HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees June 19th, 2024

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. Budget Draft
 - b. Other
- 9. New Business
 - a. Material Reconsideration Request Sarah Jeffers
 - b. HVAC Replacement Expenditure
 - c. Policy Update Electronic Board Meeting Attendance
 - d. Bookworm Disposition
 - e. Hours Adjustment
 - i. Book Release Party, June 20th 6:00pm -7:30pm
 - ii. Mystery Event, October 4th 6:00pm -8:00pm
 - f. Other
- 10. Adjournment

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees May 15th, 2024

Present: Daryl Shrock, Doug Denney, Jessica Mankey, Sue Jepsen, Rebekah Benjamin,

Jamie Hoffman

Absent: Terri Salzano-Sees **Visitors:** Mike Perkins, Eric Fry

5:15pm

Regular Meeting

1. Call to Order: Doug called the meeting to order at 5:15.

- **2. Reading and Approval of Minutes**: Sue moved to approve the minutes. Daryl seconded, the minutes are approved.
- **3. Reading and Approval of Financial Report and Bills**: Daryl motioned to approve the financial report and the bills. Jessica seconded the motion. Motion approved.
- **4. Report of the Librarian**: Beka updated us on some personnel changes in Children's and at the Adult Services desk. We are also filling a part time clerk position. Summer reading program begins soon. There is also a look at changing out our copier service.

5. Committee Reports: None6. Communications: None7. Public Input: None8. Unfinished Business

- **a. Board By-laws:** By-laws were changed and Beka reviewed all changes made in the by-laws with the board. Jamie motioned to approve the by-laws with the changes indicated. Jessica seconded. By-laws approved.
- **b. Strategic Plan:** Beka brought a finished verion of the strategic plan to us for final review. Daryl motioned to approve the strategic plan, Sue seconded. Plan approved.
- c. Sensory Park: Beka reviewed a contract with CME to complete a design

Huntington City-Township Public Library June 2024

Director's Report

- Anthony Baucco resigned his position as Patron Services Clerk. Stribor Bencun was hired to fill this position. His first day was June 10th. Stribor has previously worked at the library as a junior volunteer for several years.
- KaylaAnn Villanueva has been hired to fill the vacant Adult Services Librarian position.
 Her first day will be June 24th. KaylaAnn previously worked for the library as a summer intern and has extensive public library experience.
- Our Summer Library Program is off to a great start. As of this writing we have nearly 700
 people signed up for the program. Last year we had 944 total for the summer. We hope
 to hit 1000 this year. We made 39 new library cards in the first three days of the summer
 and have renewed many cards for patrons who are returning to the library.
- We are very, very busy. Activity in the library has been as strong as I have seen it in my 10 years here. Especially in the children's department, we are seeing a definite uptick in patrons. The number of people through the door in Huntington in May (9329) increased by 10.6% from last year. The number of people going into the Keefer Center increased by 8.95%. Overall circulation for May increased by 7% from last year and Markle increased by around 13%.
- We had an initial meeting with CME about the sensory park area. We hope to have an initial design draft from them by the end of June.

Appropriation Report for 421 RAINY DAY FUND

Huntington City-Township Public Library

Report Date: From

5/15/2024 To 6/19/2024

85.5	\$460,760.00	\$77,990.00	\$0.00	\$538,750.00		\$538,750.00	Subtotal
100.0	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	4.42 Technology Equipment
100.0	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	4.4 Furniture and Equipment
72.7	\$207,760.00	\$77,990.00	\$0.00	\$285,750.00	\$0.00	\$285,750.00	4.31 HVAC Replacement Plan
100.0	\$105,000.00	\$0.00	\$0.00	\$105,000.00	\$0.00	\$105,000.00	4.3 Improvements Other than Building
#Num!	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	4.2 Buildings
100.0	\$123,000.00	\$0.00	\$0.00	\$123,000.00	\$0.00	\$123,000.00	4 Other Capital Outlays
							4. Capitol Outlays
100.0	\$60,650.00	\$0.00	\$0.00	\$60,650.00		\$60,650.00	Subtotal
100.0	\$30,650.00	\$0.00	\$0.00	\$30,650.00	\$0.00	\$30,650.00	3.63 Building Repair and Improvements
100.0	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	3.52 Electricity Huntington (Utilities Overflow)
100.0	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00	3.14 Other Professional Services
							3. Other Services and Charge
100.0	\$5,000.00	\$0.00	\$0.00	\$5,000.00		\$5,000.00	Subtotal
100.0	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000,00	2.21 Operating/Cleaning/Sanitation Supplies
							2. Supplies
100.0	\$22,500.00	\$0.00	\$0.00	\$22,500.00		\$22,500.00	Subtotal
100.0	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00	1.29 Other Employee Benefits (Benefits Overflow)
100.0	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	 1.12 Salary of Assistants (Salary and Wage Overflow)
							1. Personal Services
Percent	Balance	Disbursements YTD	Disbursements This Month	Current Appropriation	Change to Appropriation	Annual Appropriation	Account # Description

Grand Total	Account # Description
\$626,900.00	Annual Appropriation
\$0.00	Change to on Appropriation
\$626,900.00	Current Appropriation
\$0.00	Disbursements This Month
\$77,990.00	Disbursements YTD
\$548,910.00	Balance
87.6	Percent

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

Huntington City-Township Public Library

Report Date: From	1
5/15/2024 To	
6/19/20	

Grand Total	Subtotal	4.4 Furniture and Equipment	4.3 Improvements Other than Building	4.2 Buildings	4 Other Capital Outlays	4. Capitol Outlays	Account # Description
\$40,241.00	al \$40,241.00	\$5,241.00	\$10,000.00	\$20,000.00	\$5,000.00		Annual Appropriation
\$0.00		\$0.00	\$0.00	\$0.00	\$0.00		Annual Change to Appropriation Appropriation
\$40,241.00	\$40,241.00	\$5,241.00	\$10,000.00	\$20,000.00	\$5,000.00		Current Appropriation
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		Disbursements This Month
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		Disbursements YTD
\$40,241.00	\$40,241.00	\$5,241.00	\$10,000.00	\$20,000.00	\$5,000.00		Balance
100.0	100.0	100.0	100.0	100.0	100.0		Percent

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

5/15/2024 To 6/19/2024

	2.21 Opera	2.13 Other	2.11 Official Records	2. Supplies		1,3 Emplo	1.29 Other	1.28 Emplo	1.27 Emplo	1.26 Emplo	1.25 Emplo	1.24 Emplo	1.231 Emplo	1.23 Emplo	1.22 Unem	1.21 Emplo	1.15 Addition	1.14 Wage	1.12 Salary Overfi	1.11 Salary	1. Personal Services	Account # Description
Subtotal	2.21 Operating/Cleaning/Sanitation Supplies	2.13 Other Office Supplies	al Records		Subtotal	Employer's Contribution Vision	1.29 Other Employee Benefits (Benefits Overflow)	Employer's Contribution Dental	Employer's Contribution LTD	Employer's Contribution STD	Employer's Contribution Life Ins.	1.24 Employer's Contribution Group Health	Employer's contribution PERF - Employee	Employer's Contribution PERF - Library	Unemployment Compensation	Employer's Share FICA	Additional Hours (750)	1.14 Wages of Janitors	Salary of Assistants (Salary and Wage Overflow)	1.11 Salary of Librarian	rvices	scription
\$39,001.00	\$13,000.00	\$26,000.00	\$1.00		\$1,801,300.00	\$750.00	\$500.00	\$6,100.00	\$12,000.00	\$11,000.00	\$11,500.00	\$210,000.00	\$32,000.00	\$113,000.00	\$3,000.00	\$101,000.00	\$8,000.00	\$86,000.00	\$1,110,000.00	\$96,450.00		Annual Appropriation
	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		Change to Appropriation
\$39,001.00	\$13,000.00	\$26,000.00	\$1.00		\$1,801,300.00	\$750.00	\$500.00	\$6,100.00	\$12,000.00	\$11,000.00	\$11,500.00	\$210,000.00	\$32,000.00	\$113,000.00	\$3,000.00	\$101,000.00	\$8,000.00	\$86,000.00	\$1,110,000.00	\$96,450.00		Current Appropriation
\$5,715.53	\$4,245.57	\$1,469.96	\$0.00		\$186,713.38	\$0.00	\$0.00	\$153.50	\$907.48	\$801.30	\$22.20	\$14,710.09	\$3,169.00	\$11,830.78	\$0.00	\$10,932.12	\$808.52	\$10,373.93	\$121,879.74	\$11,124.72		Disbursements This Month
\$19,099.46	\$11,088.86	\$8,010.60	\$0.00		\$816,768.37	\$300.29	\$0.00	\$3,319.75	\$6,238.26	\$5,747.66	\$4,620.64	\$95,127.05	\$13,264.22	\$49,519.25	\$0.00	\$45,027.76	\$1,598.42	\$39,906.87	\$507,719.32	\$44,378.88		Disbursements YTD
\$19,901.54	\$1,911,14	\$17,989.40	\$1.00		\$984,531.63	\$449.71	\$500.00	\$2,780.25	\$5,761.74	\$5,252.34	\$6,879.36	\$114,872.95	\$18,735.78	\$63,480.75	\$3,000.00	\$55,972.24	\$6,401.58	\$46,093.13	\$602,280.68	\$52,071.12		Balance
51.0	14.7	69.2	100.0		54.7	60.0	100.0	45.6	48.0	47.7	59.8	54.7	58.5	56.2	100.0	55.4	80.0	53.6	54.3	54.0		Percent

Account # Decorration	Annual	Change to	Current	Disbursements	Disbursements		Percent
	Approprime	Appropriming	Appropriation	umotat cuit	TID.	Danance	
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 Architechtural 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	\$1,220.84	(\$220.84)	-22.1
3.14 Other Professional Services	\$22,000.00	\$0.00	\$22,000.00	\$507.00	\$5,671.54	\$16,328.46	74.2
3.141 Contracted Labor for Grounds	\$13,000.00	\$0.00	\$13,000.00	\$3,350.00	\$6,220.36	\$6,779.64	52.2
3.145 Databases	\$10,000.00	\$0.00	\$10,000.00	\$1,316.00	\$8,431.81	\$1,568.19	15.7
3.146 Electronic Materials	\$38,000.00	\$0.00	\$38,000,00	\$741.60	\$27,285.03	\$10,714.97	28.2
3.21 Telephone and Fax	\$5,000.00	\$0.00	\$5,000.00	\$361.55	\$1,807.75	\$3,192.25	63.8
3.211 Telephone - Markle	\$900.00	\$0.00	\$900.00	\$63.38	\$321.80	\$578,20	64.2
3.213 ENA - E-Rate Funding / Huntington	\$5,725.00	\$0.00	\$5,725.00	\$363.00	\$1,815.00	\$3,910.00	68.3
3.2131 ENA - E-Rate Funding / Markle	\$3,500.00	\$0.00	\$3,500.00	\$255.00	\$1,275.00	\$2,225.00	63.6
3.22 Postage and Shipping	\$800.00	\$0.00	\$800.00	\$0.00	\$328.70	\$471.30	58.9
3.23 Traveling Expense	\$3,500.00	\$0.00	\$3,500.00	\$202.48	\$682.32	\$2,817.68	80.5
3.24 Professional Development	\$9,000.00	\$0.00	\$9,000.00	\$866.93	\$4,875.53	\$4,124.47	45.8
3.31 Advertising and Public Notices	\$12,000.00	\$0.00	\$12,000.00	\$155.93	\$260.28	\$11,739.72	97.8
3.41 Official Bonds	\$500.00	\$0.00	\$500.00	\$0.00	\$657.00	(\$157.00)	-31.4
3.42 Operational Insurance	\$46,500.00	\$0.00	\$46,500.00	\$0.00	\$1,491.32	\$45,008.68	96.8
3.51 Gas Huntington	\$14,000.00	\$0.00	\$14,000.00	\$275.61	\$7,036.59	\$6,963.41	49.7
3.511 Gas Markle	\$1,200.00	\$0.00	\$1,200.00	\$19.24	\$513.77	\$686.23	57.2
3.52 Electricity Huntington (Utilities Overflow)	\$65,000.00	\$0.00	\$65,000.00	\$3,972.83	\$22,895.32	\$42,104.68	64.8
3.521 Electricity Markle	\$3,300.00	\$0.00	\$3,300.00	\$215.48	\$1,498.30	\$1,801.70	54.6
3.53 Water Huntington	\$3,000.00	\$0.00	\$3,000.00	\$258.04	\$1,776.66	\$1,223.34	40.8
3.531 Water Markle	\$350.00	\$0.00	\$350.00	\$26.00	\$133.18	\$216.82	61.9
3.54 Sewer and Waste Huntington	\$6,000.00	\$0.00	\$6,000.00	\$741.82	\$2,629.75	\$3,370.25	56.2
3.541 Sewer and WasteMarkle	\$350.00	\$0.00	\$350.00	\$21.89	\$157.34	\$192.66	55.0

100.0	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00	4.77 INSPIRE
58.7	\$12,943.29	\$9,106.71	\$1,676.49	\$22,050.00	\$0.00	\$22,050.00	4.71 Audio-visual Materials
-10.8	(\$864.98)	\$8,864.98	\$0.00	\$8,000.00	\$0.00	\$8,000.00	4.6 Periodicals and Newspapers
48.4	\$49,879.96	\$53,120.04	\$8,698.17	\$103,000.00	\$0.00	\$103,000.00	4.5 Books
100.0	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	4.43 Computer Technology Upgrade
74.7	\$6,718.86	\$2,281.14	\$1,706.36	\$9,000.00	\$0.00	\$9,000.00	4.42 Technology Equipment
69.9	\$5,593.66	\$2,406.34	\$451.38	\$8,000.00	\$0.00	\$8,000.00	4.4 Furniture and Equipment
100.0	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00	4.3 Improvements Other than Building
100.0	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00	4.2 Buildings
100.0	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00	4.1 Land
#Num!	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	4 Other Capital Outlays
							4. Capitol Outlays
51.6	\$193,694.91	\$181,437.09	\$26,092.91	\$375,132.00		\$375,132.00	Subtotal
100.0	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1,00	3.94 Transfer to LIRF
100.0	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00	3.93 Taxes and Assessments
100.0	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00	3.92 Interest on Temporary Loans
98.0	\$2,450.00	\$50.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	3.91 Dues
100.0	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00	3.72 Real Estate Rentals
100.0	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00	3.71 Equipment Rental
#Num!	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3.63 Building Repair and Improvements
7.2	\$3,256.27	\$41,743.73	\$0.00	\$45,000.00	\$0.00	\$45,000.00	3.625 ILS Maintenance and Contract
83.6	\$10,443.75	\$2,056.25	\$360.80	\$12,500.00	\$0.00	\$12,500.00	3.624 Technology Maintenance
74.8	\$10,472.01	\$3,527.99	\$149.99	\$14,000.00	\$0.00	\$14,000.00	3.623 Technology License Agreements
-15.6	(\$2,658.59)	\$19,658.59	\$9,692.86	\$17,000.00	\$0.00	\$17,000.00	3.622 Contracted Facility Maintenance
51.6	\$7,990.84	\$7,509.16	\$1,563.90	\$15,500.00	\$0.00	\$15,500.00	3.621 Equipment Leasing and Maintenance
-97.7	(\$3,906.18)	\$7,906.18	\$611.58	\$4,000.00	\$0.00	\$4,000.00	3.62 Equipment Repair and Maintenance
Percent	Balance	Disbursements YTD	Disbursements This Month	Current Appropriation	Change to Appropriation	Annual Appropriation	Account # Description

Grand Total		4.8 Materials Processing	4.79 Other Collections	Account # Description
Total	Subtotal			
\$2,390,237.00	\$174,804.00	\$14,000.00	\$750.00	Annual Appropriation
\$0.00		\$0.00	\$0.00	Change to Appropriation
\$2,390,237.00	\$174,804.00	\$14,000.00	\$750.00	Current Appropriation
\$231,853.67 \$1,098,154.04	\$13,331.85	\$799.45	\$0.00	Disbursements This Month
\$1,098,154.04	\$80,849.12	\$5,069.91	\$0.00	Disbursements YTD
\$1,292,082.96	\$93,954.88	\$8,930.09	\$750.00	Balance
54.1	53.7	63.8	100.0	Percent

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

Financial Report Huntington City-Township Public Library

Report Dates =

5/15/2024 to 6/19/2024

	Fund	Start of year	Disbursement this month	s Disbursements YTD	Receipts this month	Receipts YTD	Balance
1.	Operating Fund						
100	OPERATING	\$1,887,205.22	\$481,853.67	\$1,348,154.04	\$385,835.14	\$696,675.57	\$1,235,726.75
	Subtotal	\$1,887,205.22	\$481,853.67	\$1,348,154.04	\$385,835.14	\$696,675.57	\$1,235,726.75
<i>2</i> .	Special Revenue						
200	GIFT (REGULAR)	\$179,093.81	\$6,355.33	\$6,860.57	\$535.70	\$8,772.49	\$181,005.73
201	FRIENDS OF THE LIBRARY	\$8,786.45	\$2,405.25	\$6,012.79	\$0.00	\$1,487.54	\$4,261.20
202	LITERACY	\$21,760.79	\$0.00	\$0.00	\$0.00	\$294.46	\$22,055.25
203	GIFT - B. JOAN KEEFER CENTER	\$46,076.73	\$771.29	\$810.29	\$0.00	\$4,899.29	\$50,165.73
204	B JOAN KEEFER CENTER INVESMENT - UND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0,00
205	GIFT CHILDRENS ROOM	\$2,426.85	\$705.94	\$4,603.29	\$0.00	\$4,093.69	\$1,917.25
207	BRIDGE-DICKEY INVESTMENT 08/2012	\$24,870.19	\$0.00	\$0.00	\$0.00	\$0.00	\$24,870.19
208	BRIDGE-DICKEY FUND	\$2,053.36	\$0.00	\$536.41	\$0.00	\$0.00	\$1,516.95
209	OUTREACH	\$9,196.67	\$0.00	\$0.00	\$0.00	\$1,487.79	\$10,684.46
276	STATE TECH GRANT FUND	\$10,793.77	\$0.00	\$0.00	\$0.00	\$7,691.48	\$18,485.25
277	IND. STATE STUDENT ASSISTANCE	\$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
4 .	Subtotal Capital Projects LIBRARY IMPROVEMENT	\$315,058.62 \$95,146.28	\$10,237.81 \$0.00	\$18,823.35 \$0.00	\$535.70 \$189.50	\$28,726.74 \$927.11	\$324,962.0° \$96,073.39
	RESERVE FUND			·	\$109.50	Φ9∠7.11	
401	LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
121	RAINY DAY FUND	\$1,037,213.81	\$0.00	\$77,990.00	\$0.00	\$11,818.47	\$971,042.28
22	RAINY DAY INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Subtotal	\$1,132,360.09	\$0.00	\$77,990.00	\$189.50	\$12,745.58	\$1,067,115.67
	Clearing						
00	PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101	MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
303	FEDERAL	\$0.00	\$12,783.92	\$53,730.04	\$12,783.92	\$53,730.04	\$0.00
804	FICA	\$0.05	\$10,932.10	\$45,027.90	\$10,932.10	\$45,027.94	\$0.09
806	STATE	\$0.00	\$4,712.35	\$17,502.11	\$4,637.41	\$19,062.88	\$1,560.77
07 08	COUNTY	\$0.00	\$2,695.60	\$10,007.03	\$2,650.35	\$10,901.68	\$894.65
09	INSURANCE DEFERRED COMP	(\$1,683.89)	\$5,898.31	\$27,267.86	\$5,323.55	\$22,706.42	(\$6,245.33
10	UNITED WAY	\$0.00 \$0.00	\$900.00	\$3,760.00	\$900.00 \$105.00	\$3,760.00	\$0.00
11	EMPLOYEE CONTRIBUTION	\$0.00	\$0.00 \$902.56	\$0.00 \$902.56	\$195.00 \$003.56	\$805.00	\$805.00
	PERF				\$902.56	\$902.56	\$0.00
12	ROTH IRA	\$0.00	\$840.00	\$2,960.00	\$840.00	\$2,960.00	\$0.00
13	HEALTH SAVINGS ACCOUNT	\$0.00	\$750.00	\$2,950.00	\$750.00	\$2,950.00	\$0.00
14	GARNISHMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
_	Subtotal	(\$1,683.84)	\$40,414.84	\$164,107.50	\$39,914.89	\$162,806.52	(\$2,984.82
Gra	nd Total	\$3,332,940.09	\$532,506.32	\$1,609,074.89	\$426,475.23	\$900,954.41	\$2,624,819.6

Total all banks = \$2,624,819.61