

Board of Trustees Meeting
Date: September 9, 2025

Board Present: Tom Seng, Jeannie Roberts, Zach Schroer, Fred Fox
Board Absent: Libby Manship, Michelle Hasty, Lori Elmore
Staff Present: Dave Gray, Cindi Holloway, Rachel Peele, TJ Reguli
Others: None

Vice President Fred Fox opened the public hearing on the proposed 2026 Hancock County Public Library Budget at 7:03pm. There was no one present for the public hearing.

Vice President Fred Fox called the Board of Trustees meeting to order at 7:05pm

There were no issues of public concern.

Monthly Statistics

Director Dave Gray reported circulation of physical items was down slightly, but electronic downloads were up with Hoopla circulating 1200 items and OverDrive circulating 1100 items. New cards issued was up 8% compared to last year and renewals were up 4% compared to last year.

Minutes

Tom Seng **moved to approve the minutes as presented.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Financial Report

Business Manager Cindi Holloway presented the August 2025 Financial Report. The bank balance is 12 million. The fund report reflects the same. Cindi also reported 60% of appropriations has been used with a balance of 2.1 million. Zach Schroer **moved to accept the Financial Report as presented.** This was seconded by Jeannie Roberts. Vote was taken and the motioned carried.

Allow Bills

Bills for August 1, 2025 – August 31, 2025 were presented. Director Dave Gray said that he reviewed the bills and found them to be in order. He mentioned the repair of the front entrance doors was completed by Your Door Company, and that True Mechanical installed the AC unit in the server room and is ready to be paid. Tom Seng **moved to accept the bills as presented.** This was seconded by Zach Schroer. Vote was taken and the motion carried.

Director's Report

Staffing

Open –Main Library Assistant (Part-time/Main) x 2
Hired –Les Harsh -Youth Library Assistant (PT/Main)
Hired –Jaye Murphy –Outreach Library Assistant (PT/Main)

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

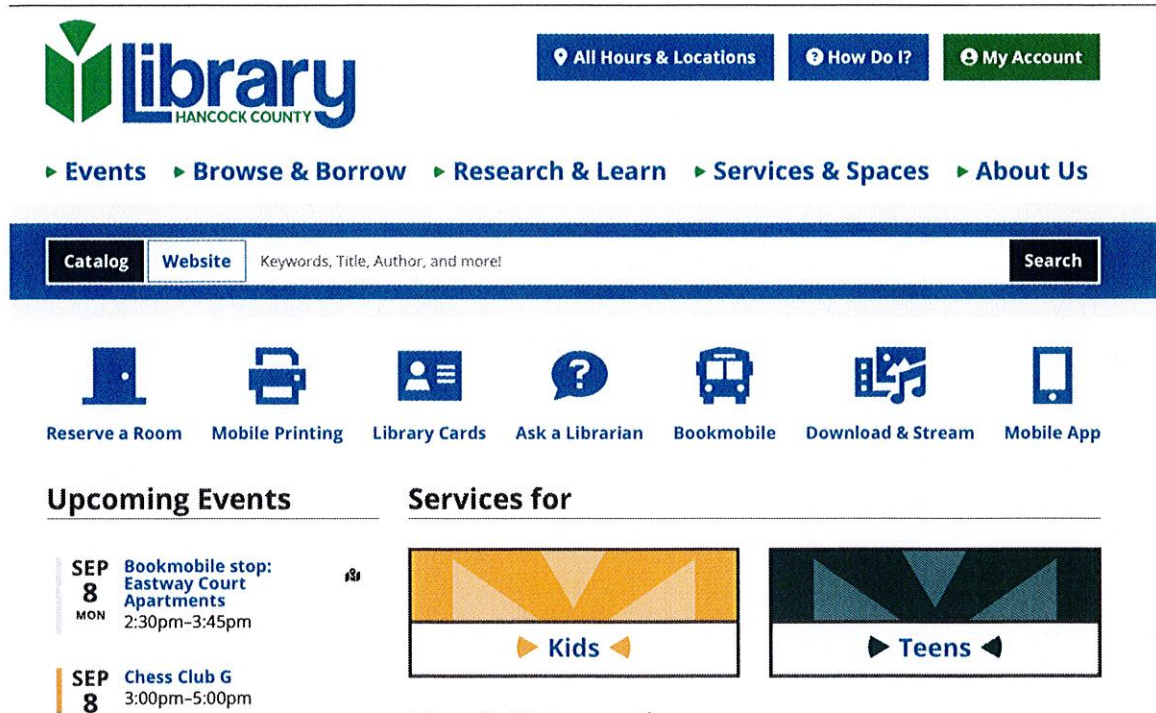
2,650 Enrolled
54 Graduated Last Month
3,123 Total Graduated

2026 HCPL Budget Schedule

Public Hearing September 9, 2025

Budget Adoption October 14, 2025

New Library Website (hcplibrary.org)



2025 Board Committee Meetings

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 Board Committees

Executive (Libby, Fred & Lori)

Facilities (Zach, Michelle & Jeannie)

Finance (Lori, Zach & Tom)

Outreach (Tom, Michelle & Jeannie)

2025 Department Updates

September – Summer Reading (Rachel Peele)
October – Information Technology (Steve Jones)
November – Tech Services (Josephine Kaiser)
December – No Update (Use If Needed)

Other

Nothing to report

New Business

Facilities Update (TJ Reguli)

Facilities Manager TJ Reguli shared projects that have been completed so far this year at both branch locations as well as those that are still to be completed. The most recent projects completed include light pole removal along the walking path at SC, gutter repair at SC, and a new AC unit installed in the server room at HCPL Main. Soon the hardwood trees will be planted to replace the Bradford Pear trees that were removed in the spring at HCPL Main. The biggest project is work to be completed on the parking lot at HCPL Main. The good news is the permit for the work is in place. TJ is just waiting on drawings and the scope so he can seek bids for the work needed to complete this project.

Summer Reading Recap (Rachel Peele)

Teen librarian Rachel Peele shared stats from the children and teen portion of the 2025 Summer Reading Club. The total registrations, readers, completions and minutes read are included in the Director's Report above as well as percentage differences compared to 2024. There were 95 programs for children system wide with 3,899 attendees. There were 16 teen programs system wide with 124 in attendance. There were also weekly STEAM activities for the teens. Over a 6-week period there were a total of 540 activities completed with 48 participants earning all possible badges. Rachel also shared a list of prize sponsors.

Other

Nothing to report

Old Business

Facilities Committee Meeting Update

Director Dave Gray briefly shared items to be updated in the Capital Improvement Plan for 2026

2026 Budget

Nothing has changed

Other

Nothing to report

Adjourn Time

Zach Schoerer **moved to adjourn the meeting at 7:36pm.** This was seconded by Tom Seng. Vote was taken and the motioned carried.

Respectfully Submitted,
Jeanette A. Sherfield, Recording Secretary



Libby Manship, President



Lori Elmore, Secretary