

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
October, 23rd, 2017
5:15pm

Budget Adoption

1. Call to Order
2. Adoption of 2018 Budget
3. Adjournment

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. Communications
7. Committee Reports
8. Unfinished Business
 - A. Space Planning Update
 - B. Other
9. New Business
 - A. Rainy Day Resolution
 - B. Electronic Records Policy
 - C. Extended Staff Leave
 - D. Strategic Planning/Community Advisory Board
 - E. Other
10. Trustee Education – Boards Turning Outward - Introduction, Roadmap, and Challenges 1&2 – Beka Lemons
11. Public Input
12. Adjournment

**Huntington City-Township Public Library
Budget Public Hearing
September 25, 2017, 5:15 PM**

Peggy called the hearing to order.

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

Absent: None

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

Discussion: The budget was very close to last year's, with a 3.6% increase. Copies of the Budget Form 1 - Budget Estimate were presented for review and discussion. There were no questions or discussion from the public.

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

**Huntington City-Township Public Library
Board of Trustees Meeting
September 25, 2017**

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

Absent: None

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

Peggy called the meeting to order.

Reading and Approval of Minutes: Jessica moved to approve the minutes with corrections, Jim seconded, and motion carried. The minutes were approved with the following correction: Beka made an offer of shelving if needed to the Eckhart Public Library.

Reading and Approval of Financial Report and Bills: Jessica 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. They are creating a Community Calendar that can be sold at a minimal cost for patrons. Library staff collected over \$185 through a fund-raising event for United Way. An upcoming new activity in

be in compliance and avoid liability and litigation. It was recommended that we create a code of ethical conduct as part of a handbook for board members. Jim also mentioned that it would be good to take new board members through a training/orientation process, and Beka agreed that this would be a beneficial practice to begin.

Public Input: Mike Perkins asked if the new budget is available for the public to view, and Beka explained that the 2018 advertised amount is available online now, with the adopted budget available after it is approved in October. Jessi mentioned that public patron library policies are available to view on our library website. Beka complemented Michelle Blunt from the *Herald Press* on her positive coverage of library programs

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

**Huntington City-Township Public Library
Board of Trustees Meeting
August 28, 2017, 5:15 PM**

Present: Peggy Caley, Jessica Mankey, Anne McClellan, James Miller, Beka Lemons

Absent: Jamie foday, John Branham

Visitors: Jeri Davis, Jessi Brown, Barb Buroker, Mike Perkins, Zachary Benedict from MKM Architecture and Michele Reed from the *Huntington Herald Press*

Peggy called the meeting to order at 5:15 PM

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

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

Report of the Director: Beka highlighted the Summer Reading Program stats. In September we will again work with local businesses for library card sign up month. The library now accepts credit cards for payments, the response has been good. We are investigating the possibility of hiring a courier service to transport items between Huntington and Markle. She explained how

Committee Reports: Budget committee met July 31st. See New Business

Communications: None

Unfinished Business:

- A. Space Planning Update:** Beka received a detail report from MKM Architecture. Two options were presented to the board for layout of the departments. No decisions were made at this time.
- B. Other:** John asked last month if the library could help out Eckhart Public Library. They sustained damage from a fire. Beka said we have shelving if they need any.

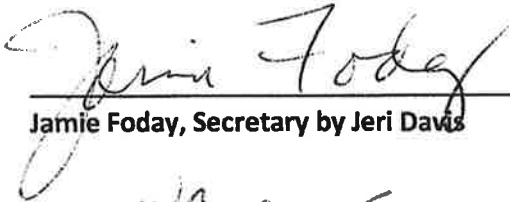
New Business:

- A. Budget:** The board reviewed the 2018 budget proposal. The budget committee recommended taking the max levy. Beka has a meeting with the DLGF September 8th.
- B. Other:** Beka informed the board that ILF is looking for interested trustees to be a member of their board.

Public Input: Mike Perkins asked questions about the budget and our Rainy Day Fund.

Trustee Education – Committees: Peggy presented this chapter in the manual to the board.

Anne moved to adjourn, Jessica seconded and motion carried.



Jamie Foday, Secretary by Jeri Davis











Huntington City-Township Public Library
Monthly Report
October 2017

Director's Report

News and Updates

- Our first ever Fun Palace event was held October 7th and 8th. We counted 431 attendees and 68 volunteers over the 2 day event.
- Jan Carnes will be retiring from her position as Circulation Supervisor effective November 17th. We have advertised the position and will be accepting applications until November 1st.
- We are currently in the process of writing annual evaluations for the staff. We will have all evaluations completed by the end of November.
- We completed meetings with all of the staff to discuss the space planning proposal. The general consensus from the staff was very similar to the Board's feelings with the children's area being the top priority. I will have a phone call with Zach at MKM on October 25th to discuss moving forward with the project.
- The annual ILF conference will be held on November 14th and 15th. There are special discounted rates for any Board members who wish to attend. We will be sending 5 staff members to the conference.
- We are currently working on a strategy to lend mobile hot spots to patrons for at home internet access.
- The Indiana Room is currently considering the purchase of new digital microfilm machines.
- Jessi and Devon spoke at an Optimist Club meeting.

Meetings and Activities

September 28 th	Cohort 3 Meeting
October 3 rd	Librarians Meeting
October 4 th	Technology Training Meeting
October 5 th	Literacy Coalition Board Meeting
October 7 th -8 th	Fun Palace
October 9 th	Senior Leadership Meeting
October 10 th	Programming Meeting
October 11 th	Cohort 1 Meeting
October 12 th	ILF Board Meeting
October 17 th	Librarians Meeting
October 19 th	Cohort 2 Meeting
October 23 rd	Senior Leadership Meeting
October 23 rd	Library Board Meeting

Upcoming Meetings and Activities

October 25 th	Space Planning Call
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October 25 th	Cohort 4 Meeting
October 26 th	Cohort 3 Meeting
October 27 th	Continuous Improvement Meeting
November 2 nd	Literacy Coalition Board Meeting
November 2 nd	State Library Bookkeeping Workshop
November 7 th	Librarians Meeting
November 7 th	Tech Training Meeting
November 8 th	Cohort 1 Meeting
November 9 th	ILF Board Meeting
November 13 th	Senior Leadership Meeting
November 14 th -15 th	ILF Annual Conference
November 16 th	Cohort 2 Meeting
November 20 th	Library Board Meeting

Strategic Plan Update

Mission:

Your destination to learn, to discover, to gather, to grow.

Are we doing things that don't support our mission?

- Non-resident cards still carry a fee
- Creating barriers to access
 - Friendly and available service
 - Fees restricting use of materials and computers
- Need to give staff the skills to execute the mission
- Extended hours
 - Sunday
 - Friday
 - Holiday – do we need Saturday off for Memorial and Labor day
- Need to improve consistency and quality in the execution of programs

What are we doing that supports our mission?

- Programs
 - Variety
 - STEAM focused
 - Educational
 - Entertaining
 - Social
 - All ages
- Making efforts to increase access to free cards

- School cards
- College cards
- Plan to move spaces to create usable and comfortable spaces
- Creating purposeful displays
- Continue to maintain collections
- Clean, well lit, and well maintained building

I wish we could....

- Make everyone want to be here
- Have universal card access
- Be as busy as a European train station
 - Have things people value
 - Excitement/energy
 - Well organized
- Have positive relationships with youth
- Have more staff flexibility
- Be a happy place
 - Job satisfaction
 - Mutual respect/awareness
 - Communication
- Become the community's most trusted/valued place
- Make community organizations more aware and keeping us involved

Financial Report
Huntington City-Township Public Library

Report Dates = 9/25/17 to 10/23/17

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
1. Operating Fund						
100 OPERATING	\$1,149,720.77	\$397,703.92	\$1,647,666.10	\$334,075.70	\$1,346,213.08	\$848,267.75
Subtotal	\$1,149,720.77	\$397,703.92	\$1,647,666.10	\$334,075.70	\$1,346,213.08	\$848,267.75
2. LIRF						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$595,042.70	\$0.00	\$8,510.00	\$88.03	\$2,692.55	\$589,225.25
111 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$595,042.70	\$0.00	\$8,510.00	\$88.03	\$2,692.55	\$589,225.25
3. Gift Funds						
130.01 GIFT (REGULAR)	\$203,595.65	\$0.00	\$406.23	\$111.22	\$1,179.26	\$204,368.68
130.02 FRIENDS OF THE LIBRARY	\$8,669.57	\$1,248.90	\$6,009.10	\$283.52	\$572.36	\$3,232.83
130.04 GIFT - IN RM	\$3,057.72	\$0.00	\$0.00	\$23.85	\$53,836.80	\$56,894.52
130.05 IN. ROOM INVESMENT - UND	\$53,000.00	\$0.00	\$53,000.00	\$0.00	\$0.00	\$0.00
130.06 GIFT - CHILDRENS ROOM	\$2,293.96	\$0.00	\$227.62	\$0.00	\$550.00	\$2,616.34
130.07 MARKLE/BARKELY GIFT	\$146.10	\$0.00	\$199.34	\$0.00	\$200.00	\$146.76
133 BRIDGE-DICKEY INVESTMENT 08/2012	\$24,860.57	\$0.00	\$0.00	\$0.00	\$0.00	\$24,860.57
133.01 BRIDGE-DICKEY FUND	\$1,320.78	\$0.00	\$0.00	\$36.78	\$334.72	\$1,655.50
Subtotal	\$296,944.35	\$1,248.90	\$59,842.29	\$455.37	\$56,673.14	\$293,775.20
4. Grants						
124 STATE TECH GRANT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$10,540.99	\$10,540.99
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$10,540.99	\$10,540.99
5. LSCA						
150.03 IND. STATE STUDENT ASSISTANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$2,124.00	\$2,124.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$2,124.00	\$2,124.00
6. Levy Excess						
161 LEVY EXCESS - OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7. PLAC						
163 PLAC FUND	\$0.00	\$0.00	\$130.00	\$65.00	\$195.00	\$65.00
163.1 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$130.00	\$65.00	\$195.00	\$65.00
8. Rainy Day Fund						
170 RAINY DAY FUND	\$1,074,575.60	\$13,190.93	\$126,374.29	\$1,125.31	\$9,990.10	\$958,191.41
171 RAINY DAY INVESTMENT	\$1,101,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,101,000.00
Subtotal	\$2,175,575.60	\$13,190.93	\$126,374.29	\$1,125.31	\$9,990.10	\$2,059,191.41
9. Withholding						
200.01 FEDERAL TAX	\$0.00	\$6,146.20	\$64,203.67	\$6,146.20	\$64,203.67	\$0.00
200.02 FICA	\$0.00	\$4,752.17	\$49,641.42	\$4,752.17	\$49,641.42	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$2,968.72	\$19,654.01	\$1,973.07	\$20,638.54	\$984.53
200.04 COUNTY TAX	\$0.00	\$1,558.74	\$10,352.06	\$1,035.97	\$10,868.95	\$516.89
200.05 INSURANCE	\$5,790.86	\$4,104.89	\$37,502.52	\$3,392.94	\$32,651.32	\$939.66
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$730.00	\$7,105.00	\$730.00	\$7,105.00	\$0.00

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

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
200.07 UNITED WAY	\$177.22	\$156.54	\$1,294.99	\$102.83	\$1,117.77	\$0.00
200.08 GARNISHMENT	\$0.00	\$83.08	\$872.34	\$83.08	\$872.34	\$0.00
Subtotal	\$5,968.08	\$20,500.34	\$190,626.01	\$18,216.26	\$187,099.01	\$2,441.08
Grand Total	\$4,223,251.50	\$432,644.09	\$2,033,148.69	\$354,025.67	\$1,615,527.87	\$3,805,630.68

Total all banks = \$3,805,630.68

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 9/25/17 To 10/23/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
I. Personal Services								
1.11 Salary of Librarian	\$73,000.00	\$0.00	\$73,000.00	\$5,346.16	\$56,134.68	\$57,888.75	\$16,865.32	76.9
1.12 Salary of Assistants	\$681,306.00	\$0.00	\$681,306.00	\$50,874.59	\$532,793.12	\$574,814.61	\$148,512.88	78.2
1.14 Wages of Janitors	\$71,828.00	\$0.00	\$71,828.00	\$5,659.85	\$54,823.71	\$52,798.00	\$17,004.29	76.3
1.15 Additional Hours (750)	\$8,500.00	\$0.00	\$8,500.00	\$509.43	\$7,217.07	\$6,603.75	\$1,282.93	84.9
1.21 Employer's Share FICA	\$62,135.00	\$0.00	\$62,135.00	\$4,752.24	\$49,606.23	\$50,442.66	\$12,528.77	79.8
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	\$72,683.00	\$0.00	\$72,683.00	\$5,391.21	\$56,529.34	\$60,569.98	\$16,153.66	77.8
1.231 Employer's contribution PERF - Employee	\$19,469.00	\$0.00	\$19,469.00	\$1,444.10	\$15,178.33	\$16,892.64	\$4,290.67	78.0
1.24 Employer's Contribution Group Health	\$179,226.00	\$0.00	\$179,226.00	\$10,222.64	\$107,019.70	\$110,949.02	\$72,206.30	59.7
1.25 Employer's Contribution Life Ins.	\$9,662.00	\$0.00	\$9,662.00	\$662.56	\$8,509.93	\$6,678.22	\$1,152.07	88.1
1.26 Employer's Contribution STD	\$9,093.00	\$0.00	\$9,093.00	\$677.35	\$7,399.55	\$6,658.36	\$1,693.45	81.4
1.27 Employer's Contribution LTD	\$8,184.00	\$0.00	\$8,184.00	\$605.99	\$6,244.35	\$5,744.60	\$1,939.65	76.3
1.28 Employer's Contribution Dental	\$6,636.00	\$0.00	\$6,636.00	\$520.44	\$5,185.09	\$4,506.47	\$1,450.91	78.1
1.29 Other Employee Benefits	\$2,121.00	\$0.00	\$2,121.00	\$71.36	\$321.12	\$409.44	\$1,799.88	15.1
Subtotal	\$1,206,843.00		\$1,206,843.00	\$66,737.92	\$906,962.22	\$954,956.50	\$299,880.78	75.2
2. Supplies								
2.11 Official Records	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00	0.0
2.13 Other Office Supplies	\$16,000.00	\$0.00	\$16,000.00	\$731.07	\$1,921.23	\$32,305.22	\$14,078.77	12.0
2.14 Programming Supplies	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent</i>
2.21 Operating/Cleaning/Sanitation Supplies	\$4,500.00	\$0.00	\$4,500.00	\$609.47	\$1,501.85	\$5,208.64	\$2,998.15	33.4
Subtotal	\$22,501.00		\$22,501.00	\$1,340.54	\$3,423.08	\$37,513.86	\$19,077.92	15.2
3. Other Services and Charges								
3.11 Consulting Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.12 Engineering and Architectural Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$39.00	\$0.00	\$961.00	3.9
3.14 Other Professional Services	\$13,620.00	\$0.00	\$13,620.00	\$0.00	\$0.00	\$4,274.58	\$13,620.00	0.0
3.141 Contracted Labor for Grounds	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$3,819.50	\$5,000.00	0.0
3.145 Databases	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$15,731.57	\$15,479.26	(\$731.57)	104.9
3.146 E-books	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$25,300.00	\$20,000.00	(\$300.00)	101.2
3.21 Telephone	\$4,500.00	\$0.00	\$4,500.00	\$495.58	\$3,623.91	\$3,995.62	\$876.09	80.5
3.211 Telephone - Markle	\$1,500.00	\$0.00	\$1,500.00	\$67.03	\$1,038.02	\$839.05	\$461.98	69.2
3.212 Fax Expense	\$800.00	\$0.00	\$800.00	\$58.87	\$655.69	\$639.96	\$144.31	82.0
3.213 T-1 Access Huntington	\$8,000.00	\$0.00	\$8,000.00	\$727.50	\$7,275.00	\$6,547.50	\$725.00	90.9
3.2131 T-1 Access Markle	\$3,000.00	\$0.00	\$3,000.00	\$300.00	\$3,000.00	\$1,993.55	\$0.00	100.0
3.22 Postage and Shipping	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$634.90	\$840.15	\$615.10	50.8
3.23 Traveling Expense	\$3,500.00	\$0.00	\$3,500.00	\$286.24	\$2,574.09	\$1,750.72	\$925.91	73.5
3.24 Professional Development	\$8,000.00	\$0.00	\$8,000.00	\$1,025.00	\$9,750.45	\$6,217.70	(\$1,750.45)	121.9
3.31 Advertising and Public Notices	\$4,000.00	\$0.00	\$4,000.00	\$353.01	\$3,252.15	\$2,604.48	\$747.85	81.3
3.41 Official Bonds	\$500.00	\$0.00	\$500.00	\$0.00	\$632.00	\$50.00	(\$132.00)	126.4
3.42 Operational Insurance	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$13,678.00	\$40,000.00	0.0
3.51 Gas Huntington	\$12,000.00	\$0.00	\$12,000.00	\$71.88	\$6,617.51	\$11,776.23	\$5,382.49	55.1
3.511 Gas Markle	\$2,500.00	\$0.00	\$2,500.00	\$37.10	\$751.92	\$504.80	\$1,748.08	30.1
3.52 Electricity Huntington	\$65,000.00	\$0.00	\$65,000.00	\$5,308.59	\$53,908.06	\$43,594.59	\$11,091.94	82.9
3.521 Electricity Markle	\$3,000.00	\$0.00	\$3,000.00	\$175.60	\$1,895.13	\$1,554.77	\$1,104.87	63.2

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
3.53	Water Huntington	\$2,000.00	\$0.00	\$2,000.00	\$238.21	\$2,027.99	\$1,855.31	(\$27.99)	101.4
3.531	Water Markle	\$500.00	\$0.00	\$500.00	\$19.24	\$192.40	\$106.50	\$307.60	38.5
3.54	Sewer Huntington	\$4,900.00	\$0.00	\$4,900.00	\$445.76	\$3,915.75	\$4,149.90	\$984.25	79.9
3.541	Sewer Markle	\$1,000.00	\$0.00	\$1,000.00	\$15.85	\$158.97	\$134.71	\$841.03	15.9
3.62	Equipment Repair and Maintenance	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$1,067.68	(\$1,570.66)	\$3,932.32	21.4
3.621	Equipment Leasing and Maintenance	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$7,445.92	\$9,126.55	\$2,554.08	74.5
3.622	Contracted Facility Maintenance	\$16,500.00	\$0.00	\$16,500.00	\$0.00	\$2,496.43	\$18,129.66	\$14,003.57	15.1
3.623	Technology License Agreements	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$11,010.83	\$12,917.78	\$3,989.17	73.4
3.624	Technology Maintenance	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$1,215.41	\$8,558.87	\$18,784.59	6.1
3.625	ILS Maintenance and Contract	\$24,000.00	\$0.00	\$24,000.00	\$0.00	\$27,176.21	\$16,249.65	(\$3,176.21)	113.2
3.71	Equipment Rental	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00	0.0
3.72	Real Estate Rentals	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00	0.0
3.91	Dues	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$2,324.60	\$541.22	\$675.40	77.5
3.92	Interest on Temporary Loans	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00	0.0
3.93	Taxes and Assessments	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00	0.0
3.94	Transfer to LIRF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
	Subtotal	\$319,074.00		\$319,074.00	\$9,625.46	\$195,711.59	\$210,359.95	\$123,362.41	61.3
4. Capitol Outlays									
4.3	Improvements Other than Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
4.4	Furniture and Equipment	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$4,768.08	\$7,970.26	\$5,231.92	47.7
4.41	Technology Equipment	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$70.85	\$0.00	\$7,929.15	0.9
4.42	Technology Upgrade	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$8,459.98	\$20,000.00	0.0
4.5	Books	\$135,000.00	\$0.00	\$135,000.00	\$0.00	\$100,443.95	\$16,457.95	\$34,556.05	74.4
4.6	Periodicals and Newspapers	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$10,112.01	\$9,063.47	\$1,887.99	84.3
4.71	Audio-visual Materials	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$18,473.55	\$15,947.31	\$11,526.45	61.6

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
4.77	INSPIRE	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00	0.0
4.79	Other Collections	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$526.38	\$120.95	\$723.62	42.1
4.8	Materials Processing	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$7,174.39	\$6,616.39	\$7,825.61	47.8
	Subtotal	\$231,251.00		\$231,251.00	\$0.00	\$141,569.21	\$64,636.31	\$89,681.79	61.2
	Grand Total	\$1,779,669.00	\$0.00	\$1,779,669.00	\$97,703.92	\$1,247,666.10	\$1,267,466.62	\$532,002.90	70.1

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 9/25/17 To 10/23/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
2. Supplies								
2.13 Other Office Supplies	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	100.0
2.21 Operating/Cleaning/Sanitation Supplies	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	100.0
Subtotal	\$22,500.00		\$22,500.00	\$0.00	\$22,500.00	\$0.00	\$0.00	100.0
3. Other Services and Charges								
3.12 Engineering and Architectural Services	\$75,000.00	\$0.00	\$75,000.00	\$0.00	\$18,149.45	\$0.00	\$56,850.55	24.2
3.14 Other Professional Services	\$70,000.00	\$0.00	\$70,000.00	\$1,368.89	\$33,717.01	\$0.00	\$36,282.99	48.2
3.142 Facility Repairs and Maintenance	\$325,000.00	\$0.00	\$325,000.00	\$3,416.43	\$4,013.82	\$0.00	\$320,986.18	1.2
Subtotal	\$470,000.00		\$470,000.00	\$4,785.32	\$55,880.28	\$0.00	\$414,119.72	11.9
4. Capitol Outlays								
4 Other Capital Outlays	\$248,000.00	\$0.00	\$248,000.00	\$8,405.61	\$23,166.35	\$0.00	\$224,833.65	9.3
4.4 Furniture and Equipment	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$24,827.66	\$0.00	\$75,172.34	24.8
Subtotal	\$348,000.00		\$348,000.00	\$8,405.61	\$47,994.01	\$0.00	\$300,005.99	13.8
Grand Total	\$840,500.00	\$0.00	\$840,500.00	\$13,190.93	\$126,374.29	\$0.00	\$714,125.71	15.0

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 9/25/17 To 10/23/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent
<i>4. Capitol Outlays</i>								
4.2 Building Improvements	\$350,000.00	\$0.00	\$350,000.00	\$0.00	\$0.00	\$0.00	\$350,000.00	0.0
4.3 Improvements Other than Building	\$93,372.00	\$0.00	\$93,372.00	\$0.00	\$8,510.00	\$0.00	\$84,862.00	9.1
4.4 Furniture and Equipment	\$150,000.00	\$0.00	\$150,000.00	\$0.00	\$0.00	\$98,527.39	\$150,000.00	0.0
Subtotal	\$593,372.00	\$0.00	\$593,372.00	\$0.00	\$8,510.00	\$98,527.39	\$584,862.00	1.4
Grand Total	\$593,372.00	\$0.00	\$593,372.00	\$0.00	\$8,510.00	\$98,527.39	\$584,862.00	1.4

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