

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

May 18th, 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. New Business
  - a. Staffing Adjustment
  - b. Mileage Reimbursement Policy
  - c. Other
8. Unfinished Business
  - a. Pay Scale Increase Proposal
  - b. Other
9. Public Input
10. Board Education - Interpreting Monthly Financial Reports
11. Adjournment

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

April 20th, 2022

5:15pm

**Present:** Jamie Hoffman, Jessica Mankey, Daryl Shrock, Beka Lemons, Mike Richard, Terri Salzano-Sees (via video call), Doug Denney

**Absent:** John Branham

**Visitors:** Mike Perkins, Devon Henderson

## Regular Meeting

1. Call to Order: Jamie called the meeting to order.
2. Reading and Approval of Minutes: Daryl motioned to approve the minutes. Doug seconded. Minutes approved.
3. Reading and Approval of Financial Report and Bills: Daryl motioned to approve the financial report and bills. Jessica seconded. Motion passed.
4. Report of the Librarian: Beka overviewed the staffing changes. Readboxes have been installed and refilled three times already! Smartboards are installed. Self-checks are here and installed. We are going to have a silent auction to sell the artwork collection. She also provided an overview of some of the publicity we have in the works. We are working on getting estimates on the concrete work that we need done.
5. Committee Reports: Benefits committee had a brief meeting regarding the renewal of the health insurance plan.

Jamie asked for an update on the Waymaking plan for the library and Beka provided an update on the progress that is being made.

6. Communications: None

7. Unfinished Business: None

8. New Business

a. Program Proposal: Beka explained a request from a mobile spay/neuter clinic on Sunday, 17 July. Daryl motioned for a provisional approval of this motion. Jessica seconded. Motion approved.

b. COVID Leave Policy Expiration: Doug motioned to suspend the COVID leave policy, Daryl seconded. Motion approved.

c. Pay Scale Increase Proposal: Beka presented the board with a report on the pay scale increase, including reflections on the feedback from staff. We will revisit this discussion next month for a decision from the board.

d. Other: Bryan Balanger has proposed to write a grant to paint another mural inside the building (in the front lobby). The board has asked to have approval for the design and we have a backup plan for where the mural will be painted.

Beka recapped the benefits committee meeting and the recommendation to renew the current plan (the Gold Plan with employee contribution of 15%) as the best option. Jessica motioned to approve the renewal of the current plan. Daryl seconded the motion. Motion approved.

9. Public Input: Discussion during Pay Scale Increase Proposal.

10. Board Education - Interpreting Monthly Financial Reports: Postponed.

11. Adjournment: Jessica motioned to adjourn the meeting. Daryl seconded. Meeting adjourned.

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

**Report Dates = 4/20/2022 to 5/18/2022**

<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	\$116,106.84	\$662,280.91	\$50,449.01	\$257,334.56	\$1,616,219.57
<b>Subtotal</b>	<b>\$2,021,165.92</b>	<b>\$116,106.84</b>	<b>\$662,280.91</b>	<b>\$50,449.01</b>	<b>\$257,334.56</b>	<b>\$1,616,219.57</b>
<b>2. Special Revenue</b>						
200 GIFT (REGULAR)	\$178,338.21	\$35.82	\$396.17	\$9.95	\$253.01	\$178,195.05
201 FRIENDS OF THE LIBRARY	\$8,314.92	\$44.00	\$2,788.60	\$0.00	\$0.00	\$5,526.32
202 LITERACY	\$14,177.01	\$0.00	\$0.00	\$200.00	\$813.32	\$14,990.33
203 GIFT - B. JOAN KEEFER CENTER	\$46,782.91	\$0.00	\$486.27	\$100.00	\$226.40	\$46,523.04
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	\$310.00	\$1,764.84
207 BRIDGE-DICKEY INVESTMENT 08/2012	\$24,860.57	\$0.00	\$0.00	\$0.00	\$16.08	\$24,876.65
208 BRIDGE-DICKEY FUND	\$2,051.29	\$0.00	\$0.00	\$8.17	\$16.62	\$2,067.91
209 OUTREACH	\$8,913.18	\$170.00	\$399.97	\$0.00	\$9.54	\$8,522.75
276 STATE TECH GRANT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$7,798.99	\$7,798.99
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	\$8,997.00	\$0.00	\$0.00	(\$8,997.00)
<b>Subtotal</b>	<b>\$284,892.93</b>	<b>\$249.82</b>	<b>\$13,068.01</b>	<b>\$318.12</b>	<b>\$9,443.96</b>	<b>\$281,268.88</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	\$0.00	\$15,450.93	\$0.00	\$729.39	\$1,113,163.04
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>\$0.00</b>	<b>\$15,450.93</b>	<b>\$0.00</b>	<b>\$732.44</b>	<b>\$1,153,630.59</b>
<b>5. Clearing</b>						
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	\$5,287.46	\$27,060.70	\$5,287.46	\$27,060.70	\$0.00
804 FICA	\$0.00	\$5,109.00	\$24,328.18	\$5,109.00	\$24,328.18	\$0.00
806 STATE	\$0.00	\$2,009.91	\$8,789.40	\$2,042.61	\$9,845.21	\$1,055.81
807 COUNTY	\$0.00	\$1,151.97	\$5,090.31	\$1,171.85	\$5,696.95	\$606.64
808 INSURANCE	\$3,930.57	\$3,485.18	\$16,824.18	\$3,107.48	\$13,564.81	\$671.20
809 DEFERRED COMP	\$0.00	\$2,852.00	\$10,014.00	\$2,852.00	\$10,014.00	\$0.00
810 UNITED WAY	\$0.00	\$0.00	\$0.00	\$112.00	\$514.00	\$514.00
811 STAFF ASSOCIATION	\$0.00	\$0.00	\$0.00	\$6.00	\$20.00	\$20.00
812 ROTH IRA	\$0.00	\$520.00	\$2,300.00	\$520.00	\$2,300.00	\$0.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$370.00	\$2,593.46	\$370.00	\$2,593.46	\$0.00
<b>Subtotal</b>	<b>\$3,930.57</b>	<b>\$20,785.52</b>	<b>\$97,062.80</b>	<b>\$20,578.40</b>	<b>\$95,999.88</b>	<b>\$2,867.65</b>
<b>Grand Total</b>	<b>\$3,478,338.50</b>	<b>\$137,142.18</b>	<b>\$787,862.65</b>	<b>\$71,345.53</b>	<b>\$363,510.84</b>	<b>\$3,053,986.69</b>

**Total all banks = \$3,053,986.69**

Huntington City-Township Public Library  
May 2022

**Director's Report**

- The new Outreach Specialist, Maddie Shultz, started on May 2nd.
- The new Adult Services Librarian, Scott Casper, also started on May 2nd.
- We received one quote for concrete work on the front patio and Markle sidewalks. We are waiting for responses from other companies but so far we haven't had any luck. We may have an option to piggyback on some work that the town is doing in Markle.
- The Summer Library Program will start June 4th with a kickoff event at both Huntington and Markle. We will be building a community art installation/3D mural to be displayed throughout the summer.
- I got word from Bryan Ballinger that he was approved for the grant to do a mural in the front lobby. I will meet with him soon to discuss our wants and needs.
- We are in the process of replanting all of the flower beds/boxes at Markle. We had a couple of complaints from patrons that they weren't happy with how the grasses looked so we are replacing all of it with a nice wildflower mix.

**Appropriation Report for 100 OPERATING**  
**Huntington City-Township Public Library**

**Report Date: From 4/20/2022 To 5/18/2022**

<b>Account # Description</b>	<b>Annual Appropriation</b>	<b>Change to Appropriation</b>	<b>Current Appropriation</b>	<b>Disbursements This Month</b>	<b>Disbursements YTD</b>	<b>Balance</b>	<b>Percent Remain</b>
<b>1. Personal Services</b>							
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	\$5,976.48	\$26,894.16	\$53,105.84	66.4
1.12 Salary of Assistants (Salary and Wage Overflow)	\$855,000.00	\$0.00	\$855,000.00	\$57,546.22	\$277,209.78	\$577,790.22	67.6
1.14 Wages of Janitors	\$58,500.00	\$0.00	\$58,500.00	\$3,518.70	\$15,992.40	\$42,507.60	72.7
1.15 Additional Hours (750)	\$7,000.00	\$0.00	\$7,000.00	\$485.06	\$1,881.31	\$5,118.69	73.1
1.21 Employer's Share FICA	\$76,000.00	\$0.00	\$76,000.00	\$5,108.90	\$24,327.83	\$51,672.17	68.0
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	\$5,710.00	\$27,311.08	\$56,188.92	67.3
1.231 Employer's contribution PERF - Employee	\$22,500.00	\$0.00	\$22,500.00	\$1,529.47	\$6,662.62	\$15,837.38	70.4
1.24 Employer's Contribution Group Health	\$190,000.00	\$0.00	\$190,000.00	\$12,860.65	\$66,401.40	\$123,598.60	65.1
1.25 Employer's Contribution Life Ins.	\$9,750.00	\$0.00	\$9,750.00	\$710.44	\$3,414.44	\$6,335.56	65.0
1.26 Employer's Contribution STD	\$9,000.00	\$0.00	\$9,000.00	\$878.48	\$3,658.75	\$5,341.25	59.3
1.27 Employer's Contribution LTD	\$9,000.00	\$0.00	\$9,000.00	\$983.67	\$3,884.95	\$5,115.05	56.8
1.28 Employer's Contribution Dental	\$7,250.00	\$0.00	\$7,250.00	\$867.06	\$2,648.90	\$4,601.10	63.5
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	\$221.60	\$178.40	44.6
<b>Subtotal</b>	<b>\$1,410,400.00</b>		<b>\$1,410,400.00</b>	<b>\$96,219.45</b>	<b>\$460,509.22</b>	<b>\$949,890.78</b>	<b>67.3</b>
<b>2. Supplies</b>							
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	\$282.96	\$5,198.84	\$20,801.16	80.0

<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>
3.531 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	\$227.83	\$3,063.84	\$4,936.16	61.7
3.541 Sewer and WasteMarkle	\$325.00	\$0.00	\$325.00	\$47.89	\$139.56	\$185.44	57.1
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	\$14,500.00	\$0.00	\$14,500.00	\$1,110.00	\$5,550.00	\$8,950.00	61.7
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	\$195.40	\$4,357.09	\$5,642.91	56.4
3.624 Technology Maintenance	\$15,000.00	\$0.00	\$15,000.00	\$425.00	\$12,475.08	\$2,524.92	16.8
3.625 ILS Maintenance and Contract	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$37,523.97	(\$2,523.97)	-7.2
3.626 2021 Encumbered 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	\$450.00	\$2,050.00	82.0
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>\$12,514.75</b>	<b>\$122,460.98</b>	<b>\$315,895.02</b>	<b>72.1</b>
<b>4. Capitol Outlays</b>							
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	\$5,348.93	(\$348.93)	-7.0
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	\$6,641.06	\$43,354.36	\$71,645.64	62.3

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

***Report Date: From***      **4/20/2022** ***To***      **5/18/2022**

<b><i>Account # Description</i></b>	<b><i>Annual Appropriation</i></b>	<b><i>Change to Appropriation</i></b>	<b><i>Current Appropriation</i></b>	<b><i>Disbursements This Month</i></b>	<b><i>Disbursements YTD</i></b>	<b><i>Balance</i></b>	<b><i>Percent Remain</i></b>
<b><i>4. Capitol Outlays</i></b>							
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
<b>Subtotal</b>	<b>\$40,241.00</b>		<b>\$40,241.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40,241.00</b>	<b>100.0</b>
<b>Grand Total</b>	<b>\$40,241.00</b>	<b>\$0.00</b>	<b>\$40,241.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40,241.00</b>	<b>100.0</b>

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 4/20/2022 To 5/18/2022

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<b>1. Personal Services</b>							
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>
<b>2. Supplies</b>							
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>
<b>3. Other Services and Charge</b>							
3.14 Other Professional Services	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$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>\$0.00</b>	<b>\$4,747.00</b>	<b>\$55,903.00</b>	<b>92.2</b>
<b>4. Capital Outlays</b>							
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	\$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
<b>Subtotal</b>	<b>\$785,650.00</b>		<b>\$785,650.00</b>	<b>\$0.00</b>	<b>\$10,703.93</b>	<b>\$774,946.07</b>	<b>98.6</b>