

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
February 15th, 2023
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. Solar Project RFQ Consideration
 - b. Other
8. New Business
 - a. Out-of-district Card Rate
 - b. Policy Review
 - i. Credit Card Acceptance
 - ii. Accounting Disaster Recovery
 - iii. Service Animals
 - c. Hours Adjustments
 - i. Teen After-hours program
 - ii. Markle Book Sale
 - iii. In-service dates
 - d. Other
9. Public Input
10. Adjournment

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

January 18th, 2023

5:15pm

Present: Daryl Shrock, Beka Lemons, Sue Jepsen, Doug Denney, Jessica Mankey, Terri Salzano-Sees, Jamie Hoffman, Rebekah Benjamin

Absent: None

Visitors: Cassidy DeHaven, Mike Perkins, Eric Fry

Board of Finance Meeting

1. Call to Order: Jamie called the Board of Finance meeting to order.
2. Election of Officers: Jessica nominated Daryl as treasurer, Terri seconded. Daryl is elected for another term. Daryl nominated Jessica as secretary, Terri seconded. Jessica is elected for another term.
3. Review of Current Investments: We discussed the current investments.
4. Policy Review
 - a. Investment Cash Management: No change to this policy. Daryl motioned to approve the policy, Jessica seconded. Motion passed.
 - b. Investment Policy: No change. Terri motioned to approve, Daryl seconded. Policy approved.
 - c. Internal Controls: Beka reviewed the policy changes. Doug motioned, Jessica seconded, motion approved.
 - d. Check Signing Authorization: Motion passed via signature vote.
5. Adjournment: Daryl moved to adjourn, Terri seconded. Meeting adjourned.

Regular Meeting

1. Call to Order: Doug called the meeting to order at 5:33.
2. Reading and Approval of Minutes: Terri motioned to approve the minutes with the noted changes, Daryl seconded. Minutes approved.
3. Reading and Approval of Financial Report and Bills: Daryl motion to approve both sets of Financial Reports and bills. Terri seconded. Motion approved.
 - a. Approve Changes to Appropriation: Daryl motioned to approve. Jessica seconded. Motion carried.
 - b. Resolution for Change to Appropriation: Motion approved via signature vote.
4. Report of the Librarian: We are working with the visitor's bureau to create a scavenger hunt in honor of the city's 175th anniversary. Beka noted some of the

projects that various cohorts of library employees are working on.

5. Committee Reports: None.

6. Communications: Budget order was approved and came out as we expected. Our tax rate is .1904%.

7. Unfinished Business

a. Other: Expecting proposals for the solar project due Friday.

8. New Business

a. Policy Review

i. Computer and Internet Use: Beka reviewed this policy, no changes. Jessica motioned to approve the policy, Daryl seconded. Motion passed.

ii. Library Card: We have added access to school library cards for preschools in our district. Jamie motioned, Sue seconded. Changes approved.

iii. Behavior in the Library: Beka reported back on the committee conversation and the recommendations that came from that discussion. Appropriate use of library space was added, and a note on leaving personal stuff unattended, a section was added about adults in the children's area and requiring children under 10 to be supervised. Becky moved to approve the changes, Sue seconded. Motion approved.

iv. Public Input at Library Board Meetings: Beka formalized our current practices into a policy. The policy was read in totality at the meeting because it is a new policy. Sue motioned to approve, Jessica seconded. Motion passed.

b. Markle Project: Beka overviewed some of the changes that have taken place in Markle and what she is learning from a usage data deep-dive. We are seeing less internet use since broadband has been available in the community. There is a heavy emphasis on new materials in comparison with stacks materials. This will be a huge overhaul of the collection in Markle to align it with what the community needs. Our goal is to refresh the materials collection to focus on what the community needs and truly wants.

Guidelines will be focused on targeting materials that have not been checked out for several years.

c. Other: None.

9. Public Input: Mr. Perkins commended Beka on formalizing the Public Input policy.

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

Huntington City-Township Public Library
February 2023

Director's Report

- Kristan Donk has resigned from her position as Library Assistant in the Keefer Center. We have decided to reduce the weekly hours on this position from 40 to 28. We are actively working to fill the position.
- Marsha Martin has resigned from her position as Maintenance Specialist. We are working to replace this position at its current 20 hours/week.
- We have begun planning for our Summer Library Program which will be themed around dinosaurs and prehistoric life.
- We are continuing to work on our projects to help increase use of the library. We have formed three committees to work on messaging, patron experience, and circulation boosters.
- We will start to weed the Markle collection within the next couple of weeks. The Friends of the Library have agreed to hold a special book sale in Markle on May 12th and 13th. They will also have a special preview sale for area teachers on May 11th.

Financial Report
Huntington City-Township Public Library

Report Dates = 1/18/2023 to 2/15/2023

<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	\$1,934,437.89	\$164,098.39	\$264,716.35	\$7,980.97	\$57,515.98	\$1,727,237.52
Subtotal	\$1,934,437.89	\$164,098.39	\$264,716.35	\$7,980.97	\$57,515.98	\$1,727,237.52
2. Special Revenue						
200 GIFT (REGULAR)	\$178,307.27	\$38.45	\$38.45	\$184.16	\$202.14	\$178,470.96
201 FRIENDS OF THE LIBRARY	\$7,327.60	\$745.04	\$790.92	\$5.59	\$5.59	\$6,542.27
202 LITERACY	\$22,255.89	\$0.00	\$0.00	\$272.28	\$272.28	\$22,528.17
203 GIFT - B. JOAN KEEFER CENTER	\$45,914.99	\$0.00	\$0.00	\$44.56	\$44.56	\$45,959.55
204 B JOAN KEEFER CENTER INVESMENT - UND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
205 GIFT CHILDRENS ROOM	\$1,815.55	\$0.00	\$0.00	\$11.54	\$11.54	\$1,827.09
207 BRIDGE-DICKEY INVESTMENT 08/2012	\$24,910.17	\$0.00	\$0.00	\$0.00	\$0.00	\$24,910.17
208 BRIDGE-DICKEY FUND	\$2,101.15	\$0.00	\$0.00	\$8.45	\$8.45	\$2,109.60
209 OUTREACH	\$8,702.64	\$0.00	\$0.00	\$57.23	\$57.23	\$8,759.87
276 STATE TECH GRANT FUND	\$2,616.19	\$0.00	\$0.00	\$2.25	\$2.25	\$2,618.44
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	\$293,951.45	\$783.49	\$829.37	\$586.06	\$604.04	\$293,726.12
4. Capital Projects						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$93,125.16	\$0.00	\$0.00	\$145.70	\$145.70	\$93,270.86
401 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
421 RAINY DAY FUND	\$1,045,870.36	\$0.00	\$0.00	\$891.18	\$891.18	\$1,046,761.54
422 RAINY DAY INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,138,995.52	\$0.00	\$0.00	\$1,036.88	\$1,036.88	\$1,140,032.40
5. Clearing						
800 PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
801 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$8,053.92	\$11,775.81	\$8,053.92	\$11,775.81	\$0.00
804 FICA	\$0.00	\$6,771.28	\$9,928.90	\$6,771.28	\$9,928.90	\$0.00
806 STATE	\$0.00	\$2,654.65	\$2,654.65	\$2,770.58	\$4,058.38	\$1,403.73
807 COUNTY	\$0.00	\$1,508.23	\$1,508.23	\$1,564.08	\$2,297.51	\$789.28
808 INSURANCE	\$3,639.21	\$2,905.95	\$6,525.46	\$3,279.80	\$4,992.59	\$2,106.34
809 DEFERRED COMP	\$0.00	\$1,890.00	\$2,835.00	\$1,890.00	\$2,835.00	\$0.00
810 UNITED WAY	\$0.00	\$0.00	\$0.00	\$140.00	\$230.00	\$230.00
811 STAFF ASSOCIATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
812 ROTH IRA	\$0.00	\$360.00	\$540.00	\$360.00	\$540.00	\$0.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$280.00	\$385.00	\$350.00	\$455.00	\$70.00
Subtotal	\$3,639.21	\$24,424.03	\$36,153.05	\$25,179.66	\$37,113.19	\$4,599.35
Grand Total	\$3,371,024.07	\$189,305.91	\$301,698.77	\$34,783.57	\$96,270.09	\$3,165,595.39

Total all banks = \$3,165,595.39

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 1/18/2023 To 2/15/2023

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
1. Personal Services							
1.11 Salary of Librarian	\$80,000.00	\$0.00	\$80,000.00	\$6,936.48	\$10,404.72	\$69,595.28	87.0
1.12 Salary of Assistants (Salary and Wage Overflow)	\$855,000.00	\$0.00	\$855,000.00	\$76,128.78	\$111,432.20	\$743,567.80	87.0
1.14 Wages of Janitors	\$58,500.00	\$0.00	\$58,500.00	\$6,001.90	\$8,769.10	\$49,730.90	85.0
1.15 Additional Hours (750)	\$7,000.00	\$0.00	\$7,000.00	\$112.00	\$112.00	\$6,888.00	98.4
1.21 Employer's Share FICA	\$76,000.00	\$0.00	\$76,000.00	\$6,771.27	\$9,928.87	\$66,071.13	86.9
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	\$4,761.86	\$8,311.35	\$75,188.65	90.0
1.231 Employer's contribution PERF - Employee	\$22,500.00	\$0.00	\$22,500.00	\$4,837.44	\$5,788.21	\$16,711.79	74.3
1.24 Employer's Contribution Group Health	\$190,000.00	\$0.00	\$190,000.00	\$15,171.61	\$30,343.22	\$159,656.78	84.0
1.25 Employer's Contribution Life Ins.	\$9,750.00	\$0.00	\$9,750.00	\$774.09	\$1,553.97	\$8,196.03	84.1
1.26 Employer's Contribution STD	\$9,000.00	\$0.00	\$9,000.00	\$887.77	\$1,793.32	\$7,206.68	80.1
1.27 Employer's Contribution LTD	\$9,000.00	\$0.00	\$9,000.00	\$992.68	\$2,002.62	\$6,997.38	77.7
1.28 Employer's Contribution Dental	\$7,250.00	\$0.00	\$7,250.00	\$446.78	\$953.10	\$6,296.90	86.9
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	\$46.27	\$90.59	\$309.41	77.4
Subtotal	\$1,410,400.00		\$1,410,400.00	\$123,868.93	\$191,483.27	\$1,218,916.73	86.4
2. Supplies							
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	\$347.54	\$347.54	\$25,652.46	98.7
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	\$483.53	\$870.02	\$7,129.98	89.1
3.541 Sewer and WasteMarkle	\$325.00	\$0.00	\$325.00	\$21.89	\$55.46	\$269.54	82.9
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	\$1,110.00	\$13,390.00	92.3
3.622 Contracted Facility Maintenance	\$17,500.00	\$0.00	\$17,500.00	\$857.50	\$9,484.62	\$8,015.38	45.8
3.623 Technology License Agreements	\$10,000.00	\$0.00	\$10,000.00	\$225.00	\$2,786.00	\$7,214.00	72.1
3.624 Technology Maintenance	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.0
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 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	\$0.00	\$0.00	\$2,500.00	100.0
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
Subtotal	\$374,206.00		\$374,206.00	\$27,448.11	\$52,742.71	\$321,463.29	85.9
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	\$0.00	\$5,000.00	100.0
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	\$667.41	\$667.41	\$8,332.59	92.6
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	\$9,039.56	\$9,039.56	\$105,960.44	92.1
4.6 Periodicals and Newspapers	\$11,000.00	\$0.00	\$11,000.00	\$839.51	\$7,943.03	\$3,056.97	27.8

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

Report Date: From 1/18/2023 To 2/15/2023

<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 1/18/2023 To 2/15/2023

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
I. 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	\$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
4. Capitol Outlays							
4 Other Capital Outlays	\$125,000.00	\$0.00	\$125,000.00	\$0.00	\$0.00	\$125,000.00	100.0
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	\$0.00	\$0.00	\$785,650.00	100.0