

**Hancock County Public Library**  
**January 11, 2022**

**Board of Finance Meeting**

**Board Present:** Thomas N. Seng, Zach Schroer, Fred Fox, Libby Manship, Lori Elmore, Jeannie Roberts, Michelle Hasty

**Board Absent:** None

**Staff Present:** Dave Gray, Cindi Holloway, Jeanette Sherfield

**Others:** Jessica from the Daily Reporter

Library Board President Tom Seng called the Board of Finance Meeting to order at 7:00pm

**Election of Officers (President and Secretary)**

Tom Seng called for nominations for President of the Board of Finance. Zach Schroer was nominated. Lori Elmore **moved to accept Zach Schroer as President**. This was seconded by Fred Fox. Vote was taken and the motion carried. There was a call for nominations for Secretary of the Board of Finance. Libby Manship **moved to accept Lori Elmore as Secretary**. This was seconded by Fred Fox. Vote was taken and the motion carried.

**Review of Financial Policy including Investment Policy**

Cindi Holloway pointed out one change on pg.9 concerning the policy of purchasing #2. The policy previously stated purchases greater than \$200 will be approved by the library director and now will be changed to \$2,000. Anything over \$2,000 will go to the library director for approval. Fred Fox **moved to accept the Financial Policy with changes**. This was seconded by Michelle Hasty. Vote was taken and 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. The list is approved by the Indiana Board. The library has chosen Greenfield Banking Company.

**List of Outstanding Encumbrances**

Cindi Holloway reviewed the list of outstanding encumbrances and stated that \$89,941.00 would be carried over to 2022 from the 2021 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. There are investments for all 4 accounts, which consist of the Operating Account, LIRF, Rainy Day, and the Rea Gift Fund. There is a total of \$4.9 million invested.

**Adjournment**

Libby Manship moved to adjourn the Board of Finance meeting at 7:08pm. This was seconded by Lori Elmore. Vote was taken and the motion carried.

**Board of Trustees Meeting  
January 11, 2022**

**Board Present:** Thomas N. Seng, Zach Schroer, Fred Fox, Libby Manship, Lori Elmore, Jeannie Roberts, Michelle Hasty

**Board Absent:** None

**Staff Present:** Dave Gray, Cindi Holloway, Jeanette Sherfield

**Others:** Jessica from the Daily Reporter

President Tom Seng called the Board of Trustees meeting to order at 7:08pm

There were no issues of public concern

Tom welcomed and introduced Jeannie Roberts who was appointed by the Greenfield Central School Board to serve as a Library Board of Trustees member. Jeannie took the oath of office and is officially installed as a Library Board of Trustees member. Jeannie shared her background of service to the community. She and her husband Rick have lived in Greenfield for 35 years. She's worked with the United Way for 22 years and previously served on the library board from 1998-2001.

**Election of Officers—Nominating Committee**

President, Tom Seng; Vice President, Libby Manship; Secretary, Lori Elmore; Cindi Holloway, Treasurer.

Fred Fox **moved to accept the slate of officers as presented by the nominating committee.** This was seconded by Michelle Hasty. Vote was taken and the motion carried.

**Monthly Statistics**

Dave Gray presented the monthly statistics. He shared that overall circulation for 2021 was a little over 845,000 items, which was greater than 2020. He said the foot traffic still looks good as well. We are not back to full programming yet, so hopefully we'll start getting back to 900,000 to 1 million circs once programming resumes. He also shared that OverDrive checkouts were down 1,000 and that Hoopla checkouts were up 5,000 and Kanopy checkouts were up 500. The increase in Hoopla checkouts is probably due to multiple users being allowed to checkout the same item at any given time, where only one user can checkout an item in OverDrive at any given time.

**Minutes—December 14, 2021**

Libby Manship **moved to accept the minutes as presented.** This was seconded by Zach Schroer. Vote was taken and the motion carried.

## Financial Report

Cindi Holloway presented the December 2021 Financial Report. The bank balance is 9.4 million. Cindi pointed out on pg. 3 of the Appropriation Report that \$89,941 encumbered was carried over from the 2021 Budget to 2022. The ending balance for the 2021 Budget was \$121,000. The beginning of January 2022 the budget will be a total of 4.558 million. Lori Elmore **moved to accept the Financial Report as presented**. This was seconded by Fred Fox. Vote was taken and the motion carried.

## Allow Bills

**Bills for December 1, 2021 – December 31, 2021** were presented. Dave Gray said he reviewed the bills of \$386,000 and found them to be in order. Cindi stated the total included one of the bond payments. Zach Schroer **moved to approve the bills as presented**. This was seconded by Michelle Hasty. Vote was taken and the motion carried.

## Directors Report

### Staffing

- Two Open Part-Time Library Assistant in Access Services (Greenfield)
  - Alex Perkins (full-time position at IUPUI)
- Filled those positions today
  - Justin Thrope
  - Ali Kern

## Imagination Library

Enrolled 2,555

Graduated 42

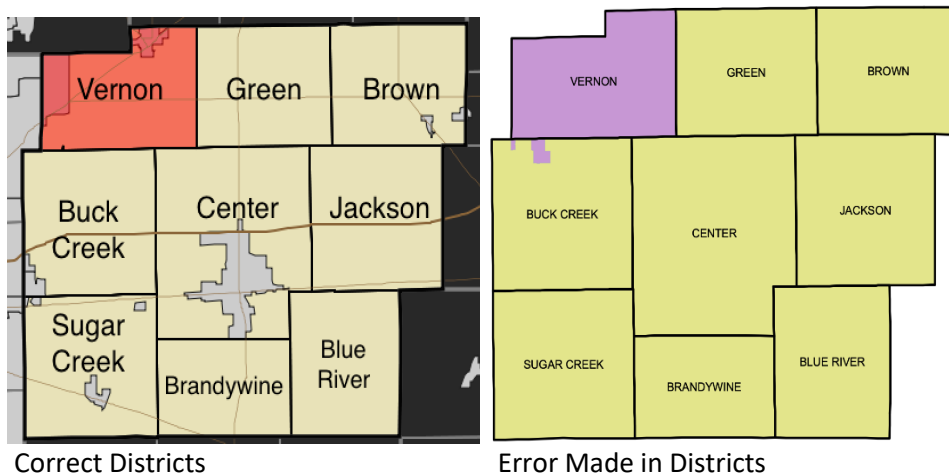
Total Graduated 706

## Winter Reading

The theme is Walking Indiana Wonderland

- All-ages program from February 1-28
- Goal is to read five hours during the month
- Prizes
  - A reusable library bag after reaching five hours
  - Each hour after five will be good for a drawing ticket
  - Drawings include
    - Gift cards to local businesses such as Hitherto, Sweet Shop, The Mug and Hometown classic pizza
    - Hoosier Experiences such as Holiday World tickets, Indiana State Park passes, and Carb Day tickets

## Hancock County Library Districts



Dave shared there was a mix up concerning the Hancock County Public Library Districts and worked with the Auditors office. McCordsville had annexed some land in Buck Creek Township and it was given to the Fortville Vernon Township Library District. Deb Carnes talked with Dave and they'll get that corrected this year for pay 2023 (2023 Budget)

## Reports to appointing bodies

### Regular Schedule

- Greenfield-Central – 2<sup>nd</sup> Mondays @ 7pm
- Southern Hancock – 2<sup>nd</sup> Mondays @ 6:30pm
- Eastern Hancock – 2<sup>nd</sup> Mondays @ 7pm
- Mt. Vernon – 3<sup>rd</sup> Mondays @ 7pm
- Commissioners – 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> Tuesdays @ 8:30am
- County Council – 2<sup>nd</sup> Wednesday @ 8:30am
- City Council – 2<sup>nd</sup> Wednesday @ 7pm

### Upcoming Schedule

- G-C, SH & EH – 3/14, 4/11 & 5/9
- MV – 3/21, 4/18 & 5/16
- Commissioners – 3/1, 3/15, 3/29, 4/5 & 4/19
- County Council – 3/2 & 4/2
- City Council – 3/9 & 4/13

Dave said depending on what's going on at the time the meetings are scheduled will determine whether they will be in person.

## Sunshine Letter

Dave shared that by Indiana Code we always have to have library board meeting dates for 2022 in to the Daily Reporter by January 1<sup>st</sup>. Dave said we had them in by December 17<sup>th</sup>. We also have to notify the Daily Reporter 48hrs before a meeting is to take place.

# Daily Reporter

22 W. NEW ROAD • GREENFIELD, INDIANA  
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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's 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 2022.

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, 2022, to:

David Hill, editor  
[dr-editorial@greenfieldreporter.com](mailto: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) 477-3275.

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.

## Other

### 2022 Board Committee Meetings

- January – Board of Finance (Finance Committee – Cindi)
- February – Facilities Committee (Update – Keith)
- March – Executive Committee (Update – Dave)
- May – Finance Committee (Sustainability Analysis – Cindi)
- June – Outreach Committee (Update – Mike)
- July – Finance Committee (Budget – Cindi)
- August – Executive Committee (Strategic Plan 2023 – Dave)
- September - Facilities Committee (Capital Improvement Plan – Keith)
- October – Finance Committee (Health Insurance – Cindi)
- November – Executive Session (Director’s Evaluation)
- December – Executive Session (Director’s Evaluation)

### 2022 Board Committees

- Executive (Tom, Libby & Lori)
- Finance (Lori, Zach & Tom)
- Facilities (Zach, Michelle & Fred)
- Outreach (Fred, Michelle, Jeannie)

### 2022 Board Department updates

- January – Financial Information (Dave Gray & Cindi Holloway)
- February – Building Services (Keith Fisher)
- March – Marketing (Kyle Turpin)
- April – Youth Services (Cathy Riley)
- May – Material Selection Process (Paul McNeil & Jenny Cecil-Jesse)
- June – Outreach (Mike Schull)
- July – Video marketing (Jesse Keljo)
- August – Sugar Creek (Jeanette Sherfield)
- September – Summer Reading (Cathy Riley)
- October - Access Services (Cody Flood)
- November – Technical Services (Terri Gorden)
- December – Information Technology (Steve Jones)

## New Business

### HCPL Strategic Plan Update

Dave shared that the Strategic Plan has been submitted to the Indiana State Library. This is the same plan that was presented in November.

Zach Schroer **moved to accept the HCPL Strategic Plan Update.** This was seconded by Fred Fox. Vote was taken and the motion carried.

### FSG Sustainability Analysis Proposal

Dave shared the sustainability analysis proposal includes a lot of different analysis and projections. It helps in decision making for the future and we don't know what is going to happen with income tax.

Dave proposed the Library Board of Trustees enlist Greg for another year at a cost of \$7500. Zach Schroer **moved to accept the FSG Sustainability Analysis Proposal.** This was seconded by Libby Manship. Vote was taken and the motion carried.

### Mike Bensi Proposal

Dave shared Mike Bensi has helped with the HCPL Strategic Plan Update in the past and that he wishes to enlist his help with the update of the Strategic Plan for 2023-2025 as well as the vision and mission statements. Mike has also helped update performance appraisals and it has been 7 years since they were last updated. His fee for these services is \$16,650. Zach Schroer **moved to accept Mike Bensi's Proposal for assisting with the future HCPL Strategic Plan.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Public Library Access Card (PLAC) remains \$65

Dave shared that the PLAC fee will remain at \$65 for the year 2022.

Reciprocal Borrowing Agreement with Fortville-Review

**HCPL's Fortville/Vernon Township borrowers**

December 2020: 777                      December 2021: 820

**FVTPL's HCPL borrowers**

December 2020; 316                      December 2021:???

Dave shared the reason for the lack of information concerning the December 2021 FVTPL's HCPL borrowers is because they have migrated to Evergreen and did not have updated information.

Old Business

### **HCPL Bylaw Review**

Dave shared that the bylaws were given to the library's attorney for review. There was a minor change to pg.1 due to an Indiana Code that has been repealed. The Indiana Code has been changed from 590.5-1-4 DEH to 590.6-1-4 DEH. This coded specifically addresses the fact that the Library Board of Trustees sets policies and hires and fires the library Director.

Fred Fox **moved to accept the HCPL Bylaws with updates.** This was seconded by Zach Schroer. Vote was taken and the motion carried.

Other

### **Adjourn**

Fred Fox moved to adjourn the meeting at 7:40pm. This was seconded by Zach Schroer. Vote was taken and the motion carried.

Recorded by Jeanette Sherfield

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Thomas N. Seng, President

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Lori Elmore, Secretary