

**Hamilton North Public Library – 2018 Additional Appropriation Public Hearing
Cicero Branch – September 21, 2017, 6:30 p.m.**

- I. Public Hearing – 2018 Additional Appropriation
 - i. Meeting called to order at 6:30
- II. Approve Proof of Publication of Public Notice
 - i. Motion to approve Proof of Publication of Public Notice
 - ii. Motion made by Emily Beechler
 - iii. Seconded by Emily Pearson
 - iv. Motion carried by a vote of 6/6 (All vote AYE)
 - v. Appropriate members sign Certificate
- III. Accept Public Comment
 - i. No public appeared; no comments
- IV. Motion to adopt Additional Appropriation Resolution
 - i. Motion made by Emily Beechler
 - ii. Seconded by Greg Goff
 - iii. Motion carried by a vote of 6/6 (All vote AYE)
 - iv. Appropriate members sign
- V. Motion to approve Meeting Excerpts
 - i. Motion made by Emily Beechler
 - ii. Seconded by Emily Pearson
 - iii. Motion carried by a vote of 6/6 (All vote AYE)
 - iv. Appropriate members sign
- VI. Hearing Adjournment
 - a. Motion to adjourn
 - i. Motion made by Emily Beechler
 - ii. Seconded by Greg Goff
 - iii. Motion carried by a vote of 6/6 (all vote AYE)
 - b. 6:45 PM meeting adjourned.

**Hamilton North Public Library – 2018 Budget Public Hearing
Cicero Branch – September 21, 2017 (following Additional Appropriation Hearing)**

- I. Public Hearing – 2018 Budget
 - a. Meeting called to order at 6:45
 - b. No public attendance

II. Hearing Adjournment

- a. Motion to adjourn
 - iv. Motion made by Emily Beechler
 - v. Seconded by Emily Pearson
 - vi. Motion carried by a vote of 6/6 (all vote AYE)
- b. 6:46 PM meeting adjourned.

Hamilton North Public Library Board of Trustees Meeting Minutes Cicero Branch – September 21st, 2017 6:30 p.m. (following Budget Hearing)

II. Regular Session

- a. Call to order by President Steve Griffith 6:46 p.m.
- b. Members present: Steve Griffith, Lee Templeton, Emily Beechler, Gregory Goff, Mike Jenkins, Emily Pearson
- c. Members absent: Kim Radant
- d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Amy Wolfe (Bookkeeper)

III. Review Agenda [Exhibit #1, Pages 1-2]

- a. Review of Agenda by President Steve Griffith

IV. Minutes – August 31st [Exhibit # 2, Pages 1- 8]

- a. **Discussion:** none
- b. **Motion: to approve minutes for August 31st**
 - i. Motion made by Greg Goff
 - ii. Seconded by Lee Templeton
 - iii. Motion carried by vote of 6/6 (All vote AYE)

V. Public Participation

- a. None

VI. Financial Reports for August 2017 [Exhibit #3, Pages 1-29]

- a. Review of August report
 - i. \$26,926 personal services, \$1,702 supplies, \$12,101 Other Services & Charges \$3,371 Capital Outlays, \$44,100 total expense for month. Run rate 66.7%, 66.3% of total budget used.
 - ii. **Motion to pay August bills**
 - a. Motion made by Emily Pearson
 - b. Seconded by Lee Templeton
 - c. Motion passed by a vote of 6/6 (All vote AYE)
 - d. All signed registers of claims
 - iii. **Action Item:** None

VII. Department Reports [Exhibit #4, Pages 1-11]
 A. Director – Ann Hoehn

2016-2017 Cicero Stats	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Number of Visits	3550	3112	3340	3172	3343	3886	2921	3139	4085	3780	3519
Directional Questions	115	131	123	107	157	145	131	120	93	125	201
Reference Questions	59	134	108	118	104	105	100	109	50	136	167
Book & Other Recommendations	18	36	16	46	52	54	42	39	13	43	56
Scanned Pages	180	240	199	144	185	238	118	72	239	85	104
Volunteer Hours (not including Friends)	12	9	16	17	10	12	9	9	3	2	1
Study Room Use	57	58	15	40	42	45	40	30	19	22	25
Yearbook Use	1	6	13	16	8	7	20	39	14	23	30
Mandatory Service Hours	4	0	0	0	0	0	0	0	0	0	0

I attended a couple of capital project meetings and consulted our financial advisor, bond counsel, and Aaron Culp on a number of capital project matters, including contracts, budgets, and advertising requirements. I sought liability insurance quotes from several companies. I worked at Atlanta a few hours to cover the public service desk. I helped with the young adult tartan program.

Amy and I met with the Judy Robertson of the Department of Local Government Finance (DLGF) so she could help prepare our 2018 budget and ensure budget forms are completed properly. I've started accumulating prizes for next year's Summer Reading Program. We have four prizes already at this early date. My goal is to get a jump start on Summer Reading every year.

Capital Project schedule, key items:

- Construction documents 100% complete, Sept. 29
- Deliver Notice of Intent to Sell Bonds to newspaper, Sept. 25
- Publish Notice of Intent to Sell Bonds in newspaper on Oct. 2, Oct. 9
- Construction bids due Oct. 13
- Review bids Oct. 17; present bids for Board approval, Oct. 19
- Bond closing, deliver bonds and receive money, Nov. 7

Other upcoming:

- 2018 Budget Adoption, Oct. 19 Board Meeting @ Atlanta

HNPL Website Audience Review													
	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17
Sessions	2,111	1,824	1,669	1,689	1,381	1,942	1,657	1,805	1,690	1,727	2,004	1,985	1,912
Users	1,282	1,068	980	938	819	1,136	985	919	854	909	1,023	984	1,009
Pageviews	4,576	3,276	2,841	2,900	2,348	3,242	2,917	3,394	2,974	2,946	3,340	3,629	3,340
Pages/Session	2.17	1.80	1.70	1.72	1.70	1.67	1.76	1.88	1.76	1.71	1.67	1.83	1.75
Avg. Session Duration	1:10	1:15	1:14	1:27	0:57	1:10	1:04	1:41	1:46	1:30	1:36	1:42	1:38
Bounce Rate	69.40%	70.12%	67.83%	62.58%	67.41%	70.70%	69.64%	66.32%	67.40%	70.30%	68.01%	69.47%	71.76%
% New Sessions	48.74%	46.93%	45.96%	42.69%	45.91%	48.35%	45.62%	37.89%	37.51%	39.72%	39.42%	37.18%	40.53%

Action Item/Discussion: Financial advisor wants us to pick a bank to administer the bond. Once Ann receives list of potential banks, Board prefers to have list sent around for any chance at comments; ultimately, however, we'll just pick one in order to meet timeline requirements. Board is confident that appropriate choices will be offered by financial advisor.

Discussion: Hamilton East Public Library will have a 50/50 split for Maker Electronic Area & Maker Arts area. Just food for thoughts when it comes to Project 2.

B. Assistant Director – Kate Marshall

GENERAL

21+ hours, highlights include:

- Researching new e-materials platform
- Board meeting prep/follow up
- Professional Development
- 1 Tech tutorial
- Documentation revision

INVENTORY

4+ hours, highlights include:

- Running follow up reports on final children's sections
- Scanned the last of the Juvenile Biographies
- Further catalog review and clean up of minor issues, mis-merges

TECHNOLOGY

1- hour, highlights include:

- Minor computer issues looked at by Gordon Flesch

MARKETING

17+ hours, highlights include:

- Monthly website updates
- Working with SpinWeb to transition CMS
- Investigating and promoting newer Overdrive app
- September display prep and transition
- August/September Facebook post creation
- Summer Reading debrief and brainstorming session

LOOKING FORWARD:

- Marketing committee Fall kick-off; Middle School E-Learning Day; Capital Plans

C. Circulation – Cindy Ritter

- a. The **circulation stats** for August were **9,027** compared to August of last year at **8,593** and a three year average of **8,675**. Atlanta had 404 circulations and Cicero had 7,487 + Overdrive eBooks 755 + Hoopla 381. In-house use for Atlanta was 54 and Cicero had 664. Sent out 101 holds from Atlanta and 387 from Cicero. Atlanta received 10 holds from other libraries and Cicero received 423. Top selections for patrons in August were DVD, 1584; Children, 1347; Adult Fiction, 1199; Computer, 485; Juvenile Fiction 571; Adult Non-Fiction, 381; J Non-Fiction, 494; YA Fiction, 363. **Subscription Databases Usage:** Ancestry.com 399 searches, Lynda.com 5 hours
- b. 58 new patron cards were issued in August.
- c. Our impromptu “Remembering Sam Shepard” display resulted in 58 circulations itself. Other displays this month included Julia Child’s birthday – 11 circs; Family History Month – 4 circs; Fitness/Health – 36 circs; Bargain Hunting – 36 circs; Alfred Hitchcock’s birthday – 18 circs; Elvis Presley’s birthday – 3 circs.
- d. Our circulation has risen this month instead of following the yearly downward trend. Hoopla use has increased tremendously, and Overdrive numbers are up as well. We have continued to change out displays monthly and have seen mostly good results
- e. **Action Item:** Emily Beechler would like to do another ‘theme’ month when kids bring in book receipts to encourage checkouts.
- f. **Discussion:** none

D. Atlanta – Mary Palmiero

The Young Adult area of the library looks really nice now! The wall has been repaired and painted and new shelving has been installed along one wall. It makes the basement look lighter and airier. We also had a teen volunteer who worked about twenty hours in cleaning and other odd jobs. She also painted and decorated some temporary window coverings which Karen needed for the windows when she shows movies. They look very cheerful.

Action Item: Shift several of our box fans over to Atlanta due to the doors being propped open during Fest.

Discussion: Toilets at library have traditionally been for vendors only since the library was officially closed during the Fest. But since the library is actually open during the Earth Fest this year the bathrooms should be open for the public as well.

Statistics

NAME OF EVENT	NUMBER OF EVENTS	ATTENDANCE	COST	COST PER PERSON
Eclipse Watch Party	1	15	0	0
Movies	3	14	0	0
Little Library Painting	2	10	\$62.50	\$6.25
Stitch Crafters	5	22	0	0
Having Your Say	5	25	0	0
TOTALS	16	86	\$62.50	73 cents

Other Statistics

2016-2017	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug
Number of Visits	305	243	260	203	225	309	223	322	310	271	386
Directional Questions	45	44	29	35	38	45	39	59	49	46	72
Reference Questions	37	45	24	47	49	45	46	55	49	35	61
Book & Other Recommendations	32	48	10	56	59	69	53	67	97	65	71
Volunteer Hours	3	4	2	4	4	5	4	5	0	0	25
Scanned Pages						1			1	0	0
Computer Usage	42	83	33	33	37	75	48	71	143	87	66

Looking Forward:

- Middle School Culinary Camp, Sept. 29
- Friends Book Sale during New Earth Festival, Sept 23-24
- Atlanta Library will be open for business during the book sale on Sept 23-24; exact hours to be determined.

E. Adult – Ann Hoehn

- August Programs: 5; Attendance, 39; Cost: \$2.00. There were 10 non-library uses of rooms & gazebo; Attendance, approx. 101
- Action Item:**
- Discussion:** Advertising for Friend’s Human Trafficking program discussion; how to share locally.
- Looking Forward:
 - Friends Meeting, Sept. 20, 6:30 p.m. at Atlanta
 - Brown Bag Reading Group – *Truly, Madly, Guilty* by Liane Moriarity, Sept. 22, 11:30 a.m.
 - Classic Film – *Bad Day at Black Rock*, Sept. 23 at 2 p.m.
 - Mystery Book Club discusses Hannah Dennison novels, Sept. 25 at 6:30 p.m.
 - Tuesdays with Friends, Human Trafficking, Oct. 10, 6:30 p.m.
 - Friends Monthly Meeting, Oct. 18, 6:30 p.m. at Cicero
 - Free Little Library opening ceremony, date to be determined

F. Children’s – Debra Brown

- August Programs: 17; Attendance, 299 Cost: \$0.00
- Library Collection – August was a month for fine-tuning in the children’s book collection as displays were switched out and shelf sections were re-scanned for item inventory. Many thanks to Colleen Mann from Circulation for her fast work with the laptop scanner.

May had been a big book ordering month, and consequently those books were due to be removed from the Newbooks display during the month of August. This was an ongoing project because many items had still been checked out with the last of the Summer Reading Program.

Programs – Story time attendees during August enjoyed a more relaxed story circle as older friends and siblings returned to school. We framed the entire month around ABC books and worked on upper and lower case letter identification with both our stories and crafts. *Chicka Chicka Boom Boom* started our month and *LMNO Peas!* was our ending. We also enjoyed a “night sky” theme during the week of the eclipse, and also celebrated author Don Freeman’s *Corduroy* bear. I attended the Back to School Ice Cream social at the Primary School on the evening of the 7th and enjoyed talking to many families as they waited in the very long ice cream line. In addition, I was invited to speak on the topic of storytelling to the Freshman English class at Indiana Academy. These students will complete individual story projects with an eye toward possibly attending and presenting at our morning story circles.

Looking Ahead – September story time themes include barnyard animals, Grandparents, trees and apples. Usually, the final 3 months of the calendar year rely heavily on holiday themes, so September is our last chance to work in the more random, fun themes and stories. Our first afterschool crafting session will be on Thursday, September 7th and will encompass four Apple Art projects.

Discussion:

G. Young Adult – Ann Hoehn

- a. August Programs: 2; Attendance, 37; Cost \$62.00 ; Cost per person: \$1.68
- b. **Discussion:** Indiana Academy has encouraged us to make use of the high quality students that are volunteering.
- c. **Action Item:** none
- d. Coming up:
 - Middle School Culinary Camp--Baking at Cicero; Microwave cooking at Atlanta, 12-3 p.m., Sept 29. (Middle School E-Learning events)
 - Indiana Academy student and teacher volunteers are scheduled to work a total of 20 hours on Oct. 3.

H. Maintenance – Mike Hiatt/Ann Hoehn

- Sprayed polyurethane on Little Free Library.
- Put new mower blades on push mower.
- Painted new basement wall at Atlanta.
- Took new bookshelves to Atlanta and attached them to the wall.
- Removed old bookshelves from Atlanta and put in dumpster.
- Met with contractors in Atlanta about roof replacement.
- Attended telephone conference with Duke Energy and other team members about lighting efficiency as part of the capital project.
- Power washed and painted fence around dumpster.
- Cleaned out flower beds in front at Cicero and replaced mulch.

Looking Forward:

- Carpet cleaning in meeting room
- Moving mowers and tools out of storage to get ready for construction.

Discussion: Suggested we have some sort of community art piece made from stripped tiles from Atlanta as the contractors have determined that we cannot reuse any of the tiles. Also suggest using tiles for fundraiser. Or create artwork on tiles and sell as fundraisers. If we could get them done in time for Earth Fest next year that would be amazing to sell them there. Suggested we add a bit of cardstock with picture of library and #X of X printed on it to up historic factor.

Action Item: None

VIII. Old Business

- I. Issues Concerning an Individual Patron
 - a. **Discussion:** Nothing we can do, currently.
 - b. **Action Item:** Aaron Culp is consulting with a colleague who works on similar issues.

IX. New Business

- J. Capital Project Update [Exhibits #5, Pages 1-2]
 - a. **Update:** Contractors have determined that tiles at Atlanta are not reusable for roof.
 - b. **Motion to approve the form of Master Continuing Disclosure Undertaking**
 - 1. Motion made by Emily Beechler
 - 2. Seconded by Greg Goff
 - 3. Motion carried by a vote of 6/6 (All vote AYE)
 - c. **Motion to adopt final bond resolution**
 - 1. Motion made by Greg Goff
 - 2. Seconded by Emily Pearson
 - 3. Motion carried by a vote of 6/6 (All vote AYE)
 - d. **Motion approving notice of intent to sell bonds**
 - 1. Motion made by Mike Jenkins
 - 2. Seconded by Lee Templeton
 - 3. Motion carried by a vote of 6/6 (All vote AYE)
 - e. **Motion to adopt Resolution Accepting Post-Issuance Procedures**
 - 1. Motion made by Emily Beechler
 - 2. Seconded by Emily Pearson
 - 3. Motion carried by a vote of 6/6 (All vote AYE)
 - f. **Action Item:** Ann to continue getting bond notices in the newspaper on schedule.
- K. Technology Update
 - a. **Discussion:** None
 - b. **Notes:** Ann & Cindy will be receiving training on the new website CMS next week. Ann and I will also be meeting with Gordon Flesch somewhere in the next six weeks for our quarterly business review.
- L. Indiana Library Federation Annual Conference
 - a. **Discussion:** Would like to send four people to conference this year.
 - b. **Action Item:** Registrations to be submitted.
 - c. **Motion to approve**
 - i. Motion made by Emily Pearson
 - ii. Seconded by Mike Jenkins
 - iii. Motion carried by a vote of 6/6 (All vote AYE)
- M. Insurance Quotes
 - a. **Discussion:** We've contacted three companies for quotes and all of them know that we must have quotes by the October board meeting.
 - b. **Action Item:** Ann will sit down with all of the potential agencies to compare services.

N. Little Free Libraries' Opening Ceremonies

a. Discussion: Are looking to set a date when the greatest number of board members are available. Somewhere in the first two weeks of October. Board suggest having some press at the ceremonies. Board would like host both branch ceremonies back to back on the same day. Either weekdays or weekends should be fine for the board.

b. Action Item: Ann will send around potential days and times to board members.

O. Food for Fines - November

a. Discussion: Looking for annual approval of food for fines.

b. Action Item: Approved! Implement as normal.

P. Accounting Software

a. Discussion: Preferred product vendor won't come down on price. If they won't come down on price then we do have other vendors to choose from.

b. Action Item: Board would like Amy to talk about why the current top choice is our top choice vs. other vendors.

X. Looking Ahead: October 19th, 2017 Board Meeting at the Atlanta Library, 6:30 p.m.

XI. Meeting Adjournment

c. Motion to adjourn

i. Motion made by Emily Pearson

ii. Seconded by Emily Beechler

iii. Motion carried by a vote of 6/6 (all vote AYE)

d. 7:43 PM meeting adjourned.

XII. Executive Session – No