

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees  
January 19th, 2022  
5:15pm

## Board of Finance Meeting

1. Call to Order
2. Election of Officers
3. Review of Current Investments
4. Policy Review
  - a. Investment Cash Management
  - b. Investment Policy
  - c. Internal Controls
  - d. Check Signing Authorization
5. Adjournment

## Regular Meeting

1. Call to Order
2. Reading and Approval of Minutes
3. Reading and Approval of Financial Report and Bills
  - a. Approve Changes to Appropriation
  - b. Rainy Day Transfer Resolution
  - c. Operating Encumbrance Resolution
4. Report of the Librarian
5. Committee Reports
6. Communications
7. Unfinished Business
  - a. Other
8. New Business
  - a. Discussion of COVID related strategies
  - b. Policy Review
    - i. Computer and Internet Use
  - c. Other
9. Public Input
10. Adjournment

**Huntington City-Township Public Library**  
**Board of Trustees Meeting**  
**December 20, 2021**  
**5:15 PM**

**Present:** Jamie Hoffman, Anne McClellan, Daryl Shrock, Beka Lemons, John Branham, Doug Denny, Terry Sees

**Absent:** Jessica Mankey

**Visitors:** Jessi Brown, Jeri Davis, Eric Fry, Cassidy DeHaven

Anne McClellan opened the meeting at 5:15 pm

**Reading and Approval of Minutes:** Correction in New Business (F,) should read John Branham elected President. Doug moved to approve the November meeting minutes as corrected, Jamie second, motion carried.

**Reading and Approval of Financial Report and Bills:** John moved to approve the Financial Report and Bills, Terril second, motion carried.

**Report of the Director:** Beka highlighted staff changes and the struggles of people not showing up for interviews or showing up once hired. Beka introduced Cassidy DeHaven as the new Business Manager - Jeri Davis is retiring at the first of the year. Also, Huntington County School Corporation has appointed Mike Richard to the library board. Beka has not heard from the County Commissioners on Terri's appointment.

**Communication:** None

**Committee Reports:** None

**Unfinished Business:**

- A. **Bookmobile:** the bookmobile is currently at Schroeder's Automotive getting repaired. The cost should be under \$2000, less than what the school told us it would be to repair it.

**New Business:**

- A. **Policy update: Pandemic and emergency Closure**
  - a. Wording change in "time worked" before collecting COVID pay. John motion to amend the policy to reflect the change, Daryl second, motion carried.

- b. Addition of a Capital Assets and Depreciation Policy in addition to the current Fixed Assets Policy, Per State Board of Accounts. Motion was made by Jamie, second, Doug. Motion carried.
- c. Salary Schedule, Beka recommends a 4% raise across the board. Beka also highlighted the benefits and changes for next year. Motion was made by Terri, second, Doug. Motion carried.
- d. Changes to Appropriations; year end changes were discussed. Motion made to accept the changes by Daryl, second, Jamie. Motion carried.
- e. Transfer to Rainy Day Fund; tabled until January 2022 meeting.
- f. Statewide Overdrive Consortium; Beka informed the board that the State Library is offering a statewide consortium based on your population level. We are currently in a consortium with 9 libraries. She sees this as a win for libraries. Our portion would be around \$3000 annual in addition to still putting \$25-30,000 in our current consortium. The money saved could go to supporting Hoopla. After discussion, the board decided it will support the director in her decisions.
- g. Teen Services Idea; Beka told the board of a wacky idea she had for the teen area. She talked about a space outside the library close to the high school for teens only. Maybe even partnering with local businesses. The conversation was positive.
- h. Other; none

**Public Input:** Jessi Brown expressed her concerns about the mask mandate. Eric Fry read a letter from the children's librarian, Malissa Hostettler, concerning the mask madate. Beka recommended the conversation be added to the agenda. John asked for the Board of Health, CDC to come to the January board meeting for a real discussion. John moved to wait till January to get useful information from the specialists.

The meeting was adjourned by a motion from John, second, Jamie. Motion carried.

Huntington City-Township Public Library  
January 2022

**Director's Report**

- We have hired two new Patron Services Clerks, Tonya Franks and Kim Klosowski.
- The Bookworm repair is currently in progress. Some additional issues were discovered in the process so the cost has increased a bit from the original estimate. It is still less than what the school quoted.
- Our Winter Reading program is currently underway. The program runs until March 19th. There are prize drawings for completing different challenges. There are separate challenges for adults and kids.
- We are beginning to plan for our summer reading program. The theme this year is 'Oceans of Possibilities'.
- The Friends of the Library fully funded our annual budget request of \$8,450. This included additional funds to support the continuation of our take-home program kits which have been extremely popular.
- The NIDL Consortium group met and the general consensus was that all of the libraries involved were interested in moving to the state e-book consortium. We will be dissolving the NIDL group and joining the state consortium over the next month or two. We are still working on some of the technical details.

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

Report Dates = **1/1/2022 to 1/19/2022**

<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	\$2,021,165.92	\$97,750.49	\$97,750.49	\$50,847.57	\$50,847.57	\$1,974,263.00
<b>Subtotal</b>	<b>\$2,021,165.92</b>	<b>\$97,750.49</b>	<b>\$97,750.49</b>	<b>\$50,847.57</b>	<b>\$50,847.57</b>	<b>\$1,974,263.00</b>
<b>2. Special Revenue</b>						
200 GIFT (REGULAR)	\$178,338.21	\$82.49	\$82.49	\$8.92	\$8.92	\$178,264.64
201 FRIENDS OF THE LIBRARY	\$8,314.92	\$595.12	\$595.12	\$0.00	\$0.00	\$7,719.80
202 LITERACY	\$14,177.01	\$0.00	\$0.00	\$0.00	\$0.00	\$14,177.01
203 GIFT - B. JOAN KEEFER CENTER	\$46,782.91	\$0.00	\$0.00	\$20.00	\$20.00	\$46,802.91
204 B JOAN KEEFER CENTER INVESMENT - UND	\$0.00	\$0.00	\$0.00	\$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	\$2,051.29	\$0.00	\$0.00	\$0.00	\$0.00	\$2,051.29
209 OUTREACH	\$8,913.18	\$0.00	\$0.00	\$0.00	\$0.00	\$8,913.18
276 STATE TECH GRANT FUND	\$0.00	\$0.00	\$0.00	\$7,791.79	\$7,791.79	\$7,791.79
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	\$0.00	\$0.00	\$0.00	\$0.00
279 ARPA Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$283,438.09</b>	<b>\$677.61</b>	<b>\$677.61</b>	<b>\$7,820.71</b>	<b>\$7,820.71</b>	<b>\$290,581.19</b>
<b>4. Capital Projects</b>						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$40,464.50	\$0.00	\$0.00	\$0.00	\$0.00	\$40,464.50
401 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
421 RAINY DAY FUND	\$1,127,884.58	\$0.00	\$0.00	\$0.00	\$0.00	\$1,127,884.58
422 RAINY DAY INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$1,168,349.08</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,168,349.08</b>
<b>5. Clearing</b>						
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	\$4,848.48	\$4,848.48	\$4,848.48	\$4,848.48	\$0.00
804 FICA	\$0.00	\$3,508.54	\$3,508.54	\$3,508.54	\$3,508.54	\$0.00
806 STATE	\$0.00	\$0.00	\$0.00	\$1,436.13	\$1,436.13	\$1,436.13
807 COUNTY	\$0.00	\$0.00	\$0.00	\$886.20	\$886.20	\$886.20
808 INSURANCE	\$3,930.57	\$4,025.40	\$4,025.40	\$1,487.42	\$1,487.42	\$1,392.59
809 DEFERRED COMP	\$0.00	\$1,016.00	\$1,016.00	\$1,016.00	\$1,016.00	\$0.00
810 UNITED WAY	\$0.00	\$0.00	\$0.00	\$61.00	\$61.00	\$61.00
811 STAFF ASSOCIATION	\$0.00	\$0.00	\$0.00	\$2.00	\$2.00	\$2.00
812 ROTH IRA	\$0.00	\$250.00	\$250.00	\$250.00	\$250.00	\$0.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$303.46	\$303.46	\$303.46	\$303.46	\$0.00
<b>Subtotal</b>	<b>\$3,930.57</b>	<b>\$13,951.88</b>	<b>\$13,951.88</b>	<b>\$13,799.23</b>	<b>\$13,799.23</b>	<b>\$3,777.92</b>
<b>Grand Total</b>	<b>\$3,476,883.66</b>	<b>\$112,379.98</b>	<b>\$112,379.98</b>	<b>\$72,467.51</b>	<b>\$72,467.51</b>	<b>\$3,436,971.19</b>

**Total all banks = \$3,438,426.03**

# Appropriation Report for 100 OPERATING

## Huntington City-Township Public Library

Report Date: From 1/1/2022 To 1/19/2022

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<b>1. Personal Services</b>							
1.11 Salary of Librarian	\$80,000.00	\$0.00	\$80,000.00	\$2,988.24	\$2,988.24	\$77,011.76	96.3
1.12 Salary of Assistants (Salary and Wage Overflow)	\$855,000.00	\$0.00	\$855,000.00	\$42,203.74	\$42,203.74	\$812,796.26	95.1
1.14 Wages of Janitors	\$58,500.00	\$0.00	\$58,500.00	\$1,127.30	\$1,127.30	\$57,372.70	98.1
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	\$76,000.00	\$0.00	\$76,000.00	\$3,508.54	\$3,508.54	\$72,491.46	95.4
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	\$83,500.00	\$0.00	\$83,500.00	\$0.00	\$0.00	\$83,500.00	100.0
1.231 Employer's contribution PERF - Employee	\$22,500.00	\$0.00	\$22,500.00	\$0.00	\$0.00	\$22,500.00	100.0
1.24 Employer's Contribution Group Health	\$190,000.00	\$0.00	\$190,000.00	\$12,201.56	\$12,201.56	\$177,798.44	93.6
1.25 Employer's Contribution Life Ins.	\$9,750.00	\$0.00	\$9,750.00	\$815.54	\$815.54	\$8,934.46	91.6
1.26 Employer's Contribution STD	\$9,000.00	\$0.00	\$9,000.00	\$736.75	\$736.75	\$8,263.25	91.8
1.27 Employer's Contribution LTD	\$9,000.00	\$0.00	\$9,000.00	\$745.47	\$745.47	\$8,254.53	91.7
1.28 Employer's Contribution Dental	\$7,250.00	\$0.00	\$7,250.00	\$433.53	\$433.53	\$6,816.47	94.0
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	\$44.32	\$44.32	\$355.68	88.9
<b>Subtotal</b>	<b>\$1,410,400.00</b>		<b>\$1,410,400.00</b>	<b>\$64,804.99</b>	<b>\$64,804.99</b>	<b>\$1,345,595.01</b>	<b>95.4</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	\$303.68	\$303.68	\$25,696.32	98.8
2.131 ARPA Grant Supplies	\$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 Remain</i>
3.54 Sewer and Waste Huntington	\$8,000.00	\$0.00	\$8,000.00	\$688.48	\$688.48	\$7,311.52	91.4
3.541 Sewer and WasteMarkle	\$325.00	\$0.00	\$325.00	\$21.89	\$21.89	\$303.11	93.3
3.62 Equipment Repair and Maintenance	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100.0
3.621 Equipment Leasing and Maintenance	\$14,500.00	\$0.00	\$14,500.00	\$1,110.00	\$1,110.00	\$13,390.00	92.3
3.622 Contracted Facility Maintenance	\$17,500.00	\$0.00	\$17,500.00	\$1,675.00	\$1,675.00	\$15,825.00	90.4
3.623 Technology License Agreements	\$10,000.00	\$0.00	\$10,000.00	\$620.40	\$620.40	\$9,379.60	93.8
3.624 Technology Maintenance	\$15,000.00	\$0.00	\$15,000.00	\$2,407.70	\$2,407.70	\$12,592.30	83.9
3.625 ILS Maintenance and Contract	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$35,000.00	100.0
3.626 2021 Ecumbered Funds - Mobile App	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.0
3.71 Equipment Rental	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
3.72 Real Estate Rentals	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
3.91 Dues	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.92 Interest on Temporary Loans	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
3.93 Taxes and Assessments	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
3.94 Transfer to LIRF	\$64,150.00	\$0.00	\$64,150.00	\$0.00	\$0.00	\$64,150.00	100.0
<b>Subtotal</b>	<b>\$438,356.00</b>		<b>\$438,356.00</b>	<b>\$16,229.83</b>	<b>\$16,229.83</b>	<b>\$422,126.17</b>	<b>96.3</b>
<b>4. Capitol Outlays</b>							
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	\$5,000.00	\$0.00	\$5,000.00	\$415.95	\$415.95	\$4,584.05	91.7
4.41 ARPA Grant Furniture and Equipment	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
4.42 Technology Equipment	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$9,000.00	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	\$115,000.00	\$0.00	\$115,000.00	\$6,643.13	\$6,643.13	\$108,356.87	94.2
4.6 Periodicals and Newspapers	\$11,000.00	\$0.00	\$11,000.00	\$5,484.14	\$5,484.14	\$5,515.86	50.1

**Appropriation Report for**      **400 LIBRARY IMPROVEMENT RE**  
**Huntington City-Township Public Library**

**Report Date: From**                      **1/1/2022 To**    **1/19/2022**

<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>
<b>4. Capitol 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 1/1/2022 To 1/19/2022*

<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>
<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
3.63 Building Repair and Improvements	\$30,650.00	\$0.00	\$30,650.00	\$0.00	\$0.00	\$30,650.00	100.0
<b>Subtotal</b>	<b>\$60,650.00</b>		<b>\$60,650.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$60,650.00</b>	<b>100.0</b>
<b>4. Capitol Outlays</b>							
4 Other Capital Outlays	\$125,000.00	\$0.00	\$125,000.00	\$0.00	\$0.00	\$125,000.00	100.0
4.2 Buildings	\$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	\$350,000.00	\$0.00	\$350,000.00	\$0.00	\$0.00	\$350,000.00	100.0
4.4 Furniture and Equipment	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.0
4.42 Technology Equipment	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
<b>Subtotal</b>	<b>\$785,650.00</b>		<b>\$785,650.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$785,650.00</b>	<b>100.0</b>

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

Report Dates = **12/20/2021 to 12/31/2021**

<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>
<b>1. Operating Fund</b>						
100 OPERATING	\$1,910,477.37	\$244,567.12	\$2,820,791.50	\$529,514.52	\$2,931,480.05	\$2,021,165.92
<b>Subtotal</b>	<b>\$1,910,477.37</b>	<b>\$244,567.12</b>	<b>\$2,820,791.50</b>	<b>\$529,514.52</b>	<b>\$2,931,480.05</b>	<b>\$2,021,165.92</b>
<b>2. Special Revenue</b>						
200 GIFT (REGULAR)	\$188,203.90	\$0.00	\$10,970.84	\$7.82	\$1,105.15	\$178,338.21
201 FRIENDS OF THE LIBRARY	\$2,695.78	\$28.56	\$2,833.84	\$0.00	\$8,452.98	\$8,314.92
202 LITERACY	\$25,693.40	\$0.00	\$14,043.36	\$200.00	\$2,526.97	\$14,177.01
203 GIFT - B. JOAN KEEFER CENTER	\$44,289.28	\$0.00	\$0.00	\$0.00	\$2,493.63	\$46,782.91
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	\$0.00	\$4.32	\$1,454.84
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	\$24,860.57	\$0.00	\$24,860.57	\$24,860.57
208 BRIDGE-DICKEY FUND	\$1,671.69	\$0.00	\$24,860.57	\$8.45	\$25,240.17	\$2,051.29
209 OUTREACH	\$0.00	\$0.00	\$1,098.31	\$0.00	\$10,011.49	\$8,913.18
276 STATE TECH GRANT FUND	\$0.00	\$7,296.66	\$7,296.66	\$0.00	\$7,296.66	\$0.00
277 IND. STATE STUDENT ASSISTANCE	\$0.00	\$2,750.00	\$2,750.00	\$0.00	\$2,750.00	\$0.00
278 CARES GRANT FUND	\$0.00	\$900.00	\$5,900.00	\$0.00	\$5,900.00	\$0.00
<b>Subtotal</b>	<b>\$288,884.37</b>	<b>\$10,975.22</b>	<b>\$94,633.38</b>	<b>\$216.27</b>	<b>\$90,641.94</b>	<b>\$284,892.93</b>
<b>4. Capital Projects</b>						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$40,440.82	\$0.00	\$0.00	\$2.34	\$23.68	\$40,464.50
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	\$383.02	\$7,718.34	\$168,891.58	\$426,149.78	\$1,127,884.58
422 RAINY DAY INVESTMENT	\$250,000.00	\$0.00	\$250,000.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$1,086,661.45</b>	<b>\$383.02</b>	<b>\$427,583.76</b>	<b>\$168,893.92</b>	<b>\$509,271.39</b>	<b>\$1,168,349.08</b>
<b>5. Clearing</b>						
800 PLAC FUND	\$0.00	\$65.00	\$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	\$3,097.20	\$76,336.99	\$3,097.20	\$76,336.99	\$0.00
804 FICA	\$0.00	\$2,832.75	\$68,958.36	\$2,832.75	\$68,958.36	\$0.00
806 STATE	\$0.00	\$3,386.75	\$29,222.31	\$1,126.17	\$29,222.31	\$0.00
807 COUNTY	\$0.00	\$1,878.98	\$15,962.40	\$644.32	\$15,962.40	\$0.00
808 INSURANCE	\$3,734.45	\$0.00	\$33,674.20	\$1,439.24	\$33,870.32	\$3,930.57
809 DEFERRED COMP	\$0.00	\$1,741.00	\$18,714.00	\$1,741.00	\$18,714.00	\$0.00
810 UNITED WAY	\$0.00	\$156.24	\$1,354.08	\$52.08	\$1,354.08	\$0.00
811 STAFF ASSOCIATION	\$0.00	\$217.00	\$217.00	\$2.00	\$217.00	\$0.00
812 ROTH IRA	\$0.00	\$250.00	\$5,650.00	\$250.00	\$5,650.00	\$0.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$303.46	\$7,514.96	\$303.46	\$7,514.96	\$0.00
814 GARNISHMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$3,734.45</b>	<b>\$13,928.38</b>	<b>\$257,799.30</b>	<b>\$11,488.22</b>	<b>\$257,995.42</b>	<b>\$3,930.57</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>	\$3,289,757.64	\$269,853.74	\$3,600,807.94	\$710,112.93	\$3,789,388.80	\$3,478,338.50

**Total all banks = \$3,478,338.50**

# Appropriation Report for 100 OPERATING

## Huntington City-Township Public Library

Report Date: From 12/20/2021 To 12/31/2021

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<i>1. Personal Services</i>							
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	\$2,988.12	\$76,669.68	\$1,580.32	2.0
1.12 Salary of Assistants (Salary and Wage Overflow)	\$830,000.00	\$0.00	\$830,000.00	\$29,732.71	\$772,414.95	\$57,585.05	6.9
1.14 Wages of Janitors	\$70,500.00	\$0.00	\$70,500.00	\$1,890.20	\$54,613.36	\$15,886.64	22.5
1.15 Additional Hours (750)	\$7,000.00	\$0.00	\$7,000.00	\$79.75	\$3,951.69	\$3,048.31	43.5
1.21 Employer's Share FICA	\$74,033.00	\$0.00	\$74,033.00	\$2,832.73	\$68,958.38	\$5,074.62	6.9
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	\$5,255.40	\$74,480.86	\$4,519.14	5.7
1.231 Employer's contribution PERF - Employee	\$22,000.00	\$0.00	\$22,000.00	(\$1,344.32)	\$19,950.41	\$2,049.59	9.3
1.24 Employer's Contribution Group Health	\$165,000.00	(\$2,602.56)	\$162,397.44	\$0.00	\$147,692.69	\$14,704.75	9.1
1.25 Employer's Contribution Life Ins.	\$9,250.00	\$660.55	\$9,910.55	\$0.00	\$9,910.55	\$0.00	0.0
1.26 Employer's Contribution STD	\$8,500.00	\$445.95	\$8,945.95	\$0.00	\$8,945.95	\$0.00	0.0
1.27 Employer's Contribution LTD	\$7,700.00	\$1,496.06	\$9,196.06	\$0.00	\$9,196.06	\$0.00	0.0
1.28 Employer's Contribution Dental	\$6,000.00	(\$187.76)	\$5,812.24	\$0.00	\$5,479.57	\$332.67	5.7
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	\$187.76	\$587.76	\$0.00	\$587.76	\$0.00	0.0
<b>Subtotal</b>	<b>\$1,360,133.00</b>	<b>\$0.00</b>	<b>\$1,360,133.00</b>	<b>\$41,434.59</b>	<b>\$1,252,851.91</b>	<b>\$107,281.09</b>	<b>7.9</b>
<i>2. Supplies</i>							
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	(\$583.17)	\$25,416.83	\$624.25	\$25,138.25	\$278.58	1.1

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
3.53 Water Huntington	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$2,609.29	\$390.71	13.0
3.531 Water Markle	\$400.00	\$0.00	\$400.00	\$0.00	\$312.00	\$88.00	22.0
3.54 Sewer and Waste Huntington	\$6,800.00	\$598.61	\$7,398.61	\$0.00	\$7,398.61	\$0.00	0.0
3.541 Sewer and WasteMarkle	\$300.00	\$0.00	\$300.00	\$0.00	\$263.98	\$36.02	12.0
3.62 Equipment Repair and Maintenance	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$3,779.27	\$220.73	5.5
3.621 Equipment Leasing and Maintenance	\$14,250.00	\$0.00	\$14,250.00	\$0.00	\$12,222.80	\$2,027.20	14.2
3.622 Contracted Facility Maintenance	\$17,500.00	(\$6,000.00)	\$11,500.00	\$604.70	\$10,531.55	\$968.45	8.4
3.623 Technology License Agreements	\$10,000.00	\$5,379.77	\$15,379.77	\$0.00	\$15,379.77	\$0.00	0.0
3.624 Technology Maintenance	\$15,000.00	(\$6,158.92)	\$8,841.08	\$0.00	\$3,192.07	\$5,649.01	63.9
3.625 ILS Maintenance and Contract	\$34,000.00	\$6,779.15	\$40,779.15	\$0.00	\$34,779.15	\$6,000.00	14.7
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	\$1,474.00	\$1,026.00	41.0
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
<b>Subtotal</b>	<b>\$367,206.00</b>	<b>\$0.00</b>	<b>\$367,206.00</b>	<b>\$33,395.77</b>	<b>\$299,875.09</b>	<b>\$67,330.91</b>	<b>18.3</b>

#### 4. Capitol Outlays

4.1 Land	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.2 Building Repairs and Improvments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.3 Improvements Other than Building	\$1.00	(\$1.00)	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.4 Furniture and Equipment	\$5,000.00	\$6,023.98	\$11,023.98	\$0.00	\$11,023.98	\$0.00	0.0
4.41 Technology Equipment	\$7,500.00	\$6,075.48	\$13,575.48	\$0.00	\$13,575.48	\$0.00	0.0
4.42 Computer Technology Upgrade	\$10,000.00	(\$9,959.00)	\$41.00	\$0.00	\$41.00	\$0.00	0.0
4.5 Books	\$115,000.00	\$3,928.71	\$118,928.71	(\$275.07)	\$118,928.71	\$0.00	0.0
4.6 Periodicals and Newspapers	\$12,500.00	(\$1,888.03)	\$10,611.97	\$0.00	\$10,611.97	\$0.00	0.0
4.71 Audio-visual Materials	\$26,000.00	(\$4,417.98)	\$21,582.02	\$0.00	\$21,582.02	\$0.00	0.0

**Appropriation Report for**      **400 LIBRARY IMPROVEMENT RE**  
**Huntington City-Township Public Library**

**Report Date: From**      **12/20/2021 To**      **12/31/2021**

<b>Account # Description</b>	<b>Annual Appropriation</b>	<b>Change to Appropriation</b>	<b>Current Appropriation</b>	<b>Disbursements This Month</b>	<b>Disbursements YTD</b>	<b>Balance</b>	<b>Percent Remain</b>
<b>4. Capitol 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 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
<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 12/20/2021 To 12/31/2021

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<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
<b>Subtotal</b>	<b>\$30,000.00</b>		<b>\$30,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$30,000.00</b>	<b>100.0</b>
<b>4. Capitol Outlays</b>							
4 Other Capital Outlays	\$175,000.00	\$0.00	\$175,000.00	\$383.02	\$7,718.34	\$167,281.66	95.6
4.2 Building Repairs and Improvments	\$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
<b>Subtotal</b>	<b>\$635,650.00</b>		<b>\$635,650.00</b>	<b>\$383.02</b>	<b>\$7,718.34</b>	<b>\$627,931.66</b>	<b>98.8</b>
<b>Grand Total</b>	<b>\$693,150.00</b>	<b>\$0.00</b>	<b>\$693,150.00</b>	<b>\$383.02</b>	<b>\$7,718.34</b>	<b>\$685,431.66</b>	<b>98.9</b>

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