

Board of Trustees Meeting

Date: May 14, 2024

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

Board Absent: Lori Elmore

Staff Present: Dave Gray, Cindi Holloway, Paul McNeil, Sarah McCullough, Nicole Scurlock, Kent Connell, Nick Gentry, Jeanette Sherfield

Others: Greg and Michael 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 of materials for the month of April was 82,978. He said the last four months are the best ever for overall circulation of materials, and that we shouldn't have any problem hitting 1 million items circulated by the end of 2024. He also mentioned there were over 16,000 items downloaded from OverDrive and that Hoopla is also showing record numbers of downloads.

Minutes

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

Financial Report

Business Manager Cindi Holloway presented the April 2024 Financial Report. The bank balance is currently 10.7 million. The fund report reflects the same. Cindi also mentioned several big-ticket items were paid during the month of April in addition to regular appropriations. These items include the library's commercial insurance renewal, Sirsi/Dynix annual fee, TBS system, new self-checks, and maintenance repairs. Zach Schroer **moved to accept the Financial Report as presented.** This was seconded by Michelle Hasty. Vote was taken and the motion carried.

Allow Bills

Bills for April 1, 2024 – April 30, 2024 were presented. Director Dave Gray said he reviewed the bills and found them to be in order. He also mentioned the larger expenses paid from the Financial Report in addition to regular monthly purchases. 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

Sydney Grandstaff - Youth Services Library Assistant (Main) – Part Time

No open positions

Imagination Library

2,691 Enrolled

65 Graduated

2,234 Total

Material Circulation Update

BEST FIRST FOUR MONTHS OF ANY YEAR

2024 339,904 ???

2015 333,311 1,003,319

2018 321,624 982,111

2016 317,579 1,003,307

2014 315,075 1,008,714

2017 314,777 999,554

2023 310,938 968,253

2019 304,079 1,024,517

2020 296,398 782,182

2022 293,346 910,799

2021 263,899 845,522

Facility Updates

Dave highlighted some of the completed projects at the main library. He mentioned the demolition and installation of the new library sign at the front entrance, the disconnect install for the chiller completed on April 22nd, and the new sorter installation.

Vote Center

EARLY VOTING

HCPL - Greenfield	1,609	23.51%
Hancock County Courthouse	1,309	19.13%
HCPL - Sugar Creek	1,048	15.31%
Mt. Vernon School Admin Building	436	6.37%
Hancock County Sheriff's Dept	160	2.34%
Randall Residence	135	1.97%
Total	4,697	

ELECTION DAY

HCPL - Greenfield	1,568	22.91%
HCPL - Sugar Creek	1,152	16.83%
McCordsville Town Hall	820	11.98%
Hancock County Courthouse Annex	717	10.48%
Buck Creek Fire Dept	524	7.66%
Cross of Grace Church	444	6.49%
Fortville Community Center	441	6.44%
Wilkinson Church of Christ	422	6.17%
Eden United Methodist Church	234	3.42%
Nameless Creek Camp and Event Center	224	3.27%
Hancock County Sheriff's Dept	173	2.53%
Randall Residence	124	1.81%
Total	6,843	

2024 PRIMARY VOTE CENTER TOTALS

TOTAL (EARLY + ELECTION DAY)

HCPL - Greenfield	3,177	27.53%
HCPL - Sugar Creek	2,200	19.06%
Hancock County Courthouse	1,309	11.34%
McCordsville Town Hall	820	7.11%
Hancock County Courthouse Annex	717	6.21%
Buck Creek Fire Dept	524	4.54%
Cross of Grace Church	444	3.85%
Fortville Community Center	441	3.82%
Mt. Vernon School Admin Building	436	3.78%
Wilkinson Church of Christ	422	3.66%
Eden United Methodist Church	234	2.03%
Nameless Creek Camp and Event Center	224	1.94%
Hancock County Sheriff's Dept	333	2.89%
Randall Residence	259	2.24%
Total	11,540	

Vote Center Numbers (General 2022)

Early Voting (10/12-11/7/22)

HCPL (Greenfield) 1,594 14.26%

HCPL (Sugar Creek) 1,383 12.37%

Election Day (11/8/22)

HCPL (Greenfield) 3,519 30.73%

HCPL (Sugar Creek) 2,516 21.97%

General Election Voting 2020 vs (2022)

Greenfield

Early Voting – 5,230 (2,516)

Election Day – 790 (1,383)

Total – 6,020 (3,899)

Sugar Creek

Early Voting – 7,139 (3,519)

Election Day – 1,392 (1,594)

Total – 8,531 (5,113)

Budget Schedule

2025 BUDGET SCHEDULE

June 7 - Department Budget Requests Due

July ? - DLGF Budget Meeting

July 9 - Board Finance Committee Meeting Review

August 13 - Present budget for final review by Library Board

August 14 - Submit budget to County

August 16 - Publication of Budget (On-line only)

September 10 - Public Hearing

October 8 - Budget Adoption

2024 DEPARTMENT UPDATES

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)

2024 BOARD COMMITTEES

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

2024 BOARD COMMITTEE MEETINGS

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)

Other

Nothing to report

New Business

Sustainability Analysis (FSG—Greg Guerrettaz)

Greg and Michael Guerrettaz with FSG presented the current sustainability analysis. Greg said that things are going well and that the library board and administration have done a good job with record keeping and fiscal responsibility. Michael mentioned that the growth quotient set by the state would be 4% for the upcoming fiscal year. Greg said the rainy-day fund has a strong balance and allows for \$100,000 in an emergency situation. CAGIT is .0194 and CEDIT is 1.94%.

Selection Process (Paul McNeil & Sarah McCullough)

Teen librarian Sarah McCullough highlighted the selection process for her areas of young adult fiction, young adult non-fiction, young adult graphic novels and tween fiction. Sarah utilizes patron requests, popular author series, journal reviews, and Baker and Taylor for selecting library materials for these areas. In the Kirkus Reviews journal she always selects from the starred reviews. For weeding and deselecting materials from the collection Sarah utilizes Collection HQ. This helps her to see materials that have not circulated within the last 3 years. She also visually scans the stacks for materials that are looking worn or duplicates that are not circulating. Adult Services Manager Paul McNeil highlighted his duties of managing selectors for the adult collections as well as the overall budget. He also selects databases. These databases can be found under the reference and research tab on the libraries website. When researching and selecting databases Paul uses criteria such as the value for taxpayers, useful and up-to-date information, vetted information, appeals to a wide variety of interests, and is hassle free. Some of the other criteria he keeps in mind are does it meet the previously mentioned criteria? What are other libraries saying about it? Are there awards or professional reviews, and are there free trials. Also, HCPL staff evaluation is considered.

Other

Nothing to report

Old Business

Nothing to report

Other

Nothing to report

Adjourn Time

Fred Fox **moved to adjourn the meeting at 7:41pm.** This was seconded by Zach Schroer. Vote was taken and the motion carried.

Respectfully Submitted,
Jeanette A. Sherfield, Recording Secretary



Libby Manship, President

Fred Fox, Vice-President



Lori Elmore, Secretary