

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

May 20th, 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. Purchase Approval - New Service Desks
  - b. Internal Controls Policy Update
  - c. Cash Change Fund Resolution Update
  - d. Bookmobile Updates
  - e. Bookmobile Policy - new
  - f. Other
10. Public Input
11. Adjournment

**Huntington City-Township Public Library**  
**Board of Trustees Meeting**  
**April 15th, 2019**  
**5:15 PM**

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

**Absent:** Jamie Hoffman

**Visitors:** Jessi Brown, Jeri Davis, Eric Fry, Malcolm McBryde

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

**Reading and Approval of Financial Report and Bills:** Jessica moved to approve the Financial Report and Bills, Anne seconded and motion carried.

**Report of the Director:** National Library Week was a big hit. Looking for book, cd, dvd donations for the Bookmobile. Beka and Jeri attended the City/County tax planning meeting. Library yard signs available for free.

**Communication:** None

**Committee Reports:** None

**Unfinished Business:**

- A. Construction Update:** Work continues with no change orders this month, behind schedule - maybe 8 weeks. Asked if our building faces any potential hazard when the police department begins building - not really.
- B. HB 1343** passed out of senate last week, on to Governor.

**New Business:**

- A. Heritage Days closing:** It was decided to remain open.
- B. Unpaid Leave:** Jessica moved to approve the unpaid leave for Cassidy DeHaven beginning in May, Anne seconded and motion carried.

**Public Input:** None

**Strategy Discussion - Strategic Areas:** Community Advisory Board met. Beka gave us a handout to look over and suggest any changes.

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

**Huntington City-Township Public Library**  
**Board of Trustees Meeting**  
**March 18, 2019**  
**5:15 PM**

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

**Absent:** John Branham

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

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

**Reading and Approval of Financial Report and Bills:** Jessica moved to approve the Financial Report and Bills; Daryl seconded; motion carried.

**Report of the Director:** Beka highlighted some points from her Director's Report. She reported that the library was asked to plan the "theme" area of the Pioneer Festival, as the theme this year is "Hosier Authors". Plans for the summer library program are progressing, with the kickoff event scheduled for June 1. Beka will attend the city budget planning meeting.

**Communication:** None

**Committee Reports:** None

**Unfinished Business:**

- A. Construction Update:** Beka reported that while work is progressing, there are some issues with building inspection that will be addressed; there are also several other changes that have been made within the last month.

**New Business:**

**A. Policy Review:**

1. Solicitation and Posting Policy: Beka drafted this new policy to better regulate how we handle related requests. Anne moved to approve this policy, Jessica seconded, and motion carried.
2. Materials Loan: Changes were made to fine accruals and overdue notices. Jessica moved to approve this policy, Anne seconded, and motion carried.

3. Check Signing Authorization Resolution: This is a resolution we authorize annually. Anne moved to approve this resolution, Jessica seconded, and motion carried by signature vote.

**Public Input:** Mike Perkins wondered why the City of Huntington does not appoint a library board member as one of the seats on our Huntington City-Township Public Library Board of Trustees. Beka responded that while we do not have a fully accurate answer, it is likely because the fiscal body is actually the county, and there are other statutes that govern this.

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

P. Calley

M. Mann

J. Buchanan

Doug L. Shook

Anne McCulla

Huntington City-Township Public Library  
Monthly Report  
May 2019

**Director's Report**

**News and Updates**

- Work continues on getting the bookworm operational. We are planning to have it ready to drive in the Heritage Days parade on June 22.
- Work has nearly been completed on Phase II of construction. We have moved into the finished children's area. We are hoping to be in the new administration offices by the end of this week. The schedule has been condensed considerably to try to make up some lost time. The goal is to be done with Phase II by June 20th.
- We celebrated Customer Service week May 6th-10th. The idea was to celebrate the great customer service that we provide while giving some additional education. We ended the week with a cookout for staff.
- Construction is about to get underway on the new Police Station. I have been told it could take a year or more.
- The Heritage Days parade and Kid Zone. We plan to have a moon-landing-themed float and the Book Worm in the parade on June 22, along with about half the library staff walking. We're planning to expand our presence at that evening's Kid Zone at Huntington North High School, providing half a dozen activities for preschool-age children. Another dozen staff will be involved there, and if any board members would like to volunteer to help, we could use it!
- We're also planning for an expanded presence at the 4H fair in July, with technology advisers and genealogy advisers on hand for passersby. The Book Worm will be parked at our site, so stop by and say hello.
- Many staff members are working on their technology-training qualifications as we enter the central phase of our campaign to get everyone adept on computer and building technology.
- We will have 2 summer interns starting May 20th. Half of their pay will be subsidized by EARN Indiana.
- We were approved for e-rate funding for technology upgrades. This will pay for 60% of the major expense of upgrading some of our background support equipment.

**Meetings and Activities**

April 17	Special Projects Meeting
April 18	Construction Progress Meeting
April 18	Cohort 2 Meeting
April 22	Senior Leadership Meeting
April 24	Bookworm Planning Meeting
April 25	Cohort 3 Meeting
April 26	Continuous Improvement
May 2	Construction Progress Meeting

May 7	Librarians Meeting
May 10	Staff Appreciation Cookout
May 13	Senior Leadership Meeting
May 13	Stay and Play Meeting
May 13	Friends of the Library Meeting
May 15	Special Projects Meeting
May 16	Library Budget Workshop @ Plainfield
May 20	Cohort 4 Meeting
May 20	Library Board Meeting

**Upcoming Meetings and Activities**

May 21	Lifelong Learning Meeting
May 22	Bookworm Planning Meeting
May 23	Cohort 3 Meeting
May 25 & 27	Closed for Memorial Day
May 30	Construction Progress Meeting
June 4	Librarians Meeting
June 7	City/County Tax and Budget Meeting
June 10	Senior Leadership Meeting
June 10	Stay and Play Planning Meeting
June 12	Bookworm Planning Meeting
June 12	Cohort 1 Meeting
June 13	Construction Progress Meeting
June 13	ILF Board Meeting
June 17	Cohort 4 Meeting
June 17	Library Board Meeting

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

Report Dates = **4/15/2019 to 5/20/2019**

<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	\$194,211.82	\$663,982.56	\$64,579.87	\$301,364.56	\$1,126,917.25
<b>Subtotal</b>	<b>\$1,489,535.25</b>	<b>\$194,211.82</b>	<b>\$663,982.56</b>	<b>\$64,579.87</b>	<b>\$301,364.56</b>	<b>\$1,126,917.25</b>
<b>2. LIRF</b>						
110 LIBRARY IMPROVEMENT RESERVE FUND	\$376,372.61	\$5,505.00	\$471,879.18	\$117.88	\$144,469.98	\$48,963.41
111 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$376,372.61</b>	<b>\$5,505.00</b>	<b>\$471,879.18</b>	<b>\$117.88</b>	<b>\$144,469.98</b>	<b>\$48,963.41</b>
<b>3. Gift Funds</b>						
130.01 GIFT (REGULAR)	\$206,426.31	\$5,834.88	\$6,227.54	\$231.67	\$1,056.56	\$201,255.33
130.02 FRIENDS OF THE LIBRARY	\$1,993.48	\$1,081.33	\$1,946.69	\$8.08	\$8,483.49	\$8,530.28
130.03 LITERACY	\$765.80	\$156.00	\$644.00	\$220.30	\$23,657.90	\$23,779.70
130.04 GIFT - IN RM	\$46,378.97	\$4,039.62	\$5,689.59	\$68.40	\$5,417.22	\$46,106.60
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	\$127.90	\$1.22	\$2.51	\$1,435.61
130.07 MARKLE/BARKELY GIFT	\$72.70	\$25.48	\$25.48	\$0.00	\$0.00	\$47.22
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	\$36.78	\$147.13	\$862.95
<b>Subtotal</b>	<b>\$282,774.65</b>	<b>\$11,137.31</b>	<b>\$14,661.20</b>	<b>\$566.45</b>	<b>\$38,764.81</b>	<b>\$306,878.26</b>
<b>4. Grants</b>						
124 STATE TECH GRANT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$11,201.00	\$11,201.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,201.00</b>	<b>\$11,201.00</b>
<b>4.1 Copier Leases</b>						
140 COPIER LEASE	\$0.00	\$16,049.63	\$16,049.63	\$18,590.72	\$18,590.72	\$2,541.09
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$16,049.63</b>	<b>\$16,049.63</b>	<b>\$18,590.72</b>	<b>\$18,590.72</b>	<b>\$2,541.09</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	\$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
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$65.00</b>	<b>\$0.00</b>	<b>\$65.00</b>	<b>\$0.00</b>
<b>8. Rainy Day Fund</b>						
170 RAINY DAY FUND	\$1,041,658.38	\$287,718.88	\$394,782.92	\$1,403.36	\$878,598.35	\$1,525,473.81
171 RAINY DAY INVESTMENT	\$1,101,000.00	\$0.00	\$850,000.00	\$0.00	\$0.00	\$251,000.00
<b>Subtotal</b>	<b>\$2,142,658.38</b>	<b>\$287,718.88</b>	<b>\$1,244,782.92</b>	<b>\$1,403.36</b>	<b>\$878,598.35</b>	<b>\$1,776,473.81</b>
<b>9. Withholding</b>						
200.01 FEDERAL TAX	\$0.00	\$5,190.62	\$25,361.65	\$5,190.62	\$25,361.65	\$0.00
200.02 FICA	\$0.00	\$4,979.30	\$24,524.65	\$4,979.30	\$24,524.65	\$0.00

Approved by the State Board Of Accounts for Huntington City-Township Public Library on 1/1/1998.

<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>
200.03 INDIANA STATE TAX	\$0.00	\$2,117.16	\$9,371.53	\$2,115.82	\$10,436.70	\$1,065.17
200.04 COUNTY TAX	\$0.00	\$1,166.08	\$5,177.93	\$1,164.12	\$5,763.74	\$585.81
200.05 INSURANCE	\$574.08	\$2,689.73	\$11,162.32	\$3,538.68	\$13,164.19	\$2,575.95
200.06 INDIANA DEFERRED COMPENSATION	\$0.00	\$1,139.76	\$5,248.80	\$1,139.76	\$5,248.80	\$0.00
200.07 UNITED WAY	\$0.00	\$106.12	\$461.73	\$106.12	\$461.73	\$0.00
200.08 GARNISHMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$574.08</b>	<b>\$17,388.77</b>	<b>\$81,308.61</b>	<b>\$18,234.42</b>	<b>\$84,961.46</b>	<b>\$4,226.93</b>
<b>Grand Total</b>	<b>\$4,291,914.97</b>	<b>\$532,011.41</b>	<b>\$2,492,729.10</b>	<b>\$103,492.70</b>	<b>\$1,478,015.88</b>	<b>\$3,277,201.75</b>

**Total all banks = \$3,277,201.75**



# Appropriation Report for 100 OPERATING

## Huntington City-Township Public Library

Report Date: From 4/15/2019 To 5/20/2019

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	\$5,570.78	\$27,799.28	\$45,200.72	61.9
1.12 Salary of Assistants	\$725,600.00	\$0.00	\$725,600.00	\$54,748.71	\$269,360.28	\$456,239.72	62.9
1.14 Wages of Janitors	\$62,376.00	\$0.00	\$62,376.00	\$4,605.67	\$22,547.87	\$39,828.13	63.9
1.15 Additional Hours (750)	\$8,000.00	\$0.00	\$8,000.00	\$331.54	\$1,715.11	\$6,284.89	78.6
1.21 Employer's Share FICA	\$65,700.00	\$0.00	\$65,700.00	\$4,979.33	\$24,524.80	\$41,175.20	62.7
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	\$5,462.70	\$26,654.81	\$44,115.19	62.3
1.231 Employer's contribution PERF - Employee	\$19,000.00	\$0.00	\$19,000.00	\$1,463.26	\$7,139.81	\$11,860.19	62.4
1.24 Employer's Contribution Group Health	\$157,328.00	\$0.00	\$157,328.00	\$12,494.72	\$49,978.88	\$107,349.12	68.2
1.25 Employer's Contribution Life Ins.	\$9,520.00	\$0.00	\$9,520.00	\$1,508.71	\$3,836.11	\$5,683.89	59.7
1.26 Employer's Contribution STD	\$8,200.00	\$0.00	\$8,200.00	\$1,342.90	\$3,468.98	\$4,731.02	57.7
1.27 Employer's Contribution LTD	\$7,350.00	\$0.00	\$7,350.00	\$1,212.44	\$3,089.09	\$4,260.91	58.0
1.28 Employer's Contribution Dental	\$6,100.00	\$0.00	\$6,100.00	\$1,036.18	\$2,478.11	\$3,621.89	59.4
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	\$27.30	\$116.54	\$283.46	70.9
<b>Subtotal</b>	<b>\$1,215,844.00</b>		<b>\$1,215,844.00</b>	<b>\$94,784.24</b>	<b>\$442,709.67</b>	<b>\$773,134.33</b>	<b>63.6</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	\$4,904.29	\$11,548.39	\$13,451.61	53.8
2.21 Operating/Cleaning/Sanitation Supplies	\$9,000.00	\$0.00	\$9,000.00	\$547.53	\$1,909.19	\$7,090.81	78.8
<b>Subtotal</b>	<b>\$34,001.00</b>		<b>\$34,001.00</b>	<b>\$5,451.82</b>	<b>\$13,457.58</b>	<b>\$20,543.42</b>	<b>60.4</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>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 Architechtural Services	\$1.00	\$0.00	\$1.00	\$659.68	\$7,705.92	(\$7,704.92)	-770492.0
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$120.00	\$880.00	88.0
3.14 Other Professional Services	\$17,000.00	\$0.00	\$17,000.00	\$602.06	\$1,821.36	\$15,178.64	89.3
3.141 Contracted Labor for Grounds	\$6,000.00	\$0.00	\$6,000.00	\$80.00	\$8,990.00	(\$2,990.00)	-49.8
3.142 Facility Repairs and Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.145 Databases	\$15,000.00	\$0.00	\$15,000.00	\$2,807.00	\$9,335.58	\$5,664.42	37.8
3.146 E-books	\$32,820.00	\$0.00	\$32,820.00	\$32,820.00	\$35,920.00	(\$3,100.00)	-9.4
3.21 Telephone	\$5,000.00	\$0.00	\$5,000.00	\$466.05	\$2,632.29	\$2,367.71	47.4
3.211 Telephone - Markle	\$1,200.00	\$0.00	\$1,200.00	\$68.73	\$275.98	\$924.02	77.0
3.212 Fax Expense	\$800.00	\$0.00	\$800.00	\$66.38	\$317.84	\$482.16	60.3
3.213 T-1 Access Huntington	\$7,500.00	\$0.00	\$7,500.00	\$611.75	\$2,447.00	\$5,053.00	67.4
3.2131 T-1 Access Markle	\$4,500.00	\$0.00	\$4,500.00	\$380.00	\$1,520.00	\$2,980.00	66.2
3.22 Postage and Shipping	\$1,000.00	\$0.00	\$1,000.00	\$7.02	\$651.02	\$348.98	34.9
3.23 Traveling Expense	\$3,000.00	\$0.00	\$3,000.00	\$169.90	\$515.82	\$2,484.18	82.8
3.24 Professional Development	\$8,000.00	\$0.00	\$8,000.00	\$41.86	\$708.74	\$7,291.26	91.1
3.31 Advertising and Public Notices	\$6,000.00	\$0.00	\$6,000.00	\$566.62	\$2,010.09	\$3,989.91	66.5
3.41 Official Bonds	\$500.00	\$0.00	\$500.00	\$0.00	\$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	\$1,259.66	\$7,567.03	\$2,432.97	24.3
3.511 Gas Markle	\$1,100.00	\$0.00	\$1,100.00	\$118.21	\$716.41	\$383.59	34.9
3.52 Electricity Huntington	\$65,000.00	\$0.00	\$65,000.00	\$8,668.14	\$21,351.39	\$43,648.61	67.2
3.521 Electricity Markle	\$2,600.00	\$0.00	\$2,600.00	\$216.94	\$1,008.24	\$1,591.76	61.2
3.53 Water Huntington	\$2,750.00	\$0.00	\$2,750.00	\$224.78	\$946.42	\$1,803.58	65.6
3.531 Water Markle	\$300.00	\$0.00	\$300.00	\$26.00	\$124.20	\$175.80	58.6

<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>
3.54 Sewer Huntington	\$5,500.00	\$0.00	\$5,500.00	\$532.96	\$2,193.94	\$3,306.06	60.1
3.541 Sewer Markle	\$300.00	\$0.00	\$300.00	\$21.89	\$103.71	\$196.29	65.4
3.62 Equipment Repair and Maintenance	\$5,000.00	\$0.00	\$5,000.00	\$86.54	\$86.54	\$4,913.46	98.3
3.621 Equipment Leasing and Maintenance	\$13,000.00	\$0.00	\$13,000.00	\$2,183.98	\$5,812.06	\$7,187.94	55.3
3.622 Contracted Facility Maintenance	\$16,500.00	\$0.00	\$16,500.00	\$360.73	\$4,465.09	\$12,034.91	72.9
3.623 Technology License Agreements	\$14,000.00	\$0.00	\$14,000.00	\$562.65	\$3,932.15	\$10,067.85	71.9
3.624 Technology Maintenance	\$17,000.00	\$0.00	\$17,000.00	\$1,020.67	\$3,849.16	\$13,150.84	77.4
3.625 ILS Maintenance and Contract	\$32,000.00	\$0.00	\$32,000.00	\$28,960.00	\$28,960.00	\$3,040.00	9.5
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	\$150.00	\$440.00	\$2,060.00	82.4
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>\$83,740.20</b>	<b>\$156,859.98</b>	<b>\$175,016.02</b>	<b>52.7</b>
<b>4. Capitol Outlays</b>							
4.4 Furniture and Equipment	\$6,000.00	\$0.00	\$6,000.00	\$1,411.00	\$1,411.00	\$4,589.00	76.5
4.41 Technology Equipment	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$1,141.76	\$6,358.24	84.8
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	\$7,114.15	\$29,285.38	\$80,714.62	73.4
4.6 Periodicals and Newspapers	\$12,000.00	\$0.00	\$12,000.00	\$403.40	\$11,435.91	\$564.09	4.7
4.71 Audio-visual Materials	\$25,000.00	\$0.00	\$25,000.00	\$903.42	\$5,434.90	\$19,565.10	78.3
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	\$403.59	\$2,246.38	\$7,753.62	77.5
<b>Subtotal</b>	<b>\$181,251.00</b>		<b>\$181,251.00</b>	<b>\$10,235.56</b>	<b>\$50,955.33</b>	<b>\$130,295.67</b>	<b>71.9</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	\$194,211.82	\$663,982.56	\$1,098,989.44	62.3

Approved by the State Board Of Accounts for Huntington City-Township Public Library on 1/1/1998.

**Appropriation Report for 110 LIBRARY IMPROVEMENT RE**  
**Huntington City-Township Public Library**

**Report Date: From 4/15/2019 To 5/20/2019**

<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 Improvments	\$10,000.00	\$0.00	\$10,000.00	\$5,505.00	\$5,505.00	\$4,495.00	45.0
4.3 Improvements Other than Building	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$9,495.00	(\$4,495.00)	-89.9
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	\$0.00	\$273,162.31	\$0.00	0.0
4.731 2018 Encumbered Funds - Furniture	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$40,716.87	\$9,283.13	18.6
<b>Subtotal</b>	<b>\$338,162.31</b>		<b>\$338,162.31</b>	<b>\$5,505.00</b>	<b>\$328,879.18</b>	<b>\$9,283.13</b>	<b>2.7</b>
<b>Grand Total</b>	<b>\$338,162.31</b>	<b>\$0.00</b>	<b>\$338,162.31</b>	<b>\$5,505.00</b>	<b>\$328,879.18</b>	<b>\$9,283.13</b>	<b>2.7</b>

Approved by the State Board Of Accounts for Huntington City-Township Public Library on 1/1/1998.

# Appropriation Report for 170 RAINY DAY FUND

## Huntington City-Township Public Library

Report Date: From 4/15/2019 To 5/20/2019

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 Improvments	\$725,000.00	\$0.00	\$725,000.00	\$2,000.00	\$2,000.00	\$723,000.00	99.7
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	\$285,718.88	\$392,782.92	\$107,217.08	21.4
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>\$287,718.88</b>	<b>\$394,782.92</b>	<b>\$1,580,217.08</b>	<b>80.0</b>
<b>Grand Total</b>	<b>\$1,975,000.00</b>	<b>\$0.00</b>	<b>\$1,975,000.00</b>	<b>\$287,718.88</b>	<b>\$394,782.92</b>	<b>\$1,580,217.08</b>	<b>80.0</b>

Approved by the State Board Of Accounts for Huntington City-Township Public Library on 1/1/1998.