

Hancock County Public Library
May 10, 2022

Board of Trustees Meeting

Board Present: Thomas N. Seng, Lori Elmore Fred Fox, Libby Manship, Jeannie Roberts, Zach Schroer

Board Absent: Michelle Hasty

Staff Present: Dave Gray, Cindi Holloway, Paul McNeil, Jenny Cecil-Jessie, and Kyle Turpin

Others: Greg Guerrettaz – Financial Solutions Group Inc.

President Tom Seng called the Board of Trustees meeting to order at 7:02pm.

There were no issues of public concern.

Sustainability Analysis

Greg Guerrettaz discussed a draft copy of his work on the library's Sustainability Analysis.

- They calculated the historical receipts and expenses for the Hancock County Economic Development Income Tax (EDIT - Library Portion) that is used to fund both Hancock County Public Library and Fortville Public Library.
- In order to maintain the current County EDIT Fund balance, future income taxes will need to increase, at a minimum, by the increase in the maximum allowable increase in the property tax levy.
- There continues to be economic uncertainty due to the Coronavirus (COVID-19).
- Based upon this information and discussions, FSG Corp. recommends that the Library continue to monitor the EDIT Fund balance and the expected future EDIT revenue.
- FSG Corp. will also be recommending no decreases from the .15% rate.
- He highlighted that the library built a new building in New Palestine in 2018 without using any additional income taxes.

Greg asked board members to contact Dave with any questions about this analysis.

The monthly statistics were reviewed. We are about back to pre-pandemic numbers for door counts and circulation.

The **April 12, 2022 minutes** were reviewed. Fred Fox **moved to accept the minutes as presented**. This was seconded by Lori Elmore. Vote was taken and the motion carried.

The **April Financial Report** was presented. Jeannie Roberts **moved to approve the Financial Report as presented**. This was seconded by Zach Schroer. Vote was taken and the motion carried.

Bills for April 1, 2022 – April 30, 2022 (\$213,885.68) were presented. Dave Gray reviewed the bills and found them all in order and recommended they be approved. Zach Schroer **moved to approve the bills as presented**. This was seconded by Libby Manship. Vote was taken and the motion carried.

Director's Report

- Staffing
 - Bri Washburn started Monday, May 9th as Social Media Specialist.
 - Currently interviewing for Keith Fisher's position (retiring July 8th)
 - A part time position for Outreach Library Assistant was posted today.
- Imagination Library Update

- Enrolled - 2544
- 43 graduated from the program (899 total)

Carthage - 5 Charlottesville – 22 Fortville - 261 Fountaintown – 21 Greenfield – 1344 Indy/Cumberland – 17 Markleville – 4	Maxwell – 6 McCordsville – 412 Morristown - 4 New Palestine – 371 Pendleton - 5 Shirley – 18 Wilkinson – 51 Willow Branch - 3
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- Photos of Tom Seng's trip to the new Dollywood Foundation Offices and Imagination Library headquarters in Pigeon Forge were shared.
- Reports to all appointing bodies have been finished
 - 2/15 @ 11am – County Commissioners
 - 3/9 @ 9am – County Council
 - 3/14 @ 7pm – Eastern Hancock
 - 3/23 @ 7pm – Greenfield City Council
 - 3/28 @ 7pm – Mt. Vernon
 - 4/11 @ 6:30pm – Southern Hancock
 - 5/9 @ 7pm – Greenfield-Central
- The Library was selected as one of 14 Match Day 2022 participants. This is a matching grant opportunity with the Hancock County Community Foundation
- Pictures were shared of work on removing the structure east of the Main Library. Work is estimated to be done within the next few weeks.
- Veronica Rychtarczyk graduated from Leadership Hancock County. Her team's project was to start the Hancock County Sexual Assault Response Team.
- 2022 Board Department Updates
 - July – Video marketing (Jesse Keljo)
 - August – Sugar Creek (Jeanette)
 - September – Summer Reading (Cathy Riley)
 - October - Access Services (Cody Flood)
 - November – Technical Services (Cody Flood and Terri Gorden)
 - December – Information Technology (Steve Jones)
- Board Committees
 - Executive (Tom, Libby & Lori)
 - Finance (Lori, Zach, & Tom)
 - Facilities (Zach, Michelle & Fred)
 - Outreach (Fred, Michele, & Jeannie)
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- 2021 Board Committee Meetings
 - July – Finance Committee (Budget)
 - August – Executive Committee (Strategic Plan Update)
 - September - Facilities Committee (Capital Improvement Plan Update)
 - October – Finance Committee (Health Insurance)
 - November – Executive Committee (Director's Evaluation)
 - December – Executive Session (Director's Evaluation)

New Business


Youth Librarian Jenny Cecil-Jessie and Reference Librarian Paul McNeil gave a presentation about the process of selecting materials. Jenny selects Juvenile e-books and audiobooks, DVDs, and video games. Paul selects the reference collection, local history & genealogy, adult professional, Adult Nonfiction standing orders, and Adult Nonfiction 0-299 Print & e-book.

- Collection Development Considerations
 - Public Demand
 - Timeliness of the subject
 - Significance of the subject
 - Contributes to a balanced collection
 - Supports the Library's mission and strategic plan
 - Community relevance
 - Cost
- Tools for selecting print
 - Professional Reviews (Kirkus Reviews, School Library Journal, Publishers Weekly, and Booklist)
 - Best Sellers
 - Award Winners
 - Reader Reviews – Amazon, Goodreads
 - Popular author or series
 - Popular across other libraries – OverDrive and Baker & Taylor show what's popular in our region and other regions
 - Purchase requests from patrons – available through OverDrive and through our website. Get on average a couple per day
 - Collection HQ's Collection Use Summary report – gives a general overview of what's in-demand per section
 - Collection HQ's Discovery tool – useful for finding popular titles that are not in the collection
 - Collection HQ is a service we use that analyzes our catalog and compares to the catalogs of other libraries.
- Selecting DVDs
 - Motion Picture Association Film Ratings
 - Juvenile – G or PG
 - Teen – G through PG-13
 - Adult – G through R
 - Box office sales
 - Award winners
 - Popular characters & networks (like PAW Patrol and Scooby Doo, Nickelodeon, PBS, Disney, etc.)
 - Patron requests
 - Midwest Tape – primary vendor for DVD purchases
- Selecting Video Games
 - Select for PlayStation, Switch, and Xbox
 - Juvenile collection keeps older system games (PS3, Wii, Xbox 360) but are not actively selected
 - Entertainment Software Rating Board (ESRB)
 - Juvenile – E for Everybody
 - Teen – T for Teens
 - Adult – E, T, and M for Mature
 - Reviews – Game Informer and user reviews


- How well similar games have circulated at HCPL
 - Popular characters and series
 - Patron requests
- AV special shelves are used for displaying DVDs and video games
- Deselection process
 - Collection HQ's "Dead Item Removal" – items that haven't circulated in a certain amount of time (2 years is standard)
 - Collection HQ's "Grubby Removal" – items that have a high amount of circulations and may need repaired or replaced
 - Visually scanning for poor condition or out of date materials
 - Duplicate copies, or items that may not be as popular as they once were

Lori Elmore moved to **adjourn the meeting** at 7:51 pm. This was seconded by Fred Fox. Vote was taken and the motion carried.

Respectfully submitted,
Kyle Turpin, Marketing Manager



Thomas N. Seng, President



Lori Elmore, Secretary