00	\$4,904.38	\$30,921.27	\$4,904.38	\$30,921.27	\$0.00
200.02 FICA	\$0.00	\$4,783.26	\$28,688.81	\$4,783.26	\$28,688.81	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$2,071.03	\$11,099.57	\$2,063.65	\$12,129.27	\$1,029.70
200.04 COUNTY TAX	\$0.00	\$1,075.41	\$5,891.12	\$1,069.71	\$6,424.06	\$532.94
200.05 INSURANCE	\$0.00	\$149.70	\$12,144.39	\$1,880.96	\$14,869.30	\$2,724.91
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$770.00	\$4,600.00	\$770.00	\$4,600.00	\$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	\$552.85	\$89.80	\$544.41	\$89.80
200.08 GARNISHMENT	\$0.00	\$41.54	\$456.94	\$41.54	\$456.94	\$0.00
Subtotal	\$98.24	\$13,795.32	\$94,354.95	\$15,603.30	\$98,634.06	\$4,377.35
Grand Total	\$4,070,714.75	\$217,066.61	\$1,492,628.18	\$202,756.81	\$1,030,169.14	\$3,608,255.71

Total all banks = \$3,608,255.71

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 5/21/18 To 6/18/18

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent Remain
1. 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	\$32,769.24	\$32,076.96	\$38,230.76	46.2
1.12 Salary of Assistants	\$696,400.00	\$0.00	\$696,400.00	\$51,823.25	\$307,414.51	\$300,898.26	\$388,985.49	44.1
1.14 Wages of Janitors	\$74,600.00	\$0.00	\$74,600.00	\$4,854.61	\$32,971.57	\$30,696.97	\$41,628.43	44.2
1.15 Additional Hours (750)	\$9,500.00	\$0.00	\$9,500.00	\$555.38	\$3,148.74	\$3,691.20	\$6,351.26	33.1
1.21 Employer's Share FICA	\$65,200.00	\$0.00	\$65,200.00	\$4,783.40	\$28,689.27	\$28,001.99	\$36,510.73	44.0
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	\$5,125.24	\$30,742.46	\$32,257.98	\$43,283.54	41.5
1.231 Employer's contribution PERF - Employee	\$19,828.00	\$0.00	\$19,828.00	\$1,372.83	\$8,234.57	\$8,676.96	\$11,593.43	41.5
1.24 Employer's Contribution Group Health	\$143,100.00	\$0.00	\$143,100.00	\$0.00	\$43,190.40	\$54,780.20	\$99,909.60	30.2
1.25 Employer's Contribution Life Ins.	\$10,403.00	\$0.00	\$10,403.00	\$149.43	\$3,750.68	\$5,001.29	\$6,652.32	36.1
1.26 Employer's Contribution STD	\$8,300.00	\$0.00	\$8,300.00	\$0.00	\$3,129.30	\$4,690.15	\$5,170.70	37.7
1.27 Employer's Contribution LTD	\$6,900.00	\$0.00	\$6,900.00	\$0.00	\$2,820.32	\$3,960.25	\$4,079.68	40.9
1.28 Employer's Contribution Dental	\$6,800.00	\$0.00	\$6,800.00	\$0.00	\$2,333.70	\$2,608.78	\$4,466.30	34.3
1.29 Other Employee Benefits	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$180.63	\$500.00	0.0
1.3 Employer's Contribution Vision	\$2,000.00	\$0.00	\$2,000.00	\$29.25	\$124.34	\$0.00	\$1,875.66	6.2
Subtotal	\$1,191,557.00		\$1,191,557.00	\$74,154.93	\$499,319.10	\$507,521.62	\$692,237.90	41.9
2. Supplies								
2.11 Official Records	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00	0.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent Remain
2.13 Other Office Supplies	\$32,000.00	\$0.00	\$32,000.00	\$2,199.20	\$11,856.24	(\$104.90)	\$20,143.76	37.1
2.21 Operating/Cleaning/Sanitation Supplies	\$10,000.00	\$0.00	\$10,000.00	\$574.98	\$2,358.93	\$0.00	\$7,641.07	23.6
Subtotal	\$42,001.00		\$42,001.00	\$2,774.18	\$14,215.17	(\$104.90)	\$27,785.83	33.8
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 Architechtural 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	\$8,139.65	\$14,474.15	\$0.00	\$5,525.85	72.4
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
3.142 Facility Repairs and Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.145 Databases	\$16,000.00	\$0.00	\$16,000.00	\$0.00	\$10,534.28	\$15,731.57	\$5,465.72	65.8
3.146 E-books	\$27,500.00	\$0.00	\$27,500.00	\$0.00	\$27,400.00	\$25,300.00	\$100.00	99.6
3.21 Telephone	\$5,250.00	\$0.00	\$5,250.00	\$383.38	\$2,229.39	\$2,418.21	\$3,020.61	42.5
3.211 Telephone - Markle	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$335.74	\$430.60	\$864.26	28.0
3.212 Fax Expense	\$800.00	\$0.00	\$800.00	\$64.67	\$382.75	\$395.37	\$417.25	47.8
3.213 T-1 Access Huntington	\$8,000.00	\$0.00	\$8,000.00	\$727.50	\$3,637.50	\$4,365.00	\$4,362.50	45.5
3.2131 T-1 Access Markle	\$4,000.00	\$0.00	\$4,000.00	\$300.00	\$1,500.00	\$1,800.00	\$2,500.00	37.5
3.22 Postage and Shipping	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$651.20	\$601.01	\$598.80	52.1
3.23 Traveling Expense	\$2,500.00	\$0.00	\$2,500.00	\$197.18	\$892.65	\$1,579.34	\$1,607.35	35.7
3.24 Professional Development	\$8,000.00	\$0.00	\$8,000.00	\$102.70	\$3,877.99	\$5,632.38	\$4,122.01	48.5
3.31 Advertising and Public Notices	\$3,500.00	\$0.00	\$3,500.00	\$670.26	\$2,369.60	\$1,964.72	\$1,130.40	67.7
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	\$8,502.60	\$6,236.91	\$4,497.40	65.4
3.511 Gas Markle	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$858.76	\$678.44	\$641.24	57.3

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent Remain
3.52 Electricity Huntington	\$62,000.00	\$0.00	\$62,000.00	\$0.00	\$25,672.08	\$24,045.87	\$36,327.92	41.4
3.521 Electricity Markle	\$2,500.00	\$0.00	\$2,500.00	\$177.30	\$1,107.46	\$1,088.03	\$1,392.54	44.3
3.53 Water Huntington	\$2,750.00	\$0.00	\$2,750.00	\$236.03	\$1,135.12	\$1,100.90	\$1,614.88	41.3
3.531 Water Markle	\$300.00	\$0.00	\$300.00	\$23.10	\$134.74	\$115.44	\$165.26	44.9
3.54 Sewer Huntington	\$5,250.00	\$0.00	\$5,250.00	\$591.79	\$2,291.26	\$2,173.19	\$2,958.74	43.6
3.541 Sewer Markle	\$300.00	\$0.00	\$300.00	\$19.02	\$110.95	\$95.57	\$189.05	37.0
3.62 Equipment Repair and Maintenance	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$2,018.97	\$279.22	\$2,981.03	40.4
3.621 Equipment Leasing and Maintenance	\$12,000.00	\$0.00	\$12,000.00	\$324.03	\$6,183.26	\$6,034.81	\$5,816.74	51.5
3.622 Contracted Facility Maintenance	\$16,500.00	\$0.00	\$16,500.00	\$40.00	\$160.00	\$2,376.43	\$16,340.00	1.0
3.623 Technology License Agreements	\$15,000.00	\$0.00	\$15,000.00	\$431.92	\$3,942.07	\$6,547.31	\$11,057.93	26.3
3.624 Technology Maintenance	\$17,500.00	\$0.00	\$17,500.00	\$525.00	\$9,575.67	\$975.41	\$7,924.33	54.7
3.625 ILS Maintenance and Contract	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$25,132.14	\$27,176.21	\$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	\$380.00	\$1,984.60	\$2,120.00	15.2
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	\$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	\$12,953.53	\$159,287.57	\$141,597.54	\$231,816.43	40.7
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	\$249.99	\$3,347.11	\$3,329.59	\$6,652.89	33.5
4.41 Technology Equipment	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$7,822.76	\$70.85	\$177.24	97.8

<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>
4.42 Technology Upgrade	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.0
4.5 Books	\$135,000.00	\$0.00	\$135,000.00	\$8,728.97	\$51,105.15	\$81,642.40	\$83,894.85	37.9
4.6 Periodicals and Newspapers	\$12,000.00	\$0.00	\$12,000.00	\$318.43	\$12,467.98	\$10,035.72	(\$467.98)	103.9
4.71 Audio-visual Materials	\$30,000.00	\$0.00	\$30,000.00	\$1,439.07	\$13,549.21	\$14,828.59	\$16,450.79	45.2
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	\$75.00	\$1,250.00	0.0
4.8 Materials Processing	\$15,000.00	\$0.00	\$15,000.00	\$790.94	\$5,845.02	\$5,466.35	\$9,154.98	39.0
Subtotal	\$221,251.00		\$221,251.00	\$11,527.40	\$94,137.23	\$115,448.50	\$127,113.77	42.5
Grand Total	\$1,845,913.00	\$0.00	\$1,845,913.00	\$101,410.04	\$766,959.07	\$764,462.76	\$1,078,953.93	41.5

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 5/21/18 To 6/18/18

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	\$8,400.00	\$0.00	\$41,600.00	16.8
Subtotal	\$50,000.00		\$50,000.00	\$0.00	\$8,400.00	\$0.00	\$41,600.00	16.8
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	\$8,510.00	\$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	\$8,510.00	\$529,398.00	0.0
Grand Total	\$579,398.00	\$0.00	\$579,398.00	\$0.00	\$8,400.00	\$8,510.00	\$570,998.00	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 5/21/18 To 6/18/18

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	\$24,827.66	\$250,000.00	0.0
Subtotal	\$916,771.00	\$0.00	\$916,771.00	\$0.00	\$0.00	\$24,827.66	\$916,771.00	0.0
Grand Total	\$916,771.00	\$0.00	\$916,771.00	\$0.00	\$0.00	\$24,827.66	\$916,771.00	0.0

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