

Hancock County Public Library
May 11, 2021

Board of Trustees Meeting

Board Present: Thomas N. Seng, Fred Fox, Libby Manship, Zach Schroer and Peggy Pritzke

Board Absent: Lori Elmore and Michelle Hasty

Staff Present: Dave Gray, Cindi Holloway, Kristen Schutt, Veronica Birmingham, Jeanette Sheffield, Kyle Turpin and Mary Lynn Burrows

Others: none

President Tom Seng called the Board of Trustees meeting to order at 7:00pm.

There were no issues of public concern.

The monthly statistics were reviewed. Door counts should continue to increase in June when Youth Services begin their outdoor programs.

The **April 13, 2021 minutes** were reviewed. Fred Fox **moved to accept the minutes as presented.** This was seconded by Zach Schroer. Vote was taken and the motion carried.

The **April Financial Report** was presented. The Hoopla bill was an annual payment. Peggy Pritzke **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, 2021 – April 30, 2021 (\$218,833.45) were presented. Dave Gray reviewed the bills and found them all in order and recommended they be approved. Libby Manship **moved to approve the bills as presented.** This was seconded by Fred Fox. Vote was taken and the motion carried.

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.
- Based upon actual 2020 and certified 2021 revenue and the amount withdrawn from the County EDIT Fund, FSG Corp. estimates that the fund balance will increase to \$3,036,790 at the end of 2021.
- The 2019, 2020 and 2021 revenue includes \$284,946, \$331,227 and \$520,016 from special distributions from the State.
- 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.
- This estimated maximum allowable increase in levy is currently expected to be 4.0% for taxes payable in 2022.
- There continues to be economic uncertainty due to the Coronavirus (COVID-19).
- They estimated no change in EDIT revenue in 2022 at this time.
- 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.

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

Director's Report

- Staffing – Bookkeeper Catherine Mroz will be retiring on May 28th. She began working at HCPL in 2007. The position is currently being advertised.
- Imagination Library Update
 - Enrolled - 2615
 - 52 graduated from the program

Carthage - 5 Charlottesville – 16 Fortville - 267 Fountaintown – 23 Greenfield – 1430 Indy/Cumberland – 24 Knightstown - 1 Markleville – 4	Maxwell – 4 McCordsville – 393 Morristown - 3 New Palestine – 373 Pendleton - 3 Shirley – 16 Wilkinson – 50 Willow Branch - 3
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- The installation and training of the new phone system in April went well. We are working through an issue with the paging system. It will be resolved soon.
- Photos of the library's "Bikes in Bloom" were shared.
 - Ashley Wesner, Kacy Skomp, and Brittany Wasson designed and assembled the library's entry in this annual contest, sponsored by Greenfield Main Street.
 - The library has won the contest by popular vote on Facebook for several years running. This year, Main Street's new director has appointed a panel to choose the winner.
 - The HCPL Bike is located at 109 E. Main St. across from the Family Bike Chain.
- Summer Programming – Programs will be held at both locations
 - June 7 - Stuntology - Stuntology is the art of exploring the mysteries of the physical world by playing with everyday objects. Watch Sam Bartlett demonstrate his mastery of awesome and amusing stunts. Learn them yourself to amaze your friends.
 - June 14 – The Rope Warrior - Prepare to be amazed by this Guinness World Record holder's jump rope performance. The Rope Warrior, David Fisher, is a lean, mean jumping machine. Fisher doesn't limit himself to playground jump roping. Enjoy his razzle dazzle moves, such as jumping rope while sitting on the ground (this is how he earned his world record). His jump rope speed has been timed at over 100 mph.
 - June 21 – Amazon John - Join funologist Amazon John on a Silly Safari. Meet and learn about furry, feathered, scaly and really weird animals. After the show, pet the animals and take pictures with them.
 - June 28 – Tricky Max - See Tricky Max and his funny, super-sized puppets make the impossible become possible through astonishing acts of magic! Hear "Fairy Tales with a Tricky Twist" that will keep the laughter rolling.
- 2022 Budget Schedule
 - April – Department requests sent out
 - June 7 – Department budget requests due
 - July 13 – Board Finance committee reviews proposed budget
 - August 10 – Draft budget presented to Board for final review
 - August 11 – Draft budget submitted to county
 - August 16 – Publication of budget (Gateway)
 - September 14 – Public hearing
 - October 12 – Board adopts budget

- 2022 Budget Department Review
 - Budget requests are compared to previous years and anticipated revenue
 - Dave and Cindi meet with each manager
 - Review the budget process and budget as a whole
 - Review any anticipated budget issues/opportunities
 - Address any concerns
- 2022 Budget Other Steps
 - Average growth quotient announced (late June)
 - Enter draft budget numbers into Gateway (July)
 - Review budget with FSG (Greg Guerrettaz (June)
 - Meet with Board Finance Committee to review draft of budget (July)
 - Meet with DLGF representative Ryan Burke (July)
- Board Committees
 - Executive (Tom, Libby & Lori)
 - Finance (Lori, Zach, & Tom)
 - Facilities (Zach, Michelle & Fred)
 - Outreach (Fred, Michele, & Peggy)
- 2021 Board Committee Meetings
 - May – Finance Committee (Sustainability Analysis)
 - June – Outreach Committee (Update)
 - 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)
- 2021 Board Department Updates
 - June – Outreach (Mike Schull)
 - 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)

New Business

Teen Librarian Kristen Schutt and Reference Librarian Veronica Birmingham gave a presentation about the process of selecting materials.

- Collection Development Sources
 - Journals
 - Kirkus Reviews, School Library Journal, Publishers Weekly, and Booklist
 - Blogs
 - Listservs/Professional Associations
 - Patron Requests
 - These can be made online.
 - Reviews are checked in the professional journals.
 - titlesource 360 is the ordering system used through Baker and Taylor. It lists reviews and the demand of the item.

- collectionHQ is another tool that can check what is circulating and being purchased by public libraries elsewhere. It allows selectors to compare those popular items against their own holds records. It also allows them to see how the acquired materials compare with the targets they specified in their budget,
 - Our circulation system, SIRSI, provides the total time the item has been checked out and the last date it circulated.
- A Tween Section shelf is now located outside the Children's Room. It is designed for Ages 9-14 "Middle Grade Novels". It provides material for the younger patrons who feel too old for the children's room and not quite ready for the teen room.
 - Kristen Schutt said *Battle of the Books* was held virtually this year. St. Michael's won the competition. Fred Fox said his students in New Palestine enjoyed the experience and thought it was very well done. Kristen said SC Teen Librarian Angela Evans and youth services assistant Ashley Wesner worked with her to coordinate the program.

Librarians won't be making visits to the schools this year to discuss the Summer Reading Club. They created a video to be shared with the classes. Each student will receive a fact sheet about the Summer Reading Club. The sheet also contains an origami project of either a butterfly or a puppy.

An updated agreement for Ivy Tech to use the library's computer lab was presented by Kyle Turpin.

- This was proposed pre-pandemic and they are now ready to offer classes again.
- This contract was reviewed by the library's attorney who found it in order.
- Classes would include mandatory classes for Freshmen and any classes requested from students in Hancock County.

Fred Fox moved to **accept the agreement with Ivy Tech** as presented. This was seconded by Libby Manship. Vote was taken and the motion carried.

Executive Assistant Mary Lynn Burrows reviewed the new Library Board of Trustees portal, *boardable*. Tom Seng uses this portal with his work at the Hancock County Community Foundation and finds it user friendly. There is also an app that can be used on a phone or an iPad/tablet. A brief user guide was distributed for the online and mobile usage. Board members will receive an email inviting them to program. This portal will be used for the June board meeting.

Fred Fox moved to **adjourn the meeting** at 8:17pm. This was seconded by Libby Manship. Vote was taken and the motion carried.

Respectfully submitted,
Mary Lynn Burrows, Recording Secretary

Thomas N. Seng, President

Lori Elmore, Secretary