

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

July 19th, 2021

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. Unfinished Business
 - a. Remote Work Policy
 - b. Other
8. New Business
 - a. Budget
 - b. Policies
 - i. Homebound Delivery
 - ii. Donations and Memorials
 - iii. Records Retention
 - iv. Privacy
 - c. Holiday Closings 2022
 - d. In-service Closure
 - e. November Board Meeting
 - f. Other
9. Public Input
10. Adjournment

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

June 21st, 2021

5:15pm

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

Absent: Doug Denney

Visitors: Jeri Davis, Eric Fry

Regular Meeting

1. Call to Order

2. Reading and Approval of Minutes: Daryl motioned to approve, Jessica seconded. Motion approved.

3. Reading and Approval of Financial Report and Bills: John motioned to approve, Daryl seconds. Motion passes.

4. Report of the Librarian: We have started back with some in-person programming. We are working on signage for the library. There are grants available from the State Library for improving outdoor spaces.

5. Committee Reports: None

6. Communications: None

7. Unfinished Business

a. Health Insurance Correction: Terri motioned to correct the amount listed in last month's minutes from \$250 contributes to the HSA to the correct amount of \$200. Daryl seconded. Motion passed.

b. Compensation Plan: No concerns about the revised wording on education and experience.

John expressed reservations about the longevity pay for two reasons: 1) historically there have been difficulties with this kind of program in this city. 2) This is a bonus program that is not tied to any performance-based compensation with concerns about how it will grow (and come to be expected) in the long-term. Several other board members raised

concerns. John moved to remove the longevity pay section from the benefits section. Terri seconded. Motion passed.

Last section we talked about was adding a 1.5% bonus for anyone who has hit their max pay. The board supports this.

Beka reviewed the adjustment to the pay scale. These changes will go into effect beginning 1 July 2021. No changes were requested.

Terri motioned to pass the compensation plan with changes as proposed. Daryl seconded the motion. Motion carries.

c. Other: None

8. New Business

a. Personnel Handbook

i. Remote Work: New addition to the personnel handbook. Beka read the policy to the board.

Jamie & Terri both expressed concerns about the wording of the limits for reasons to work remotely -board agreed and those restrictions will be removed. There was concern about the phrasing of the 3 days of remote work permitted. Daryl motioned to table this policy. Jessica seconded. Motion approved.

ii. Unpaid Leave: Beka reviewed the adjustments of the PTO policy. Terri motioned to approve, Jessica seconded. Motion carries.

b. Land Acquisition Proposal: Beka reviewed the information on the property that is for sale on the corner of Cherry & Market streets. Beka outlined some of the many programming ideas that could be enacted. While there are many more opportunities that could be developed.

We do have funds available for the purchase of this property.

John raised some concerns about zoning and restrictions that might be in place for the use of this property. John recommended that if we decide to go forward we consider the approach that would be an 'option' to buy to keep us locked into a purchase we don't want.

John suggested that it might be worth approaching the city to discuss a partnership for development.

Board supports a fact-finding mission to investigate zoning and restriction and value of the property.

c. Other: None

9. Public Input: None

10. Adjournment: John moved to adjourn. Jessica seconded. Meeting adjourned.

**Huntington City-Township Public Library
Board of Trustees Special Meeting, 5:15 PM
2 July 2021**

Present: Beka Lemons, Jessica Mankey

Absent: Doug Denney, Daryl Shrock, Jamie Hoffman, Terri Salzano-Sees, John Branham, Anne McClellan

Visitors: None

Special Meeting

1. Due to a lack of quorum there was no business discussed

Minutes submitted by Director Beka Lemons

Jessica Mankey, Secretary

Huntington City-Township Public Library
July 2021

Director's Report

- We are reviewing applications for the Library Assistant II - Social Services and Temporary Library Assistant positions. We hope to do interviews by the end of the week.
- We have started our new employee development process which was delayed due to my absence. We will do the first round of meetings with employees in June and August.
- We will be starting our new Bookworm model at the 4-H fair starting July 24th. We will be present throughout the week of the fair with the Bookworm.
- We will be participating in the 'Back to School Bash' in downtown Huntington on July 31st. We will hand out bags with some notebooks, pencils, bookmarks and library brochures.
- I am going to move \$10,000 from the Literacy gift fund to a new gift fund for Outreach. This will allow us to have some money to spend on promotional materials and other outreach needs. There will be a little over \$14,000 left in the Literacy gift fund. The majority of this money came from the Huntington County Literacy Coalition when they dissolved and we took over their work.
- We are working on recruiting businesses to provide discounts for Library Card Sign Up month in September. This has been a very successful program over the last few years and we hope to continue to grow it.
- For safety reasons, we have decided to continue to hold our weekly storytimes at Hier's Park rather than in the library for another month.
- We have had some issues with our firewall and the internet has gone out several times in the last couple of weeks. We found that the equipment was very outdated and we are replacing it.

Financial Report
Huntington City-Township Public Library

Report Dates = 6/21/2021 to 7/19/2021

<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	\$766,581.90	\$1,615,908.16	\$630,169.53	\$1,779,555.13	\$2,074,124.34
Subtotal	\$1,910,477.37	\$766,581.90	\$1,615,908.16	\$630,169.53	\$1,779,555.13	\$2,074,124.34
2. Special Revenue						
200 GIFT (REGULAR)	\$188,203.90	\$985.18	\$5,095.44	\$59.77	\$482.32	\$183,590.78
201 FRIENDS OF THE LIBRARY	\$2,695.78	\$0.00	\$2,698.76	\$0.00	\$2.98	\$0.00
202 LITERACY	\$25,693.40	\$10,000.00	\$12,594.84	\$206.15	\$1,252.42	\$14,350.98
203 GIFT - B. JOAN KEEFER CENTER	\$44,289.28	\$0.00	\$0.00	\$31.32	\$298.73	\$44,588.01
204 B JOAN KEEFER CENTER INVESMENT - UND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
205 GIFT - CHILDRENS ROOM	\$1,450.52	\$0.00	\$0.00	\$0.37	\$2.59	\$1,453.11
206 MARKLE/BARKELY GIFT	\$19.23	\$0.00	\$19.23	\$0.00	\$0.00	\$0.00
207 BRIDGE-DICKEY INVESTMENT 08/2012	\$24,860.57	\$0.00	\$0.00	\$0.00	\$0.00	\$24,860.57
208 BRIDGE-DICKEY FUND	\$1,671.69	\$0.00	\$0.00	\$40.66	\$245.33	\$1,917.02
209 OUTREACH	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00
276 STATE TECH GRANT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$7,287.54	\$7,287.54
277 IND. STATE STUDENT ASSISTANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
278 CARES GRANT FUND	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,900.00	\$900.00
Subtotal	\$288,884.37	\$10,985.18	\$25,408.27	\$10,338.27	\$25,471.91	\$288,948.01
4. Capital Projects						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$40,440.82	\$0.00	\$0.00	\$1.94	\$12.71	\$40,453.53
401 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
402 ROOF & DIGITAL SIGN REPAIR - INSURANCE	\$86,767.49	\$0.00	\$169,865.42	\$0.00	\$83,097.93	\$0.00
421 RAINY DAY FUND	\$709,453.14	\$0.00	\$0.00	\$236.72	\$256,026.09	\$965,479.23
422 RAINY DAY INVESTMENT	\$250,000.00	\$0.00	\$250,000.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,086,661.45	\$0.00	\$419,865.42	\$238.66	\$339,136.73	\$1,005,932.76
5. Clearing						
800 PLAC FUND	\$0.00	\$65.00	\$130.00	\$65.00	\$130.00	\$0.00
801 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$5,631.11	\$40,436.68	\$5,631.11	\$40,436.68	\$0.00
804 FICA	\$0.00	\$5,137.00	\$36,730.11	\$5,137.00	\$36,730.11	\$0.00
806 STATE	\$0.00	\$0.00	\$13,449.04	\$2,196.72	\$15,645.76	\$2,196.72
807 COUNTY	\$0.00	\$0.00	\$7,413.54	\$1,172.24	\$8,585.78	\$1,172.24
808 INSURANCE	\$3,734.45	\$4,399.87	\$18,079.00	\$2,739.32	\$16,770.24	\$2,425.69
809 DEFERRED COMP	\$0.00	\$930.00	\$7,075.00	\$930.00	\$7,075.00	\$0.00
810 UNITED WAY	\$0.00	\$0.00	\$624.96	\$104.16	\$729.12	\$104.16
811 STAFF ASSOCIATION	\$0.00	\$0.00	\$0.00	\$14.00	\$138.00	\$138.00
812 ROTH IRA	\$0.00	\$500.00	\$2,650.00	\$500.00	\$2,650.00	\$0.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$1,006.92	\$3,673.44	\$1,006.92	\$3,673.44	\$0.00
814 GARNISHMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$3,734.45	\$17,669.90	\$130,261.77	\$19,496.47	\$132,564.13	\$6,036.81

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	\$3,289,757.64	\$795,236.98	\$2,191,443.62	\$660,242.93	\$2,276,727.90	\$3,375,041.92

Total all banks = \$3,375,041.92

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 6/21/2021 To 7/19/2021

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
I. Personal Services							
1.1 Salary and Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
1.11 Salary of Librarian	\$78,250.00	\$0.00	\$78,250.00	\$5,876.40	\$40,812.24	\$37,437.76	47.8
1.12 Salary of Assistants (Salary and Wage Overflow)	\$830,000.00	\$0.00	\$830,000.00	\$58,636.82	\$410,090.02	\$419,909.98	50.6
1.14 Wages of Janitors	\$70,500.00	\$0.00	\$70,500.00	\$3,460.47	\$33,777.31	\$36,722.69	52.1
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	\$5,137.05	\$36,730.67	\$37,302.33	50.4
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	\$5,447.33	\$39,206.95	\$39,793.05	50.4
1.231 Employer's contribution PERF - Employee	\$22,000.00	\$0.00	\$22,000.00	\$1,459.13	\$10,501.99	\$11,498.01	52.3
1.24 Employer's Contribution Group Health	\$165,000.00	\$0.00	\$165,000.00	\$25,156.39	\$83,021.87	\$81,978.13	49.7
1.25 Employer's Contribution Life Ins.	\$9,250.00	\$0.00	\$9,250.00	\$669.85	\$5,793.45	\$3,456.55	37.4
1.26 Employer's Contribution STD	\$8,500.00	\$0.00	\$8,500.00	\$531.73	\$5,222.81	\$3,277.19	38.6
1.27 Employer's Contribution LTD	\$7,700.00	\$0.00	\$7,700.00	\$600.63	\$5,425.36	\$2,274.64	29.5
1.28 Employer's Contribution Dental	\$6,000.00	\$0.00	\$6,000.00	\$336.85	\$3,318.68	\$2,681.32	44.7
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	\$400.00	\$0.00	\$400.00	\$32.43	\$344.25	\$55.75	13.9
Subtotal	\$1,360,133.00		\$1,360,133.00	\$107,345.08	\$674,245.60	\$685,887.40	50.4
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	\$1,775.30	\$10,788.81	\$15,211.19	58.5

<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>
2.21 Operating/Cleaning/Sanitation Supplies	\$10,000.00	\$0.00	\$10,000.00	\$1,416.74	\$6,032.21	\$3,967.79	39.7
Subtotal	\$36,001.00		\$36,001.00	\$3,192.04	\$16,821.02	\$19,179.98	53.3
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	(\$110.00)	\$323.13	(\$322.13)	-32213.0
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$118.50	\$118.50	\$881.50	88.2
3.14 Other Professional Services	\$18,000.00	\$0.00	\$18,000.00	\$56.30	\$15,724.87	\$2,275.13	12.6
3.141 Contracted Labor for Grounds	\$13,000.00	\$0.00	\$13,000.00	\$1,060.74	\$7,912.05	\$5,087.95	39.1
3.142 Facility Repairs and Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#N/A
3.145 Databases	\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$2,044.99	\$15,955.01	88.6
3.146 E-books	\$42,500.00	\$0.00	\$42,500.00	\$623.69	\$37,864.04	\$4,635.96	10.9
3.21 Telephone	\$5,750.00	\$0.00	\$5,750.00	\$397.18	\$3,260.00	\$2,490.00	43.3
3.211 Telephone - Markle	\$1,300.00	\$0.00	\$1,300.00	\$33.00	\$503.54	\$796.46	61.3
3.212 Fax Expense	\$800.00	\$0.00	\$800.00	\$0.00	\$125.00	\$675.00	84.4
3.213 ENA - E-Rate Funding / Huntington	\$16,000.00	\$0.00	\$16,000.00	\$459.25	\$3,214.75	\$12,785.25	79.9
3.2131 ENA - E-Rate Funding / Markle	\$8,000.00	\$0.00	\$8,000.00	\$285.00	\$1,995.00	\$6,005.00	75.1
3.22 Postage and Shipping	\$1,000.00	\$0.00	\$1,000.00	\$552.70	\$712.40	\$287.60	28.8
3.23 Traveling Expense	\$3,000.00	\$0.00	\$3,000.00	\$74.49	\$220.44	\$2,779.56	92.7
3.24 Professional Development	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$926.50	\$8,073.50	89.7
3.31 Advertising and Public Notices	\$5,000.00	\$0.00	\$5,000.00	\$177.18	\$701.90	\$4,298.10	86.0
3.41 Official Bonds	\$500.00	\$0.00	\$500.00	\$0.00	\$225.00	\$275.00	55.0
3.42 Operational Insurance	\$37,000.00	\$0.00	\$37,000.00	\$0.00	\$2,451.56	\$34,548.44	93.4
3.51 Gas Huntington	\$12,500.00	\$0.00	\$12,500.00	\$158.06	\$6,346.85	\$6,153.15	49.2
3.511 Gas Markle	\$1,350.00	\$0.00	\$1,350.00	\$18.19	\$494.18	\$855.82	63.4
3.52 Electricity Huntington (Utilities Overflow)	\$63,000.00	\$0.00	\$63,000.00	\$5,496.61	\$29,549.89	\$33,450.11	53.1
3.521 Electricity Markle	\$2,750.00	\$0.00	\$2,750.00	\$225.38	\$1,605.82	\$1,144.18	41.6

<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 Remain</i>	
3.53	Water Huntington	\$3,000.00	\$0.00	\$3,000.00	\$213.51	\$1,507.56	\$1,492.44	49.7	
3.531	Water Marke	\$400.00	\$0.00	\$400.00	\$26.00	\$182.00	\$218.00	54.5	
3.54	Sewer and Waste Huntington	\$6,800.00	\$0.00	\$6,800.00	\$595.96	\$4,263.35	\$2,536.65	37.3	
3.541	Sewer and WasteMarke	\$300.00	\$0.00	\$300.00	\$21.89	\$153.23	\$146.77	48.9	
3.62	Equipment Repair and Maintenance	\$4,000.00	\$0.00	\$4,000.00	\$360.20	\$2,544.10	\$1,455.90	36.4	
3.621	Equipment Leasing and Maintenance	\$14,250.00	\$0.00	\$14,250.00	\$1,110.00	\$6,941.49	\$7,308.51	51.3	
3.622	Contracted Facility Maintenance	\$17,500.00	\$0.00	\$17,500.00	\$1,660.84	\$8,930.24	\$8,569.76	49.0	
3.623	Technology License Agreements	\$10,000.00	\$0.00	\$10,000.00	\$1,882.86	\$9,239.16	\$760.84	7.6	
3.624	Technology Maintenance	\$15,000.00	\$0.00	\$15,000.00	\$362.20	\$2,632.07	\$12,367.93	82.5	
3.625	ILS Maintenance and Contract	\$34,000.00	\$0.00	\$34,000.00	\$0.00	\$34,779.15	(\$779.15)	-2.3	
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	\$125.00	\$865.00	\$1,635.00	65.4	
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	\$15,984.73	\$188,357.76	\$178,848.24	48.7	
4. Capitol Outlays									
4.1	Land	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#N/A	
4.2	Building Repairs and Improvments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#N/A	
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	\$6,791.75	(\$1,791.75)	-35.8	
4.41	Technology Equipment	\$7,500.00	\$0.00	\$7,500.00	\$462.67	\$3,286.22	\$4,213.78	56.2	
4.42	Computer Technology Upgrade	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0	
4.5	Books	\$115,000.00	\$0.00	\$115,000.00	\$11,590.53	\$72,616.77	\$42,383.23	36.9	
4.6	Periodicals and Newspapers	\$12,500.00	\$0.00	\$12,500.00	\$59.90	\$10,536.99	\$1,963.01	15.7	
4.71	Audio-visual Materials	\$26,000.00	\$0.00	\$26,000.00	\$1,926.82	\$11,103.60	\$14,896.40	57.3	

<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>
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	\$14.12	\$324.67	\$425.33	56.7
4.8 Materials Processing	\$11,500.00	\$0.00	\$11,500.00	\$1,006.01	\$6,624.28	\$4,875.72	42.4
Subtotal	\$188,252.00		\$188,252.00	\$15,060.05	\$111,284.28	\$76,967.72	40.9
Grand Total	\$1,951,592.00	\$0.00	\$1,951,592.00	\$141,581.90	\$990,708.66	\$960,883.34	49.2

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

Appropriation Report for 400 LIBRARY IMPROVEMENT RE

Huntington City-Township Public Library

Report Date: From 6/21/2021 To 7/19/2021

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
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 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 6/21/2021 To 7/19/2021

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. Capital 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.