

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

August 16th, 2021

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. Unfinished Business
 - a. Budget
 - i. LIRF Reduction
 - ii. Rainy Day Reduction
 - iii. Rainy Day Authorization
 - b. Other
8. New Business
 - a. Policies
 - i. Credit Card Acceptance
 - ii. Unattended Patrons
 - b. ARPA Grant Application
 - c. Mask Guidelines
 - d. Reciprocal Borrowing
 - e. Other
9. Public Input
10. Adjournment

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

July 19th, 2021

5:15pm

Present: John Branham, Terri Salzano-Sees, Anne McClellan, Beka Lemons, Jessica Mankey, Daryl Shrock, Doug Denney

Absent: Jamie Hoffman

Visitors: Mike Perkins, Eric Fry

Regular Meeting

1. **Call to Order:** Anne called the meeting to order at 5:15PM.
2. **Reading and Approval of Minutes:** Terri motioned, Daryl seconded. Motion carries.
3. **Reading and Approval of Financial Report and Bills:** Jessica asked about the new fund that has been created for the outreach specialist. The money was pulled from the Literacy fund. Terri asked about the Friends of the Library fund -the fund has been spent down to zero. Daryl motioned to approve the financial report and the bills. Jessica seconded. Motion carried.
4. **Report of the Librarian:** Beka highlighted the things that have been going on in the library recently. Beka posted the Social Services position through indeed and has gotten a great response with some promising candidates. We are going to continue doing Storytime at Hier's Park for safety reasons. This is for safety concerns and a timely decision because of the currently rising COVID rates.
5. **Committee Reports:** None
6. **Communications:** None
7. **Unfinished Business**
 - a. **Remote Work Policy:** Beka noted the changes in language that were requested by the board. Daryl motioned to approve the policy and Doug seconded. Motion carried.
 - b. **Other:** None

8. New Business

a. Budget: Beka reviewed some of the changes that have been made to the budget. Most of the cost increases are due to personnel costs, health insurance, and a LIRF transfer.

Our operating budget may go down about \$200,000 next year (per state forecast) and so we have worked to keep our budget conservative.

Beka would like to transfer the max allowable amount, \$65,000, into LIRF so that it will be accessible. This will not impact the budget as proposed. We have not made the LIRF transfer in a while, at this point it makes sense to add to this fund. Currently there is around \$40,000 in this account.

We are looking at having to replace parts of the HVAC system and that is a discussion that we are going to have. We have some funds designated for this project. There is more research to be done but we will be tackling this at some point soon

b. Policies: Beka reviewed the minor changes and updates to the following 4 policies.

i. Homebound Delivery: Terri motioned to approve the policy, John seconded. Motion carried.

ii. Donations and Memorials: John moved to approve the Donations and Memorials. Terri seconded. Motion approved.

iii. Records Retention: Only change is that we have different storage options for various materials (like the board packets). The Electronic Records component was reorganized from various related components already in the policy and storage is mostly moved into cloud documentation. John motioned to approve the policy, Doug seconded. Motion carries.

iv. Privacy: The only change was to remove the 'electronic signature' section. Otherwise, policy remains the same. Jessica motioned to approve, Daryl seconded. Motion approved.

c. Holiday Closings 2022: Beka outlined the updated list and noted that for 2022-2023 Christmas and New Years holidays will fall on Sunday and thus Monday will be the day for the holiday observance. Daryl motioned to approve, Jessica seconded. Motion approved.

d. In-service Closure: We will close Thursday, 11 Nov. for the in-service in both Huntington and in Markle. Daryl motioned to approve the closure, John seconded. Motion approved.

e. November Board Meeting: The Board Meeting is currently scheduled on the 15th November but that is the day before the ILF conference puts folks in Indianapolis

(likely the night before). Beka recommended that we move the 15th of November to the 8th of November. Doug moved to change the meeting from the 15th of November to the 8th of November. Terri seconded. Motion carries.

f. Other: Doug noted concern about the upkeep in the Markle Branch. There was concern about the tree (that has been trimmed). There are concerns about a tile on the outside of the building that was broken by mower debris. Beka noted that she will look into the tile issue and come up with a solution.

9. Public Input: None

10. Adjournment: John moved to adjourn. Terri seconded. Motion carried.

Huntington City-Township Public Library
August 2021

Director's Report

- Personnel Changes
 - Mikah Strass (Library Assistant) was on an extended unpaid leave. She has decided not to return to work.
 - Kayla Milledge was hired for the new Library Assistant II position. Her work will focus on providing programs and services related to social services.
 - Jaiden "Madi" Simon was hired to fill the Library Assistant position left vacant by Mikah Strass.
 - Allyssah Hix was hired to fill the temporary Library Assistant position to cover Colton Jagger's extended unpaid leave.
- We had two very successful outreach events at the end of July. At the 4-H fair we talked to over 900 people. At the Back to School Bash we served 180 people.
- I changed the mask guidelines on 8/2 to reflect Huntington's 'orange status' on the state's COVID map. We are requiring masks for public computer use, indoor programs, interactions with staff, and use of the children's department. We are also requiring masks for all staff regardless of vaccination status. We have had mixed reviews on this. Several patrons and staff have been vocally opposed to the change. We have also had many people that were grateful for the precaution. It is my hope that we will be able to roll back to a mask advisory soon but that will be dependent on the COVID spread in the community.
- We have applied for a grant through the State Library for some technology items. This funding would come through the American Rescue Plan Act funds that have been given to the State Library by the federal government. If approved, we could receive around \$92,000. We expect to hear about approvals sometime in October.

Financial Report
Huntington City-Township Public Library

Report Dates = 7/19/2021 to 8/16/2021

<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	\$1,910,477.37	\$126,643.59	\$1,742,551.75	\$101,139.06	\$1,880,692.93	\$2,048,618.55
Subtotal	\$1,910,477.37	\$126,643.59	\$1,742,551.75	\$101,139.06	\$1,880,692.93	\$2,048,618.55
2. Special Revenue						
200 GIFT (REGULAR)	\$188,203.90	\$992.31	\$6,087.75	\$25.96	\$508.28	\$182,624.43
201 FRIENDS OF THE LIBRARY	\$2,695.78	\$0.00	\$2,698.76	\$0.00	\$2.98	\$0.00
202 LITERACY	\$25,693.40	\$99.00	\$12,693.84	\$200.00	\$1,452.42	\$14,451.98
203 GIFT - B. JOAN KEEFER CENTER	\$44,289.28	\$0.00	\$0.00	\$0.00	\$298.73	\$44,588.01
204 B JOAN KEEFER CENTER INVESTMENT - UND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
205 GIFT - CHILDRENS ROOM	\$1,450.52	\$0.00	\$0.00	\$0.00	\$2.59	\$1,453.11
206 MARKLE/BARKELY GIFT	\$19.23	\$0.00	\$19.23	\$0.00	\$0.00	\$0.00
207 BRIDGE-DICKEY INVESTMENT 08/2012	\$24,860.57	\$0.00	\$0.00	\$0.00	\$0.00	\$24,860.57
208 BRIDGE-DICKEY FUND	\$1,671.69	\$0.00	\$0.00	\$42.02	\$287.35	\$1,959.04
209 OUTREACH	\$0.00	\$796.56	\$796.56	\$0.00	\$10,000.00	\$9,203.44
276 STATE TECH GRANT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$7,287.54	\$7,287.54
277 IND. STATE STUDENT ASSISTANCE	\$0.00	\$0.00	\$0.00	\$1,460.00	\$1,460.00	\$1,460.00
278 CARES GRANT FUND	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,900.00	\$900.00
Subtotal	\$288,884.37	\$1,887.87	\$27,296.14	\$1,727.98	\$27,199.89	\$288,788.12
4. Capital Projects						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$40,440.82	\$0.00	\$0.00	\$1.68	\$14.39	\$40,455.21
401 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
402 ROOF & DIGITAL SIGN REPAIR - INSURANCE	\$86,767.49	\$0.00	\$169,865.42	\$0.00	\$83,097.93	\$0.00
421 RAINY DAY FUND	\$709,453.14	\$0.00	\$0.00	\$0.00	\$256,026.09	\$965,479.23
422 RAINY DAY INVESTMENT	\$250,000.00	\$0.00	\$250,000.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,086,661.45	\$0.00	\$419,865.42	\$1.68	\$339,138.41	\$1,005,934.44
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	\$5,946.62	\$46,383.30	\$5,946.62	\$46,383.30	\$0.00
804 FICA	\$0.00	\$5,374.94	\$42,105.05	\$5,374.94	\$42,105.05	\$0.00
806 STATE	\$0.00	\$3,310.43	\$16,759.47	\$2,297.15	\$17,942.91	\$1,183.44
807 COUNTY	\$0.00	\$1,771.32	\$9,184.86	\$1,230.66	\$9,816.44	\$631.58
808 INSURANCE	\$3,734.45	\$3,868.03	\$21,947.03	\$2,873.58	\$19,643.82	\$1,431.24
809 DEFERRED COMP	\$0.00	\$930.00	\$8,005.00	\$930.00	\$8,005.00	\$0.00
810 UNITED WAY	\$0.00	\$0.00	\$624.96	\$104.16	\$833.28	\$208.32
811 STAFF ASSOCIATION	\$0.00	\$0.00	\$0.00	\$14.00	\$152.00	\$152.00
812 ROTH IRA	\$0.00	\$500.00	\$3,150.00	\$500.00	\$3,150.00	\$0.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$606.92	\$4,280.36	\$606.92	\$4,280.36	\$0.00
814 GARNISHMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$3,734.45	\$22,308.26	\$152,570.03	\$19,878.03	\$152,442.16	\$3,606.58

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	\$3,289,757.64	\$150,839.72	\$2,342,283.34	\$122,746.75	\$2,399,473.39	\$3,346,947.69

Total all banks = \$3,346,947.69

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 7/19/2021 To 8/16/2021

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
I. 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	\$78,250.00	\$0.00	\$78,250.00	\$5,976.24	\$46,788.48	\$31,461.52	40.2
1.12 Salary of Assistants (Salary and Wage Overflow)	\$830,000.00	\$0.00	\$830,000.00	\$61,029.79	\$471,119.81	\$358,880.19	43.2
1.14 Wages of Janitors	\$70,500.00	\$0.00	\$70,500.00	\$3,527.45	\$37,304.76	\$33,195.24	47.1
1.15 Additional Hours (750)	\$7,000.00	\$0.00	\$7,000.00	\$550.36	\$550.36	\$6,449.64	92.1
1.21 Employer's Share FICA	\$74,033.00	\$0.00	\$74,033.00	\$5,374.96	\$42,105.63	\$31,927.37	43.1
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	\$79,000.00	\$0.00	\$79,000.00	\$5,650.79	\$44,857.74	\$34,142.26	43.2
1.231 Employer's contribution PERF - Employee	\$22,000.00	\$0.00	\$22,000.00	\$1,513.62	\$12,015.61	\$9,984.39	45.4
1.24 Employer's Contribution Group Health	\$165,000.00	\$0.00	\$165,000.00	\$11,570.38	\$94,592.25	\$70,407.75	42.7
1.25 Employer's Contribution Life Ins.	\$9,250.00	\$0.00	\$9,250.00	\$773.87	\$6,567.32	\$2,682.68	29.0
1.26 Employer's Contribution STD	\$8,500.00	\$0.00	\$8,500.00	\$694.87	\$5,917.68	\$2,582.32	30.4
1.27 Employer's Contribution LTD	\$7,700.00	\$0.00	\$7,700.00	\$704.93	\$6,130.29	\$1,569.71	20.4
1.28 Employer's Contribution Dental	\$6,000.00	\$0.00	\$6,000.00	\$336.85	\$3,655.53	\$2,344.47	39.1
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	\$388.57	\$11.43	2.9
Subtotal	\$1,360,133.00		\$1,360,133.00	\$97,748.43	\$771,994.03	\$588,138.97	43.2
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	\$1,235.43	\$12,024.24	\$13,975.76	53.8

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
2.21	Operating/Cleaning/Sanitation Supplies	\$10,000.00	\$0.00	\$10,000.00	\$1,384.58	\$7,416.79	\$2,583.21	25.8
	Subtotal	\$36,001.00		\$36,001.00	\$2,620.01	\$19,441.03	\$16,559.97	46.0
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	\$323.13	(\$322.13)	-32213.0
3.13	Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$118.50	\$881.50	88.2
3.14	Other Professional Services	\$18,000.00	\$0.00	\$18,000.00	\$431.30	\$16,156.17	\$1,843.83	10.2
3.141	Contracted Labor for Grounds	\$13,000.00	\$0.00	\$13,000.00	\$0.00	\$7,912.05	\$5,087.95	39.1
3.142	Facility Repairs and Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.145	Databases	\$18,000.00	\$0.00	\$18,000.00	\$1,072.73	\$3,117.72	\$14,882.28	82.7
3.146	E-books	\$42,500.00	\$0.00	\$42,500.00	\$0.00	\$37,864.04	\$4,635.96	10.9
3.21	Telephone	\$5,750.00	\$0.00	\$5,750.00	\$120.55	\$3,380.55	\$2,369.45	41.2
3.211	Telephone - Markle	\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$503.54	\$796.46	61.3
3.212	Fax Expense	\$800.00	\$0.00	\$800.00	\$0.00	\$125.00	\$675.00	84.4
3.213	ENA - E-Rate Funding / Huntington	\$16,000.00	\$0.00	\$16,000.00	\$0.00	\$3,214.75	\$12,785.25	79.9
3.2131	ENA - E-Rate Funding / Markle	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$1,995.00	\$6,005.00	75.1
3.22	Postage and Shipping	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$712.40	\$287.60	28.8
3.23	Traveling Expense	\$3,000.00	\$0.00	\$3,000.00	\$61.29	\$281.73	\$2,718.27	90.6
3.24	Professional Development	\$9,000.00	\$0.00	\$9,000.00	\$235.20	\$1,161.70	\$7,838.30	87.1
3.31	Advertising and Public Notices	\$5,000.00	\$0.00	\$5,000.00	\$536.84	\$1,238.74	\$3,761.26	75.2
3.41	Official Bonds	\$500.00	\$0.00	\$500.00	\$0.00	\$225.00	\$275.00	55.0
3.42	Operational Insurance	\$37,000.00	\$0.00	\$37,000.00	\$0.00	\$2,451.56	\$34,548.44	93.4
3.51	Gas Huntington	\$12,500.00	\$0.00	\$12,500.00	\$52.85	\$6,399.70	\$6,100.30	48.8
3.511	Gas Markle	\$1,350.00	\$0.00	\$1,350.00	\$18.91	\$513.09	\$836.91	62.0
3.52	Electricity Huntington (Utilities Overflow)	\$63,000.00	\$0.00	\$63,000.00	\$6,328.78	\$35,878.67	\$27,121.33	43.0
3.521	Electricity Markle	\$2,750.00	\$0.00	\$2,750.00	\$255.57	\$1,861.39	\$888.61	32.3

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.53	Water Huntington	\$3,000.00	\$0.00	\$3,000.00	\$222.78	\$1,730.34	\$1,269.66	42.3
3.531	Water Markle	\$400.00	\$0.00	\$400.00	\$0.00	\$182.00	\$218.00	54.5
3.54	Sewer and Waste Huntington	\$6,800.00	\$0.00	\$6,800.00	\$628.33	\$4,891.68	\$1,908.32	28.1
3.541	Sewer and WasteMarkle	\$300.00	\$0.00	\$300.00	\$0.00	\$153.23	\$146.77	48.9
3.62	Equipment Repair and Maintenance	\$4,000.00	\$0.00	\$4,000.00	\$105.00	\$2,649.10	\$1,350.90	33.8
3.521	Equipment Leasing and Maintenance	\$14,250.00	\$0.00	\$14,250.00	\$1,110.00	\$8,051.49	\$6,198.51	43.5
3.522	Contracted Facility Maintenance	\$17,500.00	\$0.00	\$17,500.00	\$0.00	\$8,930.24	\$8,569.76	49.0
3.523	Technology License Agreements	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$9,239.16	\$760.84	7.6
3.524	Technology Maintenance	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$2,632.07	\$12,367.93	82.5
3.525	ILS Maintenance and Contract	\$34,000.00	\$0.00	\$34,000.00	\$0.00	\$34,779.15	(\$779.15)	-2.3
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	\$865.00	\$1,635.00	65.4
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
	Subtotal	\$367,206.00		\$367,206.00	\$11,180.13	\$199,537.89	\$167,668.11	45.7
4. Capitol Outlays								
4.1	Land	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
4.2	Building Repairs and Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
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	\$238.45	\$7,030.20	(\$2,030.20)	-40.6
4.41	Technology Equipment	\$7,500.00	\$0.00	\$7,500.00	\$58.96	\$3,345.18	\$4,154.82	55.4
4.42	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	\$9,776.86	\$82,393.63	\$32,606.37	28.4
4.6	Periodicals and Newspapers	\$12,500.00	\$0.00	\$12,500.00	\$0.00	\$10,536.99	\$1,963.01	15.7
4.71	Audio-visual Materials	\$26,000.00	\$0.00	\$26,000.00	\$3,563.52	\$14,667.12	\$11,332.88	43.6

<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>
4.77 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	\$148.53	\$473.20	\$276.80	36.9
4.8 Materials Processing	\$11,500.00	\$0.00	\$11,500.00	\$1,308.70	\$7,932.98	\$3,567.02	31.0
Subtotal	\$188,252.00		\$188,252.00	\$15,095.02	\$126,379.30	\$61,872.70	32.9
Grand Total	\$1,951,592.00	\$0.00	\$1,951,592.00	\$126,643.59	\$1,117,352.25	\$834,239.75	42.7

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