

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees  
October 16th, 2024  
5:15pm

## 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 - agenda item requested by Archie Lintz
  - b. Other
9. New Business
  - a. Policy Updates
    - i. Donations and Memorials
    - ii. Homebound Delivery
  - b. Other
10. Board Education - Keefer Center Strategy and Goals
11. Adjournment

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

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

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

**Absent:** Sue Jepsen, Jessica Mankey

**Visitors:** Cassidy Dehaven, Archie Linz

## **Adoption of the 2025 Budget**

### **1. Call to Order**

Doug called the budget adoption meeting to order

### **2. Budget Adoption**

Jamie moved to adopt the 2025 budget, Daryl seconded, motion carried, and the trustees also signed the budget form for a written vote to approve.

### **3. Adjournment**

## **Regular Meeting**

### **1. Call to Order**

Doug called the meeting to order at 5:18 PM.

### **2. Reading and Approval of Minutes**

Jamie moved to approve the minutes, Rebekah seconded, motion carried.

### **3. Reading and Approval of Financial Report and Bills**

Daryl moved to approve, Terri seconded, motion carried.

### **4. Report of the Librarian**

Bekah highlighted items from her Director's report. She gave us a copy of the article

spotlighting the library that appeared in *The Plain Dealer* on August 29, 2024. She also showed us renderings of the proposed cafe area; she expects price quotes soon.

#### **5. Committee Reports**

None

#### **6. Communications**

None

#### **7. Public Input**

Archie Linz shared some reasons that he is encouraging the library to subscribe to *The Epoch Times*.

#### **8. Unfinished Business**

##### **a. Epoch Times Issue Consideration**

Rebekah moved that the library not subscribe to *The Epoch Times*, Daryl seconded, motion carried with one dissenting vote.

#### **9. New Business**

##### **a. Policy Updates**

###### **i. Privacy Policy**

Terri moved to approve the changes to the privacy policy, Daryl seconded, motion carried.

###### **ii. Records Retention**

Rebakah moved to approve the changes to the records retention policy, Terri seconded, motion carried.

##### **b. Other**

None

#### **10. Adjournment**

Daryl moved to adjourn the meeting at 5:55 PM, Terri seconded, motion carried.

Huntington City-Township Public Library  
October 2024

**Director's Report**

- We are currently working through an employee engagement survey. The deadline for staff responses is October 18th. The results will be presented to the staff at our November 6th staff meeting. Summarized results will be presented to the Board before the end of the year. We will then use these results to determine the next steps in staff development and procedure changes to improve any areas of concern that we might identify.
- A work group is currently working on the internal training initiative outlined in the strategic plan. Our first priority is to create a comprehensive and consistent onboarding and orientation process. We hope to have this completed in the spring.
- All 2025 budget documents have been successfully submitted to the state. We will get an official budget certification in late December.
- We will be holding our last staff in-service day on November 6th from 8am-noon. Both library locations will be closed until 1:00pm on this day.
- Several staff members will be attending the Indiana Library Federation Annual Conference November 18th and 19th.

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

Report Dates = **9/18/2024 to 10/16/2024**

<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>
<b>1. Operating Fund</b>						
100 OPERATING	\$1,887,205.22	\$152,071.52	\$2,042,761.34	\$59,502.91	\$1,768,065.93	\$1,612,509.81
<b>Subtotal</b>	<b>\$1,887,205.22</b>	<b>\$152,071.52</b>	<b>\$2,042,761.34</b>	<b>\$59,502.91</b>	<b>\$1,768,065.93</b>	<b>\$1,612,509.81</b>
<b>2. Special Revenue</b>						
200 GIFT (REGULAR)	\$179,093.81	\$228.19	\$7,917.07	\$480.56	\$11,323.53	\$182,500.27
201 FRIENDS OF THE LIBRARY	\$8,786.45	\$224.52	\$8,589.56	\$104.58	\$2,017.92	\$2,214.81
202 LITERACY	\$21,760.79	\$0.00	\$39.00	\$48.59	\$566.24	\$22,288.03
203 GIFT - B. JOAN KEEFER CENTER	\$46,076.73	\$0.00	\$858.21	\$145.76	\$5,804.31	\$51,022.83
204 B JOAN KEEFER CENTER INVESMENT - 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	\$98.59	\$4,713.98	\$2,537.54
206 JOAN B. KEEFER CENTER MEMORIAL	\$0.00	\$0.00	\$0.00	\$175.00	\$175.00	\$175.00
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	\$98.59	\$1,979.90	\$11,176.57
276 STATE TECH GRANT FUND	\$10,793.77	\$0.00	\$0.00	\$98.50	\$8,253.85	\$19,047.62
277 IND. STATE STUDENT ASSISTANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
280 ALA GRANT 2023	\$10,000.00	\$0.00	\$8,800.00	\$0.00	\$0.00	\$1,200.00
281 AGING GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
<b>Subtotal</b>	<b>\$315,058.62</b>	<b>\$452.71</b>	<b>\$31,343.54</b>	<b>\$1,250.17</b>	<b>\$39,834.73</b>	<b>\$323,549.81</b>
<b>4. Capital Projects</b>						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$95,146.28	\$0.00	\$0.00	\$181.39	\$1,674.95	\$96,821.23
401 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
421 RAINY DAY FUND	\$1,037,213.81	\$0.00	\$148,276.79	\$1,913.35	\$22,601.20	\$911,538.22
422 RAINY DAY INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$1,132,360.09</b>	<b>\$0.00</b>	<b>\$148,276.79</b>	<b>\$2,094.74</b>	<b>\$24,276.15</b>	<b>\$1,008,359.45</b>
<b>5. Clearing</b>						
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	\$8,644.66	\$88,348.28	\$8,644.66	\$88,348.28	\$0.00
804 FICA	\$0.05	\$7,435.76	\$75,057.99	\$7,435.76	\$75,057.94	\$0.00
806 STATE	\$0.00	\$3,099.41	\$30,200.22	\$3,160.48	\$31,789.21	\$1,588.99
807 COUNTY	\$0.00	\$1,768.19	\$17,283.62	\$1,797.51	\$18,184.17	\$900.55
808 INSURANCE	(\$1,683.89)	\$3,061.73	\$43,780.82	\$3,916.61	\$37,627.49	(\$7,837.22)
809 DEFERRED COMP	\$0.00	\$600.00	\$6,160.00	\$600.00	\$6,160.00	\$0.00
810 UNITED WAY	\$0.00	\$0.00	\$0.00	\$130.00	\$1,325.00	\$1,325.00
811 EMPLOYEE CONTRIBUTION PERF	\$0.00	\$674.65	\$3,634.71	\$674.65	\$3,634.71	\$0.00
812 ROTH IRA	\$0.00	\$560.00	\$5,200.00	\$560.00	\$5,200.00	\$0.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$500.00	\$4,950.00	\$500.00	\$4,950.00	\$0.00
814 GARNISHMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>(\$1,683.84)</b>	<b>\$26,344.40</b>	<b>\$274,615.64</b>	<b>\$27,419.67</b>	<b>\$272,341.80</b>	<b>(\$3,957.68)</b>

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

<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>Grand Total</b>	\$3,332,940.09	\$178,868.63	\$2,496,997.31	\$90,267.49	\$2,104,518.61	\$2,940,461.39

**Total all banks = \$2,940,461.39**

# Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 9/18/2024 To 10/16/2024

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<b>1. Personal Services</b>							
1.11 Salary of Librarian	\$96,450.00	\$0.00	\$96,450.00	\$7,416.48	\$74,044.80	\$22,405.20	23.2
1.12 Salary of Assistants (Salary and Wage Overflow)	\$1,110,000.00	\$0.00	\$1,110,000.00	\$82,280.45	\$842,783.26	\$267,216.74	24.1
1.14 Wages of Janitors	\$86,000.00	\$0.00	\$86,000.00	\$7,328.16	\$68,625.89	\$17,374.11	20.2
1.15 Additional Hours (750)	\$8,000.00	\$0.00	\$8,000.00	\$1,029.60	\$4,119.67	\$3,880.33	48.5
1.21 Employer's Share FICA	\$101,000.00	\$0.00	\$101,000.00	\$7,435.69	\$75,057.56	\$25,942.44	25.7
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	\$8,193.29	\$79,120.33	\$33,879.67	30.0
1.231 Employer's contribution PERF - Employee	\$32,000.00	\$0.00	\$32,000.00	\$2,194.65	\$24,959.95	\$7,040.05	22.0
1.24 Employer's Contribution Group Health	\$210,000.00	\$0.00	\$210,000.00	\$16,758.76	\$160,229.27	\$49,770.73	23.7
1.25 Employer's Contribution Life Ins.	\$11,500.00	\$0.00	\$11,500.00	\$256.40	\$5,886.11	\$5,613.89	48.8
1.26 Employer's Contribution STD	\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$8,618.21	\$2,381.79	21.7
1.27 Employer's Contribution LTD	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$8,296.76	\$3,703.24	30.9
1.28 Employer's Contribution Dental	\$6,100.00	\$0.00	\$6,100.00	\$574.45	\$5,536.64	\$563.36	9.2
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	\$0.00	\$471.76	\$278.24	37.1
<b>Subtotal</b>	<b>\$1,801,300.00</b>		<b>\$1,801,300.00</b>	<b>\$133,467.93</b>	<b>\$1,357,750.21</b>	<b>\$443,549.79</b>	<b>24.6</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	\$0.00	\$13,082.70	\$12,917.30	49.7
2.21 Operating/Cleaning/Sanitation Supplies	\$13,000.00	\$0.00	\$13,000.00	\$173.93	\$15,165.90	(\$2,165.90)	-16.7
<b>Subtotal</b>	<b>\$39,001.00</b>		<b>\$39,001.00</b>	<b>\$173.93</b>	<b>\$28,248.60</b>	<b>\$10,752.40</b>	<b>27.6</b>

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<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	\$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	\$265.00	\$14,009.64	\$7,990.36	36.3
3.141	Contracted Labor for Grounds	\$13,000.00	\$0.00	\$13,000.00	\$165.00	\$8,065.44	\$4,934.56	38.0
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	\$119.70	\$36,994.73	\$1,005.27	2.6
3.21	Telephone and Fax	\$5,000.00	\$0.00	\$5,000.00	\$120.55	\$3,093.33	\$1,906.67	38.1
3.211	Telephone - Markle	\$900.00	\$0.00	\$900.00	\$0.00	\$450.38	\$449.62	50.0
3.213	ENA - E-Rate Funding / Huntington	\$5,725.00	\$0.00	\$5,725.00	\$0.00	\$3,025.00	\$2,700.00	47.2
3.2131	ENA - E-Rate Funding / Markle	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$2,125.00	\$1,375.00	39.3
3.22	Postage and Shipping	\$800.00	\$0.00	\$800.00	\$0.00	\$613.77	\$186.23	23.3
3.23	Traveling Expense	\$3,500.00	\$0.00	\$3,500.00	\$248.96	\$1,445.44	\$2,054.56	58.7
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	\$870.00	\$9,770.16	\$2,229.84	18.6
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	\$337.74	\$7,836.67	\$6,163.33	44.0
3.511	Gas Markle	\$1,200.00	\$0.00	\$1,200.00	\$19.24	\$590.73	\$609.27	50.8
3.52	Electricity Huntington (Utilities Overflow)	\$65,000.00	\$0.00	\$65,000.00	\$5,709.59	\$46,472.95	\$18,527.05	28.5
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	\$263.08	\$2,822.20	\$177.80	5.9
3.531	Water Markle	\$350.00	\$0.00	\$350.00	\$0.00	\$213.36	\$136.64	39.0
3.54	Sewer and Waste Huntington	\$6,000.00	\$0.00	\$6,000.00	\$619.53	\$5,184.92	\$815.08	13.6
3.541	Sewer and Waste Markle	\$350.00	\$0.00	\$350.00	\$0.00	\$226.61	\$123.39	35.3



<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</i>
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	\$1,129.73	\$12,744.56	\$2,755.44	17.8
3.622 Contracted Facility Maintenance	\$17,000.00	\$0.00	\$17,000.00	\$2,642.50	\$21,306.09	(\$4,306.09)	-25.3
3.623 Technology License Agreements	\$14,000.00	\$0.00	\$14,000.00	\$4,530.36	\$22,626.32	(\$8,626.32)	-61.6
3.624 Technology Maintenance	\$12,500.00	\$0.00	\$12,500.00	\$0.00	\$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	#Numl:
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
<b>Subtotal</b>	<b>\$375,132.00</b>		<b>\$375,132.00</b>	<b>\$17,040.98</b>	<b>\$274,296.54</b>	<b>\$100,835.46</b>	<b>26.9</b>
<b>4. Capitol Outlays</b>							
4 Other Capital Outlays	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Numl:
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	\$317.61	\$86,854.18	\$16,145.82	15.7
4.6 Periodicals and Newspapers	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$8,982.98	(\$982.98)	-12.3
4.71 Audio-visual Materials	\$22,050.00	\$0.00	\$22,050.00	\$1,006.07	\$15,478.89	\$6,571.11	29.8
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	\$0.00	\$7,729.40	\$6,270.60	44.8
4.9 PLAC CARDS	\$0.00	\$0.00	\$0.00	\$65.00	\$65.00	(\$65.00)	#Div/0!
<b>Subtotal</b>	<b>\$174,804.00</b>		<b>\$174,804.00</b>	<b>\$1,388.68</b>	<b>\$132,465.99</b>	<b>\$42,338.01</b>	<b>24.2</b>
<b>Grand Total</b>	<b>\$2,390,237.00</b>	<b>\$0.00</b>	<b>\$2,390,237.00</b>	<b>\$152,071.52</b>	<b>\$1,792,761.34</b>	<b>\$597,475.66</b>	<b>25.0</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 9/18/2024 To 10/16/2024

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<b>4. Capital Outlays</b>							
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
<b>Subtotal</b>	<b>\$40,241.00</b>		<b>\$40,241.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40,241.00</b>	<b>100.0</b>
<b>Grand Total</b>	<b>\$40,241.00</b>	<b>\$0.00</b>	<b>\$40,241.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40,241.00</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 9/18/2024 To 10/16/2024

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<b>1. Personal Services</b>							
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
<b>Subtotal</b>	<b>\$22,500.00</b>		<b>\$22,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,500.00</b>	<b>100.0</b>
<b>2. Supplies</b>							
2.21 Operating/Cleaning/Sanitation Supplies	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
<b>Subtotal</b>	<b>\$5,000.00</b>		<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>100.0</b>
<b>3. Other Services and Charge</b>							
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	\$0.00	\$16,862.79	\$13,787.21	45.0
<b>Subtotal</b>	<b>\$60,650.00</b>		<b>\$60,650.00</b>	<b>\$0.00</b>	<b>\$16,862.79</b>	<b>\$43,787.21</b>	<b>72.2</b>
<b>4. Capital Outlays</b>							
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>
	Subtotal	\$538,750.00	\$538,750.00	\$0.00	\$131,414.00	\$407,336.00	75.6
	<b>Grand Total</b>	\$626,900.00	\$626,900.00	\$0.00	\$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.