

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

June 15th, 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 Update - Behavior in the Library
  - b. Holiday Closings 2023
  - c. Concrete Quotes
  - d. Budget Draft
  - e. Other
9. Public Input
10. Board Education - Interpreting Monthly Financial Reports
11. Adjournment

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

May 18th, 2022

5:15pm

**Present:** Jamie Hoffman, Jessica Mankey, Daryl Shrock, Beka Lemons, Mike Richard, Terri Salzano-Sees, John Branham

**Absent:** Doug Denney

**Visitors:** Cassidy Dehaven, Devon Henderson, Eric Fry, Melissa Hostetler, Mike Perkins

## Regular Meeting

1. **Call to Order:** John called the meeting to order.
2. **Reading and Approval of Minutes:** Mike motioned to approve the minutes with noted changes, Daryl seconded. Minutes approved.
3. **Reading and Approval of Financial Report and Bills:** Daryl motioned to approve the financial report and bills, Mike seconded. Motion carried.
4. **Report of the Librarian:** Beka updated us on staffing (fully staffed at the moment), the concrete work at the Markle Branch, Summer reading program and related kick-off events, and the flower beds in Markle.
5. **Committee Reports:** None
6. **Communications:** None
7. **New Business**
  - a. **Staffing Adjustment:** Creating a second full-time position in the children's department. We are looking for a long-term position to focus on building relationships with children and families. Board supported the transition of the part-time to full-time position.
  - b. **Mileage Reimbursement Policy:** Beka explained the updated policy and updated reimbursement rate. Terri motioned to approve the policy, Jessica seconded. Motion carried.

c. **Other:** None

**8. Unfinished Business**

a. **Pay Scale Increase Proposal:** There was discussion of the two different proposals and related questions and concerns. Terri motioned to accept proposal 1, Mike seconded. There was 1 vote to approve the motion. 4 voted against this motion. Motion failed.

Terri motioned to approve proposal 2 with the exception of the director and assistant director (amendment proposed by Mike), Daryl seconded. Motion carried.

With Assistant Director pay scale minimum at 60220 and maximum 81297 to , the Director pay scale minimum 73720 and maximum 99580, with an actual pay for Assistant Director by 2024 of 64761.28 and Director actual pay by 2024 96414.20. Adjustments to be paid over 3 installments as outlined in the proposal. Mike motioned to approve. Jessica seconded. Motion carried.

b. **Other:** None

**9. Public Input:** There were questions and discussion during the Pay Scale discussion.

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

**11. Adjournment:** Meeting adjourned.

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

**Report Dates = 5/18/2022 to 6/15/2022**

<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	\$118,579.87	\$780,860.78	\$128,038.38	\$386,482.97	\$1,626,788.11
<b>Subtotal</b>	<b>\$2,021,165.92</b>	<b>\$118,579.87</b>	<b>\$780,860.78</b>	<b>\$128,038.38</b>	<b>\$386,482.97</b>	<b>\$1,626,788.11</b>
<b>2. Special Revenue</b>						
200 GIFT (REGULAR)	\$178,338.21	\$90.80	\$486.97	\$7.55	\$790.35	\$178,641.59
201 FRIENDS OF THE LIBRARY	\$8,314.92	\$861.62	\$3,650.22	\$0.00	\$0.00	\$4,664.70
202 LITERACY	\$14,177.01	\$0.00	\$0.00	\$200.00	\$1,016.65	\$15,193.66
203 GIFT - B. JOAN KEEFER CENTER	\$46,782.91	\$399.00	\$885.27	\$0.00	\$240.50	\$46,138.14
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	\$320.00	\$1,774.84
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	\$8.45	\$25.07	\$2,076.36
209 OUTREACH	\$8,913.18	\$170.00	\$399.97	\$0.00	\$12.04	\$8,525.25
276 STATE TECH GRANT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$7,800.79	\$7,800.79
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	\$17,181.30	\$26,178.30	\$0.00	\$0.00	(\$26,178.30)
<b>Subtotal</b>	<b>\$284,892.93</b>	<b>\$18,702.72</b>	<b>\$31,600.73</b>	<b>\$216.00</b>	<b>\$10,221.48</b>	<b>\$263,513.68</b>
<b>4. Capital Projects</b>						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$40,464.50	\$0.00	\$0.00	\$0.00	\$19.80	\$40,484.30
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	\$968.51	\$1,113,402.16
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>\$988.31</b>	<b>\$1,153,886.46</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	\$5,697.32	\$32,758.02	\$5,697.32	\$32,758.02	\$0.00
804 FICA	\$0.00	\$5,369.38	\$29,697.56	\$5,369.38	\$29,697.56	\$0.00
806 STATE	\$0.00	\$2,125.93	\$10,915.33	\$2,167.81	\$12,013.02	\$1,097.69
807 COUNTY	\$0.00	\$1,216.91	\$6,307.22	\$1,237.26	\$6,934.21	\$626.99
808 INSURANCE	\$3,930.57	\$0.00	\$16,824.18	\$3,107.48	\$16,672.29	\$3,778.68
809 DEFERRED COMP	\$0.00	\$2,227.00	\$12,241.00	\$2,227.00	\$12,241.00	\$0.00
810 UNITED WAY	\$0.00	\$0.00	\$0.00	\$112.00	\$626.00	\$626.00
811 STAFF ASSOCIATION	\$0.00	\$20.00	\$20.00	\$6.00	\$26.00	\$6.00
812 ROTH IRA	\$0.00	\$520.00	\$2,820.00	\$520.00	\$2,820.00	\$0.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$370.00	\$2,963.46	\$370.00	\$2,963.46	\$0.00
<b>Subtotal</b>	<b>\$3,930.57</b>	<b>\$17,546.54</b>	<b>\$114,609.34</b>	<b>\$20,814.25</b>	<b>\$116,814.13</b>	<b>\$6,135.36</b>
<b>Grand Total</b>	<b>\$3,478,338.50</b>	<b>\$154,829.13</b>	<b>\$942,521.78</b>	<b>\$149,068.63</b>	<b>\$514,506.89</b>	<b>\$3,050,323.61</b>

**Total all banks = \$3,050,323.61**

# Appropriation Report for 100 OPERATING

## Huntington City-Township Public Library

Report Date: From 5/18/2022 To 6/15/2022

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<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	\$32,870.64	\$47,129.36	58.9
1.12 Salary of Assistants (Salary and Wage Overflow)	\$855,000.00	\$0.00	\$855,000.00	\$60,643.11	\$337,852.89	\$517,147.11	60.5
1.14 Wages of Janitors	\$58,500.00	\$0.00	\$58,500.00	\$3,746.95	\$19,739.35	\$38,760.65	66.3
1.15 Additional Hours (750)	\$7,000.00	\$0.00	\$7,000.00	\$563.95	\$2,445.26	\$4,554.74	65.1
1.21 Employer's Share FICA	\$76,000.00	\$0.00	\$76,000.00	\$5,369.34	\$29,697.17	\$46,302.83	60.9
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	\$5,862.94	\$33,174.02	\$50,325.98	60.3
1.231 Employer's contribution PERF - Employee	\$22,500.00	\$0.00	\$22,500.00	\$1,570.46	\$8,233.08	\$14,266.92	63.4
1.24 Employer's Contribution Group Health	\$190,000.00	\$0.00	\$190,000.00	\$0.00	\$66,401.40	\$123,598.60	65.1
1.25 Employer's Contribution Life Ins.	\$9,750.00	\$0.00	\$9,750.00	\$816.94	\$4,231.38	\$5,518.62	56.6
1.26 Employer's Contribution STD	\$9,000.00	\$0.00	\$9,000.00	\$878.48	\$4,537.23	\$4,462.77	49.6
1.27 Employer's Contribution LTD	\$9,000.00	\$0.00	\$9,000.00	\$983.67	\$4,868.62	\$4,131.38	45.9
1.28 Employer's Contribution Dental	\$7,250.00	\$0.00	\$7,250.00	\$0.00	\$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	\$0.00	\$221.60	\$178.40	44.6
<b>Subtotal</b>	<b>\$1,410,400.00</b>		<b>\$1,410,400.00</b>	<b>\$86,412.32</b>	<b>\$546,921.54</b>	<b>\$863,478.46</b>	<b>61.2</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	\$772.63	\$5,971.47	\$20,028.53	77.0

<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>
4.6 Periodicals and Newspapers	\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$6,467.07	\$4,532.93	41.2
4.71 Audio-visual Materials	\$26,000.00	\$0.00	\$26,000.00	\$3,599.86	\$12,531.88	\$13,468.12	51.8
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	\$416.00	\$334.00	44.5
4.8 Materials Processing	\$11,500.00	\$0.00	\$11,500.00	\$1,237.41	\$5,223.65	\$6,276.35	54.6
<b>Subtotal</b>	<b>\$188,255.00</b>		<b>\$188,255.00</b>	<b>\$17,022.71</b>	<b>\$87,065.33</b>	<b>\$101,189.67</b>	<b>53.8</b>
<b>Grand Total</b>	<b>\$2,073,013.00</b>	<b>\$0.00</b>	<b>\$2,073,013.00</b>	<b>\$118,579.87</b>	<b>\$780,860.78</b>	<b>\$1,292,152.22</b>	<b>62.3</b>

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**      **5/18/2022 To**      **6/15/2022**

<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>
<b>4. Capitol Outlays</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 400 LIBRARY IMPROVEMENT RE**  
**Huntington City-Township Public Library**

**Report Date: From 5/18/2022 To 6/15/2022**

<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>4. Capitol Outlays</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 5/18/2022 To 6/15/2022**

<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>
<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. Capitol 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>