

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

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

Adoption of 2023 Budget

1. Call to Order
2. Adoption of Budget
3. Adjournment

Regular Meeting

1. Call to Order
2. Reading and Approval of Minutes
3. Reading and Approval of Financial Report
4. Approval of Bills
5. Report of the Librarian
6. Committee Reports
7. Communications
8. Unfinished Business
9. New Business
 - a. Policy Review
 - i. Collection Development - update
 - ii. Community Rooms - update
10. Public Input
11. Adjournment

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
September 21st, 2022
5:15pm

Present: Jessica Mankey, Daryl Shrock, Beka Lemons, Terri Salzano-Sees, John Branham, Doug Denney

Absent: Mike Richard, Jamie Hoffman

Visitors: Mike Perkins, Eric Fry, Rick Anderson

Public Hearing for 2023 Budget

1. Call to Order: John called the budget meeting to order at 5:15PM.
2. Public Input: John asked for public input on the proposed budget.
3. Adjournment: Jessica moved to adjourn the public hearing. Doug seconded. Meeting adjourned.

Present: Jessica Mankey, Daryl Shrock, Beka Lemons, Terri Salzano-Sees, John Branham, Doug Denney

Absent: Mike Richard, Jamie Hoffman

Visitors: Mike Perkins, Eric Fry, Rick Anderson, Pam Fountain

Regular Meeting

1. Call to Order: John called the meeting to order at 5:17PM.
2. Reading and Approval of Minutes: Jessica motioned to approve the minutes, Daryl seconded. Motion passed via signature vote.
3. Reading and Approval of Financial Report: Beka noted the expenditure for the concrete work. Daryl motioned to approve, Doug seconded. Motion approved via signature vote.
4. Approval of Bills: Approved with the Bills as noted above.
5. Report of the Librarian: Beka noted that the Huntington Circ is doing well; Markle is struggling. We are investigating the cause knowing that high-speed internet has possibly made an impact and the population has decreased by about 400 in the

Markle community.

6. Committee Reports: None.

7. Communications: None.

8. Unfinished Business

a. Veregy Energy Proposal: Rick updated us on the report he put together on the energy savings project for us to consider and answered questions from the board. As a board, we would like to discuss this proposal with all board members and we will delay a decision until November.

b. Other: None.

9. New Business

a. Policy Review - Author and Artist Sales: Beka reviewed the current policy, it is not changing. Terri motioned to approve, Jessica seconded. Motion approved.

b. Hiring Request: Beka has requested the flexibility to consider a newer employee for a position change before their 60 day requirement. Terri motioned to approve based on business need, Daryl seconded. Motion carried.

c. After Hours Event: Halloween after-hours on Saturday, October 22 from 6-8PM for the Halloween event. Daryl motioned to approve, Doug seconded. Motion carried.

d. Other: None.

10. Public Input: None.

11. Adjournment: John motioned to adjourn. Meeting adjourned.

Financial Report
Huntington City-Township Public Library

Report Dates = 9/21/2022 to 10/19/2022

<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>
1. Operating Fund						
100 OPERATING	\$2,021,165.92	\$181,833.07	\$1,486,668.73	\$53,187.29	\$1,275,644.76	\$1,810,141.95
Subtotal	\$2,021,165.92	\$181,833.07	\$1,486,668.73	\$53,187.29	\$1,275,644.76	\$1,810,141.95
2. Special Revenue						
200 GIFT (REGULAR)	\$178,338.21	\$0.00	\$1,538.33	\$31.86	\$1,133.35	\$177,933.23
201 FRIENDS OF THE LIBRARY	\$8,314.92	\$260.38	\$6,426.44	\$0.00	\$410.05	\$2,298.53
202 LITERACY	\$14,177.01	\$0.00	\$0.00	\$200.00	\$1,847.93	\$16,024.94
203 GIFT - B. JOAN KEEFER CENTER	\$46,782.91	\$0.00	\$890.63	\$90.90	\$413.97	\$46,306.25
204 B JOAN KEEFER CENTER INVESMENT - UND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
205 GIFT CHILDRENS ROOM	\$1,454.84	\$0.00	\$0.00	\$0.00	\$322.13	\$1,776.97
207 BRIDGE-DICKEY INVESTMENT 08/2012	\$24,860.57	\$0.00	\$0.00	\$8.17	\$41.15	\$24,901.72
208 BRIDGE-DICKEY FUND	\$2,051.29	\$0.00	\$0.00	\$0.00	\$33.24	\$2,084.53
209 OUTREACH	\$8,913.18	\$0.00	\$399.97	\$0.00	\$22.49	\$8,535.70
276 STATE TECH GRANT FUND	\$0.00	\$0.00	\$5,197.50	\$0.00	\$7,808.54	\$2,611.04
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	\$25,116.34	\$0.00	\$25,116.34	\$0.00
Subtotal	\$284,892.93	\$260.38	\$39,569.21	\$330.93	\$37,149.19	\$282,472.91
4. Capital Projects						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$40,464.50	\$0.00	\$0.00	\$66.47	\$225.51	\$40,690.01
401 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
421 RAINY DAY FUND	\$1,127,884.58	\$23,577.09	\$86,328.02	\$66.47	\$2,245.89	\$1,043,802.45
422 RAINY DAY INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,168,349.08	\$23,577.09	\$86,328.02	\$132.94	\$2,471.40	\$1,084,492.46
5. Clearing						
800 PLAC FUND	\$0.00	\$0.00	\$62.57	\$0.00	\$62.57	\$0.00
801 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$6,893.09	\$62,589.32	\$6,893.09	\$62,589.32	\$0.00
804 FICA	\$0.00	\$6,028.10	\$56,316.57	\$6,028.10	\$56,316.57	\$0.00
806 STATE	\$0.00	\$2,476.80	\$21,670.33	\$2,464.77	\$22,894.87	\$1,224.54
807 COUNTY	\$0.00	\$1,412.15	\$12,455.74	\$1,411.14	\$13,159.49	\$703.75
808 INSURANCE	\$3,930.57	\$5,764.04	\$35,455.40	\$3,705.78	\$32,939.69	\$1,414.86
809 DEFERRED COMP	\$0.00	\$1,642.00	\$19,490.00	\$1,642.00	\$19,490.00	\$0.00
810 UNITED WAY	\$0.00	\$0.00	\$0.00	\$112.00	\$1,130.00	\$1,130.00
811 STAFF ASSOCIATION	\$0.00	\$0.00	\$30.00	\$10.00	\$60.00	\$30.00
812 ROTH IRA	\$0.00	\$520.00	\$5,160.00	\$520.00	\$5,160.00	\$0.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$370.00	\$4,628.46	\$370.00	\$4,628.46	\$0.00
Subtotal	\$3,930.57	\$25,106.18	\$217,858.39	\$23,156.88	\$218,430.97	\$4,503.15
Grand Total	\$3,478,338.50	\$230,776.72	\$1,830,424.35	\$76,808.04	\$1,533,696.32	\$3,181,610.47

Total all banks = \$3,181,610.47

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

Title: Collection Development Policy

Effective Date: 9/20/99

Authorized By: Library Board of Trustees

Date of Last Revision: 10/19/22

The Collection Development Policy is intended as an outline for the guidance of general collection development decisions. The policy will outline the types of materials that are collected as well as their disposition and standards for access.

Philosophy and Scope

Patron demand will be the primary determining factor in collection management decisions. Circulation history, patron requests, and hold levels will be used to determine appropriate materials for the collection. In addition to patron demand, Library staff will select materials that are critically acclaimed and well-reviewed. The collection will be balanced with popular materials and information sources that provide a breadth and depth of world viewpoints.

The Huntington City-Township Public Library collects materials in a variety of formats and a variety of viewpoints. The Library does not discriminate against any material due to the political, racial, religious, or social viewpoints that are expressed therein. The Library respects and honors the rights of individuals to view materials, even if the content may be controversial or unacceptable to others.

Materials for children and teens are collected to provide a breadth of resources that encourage literacy, discovery, and learning. The Library encourages materials that reflect diversity and encourage an understanding of the community and the world. The reading and viewing of library materials by children is ultimately the responsibility of the parents. The Library will not censor or restrict the checkout of materials to children and teens.

The Library endorses the Library Bill of Rights, as published by the American Library Association, and the Freedom to View statement adopted by the American Film and Video Association.

Responsibility

The Library Board will adopt and regularly review a Collection Development Policy. The Library Director will be responsible for interpreting this policy. The materials budget will be allocated annually by the Library Director and the ~~Assistant Director for Operations~~ Acquisitions Specialist.

The Library Director will assign staff to specific collection development tasks as they see fit. Assigned staff will be responsible for selecting and deselecting all materials. The Library Director has the authority to override any collection development decision for any reason. No employee will be disciplined or dismissed for the selection or removal of library materials if the decision is made in good faith and in accordance with the adopted policy.

Title: Collection Development Policy

Effective Date: 9/20/99

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Date of Last Revision: 10/19/22

Selection Criteria

General selection criteria for all areas will include the following:

- Accuracy and authoritativeness of the material
- Quality of writing and reputation of the author or publisher
- Date of publication and currency of information
- Cost and availability of material
- Availability of space
- Local importance or historical value
- Interests and needs of the community
- Physical durability and quality of the format
- Need for a balanced collection with multiple viewpoints

Formats

All formats are considered viable parts of the Library collection and will be selected based on need and demand. In general the most durable formats should be selected whenever possible.

Electronic Resources

Electronic resources in all formats are considered a vital part of the collection and will be selected according to demand.

The Library may participate in consortiums with other libraries to take advantage of purchasing and borrowing benefits. In this case, the library will continue to purchase titles requested by local patrons or in high demand locally. The Library may also contribute money to consortium purchasing pools. The Library will not have complete control over all consortium content and may have to abide by consortium collection development guidelines.

Selection Based on Local Interest

The Library will attempt to purchase materials of local interest or those created by local authors or artists. These selections will be subject to the same selection criteria as all other materials. The Library will not purchase an item solely on the criteria of local subject matter or authorship.

Standards in Content and Quality

Title: Collection Development Policy

Effective Date: 9/20/99

Authorized By: Library Board of Trustees

Date of Last Revision: 10/19/22

Competent and objective opinion is sought from a variety of reviewing sources as to factual accuracy, effective expression, significance of subject, and sincerity and responsibility of authorship. At times, however, the need for material on a certain subject or viewpoint may outweigh shortcomings of style, content or format.

Patron Requests

Patron requests for materials are encouraged and will serve as an important selection tool. In all cases the materials requested by patrons will be given precedence over other selections, however all materials must meet the standards for quality and authoritativeness outlined above. The Library reserves the right to not purchase any item for any reason. Interlibrary Loan should be considered for materials that will not have continued demand in the Library collection. Items that are repeatedly requested through interlibrary loan should be considered for selection.

Requests for Reconsideration

Any person who has concerns regarding the content or quality of any book or other library material has the option to express their concerns. When any patron expresses a concern about material they will be informed of the Library's position of opposition to censorship. The patron will be immediately directed to the Library Director. If the Director is not available, the patron will leave their contact information and they will be contacted at the first available opportunity. The Director will attempt to address the patron's concerns without formal action whenever possible. If no agreement can be reached the Director will assist the patron in taking their concern to the Library Board. Once a patron has asked to speak to the Board about a request for reconsideration the Director cannot refuse to address that concern with the Board. The request for reconsideration will be taken to the Board of Trustees at their next regular meeting. The patron will be allowed up to ten minutes to formally state their challenge to the Board in their choice of format. The final determination regarding the disposition of the request for reconsideration is made by the Board of Trustees. The Board will always resolve a request for reconsideration within 3 scheduled meetings.

Collection Maintenance, Replacement and Weeding

The Library will be committed to a continuous process of withdrawal of materials. Each collection will be reviewed at least once every two years to remove outdated or damaged materials. A continuous process of withdrawal ensures that each collection contains relevant, attractive materials and that the collection size does not exceed the allocated space. The area served, interests of the users at each location, and the available space determine the appropriate size of the collection.

Title: Collection Development Policy

Effective Date: 9/20/99

Authorized By: Library Board of Trustees

Date of Last Revision: 10/19/22

Materials will be considered for removal from the collection based on the following criteria:

- Worn or damaged
- No longer relevant or timely
- No longer accurate
- Low use
- Multiple copies of a title that is no longer in demand

Specific guidelines for weeding will be addressed in the Collection Development procedure.

In most cases materials should not be replaced directly. Materials may be replaced with new editions or copies, or new or similar titles in the subject area if they meet the following criteria:

- Publication within three years if the item has more than three checkouts per year
- Historical circulation of more than five checkouts per year regardless of age
- Inclusion in any professional list of core collection items only if the item has maintained at least three checkouts per year
- Specific request by library staff for materials that they determine to have continued value

Title: Community Room Policy

Effective Date: 9/19/16

Authorized By: Library Board of Trustees

Date of Last Revision: 10/19/22

Availability

The Huntington City-Township Public Library will offer the following spaces as meeting and/or study rooms for public use.

- Flint Springs Community Room – recommended for up to 50 occupants
- Drovertown Community Room – recommended for up to 40 occupants
- ~~Maple Grove Community Room – recommended for up to 16 occupants~~
- Niptight Community Room - recommended for up to 12 occupants
- Boehmer Community Room - recommended for up to 16 occupants
- Plum Tree Community Room - recommended for up to 75 occupants
- Study Rooms 1- 3 – recommended for up to ~~3~~ 2 occupants
- Study Room 4 - recommended for up to ~~5~~ 3 occupants
- Markle Community Room – recommended for up to 25 occupants

The Flint Springs and Drovertown rooms can be combined to create one room with a maximum occupancy of 90.

Events with food, drinks or other substances that may damage carpet can only be held in the Flint Springs, Drovertown and Boehmer community rooms.

The meeting and study rooms may be used by any patrons of the library. A library card is not required for the use of the study rooms; however a valid library card will be required to book any other meeting room. This requirement may be waived at the discretion of the Director.

The community rooms and study rooms are available at no cost to any group.

The community rooms and study rooms may be used for the following purposes:

- Business meetings
- Club meetings
- Training
- Private parties or gatherings (available locations may be limited at the discretion of library staff)
- Individual or group study
- Individual or group work

The following activities are prohibited in the community rooms and study rooms:

- Any commercial or for-profit event
- Regular or repeated business office hours ~~or client meetings~~

Reservation

Title: Community Room Policy

Effective Date: 9/19/16

Authorized By: Library Board of Trustees

Date of Last Revision: 10/19/22

Community rooms may be booked in advance by completing the room request form on the library's website or in person at the reference desk. Community room reservations will not be made over the phone. Community rooms may be used on a walk-in basis at the discretion of library staff if the requestor holds an HCTPL library card in good standing.

Community rooms may be booked up to one year in advance. A group or individual may not book a room more than 2 times in one month for the same purpose and on-going bookings will be allowed for not more than one calendar year.

Each reservation must have a designated contact person who is at least 18 years of age. This person will be responsible for the room and any set-up and clean-up that must be done.

Study rooms may be booked up to one week in advance in person or by phone. Study rooms may also be used on a walk-in basis. Persons wishing to use a study room must check in at the reference desk before using the room. Study rooms will be booked for not more than 2 hours per event.

Library volunteer tutors will take precedence over all other use of the study rooms. Tutors may book the study rooms up to 6 months in advance and may have unlimited on-going booking. Tutors may not book the study room for more than 15 minutes before or after their student is expected. Tutors may not book study rooms for more than 3 consecutive hours.

All reservations will be approved by assigned library staff. The Library Director reserves the right to deny or cancel any room request at any time for any reason.

Guidelines

Library facilities may not be used for any meeting or event designed to financially benefit any individual or group either at the time of the meeting or at a future date. No donations may be solicited, except for non-profits at the discretion of the Director. No admission or other fees may be charged to attendees, except library or non-profit events at the discretion of the Director. No products or services may be advertised, solicited, or sold. Authors and artists may be allowed to sell materials as outlined in the Author and Artists Sales Policy.

Approved use of the library facilities does not in any way constitute an endorsement of the group's policies, beliefs or activities by the library. Any misrepresentation of this fact will result in the loss of facility use privileges for the offending group. Groups who announce or advertise their meetings to the public must include the following disclaimer in their announcements or advertisements:

This event and its associated viewpoints are neither sponsored nor endorsed by the Huntington-City Township Public Library or its staff.

Title: Community Room Policy

Effective Date: 9/19/16

Authorized By: Library Board of Trustees

Date of Last Revision: 10/19/22

The community rooms and study rooms are available only during normal library hours. Early entry and after hours use of the Flint Springs and Drovertown community rooms may be allowed at the discretion of the Library Director. Library staff must be in the building at all times during events outside of normal hours.

Events must be concluded at least 30 minutes before the library closes and the room must be vacated at least 10 minutes before the library closes.

The designated contact person shall be held responsible for all activity in the room, including the set-up and clean-up of the facility. All tables and chairs should be returned to their storage positions, trash placed in plastic bags and any spills wiped up. Library staff may be available to assist with set-up and clean-up with a minimum of 2 weeks notice of the need.

The Library is not responsible for items left in the rooms. The Library does not provide long term storage. Personal belongings left unattended are subject to removal; repeated occurrences may result in cancellation or denial of future reservations.

No furniture or equipment may be removed from or added to any room without prior approval. Anything that is moved must be returned to its original place at the end of the event.

Nothing may be attached to the walls, doors or windows. Whiteboards or flipchart stands are available upon request.

The Library may provide audiovisual equipment to be used by the public. Any requests for audio-visual equipment must be made at the time of reservation. Staff assistance with the use of equipment may be available but is not guaranteed.

The group or individual using the facilities must agree to indemnify and hold Huntington City-Township Public Library harmless for any personal injury, lost or stolen articles, or damaged property owned by anyone using the meeting room facilities.

The use of alcohol, tobacco, illegal drugs, candles or other incendiary devices is prohibited in all areas of the library.

A normal noise level and appropriate conduct will be expected of groups utilizing the facility. Parents/guardians are responsible for providing supervision for children before, during, and after any events occurring in library facilities. All individuals using the facility are required to comply with the Library's behavior policy.

Failure to comply with any of the terms of this policy or inappropriate use of the community rooms or study rooms may result in the loss of use privileges for the individual or group involved.

Appropriation Report for 100 OPERATING Huntington City-Township Public Library

Report Date: From 9/21/2022 To 10/19/2022

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
1. 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	\$80,000.00	\$0.00	\$80,000.00	\$6,615.04	\$61,249.90	\$18,750.10	23.4
1.12 Salary of Assistants (Salary and Wage Overflow)	\$855,000.00	\$0.00	\$855,000.00	\$68,133.27	\$640,278.62	\$214,721.38	25.1
1.14 Wages of Janitors	\$58,500.00	\$0.00	\$58,500.00	\$4,254.20	\$37,325.70	\$21,174.30	36.2
1.15 Additional Hours (750)	\$7,000.00	\$0.00	\$7,000.00	\$538.16	\$5,354.65	\$1,645.35	23.5
1.21 Employer's Share FICA	\$76,000.00	\$0.00	\$76,000.00	\$6,027.98	\$56,315.85	\$19,684.15	25.9
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	\$83,500.00	\$0.00	\$83,500.00	\$6,775.74	\$60,326.70	\$23,173.30	27.8
1.231 Employer's contribution PERF - Employee	\$22,500.00	\$0.00	\$22,500.00	\$1,814.96	\$18,714.41	\$3,785.59	16.8
1.24 Employer's Contribution Group Health	\$190,000.00	\$0.00	\$190,000.00	\$31,096.99	\$140,682.15	\$49,317.85	26.0
1.25 Employer's Contribution Life Ins.	\$9,750.00	\$0.00	\$9,750.00	\$802.60	\$7,704.37	\$2,045.63	21.0
1.26 Employer's Contribution STD	\$9,000.00	\$0.00	\$9,000.00	\$708.67	\$8,751.02	\$248.98	2.8
1.27 Employer's Contribution LTD	\$9,000.00	\$0.00	\$9,000.00	\$813.70	\$9,567.44	(\$567.44)	-6.3
1.28 Employer's Contribution Dental	\$7,250.00	\$0.00	\$7,250.00	\$495.09	\$4,567.70	\$2,682.30	37.0
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	\$56.25	\$470.19	(\$70.19)	-17.5
Subtotal	\$1,410,400.00		\$1,410,400.00	\$128,132.65	\$1,051,308.70	\$359,091.30	25.5
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	\$431.29	\$12,569.00	\$13,431.00	51.7

<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>
3.531	Water Markle	\$450.00	\$0.00	\$450.00	\$0.00	\$78.00	\$372.00	82.7
3.54	Sewer and Waste Huntington	\$8,000.00	\$0.00	\$8,000.00	\$896.72	\$8,062.14	(\$62.14)	-0.8
3.541	Sewer and WasteMarkle	\$325.00	\$0.00	\$325.00	\$82.95	\$602.64	(\$277.64)	-85.4
3.62	Equipment Repair and Maintenance	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$2,199.00	\$1,801.00	45.0
3.621	Equipment Leasing and Maintenance	\$14,500.00	\$0.00	\$14,500.00	\$1,110.00	\$12,105.30	\$2,394.70	16.5
3.622	Contracted Facility Maintenance	\$17,500.00	\$0.00	\$17,500.00	\$0.00	\$12,920.96	\$4,579.04	26.2
3.623	Technology License Agreements	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$7,159.15	\$2,840.85	28.4
3.624	Technology Maintenance	\$15,000.00	\$0.00	\$15,000.00	\$425.00	\$16,165.64	(\$1,165.64)	-7.8
3.625	ILS Maintenance and Contract	\$35,000.00	\$0.00	\$35,000.00	\$6,000.00	\$43,523.97	(\$8,523.97)	-24.4
3.626	2021 Ecumbrered 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	\$825.00	\$1,675.00	67.0
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
	Subtotal	\$438,356.00		\$438,356.00	\$42,594.78	\$263,965.45	\$174,390.55	39.8
4. Capital 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	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$13,246.62	(\$8,246.62)	-164.9
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	\$1,184.70	\$4,887.41	\$4,112.59	45.7
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	\$6,709.67	\$89,960.33	\$25,039.67	21.8

Appropriation Report for 400 LIBRARY IMPROVEMENT RE

Huntington City-Township Public Library

Report Date: From 9/21/2022 To 10/19/2022

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 9/21/2022 To 10/19/2022

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	\$16,289.09	\$21,036.09	(\$1,036.09)	-5.2
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	\$7,288.00	\$7,288.00	\$23,362.00	76.2
Subtotal	\$60,650.00		\$60,650.00	\$23,577.09	\$28,324.09	\$32,325.91	53.3
4. Capital Outlays							
4 Other Capital Outlays	\$125,000.00	\$0.00	\$125,000.00	\$0.00	\$3,785.83	\$121,214.17	97.0
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	\$47,300.00	\$57,700.00	55.0
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	\$6,918.10	\$8,081.90	53.9
4.42 Technology Equipment	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
Subtotal	\$785,650.00		\$785,650.00	\$0.00	\$58,003.93	\$727,646.07	92.6