

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

January 20th, 2020

5:15pm

Board of Finance Meeting

1. Call to Order
2. Election of Officers
3. Review of Current Investments
4. Policy Review
 - a. Investment Cash Management
 - b. Investment Policy
 - c. Internal Controls
 - d. Check Signing Authorization
5. Adjournment

Regular Meeting

1. Call to Order
2. Reading and Approval of Minutes
3. Reading and Approval of Financial Report and Bills
 - a. Approve Changes to Appropriation
 - b. Rainy Day Encumbrance Resolution
 - c. Rainy Day Transfer Resolution
4. Report of the Librarian
5. Committee Reports
6. Communications
7. Unfinished Business
 - a. Construction Update
 - b. Roof Update
 - c. Other
8. New Business
 - a. Policy Review
 - i. Computer and Internet Use
 - ii. Library of Things (NEW)
 - b. PTO Allocation Adjustments
 - c. HVAC Study Approval
 - d. Other
9. Public Input
10. Adjournment

**Huntington City-Township Public Library
Board of Trustees Meeting
Closed Executive Session, 5:15 PM
December 16, 2019**

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

Absent: None

Peggy called the meeting to order.

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

**Huntington City-Township Public Library
Board of Trustees Regular Meeting, 5:45 PM
December 16, 2019**

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

Absent: None

Visitors: Jeri Davis, Mike Perkins, Eric Fry

Peggy called the meeting to order.

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

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

Report of the Director: Beka mentioned the hiring of a new Patron's Services Director, the completion of staff evaluations, and the sale of the 2020 calendar that highlights historic homes of Huntington. The insurance adjustor completed the inspection and determined that the entire roof needs to be replaced due to hail damage. Beka summarized the final plans that are being made for our open house events on January 10th and 11th. The Bookmobile activities will resume in March.

Committee Reports: The benefits committee met to discuss the health insurance renewal package. The renewal quote shows an increase in cost of approximately 11 percent. Beka

recommends raising the employee's contribution amount from the current 10 percent to 15 percent of the total cost. Beka proposes accepting the recommended renewal package, and then next year she will do more research to see what possible better options we might have. Terri made a motion to approve the health insurance renewal package, Jessica seconded, and the motion carried.

Communications: None

Unfinished Business:

- A. Construction Update** - The architects are working on the punch list now and intend to be done in January.
- B. Other** - None

New Business:

- A. Director's Evaluation** - There was some discussion about ways to improve the annual evaluation process, and Beka mentioned that she would like to see the Director's evaluation tool be modified in the future to align with the evaluation tool she uses with the library employees (which is currently being re-designed.) Beka mentioned a request that the Board consider goals they might have for her, especially related to our Strategic Plan; communicate direction and goals; and give feedback for areas of growth. Terri moved to accept the Director's evaluation as presented by the personnel committee, Anne seconded, motion carried.
- B. Salary Resolution** - Beka summarized the proposed 2020 Salary Schedule, noting that she was able to include a salary raise that is $\frac{1}{4}$ percent higher than the merit scale. Jessica moved to approve the salary resolution, Daryl seconded, and the motion carried by signature vote.
- C. Policy Review** - Beka began a review of the document with the board for discussion.
 1. **Material Loan** - Some highlights include the following: the DVD checkout limit will be changed from 6 to 10 items; video game checkout item limit will be changed from 1 to 2 items because we are adding video game consoles to the collection. One major change is in the renewal policy which is changing so that all items will automatically renew at their due date (if they have no outstanding holds and if they have not reached their renewal limits.) John moved to approve the Materials Loan Policy, Terri seconded, and the motion carried.
 2. **Library Photography and Video** - There are no changes to this policy. Jessica moved to approve this policy, Terri seconded, and the motion carried.
 3. **Materiality Threshold** - There are no changes to this policy, which exists by state law regarding the minimum amount required to report a loss to the state. John moved to approve, Anne seconded, and the motion carried.

4. Accounting and Payroll Software Vendor Resolution - Anne moved to approve the resolution, Daryl seconded, and the motion carried by signature vote.

D. Strategic Plan: Beka summarized the Population Overview section and discussed some population takeaways. In her summary of the Assessment of Facilities section, she noted that updates to the furnaces and air conditioning units are expected to be the most extensive project needed this next year. The Assessment of Open Hours section highlights a possible need for extended hours on Fridays. Beka noted that the Assessment of Services section is one of the most important areas of the Strategic Plan. The Financial Resources and Sustainability section focuses on the plans and purposes of the various sections of our budget and sources of funds, noting that one related goal is to establish a Library Foundation. Related to the Assessment of Technology section, Beka reminded us that we must balance the update of technology with our financial resources. In the Collaboration section, it is noted that one of our greatest opportunities in this area relates to the schools in Huntington County. Finally, it is noted that the strategic plan will be reviewed and revised at least once every three years. Copies of the Strategic Plan will be distributed in various ways to the public. John moved to adopt the Strategic Plan, Jessica seconded, and the motion carried.

E. Other - None.

Public Input: Mike Perkins commented that the Keefer Center ceremony was very appropriate and well-done.

John moved to adjourn, Jessica seconded, motion carried.

Huntington City-Township Public Library
Monthly Report
January 2020

Director's Report

News and Updates

- We held our open house events on January 10th and 11th. Around 125 people were in attendance on Friday night and 329 people came through the doors on Saturday. Comments were overwhelmingly positive.
- In 2020 I will be serving as the President of the Huntington County Lifelong Learning Board. I have been on this Board as a member for a couple of years.
- We are substantially complete with construction and we are just waiting for one or two items to be finished on the punch list. We will also be adding more artwork and accessories (like clocks) as we find the need for them.
- Our grant application from the Community Foundation was approved for around \$5,000. We will be using these funds to repaint the bookworm and add vinyl decals.
- Markle had 90 people attend the local 'Christmas in our Town' event.
- On January 28th the Huntington Rotary Club will be coming to tour the building during their meeting.

Meetings and Activities

| | |
|----------------|--------------------------------------|
| December 17 | Adult Art Program |
| December 18 | Open House Party Planning Meeting |
| December 23 | Senior Leadership Meeting |
| December 24-31 | Vacation |
| December 24-25 | Library Closed |
| January 1 | Library Closed |
| January 8 | Cohort 1 Meeting |
| January 10 | Open House |
| January 11 | Open House |
| January 14 | ILF Professional Development Meeting |
| January 14 | ILF Management Division Meeting |
| January 16 | Cohort 2 Meeting |
| January 20 | Cohort 4 Meeting |
| January 20 | Library Board Meeting |

Upcoming Meetings and Activities

| | |
|------------|---------------------------|
| January 21 | Lifelong Learning Meeting |
| January 21 | Adult Art Class |
| January 23 | Cohort 3 Meeting |
| January 27 | Senior Leadership Meeting |

| | |
|-------------|--------------------------------|
| January 28 | Rotary Club Tours |
| February 3 | Directors Meeting |
| February 4 | Librarians Meeting |
| February 6 | ILF Board Meeting |
| February 6 | Pub Trivia |
| February 7 | City/County Leaders Meeting |
| February 10 | Senior Leadership Meeting |
| February 10 | Friends of the Library Meeting |
| February 12 | Cohort 1 Meeting |
| February 17 | Directors Meeting |
| February 17 | Cohort 4 Meeting |
| February 17 | Library Board Meeting |

Financial Report
Huntington City-Township Public Library

Report Dates = 12/16/2019 to 12/31/2019

| <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 | \$106,676.57 | \$2,563,397.00 | \$1,990.62 | \$2,896,154.25 | \$1,822,292.50 |
| Subtotal | \$1,489,535.25 | \$106,676.57 | \$2,563,397.00 | \$1,990.62 | \$2,896,154.25 | \$1,822,292.50 |
| 2. LIRF | | | | | | |
| 110 LIBRARY IMPROVEMENT RESERVE FUND | \$376,372.61 | \$0.00 | \$481,162.31 | \$54.16 | \$145,031.43 | \$40,241.73 |
| 111 LIRF-INVESTMENT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | \$376,372.61 | \$0.00 | \$481,162.31 | \$54.16 | \$145,031.43 | \$40,241.73 |
| 3. Gift Funds | | | | | | |
| 130.01 GIFT (REGULAR) | \$206,426.31 | \$763.66 | \$13,728.53 | \$5.25 | \$3,018.08 | \$195,715.86 |
| 130.02 FRIENDS OF THE LIBRARY | \$1,993.48 | \$329.01 | \$9,405.17 | \$0.00 | \$8,902.72 | \$1,491.03 |
| 130.03 LITERACY | \$765.80 | \$112.88 | \$756.88 | \$200.00 | \$25,646.19 | \$25,655.11 |
| 130.04 GIFT - IN RM | \$46,378.97 | \$0.00 | \$5,866.57 | \$0.00 | \$5,792.66 | \$46,305.06 |
| 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 | \$9.95 | \$1,443.05 |
| 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 | \$0.00 | \$24,860.57 | \$0.00 | \$24,860.57 | \$24,860.57 |
| 133.01 BRIDGE-DICKEY FUND | \$715.82 | \$0.00 | \$24,860.57 | \$42.02 | \$25,321.74 | \$1,176.99 |
| Subtotal | \$282,774.65 | \$1,205.55 | \$79,659.66 | \$247.27 | \$93,551.91 | \$296,666.90 |
| 4. Grants | | | | | | |
| 124 STATE TECH GRANT FUND | \$0.00 | \$11,201.00 | \$11,201.00 | \$0.00 | \$11,201.00 | \$0.00 |
| Subtotal | \$0.00 | \$11,201.00 | \$11,201.00 | \$0.00 | \$11,201.00 | \$0.00 |
| 4.1 Copier Leases | | | | | | |
| 140 COPIER LEASE | \$0.00 | \$126.09 | \$18,590.72 | \$0.00 | \$18,590.72 | \$0.00 |
| Subtotal | \$0.00 | \$126.09 | \$18,590.72 | \$0.00 | \$18,590.72 | \$0.00 |
| 5. LSCA | | | | | | |
| 150.03 IND. STATE STUDENT ASSISTANCE | \$0.00 | \$1,754.00 | \$1,754.00 | \$0.00 | \$1,754.00 | \$0.00 |
| Subtotal | \$0.00 | \$1,754.00 | \$1,754.00 | \$0.00 | \$1,754.00 | \$0.00 |
| 6. Levy Excess | | | | | | |
| 161 LEVY EXCESS - OPERATING | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 7. PLAC | | | | | | |
| 163 PLAC FUND | \$0.00 | \$0.00 | \$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 | \$0.00 | \$260.00 | \$0.00 | \$260.00 | \$0.00 |
| 8. Rainy Day Fund | | | | | | |
| 170 RAINY DAY FUND | \$1,041,658.38 | \$0.00 | \$1,223,472.98 | \$68,066.00 | \$954,895.43 | \$773,080.83 |
| 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 | \$0.00 | \$2,073,472.98 | \$68,066.00 | \$954,895.43 | \$1,024,080.83 |
| 9. Withholding | | | | | | |
| 200.01 FEDERAL TAX | \$0.00 | \$2,549.14 | \$67,179.21 | \$2,549.14 | \$67,179.21 | \$0.00 |
| 200.02 FICA | \$0.00 | \$2,483.79 | \$64,816.57 | \$2,483.79 | \$64,816.57 | \$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 | \$2,082.04 | \$27,537.67 | \$1,049.00 | \$27,537.67 | \$0.00 |
| 200.04 COUNTY TAX | \$0.00 | \$1,153.25 | \$15,200.49 | \$581.51 | \$15,200.49 | \$0.00 |
| 200.05 INSURANCE | \$574.08 | \$0.00 | \$30,575.86 | \$1,787.29 | \$34,106.64 | \$4,104.86 |
| 200.06 INDIANA DEFERRED COMPENSATION | \$0.00 | \$770.00 | \$14,682.00 | \$770.00 | \$14,682.00 | \$0.00 |
| 200.07 UNITED WAY | \$0.00 | \$265.30 | \$1,310.69 | \$53.06 | \$1,310.69 | \$0.00 |
| 200.08 GARNISHMENT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | \$574.08 | \$9,303.52 | \$221,302.49 | \$9,273.79 | \$224,833.27 | \$4,104.86 |
| Grand Total | \$4,291,914.97 | \$130,266.73 | \$5,450,800.16 | \$79,631.84 | \$4,346,272.01 | \$3,187,386.82 |

Total all banks = \$3,187,386.82

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 12/16/2019 To 12/31/2019

| 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 | \$2,785.39 | \$72,365.52 | \$634.48 | 0.9 |
| 1.12 Salary of Assistants | \$725,600.00 | \$0.00 | \$725,600.00 | \$25,454.07 | \$707,211.52 | \$18,388.48 | 2.5 |
| 1.14 Wages of Janitors | \$62,376.00 | \$0.00 | \$62,376.00 | \$2,389.14 | \$60,904.55 | \$1,471.45 | 2.4 |
| 1.15 Additional Hours (750) | \$8,000.00 | \$0.00 | \$8,000.00 | \$169.54 | \$7,222.38 | \$777.62 | 9.7 |
| 1.21 Employer's Share FICA | \$65,700.00 | \$0.00 | \$65,700.00 | \$2,483.86 | \$64,817.12 | \$882.88 | 1.3 |
| 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 | \$2,714.31 | \$70,242.53 | \$527.47 | 0.7 |
| 1.231 Employer's contribution PERF - Employee | \$19,000.00 | \$0.00 | \$19,000.00 | \$727.06 | \$18,815.38 | \$184.62 | 1.0 |
| 1.24 Employer's Contribution Group Health | \$157,328.00 | \$0.00 | \$157,328.00 | \$0.00 | \$142,992.95 | \$14,335.05 | 9.1 |
| 1.25 Employer's Contribution Life Ins. | \$9,520.00 | \$0.00 | \$9,520.00 | \$153.36 | \$8,979.55 | \$540.45 | 5.7 |
| 1.26 Employer's Contribution STD | \$8,200.00 | \$0.00 | \$8,200.00 | \$0.00 | \$7,722.37 | \$477.63 | 5.8 |
| 1.27 Employer's Contribution LTD | \$7,350.00 | \$0.00 | \$7,350.00 | \$0.00 | \$7,082.29 | \$267.71 | 3.6 |
| 1.28 Employer's Contribution Dental | \$6,100.00 | \$0.00 | \$6,100.00 | \$0.00 | \$5,558.37 | \$541.63 | 8.9 |
| 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 | \$0.00 | \$317.39 | \$82.61 | 20.7 |
| Subtotal | \$1,215,844.00 | | \$1,215,844.00 | \$36,876.73 | \$1,174,231.92 | \$41,612.08 | 3.4 |
| 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 | \$1,092.80 | \$26,092.80 | \$1,948.37 | \$26,092.80 | \$0.00 | 0.0 |
| 2.21 Operating/Cleaning/Sanitation Supplies | \$9,000.00 | (\$1,092.80) | \$7,907.20 | \$1,131.97 | \$7,789.26 | \$117.94 | 1.5 |
| Subtotal | \$34,001.00 | \$0.00 | \$34,001.00 | \$3,080.34 | \$33,882.06 | \$118.94 | 0.3 |

| Account # | Description | Annual Appropriation | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD | Balance | Percent |
|-------------------------------------|--|----------------------|-------------------------|-----------------------|--------------------------|-------------------|------------|---------|
| 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 | \$12,288.35 | \$12,289.35 | \$0.00 | \$12,289.35 | \$0.00 | 0.0 |
| 3.13 | Legal Services | \$1,000.00 | (\$880.00) | \$120.00 | \$0.00 | \$120.00 | \$0.00 | 0.0 |
| 3.14 | Other Professional Services | \$17,000.00 | (\$7,508.55) | \$9,491.45 | \$875.00 | \$9,491.45 | \$0.00 | 0.0 |
| 3.141 | Contracted Labor for Grounds | \$6,000.00 | \$7,291.64 | \$13,291.64 | \$0.00 | \$13,291.64 | \$0.00 | 0.0 |
| 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 | (\$133.90) | \$14,866.10 | \$0.00 | \$14,866.10 | \$0.00 | 0.0 |
| 3.146 | E-books | \$32,820.00 | \$0.00 | \$32,820.00 | \$0.00 | \$32,820.00 | \$0.00 | 0.0 |
| 3.21 | Telephone | \$5,000.00 | \$353.89 | \$5,353.89 | \$0.00 | \$5,353.89 | \$0.00 | 0.0 |
| 3.211 | Telephone - Markle | \$1,200.00 | (\$458.13) | \$741.87 | \$0.00 | \$705.83 | \$36.04 | 4.9 |
| 3.212 | Fax Expense | \$800.00 | \$0.00 | \$800.00 | \$0.00 | \$762.22 | \$37.78 | 4.7 |
| 3.213 | T-1 Access Huntington | \$7,500.00 | (\$10,953.30) | (\$3,453.30) | (\$8,960.80) | (\$3,453.30) | \$0.00 | 0.0 |
| 3.2131 | T-1 Access Markle | \$4,500.00 | \$0.00 | \$4,500.00 | (\$2,240.20) | \$1,179.80 | \$3,320.20 | 73.8 |
| 3.22 | Postage and Shipping | \$1,000.00 | \$0.00 | \$1,000.00 | \$0.00 | \$851.07 | \$148.93 | 14.9 |
| 3.23 | Traveling Expense | \$3,000.00 | \$0.00 | \$3,000.00 | \$19.50 | \$2,144.39 | \$855.61 | 28.5 |
| 3.24 | Professional Development | \$8,000.00 | \$0.00 | \$8,000.00 | \$1,380.00 | \$6,129.96 | \$1,870.04 | 23.4 |
| 3.31 | Advertising and Public Notices | \$6,000.00 | \$0.00 | \$6,000.00 | \$307.02 | \$4,569.32 | \$1,430.68 | 23.8 |
| 3.41 | Official Bonds | \$500.00 | \$64.00 | \$564.00 | \$0.00 | \$564.00 | \$0.00 | 0.0 |
| 3.42 | Operational Insurance | \$35,000.00 | (\$64.00) | \$34,936.00 | \$1,916.00 | \$33,420.37 | \$1,515.63 | 4.3 |
| 3.51 | Gas Huntington | \$10,000.00 | \$0.00 | \$10,000.00 | \$1,369.58 | \$9,956.13 | \$43.87 | 0.4 |
| 3.511 | Gas Markle | \$1,100.00 | \$0.00 | \$1,100.00 | \$129.44 | \$983.37 | \$116.63 | 10.6 |
| 3.52 | Electricity Huntington | \$65,000.00 | (\$977.59) | \$64,022.41 | \$0.00 | \$54,622.77 | \$9,399.64 | 14.7 |
| 3.521 | Electricity Markle | \$2,600.00 | (\$77.42) | \$2,522.58 | \$0.00 | \$2,463.36 | \$59.22 | 2.3 |
| 3.53 | Water Huntington | \$2,750.00 | \$71.22 | \$2,821.22 | \$212.53 | \$2,821.22 | \$0.00 | 0.0 |
| 3.531 | Water Markle | \$300.00 | \$6.20 | \$306.20 | \$0.00 | \$306.20 | \$0.00 | 0.0 |

| Account # Description | Annual Appropriation | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD | Balance | Percent |
|---|----------------------|-------------------------|-----------------------|--------------------------|---------------------|--------------------|------------|
| 3.54 Sewer Huntington | \$5,500.00 | \$977.59 | \$6,477.59 | \$505.72 | \$6,477.59 | \$0.00 | 0.0 |
| 3.541 Sewer Markle | \$300.00 | \$0.00 | \$300.00 | \$0.00 | \$256.94 | \$43.06 | 14.4 |
| 3.62 Equipment Repair and Maintenance | \$5,000.00 | (\$2,101.85) | \$2,898.15 | \$0.00 | \$723.55 | \$2,174.60 | 75.0 |
| 3.621 Equipment Leasing and Maintenance | \$13,000.00 | \$2,101.85 | \$15,101.85 | \$983.91 | \$15,101.85 | \$0.00 | 0.0 |
| 3.622 Contracted Facility Maintenance | \$16,500.00 | \$0.00 | \$16,500.00 | \$0.00 | \$14,536.11 | \$1,963.89 | 11.9 |
| 3.623 Technology License Agreements | \$14,000.00 | (\$185.12) | \$13,814.88 | \$0.00 | \$12,421.72 | \$1,393.16 | 10.1 |
| 3.624 Technology Maintenance | \$17,000.00 | (\$4,475.71) | \$12,524.29 | \$0.00 | \$12,524.29 | \$0.00 | 0.0 |
| 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 | \$1,119.00 | \$1,381.00 | 55.2 |
| 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 | (\$4,660.83) | \$327,215.17 | (\$3,502.30) | \$300,860.19 | \$26,334.98 | 8.0 |
| 4. Capitol Outlays | | | | | | | |
| 4.4 Furniture and Equipment | \$6,000.00 | \$3,797.06 | \$9,797.06 | \$368.00 | \$9,797.06 | \$0.00 | 0.0 |
| 4.41 Technology Equipment | \$7,500.00 | \$4,801.54 | \$12,301.54 | \$780.41 | \$12,301.54 | \$0.00 | 0.0 |
| 4.42 Technology Upgrade | \$10,000.00 | \$300.35 | \$10,300.35 | \$0.00 | \$10,300.35 | \$0.00 | 0.0 |
| 4.5 Books | \$110,000.00 | (\$366.70) | \$109,633.30 | \$707.33 | \$109,633.30 | \$0.00 | 0.0 |
| 4.6 Periodicals and Newspapers | \$12,000.00 | \$249.02 | \$12,249.02 | \$12.00 | \$12,249.02 | \$0.00 | 0.0 |
| 4.71 Audio-visual Materials | \$25,000.00 | (\$2,629.96) | \$22,370.04 | \$223.47 | \$22,370.04 | \$0.00 | 0.0 |
| 4.77 INSPIRE | \$1.00 | (\$1.00) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | #Num! |
| 4.79 Other Collections | \$750.00 | (\$750.00) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | #Num! |
| 4.8 Materials Processing | \$10,000.00 | (\$739.48) | \$9,260.52 | \$64.59 | \$9,260.52 | \$0.00 | 0.0 |
| Subtotal | \$181,251.00 | \$4,660.83 | \$185,911.83 | \$2,155.80 | \$185,911.83 | \$0.00 | 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>Balance</i> | <i>Percent</i> |
|------------------------------|-----------------------------|--------------------------------|------------------------------|---------------------------------|--------------------------|----------------|----------------|
| Grand Total | \$1,762,972.00 | \$0.00 | \$1,762,972.00 | \$38,610.57 | \$1,694,906.00 | \$68,066.00 | 3.9 |

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 12/16/2019 To 12/31/2019

| Account # Description | Annual Appropriation | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD | Balance | Percent |
|---|----------------------|-------------------------|-----------------------|--------------------------|---------------------|---------------|------------|
| 4. Capital Outlays | | | | | | | |
| 4.2 Building Improvements | \$10,000.00 | (\$4,495.00) | \$5,505.00 | \$0.00 | \$5,505.00 | \$0.00 | 0.0 |
| 4.3 Improvements Other than Building | \$5,000.00 | \$4,495.00 | \$9,495.00 | \$0.00 | \$9,495.00 | \$0.00 | 0.0 |
| 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 | \$0.00 | \$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 12/16/2019 To 12/31/2019

| Account # Description | Annual Appropriation | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD | Balance | Percent |
|---|-----------------------|-------------------------|-----------------------|--------------------------|-----------------------|---------------------|-------------|
| 4. Capital 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 | \$364,861.50 | \$360,138.50 | 49.7 |
| 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 | \$0.00 | \$92,771.48 | \$157,228.52 | 62.9 |
| 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 | \$0.00 | \$1,223,472.98 | \$751,527.02 | 38.1 |
| Grand Total | \$1,975,000.00 | \$0.00 | \$1,975,000.00 | \$0.00 | \$1,223,472.98 | \$751,527.02 | 38.1 |

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

Financial Report
Huntington City-Township Public Library

Report Dates = 1/1/2020 to 1/20/2020

| <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 | \$1,822,292.50 | \$131,507.23 | \$131,507.23 | \$56,773.78 | \$56,773.78 | \$1,747,559.05 |
| Subtotal | \$1,822,292.50 | \$131,507.23 | \$131,507.23 | \$56,773.78 | \$56,773.78 | \$1,747,559.05 |
| 2. Special Revenue | | | | | | |
| 200 GIFT (REGULAR) | \$195,715.86 | \$2,259.68 | \$2,259.68 | \$193.55 | \$193.55 | \$193,649.73 |
| 201 FRIENDS OF THE LIBRARY | \$1,491.03 | \$47.96 | \$47.96 | \$1.26 | \$1.26 | \$1,444.33 |
| 202 LITERACY | \$25,655.11 | \$0.00 | \$0.00 | \$21.76 | \$21.76 | \$25,676.87 |
| 203 GIFT - IN RM | \$46,305.06 | \$864.74 | \$864.74 | \$64.27 | \$64.27 | \$45,504.59 |
| 204 IN. ROOM INVESMENT - UND | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 205 GIFT - CHILDRENS ROOM | \$1,443.05 | \$0.00 | \$0.00 | \$1.22 | \$1.22 | \$1,444.27 |
| 206 MARKLE/BARKELY GIFT | \$19.23 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$19.23 |
| 207 BRIDGE-DICKEY INVESTMENT 08/2012 | \$24,860.57 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$24,860.57 |
| 208 BRIDGE-DICKEY FUND | \$1,176.99 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,176.99 |
| 276 STATE TECH GRANT FUND | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 277 IND. STATE STUDENT ASSISTANCE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | \$296,666.90 | \$3,172.38 | \$3,172.38 | \$282.06 | \$282.06 | \$293,776.58 |
| 4. Capital Projects | | | | | | |
| 400 LIBRARY IMPROVEMENT RESERVE FUND | \$40,241.73 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$40,241.73 |
| 401 LIRF-INVESTMENT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 421 RAINY DAY FUND | \$773,080.83 | \$0.00 | \$0.00 | \$655.63 | \$655.63 | \$773,736.46 |
| 422 RAINY DAY INVESTMENT | \$251,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$251,000.00 |
| Subtotal | \$1,064,322.56 | \$0.00 | \$0.00 | \$655.63 | \$655.63 | \$1,064,978.19 |
| 5. Clearing | | | | | | |
| 800 PLAC FUND | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 801 MARKLE PLAC FUND | \$0.00 | \$0.00 | \$0.00 | \$65.00 | \$65.00 | \$65.00 |
| 803 FEDERAL | \$0.00 | \$5,409.85 | \$5,409.85 | \$5,409.85 | \$5,409.85 | \$0.00 |
| 804 FICA | \$0.00 | \$5,152.51 | \$5,152.51 | \$5,152.51 | \$5,152.51 | \$0.00 |
| 806 STATE | \$0.00 | \$2,194.93 | \$2,194.93 | \$2,194.93 | \$2,194.93 | \$0.00 |
| 807 COUNTY | \$0.00 | \$1,222.13 | \$1,222.13 | \$1,222.13 | \$1,222.13 | \$0.00 |
| 808 INSURANCE | \$4,104.86 | \$3,843.52 | \$3,843.52 | \$2,321.85 | \$2,321.85 | \$2,583.19 |
| 809 DEFERRED COMP | \$0.00 | \$955.00 | \$955.00 | \$955.00 | \$955.00 | \$0.00 |
| 810 UNITED WAY | \$0.00 | \$113.06 | \$113.06 | \$113.06 | \$113.06 | \$0.00 |
| 811 GARNISHMENT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | \$4,104.86 | \$18,891.00 | \$18,891.00 | \$17,434.33 | \$17,434.33 | \$2,648.19 |
| Grand Total | \$3,187,386.82 | \$153,570.61 | \$153,570.61 | \$75,145.80 | \$75,145.80 | \$3,108,962.01 |

Total all banks = \$3,108,962.01

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 1/1/2020 To 1/20/2020

| Account # Description | Annual Appropriation | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD | Balance | Percent Remain |
|---|-----------------------|-------------------------|-----------------------|--------------------------|--------------------|-----------------------|----------------|
| 1. Personal Services | | | | | | | |
| 1.11 Salary of Librarian | \$74,000.00 | \$0.00 | \$74,000.00 | \$5,625.70 | \$5,625.70 | \$68,374.30 | 92.4 |
| 1.12 Salary of Assistants | \$796,000.00 | \$0.00 | \$796,000.00 | \$56,764.49 | \$56,764.49 | \$739,235.51 | 92.9 |
| 1.14 Wages of Janitors | \$65,210.00 | \$0.00 | \$65,210.00 | \$5,130.32 | \$5,130.32 | \$60,079.68 | 92.1 |
| 1.15 Additional Hours (750) | \$8,000.00 | \$0.00 | \$8,000.00 | \$0.00 | \$0.00 | \$8,000.00 | 100.0 |
| 1.21 Employer's Share FICA | \$71,500.00 | \$0.00 | \$71,500.00 | \$5,152.48 | \$5,152.48 | \$66,347.52 | 92.8 |
| 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 | \$80,200.00 | \$0.00 | \$80,200.00 | \$5,577.85 | \$5,577.85 | \$74,622.15 | 93.0 |
| 1.231 Employer's contribution PERF - Employee | \$21,500.00 | \$0.00 | \$21,500.00 | \$1,494.10 | \$1,494.10 | \$20,005.90 | 93.1 |
| 1.24 Employer's Contribution Group Health | \$165,000.00 | \$0.00 | \$165,000.00 | \$13,950.37 | \$13,950.37 | \$151,049.63 | 91.5 |
| 1.25 Employer's Contribution Life Ins. | \$7,800.00 | \$0.00 | \$7,800.00 | \$607.22 | \$607.22 | \$7,192.78 | 92.2 |
| 1.26 Employer's Contribution STD | \$8,500.00 | \$0.00 | \$8,500.00 | \$666.07 | \$666.07 | \$7,833.93 | 92.2 |
| 1.27 Employer's Contribution LTD | \$7,700.00 | \$0.00 | \$7,700.00 | \$673.65 | \$673.65 | \$7,026.35 | 91.3 |
| 1.28 Employer's Contribution Dental | \$7,200.00 | \$0.00 | \$7,200.00 | \$519.97 | \$519.97 | \$6,680.03 | 92.8 |
| 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 | \$104.10 | \$104.10 | \$295.90 | 74.0 |
| Subtotal | \$1,315,510.00 | | \$1,315,510.00 | \$96,266.32 | \$96,266.32 | \$1,219,243.68 | 92.7 |
| 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 | \$26,000.00 | \$0.00 | \$26,000.00 | \$2,937.04 | \$2,937.04 | \$23,062.96 | 88.7 |
| 2.21 Operating/Cleaning/Sanitation Supplies | \$10,000.00 | \$0.00 | \$10,000.00 | \$249.90 | \$249.90 | \$9,750.10 | 97.5 |
| Subtotal | \$36,001.00 | | \$36,001.00 | \$3,186.94 | \$3,186.94 | \$32,814.06 | 91.1 |

| <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 Remain</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 | \$488.91 | \$488.91 | (\$487.91) | -48791.0 |
| 3.13 Legal Services | \$1,000.00 | \$0.00 | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | 100.0 |
| 3.14 Other Professional Services | \$18,000.00 | \$0.00 | \$18,000.00 | \$872.04 | \$872.04 | \$17,127.96 | 95.2 |
| 3.141 Contracted Labor for Grounds | \$11,500.00 | \$0.00 | \$11,500.00 | \$1,945.00 | \$1,945.00 | \$9,555.00 | 83.1 |
| 3.145 Databases | \$19,000.00 | \$0.00 | \$19,000.00 | \$0.00 | \$0.00 | \$19,000.00 | 100.0 |
| 3.146 E-books | \$32,410.00 | \$0.00 | \$32,410.00 | \$0.00 | \$0.00 | \$32,410.00 | 100.0 |
| 3.21 Telephone | \$5,000.00 | \$0.00 | \$5,000.00 | \$392.12 | \$392.12 | \$4,607.88 | 92.2 |
| 3.211 Telephone - Markle | \$1,200.00 | \$0.00 | \$1,200.00 | \$71.67 | \$71.67 | \$1,128.33 | 94.0 |
| 3.212 Fax Expense | \$800.00 | \$0.00 | \$800.00 | \$62.76 | \$62.76 | \$737.24 | 92.2 |
| 3.213 T-1 Access Huntington | \$7,500.00 | \$0.00 | \$7,500.00 | \$918.50 | \$918.50 | \$6,581.50 | 87.8 |
| 3.2131 T-1 Access Markle | \$4,500.00 | \$0.00 | \$4,500.00 | \$570.00 | \$570.00 | \$3,930.00 | 87.3 |
| 3.22 Postage and Shipping | \$800.00 | \$0.00 | \$800.00 | \$0.00 | \$0.00 | \$800.00 | 100.0 |
| 3.23 Traveling Expense | \$3,000.00 | \$0.00 | \$3,000.00 | \$0.00 | \$0.00 | \$3,000.00 | 100.0 |
| 3.24 Professional Development | \$9,000.00 | \$0.00 | \$9,000.00 | \$0.00 | \$0.00 | \$9,000.00 | 100.0 |
| 3.31 Advertising and Public Notices | \$6,000.00 | \$0.00 | \$6,000.00 | \$51.00 | \$51.00 | \$5,949.00 | 99.2 |
| 3.41 Official Bonds | \$500.00 | \$0.00 | \$500.00 | \$200.00 | \$200.00 | \$300.00 | 60.0 |
| 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 | \$16,000.00 | \$0.00 | \$16,000.00 | \$0.00 | \$0.00 | \$16,000.00 | 100.0 |
| 3.511 Gas Markle | \$1,400.00 | \$0.00 | \$1,400.00 | \$0.00 | \$0.00 | \$1,400.00 | 100.0 |
| 3.52 Electricity Huntington | \$65,500.00 | \$0.00 | \$65,500.00 | \$4,173.42 | \$4,173.42 | \$61,326.58 | 93.6 |
| 3.521 Electricity Markle | \$2,750.00 | \$0.00 | \$2,750.00 | \$210.40 | \$210.40 | \$2,539.60 | 92.3 |
| 3.53 Water Huntington | \$2,750.00 | \$0.00 | \$2,750.00 | \$0.00 | \$0.00 | \$2,750.00 | 100.0 |
| 3.531 Water Markle | \$400.00 | \$0.00 | \$400.00 | \$26.00 | \$26.00 | \$374.00 | 93.5 |
| 3.54 Sewer and Waste Huntington | \$6,500.00 | \$0.00 | \$6,500.00 | \$234.37 | \$234.37 | \$6,265.63 | 96.4 |

| Account # Description | Annual Appropriation | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD | Balance | Percent Remain |
|---|----------------------|-------------------------|-----------------------|--------------------------|--------------------|---------------------|----------------|
| 3.541 Sewer and WasteMarkle | \$300.00 | \$0.00 | \$300.00 | \$21.89 | \$21.89 | \$278.11 | 92.7 |
| 3.62 Equipment Repair and Maintenance | \$4,000.00 | \$0.00 | \$4,000.00 | \$0.00 | \$0.00 | \$4,000.00 | 100.0 |
| 3.621 Equipment Leasing and Maintenance | \$14,000.00 | \$0.00 | \$14,000.00 | \$0.00 | \$0.00 | \$14,000.00 | 100.0 |
| 3.622 Contracted Facility Maintenance | \$17,500.00 | \$0.00 | \$17,500.00 | \$0.00 | \$0.00 | \$17,500.00 | 100.0 |
| 3.623 Technology License Agreements | \$10,000.00 | \$0.00 | \$10,000.00 | \$525.00 | \$525.00 | \$9,475.00 | 94.8 |
| 3.624 Technology Maintenance | \$17,000.00 | \$0.00 | \$17,000.00 | \$3,467.00 | \$3,467.00 | \$13,533.00 | 79.6 |
| 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 | \$1,116.96 | \$1,116.96 | \$1,383.04 | 55.3 |
| 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 | \$347,816.00 | | \$347,816.00 | \$15,347.04 | \$15,347.04 | \$332,468.96 | 95.6 |
| 4. Capitol Outlays | | | | | | | |
| 4.1 Land | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | #Num! |
| 4.2 Building Improvments | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | #Num! |
| 4.3 Improvements Other than Building | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | #Num! |
| 4.4 Furniture and Equipment | \$5,000.00 | \$0.00 | \$5,000.00 | \$44.31 | \$44.31 | \$4,955.69 | 99.1 |
| 4.41 Technology Equipment | \$7,500.00 | \$0.00 | \$7,500.00 | \$0.00 | \$0.00 | \$7,500.00 | 100.0 |
| 4.42 Computer Technology Upgrade | \$10,000.00 | \$0.00 | \$10,000.00 | \$0.00 | \$0.00 | \$10,000.00 | 100.0 |
| 4.5 Books | \$115,000.00 | \$0.00 | \$115,000.00 | \$4,303.49 | \$4,303.49 | \$110,696.51 | 96.3 |
| 4.6 Periodicals and Newspapers | \$12,500.00 | \$0.00 | \$12,500.00 | \$10,151.65 | \$10,151.65 | \$2,348.35 | 18.8 |
| 4.71 Audio-visual Materials | \$26,000.00 | \$0.00 | \$26,000.00 | \$1,300.93 | \$1,300.93 | \$24,699.07 | 95.0 |
| 4.74 2019 Encumbered Funds - Building | | \$0.00 | | \$0.00 | \$0.00 | | |
| 4.77 INSPIRE | \$1.00 | \$0.00 | \$1.00 | \$0.00 | \$0.00 | \$1.00 | 100.0 |

| <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>Balance</i> | <i>Percent Remain</i> |
|------------------------------|-----------------------------|--------------------------------|------------------------------|---------------------------------|--------------------------|-----------------------|-----------------------|
| 4.79 Other Collections | \$750.00 | \$0.00 | \$750.00 | \$0.00 | \$0.00 | \$750.00 | 100.0 |
| 4.8 Materials Processing | \$11,000.00 | \$0.00 | \$11,000.00 | \$560.15 | \$560.15 | \$10,439.85 | 94.9 |
| Subtotal | \$187,751.00 | | \$187,751.00 | \$16,360.53 | \$16,360.53 | \$171,390.47 | 91.3 |
| Grand Total | \$1,887,078.00 | \$0.00 | \$1,887,078.00 | \$131,160.83 | \$131,160.83 | \$1,755,917.17 | 93.0 |

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

Appropriation Report for 400 LIBRARY IMPROVEMENT RE
Huntington City-Township Public Library

Report Date: From 1/1/2020 To 1/20/2020

| <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 Remain</i> |
|--------------------------------------|-----------------------------|--------------------------------|------------------------------|---------------------------------|--------------------------|--------------------|-----------------------|
| 4. Capitol Outlays | | | | | | | |
| 4.2 Building Improvements | \$20,000.00 | \$0.00 | \$20,000.00 | \$0.00 | \$0.00 | \$20,000.00 | 100.0 |
| 4.3 Improvements Other than Building | \$10,000.00 | \$0.00 | \$10,000.00 | \$0.00 | \$0.00 | \$10,000.00 | 100.0 |
| 4.4 Furniture and Equipment | \$9,700.00 | \$0.00 | \$9,700.00 | \$0.00 | \$0.00 | \$9,700.00 | 100.0 |
| Subtotal | \$39,700.00 | | \$39,700.00 | \$0.00 | \$0.00 | \$39,700.00 | 100.0 |
| Grand Total | \$39,700.00 | \$0.00 | \$39,700.00 | \$0.00 | \$0.00 | \$39,700.00 | 100.0 |

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

Appropriation Report for 421 RAINY DAY FUND
 Huntington City-Township Public Library

Report Date: From 1/1/2020 To 1/20/2020

| Account # Description | Annual Appropriation | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD | Balance | Percent Remain |
|---------------------------------------|----------------------|-------------------------|-----------------------|--------------------------|-------------------|---------------------|----------------|
| 4. Capitol Outlays | | | | | | | |
| 4 Other Capital Outlays | \$200,000.00 | \$0.00 | \$200,000.00 | \$0.00 | \$0.00 | \$200,000.00 | 100.0 |
| 4.2 Building Improvements | \$250,000.00 | \$0.00 | \$250,000.00 | \$0.00 | \$0.00 | \$250,000.00 | 100.0 |
| 4.31 HVAC Replacement Plan | \$100,000.00 | \$0.00 | \$100,000.00 | \$0.00 | \$0.00 | \$100,000.00 | 100.0 |
| 4.4 Furniture and Equipment | \$100,000.00 | \$0.00 | \$100,000.00 | \$0.00 | \$0.00 | \$100,000.00 | 100.0 |
| 4.74 2019 Encumbered Funds - Building | \$69,430.73 | \$0.00 | \$69,430.73 | \$0.00 | \$0.00 | \$69,430.73 | 100.0 |
| Subtotal | \$719,430.73 | | \$719,430.73 | \$0.00 | \$0.00 | \$719,430.73 | 100.0 |
| Grand Total | \$719,430.73 | \$0.00 | \$719,430.73 | \$0.00 | \$0.00 | \$719,430.73 | 100.0 |

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