

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees
December 17th 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. Other
 9. New Business
 - a. Policy Review
 - i. Library Photography and Video
 - ii. Materiality Threshold
 - b. 2026 Salary Schedule
 - 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
November 19th 2025
5:15pm

Present: Doug Denney, Rebekah Benjamin, Jamie Hoffman, Sue Jepsen, Terri Salzano-Sees, Beka Lemons, Daryl Shrock

Absent: David E. Ferguson, Sr.

Visitors: Eric Fry, Hank Miller

Regular Meeting

1. **Call to Order:** Doug called the meeting to order at 5:15 pm.
2. **Reading and Approval of Minutes:** Jamie moved to approve the minutes; Daryl seconded. Motion passed.
3. **Reading and Approval of Financial Report and Bills:** Daryl moved to approve the financial report and bills; Sue seconded. Motion passed.
4. **Report of the Librarian:** Beka noted updates on patron records; the collection development guide; an internal training calendar; the implementation of a major projects division; teen area work with the remodel; moving desks, books, etc. around. The goal is to be done by the end of the year. She also presented department reports.
5. **Committee Reports:** none
6. **Communications:** none
7. **Public Input:** none
8. **Unfinished Business:** none
 - a. Other
9. **New Business**
 - a. **Policy Review:**
 - i. **Use of Library Property:** Beka made two minor updates to the policy. Terri moved to approve the policy and changes; Jamie seconded. Motion passed.
 - ii. **Security Camera Acceptable Use:** Beka made minor changes to language—specifically which staff can monitor security cameras on their personal devices. She also removed language about storing image captures and videos as it does not reflect practice. Rebekah moved to approve the policy and changes; Daryl seconded. Motion passed.
 - b. **Collection Development Guide:** Beka provided the board with the updated version of the collection development guide (updated 10/2025) and encouraged board members to review it.
 - c. **Hours Change - Open for Library Program 6 - 7p.m. March 20, 2026:** The children's department requests extended hours for a drum circle program. The library would close at 5:00 pm as usual but would then open from 6 - 7 pm for the program. Sue made a motion to approve the request; Terri seconded. Motion passed.
 - d. **Election of Officers:** Election of officers will be discussed more fully in the December meeting.

e. **Director's Evaluation:** November is typically when Beka's evaluation takes place, but the timing is flexible. Jamie will initiate an email to arrange for the evaluation.

f. **Hours Change - Staff Training:** For staff professional development, Beka recommends closing the library for specific periods of time in 2026: close from 9 am to 1 pm on March 25th (Wednesday) and August 6th (Thursday). Close the library all day on November 11 (Wednesday). Jamie made a motion to change hours on the specified days; Daryl seconded. Motion passed.

10. **Adjournment:** Rebekah made a motion to adjourn the meeting; Sue seconded. The meeting adjourned at 5:40 pm.

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Huntington City-Township Public Library
December 2025

Director's Report

- The Teen area has been largely completed. There are a few electrical and data cabling tasks to be completed along with a few odds and ends.
- 4th quarter Employee Developments have been completed.
- Cassidy and I attended the Annual Report and Bookkeeping workshop from the Indiana State Library. There are no major updates or changes for this year and we are doing really well on meeting all of the required elements.
- We were finally able to find a fairly economical option to cover the large windows with tinting to manage the glare from the sun at certain times of the day/year. We will test this out on the window in the new reference/computer area and if it works well, we may do a few windows a year in other areas.
- The majority of my focus and effort at the moment is on getting things moved around for the teen area. This is a huge moving project with a lot of heavy lifting.
 - The Adult Fiction collection is nearly moved. It should be done by the time of the Board meeting.
 - Adult Non-fiction is progressing steadily. These are very heavy books to move so they take a bit more time. We also have to adjust all of the shelving that they are moving into to make room for the taller books.
 - Once Adult Non-fiction has been moved, we will be able to adjust the shelving for AV materials and then we will get those in place. I anticipate that it will be mid-January before this gets done.
 - After the AV materials are moved, we will be largely done with the project. There may be a few adjustments to furniture and desk placement as we settle in. We will also eventually move the magazines and 'new' books but we are waiting for some shelving pieces that are on back order.

Adult Services Department Report

December greetings!

Things for the Adult Services Department tend to slow down around this time of year and our programming load has been lighter recently.

We were pleasantly surprised with the turnout for December's Trivia Night at WiseGuys Downtown. Despite the bitter cold and falling snow, 23 brave souls made it out to pub trivia. A first-time attendee and solo player - who trailed in last place most of the night - ended up winning by a staggering amount of points! Join us for our next trivia night on Monday, January 5th, 2026.

Katie Shomo from Bowen Health in Huntington came to the library to speak about conflict and stress management on December 3rd. We plan to invite Bowen Health back later next year to present other programming topics for adults.

We have a DIY Holiday Card craft station beside the Reference Desk for the month of December. We are supplying cardstock, festive paper, scissors, stickers, glue sticks, and markers, allowing adults to craft their own creative cards.

Starting in January, our monthly card-playing program for adults (Play Your Cards Right) will now be held every third Tuesday afternoon starting at 1pm.

Also changing in January, our monthly adult craft program (Make It Together) will change its regular meeting day and add a session. It will now occur every fourth Tuesday evening (starting at 6pm) and again the following Wednesday morning (starting at 10am).

Happy Holidays,
Kayla, Brianna, KaylaAnn
Adult Services Department

Children's Department Report

Hello, and happy holiday season!

December means that the Children's Department is officially on break from regular Monday evening and Tuesday morning storytimes in Markle and Huntington. Those programs will resume the first full week of January at their usual times. In the month of January, Markle storytime will be with Ms. Christina as I will be out on medical leave.

We may not have storytimes, but we do have field trips! On Monday, December 8th, we will have a visit from Salamonie's second grade classes to tie in to their Junior Achievement themed field trip. The kids will enjoy stories, a chat with Beka about how the library works, and a short tour. On Friday the 12th, we will host Flint Springs' first grade classes as a part of their annual winter holiday themed field trip.

Lego club continues to meet on Wednesdays from 4:30—6:00 p.m. with the exception of December 31st due to the 5:00 p.m. holiday closure.

The Middle Grade Book Club meets on December 18 to discuss *The Cursed Moon* by Angela Cervantes and to eat us out of house and home (or at least several bags of microwave popcorn).

And, of course, PAWS to Read with Three Rivers Visiting Dogs will be held on the 1st and 3rd Saturdays, December 6th and 20th.

As always, there are coloring sheets, passive activities, and scavenger hunts for kids to do at any time. The passive activity area will be transitioning from DinoVember to Winter Fun! There will also be a larger, library-wide scavenger hunt during the HCCSC winter break from December 22nd—January 3rd.

Malissa

Teen Department Report

Happy December!

The Teen Department is still working on getting organized and putting materials and items where they will belong. Program wise we have the following:

Monday, December 1st- Dungeons and Dragons, the teens will be finishing up running the encounters that they made last month- giving them a small peep into what goes into running a game.

All Month- Snowflake Studio- In the program area, there will be a variety of snowflake templates, along with markers, crayons, colored pencils, etc.. Teens can come and create their own snowflake and decorate it- then will hang it up and help decorate the space.

Teen Scavenger Hunt- A new space means all new places for our scavenger hunt characters to hide! This month we are looking at famous fictional pets (Snoopy, Scooby-Doo, Stitch, etc...)

Sticky Note Art- Because of the move, our sticky notes were put away- but now they are out again and ready for Teens to create.

Lastly, we are T- Minus 1 month away from the start of Winter Reading! I will send out a separate email once we have the materials.

Keefer Center Department Report

On November 14th AdvantageArchives arrived to pick up our copies of *The Huntington News* and take them to Iowa for digitizing, microfilming, and posting online.

November 20th was our Alice in Wonderland Tea Party. Although it isn't always connected by subject matter to the Keefer Center, it is conducted by KC staff (AJ). It continues to be a very successful program. This time we had an attendance of 17.

We continue to support the "From the Museum" history column in the *Huntington County Tab*. Written by Dr. John Regan and edited by Mike Perkins prior to submission, these columns are primarily based on research provided to Dr. Regan by the Keefer Center staff. [With the *Tab* ceasing production we are not certain what will happen in the future. Doing this research has been a valuable learning experience nearly every time and has resulted in better and more organized files in many cases.]

Sarah reprised October's Genealogy Toolbox on Business Research at the November genealogy society meeting. Our last Genealogy Toolbox was Blacksheep: Researching Relatives Who Committed Crimes. Despite what we thought was an intriguing topic, we had only one patron in attendance. As a result we are going to try and figure out whether a different time, day, or scope of topics might have better attendance. In the first part of 2026 we are going to focus on how to more effectively search our most frequently used databases, subscription and free.

We conducted our last History Storytime on November 28. It also had no one in attendance confirming our decision to cancel it until discussions regarding evening storytimes decide on a new approach.

Thank you for your time

Sarah A. V. Kirby

A.J. Middaugh

Baylee Harris

Markle Branch Report

The tasks for December include weeding Beginning Readers, and eliminating most of the children's magazines to expand the display area for Read Aloud books.

On Friday the 12 we are having a Holiday Open House from 5-7.

Repeating programs include the weekly Markle Storytime, and monthly Markle Book Club are paused for the month.

Financial Report
Huntington City-Township Public Library
Report Dates = 11/19/2025 to 12/17/2025

<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	\$1,852,652.68	\$174,208.57	\$2,187,013.87	\$68,823.22	\$1,652,862.83	\$1,318,501.64
Subtotal	\$1,852,652.68	\$174,208.57	\$2,187,013.87	\$68,823.22	\$1,652,862.83	\$1,318,501.64
2. Special Revenue						
200 GIFT (REGULAR)	\$181,528.80	\$0.00	\$5,315.08	\$288.39	\$6,549.56	\$182,763.28
201 FRIENDS OF THE LIBRARY	\$8,809.70	\$62.16	\$9,842.00	\$8,967.53	\$10,218.72	\$9,186.42
202 LITERACY	\$22,626.01	\$0.00	\$0.00	\$282.41	\$655.78	\$23,281.79
203 GIFT - B. JOAN KEEFER CENTER	\$50,704.46	\$350.00	\$5,840.27	\$64.81	\$1,550.27	\$46,414.46
204 B JOAN KEEFER CENTER INVESMENT - UND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
205 GIFT CHILDRENS ROOM	\$2,097.42	\$0.00	\$536.22	\$82.40	\$1,119.12	\$2,680.32
206 JOAN B. KEEFER CENTER MEMORIAL	\$945.00	\$0.00	\$0.00	\$0.00	\$0.00	\$945.00
207 BRIDGE-DICKEY INVESTMENT 08/2012	\$26,131.93	\$0.00	\$27,464.66	\$0.00	\$26,193.30	\$24,860.57
208 BRIDGE-DICKEY FUND	\$2,053.36	\$0.00	\$24,860.57	\$0.00	\$27,464.66	\$4,657.45
209 OUTREACH	\$11,364.55	\$0.00	\$220.00	\$73.41	\$915.55	\$12,060.10
210 TEEN GIFT	\$0.00	\$0.00	\$0.00	\$0.00	\$1,300.00	\$1,300.00
276 STATE TECH GRANT FUND	\$19,235.60	\$0.00	\$0.00	\$62.41	\$906.64	\$20,142.24
277 IND. STATE STUDENT ASSISTANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
280 ALA GRANT 2023	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00
281 AGING GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
282 IHS GRANT	\$0.00	\$2,675.00	\$2,675.00	\$0.00	\$37,800.00	\$35,125.00
Subtotal	\$326,696.83	\$3,087.16	\$76,753.80	\$9,821.36	\$114,673.60	\$364,616.63
4. Capital Projects						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$97,337.90	\$0.00	\$0.00	\$144.79	\$1,560.27	\$98,898.17
401 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
421 RAINY DAY FUND	\$903,699.72	\$38,536.38	\$104,353.38	\$1,284.98	\$15,647.29	\$814,993.63
422 RAINY DAY INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,001,037.62	\$38,536.38	\$104,353.38	\$1,429.77	\$17,207.56	\$913,891.80
5. Clearing						
800 PLAC FUND	\$0.00	\$0.00	\$140.00	\$70.00	\$210.00	\$70.00
801 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$8,530.15	\$107,038.00	\$8,530.15	\$107,744.04	\$706.04
804 FICA	\$0.00	\$7,396.66	\$93,982.35	\$7,396.66	\$94,074.12	\$91.77
806 STATE	\$0.00	\$3,081.98	\$37,845.35	\$3,083.31	\$39,431.85	\$1,586.50
807 COUNTY	\$0.00	\$1,782.68	\$21,823.91	\$1,784.32	\$22,745.35	\$921.44
808 INSURANCE	\$0.00	\$5,300.94	\$55,124.39	\$4,260.00	\$53,401.65	(\$1,722.74)
809 DEFERRED COMP	\$0.00	\$1,400.00	\$8,925.75	\$1,400.00	\$8,925.75	\$0.00
810 UNITED WAY	\$0.00	\$0.00	\$0.00	\$164.00	\$2,060.00	\$2,060.00
811 EMPLOYEE CONTRIBUTION PERF	\$0.00	\$986.31	\$12,253.94	\$986.31	\$12,253.94	\$0.00
812 ROTH IRA	\$0.00	\$750.00	\$9,090.00	\$750.00	\$9,090.00	\$0.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$450.00	\$7,450.00	\$450.00	\$7,450.00	\$0.00
814 GARNISHMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$29,678.72	\$353,673.69	\$28,874.75	\$357,386.70	\$3,713.01

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	\$3,180,387.13	\$245,510.83	\$2,721,794.74	\$108,949.10	\$2,142,130.69	\$2,600,723.08

Total all banks = \$2,600,134.51

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 11/19/2025 To 12/17/2025

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 Salary of Librarian	\$99,100.00	\$0.00	\$99,100.00	\$7,617.34	\$95,139.09	\$3,960.91	4.0
1.12 Salary of Assistants (Salary and Wage Overflow)	\$1,177,000.00	\$0.00	\$1,177,000.00	\$85,090.67	\$1,086,027.72	\$90,972.28	7.7
1.14 Wages of Janitors	\$87,500.00	\$0.00	\$87,500.00	\$4,786.75	\$59,262.29	\$28,237.71	32.3
1.21 Employer's Share FICA	\$103,000.00	\$0.00	\$103,000.00	\$7,396.77	\$95,127.14	\$7,872.86	7.6
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	\$7,921.78	\$99,251.66	\$14,748.34	12.9
1.231 Employer's contribution PERF - Employee	\$33,500.00	\$0.00	\$33,500.00	\$2,121.91	\$26,585.42	\$6,914.58	20.6
1.24 Employer's Contribution Group Health	\$240,000.00	\$0.00	\$240,000.00	\$17,161.33	\$180,953.41	\$59,046.59	24.6
1.25 Employer's Contribution Life Ins.	\$11,750.00	\$0.00	\$11,750.00	\$1,530.80	\$10,381.51	\$1,368.49	11.6
1.26 Employer's Contribution STD	\$11,250.00	\$0.00	\$11,250.00	\$2,091.20	\$11,539.99	(\$289.99)	-2.6
1.27 Employer's Contribution LTD	\$12,250.00	\$0.00	\$12,250.00	\$2,343.64	\$12,399.68	(\$149.68)	-1.2
1.28 Employer's Contribution Dental	\$7,250.00	\$0.00	\$7,250.00	\$694.12	\$7,575.70	(\$325.70)	-4.5
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	\$900.00	\$0.00	\$900.00	\$42.49	\$509.88	\$390.12	43.3
Subtotal	\$1,901,000.00		\$1,901,000.00	\$138,798.80	\$1,684,753.49	\$216,246.51	11.4
<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	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$14,877.74	\$2,122.26	12.5
2.21 Operating/Cleaning/Sanitation Supplies	\$22,000.00	\$0.00	\$22,000.00	\$499.93	\$16,752.71	\$5,247.29	23.9
Subtotal	\$39,001.00		\$39,001.00	\$499.93	\$31,630.45	\$7,370.55	18.9
<i>3. Other Services and Charge</i>							

<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>
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	\$2,053.50	(\$1,053.50)	-105.4
3.14 Other Professional Services	\$23,000.00	\$0.00	\$23,000.00	\$23.25	\$14,606.60	\$8,393.40	36.5
3.141 Contracted Labor for Grounds	\$12,000.00	\$0.00	\$12,000.00	\$1,845.00	\$6,060.00	\$5,940.00	49.5
3.145 Databases	\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$17,826.01	(\$6,826.01)	-62.1
3.146 Electronic Materials	\$40,000.00	\$0.00	\$40,000.00	\$923.10	\$39,986.33	\$13.67	0.0
3.21 Telephone and Fax	\$4,500.00	\$0.00	\$4,500.00	\$789.10	\$5,008.60	(\$508.60)	-11.3
3.211 Telephone - Markle	\$750.00	\$0.00	\$750.00	\$82.42	\$481.67	\$268.33	35.8
3.213 ENA - E-Rate Funding / Huntington	\$5,000.00	\$0.00	\$5,000.00	\$726.00	\$3,751.00	\$1,249.00	25.0
3.2131 ENA - E-Rate Funding / Markle	\$3,200.00	\$0.00	\$3,200.00	\$510.00	\$2,635.00	\$565.00	17.7
3.22 Postage and Shipping	\$750.00	\$0.00	\$750.00	\$0.00	\$733.12	\$16.88	2.3
3.23 Traveling Expense	\$3,000.00	\$0.00	\$3,000.00	\$301.12	\$1,555.95	\$1,444.05	48.1
3.24 Professional Development	\$9,000.00	\$0.00	\$9,000.00	\$25.48	\$7,011.69	\$1,988.31	22.1
3.31 Advertising and Public Notices	\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$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	\$1,016.43	\$10,572.74	\$4,927.26	31.8
3.511 Gas Markle	\$1,250.00	\$0.00	\$1,250.00	\$34.97	\$887.07	\$362.93	29.0
3.52 Electricity Huntington (Utilities Overflow)	\$65,000.00	\$0.00	\$65,000.00	\$4,240.40	\$57,040.17	\$7,959.83	12.2
3.521 Electricity Markle	\$3,500.00	\$0.00	\$3,500.00	\$349.76	\$3,635.98	(\$135.98)	-3.9
3.53 Water Huntington	\$4,000.00	\$0.00	\$4,000.00	\$277.08	\$3,034.40	\$965.60	24.1
3.531 Water Markle	\$350.00	\$0.00	\$350.00	\$67.60	\$364.00	(\$14.00)	-4.0
3.54 Sewer and Waste Huntington	\$6,000.00	\$0.00	\$6,000.00	\$619.01	\$7,220.26	(\$1,220.26)	-20.3
3.541 Sewer and WasteMarkle	\$400.00	\$0.00	\$400.00	\$56.92	\$377.30	\$22.70	5.7
3.62 Equipment Repair and Maintenance	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$106.74	\$4,893.26	97.9

<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>
3.621 Equipment Leasing and Maintenance	\$17,000.00	\$0.00	\$17,000.00	\$1,399.78	\$12,054.61	\$4,945.39	29.1
3.622 Contracted Facility Maintenance	\$18,000.00	\$0.00	\$18,000.00	\$7,193.95	\$23,418.06	(\$5,418.06)	-30.1
3.623 Technology License Agreements	\$14,500.00	\$0.00	\$14,500.00	\$1,381.48	\$8,022.47	\$6,477.53	44.7
3.624 Technology Maintenance	\$10,000.00	\$0.00	\$10,000.00	\$325.00	\$7,266.62	\$2,733.38	27.3
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	\$99.00	\$2,075.71	\$424.29	17.0
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	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
Subtotal	\$379,957.00		\$379,957.00	\$22,286.85	\$292,242.26	\$87,714.74	23.1

4. Capitol Outlays

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	\$0.00	\$5,023.40	\$3,976.60	44.2
4.42 Technology Equipment	\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$13,495.13	(\$2,495.13)	-22.7
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	\$9,075.54	\$112,585.59	(\$7,585.59)	-7.2
4.6 Periodicals and Newspapers	\$8,500.00	\$0.00	\$8,500.00	\$0.00	\$7,589.18	\$910.82	10.7
4.71 Audio-visual Materials	\$22,500.00	\$0.00	\$22,500.00	\$2,909.85	\$21,992.77	\$507.23	2.3
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	\$0.00	\$898.47	(\$148.47)	-19.8
4.8 Materials Processing	\$14,000.00	\$0.00	\$14,000.00	\$637.60	\$11,983.65	\$2,016.35	14.4

<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	\$12,622.99	\$178,387.67	\$2,366.33	1.3
Grand Total	\$2,500,712.00	\$0.00	\$2,500,712.00	\$174,208.57	\$2,187,013.87	\$313,698.13	12.5

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 **11/19/2025** To **12/17/2025**

<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>
<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 11/19/2025 To 12/17/2025

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
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
<i>2. Supplies</i>							
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
<i>3. Other Services and Charge</i>							
3.14 Other Professional Services	\$20,000.00	\$0.00	\$20,000.00	\$15,846.69	\$17,727.19	\$2,272.81	11.4
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	\$15,846.69	\$17,727.19	\$42,922.81	70.8
<i>4. Capitol Outlays</i>							
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	\$22,689.69	\$80,226.19	(\$65,226.19)	-434.8
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	\$22,689.69	\$86,626.19	\$452,123.81	83.9
Grand Total	\$626,900.00	\$0.00	\$626,900.00	\$38,536.38	\$104,353.38	\$522,546.62	83.4

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