

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

June 15th, 2020

5:15 pm

## Regular Meeting

1. Call to Order
2. Reading and Approval of Minutes
  - a. March 2020 and May 2020
3. Reading and Approval of Financial Report and Bills
4. Director's Report
5. Unfinished Business
  - a. Roof Replacement
  - b. Health Insurance
  - c. Other
6. New Business
  - a. LEGO Collection
  - b. Budget
    - i. Binding Review
    - ii. Strategy for future shortfalls
    - iii. 2021 Budget
  - c. Discussion and Possible Action Re: Service Phasing
  - d. Other
7. Public Input
8. Adjournment

**Huntington City-Township Public Library  
Board of Trustees Regular Meeting, 5:15 PM  
18 May 2020**

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

**Absent:** None

**Visitors:** Eric Frye, Jeri Davis

**Regular Board Meeting:**

**John called the meeting to order and noted that we are meeting virtually.**

**Reading & Approval of Minutes:** Reading of meeting minutes and noted a couple of corrections: first Eric Frye was present (add to visitor list) and add a period after the last work in second paragraph of New Business part A. moved to approve the Minutes, seconded, and the motion carried.

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

**Unfinished Business:**

**A. Construction Update:** Paperwork has been signed to get final payment out to Hamilton Hunter. Construction is officially closed. There is a bit of repair on the baseboard.

**B. Health Insurance:** Per discussion from early in the year, Becca has been researching options and has gotten a quote from PHP that is about \$13,000 less than the current plan. Becca would like to contribute several hundred dollars to the HSA that would now be an option for one of the plans. Employees will have a couple of options. For those who would choose the HSA plan, there was discussion of how to keep things fair. One idea was to use some of the funds that would go toward the HSA for those who don't choose the plan that includes the HSA; the funds could be used to help offset the premium that they pay. There will continue to be a discussion about how much the plan cost changes annually and we will continue to evaluate the contribution to the HSA annually. We do want to encourage the HSA plan because of the benefits it provides to the employee and it is less expensive all around. The deductible and the out-of-pocket is a bit higher for this plan is the only downside.

Terri asked that we not tier the pricing for employees ---same charge across the board which Becca noted is what we have historically done.

Jami asked about deductible contributions that have already been made by an employee this year. Becca said that those funds will carry over and count toward the new plan.

The current plan is \$165,000 & the new plan would be \$139,000 which is a significant savings overall.

### **New Business:**

- A. Pandemic & Public Emergency Policy:** Becca read policy to the Board because it is a new policy. There was discussion about the compensation section and concerns about the open-ended time-frame on pay and we want to be sure that the expectation for continued pay is within what the library can do. John and Jamie asked to have language noting that the continued payment would be subject to the board revisiting the specifics of the situation to ensure that the library is able to still pay employees. Terri motioned to approve the policy with changes noted to the compensation section, Doug seconded. Policy is approved.
- B. Purchase Approval -Digital Sign:** Becca noted that the digital sign has not been on because it was broken by children throwing rocks at it. Insurance will provide \$10,000 to repair or replace the current sign. The cost of repair will be around \$4,500 in addition to the deductible to repair (total cost is \$14,500) and around \$21,500 to replace it. Both Becca and Malcom McBride recommend replacing it. Terri motioned to replace the sign, Anne seconded. Motion passed.
- C. Discussion and Possible Action Re: Service Phasing** We are on schedule to continue as planned and previously noted with the plan Becca sent to the board. Becca asked for any feedback and/or thought.
- D. Other:** Jessica asked about how we are thinking about the budget for next year. Becca has been working on gathering information. We are much more worried about our LIT shares which is about 23% of our budget ---we will likely be able to offset that with a slightly raised levy. Becca is looking at keeping the budget flat (which will likely mean some cutting/trimming of budget).

Terri noted that the Bookmobile looks great! Also Terri commended Becca for doing a fantastic job to manage the pandemic response (and the giant construction project over the last year). Thank you.

**Public Input:** None.

**Jessica moved to adjourn, Anne seconded, motion carried.**

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Jessica Mankey, Secretary

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**Huntington City-Township Public Library  
Board of Trustees Regular Meeting, 5:15 PM  
March 16, 2020**

**Present:** Doug Denney, Jessica Mankey, Terri Salzano-Sees, Daryl Shrock, Jamie Hoffman, Beka Lemons, Anne McClellan

**Absent:** John Branham

**Visitors:** Jerri Davis, James Davis, Mike Perkins, Eric Fry

**Jamie called the meeting to order.**

**Regular Board Meeting:** There is a correction in the Accounting Disaster Recovery Plan -it should indicate that the motion passed. Terri moved to approve & seconded by Daryl. Approved with revisions.

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

**Report of the Director:** **Once again we had a great month on the statistics in February ---use and traffic is way up.**

**Committee Reports:** None

**Communications:** None

**Unfinished Business:**

- A. Construction Update:** **Waiting still to finish the punch list. Still finishing door design on meeting rooms.**
- B. Roof Update:** Waiting to hear back from the architect. Looking at whether we are replacing the fascia or not ---will impact the color choices for the roof.
- C. Other:** None.

**New Business:**

**A. Policy Review**

- a. **Reciprocal Borrowing:** Policy only adds that reciprocal borrowers cannot take out Library of Things items.
- b. **Material Loan:** Changing the fine to \$10 per day to encourage the timely return of the hot spots, as we are experiencing some trouble with people returning them on time. Always a huge waiting list.

- c. **Lost and Damaged Materials:** Three-year review on policy, only change that damaged items will only be retained for 6 months and then will be disposed of.
- d. **Fines and Fees:** Three-year review on policy as well, only changed copy prices. Price of color copies is reduced and all size paper is the same. Negligible cost difference in the paper sizes.

Anne motioned to approve all of the previous four policies, Doug seconded. Policies are approved.

- e. **Extended Hours October 30th:** Murder Mystery Halloween party after hours on Friday (likely anytime between 6-9PM). Extended hours as needed. Volunteers will likely work that evening. Jessica moved to approve, Daryl seconded. Motion carried.
- f. **Purchase Approval - Window Blinds:** The sun coming through the west-facing windows create a problem, blinding folks at the children's desk. We are looking at options for installing blinds. Large estimate, however there is a motorized blind installation option. Terri asked about redoing the film that is no longer sufficient. Beka noted that we have the second darkest tint and it barely makes a dent. Doug asked if there is something that can be done on the outside. Beka indicated that she would look into options, there are concerns about how close they would hang over the sidewalk. High slanted windows are difficult and there was robust discussion about how we might approach the situation. Jamie indicated that she would like to see more research. A creative film might be an option (happy clouds).
- g. **Discussion and Possible Action Re: COVID-19** Beka reviewed the resolution wording. The policy allocates 2 weeks for a COVID-19 diagnosis ---this is to encourage people to stay home if they have the virus. Work from home option given for up to 40% of their work week. Some staff are not in positions where they would be able to work from home. Flexibility on people taking time off out of concern related to the virus, there are limits on this. Paid time off, sick-time, unpaid time off allocated. Closure criteria and ensuring staff get paid. Staff who need to access the building for job functions can do so, no pay differential. Director empowered to make the closure notice under appropriate circumstances.

Discussion: Jamie asked about the concerns about getting tested. Any of the common symptoms will be assumed to be to be COVID-19, we are going to take employees word for this. Jamie asked about video conferencing options for meetings (for the board and other things). Beka indicated that they are working with the governor's office to get directives and permission. Jamie noted a minor grammar change to be made. Terri asked about communication about extra cleaning to the public. Communication has been made and will continue to be made with the public.

Additional discussion about how we would manage the more extenuating situation where an employee would need longer due to COVID-19 sweeping through a household.

Enhanced cleaning has gone into effect. Anne discussed removing toys for the time being.

Jessica motioned to approve the Resolution for Emergency Actions in Response to COVID-19 Outbreak, Daryl seconded the motion. Signature vote was taken, motion passed.

- h. **Other: Closure Discussion.** Beka gave a report of the current situation and all of the surrounding libraries that have closed. Beka reported that she talked with the Health Department and the Health Department indicated that while they would not tell us to close, it would be good to close. The Health Department indicated 2-3 weeks would be okay, but as Beka asked about spring break dates, the Health Department recommended to follow the lead of the schools in closing or it defeats the point.

Close the library from tonight at closing time until 20 April and all programming will be canceled until 4 May.

There was discussion about staying open through Tuesday or closing immediately and it was generally agreed to close immediately.

Terri motioned to approve the closure plan, Jessica seconded. The motion via signature vote passed unanimously.

**Public Input:** Mr. Perkins asked for clarification on the price of color copies.

**Anne moved to adjourn, Jessica seconded, motion carried.**

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Jessica Mankey, Secretary

Huntington City-Township Public Library  
June 2020

**Director's Report**

- The Library officially opened to the public on June 1st. Business has been steady but not overly crowded. We are still operating at 50% capacity and plan to do so through the end of June.
- We have decided to maintain our current hours and service structure until the end of June. The June 15th phase of our plan will be delayed until July 6th. The July 6th phase will be delayed to July 20th. Anticipate our current schedule until the end of June at least and possibly into July.
- I met with the city's new Community Engagement Coordinator, Shawna Balsinger. We discussed possible collaborations between the library and the city. The Keefer Center is currently working with Shawna on a walking trail in memorial park to honor Elizabeth Friedman.
- We have had several virtual storytimes and other programs with a high number of views. This seems to be a successful platform and we will continue to explore new ways to provide virtual programs.
- The Friends of the Library have canceled their June book sale. Due to the loss of revenue I have committed to using gift funds for programming next year rather than asking the Friends for money. This should help them to maintain their funds until they are able to have another book sale.
- We officially implemented our new Health Insurance plan on June 1st with significant savings to staff and to the Library. The new plan allows staff to have a choice of two plans depending on their needs and costs.
- Joan Sherlock has resigned her position as a Library Assistant in the children's department. Jessi Brown will be returning to the library to fill this position.



# Ten Threats to Local Government Revenues from the Corona-Recession

Larry DeBoer  
Department of Agricultural Economics  
Purdue University  
April 2020

Excerpted from "Threats to local government revenues from the coronavirus recession," *Purdue Agricultural Economics Report*, April 2020.

[https://ag.purdue.edu/agecon/Documents/PAER/PAER\\_April2020\\_final.pdf](https://ag.purdue.edu/agecon/Documents/PAER/PAER_April2020_final.pdf)

- 1. Property Tax, Short Run (2020).** Penalties for late payment have been delayed until July. May payments and June distributions may be reduced. This may create cash flow difficulties. Local governments may borrow in anticipation of future revenues, and may request advances on the December distributions. Collections may fall due to increased tax delinquency.
- 2. Property Tax, Medium Run (2022).** The recession will result in less construction, fewer equipment purchases and possibly falling property values in 2020. This will reduce assessed value growth in 2021, and may cause AV to fall. Higher tax rates would be needed to raise the maximum levy in 2022. Higher tax rates can lead to greater circuit breaker tax cap losses, especially for units overlapping cities and towns. Schools would collect less from fixed referendum rates.
- 3. Property Tax, Long Run (2022-27).** A negative or small positive percent change in Indiana income is likely in 2020. This figure will enter the Maximum Levy Growth Quotient formula in 2022, and remain until 2027. Maximum levy growth will slow.
- 4. Local Income Tax, Short Run (2021).** Income tax payment deadline has been delayed until July. Next year's LIT distribution will be set based on county income tax collections through June 30. Distributions would be lower than expected in 2021, unless the collection deadline is extended.
- 5. Local Income Tax, Medium Run (2022).** Lower incomes in 2020 mean lower tax payments and collections in 2021. LIT distributions in 2022 will fall or grow more slowly.
- 6. Local Income Tax, Long Run (2022-after).** In a severe recession, distributions may exceed collections, and county LIT balances may turn negative. Distributions then would be limited below collections until balances are rebuilt, perhaps for several years.
- 7. State Aid to Schools, Short Run (2020).** Parents may hold children out of school in August, if they fear COVID-19. The September pupil count may be lower. State aid is distributed based on the pupil county, so total aid could be lower.
- 8. State Aid to Schools, Medium Run (2021).** The shortfall of state sales and income taxes may be so severe that state balances are depleted. Spending cuts would be required, so state aid to schools would be less than budgeted formula appropriations in fiscal year 2021.
- 9. State Aid to Schools, Long Run (2021-2023).** The state budget for fiscal years 2022 and 2023 will be passed next year, based on revenue forecasts done in December 2020 and April 2021. Pessimistic forecasts would mean slower growth in appropriations for state school aid.
- 10. State Road Funding, Right Now (2020).** Motor fuel sales are down, which has reduced gasoline and special fuel tax collections. About half of this revenue is distributed by formula to counties, cities and towns each month. Road funding will decrease.

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

Report Dates = **5/18/2020 to 6/15/2020**

<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>
<b>1. Operating Fund</b>						
100 OPERATING	\$1,822,292.50	\$120,048.15	\$810,549.84	\$86,806.56	\$384,485.61	\$1,396,228.27
<b>Subtotal</b>	<b>\$1,822,292.50</b>	<b>\$120,048.15</b>	<b>\$810,549.84</b>	<b>\$86,806.56</b>	<b>\$384,485.61</b>	<b>\$1,396,228.27</b>
<b>2. Special Revenue</b>						
200 GIFT (REGULAR)	\$195,715.86	\$0.00	\$9,479.24	\$1.00	\$887.84	\$187,124.46
201 FRIENDS OF THE LIBRARY	\$1,491.03	\$464.93	\$1,708.01	\$0.00	\$8,692.47	\$8,475.49
202 LITERACY	\$25,655.11	\$0.00	\$257.49	\$200.00	\$1,080.95	\$26,478.57
203 GIFT - B. JOAN KEEFER CENTER	\$46,305.06	\$0.00	\$1,689.95	\$0.00	\$196.62	\$44,811.73
204 B JOAN KEEFER CENTER INVESTMENT - UND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
205 GIFT - CHILDRENS ROOM	\$1,443.05	\$0.00	\$0.00	\$0.00	\$4.60	\$1,447.65
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	\$205.45	\$1,382.44
276 STATE TECH GRANT FUND	\$0.00	\$0.00	\$6,122.19	\$0.00	\$15,053.19	\$8,931.00
277 IND. STATE STUDENT ASSISTANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$296,666.90</b>	<b>\$464.93</b>	<b>\$19,256.88</b>	<b>\$242.90</b>	<b>\$26,121.12</b>	<b>\$303,531.14</b>
<b>4. Capital Projects</b>						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$40,241.73	\$0.00	\$0.00	\$11.86	\$165.44	\$40,407.17
401 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
402 ROOF & DIGITAL SIGN REPAIR - INSURANCE	\$0.00	\$7,469.07	\$7,469.07	\$0.00	\$509,718.78	\$502,249.71
421 RAINY DAY FUND	\$773,080.83	\$3,323.93	\$409,633.66	\$0.00	\$264,746.53	\$628,193.70
422 RAINY DAY INVESTMENT	\$251,000.00	\$0.00	\$251,000.00	\$0.00	\$250,000.00	\$250,000.00
<b>Subtotal</b>	<b>\$1,064,322.56</b>	<b>\$10,793.00</b>	<b>\$668,102.73</b>	<b>\$11.86</b>	<b>\$1,024,630.75</b>	<b>\$1,420,850.58</b>
<b>5. Clearing</b>						
800 PLAC FUND	\$0.00	\$0.00	\$0.00	\$65.00	\$65.00	\$65.00
801 MARKLE PLAC FUND	\$0.00	\$0.00	\$65.00	\$0.00	\$65.00	\$0.00
803 FEDERAL	\$0.00	\$5,644.14	\$33,711.43	\$5,644.14	\$33,711.43	\$0.00
804 FICA	\$0.00	\$5,358.00	\$31,926.51	\$5,358.00	\$31,926.51	\$0.00
806 STATE	\$0.00	\$2,277.94	\$12,448.37	\$2,281.25	\$13,592.79	\$1,144.42
807 COUNTY	\$0.00	\$1,269.92	\$6,938.50	\$1,271.17	\$7,576.00	\$637.50
808 INSURANCE	\$4,104.86	\$486.56	\$22,134.26	\$2,749.08	\$21,113.31	\$3,083.91
809 DEFERRED COMP	\$0.00	\$970.00	\$5,855.00	\$970.00	\$5,855.00	\$0.00
810 UNITED WAY	\$0.00	\$180.00	\$713.06	\$120.00	\$713.06	\$0.00
811 STAFF ASSOCIATION	\$0.00	\$0.00	\$0.00	\$14.00	\$42.00	\$42.00
812 Roth IRA	\$0.00	\$100.00	\$450.00	\$100.00	\$450.00	\$0.00
<b>Subtotal</b>	<b>\$4,104.86</b>	<b>\$16,286.56</b>	<b>\$114,242.13</b>	<b>\$18,572.64</b>	<b>\$115,110.10</b>	<b>\$4,972.83</b>
<b>Grand Total</b>	<b>\$3,187,386.82</b>	<b>\$147,592.64</b>	<b>\$1,612,151.58</b>	<b>\$105,633.96</b>	<b>\$1,550,347.58</b>	<b>\$3,125,582.82</b>

**Total all banks = \$3,125,582.82**

# Appropriation Report for 100 OPERATING

## Huntington City-Township Public Library

Report Date: From 5/18/2020 To 6/15/2020

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<b>I. Personal Services</b>							
1.11 Salary of Librarian	\$74,000.00	\$0.00	\$74,000.00	\$5,680.62	\$34,028.80	\$39,971.20	54.0
1.12 Salary of Assistants	\$796,000.00	\$0.00	\$796,000.00	\$59,465.94	\$353,316.80	\$442,683.20	55.6
1.14 Wages of Janitors	\$65,210.00	\$0.00	\$65,210.00	\$5,060.00	\$30,200.63	\$35,009.37	53.7
1.15 Additional Hours (750)	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$798.58	\$7,201.42	90.0
1.21 Employer's Share FICA	\$71,500.00	\$0.00	\$71,500.00	\$5,357.95	\$31,926.35	\$39,573.65	55.3
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	\$34,278.25	\$45,921.75	57.3
1.231 Employer's contribution PERF - Employee	\$21,500.00	\$0.00	\$21,500.00	\$1,537.52	\$9,181.70	\$12,318.30	57.3
1.24 Employer's Contribution Group Health	\$165,000.00	\$0.00	\$165,000.00	\$14,700.26	\$98,851.79	\$66,148.21	40.1
1.25 Employer's Contribution Life Ins.	\$7,800.00	\$0.00	\$7,800.00	\$1,461.64	\$4,667.16	\$3,132.84	40.2
1.26 Employer's Contribution STD	\$8,500.00	\$0.00	\$8,500.00	\$1,471.04	\$4,392.29	\$4,107.71	48.3
1.27 Employer's Contribution LTD	\$7,700.00	\$0.00	\$7,700.00	\$1,485.56	\$4,436.49	\$3,263.51	42.4
1.28 Employer's Contribution Dental	\$7,200.00	\$0.00	\$7,200.00	\$0.00	\$2,575.77	\$4,624.23	64.2
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	\$317.04	\$82.96	20.7
<b>Subtotal</b>	<b>\$1,315,510.00</b>		<b>\$1,315,510.00</b>	<b>\$102,001.79</b>	<b>\$608,971.65</b>	<b>\$706,538.35</b>	<b>53.7</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	\$26,000.00	\$0.00	\$26,000.00	\$229.19	\$6,941.97	\$19,058.03	73.3
2.21 Operating/Cleaning/Sanitation Supplies	\$10,000.00	\$0.00	\$10,000.00	\$177.04	\$3,667.84	\$6,332.16	63.3
<b>Subtotal</b>	<b>\$36,001.00</b>		<b>\$36,001.00</b>	<b>\$406.23</b>	<b>\$10,609.81</b>	<b>\$25,391.19</b>	<b>70.5</b>

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
<b>3. Other Services and Charge</b>							
3.11 Consulting Services	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
3.12 Engineering and Architectural Services	\$1.00	\$0.00	\$1.00	\$0.00	\$721.91	(\$720.91)	-72091.0
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$37.50	\$150.00	\$850.00	85.0
3.14 Other Professional Services	\$18,000.00	\$0.00	\$18,000.00	\$200.00	\$4,519.72	\$13,480.28	74.9
3.141 Contracted Labor for Grounds	\$11,500.00	\$0.00	\$11,500.00	\$80.00	\$6,705.00	\$4,795.00	41.7
3.145 Databases	\$19,000.00	\$0.00	\$19,000.00	\$0.00	\$908.99	\$18,091.01	95.2
3.146 E-books	\$32,410.00	\$7,500.00	\$39,910.00	\$0.00	\$8,764.36	\$31,145.64	78.0
3.21 Telephone	\$5,000.00	\$0.00	\$5,000.00	\$392.30	\$2,821.82	\$2,178.18	43.6
3.211 Telephone - Markle	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$544.49	\$655.51	54.6
3.212 Fax Expense	\$800.00	\$0.00	\$800.00	\$60.16	\$365.82	\$434.18	54.3
3.213 T-1 Access Huntington	\$7,500.00	\$0.00	\$7,500.00	\$459.25	\$3,214.75	\$4,285.25	57.1
3.2131 T-1 Access Markle	\$4,500.00	\$0.00	\$4,500.00	\$285.00	\$1,995.00	\$2,505.00	55.7
3.22 Postage and Shipping	\$800.00	\$0.00	\$800.00	\$0.00	\$674.12	\$125.88	15.7
3.23 Traveling Expense	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$356.12	\$2,643.88	88.1
3.24 Professional Development	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$1,060.04	\$7,939.96	88.2
3.31 Advertising and Public Notices	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$615.61	\$5,384.39	89.7
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	\$403.49	\$6,151.64	\$9,848.36	61.6
3.511 Gas Markle	\$1,400.00	\$0.00	\$1,400.00	\$39.56	\$565.49	\$834.51	59.6
3.52 Electricity Huntington	\$65,500.00	\$0.00	\$65,500.00	\$0.00	\$23,264.98	\$42,235.02	64.5
3.521 Electricity Markle	\$2,750.00	\$0.00	\$2,750.00	\$141.47	\$1,079.91	\$1,670.09	60.7
3.53 Water Huntington	\$2,750.00	\$0.00	\$2,750.00	\$202.30	\$1,069.05	\$1,680.95	61.1
3.531 Water Markle	\$400.00	\$0.00	\$400.00	\$26.00	\$156.00	\$244.00	61.0
3.54 Sewer and Waste Huntington	\$6,500.00	\$0.00	\$6,500.00	\$430.11	\$3,016.26	\$3,483.74	53.6

<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 Remain</i>
3.541 Sewer and WasteMarkle	\$300.00	\$0.00	\$300.00	\$21.89	\$131.34	\$168.66	56.2
3.62 Equipment Repair and Maintenance	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$514.25	\$3,485.75	87.1
3.621 Equipment Leasing and Maintenance	\$14,000.00	\$0.00	\$14,000.00	\$1,340.31	\$5,961.28	\$8,038.72	57.4
3.622 Contracted Facility Maintenance	\$17,500.00	\$0.00	\$17,500.00	\$0.00	\$10,269.26	\$7,230.74	41.3
3.623 Technology License Agreements	\$10,000.00	\$0.00	\$10,000.00	\$616.57	\$4,769.35	\$5,230.65	52.3
3.624 Technology Maintenance	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$5,217.67	\$11,782.33	69.3
3.625 ILS Maintenance and Contract	\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$33,033.00	(\$1,033.00)	-3.2
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	\$125.00	\$1,591.96	\$908.04	36.3
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!
<b>Subtotal</b>	<b>\$347,816.00</b>	<b>\$7,500.00</b>	<b>\$355,316.00</b>	<b>\$4,860.91</b>	<b>\$130,409.19</b>	<b>\$224,906.81</b>	<b>63.3</b>
<b>4. Capitol Outlays</b>							
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	\$0.00	\$1,491.95	\$3,508.05	70.2
4.41 Technology Equipment	\$7,500.00	\$0.00	\$7,500.00	\$0.00	(\$5,902.62)	\$13,402.62	178.7
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	(\$7,500.00)	\$107,500.00	\$9,099.80	\$40,061.84	\$67,438.16	62.7
4.6 Periodicals and Newspapers	\$12,500.00	\$0.00	\$12,500.00	\$227.95	\$11,659.40	\$840.60	6.7
4.71 Audio-visual Materials	\$26,000.00	\$0.00	\$26,000.00	\$2,340.15	\$9,081.52	\$16,918.48	65.1
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	\$1,111.32	\$3,820.70	\$7,179.30	65.3
<b>Subtotal</b>	<b>\$187,751.00</b>	<b>(\$7,500.00)</b>	<b>\$180,251.00</b>	<b>\$12,779.22</b>	<b>\$60,212.79</b>	<b>\$120,038.21</b>	<b>66.6</b>
<b>Grand Total</b>	<b>\$1,887,078.00</b>	<b>\$0.00</b>	<b>\$1,887,078.00</b>	<b>\$120,048.15</b>	<b>\$810,203.44</b>	<b>\$1,076,874.56</b>	<b>57.1</b>

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 5/18/2020 To 6/15/2020

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<b>4. Capitol Outlays</b>							
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
<b>Subtotal</b>	<b>\$39,700.00</b>		<b>\$39,700.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$39,700.00</b>	<b>100.0</b>
<b>Grand Total</b>	<b>\$39,700.00</b>	<b>\$0.00</b>	<b>\$39,700.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$39,700.00</b>	<b>100.0</b>

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 5/18/2020 To 6/15/2020**

<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 Remain</b>
<b>4. Capitol Outlays</b>							
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	\$13,748.00	\$236,252.00	94.5
4.31 HVAC Replacement Plan	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$73,131.00	\$26,869.00	26.9
4.4 Furniture and Equipment	\$100,000.00	\$0.00	\$100,000.00	\$3,323.93	\$3,323.93	\$96,676.07	96.7
4.74 2019 Encumbered Funds - Building	\$69,430.73	\$0.00	\$69,430.73	\$0.00	\$69,430.73	\$0.00	0.0
<b>Subtotal</b>	<b>\$719,430.73</b>		<b>\$719,430.73</b>	<b>\$3,323.93</b>	<b>\$159,633.66</b>	<b>\$559,797.07</b>	<b>77.8</b>
<b>Grand Total</b>	<b>\$719,430.73</b>	<b>\$0.00</b>	<b>\$719,430.73</b>	<b>\$3,323.93</b>	<b>\$159,633.66</b>	<b>\$559,797.07</b>	<b>77.8</b>

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