

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

March 15th, 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. Roof Update
 - b. Desk Shields
 - c. Other
8. New Business
 - a. Policy Review
 - i. Mobile Hotspot
 - ii. Chromebook Checkout
 - iii. Use of Credit Cards
 - iv. Mobile Library
 - v. Inclement Weather and Emergency Closure
 - b. Staffing Proposal
 - c. Mural Proposal
 - d. Other
9. Public Input
10. Adjournment

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

Present: Daryl Shrock, Beka Lemons

Absent: Doug Denney, Jessica Mankey, Terri Salzano-Sees, Jamie Hoffman, John Branham, Anne McClellan

Visitors:

Regular Meeting

1. Call to Order

Meeting was called to order at 5:15 pm

Due to inclement weather we did not have enough Board members present to conduct business.

11. Adjournment

Treasurer Daryl Shrock adjourned the meeting at 5:16pm

Minutes submitted by Director, Beka Lemons

Jessica Mankey, Secretary

Huntington City-Township Public Library
February/March 2021

Director's Report

February

- We are still working on hiring a 20 hour Maintenance Specialist. We have had very few applicants so far. We may need to reconsider the hours or pay.
- We received a \$2,000 grant from the State Library to help pay for our desk shields. I also applied for \$2,500 from the city. I should hear back on this soon. Due to the conditions of the city grant, we have to wait to sign any contracts or start work until they approve the grant.
- We continue to assist the Health Department with vaccine appointment scheduling. In the first week we scheduled 114 appointments. We are scheduling an average of about 10 appointments a day. We are also taking calls for information and waitlist. Calls have slowed down this week but we expect it to be busier when the state changes the age limit again.
- We are planning a book drive to get donations for the Bookworm. This will happen during National Library Week, which is April 4-10. Staff have been visiting community organizations to ask for support and donations.
- The Markle Branch is working with the Markle Historical Society to house and display some of their archives as their regular storage space is no longer available.
- We have begun planning for our Summer Library Program. This year's theme is 'Tails and Tales' so our program will center on animals. We are planning mostly virtual programs with the option for very limited in-person events if circumstances allow them. We are also planning some outdoor activities like storytime in the park.

March

- Assistant Director Malcolm McBryde has announced his retirement effective April 2nd.
- Library Assistant Julie Theobald has announced her retirement effective April 30th.
- Alex Brown was hired as a part-time Maintenance Specialist starting March 9th.
- We are currently advertising a position for a full-time Library Assistant to replace Julie.
- The \$2,500 grant for COVID mitigation was approved by the city. Immediately after the approval we contracted to have the desk shields completed. We anticipate that they will be done mid-March.
- I finalized plans with Bryan Ballinger to paint a mural in the children's area. He is donating his time and we are paying for materials. The cost will be around \$950. I will also meet with Bryan and Katy Strass from the Arts & Entrepreneurial Center to discuss the possibility of painting a mural on the Cherry Street end of the building (outside).
- The final walkthrough of the roof was completed on March 4th. There are a few minor items to fix but the project is substantially complete.
- Plans are in place for a book drive for the Bookworm. We will place collection boxes in businesses around town and will hold a book drive event at the library on April 10th. Innovative Packaging donated boxes for the collection.
- With the county's COVID numbers continuing to improve, we are looking at ways to gradually phase in services that have been limited.

Financial Report
Huntington City-Township Public Library

Report Dates = **2/15/2021 to 3/15/2021**

<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	\$126,599.04	\$369,393.67	\$53,572.32	\$159,606.90	\$1,700,690.60
Subtotal	\$1,910,477.37	\$126,599.04	\$369,393.67	\$53,572.32	\$159,606.90	\$1,700,690.60
2. Special Revenue						
200 GIFT (REGULAR)	\$188,203.90	\$0.00	\$616.56	\$56.91	\$159.52	\$187,746.86
201 FRIENDS OF THE LIBRARY	\$2,695.78	\$303.07	\$966.71	\$0.87	\$1.74	\$1,730.81
202 LITERACY	\$25,693.40	\$1,021.35	\$1,021.35	\$205.79	\$411.58	\$25,083.63
203 GIFT - B. JOAN KEEFER CENTER	\$44,289.28	\$0.00	\$0.00	\$11.00	\$22.34	\$44,311.62
204 B JOAN KEEFER CENTER INVESTMENT - 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	\$0.74	\$1,451.26
206 MARKLE/BARKELY GIFT	\$19.23	\$19.23	\$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	\$37.95	\$79.97	\$1,751.66
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
Subtotal	\$288,884.37	\$1,343.65	\$2,623.85	\$312.89	\$7,963.43	\$294,223.95
4. Capital Projects						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$40,440.82	\$0.00	\$0.00	\$2.02	\$4.58	\$40,445.40
401 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
402 ROOF & DIGITAL SIGN REPAIR - INSURANCE	\$86,767.49	\$220.00	\$69,134.33	\$5.50	\$28.17	\$17,661.33
421 RAINY DAY FUND	\$709,453.14	\$0.00	\$0.00	\$236.43	\$254,818.73	\$964,271.87
422 RAINY DAY INVESTMENT	\$250,000.00	\$0.00	\$250,000.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,086,661.45	\$220.00	\$319,134.33	\$243.95	\$254,851.48	\$1,022,378.60
5. Clearing						
800 PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$65.00	\$65.00
801 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$5,829.17	\$14,390.64	\$5,829.17	\$14,390.64	\$0.00
804 FICA	\$0.00	\$5,283.20	\$13,267.40	\$5,283.20	\$13,267.40	\$0.00
806 STATE	\$0.00	\$2,264.81	\$4,518.25	\$2,245.83	\$5,631.18	\$1,112.93
807 COUNTY	\$0.00	\$1,261.33	\$2,515.99	\$1,251.32	\$3,136.21	\$620.22
808 INSURANCE	\$3,734.45	\$576.65	\$7,918.50	\$2,340.70	\$5,851.75	\$1,667.70
809 DEFERRED COMP	\$0.00	\$1,050.00	\$2,600.00	\$1,050.00	\$2,600.00	\$0.00
810 UNITED WAY	\$0.00	\$260.40	\$260.40	\$104.16	\$260.40	\$0.00
811 STAFF ASSOCIATION	\$0.00	\$0.00	\$0.00	\$14.00	\$75.00	\$75.00
812 ROTH IRA	\$0.00	\$325.00	\$700.00	\$325.00	\$700.00	\$0.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$401.92	\$892.30	\$401.92	\$892.30	\$0.00
814 GARNISHMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$3,734.45	\$17,252.48	\$47,063.48	\$18,845.30	\$46,869.88	\$3,540.85
Grand Total	\$3,289,757.64	\$145,415.17	\$738,215.33	\$72,974.46	\$469,291.69	\$3,020,834.00

Total all banks = \$3,020,834.00

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

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 2/15/2021 To 3/15/2021

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	\$78,250.00	\$0.00	\$78,250.00	\$5,822.64	\$14,556.60	\$63,693.40	81.4
1.12 Salary of Assistants (Salary and Wage Overflow)	\$830,000.00	\$0.00	\$830,000.00	\$59,298.61	\$149,715.85	\$680,284.15	82.0
1.14 Wages of Janitors	\$70,500.00	\$0.00	\$70,500.00	\$4,510.40	\$10,470.40	\$60,029.60	85.1
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	\$5,283.30	\$13,267.61	\$60,765.39	82.1
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	\$5,761.06	\$14,388.12	\$64,611.88	81.8
1.231 Employer's contribution PERF - Employee	\$22,000.00	\$0.00	\$22,000.00	\$1,543.16	\$3,854.00	\$18,146.00	82.5
1.24 Employer's Contribution Group Health	\$165,000.00	\$0.00	\$165,000.00	\$0.00	\$34,450.52	\$130,549.48	79.1
1.25 Employer's Contribution Life Ins.	\$9,250.00	\$0.00	\$9,250.00	\$1,698.73	\$2,607.71	\$6,642.29	71.8
1.26 Employer's Contribution STD	\$8,500.00	\$0.00	\$8,500.00	\$1,671.92	\$2,367.76	\$6,132.24	72.1
1.27 Employer's Contribution LTD	\$7,700.00	\$0.00	\$7,700.00	\$1,774.26	\$2,478.55	\$5,221.45	67.8
1.28 Employer's Contribution Dental	\$6,000.00	\$0.00	\$6,000.00	\$482.37	\$1,534.72	\$4,465.28	74.4
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	\$178.86	\$221.14	55.3
Subtotal	\$1,360,133.00		\$1,360,133.00	\$87,890.77	\$249,870.70	\$1,110,262.30	81.6
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	\$951.87	\$1,686.83	\$24,313.17	93.5
2.21 Operating/Cleaning/Sanitation Supplies	\$10,000.00	\$0.00	\$10,000.00	\$675.86	\$1,620.39	\$8,379.61	83.8

<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>
Subtotal	\$36,001.00		\$36,001.00	\$1,627.73	\$3,307.22	\$32,693.78	90.8
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	\$54.01	\$54.01	(\$53.01)	-5301.0
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3.14 Other Professional Services	\$18,000.00	\$0.00	\$18,000.00	\$5,517.49	\$6,731.91	\$11,268.09	62.6
3.141 Contracted Labor for Grounds	\$13,000.00	\$0.00	\$13,000.00	\$2,010.00	\$4,195.00	\$8,805.00	67.7
3.145 Databases	\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$18,000.00	100.0
3.146 E-books	\$42,500.00	\$0.00	\$42,500.00	\$533.39	\$533.39	\$41,966.61	98.7
3.21 Telephone	\$5,750.00	\$0.00	\$5,750.00	\$348.98	\$1,666.23	\$4,083.77	71.0
3.211 Telephone - Markle	\$1,300.00	\$0.00	\$1,300.00	\$33.00	\$371.54	\$928.46	71.4
3.212 Fax Expense	\$800.00	\$0.00	\$800.00	\$25.00	\$75.00	\$725.00	90.6
3.213 T-1 Access Huntington	\$16,000.00	\$0.00	\$16,000.00	\$459.25	\$1,377.75	\$14,622.25	91.4
3.2131 T-1 Access Markle	\$8,000.00	\$0.00	\$8,000.00	\$285.00	\$855.00	\$7,145.00	89.3
3.22 Postage and Shipping	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3.23 Traveling Expense	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
3.24 Professional Development	\$9,000.00	\$0.00	\$9,000.00	\$157.50	\$257.50	\$8,742.50	97.1
3.31 Advertising and Public Notices	\$5,000.00	\$0.00	\$5,000.00	\$139.65	\$319.23	\$4,680.77	93.6
3.41 Official Bonds	\$500.00	\$0.00	\$500.00	\$225.00	\$225.00	\$275.00	55.0
3.42 Operational Insurance	\$37,000.00	\$0.00	\$37,000.00	\$0.00	\$2,301.00	\$34,699.00	93.8
3.51 Gas Huntington	\$12,500.00	\$0.00	\$12,500.00	\$1,552.02	\$3,651.07	\$8,848.93	70.8
3.511 Gas Markle	\$1,350.00	\$0.00	\$1,350.00	\$154.42	\$277.48	\$1,072.52	79.4
3.52 Electricity Huntington (Utilities Overflow)	\$63,000.00	\$0.00	\$63,000.00	\$3,830.88	\$11,952.82	\$51,047.18	81.0
3.521 Electricity Markle	\$2,750.00	\$0.00	\$2,750.00	\$0.00	\$577.72	\$2,172.28	79.0
3.53 Water Huntington	\$3,000.00	\$0.00	\$3,000.00	\$218.63	\$640.32	\$2,359.68	78.7
3.531 Water Markle	\$400.00	\$0.00	\$400.00	\$26.00	\$78.00	\$322.00	80.5

<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>
3.54 Sewer and Waste Huntington	\$6,800.00	\$0.00	\$6,800.00	\$282.57	\$1,335.50	\$5,464.50	80.4
3.541 Sewer and WasteMarkle	\$300.00	\$0.00	\$300.00	\$21.89	\$65.67	\$234.33	78.1
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	\$14,250.00	\$0.00	\$14,250.00	\$1,110.00	\$2,220.00	\$12,030.00	84.4
3.622 Contracted Facility Maintenance	\$17,500.00	\$0.00	\$17,500.00	\$373.00	\$702.00	\$16,798.00	96.0
3.623 Technology License Agreements	\$10,000.00	\$0.00	\$10,000.00	\$616.57	\$3,530.14	\$6,469.86	64.7
3.624 Technology Maintenance	\$15,000.00	\$0.00	\$15,000.00	\$610.00	\$2,269.87	\$12,730.13	84.9
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	\$150.00	\$150.00	\$2,350.00	94.0
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
Subtotal	\$367,206.00		\$367,206.00	\$18,734.25	\$81,192.30	\$286,013.70	77.9
4. Capitol Outlays							
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	\$403.82	\$403.82	\$4,596.18	91.9
4.41 Technology Equipment	\$7,500.00	\$0.00	\$7,500.00	\$123.62	\$151.61	\$7,348.39	98.0
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	\$13,561.25	\$18,762.60	\$96,237.40	83.7
4.6 Periodicals and Newspapers	\$12,500.00	\$0.00	\$12,500.00	\$371.95	\$10,232.49	\$2,267.51	18.1
4.71 Audio-visual Materials	\$26,000.00	\$0.00	\$26,000.00	\$2,629.80	\$3,523.10	\$22,476.90	86.4
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	\$3.49	\$746.51	99.5
4.8 Materials Processing	\$11,500.00	\$0.00	\$11,500.00	\$1,255.85	\$1,746.84	\$9,753.16	84.8
Subtotal	\$188,252.00		\$188,252.00	\$18,346.29	\$34,823.95	\$153,428.05	81.5

<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>
Grand Total	\$1,951,592.00	\$0.00	\$1,951,592.00	\$126,599.04	\$369,194.17	\$1,582,397.83	81.1

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 2/15/2021 To 3/15/2021

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 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 2/15/2021 To 3/15/2021

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. Capitol 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 1/11/1998.