

**Board of Trustees Meeting
October 21, 2024**

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

Board Absent: None

Staff Present: Dave Gray, Cindi Holloway, Steve Jones, 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 total circulation thus far for 2024 is 750,000 items. While there was a little drop in the circulation of physical items, HOOPLA is at its peak usage of 7,000 downloads for 2024 and OverDrive is at 15,000 downloads. Dave also mentioned that library card renewals are up 63%.

Minutes

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

Financial Report

Business Manager Cindi Holloway presented the October 2024 Financial Report. The bank balance is currently 11.3 million. The fund report reflects the same. Cindi also reported that there is balance of \$1,062,000 in appropriations left to spend in the 2024 budget. Zach Schroer **moved to accept the Financial Report as presented.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Allow Bills

Bills for September 1, 2024 to September 30, 2024 were presented. Director Dave Gray reviewed the bill and found them to be in order. He said it was a typical month of transactions. There were also some larger expenses to include the boilers at the cost of \$118,000 and a new laminator at the cost of \$2,000. Michelle Hasty **moved to accept the bills as presented.** This was seconded by Lori Elmore. Vote was taken and the motion carried.

Directors Report

Imagination Library

2,689 Enrolled

71 Graduated Last Month

2,550 Total Graduated

Leadership Hancock County

The library's own Jared Zentz is part of this year's Leadership Hancock County class of 2024-2025. Library Board Member and founding LHC member Tom Seng, and Public Services Manager Cody Flood were presenters during orientation as well.



Project Updates

Dave highlighted some of the projects that have been completed since the last board meeting to include HCPL Main Friend's Store shelving repair, seal coating and restriping the parking lot at the Sugar Creek Branch, and repair of the dumpster door at the Sugar Creek Branch.

Annual Reviews and Goal Setting

Goals:

09/27/2024 - HR to send out Department Goal Setting email

10/25/2024 - Department Goal Setting due

Annual Evaluation:

11/01/2024 - HR to send out Annual Review email

11/15/2024 - Staff to complete self-review

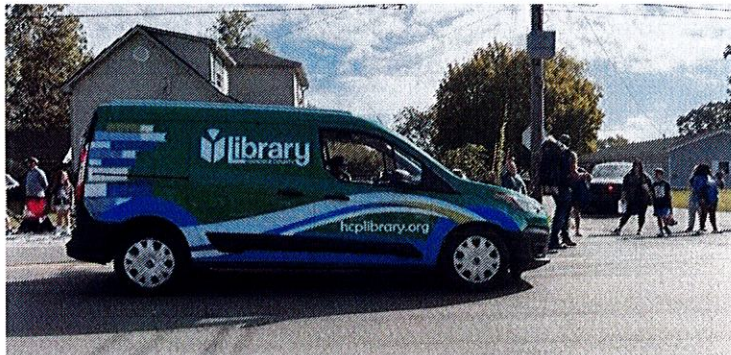
11/29/2024 - Managers to complete staff reviews

12/13/2024 - Director/Public Service Manager to approve reviews

12/16-12/31/2024 - Review meetings take place and finalized

Riley Festival Parade

The Bookmobile transit was a part of the Riley Festival Parade on October 5th.



HCPL Endowment



Community Foundation OF HANCOCK COUNTY



Hancock County Public Library Endowment Fund

July 01, 2024 through September 30, 2024

FUND SUMMARY

	Statement Period July 01, 2024 – <u>September 30, 2024</u>	Year-to-Date January 1 - <u>September 30, 2024</u>
Beginning Balance	\$321,565.42	\$295,798.91
Receipts		
Contributions	\$30.60	\$2,132.42
Earnings	\$17,070.16	\$42,404.80
Total Receipts	<u>\$17,100.76</u>	<u>\$44,537.22</u>
Distributions		
Credit Card Transaction Fees	\$4.06	\$7.93
Investment Manager Fees	\$221.88	\$457.88
Philanthropic Service Fees	\$783.31	\$2,213.39
Total Distributions	<u>\$1,009.25</u>	<u>\$2,679.20</u>
Ending Balance	\$337,656.93	\$337,656.93

Staff Development Day

On Monday October 14th staff participated in a half day training. Staff from Hancock Health presented QPR training for suicide prevention.

Early Voting

Early voting started at HCPL Main on October 14th and at the Sugar Creek Branch on October 21st. At the main library the marketing department put up displays informing the public what they would need to get a library card as well as signage for the upcoming Friend's of the Library book sale for those waiting in line to vote.

Greenfield Gabber

Recently there were many positive comments posted to the Greenfield Gabber about the children's area at HCPL Main. It's always nice to see the positive impact the library is having on the community.

2024 Department Updates

October – Information Technology (Steve Jones)

November – Tech Services (Josephine Kaiser)

December – No Update (Use If Needed)

2024 Board Committee Meetings

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

IT Department Overview (Steve Jones)

IT Manager Steve Jones celebrated 22 years with HCPL this year. Steve highlighted technology responsibilities and accomplishments for 2024. Being a department of one, Steve always has a project in the works. He's fulfilled 26 patron technology requests and 59 staff technology requests. Steve also highlighted all of the library's service providers to include NineStar, Taylored Systems, Sirsi Dynix, Google Workspace, and Koorsen Fire and Security. Steve also highlighted all the hardware and software used by the library. Steve shared his goals accomplished so far in 2024, as well as goals for the final quarter of 2024 and for the upcoming 2025 year.

Resolution 10214-1 & 2 – Adopt 2025 Budgets and Salary Schedule

Zach Schroer **moved to adopt the HCPL 2025 Budget and Salary Schedule as well as Resolution 10214-1 & 2.** This was seconded by Fred Fox. Vote was taken and the motion carried.

Staff Health Insurance

Business Manager Cindi Holloway presented staff health insurance quotes for 2025. She reported that the library moved from First Person to Gibson for the health insurance quotes. Jeannie Roberts **moved to approve the staff health insurance plan for 2025.** This was seconded by Lori Elmore. Vote was taken and the motion carried.

Youth Workstations

Director Dave Gray reported that work space needed to be reorganized in the youth office at HCPL Main. Quotes were obtained from Fine Line and Office Works for work cubicles. Fine Line is owned by Brett Lavender who also provides our courier service. Office Works quoted a price of \$38,404.65 and Fine Line quoted a price of \$25,589.00. Zach Schroer **moved to approve the \$25,589.00 quote from Fine Line.** This was seconded by Michelle Hasty. Vote was taken and the motion carried.

Resolution 102124-3 Additional Appropriation

Business Manager Cindi Holloway presented a resolution for an additional appropriation in the amount of \$425,000 for Capital Outlays. Tom Seng **moved to approve Resolution 102124-3 Additional Appropriation in the amount of \$425,000.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Draft Capital Improvement Plan

Director Dave Gray reported that FSG reviewed the Capital Improvement Plan and nothing has changed since his presentation before the Library Board of Trustees.

Other

Nothing to report

Old Business

Nothing to report

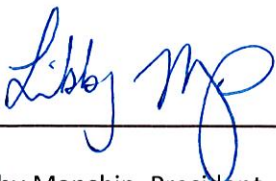
Other

Nothing to report

Adjourn Time

Fred Fox **moved to adjourn the meeting at 8:11pm**. This was seconded by Zach Schroer. 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