

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
March 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. Public Input
8. Unfinished Business
 - a. Other
9. New Business
 - a. Board Education - Book Challenges and Legislative Update
 - b. Other
10. Adjournment

b. Policy Review

- i. Credit Card Acceptance: Sue motioned to approve, Daryl seconded. Motion approved.
- ii. Accounting Disaster Recovery: Beka highlighted the changes in the policy —no major changes. Daryl motioned to approve, Rebekah seconded. Motion approved.
- iii. Service Animals: No changes to policy. Rebekah motioned, Sue seconded. Motion approved.

c. Hours Adjustments

- i. Teen After-hours program: 5:30-6:30, Friday, May 19th.
- ii. Markle Book Sale: 5-6PM, Friday, 11 May for a teacher preview sale.
- iii. In-service dates: Closed to public from 9AM-1PM 12 April, 10 Aug, 8 Nov.

Terri motioned to approve, Jessica seconded. Motion carried.

- d. Other: Homeschool group is meeting at a church in-district and has asked if they can have cards. Board is supportive.

9. Public Input: None.

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

Huntington City-Township Public Library
March 2023

Director's Report

- Mikayleigh Clark has been hired as a Library Assistant in the Keefer Center for 28 hours per week.
- Joy Henry has been hired as Maintenance Specialist for 20 hours per week.
- 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 are making strong progress on the Markle refresh project and are well ahead of schedule. We will be moving shelves and materials in the adult and teen areas on March 19th. The special book sale will be held in Markle May 12th and 13th.
- Staff will be meeting with representatives from the Richlyn library at Huntington University to discuss ways to better serve students. We are considering options for remote collections or hold delivery.
- Our overall circulation saw an 8% increase from this time last year. That is thanks largely in part to a 74% increase in electronic materials usage. Physical items remained steady in Huntington and decreased in Markle. However, we saw strong increases in children's and teen materials in Huntington.
- We will be doing a significant clean up of our old patron records in the next week or so. On next month's statistics you will notice a huge decrease in patron counts. This is a long overdue clean up that will remove patron accounts that have been inactive and expired for at least three years.

Financial Report
Huntington City-Township Public Library

Report Dates = 2/15/2023 to 3/15/2023

<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	\$155,031.03	\$402,131.71	\$53,069.97	\$157,436.90	\$1,689,743.08
Subtotal	\$1,934,437.89	\$155,031.03	\$402,131.71	\$53,069.97	\$157,436.90	\$1,689,743.08
2. Special Revenue						
200 GIFT (REGULAR)	\$178,307.27	\$0.00	\$133.85	\$172.44	\$383.28	\$178,556.70
201 FRIENDS OF THE LIBRARY	\$7,327.60	\$37.63	\$1,699.90	\$54.79	\$60.38	\$5,688.08
202 LITERACY	\$22,255.89	\$44.99	\$44.99	\$272.30	\$644.58	\$22,855.48
203 GIFT - B. JOAN KEEFER CENTER	\$45,914.99	\$0.00	\$0.00	\$84.40	\$128.96	\$46,043.95
204 B JOAN KEEFER CENTER INVESTMENT - UND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
205 GIFT CHILDRENS ROOM	\$1,815.55	\$0.00	\$0.00	\$51.55	\$63.09	\$1,878.64
207 BRIDGE-DICKEY INVESTMENT 08/2012	\$24,910.17	\$0.00	\$39.98	\$0.00	\$0.00	\$24,870.19
208 BRIDGE-DICKEY FUND	\$2,101.15	\$0.00	\$0.00	\$7.63	\$16.08	\$2,117.23
209 OUTREACH	\$8,702.64	\$0.00	\$0.00	\$57.43	\$114.66	\$8,817.30
276 STATE TECH GRANT FUND	\$2,616.19	\$0.00	\$0.00	\$2.55	\$7,630.68	\$10,246.87
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	\$82.62	\$1,918.72	\$703.09	\$9,041.71	\$301,074.44
4. Capital Projects						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$93,125.16	\$0.00	\$0.00	\$136.76	\$282.46	\$93,407.62
401 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
421 RAINY DAY FUND	\$1,045,870.36	\$5,431.75	\$27,924.28	\$869.64	\$1,760.82	\$1,019,706.90
422 RAINY DAY INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,138,995.52	\$5,431.75	\$27,924.28	\$1,006.40	\$2,043.28	\$1,113,114.52
5. Clearing						
800 PLAC FUND	\$0.00	\$0.00	\$0.00	\$65.00	\$65.00	\$65.00
801 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$8,385.24	\$20,161.05	\$8,399.86	\$20,175.67	\$14.62
804 FICA	\$0.00	\$7,003.27	\$16,932.17	\$7,198.05	\$17,126.95	\$194.78
806 STATE	\$0.00	\$2,859.72	\$5,514.37	\$2,988.27	\$7,046.65	\$1,532.28
807 COUNTY	\$0.00	\$1,604.90	\$3,113.13	\$1,612.94	\$3,910.45	\$797.32
808 INSURANCE	\$3,639.21	\$4,022.97	\$10,548.43	\$3,279.80	\$8,272.39	\$1,363.17
809 DEFERRED COMP	\$0.00	\$2,390.00	\$5,225.00	\$4,290.00	\$7,125.00	\$1,900.00
810 UNITED WAY	\$0.00	\$0.00	\$0.00	\$140.00	\$370.00	\$370.00
811 STAFF ASSOCIATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
812 ROTH IRA	\$0.00	\$360.00	\$900.00	\$360.00	\$900.00	\$0.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$350.00	\$805.00	\$350.00	\$805.00	\$0.00
814 GARNISHMENT	\$0.00	\$40.00	\$40.00	\$40.00	\$40.00	\$0.00
Subtotal	\$3,639.21	\$27,016.10	\$63,239.15	\$28,723.92	\$65,837.11	\$6,237.17
Grand Total	\$3,371,024.07	\$187,561.50	\$495,213.86	\$83,503.38	\$234,359.00	\$3,110,169.21

Total all banks = \$3,110,169.21

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 2/15/2023 To 3/15/2023

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	\$17,341.20	\$62,658.80	78.3
1.12 Salary of Assistants (Salary and Wage Overflow)	\$855,000.00	\$0.00	\$855,000.00	\$77,905.91	\$189,338.11	\$665,661.89	77.9
1.14 Wages of Janitors	\$58,500.00	\$0.00	\$58,500.00	\$7,007.54	\$15,776.64	\$42,723.36	73.0
1.15 Additional Hours (750)	\$7,000.00	\$0.00	\$7,000.00	\$362.32	\$474.32	\$6,525.68	93.2
1.21 Employer's Share FICA	\$76,000.00	\$0.00	\$76,000.00	\$7,003.34	\$16,932.21	\$59,067.79	77.7
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	\$7,736.26	\$16,047.61	\$67,452.39	80.8
1.231 Employer's contribution PERF - Employee	\$22,500.00	\$0.00	\$22,500.00	\$2,072.25	\$7,860.46	\$14,639.54	65.1
1.24 Employer's Contribution Group Health	\$190,000.00	\$0.00	\$190,000.00	\$12,539.18	\$42,882.40	\$147,117.60	77.4
1.25 Employer's Contribution Life Ins.	\$9,750.00	\$0.00	\$9,750.00	\$825.09	\$2,379.06	\$7,370.94	75.6
1.26 Employer's Contribution STD	\$9,000.00	\$0.00	\$9,000.00	\$834.51	\$2,627.83	\$6,372.17	70.8
1.27 Employer's Contribution LTD	\$9,000.00	\$0.00	\$9,000.00	\$892.68	\$2,895.30	\$6,104.70	67.8
1.28 Employer's Contribution Dental	\$7,250.00	\$0.00	\$7,250.00	\$446.78	\$1,399.88	\$5,850.12	80.7
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	\$46.27	\$136.86	\$263.14	65.8
Subtotal	\$1,410,400.00		\$1,410,400.00	\$124,608.61	\$316,091.88	\$1,094,308.12	77.6
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	\$0.00	\$1,861.89	\$24,138.11	92.8
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>
2.21 Operating/Cleaning/Sanitation Supplies	\$10,000.00	\$0.00	\$10,000.00	\$50.34	\$1,829.61	\$8,170.39	81.7
Subtotal	\$36,002.00		\$36,002.00	\$50.34	\$3,691.50	\$32,310.50	89.7
3. Other Services and Charge							
3.11 Consulting Services	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
3.12 Engineering and Architechtrual Services	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3.14 Other Professional Services	\$23,000.00	\$0.00	\$23,000.00	\$2,286.14	\$4,533.45	\$18,466.55	80.3
3.141 Contracted Labor for Grounds	\$13,000.00	\$0.00	\$13,000.00	\$0.00	\$1,225.00	\$11,775.00	90.6
3.145 Databases	\$16,000.00	\$0.00	\$16,000.00	\$969.02	\$1,681.01	\$14,318.99	89.5
3.146 Electronic Materials	\$48,000.00	\$0.00	\$48,000.00	\$993.00	\$2,805.38	\$45,194.62	94.2
3.21 Telephone and Fax	\$6,000.00	\$0.00	\$6,000.00	\$241.00	\$482.00	\$5,518.00	92.0
3.211 Telephone - Markle	\$1,300.00	\$0.00	\$1,300.00	\$61.66	\$363.65	\$936.35	72.0
3.213 ENA - E-Rate Funding / Huntington	\$5,725.00	\$0.00	\$5,725.00	\$457.50	\$915.00	\$4,810.00	84.0
3.2131 ENA - E-Rate Funding / Markle	\$3,500.00	\$0.00	\$3,500.00	\$285.00	\$570.00	\$2,930.00	83.7
3.22 Postage and Shipping	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$258.47	\$741.53	74.2
3.23 Traveling Expense	\$3,000.00	\$0.00	\$3,000.00	\$41.84	\$41.84	\$2,958.16	98.6
3.24 Professional Development	\$9,000.00	\$0.00	\$9,000.00	\$47.80	\$122.80	\$8,877.20	98.6
3.31 Advertising and Public Notices	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$367.21	\$4,632.79	92.7
3.41 Official Bonds	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.42 Operational Insurance	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$40,000.00	100.0
3.51 Gas Huntington	\$13,500.00	\$0.00	\$13,500.00	\$2,153.76	\$5,107.60	\$8,392.40	62.2
3.511 Gas Markle	\$1,400.00	\$0.00	\$1,400.00	\$181.76	\$414.15	\$985.85	70.4
3.52 Electricity Huntington (Utilities Overflow)	\$63,000.00	\$0.00	\$63,000.00	\$5,901.24	\$18,209.46	\$44,790.54	71.1
3.521 Electricity Markle	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$849.10	\$2,650.90	75.7
3.53 Water Huntington	\$3,500.00	\$0.00	\$3,500.00	\$223.24	\$555.23	\$2,944.77	84.1
3.531 Water Markle	\$450.00	\$0.00	\$450.00	\$26.00	\$78.00	\$372.00	82.7

<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	\$382.13	\$1,252.15	\$6,747.85	84.3
3.541 Sewer and WasteMarkle	\$325.00	\$0.00	\$325.00	\$21.89	\$77.35	\$247.65	76.2
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	\$1,468.69	\$2,578.69	\$11,921.31	82.2
3.622 Contracted Facility Maintenance	\$17,500.00	\$0.00	\$17,500.00	\$0.00	\$1,471.25	\$16,028.75	91.6
3.623 Technology License Agreements	\$10,000.00	\$0.00	\$10,000.00	\$225.00	\$3,011.00	\$6,989.00	69.9
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 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	\$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	\$15,966.67	\$46,969.79	\$327,236.21	87.4
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	\$340.78	\$4,659.22	93.2
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	\$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	\$10,611.91	\$20,659.23	\$94,340.77	82.0
4.6 Periodicals and Newspapers	\$11,000.00	\$0.00	\$11,000.00	\$328.49	\$8,271.52	\$2,728.48	24.8

<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>
4.71 Audio-visual Materials	\$26,000.00	\$0.00	\$26,000.00	\$2,274.92	\$3,240.01	\$22,759.99	87.5
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	\$0.00	\$750.00	100.0
4.8 Materials Processing	\$11,500.00	\$0.00	\$11,500.00	\$1,190.09	\$2,199.59	\$9,300.41	80.9
Subtotal	\$188,255.00		\$188,255.00	\$14,405.41	\$35,378.54	\$152,876.46	81.2
Grand Total	\$2,008,863.00	\$0.00	\$2,008,863.00	\$155,031.03	\$402,131.71	\$1,606,731.29	80.0

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 2/15/2023 To 3/15/2023

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
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 2/15/2023 To 3/15/2023

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	\$5,431.75	\$19,910.91	\$89.09	0.4
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	\$8,013.37	\$22,636.63	73.9
Subtotal	\$60,650.00		\$60,650.00	\$5,431.75	\$27,924.28	\$32,725.72	54.0
4. Capital 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

<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>
Grand Total	\$873,800.00	\$0.00	\$873,800.00	\$5,431.75	\$27,924.28	\$845,875.72	96.8

Approved by the State Board Of Accounts for Huntington City-Township Public Library on 1/1/1998.

Voucher List

Huntington City-Township Public Library

Report Date: From **2/15/2023** To **3/15/2023**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
25957	90	CHRONICLE TRIBUNE	2/17/2023	SUBSCRIPTON FOR THE YR	\$283.45
25958	91	EDUCATION NETWORKS OF A	2/17/2023	TELEPHONE AND FAX	\$1,045.16
25959	92	FORTIFIED PEST DEFENSE LL	2/17/2023	HUNTINGTON PEST CONTROL	\$200.00
25960	93	MANN'S INC.	2/17/2023	REPLACED FAUCETS AND WATER LINES COMPRESSOR QOUTE TRIP CHARGE AND LABOR	\$759.62
0	94	REPUBLIC SERVICES	2/17/2023	TRASH SERVICE	\$554.49
25961	95	UNIQUE MANAGEMENT SERVI	2/17/2023	PHONE HOLD SERVICE	\$12.30
25962	96	JAN PERKINS	2/17/2023	REIMBURSEMENT FOR MILAGE AND LUNCH FOR CALDECOLTT WORKSHOP	\$33.00
25963	97	UMB HSA PROCESSING	2/17/2023	EMPLOYEE HEALTH SAVINGS ACCOUT FOR PAYROLL 2/10/23	\$0.00
0	98	PAYROLL CHECKS	2/24/2023	PAYROLL	\$47,978.42
0	99	EFTPS	2/21/2023	FEDERAL FICA AND MEDICARE FOR PAYROLL 2/24/23	\$11,557.58
0	100	NATIONWIDE	2/21/2023	ROTH AND D.COMP FOR PAYROLL 2/24/23	\$2,325.00
0	101	PUBLIC EMPLOYEES' RETIRE	2/21/2023	PERF FOR PAYROLL 2/24/23	\$5,090.95
25964	102	FIRST FEDERAL SAVINGS BA	2/21/2023	EMPLOYEE HEALTH SAVING ACCT	\$50.00
25965	103	FIRST SOURCE BANK	2/21/2023	EMPLOYEE HEALTH SAVINGS ACCT FOR PAYROLL	\$50.00
25966	104	UMB HSA PROCESSING	2/21/2023	EMPLOYEE HEALTH SAVINGS ACCT FOR PAYROLL 2/24/23	\$75.00
0	105	INDIANA DEPARTMENT OF RE	2/21/2023	STATE AND COUNTY FOR FEB 2023	\$4,464.62
0	106	AFLAC	2/24/2023	AFLAC INS FOR FEB	\$631.40
25967	107	ACE HARDWARE	2/21/2023	FASTNERES	\$40.55
25968	108	BLACKSTONE PUBLISHING	2/21/2023	AV ITEMS	\$288.19
25969	109	CENGAGE LEARNING INC / GA	2/24/2023	BOOK PURCHASED	\$26.39
0	110	DUKE	2/24/2023	ELECTRIC BILL FOR MARKLE	\$0.00
25970	111	FAIRCHILD COMMUNICATION	2/24/2023	COMPLETED PA SYSTEM	\$5,431.75
0	112	Baker & Taylor Entertainment	2/24/2023	BOOKS AV ITEMS AND PROPROCESSING	\$4,241.07
25971	113	THOMAS KLISE / CRIMSON M	2/24/2023	AV ITEMS PURCHASED	\$537.66
25972	114	LORI VANOVER	2/24/2023	REIMBURSEMENT FOR TORTOISE FOOD	\$29.35
25973	115	SARAH KIRBY	2/24/2023	MILEAGE FOF INDIANA HISTORY DAY	\$14.80
25974	116	ACE HARDWARE	3/3/2023	PAINT PUCHASED FOR SENSORY ROOM	\$44.99
25975	117	Anthem Life Ins. Co., Group Enr	3/3/2023	LIFE INS FOR MARCH	\$128.33
25976	118	BLACKSTONE PUBLISHING	3/3/2023	AV ITEMS PURCHASED	\$472.09
25977	119	CANON FINANCIAL SERVICES	3/3/2023	COPIER LEASE	\$1,468.69
25978	120	CITY UTILITIES	3/3/2023	SEWER AND WATER FOR HUNTINGTON	\$605.37
25979	121	INFOUSA MARKETING, INC	3/3/2023	POLK CITY DIRECTORY 2023	\$630.00
25980	122	DELTA DENTAL	3/3/2023	DENTAL INS	\$618.97
25981	123	OCLC, INC	3/3/2023	CATALOGING AND METADATA SUBSCRIPTION	\$204.68
25982	124	ROWMAN AND LITTLEFIELD P	3/3/2023	PROQUEST STAT ABSTRACT 2023	\$232.76
25983	125	UNUM LIFE INS CO.	3/3/2023	STD LTD AND LIFE INS	\$2,423.95
0	126	DUKE	3/3/2023	ELECTRIC FOR HUNTINGTON	\$5,901.24
0	127	PHP	3/3/2023	HEALTH INS	\$14,987.44
0	128	CenterPoint Energy / Vectren	3/3/2023	GAS FOR BOTH HUNTINGTON AND MARKLE	\$2,335.52
0	129	Baker & Taylor Entertainment	3/6/2023	BOOKS AV AND PROPROCESSING PURCHASED	\$3,092.77
25984	130	JUERGENS DO-IT CENTER	3/6/2023	BAG OF CONCRETE	\$9.79
0	131	AFLAC	3/6/2023	AFLAC INS	\$631.40
0	132	REPUBLIC SERVICES	3/6/2023	TRASH SERVICE	\$555.05
25985	133	Baker & Taylor Entertainment	3/6/2023	BOOKS PURCHASED AND PROCESSING	\$0.00
25986	134	EBSCO Subscription Service	3/6/2023	MAG SUB	\$45.04

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
25987	135	Midwest Tape LLC	3/6/2023	DVD PURCHASED	\$108.24
25988	136	MCLS	3/6/2023	HERITAGE QUEST SUBSCRIPTION	\$969.02
25989	137	MALISSA HOSTETLER	3/6/2023	REIMBURSEMENT FOR COOKIES FOR BOOK CLUB AND MILEAGE TO AND FROM MARKLE	\$50.12
0	138	Baker & Taylor Entertainment	3/6/2023	BOOKS AND PROCESSING	\$4,313.15
25990	139	TOWN OF MARKLE	3/6/2023	WATER AND SEWER FOR MARKLE	\$47.89
25991	140	BRAINSTOMP, INC	3/6/2023	MODERN OFFICE IT ESSENTIAL	\$225.00
25992	141	Midwest Tape LLC	3/6/2023	AV ITEMS PURCHASED	\$1,127.60
0	142	VISION SERVICE PLAN - (CT)	3/6/2023	VISION INS	\$185.99
0	143	PAYROLL CHECKS	3/10/2023	PAYROLL	\$44,233.83
0	144	EFTPS	3/10/2023	FEDERAL, FICA AND MEDICARE FOR PAYROLL 3/10/23	\$10,834.27
0	145	NATIONWIDE	3/10/2023	ROTH AND D.COMP FOR PAYROLL 3/10/23	\$425.00
0	146	PUBLIC EMPLOYEES' RETIRE	3/10/2023	PERF FOR PAYROLL 3/10/23	\$4,717.56
25993	147	FIRST FEDERAL SAVINGS BA	3/10/2023	EMPLOYEE HEALTH SAVINGS ACCT FOR PAYROLL 3/10/23	\$50.00
25994	148	FIRST SOURCE BANK	3/10/2023	EMPLOYEE HEALTH SAVING ACCT FOR PAYROLL 3/10/23	\$50.00
25995	149	UMB HSA PROCESSING	3/10/2023	EMPLOYEE HEALTH ACCT FOR PAYROLL 3/10/23	\$75.00
25996	150	INDIANA STATE CENTRAL CO	3/10/2023	EMPLOYEE GARNISHMENT(SHILD SUPPORT)	\$40.00
Total Amount of Claims					\$187,561.50

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, March 9, 2023

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Huntington City-Township Public Library on 1/1/1998.

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
February 15th, 2023
5:15pm

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

Absent: None

Visitors: Mike Perkins, Eric Fry, Rick Anderson

Regular Meeting

1. Call to Order: Doug called the meeting to order.
2. Reading and Approval of Minutes: Jessica moved to approve, Daryl seconded. Motion carried.
3. Reading and Approval of Financial Report and Bills: Daryl motioned to approve the Financial Report and the Bills, Jessica seconded. Motion passed via a signature vote.
4. Report of the Librarian: Beka updated us on staffing adjustments.
5. Committee Reports: None.
6. Communications: None.
7. Unfinished Business:
 - a. Solar Project RFQ Consideration: Sue motioned to approve moving forward with the project, Jessica seconded. Motion carried.
 - b. Other: None
8. New Business:
 - a. Out-of-district Card Rate: Currently the cost is \$85 but the cost has increased and the population has decreased, raising the cost of the out-of-district card. We are looking at raising the rate to \$91.50. Jessica motioned to approve. Rebekah seconded. Motion approved.

February - Checkout and Renewal

Location	2022 Current Month	% Change	2022 Year-to-Date	2023 Year-to-Date	% Change
Huntington					
Adult Books	4148	-15.67%	8229	7340	-10.80%
Juvenile Books	4654	13.86%	8977	10480	16.74%
Young Adult Books	569	64.67%	1132	1858	64.13%
Adult Audio-visual	3268	-12.73%	6341	5771	-8.99%
Juvenile Audio-visual	740	-14.19%	1407	1363	-3.13%
Young Adult Audio-visual	16	6.25%	33	32	-3.03%
Periodicals	148	13.51%	369	317	-14.09%
Other	136	13.97%	254	353	38.98%
Total	13679	-0.86%	26742	27514	2.89%

Location	2022 Current Month	% Change	2022 Year-to-Date	2023 Year-to-Date	% Change
Markle					
Adult Books	219	-14.16%	413	409	-0.97%
Juvenile Books	444	-16.44%	785	752	-4.20%
Young Adult Books	79	-58.23%	138	65	-52.90%
Adult Audio-visual	356	-16.01%	766	652	-14.88%
Juvenile Audio-visual	138	9.42%	272	297	9.19%
Young Adult Audio-visual	0	#DIV/0!	0	0	#DIV/0!
Periodicals	12	200.00%	12	52	333.33%
Other	10	60.00%	10	30	200.00%
Total	1258	-13.04%	2396	2257	-5.80%

eContent	2264	3953	74.60%	4901	8026	63.76%
Grand Total*	14937	14655	-1.89%	29138	29771	2.17%
*not including e-content						
Grand Total	17201	18608	8.18%	34039	37797	11.04%

Inhouse Items	2022 Current Month	2022 Year-to-Date	2023 Year-to-Date	% Change
Huntington	195	321	487	661
Markle	17	0	49	0
Keefer Center	214	201	537	544

Patron Count

Patron Type	2022 Current Month	2023 Current Month	% Change
Resident Borrowers			
Huntington Adult	10161	10674	5.05%
Huntington Juvenile	2212	2378	7.50%
Huntington Young Adult	1252	1297	3.59%
Markle Adult	565	592	4.78%
Markle Juvenile	100	111	11.00%
Markle Young Adult	79	77	-2.53%
Temporary	57	58	1.75%
Staff	47	53	12.77%
Total	14473	15240	5.30%

Patron Type	2022 Current Month	2023 Current Month	% Change
Non-Resident Borrowers			
Non-Resident	309	338	9.39%
School Student	741	836	12.82%
School Teacher	90	103	14.44%
Huntington University	254	294	15.75%
Schools and Caregivers	64	63	-1.56%
Tutors and Students	46	45	-2.17%
Wells County Reciprocal	217	231	6.45%
PLAC	43	46	6.98%
Total	1764	1956	10.88%
Grand Total	16237	17196	5.91%

Door Count

Location	2022 Current Month	2023 Current Month	%Change
Huntington	6832	8507	24.52%
Markle	361	391	8.31%
Keefer Center	801	-	-100.00%
Total	7994	8898	11.31%

Curbside pickups

1

Volunteer Hours

Literacy program

Junior

Adult

Total

0