

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
January 18th, 2021
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 Transfer Resolution
 - c. Removal of Old Checks
4. Report of the Librarian
5. Committee Reports
6. Communications
7. Unfinished Business
 - a. Roof Update
 - b. Other
8. New Business
 - a. Policy Review
 - i. Computer and Internet Use
 - ii. Inter-library Loan (NEW)
 - b. Desk Shields
 - c. Employee Development Tool
 - d. Other
9. Public Input
10. Adjournment

**Huntington City-Township Public Library
Board of Trustees Regular Meeting, 5:15 PM
December 21st, 2020**

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

Absent: None

Visitors: Eric Frye

Regular Meeting

1. Call to Order: John called the meeting to order, noting Jamie's attendance online.

2. Reading and Approval of Minutes: Daryl motioned to approve the minutes, Anne seconded. Motion passed by signature vote.

3. Reading and Approval of Financial Report: Jessica motioned to approve the financials and the Bill. Daryl seconded. Motion passed via signature vote.

4. Approval of Bills: See above.

5. Report of the Librarian: We received a grant to subscribe to Tutor.com to help replace the face-to-face tutoring that can't take place at the moment. Several employees have achieved milestone years with us.

6. Committee Reports: None

7. Communications: None

8. Unfinished Business

a. Roof Update: Still working on the roof but things are going according to plan. Contract end-date is around 10 January ---we are still well within the deadlines.

9. New Business

a. Policies

i. Pandemic and Emergency Closure:

There was a concern filed with the Dept. of Labor citing a concern about an unsafe working environment. Beka has responded to the concern with the Dept. of Labor by sending documentation of all that we are doing to operate safely.

According to a survey that Beka did, about 50% of employees feel safe and that things are going fine, 50% didn't feel as comfortable. Main concerns were patrons not wearing masks or wearing them properly.

This policy is something that we have been working on for a while. Beka adjusted the wording in the policy to account for some of the concerns we have had and potential issues. Beka went over the changes to the policy.

Adjusted wording to note that proof of test results will be required.

Anne motioned to approve with the policy with the amended wording, Jessica seconded. Motioned approved.

ii. **Behavior in the Library:** Again, due to the concerns and the policy for mask wearing, this is policy that will help back up the front-line staff in handling mask violations. Jessica motioned to approve the Behavior in the Library policy, Doug seconded. Motion approved.

b. Salary Schedule: Beka reminded the board that we had discussed a 2.25% pay increase across the board this year in lieu of performance evaluations. There are 4 employees who have hit their max salary cap and Beka has asked to give a 1.5% one-time bonus to those 4 employees. Terri motioned to approve the Salary Schedule, Daryl seconded. Motioned passed via signature vote.

c. Payroll Date: 1 January is on payday. Beka has asked to have payday moved from 1 January to 31 December. Terri motioned to approve, Daryl seconded. Motion approved.

d. Expense Approval

i. **Markle Sidewalk:** The sidewalk needs to be replaced -it is not in good shape. We have finally (after much lack of success) gotten a quote for around \$15,000. It is not seasonally appropriate to pour cement, we are looking at trying to wait until Spring which gives us time to explore other options and get other quotes.

ii. **Huntington Patio:** Beka would like to pour concrete over the patio out front. Will continue to pursue this in the Spring.

e. Other: None

10. Public Input: None

11. Adjournment: Jessica motioned to adjourn, Anne seconded. Meeting adjourned.

Public Input:

Adjournment:

moved to adjourn, seconded, motion carried.

Huntington City-Township Public Library
January 2021

Director's Report

- We are in the process of hiring a 20 hour Maintenance Specialist. This is a vacancy that has been open since Amy Vogt left in September.
- We researched and received multiple quotes for new acrylic shields at the public desks.
- Pathfinder will return this year to do their free tax prep services from the library. They will be set up in the Niptight meeting room starting January 25th.
- The Indiana Library Federation is working with the state Family and Social Services Administration (FSSA) to provide libraries with regular information regarding COVID vaccination updates and procedures. They are also planning on giving libraries log-in information for the vaccination appointment portal so that we can help patrons with registration and appointments.
- I have contacted the county health department to offer them our space or help with COVID vaccinations if they need it.
- We have completed work on a new performance evaluation system and hope to start implementing it in February.

Financial Report
Huntington City-Township Public Library

Report Dates = 12/21/2020 to 12/31/2020

<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	\$127,842.81	\$2,157,846.76	\$973.17	\$2,246,031.63	\$1,910,477.37
Subtotal	\$1,822,292.50	\$127,842.81	\$2,157,846.76	\$973.17	\$2,246,031.63	\$1,910,477.37
2. Special Revenue						
200 GIFT (REGULAR)	\$195,715.86	\$0.00	\$9,040.96	\$11.96	\$1,529.00	\$188,203.90
201 FRIENDS OF THE LIBRARY	\$1,491.03	\$192.00	\$13,125.13	\$0.00	\$14,329.88	\$2,695.78
202 LITERACY	\$25,655.11	\$0.00	\$6,143.38	\$3,550.00	\$6,181.67	\$25,693.40
203 GIFT - B. JOAN K CENTER		\$0.00	\$2,319.02	\$0.00	\$303.24	\$44,289.28
204 B JOAN KEEFER INVESTMENT - UN		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
205 GIFT - CHILDREN		\$0.00	\$0.00	\$0.00	\$7.47	\$1,450.52
206 MARKLE/BARKEL		\$0.00	\$0.00	\$0.00	\$0.00	\$19.23
207 BRIDGE-DICKEY INVESTMENT 08/1		\$0.00	\$0.00	\$0.00	\$0.00	\$24,860.57
208 BRIDGE-DICKEY I		\$0.00	\$0.00	\$41.90	\$494.70	\$1,671.69
276 STATE TECH GRANT FUND	\$0.00	\$8,931.00	\$15,053.19	\$0.00	\$15,053.19	\$0.00
277 IND. STATE STUDENT ASSISTANCE	\$0.00	\$1,797.50	\$1,797.50	\$0.00	\$1,797.50	\$0.00
Subtotal	\$296,666.90	\$10,920.50	\$47,479.18	\$3,603.86	\$39,696.65	\$288,884.37
4. Capital Projects						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$40,241.73	\$0.00	\$0.00	\$2.83	\$199.09	\$40,440.82
401 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
402 ROOF & DIGITAL SIGN REPAIR - INSURANCE	\$0.00	\$310.30	\$426,344.86	\$0.00	\$513,112.35	\$86,767.49
421 RAINY DAY FUND	\$773,080.83	\$0.00	\$420,594.66	\$91,008.56	\$356,966.97	\$709,453.14
422 RAINY DAY INVESTMENT	\$251,000.00	\$0.00	\$251,000.00	\$0.00	\$250,000.00	\$250,000.00
Subtotal	\$1,064,322.56	\$310.30	\$1,097,939.52	\$91,011.39	\$1,120,278.41	\$1,086,661.45
5. Clearing						
800 PLAC FUND	\$0.00	\$130.00	\$260.00	\$65.00	\$260.00	\$0.00
801 MARKLE PLAC FUND	\$0.00	\$0.00	\$65.00	\$0.00	\$65.00	\$0.00
803 FEDERAL	\$0.00	\$2,805.77	\$76,697.56	\$2,805.77	\$76,697.56	\$0.00
804 FICA	\$0.00	\$2,655.98	\$71,995.12	\$2,655.98	\$71,995.12	\$0.00
806 STATE	\$0.00	\$3,324.11	\$30,567.80	\$1,108.93	\$30,567.80	\$0.00
807 COUNTY	\$0.00	\$1,852.43	\$17,054.53	\$617.75	\$17,054.53	\$0.00
808 INSURANCE	\$4,104.86	\$0.00	\$41,372.79	\$1,241.95	\$41,002.38	\$3,734.45
809 DEFERRED COMP	\$0.00	\$1,050.00	\$14,345.00	\$1,050.00	\$14,345.00	\$0.00
810 UNITED WAY	\$0.00	\$180.00	\$1,613.06	\$60.00	\$1,613.06	\$0.00
811 STAFF ASSOCIATION	\$0.00	\$84.00	\$187.00	\$7.00	\$187.00	\$0.00
812 ROTH IRA	\$0.00	\$125.00	\$1,725.00	\$125.00	\$1,725.00	\$0.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$282.72	\$4,592.69	\$282.72	\$4,592.69	\$0.00
814 GARNISHMENT	\$0.00	\$0.00	\$1,315.85	\$0.00	\$1,315.85	\$0.00
Subtotal	\$4,104.86	\$12,490.01	\$261,791.40	\$10,020.10	\$261,420.99	\$3,734.45
Grand Total	\$3,187,386.82	\$151,563.62	\$3,565,056.86	\$105,608.52	\$3,667,427.68	\$3,289,757.64

Total all banks = \$3,289,757.64

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

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 12/21/2020 To 12/31/2020

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	\$2,633.45	\$76,633.45	\$2,840.31	\$76,633.45	\$0.00	0.0
1.12 Salary of Assistants	\$796,000.00	\$2,011.97	\$798,011.97	\$27,836.80	\$798,011.97	\$0.00	0.0
1.14 Wages of Janitors	\$65,210.00	\$711.48	\$65,921.48	\$2,248.00	\$65,921.48	\$0.00	0.0
1.15 Additional Hours (750)	\$8,000.00	\$0.00	\$8,000.00	\$363.01	\$5,053.91	\$2,946.09	36.8
1.21 Employer's Share FICA	\$71,500.00	\$495.48	\$71,995.48	\$2,656.04	\$71,995.48	\$0.00	0.0
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	\$2,832.77	\$77,494.92	\$2,705.08	3.4
1.231 Employer's contribution PERF - Employee	\$21,500.00	\$0.00	\$21,500.00	\$758.78	\$20,757.61	\$742.39	3.5
1.24 Employer's Contribution Group Health	\$165,000.00	(\$8,408.66)	\$156,591.34	\$0.00	\$146,351.78	\$10,239.56	6.5
1.25 Employer's Contribution Life Ins.	\$7,800.00	\$1,487.62	\$9,287.62	\$0.00	\$9,287.62	\$0.00	0.0
1.26 Employer's Contribution STD	\$8,500.00	\$88.66	\$8,588.66	\$0.00	\$8,588.66	\$0.00	0.0
1.27 Employer's Contribution LTD	\$7,700.00	\$980.00	\$8,680.00	\$0.00	\$8,680.00	\$0.00	0.0
1.28 Employer's Contribution Dental	\$7,200.00	\$0.00	\$7,200.00	\$0.00	\$5,488.89	\$1,711.11	23.8
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	\$0.00	\$204.05	\$195.95	49.0
Subtotal	\$1,315,510.00	\$0.00	\$1,315,510.00	\$39,535.71	\$1,294,469.82	\$21,040.18	1.6
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	\$0.00	\$15,341.86	\$10,658.14	41.0
2.21 Operating/Cleaning/Sanitation Supplies	\$10,000.00	\$0.00	\$10,000.00	\$447.43	\$8,749.73	\$1,250.27	12.5
Subtotal	\$36,001.00	\$0.00	\$36,001.00	\$447.43	\$24,091.59	\$11,909.41	33.1

<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 Architechtural Services	\$1.00	\$720.91	\$721.91	\$0.00	\$721.91	\$0.00	0.0
3.13 Legal Services	\$1,000.00	\$803.00	\$1,803.00	\$0.00	\$1,803.00	\$0.00	0.0
3.14 Other Professional Services	\$18,000.00	\$5,457.30	\$23,457.30	\$54.01	\$23,457.30	\$0.00	0.0
3.141 Contracted Labor for Grounds	\$11,500.00	\$0.00	\$11,500.00	\$815.00	\$11,105.82	\$394.18	3.4
3.142 Facility Repairs and Maintenance	\$0.00	\$1,133.00	\$1,133.00	\$0.00	\$1,133.00	\$0.00	0.0
3.145 Databases	\$19,000.00	(\$10,315.04)	\$8,684.96	\$0.00	\$8,218.87	\$466.09	5.4
3.146 E-books	\$32,410.00	\$9,174.36	\$41,584.36	\$0.00	\$41,584.36	\$0.00	0.0
3.21 Telephone	\$5,000.00	\$394.47	\$5,394.47	\$0.00	\$5,394.47	\$0.00	0.0
3.211 Telephone - Markle	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$851.68	\$348.32	29.0
3.212 Fax Expense	\$800.00	\$0.00	\$800.00	\$0.00	\$766.45	\$33.55	4.2
3.213 T-1 Access Huntington	\$7,500.00	\$0.00	\$7,500.00	(\$5,537.22)	\$433.03	\$7,066.97	94.2
3.2131 T-1 Access Markle	\$4,500.00	\$0.00	\$4,500.00	(\$3,393.78)	\$311.22	\$4,188.78	93.1
3.22 Postage and Shipping	\$800.00	\$0.00	\$800.00	\$0.00	\$759.89	\$40.11	5.0
3.23 Traveling Expense	\$3,000.00	\$0.00	\$3,000.00	\$51.57	\$600.83	\$2,399.17	80.0
3.24 Professional Development	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$7,147.99	\$1,852.01	20.6
3.31 Advertising and Public Notices	\$6,000.00	\$0.00	\$6,000.00	\$25.00	\$1,602.63	\$4,397.37	73.3
3.41 Official Bonds	\$500.00	\$132.00	\$632.00	\$0.00	\$632.00	\$0.00	0.0
3.42 Operational Insurance	\$35,000.00	\$892.01	\$35,892.01	\$0.00	\$35,892.01	\$0.00	0.0
3.51 Gas Huntington	\$16,000.00	(\$892.01)	\$15,107.99	\$0.00	\$8,819.24	\$6,288.75	41.6
3.511 Gas Markle	\$1,400.00	\$0.00	\$1,400.00	\$0.00	\$777.55	\$622.45	44.5
3.52 Electricity Huntington	\$65,500.00	\$0.00	\$65,500.00	\$0.00	\$52,961.33	\$12,538.67	19.1
3.521 Electricity Markle	\$2,750.00	\$0.00	\$2,750.00	\$0.00	\$2,061.72	\$688.28	25.0
3.53 Water Huntington	\$2,750.00	\$0.00	\$2,750.00	\$0.00	\$2,339.90	\$410.10	14.9
3.531 Water Markle	\$400.00	\$0.00	\$400.00	\$0.00	\$352.00	\$48.00	12.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.54 Sewer and Waste Huntington	\$6,500.00	\$0.00	\$6,500.00	\$0.00	\$6,420.44	\$79.56	1.2
3.541 Sewer and WasteMarkle	\$300.00	\$0.00	\$300.00	\$0.00	\$262.77	\$37.23	12.4
3.62 Equipment Repair and Maintenance	\$4,000.00	\$522.60	\$4,522.60	\$0.00	\$4,522.60	\$0.00	0.0
3.621 Equipment Leasing and Maintenance	\$14,000.00	\$0.00	\$14,000.00	\$1,110.00	\$13,766.21	\$233.79	1.7
3.622 Contracted Facility Maintenance	\$17,500.00	(\$3,630.16)	\$13,869.84	\$0.00	\$13,717.88	\$151.96	1.1
3.623 Technology License Agreements	\$10,000.00	\$1,847.58	\$11,847.58	\$0.00	\$11,847.58	\$0.00	0.0
3.624 Technology Maintenance	\$17,000.00	(\$1,578.00)	\$15,422.00	\$585.00	\$14,177.80	\$1,244.20	8.1
3.625 ILS Maintenance and Contract	\$32,000.00	\$1,578.00	\$33,578.00	\$0.00	\$33,578.00	\$0.00	0.0
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	\$1,259.98	\$3,759.98	\$0.00	\$3,759.98	\$0.00	0.0
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	\$7,500.00	\$355,316.00	(\$6,250.42)	\$311,781.46	\$43,534.54	12.3
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	\$1,247.96	\$6,247.96	\$0.00	\$6,247.96	\$0.00	0.0
4.41 Technology Equipment	\$7,500.00	(\$2,597.06)	\$4,902.94	\$786.96	\$4,870.14	\$32.80	0.7
4.42 Computer Technology Upgrade	\$10,000.00	\$2,597.06	\$12,597.06	\$0.00	\$12,597.06	\$0.00	0.0
4.5 Books	\$115,000.00	(\$8,747.96)	\$106,252.04	\$564.45	\$94,553.57	\$11,698.47	11.0
4.6 Periodicals and Newspapers	\$12,500.00	\$0.00	\$12,500.00	\$59.90	\$11,834.20	\$665.80	5.3
4.71 Audio-visual Materials	\$26,000.00	\$0.00	\$26,000.00	\$1,544.65	\$24,508.81	\$1,491.19	5.7
4.74 2019 Encumbered Funds - Building		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

<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>
4.77 INSPIRE	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
4.79 Other Collections	\$750.00	\$215.47	\$965.47	\$0.00	\$965.47	\$0.00	0.0
4.8 Materials Processing	\$11,000.00	(\$215.47)	\$10,784.53	\$185.57	\$10,149.36	\$635.17	5.9
Subtotal	\$187,751.00	(\$7,500.00)	\$180,251.00	\$3,141.53	\$165,726.57	\$14,524.43	8.1
Grand Total	\$1,887,078.00	\$0.00	\$1,887,078.00	\$36,834.25	\$1,796,069.44	\$91,008.56	4.8

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 12/21/2020 To 12/31/2020

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

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 12/21/2020 To 12/31/2020

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	\$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	\$14,284.93	\$85,715.07	85.7
4.74 2019 Encumbered Funds - Building	\$69,430.73	\$0.00	\$69,430.73	\$0.00	\$69,430.73	\$0.00	0.0
Subtotal	\$719,430.73		\$719,430.73	\$0.00	\$170,594.66	\$548,836.07	76.3
Grand Total	\$719,430.73	\$0.00	\$719,430.73	\$0.00	\$170,594.66	\$548,836.07	76.3

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 = 1/1/2021 to 1/18/2021

<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	\$1,910,477.37	\$77,571.68	\$77,571.68	\$52,610.15	\$52,610.15	\$1,885,515.84
Subtotal	\$1,910,477.37	\$77,571.68	\$77,571.68	\$52,610.15	\$52,610.15	\$1,885,515.84
2. Special Revenue						
200 GIFT (REGULAR)	\$188,203.90	\$616.56	\$616.56	\$52.80	\$52.80	\$187,640.14
201 FRIENDS OF THE LIBRARY	\$2,695.78	\$483.20	\$483.20	\$0.87	\$0.87	\$2,213.45
202 LITERACY	\$25,693.40	\$0.00	\$0.00	\$5.79	\$5.79	\$25,699.19
203 GIFT - B. JOAN KEEFER CENTER	\$44,289.28	\$0.00	\$0.00	\$11.34	\$11.34	\$44,300.62
204 B JOAN KEEFER CENTER INVESMENT - UND			\$0.00	\$0.00	\$0.00	\$0.00
205 GIFT - CHILDRENS ROOM			\$0.00	\$0.37	\$0.37	\$1,450.89
206 MARKLE/BARKELY GIFT			\$0.00	\$0.00	\$0.00	\$19.23
207 BRIDGE-DICKEY INVESTMENT 08/2012			\$0.00	\$0.00	\$0.00	\$24,860.57
208 BRIDGE-DICKEY FUND			\$0.00	\$0.00	\$0.00	\$1,671.69
276 STATE TECH GRANT FUNL	\$0.00	\$0.00	\$0.00	\$7,287.54	\$7,287.54	\$7,287.54
277 IND. STATE STUDENT ASSISTANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$288,884.37	\$1,099.76	\$1,099.76	\$7,358.71	\$7,358.71	\$295,143.32
4. Capital Projects						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$40,440.82	\$0.00	\$0.00	\$0.00	\$0.00	\$40,440.82
401 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
402 ROOF & DIGITAL SIGN REPAIR - INSURANCE	\$86,767.49	\$409.33	\$409.33	\$22.67	\$22.67	\$86,380.83
421 RAINY DAY FUND	\$709,453.14	\$0.00	\$0.00	\$181.38	\$181.38	\$709,634.52
422 RAINY DAY INVESTMENT	\$250,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250,000.00
Subtotal	\$1,086,661.45	\$409.33	\$409.33	\$204.05	\$204.05	\$1,086,456.17
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	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$2,837.11	\$2,837.11	\$2,837.11	\$2,837.11	\$0.00
804 FICA	\$0.00	\$2,653.14	\$2,653.14	\$2,653.14	\$2,653.14	\$0.00
806 STATE	\$0.00	\$0.00	\$0.00	\$1,125.17	\$1,125.17	\$1,125.17
807 COUNTY	\$0.00	\$0.00	\$0.00	\$626.45	\$626.45	\$626.45
808 INSURANCE	\$3,734.45	\$3,500.78	\$3,500.78	\$1,170.35	\$1,170.35	\$1,404.02
809 DEFERRED COMP	\$0.00	\$510.00	\$510.00	\$510.00	\$510.00	\$0.00
810 UNITED WAY	\$0.00	\$0.00	\$0.00	\$52.08	\$52.08	\$52.08
811 STAFF ASSOCIATION	\$0.00	\$0.00	\$0.00	\$27.00	\$27.00	\$27.00
812 ROTH IRA	\$0.00	\$125.00	\$125.00	\$125.00	\$125.00	\$0.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$163.46	\$163.46	\$163.46	\$163.46	\$0.00
814 GARNISHMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$3,734.45	\$9,789.49	\$9,789.49	\$9,289.76	\$9,289.76	\$3,234.72
Grand Total	\$3,289,757.64	\$88,870.26	\$88,870.26	\$69,462.67	\$69,462.67	\$3,270,350.05

Total all banks = \$3,270,350.05

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

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 1/1/2021 To 1/18/2021

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	\$78,250.00	\$0.00	\$78,250.00	\$2,911.32	\$2,911.32	\$75,338.68	96.3
1.12 Salary of Assistants (Salary and Wage Overflow)	\$830,000.00	\$0.00	\$830,000.00	\$30,495.72	\$30,495.72	\$799,504.28	96.3
1.14 Wages of Janitors	\$70,500.00	\$0.00	\$70,500.00	\$1,521.60	\$1,521.60	\$68,978.40	97.8
1.15 Additional Hours (750)	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00	100.0
1.21 Employer's Share FICA	\$74,033.00	\$0.00	\$74,033.00	\$2,653.11	\$2,653.11	\$71,379.89	96.4
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	\$79,000.00	\$0.00	\$79,000.00	\$2,865.14	\$2,865.14	\$76,134.86	96.4
1.231 Employer's contribution PERF - Employee	\$22,000.00	\$0.00	\$22,000.00	\$767.45	\$767.45	\$21,232.55	96.5
1.24 Employer's Contribution Group Health	\$165,000.00	\$0.00	\$165,000.00	\$11,035.56	\$11,035.56	\$153,964.44	93.3
1.25 Employer's Contribution Life Ins.	\$9,250.00	\$0.00	\$9,250.00	\$766.27	\$766.27	\$8,483.73	91.7
1.26 Employer's Contribution STD	\$8,500.00	\$0.00	\$8,500.00	\$695.84	\$695.84	\$7,804.16	91.8
1.27 Employer's Contribution LTD	\$7,700.00	\$0.00	\$7,700.00	\$704.29	\$704.29	\$6,995.71	90.9
1.28 Employer's Contribution Dental	\$6,000.00	\$0.00	\$6,000.00	\$569.98	\$569.98	\$5,430.02	90.5
1.29 Other Employee Benefits (Benefits Overflow)	\$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	\$90.22	\$90.22	\$309.78	77.4
Subtotal	\$1,360,133.00		\$1,360,133.00	\$55,076.50	\$55,076.50	\$1,305,056.50	96.0
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	\$371.32	\$371.32	\$25,628.68	98.6
2.21 Operating/Cleaning/Sanitation Supplies	\$10,000.00	\$0.00	\$10,000.00	\$567.56	\$567.56	\$9,432.44	94.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
Subtotal	\$36,001.00		\$36,001.00	\$938.88	\$938.88	\$35,062.12	97.4
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	\$0.00	\$0.00	\$1.00	100.0
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	\$21.15	\$21.15	\$17,978.85	99.9
3.141 Contracted Labor for Grounds	\$13,000.00	\$0.00	\$13,000.00	\$0.00	\$0.00	\$13,000.00	100.0
3.145 Databases	\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$18,000.00	100.0
3.146 E-books	\$42,500.00	\$0.00	\$42,500.00	\$0.00	\$0.00	\$42,500.00	100.0
3.21 Telephone	\$5,750.00	\$0.00	\$5,750.00	\$433.17	\$433.17	\$5,316.83	92.5
3.211 Telephone - Markle	\$1,300.00	\$0.00	\$1,300.00	\$295.33	\$295.33	\$1,004.67	77.3
3.212 Fax Expense	\$800.00	\$0.00	\$800.00	\$25.00	\$25.00	\$775.00	96.9
3.213 T-1 Access Huntington	\$16,000.00	\$0.00	\$16,000.00	\$459.25	\$459.25	\$15,540.75	97.1
3.2131 T-1 Access Markle	\$8,000.00	\$0.00	\$8,000.00	\$285.00	\$285.00	\$7,715.00	96.4
3.22 Postage and Shipping	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	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	\$100.00	\$100.00	\$8,900.00	98.9
3.31 Advertising and Public Notices	\$5,000.00	\$0.00	\$5,000.00	\$40.98	\$40.98	\$4,959.02	99.2
3.41 Official Bonds	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.42 Operational Insurance	\$37,000.00	\$0.00	\$37,000.00	\$2,301.00	\$2,301.00	\$34,699.00	93.8
3.51 Gas Huntington	\$12,500.00	\$0.00	\$12,500.00	\$0.00	\$0.00	\$12,500.00	100.0
3.511 Gas Markle	\$1,350.00	\$0.00	\$1,350.00	\$0.00	\$0.00	\$1,350.00	100.0
3.52 Electricity Huntington (Utilities Overflow)	\$63,000.00	\$0.00	\$63,000.00	\$3,777.29	\$3,777.29	\$59,222.71	94.0
3.521 Electricity Markle	\$2,750.00	\$0.00	\$2,750.00	\$301.24	\$301.24	\$2,448.76	89.0
3.53 Water Huntington	\$3,000.00	\$0.00	\$3,000.00	\$206.40	\$206.40	\$2,793.60	93.1
3.531 Water Markle	\$400.00	\$0.00	\$400.00	\$26.00	\$26.00	\$374.00	93.5

<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>
3.54 Sewer and Waste Huntington	\$6,800.00	\$0.00	\$6,800.00	\$506.86	\$506.86	\$6,293.14	92.5
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	\$14,250.00	\$0.00	\$14,250.00	\$0.00	\$0.00	\$14,250.00	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	\$2,297.00	\$2,297.00	\$7,703.00	77.0
3.624 Technology Maintenance	\$15,000.00	\$0.00	\$15,000.00	\$620.00	\$620.00	\$14,380.00	95.9
3.625 ILS Maintenance and Contract	\$34,000.00	\$0.00	\$34,000.00	\$0.00	\$0.00	\$34,000.00	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	\$0.00	\$0.00	\$2,500.00	100.0
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
Subtotal	\$367,206.00		\$367,206.00	\$11,717.56	\$11,717.56	\$355,488.44	96.8
4. Capitol Outlays							
4.3 Improvements Other than Building	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
4.4 Furniture and Equipment	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
4.41 Technology Equipment	\$7,500.00	\$0.00	\$7,500.00	\$27.99	\$27.99	\$7,472.01	99.6
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	\$170.67	\$170.67	\$114,829.33	99.9
4.6 Periodicals and Newspapers	\$12,500.00	\$0.00	\$12,500.00	\$9,477.63	\$9,477.63	\$3,022.37	24.2
4.71 Audio-visual Materials	\$26,000.00	\$0.00	\$26,000.00	\$127.44	\$127.44	\$25,872.56	99.5
4.77 INSPIRE	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
4.79 Other Collections	\$750.00	\$0.00	\$750.00	\$3.49	\$3.49	\$746.51	99.5
4.8 Materials Processing	\$11,500.00	\$0.00	\$11,500.00	\$31.52	\$31.52	\$11,468.48	99.7
Subtotal	\$188,252.00		\$188,252.00	\$9,838.74	\$9,838.74	\$178,413.26	94.8

<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>Grand Total</i>	\$1,951,592.00	\$0.00	\$1,951,592.00	\$77,571.68	\$77,571.68	\$1,874,020.32	96.0

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 1/1/2021 To 1/18/2021

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
4. Capitol Outlays							
4 Other Capital Outlays	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
4.2 Building Repairs and 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	\$5,241.00	\$0.00	\$5,241.00	\$0.00	\$0.00	\$5,241.00	100.0
Subtotal	\$40,241.00		\$40,241.00	\$0.00	\$0.00	\$40,241.00	100.0
Grand Total	\$40,241.00	\$0.00	\$40,241.00	\$0.00	\$0.00	\$40,241.00	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 1/1/2021 To 1/18/2021

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
1. Personal Services							
1.12 Salary of Assistants (Salary and Wage Overflow)	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.0
1.29 Other Employee Benefits (Benefits Overflow)	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	100.0
Subtotal	\$22,500.00		\$22,500.00	\$0.00	\$0.00	\$22,500.00	100.0
2. Supplies							
2.21 Operating/Cleaning/Sanitation Supplies	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
Subtotal	\$5,000.00		\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
3. Other Services and Charge							
3.14 Other Professional Services	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	100.0
3.52 Electricity Huntington (Utilities Overflow)	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
Subtotal	\$30,000.00		\$30,000.00	\$0.00	\$0.00	\$30,000.00	100.0
4. Capitol Outlays							
4 Other Capital Outlays	\$175,000.00	\$0.00	\$175,000.00	\$0.00	\$0.00	\$175,000.00	100.0
4.2 Building Repairs and Improvements	\$180,650.00	\$0.00	\$180,650.00	\$0.00	\$0.00	\$180,650.00	100.0
4.3 Improvements Other than Building	\$105,000.00	\$0.00	\$105,000.00	\$0.00	\$0.00	\$105,000.00	100.0
4.31 HVAC Replacement Plan	\$150,000.00	\$0.00	\$150,000.00	\$0.00	\$0.00	\$150,000.00	100.0
4.4 Furniture and Equipment	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.0
4.41 Technology Equipment	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
Subtotal	\$635,650.00		\$635,650.00	\$0.00	\$0.00	\$635,650.00	100.0
Grand Total	\$693,150.00	\$0.00	\$693,150.00	\$0.00	\$0.00	\$693,150.00	100.0

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