

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
January 15th, 2025
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. Change to Appropriation Resolution
 - b. Approve Changes to Appropriation
4. Report of the Librarian
5. Committee Reports
6. Communications
7. Public Input
8. Unfinished Business
 - a. Other
9. New Business
 - a. Policy Review
 - i. Computer and Internet Use (annual update, no changes)
 - ii. Community Room Use
 - iii. Library of Things
 - b. Changes to Personnel Handbook
 - c. Other
10. Adjournment

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

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

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

Absent: Jamie Hoffman

Visitors: Hank Miller, Eric Fry, Devon Henderson, David E. Ferguson, Sr.

Regular Meeting

1. **Call to Order:** Doug called the meeting to order.
2. **Reading and Approval of Minutes:** Sue motioned to approve the minutes with the corrections, Terri seconded. Minutes approved.
3. **Reading and Approval of Financial Report and Bills:** Daryl motioned to approve the financial report and bills. Jessica seconded. Financial Report and Bills approved.
4. **Report of the Librarian:** Beka updated us on personnel adjustments. Cafe updates have been settled. Beka gave update reminders on the holiday closing.
5. **Committee Reports:** None
6. **Communications:** None
7. **Public Input:** Hank offered comments.
8. **Unfinished Business**
 - a. **Information Related to Public Comments from 11/20:** Beka responded to the questions that were asked in last month's meeting.
 - b. **Other:** None
9. **New Business**
 - a. **Policy Updates**
 - i. **Capital Assets:** Beka noted that this is a policy renewal with no

updates. Jessica moved to approve the policy, Daryl seconded. Policy approved.

ii. Emergency Closure: Beka noted updates and changes to the policy. Terri motioned to approve. Rebekah seconded. Policy approved.

b. Maintenance Supervisor Position Change

i. Compensation Plan: Beka updated the compensation plan to correlate to the job description and explained how those changes impacted pay scale. Sue motioned to approve the compensation plan, Daryl seconded. Plan approved.

ii. Job Description: Beka outlined the updates to this job description transitioning the Maintenance Supervisor position to a Maintenance Manager position.

c. 2025 Salary Schedule Approval: Beka explained the updates to the schedule. Terri motioned to approve the salary schedule, Daryl seconded. Salary schedule approved.

d. Other: Rebekah motioned to approve the increase for the dental insurance. Daryl seconded. Motion approved.

10. Board Education - Employee Engagement Survey Results: Beka overviewed the results and answered questions from the board and shared a plan for solutions.

Doug thanked the board for their work over the year.

11. Adjournment: Jessica motioned to adjourn. Rebekah seconded. Meeting adjourned.

Huntington City-Township Public Library
January 2025

Director's Report

- We are working through strategic planning for the Children's Department to help them define purpose, values, and goals for the department.
- We are also working on strategic planning and reorganization for our Communications Specialist and Outreach Specialist to better define job duties and to create useful procedures and expectations.
- We have met with our landscaper to talk about revising the landscaping to create an educational garden with native plants and informational signage. He has also offered to host classes and programs when we get everything in place. We will likely need to get some grant money for the bulk of this project.
- We are planning for our Summer Library Program. The program this year will be themed around Sherlock Holmes. We have some great ideas for mystery and puzzle related programs and activities. The summer program will start May 27th and conclude July 19th.
- We are continuing to work on ongoing projects including; creating a designated space in the Keefer Center for Miami history, establishing a new orientation and onboarding program, establishing communication strategies and expectations, and setting up the new cafe area.
- We are establishing a new work team that will focus on prioritizing and tracking library projects to ensure that we are using our resources and staff time effectively. This team will eventually be tasked with monitoring projects and guiding them through completion as well as setting quarterly project priorities.
- I have made arrangements to have our Board meetings listed on the public meetings calendar on the city/county website.

Financial Report
Huntington City-Township Public Library

Report Dates = **12/18/2024 to 12/31/2024**

<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	\$106,926.37	\$2,571,181.41	\$4,361.35	\$2,536,039.32	\$1,852,063.13
Subtotal	\$1,887,205.22	\$106,926.37	\$2,571,181.41	\$4,361.35	\$2,536,039.32	\$1,852,063.13
2. Special Revenue						
200 GIFT (REGULAR)	\$179,093.81	\$0.00	\$9,371.83	\$328.83	\$12,205.82	\$181,927.80
201 FRIENDS OF THE LIBRARY	\$8,786.45	\$0.00	\$11,227.65	\$141.07	\$11,250.90	\$8,809.70
202 LITERACY	\$21,760.79	\$0.00	\$39.00	\$41.07	\$904.22	\$22,626.01
203 GIFT - B. JOAN KEEFER CENTER	\$46,076.73	\$0.00	\$2,584.67	\$123.20	\$7,212.40	\$50,704.46
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	\$5,251.33	\$103.64	\$4,921.90	\$2,097.42
206 JOAN B. KEEFER CENTER MEMORIAL	\$0.00	\$0.00	\$0.00	\$0.00	\$945.00	\$945.00
207 BRIDGE-DICKEY INVESTMENT 08/2012	\$24,870.19	\$0.00	\$598.19	\$1,271.36	\$1,271.36	\$25,543.36
208 BRIDGE-DICKEY FUND	\$2,053.36	\$0.00	\$0.00	\$0.00	\$0.00	\$2,053.36
209 OUTREACH	\$9,196.67	\$0.00	\$0.00	\$91.07	\$2,167.88	\$11,364.55
276 STATE TECH GRANT FUND	\$10,793.77	\$0.00	\$0.00	\$91.07	\$8,441.83	\$19,235.60
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	\$4,809.45	\$0.00	\$5,000.00	\$190.55
Subtotal	\$315,058.62	\$0.00	\$42,682.12	\$2,191.31	\$54,321.31	\$326,697.81
4. Capital Projects						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$95,146.28	\$0.00	\$0.00	\$168.21	\$2,191.62	\$97,337.90
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	\$159,499.93	\$1,593.43	\$25,985.84	\$903,699.72
422 RAINY DAY INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,132,360.09	\$0.00	\$159,499.93	\$1,761.64	\$28,177.46	\$1,001,037.62
5. Clearing						
800 PLAC FUND	\$0.00	\$130.00	\$195.00	\$0.00	\$195.00	\$0.00
801 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$4,180.84	\$115,156.27	\$4,180.84	\$115,156.27	\$0.00
804 FICA	\$0.05	\$3,614.11	\$97,513.11	\$3,614.11	\$97,513.06	\$0.00
806 STATE	\$0.00	\$3,086.98	\$41,359.60	\$1,543.88	\$41,359.60	\$0.00
807 COUNTY	\$0.00	\$1,742.51	\$23,610.75	\$871.71	\$23,610.75	\$0.00
808 INSURANCE	(\$1,683.89)	\$0.00	\$55,567.47	\$1,912.07	\$49,377.32	(\$7,874.04)
809 DEFERRED COMP	\$0.00	\$300.00	\$7,960.00	\$300.00	\$7,960.00	\$0.00
810 UNITED WAY	\$0.00	\$1,715.00	\$1,715.00	\$65.00	\$1,715.00	\$0.00
811 EMPLOYEE CONTRIBUTION PERF	\$0.00	\$479.87	\$5,839.32	\$479.87	\$5,839.32	\$0.00
812 ROTH IRA	\$0.00	\$280.00	\$6,880.00	\$280.00	\$6,880.00	\$0.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$250.00	\$6,450.00	\$250.00	\$6,450.00	\$0.00
814 GARNISHMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	(\$1,683.84)	\$15,779.31	\$362,246.52	\$13,497.48	\$356,056.32	(\$7,874.04)

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>
Grand Total	\$3,332,940.09	\$122,705.68	\$3,135,609.98	\$21,811.78	\$2,974,594.41	\$3,171,924.52

Total all banks = \$3,171,924.52

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 12/18/2024 To 12/31/2024

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	\$3,708.24	\$96,294.24	\$155.76	0.2
1.12 Salary of Assistants (Salary and Wage Overflow)	\$1,110,000.00	(\$1,266.00)	\$1,108,734.00	\$41,101.47	\$1,091,223.29	\$17,510.71	1.6
1.14 Wages of Janitors	\$86,000.00	\$0.00	\$86,000.00	\$2,311.50	\$91,721.34	(\$5,721.34)	-6.7
1.15 Additional Hours (750)	\$8,000.00	\$0.00	\$8,000.00	\$550.06	\$6,430.91	\$1,569.09	19.6
1.21 Employer's Share FICA	\$101,000.00	\$0.00	\$101,000.00	\$3,614.14	\$97,512.40	\$3,487.60	3.5
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	\$3,853.30	\$102,956.73	\$10,043.27	8.9
1.231 Employer's contribution PERF - Employee	\$32,000.00	\$0.00	\$32,000.00	\$1,032.14	\$31,344.73	\$655.27	2.0
1.24 Employer's Contribution Group Health	\$210,000.00	\$0.00	\$210,000.00	\$0.00	\$194,379.23	\$15,620.77	7.4
1.25 Employer's Contribution Life Ins.	\$11,500.00	\$0.00	\$11,500.00	\$0.00	\$8,257.94	\$3,242.06	28.2
1.26 Employer's Contribution STD	\$11,000.00	\$564.26	\$11,564.26	\$0.00	\$11,564.26	\$0.00	0.0
1.27 Employer's Contribution LTD	\$12,000.00	\$701.74	\$12,701.74	\$0.00	\$11,561.16	\$1,140.58	9.0
1.28 Employer's Contribution Dental	\$6,100.00	\$0.00	\$6,100.00	\$0.00	\$6,801.74	(\$701.74)	-11.5
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	\$750.00	\$0.00	\$750.00	\$0.00	\$649.89	\$100.11	13.3
Subtotal	\$1,801,300.00	\$0.00	\$1,801,300.00	\$56,170.85	\$1,750,697.86	\$50,602.14	2.8
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	(\$5,158.67)	\$20,841.33	\$0.00	\$16,998.54	\$3,842.79	18.4
2.21 Operating/Cleaning/Sanitation Supplies	\$13,000.00	\$5,158.67	\$18,158.67	\$0.00	\$18,158.67	\$0.00	0.0
Subtotal	\$39,001.00	\$0.00	\$39,001.00	\$0.00	\$35,157.21	\$3,843.79	9.9

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<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 Architectural Services	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
3.13	Legal Services	\$1,000.00	\$546.34	\$1,546.34	\$0.00	\$1,546.34	\$0.00	0.0
3.14	Other Professional Services	\$22,000.00	(\$6,689.45)	\$15,310.55	\$0.00	\$14,467.39	\$843.16	5.5
3.141	Contracted Labor for Grounds	\$13,000.00	\$0.00	\$13,000.00	\$0.00	\$10,030.44	\$2,969.56	22.8
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	\$508.66	\$38,508.66	\$0.00	\$38,508.66	\$0.00	0.0
3.21	Telephone and Fax	\$5,000.00	\$0.00	\$5,000.00	\$120.55	\$4,276.98	\$723.02	14.5
3.211	Telephone - Markle	\$900.00	\$0.00	\$900.00	\$0.00	\$552.02	\$347.98	38.7
3.213	ENA - E-Rate Funding / Huntington	\$5,725.00	\$0.00	\$5,725.00	\$0.00	\$3,751.00	\$1,974.00	34.5
3.2131	ENA - E-Rate Funding / Markle	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$2,635.00	\$865.00	24.7
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	\$0.00	\$1,845.44	\$1,654.56	47.3
3.24	Professional Development	\$9,000.00	\$1,704.20	\$10,704.20	\$0.00	\$10,704.20	\$0.00	0.0
3.31	Advertising and Public Notices	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$9,910.16	\$2,089.84	17.4
3.41	Official Bonds	\$500.00	\$157.00	\$657.00	\$0.00	\$657.00	\$0.00	0.0
3.42	Operational Insurance	\$46,500.00	\$3,042.85	\$49,542.85	\$48,051.53	\$49,542.85	\$0.00	0.0
3.51	Gas Huntington	\$14,000.00	(\$4,145.65)	\$9,854.35	\$1,355.66	\$9,854.35	\$0.00	0.0
3.511	Gas Markle	\$1,200.00	\$0.00	\$1,200.00	\$101.61	\$736.13	\$463.87	38.7
3.52	Electricity Huntington (Utilities Overflow)	\$65,000.00	(\$9,560.50)	\$55,439.50	\$0.00	\$55,097.82	\$341.68	0.6
3.521	Electricity Markle	\$3,300.00	\$0.00	\$3,300.00	\$0.00	\$2,719.88	\$580.12	17.6
3.53	Water Huntington	\$3,000.00	\$320.07	\$3,320.07	\$0.00	\$3,320.07	\$0.00	0.0
3.531	Water Markle	\$350.00	\$0.00	\$350.00	\$0.00	\$291.36	\$58.64	16.8
3.54	Sewer and Waste Huntington	\$6,000.00	\$410.33	\$6,410.33	\$0.00	\$6,410.33	\$0.00	0.0
3.541	Sewer and Waste Markle	\$350.00	\$0.00	\$350.00	\$0.00	\$298.77	\$51.23	14.6

<i>Account #</i>	<i>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	\$5,555.53	\$9,555.53	\$0.00	\$9,555.53	\$0.00	0.0	
3.621	Equipment Leasing and Maintenance	\$15,500.00	\$4,328.97	\$19,828.97	\$1,126.17	\$19,828.97	\$0.00	0.0	
3.622	Contracted Facility Maintenance	\$17,000.00	\$5,231.53	\$22,231.53	\$0.00	\$22,231.53	\$0.00	0.0	
3.623	Technology License Agreements	\$14,000.00	\$8,626.32	\$22,626.32	\$0.00	\$22,626.32	\$0.00	0.0	
3.624	Technology Maintenance	\$12,500.00	(\$8,205.80)	\$4,294.20	\$0.00	\$4,294.17	\$0.03	0.0	
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	#Numi	
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	(\$1,830.40)	\$669.60	\$0.00	\$374.00	\$295.60	44.1	
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	\$0.00	\$375,132.00	\$50,755.52	\$360,547.38	\$14,584.62	3.9	
4. Capitol Outlays									
4	Other Capital Outlays	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Numi	
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	(\$2,367.30)	\$5,632.70	\$0.00	\$5,632.70	\$0.00	0.0	
4.42	Technology Equipment	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$9,000.00	\$0.00	0.0	
4.43	Computer Technology Upgrade	\$10,000.00	(\$2,453.79)	\$7,546.21	\$0.00	\$7,546.21	\$0.00	0.0	
4.5	Books	\$103,000.00	\$10,446.80	\$113,446.80	\$0.00	\$113,446.80	\$0.00	0.0	
4.6	Periodicals and Newspapers	\$8,000.00	\$982.98	\$8,982.98	\$0.00	\$8,982.98	\$0.00	0.0	
4.71	Audio-visual Materials	\$22,050.00	(\$2,153.22)	\$19,896.78	\$0.00	\$19,896.78	\$0.00	0.0	
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	(\$515.23)	\$234.77	\$0.00	\$234.77	\$0.00	0.0
4.8 Materials Processing	\$14,000.00	(\$3,940.24)	\$10,059.76	\$0.00	\$10,038.72	\$21.04	0.2
4.9 PLAC CARDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#N/A
Subtotal	\$174,804.00	\$0.00	\$174,804.00	\$0.00	\$174,778.96	\$25.04	0.0
Grand Total	\$2,390,237.00	\$0.00	\$2,390,237.00	\$106,926.37	\$2,321,181.41	\$69,055.59	2.9

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 **12/18/2024** To **12/31/2024**

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 12/18/2024 To 12/31/2024

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	#Numl
3.622 Contracted Facility Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Numl
3.63 Building Repair and Improvements	\$30,650.00	\$0.00	\$30,650.00	\$0.00	\$19,324.79	\$11,325.21	37.0
Subtotal	\$60,650.00		\$60,650.00	\$0.00	\$19,324.79	\$41,325.21	68.1
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	#Numl
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	(\$2,453.79)	\$7,546.21	\$0.00	\$6,307.35	\$1,238.86	16.4

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
4.43	Computer Technology Upgrade	\$0.00	\$2,453.79	\$2,453.79	\$0.00	\$2,453.79	\$0.00	0.0
	Subtotal	\$538,750.00	\$0.00	\$538,750.00	\$0.00	\$140,175.14	\$398,574.86	74.0
	Grand Total	\$626,900.00	\$0.00	\$626,900.00	\$0.00	\$159,499.93	\$467,400.07	74.6

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 = **1/1/2025 to 1/15/2025**

<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	\$1,852,063.13	\$109,357.24	\$109,357.24	\$61,044.89	\$61,044.89	\$1,803,750.78
Subtotal	\$1,852,063.13	\$109,357.24	\$109,357.24	\$61,044.89	\$61,044.89	\$1,803,750.78
2. Special Revenue						
200 GIFT (REGULAR)	\$181,927.80	\$0.00	\$0.00	\$0.00	\$0.00	\$181,927.80
201 FRIENDS OF THE LIBRARY	\$8,809.70	\$0.00	\$0.00	\$0.00	\$0.00	\$8,809.70
202 LITERACY	\$22,626.01	\$0.00	\$0.00	\$0.00	\$0.00	\$22,626.01
203 GIFT - B. JOAN KEEFER CENTER	\$50,704.46	\$0.00	\$0.00	\$0.00	\$0.00	\$50,704.46
204 B JOAN KEEFER CENTER INVESMENT - UND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
205 GIFT CHILDRENS ROOM	\$2,097.42	\$0.00	\$0.00	\$0.00	\$0.00	\$2,097.42
206 JOAN B. KEEFER CENTER MEMORIAL	\$945.00	\$0.00	\$0.00	\$0.00	\$0.00	\$945.00
207 BRIDGE-DICKEY INVESTMENT 08/2012	\$26,079.77	\$0.00	\$0.00	\$0.00	\$0.00	\$26,079.77
208 BRIDGE-DICKEY FUND	\$1,516.95	\$0.00	\$0.00	\$0.00	\$0.00	\$1,516.95
209 OUTREACH	\$11,364.55	\$0.00	\$0.00	\$0.00	\$0.00	\$11,364.55
276 STATE TECH GRANT FUND	\$19,235.60	\$0.00	\$0.00	\$0.00	\$0.00	\$19,235.60
277 IND. STATE STUDENT ASSISTANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
280 ALA GRANT 2023	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00
281 AGING GRANT	\$190.55	\$0.00	\$0.00	\$0.00	\$0.00	\$190.55
Subtotal	\$326,697.81	\$0.00	\$0.00	\$0.00	\$0.00	\$326,697.81
4. Capital Projects						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$97,337.90	\$0.00	\$0.00	\$0.00	\$0.00	\$97,337.90
401 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
421 RAINY DAY FUND	\$903,699.72	\$0.00	\$0.00	\$0.00	\$0.00	\$903,699.72
422 RAINY DAY INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,001,037.62	\$0.00	\$0.00	\$0.00	\$0.00	\$1,001,037.62
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	\$4,124.83	\$4,124.83	\$4,124.83	\$4,124.83	\$0.00
804 FICA	\$0.00	\$3,630.66	\$3,630.66	\$3,630.66	\$3,630.66	\$0.00
806 STATE	\$0.00	\$0.00	\$0.00	\$1,527.11	\$1,527.11	\$1,527.11
807 COUNTY	\$0.00	\$0.00	\$0.00	\$876.46	\$876.46	\$876.46
808 INSURANCE	(\$7,874.04)	\$3,166.90	\$3,166.90	\$1,912.07	\$1,912.07	(\$9,128.87)
809 DEFERRED COMP	\$0.00	\$300.00	\$300.00	\$300.00	\$300.00	\$0.00
810 UNITED WAY	\$0.00	\$0.00	\$0.00	\$92.00	\$92.00	\$92.00
811 EMPLOYEE CONTRIBUTION PERF	\$0.00	\$476.16	\$476.16	\$476.16	\$476.16	\$0.00
812 ROTH IRA	\$0.00	\$280.00	\$280.00	\$280.00	\$280.00	\$0.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$250.00	\$250.00	\$250.00	\$250.00	\$0.00
814 GARNISHMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	(\$7,874.04)	\$12,228.55	\$12,228.55	\$13,469.29	\$13,469.29	(\$6,633.30)

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>
Grand Total	\$3,171,924.52	\$121,585.79	\$121,585.79	\$74,514.18	\$74,514.18	\$3,124,852.91

Total all banks = \$3,124,852.91

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 1/1/2025 To 1/15/2025

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
1. Personal Services							
1.11 Salary of Librarian	\$99,100.00	\$0.00	\$99,100.00	\$3,731.01	\$3,731.01	\$95,368.99	96.2
1.12 Salary of Assistants (Salary and Wage Overflow)	\$1,177,000.00	\$0.00	\$1,177,000.00	\$41,826.79	\$41,826.79	\$1,135,173.21	96.4
1.14 Wages of Janitors	\$87,500.00	\$0.00	\$87,500.00	\$2,329.70	\$2,329.70	\$85,170.30	97.3
1.21 Employer's Share FICA	\$103,000.00	\$0.00	\$103,000.00	\$3,630.67	\$3,630.67	\$99,369.33	96.5
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	\$114,000.00	\$0.00	\$114,000.00	\$3,884.75	\$3,884.75	\$110,115.25	96.6
1.231 Employer's contribution PERF - Employee	\$33,500.00	\$0.00	\$33,500.00	\$1,040.58	\$1,040.58	\$32,459.42	96.9
1.24 Employer's Contribution Group Health	\$240,000.00	\$0.00	\$240,000.00	\$15,637.13	\$15,637.13	\$224,362.87	93.5
1.25 Employer's Contribution Life Ins.	\$11,750.00	\$0.00	\$11,750.00	\$852.04	\$852.04	\$10,897.96	92.7
1.26 Employer's Contribution STD	\$11,250.00	\$0.00	\$11,250.00	\$949.69	\$949.69	\$10,300.31	91.6
1.27 Employer's Contribution LTD	\$12,250.00	\$0.00	\$12,250.00	\$1,050.56	\$1,050.56	\$11,199.44	91.4
1.28 Employer's Contribution Dental	\$7,250.00	\$0.00	\$7,250.00	\$629.18	\$629.18	\$6,620.82	91.3
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	\$900.00	\$0.00	\$900.00	\$42.49	\$42.49	\$857.51	95.3
Subtotal	\$1,901,000.00		\$1,901,000.00	\$75,604.59	\$75,604.59	\$1,825,395.41	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	\$17,000.00	\$0.00	\$17,000.00	\$739.68	\$739.68	\$16,260.32	95.6
2.21 Operating/Cleaning/Sanitation Supplies	\$22,000.00	\$0.00	\$22,000.00	\$300.71	\$300.71	\$21,699.29	98.6
Subtotal	\$39,001.00		\$39,001.00	\$1,040.39	\$1,040.39	\$37,960.61	97.3
3. Other Services and Charge							

<i>Account #</i>	<i>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>
3.11	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	\$23,000.00	\$0.00	\$23,000.00	\$0.00	\$0.00	\$23,000.00	100.0
3.141	Contracted Labor for Grounds	\$12,000.00	\$0.00	\$12,000.00	\$275.00	\$275.00	\$11,725.00	97.7
3.145	Databases	\$11,000.00	\$0.00	\$11,000.00	\$624.24	\$624.24	\$10,375.76	94.3
3.146	Electronic Materials	\$40,000.00	\$0.00	\$40,000.00	\$10,474.30	\$10,474.30	\$29,525.70	73.8
3.21	Telephone and Fax	\$4,500.00	\$0.00	\$4,500.00	\$120.55	\$120.55	\$4,379.45	97.3
3.211	Telephone - Markle	\$750.00	\$0.00	\$750.00	\$0.00	\$0.00	\$750.00	100.0
3.213	ENA - E-Rate Funding / Huntington	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
3.2131	ENA - E-Rate Funding / Markle	\$3,200.00	\$0.00	\$3,200.00	\$0.00	\$0.00	\$3,200.00	100.0
3.22	Postage and Shipping	\$750.00	\$0.00	\$750.00	\$0.00	\$0.00	\$750.00	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	\$0.00	\$0.00	\$9,000.00	100.0
3.31	Advertising and Public Notices	\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$0.00	\$11,000.00	100.0
3.41	Official Bonds	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.42	Operational Insurance	\$47,250.00	\$0.00	\$47,250.00	\$432.00	\$432.00	\$46,818.00	99.1
3.51	Gas Huntington	\$15,500.00	\$0.00	\$15,500.00	\$1,355.66	\$1,355.66	\$14,144.34	91.3
3.511	Gas Markle	\$1,250.00	\$0.00	\$1,250.00	\$101.61	\$101.61	\$1,148.39	91.9
3.52	Electricity Huntington (Utilities Overflow)	\$65,000.00	\$0.00	\$65,000.00	\$3,388.65	\$3,388.65	\$61,611.35	94.8
3.521	Electricity Markle	\$3,500.00	\$0.00	\$3,500.00	\$307.51	\$307.51	\$3,192.49	91.2
3.53	Water Huntington	\$4,000.00	\$0.00	\$4,000.00	\$175.02	\$175.02	\$3,824.98	95.6
3.531	Water Markle	\$350.00	\$0.00	\$350.00	\$26.00	\$26.00	\$324.00	92.6
3.54	Sewer and Waste Huntington	\$6,000.00	\$0.00	\$6,000.00	\$636.26	\$636.26	\$5,363.74	89.4
3.541	Sewer and Waste Markle	\$400.00	\$0.00	\$400.00	\$21.89	\$21.89	\$378.11	94.5
3.62	Equipment Repair and Maintenance	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0

<i>Account #</i>	<i>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>
3.621	Equipment Leasing and Maintenance	\$17,000.00	\$0.00	\$17,000.00	\$784.60	\$784.60	\$16,215.40	95.4
3.622	Contracted Facility Maintenance	\$18,000.00	\$0.00	\$18,000.00	\$1,836.32	\$1,836.32	\$16,163.68	89.8
3.623	Technology License Agreements	\$14,500.00	\$0.00	\$14,500.00	\$3,379.31	\$3,379.31	\$11,120.69	76.7
3.624	Technology Maintenance	\$10,000.00	\$0.00	\$10,000.00	\$988.39	\$988.39	\$9,011.61	90.1
3.625	ILS Maintenance and Contract	\$45,000.00	\$0.00	\$45,000.00	\$0.00	\$0.00	\$45,000.00	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	\$59.00	\$59.00	\$2,441.00	97.6
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	\$379,957.00		\$379,957.00	\$24,986.31	\$24,986.31	\$354,970.69	93.4
<i>4. Capitol Outlays</i>								
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	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$9,000.00	100.0
4.42	Technology Equipment	\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$0.00	\$11,000.00	100.0
4.43	Computer Technology Upgrade	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
4.5	Books	\$105,000.00	\$0.00	\$105,000.00	\$810.13	\$810.13	\$104,189.87	99.2
4.6	Periodicals and Newspapers	\$8,500.00	\$0.00	\$8,500.00	\$5,929.94	\$5,929.94	\$2,570.06	30.2
4.71	Audio-visual Materials	\$22,500.00	\$0.00	\$22,500.00	\$985.88	\$985.88	\$21,514.12	95.6
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	\$0.00	\$0.00	\$750.00	100.0
4.8	Materials Processing	\$14,000.00	\$0.00	\$14,000.00	\$0.00	\$0.00	\$14,000.00	100.0
	Subtotal	\$180,754.00		\$180,754.00	\$7,725.95	\$7,725.95	\$173,028.05	95.7

<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>
<i>Grand Total</i>	\$2,500,712.00	\$0.00	\$2,500,712.00	\$109,357.24	\$109,357.24	\$2,391,354.76	95.6

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

Appropriation Report for 400 LIBRARY IMPROVEMENT RESERVE F

Huntington City-Township Public Library

Report Date: From 1/1/2025 To 1/15/2025

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	\$28,500.00	\$0.00	\$28,500.00	\$0.00	\$0.00	\$28,500.00	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	\$6,501.00	\$0.00	\$6,501.00	\$0.00	\$0.00	\$6,501.00	100.0
Subtotal	\$50,001.00		\$50,001.00	\$0.00	\$0.00	\$50,001.00	100.0
Grand Total	\$50,001.00	\$0.00	\$50,001.00	\$0.00	\$0.00	\$50,001.00	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 1/1/2025 To 1/15/2025

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
3.63 Building Repair and Improvements	\$30,650.00	\$0.00	\$30,650.00	\$0.00	\$0.00	\$30,650.00	100.0
Subtotal	\$60,650.00		\$60,650.00	\$0.00	\$0.00	\$60,650.00	100.0
4. Capitol Outlays							
4 Other Capital Outlays	\$123,000.00	\$0.00	\$123,000.00	\$0.00	\$0.00	\$123,000.00	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	\$285,750.00	\$0.00	\$285,750.00	\$0.00	\$0.00	\$285,750.00	100.0
4.4 Furniture and Equipment	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.0
4.42 Technology Equipment	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
Subtotal	\$538,750.00		\$538,750.00	\$0.00	\$0.00	\$538,750.00	100.0
Grand Total	\$626,900.00	\$0.00	\$626,900.00	\$0.00	\$0.00	\$626,900.00	100.0

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