

Board of Trustees Meeting
Date: June 11, 2024

Board Present: Jeannie Roberts, Lori Elmore, Fred Fox, Zach Schroer, Tom Seng
Board Absent: Libby Manship, Michelle Hasty
Staff Present: Kyle Turpin, Bri Washburn, Ryan Fennell, Dave Gray, Cindi Holloway, Jeanette Sherfield
Others: None

Library Board Vice President Fred Fox called the meeting to order at 7:00pm.

There were no issues of public concern.

Monthly Statistics

Director Dave Gray reported there was a bit of a lag in May circulation, but we've still had the best 5 months of circulation overall. He said he anticipates we still have the ability to circulate 100,000 items during the month of June and July. Dave also shared 6300 items were downloaded from Hoopla during the month of May and OverDrive had 16,000 downloads.

Minutes

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

Financial Report

Business Manager Cindi Holloway presented the May 2024 Financial Report. The bank balance is currently 11.8 million. The fund report reflects the same. Cindi also shared appropriations dispersed to date from the 2024 budget is 43%. Lori Elmore **moved to accept the Financial Report as presented.** This was seconded by Tom Seng. Vote was taken and the motion carried.

Allow Bills

Bills for May 1, 2024 – May 31, 2024 were presented. Director Dave Gray said he reviewed the bills and found them to be in order. He also highlighted some big ticket items that have come out of the budget for the month such as payments to Leach and Russell for the chiller/boiler work, and new Dell laptops purchase for both locations. Jeannie Roberts **moved to approve the bills as presented.** This was seconded by Lori Elmore. Vote was taken and the motion carried.

Directors Report

Dave reviewed the layout of the main library's property from a birds-eye view showing the current boundaries of 15 acres. He highlighted future parking lot expansion possibilities as well as ideas for expanding the front drive to make it wider. He also mentioned looking into removal of some trees that are of an invasive species as well as possibly expanding the retention pond.

Staffing

Currently there are no open positions.

Imagination Library Update

2,670 Enrolled

42 Graduated

2,276 Total

Best first five months of any year

	1st 5-months	Total
2024	419,222	???
2015	407,794	1,003,319
2018	399,219	982,111
2017	395,964	999,554
2014	393,357	1,008,714
2023	392,155	968,253
2016	391,831	1,003,307
2019	376,051	1,024,517
2022	365,007	910,799
2021	329,354	845,522
2020	321,460	782,182

Tech Services Department Indy PL Visit on June 6th

Dave shared the Technical Services Department staff recently visited the Indianapolis Public Library's Services Center to observe how they process their library materials as they are the hub for processing all library materials for all of the branches of the Indianapolis Public Library.

2025 Budget Update

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

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)

2024 Board Committees

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

2024 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)

Other

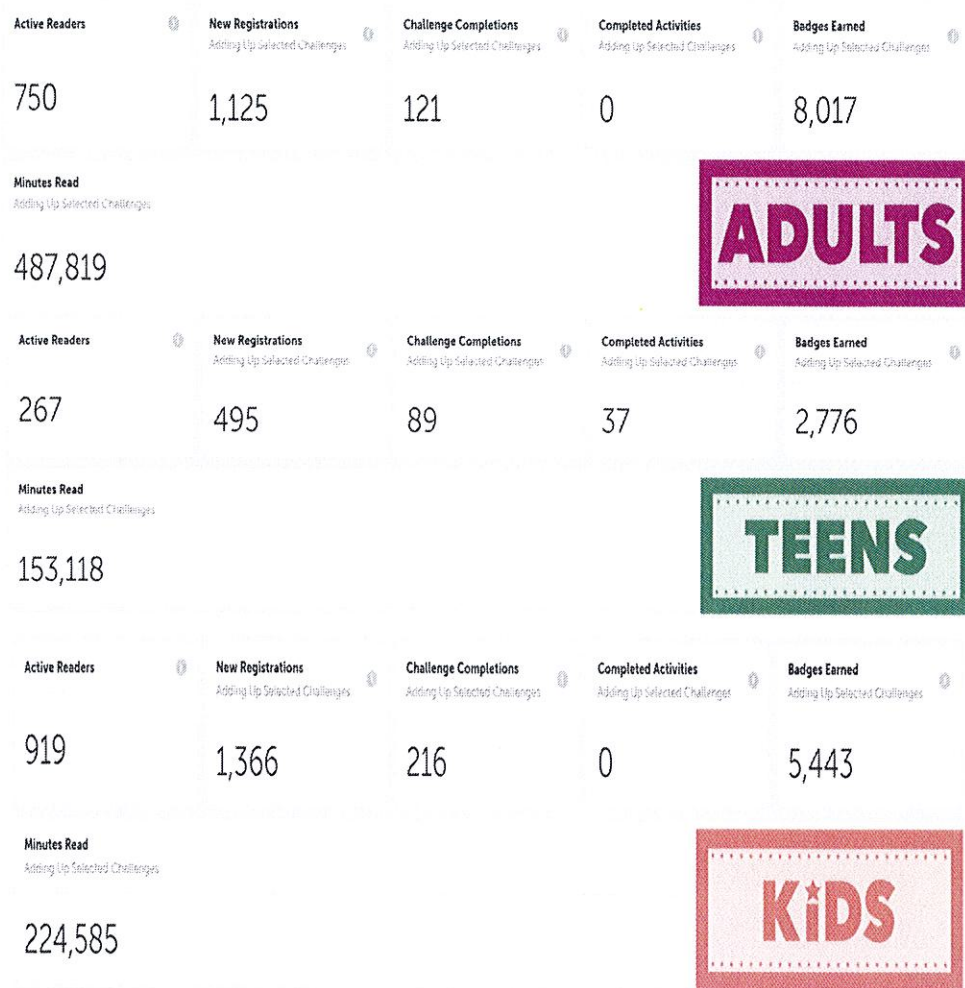
Nothing to report

New Business

Marketing Update (Kyle Turpin, Bri Washburn & Ryan Fennell)

Kyle said that the goals for the Marketing Department for 2024 are to unify internal branding, and improve on external messaging, which would result in advocacy marketing. For internal branding signage will be unified in messaging and design whether it’s an “out of order” sign, or endcap signage letting patrons know how materials are organized in the stacks. For external messaging this would include the library’s website, press releases, social media, and e-newsletters. Website traffic over the last 12 months has continued to increase. The Greenfield Daily Reporter has been very supportive of advertising library events and has even been proactive in seeking out what they can highlight that’s up and coming for the library. The library’s Facebook and Instagram pages have seen an increase visits with Facebook visits being up 45% and Instagram visits being up 55%. Follows are up 122%. Advocacy for the library has been organically driven by our patrons as a result of the external messaging provided.

Summer Reading Club Update



Other

Nothing to report

Old Business

Nothing to report

Other

Nothing to report

Jeannie Roberts **moved to adjourn the meeting at 7:29pm.** This was seconded by Zach Schroer. Vote was taken and the motion carried.

Respectfully Submitted,
Jeanette A. Sherfield, Recording Secretary

A handwritten signature in blue ink, appearing to read "Libby Manship", written over a horizontal line.

Libby Manship, President

A handwritten signature in blue ink, appearing to read "Lori Elmore", written over a horizontal line.

Lori Elmore, Secretary