

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

July 16th, 2018

5:15pm

Regular Meeting

1. Call to Order
2. Reading and Approval of Minutes
3. Reading and Approval of Financial Report
4. Approval of Bills
5. Report of the Librarian
6. Committee Reports
 - a. Building Committee
7. Communications
8. Unfinished Business
 - a. Design Planning Update
 - b. Budget
9. New Business
 - a. Personnel Handbook Review
 - b. Other
10. Public Input
11. Strategy Discussion - Stay and Play Programming
12. Adjournment

Huntington City- Township Public Library
Board of Trustees Meeting
June 18, 2018

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

Absent: Jamie Foday

Visitors: Jeri Davis, Malcolm McBryde, Jessica Brown, Devan Henderson, Barb Buroke, Austin Poe, Jane Hohe, Deb Roy

President Peggy Caley called the meeting to order.

Reading and Approval of Minutes: Jessica moved to approve the minutes as presented, James second. Motion carried.

Reading and Approval of Financial Report and Bills: Jessica moved to approve the financial report and bills as presented, Anne second. Motion carried.

Report of the Director: Beka reported on staff changes. About 4 hours we won't fill. Hired two clerks. Summer Reading Club going very well. Anna Brinegar won the Turning The Page Award.

Communications: Thank you's were read from the HCLA and the Huntington Community Band.

Committee Reports:

- **Budget Committee Report** - Beka reported to the board what she projects the 2019 budget and rate will look like. DLGF meeting in August. She will give them budget items at the July board meeting.
- **Building Committee:** Beka brought the board up to date on the the building remodeling progress. The Building Committee will start meeting every week. Final design for the board to view will be in July.
- **Design Update:** Finishing touches are being made to the final remodel design.

Unfinished Business: None

New Business:

- **ILS System:** Beka gave a little history on our current library system. She created a committee to look into the various systems available. Malcolm McBryde, Assistant Director of Operations and the head of the committee gave the board a detail look at the systems they looked at. The committee recommends we move to Polaris Library System. The library is currently on Siri Dynix. Malcolm went through the differences between the two systems. The committee took questions from the board. John moved to approve the move to Polaris and sign a contract, Jessica second. Motion carried.
- **Fines and Fees Proposal:** Beka told the board about how some of the libraries are going to a fine free library. Beka and Linda Smith investigated the look of being fine free at our library. She highlighted the pros and cons. Beka also went through a spreadsheet that she created that highlighted age groups and monies owed. She recommends leaving fines on high traffic items,, such as DVD's, and new items. She would like the policy take effect August 1st if approved. She also recommends revamping the fine schedule. After a lengthy discussion the board agreed with Beka's recommendation.
- **Material Loan Policy:** Beka went through the new policy changes that would be needed with the fines and fees elimination. Jessica moved to approve the Material Loan Policy with modifications, Jim second. Motion carried.
- **Library Card Policy:** Beka went through this new policy and the changes needed with the fines and fees elimination. Anne moved to approve with the recommended changes, Jim second. Motion carried.

Trustee Education:

Public Input: Barb Baroke asked about the long term effect of going fine free. Beka explained how and where the fines currently go on the financial report. All fines and fees go into the general fund.

Adjourn:John moved to adjourn, Jessica second. Motion carried.

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.

Handwritten signatures of five individuals: John, Jessica, Anne, Jim, and Jamie.

Huntington City-Township Public Library
Monthly Report
June 2018

Director's Report

News and Updates

- We have hired 2 new circulation clerks, Courtney Erick and Stormie Franks.
- The building committee has met with MKM several times to continue design planning. Our last planning meeting will be July 17th.
- We have nearly completed our review of the compensation plan and a recommendation for changes will be made in August.
- The Huntington County Literacy Coalition has been official dissolved and all literacy functions are now part of library services.
- We have been spending a great deal of time preparing for the remodeling. We are currently working on weeding and shifting to ensure that all of the materials fit in their new locations.

Meetings and Activities

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 26	Tutor Training
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

Upcoming Meetings and Activities

July 17	Building Committee Meeting
July 18	ILF Board Conference Call
July 18	Quality and Process Improvement
July 19	Cohort 2 Meeting
July 23	Senior Leadership Meeting

Huntington City-Township Public Library
Monthly Report
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July 25	Cohort 4 Meeting
July 26	Cohort 3 Meeting
July 26	Pre-construction meeting and site visits
July 30	Lifelong Learning Retreat
August 1	Compensation Plan Review Meeting
August 6	Community Advisory Board
August 7	Librarians Meeting
August 8	Cohort 1 Meeting
August 9	Construction Bid Opening
August 9	ILF Board Meeting
August 13	Senior Leadership Meeting
August 13	Special Board Meeting-construction bids
August 14-21	Vacation
August 22	Cohort 4 Meeting
August 23	Cohort 3 Meeting
August 24	Continuous Improvement Meeting - Nappanee
August 27	DLGF Budget Workshop
August 27	Library Board Meeting

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Financial Report
Huntington City-Township Public Library

Report Dates = 6/18/18 to 7/16/18

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
1. Operating Fund						
100 OPERATING	\$1,025,931.10	\$141,831.53	\$1,008,813.60	\$955,688.40	\$1,350,379.40	\$1,367,496.90
Subtotal	\$1,025,931.10	\$141,831.53	\$1,008,813.60	\$955,688.40	\$1,350,379.40	\$1,367,496.90
2. LIRF						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$592,339.04	\$12,651.29	\$21,051.29	\$4,273.20	\$4,855.99	\$576,143.74
111 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$592,339.04	\$12,651.29	\$21,051.29	\$4,273.20	\$4,855.99	\$576,143.74
3. Gift Funds						
130.01 GIFT (REGULAR)	\$204,741.52	\$125.48	\$412.79	\$143.00	\$1,153.91	\$205,482.64
130.02 FRIENDS OF THE LIBRARY	\$1,244.01	\$868.92	\$5,492.16	\$360.00	\$9,148.44	\$4,900.29
130.04 GIFT - IN RM	\$56,141.70	\$0.00	\$10,350.00	\$27.00	\$216.10	\$46,007.80
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	\$36.78	\$221.92	\$490.22
Subtotal	\$290,986.25	\$994.40	\$18,739.46	\$566.78	\$11,240.37	\$283,487.16
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	\$65.00	\$65.00	\$0.00	\$65.00	\$0.00
163.1 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$65.00	\$65.00	\$0.00	\$65.00	\$0.00
8. Rainy Day Fund						
170 RAINY DAY FUND	\$1,060,360.12	\$38,346.00	\$292,492.10	\$1,319.19	\$265,087.71	\$1,032,955.73
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	\$38,346.00	\$543,492.10	\$1,319.19	\$516,087.71	\$2,133,955.73
9. Withholding						
200.01 FEDERAL TAX	\$0.00	\$4,840.31	\$35,761.58	\$4,840.31	\$35,761.58	\$0.00
200.02 FICA	\$0.00	\$4,802.87	\$33,491.68	\$4,802.87	\$33,491.68	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$2,076.88	\$13,176.45	\$2,035.33	\$14,164.60	\$988.15
200.04 COUNTY TAX	\$0.00	\$1,075.54	\$6,966.66	\$1,053.60	\$7,477.66	\$511.00
200.05 INSURANCE	\$0.00	\$4,829.77	\$16,974.16	\$2,681.53	\$17,550.83	\$576.67
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$1,864.88	\$6,464.88	\$1,864.88	\$6,464.88	\$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	\$134.70	\$687.55	\$89.80	\$634.21	\$44.90
200.08 GARNISHMENT	\$0.00	\$0.00	\$456.94	\$0.00	\$456.94	\$0.00
Subtotal	\$98.24	\$19,624.95	\$113,979.90	\$17,368.32	\$116,002.38	\$2,120.72
Grand Total	\$4,070,714.75	\$213,513.17	\$1,706,141.35	\$979,215.89	\$2,009,385.03	\$4,373,958.43

Total all banks = \$4,373,958.43

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 6/18/18 To 7/16/18

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent Remain
I. Personal Services								
1.1 Salary and Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
1.11 Salary of Librarian	\$71,000.00	\$0.00	\$71,000.00	\$5,461.54	\$38,230.78	\$37,423.12	\$32,769.22	53.8
1.12 Salary of Assistants	\$696,400.00	\$0.00	\$696,400.00	\$52,689.87	\$360,104.38	\$352,483.37	\$336,295.62	51.7
1.14 Wages of Janitors	\$74,600.00	\$0.00	\$74,600.00	\$4,451.60	\$37,423.17	\$36,123.16	\$37,176.83	50.2
1.15 Additional Hours (750)	\$9,500.00	\$0.00	\$9,500.00	\$348.03	\$3,496.77	\$4,403.95	\$6,003.23	36.8
1.21 Employer's Share FICA	\$65,200.00	\$0.00	\$65,200.00	\$4,802.99	\$33,492.26	\$32,805.17	\$31,707.74	51.4
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	\$5,199.32	\$35,941.78	\$37,662.86	\$38,084.22	48.6
1.231 Employer's contribution PERF - Employee	\$19,828.00	\$0.00	\$19,828.00	\$1,392.67	\$9,627.24	\$10,124.72	\$10,200.76	48.6
1.24 Employer's Contribution Group Health	\$143,100.00	\$0.00	\$143,100.00	\$22,387.20	\$65,577.60	\$64,850.28	\$77,522.40	45.8
1.25 Employer's Contribution Life Ins.	\$10,403.00	\$0.00	\$10,403.00	\$767.52	\$4,518.20	\$5,160.92	\$5,884.80	43.4
1.26 Employer's Contribution STD	\$8,300.00	\$0.00	\$8,300.00	\$668.13	\$3,797.43	\$4,690.15	\$4,502.57	45.8
1.27 Employer's Contribution LTD	\$6,900.00	\$0.00	\$6,900.00	\$604.60	\$3,424.92	\$3,960.25	\$3,475.08	49.6
1.28 Employer's Contribution Dental	\$6,800.00	\$0.00	\$6,800.00	\$543.76	\$2,877.46	\$3,103.33	\$3,922.54	42.3
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	\$153.59	\$0.00	\$1,846.41	7.7
Subtotal	\$1,191,557.00		\$1,191,557.00	\$99,346.48	\$598,665.58	\$592,971.91	\$592,891.42	50.2
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	\$1,773.70	\$13,629.94	(\$104.90)	\$18,370.06	42.6
2.21	Operating/Cleaning/Sanitation Supplies	\$10,000.00	\$0.00	\$10,000.00	\$299.86	\$2,658.79	\$0.00	\$7,341.21	26.6
	Subtotal	\$42,001.00		\$42,001.00	\$2,073.56	\$16,288.73	(\$104.90)	\$25,712.27	38.8
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	\$1,837.04	\$16,311.19	\$0.00	\$3,688.81	81.6
3.141	Contracted Labor for Grounds	\$5,500.00	\$0.00	\$5,500.00	\$168.14	\$3,119.89	\$0.00	\$2,380.11	56.7
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	\$381.98	\$2,611.37	\$2,777.06	\$2,638.63	49.7
3.211	Telephone - Markle	\$1,200.00	\$0.00	\$1,200.00	\$63.35	\$399.09	\$531.37	\$800.91	33.3
3.212	Fax Expense	\$800.00	\$0.00	\$800.00	\$63.17	\$445.92	\$455.51	\$354.08	55.7
3.213	T-1 Access Huntington	\$8,000.00	\$0.00	\$8,000.00	\$727.50	\$4,365.00	\$5,092.50	\$3,635.00	54.6
3.2131	T-1 Access Markle	\$4,000.00	\$0.00	\$4,000.00	\$300.00	\$1,800.00	\$2,100.00	\$2,200.00	45.0
3.22	Postage and Shipping	\$1,250.00	\$0.00	\$1,250.00	\$27.31	\$678.51	\$601.01	\$571.49	54.3
3.23	Traveling Expense	\$2,500.00	\$0.00	\$2,500.00	\$86.04	\$978.69	\$1,792.21	\$1,521.31	39.1
3.24	Professional Development	\$8,000.00	\$0.00	\$8,000.00	\$435.00	\$4,312.99	\$5,632.38	\$3,687.01	53.9
3.31	Advertising and Public Notices	\$3,500.00	\$0.00	\$3,500.00	\$333.48	\$2,703.08	\$1,964.72	\$796.92	77.2
3.41	Official Bonds	\$500.00	\$0.00	\$500.00	\$94.05	\$103.94	\$432.00	\$396.06	20.8
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	\$73.55	\$8,576.15	\$6,315.43	\$4,423.85	66.0
3.511	Gas Markle	\$1,500.00	\$0.00	\$1,500.00	\$18.19	\$876.95	\$678.44	\$623.05	58.5

<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>
3.52 Electricity Huntington	\$62,000.00	\$0.00	\$62,000.00	\$6,708.59	\$32,380.67	\$29,850.92	\$29,619.33	52.2
3.521 Electricity Markle	\$2,500.00	\$0.00	\$2,500.00	\$209.25	\$1,316.71	\$1,299.55	\$1,183.29	52.7
3.53 Water Huntington	\$2,750.00	\$0.00	\$2,750.00	\$218.55	\$1,353.67	\$1,327.01	\$1,396.33	49.2
3.531 Water Markle	\$300.00	\$0.00	\$300.00	\$23.10	\$157.84	\$134.68	\$142.16	52.6
3.54 Sewer Huntington	\$5,250.00	\$0.00	\$5,250.00	\$410.61	\$2,701.87	\$2,591.76	\$2,548.13	51.5
3.541 Sewer Markle	\$300.00	\$0.00	\$300.00	\$19.02	\$129.97	\$111.42	\$170.03	43.3
3.62 Equipment Repair and Maintenance	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$2,018.97	\$1,067.68	\$2,981.03	40.4
3.621 Equipment Leasing and Maintenance	\$12,000.00	\$0.00	\$12,000.00	\$1,288.70	\$7,471.96	\$6,034.81	\$4,528.04	62.3
3.622 Contracted Facility Maintenance	\$16,500.00	\$0.00	\$16,500.00	\$4,084.00	\$4,244.00	\$2,416.43	\$12,256.00	25.7
3.623 Technology License Agreements	\$15,000.00	\$0.00	\$15,000.00	\$359.88	\$4,301.95	\$9,764.27	\$10,698.05	28.7
3.624 Technology Maintenance	\$17,500.00	\$0.00	\$17,500.00	\$525.00	\$10,100.67	\$975.41	\$7,399.33	57.7
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	\$18,455.50	\$177,743.07	\$154,177.95	\$213,360.93	45.4
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	\$2,530.19	\$5,877.30	\$3,329.59	\$4,122.70	58.8
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	\$2,058.96	\$2,058.96	\$0.00	\$7,941.04	20.6
4.5 Books	\$135,000.00	\$0.00	\$135,000.00	\$14,042.80	\$65,147.95	\$93,589.18	\$69,852.05	48.3
4.6 Periodicals and Newspapers	\$12,000.00	\$0.00	\$12,000.00	\$108.52	\$12,576.50	\$10,090.62	(\$576.50)	104.8
4.71 Audio-visual Materials	\$30,000.00	\$0.00	\$30,000.00	\$2,539.21	\$16,088.42	\$16,496.53	\$13,911.58	53.6
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	\$676.31	\$6,521.33	\$6,431.25	\$8,478.67	43.5
Subtotal	\$221,251.00		\$221,251.00	\$21,955.99	\$116,093.22	\$130,534.40	\$105,157.78	52.5
Grand Total	\$1,845,913.00	\$0.00	\$1,845,913.00	\$141,831.53	\$908,790.60	\$877,579.36	\$937,122.40	49.2

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 6/18/18 To 7/16/18

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent Remain
3. Other Services and Charges								
3.12 Engineering and Architectural Services	\$50,000.00	\$0.00	\$50,000.00	\$12,651.29	\$21,051.29	\$0.00	\$28,948.71	42.1
Subtotal	\$50,000.00		\$50,000.00	\$12,651.29	\$21,051.29	\$0.00	\$28,948.71	42.1
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	\$12,651.29	\$21,051.29	\$8,510.00	\$558,346.71	3.6

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 6/18/18 To 7/16/18

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent Remain
4. Capitol Outlays								
4 Other Capital Outlays	\$126,771.00	\$0.00	\$126,771.00	\$0.00	\$0.00	\$0.00	\$126,771.00	0.0
4.2 Building Improvements	\$500,000.00	\$0.00	\$500,000.00	\$0.00	\$0.00	\$0.00	\$500,000.00	0.0
4.31 HVAC Replacement Plan	\$40,000.00	\$0.00	\$40,000.00	\$38,346.00	\$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	\$24,827.66	\$250,000.00	0.0
Subtotal	\$916,771.00	\$0.00	\$916,771.00	\$38,346.00	\$38,346.00	\$24,827.66	\$878,425.00	4.2
Grand Total	\$916,771.00	\$0.00	\$916,771.00	\$38,346.00	\$38,346.00	\$24,827.66	\$878,425.00	4.2

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