

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees  
December 17th, 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
  - b. Other
9. New Business
  - a. Personnel Handbook Update - PTO Allocation
  - b. Mold Remediation Cost
  - c. Easement Agreement - City of Huntington
  - d. Salary Schedule - 2019
  - e. Other
10. Public Input
11. Adjournment

**Huntington City-Township Public Library  
Board of Trustees Meeting  
November 19, 2018**

**Present:** John Branham, Peggy Caley, Jamie Hoffman, Jessica Mankey, Anne McClellan, Daryl Shrock, Beka Lemons

**Absent:** None

**Visitors:** Jessi Brown, Eric Fry, Mike Perkins

**Peggy called the meeting to order.**

**Reading and Approval of Minutes:** John moved to approve the both sets of minutes from last month, Jessica seconded, and motion carried.

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

**Report of the Director:** Beka highlighted various items in her Director's Report. We have posted for the position of Youth Services Librarian. Victory Noll is partnering with us on some initiatives working with Spanish-speaking patrons. A meeting will take place this week with the school media specialists to discuss partnership ideas, including the Bookmobile, with our local schools.

**Communication:** Beka read a thank-you letter received from Youth Services Bureau for our Safe Place participation.

**Committee Reports:** None

**Unfinished Business:** Beka shared some construction updates. A door to provide a safer emergency exit has been added to the children's room plans. There are some other miscellaneous modifications that will be taken care of, but the project is still on schedule.

**New Business:**

**A. Staff In-service:** John moved to approve the modification of staff in-service dates and closures, Jessica seconded, and motion carried.

**B. Policy Update - Reciprocal Borrowing:** This long-standing policy with Wells County has been updated. Jessica moved to approve, Daryl seconded, and motion carried.

**C. ENA Agreements:** The resolution for e-rate funding passed by written vote.

- D. **Insurance Renewal:** The dental insurance policy renewal will be the same cost as last year, but the health insurance policy renewal will be at an eleven percent increase; Beka recommends accepting both these policies. The vision insurance renewal quote has not yet been received, but it is expected to be at approximately the same cost as last year. Jamie moved to accept the health and dental policy renewals as quoted and to allow Beka to accept the vision renewal quote as long as it is not higher than a ten percent increase; John seconded; motion carried.
- E. **Other:** Beka reminded us that the Benefits Committee will need to meet soon to complete the Director's evaluation. This committee is made up of Jamie, Jessica, and John.

**Public Input:** Mike Perkins asked for an update on the emergency exit that would service the Children's Area.

**Jessica moved to adjourn, John seconded, and motion carried.**

**Huntington City-Township Public Library  
Budget Adoption  
October 22, 2018, 5:15 PM**

**Peggy called the meeting to order.**

**Present:** Peggy Caley, Jamie Hoffman Jessica Mankey, Anne McClellan, Daryl Shrock, Beka Lemons

**Absent:** John Branham

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

**The Resolution for Appropriations and Tax Rates for the 2019 budget was passed by written vote.**

**Jessica moved to adjourn, Daryl seconded, and motion carried.**

**Huntington City-Township Public Library  
Board of Trustees Meeting  
October 22, 2018**

**Present:** Peggy Caley, Jamie Hoffman, Jessica Mankey, Anne McClellan, Daryl Shrock, Beka Lemons

**Absent:** John Branham

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

**Peggy called the meeting to order.**

**Reading and Approval of Minutes:** Jamie moved to approve the minutes with corrections, Anne 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 highlighted various items in her Director's Report. Two new employees have started at the library. Several community organizations have reached out to Beka to meet for various partnership ideas. The Fun Palace saw attendance of nearly 400 people. The library card discount program was a success.

**Communication:** None

**Committee Reports:** None

**Unfinished Business:** The construction contract from MKM was reviewed by our lawyer, and Beka recommends we move forward with a few minor modifications she will ask to be made. Construction is set to begin this coming Wednesday.

**New Business:**

**A. New Hire Wage:** Beka would like us to approve starting wage at \$15 per hour for a new librarian. Jessica moved to approve, and Daryl seconded; motion carried.

**B. Hours:**

I. Staff In-Service Closing - The library will need to close on November 30 for the staff in-service training. Jamie moved to approve, Jessica seconded, and motion carried.

II. 2019 Holiday Closings - Jamie moved to approve the 2019 holiday closings, with the addition of April 20, 2019, as an unpaid day off the Saturday before Easter; Jessica seconded; motion carried.

**C. Special Projects Updates:**

I. Foundation - Beka asked us to spread the word for volunteers to serve on this foundation, as we need at least three people. We also need a donation of approximately \$1000 to start up this effort.

II. Stay and Play - This new program for the Children's Department will start later next year, once the construction project is closer to completion. The library will be reaching out to the high school and to Huntington University for student volunteers to help with this program.

III. Bookworm - The library is in the process of stocking the book mobile with books and materials as a joint venture with our local school system. The library will be looking for some local sponsorships to help with this project.

**D. Other:** The Winter Extravaganza will take place in December and is geared for kindergarten and 1st grade. The Friday Night Frights movie program has seen growing attendance throughout the month.

**Public Input:** Mike Perkins asked about a security exit plan for the new Children's Department renovations; Beka responded that she will look into that and inquire about the need and possibilities.

**Jessica moved to adjourn, Daryl seconded, and motion carried.**



Handwritten signatures of D. Calvey, Daryl, Jessica, and Anne McCalla.

Huntington City-Township Public Library  
Monthly Report  
December 2018

**Director's Report**  
**News and Updates**

- The children's librarian job will be posted until January 1st.
- Construction continues to move along with minimal interruptions. We are still on schedule to have the children's finished and open by summer. Many of us have been working very hard to get everything moved for the next phase of construction.
- We had a very successful Winter Extravaganza with over 100 children attending the public event and many more attending during school visits.
- We are making progress towards getting the bookworm running. After meeting with the school media specialists we decided that this service will work better as a neighborhood bookmobile rather than visiting each school. We are working on other strategies to support the school libraries.
- Many of our staff have been putting in a lot of time training for our new ILS system. All of the staff should be trained by the middle of January.
- Performance evaluations have been completed.
- The Community Advisory Board met for the last time in 2018. We will be transitioning to quarterly meetings in 2019.
- We renewed our liability insurance with Mettler Insurance. There was a small rate increase of \$865.

**Meetings and Activities**

November 21	Bookworm Committee Meeting
November 21	Special Projects Meeting
November 22	Closed for Thanksgiving
November 26	Senior Leadership Meeting
November 28	Bookworm Committee Meeting
November 29	Construction Progress Meeting
November 29	Annual Report/Bookkeeping Workshop
December 3	Community Advisory Board
December 4	Librarians Meeting
December 5	Bookworm Committee Meeting
December 5	ILF Professional Development Meeting
December 10	Senior Leadership Meeting
December 11	Programming Meeting
December 12	Bookworm Committee Meeting
December 12	Cohort 1 Meeting
December 13	Construction Progress Meeting
December 13	ILF Board Meeting
December 17	Library Board Meeting

### **Upcoming Meetings and Activities**

December 19	Bookworm Committee Meeting
December 19	Special Projects Meeting
December 20	Cohort 2 Meeting
December 21	Vacation
December 24-25	Closed for Christmas
December 26	Bookworm Committee Meeting
December 26	Cohort 4 Meeting
December 27	Construction Progress Meeting
December 27	Cohort 3 Meeting
January 1	Closed for New Year's Day
January 2	Polaris Training
January 3	Polaris Training
January 9	Bookworm Committee Meeting
January 9	Cohort 1 Meeting
January 10	Construction Progress Meeting
January 11	Staff In-service
January 14	Senior Leadership Meeting
January 14	Stay and Play Committee Meeting
January 16	Bookworm Committee Meeting
January 16	Special Projects Meeting
January 17	Cohort 2 Meeting
January 21	Library Board Meeting

**Financial Report**  
**Huntington City-Township Public Library**

**Report Dates = 11/19/18 to 12/17/18**

<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>
<b>1. Operating Fund</b>						
100 OPERATING	\$1,025,931.10	\$187,198.09	\$2,067,621.97	\$83,573.60	\$1,915,808.80	\$874,117.93
<b>Subtotal</b>	<b>\$1,025,931.10</b>	<b>\$187,198.09</b>	<b>\$2,067,621.97</b>	<b>\$83,573.60</b>	<b>\$1,915,808.80</b>	<b>\$874,117.93</b>
<b>2. LIRF</b>						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$592,339.04	\$7,776.99	\$213,025.20	\$770.89	\$97,878.57	\$477,192.41
111 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$592,339.04</b>	<b>\$7,776.99</b>	<b>\$213,025.20</b>	<b>\$770.89</b>	<b>\$97,878.57</b>	<b>\$477,192.41</b>
<b>3. Gift Funds</b>						
130.01 GIFT (REGULAR)	\$204,741.52	\$200.34	\$721.84	\$233.98	\$2,323.16	\$206,342.84
130.02 FRIENDS OF THE LIBRARY	\$1,244.01	\$680.33	\$7,869.01	\$0.00	\$9,148.44	\$2,523.44
130.03 LITERACY	\$0.00	\$34.20	\$34.20	\$200.00	\$800.00	\$765.80
130.04 GIFT - IN RM	\$56,141.70	\$0.00	\$10,350.00	\$76.86	\$587.27	\$46,378.97
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	\$75.00	\$1,022.39	\$0.00	\$500.00	\$1,561.00
130.07 MARKLE/BARKELY GIFT	\$146.76	\$36.94	\$74.06	\$0.00	\$0.00	\$72.70
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	\$36.78	\$409.51	\$677.81
<b>Subtotal</b>	<b>\$290,986.25</b>	<b>\$1,026.81</b>	<b>\$21,571.50</b>	<b>\$547.62</b>	<b>\$13,768.38</b>	<b>\$283,183.13</b>
<b>4. Grants</b>						
124 STATE TECH GRANT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$10,754.18	\$10,754.18
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,754.18</b>	<b>\$10,754.18</b>
<b>5. LSCA</b>						
150.03 IND. STATE STUDENT ASSISTANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$3,090.00	\$3,090.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,090.00</b>	<b>\$3,090.00</b>
<b>6. Levy Excess</b>						
161 LEVY EXCESS - OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>7.PLAC</b>						
163 PLAC FUND	\$0.00	\$0.00	\$130.00	\$65.00	\$195.00	\$65.00
163.1 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$130.00</b>	<b>\$65.00</b>	<b>\$195.00</b>	<b>\$65.00</b>
<b>8. Rainy Day Fund</b>						
170 RAINY DAY FUND	\$1,060,360.12	\$0.00	\$292,492.10	\$1,487.10	\$273,136.39	\$1,041,004.41
171 RAINY DAY INVESTMENT	\$1,101,000.00	\$0.00	\$251,000.00	\$0.00	\$251,000.00	\$1,101,000.00
<b>Subtotal</b>	<b>\$2,161,360.12</b>	<b>\$0.00</b>	<b>\$543,492.10</b>	<b>\$1,487.10</b>	<b>\$524,136.39</b>	<b>\$2,142,004.41</b>
<b>9. Withholding</b>						
200.01 FEDERAL TAX	\$0.00	\$4,760.24	\$61,393.36	\$4,760.24	\$61,393.36	\$0.00
200.02 FICA	\$0.00	\$4,768.25	\$59,860.71	\$4,768.25	\$59,860.71	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$2,000.89	\$24,100.92	\$2,036.42	\$25,127.04	\$1,026.12
200.04 COUNTY TAX	\$0.00	\$1,028.86	\$12,607.47	\$1,048.46	\$13,135.76	\$528.29
200.05 INSURANCE	\$0.00	\$2,469.96	\$29,974.92	\$2,465.57	\$30,906.37	\$931.45

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>
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$839.76	\$20,363.56	\$839.76	\$20,363.56	\$0.00
200.07 UNITED WAY	\$98.24	\$74.50	\$1,135.55	\$74.50	\$1,074.56	\$37.25
200.08 GARNISHMENT	\$0.00	\$0.00	\$456.94	\$0.00	\$456.94	\$0.00
<b>Subtotal</b>	<b>\$98.24</b>	<b>\$15,942.46</b>	<b>\$209,893.43</b>	<b>\$15,993.20</b>	<b>\$212,318.30</b>	<b>\$2,523.11</b>
<b>Grand Total</b>	<b>\$4,070,714.75</b>	<b>\$211,944.35</b>	<b>\$3,055,734.20</b>	<b>\$102,437.41</b>	<b>\$2,777,949.62</b>	<b>\$3,792,930.17</b>

**Total all banks = \$3.792.930.17**

# Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 11/19/18 To 12/17/18

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent Remain
<b>I. Personal Services</b>								
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	\$68,269.25	\$66,827.00	\$2,730.75	96.2
1.12 Salary of Assistants	\$696,400.00	\$0.00	\$696,400.00	\$51,381.91	\$646,439.13	\$634,909.21	\$49,960.87	92.8
1.14 Wages of Janitors	\$74,600.00	\$0.00	\$74,600.00	\$4,873.74	\$63,358.27	\$65,579.77	\$11,241.73	84.9
1.15 Additional Hours (750)	\$9,500.00	\$0.00	\$9,500.00	\$781.08	\$6,804.92	\$8,317.76	\$2,695.08	71.6
1.21 Employer's Share FICA	\$65,200.00	\$0.00	\$65,200.00	\$4,768.34	\$59,861.51	\$59,101.88	\$5,338.49	91.8
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	\$5,151.70	\$64,378.45	\$65,294.20	\$9,647.55	87.0
1.231 Employer's contribution PERF - Employee	\$19,828.00	\$0.00	\$19,828.00	\$1,379.91	\$17,244.19	\$19,924.86	\$2,583.81	87.0
1.24 Employer's Contribution Group Health	\$143,100.00	\$0.00	\$143,100.00	\$11,193.60	\$125,885.52	\$117,242.34	\$17,214.48	88.0
1.25 Employer's Contribution Life Ins.	\$10,403.00	\$0.00	\$10,403.00	\$149.43	\$8,234.52	\$9,491.75	\$2,168.48	79.2
1.26 Employer's Contribution STD	\$8,300.00	\$0.00	\$8,300.00	\$0.00	\$6,915.81	\$8,076.90	\$1,384.19	83.3
1.27 Employer's Contribution LTD	\$6,900.00	\$0.00	\$6,900.00	\$0.00	\$6,234.87	\$6,850.34	\$665.13	90.4
1.28 Employer's Contribution Dental	\$6,800.00	\$0.00	\$6,800.00	\$488.53	\$5,408.24	\$5,705.53	\$1,391.76	79.5
1.29 Other Employee Benefits	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$392.48	\$500.00	0.0
1.3 Employer's Contribution Vision	\$2,000.00	\$0.00	\$2,000.00	\$29.25	\$310.68	\$0.00	\$1,689.32	15.5
<b>Subtotal</b>	<b>\$1,191,557.00</b>		<b>\$1,191,557.00</b>	<b>\$65,659.03</b>	<b>\$1,079,345.36</b>	<b>\$1,067,714.02</b>	<b>\$112,211.64</b>	<b>90.6</b>
<b>2. Supplies</b>								
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	\$3,403.17	\$24,026.58	\$3,411.89	\$7,973.42	75.1
2.21	Operating/Cleaning/Sanitation Supplies	\$10,000.00	\$0.00	\$10,000.00	\$659.60	\$5,116.11	\$2,894.00	\$4,883.89	51.2
	<b>Subtotal</b>	<b>\$42,001.00</b>		<b>\$42,001.00</b>	<b>\$4,062.77</b>	<b>\$29,142.69</b>	<b>\$6,305.89</b>	<b>\$12,858.31</b>	<b>69.4</b>
<b>3. Other Services and Charges</b>									
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	\$981.17	\$22,645.30	\$1,846.42	(\$2,645.30)	113.2
3.141	Contracted Labor for Grounds	\$5,500.00	\$0.00	\$5,500.00	\$695.00	\$10,951.14	\$0.00	(\$5,451.14)	199.1
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	\$2,121.21	\$17,633.74	\$17,751.77	(\$1,633.74)	110.2
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	\$386.11	\$4,520.71	\$4,346.64	\$729.29	86.1
3.211	Telephone - Markle	\$1,200.00	\$0.00	\$1,200.00	\$67.92	\$803.70	\$1,172.08	\$396.30	67.0
3.212	Fax Expense	\$800.00	\$0.00	\$800.00	\$63.66	\$781.19	\$784.79	\$18.81	97.6
3.213	T-1 Access Huntington	\$8,000.00	\$0.00	\$8,000.00	\$611.75	\$8,035.50	\$8,730.00	(\$35.50)	100.4
3.2131	T-1 Access Markle	\$4,000.00	\$0.00	\$4,000.00	\$380.00	\$3,080.00	\$3,600.00	\$920.00	77.0
3.22	Postage and Shipping	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$678.51	\$668.50	\$571.49	54.3
3.23	Traveling Expense	\$2,500.00	\$0.00	\$2,500.00	\$195.33	\$2,265.38	\$2,876.76	\$234.62	90.6
3.24	Professional Development	\$8,000.00	\$0.00	\$8,000.00	\$172.52	\$7,404.77	\$10,552.08	\$595.23	92.6
3.31	Advertising and Public Notices	\$3,500.00	\$0.00	\$3,500.00	\$399.20	\$5,190.63	\$3,857.57	(\$1,690.63)	148.3
3.41	Official Bonds	\$500.00	\$0.00	\$500.00	\$0.00	\$209.89	\$632.00	\$290.11	42.0
3.42	Operational Insurance	\$50,000.00	\$0.00	\$50,000.00	\$27,660.92	\$29,495.92	\$1,917.00	\$20,504.08	59.0
3.51	Gas Huntington	\$13,000.00	\$0.00	\$13,000.00	\$0.00	\$9,534.92	\$7,246.64	\$3,465.08	73.3
3.511	Gas Markle	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,002.90	\$800.55	\$497.10	66.9

<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>
3.52 Electricity Huntington	\$62,000.00	\$0.00	\$62,000.00	\$4,589.54	\$65,467.66	\$58,276.06	(\$3,467.66)	105.6
3.521 Electricity Markle	\$2,500.00	\$0.00	\$2,500.00	\$212.93	\$2,342.12	\$2,254.54	\$157.88	93.7
3.53 Water Huntington	\$2,750.00	\$0.00	\$2,750.00	\$235.50	\$2,519.37	\$2,436.52	\$230.63	91.6
3.531 Water Markle	\$300.00	\$0.00	\$300.00	\$23.10	\$296.44	\$230.88	\$3.56	98.8
3.54 Sewer Huntington	\$5,250.00	\$0.00	\$5,250.00	\$440.44	\$4,913.81	\$4,889.58	\$336.19	93.6
3.541 Sewer Markle	\$300.00	\$0.00	\$300.00	\$19.02	\$283.71	\$190.67	\$16.29	94.6
3.62 Equipment Repair and Maintenance	\$5,000.00	\$0.00	\$5,000.00	\$1,319.92	\$3,338.89	\$1,067.68	\$1,661.11	66.8
3.621 Equipment Leasing and Maintenance	\$12,000.00	\$0.00	\$12,000.00	\$792.33	\$13,878.19	\$7,445.92	(\$1,878.19)	115.7
3.622 Contracted Facility Maintenance	\$16,500.00	\$0.00	\$16,500.00	\$1,896.62	\$20,277.54	\$2,496.43	(\$3,777.54)	122.9
3.623 Technology License Agreements	\$15,000.00	\$0.00	\$15,000.00	\$1,936.50	\$7,731.40	\$11,010.83	\$7,268.60	51.5
3.624 Technology Maintenance	\$17,500.00	\$0.00	\$17,500.00	\$525.00	\$21,361.99	\$1,215.41	(\$3,861.99)	122.1
3.625 ILS Maintenance and Contract	\$30,000.00	\$0.00	\$30,000.00	\$37,980.00	\$73,312.14	\$27,176.21	(\$43,312.14)	244.4
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	\$989.75	\$2,092.75	\$3,711.07	\$407.25	83.7
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	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.0
<b>Subtotal</b>	<b>\$391,104.00</b>		<b>\$391,104.00</b>	<b>\$84,695.44</b>	<b>\$370,285.81</b>	<b>\$214,523.60</b>	<b>\$20,818.19</b>	<b>94.7</b>
<b>4. Capitol Outlays</b>								
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	\$0.00	\$6,223.93	\$4,768.08	\$3,776.07	62.2
4.41 Technology Equipment	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$7,960.76	\$70.85	\$39.24	99.5

<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	\$2,058.96	\$0.00	\$7,941.04	20.6
4.5 Books	\$135,000.00	\$0.00	\$135,000.00	\$10,185.61	\$119,598.16	\$100,443.95	\$15,401.84	88.6
4.6 Periodicals and Newspapers	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$12,787.10	\$10,112.01	(\$787.10)	106.6
4.71 Audio-visual Materials	\$30,000.00	\$0.00	\$30,000.00	\$1,714.36	\$28,217.77	\$18,473.55	\$1,782.23	94.1
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	\$526.38	\$1,250.00	0.0
4.8 Materials Processing	\$15,000.00	\$0.00	\$15,000.00	\$880.88	\$11,978.43	\$7,174.39	\$3,021.57	79.9
<b>Subtotal</b>	<b>\$221,251.00</b>		<b>\$221,251.00</b>	<b>\$12,780.85</b>	<b>\$188,825.11</b>	<b>\$141,569.21</b>	<b>\$32,425.89</b>	<b>85.3</b>
<b>Grand Total</b>	<b>\$1,845,913.00</b>	<b>\$0.00</b>	<b>\$1,845,913.00</b>	<b>\$187,198.09</b>	<b>\$1,667,598.97</b>	<b>\$1,430,112.72</b>	<b>\$178,314.03</b>	<b>90.3</b>

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 11/19/18 To 12/17/18

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent Remain
<b>3. Other Services and Charges</b>								
3.12 Engineering and Architectural Services	\$50,000.00	\$0.00	\$50,000.00	\$2,106.99	\$90,743.31	\$0.00	(\$40,743.31)	181.5
3.14 Other Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
<b>Subtotal</b>	<b>\$50,000.00</b>		<b>\$50,000.00</b>	<b>\$2,106.99</b>	<b>\$90,743.31</b>	<b>\$0.00</b>	<b>(\$40,743.31)</b>	<b>181.5</b>
<b>4. Capitol Outlays</b>								
4.2 Building Improvements	\$450,000.00	\$0.00	\$450,000.00	\$1,670.00	\$1,670.00	\$0.00	\$448,330.00	0.4
4.3 Improvements Other than Building	\$29,398.00	\$0.00	\$29,398.00	\$4,000.00	\$20,611.89	\$8,510.00	\$8,786.11	70.1
4.4 Furniture and Equipment	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.0
<b>Subtotal</b>	<b>\$529,398.00</b>		<b>\$529,398.00</b>	<b>\$5,670.00</b>	<b>\$22,281.89</b>	<b>\$8,510.00</b>	<b>\$507,116.11</b>	<b>4.2</b>
<b>Grand Total</b>	<b>\$579,398.00</b>	<b>\$0.00</b>	<b>\$579,398.00</b>	<b>\$7,776.99</b>	<b>\$113,025.20</b>	<b>\$8,510.00</b>	<b>\$466,372.80</b>	<b>19.5</b>

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 11/19/18 To 12/17/18

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent Remain
<b>4. Capitol Outlays</b>								
4 Other Capital Outlays	\$126,771.00	\$0.00	\$126,771.00	\$0.00	\$0.00	\$43,328.87	\$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	\$38,346.00	\$0.00	\$1,654.00	95.9
4.4 Furniture and Equipment	\$250,000.00	\$0.00	\$250,000.00	\$0.00	\$0.00	\$25,183.59	\$250,000.00	0.0
<b>Subtotal</b>	<b>\$916,771.00</b>	<b>\$0.00</b>	<b>\$916,771.00</b>	<b>\$0.00</b>	<b>\$38,346.00</b>	<b>\$68,512.46</b>	<b>\$878,425.00</b>	<b>4.2</b>
<b>Grand Total</b>	<b>\$916,771.00</b>	<b>\$0.00</b>	<b>\$916,771.00</b>	<b>\$0.00</b>	<b>\$38,346.00</b>	<b>\$68,512.46</b>	<b>\$878,425.00</b>	<b>4.2</b>

Approved by the State Board Of Accounts for Huntington City-Township Public Library on 11/1/98.