

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
February 17th, 2020
5:15pm

Regular Meeting

1. Call to Order
2. Reading and Approval of Minutes
3. Reading and Approval of Financial Report and Bills
 - a. Check Removal Authorization
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. Service Animals (NEW)
 - ii. Capital Assets
 - iii. Accounting Disaster Recovery Plan
 - b. Bylaws Review
 - c. Closing June 20th
 - d. Collection Development Policy Update (discussion only)
 - e. Collecting on Large Late Fines (discussion only)
 - f. Other
9. Public Input
10. Adjournment

**Huntington City-Township Public Library
Board of Finance Meeting
5:15 PM
January 20, 2020**

Present: John Branham, Doug Denney, Jessica Mankey, Anne McClellan, Terri Salzano-Sees, Daryl Shrock, Beka Lemons

Absent: Jamie Hoffman

Visitors: Jeri Davis, Mike Perkins, Eric Fry, Malcom McBride

John called the meeting to order.

John welcomed our new board member Doug Denney and explained the Finance Meeting's purpose and overviewed the items

2. Election of Officers: Daryl moved to be appointed President, Terri seconded, motion passed. Jessica moved to be appointed Secretary, Anne seconded, motion passed.

3. Review of Current Investments: Beka overviewed the current investments.

4. Policy Review

a. Investment Cash Management: This policy has not changed much since last year.

b. Investment Policy: This policy has also not changed from last year.

c. Internal Controls: Minimal changes --title for one position adjusted, language for cash count daily removed, cash register added at reference. The rest of the policy has not changed.

Terri moved to approve all three policies, Anne seconded. Motion passed.

d. Check Signing Authorization: John moved to approve all three policies, Terri seconded. Motion passed.

Daryl moved to adjourn, Anne seconded, and the motion carried.

**Huntington City-Township Public Library
Board of Trustees Regular Meeting, 5:45 PM
January 20, 202**

Present: John Branham, Doug Denney, Jessica Mankey, Anne McClellan, Terri Salzano-Sees, Daryl Shrock, Beka Lemons

Absent: Jamie Hoffman

Visitors: Jeri Davis, Mike Perkins, Eric Fry, Malcom McBride

John called the meeting to order.

Reading and Approval of Minutes: There are two corrections: Should say 'Patron's Services Clerk', not 'Patron's Services Director' and the comment from Mike Perkins was actually from November and should be removed. Terri moved to approve the minutes as amended from the December meeting, Daryl seconded, and the motion carried.

Reading and Approval of Financial Report and Bills: There are a few changes to the format that were required by the state but all information typically there is still present. Daryl moved to approve the Financial Report and Bills, Jessica seconded, and the motion carried.

- a. Approve Changes to Appropriation: Standard appropriation.
- b. Rainy Day Encumbrance Resolution: Because we have not made the final payment for the construction in 2019, we are encumbering funds from 2019 Rainy Day fund to pay for the 2019 construction bill that will be paid in 2020. Anne moved to approve, Daryl seconded, and the motion carried by signature vote.
- c. Rainy Day Transfer Resolution: Terri moved to approve, Daryl seconded, and the motion carried signature vote.

Report of the Director: Beka noted that we make the star list of libraries this year! We are one of only 5 libraries in Indiana to make this list -among other things our wi-fi usage was beyond any other libraries our size. We received a grant of \$5000 that will be used to make the external updates to the BookMobile

Committee Reports: None

Communications: None

Unfinished Business:

- A. Construction Update** - There are just a couple things left to do to complete the punch list but most is completed. December 19th was the signature date for substantial completion -and will be when warranties begin.
- B. Roof Update:** The insurance adjuster came out and our insurance policy will allot \$650,000 for this project. Beka is looking at the formal process to see if this needs to go out for bids or not. Doug & Terri will work with Beka to interview potential companies to complete the work. Terri asked about whether we had checked on other potential exterior damage. John explained the standard form and process for how the insurance process works. We do have a deductible of \$1000 on our plan. John noted that our greatest challenge will be finding the company that is qualified to do the work on this roof.

Beka will do some research to find some companies that are qualified and bring them in for an interview.

C. Other - None

New Business:

A. Policy Review

- a. **Computer and Internet Use:** Beka explained just a couple of changes to the policy. Daryl moved to approve, Terri seconded. Motioned carried.
- b. **Library of Things (NEW):** Beka reported back to us from having our legal counsel look over the policy. There is a LoT user agreement for 'hold harmless' -he recommended to use it but also recommended that we run it past our insurance company. We have done that, our insurance agent indicates that we are covered under regular policy. Recommendation is to approve the policy with the user agreement as is. Terri asked how we will work to secure items and track them ---the items will be tagged with the RFID tag like other items in our collection. Small items will be out in the open (in area designated for them) but many will be held in the back for staff to retrieve upon request. There will be a catalogue that lists all items. Doug asked about how we will get items (what our budget will be). Donations will be the primary driver. Doug also asked if we have plans to make the donation option available. Yes, there will be Terri moved to approve, Jessica seconded. Motioned carried.
- c. **PTO Allocation Adjustments:** Two staff were given incorrect information about their PTO, in order to not penalize the staff, Beka has asked us to give them those hours. This approval will move the deadline for carry over to the 15th of January. Those hours will be credited to time taken off by each of the staff before the 15th. Daryl moved to approve, Anne seconded. Motioned carried.
- d. **HVAC Study Approval:** Some of our HVAC units we will no longer be able to get ahold of the coolant that is used and those have been designated for replacement. There are temperature regulation issues with these units as well. These units have to be replaced together because of how tightly they are packed into the area upstairs. The cost for the HVAC study is \$5600 to assess the situation, analyze what options are available and report back to us. Terri asked if any of our units were outside (they are not) and if we consider an option to put new ones outside, that it be protected in a secure area because of the theft risk.
- e. **Other:**
 - i. Beka indicated that we are looking at showing 6 films from the 1920's (one every other month from February on). The movie 'The Jazz Singer' has been considered, however, there is concern about showing this film because of the use of blackface in the movie. The reason the movie is being considered is

that it is widely considered to be the 'gold standard' of movies from the 1920s and the first movie transitioned to sound. While it is of significance and historical importance, culturally it may be insensitive to show, even with a disclaimer. The Broadway Melody -the first musical, will be substituted instead because the board cannot stand behind.

- ii. Terri noted her email address needs updated to terrisees1@gmail.com

Public Input: Mike reflected on the conversation about the movie.

Jessica moved to adjourn, Anne seconded, motion carried.

Jessica Mankey, Secretary

Financial Report
Huntington City-Township Public Library

Report Dates = 1/20/2020 to 2/17/2020

<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	\$122,814.56	\$254,321.79	\$58,316.21	\$115,193.87	\$1,683,164.58
Subtotal	\$1,822,292.50	\$122,814.56	\$254,321.79	\$58,316.21	\$115,193.87	\$1,683,164.58
2. Special Revenue						
200 GIFT (REGULAR)	\$195,715.86	\$95.00	\$2,354.68	\$163.44	\$357.60	\$193,718.78
201 FRIENDS OF THE LIBRARY	\$1,491.03	\$118.93	\$166.89	\$0.97	\$2.23	\$1,326.37
202 LITERACY	\$25,655.11	\$8.55	\$8.55	\$218.17	\$239.93	\$25,886.49
203 GIFT - IN RM	\$46,305.06	\$121.61	\$986.35	\$36.35	\$100.62	\$45,419.33
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	\$1.06	\$2.28	\$1,445.33
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	\$41.90	\$41.90	\$1,218.89
276 STATE TECH GRANT FUND	\$0.00	\$6,122.19	\$6,122.19	\$15,053.19	\$15,053.19	\$8,931.00
277 IND. STATE STUDENT ASSISTANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$296,666.90	\$6,466.28	\$9,638.66	\$15,515.08	\$15,797.75	\$302,825.99
4. Capital Projects						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$40,241.73	\$0.00	\$0.00	\$53.80	\$53.80	\$40,295.53
401 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
402 ROOF REPAIR	\$0.00	\$0.00	\$0.00	\$501,305.07	\$501,305.07	\$501,305.07
421 RAINY DAY FUND	\$773,080.83	\$266,598.00	\$266,598.00	\$262,882.78	\$263,538.41	\$770,021.24
422 RAINY DAY INVESTMENT	\$251,000.00	\$251,000.00	\$251,000.00	\$250,000.00	\$250,000.00	\$250,000.00
Subtotal	\$1,064,322.56	\$517,598.00	\$517,598.00	\$1,014,241.65	\$1,014,897.28	\$1,561,621.84
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	\$0.00	\$65.00	\$65.00
803 FEDERAL	\$0.00	\$5,606.05	\$11,015.90	\$5,606.05	\$11,015.90	\$0.00
804 FICA	\$0.00	\$5,334.57	\$10,487.08	\$5,334.57	\$10,487.08	\$0.00
806 STATE	\$0.00	\$1,137.28	\$3,332.21	\$2,269.73	\$4,464.66	\$1,132.45
807 COUNTY	\$0.00	\$633.87	\$1,856.00	\$1,264.75	\$2,486.88	\$630.88
808 INSURANCE	\$4,104.86	\$3,310.17	\$7,153.69	\$3,763.26	\$6,085.11	\$3,036.28
809 DEFERRED COMP	\$0.00	\$1,020.00	\$1,975.00	\$1,020.00	\$1,975.00	\$0.00
810 UNITED WAY	\$0.00	\$0.00	\$113.06	\$120.00	\$233.06	\$120.00
811 GARNISHMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
812 Roth IRA	\$0.00	\$50.00	\$50.00	\$50.00	\$50.00	\$0.00
Subtotal	\$4,104.86	\$17,091.94	\$35,982.94	\$19,428.36	\$36,862.69	\$4,984.61
Grand Total	\$3,187,386.82	\$663,970.78	\$817,541.39	\$1,107,501.30	\$1,182,751.59	\$3,552,597.02

Total all banks = \$3,552,597.02

Huntington City-Township Public Library
Monthly Report
February 2020

Director's Report

News and Updates

- We had a phenomenal month in January with an overall 25% increase in circulation and 10% increase in door count from last year
- The Friends of the Library approved our annual funding request for \$8,675. This money will be used mainly to fund programs and to purchase items that we can't use operating funds for. The request also included purchasing a library brand t-shirt for all of the staff.
- The Library of Things is officially up and running. The collection is small right now but we continue to add new things as we can.
- Staff committees are currently working on updating and revamping our performance evaluation system and compensation plan. We hope to make these systems more appropriate and fair for all of our employees.
- I am working with our architect at MKM to get plans approved submitted so that we can start the bidding process for the roof.
- We published our very first *Guide@HCTPL*. This is a 5 month event calendar that also features many of our services. We are planning to continue with this format with January-May, June-July, and August-December for each year.
- Due to it's perennial popularity, Chapman's has asked us to do an additional night of pub trivia each month. We plan to start this in March.

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 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

Upcoming Meetings and Activities

February 18	Adult Art Class
February 20	Cohort 2 Meeting
February 24	Senior Leadership Meeting
February 25	Compensation Plan Meeting
February 27	Cohort 3 Meeting
March 2	Directors Meeting
March 3	Librarians Meeting
March 4	Performance Evaluation Meeting
March 9	Senior Leadership Meeting
March 11	Cohort 1 Meeting
March 12	ILF Board Meeting
March 12	Pub Trivia
March 16	Directors Meeting
March 16	Cohort 4 Meeting
March 16	Library Board Meeting

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 1/20/2020 To 2/17/2020

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	\$5,680.62	\$11,306.32	\$62,693.68	84.7
1.12 Salary of Assistants	\$796,000.00	\$0.00	\$796,000.00	\$58,881.30	\$115,645.79	\$680,354.21	85.5
1.14 Wages of Janitors	\$65,210.00	\$0.00	\$65,210.00	\$4,935.44	\$10,065.76	\$55,144.24	84.6
1.15 Additional Hours (750)	\$8,000.00	\$0.00	\$8,000.00	\$403.26	\$403.26	\$7,596.74	95.0
1.21 Employer's Share FICA	\$71,500.00	\$0.00	\$71,500.00	\$5,334.58	\$10,487.06	\$61,012.94	85.3
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	\$80,200.00	\$0.00	\$80,200.00	\$5,740.08	\$11,317.93	\$68,882.07	85.9
1.231 Employer's contribution PERF - Employee	\$21,500.00	\$0.00	\$21,500.00	\$1,537.52	\$3,031.62	\$18,468.38	85.9
1.24 Employer's Contribution Group Health	\$165,000.00	\$0.00	\$165,000.00	\$14,399.68	\$28,350.05	\$136,649.95	82.8
1.25 Employer's Contribution Life Ins.	\$7,800.00	\$0.00	\$7,800.00	\$785.06	\$1,392.28	\$6,407.72	82.2
1.26 Employer's Contribution STD	\$8,500.00	\$0.00	\$8,500.00	\$686.58	\$1,352.65	\$7,147.35	84.1
1.27 Employer's Contribution LTD	\$7,700.00	\$0.00	\$7,700.00	\$694.16	\$1,367.81	\$6,332.19	82.2
1.28 Employer's Contribution Dental	\$7,200.00	\$0.00	\$7,200.00	\$513.95	\$1,033.92	\$6,166.08	85.6
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	\$41.18	\$145.28	\$254.72	63.7
Subtotal	\$1,315,510.00		\$1,315,510.00	\$99,633.41	\$195,899.73	\$1,119,610.27	85.1
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	\$2,048.56	\$4,985.60	\$21,014.40	80.8
2.21 Operating/Cleaning/Sanitation Supplies	\$10,000.00	\$0.00	\$10,000.00	\$630.06	\$879.96	\$9,120.04	91.2
Subtotal	\$36,001.00		\$36,001.00	\$2,678.62	\$5,865.56	\$30,135.44	83.7

<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>
<i>3. Other Services and Charge</i>							
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	\$0.00	\$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	\$677.29	\$1,549.33	\$16,450.67	91.4
3.141 Contracted Labor for Grounds	\$11,500.00	\$0.00	\$11,500.00	\$450.00	\$2,395.00	\$9,105.00	79.2
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	\$273.19	\$665.31	\$4,334.69	86.7
3.211 Telephone - Markle	\$1,200.00	\$0.00	\$1,200.00	\$191.18	\$262.85	\$937.15	78.1
3.212 Fax Expense	\$800.00	\$0.00	\$800.00	\$62.76	\$125.52	\$674.48	84.3
3.213 T-1 Access Huntington	\$7,500.00	\$0.00	\$7,500.00	\$459.25	\$1,377.75	\$6,122.25	81.6
3.2131 T-1 Access Markle	\$4,500.00	\$0.00	\$4,500.00	\$285.00	\$855.00	\$3,645.00	81.0
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	\$254.27	\$254.27	\$2,745.73	91.5
3.24 Professional Development	\$9,000.00	\$0.00	\$9,000.00	\$35.21	\$35.21	\$8,964.79	99.6
3.31 Advertising and Public Notices	\$6,000.00	\$0.00	\$6,000.00	\$444.67	\$495.67	\$5,504.33	91.7
3.41 Official Bonds	\$500.00	\$0.00	\$500.00	\$0.00	\$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	\$1,644.14	\$1,644.14	\$14,355.86	89.7
3.511 Gas Markle	\$1,400.00	\$0.00	\$1,400.00	\$153.15	\$153.15	\$1,246.85	89.1
3.52 Electricity Huntington	\$65,500.00	\$0.00	\$65,500.00	\$4,407.87	\$8,581.29	\$56,918.71	86.9
3.521 Electricity Markle	\$2,750.00	\$0.00	\$2,750.00	\$196.20	\$406.60	\$2,343.40	85.2
3.53 Water Huntington	\$2,750.00	\$0.00	\$2,750.00	\$212.68	\$212.68	\$2,537.32	92.3
3.531 Water Markle	\$400.00	\$0.00	\$400.00	\$26.00	\$52.00	\$348.00	87.0
3.54 Sewer and Waste Huntington	\$6,500.00	\$0.00	\$6,500.00	\$517.22	\$751.59	\$5,748.41	88.4

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	\$43.78	\$256.22	85.4
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	\$1,110.00	\$1,110.00	\$12,890.00	92.1
3.622 Contracted Facility Maintenance	\$17,500.00	\$0.00	\$17,500.00	\$1,246.02	\$1,246.02	\$16,253.98	92.9
3.623 Technology License Agreements	\$10,000.00	\$0.00	\$10,000.00	\$716.57	\$1,241.57	\$8,758.43	87.6
3.624 Technology Maintenance	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$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	\$150.00	\$1,266.96	\$1,233.04	49.3
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	\$13,534.56	\$28,881.60	\$318,934.40	91.7
4. Capitol Outlays							
4.1 Land	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.2 Building Improvements	\$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	\$758.65	\$802.96	\$4,197.04	83.9
4.41 Technology Equipment	\$7,500.00	\$0.00	\$7,500.00	(\$6,036.24)	(\$6,036.24)	\$13,536.24	180.5
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	\$8,353.93	\$12,657.42	\$102,342.58	89.0
4.6 Periodicals and Newspapers	\$12,500.00	\$0.00	\$12,500.00	\$756.45	\$10,908.10	\$1,591.90	12.7
4.71 Audio-visual Materials	\$26,000.00	\$0.00	\$26,000.00	\$2,291.68	\$3,592.61	\$22,407.39	86.2
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	\$843.50	\$1,403.65	\$9,596.35	87.2
Subtotal	\$187,751.00		\$187,751.00	\$6,967.97	\$23,328.50	\$164,422.50	87.6
Grand Total	\$1,887,078.00	\$0.00	\$1,887,078.00	\$122,814.56	\$253,975.39	\$1,633,102.61	86.5

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 1/20/2020 To 2/17/2020

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	\$16,598.00	\$16,598.00	\$52,832.73	76.1
Subtotal	\$719,430.73		\$719,430.73	\$16,598.00	\$16,598.00	\$702,832.73	97.7
Grand Total	\$719,430.73	\$0.00	\$719,430.73	\$16,598.00	\$16,598.00	\$702,832.73	97.7

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 1/20/2020 To 2/17/2020

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
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

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