

Board of Trustees Meeting

Date: July 8, 2025

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

Board Absent: Zach Schroer

Staff Present: Dave Gray, Cindi Holloway, Paul McNeil, TJ Reguli, Jeanette Sherfield

Others: None

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 the library had the best month for material circulation in June. Electronic materials usage is up 11% with Hoopla leading the way circulating 2200 items compared to June 2024. OverDrive is up by 400 items. Door counts are up as well.

Minutes

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

Financial Report

Business Manager Cindi Holloway presented the June 2025 Financial Report. The bank balance is 11.9 million. The fund report reflects the same. There's a little over 3 million in appropriations left to spend. Cindi also mentioned the bond payment was paid in the month of June. Michelle Hasty **moved to accept the Financial Report as presented**. This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Allow Bills

Bills for June 1, 2025 – June 30, 2025 were presented. Director Dave Gray reviewed the bills and found them to be in order. Dave highlighted some of the bigger payments, that are not usually a part of the monthly expenses, to include the bond payment, payment to Doctor Tree for damaged tree removal at the Sugar Creek Branch, as well as outside window washing at both HCPL and Sugar Creek. Lori Elmore **moved to approve the bills as presented**. This was seconded by Fred Fox. Vote was taken and the motion carried.

Directors Report

Staffing

Hired –Youth Library Assistant (Part-time/SC) –Mary Ann Rivera

Hired –Adult Librarian-Local History (Full-time/Main Library) –Maura Johnston

Open –Youth Librarian (Full-time/Main Library)

Imagination Library Update

2,615 Enrolled

61 Graduated Last Month

3,018 Total Graduated

Projects

Remote pick-up lockers scheduled to be wrapped tomorrow!

Customer Service Initiative – continued work on videos & evals

Website redesign – August launch

Parking Lot Engineering – Still working with City of Greenfield

2026 HCPL Budget Schedule

July 31 DLGF Meeting

August 12 Budget for Final Review by Library Board

August 18 Publication of Budget

September 8 Public Hearing

October 14 Budget Adoption

2025 Board Committee Hearings

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

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

Adult Services Department Update (Paul McNeil)

Adult Services Manager Paul McNeil highlighted 3 areas of Adult Services to include, What is Adult Services?, 2024/2025 Highlights, and Who is Adult Services? Some of the services provided include materials selection, reference research, personalized services such as Book-a-Librarian, programming for the public, and technology assistance. Some of the highlights from 2024-2025 include the installation of a new 9 bin sorter, TBS printing program, and new self-checks. The Greenfield Daily Reporter also highlighted a craft swap organized by librarian Kayanna Turner, as well as Experience Passes available for patrons to check out and enjoy local venues without having to have a personal membership. Paul also mentioned the purchase of the Cover One book repair machine which has already saved the library \$2500 in material replacement purchases. Librarian Jared Zentz graduated from Leadership Hancock County. Beginning in 2025 Paul started meeting 1-on-1 with each staff member monthly. The newest online reference service is Tutor.com, which will replace BrainFuse. Paul also highlighted the library assistants and librarians along with their specific duties as well as some personal traits about each one.

Facilities Quotes (TJ Reguli) VT

Facilities Manager TJ Reguli presented quotes for repairs needing completed at the main library as well the Sugar Creek Branch. These include sprinkler head replacements to be completed by Ryan Fire Protection in the amount of \$5,109, gutter lining and fresh flash by Adams Roofing in the amount of \$10,454.72, and handicap door operator and hinge replacement by Your Automatic Door in the amount of \$7,123. Fred Fox **moved to approve quotes for Ryan Fire Protection in the amount of \$5,109, Adams Roofing in the amount of \$10,454.72, and Your Automatic Door in the amount of \$7,123.** This was seconded by Tom Seng. Vote was taken and the motion carried.

Finance Committee – Draft 2026 Budget

Director Dave Gray provided a copy of the draft 2026 budget. He said there would be further review at the August 2025 board meeting.

Other

Nothing to report

Old Business

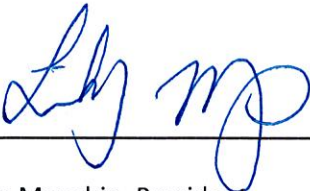
Nothing to report

Other

Nothing to report

Fred Fox **moved to adjourn the meeting at 7:55pm**. This was seconded by Jeannie Roberts. 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