

Board of Trustees Meeting

Date: May 13, 2025

Board Present: Libby Manship, Jeannie Roberts, Tom Seng, Michelle Hasty, Lori Elmore

Board Absent: Fred Fox, Zach Schroer

Staff Present: Dave Gray, Cindi Holloway, Charity Munro, Michelle Brown, Jeanette Sherfield

Others: Greg Guerrettaz

Library Board President Libby Manship called the meeting to order at 7:02pm

There were no issues of public concern.

Monthly Statistics

Director Dave Gray reported total circulation was close to 78,000. Dave also mentioned electronic resources usage was up 4% with Hoopla seeing the biggest usage. One of our newest databases, Newspapers.com has also seen substantial usage.

Minutes

Director Dave Gray pointed out corrections to the April Board Meeting Minutes to include, "Site Plan" under Project Updates and "Public Services Manager" under 2025 Performance Review Timeline. Tom Seng **moved to approve the minutes with corrections**. This was seconded by Michelle Hasty. Vote was taken and the motion carried.

Financial Report

Business Manager Cindi Holloway presented the May 2025 Financial Report. The bank balance is currently 11.4 million. The fund report reflects the same. Cindi also mentioned there is 3 million left to spend in appropriations for 2025. 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 April 1, 2025—April 30, 2025 were presented. Director Dave Gray reviewed the bills and found them to be in order. Dave highlighted a couple of bigger expenses to include \$1900 to Beanstack, and a quarterly payment to the Indiana State Library for PLAC. Lori Elmore **moved to approve the bills as presented**. This was seconded by Michelle Hasty. Vote was taken and the motion carried.

Directors Report

Staffing

Hired –Shelver (Part-time/Main) –Jeffrey Decker
Hired –Library Assistant (Part-time/Main) -Kiersten Vaught
Hired –Library Assistant (Part-time/SC) -Leah Hankins
Open –Youth Library Assistant (Part-time/SC)

Imagination Library

2,654 Enrolled
60 Graduated Last Month
2,903 Total Graduated

Project Updates

Remote pick-up lockers arrived on April 23rd/Install planned for June 4th
Website redesign – Should have graphics complete and prototypes soon
Customer Service Initiative – continued work on videos & check-ins/evals
Chiller – Up and running!
Parking Lot Engineering – Waiting on site revisions and working on pothole patching

2025 Performance Review Timeline

5/12-5/23 – Check-in meetings and reviews finalized
10/31 – HR to send out annual review e-mail
11/14 – staff to complete reviews
11/28 – managers to complete staff reviews
12/12 – Director/Public Services Manager approve reviews
12/15-12/31 – Review meetings to take place and finalized

Leadership Hancock County 2024-2025

Jared Zentz – HCPL Adult Services Librarian
Project - Women's Resource Center Outdoor Pantry
Graduated on May 7th
<https://www.greenfieldreporter.com/2025/05/02/helping-hand-leadership-team-unveils-new-pantry-at-womens-resource-center/>



2026 Budget Schedule

Department Budget Requests Due June 6
 DLGF Meeting July?
 Board Finance Committee Review July 8
 Budget for Final Review by Library Board Aug 12
 Publication of Budget Aug 18
 Public hearing Sept 9
 Budget Adoption Oct 10

State Board of Account Audit

Years 2023 & 2024
 Required Due to Debt
 Entrance Meeting was April 1st
 Exit Meeting was May 6th
 30-day waiting period

2025 Board Committee Meetings

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 Department Updates

May – Selection Process (Charity Munro & Michelle Brown)
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 Committees

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

Other

Nothing to report

New Business

Sustainability Analysis (FSG – Greg Guerrettaz)

Greg Guerrettaz highlighted some of the main points from the Sustainability Analysis. Greg started with mentioning the passing of Senate Bill 1 at the state level, which is important to the library, and its impact on future funding, including replacing the current county income tax structure. He reviewed the General Fund on page 9 of the Sustainability Analysis. At this point he believes we will be able to hold our own in 2028. From page 12 Greg gave a summary of the REA Fund and it’s growth by interest income. From page 15 Greg gave a summary of the Rainy Day Fund. Currently \$100,000 is set aside for an emergency scenario. Greg suggested the amount be increased. From page 21 Greg reviewed the Bond and Interest Fund and said the 2018 bonds did not create a tax burden. From page 24 Greg reviewed the Library Improvement Reserve Fund and discussed the Standard and Poor rating is projected 3 years out. On page 27 Greg discussed the circuit breaker if the library were funded by property tax. Nothing is lost because the library is currently funded by Local Income Tax. From page 32

Greg highlighted the current LIT rate of 1.94% as well as .15% basis points for special purpose rate. From page 40 Greg discussed EDIT, which is close to 8 million. Greg believes it will probably be reduced in 2026, but this does not put the library at risk. He said it will be up to the County Council. Lastly on page 42 Greg highlighted the estimated future LIT rate would need to be .18%.

Selection Process (Charity Monroe & Michelle Brown)

Local History and Genealogy Librarian Charity Monroe highlighted the areas she's responsible for in the adult collections. She orders and maintains the 000-299 Adult Non-Fiction collections. This includes weeding out any items from that part of the collection that may be outdated or grubby. She also keeps an eye out for patron suggestions. Charity is currently conducting an inventory of items in the local history collection. In addition to selecting Charity facilitates genealogy and local history programs. Children's Librarian Michelle Brown highlighted the areas she's responsible for in the juvenile collections. Michelle selects for all of the Juvenile Non-Fiction collection as well as juvenile biographies. She uses review journals like Kirkus Review and School Library Journal for material selection. She also looks at what patrons are looking for as well. She uses the Collection HQ service to see those areas where she may need to weed out items as well as what areas need a boost in materials.

Fralich – Landscaping Proposal (VT)

Director Dave Gray presented a proposal from Fralich's Landscaping for the replacement of trees that were removed this spring. The cost for putting in the new trees will be \$7,778.29. This project will be carried out in the fall. Tom Seng **voted to approve the estimate from Fralick's Landscaping**. This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Bensi & Co – Strategic Plan Proposal

Director Dave Gray presented a proposal from Bensi & Co for strategic planning services. The estimate is \$5,950.00. The strategic plan will be completed by the end of the year. Lori Elmore **voted to approve the estimate from Bensi and Co**. This was seconded by Michelle Hasty. Vote was taken and the motion carried.

Other

Nothing to report

Old Business


Nothing to report

Other

Nothing to report

Jeannie Roberts **moved to adjourn the meeting at 7:45pm.** This was seconded by Tom Seng. Vote was taken and the motion carried.

Respectfully Submitted,
Jeanette A. Sherfield, Recording Secretary



Libby Manship, President



Lori Elmore, Secretary