

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

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

**Present:** Daryl Shrock, Beka Lemons, John Branham, Doug Denney, Jamie Hoffman, Jessica Mankey

**Absent:** Terri Salzano-Sees

**Visitors:** None

Closed Executive Session - 5:15

- Discussion of Director's Evaluation

**Present:** Daryl Shrock, Beka Lemons, John Branham, Doug Denney, Jamie Hoffman, Jessica Mankey

**Absent:** Terri Salzano-Sees

**Visitors:** Mike Perkins, Cassidy DeHaven, Rick Anderson, Andy Florentino, Megan Bonbrak

Regular Meeting - 5:45

1. Call to Order: John called the meeting to order at 5:45PM.
2. Reading and Approval of Minutes: Daryl motioned to approve, Jamie seconded. Minutes approved with noted revision.
3. Reading and Approval of Financial Report and Bills: Daryl motioned to approve the financial report and bills. Doug seconded the motion. Motion approved via signature vote.
4. Report of the Librarian: Beka updated us on the personnel changes and the

budget 2023 approval.

5. Committee Reports: Jamie noted that the personnel committee has met and completed our practice.

6. Communications: Beka informed us of the notice we received from the Huntington Redevelopment Commission and the way that the impact of the amendment to 2008 consolidate economic development area allocation area of the establishment Riverfork West Allocation area will have on the library.

7. Unfinished Business

a. Veregy Proposal: Rick came back to talk about the Veregy proposal he has presented to the board and that we have been considering over the last couple of months. Doug motioned to move forward with the RFQ, Daryl seconded. Motion approved.

b. Other

8. New Business

a. Director's Evaluation: Doug motioned to approve the director's evaluation. Daryl seconded. Evaluation approved.

b. Security Camera Policy: Beka developed an acceptable use policy for the new security camera policy because this system has greatly enhanced capabilities. Per custom, Beka read the policy to the board. Jessica motioned to approve this policy, Doug seconded. Motion approved.

c. Patron Behavior: Beka explained a situation that exists with a patron and acceptable behavior. Doug and Daryl volunteered to be on a committee to evaluate the policies currently in place, meet with Beka and staff to talk about concerns, and make a recommendation back to the board.

d. Other

9. Public Input

Megan wanted to stop by and express appreciation for the library and the role we fill in the community.

There was additional feedback from the visitors to the library.

10. Adjournment: Jessica motioned to adjourn. Jamie seconded. Meeting adjourned.

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

**Report Dates = 11/16/2022 to 12/21/2022**

<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>
<b>1. Operating Fund</b>						
100 OPERATING	\$2,021,165.92	\$193,062.32	\$1,836,204.45	\$589,047.39	\$1,917,208.56	\$2,102,170.03
<b>Subtotal</b>	<b>\$2,021,165.92</b>	<b>\$193,062.32</b>	<b>\$1,836,204.45</b>	<b>\$589,047.39</b>	<b>\$1,917,208.56</b>	<b>\$2,102,170.03</b>
<b>2. Special Revenue</b>						
200 GIFT (REGULAR)	\$178,338.21	\$179.70	\$1,826.23	\$132.38	\$1,396.55	\$177,908.53
201 FRIENDS OF THE LIBRARY	\$8,314.92	\$2,409.52	\$9,736.20	\$8,900.00	\$9,310.05	\$7,888.77
202 LITERACY	\$14,177.01	\$0.00	\$0.00	\$5,695.96	\$7,810.03	\$21,987.04
203 GIFT - B. JOAN KEEFER CENTER	\$46,782.91	\$494.61	\$1,385.24	\$33.37	\$479.62	\$45,877.29
204 B JOAN KEEFER CENTER INVESTMENT - UND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
205 GIFT CHILDRENS ROOM	\$1,454.84	\$0.00	\$0.00	\$11.14	\$349.41	\$1,804.25
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	\$8.17	\$49.86	\$2,101.15
209 OUTREACH	\$8,913.18	\$0.00	\$399.97	\$55.47	\$133.22	\$8,646.43
276 STATE TECH GRANT FUND	\$0.00	\$0.00	\$5,197.50	\$1.66	\$7,811.81	\$2,614.31
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
<b>Subtotal</b>	<b>\$284,892.93</b>	<b>\$3,083.83</b>	<b>\$43,661.48</b>	<b>\$14,838.15</b>	<b>\$52,498.04</b>	<b>\$293,729.49</b>
<b>4. Capital Projects</b>						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$40,464.50	\$0.00	\$0.00	\$114.07	\$434.96	\$40,899.46
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	\$667.48	\$3,558.92	\$1,045,115.48
422 RAINY DAY INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$1,168,349.08</b>	<b>\$0.00</b>	<b>\$86,328.02</b>	<b>\$781.55</b>	<b>\$3,993.88</b>	<b>\$1,086,014.94</b>
<b>5. Clearing</b>						
800 PLAC FUND	\$0.00	\$0.00	\$62.57	\$0.00	\$127.57	\$65.00
801 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$6,772.74	\$79,307.63	\$10,100.71	\$79,307.63	\$0.00
804 FICA	\$0.00	\$6,024.32	\$71,132.69	\$8,978.21	\$71,132.69	\$0.00
806 STATE	\$0.00	\$2,382.08	\$26,474.33	\$3,709.33	\$28,980.68	\$2,506.35
807 COUNTY	\$0.00	\$1,360.58	\$15,202.76	\$2,072.80	\$16,586.23	\$1,383.47
808 INSURANCE	\$3,930.57	\$4,011.05	\$43,911.05	\$5,340.00	\$41,839.69	\$1,859.21
809 DEFERRED COMP	\$0.00	\$2,590.00	\$24,915.00	\$3,535.00	\$24,915.00	\$0.00
810 UNITED WAY	\$0.00	\$0.00	\$0.00	\$168.00	\$1,410.00	\$1,410.00
811 STAFF ASSOCIATION	\$0.00	\$40.00	\$70.00	\$0.00	\$70.00	\$0.00
812 ROTH IRA	\$0.00	\$360.00	\$6,140.00	\$540.00	\$6,140.00	\$0.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$210.00	\$5,233.46	\$315.00	\$5,233.46	\$0.00
<b>Subtotal</b>	<b>\$3,930.57</b>	<b>\$23,750.77</b>	<b>\$272,449.49</b>	<b>\$34,759.05</b>	<b>\$275,742.95</b>	<b>\$7,224.03</b>
<b>Grand Total</b>	<b>\$3,478,338.50</b>	<b>\$219,896.92</b>	<b>\$2,238,643.44</b>	<b>\$639,426.14</b>	<b>\$2,249,443.43</b>	<b>\$3,489,138.49</b>

**Total all banks = \$3,489,138.49**

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 11/16/2022 To 12/21/2022

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<b>1. Personal Services</b>							
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	\$9,444.00	\$76,511.34	\$3,488.66	4.4
1.12 Salary of Assistants (Salary and Wage Overflow)	\$855,000.00	\$0.00	\$855,000.00	\$99,682.48	\$805,673.57	\$49,326.43	5.8
1.14 Wages of Janitors	\$58,500.00	\$0.00	\$58,500.00	\$8,021.78	\$49,647.18	\$8,852.82	15.1
1.15 Additional Hours (750)	\$7,000.00	\$0.00	\$7,000.00	\$1,086.83	\$7,586.78	(\$586.78)	-8.4
1.21 Employer's Share FICA	\$76,000.00	\$0.00	\$76,000.00	\$6,024.22	\$71,131.71	\$4,868.29	6.4
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	\$6,692.07	\$76,919.24	\$6,580.76	7.9
1.231 Employer's contribution PERF - Employee	\$22,500.00	\$0.00	\$22,500.00	\$1,792.55	\$23,158.91	(\$658.91)	-2.9
1.24 Employer's Contribution Group Health	\$190,000.00	\$0.00	\$190,000.00	\$15,171.61	\$169,980.04	\$20,019.96	10.5
1.25 Employer's Contribution Life Ins.	\$9,750.00	\$0.00	\$9,750.00	\$774.00	\$9,280.97	\$469.03	4.8
1.26 Employer's Contribution STD	\$9,000.00	\$0.00	\$9,000.00	\$905.55	\$10,541.06	(\$1,541.06)	-17.1
1.27 Employer's Contribution LTD	\$9,000.00	\$0.00	\$9,000.00	\$1,009.94	\$11,566.90	(\$2,566.90)	-28.5
1.28 Employer's Contribution Dental	\$7,250.00	\$0.00	\$7,250.00	\$506.32	\$5,507.55	\$1,742.45	24.0
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	\$558.83	(\$158.83)	-39.7
<b>Subtotal</b>	<b>\$1,410,400.00</b>		<b>\$1,410,400.00</b>	<b>\$151,155.67</b>	<b>\$1,318,064.08</b>	<b>\$92,335.92</b>	<b>6.5</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	\$1,450.06	\$15,026.18	\$10,973.82	42.2

<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	\$885.87	\$9,107.69	(\$1,107.69)	-13.8
3.541 Sewer and WasteMarkle	\$325.00	\$0.00	\$325.00	\$75.37	\$753.38	(\$428.38)	-131.8
3.62 Equipment Repair and Maintenance	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$2,534.00	\$1,466.00	36.7
3.621 Equipment Leasing and Maintenance	\$14,500.00	\$0.00	\$14,500.00	\$5,017.96	\$18,233.26	(\$3,733.26)	-25.7
3.622 Contracted Facility Maintenance	\$17,500.00	\$0.00	\$17,500.00	\$9,043.58	\$22,606.54	(\$5,106.54)	-29.2
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	\$17,015.64	(\$2,015.64)	-13.4
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	\$1,000.00	\$2,175.00	\$325.00	13.0
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
<b>Subtotal</b>	<b>\$438,356.00</b>		<b>\$438,356.00</b>	<b>\$35,996.85</b>	<b>\$315,322.74</b>	<b>\$123,033.26</b>	<b>28.1</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	\$5,000.00	\$0.00	\$5,000.00	\$169.00	\$13,415.62	(\$8,415.62)	-168.3
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	\$9.99	\$4,897.40	\$4,102.60	45.6
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	\$1,506.51	\$108,391.70	\$6,608.30	5.7

# Appropriation Report for 400 LIBRARY IMPROVEMENT RE

## Huntington City-Township Public Library

Report Date: From 11/16/2022 To 12/21/2022

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 **11/16/2022** To **12/21/2022**

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	\$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
	<b>Subtotal</b>	<b>\$60,650.00</b>		<b>\$60,650.00</b>	<b>\$0.00</b>	<b>\$28,324.09</b>	<b>\$32,325.91</b>	<b>53.3</b>
<b>4. Capitol Outlays</b>								
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
	<b>Subtotal</b>	<b>\$785,650.00</b>		<b>\$785,650.00</b>	<b>\$0.00</b>	<b>\$58,003.93</b>	<b>\$727,646.07</b>	<b>92.6</b>