

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
September 17th, 2018
5:15pm

Public Hearing for 2019 Budget

1. Call to Order
2. Public Input
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. Committee Reports
7. Communications
8. Unfinished Business
 - a. Personnel Handbook Review
9. New Business
 - a. Construction Contract Approval
 - b. Special Open Hours October 7th
 - c. Other
10. Public Input
11. Adjournment

Huntington City- Township Public Library
Board of Trustees Meeting
August 27, 2018
5:15 PM

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

Absent: John Branham

Visitors: Jeri Davis, Malcolm McBryde, Jessica Brown, Mike Perkins

President Peggy Caley called the meeting to order.

Reading and Approval of Minutes: Daryl moved to approve the July minutes as presented, and Jim seconded; motion carried. Daryl moved to approved the August special meeting minutes, Jim seconded, and motion carried.

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

Report of the Director: Beka highlighted items from her report. We are in the process of hiring a new adult librarian; we are also looking for a part time circulation clerk. Various work continues in order to prepare for construction. Beka discussed several professional development opportunities some staff members are attending.

Communications: None

Unfinished Business:

- **Budget:** Beka reported on her recent meeting with DLGF, where she learned that there are changes that will affect our Budget. Beka recommends we now take a \$1.65 million levy that will be advertised next week. (Peggy reminded us that the tax rate and the overall Budget will still be lower than last year.)
- **Personnel Handbook Review:** Beka reviewed changes to Chapter 5, Employee Health and Safety, and Chapter, Evaluation and Discipline.

New Business:

- **Policy Updates:** Beka summarized changes to library cards and materials loan policies. Jessica moved to approve the library card policy, Jamie seconded, and motion carried. Jim moved to approve the materials loan policy, Daryl seconded, and motion carried.
- **Extended Hours in October:** A series of Fright Night Horror Movies is being planned for the four Fridays in October; since we are not open at that time, approval is needed to use the north and south meeting rooms for special open hours specifically for that program. Jessica moved to approve the extended hours for the meeting rooms, Daryl seconded, and motion carried.
- **Compensation Plan:** Beka summarized the changes and fielded questions. Beka recommends this new compensation plan become effective January 1, 2019. Jamie moved to approve the compensation plan, effective January 1, 2019; Jessica seconded; motion carried.

Public Input: None

Jessica moved to adjourn, Anne seconded, and motion carried.

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

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

Absent: James Miller

Visitors: Jeri Davis, Malcolm McBryde, Jessica Brown, Zack Benedict, Corey Clark, Mike Perkins

President Peggy Caley called the meeting to order.

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

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

Report of the Director: Beka highlighted items from her report. The Summer Reading Program is winding down and has seen lots of great participation. Two new circulation clerks started working at the library.

Communications: None

Committee Reports:

- **Building Committee:** The committee has been meeting weekly and will have their last design meeting this week.

Unfinished Business:

- **Design Planning Update:** Zack Benedict and Corey Clark from MKM presented the comprehensive plan for our remodeling project, summarizing how they will proceed through each phase. Bids will be advertised and will be due August 9th at 2 PM, with a special public board meeting on August 13th to hear the recommendation for the lowest approved bidder.

- **Budget:** Beka presented the board with an updated paper copy of the proposed 2019 Budget. She will meet with DLGF before our next board meeting. The overall budget is down by 4.71%. We will not be taking our maximum levy. The 2019 Budget adoption will be in October.

New Business:

- **Personnel Handbook Review:** Beka highlighted changes to Chapter 4, Benefits. The Board decided to omit Easter as a paid holiday, since we are always closed on Sundays. A few other changes were proposed.

Public Input: Mike Perkins asked a clarification question related to the Personnel Handbook.

Strategy Discussion - Stay and Play Programming: Beka presented a programming idea that would allow for more flexibility for families to participate in more programming options.

John moved to adjourn, Jessica seconded. Motion carried.

PCalley
J. H. Jones
David Skoach
James M. M. M.
Anne McCulla

Huntington City- Township Public Library
Board of Trustees Special Meeting
August 13, 2018
5:15 PM

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

Absent: None

Visitors: Jeri Davis, Jessica Brown, Zack Benedict, Corey Clark

President Peggy Caley called the meeting to order.

Bidding Results:

A. Furniture Bid Package:

- Two bids were received; one appears to be a complete bid and the other appears to be incomplete.
- The lowest bidder with a complete bid is PBI at \$334,831.59.
- John moved to accept the bid, contingent on a 60 day evaluation clause; Jessica seconded; motion carried.

B. General Construction Bid Package:

- Two bids were received. Both bids are incomplete and do not include electrical work costs.
- MKM has reviewed the bids and recommends that neither incomplete bid should be accepted. Preliminary discussions with interested bidders found that many electrical subcontractors could not submit pricing quotes due to current workload and capacity. Several contractors agreed that if the project were to be rebid in two to three weeks, several electrical subcontractors would have the available time to provide an accurate bid.
- MKM recommends that the general construction work be re-bid at the end of August with final bids to be received on September 13th so that results of this bid and recommendations could be presented at the September 17th board meeting.
- John moved to re-bid the construction project; Jessica seconded; motion carried.

John moved to adjourn, and Jessica seconded. Motion carried.

P. Caley J. Foday Anne McClellan
Daryl Shrock James Miller

Huntington City-Township Public Library
Monthly Report
September 2018

Director's Report

News and Updates

- A new Circulation Clerk and Adult Librarian will be hired soon.
- Devon Henderson was awarded the quarterly Turning the Page Award for her work on the National Library Card Sign-up month program.
- Work has been completed on a new high speed fiber connection for internet service at Markle.
- I met with representatives from PBI to review the furniture bid package.
- Anna and I will be attending the Association for Rural and Small Libraries conference in Illinois from September 12th-15th.
- I will be meeting with the school superintendent to continue talking about school cards and the potential book bus project.
- 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

August 29	Pre-bid Site Visit
September 3	Closed for Labor Day
September 4	Librarians Meeting
September 6	Furniture Bid Review
September 10	Senior Leadership Meeting
September 10	Stay and Play Planning Meeting
September 11	Programming Meeting
September 12-15	At ARSL Conference - Springfield, IL
September 17	Library Board Meeting

Upcoming Meetings and Activities

September 19	Cohort 1 Meeting
September 19	Special Projects Meeting (formerly Quality & Process Improv.)
September 20	Cohort 2 Meeting
September 21	Meet with Superintendent Harris
September 24	Senior Leadership Meeting
September 26	United Way Kick-off Luncheon
September 26	Cohort 4 Meeting
September 27	Cohort 3 Meeting
October 1	Community Advisory Board Meeting
October 2	Librarians Meeting
October 8	Senior Leadership Meeting

Huntington City-Township Public Library
Monthly Report
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October 1	Community Advisory Board Meeting
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October 8	Senior Leadership Meeting

October 9	Programming Meeting
October 10-16	Vacation
October 17	Special Projects Meeting
October 18	Cohort 2 Meeting
October 22	Senior Leadership Meeting
October 22	Library Board Meeting (budget adoption)

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October 10-16	Vacation
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October 18	Cohort 2 Meeting
October 22	Senior Leadership Meeting
October 22	Library Board Meeting (budget adoption)

Financial Report
Huntington City-Township Public Library

Report Dates = 8/27/18 to 9/17/18

<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>
1. Operating Fund						
100 OPERATING	\$1,025,931.10	\$111,525.06	\$1,316,506.41	\$40,139.42	\$1,433,854.01	\$1,143,278.70
Subtotal	\$1,025,931.10	\$111,525.06	\$1,316,506.41	\$40,139.42	\$1,433,854.01	\$1,143,278.70
2. LIRF						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$592,339.04	\$0.00	\$84,112.68	\$1,042.94	\$7,036.82	\$515,263.18
111 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$592,339.04	\$0.00	\$84,112.68	\$1,042.94	\$7,036.82	\$515,263.18
3. Gift Funds						
130.01 GIFT (REGULAR)	\$204,741.52	\$0.00	\$412.79	\$211.39	\$1,661.59	\$205,990.32
130.02 FRIENDS OF THE LIBRARY	\$1,244.01	\$64.89	\$6,005.61	\$0.00	\$9,148.44	\$4,386.84
130.03 LITERACY	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00
130.04 GIFT - IN RM	\$56,141.70	\$0.00	\$10,350.00	\$0.00	\$363.98	\$46,155.68
130.05 IN. ROOM INVESMENT - UND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
130.06 GIFT - CHILDRENS ROOM	\$2,083.39	\$0.00	\$947.39	\$0.00	\$500.00	\$1,636.00
130.07 MARKLE/BARKELY GIFT	\$146.76	\$0.00	\$37.12	\$0.00	\$0.00	\$109.64
133 BRIDGE-DICKEY INVESTMENT 08/2012	\$24,860.57	\$0.00	\$0.00	\$0.00	\$0.00	\$24,860.57
133.01 BRIDGE-DICKEY FUND	\$1,768.30	\$0.00	\$1,500.00	\$38.01	\$297.94	\$566.24
Subtotal	\$290,986.25	\$64.89	\$19,252.91	\$249.40	\$12,171.95	\$283,905.29
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	\$2,130.00	\$2,130.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$2,130.00	\$2,130.00
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	\$65.00	\$0.00	\$130.00	\$65.00
163.1 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$65.00	\$0.00	\$130.00	\$65.00
8. Rainy Day Fund						
170 RAINY DAY FUND	\$1,060,360.12	\$0.00	\$292,492.10	\$1,507.03	\$268,715.05	\$1,036,583.07
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	\$543,492.10	\$1,507.03	\$519,715.05	\$2,137,583.07
9. Withholding						
200.01 FEDERAL TAX	\$0.00	\$4,646.11	\$47,641.65	\$4,646.11	\$47,641.65	\$0.00
200.02 FICA	\$0.00	\$4,769.12	\$45,802.54	\$4,769.12	\$45,802.54	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$3,109.23	\$18,296.35	\$1,971.81	\$19,247.36	\$951.01
200.04 COUNTY TAX	\$0.00	\$1,608.65	\$9,615.37	\$1,019.43	\$10,106.28	\$490.91
200.05 INSURANCE	\$0.00	\$2,547.46	\$22,646.16	\$1,694.07	\$23,509.66	\$863.50

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	\$2,889.76	\$13,844.28	\$2,889.76	\$13,844.28	\$0.00
200.07 UNITED WAY	\$98.24	\$0.00	\$867.15	\$82.15	\$851.06	\$82.15
200.08 GARNISHMENT	\$0.00	\$0.00	\$456.94	\$0.00	\$456.94	\$0.00
Subtotal	\$98.24	\$19,570.33	\$159,170.44	\$17,072.45	\$161,459.77	\$2,387.57
Grand Total	\$4,070,714.75	\$131,160.28	\$2,122,599.54	\$60,011.24	\$2,147,251.78	\$4,095,366.99

Total all banks = \$4,095,366.99

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 8/27/18 To 9/17/18

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	\$51,884.63	\$50,788.52	\$19,115.37	73.1
1.12 Salary of Assistants	\$696,400.00	\$0.00	\$696,400.00	\$51,979.45	\$494,491.45	\$481,918.53	\$201,908.55	71.0
1.14 Wages of Janitors	\$74,600.00	\$0.00	\$74,600.00	\$4,748.25	\$49,143.82	\$49,163.86	\$25,456.18	65.9
1.15 Additional Hours (750)	\$9,500.00	\$0.00	\$9,500.00	\$319.83	\$5,080.73	\$6,707.64	\$4,419.27	53.5
1.21 Employer's Share FICA	\$65,200.00	\$0.00	\$65,200.00	\$4,769.12	\$45,803.16	\$44,853.99	\$19,396.84	70.3
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	\$5,237.58	\$49,196.47	\$51,138.13	\$24,829.53	66.5
1.231 Employer's contribution PERF - Employee	\$19,828.00	\$0.00	\$19,828.00	\$1,402.92	\$13,177.59	\$13,734.23	\$6,650.41	66.5
1.24 Employer's Contribution Group Health	\$143,100.00	\$0.00	\$143,100.00	\$12,735.12	\$93,846.24	\$96,797.06	\$49,253.76	65.6
1.25 Employer's Contribution Life Ins.	\$10,403.00	\$0.00	\$10,403.00	\$0.00	\$6,030.84	\$7,070.68	\$4,372.16	58.0
1.26 Employer's Contribution STD	\$8,300.00	\$0.00	\$8,300.00	\$0.00	\$5,080.17	\$6,044.85	\$3,219.83	61.2
1.27 Employer's Contribution LTD	\$6,900.00	\$0.00	\$6,900.00	\$0.00	\$4,580.60	\$5,078.99	\$2,319.40	66.4
1.28 Employer's Contribution Dental	\$6,800.00	\$0.00	\$6,800.00	\$543.76	\$4,431.18	\$4,664.65	\$2,368.82	65.2
1.29 Other Employee Benefits	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$249.76	\$500.00	0.0
1.3 Employer's Contribution Vision	\$2,000.00	\$0.00	\$2,000.00	\$62.00	\$234.86	\$0.00	\$1,765.14	11.7
Subtotal	\$1,191,557.00		\$1,191,557.00	\$87,259.57	\$822,981.74	\$818,210.89	\$368,575.26	69.1
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	\$412.05	\$16,229.30	\$851.99	\$15,770.70	50.7
2.21 Operating/Cleaning/Sanitation Supplies	\$10,000.00	\$0.00	\$10,000.00	\$60.90	\$3,534.46	\$858.61	\$6,465.54	35.3
Subtotal	\$42,001.00		\$42,001.00	\$472.95	\$19,763.76	\$1,710.60	\$22,237.24	47.1
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	(\$4,427.40)	\$15,632.49	\$0.00	\$4,367.51	78.2
3.141 Contracted Labor for Grounds	\$5,500.00	\$0.00	\$5,500.00	\$0.00	\$8,155.64	\$0.00	(\$2,655.64)	148.3
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	\$14,262.53	\$15,731.57	\$1,737.47	89.1
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	\$384.88	\$3,377.57	\$3,128.33	\$1,872.43	64.3
3.211 Telephone - Markle	\$1,200.00	\$0.00	\$1,200.00	\$67.03	\$599.94	\$970.99	\$600.06	50.0
3.212 Fax Expense	\$800.00	\$0.00	\$800.00	\$66.35	\$576.34	\$596.82	\$223.66	72.0
3.213 T-1 Access Huntington	\$8,000.00	\$0.00	\$8,000.00	\$611.75	\$5,588.50	\$6,547.50	\$2,411.50	69.9
3.2131 T-1 Access Markle	\$4,000.00	\$0.00	\$4,000.00	\$80.00	\$1,960.00	\$2,700.00	\$2,040.00	49.0
3.22 Postage and Shipping	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$678.51	\$634.90	\$571.49	54.3
3.23 Traveling Expense	\$2,500.00	\$0.00	\$2,500.00	\$347.84	\$1,586.69	\$2,272.61	\$913.31	63.5
3.24 Professional Development	\$8,000.00	\$0.00	\$8,000.00	\$1,560.00	\$6,591.99	\$8,725.45	\$1,408.01	82.4
3.31 Advertising and Public Notices	\$3,500.00	\$0.00	\$3,500.00	\$754.39	\$3,876.38	\$2,749.14	(\$376.38)	110.8
3.41 Official Bonds	\$500.00	\$0.00	\$500.00	\$0.00	\$9.89	\$632.00	\$490.11	2.0
3.42 Operational Insurance	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.0
3.51 Gas Huntington	\$13,000.00	\$0.00	\$13,000.00	\$0.00	\$8,675.33	\$6,417.27	\$4,324.67	66.7
3.511 Gas Markle	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$913.33	\$714.82	\$586.67	60.9

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent Remain
3.52	Electricity Huntington	\$62,000.00	\$0.00	\$62,000.00	\$6,494.70	\$50,727.58	\$48,599.47	\$11,272.42	81.8
3.521	Electricity Markle	\$2,500.00	\$0.00	\$2,500.00	\$199.51	\$1,750.34	\$1,719.53	\$749.66	70.0
3.53	Water Huntington	\$2,750.00	\$0.00	\$2,750.00	\$0.00	\$1,826.17	\$1,789.78	\$923.83	66.4
3.531	Water Markle	\$300.00	\$0.00	\$300.00	\$23.10	\$204.04	\$173.16	\$95.96	68.0
3.54	Sewer Huntington	\$5,250.00	\$0.00	\$5,250.00	\$113.59	\$3,619.20	\$3,469.99	\$1,630.80	68.9
3.541	Sewer Markle	\$300.00	\$0.00	\$300.00	\$19.02	\$168.01	\$143.12	\$131.99	56.0
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	\$1,045.41	\$10,101.88	\$7,445.92	\$1,898.12	84.2
3.622	Contracted Facility Maintenance	\$16,500.00	\$0.00	\$16,500.00	\$6,464.32	\$10,708.32	\$2,496.43	\$5,791.68	64.9
3.623	Technology License Agreements	\$15,000.00	\$0.00	\$15,000.00	\$125.00	\$5,241.10	\$11,010.83	\$9,758.90	34.9
3.624	Technology Maintenance	\$17,500.00	\$0.00	\$17,500.00	\$915.00	\$11,540.67	\$1,215.41	\$5,959.33	65.9
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	\$219.00	\$814.00	\$2,324.60	\$1,686.00	32.6
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	\$15,063.49	\$224,573.15	\$185,792.53	\$166,530.85	57.4
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 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	\$7,840.76	\$70.85	\$159.24	98.0

<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>
4.42 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	\$6,584.51	\$90,552.21	\$100,443.95	\$44,447.79	67.1
4.6 Periodicals and Newspapers	\$12,000.00	\$0.00	\$12,000.00	(\$219.00)	\$12,576.50	\$10,112.01	(\$576.50)	104.8
4.71 Audio-visual Materials	\$30,000.00	\$0.00	\$30,000.00	\$1,603.56	\$21,245.17	\$18,473.55	\$8,754.83	70.8
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	\$759.98	\$8,667.23	\$7,174.39	\$6,332.77	57.8
Subtotal	\$221,251.00	\$0.00	\$221,251.00	\$8,729.05	\$149,164.76	\$141,569.21	\$72,086.24	67.4
Grand Total	\$1,845,913.00	\$0.00	\$1,845,913.00	\$111,525.06	\$1,216,483.41	\$1,147,283.23	\$629,429.59	65.9

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 8/27/18 To 9/17/18

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Disbursements Last YTD	Balance	Percent Remain
3. Other Services and Charges								
3.12 Engineering and Architectural Services	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$84,112.68	\$0.00	(\$34,112.68)	168.2
Subtotal	\$50,000.00		\$50,000.00	\$0.00	\$84,112.68	\$0.00	(\$34,112.68)	168.2
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	\$0.00	\$529,398.00	\$0.00	\$0.00	\$8,510.00	\$529,398.00	0.0
Grand Total	\$579,398.00	\$0.00	\$579,398.00	\$0.00	\$84,112.68	\$8,510.00	\$495,285.32	14.5

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 8/27/18 To 9/17/18

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	\$12,913.63	\$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	\$24,827.66	\$250,000.00	0.0
Subtotal	\$916,771.00	\$0.00	\$916,771.00	\$0.00	\$38,346.00	\$37,741.29	\$878,425.00	4.2
Grand Total	\$916,771.00	\$0.00	\$916,771.00	\$0.00	\$38,346.00	\$37,741.29	\$878,425.00	4.2

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