

**Hancock County Public Library Board of Finance Meeting
January 9, 2024**

Board of Finance Meeting

Board Present: Jeannie Roberts, Libby Manship, Lori Elmore, Fred Fox, Michelle Hasty, Tom Seng, Zach Schroer

Board Absent: None

Staff Present: Dave Gray Cindi Holloway, Jeanette Sherfield

Others: Shelley Swift

Library Board President Libby Manship called the Board of Finance Meeting to order at 7:02pm

Election of Officers (President and Secretary)

Libby Manship called for nominations for President and Secretary of the Board of Finance. Lori Elmore moved to nominate Zach Schroer for President and Tom Seng for Secretary. Vote was taken and the motion carried.

Review of Financial Policy Including Investment Policy

Library Director Dave Gray stated that there were no changes at this time. Fred Fox **moved to accept the Financial Policy as written.** This was seconded by Tome Seng. Vote was taken and the motion carried.

List of Depositories

Cindi Holloway presented the list of depositories. Cindi stated this list must be presented to the Board of Trustees every January.

List of Outstanding Encumbrances

Cindi Holloway reviewed the library's list of outstanding encumbrances and stated that \$277,799.67 would be carried over to the 2024 budget from the 2023 budget. These are items that have been ordered but have not yet been received.

Review of Library's Investments

Cindi Holloway reviewed the library's investments. These are investments for all 4 accounts, which consist of the Operating Fund, LIRF, Rainy Day, and Rea Gift Fund. There is a total of \$4,965,000 invested. Cindi also mentioned interest earned in 2023 was \$322,625, which is greater than 2022 which was only \$37,000.

Adjournment

Lori Elmore **moved to adjourn the Board of Finance meeting at 7:07pm.** This was seconded by Zach Schroer. Vote was taken and the motion carried.

**Board of Trustees Meeting
January 9, 2024**

Board Present: Jeannie Roberts, Libby Manship, Lori Elmore, Fred Fox, Michelle Hasty, Tom Seng, Zach Schroer

Board Absent: None

Staff Present: Dave Gray Cindi Holloway, Jeanette Sherfield

Others: Shelley Swift

Library Board President Libby Manship called the Board of Trustees Meeting to order at 7:07pm

There were no issues of public concern

Election of Officer – Nominating Committee

President, Libby Manship, Vice-President, Fred Fox, Secretary, Lori Elmore, Cindi Holloway, Treasurer

Tom Seng **moved to accept the slate of officers as presented by the nominating committee.** This was seconded by Zach Schroer. Vote was taken and the motion carried.

Monthly Statistics

Director Dave Gray presented the monthly statistics. Dave shared overall material circulation for 2023 was 968,253, which is only 19k less than 2018 and 58k more than last year. Physical material circulation percentages per location are as follows: Greenfield up 5%, Sugar Creek even, and Bookmobile up 24%. Electronic materials circulated was up 10%. Reference questions overall were up 10%. Door count percentages per location are as follows: Greenfield down 6%, Sugar Creek up 11%, and Bookmobile up 111%. Overall room usage was up 32%.

Minutes

Fred Fox **moved to accept the minutes as presented.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Financial Report

Cindi Holloway presented the December 2023 Financial Report. Cindi reported that the ending bank balance was 10.766 million. The fund report reflects the same amount. Cindi reported that \$277,799.67 in encumbrances would be carried over to the 2024 budget. The 2024 budget is 5.214 million, so with the additional encumbrances it will make the overall budget total 5.492 million. Zach Schroer **moved to accept the Financial Report as presented.** This was seconded by Tom Seng. Vote was taken and the motion carried.

Allow Bills

Bills for December 1, 2023 – December 31, 2023 were presented. Director Dave Gray said he reviewed the bills and found them to be in order. He highlighted there was a bond payment for the Sugar Creek building, and that the bond for the main library has been retired. Michelle Hasty **moved to approve the bills as presented.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Directors Report

Staffing

Open Positions

Youth Services Librarian (Sugar Creek) - Full-time

Youth Services Librarian (Main) – Full-time

Imagination Library

2,741 Enrolled

58 Graduated Last Month

1,986 Graduated Total

Daily Reporter Sunshine Letter 2024

Sent 11/28/23 & Due by 1/1/24

Daily Reporter

22 W. NEW ROAD • GREENFIELD, INDIANA
317.462.5528 • GREENFIELDREPORTER.COM

To whom it may concern:

Thank you for your past commitment to openness and keeping the public informed of the action of Hancock County Public Library Board. This is the Daily Reporter's official request, made pursuant to IC 5-14-1.5-5, for written notice of all meetings for 2024.

If you have already sent notice of your meetings, you may disregard this letter.

This letter also serves as our written request for notices of all meetings, including executive sessions and workshops, of all committees already appointed or that might be appointed under your authority in the coming year. Notices of executive sessions should indicate the subject matter. All meeting notices should indicate the time, date and place of the meeting and should be forwarded to the Daily Reporter at the address below at least 48 hours before the meeting.

Meetings that are being held virtually should include information about how the public can access them online.

Notices should be emailed or mailed no later than Jan. 1, 2024, to:

Aaron Kennedy, editor
dr-editorial@greenfieldreporter.com

or

Daily Reporter
22 W. New Road
Greenfield, Indiana 46140

If you schedule an emergency meeting or reschedule a meeting, please give the Daily Reporter the same notice you give members of the governing body. If that notice is by phone, you may call us at (317) 477-3228.

This request is intended to cover all governing bodies that are subject to the Indiana Open Door Law (IC 5-14-1.5).

The Daily Reporter is qualified to receive legal advertising under IC 5-3-1.

Thank you for your cooperation.

Programming

Jingle John @ HCPL 12/18 & 12/19



3 Shows (2 Greenfield & 1 SC):

- 12/18 Show (SC) – 99
- 12/19 Show 1 (G) – 126
- 12/19 Show 2 (G) – 118

Winter Reading 2024

All-ages program from February

Goal is to read five hours during the month

Prizes

- A “mystery prize” after reaching five hours (small gift cards and toys)
- Each hour read will earn a drawing ticket
- Drawings include gift cards to local businesses, toys, and experiences.
 - Gift cards to local businesses (Jersey Mike’s, Chipotle, Panera, etc.)
 - Toys and games (Nintendo Switch, Lego, Hot Wheels, board games)
 - Subscriptions and experiences like Children’s Museum Family Membership

Annual Reports to Appointing Bodies

Regular Meetings

- City Council – 2nd Wednesday @ 7pm
- County Commissioners – 1st, 3rd, 5th Tuesdays @ 8:30am
- County Council – 2nd Wednesday @ 8:30am
- Eastern Hancock – 2nd Mondays @ 7pm
- Greenfield-Central – 2nd Mondays @ 7pm
- Mt. Vernon – 3rd Mondays @ 7pm

- Southern Hancock – 2nd Mondays @ 6:30pm

Upcoming meetings

- City Council (7pm) – 3/13 & 4/10
- County Commissioners (8:30am) – 3/20, 4/16, 4/30
- County Council (8am) – 3/13 & 4/10
- G-C (7pm), SH(6:30pm) & EH (7pm) – 3/11, 4/8 & 5/13
- MV – 3/18, 4/15

2023 Board Committees

Executive (Libby, Fred & Lori)

Facilities (Zach, Michelle & Jeannie)

Finance (Lori, Zach & Tom)

Outreach (Tom, Michelle & Jeannie)

2024 Board Committee Meetings?

January – Board of Finance (Finance Committee – Cindi)

February – Facilities Committee (Update – TJ Reguli)

March – Outreach Committee (Update – Mike Schull)

April - None (Use if needed)

May – Finance Committee (Sustainability Analysis – Cindi & Dave)

June – Executive Committee (Update – Dave)

July – Finance Committee (Budget – Cindi & Dave)

August – Executive Committee (Update – Dave)

September - Facilities Committee (Update & Capital Improvement Plan – TJ)

October – Finance Committee (Health Insurance – Cindi)

November – Executive Session (Director's Evaluation)

December – Executive Session (Director's Evaluation)

2024 Department Updates?

January – Financial Information (Dave Gray & Cindi Holloway)

February – Facilities Committee (Update – TJ Reguli)

March – Outreach Committee (Update – Mike Schull)

April – Youth Services (Kristen Schutt)

May – Selection Process (TBD)

June – Marketing (Kyle Turpin, Bri Washburn, Ryan Fennell & Jesse Keljo)

July – Adult Services (Paul McNeil)

August – Sugar Creek (Jeanette Sherfield)

September – Summer Reading (Kristen Schutt)

October – Information Technology (Steve Jones)

November – Tech Services (Josephine Kaiser)

December – No Update

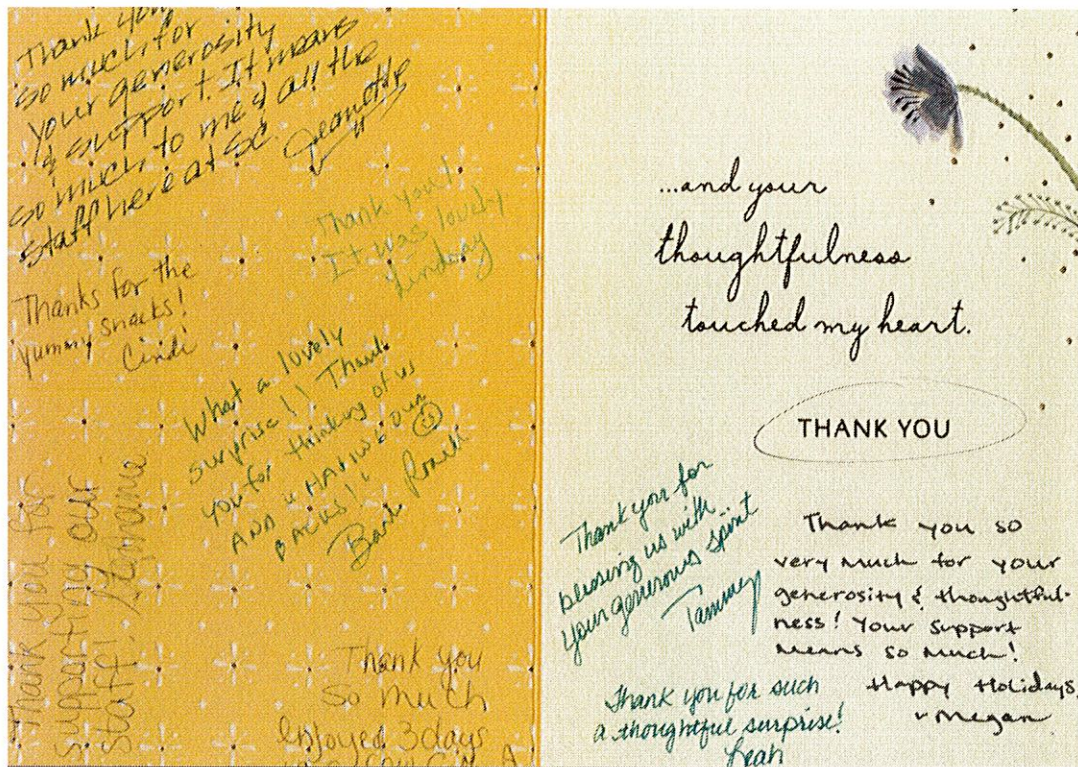
Thank you card from patron



Main Library Staff



Sugar Creek Staff



New Business

Public Library Access Card (PLAC) remains \$65

Reciprocal Borrowing Agreement with Fortville -Review

No changes

HCPL's Fortville/Vernon Township borrowers

December 2022: 830 December 2023: 822

FVTPL's HCPL borrowers

December 2022: 57 December 2023: ???

Sustainability Analysis (Financial Solutions Group)

Director Dave Gray shared with the Library Board of Trustees his desire to engage the services of Financial Solutions Group again this year to conduct a sustainability analysis for the library, with the cost not to exceed \$9,000. Zach Schroer **moved to engage Financial Solutions Group to conduct a**

sustainability analysis for the library. This was seconded by Fred Fox. Vote was taken and the motion carried.

Other

Nothing to report

Old Business

Employee Handbook Update 2024

Director Dave Gray and Business Manager Cindi Holloway presented changes to the Employee Handbook. Jeannie Roberts **moved to approve changes to the Employee Handbook.** This was seconded by Lori Elmore. Vote was taken and the motion carried.

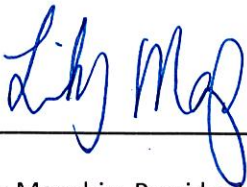
Other

Nothing to report

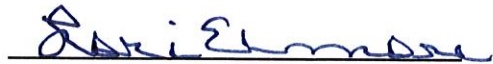
Adjourn

Fred Fox **moved to adjourn the meeting at 7:37pm.** This was seconded by Michelle Hasty. Vote was taken and the motion carried.

Respectfully Submitted,
Jeanette A. Sherfield, Recording Secretary

A handwritten signature in blue ink, appearing to read "Libby Manship", written over a horizontal line.

Libby Manship, President

A handwritten signature in blue ink, appearing to read "Lori Elmore", written over a horizontal line.

Lori Elmore, Secretary