

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
October 18th, 2023

5:15pm

Markle Branch Library, 155 W Sparks St

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. Other
9. New Business
 - a. Electronic Patron Records Policy
 - b. Unpaid Leave Request
 - c. Hours Adjustment - Nov. 8
 - d. November Executive Meeting
 - e. Other
10. Strategic Planning Discussion
 - a. Goals and Projects
11. Tour of Markle Branch
12. Adjournment

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
September 20th, 2023

5:15pm

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

Absent: Sue Jepsen

Visitors: Mike Perkins, Eric Fry

Adoption of 2024 Budget

1. Call to Order: Doug called the meeting to order.
2. Adoption of Budget: Beka reviewed the budget. The budget for 2024 was unanimously approved via signature vote.
3. Adjournment: Terri motioned to adjourn. Daryl seconded. Meeting adjourned.

Regular Meeting

1. Call to Order: Doug called the meeting to order.
2. Reading and Approval of Minutes: Jamie motioned to approve the minutes as amended. Daryl seconded. Minutes approved.
3. Reading and Approval of Financial Report and Bills: Daryl motioned to approve the amended Financial Report and Bills. Terri seconded. Motion passed.
4. Report of the Librarian: Beka updated us on some of the events going on and the new librarian joining the team. We are holding a public meeting regarding the planning of an accessible space.
5. Committee Reports: Beka will be bringing us updates for the employee development program.
6. Communications: None.
7. Public Input: None.

8. Unfinished Business

a. Other: None

9. New Business

a. HVAC proposal: Beka presented us with a list of the HVAC system items that need to be replaced currently. The estimated total for Units that need replaced currently is \$44,087 and the master controller panel replacement will be around \$36,303. Jessica moved to approve the proposal, Daryl seconded. Motion carried.

b. Hours Adjustments: For programs that are coming up, Beka requested that on Friday, 17 from November 6-8PM we keep the building open and on Saturday 25 November we keep the building open until 6PM. Jamie motioned to approve the hours adjustments, Terri seconded. Adjustments approved.

c. Other

10. Strategic Planning Discussion: We did a basic SWOT analysis and discussed our core values. We also discussed things we should keep doing and what we should stop doing.

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

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
September 7th, 2023
5:15pm

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

Absent: Jamie Hoffman, Sue Jepsen

Visitors: None

Special Meeting – Public Hearing for 2024 Budget

1. **Call to Order:** Doug called the meeting to order at 5:15
2. **Public Input:** None. Beka reviewed the 2024 budget and answered questions.
3. **Adjournment:** Jessica motioned to adjourn; Daryl seconded. Meeting adjourned.

Huntington City-Township Public Library
November 2023

Director's Report

- Karen Carpenter resigned from her position as Patron Services Assistant. We are actively working to rehire this position.
- October is a very full month for programs at the library and we have all been very busy with planning and preparation.
- We held our community conversation regarding the accessible space in the Market St yard area. Attendance was very limited. However, we have been getting a higher than expected number of responses to our online and paper surveys. We will be pulling all of those responses together and creating a report and recommendations in early November.
- We have been investigating alternative options for our loaning hotspots as we are having issues with replacing lost and/or stolen devices. T-Mobile may have an option with free replacements so we are testing a device right now.
- We are continuing to work on revisions of the Employee Development process and I hope to have recommendations ready by the November Board meeting.
- We will have our last half-day staff in-service for the year on November 8th.
- Several staff members will be attending the Indiana Library Federation Annual Conference on November 13th and 14th.

- Staff Development
 - Lunch and learn for staff
 - 1 or 2 a month
 - Alternate personal and professional development
 - Monthly lessons for cohorts
 - Staff or outside leaders
 - Develop a plan for increased employee engagement/ownership
- Service Utilization
 - Markle investigative committee
 - Community input
 - Census study
 - Circulation and collection study (again)
 - Patron activity study
 - Investigate variety of options
 - Develop a strategy for better utilization of the Keefer Center
 - Community programs
 - Archiving
 - Digitization
 - Improve access
 - Share stories
- Collections
 - Community survey re: collection development
 - What are people really looking for
 - Analyze digital title checkout vs. physical
 - Programming around Library of Things items
- Spaces
 - Huntington Collection and Space balancing project
 - Include redesign of teen area
 - Accessibility study
 - Involve community organizations or professionals to do the study
- Internal Processes
 - Develop programming strategy with departments
 - Develop a strategy for community events
 - What to we do
 - What goals do we need to meet
 - What is the purpose
 - Rework marketing/communication strategies
 - Understand what we are doing and what it takes to get it done
 - Figure out what we really need to do
 - Find out how people want to receive information
 - Develop a strategy for tutoring
 - Analyze viability and necessity
 - Figure out how to grow the program
 - Communication tools between departments

Strengths

- Creative diversity
- Location (maybe not Markle)
- Helping those who need us
- Staff is tech savvy
- Diverse ideas
- Staff is enjoyable to work with
 - Well rounded
 - Balance between customer service and boundaries
 - Inventive problem solving
- Nice buildings
- Strong collections
- Good resources
- Helpful staff
- Quality programs for all ages
- Small relationships
- Leadership listens to staff
- Encourage staff development
- Customer service
- Funding and budget
- Leadership
- Staff skill set
- Drive to be involved in the community
- Community involvement
- Extensive physical collection
- We have a good branch
- Parking and building
- Inclusive as employer and service agency
- Community technology bridge
- Programming
 - Communicated well
 - Diverse offerings
 - Take home options
- Good reputation
- facility/location/parking
- Cheerful and helpful staff
- Keefer Center
- Responsive with ordering items
 - Get new things quickly
- Technology
- Electronic materials
- Tutoring
- Visibility at community events
- Library of Things

Weaknesses

- Attracting non-library users
- Need better accessibility
- Staff spread too thin
- Organizational focus
- Markle location
- Department isolation
- Internal communication
- Limitations on marketing
- Keeping a good appearance
- Overstepping and ignoring
- Cross department collaboration
- Awareness of staff responsibilities
- Gossip
- Scheduling inflexibility
- Spread too thin on projects
- Limitation on timely marketing
- Communication between departments
- knowledge/onboarding
- Departments are compartmentalized
- Negative emotions
- Overstepping boundaries
- Not taking responsibility for problems
- Oversimplification
- Lack of passion for work
- Denying requests for materials
- User friendliness and visual appeal of website
- Need different modes of communication
 - Not all social media/online
- Awareness of services
- Sunday hours/Friday evenings
- Bookmobile underutilized
- Fiction stacks are claustrophobic
- Markle usage decreasing

Opportunities

- Collaborating with HU library
- More work with businesses
- Collaborating with schools
- Partnerships with community organizations
- Can be a no-cost space

- Avenues for promotion of resources and services
- Home delivery and curbside
- Keep excitement from SLP all year long
- Community involvement
- Small business collaboration
- Little free libraries
- Social media
- People seeking personal experiences
- Annexation with other townships
- Transient Huntington citizens
- Work with Council on Aging
- Financial services/literacy
- Work with city/chamber
- Support for homeless population
- Finding community needs

Threats

- Book and material challenges
- Competition with other activities
- No space for expansion
- Libraries seen as redundant
- post-COVID behavior changes
- Stretched thin for community events
- Easy violence
- Laes defunding libraries
- Community organizations not willing to work
- negative/rowdy patrons
- budgeting/inflation
- Lack of knowledge among patrons
- Unrealistic expectations from patrons
- Social media
- Lack of contact with schools
- Political atmosphere
- Rapidly changing technology with high cost
- Material cost and inflation
- Substance abuse
- Amazon
- State legislation
- Censorship
- Cultural shifts
- Book bans
- Budget cooperation with county departments
- Public health

Mission

- A window to the world, a mirror of our community, a door to new experiences and opportunities
- To provide a safe space for everyone to have the opportunity to further themselves
- Come check us out
- We are a space to come expand your mind and perspective
- Community hub that offers access to a variety of information, activity, and space to explore personal passions without judgment
- More than you expect, all that you need

Values

- Inclusivity/acceptance
- Diversity
- Guidance
- Growth
- Knowledge
- Kindness
- Welcoming
- Access
- Information
- Connection
- Empathy
- Quality
- Safety
- Opportunities
- Humanity
- People
- Technology
- Youth
- Curiosity
- Laughter
- Service
- Accuracy
- Facility
- Patrons
- Transparency
- Honesty
- Hope
- Safe place
- Resources
- Community minded
- Positive development
- Helpfulness
- Continuous improvement

- Progressive
- Availability
- Assessing needs
- Can-do attitude

One thing we can't stop

- Programming
- Working with community
- Knowledgeable staff
- Personal connections
- Technology assistance
- Physically accessible resources
- Engagement with people
- Being visionary

One thing we should stop

- Resisting change

What do you want to learn professionally

- How to be more diplomatic
- How to spread kindness
- Technology - more practice
- Copiers and fax
- Metadata for physical objects (KC)
- Genealogy and research basics
- Privacy and security
- Personal assistants (virtual)
- Reference skills
 - Databases and tools
- Communicating with non-English speakers
 - Translation apps/tools
- Design best practices (signs)
- How to use simple reports
- Affinity software
- Archival standards
- Cataloging
- Making things happen
 - Better execution
- Simple SLP logs
- How to do Tech Services jobs
- Partnering with schools
- Tech troubleshooting
 - Personal devices

- Help others shine
 - Recognize and praise
- 3D modeling and animation
- Keep up on what's popular
 - Movies, nf, etc...
- Know more about kids and teens books
- How to launch reader's advisory
- How to run a YouTube channel

What does our organization need to learn

- Ownership
- Recognize need to learn
- Punctuality
- Be open to listening
- Who to ask
- Work in other departments
- Comfort with technology
- Resources available in KC
- Shelving accuracy
- Environmental awareness
- Observe surroundings
 - Comfort talking to patrons
- Active service to patrons
- How to not be grumpy about doing new things
- Stop gossiping
- Treating coworkers with respect
- Treat trouble teens like real people
- How to take initiative
- Goals and strategies
- How to be an advocate for library services
- Filing maintenance requests
- Better program coordination
 - purposeful/mindful
- technology/Gsuite
- Reference work to help out when busy
- Cross-training (inc. Markle)
- Getting things done in a timely manner
- Right things in the right place

What do we need to learn about our community

- What needs are we not filling
- Why don't people check out physical items
- Why don't they respect our building
- Why aren't school kids here

- How can we contact people in different ways
- How can we tell people what we have
- Family and social services needs
- Information about homeschooling
 - Why people homeschool
 - What has changed
 - What can we do
 - How many people
- Know our local government
- What do they actually want
 - Collections
- Why they live here
- Would they like more activities outside the library
- How can we make it more accessible
- When will they come to programs
- What is their top priority for library service
- What non-users want and how to bring them in
- Truth about civic stuff
- What are they struggling to find
- How do we talk to each other
- How to help teens achieve

What do you want to learn personally

- Bob Ross painting
- Indoor tropical plants
- singing/music
- What to do with my life
- Fabric design/prints
- Self-publishing
- Power lifting
- Play guitar
- Journaling
- Taking care of digital and physical memories
- Self care
- Take care of a house/rehab
- Caring for elderly family
- Card games/bridge
- Ukelele
- Algebra
- Tutor volunteering
- Container gardening
- How to be more diplomatic
- Cable knitting

Financial Report
Huntington City-Township Public Library

Report Dates = 9/20/2023 to 10/18/2023

<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>
<i>1. Operating Fund</i>						
100 OPERATING	\$1,934,437.89	\$108,713.18	\$1,852,142.69	\$54,334.33	\$1,665,225.40	\$1,747,520.60
Subtotal	\$1,934,437.89	\$108,713.18	\$1,852,142.69	\$54,334.33	\$1,665,225.40	\$1,747,520.60
<i>2. Special Revenue</i>						
200 GIFT (REGULAR)	\$178,307.27	\$0.00	\$4,445.91	\$428.48	\$4,257.04	\$178,118.40
201 FRIENDS OF THE LIBRARY	\$7,327.60	\$0.00	\$8,795.85	\$701.15	\$2,126.61	\$658.36
202 LITERACY	\$22,255.89	\$0.00	\$3,317.05	\$60.60	\$2,393.16	\$21,332.00
203 GIFT - B. JOAN KEEFER CENTER	\$45,914.99	\$0.00	\$2,512.08	\$121.21	\$3,010.12	\$46,413.03
204 B JOAN KEEFER CENTER INVESTMENT - UND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
205 GIFT CHILDRENS ROOM	\$1,815.55	\$0.00	\$0.00	\$55.53	\$444.26	\$2,259.81
207 BRIDGE-DICKEY INVESTMENT 08/2012	\$24,910.17	\$24,860.57	\$24,900.55	\$24,860.57	\$24,860.57	\$24,870.19
208 BRIDGE-DICKEY FUND	\$2,101.15	\$24,860.57	\$24,974.58	\$24,860.57	\$24,926.79	\$2,053.36
209 OUTREACH	\$8,702.64	\$0.00	\$290.54	\$52.44	\$587.89	\$8,999.99
276 STATE TECH GRANT FUND	\$2,616.19	\$0.00	\$0.00	\$56.40	\$7,969.20	\$10,585.39
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
280 ALA GRANT 2023	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00
Subtotal	\$293,951.45	\$49,721.14	\$69,236.56	\$51,196.95	\$80,575.64	\$305,290.53
<i>4. Capital Projects</i>						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$93,125.16	\$0.00	\$0.00	\$177.47	\$1,467.56	\$94,592.72
401 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
421 RAINY DAY FUND	\$1,045,870.36	\$0.00	\$34,098.28	\$2,544.41	\$17,791.42	\$1,029,563.50
422 RAINY DAY INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,138,995.52	\$0.00	\$34,098.28	\$2,721.88	\$19,258.98	\$1,124,156.22
<i>5. Clearing</i>						
800 PLAC FUND	\$0.00	\$65.00	\$195.00	\$0.00	\$130.00	(\$65.00)
801 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$65.00	\$65.00
803 FEDERAL	\$0.00	\$8,117.30	\$82,174.84	\$8,117.30	\$82,174.84	\$0.00
804 FICA	\$0.00	\$6,579.11	\$67,513.56	\$6,579.16	\$67,513.61	\$0.05
806 STATE	\$0.00	\$2,928.29	\$26,804.76	\$2,960.79	\$28,308.23	\$1,503.47
807 COUNTY	\$0.00	\$1,542.86	\$16,461.95	\$1,564.01	\$17,258.42	\$796.47
808 INSURANCE	\$3,639.21	\$774.85	\$37,562.57	\$3,613.48	\$34,002.85	\$79.49
809 DEFERRED COMP	\$0.00	\$610.00	\$9,590.00	\$610.00	\$9,590.00	\$0.00
810 UNITED WAY	\$0.00	\$0.00	\$0.00	\$130.00	\$1,340.00	\$1,340.00
811 STAFF ASSOCIATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
812 ROTH IRA	\$0.00	\$360.00	\$3,600.00	\$360.00	\$3,600.00	\$0.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$650.00	\$3,730.00	\$650.00	\$3,730.00	\$0.00
814 GARNISHMENT	\$0.00	\$0.00	\$80.00	\$0.00	\$80.00	\$0.00
Subtotal	\$3,639.21	\$21,627.41	\$247,712.68	\$24,584.74	\$247,792.95	\$3,719.48

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	\$3,371,024.07	\$180,061.73	\$2,203,190.21	\$132,837.90	\$2,012,852.97	\$3,180,686.83

Total all banks = \$3,180,686.83

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 9/20/2023 To 10/18/2023

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
I. Personal Services							
1.11 Salary of Librarian	\$90,250.00	\$0.00	\$90,250.00	\$6,936.48	\$69,364.80	\$20,885.20	23.1
1.12 Salary of Assistants (Salary and Wage Overflow)	\$1,027,000.00	\$0.00	\$1,027,000.00	\$72,635.33	\$752,302.05	\$274,697.95	26.7
1.14 Wages of Janitors	\$78,000.00	\$0.00	\$78,000.00	\$6,484.77	\$63,065.87	\$14,934.13	19.1
1.15 Additional Hours (750)	\$8,000.00	\$0.00	\$8,000.00	\$711.25	\$3,135.22	\$4,864.78	60.8
1.21 Employer's Share FICA	\$92,000.00	\$0.00	\$92,000.00	\$6,579.19	\$67,522.86	\$24,477.14	26.6
1.22 Unemployment Compensation	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$322.00	\$2,678.00	89.3
1.23 Employer's Contribution PERF - Library	\$110,000.00	\$0.00	\$110,000.00	\$7,741.57	\$68,974.68	\$41,025.32	37.3
1.231 Employer's contribution PERF - Employee	\$31,000.00	\$0.00	\$31,000.00	\$1,921.56	\$25,252.98	\$5,747.02	18.5
1.24 Employer's Contribution Group Health	\$215,000.00	\$0.00	\$215,000.00	\$14,129.44	\$141,429.19	\$73,570.81	34.2
1.25 Employer's Contribution Life Ins.	\$11,000.00	\$0.00	\$11,000.00	\$800.28	\$8,304.33	\$2,695.67	24.5
1.26 Employer's Contribution STD	\$9,350.00	\$0.00	\$9,350.00	\$894.04	\$9,063.33	\$286.67	3.1
1.27 Employer's Contribution LTD	\$9,500.00	\$0.00	\$9,500.00	\$944.66	\$9,679.54	(\$179.54)	-1.9
1.28 Employer's Contribution Dental	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$4,625.76	\$1,374.24	22.9
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	\$600.00	\$0.00	\$600.00	\$80.11	\$456.85	\$143.15	23.9
Subtotal	\$1,691,200.00		\$1,691,200.00	\$119,858.68	\$1,223,499.46	\$467,700.54	27.7
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	\$0.00	\$9,708.44	\$16,291.56	62.7
2.131 ARPA Grant Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!

<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	\$587.38	\$13,013.55	(\$3,013.55)	-30.1
Subtotal	\$36,001.00		\$36,001.00	\$587.38	\$22,721.99	\$13,279.01	36.9
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 Architechtural 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	\$2,303.50	(\$1,303.50)	-130.4
3.14 Other Professional Services	\$22,000.00	\$0.00	\$22,000.00	\$1,131.72	\$24,791.11	(\$2,791.11)	-12.7
3.141 Contracted Labor for Grounds	\$13,000.00	\$0.00	\$13,000.00	\$0.00	\$3,195.00	\$9,805.00	75.4
3.145 Databases	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$7,599.99	\$4,400.01	36.7
3.146 Electronic Materials	\$39,000.00	\$0.00	\$39,000.00	\$0.00	\$34,895.68	\$4,104.32	10.5
3.21 Telephone and Fax	\$5,500.00	\$0.00	\$5,500.00	\$515.01	\$3,407.41	\$2,092.59	38.0
3.211 Telephone - Markle	\$900.00	\$0.00	\$900.00	\$236.88	\$695.58	\$204.42	22.7
3.213 ENA - E-Rate Funding / Huntington	\$5,725.00	\$0.00	\$5,725.00	\$726.00	\$4,264.50	\$1,460.50	25.5
3.2131 ENA - E-Rate Funding / Markle	\$3,500.00	\$0.00	\$3,500.00	\$510.00	\$2,760.00	\$740.00	21.1
3.22 Postage and Shipping	\$900.00	\$0.00	\$900.00	\$0.00	\$379.24	\$520.76	57.9
3.23 Traveling Expense	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$906.04	\$2,593.96	74.1
3.24 Professional Development	\$9,000.00	\$0.00	\$9,000.00	\$49.60	\$5,339.98	\$3,660.02	40.7
3.31 Advertising and Public Notices	\$12,000.00	\$0.00	\$12,000.00	\$870.00	\$11,530.98	\$469.02	3.9
3.41 Official Bonds	\$500.00	\$0.00	\$500.00	\$0.00	\$225.00	\$275.00	55.0
3.42 Operational Insurance	\$44,000.00	\$0.00	\$44,000.00	\$0.00	\$1,009.42	\$42,990.58	97.7
3.51 Gas Huntington	\$11,500.00	\$0.00	\$11,500.00	\$49.57	\$6,757.19	\$4,742.81	41.2
3.511 Gas Markle	\$1,000.00	\$0.00	\$1,000.00	\$19.24	\$596.64	\$403.36	40.3
3.52 Electricity Huntington (Utilities Overflow)	\$63,000.00	\$0.00	\$63,000.00	\$5,956.52	\$56,771.94	\$6,228.06	9.9
3.521 Electricity Markle	\$3,250.00	\$0.00	\$3,250.00	\$192.69	\$2,742.81	\$507.19	15.6
3.53 Water Huntington	\$3,500.00	\$0.00	\$3,500.00	\$247.89	\$2,251.20	\$1,248.80	35.7
3.531 Water Markle	\$450.00	\$0.00	\$450.00	\$0.00	\$208.00	\$242.00	53.8

<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	\$438.63	\$4,246.30	\$3,753.70	46.9
3.541 Sewer and WasteMarkle	\$325.00	\$0.00	\$325.00	\$0.00	\$193.29	\$131.71	40.5
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	\$6,800.78	\$16,488.04	(\$1,988.04)	-13.7
3.622 Contracted Facility Maintenance	\$16,000.00	\$0.00	\$16,000.00	\$0.00	\$1,471.25	\$14,528.75	90.8
3.623 Technology License Agreements	\$14,000.00	\$0.00	\$14,000.00	\$345.00	\$11,166.05	\$2,833.95	20.2
3.624 Technology Maintenance	\$11,500.00	\$0.00	\$11,500.00	\$0.00	\$3,197.27	\$8,302.73	72.2
3.625 ILS Maintenance and Contract	\$42,000.00	\$0.00	\$42,000.00	\$0.00	\$44,920.22	(\$2,920.22)	-7.0
3.626 2021 Encumbered Funds - Mobile App	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.71 Equipment Rental	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
3.72 Real Estate Rentals	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
3.91 Dues	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$365.00	\$2,135.00	85.4
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
3.94 Transfer to LIRF	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
Subtotal	\$368,057.00		\$368,057.00	\$18,089.53	\$254,678.63	\$113,378.37	30.8
4. Capitol Outlays							
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	\$6,500.00	\$0.00	\$6,500.00	\$0.00	\$786.22	\$5,713.78	87.9
4.41 ARPA Grant Furniture and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.42 Technology Equipment	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$3,462.32	\$5,537.68	61.5
4.43 Computer Technology Upgrade	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$863.18	\$9,136.82	91.4
4.5 Books	\$115,000.00	\$0.00	\$115,000.00	\$9,095.59	\$96,168.32	\$18,831.68	16.4
4.6 Periodicals and Newspapers	\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$8,737.90	\$2,262.10	20.6

<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>
4.71 Audio-visual Materials	\$26,000.00	\$0.00	\$26,000.00	\$3,025.97	\$24,567.88	\$1,432.12	5.5
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	\$13,000.00	\$0.00	\$13,000.00	\$950.53	\$9,551.29	\$3,448.71	26.5
Subtotal	\$191,254.00		\$191,254.00	\$13,072.09	\$144,137.11	\$47,116.89	24.6
Grand Total	\$2,286,512.00	\$0.00	\$2,286,512.00	\$151,607.68	\$1,645,037.19	\$641,474.81	28.1

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 9/20/2023 To 10/18/2023

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
4. Capitol 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 9/20/2023 To 10/18/2023

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	\$19,910.91	\$89.09	0.4
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	\$8,013.37	\$22,636.63	73.9
Subtotal	\$60,650.00		\$60,650.00	\$0.00	\$27,924.28	\$32,725.72	54.0
4. Capitol Outlays							
4 Other Capital Outlays	\$123,000.00	\$0.00	\$123,000.00	\$0.00	\$0.00	\$123,000.00	100.0
4.2 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	\$272,000.00	\$0.00	\$272,000.00	\$0.00	\$6,174.00	\$265,826.00	97.7
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	\$705,650.00		\$705,650.00	\$0.00	\$6,174.00	\$699,476.00	99.1

<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>
Grand Total	\$793,800.00	\$0.00	\$793,800.00	\$0.00	\$34,098.28	\$759,701.72	95.7

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