

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
September 18th, 2024
5:15pm

Adoption of the 2025 Budget

1. Call to Order
2. Budget Adoption
3. Adjournment

Regular Meeting

1. Call to Order
2. Reading and Approval of Minutes
3. Reading and Approval of Financial Report and Bills
4. Report of the Librarian
5. Committee Reports
6. Communications
7. Public Input
8. Unfinished Business
 - a. Epoch Times Issue Consideration
9. New Business
 - a. Policy Updates
 - i. Privacy Policy
 - ii. Records Retention
 - b. Other
10. Adjournment

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
August 21st, 2024
5:15 PM

Present: Rebekah Benjamin, Doug Denney, Jamie Hoffman, Sue Jepsen, Beka Lemons, Terri Salzano-Sees, Daryl Shrock,

Absent: Jessica Mankey

Visitors: Archie Linz, Cody Abbott, Eric Fry, LuAnn Lintz, Mike Perkins

Public Hearing for 2025 Budget

1. Call to Order

Doug called to order the budget meeting.

2. Public Input

A visitor asked about the surplus. Beka explained that we have been working to manage the budget down to about 68% of our operating budget. We are not taking our maximum tax levy; we are taking \$800,000 less than the maximum we could take because we don't need it.

3. Adjournment

Terri moved to adjourn; Becky seconded; motion carried.

Regular Meeting

1. Call to Order

Doug called the meeting to order.

2. Reading and Approval of Minutes

Beka noted that there was an omission to the June meeting minutes that excluded the title of the book being reconsidered per patron request; for record-keeping sake, we add this book title now to our August meeting minutes: the book is titled *You Know, Sex* by Cory Silverberg.

Sue moved to approve as amended; Becky seconded; motion carried.

3. Reading and Approval of Financial Report and Bills

Beka reported that we are on track for budget items and expenditures at this point in the year. Daryl moved to approve both the financial report and bills; Terri

seconded; motion carried.

4. Report of the Librarian

Beka gave an update on the hiring process for the children's department opening. She mentioned that she will be making reports to several county entities in the next few months, and she also highlighted and summarized other items on her director's report.

5. Committee Reports

a. Personnel Committee

Beka reported that the personnel committee met. She would like to schedule a closed executive personnel committee meeting at 5:15 on November 12.

6. Communications

None

7. Public Input

Patron Archie Linz discussed his request that the library subscribe to a newspaper called *The Epoch Times*.

8. Unfinished Business

a. Patio/Park Area Update

Beka reported that after meeting with CME, this project will need to be reworked due to the prohibitive cost estimates. She explained that the employee team working on this project will re-work the vision and report to the library sometime in the future when they have a new proposal to share.

b. *Epoch Times* Issue Consideration

It was noted that any decision about this subscription will not be based on the content of the newspaper. Some board members requested more information about the concerns related to whether it is a sound financial decision to pay for this subscription, and it was requested that Beka find information about whether other libraries subscribe to . It was agreed that the decision will be postponed because we need more time to consider the issue; it was also noted that in the end we will not consider content or political leaning. We will revisit the issue at the next meeting.

9. New Business

a. Policy Updates

i. Community Room Policy

Beka explained the proposed changes to the policy. Terri moved to approve the amended Community Room Policy as stated; Daryl seconded; motion carried.

ii. Notary Public Policy

Beka explained the proposed changes to the Notary Public Policy. Daryl moved to accept the new Notary Public Policy; Sue seconded; motion carried.

b. E-rate Resolution

This is our annual e-Rate Resolution renewal. Terri moved to approve; Daryl seconded; motion carried by oral and signature vote.

c. Rainy Day Reduction Resolution

This is a necessary reduction for 2025 budget purposes. Becky moved to approve; Sue seconded; motion carried by oral and signature vote.

d. Other

Beka suggested that we go to the Markle Library branch for our regular October board meeting on October 16, 2024, 5:15 PM. Daryl moved to move the venue for our October meeting; Jamie seconded

Beka reminded the board that our next meeting on September 18 is our budget adoption meeting.

10. Adjournment

Becky moved to adjourn, and Daryl seconded.

Huntington City-Township Public Library
September 2024

Director's Report

- Eric Lambert has been hired to fill the vacant position in the Children's Department. His first day was September 9th.
- Along with Outreach Specialist Maddie, I attended the August 26th County Commissioners meeting to present our strategic plan and statistics to them. We also attended the School Board meeting on the same day. The Commissioners asked a few questions but overall seemed very positive. Commissioner Tom Wall requested copies of our current financial report and proposed budget for next year. I provided those to him and have not had any feedback. The School Board members did not have any questions or comments but did thank us for the good work that the library does. They seemed to be very pleased that we came to report to them. I will be going to the County Council but couldn't get in there until November. I will attempt to make these visits more frequently in the future.
- We met with Custer, an interior design firm, to work on plans for the cafe/Friends of the Library sale area in the lobby as well as the teen area. We should have plans in place for the lobby within a week or two. The teen area may take a bit of time as it is a lot of custom work. We decided to work with Custer because they are the company that provided the furniture for our last remodeling.
- A committee of library staff has been meeting regularly with the staff of the Richlyn Library at HU. We have attended some events for students to raise awareness about the library and have plans to be at the Richlyn Library on several occasions to talk to students. We are working on a strategy for allowing students to order books online that we can then deliver to Richlyn for them.
- We are currently working on the Employee Engagement and Internal Training initiatives outlined in the strategic plan. We hope to have an employee engagement survey out to the staff by the end of the month.
- I will be on vacation October 9-15

Financial Report
Huntington City-Township Public Library

Report Dates = 8/21/2024 to 9/18/2024

<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	\$1,887,205.22	\$194,298.65	\$1,891,235.17	\$62,335.52	\$1,705,646.63	\$1,701,616.68
Subtotal	\$1,887,205.22	\$194,298.65	\$1,891,235.17	\$62,335.52	\$1,705,646.63	\$1,701,616.68
2. Special Revenue						
200 GIFT (REGULAR)	\$179,093.81	\$135.59	\$7,486.57	\$531.44	\$10,328.90	\$181,936.14
201 FRIENDS OF THE LIBRARY	\$8,786.45	\$235.70	\$8,069.92	\$107.60	\$1,807.76	\$2,524.29
202 LITERACY	\$21,760.79	\$0.00	\$39.00	\$57.60	\$461.70	\$22,183.49
203 GIFT - B. JOAN KEEFER CENTER	\$46,076.73	\$0.00	\$810.29	\$172.81	\$5,460.71	\$50,727.15
204 B JOAN KEEFER CENTER INVESTMENT - UND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
205 GIFT CHILDRENS ROOM	\$2,426.85	\$0.00	\$4,603.29	\$105.75	\$4,509.44	\$2,333.00
207 BRIDGE-DICKEY INVESTMENT 08/2012	\$24,870.19	\$0.00	\$0.00	\$0.00	\$0.00	\$24,870.19
208 BRIDGE-DICKEY FUND	\$2,053.36	\$0.00	\$536.41	\$0.00	\$0.00	\$1,516.95
209 OUTREACH	\$9,196.67	\$0.00	\$0.00	\$107.60	\$1,775.36	\$10,972.03
276 STATE TECH GRANT FUND	\$10,793.77	\$0.00	\$0.00	\$107.60	\$8,049.40	\$18,843.17
277 IND. STATE STUDENT ASSISTANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
280 ALA GRANT 2023	\$10,000.00	\$8,800.00	\$8,800.00	\$0.00	\$0.00	\$1,200.00
Subtotal	\$315,058.62	\$9,171.29	\$30,345.48	\$1,190.40	\$32,393.27	\$317,106.41
4. Capital Projects						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$95,146.28	\$0.00	\$0.00	\$0.00	\$1,301.96	\$96,448.24
401 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
421 RAINY DAY FUND	\$1,037,213.81	\$6,637.79	\$148,276.79	\$2,291.36	\$18,465.95	\$907,402.97
422 RAINY DAY INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,132,360.09	\$6,637.79	\$148,276.79	\$2,291.36	\$19,767.91	\$1,003,851.21
5. Clearing						
800 PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$65.00	\$65.00
801 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$8,450.53	\$79,703.62	\$8,450.53	\$79,703.62	\$0.00
804 FICA	\$0.05	\$7,336.04	\$67,622.23	\$7,335.91	\$67,622.18	\$0.00
806 STATE	\$0.00	\$3,208.25	\$27,100.81	\$3,110.67	\$28,628.73	\$1,527.92
807 COUNTY	\$0.00	\$1,840.49	\$15,515.43	\$1,778.18	\$16,386.66	\$871.23
808 INSURANCE	(\$1,683.89)	\$7,516.45	\$40,719.09	\$3,747.58	\$33,710.88	(\$8,692.10)
809 DEFERRED COMP	\$0.00	\$600.00	\$5,560.00	\$600.00	\$5,560.00	\$0.00
810 UNITED WAY	\$0.00	\$0.00	\$0.00	\$130.00	\$1,195.00	\$1,195.00
811 EMPLOYEE CONTRIBUTION PERF	\$0.00	\$666.94	\$2,960.06	\$666.94	\$2,960.06	\$0.00
812 ROTH IRA	\$0.00	\$560.00	\$4,640.00	\$560.00	\$4,640.00	\$0.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$500.00	\$4,450.00	\$500.00	\$4,450.00	\$0.00
814 GARNISHMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	(\$1,683.84)	\$30,678.70	\$248,271.24	\$26,879.81	\$244,922.13	(\$5,032.95)
Grand Total	\$3,332,940.09	\$240,786.43	\$2,318,128.68	\$92,697.09	\$2,002,729.94	\$3,017,541.35

Total all banks = \$3,017,541.35

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 8/21/2024 To 9/18/2024

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
1. Personal Services							
1.11 Salary of Librarian	\$96,450.00	\$0.00	\$96,450.00	\$7,416.48	\$66,628.32	\$29,821.68	30.9
1.12 Salary of Assistants (Salary and Wage Overflow)	\$1,110,000.00	\$0.00	\$1,110,000.00	\$82,531.11	\$760,502.81	\$349,497.19	31.5
1.14 Wages of Janitors	\$86,000.00	\$0.00	\$86,000.00	\$6,745.45	\$61,297.73	\$24,702.27	28.7
1.15 Additional Hours (750)	\$8,000.00	\$0.00	\$8,000.00	\$56.25	\$3,090.07	\$4,909.93	61.4
1.21 Employer's Share FICA	\$101,000.00	\$0.00	\$101,000.00	\$7,335.82	\$67,621.87	\$33,378.13	33.0
1.22 Unemployment Compensation	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
1.23 Employer's Contribution PERF - Library	\$113,000.00	\$0.00	\$113,000.00	\$5,165.68	\$70,927.04	\$42,072.96	37.2
1.231 Employer's contribution PERF - Employee	\$32,000.00	\$0.00	\$32,000.00	\$5,150.48	\$22,765.30	\$9,234.70	28.9
1.24 Employer's Contribution Group Health	\$210,000.00	\$0.00	\$210,000.00	\$32,435.87	\$143,470.51	\$66,529.49	31.7
1.25 Employer's Contribution Life Ins.	\$11,500.00	\$0.00	\$11,500.00	\$808.17	\$5,629.71	\$5,870.29	51.0
1.26 Employer's Contribution STD	\$11,000.00	\$0.00	\$11,000.00	\$970.67	\$8,618.21	\$2,381.79	21.7
1.27 Employer's Contribution LTD	\$12,000.00	\$0.00	\$12,000.00	\$1,021.16	\$8,296.76	\$3,703.24	30.9
1.28 Employer's Contribution Dental	\$6,100.00	\$0.00	\$6,100.00	\$574.45	\$4,962.19	\$1,137.81	18.7
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	\$750.00	\$0.00	\$750.00	\$108.49	\$471.76	\$278.24	37.1
Subtotal	\$1,801,300.00		\$1,801,300.00	\$150,320.08	\$1,224,282.28	\$577,017.72	32.0
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	\$30.92	\$12,273.19	\$13,726.81	52.8
2.21 Operating/Cleaning/Sanitation Supplies	\$13,000.00	\$0.00	\$13,000.00	\$768.80	\$14,991.97	(\$1,991.97)	-15.3
Subtotal	\$39,001.00		\$39,001.00	\$799.72	\$27,265.16	\$11,735.84	30.1

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charge							
3.11 Consulting Services	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
3.12 Engineering and Architectural Services	\$1.00	\$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	\$1,220.84	(\$220.84)	-22.1
3.14 Other Professional Services	\$22,000.00	\$0.00	\$22,000.00	\$213.20	\$15,816.03	\$6,183.97	28.1
3.141 Contracted Labor for Grounds	\$13,000.00	\$0.00	\$13,000.00	\$100.00	\$7,900.44	\$5,099.56	39.2
3.145 Databases	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$8,923.17	\$1,076.83	10.8
3.146 Electronic Materials	\$38,000.00	\$0.00	\$38,000.00	\$5,546.80	\$36,875.03	\$1,124.97	3.0
3.21 Telephone and Fax	\$5,000.00	\$0.00	\$5,000.00	\$394.55	\$2,972.78	\$2,027.22	40.5
3.211 Telephone - Markle	\$900.00	\$0.00	\$900.00	\$32.60	\$450.38	\$449.62	50.0
3.213 ENA - E-Rate Funding / Huntington	\$5,725.00	\$0.00	\$5,725.00	\$242.00	\$3,025.00	\$2,700.00	47.2
3.2131 ENA - E-Rate Funding / Markle	\$3,500.00	\$0.00	\$3,500.00	\$170.00	\$2,125.00	\$1,375.00	39.3
3.22 Postage and Shipping	\$800.00	\$0.00	\$800.00	\$0.00	\$328.70	\$471.30	58.9
3.23 Traveling Expense	\$3,500.00	\$0.00	\$3,500.00	\$261.76	\$1,196.48	\$2,303.52	65.8
3.24 Professional Development	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$7,732.53	\$1,267.47	14.1
3.31 Advertising and Public Notices	\$12,000.00	\$0.00	\$12,000.00	\$288.00	\$8,900.16	\$3,099.84	25.8
3.41 Official Bonds	\$500.00	\$0.00	\$500.00	\$0.00	\$657.00	(\$157.00)	-31.4
3.42 Operational Insurance	\$46,500.00	\$0.00	\$46,500.00	\$0.00	\$1,491.32	\$45,008.68	96.8
3.51 Gas Huntington	\$14,000.00	\$0.00	\$14,000.00	\$210.31	\$7,498.93	\$6,501.07	46.4
3.511 Gas Markle	\$1,200.00	\$0.00	\$1,200.00	\$38.48	\$571.49	\$628.51	52.4
3.52 Electricity Huntington (Utilities Overflow)	\$65,000.00	\$0.00	\$65,000.00	\$12,577.57	\$40,763.36	\$24,236.64	37.3
3.521 Electricity Markle	\$3,300.00	\$0.00	\$3,300.00	\$0.00	\$1,733.22	\$1,566.78	47.5
3.53 Water Huntington	\$3,000.00	\$0.00	\$3,000.00	\$265.92	\$2,559.12	\$440.88	14.7
3.531 Water Markle	\$350.00	\$0.00	\$350.00	\$54.18	\$213.36	\$136.64	39.0
3.54 Sewer and Waste Huntington	\$6,000.00	\$0.00	\$6,000.00	\$767.72	\$4,565.39	\$1,434.61	23.9
3.541 Sewer and WasteMarkle	\$350.00	\$0.00	\$350.00	\$44.78	\$226.61	\$123.39	35.3

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.62 Equipment Repair and Maintenance	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$4,951.18	(\$951.18)	-23.8
3.621 Equipment Leasing and Maintenance	\$15,500.00	\$0.00	\$15,500.00	\$1,846.21	\$11,614.83	\$3,885.17	25.1
3.622 Contracted Facility Maintenance	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$18,663.59	(\$1,663.59)	-9.8
3.623 Technology License Agreements	\$14,000.00	\$0.00	\$14,000.00	\$3,010.46	\$17,664.50	(\$3,664.50)	-26.2
3.624 Technology Maintenance	\$12,500.00	\$0.00	\$12,500.00	\$450.00	\$2,851.25	\$9,648.75	77.2
3.625 ILS Maintenance and Contract	\$45,000.00	\$0.00	\$45,000.00	\$0.00	\$44,943.73	\$56.27	0.1
3.63 Building Repair and Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
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	\$175.00	\$2,325.00	93.0
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	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
Subtotal	\$375,132.00		\$375,132.00	\$26,514.54	\$258,610.42	\$116,521.58	31.1
4. Capitol Outlays							
4 Other Capital Outlays	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.1 Land	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
4.2 Buildings	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
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	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$3,293.42	\$4,706.58	58.8
4.42 Technology Equipment	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$2,281.14	\$6,718.86	74.7
4.43 Computer Technology Upgrade	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$7,546.21	\$2,453.79	24.5
4.5 Books	\$103,000.00	\$0.00	\$103,000.00	\$14,235.18	\$86,536.57	\$16,463.43	16.0
4.6 Periodicals and Newspapers	\$8,000.00	\$0.00	\$8,000.00	\$66.00	\$8,982.98	(\$982.98)	-12.3
4.71 Audio-visual Materials	\$22,050.00	\$0.00	\$22,050.00	\$1,510.75	\$14,472.82	\$7,577.18	34.4
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</i>
4.79 Other Collections	\$750.00	\$0.00	\$750.00	\$0.00	\$234.77	\$515.23	68.7
4.8 Materials Processing	\$14,000.00	\$0.00	\$14,000.00	\$852.36	\$7,729.40	\$6,270.60	44.8
Subtotal	\$174,804.00		\$174,804.00	\$16,664.31	\$131,077.31	\$43,726.69	25.0
Grand Total	\$2,390,237.00	\$0.00	\$2,390,237.00	\$194,298.65	\$1,641,235.17	\$749,001.83	31.3

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 8/21/2024 To 9/18/2024

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
4. Capital Outlays							
4 Other Capital Outlays	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
4.2 Buildings	\$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 8/21/2024 To 9/18/2024

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
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
3.62 Equipment Repair and Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.622 Contracted Facility Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.63 Building Repair and Improvements	\$30,650.00	\$0.00	\$30,650.00	\$6,637.79	\$16,862.79	\$13,787.21	45.0
Subtotal	\$60,650.00		\$60,650.00	\$6,637.79	\$16,862.79	\$43,787.21	72.2
4. Capital Outlays							
4 Other Capital Outlays	\$123,000.00	\$0.00	\$123,000.00	\$0.00	\$0.00	\$123,000.00	100.0
4.2 Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
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	\$285,750.00	\$0.00	\$285,750.00	\$0.00	\$131,414.00	\$154,336.00	54.0
4.4 Furniture and Equipment	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.0
4.42 Technology Equipment	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	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</i>
	\$538,750.00		\$538,750.00	\$0.00	\$131,414.00	\$407,336.00	75.6
Subtotal	\$538,750.00		\$538,750.00	\$0.00	\$131,414.00	\$407,336.00	75.6
Grand Total	\$626,900.00	\$0.00	\$626,900.00	\$6,637.79	\$148,276.79	\$478,623.21	76.3

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