

**Hamilton North Public Library - Public Hearing on 2016 Budget
Cicero Branch – September 17, 2015 at 6:30 p.m.**

- I. Public Hearing – 2016 Budget [Exhibit #2, Pages 1] 6:30 p.m. call to order. No members of the public appeared.
- II. Hearing Adjournment -- 6:42 p.m.

**Hamilton North Public Library
Board of Trustees Meeting Agenda
Cicero Branch – September 17, 6:30 p.m.**

- I. Regular Session
 - a. Call to order by President Steve Griffith at 6:48 p.m.
 - b. Members present: Emily Holt, Steve Griffith, Laura Holliday, Lee Templeton, Sharon Bislich, and Mike Jenkins.
 - c. Members absent: Emily Beechler
 - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Amy Wolfe (Bookkeeper), Tim Ryan (Gordon Flesch)
- II. Review Agenda [Exhibit #1, Pages 1]
 - a. Review of Agenda by President Steve Griffith.
- III. Minutes – August 20, 2015 [Exhibit #3, Pages 1-10]
 - a. **Discussion:** Meeting minute second person switched from Laura (not there) to Mike Jenkins.
 - b. Motion to approve minutes as amended for August 20th, 2015
 - i. Motion made by Sharon Bislich
 - ii. Seconded by Mike Jenkins
 - iii. Motion carried by vote of 6/6
- IV. Public Participation
 - a. None this month.
- V. Financial Reports for August 2015 [Exhibit #3 & 4, Pages 1-30]
 - a. Review of August report
 - i. \$25,335 personal services, \$1,465 supplies, \$4,117 Other Services & Charges \$2,613 Capital Outlays, \$33,530 total expense for month. Run rate 66.7%, 66.6% of total budget used.
 - ii. Motion to pay August bills
 - a. Motion made by Sharon Bislich
 - b. Seconded by Laura Holliday
 - c. Motion passed by a vote of 6/6 (All vote AYE)
 - d. All signed register of claims
 - iii. **Note:** Ann notes that Community Bank will be reviewing what appears to be incorrect charges of account fees to our accounts. Apparently all or several of our accounts were mislabeled within their system; these are being relabeled and charges will be reviewed, hopefully credited.

VI. Department Reports [Exhibit #1, Pages 2-14]

A. Director – Ann Hoehn

The windows at either end of the building have been repaired (as approved in August). I'll bring "before" and "after" pictures to Thursday's meeting.

First Merchants Bank had our "account types" incorrectly listed, so we've been charged fees we shouldn't have been charged the last couple of months. The bank is working to correct their records and reverse charges.

I have asked Emily Pearson if the Friends would provide a \$25 local business gift card to each of our focus group participants. I would imagine the request will have to be voted on at the September Friends meeting.

I worked at Atlanta Branch a couple days recently.

We were closed on September 6-7 for Labor Day.

As you know, road construction is taking place on SR 19. I am concerned about the effect this will have on circulation.

Richard Parker and I are working on the Focus Group project. We've reviewed the "short list" of features the Board has expressed an interest in pursuing. We grouped the items into "concept" categories, and we will use these "concepts" to formulate the questions for, and structure of, the focus group discussions. I'll talk a little about this at the Board meeting on Thursday. Also, I hope to have all the focus group dates/times selected within the week.

Boiler controller work/repair is now scheduled the week of September 28.

Installation of the self-correcting wall covering for the wall leading to the children's room should take place shortly after September 19 which is the scheduled delivery date.

Take a look at the Classic Film Society display that Cindy and I created (located in the adult area). We've been getting a lot of compliments on it, plus, according to Circ staff, patrons are starting to get jazzed about our new "club!" We even created a Society membership card!

I helped plan and attended both the Dick Wolf'sie program as well as the Indiana Tax Amnesty program conducted at Cicero from a representative of the Indiana Department of Revenue.

We are further exploring the possibility of subscribing to Hoopla, a digital service that "circulates" movies, television episodes, music albums, audiobooks, e-books, comics, and graphic novels. Our subscription would require a significant 12 month deposit, but I do think it would be a good value and a good service for our patrons. Hoopla will be on the October Board agenda.

As required, I submitted the required 2016-2017 E-Rate forms to the State Library so they know we will continue to be part of the Indiana Consortium for Public Library Internet Access.

At the end of August, operating expenditures were just under the run rate (66.6% vs. 66.7%).

We've taken efforts to spruce up our monthly online newsletter to include more color, more graphics, and more links to our catalog and other points of interest. The general goal is for it to be a little more inviting with each consecutive issue.

I met with Steve Griffith to discuss the library's capital project time line and to find out more specifically what capital project information he'd like me to present at the September Board meeting. A first draft Capital Project time line and related items, including a very useful Bond Campaign time line will be presented Thursday.

InterDesign Total Architectural Development firm sent me a list of 33 public library clients. I'll distribute the list at the Board meeting.

Staff meetings are scheduled for September 15 and 16. All staff members have been asked to attend either session.

I registered Amy and myself for an upcoming Annual Bookkeeping and State Financial Report Workshop/Webinar.

Tim Ryan from Gordon Flesch, the IT company with whom we are interested in contracting, will be at the Board meeting to answer questions. Since the August Board meeting, Gordon Flesch has done an assessment of our IT network and, from that, produced a Full Detail Report and a Risk Report. Highlights from these reports will be discussed at the Board on Thursday. As you'll see, we have IT issues that need to be corrected. On Thursday, I will ask the Board to approve a 3-year contract, as discussed in August, with Gordon Flesch. I expect to receive a copy of the contract tomorrow; I will email it to the Board as soon as I receive it. A three year contract is a big commitment, I know, but I think this company and their services are good use of our money.

I met with Mary Palmiero and Friends of the Library to discuss the library's centennial. The Friends have tons of ideas. This is what they have in mind...

The Centennial Celebration would be a 2-day event, August 27-28, 2016 in Atlanta. Most activities would be outdoors, though a few things would take place indoors. The Friends have expressed an interest in having a big celebration that would bring both money and people to Atlanta. They want food vendors, an ice cream social, maybe a time capsule ceremony, a key-note speaker, a quilt raffle, tours of the library, and tours of other points of interest in town. Some mentioned inviting the Indiana Governor.

Friends are looking into the possibility of having train rides between Noblesville and Atlanta. They mentioned historical interpreters, live music, and a historical display of some sort in the library. A locally created souvenir centennial cookbook would be on sale, too. Though it is a ways off, I've asked Nickel Plate Arts if they would be interested in participating in the celebration by, perhaps, hosting an arts tent where people could stop by to "create." The Centennial is on this month's agenda.

I'd like to acknowledge Roberta Terry for arranging the Friends Pie & Ice Cream Social in Atlanta on August 29. The fundraiser pulled in \$560 plus a single donation of \$600. In the words of Pat Berry, "Best fundraiser ever!"

The Friends also raised funds by selling cupcakes at Red Bridge Park during the Rod Run on September 7. They said it was an easy, worthwhile gig as they were inside with the air conditioning!

Website Audience Overview

	May-15	Jun-15	Jul-15	Aug-15
Sessions	2,215	2,982	3,018	1,865
Users	1,564	1,671	1,927	1,139
Pageviews	4,272	5,153	5,237	3,361
Pages/Session	1.93	1.73	1.74	1.80
Avg. Session Duration	1:18	1:34	1:27	1:25
Bounce Rate	66.28%	70.22%	69.25%	68.20%
% New Sessions	65.82%	49.90%	55.37%	49.76%

Coming up: Focus Groups for Capital Planning, Friends meeting Sept 23rd at Atlanta, I'm working the entire day at the Friends Book Sale on Sunday, Sept 27th.

Discussion Items: Some feeling that six focus groups might be too many, due to cost of gift cards for participants. Some concern about the ambitious scope and potentially too-wide focus of the proposed celebration. Is the same weekend as the pie event was this year.

B. Assistant Director – Kate Marshall

General

- Spent significant time this month running inventory reports and working to edit cataloging as needed
- Pitched in on scanning for inventory this month
- Helped Cindy finish her Board report
- Worked with Greg to tweak 'new cataloging locations' by more specific sections to help us get better numbers on Cindy's monthly reports
- Assistant Director Roundtable Quarterly Meeting in Zionsville.
- Editing several sets of meeting minutes and created Board report
- Professional development reading

Technology

- Add an Overdrive FAQ bookmark on Circ Desk computers to make helping patrons easier when they have questions.
- Fixed a long-running problem on Cicero Lab Computer 2 that Sim2K couldn't solve after looking at it twice.
- Finished staff computer troubleshooting training
- Successfully installed Linux Lite onto old Children's OPAC, restoring functionality to ancient hardware

- 3 tech sessions with a repeat patron
- Meeting(s) with Gordon Flesch as we consider them for our replacement IT group
- Read & dissected GF & AVC contracts in depth
- GF performed a Network Assessment at our request
- We finally got Atlanta's new T1 line up and running. Unfortunately, but unsurprisingly, the extra bandwidth is still not sufficient for total needs.
- Atlanta - tweaking patron computers for printing & adobe defaults, standardizing wallpaper.
- General tweaking/updating of computers, installing new projector bulb (w/Jim) updating Flash, etc.
- Have informed Hamilton Heights that their link to our library is broken, but it has not been resolved yet.
- Contacted Hoopla to get details on their digital streaming product
- Worked with Cindy & Evergreen to better understand their patron hold notification system.

Marketing

- Magic of Tidying Up Book Event. Went very well, had 7 people attend and we had a request for a continuing meet-up!
- Budget Basics event featuring the Indiana Secretary of State. Set up went fine and session was well attended; audience seemed very engaged. Many thanks to the Board members and Emily Pearson who attended and helped breakdown the room afterward.

Looking Forward

- I expect to continue to devote significant time to inventory as we continue to find plenty of cataloging issues that are being cleaned up as we go along.
- Also looking forward to my next session of The Magic of Tidying Up -the first meeting was very fun and I think we're definitely riding the minimalist wave that's become popular.
- Plan to try and find a way to revive our old laptops.

C. Circulation – Cindy Ritter

- a. The **circulation stats** for August were 8,406 compared to August of last year at 8,350 and a three year average of 8,683. Atlanta had 427 circulations and Cicero had 7,432 + Overdrive EBooks 547. In-house use for Atlanta was 33 and Cicero had 487. Sent out 82 holds from Atlanta and 296 from Cicero. Atlanta received 37 holds from other libraries and Cicero received 330. Top selections for patrons in January were DVD, 2506; Adult Fiction, 1329; Children, 986; Computer, 534; Juvenile Fiction 491; Adult Non-Fiction, 412; Juvenile Non-Fiction, 389; YA Graphic Novel, 273. **Subscription databases Usage:** Freegal 71; Ancestry.com 432 searches.
- b. 46 new cards were issued in August.
- c. Cameron Turney and Colleen Mann have settled into their positions as circulation clerks.
- d. Linda Whitlock started her position in Atlanta on Monday, September 14th.

D. Atlanta – Mary Palmiero

Karen and I have concentrated on strengthening “ownership” of the library by young adult patrons. There were opportunities for young adults to help with tasks at the library, such as helping serve snacks on movie days, watering flowers outside the building, cleaning up after themselves following movies, and other “keeping our library clean” duties. Young adults

helped in the inventory process. Karen made a game of finding missing books; quite a few books were found! Public computers were used at least 82 times this month.

Discussion:

Statistics

Programs	Number of Events	Attendance	Cost	Cost Per Attendee
Crochet/Quilt	4	16	0	0
Afternoon Movie	3	21	\$10	48 cents
TOTALS	7	37	\$10	27 cents

E. Adult – Cindy Ritter

- a. August Programs: 11; Attendance, 130; Cost: \$22.00. There were 6 non-library uses of rooms.
- b. Coming up: The Not Real Mystery Book Club will discuss Stuart Woods’ “New York Dead” on 8/24. Brown Bag Reading Group will discuss David Ebershoff’s “The 19th Wife” on 8/28. Hamilton North Classic Film Society will show Alfred Hitchcock’s “Dark Victory” on 9/26. On Saturday, Sept 19 from 4-8 p.m. a couple will be using the pavilion for a marriage vow renewal ceremony and celebration. The Magic of Tidying Up – Sunday, September 20, 2-4 p.m. Big Annual Book Sale at Atlanta Library on Saturday and Sunday, Sept 26-27 during Earth Festival. Fall Painting with Deanna Leonard on Sept 30. Hamilton County Historian will discuss “Unsolved Murderers in Hamilton County” at 6:30 on Oct. 13. This ties in with Halloween, of course.

F. Children’s – Debra Brown

- a. August Programs: 15; Attendance, 222; Cost: \$5.00; Cost per Attendee: .02 cents.
- b. Library Collection – Book displays this month featured Sports, Camping, and other outdoor themes. Back to School books were pulled and displayed for the middle of the month. Book inventory in the Youth Services Collection continued in the Picture Book section. Space had to be created in the New Books section to accommodate the new seasonal and holiday books that have already arrived and are being processed. A large book order was placed with Penworthy, one of our top 3 vendors, and these titles will be available for checkout by mid-month. I’ll evaluate what remains of the children’s materials budget by end of September so I will know what to spend in the final calendar months of this year.
- c. Programs – A Back to School theme was planned for the middle of the month, and we read two different books about the sibling split between school and home. Jungle Week in the story time room was a big hit. We started the month with story time Camp-out and ended the month with Olivia the Pig. A Fall Art Party, co-hosted with art Instructor Deanna Leonard, was held on the 26th with the goal of promoting her programs to new students. Friday morning story time visits to Cicero Christian School have resumed.

One of the programming goals for this month was simply a return to our normal, morning schedule of story time activities. I re-introduced the Tuesday morning program – this was off the schedule in June and July because of SRP and visiting schools/daycares on Tuesdays. Our biggest attendance day continues to be Wednesday, however, with as many as 18 children

and plus their adults (crowded room). I am meeting with Tipton Children's Librarian to get her ideas about their all-ages family programming – no split between babies, toddlers, preschoolers.

- d. Looking Ahead – September will be busy with almost 5 full weeks of programming plus a return of Tuesday and Friday homeschool sessions. I am attending a Children's Literature Festival at Anderson University on Saturday, Sept. 19th.
- e. Special Thanks– Cicero Kiwanis Club for hosting me during their Saturday morning business meeting (9/22) – what a fun group of people!

G. Young Adult – Ann Hoehn

- a. August Programs: 1; Attendance, 4; Cost \$5; Cost per person: \$1.25.
- b. Coming up: Making decorations for Halloween Party, Teen Advisory Board Meetings have been scheduled for each early-release Wednesday through the end of the calendar year (Sept 16, 30, Oct 14, Nov 4, 18, Dec 9), Teen Advisory Board members happily agreed to participate in one of our upcoming focus groups!
- c. After long deliberation at their August 19 meeting, the teens finalized the menu for the Oct 31 Halloween Party. Menu items include:
 - Taco bar
 - Cupcake bar (cupcakes to be judged in decorating contest)
 - Bubbly black punch with wormy ice ring
 - Bewitched double-crust cheese pizza
 - Goblet grave frozen treats
 - Big brown dirty rat (vegetarian style)
 - Halloweenies with mustard dip

H. Maintenance – Jim Roy

- a. There are 6 canopy lights in the front of the library, 4 in the drive and 2 in the walkway. In March, the electrician suggested that we replace the lights with LED lighting due to their erratic lighting behavior. (Sometimes as few as 2 would light, other times 4 or 5 would be on-and not always the same 4 or 5.) We have now replaced bulbs in all of them. 5 are working steadily, and 1 needs to be rebuilt which includes a capacitor, starter, and ballast at a cost of about \$250. If they continue to work I think it would be worthwhile to invest in rebuilding one and wait before making the decision to install LEDs. Cost of LEDs is a little under \$1,000, 20 year life expectancy, 3 year pay off.
- b. The front step by the main sidewalk in Atlanta has been painted with yellow street paint which makes it stand out and hopefully prevent stumbles.
- c. The summer flowers have been removed on the front walkway, and mums have been planned for fall
- d. Looking forward: the boiler repairs
- e. **Discussion:** Due to relative cost of fixing 1 to switching all (and getting consistent and brighter use) serious consideration given to switching to LEDs. Will discuss again at next month's meeting.

VII. Old Business

- I. Tim Ryan with Gordon Flesch to Discuss IT Proposal [5 & 6, Pages 1, 1-12]
 - a. Brief introduction and talk by Mr. Ryan.
 - b. **Discussion:** What other libraries does GF work with? Tipton and Fortville. Good review from Tipton.
 - c. **Action Items:** Amy to list where we were pulling funds from to pay Sim2K.

- d. **Action Items:** Ask Tim for non-library references that are using Managed IT.
- J. Capital Planning [Exhibits 7-10, Pages 7]
 - a. **Action Item:** Ann to double check on the proposed dates to make sure we are on track to complete stages at the right time. We want to make sure the millage does not change.
 - i. **Action Item:** Ask financial advisor to October meeting.
 - b. **Suggestion:** Hire an advocate/project manager who knows construction, our best interests, etc. to work the project from beginning to end.
 - c. **Discussion:** Ann & Kate to call libraries on architect/builders list and find the most recent work (focus on libraries who have had renos or additions) and ask about it.
 - d. **Discussion:** Should we do some field trips to relevant libraries?
- K. Logo (and Tagline) Idea
 - a. **Action Item:** Lee to take a look at proposed logo from graphicsprings.com Kate has screenshots saved to her computer as well.
 - b. Will discuss this again at next month's board meeting.

VIII. New Business

- L. Upcoming Board Vacancy(s)
 - a. Lee's term he is finishing is expiring. Has expressed interest in staying on the board so Ann will contact appropriate appointing body to work that out.
 - b. Steve- will likely stay for at least one more year. Sharon goes off at end of November 2015. Emily Holt term up at end of December 2015, looks to have one more 4 year term. Laura goes off next December.
 - c. Used to send letters to appointing bodies saying "so and so is leaving the board and we are recommending person x for their seat".
 - d. **Action Item:** we need to brainstorm new people to nominate, esp. those who may have experience in areas relating to the strategic planning/construction/finance or any significant community reach.
 - e. **Will put this on the agenda for next month.**
 - f. **Action Item:** board prefers to complete Ann's yearly review in November, before people leave current board positions.
- M. Friends' Library Centennial Plans
 - a. **Discussion:** see: Director's report Discussion notes.
- N. Health Fair
 - a. Riverview is definitely on board and has offered to set the whole thing up. Steve has offered to run point on coordinating some of this.
 - b. **Suggestions:** host it perhaps around 1st of the year. Maybe a Saturday morning 9 – Noon.
 - c. **Suggestions:** Host concurrent programming for children, maybe yoga person run a class. Could kick off a walking group during the event as well.

IX. Looking Ahead: October 15, 2015, including 2016 Budget Adoption, at Atlanta Branch, 6:30 p.m.

X. Meeting Adjournment

- a. Motion to adjourn
 - i. Motion made by Sharon Bislich
 - ii. Seconded by Emily Holt

- iii. Motion carried by a vote of 6/6 (all vote AYE)
- b. 8:34 PM meeting adjourned.

XI. Executive Session – No