

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
November 16th, 2022
5:15pm

Closed Executive Session - 5:15

- Discussion of Director's Evaluation

Regular Meeting - 5:45

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. Veregy Proposal
 - b. Other
8. New Business
 - a. Director's Evaluation
 - b. Security Camera Policy
 - c. Patron Behavior
 - d. Other
9. Public Input
10. Adjournment

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

October 19th, 2022

5:15pm

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

Absent: Mike Richard, John Branham

Visitors: Mike Perkins, Eric Fry

Adoption of 2023 Budget

1. Call to Order: Jamie called the budget adoption meeting to order.
2. Adoption of Budget: Budget approved via signature vote.
3. Adjournment: Jamie adjourned the meeting.

Regular Meeting

1. Call to Order: Jamie called the meeting to order at 5:20.
2. Reading and Approval of Minutes: Doug motioned to approve the minutes, Daryl seconded. Minutes approved.
3. Reading and Approval of Financial Report: Daryl motioned to approve, Doug seconded. Financial Report and Bills approved.
4. Approval of Bills: See above.
5. Report of the Librarian: Beka updated us on staffing changes. We received two grants for the sensory room. Halloween event this Saturday.
6. Committee Reports: Jamie gave an update on the Benefits committee's work on Beka's evaluation.
7. Communications: None
8. Unfinished Business: Update on Veregy Discussion —Beka offered to track

down any information that a board member would like to have before making our decision.

9. New Business:

a. Policy Review

i. Collection Development - update: Beka reviewed a couple of minor updates to the collection development policy and added a statement on consortium collections. Jessica motioned to approve, Daryl seconded. Motion carried.

ii. Community Rooms - update: Beka updated us on the updates to the policy. Jessica motioned, Doug seconded. Motion passed.

10. Public Input: Mr. Perkins asked about the location of the board meetings and expressed concerns about the acoustics. Beka is looking at adjusting the room scheduling for the next meeting.

Reflected on the Collection Development Policy discussion.

11. Adjournment: Doug motioned to adjourn the meeting. Terri seconded. Meeting adjourned.

Financial Report
Huntington City-Township Public Library

Report Dates = **10/19/2022 to 11/16/2022**

<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	\$132,225.40	\$1,622,872.13	\$50,610.70	\$1,327,740.41	\$1,726,034.20
Subtotal	\$2,021,165.92	\$132,225.40	\$1,622,872.13	\$50,610.70	\$1,327,740.41	\$1,726,034.20
2. Special Revenue						
200 GIFT (REGULAR)	\$178,338.21	\$47.55	\$1,646.53	\$10.70	\$1,260.78	\$177,952.46
201 FRIENDS OF THE LIBRARY	\$8,314.92	\$85.56	\$7,326.68	\$0.00	\$410.05	\$1,398.29
202 LITERACY	\$14,177.01	\$0.00	\$0.00	\$200.00	\$2,114.07	\$16,291.08
203 GIFT - B. JOAN KEEFER CENTER	\$46,782.91	\$0.00	\$890.63	\$0.00	\$446.25	\$46,338.53
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	\$338.27	\$1,793.11
207 BRIDGE-DICKEY INVESTMENT 08/2012	\$24,860.57	\$0.00	\$0.00	\$0.00	\$41.15	\$24,901.72
208 BRIDGE-DICKEY FUND	\$2,051.29	\$0.00	\$0.00	\$8.45	\$41.69	\$2,092.98
209 OUTREACH	\$8,913.18	\$0.00	\$399.97	\$0.00	\$77.75	\$8,590.96
276 STATE TECH GRANT FUND	\$0.00	\$0.00	\$5,197.50	\$0.00	\$7,810.15	\$2,612.65
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	\$0.00	\$25,116.34	\$0.00
Subtotal	\$284,892.93	\$133.11	\$40,577.65	\$219.15	\$37,656.50	\$281,971.78
4. Capital Projects						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$40,464.50	\$0.00	\$0.00	\$95.38	\$320.89	\$40,785.39
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	\$86,328.02	\$0.00	\$2,891.44	\$1,044,448.00
422 RAINY DAY INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,168,349.08	\$0.00	\$86,328.02	\$95.38	\$3,212.33	\$1,085,233.39
5. Clearing						
800 PLAC FUND	\$0.00	\$0.00	\$62.57	\$65.00	\$127.57	\$65.00
801 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$6,617.60	\$69,206.92	\$6,617.60	\$69,206.92	\$0.00
804 FICA	\$0.00	\$5,837.91	\$62,154.48	\$5,837.91	\$62,154.48	\$0.00
806 STATE	\$0.00	\$2,421.92	\$24,092.25	\$2,376.48	\$25,271.35	\$1,179.10
807 COUNTY	\$0.00	\$1,386.44	\$13,842.18	\$1,353.94	\$14,513.43	\$671.25
808 INSURANCE	\$3,930.57	\$4,444.60	\$39,900.00	\$3,560.00	\$36,499.69	\$530.26
809 DEFERRED COMP	\$0.00	\$1,890.00	\$21,380.00	\$1,890.00	\$21,380.00	\$0.00
810 UNITED WAY	\$0.00	\$0.00	\$0.00	\$112.00	\$1,242.00	\$1,242.00
811 STAFF ASSOCIATION	\$0.00	\$0.00	\$30.00	\$10.00	\$70.00	\$40.00
812 ROTH IRA	\$0.00	\$440.00	\$5,600.00	\$440.00	\$5,600.00	\$0.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$290.00	\$4,918.46	\$290.00	\$4,918.46	\$0.00
Subtotal	\$3,930.57	\$23,328.47	\$241,186.86	\$22,552.93	\$240,983.90	\$3,727.61
Grand Total	\$3,478,338.50	\$155,686.98	\$1,990,964.66	\$73,478.16	\$1,609,593.14	\$3,096,966.98

Total all banks = \$3,096,966.98

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 10/19/2022 To 11/16/2022

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
1. Personal Services							
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	\$5,817.44	\$67,067.34	\$12,932.66	16.2
1.12 Salary of Assistants (Salary and Wage Overflow)	\$855,000.00	\$0.00	\$855,000.00	\$65,712.47	\$705,991.09	\$149,008.91	17.4
1.14 Wages of Janitors	\$58,500.00	\$0.00	\$58,500.00	\$4,299.70	\$41,625.40	\$16,874.60	28.8
1.15 Additional Hours (750)	\$7,000.00	\$0.00	\$7,000.00	\$1,145.30	\$6,499.95	\$500.05	7.1
1.21 Employers Share FICA	\$76,000.00	\$0.00	\$76,000.00	\$5,837.85	\$62,153.70	\$13,846.30	18.2
1.22 Unemployment Compensation	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
1.23 Employers Contribution PERF - Library	\$83,500.00	\$0.00	\$83,500.00	\$6,603.88	\$66,930.58	\$16,569.42	19.8
1.231 Employers contribution PERF - Employee	\$22,500.00	\$0.00	\$22,500.00	\$1,768.92	\$20,483.33	\$2,016.67	9.0
1.24 Employers Contribution Group Health	\$190,000.00	\$0.00	\$190,000.00	\$14,126.28	\$154,808.43	\$35,191.57	18.5
1.25 Employers Contribution Life Ins.	\$9,750.00	\$0.00	\$9,750.00	\$802.60	\$8,506.97	\$1,243.03	12.7
1.26 Employers Contribution STD	\$9,000.00	\$0.00	\$9,000.00	\$884.49	\$9,635.51	(\$635.51)	-7.1
1.27 Employers Contribution LTD	\$9,000.00	\$0.00	\$9,000.00	\$989.52	\$10,556.96	(\$1,556.96)	-17.3
1.28 Employers Contribution Dental	\$7,250.00	\$0.00	\$7,250.00	\$433.53	\$5,001.23	\$2,248.77	31.0
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	\$514.51	(\$114.51)	-28.6
Subtotal	\$1,410,400.00	\$0.00	\$1,410,400.00	\$108,466.30	\$1,159,775.00	\$250,625.00	17.8
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	\$59.00	\$13,576.12	\$12,423.88	47.8

<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>
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	\$770.11	\$8,221.82	(\$221.82)	-2.8
3.541 Sewer and WasteMarkle	\$325.00	\$0.00	\$325.00	\$75.37	\$678.01	(\$353.01)	-108.6
3.62 Equipment Repair and Maintenance	\$4,000.00	\$0.00	\$4,000.00	\$335.00	\$2,534.00	\$1,466.00	36.7
3.621 Equipment Leasing and Maintenance	\$14,500.00	\$0.00	\$14,500.00	\$1,110.00	\$13,215.30	\$1,284.70	8.9
3.622 Contracted Facility Maintenance	\$17,500.00	\$0.00	\$17,500.00	\$642.00	\$13,562.96	\$3,937.04	22.5
3.623 Technology License Agreements	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$7,399.15	\$2,600.85	26.0
3.624 Technology Maintenance	\$15,000.00	\$0.00	\$15,000.00	\$425.00	\$16,590.64	(\$1,590.64)	-10.6
3.625 ILS Maintenance and Contract	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$43,523.97	(\$8,523.97)	-24.4
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	\$350.00	\$1,175.00	\$1,325.00	53.0
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	\$14,005.87	\$279,325.89	\$159,030.11	36.3
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	\$0.00	\$4,887.41	\$4,112.59	45.7
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	\$7,008.51	\$97,234.31	\$17,765.69	15.4

Appropriation Report for 400 LIBRARY IMPROVEMENT RE

Huntington City-Township Public Library

Report Date: From 10/19/2022 To 11/16/2022

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 10/19/2022 To 11/16/2022

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	\$21,036.09	(\$1,036.09)	-5.2
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	\$7,288.00	\$23,362.00	76.2
Subtotal	\$60,650.00		\$60,650.00	\$0.00	\$28,324.09	\$32,325.91	53.3
4. Capital 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	\$47,300.00	\$57,700.00	55.0
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	\$58,003.93	\$727,646.07	92.6