

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

June 21st, 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. Solar and HVAC Project
 - b. Budget Draft
 - c. Other
9. New Business
 - a. Policy Review
 - i. Dress Code (From Personnel Handbook)
 - ii. Public Input at Library Board Meetings
 - iii. Collection Development
 - b. Other
10. Adjournment

Financial Report
Huntington City-Township Public Library

Report Dates = 5/17/2023 to 6/21/2023

<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	\$189,655.34	\$1,207,732.24	\$225,544.27	\$746,038.07	\$1,472,743.72
Subtotal	\$1,934,437.89	\$189,655.34	\$1,207,732.24	\$225,544.27	\$746,038.07	\$1,472,743.72
2. Special Revenue						
200 GIFT (REGULAR)	\$178,307.27	\$2,125.97	\$3,423.86	\$1,051.90	\$2,355.96	\$177,239.37
201 FRIENDS OF THE LIBRARY	\$7,327.60	\$1,450.97	\$5,606.81	\$106.26	\$301.24	\$2,022.03
202 LITERACY	\$22,255.89	\$1,552.85	\$2,969.22	\$117.98	\$1,351.66	\$20,638.33
203 GIFT - B. JOAN KEEFER CENTER	\$45,914.99	\$0.00	\$201.02	\$119.96	\$2,527.11	\$48,241.08
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	\$54.98	\$224.55	\$2,040.10
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	\$114.01	\$8.45	\$41.15	\$2,028.29
209 OUTREACH	\$8,702.64	\$0.00	\$0.00	\$72.43	\$317.05	\$9,019.69
276 STATE TECH GRANT FUND	\$2,616.19	\$0.00	\$0.00	\$25.76	\$7,684.74	\$10,300.93
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
280 ALA GRANT 2023	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Subtotal	\$303,951.45	\$5,129.79	\$12,354.90	\$1,557.72	\$14,803.46	\$306,400.01
4. Capital Projects						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$93,125.16	\$0.00	\$0.00	\$170.24	\$767.05	\$93,892.21
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	\$27,924.28	\$2,429.12	\$7,664.70	\$1,025,610.78
422 RAINY DAY INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,138,995.52	\$0.00	\$27,924.28	\$2,599.36	\$8,431.75	\$1,119,502.99
5. Clearing						
800 PLAC FUND	\$0.00	\$0.00	\$130.00	\$0.00	\$130.00	\$0.00
801 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$12,820.46	\$49,591.15	\$16,999.04	\$53,769.73	\$4,178.58
804 FICA	\$0.00	\$10,519.82	\$41,012.43	\$13,968.34	\$44,497.87	\$3,485.44
806 STATE	\$0.00	\$3,053.35	\$13,183.22	\$6,269.62	\$19,396.63	\$6,213.41
807 COUNTY	\$0.00	\$1,586.19	\$9,327.25	\$3,268.61	\$10,340.90	\$1,013.65
808 INSURANCE	\$3,639.21	\$774.85	\$17,443.44	\$7,053.68	\$21,476.15	\$7,671.92
809 DEFERRED COMP	\$0.00	\$895.00	\$7,150.00	\$1,190.00	\$7,445.00	\$295.00
810 UNITED WAY	\$0.00	\$0.00	\$0.00	\$260.00	\$885.00	\$885.00
811 STAFF ASSOCIATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
812 ROTH IRA	\$0.00	\$540.00	\$2,160.00	\$720.00	\$2,340.00	\$180.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$525.00	\$2,030.00	\$700.00	\$2,205.00	\$175.00
814 GARNISHMENT	\$0.00	\$0.00	\$80.00	\$0.00	\$80.00	\$0.00
Subtotal	\$3,639.21	\$30,714.67	\$142,107.49	\$50,429.29	\$162,566.28	\$24,098.00

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

<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>
Grand Total	\$3,381,024.07	\$225,499.80	\$1,390,118.91	\$280,130.64	\$931,839.56	\$2,922,744.72

Total all banks = \$2,912,744.72

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 5/17/2023 To 6/21/2023

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<i>1. Personal Services</i>								
1.11	Salary of Librarian	\$90,250.00	\$0.00	\$90,250.00	\$10,404.72	\$41,618.88	\$48,631.12	53.9
1.12	Salary of Assistants (Salary and Wage Overflow)	\$1,027,000.00	\$0.00	\$1,027,000.00	\$118,302.22	\$457,149.06	\$569,850.94	55.5
1.14	Wages of Janitors	\$78,000.00	\$0.00	\$78,000.00	\$9,842.21	\$37,586.00	\$40,414.00	51.8
1.15	Additional Hours (750)	\$8,000.00	\$0.00	\$8,000.00	\$359.54	\$1,934.58	\$6,065.42	75.8
1.21	Employer's Share FICA	\$92,000.00	\$0.00	\$92,000.00	\$10,519.91	\$41,012.63	\$50,987.37	55.4
1.22	Unemployment Compensation	\$3,000.00	\$0.00	\$3,000.00	\$230.00	\$322.00	\$2,678.00	89.3
1.23	Employer's Contribution PERF - Library	\$110,000.00	\$0.00	\$110,000.00	\$11,445.08	\$42,319.20	\$67,680.80	61.5
1.231	Employer's contribution PERF - Employee	\$31,000.00	\$0.00	\$31,000.00	\$3,065.71	\$14,897.64	\$16,102.36	51.9
1.24	Employer's Contribution Group Health	\$215,000.00	\$0.00	\$215,000.00	\$0.00	\$68,484.32	\$146,515.68	68.1
1.25	Employer's Contribution Life Ins.	\$11,000.00	\$0.00	\$11,000.00	\$153.82	\$4,740.87	\$6,259.13	56.9
1.26	Employer's Contribution STD	\$9,350.00	\$0.00	\$9,350.00	\$920.20	\$5,388.43	\$3,961.57	42.4
1.27	Employer's Contribution LTD	\$9,500.00	\$0.00	\$9,500.00	\$969.97	\$5,805.21	\$3,694.79	38.9
1.28	Employer's Contribution Dental	\$6,000.00	\$0.00	\$6,000.00	\$537.08	\$2,862.10	\$3,137.90	52.3
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	\$600.00	\$0.00	\$600.00	\$0.00	\$193.61	\$406.39	67.7
	Subtotal	\$1,691,200.00		\$1,691,200.00	\$166,750.46	\$724,314.53	\$966,885.47	57.2
<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	\$732.57	\$4,321.89	\$21,678.11	83.4
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	\$1,067.13	\$8,022.85	\$1,977.15	19.8
Subtotal	\$36,002.00		\$36,002.00	\$1,799.70	\$12,344.74	\$23,657.26	65.7
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 Architectural 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	\$22,000.00	\$0.00	\$22,000.00	\$4,683.84	\$20,499.92	\$1,500.08	6.8
3.141 Contracted Labor for Grounds	\$13,000.00	\$0.00	\$13,000.00	\$0.00	\$1,615.00	\$11,385.00	87.6
3.145 Databases	\$12,000.00	\$0.00	\$12,000.00	\$1,253.00	\$2,934.01	\$9,065.99	75.5
3.146 Electronic Materials	\$39,000.00	\$0.00	\$39,000.00	\$0.00	\$14,165.83	\$24,834.17	63.7
3.21 Telephone and Fax	\$5,500.00	\$0.00	\$5,500.00	\$361.55	\$1,807.75	\$3,692.25	67.1
3.211 Telephone - Markle	\$900.00	\$0.00	\$900.00	\$59.36	\$305.23	\$594.77	66.1
3.213 ENA - E-Rate Funding / Huntington	\$5,725.00	\$0.00	\$5,725.00	\$457.50	\$2,287.50	\$3,437.50	60.0
3.2131 ENA - E-Rate Funding / Markle	\$3,500.00	\$0.00	\$3,500.00	\$285.00	\$1,425.00	\$2,075.00	59.3
3.22 Postage and Shipping	\$900.00	\$0.00	\$900.00	\$0.00	\$379.24	\$520.76	57.9
3.23 Traveling Expense	\$3,500.00	\$0.00	\$3,500.00	\$398.48	\$628.48	\$2,871.52	82.0
3.24 Professional Development	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$2,387.67	\$6,612.33	73.5
3.31 Advertising and Public Notices	\$12,000.00	\$0.00	\$12,000.00	\$292.58	\$759.79	\$11,240.21	93.7
3.41 Official Bonds	\$500.00	\$0.00	\$500.00	\$0.00	\$225.00	\$275.00	55.0
3.42 Operational Insurance	\$44,000.00	\$0.00	\$44,000.00	\$0.00	\$1,009.42	\$42,990.58	97.7
3.51 Gas Huntington	\$11,500.00	\$0.00	\$11,500.00	\$115.94	\$6,528.71	\$4,971.29	43.2
3.511 Gas Markle	\$1,000.00	\$0.00	\$1,000.00	\$20.40	\$519.01	\$480.99	48.1
3.52 Electricity Huntington (Utilities Overflow)	\$63,000.00	\$0.00	\$63,000.00	\$0.00	\$28,941.49	\$34,058.51	54.1
3.521 Electricity Markle	\$3,250.00	\$0.00	\$3,250.00	\$0.00	\$1,559.24	\$1,690.76	52.0
3.53 Water Huntington	\$3,500.00	\$0.00	\$3,500.00	\$231.03	\$1,255.22	\$2,244.78	64.1
3.531 Water Markle	\$450.00	\$0.00	\$450.00	\$26.00	\$156.00	\$294.00	65.3

<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	\$408.85	\$2,482.60	\$5,517.40	69.0
3.541 Sewer and WasteMarkle	\$325.00	\$0.00	\$325.00	\$21.89	\$143.02	\$181.98	56.0
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	\$1,306.71	\$6,105.40	\$8,394.60	57.9
3.622 Contracted Facility Maintenance	\$16,000.00	\$0.00	\$16,000.00	\$0.00	\$1,471.25	\$14,528.75	90.8
3.623 Technology License Agreements	\$14,000.00	\$0.00	\$14,000.00	\$256.91	\$4,223.13	\$9,776.87	69.8
3.624 Technology Maintenance	\$11,500.00	\$0.00	\$11,500.00	\$2,406.00	\$3,197.27	\$8,302.73	72.2
3.625 ILS Maintenance and Contract	\$42,000.00	\$0.00	\$42,000.00	\$0.00	\$39,670.22	\$2,329.78	5.5
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	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
Subtotal	\$374,057.00		\$374,057.00	\$12,585.04	\$146,882.40	\$227,374.60	60.8
4. Capital 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	\$6,500.00	\$0.00	\$6,500.00	\$79.96	\$420.74	\$6,079.26	93.5
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	\$431.30	\$9,568.70	95.7
4.5 Books	\$115,000.00	\$0.00	\$115,000.00	\$5,562.81	\$46,199.87	\$68,800.13	59.8
4.6 Periodicals and Newspapers	\$11,000.00	\$0.00	\$11,000.00	\$49.95	\$8,509.95	\$2,490.05	22.6

<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	\$2,120.32	\$13,647.64	\$12,352.36	47.5
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	\$13,000.00	\$0.00	\$13,000.00	\$707.10	\$4,513.66	\$8,486.34	65.3
Subtotal	\$191,255.00		\$191,255.00	\$8,520.14	\$74,390.57	\$116,864.43	61.1
Grand Total	\$2,292,514.00	\$0.00	\$2,292,514.00	\$189,655.34	\$957,732.24	\$1,334,781.76	58.2

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 5/17/2023 To 6/21/2023

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
4. Capital 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 5/17/2023 To 6/21/2023

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	\$0.00	\$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	\$0.00	\$27,924.28	\$32,725.72	54.0
4. Capital Outlays							
4 Other Capital Outlays	\$123,000.00	\$0.00	\$123,000.00	\$0.00	\$0.00	\$123,000.00	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	\$272,000.00	\$0.00	\$272,000.00	\$0.00	\$0.00	\$272,000.00	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	\$705,650.00		\$705,650.00	\$0.00	\$0.00	\$705,650.00	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>
<i>Grand Total</i>	\$793,800.00	\$0.00	\$793,800.00	\$0.00	\$27,924.28	\$765,875.72	96.5

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

May 17th, 2023

5:15pm

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

Absent: Jamie Hoffman

Visitors: Mike Perkins, Cassidy DeHaven, Eric Fry

Regular Meeting

- 1. Call to Order:** Doug called the meeting to order.
- 2. Reading and Approval of Minutes:** Jessica motioned to approve. Sue seconded. Minutes approved.
- 3. Reading and Approval of Financial Report and Bills:** Beka noted that we are starting to see a return to more normal levels of professional development expenses. Daryl motioned to approve the Financial Report and Bills. Rebekah seconded the motion and the motion passed.
- 4. Report of the Librarian:** Beka highlighted some of the things that have been happening and what is coming with the summer program. She also noted that we have been awarded the ALA grant for Accessibility Study.
- 5. Committee Reports:** None.
- 6. Communications:** None.
- 7. Public Input:** None.
- 8. Unfinished Business**
 - a. Solar and HVAC Project:** Beka reviewed the progress in ensuring that the conversation includes all that we need on the HVAC side. There will likely be a proposal to discuss at our next meeting.
 - b. EV Charging Stations:** Beka updated us on the current situation. The cost

is substantially more than we had anticipated. Beka is recommending that we seek a different opportunity at another time and the board is in agreement with that.

c. Other: None

9. New Business

a. Budget Draft: Beka began the discussion of our budget planning, noting some of the major adjustments and changes and answering questions.

b. 2024 Holiday Closings: Adjustments are all pretty standard and nothing major has changed. Jessica motioned to approve the closing schedule, Daryl seconded. Motion approved.

c. Other: None.

10. Adjournment: Terri motioned to adjourn the meeting. Rebekah seconded. Meeting adjourned.