

# **HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY**

Board of Trustees  
November 19th 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. Use of Library Property
      - ii. Security Camera Acceptable Use
    - b. Collection Development Guide
    - c. Hours Change - Open for Library Program 6 - 7p.m. March 20, 2026
    - d. Election of Officers
    - e. Director's Evaluation
  10. Adjournment
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## **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  
November 2025

**Director's Report**

- The Collection Development Guide has been completed.
- I have completed an audit of Patron Records to align ages of patrons to the correct patron code. Huntington juvenile patron counts were reduced by around 600 while adults increased by around 350 and teens increased around 250. We are making plans to make this a more regular audit to keep up with the correct codes.
- We are very close to finalizing a formal internal training calendar. This will allow us to be more intentional and consistent with staff training.
- We have rolled out the work of the Major Projects Division and are training staff on the new project planning process. This will allow us to keep better track of projects throughout the organization and improve productivity and strategic alignment.
- The Teen Area has some new flooring. The rest of the furniture will be installed on November 19th and 20th.
- 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 Reference Desk and public computers have been moved into the Phase II area across from the study rooms
  - The Teen collections, Large Print, Adult Biography, and Adult Graphic Novels are completely in place in their new homes
  - Adult Non-fiction has started to move over to its new location in Phase III. We are stuck on moving more until we get the Paperbacks and some Adult Fiction moved which should be happening soon.
  - All of the Adult AV collections have been moved into Phase II with the Reference Desk. These are all in temporary locations until we can move all of the non-fiction out and get some of the shelves adjusted.

**Adult Services Department Report**

The biggest change for us since your last Board meeting has been the physical re-location of our Reference Desk. We went from the "fiction wing" to around the corner; we're now just off the main hallway, across from the study rooms.

Along with some other staff members, KaylaAnn attended the Indiana Library Federation's Annual Conference in Indianapolis. While there, she attended sessions addressing: adult programming ideas, artificial intelligence usage in a public library environment, being empowered (and empowering others) to be proactive in problem-solving, working with community partners, and understanding the retirement plan options available for Indiana librarians.

Currently, we are planning programs for the spring and thinking about summer plans, assisting with material selection (and weeding) for certain collections, and helping with the movement and shifting of items for the current teen renovation project.

Our November trivia night at Wise Guys had 24 attendees. One of our newer (recurring) adult programs – Busy Person's Book Club – had a new member this month, and we are looking forward to our Fiction Lovers Book Club.

On Saturday the 15th, we will have an all-ages event titled "Puzzle Races" where people can participate in a puzzle-building challenge across three different categories.

On the 14th, the Library will be holding an Alice in Wonderland Tea Party for all-ages. And on Friday, November 28th – the day after Thanksgiving – we'll have Post-Turkey Game Day for all ages.

Also, a shameless plug here for some of our early-December programs:

On Monday, December 1st, we'll have pub trivia at Wise Guys starting at 6:30pm

On Wednesday, December 3rd starting at 6:30pm, we'll have our final Adulting 101 session for 2025. A representative from Bowen Health will be presenting on Managing Stress & Conflict.

### **Children's Department Report**

All of our usual programs continue this month, but we are gearing up for our annual December storytime break. Both Markle storytime and Huntington storytime will pause after the week of Thanksgiving and restart the first full week of January. When patrons inquire about these programs, please remember to mention that break and let them know that we will be back in January!

Mondays - Markle Storytime @ 6:00 p.m.

Tuesdays - Huntington Storytime @ 10:30 a.m.

Wednesdays - LEGO Club from 4:30 - 6:00 p.m. (this program will NOT be held the Wednesday before Thanksgiving due to the early building closure that day)

Middle Grade Book Club meets Thursday, November 20th at 4:30 p.m. This month's book is The Human Kaboom by the always hilarious Adam Rubin!

Other events available to families are Jessi's Puzzle Races Event this Saturday from 10:00 a.m. - 3:00 p.m. (ages 10+), and the Post-Turkey Game Day event on Black Friday from 1:00-4:30 p.m. hosted by Teen, Children's, and Keefer.

We also have TONS of new books in as Ingram gets us caught up from the Baker and Taylor backorders! We just shelved not only a new InvestiGators book, but also the new Dog Man yesterday!!!

### **Keefer Center Department Report**

Our 7th annual cemetery walk was held at Greenwood Cemetery near the intersection of Etna, 100N, and IN-9. The walk continues to be one of our most popular programs. This year it drew 15 people with several others expressing interest but unable to attend due to scheduling conflicts or not being able to find the cemetery.

We established a pick up date for the Huntington News newspapers that are to be digitized and began indexing them. If there are duplicates, we are deciding which is the “better” one for digitization.

We continue to support the “From the Museum” history column in the 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.

We completed preliminary program planning for 2026. Since we don’t have as many programs as some of the other departments, we try to plan the entire year ahead of time. This helps when new ideas arise since we can tell whether we would be overwhelmed if the idea were implemented without dropping anything else.

For a number of years, the Keefer Center Staff has compiled, formatted, and mailed the county genealogy society’s quarterly newsletter (postage provided by the society). While all staff contribute articles, usually the digitization assistant is the most deeply involved. We completed a draft of the November newsletter during October.

### **Markle Branch Report**

The tasks for November include weeding Magazines, Adult Biographies, and to create shelf space for new titles, weeding the Patterson Collection.

We are making plans for December’s Holiday Open House

Repeating programs include the weekly Markle Storytime, and monthly Markle Book Club.

# HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees  
October 15th 2025  
5:15pm

**Present:** Doug Denney, Rebekah Benjamin, David E. Ferguson, Sr., Beka Lemons, Daryl Shrock

**Absent:** Jamie Hoffman, Sue Jepsen, Terri Salzano-Sees

**Visitors:** Devon Henderson, Hank Miller

## Regular Meeting

1. **Call to Order:** Doug called the meeting to order at 5:15 pm
2. **Reading and Approval of Minutes:** Daryl moved to approve the minutes; David seconded. Minutes approved.
3. **Reading and Approval of Financial Report and Bills:** Daryl moved to approve the financial reports and bills; Rebekah seconded. Motion approved.
4. **Report of the Librarian:** Beka summarized the various reports from departments and updated the board on progress in preparing for renovations for the teen department. She also mentioned that the summer theme for 2026 is going to be "Road Trip USA" to tie in with the 250th anniversary of the signing of the Declaration of Independence.
5. **Committee Reports:** None
6. **Communications:** None
7. **Public Input:** None
8. **Unfinished Business**
  - a. **Other:** None
9. **New Business**
  - a. **Book Supply Issues:** Baker and Taylor, our book supplier, is going out of business. We're switching to a new supplier but are in line to be onboarded with them. In the meantime, there is less of a discount than we'll eventually get. Some services aren't being provided so we're having to take care of these things ourselves.
  - b. **Employee Engagement Survey Results:** Beka summarized findings from the most recent survey in comparison with last year's survey. She noted a number of areas where improvement took place and areas where work is still needed. Overall, data showed improvements in most categories. Beka discussed work in progress and solutions that have been implemented.
  - c. **Other:** None
10. **Adjournment:** David moved to adjourn the meeting; Daryl seconded. Meeting adjourned.

## **Board of Trustees Members and Appointments**

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**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**

**Financial Report**  
**Huntington City-Township Public Library**

Report Dates = **10/15/2025 to 11/19/2025**

<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>
<b>1. Operating Fund</b>						
100 OPERATING	\$1,852,652.68	\$258,145.90	\$2,006,782.16	\$65,854.56	\$1,584,005.71	\$1,429,876.23
<b>Subtotal</b>	<b>\$1,852,652.68</b>	<b>\$258,145.90</b>	<b>\$2,006,782.16</b>	<b>\$65,854.56</b>	<b>\$1,584,005.71</b>	<b>\$1,429,876.23</b>
<b>2. Special Revenue</b>						
200 GIFT (REGULAR)	\$181,528.80	\$0.00	\$5,142.22	\$2,039.14	\$7,555.97	\$183,942.55
201 FRIENDS OF THE LIBRARY	\$8,809.70	\$417.29	\$9,327.36	\$101.47	\$1,251.19	\$733.53
202 LITERACY	\$22,626.01	\$0.00	\$0.00	\$35.54	\$373.37	\$22,999.38
203 GIFT - B. JOAN KEEFER CENTER	\$50,704.46	\$524.84	\$4,340.34	\$123.86	\$1,485.46	\$47,849.58
204 B JOAN KEEFER CENTER INVESTMENT - UND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
205 GIFT CHILDRENS ROOM	\$2,097.42	\$0.00	\$278.20	\$104.26	\$1,036.72	\$2,855.94
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	\$68.44	\$842.14	\$11,986.69
210 TEEN GIFT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
276 STATE TECH GRANT FUND	\$19,235.60	\$0.00	\$0.00	\$80.95	\$844.23	\$20,079.83
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	\$37,800.00	\$0.00	\$0.00	\$37,800.00	\$37,800.00	\$75,600.00
<b>Subtotal</b>	<b>\$364,496.83</b>	<b>\$942.13</b>	<b>\$71,633.35</b>	<b>\$40,353.66</b>	<b>\$104,847.04</b>	<b>\$397,710.52</b>
<b>4. Capital Projects</b>						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$97,337.90	\$0.00	\$0.00	\$156.32	\$1,415.48	\$98,753.38
401 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
421 RAINY DAY FUND	\$903,699.72	\$34,754.41	\$65,817.00	\$1,371.22	\$14,362.31	\$852,245.03
422 RAINY DAY INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$1,001,037.62</b>	<b>\$34,754.41</b>	<b>\$65,817.00</b>	<b>\$1,527.54</b>	<b>\$15,777.79</b>	<b>\$950,998.41</b>
<b>5. Clearing</b>						
800 PLAC FUND	\$0.00	\$0.00	\$140.00	\$0.00	\$140.00	\$0.00
801 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$12,248.51	\$98,507.85	\$12,849.26	\$99,213.89	\$706.04
804 FICA	\$0.00	\$11,057.91	\$86,585.69	\$11,057.88	\$86,677.46	\$91.77
806 STATE	\$0.00	\$4,646.64	\$34,763.37	\$4,646.37	\$36,348.54	\$1,585.17
807 COUNTY	\$0.00	\$2,688.46	\$20,041.23	\$2,688.00	\$20,961.03	\$919.80
808 INSURANCE	\$0.00	\$6,616.68	\$49,823.45	\$6,390.00	\$49,141.65	(\$681.80)
809 DEFERRED COMP	\$0.00	\$900.00	\$7,525.75	\$900.00	\$7,525.75	\$0.00
810 UNITED WAY	\$0.00	\$0.00	\$0.00	\$246.00	\$1,896.00	\$1,896.00
811 EMPLOYEE CONTRIBUTION PERF	\$0.00	\$1,471.05	\$11,267.63	\$1,471.05	\$11,267.63	\$0.00
812 ROTH IRA	\$0.00	\$1,125.00	\$8,340.00	\$1,125.00	\$8,340.00	\$0.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$825.00	\$7,000.00	\$775.00	\$7,000.00	\$0.00
814 GARNISHMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$41,579.25</b>	<b>\$323,994.97</b>	<b>\$42,148.56</b>	<b>\$328,511.95</b>	<b>\$4,516.98</b>

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>
<b>Grand Total</b>	\$3,218,187.13	\$335,421.69	\$2,468,227.48	\$149,884.32	\$2,033,142.49	\$2,783,102.14

**Total all banks = \$2,744,713.57**



# Appropriation Report for 100 OPERATING

## Huntington City-Township Public Library

Report Date: From 10/15/2025 To 11/19/2025

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	\$11,426.01	\$87,521.75	\$11,578.25	11.7
1.12 Salary of Assistants (Salary and Wage Overflow)	\$1,177,000.00	\$0.00	\$1,177,000.00	\$127,337.73	\$1,000,937.05	\$176,062.95	15.0
1.14 Wages of Janitors	\$87,500.00	\$0.00	\$87,500.00	\$7,093.20	\$54,475.54	\$33,024.46	37.7
1.21 Employer's Share FICA	\$103,000.00	\$0.00	\$103,000.00	\$11,658.76	\$87,730.37	\$15,269.63	14.8
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	\$11,801.47	\$91,329.88	\$22,670.12	19.9
1.231 Employer's contribution PERF - Employee	\$33,500.00	\$0.00	\$33,500.00	\$3,161.12	\$24,463.51	\$9,036.49	27.0
1.24 Employer's Contribution Group Health	\$240,000.00	\$0.00	\$240,000.00	\$15,105.30	\$163,792.08	\$76,207.92	31.8
1.25 Employer's Contribution Life Ins.	\$11,750.00	\$0.00	\$11,750.00	\$1,337.54	\$9,247.23	\$2,502.77	21.3
1.26 Employer's Contribution STD	\$11,250.00	\$0.00	\$11,250.00	\$1,045.60	\$9,448.79	\$1,801.21	16.0
1.27 Employer's Contribution LTD	\$12,250.00	\$0.00	\$12,250.00	\$775.30	\$9,659.52	\$2,590.48	21.1
1.28 Employer's Contribution Dental	\$7,250.00	\$0.00	\$7,250.00	\$694.12	\$6,881.58	\$368.42	5.1
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	\$900.00	\$0.00	\$900.00	\$84.98	\$467.39	\$432.61	48.1
<b>Subtotal</b>	<b>\$1,901,000.00</b>		<b>\$1,901,000.00</b>	<b>\$191,521.13</b>	<b>\$1,545,954.69</b>	<b>\$355,045.31</b>	<b>18.7</b>
<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	\$1,709.77	\$13,092.17	\$3,907.83	23.0
2.21 Operating/Cleaning/Sanitation Supplies	\$22,000.00	\$0.00	\$22,000.00	\$1,820.59	\$14,970.98	\$7,029.02	32.0
<b>Subtotal</b>	<b>\$39,001.00</b>		<b>\$39,001.00</b>	<b>\$3,530.36</b>	<b>\$28,063.15</b>	<b>\$10,937.85</b>	<b>28.0</b>

### 3. Other Services and Charge

<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	\$325.20	\$13,713.35	\$9,286.65	40.4
3.141 Contracted Labor for Grounds	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$4,215.00	\$7,785.00	64.9
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	\$8,874.10	\$39,063.23	\$936.77	2.3
3.21 Telephone and Fax	\$4,500.00	\$0.00	\$4,500.00	\$394.55	\$4,219.50	\$280.50	6.2
3.211 Telephone - Markle	\$750.00	\$0.00	\$750.00	\$34.08	\$399.25	\$350.75	46.8
3.213 ENA - E-Rate Funding / Huntington	\$5,000.00	\$0.00	\$5,000.00	\$363.00	\$3,025.00	\$1,975.00	39.5
3.2131 ENA - E-Rate Funding / Markle	\$3,200.00	\$0.00	\$3,200.00	\$255.00	\$2,125.00	\$1,075.00	33.6
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	\$216.00	\$1,254.83	\$1,745.17	58.2
3.24 Professional Development	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$5,903.41	\$3,096.59	34.4
3.31 Advertising and Public Notices	\$11,000.00	\$0.00	\$11,000.00	\$870.00	\$11,239.33	(\$239.33)	-2.2
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	\$266.04	\$9,556.31	\$5,943.69	38.3
3.511 Gas Markle	\$1,250.00	\$0.00	\$1,250.00	\$19.24	\$852.10	\$397.90	31.8
3.52 Electricity Huntington (Utilities Overflow)	\$65,000.00	\$0.00	\$65,000.00	\$10,918.09	\$52,799.77	\$12,200.23	18.8
3.521 Electricity Markle	\$3,500.00	\$0.00	\$3,500.00	\$513.32	\$3,286.22	\$213.78	6.1
3.53 Water Huntington	\$4,000.00	\$0.00	\$4,000.00	\$265.39	\$2,757.32	\$1,242.68	31.1
3.531 Water Markle	\$350.00	\$0.00	\$350.00	\$33.80	\$296.40	\$53.60	15.3
3.54 Sewer and Waste Huntington	\$6,000.00	\$0.00	\$6,000.00	\$765.65	\$6,601.25	(\$601.25)	-10.0
3.541 Sewer and WasteMarkle	\$400.00	\$0.00	\$400.00	\$32.53	\$320.38	\$79.62	19.9
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	\$1,286.43	\$10,654.83	\$6,345.17	37.3
3.622 Contracted Facility Maintenance	\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$16,224.11	\$1,775.89	9.9
3.623 Technology License Agreements	\$14,500.00	\$0.00	\$14,500.00	\$0.00	\$6,640.99	\$7,859.01	54.2
3.624 Technology Maintenance	\$10,000.00	\$0.00	\$10,000.00	\$770.00	\$6,941.62	\$3,058.38	30.6
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
<b>Subtotal</b>	<b>\$379,957.00</b>		<b>\$379,957.00</b>	<b>\$26,202.42</b>	<b>\$267,893.68</b>	<b>\$112,063.32</b>	<b>29.5</b>

#### 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	\$860.75	\$4,794.24	\$4,205.76	46.7
4.42 Technology Equipment	\$11,000.00	\$0.00	\$11,000.00	\$79.98	\$13,415.14	(\$2,415.14)	-22.0
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	\$29,158.14	\$103,063.59	\$1,936.41	1.8
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	\$3,056.65	\$19,082.92	\$3,417.08	15.2
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	\$22.98	\$768.53	(\$18.53)	-2.5
4.8 Materials Processing	\$14,000.00	\$0.00	\$14,000.00	\$3,713.49	\$11,337.56	\$2,662.44	19.0

<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</i>
<b>Subtotal</b>	\$180,754.00		\$180,754.00	\$36,891.99	\$164,870.64	\$15,883.36	8.8
<b>Grand Total</b>	\$2,500,712.00	\$0.00	\$2,500,712.00	\$258,145.90	\$2,006,782.16	\$493,929.84	19.8

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*      **10/15/2025** *To*      **11/19/2025**

<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
<b>Subtotal</b>	<b>\$50,001.00</b>		<b>\$50,001.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50,001.00</b>	<b>100.0</b>
<b>Grand Total</b>	<b>\$50,001.00</b>	<b>\$0.00</b>	<b>\$50,001.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50,001.00</b>	<b>100.0</b>

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 10/15/2025 To 11/19/2025

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
<b>Subtotal</b>	<b>\$22,500.00</b>		<b>\$22,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,500.00</b>	<b>100.0</b>
<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
<b>Subtotal</b>	<b>\$5,000.00</b>		<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>100.0</b>
<i>3. Other Services and Charge</i>							
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
<b>Subtotal</b>	<b>\$60,650.00</b>		<b>\$60,650.00</b>	<b>\$0.00</b>	<b>\$1,880.50</b>	<b>\$58,769.50</b>	<b>96.9</b>
<i>4. Capital 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	\$34,754.41	\$57,536.50	(\$42,536.50)	-283.6
4.42 Technology Equipment	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
<b>Subtotal</b>	<b>\$538,750.00</b>		<b>\$538,750.00</b>	<b>\$34,754.41</b>	<b>\$63,936.50</b>	<b>\$474,813.50</b>	<b>88.1</b>
<b>Grand Total</b>	<b>\$626,900.00</b>	<b>\$0.00</b>	<b>\$626,900.00</b>	<b>\$34,754.41</b>	<b>\$65,817.00</b>	<b>\$561,083.00</b>	<b>89.5</b>

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