

## **Board of Trustees Meeting**

**Date: February 13, 2024**

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

**Board Absent:** Lori Elmore

**Staff Present:** Dave Gray, Cindi Holloway, Cody Flood, Mike Schull, Jeanette Sherfield

**Others:** Robin Holmes with Greenfield Banking Company representing Leadership Hancock County

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

There were no issues of public concern

### **Monthly Statistics**

Director Dave Gray reported there was a 46% increase in renewed cards and a 4% increase in new cards. He also mentioned that the library had the 2<sup>nd</sup> best January with 86,563 items circulated. Dave also shared that January was the highest month ever for Hoopla usage with 6,117 items checked out and also the highest month ever for OverDrive usage with 17,458 items checked out. Previously the record for OverDrive usage was July 2023 with 15,560 items checked out.

### **Minutes**

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

### **Financial Report**

Business Manager Cindi Holloway presented the January 2024 Financial Report. The bank balance is currently 10.6 million. The fund report reflects the same. Cindi also mentioned that in the appropriations report there were 2 large payments. One was the bond payment and the other was for Hoopla. 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 January 1, 2024 – January 31, 2024** were presented. Director Dave Gray said he reviewed the bills and found them to be in order. He referenced the bond payment and Hoopla payment and stated the remainder of bills were standard purchases for the month. 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

#### New Hires

Amy Bruce -Youth Services Librarian (Sugar Creek) - Full-time  
Kayanna Turner - Adult Services Librarian (Main) – Full-time

#### Open Positions

Youth Services Librarian (Main) - Full-time  
Adult Services Library Assistant (Main) – Part-time

### Imagination Library Update

2758 Enrolled  
57 Graduated  
2043 Total

### Winter Reading 2024

- All-ages program from February 1-29
- Goal is to read five hours during the month
- Prizes
- A “mystery prize” after reaching five hours (small gift cards and toys)
- Each hour read will earn a drawing ticket
- Drawings include gift cards to local businesses, toys, and experiences.
- Gift cards to local businesses (Jersey Mike’s, Chipotle, Panera, etc.)
- Toys and games (Nintendo Switch, Lego, Hot Wheels, board games)
- Subscriptions and experiences like Children’s Museum Family Membership

### Annual Reports to Appointing Bodies

Libby - Eastern Hancock - March 4th @ 7pm  
Fred - Southern Hancock - March 11th @ 6:30pm  
Jeannie - Greenfield-Central - March 11th @ 7pm  
Lori - City Council - March 13th @ 7pm  
Tom - Mt. Vernon - March 15th @ 7pm  
Zach - County Commissioners - April 2nd @ 8am  
Michelle - County Council - April 10th @ 8am

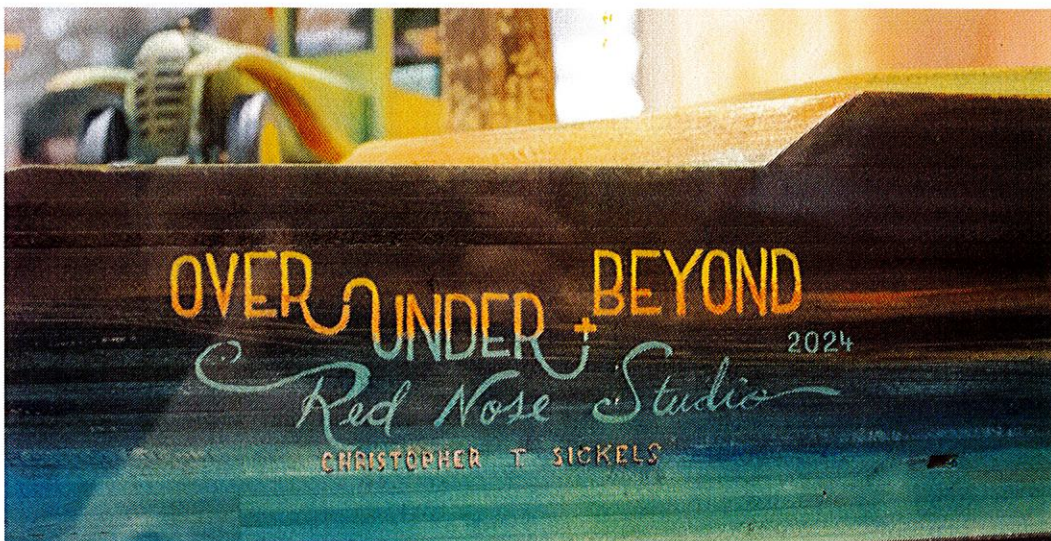
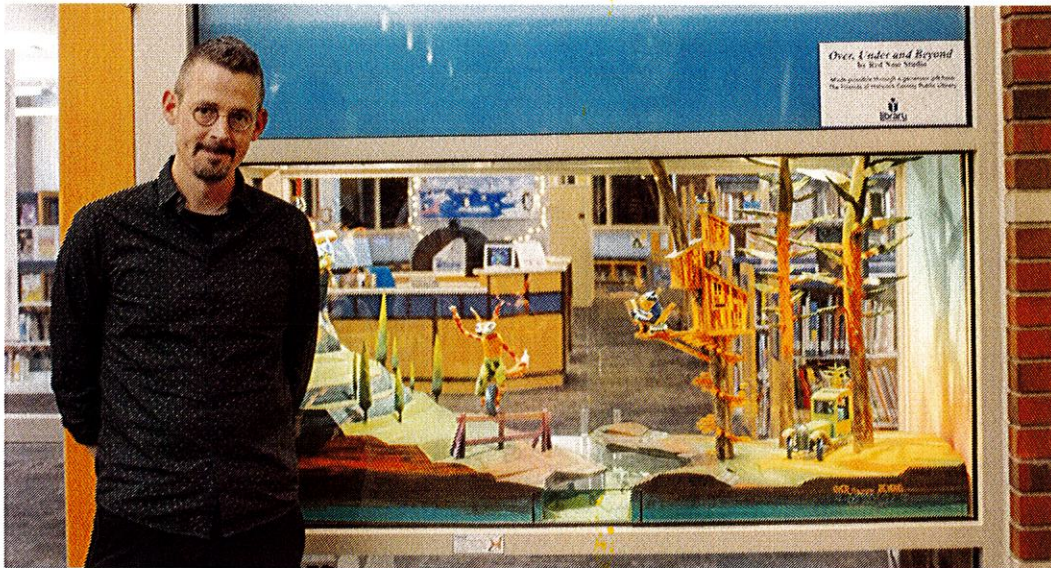


## Indiana State Library Annual Report

Due March 1st

- Attachment "E" in the Board Packet
- Completed and double-checked by Library Staff (Managers)
- The 2023 Report has been completed and is ready for the Board President's signature

## Chris Sickles Art Installation



Dave shared information from the reception on February 1<sup>st</sup> introducing the new artwork commissioned by Chris Sickles for the former aquarium space in the children's area at HCPL Main. The Friends of the Library generously paid \$10,000 for this project to be completed. The bottom half of the former

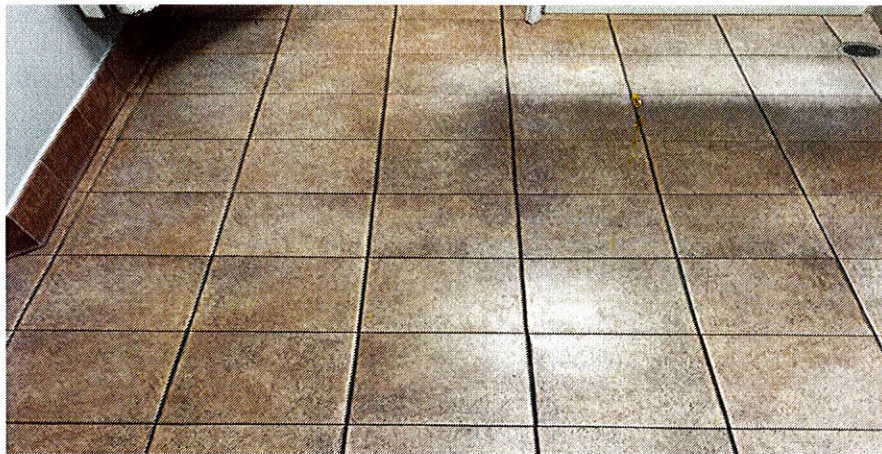


aquarium space will display different items over the year, but for now it contains a display of the Winter Reading prizes.

### **Floor Tile and Window Cleaning Project**

Dave shared photos from the recent floor tile project in the public and staff restrooms. He said the grout and tile were cleaned and sealed giving it a look as good as new. He also shared the windows that are on the upper section of the library were cleaned after hours.

#### **Before**



#### **After**



## Patron Experience Comments

Dave highlighted some of the recent patron comments received about their library experience and help from staff. 😊

Jennifer--

We had a blast on Saturday. Thank you so much for helping me reserve the room.

I think in a few weeks, I'll be using the library as my escape to write. My husband if fully retiring and keeping my office door locked doesn't stop him from interrupting.

Your building is beautiful and the staff was so friendly

I appreciate the excellent management and setup Kyle did to prepare for my book signing of "The Predator". Kyle made my book signing experience so perfect in every way possible. His suggestions added to my comfort. Prosecutor Eaton was coming to speak about the Sexual Assault Response Team (SART). Kyle advised me to leave time for conversation of the topic would have conversation...and I did ..and it worked out well. Kyle's management was professional and personable with the setup, and advise! Thank you for his service. Pat E. Robinson

### Sugar Creek Branch of Hancock County Public Library [📍](#)

5731 US-52, New Palestine, IN 46163



**Mary Jo McConnell**

★★★★★ 3 days ago

1st time in the new building...5 yrs. old 2-11-24. It is beautiful.

### Sugar Creek Branch of Hancock County Public Library [📍](#)

5731 US-52, New Palestine, IN 46163



**Tonya Dew**

★★★★★ 3 days ago

Everyone is nice, pleasant and very helpful 👍

### Hancock County Public Library [📍](#)

900 West McKenzie Road, Greenfield, IN 46140



**Thomas Martin**

★★★★★ 1 week ago

*The user didn't write a review, and has left just a rating.*



## Hancock County Public Library

900 West McKenzie Road, Greenfield, IN 46140



**Robert Timmons**

★★★★★ 3 weeks ago

Great place! Friendly people at the desk.

### **2024 BOARD COMMITTEES**

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

### **2024 BOARD COMMITTEE MEETINGS**

January – Board of Finance (Finance Committee – Cindi)  
February – Outreach Committee (Update – Mike Schull)  
March – Facilities Committee (Update – TJ Reguli)  
April - None (Use if needed)  
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)

### **2024 DEPARTMENT UPDATES?**

February – (Update – Mike Schull)  
March – Facilities (Update – TJ Reguli)  
April – Youth Services (Kristen Schutt)  
May – Selection Process (Paul McNeil & Sarah McCullough)  
June – Marketing (Kyle Turpin, Bri Washburn, Ryan Fennell & Jesse Keljo)  
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)

## Other

Nothing to report

## New Business

Outreach Department Update (Mike Schull)



Mike Schull shared information about his department and activities from the last year. Pictured above with Mike are outreach assistants Jordan Harrison (far left) and Rachel Peele (middle). In 2023, the outreach department built 207 teacher/classroom collections and made 169 deliveries. Some of the events attended by the Outreach Department were the Hancock County Community Night on July 19<sup>th</sup> with 548 visitors. Mike said they ran out of free sunglasses in less than an hour! They also had a presence at the SC Township Fire Department Fire & Life Safety Open House on Sept. 23<sup>rd</sup> with 211 visitors, and the Woodland Terrace Trunk or Treat on Oct. 29<sup>th</sup> with 641 visitors ...and it was truncated by rain. Mike also shared the smaller vehicle wrap completed by Wraphouse Graphics in Greenfield. Mike also shared that the lift was replaced in the bookmobile at Superior Van and Mobility in Indianapolis.



### **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 2023, HCPL's per capita expenditure was \$70.49 and the current non-resident fee is \$72.00 per year and should remain the same for 2024.

### **Self Check Proposal (Cody Flood)**

Public Services Manager Cody Flood shared with the library board his recommendation for a new self-check vendor. After meeting with vendors, Lyngsoe, TechLogic, and Bibliotheca, Cody believed Bibliotheca was the best fit for our needs. He highlighted that they have additional features, such as UniFi, which would allow the marketing department to advertise library programs and other events on each of the screens. It would also integrate with our upcoming TBS system, so that patrons could pay for print jobs at the self-check if the TBS station had several patrons waiting to print. Fred Fox **moved to approve the proposal from Bibliotheca for new self-check units.** This was seconded by Zach Schroer. Vote was taken and the motion carried.

### **Resolution 021324 Bond Interest Redemption Fund (Cindi Holloway)**

Tom Seng **moved to approve Resolution 021324.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

### **Other**

Nothing to report

### **Old Business**

Nothing to report

### **Other**

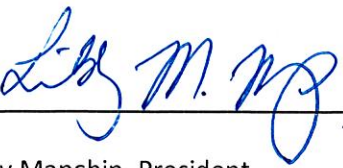
Nothing to report

### **Adjournment**

Jeannie Roberts **moved to adjourn the meeting at 7:51pm.** This was seconded by Michelle Hasty. Vote was taken and the motion carried.



Respectfully Submitted,  
Jeanette A. Sherfield, Recording Secretary

  
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Libby Manship, President  
\_\_\_\_\_  
Lori Elmore, Secretary