

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

May 21st, 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. Building update
 - i. August Meeting
7. Communications
8. Unfinished Business
 - a. Other
9. New Business
 - a. Policy Review
 - i. Privacy Policy
 - ii. Personnel Handbook
 - b. Closing June 23rd
 - c. Budget Committee
 - d. Other
10. Public Input
11. Trustee Education – Boards Turning Outward Challenge 5 – Beka Lemons
12. Adjournment

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 programming 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.

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.

Handwritten signatures of board members: D. Coley, J. Today, Daryl Sheard, James Strass, John P. Re, and Anne McCulla.

Huntington City-Township Public Library
Monthly Report
May 2018

Director's Report

News and Updates

- Jerry Brumbaugh decided to leave his position at the library.
- Courtney Kilander will be leaving her clerk position on June 1st. Amanda Bickel will also be leaving her clerk position on a to-be-determined date. We are in the process of assigning some hours to current staff and hiring one 20 hour clerk.
- Planning for the Summer Reading Program is in full swing. Registration started on May 14th. The program officially starts on June 2nd and ends on July 21st. As an added feature this year, we will be selling t-shirts with our summer logo.
- The building committee met with Zach Benedict on May 15th. We expect to be meeting at least twice a month to finalize the design plans.
- We celebrated our own Customer Service Week from May 7th to May 12th. We had a staff appreciation cookout and gave rewards for great customer service throughout the week. This excellent recognition program was organized by Malcolm and Kay.
- All of the employees completed their position description questionnaires. We will be using these to complete a review of the compensation plan.
- Jessi and I will be meeting with the school superintendent to discuss possible partnerships and cooperation with the schools.
- We have made arrangements with a contractor to fix parts of the roof and eaves that are leaking and damaged.

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 15	Building Committee 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

Upcoming Meetings and Activities

May 23 Cohort 4 Meeting
May 24 Budget Conference
May 28 Closed for Memorial Day
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 Literacy Coalition Board 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

Financial Report
Huntington City-Township Public Library

Report Dates = 4/16/18 to 5/21/18

<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	\$174,026.83	\$665,549.03	\$45,153.87	\$209,187.97	\$569,570.04
Subtotal	\$1,025,931.10	\$174,026.83	\$665,549.03	\$45,153.87	\$209,187.97	\$569,570.04
2. LIRF						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$592,339.04	\$8,400.00	\$8,400.00	\$0.00	\$460.10	\$584,399.14
111 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$592,339.04	\$8,400.00	\$8,400.00	\$0.00	\$460.10	\$584,399.14
3. Gift Funds						
130.01 GIFT (REGULAR)	\$204,741.52	\$42.42	\$251.41	\$53.01	\$843.48	\$205,333.59
130.02 FRIENDS OF THE LIBRARY	\$1,244.01	\$1,360.57	\$2,820.89	\$193.44	\$8,788.44	\$7,211.56
130.04 GIFT - IN RM	\$56,141.70	\$0.00	\$10,350.00	\$39.40	\$162.10	\$45,953.80
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	\$99.71	\$947.39	\$0.00	\$500.00	\$1,636.00
130.07 MARKLE/BARKELY GIFT	\$146.76	\$25.98	\$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	\$36.78	\$147.13	\$415.43
Subtotal	\$290,986.25	\$1,528.68	\$15,906.81	\$322.63	\$10,441.15	\$285,520.59
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	\$632.88	\$262,428.24	\$1,068,642.26
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	\$632.88	\$513,428.24	\$2,169,642.26
9. Withholding						
200.01 FEDERAL TAX	\$0.00	\$4,935.71	\$26,016.89	\$4,935.71	\$26,016.89	\$0.00
200.02 FICA	\$0.00	\$4,852.06	\$23,905.55	\$4,852.06	\$23,905.55	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$2,096.15	\$9,028.54	\$2,091.41	\$10,065.62	\$1,037.08
200.04 COUNTY TAX	\$0.00	\$1,089.36	\$4,815.71	\$1,086.75	\$5,354.35	\$538.64
200.05 INSURANCE	\$0.00	\$3,045.13	\$11,994.69	\$3,404.57	\$12,988.34	\$993.65
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$770.00	\$3,830.00	\$770.00	\$3,830.00	\$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	\$179.60	\$552.85	\$89.80	\$454.61	\$0.00
200.08 GARNISHMENT	\$0.00	\$83.08	\$415.40	\$83.08	\$415.40	\$0.00
Subtotal	\$98.24	\$17,051.09	\$80,559.63	\$17,313.38	\$83,030.76	\$2,569.37
Grand Total	\$4,070,714.75	\$201,006.60	\$1,275,561.57	\$63,422.76	\$827,302.40	\$3,622,455.58

Total all banks = \$3,622,455.58

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 4/16/18 To 5/21/18

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	\$27,307.70	\$26,730.80	\$43,692.30	38.5
1.12	Salary of Assistants	\$696,400.00	\$0.00	\$696,400.00	\$52,143.04	\$255,591.26	\$250,293.29	\$440,808.74	36.7
1.14	Wages of Janitors	\$74,600.00	\$0.00	\$74,600.00	\$5,515.04	\$28,116.96	\$25,269.11	\$46,483.04	37.7
1.15	Additional Hours (750)	\$9,500.00	\$0.00	\$9,500.00	\$473.64	\$2,593.36	\$2,621.81	\$6,906.64	27.3
1.21	Employer's Share FICA	\$65,200.00	\$0.00	\$65,200.00	\$4,852.07	\$23,905.87	\$23,247.45	\$41,294.13	36.7
1.22	Unemployment Compensation	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.0
1.23	Employer's Contribution PERF - Library	\$74,026.00	\$0.00	\$74,026.00	\$5,231.62	\$25,617.22	\$27,745.17	\$48,408.78	34.6
1.231	Employer's contribution PERF - Employee	\$19,828.00	\$0.00	\$19,828.00	\$1,401.32	\$6,861.74	\$7,468.13	\$12,966.26	34.6
1.24	Employer's Contribution Group Health	\$143,100.00	\$0.00	\$143,100.00	\$11,193.60	\$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	\$1,363.25	\$3,601.25	\$4,257.86	\$6,801.75	34.6
1.26	Employer's Contribution STD	\$8,300.00	\$0.00	\$8,300.00	\$1,266.90	\$3,129.30	\$4,012.80	\$5,170.70	37.7
1.27	Employer's Contribution LTD	\$6,900.00	\$0.00	\$6,900.00	\$1,142.00	\$2,820.32	\$3,400.88	\$4,079.68	40.9
1.28	Employer's Contribution Dental	\$6,800.00	\$0.00	\$6,800.00	\$799.13	\$2,333.70	\$2,114.23	\$4,466.30	34.3
1.29	Other Employee Benefits	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$147.18	\$500.00	0.0
1.3	Employer's Contribution Vision	\$2,000.00	\$0.00	\$2,000.00	\$29.25	\$95.09	\$0.00	\$1,904.91	4.8
	Subtotal	\$1,191,557.00		\$1,191,557.00	\$90,872.40	\$425,164.17	\$432,088.91	\$766,392.83	35.7
2. Supplies									
2.11	Official Records	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Disbursements Last YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
2.13 Other Office Supplies	\$32,000.00	\$0.00	\$32,000.00	\$2,439.40	\$9,657.04	(\$104.90)	\$22,342.96	30.2
2.21 Operating/Cleaning/Sanitation Supplies	\$10,000.00	\$0.00	\$10,000.00	\$251.97	\$1,783.95	\$0.00	\$8,216.05	17.8
Subtotal	\$42,001.00		\$42,001.00	\$2,691.37	\$11,440.99	(\$104.90)	\$30,560.01	27.2
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	\$835.60	\$39.00	\$164.40	83.6
3.14 Other Professional Services	\$20,000.00	\$0.00	\$20,000.00	\$947.15	\$6,334.50	\$0.00	\$13,665.50	31.7
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	\$3,029.65	\$10,534.28	\$10,862.22	\$5,465.72	65.8
3.146 E-books	\$27,500.00	\$0.00	\$27,500.00	\$27,400.00	\$27,400.00	\$25,300.00	\$100.00	99.6
3.21 Telephone	\$5,250.00	\$0.00	\$5,250.00	\$381.74	\$1,846.01	\$2,058.74	\$3,403.99	35.2
3.211 Telephone - Markle	\$1,200.00	\$0.00	\$1,200.00	\$134.08	\$335.74	\$392.75	\$864.26	28.0
3.212 Fax Expense	\$800.00	\$0.00	\$800.00	\$64.67	\$318.08	\$333.67	\$481.92	39.8
3.213 T-1 Access Huntington	\$8,000.00	\$0.00	\$8,000.00	\$727.50	\$2,910.00	\$3,637.50	\$5,090.00	36.4
3.2131 T-1 Access Markle	\$4,000.00	\$0.00	\$4,000.00	\$300.00	\$1,200.00	\$1,500.00	\$2,800.00	30.0
3.22 Postage and Shipping	\$1,250.00	\$0.00	\$1,250.00	\$106.09	\$651.20	\$601.01	\$598.80	52.1
3.23 Traveling Expense	\$2,500.00	\$0.00	\$2,500.00	\$373.78	\$695.47	\$1,501.04	\$1,804.53	27.8
3.24 Professional Development	\$8,000.00	\$0.00	\$8,000.00	\$773.43	\$3,775.29	\$4,304.50	\$4,224.71	47.2
3.31 Advertising and Public Notices	\$3,500.00	\$0.00	\$3,500.00	\$239.29	\$1,699.34	\$1,518.75	\$1,800.66	48.6
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	\$2,058.21	\$8,502.60	\$6,236.91	\$4,497.40	65.4
3.511 Gas Markle	\$1,500.00	\$0.00	\$1,500.00	\$210.93	\$858.76	\$678.44	\$641.24	57.3
3.52 Electricity Huntington	\$62,000.00	\$0.00	\$62,000.00	\$10,545.13	\$25,672.08	\$24,045.87	\$36,327.92	41.4

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent Remain
3.521 Electricity Markle	\$2,500.00	\$0.00	\$2,500.00	\$199.59	\$930.16	\$914.83	\$1,569.84	37.2
3.53 Water Huntington	\$2,750.00	\$0.00	\$2,750.00	\$230.65	\$899.09	\$868.99	\$1,850.91	32.7
3.531 Water Markle	\$300.00	\$0.00	\$300.00	\$23.10	\$111.64	\$96.20	\$188.36	37.2
3.54 Sewer Huntington	\$5,250.00	\$0.00	\$5,250.00	\$410.56	\$1,699.47	\$1,741.70	\$3,550.53	32.4
3.541 Sewer Markle	\$300.00	\$0.00	\$300.00	\$19.02	\$91.93	\$79.72	\$208.07	30.6
3.62 Equipment Repair and Maintenance	\$5,000.00	\$0.00	\$5,000.00	\$199.00	\$2,018.97	\$15.42	\$2,981.03	40.4
3.621 Equipment Leasing and Maintenance	\$12,000.00	\$0.00	\$12,000.00	\$2,014.82	\$5,859.23	\$4,847.05	\$6,140.77	48.8
3.622 Contracted Facility Maintenance	\$16,500.00	\$0.00	\$16,500.00	\$120.00	\$120.00	\$2,246.43	\$16,380.00	0.7
3.623 Technology License Agreements	\$15,000.00	\$0.00	\$15,000.00	\$2,518.83	\$3,510.15	\$3,933.78	\$11,489.85	23.4
3.624 Technology Maintenance	\$17,500.00	\$0.00	\$17,500.00	\$923.00	\$9,050.67	\$975.41	\$8,449.33	51.7
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	\$140.00	\$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	\$54,090.22	\$146,334.04	\$128,322.74	\$244,769.96	37.4

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 Improvments	\$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	\$742.59	\$3,097.12	\$3,329.59	\$6,902.88	31.0
4.41 Technology Equipment	\$8,000.00	\$0.00	\$8,000.00	\$6,629.00	\$7,822.76	\$0.00	\$177.24	97.8
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	\$12,568.39	\$42,376.18	\$69,225.69	\$92,623.82	31.4
4.6 Periodicals and Newspapers	\$12,000.00	\$0.00	\$12,000.00	\$342.25	\$12,149.55	\$9,782.49	(\$149.55)	101.2
4.71 Audio-visual Materials	\$30,000.00	\$0.00	\$30,000.00	\$4,318.55	\$12,110.14	\$8,065.61	\$17,889.86	40.4
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	\$1,772.06	\$5,054.08	\$3,461.49	\$9,945.92	33.7
Subtotal	\$221,251.00	\$0.00	\$221,251.00	\$26,372.84	\$82,609.83	\$93,939.87	\$138,641.17	37.3
Grand Total	\$1,845,913.00	\$0.00	\$1,845,913.00	\$174,026.83	\$665,549.03	\$654,246.62	\$1,180,363.97	36.1

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 4/16/18 To 5/21/18

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	\$8,400.00	\$8,400.00	\$0.00	\$41,600.00	16.8
Subtotal	\$50,000.00		\$50,000.00	\$8,400.00	\$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	\$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	\$0.00	\$529,398.00	\$0.00	\$0.00	\$0.00	\$529,398.00	0.0
Grand Total	\$579,398.00	\$0.00	\$579,398.00	\$8,400.00	\$8,400.00	\$0.00	\$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 4/16/18 To 5/21/18

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	\$18,413.41	\$250,000.00	0.0
Subtotal	\$916,771.00	\$0.00	\$916,771.00	\$0.00	\$0.00	\$18,413.41	\$916,771.00	0.0
Grand Total	\$916,771.00	\$0.00	\$916,771.00	\$0.00	\$0.00	\$18,413.41	\$916,771.00	0.0

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