

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
August 20th 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. Budget Review
 - c. Other
9. New Business
 - a. Sensory Room Policy (no changes)
 - b. Erate Resolution Approval
 - c. Other
10. Adjournment

Board of Trustees Members and Appointments

Doug Denney - President

1/1/24 - 12/31/27 -Huntington County Community School Corporation and Northern Wells
Community Schools

Jamie Hoffman - Vice President

1/1/23 - 12/31/26 - Huntington County Council and Wells County Council

Rebekah Benjamin - Secretary

1/1/22 - 12/31/25 - Huntington County Community School Corporation

Daryl Shrock - Treasurer

1/1/25- 12/31/28 -Huntington County Council and Wells County Council

Terri Salzano-Sees

1/1/22 - 12/31/25 Huntington County Commissioners and Wells County Commissioners

David E Ferguson Sr

1/1/25 - 12/31/28 -Huntington County Commissioners and Wells County Commissioners

Suzanne Jepsen

1/1/23 - 12/31/26 -Huntington County Community School Corporation

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

July 16th 2025

5:15pm

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

Absent: Jamie Hoffman

Visitors: Hank Miller, Mike Skeens, Devon Henderson

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 approve the minutes; Terri seconded. Minutes approved.
3. **Reading and Approval of Financial Report and Bills:** Daryl moved to approve the financial report and bills; David seconded. Motion passed.
4. **Report of the Librarian:** Beka went over the report, discussing work on staffing changes, summer reading program update, strategic planning updates from departments, the upcoming skating party, collection development, a new budgeting system, Beka's work with the ILF, new staff orientation and other ongoing projects.
5. **Committee Reports:** None
6. **Communications:** None
7. **Public Input:** None. David thanked everyone for support while he was out for health reasons.
8. **Unfinished Business**
 - a. **Teen area quotes:** Beka took the board through the two quotes and designs that the library received for the teen area and discussed the relatively substantial price differences between the two quotes and design differences. The two companies were Three Rivers and One Eleven Design. Beka recommended going with One Eleven Design, which is the less expensive option. With a few extras, the total cost would be around \$75,000. The board will consider the package and plan to vote next month.
 - b. **Budget Advertising Approval:** The library needs to advertise the budget approval meeting early, and the board needs to approve that advertising. Beka went over the current proposed budget for 2026, noting that we would intentionally take less than our max levy and absorb some budget deficit through excess operating balance. Beka will advertise the total and operating budgets as well as the levy.
 - c. **Other:** None
9. **New Business**
 - a. **Staff Unpaid Leave Request:** A staff member, Mary Campbell, is requesting unpaid leave for around 60 days. Beka supports this. Terri moved to approve the unpaid time; Daryl seconded. Motion carried.
 - b. **Library Card Policy:** Beka and Devon discussed the new Patron Point system that could verify patrons in our district online rather than having to come into the library to get a library card. There will be several data points used for verification. This will only work for patrons who live in the district, not college students or children applying for a card

themselves without a parent having been verified. Devon mentioned that two-factor authentication is possible. Several members of the board noted that this would be preferable. David made a motion to accept the changes; Daryl seconded. Motion passed.

c. **Other:** None

10. **Adjournment:** Sue moved to adjourn; Daryl seconded. Meeting adjourned at 6:22 pm.

Board of Trustees Members and Appointments

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1/1/23 - 12/31/26 - Huntington County Community School Corporation

Huntington City-Township Public Library
August 2025

Director's Report

- Baylee Harris has been hired as the new part-time Library Assistant in the Keefer Center. Her first day will be August 18th.
- We had a total of 1,112 people sign up for the Summer Library Program. This is 100 more than we had last year.
 - We will be hosting a staff cook-out on September 14th to reward the staff for exceeding our sign-up goals for the summer.
- The end of summer skating party was a success with around 150 people attending.
- We held our second staff in-service of the year. Branch Manager Wayne presented and led a conversation about critical thinking. Meg Friesen from HCCSC also came to talk to the staff about creating positive relationships and managing conflict with teens.
- We have made the decision to stop using RFID tag technology for our books. This technology was designed for material handling (check-in/check-out) and security. However, we have come to realize that the benefits do not live up to the cost. We estimate that we will save \$13,000-\$14,000 per year. We will also not have to replace costly machines like the self-checkout stations and RFID capable check-out/check-in equipment.
- As usual, a lot of my focus this month has been with ongoing projects and committees
 - Project management oversight process
 - Orientation
 - Program planning process
 - Building layout plans
 - Collection development guides

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 7/16/2025 To 8/20/2025

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
1. Personal Services							
1.11 Salary of Librarian	\$99,100.00	\$0.00	\$99,100.00	\$7,617.34	\$60,861.06	\$38,238.94	38.6
1.12 Salary of Assistants (Salary and Wage Overflow)	\$1,177,000.00	\$0.00	\$1,177,000.00	\$89,097.12	\$697,153.33	\$479,846.67	40.8
1.14 Wages of Janitors	\$87,500.00	\$0.00	\$87,500.00	\$4,705.62	\$37,866.79	\$49,633.21	56.7
1.21 Employer's Share FICA	\$103,000.00	\$0.00	\$103,000.00	\$7,681.75	\$60,782.78	\$42,217.22	41.0
1.22 Unemployment Compensation	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
1.23 Employer's Contribution PERF - Library	\$114,000.00	\$0.00	\$114,000.00	\$7,933.30	\$63,331.50	\$50,668.50	44.4
1.231 Employer's contribution PERF - Employee	\$33,500.00	\$0.00	\$33,500.00	\$2,125.00	\$16,963.91	\$16,536.09	49.4
1.24 Employer's Contribution Group Health	\$240,000.00	\$0.00	\$240,000.00	\$0.00	\$95,899.42	\$144,100.58	60.0
1.25 Employer's Contribution Life Ins.	\$11,750.00	\$0.00	\$11,750.00	\$1,636.72	\$7,578.25	\$4,171.75	35.5
1.26 Employer's Contribution STD	\$11,250.00	\$0.00	\$11,250.00	\$2,057.16	\$8,403.19	\$2,846.81	25.3
1.27 Employer's Contribution LTD	\$12,250.00	\$0.00	\$12,250.00	\$2,310.60	\$8,884.22	\$3,365.78	27.5
1.28 Employer's Contribution Dental	\$7,250.00	\$0.00	\$7,250.00	\$608.02	\$4,885.32	\$2,364.68	32.6
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	\$900.00	\$0.00	\$900.00	\$42.49	\$339.92	\$560.08	62.2
Subtotal	\$1,901,000.00		\$1,901,000.00	\$125,815.12	\$1,062,949.69	\$838,050.31	44.1
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	\$17,000.00	\$0.00	\$17,000.00	\$1,284.13	\$10,209.48	\$6,790.52	39.9
2.21 Operating/Cleaning/Sanitation Supplies	\$22,000.00	\$0.00	\$22,000.00	\$2,000.18	\$11,430.58	\$10,569.42	48.0
Subtotal	\$39,001.00		\$39,001.00	\$3,284.31	\$21,640.06	\$17,360.94	44.5

3. Other Services and Charge

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
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	\$0.00	\$1.00	100.0
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$2,053.50	(\$1,053.50)	-105.4
3.14 Other Professional Services	\$23,000.00	\$0.00	\$23,000.00	\$1,466.05	\$7,499.15	\$15,500.85	67.4
3.141 Contracted Labor for Grounds	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$4,050.00	\$7,950.00	66.3
3.145 Databases	\$11,000.00	\$0.00	\$11,000.00	\$5,771.46	\$17,826.01	(\$6,826.01)	-62.1
3.146 Electronic Materials	\$40,000.00	\$0.00	\$40,000.00	\$56.95	\$30,146.63	\$9,853.37	24.6
3.21 Telephone and Fax	\$4,500.00	\$0.00	\$4,500.00	\$394.55	\$3,430.40	\$1,069.60	23.8
3.211 Telephone - Markle	\$750.00	\$0.00	\$750.00	\$34.08	\$331.09	\$418.91	55.9
3.213 ENA - E-Rate Funding / Huntington	\$5,000.00	\$0.00	\$5,000.00	\$363.00	\$2,299.00	\$2,701.00	54.0
3.2131 ENA - E-Rate Funding / Markle	\$3,200.00	\$0.00	\$3,200.00	\$255.00	\$1,615.00	\$1,585.00	49.5
3.22 Postage and Shipping	\$750.00	\$0.00	\$750.00	\$0.00	\$493.90	\$256.10	34.1
3.23 Traveling Expense	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$775.33	\$2,224.67	74.2
3.24 Professional Development	\$9,000.00	\$0.00	\$9,000.00	\$672.00	\$4,116.68	\$4,883.32	54.3
3.31 Advertising and Public Notices	\$11,000.00	\$0.00	\$11,000.00	\$590.00	\$9,536.33	\$1,463.67	13.3
3.41 Official Bonds	\$500.00	\$0.00	\$500.00	\$0.00	\$432.00	\$68.00	13.6
3.42 Operational Insurance	\$47,250.00	\$0.00	\$47,250.00	\$0.00	\$661.91	\$46,588.09	98.6
3.51 Gas Huntington	\$15,500.00	\$0.00	\$15,500.00	\$0.00	\$8,726.66	\$6,773.34	43.7
3.511 Gas Markle	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$794.38	\$455.62	36.4
3.52 Electricity Huntington (Utilities Overflow)	\$65,000.00	\$0.00	\$65,000.00	\$6,890.41	\$40,314.40	\$24,685.60	38.0
3.521 Electricity Markle	\$3,500.00	\$0.00	\$3,500.00	\$354.70	\$2,418.20	\$1,081.80	30.9
3.53 Water Huntington	\$4,000.00	\$0.00	\$4,000.00	\$335.65	\$1,903.45	\$2,096.55	52.4
3.531 Water Markle	\$350.00	\$0.00	\$350.00	\$33.80	\$228.80	\$121.20	34.6
3.54 Sewer and Waste Huntington	\$6,000.00	\$0.00	\$6,000.00	\$434.27	\$4,648.39	\$1,351.61	22.5
3.541 Sewer and WasteMarkle	\$400.00	\$0.00	\$400.00	\$28.46	\$259.39	\$140.61	35.2
3.62 Equipment Repair and Maintenance	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$106.74	\$4,893.26	97.9

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.621 Equipment Leasing and Maintenance	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$3,808.45	\$13,191.55	77.6
3.622 Contracted Facility Maintenance	\$18,000.00	\$0.00	\$18,000.00	\$6,999.14	\$13,845.36	\$4,154.64	23.1
3.623 Technology License Agreements	\$14,500.00	\$0.00	\$14,500.00	\$1,975.06	\$9,683.64	\$4,816.36	33.2
3.624 Technology Maintenance	\$10,000.00	\$0.00	\$10,000.00	\$325.00	\$5,846.62	\$4,153.38	41.5
3.625 ILS Maintenance and Contract	\$45,000.00	\$0.00	\$45,000.00	\$0.00	\$43,826.42	\$1,173.58	2.6
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	\$404.00	\$2,096.00	83.8
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	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
Subtotal	\$379,957.00		\$379,957.00	\$26,979.56	\$222,081.83	\$157,875.17	41.6
<i>4. Capitol Outlays</i>							
4 Other Capital Outlays	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
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	\$9,000.00	\$0.00	\$9,000.00	\$78.96	\$2,822.64	\$6,177.36	68.6
4.42 Technology Equipment	\$11,000.00	\$0.00	\$11,000.00	\$1,401.45	\$13,335.16	(\$2,335.16)	-21.2
4.43 Computer Technology Upgrade	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$4,819.48	\$5,180.52	51.8
4.5 Books	\$105,000.00	\$0.00	\$105,000.00	\$2,698.13	\$58,880.36	\$46,119.64	43.9
4.6 Periodicals and Newspapers	\$8,500.00	\$0.00	\$8,500.00	\$70.00	\$7,589.18	\$910.82	10.7
4.71 Audio-visual Materials	\$22,500.00	\$0.00	\$22,500.00	\$572.18	\$10,935.63	\$11,564.37	51.4
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	\$22.99	\$745.55	\$4.45	0.6
4.8 Materials Processing	\$14,000.00	\$0.00	\$14,000.00	\$62.56	\$5,746.36	\$8,253.64	59.0

4. Capitol Outlays

<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</i>
Subtotal	\$180,754.00		\$180,754.00	\$4,906.27	\$104,874.36	\$75,879.64	42.0
Grand Total	\$2,500,712.00	\$0.00	\$2,500,712.00	\$160,985.28	\$1,411,545.94	\$1,089,166.06	43.6

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

Appropriation Report for **400 LIBRARY IMPROVEMENT RESERVE F** *Huntington City-Township Public Library*

Report Date: From **7/16/2025** To **8/20/2025**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<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	\$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

Report Date: From 7/16/2025 To 8/20/2025

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. Capital 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.