

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees  
September 20th, 2023  
5:15pm

## Adoption of 2024 Budget

1. Call to Order
2. Adoption of Budget
3. Adjournment

## 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. HVAC proposal
  - b. Hours Adjustments
  - c. Other
10. Strategic Planning Discussion
11. Adjournment

Huntington City-Township Public Library  
September 2023

**Director's Report**

- Amoura Devina was hired to fill the vacant Adult Librarian position. Her first day will be September 19th.
- We will be hosting a booth at Pioneer Festival featuring an interactive timeline of Huntington's history and a vintage photo op.
- August has been a quieter month at the library for programs (as usual). However we are planning several big programs for the next few months including; a new and improved Haunted Halloween Heist mystery event, a book release party for Bryan Ballinger's new children's book, Christmas in the City, Winter Extravaganza, and the Winter Reading Challenge.
- We will be holding a community meeting to discuss accessibility needs in the library and the accessible 'park' space that we are considering. This will be October 12th at 6pm.
- We are currently working on a review of our employee development process and hope to have recommendations for changes in a month or two.
- We have staff involved with the regional planning committee for the eclipse that is happening in April. Markle will be in totality so we expect quite a big crowd for that. More details will be forthcoming soon.

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

**Report Dates = 8/16/2023 to 9/20/2023**

<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>
<b>1. Operating Fund</b>						
100 OPERATING	\$1,934,437.89	\$188,141.81	\$1,737,375.58	\$55,577.57	\$1,608,541.86	\$1,805,604.17
<b>Subtotal</b>	<b>\$1,934,437.89</b>	<b>\$188,141.81</b>	<b>\$1,737,375.58</b>	<b>\$55,577.57</b>	<b>\$1,608,541.86</b>	<b>\$1,805,604.17</b>
<b>2. Special Revenue</b>						
200 GIFT (REGULAR)	\$178,307.27	\$173.78	\$4,375.08	\$429.11	\$3,803.48	\$177,735.67
201 FRIENDS OF THE LIBRARY	\$7,327.60	\$390.84	\$8,229.68	\$200.33	\$1,425.46	\$523.38
202 LITERACY	\$22,255.89	\$0.00	\$3,295.35	\$260.45	\$2,332.56	\$21,293.10
203 GIFT - B. JOAN KEEFER CENTER	\$45,914.99	\$0.00	\$2,512.08	\$120.90	\$2,888.91	\$46,291.82
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	\$53.81	\$388.73	\$2,204.28
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	\$66.22	\$2,053.36
209 OUTREACH	\$8,702.64	\$0.00	\$0.00	\$72.98	\$535.45	\$9,238.09
276 STATE TECH GRANT FUND	\$2,616.19	\$0.00	\$0.00	\$76.21	\$7,912.80	\$10,528.99
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	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00
<b>Subtotal</b>	<b>\$293,951.45</b>	<b>\$564.62</b>	<b>\$18,566.18</b>	<b>\$1,222.24</b>	<b>\$29,353.61</b>	<b>\$304,738.88</b>
<b>4. Capital Projects</b>						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$93,125.16	\$0.00	\$0.00	\$180.77	\$1,290.09	\$94,415.25
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	\$34,098.28	\$2,518.67	\$15,247.01	\$1,027,019.09
422 RAINY DAY INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$1,138,995.52</b>	<b>\$0.00</b>	<b>\$34,098.28</b>	<b>\$2,699.44</b>	<b>\$16,537.10</b>	<b>\$1,121,434.34</b>
<b>5. Clearing</b>						
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	\$65.00	\$65.00
803 FEDERAL	\$0.00	\$8,149.63	\$74,057.54	\$8,149.63	\$74,057.54	\$0.00
804 FICA	\$0.00	\$6,587.86	\$60,934.45	\$6,587.86	\$60,934.45	\$0.00
806 STATE	\$0.00	\$2,989.38	\$23,876.47	\$2,964.48	\$25,347.44	\$1,470.97
807 COUNTY	\$0.00	\$1,570.49	\$14,919.09	\$1,564.43	\$15,694.41	\$775.32
808 INSURANCE	\$3,639.21	\$5,204.73	\$36,787.72	\$3,454.08	\$30,389.37	(\$2,759.14)
809 DEFERRED COMP	\$0.00	\$610.00	\$8,980.00	\$610.00	\$8,980.00	\$0.00
810 UNITED WAY	\$0.00	\$0.00	\$0.00	\$130.00	\$1,210.00	\$1,210.00
811 STAFF ASSOCIATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
812 ROTH IRA	\$0.00	\$360.00	\$3,240.00	\$360.00	\$3,240.00	\$0.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$350.00	\$3,080.00	\$350.00	\$3,080.00	\$0.00
814 GARNISHMENT	\$0.00	\$0.00	\$80.00	\$0.00	\$80.00	\$0.00
<b>Subtotal</b>	<b>\$3,639.21</b>	<b>\$25,822.09</b>	<b>\$226,085.27</b>	<b>\$24,170.48</b>	<b>\$223,208.21</b>	<b>\$762.15</b>

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>
<b>Grand Total</b>	\$3,371,024.07	\$214,528.52	\$2,016,125.31	\$83,669.73	\$1,877,640.78	\$3,232,539.54

**Total all banks = \$3,232,539.54**

# Appropriation Report for 100 OPERATING

## Huntington City-Township Public Library

Report Date: From 8/16/2023 To 9/20/2023

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<b>I. Personal Services</b>							
1.11 Salary of Librarian	\$90,250.00	\$0.00	\$90,250.00	\$6,936.48	\$62,428.32	\$27,821.68	30.8
1.12 Salary of Assistants (Salary and Wage Overflow)	\$1,027,000.00	\$0.00	\$1,027,000.00	\$73,261.12	\$679,666.72	\$347,333.28	33.8
1.14 Wages of Janitors	\$78,000.00	\$0.00	\$78,000.00	\$6,439.20	\$56,581.10	\$21,418.90	27.5
1.15 Additional Hours (750)	\$8,000.00	\$0.00	\$8,000.00	\$144.98	\$2,423.97	\$5,576.03	69.7
1.21 Employer's Share FICA	\$92,000.00	\$0.00	\$92,000.00	\$6,596.88	\$60,943.67	\$31,056.33	33.8
1.22 Unemployment Compensation	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$322.00	\$2,678.00	89.3
1.23 Employer's Contribution PERF - Library	\$110,000.00	\$0.00	\$110,000.00	\$7,040.18	\$61,233.11	\$48,766.89	44.3
1.231 Employer's contribution PERF - Employee	\$31,000.00	\$0.00	\$31,000.00	\$1,885.79	\$23,331.42	\$7,668.58	24.7
1.24 Employer's Contribution Group Health	\$215,000.00	\$0.00	\$215,000.00	\$14,354.93	\$127,299.75	\$87,700.25	40.8
1.25 Employer's Contribution Life Ins.	\$11,000.00	\$0.00	\$11,000.00	\$848.14	\$7,504.05	\$3,495.95	31.8
1.26 Employer's Contribution STD	\$9,350.00	\$0.00	\$9,350.00	\$931.36	\$8,169.29	\$1,180.71	12.6
1.27 Employer's Contribution LTD	\$9,500.00	\$0.00	\$9,500.00	\$980.82	\$8,734.88	\$765.12	8.1
1.28 Employer's Contribution Dental	\$6,000.00	\$0.00	\$6,000.00	\$475.52	\$4,625.76	\$1,374.24	22.9
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	\$600.00	\$0.00	\$600.00	\$90.59	\$376.74	\$223.26	37.2
<b>Subtotal</b>	<b>\$1,691,200.00</b>		<b>\$1,691,200.00</b>	<b>\$119,985.99</b>	<b>\$1,103,640.78</b>	<b>\$587,559.22</b>	<b>34.7</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	\$6.00	\$8,770.00	\$17,230.00	66.3
2.131 ARPA Grant Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!

<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	\$443.69	\$3,807.67	\$4,192.33	52.4
3.541 Sewer and WasteMarkle	\$325.00	\$0.00	\$325.00	\$23.19	\$193.29	\$131.71	40.5
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	\$1,361.86	\$9,687.26	\$4,812.74	33.2
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	\$823.80	\$10,821.05	\$3,178.95	22.7
3.624 Technology Maintenance	\$11,500.00	\$0.00	\$11,500.00	\$0.00	\$3,197.27	\$8,302.73	72.2
3.625 ILS Maintenance and Contract	\$42,000.00	\$0.00	\$42,000.00	\$5,250.00	\$44,920.22	(\$2,920.22)	-7.0
3.626 2021 Encumbered Funds - Mobile App	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
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	\$365.00	\$2,135.00	85.4
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
<b>Subtotal</b>	<b>\$368,057.00</b>		<b>\$368,057.00</b>	<b>\$41,781.18</b>	<b>\$233,527.91</b>	<b>\$134,529.09</b>	<b>36.6</b>
<b>4. Capitol Outlays</b>							
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	\$45.00	\$786.22	\$5,713.78	87.9
4.41 ARPA Grant Furniture and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.42 Technology Equipment	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$3,288.05	\$5,711.95	63.5
4.43 Computer Technology Upgrade	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$863.18	\$9,136.82	91.4
4.5 Books	\$115,000.00	\$0.00	\$115,000.00	\$22,249.95	\$86,179.49	\$28,820.51	25.1
4.6 Periodicals and Newspapers	\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$8,737.90	\$2,262.10	20.6

# Appropriation Report for 400 LIBRARY IMPROVEMENT RE

## Huntington City-Township Public Library

Report Date: From 8/16/2023 To 9/20/2023

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<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 8/16/2023 To 9/20/2023

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<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	\$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
	<b>Subtotal</b>	<b>\$60,650.00</b>		<b>\$60,650.00</b>	<b>\$0.00</b>	<b>\$27,924.28</b>	<b>\$32,725.72</b>	<b>54.0</b>
<b>4. Capital Outlays</b>								
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	\$6,174.00	\$265,826.00	97.7
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
	<b>Subtotal</b>	<b>\$705,650.00</b>		<b>\$705,650.00</b>	<b>\$0.00</b>	<b>\$6,174.00</b>	<b>\$699,476.00</b>	<b>99.1</b>



# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

August 16th, 2023

5:15pm

**Present:** Daryl Shrock, Beka Lemons, Doug Denney, Jessica Mankey, Jamie Hoffman, Rebekah Benjamin, Sue Jepsen

**Absent:** Terri Salzano-Sees

**Visitors:** Mike Perkins, Eric Fry

## Regular Meeting

1. **Call to Order:** Doug called the meeting to order.
2. **Reading and Approval of Minutes:** Daryl motioned to approve. Jamie seconded. Minutes approved.
3. **Reading and Approval of Financial Report and Bills:** Daryl motioned to approve, Jessica seconded. Motion approved.
4. **Report of the Librarian:** Beka updated us on the staff changes and end of summer program turnout. Good report from in-service.
5. **Committee Reports:** None
6. **Communications:** A county council member had a discussion with Beka about displays in the library.
7. **Public Input:** None
8. **Unfinished Business**
  - a. **Budget Advertising:** Beka reviewed the proposed budget with the board and answered questions.
  - b. **Other:** None.
9. **New Business:**
  - a. **Policy Review:**

i. **Background Checks:** No changes to this policy, just reviewed and reapproved. Jessica moved to approve. Daryl seconded. Background Checks policy approved.

ii. **Purchasing:** Beka reviewed the focus of the policy. Rebekah motioned and Sue seconded. Motion approved.

b. **E-rate:** Beka reviewed the purpose of this resolution.

c. **Budget Reductions:** Beka explained the resolution.

d. **Other:** Beka talked with the board about the current situation in the Hamilton Library policy.

Daryl suggested that we hold a board meeting at the Markle Branch. Beka suggested that we move the 18 October meeting to Markle. Daryl motioned to approve the meeting, motion seconded. Motion passed.

10. **Adjournment:** Sue motioned to adjourn. Rebekah seconded. Meeting adjourned.