

Board of Trustees Meeting

Date: February 11, 2025

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

Board Absent: None

Staff Present: Dave Gray, Cindi Holloway, Cody Flood, Mike Schull, Kyle Turpin, Jennifer McPheron

Others: None

Library Board President Libby Manship called the meeting to order at 7:01pm.

There are no issues of public concern.

Monthly Statistics

Director Dave Gray reported there was an increase in door counts. He mentioned there was a slight dip in Libby usage, but Hoopla downloads were up 25%. Usage of Heritage Quest and Ancestry also saw an increase.

Minutes

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

Financial Report

Business Manager Cindi Holloway presented the January 2025 Financial Report. The bank balance is currently 11.2 million. The fund report reflects the same. Cindi also mentioned that the percentage of appropriations for the first month of 2025 are on target. Jeannie Roberts **moved to accept the Financial Report** as presented. This was seconded by Lori Elmore. Vote was taken and the motion carried.

Allow Bills

Bills for January 1, 2025 – January 31, 2025 were presented. Director Dave Gray said he reviewed the bills and found them to be in order. He mentioned Fralick's was the biggest expenditure for snow removal and salting of parking lots at both library locations. Fred Fox **moved to approve the bills as presented**. This was seconded by Zach Schroer. Vote was taken and the motion carried.

Directors Report

Staffing

Veronica Rychtarczyk will be returning to HCPL as a part time shelver.

Imagination Library Update

2,679 Enrolled

53 Graduated

2,744 Total

Hoopla Ranking

Your hoopla Ranking

Over the past 12 months, your library ranked:

New patrons:
#281 Globally
#256 in the United States
#11 in Indiana

Patrons borrowing:
#308 Globally
#277 in the United States
#13 in Indiana

Number of borrows:
#175 Globally
#167 in the United States
#10 in Indiana

Indiana State Library Annual Report

The Indiana State Library Annual Report is due March 1st. It has been double checked by library managers and is completed and ready for the Board President's signature.

Annual Reports to Appointing Bodies

- Zach - County Commissioners 2/18 @ 8am (Dave)
- Fred - New Palestine – 3/10 @ 6:30pm (Dave)
- Libby - Eastern Hancock – 3/10 @ 7pm (Cody)
- Michelle - County Council – 3/12 @ 8:30am (Dave)
- Lori - City Council – 3/12 @ 7pm (Dave)
- Tom - Mt. Vernon – 4/14 @ 7pm (Dave)
- Jeannie - Greenfield-Central – 4/14 @ 7pm (Cody)

2025 Department Updates

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

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

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

Outreach Department Update (Mike Schull)

Bookmobile Manager Mike Schull briefed the board on bookmobile activities that have taken place over the last year. The department has been fully staffed for a year and Mike is on track to celebrate 17 years with HCPL in 2025. Some of the stats he shared include: 54,089 items circulated, interaction with 18,474 patrons, 456 stops, built 231 teacher/classroom collections and made 162 deliveries, covered 4,920 miles, averaging 14.73 mpg, and the "Baby Book" covered 2,091 miles, averaging 31.6 mpg. Some of the events participated in include: Hancock County Community Night on July 17th with 621 visitors. Mike said they ran out of free sunglasses in less than an hour! The SC Township Fire Department Fire & Life Safety Open House on Sept. 21st with 221 visitors, and the Woodland Terrace Trunk or Treat on Oct. 27th with 1,041 candy-seekers. Mike also shared that after several years of absence they have started visiting the Boys and Girls Club again as part of the Greenfield Central Schools after school care. They've also doubled their bookmobile visits at Eastern Hancock while the media center is under renovation. Last fall all Bookmobile staff were able to attend the Association of Bookmobile and Outreach Services Conference held in Indianapolis. Mike also shared that Jordan Harrison completed her Bachelor's Degree from Purdue Global last fall and Rachel Peele is enrolled in the MLIS program at Indiana University.

Website Redesign Proposals (Kyle Turpin)

Marketing Manager Kyle Turpin shared proposal information he'd collected for the library's website redesign project. He reached out to Library Market, Ebsco, and Bibliocommons. Library Market quoted a price of \$50,995, Ebsco never responded, and Bibliocommons quoted a price of \$272,197.35. Kyle said that LibraryMarket, the current provider we use for Library Calendar, has been good to work with and provided the best quote. In addition to LibraryMarket, Kyle also mentioned he'd engaged Orange Boy for a strategic marketing campaign at a cost of \$16,000. Kyle requested \$50,955 for website redesign and five years of hosting for both LibraryWebsite and LibraryCalendar from vendor LibraryMarket, as well as up to \$16,000 (to allow for pricing increase due to delay in start date) for a strategic marketing campaign by OrangeBoy, for a total authorization of \$66,955.00. Zach Schroer **moved to approve the proposal from Library Market in the amount of \$66,995.00**. This was seconded by Lori Elmore. Vote was taken and the motion carried.

Customer Service & Evaluations (Cody Flood)

Public Services Manager Cody Flood presented the 12 expectations of an HCPL employee. These expectations will be shared when onboarding new employees as well as used as criteria in semi-annual and annual staff performance reviews. According to the expectations an HCPL employee is a *servant*, a *leader*, is *professional*, is *approachable*, shows *initiative*, *listens*, is *positive*, acts with *integrity*, is *passionate*, *shares* ideas, is always *learning*, and knows when to have *fun*. Cody also shared video content created to go into more depth about each of these expectations.

Non-Resident Card Review

1. The minimum fee a library must charge for those who are not residents of the library district is based on the library district's operating fund expenditure per capita in the most recent year for which that information is available (IC 36-12-2-25(b)(2))
2. For 2024, HCPL's per capita expenditure was \$87.27 and the current non-resident fee is \$72.00 per year and should be increased to \$88.00 for 2025.

Tom Seng **moved to approve the increase of the non-resident card fee for 2025**. This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Other

Nothing to report

Old Business

Nothing to report

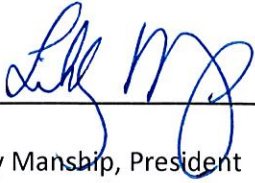
Other

Nothing to report


Adjourn Time

Fred Fox **moved to adjourn the meeting at 8:11pm**. This was seconded by Lori Elmore. 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