

Hancock County Public Library
January 12, 2021

Board of Finance

Board Present: Thomas N. Seng, Zach Schroer, Fred Fox, Peggy Pritzke, and Libby Manship.

Board Absent: Michelle Hasty and Lori Elmore

Staff Present: Dave Gray, Cindi Holloway, and Kyle Turpin

Others: none

President Tom Seng called the Board of Finance meeting to order at 7:00 PM.

The Board of Finance, consisting of the entire library board, is required to meet once a year before the end of January. The library holds this meeting just before the regular January board meeting.

The board's Finance Committee consists of Lori Elmore (chair), Fred Fox and Zach Schroer. Peggy Pritzke moved to **elect Lori Elmore as President of the Board of Finance**. There were no other nominations. This was seconded by Zach Schroer. Vote was taken and the motion carried.

Zach Schroer moved to **elect Fred Fox Secretary of the Board of Finance**. There were no other nominations. This was seconded by Peggy Pritzke. Vote was taken and the motion carried.

The library's Financial Policy was reviewed by Greg Guerrettaz. He recommended the following four changes –

Furniture and Equipment

- a) The definition of furniture and equipment is an apparatus, tool, or conglomeration of pieces to form a tool. The tool will stand alone and not become a part of a basic structure or building.
- b) The library will capitalize items with an individual value equal to or greater than **~~\$1,000~~ \$3,000**. Equipment combined with other equipment to form one unit with a total value greater than the above-mentioned limit will be one unit.
- c) Improvements or renovations to existing furniture and equipment will be capitalized only if the result of the change meets all the following conditions:
 - (1) The total costs exceed **~~\$1,000~~ \$3,000**.
 - (2) The useful life is extended two or more years.
 - (3) The total costs will be greater than the current book value and less than the fair market value.

Buildings

- Buildings will be capitalized at full cost with no subcategories for tracking the cost of attachments. Examples of attachments are roofs, heating, cooling, plumbing, or heating, or any part of the basic building. Cost of items designed or purchased exclusively for the building will be included.
- b) A new building will be capitalized only if it meets the following conditions:
 - (1) The total cost exceeds **~~\$1,000~~ \$10,000**
 - (2) The useful life is greater than two years.
- c) The cost of improving or renovating an existing building will be capitalized only if the result meets all the following conditions:
 - (1) The total cost exceeds **~~\$1,000~~ \$10,000**.
 - (2) The useful life is extended two or more years.
 - (3) The total cost will be greater than the current book value and less than the fair market value.

This will be voted on at next month's board meeting.

The list of approved depositories was reviewed by the Library Board's Finance Committee. Greenfield Banking Company is our designated depository.

A list of **outstanding encumbrances** was presented. These are items that are being carried over to 2021.

The library's **investments were reviewed.**

- Greenfield Bank's Wealth Management reviews the library's investments.
- The four accounts are Operating Account, Library Improvement Reserve Fund (LIRF), Rainy Day Account and the Rea Gift Account.

Fred Fox moved to **adjourn** the Board of Finance meeting at 7:12pm. This was seconded Peggy Pritzke. Vote was taken and the motion carried.

Board of Trustees Meeting

Board Present: Thomas N. Seng, Zach Schroer, Fred Fox, Peggy Pritzke, and Libby Manship.

Board Absent: Michelle Hasty and Lori Elmore

Staff Present: Dave Gray, Cindi Holloway, and Kyle Turpin

Others: none

President Tom Seng called the Board of Trustees meeting to order at 7:12pm.

There were no issues of public concern.

The Nominating Committee moved to approve the **following slate of officers for the Hancock County Public Library's Board of Trustees for 2021:** Thomas N. Seng, President; Libby Manship, Vice-President; Lori Elmore, Secretary; and Cynthia Holloway, Treasurer. **All voted in favor and the motion carried.**

The monthly statistics were reviewed. The library estimated circulating between 750,000 and 800,000 items in 2020. Dave Gray said we circulated 782,182 items. More details are in his Director's report.

The **December 8, 2020 minutes** were reviewed. Peggy Pritzke **moved to accept the minutes as presented.** This was seconded by Fred Fox. Vote was taken and the motion carried.

The **December Financial Report** was presented. Cindi Holloway closed out the 2020 books and opened the 2021 books. \$193,452.34 was carried over to the 2021 budget. Libby Manship **moved to approve the December Financial Report as presented.** This was seconded by Zach Schroer. Vote was taken and the motion carried.

Bills for December 01, 2020 – December 31, 2020 (\$405,347.21) were presented. These included a bond payment. Dave Gray reviewed the bills and found them all in order and recommended they be approved. Peggy Pritzke **moved to approve the bills as presented.** This was seconded by Zach Schroer. Vote was taken and the motion carried.

Director's Report

- Staffing
 - No staffing changes
- Imagination Library Update
 - 2545 enrolled
 - 52 will graduate from the program (completed the full five years)

Carthage - 6 Charlottesville - 17 Fortville - 258 Fountaintown – 22 Greenfield – 1403 Indy/Cumberland – 28 Knightstown - 2 Markleville – 6	Maxwell - 4 McCordsville – 386 Morristown - 2 New Palestine – 357 Pendleton - 3 Shirley – 15 Wilkinson – 45 Willow Branch - 2
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- Vincennes University Learning Unlimited
 - This partnership, that started in 2010, has been ended by Vincennes University.
 - HCPL had the highest usage of their off-site Learning Unlimited classes.
 - All inquiries about their program will be directed to Vincennes University.
- Kevin Gioe Memorials
 - An engraved brick will be placed at the main library when weather allows.
 - A plaque was hung at Sugar Creek on the outside near the picnic area.
 - They both read, “KEVIN GIOE -Timeless Talent Not Forgotten”
 - Kevin’s son Jeff posted the following on Facebook – “The Hancock County Library, where my dad worked the last ten years of his life, honored him with his own plaque. I’d like to thank the people responsible for making this happen. He loved his time there and it gave him a chance to express his personality and creativity through his work.”
- League of Women Voters (LWV) Partnership
 - Hancock County is preparing to launch a county wide project, “Just Mercy” – a Community Read. To participate, the public will be encouraged to look for this book in select locations throughout Hancock County soon in 2021.
 - Details include
 - The book is titled *Just Mercy* by Bryan Stevenson.
 - 350 books will be distributed to local high schools, select community members and local businesses.
 - Everyone is encouraged to read the book and pass it on to someone else in the community.
 - Participants will be asked to complete a survey.
 - The LWV received a grant from Indiana Humanities to cover advertising and book costs. HCPL will bookplate each copy.
 - The project ends with a screening of the movie, *Just Mercy*, followed by a panel discussion at a local theater. (date and location TBD)
- Annual Report Presentations
 - The library will contact each appointing authority to determine the protocol for their meetings due to the pandemic.
 - Dave will notify members after we receive their responses.
 - Southern Hancock (Fred)
 - Greenfield-Central (Peggy)
 - County Council (Michelle)
 - City Council (Lori)
 - Mt Vernon (Tom)
 - County Commissioners (Zach)
 - Eastern Hancock (Libby)

- Board Members Up for Reappointment
 - Lori Elmore
 - Appointed by the Greenfield City Council in May of 2017
 - Zach Schroer
 - Appointed by the Hancock County Commissioners in May of 2018 to fill the term for David Roberts.
- Other Board Member Appointments
 - May 2022 – Michelle – Hancock Count Council
 - July 2022- Fred – Southern Hancock Schools
 - June 2023 – Tom – Mt Vernon Schools
 - June 2023 - Libby – Eastern Hancock Schools
 - June 2023 – Peggy – Greenfield-Central Schools
- COVID-19 (<https://www.coronavirus.in.gov>)
 - Hancock County is now at the red level
 - At 2.0 (Orange) – Business as usual for COVID-19
 - At 2.5 (Orange) – Additional cleaning
 - At 3.0 (Red)
 - Reduced hours
 - M-F – 9am to 6pm
 - Sundays 1pm – 4pm
 - Staff working in teams
 - Adhere to any request from county health department

- Overall Circulation Stats

	2019	2020	Change
Jan	74495	91771	23.19%
Feb	68249	85594	25.41%
Mar	84169	75719	-10.04%
Apr	77166	43314	-43.87%
May	71972	25062	-65.18%
Jun	94930	50010	-47.32%
Jul	95735	65291	-31.80%
Aug	86746	70419	-18.82%
Sep	87662	69109	-21.16%
Oct	103226	72648	-29.62%
Nov	93569	68478	-26.82%
Dec	86598	64767	-25.21%
Total	1024517	782182	-23.65%

- Days Open & Electronic Usage

Days open	Electronic Usage
2019 - 352	2019 - 217,885
2020 - 270	2020 - 220,930
-23.30%	1%

- Physical Vs. Electronic

2019		2020
Physical - 806,632 (78.7%)		Physical - 561,252 (71.8%)
Electronic - 217,885 (21.3%)		Electronic - 220,930 (28.2%)
Total - 1,024,517		Total - 782,182

- 2020 Electronic Circulation

Services	Hoopla	OverDrive
Kanopy - 2,456	Movies - 4,041	eBooks - 111,688
Tumblebooks - 3,938	TV Shows - 4,893	Audiobooks - 57,632
Hoopla - 45,216	Music - 3,942	Total - 169,320
OverDrive - 169,320	Audiobooks - 19,024	
Total - 223,023	eBooks - 13,316	
	Total - 45,216	

- Board Committees (a few of these will change)
 - Executive (Tom, Peggy, & Libby)
 - Finance (Lori, Zach & Fred)
 - Facilities (Tom, Michelle, & Fred)
 - Outreach (Libby, Michelle, & Peggy)
- 2021 Board Committee Meetings.
 - January – Board of Finance (Finance Committee)
 - February – Facilities Committee (Update)
 - March – Executive Committee (Update)
 - April – Finance Committee (Sustainability Analysis)
 - May – Executive Committee (Update)
 - June – Outreach Committee (Update)
 - July – Finance Committee (Budget)
 - August – Executive Committee (Strategic Plan Updates)
 - September – Facilities Committee (Capital Improvement Plan Update)
 - October – Finance Committee (Health Insurance)
 - November – Executive Committee (Director's Evaluation)
 - December – Executive Session (Director's Evaluation)
- 2021 Board Department updates
 - January – Financial Information (Dave & Cindi)
 - February – Building Services (Keith Fisher)
 - March – Marketing (Kyle Turpin)
 - April - Youth Services (Cathy Riley)
 - May – 2022 Budget Process (Dave & Cindi)
 - June – Outreach (Mike Schull)
 - July – Video marketing (Jesse Keljo)
 - August – Sugar Creek (Jeanette)
 - September – Summer Reading (Cathy Riley)
 - October - Access Services (Cody)
 - November – Technical Services (Cody Flood and Terri Gorden)
 - December – Information Technology (Steve Jones)

New Business –

Greg Guerrettaz from FSG (Financial Solutions Group) submitted a proposal to update the library's **Sustainability Analysis**. This analysis provides projections needed to determine future financial targets. Peggy Pritzke **moved to accept this proposal**. This was seconded by Fred Fox. Vote was taken and the motion carried.

Resolution 011221 – COVID-19 Employee Relief Plan

- The Family First Coronavirus Response Act required employers to provide paid sick leave for specific reason related to COVID-19.
- This covered the time period from April 1 to December 31, 2020.
- The last relief bill allowed the employers an option to continue to offer the leave through the first quarter.
- The HCPL Board can extend the Families First Coronavirus Response Act (FFCRA) benefits through March 31, 2021.
- Attorneys at Faegre Drinker reviewed the resolution.

Peggy Pritzke moved to **adopt Resolution 011221 – COVID-19 Employee Relief Plan**. This was seconded by Libby Manship. Vote was taken and the motion carried.

The price for the Public Library Access Card (PLAC) will remain \$65. A PLAC allows the holder to use any library in the state of Indiana.

The **Reciprocal Borrowing Agreement with Fortville-Vernon Township Public Library** was reviewed. No changes in the agreement need to be made at this time. HCPL has 777 FVTPL borrowers. The number of HCPL borrowers was not available from the FVTPL. They have a new director starting soon and they just changed their circulation system over to Evergreen. We will report the number when it is determined.

Old Business -

Changes to the library's bylaws were reviewed at the November board meeting. There were no additional changes. Fred Fox moved to **approve the revised bylaws as presented**. This was seconded by Zach Schroer. Vote was taken and the motion carried.

Peggy Pritzke moved to **adjourn the meeting** at 7:46pm. This was seconded by Fred Fox. Vote was taken and the motion carried.

Respectfully submitted,
Mary Lynn Burrows, Recording Secretary

Thomas N. Seng, President

Lori Elmore, Secretary