

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

July 20th, 2022

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. 2023 Budget
8. New Business
 - a. Veregy Solar and HVAC program information - Rick Anderson
 - b. Budget Reductions
 - i. Rainy Day
 - ii. LIRF
 - c. E-rate Program Approval
 - d. Sensory Room Policy - New
 - e. Expense Approval - Security Systems
 - f. Other
9. Public Input
10. Adjournment

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

June 15th, 2022

5:15pm

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

Absent: John Branham, Mike Richard

Visitors: Mike Perkins

Regular Meeting

1. **Call to Order:** Jamie called the meeting to order.
2. **Reading and Approval of Minutes:** Daryl motioned to approve, Jessica seconded. Motion approved.
3. **Reading and Approval of Financial Report and Bills:** Beka explained the corrected version of the Financials. Jessica motioned to approve the corrected financial report and the bills, Daryl seconded. Motion passed.
4. **Report of the Librarian:** Summer kick-off went well (about 150ish people), gave out 160 grab and go kits, etc. The library has been very busy again! Lots of people are getting new library cards. Programs are going well. Will be in the Heritage Days parade. Lots of people came through the Bookmobile while another event in the area was going on.
5. **Committee Reports:** None
6. **Communications:** None
7. **Unfinished Business:** Jamie asked about the Mural Grant, Beka noted he is still working on things.
8. **New Business**
 - a. **Policy Update - Behavior in the Library:** Update due to legislation change

to the new firearms law and a couple of other minor changes. Doug motioned to approve, Terri seconded. Motion carries.

b. **Holiday Closings 2023:** Terri motioned to approve, Dary seconded. Motioned passed.

c. **Concrete Quotes:** We have two quotes on (patio in Huntington (brick removal, fill in that area and the small brick area on the other side), & several areas in Markle (that have to be addressed). Hamilton Hunter \$55,449, & CME \$47,000. CME's quote includes the storm drain work that needs to be done with the patio project. Hamilton Hunter did not include that work in their estimate. CME indicated that they can start work in August. Doug motioned to approve the bid from CME and move forward with the project, seconded by Jessica. Motion passed.

d. **Budget Draft:** Beka reviewed the draft of the Budget. 11% increase in the budget which means a total budget increase of 3.99%. Next month we will finalize the budget.

e. **Other:** Jamie asked how much we made in the art sale (around \$600). Summer Book Sale was around \$2,500.

9. **Public Input:** Mr. Perkins asked about the open carry law and the situation with the new state law.

10. **Board Education - Interpreting Monthly Financial Reports:** Beka overviewed the Monthly Financial Report and how to understand the various parts.

11. **Adjournment:** Jessica motioned to adjourn. Doug seconded the motion. Meeting adjourned.

Financial Report
Huntington City-Township Public Library

Report Dates = 6/15/2022 to 7/20/2022

<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	\$235,618.42	\$1,017,541.16	\$729,349.25	\$1,116,866.00	\$2,120,490.76
Subtotal	\$2,021,165.92	\$235,618.42	\$1,017,541.16	\$729,349.25	\$1,116,866.00	\$2,120,490.76
2. Special Revenue						
200 GIFT (REGULAR)	\$178,338.21	\$990.60	\$1,477.57	\$12.73	\$871.08	\$177,731.72
201 FRIENDS OF THE LIBRARY	\$8,314.92	\$1,064.37	\$4,714.59	\$410.05	\$410.05	\$4,010.38
202 LITERACY	\$14,177.01	\$0.00	\$0.00	\$0.00	\$1,023.31	\$15,200.32
203 GIFT - B. JOAN KEEFER CENTER	\$46,782.91	\$5.36	\$890.63	\$0.00	\$273.83	\$46,166.11
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	\$0.00	\$320.45	\$1,775.29
207 BRIDGE-DICKEY INVESTMENT 08/2012	\$24,860.57	\$0.00	\$0.00	\$0.00	\$16.08	\$24,876.65
208 BRIDGE-DICKEY FUND	\$2,051.29	\$0.00	\$0.00	\$8.17	\$33.24	\$2,084.53
209 OUTREACH	\$8,913.18	\$0.00	\$399.97	\$0.00	\$14.47	\$8,527.68
276 STATE TECH GRANT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$7,802.78	\$7,802.78
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	\$0.00	(\$25,116.34)
Subtotal	\$284,892.93	\$2,060.33	\$32,599.10	\$430.95	\$10,765.29	\$263,059.12
4. Capital Projects						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$40,464.50	\$0.00	\$0.00	\$0.00	\$19.80	\$40,484.30
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	\$15,450.93	\$0.00	\$1,163.52	\$1,113,597.17
422 RAINY DAY INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,168,349.08	\$0.00	\$15,450.93	\$0.00	\$1,183.32	\$1,154,081.47
5. Clearing						
800 PLAC FUND	\$0.00	\$0.00	\$62.57	\$0.00	\$62.57	\$0.00
801 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$9,092.30	\$41,850.32	\$9,092.30	\$41,850.32	\$0.00
804 FICA	\$0.00	\$8,390.56	\$38,088.12	\$8,390.56	\$38,088.12	\$0.00
806 STATE	\$0.00	\$2,202.40	\$13,117.73	\$3,424.05	\$15,437.07	\$2,319.34
807 COUNTY	\$0.00	\$1,258.77	\$7,565.99	\$1,959.63	\$8,893.84	\$1,327.85
808 INSURANCE	\$3,930.57	\$6,654.88	\$23,479.06	\$5,300.88	\$21,973.17	\$2,424.68
809 DEFERRED COMP	\$0.00	\$2,403.00	\$14,644.00	\$2,403.00	\$14,644.00	\$0.00
810 UNITED WAY	\$0.00	\$0.00	\$0.00	\$168.00	\$794.00	\$794.00
811 STAFF ASSOCIATION	\$0.00	\$0.00	\$20.00	\$6.00	\$32.00	\$12.00
812 ROTH IRA	\$0.00	\$780.00	\$3,600.00	\$780.00	\$3,600.00	\$0.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$555.00	\$3,518.46	\$555.00	\$3,518.46	\$0.00
Subtotal	\$3,930.57	\$31,336.91	\$145,946.25	\$32,079.42	\$148,893.55	\$6,877.87
Grand Total	\$3,478,338.50	\$269,015.66	\$1,211,537.44	\$761,859.62	\$1,277,708.16	\$3,544,509.22

Total all banks = \$3,544,509.22

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 6/15/2022 To 7/20/2022

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<i>1. Personal Services</i>							
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	\$9,004.07	\$41,874.71	\$38,125.29	47.7
1.12 Salary of Assistants (Salary and Wage Overflow)	\$855,000.00	\$0.00	\$855,000.00	\$96,243.66	\$434,096.55	\$420,903.45	49.2
1.14 Wages of Janitors	\$58,500.00	\$0.00	\$58,500.00	\$4,771.00	\$24,510.35	\$33,989.65	58.1
1.15 Additional Hours (750)	\$7,000.00	\$0.00	\$7,000.00	\$775.79	\$3,221.05	\$3,778.95	54.0
1.21 Employer's Share FICA	\$76,000.00	\$0.00	\$76,000.00	\$8,390.54	\$38,087.71	\$37,912.29	49.9
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	\$9,253.75	\$42,427.77	\$41,072.23	49.2
1.231 Employer's contribution PERF - Employee	\$22,500.00	\$0.00	\$22,500.00	\$2,478.72	\$10,711.80	\$11,788.20	52.4
1.24 Employer's Contribution Group Health	\$190,000.00	\$0.00	\$190,000.00	\$29,396.12	\$95,797.52	\$94,202.48	49.6
1.25 Employer's Contribution Life Ins.	\$9,750.00	\$0.00	\$9,750.00	\$1,172.31	\$5,403.69	\$4,346.31	44.6
1.26 Employer's Contribution STD	\$9,000.00	\$0.00	\$9,000.00	\$1,736.14	\$6,273.37	\$2,726.63	30.3
1.27 Employer's Contribution LTD	\$9,000.00	\$0.00	\$9,000.00	\$1,906.08	\$6,774.70	\$2,225.30	24.7
1.28 Employer's Contribution Dental	\$7,250.00	\$0.00	\$7,250.00	\$433.53	\$3,082.43	\$4,167.57	57.5
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	\$88.64	\$310.24	\$89.76	22.4
Subtotal	\$1,410,400.00		\$1,410,400.00	\$165,650.35	\$712,571.89	\$697,828.11	49.5
<i>2. Supplies</i>							
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	\$792.36	\$6,763.83	\$19,236.17	74.0

<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>
2.131 ARPA Grant Supplies	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
2.21 Operating/Cleaning/Sanitation Supplies	\$10,000.00	\$0.00	\$10,000.00	\$1,864.07	\$6,996.91	\$3,003.09	30.0
Subtotal	\$36,002.00		\$36,002.00	\$2,656.43	\$13,760.74	\$22,241.26	61.8
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 Architechtrual 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	\$170.00	\$830.00	83.0
3.14 Other Professional Services	\$23,000.00	\$0.00	\$23,000.00	\$11,426.69	\$15,048.41	\$7,951.59	34.6
3.141 Contracted Labor for Grounds	\$13,000.00	\$0.00	\$13,000.00	\$0.00	\$6,089.06	\$6,910.94	53.2
3.145 Databases	\$16,000.00	\$0.00	\$16,000.00	\$2,588.45	\$3,579.70	\$12,420.30	77.6
3.146 Electronic Materials	\$48,000.00	\$0.00	\$48,000.00	\$0.00	\$3,842.75	\$44,157.25	92.0
3.21 Telephone and Fax	\$6,000.00	\$0.00	\$6,000.00	\$481.52	\$1,672.75	\$4,327.25	72.1
3.211 Telephone - Markle	\$1,300.00	\$0.00	\$1,300.00	\$357.42	\$1,218.40	\$81.60	6.3
3.213 ENA - E-Rate Funding / Huntington	\$5,725.00	\$0.00	\$5,725.00	\$915.00	\$3,314.50	\$2,410.50	42.1
3.2131 ENA - E-Rate Funding / Markle	\$3,500.00	\$0.00	\$3,500.00	\$570.00	\$1,995.00	\$1,505.00	43.0
3.22 Postage and Shipping	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$190.47	\$809.53	81.0
3.23 Traveling Expense	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$119.68	\$2,880.32	96.0
3.24 Professional Development	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$2,077.07	\$6,922.93	76.9
3.31 Advertising and Public Notices	\$5,000.00	\$0.00	\$5,000.00	\$608.00	\$1,949.24	\$3,050.76	61.0
3.41 Official Bonds	\$500.00	\$0.00	\$500.00	\$0.00	\$75.00	\$425.00	85.0
3.42 Operational Insurance	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$38.34	\$39,961.66	99.9
3.51 Gas Huntington	\$13,500.00	\$0.00	\$13,500.00	\$58.24	\$9,585.47	\$3,914.53	29.0
3.511 Gas Markle	\$1,400.00	\$0.00	\$1,400.00	\$19.53	\$978.13	\$421.87	30.1
3.52 Electricity Huntington (Utilities Overflow)	\$63,000.00	\$0.00	\$63,000.00	\$5,716.09	\$33,715.03	\$29,284.97	46.5
3.521 Electricity Markle	\$3,500.00	\$0.00	\$3,500.00	\$527.60	\$1,742.27	\$1,757.73	50.2
3.53 Water Huntington	\$3,500.00	\$0.00	\$3,500.00	\$229.67	\$1,673.75	\$1,826.25	52.2

<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	\$1,664.94	\$5,398.77	\$2,601.23	32.5
3.541 Sewer and WasteMarkle	\$325.00	\$0.00	\$325.00	\$149.25	\$288.81	\$36.19	11.1
3.62 Equipment Repair and Maintenance	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$1,949.00	\$2,051.00	51.3
3.621 Equipment Leasing and Maintenance	\$14,500.00	\$0.00	\$14,500.00	\$1,110.00	\$8,188.29	\$6,311.71	43.5
3.622 Contracted Facility Maintenance	\$17,500.00	\$0.00	\$17,500.00	\$5,625.54	\$7,673.54	\$9,826.46	56.2
3.623 Technology License Agreements	\$10,000.00	\$0.00	\$10,000.00	\$615.09	\$5,332.15	\$4,667.85	46.7
3.624 Technology Maintenance	\$15,000.00	\$0.00	\$15,000.00	\$1,353.60	\$14,890.64	\$109.36	0.7
3.625 ILS Maintenance and Contract	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$37,523.97	(\$2,523.97)	-7.2
3.626 2021 Ecumbered 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	\$125.00	\$575.00	\$1,925.00	77.0
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	\$34,141.63	\$170,973.19	\$267,382.81	61.0
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	\$7,897.69	\$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	\$1,060.51	\$2,638.39	\$6,361.61	70.7
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	\$18,119.69	\$73,619.61	\$41,380.39	36.0

<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	\$1,664.94	\$5,398.77	\$2,601.23	32.5
3.541 Sewer and WasteMarkle	\$325.00	\$0.00	\$325.00	\$149.25	\$288.81	\$36.19	11.1
3.62 Equipment Repair and Maintenance	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$1,949.00	\$2,051.00	51.3
3.621 Equipment Leasing and Maintenance	\$14,500.00	\$0.00	\$14,500.00	\$1,110.00	\$8,188.29	\$6,311.71	43.5
3.622 Contracted Facility Maintenance	\$17,500.00	\$0.00	\$17,500.00	\$5,625.54	\$7,673.54	\$9,826.46	56.2
3.623 Technology License Agreements	\$10,000.00	\$0.00	\$10,000.00	\$615.09	\$5,332.15	\$4,667.85	46.7
3.624 Technology Maintenance	\$15,000.00	\$0.00	\$15,000.00	\$1,353.60	\$14,890.64	\$109.36	0.7
3.625 ILS Maintenance and Contract	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$37,523.97	(\$2,523.97)	-7.2
3.626 2021 Ecumbered 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	\$125.00	\$575.00	\$1,925.00	77.0
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	\$34,141.63	\$170,973.19	\$267,382.81	61.0
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	\$7,897.69	\$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	\$1,060.51	\$2,638.39	\$6,361.61	70.7
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	\$18,119.69	\$73,619.61	\$41,380.39	36.0

Appropriation Report for 400 LIBRARY IMPROVEMENT RE
Huntington City-Township Public Library

Report Date: From 6/15/2022 To 7/20/2022

<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>
<i>4. Capitol Outlays</i>							
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 6/15/2022 To 7/20/2022

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	\$4,747.00	\$15,253.00	76.3
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	\$0.00	\$30,650.00	100.0
Subtotal	\$60,650.00		\$60,650.00	\$0.00	\$4,747.00	\$55,903.00	92.2
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	\$0.00	\$105,000.00	100.0
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	\$10,703.93	\$774,946.07	98.6

<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>
<i>Grand Total</i>	\$873,800.00	\$0.00	\$873,800.00	\$0.00	\$15,450.93	\$858,349.07	98.2

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

Title: *Sensory Room Policy*

Effective Date: 7/20/22

Authorized By: Library Board of Trustees

Date of Last Revision: 7/20/22

The Huntington City-Township Public Library will provide a sensory room for public use. The room is available free of charge. The room is designed for individuals with sensory disorders, Autism, Alzheimer's Disease and Dementia. The room provides a safe space for individuals to take a break and explore sensory activities. The sensory room will provide users with soft seating, weighted objects, tactile manipulatives, and soft lights.

Room Use

- Room users must fill out a room request form and a consent form that holds them responsible for any missing items or damages and states the library is not responsible for any injuries sustained while using the rooms. The forms may be filled out online or in person. When room users arrive, staff will make a copy of their ID to attach to their meeting room request.
- The room must be booked with either a library card and/or a state issued ID; teens must have a library card to book the room.
- Patrons will be allowed to use the sensory room in emergency situations without pre-booking the room.
 - In a situation where the room is needed immediately, staff will acquire the patrons ID or library card until they are done using the room. The patron will then complete the paperwork post emergency.
 - If an adult enters the room with a child during an emergency and is found to not be that child's parent, or an authorized person, they will be asked to leave the room for safety reasons.
- The sensory room is accessible to patrons of all ages.
 - Teenagers 16 years and older may request the use of the sensory room without adult permission, they must have a library card.
 - Patrons aged 15 and under will need a parent or legal guardian to book the sensory room for them to access the room.
 - Patrons age 13 and over may be left alone in the sensory room booked for them.
- Sensory room use will be limited to one person at a time. Exceptions will be made for minors and those who need a caretaker.
 - Children under 13 years old cannot be left in the room alone.
 - Adults who have an employed caretaker with them may access the sensory room together.
 - Only parents, professional caretakers, and authorized individuals will be allowed into the room with another person. If a parent wishes to authorize another family member or person to use the room with their child, they must inform staff who will add the names of the authorized person to their account.

Title: *Sensory Room Policy*

Effective Date: 7/20/22

Authorized By: Library Board of Trustees

Date of Last Revision: 7/20/22

- The standard use time will be 30 minutes. This time may be adjusted under special circumstances at the discretion of the staff.
- No food or drinks will be permitted inside the room.
- The room will contain a binder listing items in the room, how to use them, and benefits they provide users.
 - Users will be required to pick up, disinfect and put away materials used.
 - Users may be charged the actual cost of repair or replacement for any damaged items. Charges will be determined at the discretion of the staff.
- All staff will be trained on how to use the sensory rooms and accompanying paperwork.