

## **Board of Trustees Meeting**

**Date: August 12, 2025**

**Board Present:** Libby Manship, Tom Seng, Fred Fox, Jeannie Roberts

**Board Absent:** Michelle Hasty, Lori Elmore, Zach Schroer

**Staff Present:** Dave Gray, Cindi Holloway, Jeanette Sherfield

**Others:** None

Library Board President Libby Manship called the meeting to order at 7:00pm

There were no issues of public concern

### **Monthly Statistics**

Director Dave Gray reported the library had the best month for material circulation in 2025 and the third best since COVID. Circulation of physical items is up 2%. Hoopla had over 2,000 checkouts in July.

### **Minutes**

Fred Fox **moved to approve 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 July 2025 Financial Report. The bank balance is 11.9 million. The fund report reflects the same. There's 2.4 million remaining in appropriations, meaning 52% is left to be spent. Soon some big projects will be started that will bring that total down. Jeannie Roberts **moved to accept the Financial Report as presented**. This was seconded by Fred Fox. Vote was taken and the motion carried.

### **Allow Bills**

**Bills for July 1, 2025 – July 31, 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 regular monthly expenses. These vendors include S&K Window Washing, Business Furniture, FSG, and Your Door Company. Tom Seng **moved to approve the bills as presented**. This was seconded Jeannie Roberts. Vote was taken and the motion carried.

## Directors Report

### Staffing

Hired –Youth Librarian (Full-time/Main) – Heather Powell

Open –Youth Library Assistant (Part-time/Main)

Open – Outreach Library Assistant (Part-time/Main)

Will Leave Open -- Public Services Manager (Full-time/Main)

### Hancock Video Pop-Up

- July 20-26
- Special Library Card was available
- Almost 1,100 visits (1,089)
- DVD circulation increase of 17%!
- Lots of compliments and comment cards loving the pop-up!



### Summer Reading 2025

#### Kids:

- 1,859 registrations 8.84% increase
- 1,484 readers 9.12% increase
- 1,068 completions 8.32% increase
- 2,060,948 minutes 13.35% increase

#### Teens:

- 655 registrations 2.99% increase
- 504 readers 8.86% increase
- 375 completions 7.45% increase
- 1,447,601 minutes 5.47% increase

#### Adults:

- 1,633 registrations 12.62% increase
- 1,264 readers 9.72% increase
- 888 completions 11.42% increase
- 4,773,933 minutes 15.87% increase

## **Overall 2025 Summer Reading Numbers**

### **TOTAL**

- 4,188 registrations 9.06% increase
- 3,285 active readers 9.17% increase
- 2,370 completions 9.17% increase
- 8,519,491 minutes 10.83% increase

## **Imagination Library**

2,617 Enrolled

51 Graduated Last Month

3,069 Total Graduated

## **2026 HCPL Budget Schedule**

Budget for Final Review by Library Board August 12, 2025

Publication of Budget August 18, 2025

Public hearing September 9, 2025

Budget Adoption October 14, 2025

## **2025 Board Committee Meetings**

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**

August – Sugar Creek (Jeanette Sherfield)

September – Summer Reading (Rachel Peele)

October – Information Technology (Steve Jones)

November – Tech Services (Josephine Kaiser)

December – 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**

### **Sugar Creek Update (Jeanette Sherfield)**

Sugar Creek Branch Manager Jeanette Sherfield shared some general stats as well as room usage stats. Jeanette also shared information about each staff member to include any extra duties as well as what they enjoy reading, free time activities, and if they could live in another timeframe or era where would it be.

### **Server Room A/C Replacement**

Director Dave Gray shared an estimate from True Mechanical in the amount of \$9500 for a new AC unit that cools the server room. Since it's mission critical to keep the server room equipment cool and safe, Dave thought it best to go forward with True Mechanical as they had already done work for the library and proved to be reliable. Dave did consult the board to see if they wanted him to get an additional 2 quotes for the standard of 3 quotes total. Jeannie Roberts **moved to forgo getting an additional 2 quotes for a total of 3.** This was seconded by Fred Fox. Vote was taken and the motion carried. Fred Fox **moved to approve the estimate from True Mechanical in the amount of \$9,500.** This was seconded by Tom Seng. Vote was taken and the motion carried.

### **Other**

Nothing to report

## **Old Business**

### **2026 Draft Budget**

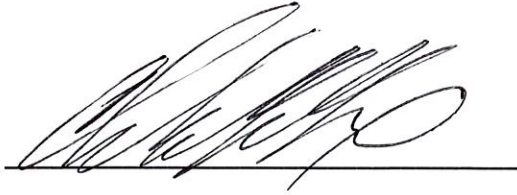
Director Dave Gray shared a draft of the 2026 Budget with the board highlighting any changes. Previously Greg Guerrettaz with FSG recommended having \$150,000 in the Rainy-Day Fund. Greg has since changed his recommendation, so \$100,000 will remain in the Rainy-Day Fund and the additional \$50,000 will be put into the General Fund.

### **Other**

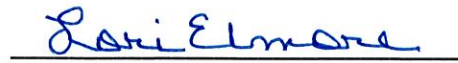
Nothing to report

Fred Fox **moved to adjourn the meeting at 7:36pm.** This was seconded by Tom Seng. Vote was taken and the motion carried.

Respectfully Submitted,  
Jeanette A. Sherfield, Recording Secretary

A stylized, handwritten signature in black ink, consisting of several overlapping loops and strokes, positioned above a horizontal line.

Libby Manship, President

A handwritten signature in blue ink, written in a cursive style, positioned above a horizontal line.

Lori Elmore, Secretary