

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

March 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
8. New Business
  - a. Policy Review
    - i. Solicitation and Posting
    - ii. Child Abuse and Neglect
  - b. Expenditure Request - Smartboards
  - c. Pay Scale Increase Proposal
  - d. Other
9. Public Input
10. Board Education - Annual Report
11. Adjournment

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees  
February 16th, 2022  
5:15pm

**Present:** Jamie Hoffman, Jessica Mankey, Daryl Shrock, Beka Lemons,  
John Branham, Doug Denney

**Absent:** Mike Richards, Terri Salzano-Sees

**Visitors:** Ally Wiley, Cassidy DeHaven, Mike Perkins, Eric Fry, Malissa  
Hostetler, Michelle Glosson, Sarah Jeffers

## Regular Meeting

1. Call to Order: John called the meeting to order at 5:15.
2. Reading and Approval of Minutes:  
Doug motioned to approve the board of finance meeting minutes, Daryl seconded.  
Motion passed.  
Jessica motioned to approve the meeting minutes for the regular meeting as  
revised (correction of Doug Denney's name). Daryl seconded. Motion passed via  
signature vote.
3. Reading and Approval of Financial Report and Bills: Daryl motioned to approve  
the financial report and bills, Jessica seconded. Motion passed via signature vote.
4. Report of the Librarian: Beka filled us in on some of the staffing changes that we  
have. Our Bookmobile is finished and should be back soon. We got approval for the  
IU student help with the Wayfinding project.
5. Committee Reports: None
6. Communications: None
7. Unfinished Business:

a. Discussion of COVID related strategies:

i. Decision on mask requirements and program restrictions: John opened this discussion by opening the floor to Public Input. John provided an update on the current situation and series of events that brought us to this point.

Two concerns emerged from the discussion: the first related to masking, the second was about staffing turn-over, programming, etc.

John moved to drop the previous masking policy and programming. Daryl seconded. Motion passed, 4 to 1.

8. New Business:

a. Policy Review:

i. Hours of Operation and Closure Policy: Jessica motioned to approve, Daryl seconded. Motion passed.

ii. Notary Public: Daryl motioned to approve the policy, Doug seconded. Motion passed.

b. Board Education: Beka explained how we might approach board education by reviewing the newest edition of the IN The Public Trust publication. Beka offered to take suggestions from the board as well if there is anything anyone wants to add to the Board Education discussions.

c. Other: Jamie asked about where we are on the patio repair/renovation. Beka indicated that is on the agenda but that we have to take care of the significant damage to the concrete in Markle. However, we are working on this currently.

There was discussion regarding the gaps in communication practices with

the community (where we post, share, disseminate information). Beka noted that these issues will be addressed.

9. Public Input: Took part in discussion about the mask policy.

10. Adjournment: John adjourned the meeting.

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees  
February 2nd, 2022  
5:15pm

**Present:** Lori VanOver (proxy for Beka Lemons)

**Absent:** Jamie Hoffman, Jessica Mankey, Daryl Shrock, John Branham,  
Doug Denney, Mike Richards, Terri Salzano-Sees, Beka Lemons

**Visitors:**

Special Meeting to Discuss COVID Mask Requirements

- Quorum was not met. No meeting was held.

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

Report Dates = **2/16/2022 to 3/16/2022**

<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>
<b>1. Operating Fund</b>						
100 OPERATING	\$2,021,165.92	\$126,575.87	\$364,231.07	\$98,086.56	\$154,240.41	\$1,811,175.26
<b>Subtotal</b>	<b>\$2,021,165.92</b>	<b>\$126,575.87</b>	<b>\$364,231.07</b>	<b>\$98,086.56</b>	<b>\$154,240.41</b>	<b>\$1,811,175.26</b>
<b>2. Special Revenue</b>						
200 GIFT (REGULAR)	\$178,338.21	\$0.00	\$82.49	\$69.20	\$139.38	\$178,395.10
201 FRIENDS OF THE LIBRARY	\$8,314.92	\$226.43	\$1,227.30	\$0.00	\$0.00	\$7,087.62
202 LITERACY	\$14,177.01	\$0.00	\$0.00	\$203.33	\$406.66	\$14,583.67
203 GIFT - B. JOAN KEEFER CENTER	\$46,782.91	\$0.00	\$0.00	\$14.10	\$48.20	\$46,831.11
204 B JOAN KEEFER CENTER INVESTMENT - 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	\$0.00	\$1,454.84
207 BRIDGE-DICKEY INVESTMENT 08/2012	\$24,860.57	\$0.00	\$0.00	\$7.63	\$16.08	\$24,876.65
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	\$2.27	\$4.54	\$8,917.72
276 STATE TECH GRANT FUND	\$0.00	\$0.00	\$0.00	\$1.80	\$7,795.39	\$7,795.39
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
<b>Subtotal</b>	<b>\$284,892.93</b>	<b>\$226.43</b>	<b>\$1,309.79</b>	<b>\$298.33</b>	<b>\$8,410.25</b>	<b>\$291,993.39</b>
<b>4. Capital Projects</b>						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$40,464.50	\$0.00	\$0.00	\$0.00	\$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	\$4,747.00	\$8,532.83	\$0.00	\$251.15	\$1,119,602.90
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>\$4,747.00</b>	<b>\$8,532.83</b>	<b>\$0.00</b>	<b>\$254.20</b>	<b>\$1,160,070.45</b>
<b>5. Clearing</b>						
800 PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$62.57	\$62.57
801 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$5,345.00	\$16,531.15	\$5,345.00	\$16,531.15	\$0.00
804 FICA	\$0.00	\$5,085.75	\$14,171.62	\$5,085.75	\$14,171.62	\$0.00
806 STATE	\$0.00	\$2,225.32	\$4,721.26	\$2,058.66	\$5,758.85	\$1,037.59
807 COUNTY	\$0.00	\$1,260.51	\$2,754.49	\$1,184.03	\$3,351.56	\$597.07
808 INSURANCE	\$3,930.57	\$3,067.69	\$10,008.48	\$2,936.49	\$7,386.01	\$1,308.10
809 DEFERRED COMP	\$0.00	\$2,052.00	\$5,110.00	\$2,052.00	\$5,110.00	\$0.00
810 UNITED WAY	\$0.00	\$0.00	\$0.00	\$112.00	\$290.00	\$290.00
811 STAFF ASSOCIATION	\$0.00	\$0.00	\$0.00	\$4.00	\$10.00	\$10.00
812 ROTH IRA	\$0.00	\$510.00	\$1,260.00	\$510.00	\$1,260.00	\$0.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$370.00	\$1,853.46	\$360.00	\$1,853.46	\$0.00
<b>Subtotal</b>	<b>\$3,930.57</b>	<b>\$19,916.27</b>	<b>\$56,410.46</b>	<b>\$19,647.93</b>	<b>\$55,785.22</b>	<b>\$3,305.33</b>
<b>Grand Total</b>	<b>\$3,478,338.50</b>	<b>\$151,465.57</b>	<b>\$430,484.15</b>	<b>\$118,032.82</b>	<b>\$218,690.08</b>	<b>\$3,266,544.43</b>

**Total all banks = \$3,266,544.43**

# Appropriation Report for 100 OPERATING

## Huntington City-Township Public Library

Report Date: From 2/16/2022 To 3/16/2022

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	\$14,941.20	\$65,058.80	81.3
1.12 Salary of Assistants (Salary and Wage Overflow)	\$855,000.00	\$0.00	\$855,000.00	\$56,652.81	\$163,459.01	\$691,540.99	80.9
1.14 Wages of Janitors	\$58,500.00	\$0.00	\$58,500.00	\$3,580.08	\$8,276.02	\$50,223.98	85.9
1.15 Additional Hours (750)	\$7,000.00	\$0.00	\$7,000.00	\$914.03	\$1,047.15	\$5,952.85	85.0
1.21 Employer's Share FICA	\$76,000.00	\$0.00	\$76,000.00	\$5,085.68	\$14,171.49	\$61,828.51	81.4
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	\$5,585.48	\$16,042.82	\$67,457.18	80.8
1.231 Employer's contribution PERF - Employee	\$22,500.00	\$0.00	\$22,500.00	\$1,496.12	\$3,644.32	\$18,855.68	83.8
1.24 Employer's Contribution Group Health	\$190,000.00	\$0.00	\$190,000.00	\$12,860.65	\$40,680.10	\$149,319.90	78.6
1.25 Employer's Contribution Life Ins.	\$9,750.00	\$0.00	\$9,750.00	\$795.64	\$2,565.02	\$7,184.98	73.7
1.26 Employer's Contribution STD	\$9,000.00	\$0.00	\$9,000.00	\$878.48	\$2,495.00	\$6,505.00	72.3
1.27 Employer's Contribution LTD	\$9,000.00	\$0.00	\$9,000.00	\$983.67	\$2,616.02	\$6,383.98	70.9
1.28 Employer's Contribution Dental	\$7,250.00	\$0.00	\$7,250.00	\$411.22	\$1,348.31	\$5,901.69	81.4
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	\$132.96	\$267.04	66.8
<b>Subtotal</b>	<b>\$1,410,400.00</b>		<b>\$1,410,400.00</b>	<b>\$95,264.66</b>	<b>\$271,419.42</b>	<b>\$1,138,980.58</b>	<b>80.8</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	\$0.00	\$26,000.00	\$1,957.36	\$3,568.29	\$22,431.71	86.3
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	\$643.91	\$2,004.70	\$5,995.30	74.9
3.541 Sewer and WasteMarkle	\$325.00	\$0.00	\$325.00	\$21.89	\$43.78	\$281.22	86.5
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	\$0.00	\$3,330.00	\$11,170.00	77.0
3.622 Contracted Facility Maintenance	\$17,500.00	\$0.00	\$17,500.00	\$0.00	\$2,048.00	\$15,452.00	88.3
3.623 Technology License Agreements	\$10,000.00	\$0.00	\$10,000.00	\$1,934.61	\$3,785.41	\$6,214.59	62.1
3.624 Technology Maintenance	\$15,000.00	\$0.00	\$15,000.00	\$9.30	\$4,260.35	\$10,739.65	71.6
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	\$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
<b>Subtotal</b>	<b>\$438,356.00</b>		<b>\$438,356.00</b>	<b>\$13,290.15</b>	<b>\$47,556.83</b>	<b>\$390,799.17</b>	<b>89.2</b>

#### 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	\$443.53	\$934.45	\$4,065.55	81.3
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	\$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	\$11,537.31	\$22,559.18	\$92,440.82	80.4
4.6 Periodicals and Newspapers	\$11,000.00	\$0.00	\$11,000.00	\$356.88	\$6,467.07	\$4,532.93	41.2



# Appropriation Report for 421 RAINY DAY FUND

## Huntington City-Township Public Library

Report Date: From **2/16/2022** To **3/16/2022**

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
<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>
<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
<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>
<i>3. Other Services and Charge</i>							
3.14 Other Professional Services	\$20,000.00	\$0.00	\$20,000.00	\$4,747.00	\$4,747.00	\$15,253.00	76.3
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>\$4,747.00</b>	<b>\$4,747.00</b>	<b>\$55,903.00</b>	<b>92.2</b>
<i>4. Capitol Outlays</i>							
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	\$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>\$3,785.83</b>	<b>\$781,864.17</b>	<b>99.5</b>