

**Hancock County Public Library Board of Finance Meeting
January 13, 2026**

Board of Finance Meeting

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

Board Absent: Zach Schroer

Staff Present: Dave Gray, Cindi Holloway, Jeanette Sherfield

Others: None

Library Board President Libby Manship called the Board of Finance Meeting to order at 7:01pm

Election of Officers (President and Secretary)

Libby Manship called for nominations for President and Secretary of the Board of Finance. Fred Fox **moved to nominate Tom Seng as President and Lori Elmore as Secretary.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Review of Financial Policy Including Investment Policy

Business Manager Cindi Holloway reported the new cap on purchasing not needing library board approval would be items up to \$10,000. Anything costing \$10,001-\$15,000 would need approval of the Hancock County Public Library Board Executive Committee. Anything above \$15,000 would need approval of the Hancock County Public Library Board of Trustees. Any purchases or services greater than \$300,000 notice for bids shall be filed. Also, any funds received exceeding \$500 must be deposited the next business day following receipt of these funds. Michelle Hasty **moved to accept the Financial Policy Including Investment Policy.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

List of Depositories

Business Manager 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

Business Manager Cindi Holloway reviewed the library's list of outstanding encumbrances. She stated that \$560,821.64 would be carried over to the 2026 budget from the 2025 budget. These are items that have been ordered but have not yet been received. This also includes parking lot work that will be completed at HCPL Main.

Review of Library's Investments

Business Manager Cindi Holloway reviewed the library's investments. These are investments for all 4 accounts, which consist of the Operating Fund, LIRF, Rainy Day, and the Rea Gift Fund. There is a total of \$5,380,000 invested.

Adjournment

Fred Fox **moved to adjourn the Board of Finance meeting at 7:09pm**. This was seconded by Tom Seng. Vote was taken and the motion carried.

Board of Trustees Meeting January 13, 2026

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

Board Absent: Zach Schroer

Staff Present: Dave Gray, Cindi Holloway, Jeanette Sherfield

Others: None

Library Board President Libby Manship called the meeting to order at 7:09pm

There were no issues of public concern.

Election of Officers- Nominating Committee

Jeannie Roberts presented the 2026 slate of officers for the Hancock County Public Library Board of Trustees. Fred Fox **moved to elect Libby Manship as President, Fred Fox for Vice President, Lori Elmore Secretary, and Cindi Holloway Treasurer**. This was seconded by Tom Seng. Vote was taken and the motion carried.

Monthly Statistics

Director Dave Gray reported electronic checkouts are up 7% and physical checkouts are down 4%. Door counts and new library cards are also down. Dave mentioned this is a trend at other libraries around the state of Indiana as well. Dave shared that HCPL is still 12th or 13th in the top 25 libraries in the state of Indiana despite several of these library systems being larger than HCPL.

Minutes

There was a correction on page 3 of the minutes concerning the 2026 draft of Department Updates. Staff will change in presentations. Jeannie Roberts **moved to accept the minutes with corrections**. This was seconded by Fred Fox. Vote was taken and the motion carried.

Financial Report

Business Manager Cindi Holloway presented the December 2025 Financial Report. The bank balance is 12.2 million. The fund report reflects the same. At the end of 2025 the end balance for appropriations is \$6,219. Lori Elmore **moved to accept the Financial Report as presented**. This was seconded by Michelle Hasty. Vote was taken and the motion carried.

Allow Bills

Bills for December 1, 2025 to December 31, 2025 were presented. Director Dave Gray reviewed the bills and found them to be in order. He highlighted a few of the larger expenses to include the bond payment, large Dell purchase, and adding Consumer Reports as an electronic resource, which is listed under EBSCO. Tom Seng **moved to accept the bills as presented.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Directors Report

Staffing

Hired – Ivy Riester – Sugar Creek Youth Services Manager (Started Monday January 12)

Imagination Library

2,671 Enrolled

43 Graduated Last Month

3,325 Total Graduated

2026 Department Updates

January – Financial Information (Dave Gray & Cindi Holloway)

February – (Update – Mike Schull)

March – Facilities (Update – TJ Reguli)

April – Youth Services (Kristen Schutt)

May – Selection Process (TBD)

June – Marketing (Kyle Turpin)

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 (Use If Needed)

2026 Board Committees

Executive (Libby, Fred & Lori)

Facilities (Zach, Michelle & Jeannie)

Finance (Lori, Zach & Tom)

Outreach (Tom, Michelle & Jeannie)

2026 Board Committee Meetings

January – Board of Finance (Finance Committee – Cindi)
February – Outreach Committee (Update – Mike Schull)
March – Facilities Committee (Update – TJ Reguli)
April – Executive Committee (Update - Dave)
May – Finance Committee (Sustainability – Cindi & Dave)
June – Executive Committee (Update – Dave)
July – Finance Committee (Budget – Cindi & Dave)
August – Executive Committee (Update – Dave)
September - Facilities Committee (Update & CIP– TJ)
October – Finance Committee (Health Insurance – Cindi)
November - Executive Session (Director Evaluation)
December – Executive Committee (Update – Dave)

Annual Reports

1782 Notice - Done
1099-R – Done
Annual Financial Report – Due March 1st
Indiana State Library Annual Report – Due March 1st
Reports to Appointing Bodies (Mar-May)

Appointing Bodies Reports

Greenfield-Central (Jeannie) – 3/9, 4/13 or 5/11 @ 7pm
New Palestine (Fred) – 3/9, 4/13 or 5/11 @ 6:30pm
Eastern Hancock (Libby) – 3/16, 4/13 or 5/11 @ 7pm
Mt. Vernon (Tom) – 3/16, 4/20 or 5/18 @ 7pm
City Council (Lori) – 3/11 or 3/25 @ 7pm
County Commissioners (Zach) 3/3 or 3/17 @ 8am
County council (Michelle) – 3/18 or 4/14 @ 8:30am

Board Reappointment Dates

Michelle Hasty – May 2026
Fred Fox – July 2026
Libby Manship – June 2027
Jeannie Roberts – June 2027
Tom Seng – June 2027
Zach Schroer – December 2028
Lori Elmore – May 2029

2026 Board Meeting Dates

February 10
March 10
April 14 @ Sugar Creek
May 12
June 9
July 14
August 11 @ Sugar Creek
September 8
October 13
November 10
December 8

Other

Nothing to report

New Business

Reciprocal Borrowing Agreement with Fortville – Review

No changes to be made

HCPL's Fortville/Vernon Township borrowers

December 2024: 995 December 2025: 1043

FVTPL's HCPL borrowers

December 2024: 99 December 2025: 236

Resolution 011326 – Transfer of Funds

Fred Fox **moved to approve Resolution 011326 Transfer of Funds**. This was seconded by Lori Elmore. Vote was taken and the motion carried.

Financial Solutions Group Proposals

Director Dave Gray presented 2 proposals from the Financial Solutions Group. The first proposal concerns the sustainability analysis report not to exceed \$10,000. The second proposal concerns the special purpose LIT analysis not to exceed \$10,000. Jeannie Roberts **moved to approve both proposals from Financial Solutions Group**. This was seconded by Tom Seng. Vote was taken and the motion carried.

Other

Nothing to report

Old Business

HCPL Bylaw Review

There were no changes

Other

Nothing to report

Adjourn Time

Fred Fox **moved to adjourn the meeting at 7:35pm**. This was seconded by Tom Seng Vote was taken and the motion carried.

Respectfully Submitted,
Jeanette A. Sherfield, Recording Secretary



Libby Manship, President



Lori Elmore, Secretary