

Board of Trustees Meeting

Date: August 13, 2024

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

Board Absent: Zach Schroer, Jeannie Roberts, Michelle Hasty

Staff Present: Dave Gray, Cindi Holloway, 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 that stats are up 500 items from this same time last year. Hoopla has 1,126 additional checkouts and OverDrive had 1,810 additional checkouts. Overall there has been good growth. Door counts and circulation of physical materials are up as well.

Minutes

Tom Seng **moved to accept 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 July Financial Report. The bank balance is currently 11.2 million. The fund report reflects that same. Cindi also shared that 57% of appropriations is still not encumbered. The bond payment was made in July. Capital outlays includes large equipment like the boilers and chiller equipment purchased by TJ. Lori Elmore **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, 2024 – July 31, 2024 were presented. Director Dave Gray said he reviewed the bills and found them to be in order. He highlighted some of the bigger expenses such as the bond payment, the one-time annual payment to OCLC, and also Leadership Hancock County. He mentioned Jared Zentz would be sent to Leadership Hancock County this fall. Fred Fox **moved to approve the bills as presented**. This was seconded by Tom Seng. Vote was taken and the motion carried.

Directors Report

Boiler/HVAC Update

Dave reported that the old boilers have been removed and the new ones have been installed. He also shared that the concrete pad for the new chiller outside will be poured soon.

Staffing Update

Currently, there are no open positions. 😊

Imagination Library Update

2,605 Enrolled

62 Graduated Last Month

2,424 Graduated Total

Summer Reading Stats June 1 -August 1

	Adults 23	Adults 24	Teens 23	Teens 24	Kids 23	Kids 24
Total Registrations	1408	1457	596	640	1745	1721
Active Readers	1051	1163	437	466	1401	1380
Challenge Completions	753	800	351	352	1014	999
Minutes Read	3,827,041	4,222,045	1,256,484	1,406,989	1,725,263	1,860,676

Second best first seven months of any year

	1st 7-months	Total
2015	596,734	1,003,319
2024	583,416	????
2018	580,937	982,118
2014	579,572	1,008,714
2017	576,148	999,554
2016	573,056	1,003,307
2019	566,716	1,024,517
2023	566,112	968,253

New Drop Boxes Installed

The old drop boxes that have been in place for 20 years at Eastern Hancock and Mt Comfort have been removed and the new ones installed.

Eastern Hancock

Mt Comfort



2025 Budget Schedule

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




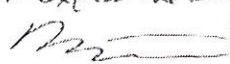
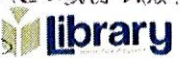

Staff Check-ins

8/16 – Managers to complete staff reviews

8/23 – Dave/Cody review/approval of reviews

8/24-8/31 – Check-in meetings take place and reviews finalized

Comment Card

<p>Michael Griffin 1334 Bluebird Drive Greenfield, IN 46140</p> <p> 800 W. McKenzie Rd. Greenfield, IN 46140</p> <p> Tell us what you think. Comment Card</p> <p></p>	<p>We're listening. <i>Date: 8/5/2024</i></p> <p>Jeff was very helpful, kind, attentive, and professional in helping me today, with access to a study room and information about the library. He demonstrated those qualities every interaction. For the several years I've visited the library.</p> <p>Though Jared and I didn't interact today, I want to express the same about him.</p> <p>Thank You.</p> <p> </p>
	<p></p> <p>Tell us what you think. Your comments and suggestions are important to us.</p> <p>Fill out the card below. Tear off and drop it in a comment card box, or mail it to us.</p> <p>Other ways to reach us</p> <ul style="list-style-type: none">• Email: comment@ncpllibrary.org• Contact the staff: www.ncpllibrary.org• Call: (317) 462-5141, ext. 240 <p><i>How are we doing?</i></p>

2024 Department Updates

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

Sugar Creek Update (Jeanette Sherfield)

Jeanette briefed the board on general statistics from the last year at SC as well as study room and community room usage. She also highlighted staff members and some of their qualities that make what they bring to the table valuable.

Frey Hosted Solution Proposal

Business Manager Cindi Holloway introduced a proposal for the library's current accounting system of BUCS to be hosted off site and establish a web-based platform. This would allow more users to access BUCS at the same time versus the current onsite server, which only allows 4 users to have access at any given time. The web-based platform would allow access for 11 users. This is something that Cindi needs to be able to access daily due to her accounting responsibilities and if 4 users are already accessing the system, she is unable to complete what she needs to do until 1 of the 4 has exited the system. There

would be a one-time installation fee of \$1,125 and also an annual fee of \$5,845.73. Tom Seng **moved to approve the Frey Hosted Solution proposal**. This was seconded by Fred Fox. Vote was taken and the motion carried.

Other

Nothing to report

Old Business

2025 Draft Budget

Director Dave Gray reported that the 2025 draft budget is the same as when he brought it to the board in July. The meeting with DLGF was completed on July 31, 2024.

Other


Nothing to report

Tour of Sugar Creek Branch

Adjourn

Fred Fox **moved to adjourn at 7:43pm**. This was seconded by Tom Seng. Vote was taken and the motion carried.

Respectfully Submitted,
Jeanette A. Sherfield, Recording Secretary



Libby Manship, President

Lori Elmore, Secretary