

**Board of Trustees Meeting
June 13, 2023**

Board Present: Libby Manship, Zach Schroer, Fred Fox, Tom Seng, Lori Elmore

Board Absent: Michelle Hasty, Jeannie Roberts

Staff Present: Dave Gray, Cindi Holloway, Bri Washburn, Ryan Fennell, Kyle Turpin, Jeanette Sherfield

Others: None

Library Board President Libby Manship called the meeting to order at 7:03pm.

There were no issues of public concern.

Monthly Statistics

Director Dave Gray reported that total circulation for the month of May was 81,217. He was not sure if there was a higher amount prior to 2014. Door counts at HCPL Main were up 5% and door counts at Sugar Creek were up 24%. He also mentioned that Hoopla usage is up and Libby by OverDrive usage was up by 1,000. Dave also mentioned that programming numbers are strong and that the Bookmobile has been doing well, especially since they are back to regular school visits.

Minutes

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

Financial Report

Business Manager Cindi Holloway presented the May 2023 Financial Report. The bank balance is currently \$10,338,000. The fund report reflects the same. Cindi also mentioned that appropriations for the month of May were average as there were no large purchases as in previous months. Zach Schroer **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 May 1, 2023 to May 31, 2023 were presented. Director Dave Gray said he reviewed the bills and found them to be in order. He mentioned that the next bond payment would come out of the June appropriations. Fred Fox **moved to approve the bills as presented.** This was seconded by Zach Schroer. Vote was taken and the motion carried.

Directors Report

Staffing

Hired

Michelle Brown – Youth Librarian (Main) – Full-time

Judy Clark – Youth Services Library Assistant (Main) – Part-time

Kayanna Turner – Adult Services Library Assistant (Main) – Part-time

Micah Morgan – Adult Services Library Assistant (Main) – Part-time

Open Positions

Youth Services Manager (Main) – Full-time

Imagination Library Update

2483 Enrolled

64 Graduated

1596 Total

Summer Reading Update

2022

Children – 1344

Teen – 424

Adult – 951

2023

Children – 1441

Teen – 475

Adult – 1106

2023 Primary Vote Center Numbers

Hancock County Public Library (Greenfield) - Early	667	22.38%
Hancock County Public Library (Greenfield) - Election Day	627	21.04%
Hancock County Courthouse	494	16.58%
Hancock County Annex Building - Election Day	376	12.62%
McCordsville Town Hall - Election Day	258	8.66%
Fortville Community Center - Election Day	168	5.64%
Cumberland Town Hall	155	5.20%
Mt. Vernon School Admin Building - Early	91	3.05%
Buck Creek Fire Dept - Election Day	77	2.58%
Buck Creek Fire Dept - Early	67	2.25%
Total	2980	100.00%

Tech Services Department Road Trip

The Technical Services Department in addition to bookkeeper Jennifer McPherson recently toured the Ingram facility. Ingram is one of the library's vendors.

Friends of HCPL May Book Sale

May 11 through May 15

\$2433.82 made at the May sale

Next sale is August 17th through August 21st

2024 Budget Schedule

July ?? – DLGF Budget Meeting

July 11 – Board Finance Committee Meeting Review

August 8 – Present budget for final review by Library Board

August 9 – Submit budget to County

September 1 – Publication of Budget (Online Only)

September 12 – Public Hearing

October 10 – Budget Adoption

Board Reappointments

Libby Manship – Eastern Hancock School Board (6/12)

Tom Seng – Mt. Vernon School Board (6/19)

Jeannie Roberts – Greenfield-Central School Board (7/10)

2023 Board Committees

Executive (Libby, Fred & Lori)

Finance (Lori, Zach & Tom)

Facilities (Zach, Michelle & Jeannie)

Outreach (Tom, Michelle & Jeannie)

2023 Board Committee Meetings

July – Finance Committee (Budget – Cindi & Dave)

August – Executive Committee (Strategic Plan Update – Dave)

September - Facilities Committee (Capital Improvement Plan – TJ)

October – Finance Committee (Health Insurance – Cindi)

November – Executive Session (Director's Evaluation)

December – Executive Session (Director's Evaluation)

2023 Department Updates

July – Access Services (Cody Flood)

August – Sugar Creek (Jeanette Sherfield)

September – Summer Reading (Cathy Riley)

October – IT (Steve Jones)
November – Tech Services (Josephine Kaiser)
December – No Update

Other

Nothing to report

New Business

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

Kyle and his team shared their roles as part of the Marketing Department. Bri Washburn handles large scale media, Jesse handles video promotions, Ryan handles email campaigns and news coverage, and Kyle handle adult programming. The 3 goals of the Marketing Department are to promote library programming, increase brand awareness and increase community engagement. Over this last year there have been 6,132 follows on Facebook, 1,584 follows on Instagram, 90,223 YouTube views and a 4.8 star rating on Google. Overall there have been 12,000 web users per month and 6,150 email contacts. As a result, there has been a 6% increase in circulation, a 14% increase in door counts, a 26% increase in new cards, and a 30% increase in program attendance.

Other

Nothing to report

Old Business

Nothing to report

Fred Fox **moved to adjourn the meeting at 7:31pm.** This was seconded by Zach Schroer. Vote was taken and the motion carried.

Respectfully Submitted,
Jeanette A. Sherfield, Recording Secretary



Libby Manship, President



Lori Elmore, Secretary