

Board of Trustees Meeting
Date: September 10, 2024

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

Board Absent: None

Staff Present: Dave Gray, Cindi Holloway, TJ Reguli, Kristen Schutt, Jeanette Sherfield

Others: None

President Libby Manship opened the public hearing on the proposed 2025 Hancock County Public Library Budget at 7:03pm. There was no one present for the public hearing.

President Libby Manship called the Board of Trustees meeting to order at 7:08pm

There were no issues of public concern.

Monthly Statistics

Director Dave Gray reported that there were a total of 79,000 items circulated during the month of August. There were 23,000 items circulated through Libby and Hoopla. Stats for new cards and renewed cards are up. He mentioned door counts are up as well.

Minutes

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

Financial Report

Business Manager Cindi Holloway presented the August 2024 Financial Report. The bank balance is currently 11.3 million. The fund report reflects the same. Cindi also stated that the current appropriations balance is 1.4 million for the 2024 budget. She did mention that the Capital Outlay category currently has a negative balance, but that there will be an additional appropriation at the end of the year to compensate. Zach Schroer **moved to accept the Financial Report as presented.** This was seconded by Michelle Hasty. Vote was taken and the motion carried.

Allow Bills

Bills for August 1, 2024 to August 31, 2024 were presented. Director Dave Gray said that he reviewed the bills and found them to be in order. Dave also mentioned that there are certain annual payments that are not normally part of the monthly bills, such as payment to Tilson, Leach and Russell, and Frey for the web based accounting system approved by the board in July. Lori Elmore **moved to accept the bills as presented**. This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Directors Report

Friends' Store Shelving

Shelving for the Friends' Store was sent for repair and were not properly corrected. The corrections are being made and will be returned as soon as they're finished.

Project Updates

New self-checks have been installed at HCPL Main and they have more functionality than the previous self-checks.

A new concrete pad was poured to accommodate the new chiller that will be installed in early November.

Staffing

Currently no open positions

Imagination Library

2,644 Enrolled

55 Graduated Last Month

2,479 Graduated Total

Library Card Sign Up Month Promotion

September is Library Card Sign-Up month. If a patron checks out 5 items they can get a card for \$5.00 in fine forgiveness that's good until 12/31/2024. For every 5 items checked out during the month of September patrons will also receive an entry ticket to win one of two iPads.

2025 Budget Schedule

September 10 - Public Hearing

October 8 - Budget Adoption

2024 Performance Check-In Schedule

All check-ins are complete.

2024 Department Updates

September – Summer Reading (Kristen Schutt)

October – Information Technology (Steve Jones)

November – Tech Services (Josephine Kaiser)

December – No Update (Use If Needed)

2024 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)

2024 Board Committees

Executive (Libby, Fred & Lori)

Facilities (Zach, Michelle & Jeannie)

Finance (Lori, Zach & Tom)

Outreach (Tom, Michelle & Jeannie)

Other

Nothing to report

New Business

Youth Updates & Summer Reading Recap (Kristen Schutt)

Youth Services Manager Kristen Schutt shared the 3 reasons we do Summer Reading is to prevent summer slide, encourage adults to read to pre-readers, and promote reading for fun. This year 1,721 children registered for the Summer Reading Club, and 999 completed the program with 1,806,676 minutes read. There is evidence that standardized test scores go up with those that participate in the SRC. There were 104 programs with 3967 participating. There were 640 teens that registered for SRC and 352 completed the program with 1,406,989 minutes read. There were 33 programs with 739 participants. There were weekly STEAM challenges for teens where they could earn badges for completing each challenge. There were 75 that participated and 31 that earned all 6 badges. A Mariokart tournament was another popular event as well as the scavenger hunt for the cryptids. There are some new that have been added to the Youth Department. There is a new baby space for babies age 2 and under. Trina the owl has been added to the Chris Sickles sculpture. The tween space has some new tables and chairs with the ability to plug in electronic devices. There are also sensory bins at both locations that contain items that can help calm children if they become agitated.

Sugar Creek Sealcoat Parking Lot

A proposal from Tilson Asphalt and Concrete for hot crack filling, seal coating, and restriping the parking lot at the Sugar Creek Branch was presented. Facilities Manager TJ Reguli said work would begin on an evening after closing at 8:00pm. The parking lot will be blocked off so work can be completed. Striping would take place on another day. The estimate for the hot crack fill and seal coating is \$5,861. The estimate for striping is \$857 with the total of both being \$6,718. Zach Schroer **moved to accept the proposal from Tilson Asphalt and Concrete for hot crack filling, seal coating and restriping of the parking lot at the Sugar Creek Branch.** This was seconded by Fred Fox. Vote was taken and the motion carried.

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 2025.

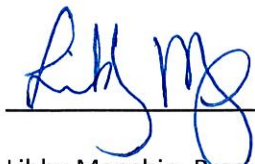
Other

Nothing to report

Adjourn Time

Fred Fox **moved to adjourn the meeting at 7:44pm.** This was seconded by Tom Seng. 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