

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
August 17th, 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. Sensory Room Policy
 - b. 2023 Budget
 - c. Other
8. New Business
 - a. Budget Reductions
 - i. Rainy Day
 - b. Other
9. Public Input
10. Adjournment

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees July 20th, 2022

5:15pm

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

Absent: Mike Richard, Doug Denney

Visitors: Mike Perkins, Rick Anderson, Cassidy Henderson, Eric Fry

Regular Meeting

1. Call to Order: John called the meeting to order at 5:15PM.

2. Reading and Approval of Minutes: Jamie moved to approve the minutes, Daryl seconded. Minutes approved.

3. Reading and Approval of Financial Report and Bills: Jessica moved to approve the Financial Reports and Bills, seconded by Daryl. Motion approved.

4. Report of the Librarian: Concrete work is done in Huntington, almost finished in Markle. Summer program is finishing this weekend. Heading out to 4H with the Book Mobile, then Back to School Bash, etc. lots of programs coming up with the transition to the end of summer and the return to school.

5. Committee Reports: None

6. Communications: None

7. Unfinished Business

a. 2023 Budget: Growth quotient came in at 5% which was higher than expected. Beka reviewed where things stand and what we are looking at for the next couple of years. We will pick this back up next month to finalize.

8. New Business

a. Veregy Solar and HVAC program information - Rick Anderson: Rick Anderson presented the program focusing on fostering energy independence to us for consideration.

b. Budget Reductions

i. Rainy Day: We will address this next month.

ii. LIRF: We are decreasing this fund by \$40,241. Motion passed via signature vote.

c. E-rate Program Approval: Board approved via signature vote.

d. Sensory Room Policy - New: Beka reviewed the new policy with the board. Motion tabled until next meeting.

e. Expense Approval - Security Systems: Beka overviewed the system that we currently have and what updates and upgrades we would like. We are looking at

around \$30,000 for a complete overhaul of the camera systems. The panic buttons would add \$6,100 to the cost (these buttons would be added to all public desks). The funds would be pulled from Rainy Day. Fairchild would do the work for us. Terri moved to approve the security system. Daryl seconded. Motion approved.

£. Other: We have quotes from TCS for repairs that need to be done on the HVAC system. The cost is \$14,406. Daryl motioned to approve repairs. Terri seconded. Motion approved.

Mural update: Robot mural by Brian in the Discovery room. Board is pleased with the decision.

9. Public Input: None

10. Adjournment: Daryl motioned to adjourn, Terri seconded. Meeting adjourned.

Financial Report
Huntington City-Township Public Library

Report Dates = **7/20/2022 to 8/17/2022**

<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	\$157,847.83	\$1,175,388.99	\$5,106.91	\$1,122,918.93	\$1,968,695.86
Subtotal	\$2,021,165.92	\$157,847.83	\$1,175,388.99	\$5,106.91	\$1,122,918.93	\$1,968,695.86
2. Special Revenue						
200 GIFT (REGULAR)	\$178,338.21	\$60.76	\$1,538.33	\$13.53	\$933.07	\$177,732.95
201 FRIENDS OF THE LIBRARY	\$8,314.92	\$1,214.79	\$5,929.38	\$0.00	\$410.05	\$2,795.59
202 LITERACY	\$14,177.01	\$0.00	\$0.00	\$400.00	\$1,429.76	\$15,606.77
203 GIFT - B. JOAN KEEFER CENTER	\$46,782.91	\$0.00	\$890.63	\$0.00	\$286.73	\$46,179.01
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	\$320.89	\$1,775.73
207 BRIDGE-DICKEY INVESTMENT 08/2012	\$24,860.57	\$0.00	\$0.00	\$8.45	\$24.53	\$24,885.10
208 BRIDGE-DICKEY FUND	\$2,051.29	\$0.00	\$0.00	\$0.00	\$33.24	\$2,084.53
209 OUTREACH	\$8,913.18	\$0.00	\$399.97	\$0.00	\$16.57	\$8,529.78
276 STATE TECH GRANT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$7,804.70	\$7,804.70
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	\$25,116.34	\$25,116.34	\$25,116.34	\$0.00
Subtotal	\$284,892.93	\$1,275.55	\$33,874.65	\$25,538.32	\$36,375.88	\$287,394.16
4. Capital Projects						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$40,464.50	\$0.00	\$0.00	\$39.60	\$59.40	\$40,523.90
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	\$1,397.10	\$1,113,830.75
422 RAINY DAY INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,168,349.08	\$0.00	\$15,450.93	\$39.60	\$1,456.50	\$1,154,354.65
5. Clearing						
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	\$6,849.03	\$48,699.35	\$6,849.03	\$48,699.35	\$0.00
804 FICA	\$0.00	\$6,107.39	\$44,195.51	\$6,107.39	\$44,195.51	\$0.00
806 STATE	\$0.00	\$3,581.41	\$16,699.14	\$2,499.55	\$17,936.62	\$1,237.48
807 COUNTY	\$0.00	\$2,051.56	\$9,617.55	\$1,432.26	\$10,326.10	\$708.55
808 INSURANCE	\$3,930.57	\$4,322.16	\$27,801.22	\$3,554.96	\$25,528.13	\$1,657.48
809 DEFERRED COMP	\$0.00	\$1,602.00	\$16,246.00	\$1,602.00	\$16,246.00	\$0.00
810 UNITED WAY	\$0.00	\$0.00	\$0.00	\$112.00	\$906.00	\$906.00
811 STAFF ASSOCIATION	\$0.00	\$10.00	\$30.00	\$14.00	\$46.00	\$16.00
812 ROTH IRA	\$0.00	\$520.00	\$4,120.00	\$520.00	\$4,120.00	\$0.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$370.00	\$3,888.46	\$370.00	\$3,888.46	\$0.00
Subtotal	\$3,930.57	\$25,413.55	\$171,359.80	\$23,061.19	\$171,954.74	\$4,525.51
Grand Total	\$3,478,338.50	\$184,536.93	\$1,396,074.37	\$53,746.02	\$1,332,706.05	\$3,414,970.18

Total all banks = \$3,414,970.18

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 7/20/2022 To 8/17/2022

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<i>1. Personal Services</i>							
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	\$6,145.11	\$48,019.82	\$31,980.18	40.0
1.12 Salary of Assistants (Salary and Wage Overflow)	\$855,000.00	\$0.00	\$855,000.00	\$69,269.67	\$503,366.22	\$351,633.78	41.1
1.14 Wages of Janitors	\$58,500.00	\$0.00	\$58,500.00	\$4,358.95	\$28,869.30	\$29,630.70	50.7
1.15 Additional Hours (750)	\$7,000.00	\$0.00	\$7,000.00	\$803.48	\$4,024.53	\$2,975.47	42.5
1.21 Employer's Share FICA	\$76,000.00	\$0.00	\$76,000.00	\$6,107.28	\$44,194.99	\$31,805.01	41.8
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	\$6,748.79	\$49,176.56	\$34,323.44	41.1
1.231 Employer's contribution PERF - Employee	\$22,500.00	\$0.00	\$22,500.00	\$1,807.74	\$12,519.54	\$9,980.46	44.4
1.24 Employer's Contribution Group Health	\$190,000.00	\$0.00	\$190,000.00	\$13,787.64	\$109,585.16	\$80,414.84	42.3
1.25 Employer's Contribution Life Ins.	\$9,750.00	\$0.00	\$9,750.00	\$620.93	\$6,024.62	\$3,725.38	38.2
1.26 Employer's Contribution STD	\$9,000.00	\$0.00	\$9,000.00	\$884.49	\$7,157.86	\$1,842.14	20.5
1.27 Employer's Contribution LTD	\$9,000.00	\$0.00	\$9,000.00	\$989.52	\$7,764.22	\$1,235.78	13.7
1.28 Employer's Contribution Dental	\$7,250.00	\$0.00	\$7,250.00	\$495.09	\$3,577.52	\$3,672.48	50.7
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	\$354.56	\$45.44	11.4
Subtotal	\$1,410,400.00		\$1,410,400.00	\$112,063.01	\$824,634.90	\$585,765.10	41.5
<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	\$4,691.82	\$11,455.65	\$14,544.35	55.9

<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	\$815.05	\$6,213.82	\$1,786.18	22.3
3.541 Sewer and WasteMarkle	\$325.00	\$0.00	\$325.00	\$118.69	\$407.50	(\$82.50)	-25.4
3.62 Equipment Repair and Maintenance	\$4,000.00	\$0.00	\$4,000.00	\$250.00	\$2,199.00	\$1,801.00	45.0
3.621 Equipment Leasing and Maintenance	\$14,500.00	\$0.00	\$14,500.00	\$1,110.00	\$9,298.29	\$5,201.71	35.9
3.622 Contracted Facility Maintenance	\$17,500.00	\$0.00	\$17,500.00	\$5,247.42	\$12,920.96	\$4,579.04	26.2
3.623 Technology License Agreements	\$10,000.00	\$0.00	\$10,000.00	\$1,827.00	\$7,159.15	\$2,840.85	28.4
3.624 Technology Maintenance	\$15,000.00	\$0.00	\$15,000.00	\$425.00	\$15,315.64	(\$315.64)	-2.1
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 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	\$250.00	\$825.00	\$1,675.00	67.0
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	\$30,397.22	\$206,866.34	\$231,489.66	52.8

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	\$0.00	\$13,246.62	(\$8,246.62)	-164.9
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	\$1,011.15	\$3,649.54	\$5,350.46	59.4
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	\$5,609.23	\$73,732.91	\$41,267.09	35.9

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

Report Date: From **7/20/2022 To** **8/17/2022**

<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 7/20/2022 To 8/17/2022

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	\$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
Subtotal	\$60,650.00		\$60,650.00	\$0.00	\$4,747.00	\$55,903.00	92.2
4. Capitol Outlays							
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
Subtotal	\$785,650.00		\$785,650.00	\$0.00	\$10,703.93	\$774,946.07	98.6