

Board of Trustees Meeting

Date: July 9, 2024

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

Board Absent: None

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

Others: None

Library Board Vice President Fred Fox called the meeting to order at 7:25pm

There were no issues of public concern

Monthly Statistics

Director Dave Gray reported total circulation for the month of June was 79,168 items. This was an unexpected downturn with previous months being higher. Dave shared that in other respects, such as door counts, programming, digital downloads, and library card renewals the numbers were up. In digital downloads alone, there were 23,000 items downloaded.

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 June 2024 Financial Report. The bank balance is currently 11.3 million. The fund report reflects the same. Cindi also shared the remaining balance for appropriations is 49%, which is on track for this time of year. Zach Schroer **moved to accept the Financial Report** as presented. This was seconded by Libby Manship. Vote was taken and the motion carried.

Allow Bills

Bills for June 1, 2024 – June 30, 2024 were presented. Director Dave Gray said he reviewed the bills and found them to be in order. He also highlighted recent items that aren't regularly a part of the monthly bills that were present this month such as the purchase of new iPads as part of the technology refresh, and the bond fee. Lori Elmore **moved to approve the bills as presented**. This was seconded by Zach Schroer. Vote was taken and the motion carried.

Directors Report

Work Anniversary

Director Dave Gray honored Branch Manager Jeanette Sherfield for 25 years of service.

Main Library/Tree Update

Dave reported that the staff member they were working with from the Purdue Extension to clear invasive tree species from the library property has since left, so this project has been put on hold for now.

Staffing

- Library Assistant (Sugar Creek) - Part-Time
- Youth Services Library Assistant (Main)- Part-Time
- Adult Services Librarian (Main) – Full-Time

Imagination Library Update

2,652 Enrolled

86 Graduated Last Month

2,362 Graduated Total

Additional Statistics Update

Dave highlighted some areas where stats have increased despite the reduction in material circulation for the month of June.

Door Counts & Cards through June

Through June	Door Counts		Library Cards	
	Main	SC	New	Renewed
2018	175,399	50,968	1,524	3,385
2019	130,939	39,564	1,680	3,786
2020	78,590	19,779	617	1,781
2021	152,096	25,313	847	2,077
2022	191,931	29,056	1,230	2,586
2023	192,063	34,534	1,522	2,354
2024	196,910	34,402	1,529	4,051

Door Counts & Cards June Only

Only June	Door Counts		Library Cards	
	Main	SC	New	Renewed
2018	27,071	8,926	269	718
2019	24,214	9,253	236	469
2020	16,231	2,269	92	383
2021	30,415	5,953	242	551
2022	38,654	6,594	551	590
2023	31,811	6,648	345	500
2024	34,923	6,625	333	873

Summer Reading Stats June 1 – July 8

June 1 - July 8	Adults 23	Adults 24	Teens 23	Teens 24	Kids 23	Kids 24
Total Registrations	1,323	1,388	564	605	1,673	1,653
Active Readers	1,051	1,055	437	403	1,374	1,276
Challenge Completions	487	555	257	248	179	749
Minutes Read	2,393,907	2,110,864	775,496	637,478	1,087,859	921,345

Second best first six months of any year

	1st 6-months	Total
2015	506,163	1,003,319
2024	498,390	????
2018	491,395	982,118
2014	489,478	1,008,714
2017	487,482	999,554
2016	485,041	1,003,307
2023	481,442	968,253
2019	470,981	1,024,517
2022	448,838	910,799
2021	407,636	845,522
2020	371,470	782,182

New Material Return drop boxes for Eastern Hancock and Mt Comfort

Dave said the new outside book returns will hopefully be installed mid-July.



2025 Budget Schedule

Dave did mention that the growth quotient for 2025 will be 4% and that pay raises will be set at 3.5%.

- July 12 - FSG Budget Meeting
- July 31 - DLGF Budget Meeting
- 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

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

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

Adult Services Department Update (Paul McNeil)

Adult Services Manager Paul McNeil updated the Library Board on responsibilities, and staff working in the Adult Services Department at HCPL Main. Paul highlighted the fact that door counts, reference questions, new card and card renewals have all increased over the last year. Some of the services that the Adult Services Department provide are technology assistance, as well as general information, your next great read, which is a reader’s advisory service, book a librarian, and genealogy assistance. Some of the librarians assist with exam proctoring, adult programming such as Writers Helping Writers and the Brown Bag book club. Staff also assist patrons with various database questions. Library assistants help with material returns and checkouts as well as issuing new library cards and shelving. They also help man the information desk and assist librarians with creating book displays. Paul concluded his presentation by highlighting each staff member and facilitating a trivia contest which included questions surrounding an interest of each staff member. Candy prizes were awarded to those that answered the trivia questions correctly. Everyone enjoyed this part of the presentation.

Finance Committee – Draft 2025 Budget

Director Dave Gray said he would send a draft of the 2025 Budget to the full board.

Other

Nothing to report

Old Business

Nothing to report

Other

Nothing to report

Lori Elmore **moved to adjourn the meeting at 8:05pm.** This was seconded by Libby Manship. Vote was taken and the motion carried.

Respectfully Submitted,
Jeanette A. Sherfield, Recording Secretary

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

Libby Manship, President

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

Lori Elmore, Secretary