

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
October 21st, 2019
5:15pm

Adoption of 2020 Budget

1. Call to Order
2. Budget Adoption
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. Construction Update
9. New Business
 - a. Special Open Hours
 - i. November 1st
 - ii. January 10th
 - b. Policy Update - Bookmobile
 - c. Strategic Plan
 - d. E-book Strategy Discussion
 - e. Other
10. Public Input
11. Adjournment

Huntington City-Township Public Library
Public Hearing for 2020 Budget
September 16, 2019
5:15 PM

Present: John Branham, Peggy Caley, Jamie Hoffman, Jessica Mankey, Terri Salzano-Sees, Daryl Shrock, Beka Lemons

Absent: Anne McClellan

Visitors: Jessi Brown, Jeri Davis, Eric Fry

Peggy called the meeting to order.

Public Input: None

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

Huntington City-Township Public Library
Board of Trustees Meeting
September 16, 2019

Present: John Branham, Peggy Caley, Jamie Hoffman, Jessica Mankey, Anne McClellan, Terri Salzano-Sees, Daryl Shrock, Beka Lemons

Absent: None

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

Reading and Approval of Minutes: John moved to approve the August meeting minutes, Terry seconded, and the motion carried.

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

Report of the Director: Beka mentioned that the new HCCSC director of curriculum and a technology integration specialist met with library staff to discuss how the library can support students on their eLearning days. Library staff will be trained by HCCSC staff on how to help students with Canvas, their learning management platform. Also, over 100 Huntington University students signed up for library cards when some of our staff members went to campus over lunch times. Another item Beka highlighted was that an organization called Impact will begin using library rooms for ESL classes. Finally, the bookmobile project is hoping to gain some funding through a grant with the Huntington County Community Foundation.

Committee Reports: The benefits/personnel committee met recently.

Communications: None

Unfinished Business:

- A. Construction Update:** Beka reported that the project should be at its final stage and completed very soon.

New Business:

- A. 2020 Board Appointment:** Peggy Caley's term will be finished at the end of December, and we will need candidates to fill her appointment by HCCSC.

- B. Staff Recognition - Courtney Erick:** The quarterly staff recognition, Turning the Page Award, was given to patron services clerk Courtney Erick for her innovative ideas related to library card sign-ups at remote locations.

- C. Special Open Hours:** Terri moved to approve the special event hours, Darryl seconded, and the motion carried.

1. **Sunday, October 6th - Fun Palace from noon to 4:00 PM**

2. **Friday, November 1st - Library closed during regular working hours (and a staff inservice will take place), Open House special event from 6:30 to 9:00 PM**

- D. Expense Approval - Server:** The new server will cost approximately \$11,482.00. John moved to approve, Jessica seconded, and the motion carried.

E. Compensation Plan: Beka presented the compensation plan adjustment proposal and the draft 2020 pay scale. Jamie moved to approve the proposal as presented. Anne moved to approve the proposal with the revised language that their annual performance raise will be calculated before the wage adjustment; Terri seconded; motion carried. Therefore, the first motion was dead at the table because the second motion passed.

- F. Other:** None

Public Input: Mike Perkins inquired about the source of the metal shavings that were found in the carpet in the children's area. Beka responded that while the metal shavings have been cleaned up, we do not have an answer about the source. Jessi Brown mentioned that there recently was a staff member at her library who quit due to perceived low wages compared to other places of employment.

John moved to adjourn, Anne seconded, motion carried.

Huntington City-Township Public Library
Board of Trustees Meeting
August 26, 2019
5:15 PM

Present: John Branham, Peggy Caley, Jamie Hoffman, Jessica Mankey, Anne McClellan, Terri Salzano-Sees, Daryl Shrock, Beka Lemons

Absent: None

Visitors: Jessi Brown, Jeri Davis, Gary McClellan

Peggy called the meeting to order.

Reading and Approval of Minutes: John moved to approve the July meeting minutes as amended to reflect that Expense Approval "Furniture" be replaced with "Furnace", Jessica seconded, motion carried.

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

Report of the Director: One of the items that Beka reported on was that more mold had been found in some places and is being taken care of, along with a few other minor changes encountered in our construction process.

Committee Reports: None

Communications: None

Unfinished Business:

A. Construction Update: Beka reported that much progress has been made as we are in our final phases. It is expected that construction will be finished in September. The public open house is still planned for November 2.

B. Other: None

New Business:

A. Budget Advertisement: We have a 6.6% levy decrease from last year. Next month, the public hearing is scheduled for September 16. Beka will submit our budget as approved.

B. Policy Review:

- a. **Author and Artist Sales** - This policy allows anyone who comes in to do a program to sell their merchandise. There were minor changes to this policy. Jessica moved to approve this policy, Anne seconded, motion carried.

b. **Collection Development** - This long-standing policy had minor changes related to requests for consideration. Terri suggested we add a time-frame to the process that states a decision will be made within three monthly board meetings. John suggested we remove the sentence that states the Director's position against the removal of items from the collection. Terri moved to approve the policy with the suggested changes, Jessica seconded, motion carried.

C. **E-Rate Resolution** - This program gives us a percentage of reimbursement for our Internet usage if the library is in compliance with the Federal Children's Internet Protection Act. The resolution passed by written vote.

D. **Compensation Plan** - Beka will work further on this plan and present it to the board at our September meeting. The personnel committee will meet on September 4 at 5:15 PM.

Public Input: None

John moved to adjourn, Anne seconded, motion carried.

PCaley
Jamie Hoffm
JM May
Joh F. Baul
Ray K Shrock
Jeri Salzano Sees
Anne McCluka

Huntington City-Township Public Library
Monthly Report
October 2019

Director's Report

News and Updates

- The bookmobile has had its first month of stops. There were varying degrees of success but the Hiers Park stop had an impressive 20 people show up.
- The open house/ grand re-opening dates have changed from November 1st and 2nd to January 10th and 11th. We are still planning to have a dedication of the Indiana Room on November 2nd at 10:30 am.
- We were a major part of the Pioneer Festival. A committee of staff, led by Charlie Burd, set up author visits, readings, children's activities and more. Well over 400 people participated in the various activities. We also did face painting with over 200 people attending.
- Our 3rd annual Fun Palace was a great success with 397 people attending over the 2 days. A group of staff, led by Linda Smith, did an amazing job recruiting people to provide a huge variety of programs.
- A grant application has been submitted for the painting of the bookworm. Malcolm and his team were able to find a painter who is willing to give us a significant discount.
- A new door has been installed at the emergency exit in the admin area per the Fire Marshal's request.
- Markle held an outdoor movie night sponsored by Markle Do It Best Hardware. 45 people attended.

Meetings and Activities

| | |
|---------------|-------------------------------|
| September 17 | Lifelong Learning Meeting |
| September 17 | Adult Art Program |
| September 19 | Construction Progress Meeting |
| September 19 | Cohort 2 Meeting |
| September 23 | Senior Leadership Meeting |
| September 26 | Cohort 3 Meeting |
| September 30- | |
| October 8 | Vacation |
| October 10 | ILF Board Meeting |
| October 10 | Pub Trivia |
| October 14 | Senior Leadership Meeting |
| October 15 | Adult Art Program |
| October 17 | Cohort 2 Meeting |
| October 21 | Cohort 4 Meeting |
| October 21 | Library Board Meeting |

Upcoming Meetings and Activities

| | |
|--------------|--------------------------------|
| October 24 | Cohort 3 Meeting |
| October 25 | Continuous Improvement Meeting |
| October 28 | Senior Leadership Meeting |
| October 30 | Lifelong Learning Meeting |
| November 1 | Staff In-service |
| November 2 | Indiana Room Dedication |
| November 3-5 | ILF Annual Conference |
| November 7 | Annual report Workshop |
| November 11 | Senior Leadership Meeting |
| November 11 | Friends of the Library Meeting |
| November 13 | Cohort 1 Meeting |
| November 14 | Pub Trivia |
| November 18 | Cohort 4 Meeting |
| November 18 | Library Board Meeting |

Financial Report
Huntington City-Township Public Library

Report Dates = 9/16/2019 to 10/21/2019

| <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> |
|--------------------------------------|-----------------------|---------------------------------|--------------------------|----------------------------|-----------------------|-----------------------|
| 1. Operating Fund | | | | | | |
| 100 OPERATING | \$1,489,535.25 | \$143,371.95 | \$1,973,881.71 | \$59,700.93 | \$1,965,108.97 | \$1,480,762.51 |
| Subtotal | \$1,489,535.25 | \$143,371.95 | \$1,973,881.71 | \$59,700.93 | \$1,965,108.97 | \$1,480,762.51 |
| 2. LIRF | | | | | | |
| 110 LIBRARY IMPROVEMENT RESERVE FUND | \$376,372.61 | \$0.00 | \$481,162.31 | \$65.56 | \$144,863.89 | \$40,074.19 |
| 111 LIRF-INVESTMENT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | \$376,372.61 | \$0.00 | \$481,162.31 | \$65.56 | \$144,863.89 | \$40,074.19 |
| 3. Gift Funds | | | | | | |
| 130.01 GIFT (REGULAR) | \$206,426.31 | \$147.91 | \$10,859.78 | \$235.81 | \$2,535.41 | \$198,101.94 |
| 130.02 FRIENDS OF THE LIBRARY | \$1,993.48 | \$1,024.93 | \$7,957.53 | \$2.75 | \$8,898.82 | \$2,934.77 |
| 130.03 LITERACY | \$765.80 | \$0.00 | \$644.00 | \$221.60 | \$24,760.25 | \$24,882.05 |
| 130.04 GIFT - IN RM | \$46,378.97 | \$0.00 | \$5,689.59 | \$88.53 | \$5,720.79 | \$46,410.17 |
| 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 | \$0.00 | \$7.44 | \$1,440.54 |
| 130.07 MARKLE/BARKELY GIFT | \$72.70 | \$0.00 | \$53.47 | \$0.00 | \$0.00 | \$19.23 |
| 133 BRIDGE-DICKEY INVESTMENT 08/2012 | \$24,860.57 | \$24,860.57 | \$24,860.57 | \$24,860.57 | \$24,860.57 | \$24,860.57 |
| 133.01 BRIDGE-DICKEY FUND | \$715.82 | \$24,860.57 | \$24,860.57 | \$24,899.10 | \$25,197.04 | \$1,052.29 |
| Subtotal | \$282,774.65 | \$50,893.98 | \$75,053.41 | \$50,308.36 | \$91,980.32 | \$299,701.56 |
| 4. Grants | | | | | | |
| 124 STATE TECH GRANT FUND | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$11,201.00 | \$11,201.00 |
| Subtotal | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$11,201.00 | \$11,201.00 |
| 4.1 Copier Leases | | | | | | |
| 140 COPIER LEASE | \$0.00 | \$0.00 | \$18,464.63 | \$0.00 | \$18,590.72 | \$126.09 |
| Subtotal | \$0.00 | \$0.00 | \$18,464.63 | \$0.00 | \$18,590.72 | \$126.09 |
| 5. LSCA | | | | | | |
| 150.03 IND. STATE STUDENT ASSISTANCE | \$0.00 | \$0.00 | \$0.00 | \$1,118.00 | \$1,754.00 | \$1,754.00 |
| Subtotal | \$0.00 | \$0.00 | \$0.00 | \$1,118.00 | \$1,754.00 | \$1,754.00 |
| 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 | \$260.00 | \$0.00 | \$260.00 | \$0.00 |
| 163.1 MARKLE PLAC FUND | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | \$0.00 | \$65.00 | \$260.00 | \$0.00 | \$260.00 | \$0.00 |
| 8. Rainy Day Fund | | | | | | |
| 170 RAINY DAY FUND | \$1,041,658.38 | (\$878.23) | \$1,140,357.81 | \$2,517.27 | \$885,565.86 | \$786,866.43 |
| 171 RAINY DAY INVESTMENT | \$1,101,000.00 | \$0.00 | \$850,000.00 | \$0.00 | \$0.00 | \$251,000.00 |
| Subtotal | \$2,142,658.38 | (\$878.23) | \$1,990,357.81 | \$2,517.27 | \$885,565.86 | \$1,037,866.43 |
| 9. Withholding | | | | | | |
| 200.01 FEDERAL TAX | \$0.00 | \$5,239.89 | \$54,263.71 | \$5,239.89 | \$54,263.71 | \$0.00 |
| 200.02 FICA | \$0.00 | \$5,034.99 | \$52,383.14 | \$5,034.99 | \$52,383.14 | \$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 | \$2,133.44 | \$21,192.90 | \$2,139.34 | \$22,264.50 | \$1,071.60 |
| 200.04 COUNTY TAX | \$0.00 | \$1,176.85 | \$11,690.66 | \$1,179.74 | \$12,281.61 | \$590.95 |
| 200.05 INSURANCE | \$574.08 | \$2,761.62 | \$27,251.93 | \$2,723.56 | \$26,882.21 | \$204.36 |
| 200.06 INDIANA DEFERRED COMPENSATION | \$0.00 | \$1,139.76 | \$11,517.48 | \$1,139.76 | \$11,517.48 | \$0.00 |
| 200.07 UNITED WAY | \$0.00 | \$106.12 | \$1,045.39 | \$106.12 | \$1,045.39 | \$0.00 |
| 200.08 GARNISHMENT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | \$574.08 | \$17,592.67 | \$179,345.21 | \$17,563.40 | \$180,638.04 | \$1,866.91 |
| Grand Total | \$4,291,914.97 | \$211,045.37 | \$4,718,525.08 | \$131,273.52 | \$3,299,962.80 | \$2,873,352.69 |

Total all banks = \$2,873,352.69

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 9/16/2019 To 10/21/2019

| Account # Description | Annual Appropriation | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD | Balance | Percent |
|---|-------------------------|----------------------------|--------------------------|-----------------------------|----------------------|---------------------|-------------|
| 1. Personal Services | | | | | | | |
| 1.11 Salary of Librarian | \$73,000.00 | \$0.00 | \$73,000.00 | \$5,570.78 | \$58,438.57 | \$14,561.43 | 19.9 |
| 1.12 Salary of Assistants | \$725,600.00 | \$0.00 | \$725,600.00 | \$55,134.01 | \$573,734.47 | \$151,865.53 | 20.9 |
| 1.14 Wages of Janitors | \$62,376.00 | \$0.00 | \$62,376.00 | \$4,856.73 | \$48,801.92 | \$13,574.08 | 21.8 |
| 1.15 Additional Hours (750) | \$8,000.00 | \$0.00 | \$8,000.00 | \$423.42 | \$5,534.49 | \$2,465.51 | 30.8 |
| 1.21 Employer's Share FICA | \$65,700.00 | \$0.00 | \$65,700.00 | \$5,035.06 | \$52,383.55 | \$13,316.45 | 20.3 |
| 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 | \$56,704.00 | \$14,066.00 | 19.9 |
| 1.231 Employer's contribution PERF - Employee | \$19,000.00 | \$0.00 | \$19,000.00 | \$1,463.26 | \$15,188.91 | \$3,811.09 | 20.1 |
| 1.24 Employer's Contribution Group Health | \$157,328.00 | \$0.00 | \$157,328.00 | \$13,208.83 | \$129,784.12 | \$27,543.88 | 17.5 |
| 1.25 Employer's Contribution Life Ins. | \$9,520.00 | \$0.00 | \$9,520.00 | \$1,437.31 | \$7,879.46 | \$1,640.54 | 17.2 |
| 1.26 Employer's Contribution STD | \$8,200.00 | \$0.00 | \$8,200.00 | \$1,393.98 | \$7,025.38 | \$1,174.62 | 14.3 |
| 1.27 Employer's Contribution LTD | \$7,350.00 | \$0.00 | \$7,350.00 | \$1,332.57 | \$6,378.03 | \$971.97 | 13.2 |
| 1.28 Employer's Contribution Dental | \$6,100.00 | \$0.00 | \$6,100.00 | \$516.71 | \$4,544.95 | \$1,555.05 | 25.5 |
| 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 | \$262.79 | \$137.21 | 34.3 |
| Subtotal | \$1,215,844.00 | | \$1,215,844.00 | \$95,864.61 | \$966,660.64 | \$249,183.36 | 20.5 |
| 2. Supplies | | | | | | | |
| 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 | \$3,780.73 | \$20,816.92 | \$4,183.08 | 16.7 |
| 2.21 Operating/Cleaning/Sanitation Supplies | \$9,000.00 | \$0.00 | \$9,000.00 | \$629.18 | \$5,219.78 | \$3,780.22 | 42.0 |
| Subtotal | \$34,001.00 | | \$34,001.00 | \$4,409.91 | \$26,036.70 | \$7,964.30 | 23.4 |

| <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. Other Services and Charge | | | | | | | |
| 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 | \$630.16 | \$10,728.22 | (\$10,727.22) | -1072722.0 |
| 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 | \$357.93 | \$5,256.77 | \$11,743.23 | 69.1 |
| 3.141 Contracted Labor for Grounds | \$6,000.00 | \$0.00 | \$6,000.00 | \$0.00 | \$9,824.14 | (\$3,824.14) | -63.7 |
| 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 | \$0.00 | \$12,638.84 | \$2,361.16 | 15.7 |
| 3.146 E-books | \$32,820.00 | \$0.00 | \$32,820.00 | (\$3,100.00) | \$32,820.00 | \$0.00 | 0.0 |
| 3.21 Telephone | \$5,000.00 | \$0.00 | \$5,000.00 | \$392.62 | \$4,575.97 | \$424.03 | 8.5 |
| 3.211 Telephone - Markle | \$1,200.00 | \$0.00 | \$1,200.00 | \$146.57 | \$634.16 | \$565.84 | 47.2 |
| 3.212 Fax Expense | \$800.00 | \$0.00 | \$800.00 | \$60.90 | \$639.09 | \$160.91 | 20.1 |
| 3.213 T-1 Access Huntington | \$7,500.00 | \$0.00 | \$7,500.00 | \$459.25 | \$5,048.25 | \$2,451.75 | 32.7 |
| 3.2131 T-1 Access Markle | \$4,500.00 | \$0.00 | \$4,500.00 | \$285.00 | \$3,135.00 | \$1,365.00 | 30.3 |
| 3.22 Postage and Shipping | \$1,000.00 | \$0.00 | \$1,000.00 | \$58.67 | \$728.86 | \$271.14 | 27.1 |
| 3.23 Traveling Expense | \$3,000.00 | \$0.00 | \$3,000.00 | \$225.12 | \$1,664.66 | \$1,335.34 | 44.5 |
| 3.24 Professional Development | \$8,000.00 | \$0.00 | \$8,000.00 | \$908.58 | \$2,786.68 | \$5,213.32 | 65.2 |
| 3.31 Advertising and Public Notices | \$6,000.00 | \$0.00 | \$6,000.00 | \$411.05 | \$3,747.72 | \$2,252.28 | 37.5 |
| 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 | \$1,835.00 | \$1,835.00 | \$33,165.00 | 94.8 |
| 3.51 Gas Huntington | \$10,000.00 | \$0.00 | \$10,000.00 | \$146.30 | \$7,968.37 | \$2,031.63 | 20.3 |
| 3.511 Gas Markle | \$1,100.00 | \$0.00 | \$1,100.00 | \$36.38 | \$809.39 | \$290.61 | 26.4 |
| 3.52 Electricity Huntington | \$65,000.00 | \$0.00 | \$65,000.00 | \$6,377.12 | \$44,864.55 | \$20,135.45 | 31.0 |
| 3.521 Electricity Markle | \$2,600.00 | \$0.00 | \$2,600.00 | \$202.29 | \$2,082.11 | \$517.89 | 19.9 |
| 3.53 Water Huntington | \$2,750.00 | \$0.00 | \$2,750.00 | \$226.91 | \$2,165.39 | \$584.61 | 21.3 |
| 3.531 Water Markle | \$300.00 | \$0.00 | \$300.00 | \$26.00 | \$254.20 | \$45.80 | 15.3 |

| <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 | \$544.45 | \$5,163.72 | \$336.28 | 6.1 |
| 3.541 Sewer Markle | \$300.00 | \$0.00 | \$300.00 | \$21.89 | \$213.16 | \$86.84 | 28.9 |
| 3.62 Equipment Repair and Maintenance | \$5,000.00 | \$0.00 | \$5,000.00 | \$280.00 | \$723.55 | \$4,276.45 | 85.5 |
| 3.621 Equipment Leasing and Maintenance | \$13,000.00 | \$0.00 | \$13,000.00 | \$1,110.00 | \$11,706.52 | \$1,293.48 | 9.9 |
| 3.622 Contracted Facility Maintenance | \$16,500.00 | \$0.00 | \$16,500.00 | \$0.00 | \$11,515.37 | \$4,984.63 | 30.2 |
| 3.623 Technology License Agreements | \$14,000.00 | \$0.00 | \$14,000.00 | \$716.57 | \$8,886.58 | \$5,113.42 | 36.5 |
| 3.624 Technology Maintenance | \$17,000.00 | \$0.00 | \$17,000.00 | \$8,375.13 | \$12,524.29 | \$4,475.71 | 26.3 |
| 3.625 ILS Maintenance and Contract | \$32,000.00 | \$0.00 | \$32,000.00 | \$0.00 | \$31,460.00 | \$540.00 | 1.7 |
| 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 | \$0.00 | \$879.00 | \$1,621.00 | 64.8 |
| 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! |
| Subtotal | \$331,876.00 | | \$331,876.00 | \$20,733.89 | \$237,731.56 | \$94,144.44 | 28.4 |
| 4. Capitol Outlays | | | | | | | |
| 4.4 Furniture and Equipment | \$6,000.00 | \$0.00 | \$6,000.00 | \$561.84 | \$8,643.13 | (\$2,643.13) | -44.1 |
| 4.41 Technology Equipment | \$7,500.00 | \$0.00 | \$7,500.00 | \$263.92 | \$3,615.14 | \$3,884.86 | 51.8 |
| 4.42 Technology Upgrade | \$10,000.00 | \$0.00 | \$10,000.00 | \$0.00 | \$154.17 | \$9,845.83 | 98.5 |
| 4.5 Books | \$110,000.00 | \$0.00 | \$110,000.00 | \$15,512.08 | \$92,059.59 | \$17,940.41 | 16.3 |
| 4.6 Periodicals and Newspapers | \$12,000.00 | \$0.00 | \$12,000.00 | \$19.95 | \$11,873.42 | \$126.58 | 1.1 |
| 4.71 Audio-visual Materials | \$25,000.00 | \$0.00 | \$25,000.00 | \$4,657.73 | \$19,281.66 | \$5,718.34 | 22.9 |
| 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 | \$1,348.02 | \$7,400.70 | \$2,599.30 | 26.0 |
| Subtotal | \$181,251.00 | | \$181,251.00 | \$22,363.54 | \$143,027.81 | \$38,223.19 | 21.1 |

| <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> |
|------------------------------|-----------------------------|--------------------------------|------------------------------|---------------------------------|--------------------------|----------------|----------------|
| Grand Total | \$1,762,972.00 | \$0.00 | \$1,762,972.00 | \$143,371.95 | \$1,373,456.71 | \$389,515.29 | 22.1 |

Approved by the State Board Of Accounts for Huntington City-Township Public Library on 1/11/1998.

Appropriation Report for 110 LIBRARY IMPROVEMENT RE

Huntington City-Township Public Library

Report Date: From 9/16/2019 To 10/21/2019

| Account # Description | Annual Appropriation | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD | Balance | Percent |
|---|-------------------------|----------------------------|--------------------------|-----------------------------|----------------------|---------------|------------|
| 4. Capitol Outlays | | | | | | | |
| 4.2 Building Improvements | \$10,000.00 | \$0.00 | \$10,000.00 | \$0.00 | \$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 | \$50,000.00 | \$0.00 | 0.0 |
| Subtotal | \$338,162.31 | | \$338,162.31 | \$0.00 | \$338,162.31 | \$0.00 | 0.0 |
| Grand Total | \$338,162.31 | \$0.00 | \$338,162.31 | \$0.00 | \$338,162.31 | \$0.00 | 0.0 |

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 9/16/2019 To 10/21/2019

| Account # Description | Annual Appropriation | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD | Balance | Percent |
|---|-----------------------|-------------------------|-----------------------|--------------------------|-----------------------|---------------------|-------------|
| 4. Capitol Outlays | | | | | | | |
| 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 | \$0.00 | \$310,680.92 | \$414,319.08 | 57.1 |
| 4.31 HVAC Replacement Plan | \$40,000.00 | \$0.00 | \$40,000.00 | \$0.00 | \$15,840.00 | \$24,160.00 | 60.4 |
| 4.4 Furniture and Equipment | \$250,000.00 | \$0.00 | \$250,000.00 | (\$878.23) | \$63,836.89 | \$186,163.11 | 74.5 |
| 4.73 2018 Encumbered Funds - Building | \$500,000.00 | \$0.00 | \$500,000.00 | \$0.00 | \$500,000.00 | \$0.00 | 0.0 |
| 4.731 2018 Encumbered Funds - Furniture | \$250,000.00 | \$0.00 | \$250,000.00 | \$0.00 | \$250,000.00 | \$0.00 | 0.0 |
| Subtotal | \$1,975,000.00 | | \$1,975,000.00 | (\$878.23) | \$1,140,357.81 | \$834,642.19 | 42.3 |
| Grand Total | \$1,975,000.00 | \$0.00 | \$1,975,000.00 | (\$878.23) | \$1,140,357.81 | \$834,642.19 | 42.3 |

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