

**Hancock County Public Library Board of Finance Meeting  
January 14, 2025**

**Board of Finance Meeting**

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

**Board Absent:** Michelle Hasty

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

**Others:** None

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

**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 Tom Seng as President and she will remain Secretary.** Vote was taken and the motion carried.

**Review of Financial Policy Including Investment Policy**

Director Dave Gray stated that there were no changes at this time.

**List of Depositories**

Director Dave Gray presented the list of depositories. Dave stated this list must be presented to the Board of Trustees every January.

**List of Outstanding Encumbrances**

Director Dave Gray reviewed the library's list of outstanding encumbrances. He stated that \$248,633.20 would be carried over to the 2025 budget from the 2024 budget. These are items that have been ordered but have not yet been received.

**Review of Library's Investments**

Director Dave Gray 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 \$6,085,000 invested.

**Adjournment**

Lori Elmore **moved to adjourn the Board of Finance meeting at 7:04pm.** This was seconded by Zach Schroer. Vote was taken and the motion carried.

**Board of Trustees Meeting  
January 14, 2025**

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

**Board Absent:** Michelle Hasty

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

**Others:** None

Library Board President Libby Manship called the meeting to order at 7:04pm

There were no issues of public concern

**Election of Officers--- Nominating Committee**

Jeannie Roberts **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 that new library card registrations are up 9% and renewed library card registrations are up 68%. Uses of electronic materials are up 30%

**Minutes**

Fred Fox **moved to approve the minutes as written.** This was seconded by Tom Seng. Vote was taken and the motion carried.

**Financial Report**

Business Manager Cindi Holloway presented the December 2024 Financial Report. The bank balance is 11.2 million. The fund report reflects the same. At the end of 2024 the end balance for appropriations is \$67,000. Zach Schroer **moved to accept the Financial Report as presented.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

**Allow Bills**

**Bills for December 1, 2024 to December 31, 2024 were presented.** Director Dave Gray reviewed the bills and found them to be in order. He highlighted a few of the bigger payments for the month of December to include the bond payment, furniture for the youth offices, as well as final payment for chiller work. Lori Elmore **moved to accept the bills as presented.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

## Directors Report

### Staffing

Hired –Mandalyn Gray –Library Assistant (PART-TIME MAIN)  
Open -Part-Time Shelver (MAIN)

### Imagination Library

2,679 Enrolled  
49 Graduated Last Month  
2,691 Total Graduated

### Annual Reports

1782 – DONE

1099-R – DONE

Annual Financial Report – Due March 1st

Indiana State Library Annual Report – Due March 1st

Reports to Appointing Bodies

### Appointing Bodies Reports

Greenfield-Central (Jeannie) – 2/10, 3/10 or 4/14

New Palestine (Fred) – 2/10, 3/10 or 4/14

Eastern Hancock (Libby) - 2/10, 3/10 or 4/14

Mt. Vernon (Tom) – 2/17, 3/17 or 4/21

City Council (Lori) – 3/12 or 3/26

County Commissioners (Zach) 3/4 or 3/18

County council (Michelle) – 3/12 or 4/19

### 2025 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 (???? & ????)

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

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)

## **2025 Board Committee Meetings**

January – Board of Finance (Finance Committee – Cindi)  
February – Outreach Committee (Update – Mike Schull)  
March – Facilities Committee (Update – TJ Reguli)  
April - Facilities Committee - Chiller  
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)

## **2025 Board Committees**

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

## **Board Reappointment Dates**

Zach Schroer – DECEMBER 2024  
Lori Elmore – MAY 2025  
Michelle Hasty – MAY 2026  
Fred Fox – JULY 2026  
Libby Manship – JUNE 2027  
Jeannie Roberts – JUNE 2027  
Tom Seng – JUNE 2027

## **Other**

Nothing to report

## **New Business**

### **Reciprocal Borrowing Agreement with Fortville**

No changes

Reciprocal Borrowing Agreement with Fortville - Review

### **HCPL’s Fortville/Vernon Township borrowers**

December 2023: 830 December 2024: 995

### **FVTPL’s HCPL borrowers**

December 2023: 57 December 2024: 99



### **Financial Solutions Group Proposals**

Director Dave Gray presented 2 proposals from the Financial Solutions Group. The first proposal in the amount of \$6,000 is for an Income Tax Report concerning the County EDIT Fund. The second proposal in the amount of \$10,000 is for a Sustainability/Revenue and Spending Plan as well as Miscellaneous General Consulting Services. Jeannie Roberts **moved to approve both proposals from Financial Solutions Group**. This was seconded by Fred Fox. Vote was taken and the motion carried.

### **HVAC Maintenance Quotes**

Director Dave Gray presented quotes for HVAC maintenance on behalf of Facilities Manager TJ Reguli. The first quote was from Leach and Russell Mechanical in the amount of \$14,300. The second was from True Mechanical Services and Consulting LLC in the amount of \$13,460. While TJ has worked with both companies he recommended the library employ the services of True Mechanical Services and Consulting LLC. Zach Schroer **moved to approve the quote from True Mechanical Services and Consulting LLC**. This was seconded by Jeannie Roberts. 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**

Lori Elmore **moved to adjourn the meeting at 7:24pm**. This was seconded by Tom Seng. Vote was taken and the motion carried.

Respectfully Submitted,  
Jeanette A. Sherfield, Recording Secretary

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

Libby Manship, President

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

Lori Elmore, Secretary