

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees  
February 18th, 2019  
5:15pm

## Regular Meeting

1. Call to Order
2. Reading and Approval of Minutes
3. Reading and Approval of Financial Report
4. Approval of Bills
5. Report of the Librarian
6. Committee Reports
7. Communications
8. Unfinished Business
  - a. Construction Update
  - b. Other
9. New Business
  - a. Policy Review
    - i. Computer and Internet Use
    - ii. Hours of Operation and Closing
    - iii. Electronic Funds Transfers
  - b. Annual Reports
  - c. Bookworm Update
  - d. Other
10. Public Input
11. Strategy Conversation - Direction for the New Year
12. Adjournment

**Huntington City-Township Public Library  
Executive Board Meeting  
January 21, 2019  
5:00 PM**

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

**Absent:** None

The Executive Board met to discuss the library director's annual performance review and salary.

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

**Huntington City-Township Public Library  
Board of Finance Meeting  
January 21, 2019  
5:15 PM**

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

**Absent:** None

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

**Anne called the meeting to order.**

**Election of Officers:** Jamie nominated Anne McClellan to serve as president of this board, and Daryl seconded; Anne nominated Jessica Mankey to serve as secretary of this board, and Peggy seconded; motions carried.

**Review of Current Investments:** Bekah summarized the investments, per the 2018 investments register.

**Policy Review:** Jessica made a motion to approve the Investment Cash Management and the Investment Policies, Daryl seconded, and motion carried.

**A. Investment Cash Management** - Bekah summarized some changes in wording/names.

**B. Investment Policy** - Bekah summarized changes that were made to align with the state statute.

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

**Unfinished Business:**

- A. Construction Update:** Beka summarized the work of construction and reported that the construction timeline is a little behind schedule. Major changes will need to be made to our building's fire and smoke control systems. The building inspector will expect the system to be installed in less than a month. John moved to authorize Bekah to spend no more than \$32,000 inclusive of all costs on the fire system replacement, Anne seconded, and motion carried. Some unexpected changes will need to be made to the ceiling construction. Jamie moved to authorize Bekah to spend no more than \$25,000 on the ceiling construction, Daryl seconded, and motion carried.
- B. Election of Officers:** Jamie nominated Peggy Caley to serve as board president, Jessica seconded; Anne nominated Jamie Hoffman to serve as secretary, Daryl seconded; John nominated Anne to serve as vice president, Jessica seconded; Anne nominated Daryl to serve as treasurer, Jessica seconded. John moved to close the nominations, Anne seconded, and motion carried. The motion for the election of officers carried.

**New Business:**

- A. Director's Evaluation:** Anne made a motion to approve the director's annual performance evaluation and to approve the 2% increase in salary, Daryl seconded, and motion carried.
- B. Adjustments to Salary Schedule:** John moved to approve the Resolution to Amend the 2019 Salary Schedule, Anne seconded, and motion carried by written vote.
- C. Other:** None

**Public Input:** None

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

**Huntington City-Township Public Library  
Board of Trustees Meeting  
December 17, 2018**

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

**Absent:** None

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

**Peggy called the meeting to order.**

**Reading and Approval of Minutes:** Jessica moved to approve the November meeting minutes, John seconded, and motion carried.

**Reading and Approval of Financial Report and Bills:** Beka mentioned that the transfer to LIRF will be around \$20,000. John moved to approve the financial report and bills, Daryl seconded, and motion carried.

**Report of the Director:** Work continues on the remodeling project.

**Communication:** None

**Committee Reports:** None

**Unfinished Business:**

**A. Construction Update:** Beka summarized the list of change orders. She also mentioned that mold has been discovered in various spots, which will require professional cleaning. The mold remediation cost estimate is \$11,196.00. Jamie moved to approve the mold remediation work, Anne seconded, and motion carried. The payment application for the first phase of work is \$130,133.09.

**B. Other:** None

**New Business:**

**A. Personnel Handbook Update - PTO Allocation:** The date for Paid Time Off allocation will be changed to January 1st (rather than the first pay period.) John moved to approve the change, Jessica seconded, and motion carried.

**B. Easement Agreement - City of Huntington:** The library has agreed to changes to our easement specifications to allow the City of Huntington to go forward with their Police

Department construction plans. Jamie moved to approve both the Easement Modification and the Permanent Electrical Easement Grant to the City of Huntington, Jessica seconded, and motion carried.

- C. **Salary Schedule - 2019:** Beka reviewed the proposed salary schedule. Jessica moved to approve the new salary schedule, Daryl seconded, and motion carried by written vote.
- D. **Other:** John mentioned that visiting other libraries around our state and country has been a worthwhile and enlightening experience. Daryl praised the recent Winter Extravaganza activity.

**Public Input:** None

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

D. Calley  
J. H. F. F. F.  
J. M. M.  
J. L. B.  
D. K. S.  
A. M. C.

Huntington City-Township Public Library  
Monthly Report  
February 2019

**Director's Report**

**News and Updates**

- We hired Ashley Purvis as the new Children's Librarian. Her first day was Feb. 11th.
- We have officially transitioned to our new ILS. So far the process has gone well with very few bugs and nothing major going wrong.
- The Friends of the Library met in February and approved our funding request. We received \$8,295 to fund programs and activities. All of our patron programs are funded entirely by the Friends of the Library.
- Mark your calendars for the week of April 8th. This is National Library Week and we have several speakers and authors coming in to highlight the week.
- I am currently working on revamping our strategic plan with the input of the Community Advisory Board. If you or anyone you know would like to participate please let me know by mid-March.
- Jeri and Beka have been working hard to get all of the end of the year reports done for various agencies.

**Meetings and Activities**

January 23	Cohort 4 Meeting
January 24	Construction Progress Meeting
January 25	Continuous Improvement @Kendallville
January 28	Senior Leadership Meeting
January 30	Bookworm Committee Meeting
January 31	Cohort 3 Meeting
February 7	Construction Progress Meeting
February 9	Third House Legislative Session
February 11	Senior Leadership Meeting
February 11	Stay and Play Committee Meeting
February 12	Friends of the Library Meeting
February 13	Bookworm Committee Meeting
February 13	Cohort 1 Meeting
February 14	ILF Board Meeting
February 18	Cohort 4 Meeting
February 18	Library Board Meeting

**Upcoming Meetings and Activities**

February 20	Special Projects Meeting
February 21	Construction Progress Meeting
February 21	Cohort 2 Meeting

February 25	Senior Leadership Meeting
February 25	County Council Meeting
February 27	Bookworm Committee Meeting
February 28	Cohort 3 Meeting
March 5	Librarians Meeting
March 7	Construction Progress Meeting
March 11	Senior Leadership Meeting
March 11	Stay and Play Committee Meeting
March 13	Bookworm Committee Meeting
March 13	Cohort 1 Meeting
March 18	Cohort 4 Meeting
March 18	Library Board Meeting

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

**Report Dates = 1/21/19 to 2/18/19**

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
<b>1. Operating Fund</b>						
100 OPERATING	\$1,489,535.25	\$111,771.13	\$218,458.72	\$59,385.34	\$116,353.29	\$1,387,429.82
<b>Subtotal</b>	<b>\$1,489,535.25</b>	<b>\$111,771.13</b>	<b>\$218,458.72</b>	<b>\$59,385.34</b>	<b>\$116,353.29</b>	<b>\$1,387,429.82</b>
<b>2. LIRF</b>						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$376,372.61	\$412,006.55	\$415,006.55	\$143,796.39	\$143,796.39	\$105,162.45
111 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$376,372.61</b>	<b>\$412,006.55</b>	<b>\$415,006.55</b>	<b>\$143,796.39</b>	<b>\$143,796.39</b>	<b>\$105,162.45</b>
<b>3. Gift Funds</b>						
130.01 GIFT (REGULAR)	\$206,426.31	\$180.85	\$180.85	\$144.99	\$437.22	\$206,682.68
130.02 FRIENDS OF THE LIBRARY	\$1,993.48	\$307.95	\$338.34	\$8,295.00	\$8,467.45	\$10,122.59
130.03 LITERACY	\$765.80	\$0.00	\$0.00	\$22,818.10	\$23,018.10	\$23,783.90
130.04 GIFT - IN RM	\$46,378.97	\$99.73	\$99.73	\$31.61	\$1,220.97	\$47,500.21
130.05 IN. ROOM INVESMENT - UND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
130.06 GIFT - CHILDRENS ROOM	\$1,561.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,561.00
130.07 MARKLE/BARKELY GIFT	\$72.70	\$0.00	\$0.00	\$0.00	\$0.00	\$72.70
133 BRIDGE-DICKEY INVESTMENT 08/2012	\$24,860.57	\$0.00	\$0.00	\$0.00	\$0.00	\$24,860.57
133.01 BRIDGE-DICKEY FUND	\$715.82	\$0.00	\$0.00	\$38.01	\$38.01	\$753.83
<b>Subtotal</b>	<b>\$282,774.65</b>	<b>\$588.53</b>	<b>\$618.92</b>	<b>\$31,327.71</b>	<b>\$33,181.75</b>	<b>\$315,337.48</b>
<b>4. Grants</b>						
124 STATE TECH GRANT FUND	\$0.00	\$0.00	\$0.00	\$11,201.00	\$11,201.00	\$11,201.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,201.00</b>	<b>\$11,201.00</b>	<b>\$11,201.00</b>
<b>5. LSCA</b>						
150.03 IND. STATE STUDENT ASSISTANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>6. Levy Excess</b>						
161 LEVY EXCESS - OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>7.PLAC</b>						
163 PLAC FUND	\$0.00	\$0.00	\$0.00	\$65.00	\$65.00	\$65.00
163.1 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$65.00</b>	<b>\$65.00</b>	<b>\$65.00</b>
<b>8. Rainy Day Fund</b>						
170 RAINY DAY FUND	\$1,041,658.38	\$0.00	\$0.00	\$874,819.35	\$875,708.29	\$1,917,366.67
171 RAINY DAY INVESTMENT	\$1,101,000.00	\$850,000.00	\$850,000.00	\$0.00	\$0.00	\$251,000.00
<b>Subtotal</b>	<b>\$2,142,658.38</b>	<b>\$850,000.00</b>	<b>\$850,000.00</b>	<b>\$874,819.35</b>	<b>\$875,708.29</b>	<b>\$2,168,366.67</b>
<b>9. Withholding</b>						
200.01 FEDERAL TAX	\$0.00	\$4,936.13	\$9,692.98	\$4,936.13	\$9,692.98	\$0.00
200.02 FICA	\$0.00	\$4,834.71	\$9,539.62	\$4,834.71	\$9,539.62	\$0.00
200.03 INDIANA STATE TAX	\$0.00	\$2,059.61	\$4,069.30	\$2,059.61	\$4,069.30	\$0.00
200.04 COUNTY TAX	\$0.00	\$1,142.39	\$2,256.76	\$1,142.39	\$2,256.76	\$0.00
200.05 INSURANCE	\$574.08	\$2,859.10	\$3,338.62	\$1,780.78	\$4,351.93	\$1,587.39

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	\$989.76	\$1,829.52	\$989.76	\$1,829.52	\$0.00
200.07 UNITED WAY	\$0.00	\$37.25	\$37.25	\$106.12	\$143.37	\$106.12
200.08 GARNISHMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$574.08</b>	<b>\$16,858.95</b>	<b>\$30,764.05</b>	<b>\$15,849.50</b>	<b>\$31,883.48</b>	<b>\$1,693.51</b>
<b>Grand Total</b>	<b>\$4,291,914.97</b>	<b>\$1,391,225.16</b>	<b>\$1,514,848.24</b>	<b>\$1,136,444.29</b>	<b>\$1,212,189.20</b>	<b>\$3,989,255.93</b>

**Total all banks = \$3,989,255.93**

# Appropriation Report for 100 OPERATING

## Huntington City-Township Public Library

Report Date: From 1/21/19 To 2/18/19

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<b>1. Personal Services</b>							
1.11 Salary of Librarian	\$73,000.00	\$0.00	\$73,000.00	\$5,625.40	\$11,086.94	\$61,913.06	84.8
1.12 Salary of Assistants	\$725,600.00	\$0.00	\$725,600.00	\$52,382.88	\$104,647.53	\$620,952.47	85.6
1.14 Wages of Janitors	\$62,376.00	\$0.00	\$62,376.00	\$4,925.46	\$8,674.77	\$53,701.23	86.1
1.15 Additional Hours (750)	\$8,000.00	\$0.00	\$8,000.00	\$432.92	\$626.99	\$7,373.01	92.2
1.21 Employer's Share FICA	\$65,700.00	\$0.00	\$65,700.00	\$4,834.75	\$9,539.65	\$56,160.35	85.5
1.22 Unemployment Compensation	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
1.23 Employer's Contribution PERF - Library	\$70,770.00	\$0.00	\$70,770.00	\$5,218.21	\$10,266.71	\$60,503.29	85.5
1.231 Employer's contribution PERF - Employee	\$19,000.00	\$0.00	\$19,000.00	\$1,397.77	\$2,750.03	\$16,249.97	85.5
1.24 Employer's Contribution Group Health	\$157,328.00	\$0.00	\$157,328.00	\$12,494.72	\$12,494.72	\$144,833.28	92.1
1.25 Employer's Contribution Life Ins.	\$9,520.00	\$0.00	\$9,520.00	\$860.33	\$1,450.90	\$8,069.10	84.8
1.26 Employer's Contribution STD	\$8,200.00	\$0.00	\$8,200.00	\$835.76	\$1,454.63	\$6,745.37	82.3
1.27 Employer's Contribution LTD	\$7,350.00	\$0.00	\$7,350.00	\$712.02	\$1,270.43	\$6,079.57	82.7
1.28 Employer's Contribution Dental	\$6,100.00	\$0.00	\$6,100.00	\$952.27	\$952.27	\$5,147.73	84.4
1.29 Other Employee Benefits	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
1.3 Employer's Contribution Vision	\$400.00	\$0.00	\$400.00	\$29.25	\$58.50	\$341.50	85.4
<b>Subtotal</b>	<b>\$1,215,844.00</b>		<b>\$1,215,844.00</b>	<b>\$90,701.74</b>	<b>\$165,274.07</b>	<b>\$1,050,569.93</b>	<b>86.4</b>
<b>2. Supplies</b>							
2.11 Official Records	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
2.13 Other Office Supplies	\$25,000.00	\$0.00	\$25,000.00	\$1,722.49	\$3,334.54	\$21,665.46	86.7
2.21 Operating/Cleaning/Sanitation Supplies	\$9,000.00	\$0.00	\$9,000.00	\$64.38	\$241.21	\$8,758.79	97.3
<b>Subtotal</b>	<b>\$34,001.00</b>		<b>\$34,001.00</b>	<b>\$1,786.87</b>	<b>\$3,575.75</b>	<b>\$30,425.25</b>	<b>89.5</b>

<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>Balance</i>	<i>Percent</i>
<b>3. Other Services and Charge</b>							
3.11 Consulting Services	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
3.12 Engineering and Architectural Services	\$1.00	\$0.00	\$1.00	(\$2,252.95)	\$2,038.34	(\$2,037.34)	-203734.0
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$120.00	\$120.00	\$880.00	88.0
3.14 Other Professional Services	\$17,000.00	\$0.00	\$17,000.00	\$181.87	\$298.38	\$16,701.62	98.2
3.141 Contracted Labor for Grounds	\$6,000.00	\$0.00	\$6,000.00	\$2,635.00	\$4,090.00	\$1,910.00	31.8
3.145 Databases	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.0
3.146 E-books	\$32,820.00	\$0.00	\$32,820.00	\$0.00	\$0.00	\$32,820.00	100.0
3.21 Telephone	\$5,000.00	\$0.00	\$5,000.00	\$265.18	\$649.42	\$4,350.58	87.0
3.211 Telephone - Markle	\$1,200.00	\$0.00	\$1,200.00	\$68.98	\$138.20	\$1,061.80	88.5
3.212 Fax Expense	\$800.00	\$0.00	\$800.00	\$65.30	\$127.84	\$672.16	84.0
3.213 T-1 Access Huntington	\$7,500.00	\$0.00	\$7,500.00	\$611.75	\$611.75	\$6,888.25	91.8
3.2131 T-1 Access Markle	\$4,500.00	\$0.00	\$4,500.00	\$380.00	\$380.00	\$4,120.00	91.6
3.22 Postage and Shipping	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3.23 Traveling Expense	\$3,000.00	\$0.00	\$3,000.00	\$69.12	\$69.12	\$2,930.88	97.7
3.24 Professional Development	\$8,000.00	\$0.00	\$8,000.00	\$148.50	\$173.50	\$7,826.50	97.8
3.31 Advertising and Public Notices	\$6,000.00	\$0.00	\$6,000.00	\$310.03	\$310.03	\$5,689.97	94.8
3.41 Official Bonds	\$500.00	\$0.00	\$500.00	\$100.00	\$332.00	\$168.00	33.6
3.42 Operational Insurance	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$35,000.00	100.0
3.51 Gas Huntington	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$1,576.22	\$8,423.78	84.2
3.511 Gas Markle	\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$174.87	\$925.13	84.1
3.52 Electricity Huntington	\$65,000.00	\$0.00	\$65,000.00	\$4,271.98	\$8,608.70	\$56,391.30	86.8
3.521 Electricity Markle	\$2,600.00	\$0.00	\$2,600.00	\$242.60	\$422.65	\$2,177.35	83.7
3.53 Water Huntington	\$2,750.00	\$0.00	\$2,750.00	\$226.67	\$226.67	\$2,523.33	91.8
3.531 Water Markle	\$300.00	\$0.00	\$300.00	\$23.10	\$46.20	\$253.80	84.6
3.54 Sewer Huntington	\$5,500.00	\$0.00	\$5,500.00	\$428.20	\$542.05	\$4,957.95	90.1

<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>Balance</i>	<i>Percent</i>
3.541 Sewer Markle	\$300.00	\$0.00	\$300.00	\$19.02	\$38.04	\$261.96	87.3
3.62 Equipment Repair and Maintenance	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
3.621 Equipment Leasing and Maintenance	\$13,000.00	\$0.00	\$13,000.00	\$1,159.69	\$2,207.66	\$10,792.34	83.0
3.622 Contracted Facility Maintenance	\$16,500.00	\$0.00	\$16,500.00	\$1,071.00	\$1,071.00	\$15,429.00	93.5
3.623 Technology License Agreements	\$14,000.00	\$0.00	\$14,000.00	\$709.50	\$1,419.00	\$12,581.00	89.9
3.624 Technology Maintenance	\$17,000.00	\$0.00	\$17,000.00	\$1,272.50	\$2,807.50	\$14,192.50	83.5
3.625 ILS Maintenance and Contract	\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$0.00	\$32,000.00	100.0
3.71 Equipment Rental	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
3.72 Real Estate Rentals	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
3.91 Dues	\$2,500.00	\$0.00	\$2,500.00	\$140.00	\$190.00	\$2,310.00	92.4
3.92 Interest on Temporary Loans	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
3.93 Taxes and Assessments	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
3.94 Transfer to LIRF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
<b>Subtotal</b>	<b>\$331,876.00</b>		<b>\$331,876.00</b>	<b>\$12,267.04</b>	<b>\$28,669.14</b>	<b>\$303,206.86</b>	<b>91.4</b>
<b>4. Capitol Outlays</b>							
4.4 Furniture and Equipment	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.0
4.41 Technology Equipment	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	100.0
4.42 Technology Upgrade	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
4.5 Books	\$110,000.00	\$0.00	\$110,000.00	\$4,542.95	\$7,304.80	\$102,695.20	93.4
4.6 Periodicals and Newspapers	\$12,000.00	\$0.00	\$12,000.00	\$505.99	\$10,422.56	\$1,577.44	13.1
4.71 Audio-visual Materials	\$25,000.00	\$0.00	\$25,000.00	\$1,545.76	\$2,494.62	\$22,505.38	90.0
4.77 INSPIRE	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
4.79 Other Collections	\$750.00	\$0.00	\$750.00	\$0.00	\$0.00	\$750.00	100.0
4.8 Materials Processing	\$10,000.00	\$0.00	\$10,000.00	\$420.78	\$717.78	\$9,282.22	92.8
<b>Subtotal</b>	<b>\$181,251.00</b>		<b>\$181,251.00</b>	<b>\$7,015.48</b>	<b>\$20,939.76</b>	<b>\$160,311.24</b>	<b>88.4</b>

<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>Balance</i>	<i>Percent</i>
<b>Grand Total</b>	\$1,762,972.00	\$0.00	\$1,762,972.00	\$111,771.13	\$218,458.72	\$1,544,513.28	87.6

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 1/21/19 To 2/18/19**

<b>Account # Description</b>	<b>Annual Appropriation</b>	<b>Change to Appropriation</b>	<b>Current Appropriation</b>	<b>Disbursements This Month</b>	<b>Disbursements YTD</b>	<b>Balance</b>	<b>Percent</b>
<b>4. Capitol Outlays</b>							
4.2 Building Improvements	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
4.3 Improvements Other than Building	\$5,000.00	\$0.00	\$5,000.00	\$2,495.00	\$5,495.00	(\$495.00)	-9.9
4.4 Furniture and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.73 2018 Encumbered Funds - Building	\$273,162.31	\$0.00	\$273,162.31	\$225,794.68	\$225,794.68	\$47,367.63	17.3
4.731 2018 Encumbered Funds - Furniture	\$50,000.00	\$0.00	\$50,000.00	\$40,716.87	\$40,716.87	\$9,283.13	18.6
<b>Subtotal</b>	<b>\$338,162.31</b>		<b>\$338,162.31</b>	<b>\$269,006.55</b>	<b>\$272,006.55</b>	<b>\$66,155.76</b>	<b>19.6</b>
<b>Grand Total</b>	<b>\$338,162.31</b>	<b>\$0.00</b>	<b>\$338,162.31</b>	<b>\$269,006.55</b>	<b>\$272,006.55</b>	<b>\$66,155.76</b>	<b>19.6</b>

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

# Appropriation Report for 170 RAINY DAY FUND

## Huntington City-Township Public Library

Report Date: From 1/21/19 To 2/18/19

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<b>4. Capitol Outlays</b>							
4 Other Capital Outlays	\$210,000.00	\$0.00	\$210,000.00	\$0.00	\$0.00	\$210,000.00	100.0
4.2 Building Improvements	\$725,000.00	\$0.00	\$725,000.00	\$0.00	\$0.00	\$725,000.00	100.0
4.31 HVAC Replacement Plan	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$40,000.00	100.0
4.4 Furniture and Equipment	\$250,000.00	\$0.00	\$250,000.00	\$0.00	\$0.00	\$250,000.00	100.0
4.73 2018 Encumbered Funds - Building	\$500,000.00	\$0.00	\$500,000.00	\$0.00	\$0.00	\$500,000.00	100.0
4.731 2018 Encumbered Funds - Furniture	\$250,000.00	\$0.00	\$250,000.00	\$0.00	\$0.00	\$250,000.00	100.0
<b>Subtotal</b>	<b>\$1,975,000.00</b>		<b>\$1,975,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,975,000.00</b>	<b>100.0</b>
<b>Grand Total</b>	<b>\$1,975,000.00</b>	<b>\$0.00</b>	<b>\$1,975,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,975,000.00</b>	<b>100.0</b>

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