

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
February 16th, 2022
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. Discussion of COVID related strategies
 - i. Decision on mask requirements and program restrictions
8. New Business
 - a. Policy Review
 - i. Hours of Operation and Closure Policy
 - ii. Notary Public
 - b. Board Education
 - c. Other
9. Public Input
10. Adjournment

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

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

Present: Jamie Hoffman (joined virtually, not voting), Jessica Mankey, Daryl Shrock, Beka Lemons, John Branham, Doug Denny, Terri Salzano-Sees (joined virtually, not voting), Mike Richards

Absent: None

Visitors: Jessi Brown, Mike Perkins, Eric Fry, Malissa Hostetler, Dr. Pflieger, Cassidy DeHaven

John called the meeting to order at 5:15. He began by explaining the purpose of the Board of Finance meeting for our new board member. John then asked the board members to introduce ourselves to and hear about our new board member.

John reminded everyone that if we have a quorum in the room tonight (and we do) because we did not advertise the meeting as virtual and thus those attending virtually cannot vote though they can participate in the meeting. We need about 9 days notice to be able to advertise a virtual meeting.

Board of Finance Meeting

1. Call to Order
2. Election of Officers: John nominated and Doug seconded Daryl as president of the board of finance. Motion approved. Doug nominated and Daryl seconded Jessica Mankey as secretary. Motion approved.
3. Review of Current Investments: Daryl asked Beka to provide an overview.
4. Policy Review
 - a. Investment Cash Management: No changes to the policy. Jessica motioned, Doug seconded. Motion approved.
 - b. Investment Policy: No changes to the policy. Jessica motioned, Doug seconded. Motion approved.
 - c. Internal Controls: Minor wording change to the policy. John motioned, Mike seconded. Motion approved.
 - d. Check Signing Authorization: No changes to the policy. John motioned,

Doug seconded. Motion approved via signature vote.

5. Adjournment: Daryl adjourned the meeting.

Present: Jamie Hoffman (joined virtually, not voting), Jessica Mankey, Daryl Shrock, Beka Lemons, John Branham, Doug Denny, Terri Salzano-Sees (joined virtually, not voting), Mike Richards

Absent: None

Visitors: Jessi Brown, Mike Perkins, Eric Fry, Malissa Hostetler, Dr. Pflieger, Cassidy DeHaven

Regular Meeting

1. Call to Order: John called the meeting to order.
2. Reading and Approval of Minutes: Terri corrected the spelling of her name in the last meeting's minutes. Daryl motioned to approve the minutes, Mike seconded. Motion approved.
3. Reading and Approval of Financial Report and Bills: Daryl motioned to approve the Financial Report & Bills, Mike seconded. Motion approved.
 - a. Approve Changes to Appropriation: Daryl motioned to approve, Doug seconded. Motion approved.
 - b. Rainy Day Transfer Resolution: Beka noted that we had money left over from the operating budget from last year and we would like to transfer it to the Rainy Day fund. Motion passed via signature vote.
 - c. Operating Encumbrance Resolution: We had a contract for a new app that we want to pay for from last year's budget and we are encumbering funds to pay for this in 2022. Motion passed via signature vote.
4. Report of the Librarian: Beka noted staffing changes. Charlie Burd has given 2 week notice. We are in the middle of the winter reading program. Beka noted the move to the state consortium
5. Committee Reports: None
6. Communications: None
7. Unfinished Business: None
 - a. Other
8. New Business

- a. Discussion of COVID related strategies: There was discussion about the strategies.

Jessica motioned and Doug seconded reinstating the mask requirements for all people in both the children's area & teen area and a suspension of in-person programming, this would be for two weeks. The motion passed 3-2.

Beka requested that we meet again in 2 weeks

- b. Policy Review

- i. Computer and Internet Use: Daryl motioned to approve. Mike seconded. Motion approved.

- c. Other: Beka asked to spend rainy day money on conference tables and a good lighted display case for the Library of THings. No objections from the board.

9. Public Input:

10. Adjournment: Doug motioned to adjourn. Daryl seconded. Meeting adjourned.

Financial Report
Huntington City-Township Public Library

Report Dates = **1/19/2022 to 2/16/2022**

<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	\$135,319.14	\$237,655.20	\$50,658.10	\$102,482.86	\$1,885,993.58
Subtotal	\$2,021,165.92	\$135,319.14	\$237,655.20	\$50,658.10	\$102,482.86	\$1,885,993.58
2. Special Revenue						
200 GIFT (REGULAR)	\$178,338.21	\$0.00	\$82.49	\$12.34	\$70.44	\$178,326.16
201 FRIENDS OF THE LIBRARY	\$8,314.92	\$405.75	\$1,000.87	\$0.00	\$0.00	\$7,314.05
202 LITERACY	\$14,177.01	\$0.00	\$0.00	\$200.00	\$203.33	\$14,380.34
203 GIFT - B. JOAN KEEFER CENTER	\$46,782.91	\$0.00	\$0.00	\$0.00	\$34.10	\$46,817.01
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	\$8.45	\$8.45	\$24,869.02
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	\$2.27	\$8,915.45
276 STATE TECH GRANT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$7,793.59	\$7,793.59
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
Subtotal	\$283,438.09	\$405.75	\$1,083.36	\$220.79	\$8,112.18	\$290,466.91
4. Capital Projects						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$40,464.50	\$0.00	\$0.00	\$3.05	\$3.05	\$40,467.55
401 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
421 RAINY DAY FUND	\$1,127,884.58	\$3,785.83	\$3,785.83	\$0.00	\$251.15	\$1,124,349.90
422 RAINY DAY INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,168,349.08	\$3,785.83	\$3,785.83	\$3.05	\$254.20	\$1,164,817.45
5. Clearing						
800 PLAC FUND	\$0.00	\$0.00	\$0.00	\$62.57	\$62.57	\$62.57
801 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$6,337.67	\$11,186.15	\$6,337.67	\$11,186.15	\$0.00
804 FICA	\$0.00	\$5,577.33	\$9,085.87	\$5,577.33	\$9,085.87	\$0.00
806 STATE	\$0.00	\$2,495.94	\$2,495.94	\$2,264.06	\$3,700.19	\$1,204.25
807 COUNTY	\$0.00	\$1,493.98	\$1,493.98	\$1,281.33	\$2,167.53	\$673.55
808 INSURANCE	\$3,930.57	\$2,915.39	\$6,940.79	\$2,962.10	\$4,449.52	\$1,439.30
809 DEFERRED COMP	\$0.00	\$2,042.00	\$3,058.00	\$2,042.00	\$3,058.00	\$0.00
810 UNITED WAY	\$0.00	\$0.00	\$0.00	\$117.00	\$178.00	\$178.00
811 STAFF ASSOCIATION	\$0.00	\$0.00	\$0.00	\$4.00	\$6.00	\$6.00
812 ROTH IRA	\$0.00	\$500.00	\$750.00	\$500.00	\$750.00	\$0.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$1,180.00	\$1,483.46	\$1,190.00	\$1,493.46	\$10.00
Subtotal	\$3,930.57	\$22,542.31	\$36,494.19	\$22,338.06	\$36,137.29	\$3,573.67
Grand Total	\$3,476,883.66	\$162,053.03	\$279,018.58	\$73,220.00	\$146,986.53	\$3,344,851.61

Total all banks = \$3,346,306.45

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 1/19/2022 To 2/16/2022

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<i>1. Personal Services</i>							
1.11 Salary of Librarian	\$80,000.00	\$0.00	\$80,000.00	\$5,976.48	\$8,964.72	\$71,035.28	88.8
1.12 Salary of Assistants (Salary and Wage Overflow)	\$855,000.00	\$0.00	\$855,000.00	\$64,602.46	\$106,806.20	\$748,193.80	87.5
1.14 Wages of Janitors	\$58,500.00	\$0.00	\$58,500.00	\$3,568.64	\$4,695.94	\$53,804.06	92.0
1.15 Additional Hours (750)	\$7,000.00	\$0.00	\$7,000.00	\$133.12	\$133.12	\$6,866.88	98.1
1.21 Employer's Share FICA	\$76,000.00	\$0.00	\$76,000.00	\$5,577.27	\$9,085.81	\$66,914.19	88.0
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	\$6,325.61	\$10,457.34	\$73,042.66	87.5
1.231 Employer's contribution PERF - Employee	\$22,500.00	\$0.00	\$22,500.00	\$1,694.36	\$2,148.20	\$20,351.80	90.5
1.24 Employer's Contribution Group Health	\$190,000.00	\$0.00	\$190,000.00	\$15,617.89	\$27,819.45	\$162,180.55	85.4
1.25 Employer's Contribution Life Ins.	\$9,750.00	\$0.00	\$9,750.00	\$953.84	\$1,769.38	\$7,980.62	81.9
1.26 Employer's Contribution STD	\$9,000.00	\$0.00	\$9,000.00	\$879.77	\$1,616.52	\$7,383.48	82.0
1.27 Employer's Contribution LTD	\$9,000.00	\$0.00	\$9,000.00	\$886.88	\$1,632.35	\$7,367.65	81.9
1.28 Employer's Contribution Dental	\$7,250.00	\$0.00	\$7,250.00	\$503.56	\$937.09	\$6,312.91	87.1
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	\$88.64	\$311.36	77.8
Subtotal	\$1,410,400.00		\$1,410,400.00	\$106,764.20	\$176,154.76	\$1,234,245.24	87.5
<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	\$0.00	\$26,000.00	\$1,307.25	\$1,610.93	\$24,389.07	93.8
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	\$672.31	\$1,360.79	\$6,639.21	83.0
3.541 Sewer and WasteMarkle	\$325.00	\$0.00	\$325.00	\$0.00	\$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	\$2,220.00	\$3,330.00	\$11,170.00	77.0
3.622 Contracted Facility Maintenance	\$17,500.00	\$0.00	\$17,500.00	\$373.00	\$2,048.00	\$15,452.00	88.3
3.623 Technology License Agreements	\$10,000.00	\$0.00	\$10,000.00	\$1,230.40	\$1,850.80	\$8,149.20	81.5
3.624 Technology Maintenance	\$15,000.00	\$0.00	\$15,000.00	\$1,843.35	\$4,251.05	\$10,748.95	71.7
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 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	\$200.00	\$200.00	\$2,300.00	92.0
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	\$18,036.85	\$34,266.68	\$404,089.32	92.2

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	\$5,000.00	\$0.00	\$5,000.00	\$74.97	\$490.92	\$4,509.08	90.2
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	\$1,538.00	\$1,538.00	\$7,462.00	82.9
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	\$4,378.74	\$11,021.87	\$103,978.13	90.4
4.6 Periodicals and Newspapers	\$11,000.00	\$0.00	\$11,000.00	\$626.05	\$6,110.19	\$4,889.81	44.5

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

Report Date: From 1/19/2022 To 2/16/2022

<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>
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 1/19/2022 To 2/16/2022

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<i>1. Personal Services</i>							
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
<i>2. Supplies</i>							
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
<i>3. Other Services and Charge</i>							
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
Subtotal	\$60,650.00		\$60,650.00	\$0.00	\$0.00	\$60,650.00	100.0
<i>4. Capital Outlays</i>							
4 Other Capital Outlays	\$125,000.00	\$0.00	\$125,000.00	\$3,785.83	\$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	\$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
Subtotal	\$785,650.00		\$785,650.00	\$3,785.83	\$3,785.83	\$781,864.17	99.5