

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

July 20th, 2020

5:15 pm

## Regular Meeting

1. Call to Order
2. Reading and Approval of Minutes
3. Reading and Approval of Financial Report and Bills
4. Director's Report
5. Unfinished Business
  - a. Roof Replacement
    - i. Approval of Bid
  - b. Binding Review
  - c. Other
6. New Business
  - a. Fiscal Body Declaration
  - b. Budget
    - i. 2021 Budget Consensus
    - ii. LIRF Reduction Resolution
    - iii. Rainy Day Reduction Resolution
    - iv. Rainy Day Spending Resolution
  - c. Policies
    - i. Background Check Policy - NEW
    - ii. Library Card Policy
    - iii. Purchasing Policy
    - iv. 2021 Holiday Closings
  - d. Other
7. Public Input
8. Adjournment

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

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

**Absent:** None

**Visitors:** Jeri Davis

**Regular Board Meeting:**

**Call to Order:**

John called the meeting to order. Note all board members present.

**Reading and Approval of Minutes**

a. **March 2020** Daryl moved to approve, Doug seconded. Minutes approved.

B. **May 2020:** Amended to indicate that Daryl moved to approve the minutes for April and Terri seconded. Daryl moved to approve the minutes for May and Terri seconded, minutes approved with amendments.

**Reading and Approval of Financial Report and Bills: Nothing unusual except the sign out front per discussion.** Daryl moved to approve the Financial Report and Bills, Jessica seconded, and the motion carried.

**Report of the Director:**

Officially reopened on 1 June. Not overwhelmingly busy but getting restarted and things are picking back up a bit. Virtually doing storytime ---getting lots of views each. Friends have canceled the June book sale. We are going to use gift funds rather than Friends of the Library funds for programming next year because of the lack of ability for the Friends to have their biggest fundraiser.

**Unfinished Business**

a. **Roof Replacement:** Bid packages opening is 9 July.

b. **Health Insurance:** Switch over has been completed and bumps smoothed out.

c. **Other:** None.

**New Business:**

**a. LEGO Collection:** Beka is offering to sell her LEGO collection worth \$2200 to the library for addition to the Library of Things collection for \$1500. Beka thinks there is demand for the LEGOs.

**b. Budget:**

**i. Binding Review:** We got a notice that the County Council has sent a requirement for Binding Review. Beka has been tracking down what has happened and why. We are concerned that this has not been properly done because the Council is not the establishing body for this library, the school is and it is the school who would need to initiate the Binding Review process. So, at this point we either need Council to take back the resolution or we are going to have to call in a legal council. Beka has at this point completed the research to have all the facts clear.

Beka's main goal is to try to resolve this situation allowing them to gracefully back out and work carefully to preserve (and develop) relationships with the council. Beka has been working hard to develop a better relationship between the library and the council.

Terri and Beka discussed meeting with the president of the County Council (and potentially others on the Council) to discuss the situation and open this with dialogue.

**ii. Strategy for future shortfalls:** Our revenue is going to go down after next year due to the tax impact of COVID-19. We are looking at a 1% budget increase (which is practically flat). Beka is advocating that we work to pinch our pennies now. She said we could move the money we have saved in not having the building open over the last couple of months and put it in a specially designated Rainy Day Fund that is set aside for budget shortfalls.

**iii. 2021 Budget:** We are looking at keeping our budget relatively flat (around the 1% budget increase).

**c. Discussion and Possible Action Re: Service Phasing** We plan to resume regular hours by July.

**d. Other: None**

**Public Input: None**

**Adjournment: Jessica moved to adjourn, Terri seconded. Motion carried.**

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

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Jessica Mankey, Secretary

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Huntington City-Township Public Library  
July 2020

**Director's Report**

- We went back to regular business hours on July 1st. Visits have been pretty low compared to normal but it has been enough to keep us busy. It seems like we add a few more patrons every day. We are going to be pausing at our current service level until positive cases in the County get under control a little better.
- We continue to provide virtual programming. We are purchasing equipment to ensure that we are putting out the best product we can.
- Our 'Take and Make' at home programs have been hugely successful. We have given out 40-50 project bags for every program so far.
- The Friends of the Library have canceled all sales through the end of the year. They will make decisions at a later time for next year.
- We will be resuming Bookworm services in August. Our hope is to get some donations so that we can add a free food pantry when we go out.
- I have ordered a stock of face masks with our logo. We will likely sell these for a small fee. I also ordered a stock of disposables to give to patrons.
- Amy Jones has resigned her position as Teen Librarian effective August 16th. Ashley Purvis has resigned her position as Children's Librarian effective July 31st.
  - Jessi Brown will be taking over as the Teen Librarian at 30 hours a week. We will be hiring a new Children's Librarian and a Library Assistant for 28 hours to fill Jessi's place. With the savings in wages we will be able to hire an additional Library Assistant for 28 hours.

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

**Report Dates = 6/15/2020 to 7/20/2020**

<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>
<b>1. Operating Fund</b>						
100 OPERATING	\$1,822,292.50	\$232,936.66	\$1,043,486.50	\$659,933.08	\$1,045,052.16	\$1,823,858.16
<b>Subtotal</b>	<b>\$1,822,292.50</b>	<b>\$232,936.66</b>	<b>\$1,043,486.50</b>	<b>\$659,933.08</b>	<b>\$1,045,052.16</b>	<b>\$1,823,858.16</b>
<b>2. Special Revenue</b>						
200 GIFT (REGULAR)	\$195,715.86	(\$601.08)	\$8,878.16	\$66.59	\$1,025.27	\$187,862.97
201 FRIENDS OF THE LIBRARY	\$1,491.03	\$7,376.47	\$9,084.48	\$5,628.13	\$14,323.77	\$6,730.32
202 LITERACY	\$25,655.11	(\$199.00)	\$58.49	\$208.45	\$1,298.80	\$26,895.42
203 GIFT - B. JOAN KEEFER CENTER	\$46,305.06	\$0.00	\$1,689.95	\$14.08	\$226.61	\$44,841.72
204 B JOAN KEEFER CENTER 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	\$0.51	\$5.62	\$1,448.67
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	\$40.55	\$246.00	\$1,422.99
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	\$842.50	\$842.50	\$842.50
<b>Subtotal</b>	<b>\$296,666.90</b>	<b>\$6,576.39</b>	<b>\$25,833.27</b>	<b>\$6,800.81</b>	<b>\$33,021.76</b>	<b>\$303,855.39</b>
<b>4. Capital Projects</b>						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$40,241.73	\$0.00	\$0.00	\$8.14	\$173.58	\$40,415.31
401 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
402 ROOF & DIGITAL SIGN REPAIR - INSURANCE	\$0.00	\$0.00	\$7,469.07	\$157.82	\$510,057.58	\$502,588.51
421 RAINY DAY FUND	\$773,080.83	\$0.00	\$409,633.66	\$197.39	\$265,168.15	\$628,615.32
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>\$0.00</b>	<b>\$668,102.73</b>	<b>\$363.35</b>	<b>\$1,025,399.31</b>	<b>\$1,421,619.14</b>
<b>5. Clearing</b>						
800 PLAC FUND	\$0.00	\$130.00	\$130.00	\$65.00	\$130.00	\$0.00
801 MARKLE PLAC FUND	\$0.00	\$0.00	\$65.00	\$0.00	\$65.00	\$0.00
803 FEDERAL	\$0.00	\$8,664.25	\$42,375.68	\$8,664.25	\$42,375.68	\$0.00
804 FICA	\$0.00	\$8,165.69	\$40,092.20	\$8,165.69	\$40,092.20	\$0.00
806 STATE	\$0.00	\$2,360.09	\$14,808.46	\$3,471.24	\$17,064.03	\$2,255.57
807 COUNTY	\$0.00	\$1,317.36	\$8,255.86	\$1,937.61	\$9,513.61	\$1,257.75
808 INSURANCE	\$4,104.86	\$6,655.48	\$28,789.74	\$4,561.56	\$25,674.87	\$989.99
809 DEFERRED COMP	\$0.00	\$1,455.00	\$7,310.00	\$1,455.00	\$7,310.00	\$0.00
810 UNITED WAY	\$0.00	\$60.00	\$773.06	\$180.00	\$893.06	\$120.00
811 STAFF ASSOCIATION	\$0.00	\$103.00	\$103.00	\$61.00	\$103.00	\$0.00
812 ROTH IRA	\$0.00	\$150.00	\$600.00	\$150.00	\$600.00	\$0.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$1,160.38	\$1,160.38	\$1,160.38	\$1,160.38	\$0.00
<b>Subtotal</b>	<b>\$4,104.86</b>	<b>\$30,221.25</b>	<b>\$144,463.38</b>	<b>\$29,871.73</b>	<b>\$144,981.83</b>	<b>\$4,623.31</b>
<b>Grand Total</b>	<b>\$3,187,386.82</b>	<b>\$269,734.30</b>	<b>\$1,881,885.88</b>	<b>\$696,968.97</b>	<b>\$2,248,455.06</b>	<b>\$3,553,956.00</b>

**Total all banks = \$3,553,956.00**

# Appropriation Report for 100 OPERATING

## Huntington City-Township Public Library

Report Date: From 6/15/2020 To 7/20/2020

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	\$8,520.93	\$42,549.73	\$31,450.27	42.5
1.12 Salary of Assistants	\$796,000.00	\$0.00	\$796,000.00	\$91,475.95	\$444,792.75	\$351,207.25	44.1
1.14 Wages of Janitors	\$65,210.00	\$0.00	\$65,210.00	\$7,556.06	\$37,756.69	\$27,453.31	42.1
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	\$8,165.70	\$40,092.05	\$31,407.95	43.9
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	\$8,677.32	\$42,955.57	\$37,244.43	46.4
1.231 Employer's contribution PERF - Employee	\$21,500.00	\$0.00	\$21,500.00	\$2,324.28	\$11,505.98	\$9,994.02	46.5
1.24 Employer's Contribution Group Health	\$165,000.00	\$0.00	\$165,000.00	\$24,081.78	\$122,933.57	\$42,066.43	25.5
1.25 Employer's Contribution Life Ins.	\$7,800.00	\$0.00	\$7,800.00	\$1,461.64	\$6,128.80	\$1,671.20	21.4
1.26 Employer's Contribution STD	\$8,500.00	\$0.00	\$8,500.00	\$1,471.04	\$5,863.33	\$2,636.67	31.0
1.27 Employer's Contribution LTD	\$7,700.00	\$0.00	\$7,700.00	\$1,485.56	\$5,922.05	\$1,777.95	23.1
1.28 Employer's Contribution Dental	\$7,200.00	\$0.00	\$7,200.00	\$513.95	\$3,089.72	\$4,110.28	57.1
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	\$358.22	\$41.78	10.4
<b>Subtotal</b>	<b>\$1,315,510.00</b>		<b>\$1,315,510.00</b>	<b>\$155,775.39</b>	<b>\$764,747.04</b>	<b>\$550,762.96</b>	<b>41.9</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	\$298.39	\$7,240.36	\$18,759.64	72.2
2.21 Operating/Cleaning/Sanitation Supplies	\$10,000.00	\$0.00	\$10,000.00	\$1,065.41	\$4,733.25	\$5,266.75	52.7
<b>Subtotal</b>	<b>\$36,001.00</b>		<b>\$36,001.00</b>	<b>\$1,363.80</b>	<b>\$11,973.61</b>	<b>\$24,027.39</b>	<b>66.7</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>
<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 Architechtural Services	\$1.00	\$0.00	\$1.00	\$3,825.00	\$4,546.91	(\$4,545.91)	-454591.0
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$150.00	\$850.00	85.0
3.14 Other Professional Services	\$18,000.00	\$0.00	\$18,000.00	\$6,287.76	\$10,807.48	\$7,192.52	40.0
3.141 Contracted Labor for Grounds	\$11,500.00	\$0.00	\$11,500.00	\$120.00	\$6,825.00	\$4,675.00	40.7
3.145 Databases	\$19,000.00	\$0.00	\$19,000.00	\$3,595.06	\$4,504.05	\$14,495.95	76.3
3.146 E-books	\$32,410.00	\$7,500.00	\$39,910.00	\$32,820.00	\$41,584.36	(\$1,674.36)	-4.2
3.21 Telephone	\$5,000.00	\$0.00	\$5,000.00	\$392.08	\$3,213.90	\$1,786.10	35.7
3.211 Telephone - Markle	\$1,200.00	\$0.00	\$1,200.00	\$141.50	\$685.99	\$514.01	42.8
3.212 Fax Expense	\$800.00	\$0.00	\$800.00	\$60.16	\$425.98	\$374.02	46.8
3.213 T-1 Access Huntington	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$3,214.75	\$4,285.25	57.1
3.2131 T-1 Access Markle	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$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	\$34.38	\$390.50	\$2,609.50	87.0
3.24 Professional Development	\$9,000.00	\$0.00	\$9,000.00	\$785.00	\$1,845.04	\$7,154.96	79.5
3.31 Advertising and Public Notices	\$6,000.00	\$0.00	\$6,000.00	\$363.42	\$979.03	\$5,020.97	83.7
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	\$225.10	\$6,376.74	\$9,623.26	60.1
3.511 Gas Markle	\$1,400.00	\$0.00	\$1,400.00	\$24.70	\$590.19	\$809.81	57.8
3.52 Electricity Huntington	\$65,500.00	\$0.00	\$65,500.00	\$9,354.50	\$32,619.48	\$32,880.52	50.2
3.521 Electricity Markle	\$2,750.00	\$0.00	\$2,750.00	\$149.92	\$1,229.83	\$1,520.17	55.3
3.53 Water Huntington	\$2,750.00	\$0.00	\$2,750.00	\$202.30	\$1,271.35	\$1,478.65	53.8
3.531 Water Markle	\$400.00	\$0.00	\$400.00	\$26.00	\$182.00	\$218.00	54.5
3.54 Sewer and Waste Huntington	\$6,500.00	\$0.00	\$6,500.00	\$599.67	\$3,615.93	\$2,884.07	44.4



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	\$153.23	\$146.77	48.9
3.62	Equipment Repair and Maintenance	\$4,000.00	\$0.00	\$4,000.00	\$2,285.90	\$2,800.15	\$1,199.85	30.0
3.621	Equipment Leasing and Maintenance	\$14,000.00	\$0.00	\$14,000.00	\$1,110.00	\$7,071.28	\$6,928.72	49.5
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	\$1,241.14	\$6,010.49	\$3,989.51	39.9
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	\$0.00	\$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>\$63,665.48</b>	<b>\$194,074.67</b>	<b>\$161,241.33</b>	<b>45.4</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 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	\$944.85	\$2,436.80	\$2,563.20	51.3
4.41	Technology Equipment	\$7,500.00	\$0.00	\$7,500.00	\$1,837.25	(\$4,065.37)	\$11,565.37	154.2
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	\$6,627.68	\$46,689.52	\$60,810.48	56.6
4.6	Periodicals and Newspapers	\$12,500.00	\$0.00	\$12,500.00	\$74.90	\$11,734.30	\$765.70	6.1
4.71	Audio-visual Materials	\$26,000.00	\$0.00	\$26,000.00	\$1,859.76	\$10,941.28	\$15,058.72	57.9
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	\$787.55	\$4,608.25	\$6,391.75	58.1
<b>Subtotal</b>	<b>\$187,751.00</b>	<b>(\$7,500.00)</b>	<b>\$180,251.00</b>	<b>\$12,131.99</b>	<b>\$72,344.78</b>	<b>\$107,906.22</b>	<b>59.9</b>
<b>Grand Total</b>	<b>\$1,887,078.00</b>	<b>\$0.00</b>	<b>\$1,887,078.00</b>	<b>\$232,936.66</b>	<b>\$1,043,140.10</b>	<b>\$843,937.90</b>	<b>44.7</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 6/15/2020 To 7/20/2020**

<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>
<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 6/15/2020 To 7/20/2020**

<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	\$0.00	\$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>\$0.00</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>\$0.00</b>	<b>\$159,633.66</b>	<b>\$559,797.07</b>	<b>77.8</b>

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