

- I. Regular Session of the HNPL Board Meeting was called to order by President Stephen Griffith at 6:34 p.m.
  - A. Members present: Stephen Griffith, Mike Jenkins, Emily Holt, and Sharon Bislich.
  - B. Members absent: Emily Beechler, Laura Holliday, and Melissa Martin.
  - C. Others present: HNPL Director, Sam Mitchel; Emily Crickmore, Circulation Director, and Bookkeeper Amy Wolfe (out at 6:47 p.m.)
- II. Review of the Agenda (Exhibit # 1, page 1) by President Stephen Griffith with no corrections
- III. February 20, 2014 Minutes. (Exhibit # 2, pages 1-4.)
  - A. Discussion: The following corrections were noted: At IV. A., January, 2014 Financial Report (Exhibit # 3, pages 1-27). Bank balances totals for ~~December~~ January were \$514,230.30.
  - B. Motion:
    - i. Motion to approve the minutes for February 20, 2014 as corrected was made by Emily Holt.
    - ii. Second to said motion was made by Sharon Bislich.
    - iii. Motion carried by a vote of 4/0.
- IV. February, 2014 Financial Report (Exhibit # 3, pages 1-24)
  - A. Discussion: February financial report summary in Handout #1, page 1, given by HNPL Bookkeeper, Amy Wolfe. Run rate is at 16.3 %, with the percentage of budget used at 16.8 %. February expenditures were \$ 35,459. Bank balances totals for February were \$ 503,491.10. HNPL transferred \$100,000 from the Rainy Day Fund to the Operating Fund. This will show up as expenditure in the Rainy Day Fund. Deposits for February were \$ 100,000. (The monthly COIT amount is \$2954 more per month than for 2013 or \$35,448 more in the annual amount.)
  - B. Motion:
    - i. Motion to pay the bills was made by Emily Holt.
    - ii. Second to said motion made by Sharon Bislich.
    - iii. Motion carried by a vote of 4/0.
- V. Department Reports (Exhibit # 4.)
  - A. Department Reports for February, 2014 (Exhibit # 4, pages 1-10.)
    - 1. Director, Samuel Mitchel, page 1. (See report on file) I. Technology

A. Web Stats

	<b>Page Loads</b>	<b>Unique Visits</b>	<b>First Time Visits</b>	<b>Returning Visits</b>
<b>Total</b>	<b>3,459</b>	<b>1,877</b>	<b>983</b>	<b>894</b>
<b>Average</b>	124	67	35	32

B. Evergreen Indiana catalog: Upgrade in mid-February. Quite a bit of bugs were encountered with this upgrade.

C. 2/27: Met with Mark Finnegan of Sim2K regarding Terminal Server potential. He is compiling an estimate. Server replacement is due in August 2015. Proposal of \$ 8,600 for project completion. Other options were discussed. Director Mitchel will give recommendations in the near future

D. 2/27: SIM2K installed three new computers in the Atlanta Patron Lab (obtained through 2013 LSTA grant).

- II. Misc. A. Market Analysis: Richard Parker took pictures of staff and patrons for usage on the survey mailer. B. 2/24: Attended Hamilton/Tipton County Library Directors Meeting.
1. Potential Effect of Elimination of the Business Personal Property Tax. A. Potential revenue loss to local governments is direct. Revenue would be sought elsewhere. B. Homeowners reaching property tax caps and the challenge for local government to replace revenue lost in tax increment financing districts and enterprise zones. III. Looking Forward: A. Warmer weather in order to accomplish outside projects (e.g. Dumpster/corral repositioning, Atlanta top front step)
2. Circulation, Emily Dickos: pages 2-3. (See report on file) The circulation stats for February were 8019 compared to 9567 for February of last year and a three year average of 9081 for the month of February. Atlanta had 686 circulations and Cicero had 07333. Sent out 333 holds (66 from Atlanta and 267 from Cicero), and received 264 holds from other libraries (44 for Atlanta, and 223 for Cicero.). In-House use for Cicero was 148 and for Atlanta, 15, for a total of 163. Top selections by patrons in February are: DVD, 2239; Adult fiction, 1168; Adult non-fiction, 481; Children, 435 ; Junior Fiction, 662; J. Non-fiction, 418; Young Adult Fiction, 230; and Computer, 729. Subscription Databases Usage: Tumblebooks, 20 ; Overdrive, 146; Freegal, 62; World Book, 0. (HHSC has World Book.) We issued 27 new cards in February. We're slowly working our way through shifting the A/V areas. Maintenance installed a new shelving unit for CDs, and we've been able to shift them so they're easier to navigate. 149 CDs circulated in January, and 219 in February. DVDs are up next. Starting March, Tumblebooks will not be offered due to low usage.
3. Atlanta, Mary Palmerio, page 4. February Programs, 12 ; Attendance, 45; Cost, 0.0. Three computers were replaced in the computer lab downstairs. They have become very popular since they work so well. They are always the first ones chosen. Top step in front of the doors is crumbling and needs to be replaced. The Crochet/Quilt group offered to make and donate a few knitted/crocheted "Dr. Who" scarves as prizes for a Dr. Who party planned for the summer.
4. Adult, Sarah Bourg, page 5-7. February Programs, 19; Attendance, 109; Costs-\$108.86; Cost per person: \$ .037. We had two big programs: an indoor garage sale and winter reading. The garage sale had four vendors and over ninety customers, bringing in \$40 in vendor fees and over \$15 for the Friends through book sales. Winter reading numbers were down a little from last year, with 71 teens and adults participating. The lower numbers are probably due to counting patrons who actually participated in the program by returning their forms. We had very nice turnouts also for our Passport to the World program, our Valentine's Day program and our Mixed Media program. The Valentine's Day Cards program allowed patrons a chance to make their own Valentine's cards for either their own personal use or to donate them to a local nursing home. We ended up collecting almost ten cards for the nursing home. This month we also hosted The Roberts' Settlement discussion. This program was also very well attended and was a really interesting look into a little bit of Hamilton County history. It also allowed people who had never been to our library a chance to see what we have here in Cicero. **Coming up:** We have changed our Stampin' Up representative, Jackie Hayden will now host a class each month. I am also trying out a free card class, since many of our patrons cannot afford \$10-15 just to make cards. We will also be continuing our Passport to the World program with Ireland and I will be teaching a class on the 29<sup>th</sup> on how to use ancestry.com.
5. Young Adult, Sarah Bourg, page 8. (See report on file.) February Programs, 5; Attendance, 22; Costs, \$ 17; Attendee per person costs-\$ 0.77. The loom bracelet classes have really become popular. We plan to have a mix of teens, children, and adults for these programs. We bought two new sets of loom bands for this program that will supply the program for months to come. We

only had one teen attend this month's movie, but we plan to use the soda purchased for it at future programs. Many times, we will reuse supplies in this manner and only record their purchase once on board reports. The Live Teen Clue was a huge success. We had six patrons plus six of the teen Girl Scouts attend the program. We used gift cards and other prizes from last year's summer reading as prizes, as well as other supplies we had on hand so this program didn't cost us anything! We had a lot of buzz from patrons who saw the "body" outlines throughout the library and several kids requested that we do a version for children next time. We plan on doing a kids and teens version for summer reading. **Coming Up:** We will continue with our loom bracelet classes and Saturday @ the Movies. We will also be hosting a *Divergent* party on March 13<sup>th</sup>.

6. Children, Sheri Wallace, page 9. (See report on file) February Programs, 25; Attendance, 202; Costs, \$ 21.85; Costs per person, \$ 0.0. Winter reading was a great success with 491 entries for our prize drawing. Our American Girl club learned all about New Orleans and Mardi Gras in 1853. We even learned some French words. Participation was sparse for Lego Mania due to a snow storm. It seems all other programming is back on track with good numbers for story times and art classes. Department Manager Wallace participated in the Little Husky Festival at the elementary school and received some wonderful compliments on our library. Planning is under way for Summer Reading. We are currently working on programming for the LHLC Summer Camp kids who will visit the library weekly this summer. We have also booked some great entertainment for this summer. We will have Professor Steve for our kickoff on June 9<sup>th</sup> and another wonderful puppet show from Minnetrista Theatre Preserve.
7. Maintenance, Jim Roy, page 10. (See report on file.) A replacement case heater was installed on the compressor on the outdoor condenser unit. This was needed to eliminate temperature variations in the condenser for the fluids that pass through it. This repair may also improve the performance of the condenser as it cycles on and off during temperature variations in the Spring and Fall. The suggestion to insulate water pipes that are exposed to freezing temperatures would be relatively inexpensive and able to be done in house. The most vulnerable pipes are above the Children's area Rest Room and the Program Director's office. Shelving components have been ordered in order to extend the book storage rows in the North East end of the adult fiction area. A new vacuum is being tried to replace the existing model which needs about \$375 in repair work. Looking Forward: The Perfection Group company has proposed a no-cost study and evaluation of the HVAC system to provide an estimate on life expectancy and condition of the various components. They also offer facility operating and maintenance programs.

## VI. Old Business.

### A. Market Audit

1. Survey Report ( a copy was sent to all Board Members. Director Mitchel presented overall discussion on topics related to this audit. We are distilling all materials. Results will be forwarded and covered in detail at the April Board meeting. HNPL is a traditional need in the community. Customer service is high. More services are desired. 315 responses were evaluated for this survey. Survey cards printing costs were \$620, with Postage around \$500. There were two mailings of approximately 5000 surveys each mailing. Director Mitchel will review data on outside signage. We are interested in regular monthly mailings featuring HNPL offerings. Director Mitchel will tabulate per capital costs per visit at the Atlanta Branch.

## B. Atlanta (Historic Registry)

1. Indiana Landmarks representative has informed me that typical “brick and mortar” grants are of the matching type. It was agreed this would prevent us from pursuing the Indiana Landmark status for Atlanta. Some cosmetic projects are due at the Atlanta Branch.

## C. Circulation

1. Holds. The question “Do we have any issues with “hold” requests” was asked of other libraries in our area but no issues have surfaced. It was found that if more than 4 holds occur on an item another is generally purchased. We will work out a formula to apply to HNPL.

2. Three (3) year Circulation breakout: Director Mitchel directed us through the ten (10) areas of circulation to see if we can find cause for our declining circulation numbers. We do not add audio down loads into circulation statistics. Some senior choices have lowered circulation. Adult fiction is influenced by Overdrive. Adult non-fiction decreases are weather related. Children’s area is holding its own and looks good. Computer dips in 20113 related to older equipment. More printing occurring rather than use services they now have at home or with Smart Phones. DVD’s down Budget is same for this item Pattern consistent from year to year. Outside venues also are now more convenient. Games platform decisions must be made after more research. Junior Fiction mirrors Children’s. 2013 was very good. Junior Non-Fiction is generally a boy’s selection item. Starting in 2014 this is down 50%. Music CD is consistent with 2013. Freegal is helping this area. Overdrive shows largest percentage increase over previous 2 years, going from 200 in 2012 to 300 in 2013 to 450 in January 2014. Young Adult Fiction is down slightly due to weather. 2012-2015 visits down 15%. Meeting room use was up 40 in 2013. Program attendance was down 13% with Children’s down 10% and Adults down 29%. Atlanta circulation overall from 2012 through March 2014 is down 200 and 120 respectively. Cicero Circulation overall from 2012 through March 2014 is down 500 and 1000 respectively. Other discussion was had related to web site and future tweaking enabling it to be more user friendly. This would need to be outsources.

## VII. New Business.

A. Buildings/Fixed Assets Insurance Appraisal – Buckland & Associates proposal. Data from last appraisal is 10 years old. New data is needed and will have a cost associated with gathering this data. Director Mitchel will research this cost.

## VIII. Looking Ahead

B. April 17, 2014 Board Meeting has been changed from Atlanta to the Cicero Branch.

IX. Meeting adjourned by President Stephen Griffith at 8:35 p.m.

Minutes respectfully prepared by HNPL Board Secretary, Mike Jenkins.

## 2014 Focus:

Goal 1: Provide spectacular, creative programs for selected age groups, addressing this Community’s desires and needs.

Goal 2: Create and maintain a strategic financial plan.

Goal 3: Maintain and improve organizational structure and resources.

Goal 4: Create a community interaction plan to increase awareness and build partnerships.

Goal 5: Evaluate all HNPL communities and determine how best to meet facility need.