HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees June 18th 2025 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. Teen area quotes
 - b. Other
- 9. New Business
 - a. Budget Draft and Information
 - b. Other
- 10. Board Education Communications Team Strategy
- 11. Adjournment

Huntington City-Township Public Library June 2025

Director's Report

- We have had a very successful first few weeks for the Summer Library Program. From 5/27 -6/12:
 - We have 906 people registered for the program. Last year we had a total of 1012, which was a record year for us. We are well on track to exceed that number this year.
 - We have added 123 new patrons
 - We have circulated 12,396 physical items
- o Around 400 people have interacted with library programs and activities We completed a clean out of the upstairs storage areas. We will have to go back and do some organization but the difference is pretty dramatic.
- Free school lunches have resumed every weekday. The library stop is from 11:35 to noon. This will run through August 1st.
- We are wrapping up the 2nd quarter Employee Development sessions. We met with a second design firm to look at plans for the teen area. We will be getting quotes for the project no later than 6/31.
- A lot of my focus this month has been with ongoing projects and committees
 - Project management oversight process
 - Orientation
 - Program planning process
 - Summer Library Program
 - o Building layout plans
 - Collection development guides

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees May 21st 2025 5:15pm

Present: Doug Denny, Rebekah Benjamin, Jamie Hoffman, David E. Ferguson, Sr., Terri Salzano-Sees, Beka Lemons, Daryl Shrock, Sue Jepsen

Absent: Visitors:

Regular Meeting

- 1. Call to Order: Doug called the meeting to order at 5:15 pm
- 2. **Reading and Approval of Minutes**: Sue moved to accept the minutes and Terri second. Minutes approved.
- 3. **Reading and Approval of Financial Report and Bills**: Beka briefly discussed the increased attorney fees with the board. Daryl moved to approve the financial report and bills for May; David seconded. Motion approved.
- 4. **Report of the Librarian**: Beka shared from the report. She noted that the summer reading program is gearing up to start soon and there will be additional items from the attic for the Friends of the Library book scale. The Friends of the Library book sale will be held June 3rd through 7th.
- 5. Committee Reports: None
- 6. Communications: None
- 7. Public Input: None
- 8. Unfinished Business
 - a. **Other**: Beka talked with the public access attorney recently regarding a matter from an earlier executive session regarding a complaint from a constituent. A letter was written to address the issue with the constituent. Jamie moved to approve the letter; Rebekah seconded it. Motion approved.

9. New Business

- a. **Mileage Policy**: Terri approved the mileage reimbursement policy with update; David seconded. Policy and update approved.
- b. **2026 Holiday Closings**: Rebekah moved to approve the closings; Sue seconded. Motion approved.
- c. **Teen area proposal**: Beka walked the board through the Teen section to discuss proposed remodeling. The board discussed the process for getting quotes for the work. Beka asked if the board would be willing to get the process moving by having Beka send letters out to several companies giving them seven days to submit a quote. We currently have one design proposal. The board was comfortable with that option. Once the final design proposal comes in from the company that has expressed interest, Beka will send out letters for quotes from other companies.
- d. **Other**: September 5th at 6 pm a community member requested to run a drum circle program. So Beka asked to keep the library open after hours. Terri moved to keep the library open extended hours on that date; David seconded. The motion was approved.
- 10. **Board Education Budget Concerns**: Beka updated the board on financial prospects in coming years given recent bills passed in the Indiana legislature. It looks like there will be a levy freeze for the 2029 budget—meaning the library would need to get approval from the county council to

increase the levy for all government units. Over the next two years, the library might want to consider increasing our levy draw.

11. Adjournment: Terri moved to adjourn; Jamie seconded. Meeting adjourned at 6:09 pm.

Financial Report Huntington City-Township Public Library

Report Dates =

5/21/2025 to 6/18/2025

	Fund		Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1.	Operating Fund							
100	OPERATING		\$1,852,652.68	\$218,533.19	\$1,088,534.65	\$207,615.87	\$522,856.53	\$1,286,974.5
		Subtotal	\$1,852,652.68	\$218,533.19	\$1,088,534.65	\$207,615.87	\$522,856.53	\$1,286,974.5
2. 3	Special Revenue							
200	GIFT (REGULAR)		\$181,528.80	\$326.43	\$4,212.67	\$300.29	\$3,386.09	\$180,702.2
201	FRIENDS OF THE L	IBRARY	\$8,809.70	\$1,185.50	\$6,798.62	\$136.88	\$686.61	\$2,697.6
202	LITERACY		\$22,626.01	\$0.00	\$0.00	\$37.00	\$186.73	\$22,812.7
203	GIFT - B. JOAN KEE CENTER	FER	\$50,704.46	\$27.16	\$2,900.78	\$110.62	\$709.78	\$48,513.4
204	B JOAN KEEFER CI INVESMENT - UND	ENTER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
205	GIFT CHILDRENS F	ROOM	\$2,097.42	\$0.00	\$278.20	\$103.63	\$516.71	\$2,335.9
206	JOAN B. KEEFER C MEMORIAL	ENTER	\$945.00	\$0.00	\$0.00	\$0.00	\$0.00	\$945.0
207	BRIDGE-DICKEY INVESTMENT 08/20		\$25,543.36	\$0.00	\$0.00	\$0.00	\$0.00	\$25,543.3
208	BRIDGE-DICKEY FU	JND	\$2,053.36	\$0.00	\$0.00	\$0.00	\$0.00	\$2,053.3
209	OUTREACH		\$11,364.55	\$0.00	\$220.00	\$86.88	\$436.61	\$11,581.1
76	STATE TECH GRAN		\$19,235.60	\$0.00	\$0.00	\$86.88	\$436.61	\$19,672.2
77	IND. STATE STUDE ASSISTANCE	NT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
280	ALA GRANT 2023		\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.0
81	AGING GRANT		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
		Subtotal	\$326,108.26	\$1,539.09	\$14,410.27	\$862.18	\$6,359.14	\$318,057.1
4. (Capital Projects							
00	LIBRARY IMPROVEI RESERVE FUND	MENT	\$97,337.90	\$0.00	\$0.00	\$158.18	\$623.95	\$97,961.8
01	LIRF-INVESTMENT		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
21	RAINY DAY FUND		\$903,699.72	\$0.00	\$31,062.59	\$1,416.15	\$7,172.51	\$879,809.6
22	RAINY DAY INVEST	MENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
		Subtotal	\$1,001,037.62	\$0.00	\$31,062.59	\$1,574.33	\$7,796.46	\$977,771.4
5. C	learing							
00	PLAC FUND		\$0.00	\$0.00	\$70.00	\$0.00	\$140.00	\$70.0
01	MARKLE PLAC FUN	D	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
03	FEDERAL		\$0.00	\$8,556.98	\$51,335.79	\$8,556.98	\$51,335.79	\$0.00
04	FICA		\$0.00	\$7,585.53	\$44,900.57	\$7,562.62	\$44,900.57	\$0.00
06	STATE		\$0.00	\$4,713.96	\$17,229.05	\$3,172.38	\$18,829.05	\$1,600.0
07	COUNTY		\$0.00	\$2,708.59	\$9,906.51	\$1,821.55	\$10,826.87	\$920.30
08	INSURANCE		(\$7,874.04)	\$4,011.41	\$26,728.71	\$4,428.24	\$25,122.81	(\$9,479.94
09	DEFERRED COMP		\$0.00	\$600.00	\$4,225.75	\$600.00	\$4,225.75	\$0.00
10	UNITED WAY		\$0.00	\$0.00	\$0.00	\$164.00	\$994.00	\$994.0
11	EMPLOYEE CONTRI	BUTION	\$0.00	\$970.76	\$5,824.86	\$970.76	\$5,824.86	\$0.00
	ROTH IRA		\$0.00	\$750.00	\$4,215.00	\$750.00	\$4,215.00	\$0.00
12								
	HEALTH SAVINGS A	CCOUNT	\$0.00	\$650.00	\$3,675.00	\$650.00	\$3,675.00	\$0.00
12 13 14	HEALTH SAVINGS A GARNISHMENT	CCOUNT	\$0.00 \$0.00	\$650.00 \$0.00	\$3,675.00 \$0.00	\$650.00 \$0.00	\$3,675.00 \$0.00	\$0.00 \$0.00

Fund	Start of year	Disbursement this month	S Disbursements YTD	Receipts this month	Receipts YTD	Balance
Grand Total	\$3,171,924.52	\$250,619.51	\$1,302,118.75	\$238,728.91	\$707,101.83	\$2,576,907.60

Total all banks = \$2,576,907.60

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From

5/21/2025 To 6/18/2025

				2. S																1. P.	Acce
Subtotal	2.21 Operating/Cleaning/Sanitation Supplies	2.13 Other Office Supplies	2.11 Official Records	2. Supplies	Subtotal	1.3 Employer's Contribution Vision	1.29 Other Employee Benefits (Benefits Overflow)	1.28 Employer's Contribution Dental	1.27 Employer's Contribution LTD	1.26 Employer's Contribution STD	1.25 Employer's Contribution Life Ins.	1.24 Employer's Contribution Group Health	1.231 Employer's contribution PERF - Employee	1.23 Employer's Contribution PERF - Library	1.22 Unemployment Compensation	1.21 Employer's Share FICA	1.14 Wages of Janitors	 1.12 Salary of Assistants (Salary and Wage Overflow) 	1.11 Salary of Librarian	Personal Services	Account # Description
\$39,001.00	\$22,000.00	\$17,000.00	\$1.00		\$1,901,000.00	\$900.00	\$500.00	\$7,250.00	\$12,250.00	\$11,250.00	\$11,750.00	\$240,000.00	\$33,500.00	\$114,000.00	\$3,000.00	\$103,000.00	\$87,500.00	\$1,177,000.00	\$99,100.00		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		Change to Appropriation
\$39,001.00	\$22,000.00	\$17,000.00	\$1.00		\$1,901,000.00	\$900.00	\$500.00	\$7,250.00	\$12,250.00	\$11,250.00	\$11,750.00	\$240,000.00	\$33,500.00	\$114,000.00	\$3,000.00	\$103,000.00	\$87,500.00	\$1,177,000.00	\$99,100.00		Current Appropriation
\$2,939.08	\$1,800.89	\$1,138.19	\$0.00		\$139,391.40	\$42.49	\$0.00	\$608.02	\$1,155.30	\$1,028.58	\$912.32	\$17,713.77	\$2,109.55	\$7,875.58	\$0.00	\$8,081.90	\$4,751.98	\$87,494.57	\$7,617.34		Disbursements This Month
\$15,016.28	\$7,909.07	\$7,107.21	\$0.00		\$816,821.73	\$254.94	\$0.00	\$3,669.28	\$6,573.62	\$6,346.03	\$5,775.81	\$95,899.42	\$12,709.51	\$47,448.48	\$0.00	\$45,396.87	\$28,362.83	\$518,758.56	\$45,626.38		Disbursements YTD
\$23,984.72	\$14,090.93	\$9,892.79	\$1.00		\$1,084,178.27	\$645.06	\$500.00	\$3,580.72	\$5,676.38	\$4,903.97	\$5,974.19	\$144,100.58	\$20,790.49	\$66,551.52	\$3,000.00	\$57,603.13	\$59,137.17	\$658,241.44	\$53,473.62		Balance
61.5	64.0	58.2	100.0		57.0	71.7	100.0	49.4	46.3	43.6	50.8	60.0	62.1	58.4	100.0	55.9	67.6	55.9	54.0		Percent

3. Other Services and Charge

4.8 Materials Processing	4.79 Other Collections	4.77 INSPIRE	4.71 Audio-visual Materials	4.6 Periodicals and Newspapers	4.5 Books	4.43 Computer Technology Upgrade	4.42 Technology Equipment	4.4 Furniture and Equipment	4.3 Improvements Other than Building	4.2 Buildings	4.1 Land	4 Other Capital Outlays	4. Capitol Outlays	Subtotal	3.94 Transfer to LIRF	3.93 Taxes and Assessments	3.92 Interest on Temporary Loans	3.91 Dues	3.72 Real Estate Rentals	3.71 Equipment Rental	3.625 ILS Maintenance and Contract	3.624 Technology Maintenance	3.623 Technology License Agreements	3.622 Contracted Facility Maintenance	3.621 Equipment Leasing and Maintenance	Account # Description
\$14,000.00	\$750.00	\$1.00	\$22,500.00	\$8,500.00	\$105,000.00	\$10,000.00	\$11,000.00	\$9,000.00	\$1.00	\$1.00	\$1.00	\$0.00		\$379,957.00	\$1.00	\$1.00	\$1.00	\$2,500.00	\$1.00	\$1.00	\$45,000.00	\$10,000.00	\$14,500.00	\$18,000.00	\$17,000.00	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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Change to Appropriation
\$14,000.00	\$750.00	\$1.00	\$22,500.00	\$8,500.00	\$105,000.00	\$10,000.00	\$11,000.00	\$9,000.00	\$1.00	\$1.00	\$1.00	\$0.00		\$379,957.00	\$1.00	\$1.00	\$1.00	\$2,500.00	\$1.00	\$1.00	\$45,000.00	\$10,000.00	\$14,500.00	\$18,000.00	\$17,000.00	Current Appropriation
\$1,421.18	\$492.65	\$0.00	\$1,558.10	\$0.00	\$14,063.99	\$0.00	\$75.72	\$369.01	\$0.00	\$0.00	\$0.00	\$0.00		\$58,222.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,826.42	\$325.00	\$845.46	\$406.03	\$0.00	Disbursements This Month
\$4,817.00	\$722.56	\$0.00	\$8,843.69	\$7,309.18	\$46,702.99	\$4,819.48	\$11,174.98	\$2,743.68	\$0.00	\$0.00	\$0.00	\$0.00		\$169,563.08	\$0.00	\$0.00	\$0.00	\$279.00	\$0.00	\$0.00	\$43,826.42	\$4,552.97	\$6,503.34	\$6,516.22	\$3,808.45	Disbursements YTD
\$9,183.00	\$27.44	\$1.00	\$13,656.31	\$1,190.82	\$58,297.01	\$5,180.52	(\$174.98)	\$6,256.32	\$1.00	\$1.00	\$1.00	\$0.00		\$210,393.92	\$1.00	\$1.00	\$1.00	\$2,221.00	\$1.00	\$1.00	\$1,173.58	\$5,447.03	\$7,996.66	\$11,483.78	\$13,191.55	Balance
65.6	3.7	100.0	60.7	14.0	55.5	51.8	-1.6	69.5	100.0	100.0	100.0	#Num!		55.4	100.0	100.0	100.0	88 88 88	100.0	100.0	2.6	54.5	55.1	63.8	77.6	Percent

Gr		n
Grand Total	Subtotal	
\$2,500,712.00	\$180,754.00	Annual Appropriation
\$0.00		Change to Appropriation
\$2,500,712.00	\$180,754.00	Current Appropriation
\$218,533.19	\$17,980.65	Disbursements This Month
\$1,088,534.65	\$87,133.56	Disbursements YTD
\$1,412,177.35	\$93,620.44	Balance

Percent

51.8 56.5 Account # Description

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

400 LIBRARY IMPROVEMENT RESERVE F Appropriation Report for

Huntington City-Township Public Library

5/21/2025 To 6/18/2025

Report Date: From

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Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
4. Capitol 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	\$28,500.00	\$0.00	\$28,500.00	\$0.00	\$0.00	\$28,500.00	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	\$6,501.00	\$0.00	\$6,501.00	\$0.00	\$0.00	\$6,501.00	100.0
Subtotal	\$50,001.00		\$50,001.00	\$0.00	\$0.00	\$50,001.00	100.0
Grand Total	\$50,001.00	\$0.00	\$50,001.00	\$0.00	\$0.00	\$50,001.00	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

5/21/2025 To 6/18/2025

Report Date: From

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
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	\$1,880.50	\$18,119.50	90.6
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	\$1,880.50	\$58,769.50	96.9
4. Capitol Outlays							
4 Other Capital Outlays	\$123,000.00	\$0.00	\$123,000.00	\$0.00	\$0.00	\$123,000.00	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	\$285,750.00	\$0.00	\$285,750.00	\$0.00	\$6,400.00	\$279,350.00	97.8
4.4 Furniture and Equipment	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$22,782.09	(\$7,782.09)	-51.9
4.42 Technology Equipment	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
Subtotal	\$538,750.00		\$538,750.00	\$0.00	\$29,182.09	\$509,567.91	94.6
Grand Total	\$626,900.00	\$0.00	\$626,900.00	\$0.00	\$31,062.59	\$595,837.41	95.0

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