

NORTH MANCHESTER PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes

Date: April 21, 2026 in the Blocher Room

Present: Tim Brauch, Kathy Garber, Kyle Leffel, Mike Leckrone, Eileen Sklar, Andrea Zwiebel, Heather Winger

Absent: Mackenzie Coulter-Kern

Other:

AGENDA

- I. Call to Order - Eileen called the meeting to order at 12:03pm
- II. Adoption of Agenda - Motion to approve by Kathy, seconded by Kyle. All in favor.
- III. Public Comment Period - None.
- IV. Perusal and Approval of Reports
 - A. Minutes - Motion to approve by Mike, seconded by Kathy. All in favor.
 - B. Financials - Motion to approve by Kyle, seconded by Tim. All in favor.
- V. Director's (Staff) Report & Stats
 - A. Staff Reports and Stats: attached are the reports for this month.
- VI. Old Business
 - A. Update on Indiana Legislation, Indiana State Library, Institute of Museum and Library Services, and Library Congress.
Funding for grants will be restored. Federal funds must be dedicated to libraries and museums. The budget can not be pulled.
- VII. New Business
 - A. Reciprocal Agreements effective May 1, 2026 - Motion to approve by Kathy, seconded by Tim. All in favor.
 1. Huntington City Township Public Library, including the Markle location
 2. Akron Carnegie Public Library
 - B. Introduction to ILF Training
The closest in-person session is in St. Joe County on September 27, 2026.
- VIII. Questions & Comments from the Board -
 - A. Kyle asked if there was any update on the arborvitae trees. We asked for a quote from Metzgers, but are still waiting.
 - B. Tim asked if we have looked at how our investments are doing through the Community Foundation. Andrea will speak with LeighAnne about taking a closer look.
 - C. Revisit the idea of charging for materials lost by Homebased clients. Andrea is going to track how much is actually being incurred. Is it the same facility and/or individual who is losing such material. Once stats are in we will revisit the policy

and procedures.

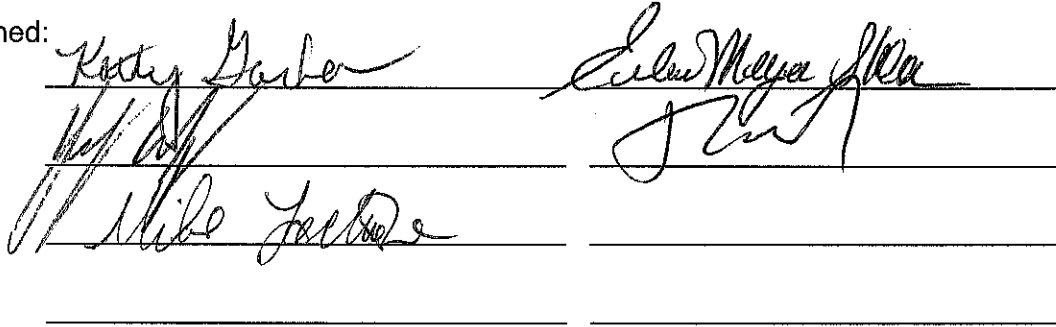
D. Discussion on the board participating as a group in the Escape Room.

IX. Adjournment - Motion to adjourn by Tim at 1:15 p.m.. Seconded by Kathy. All in favor.

Next Board Meeting – May 19, 2026 in the Blocher Room. Hold 90 minutes for the meeting to include the Annual Walk Through.

Approved by the Board on Tuesday, May 19, 2026 in the Blocher Room

Signed:

The image shows three handwritten signatures in black ink over horizontal lines. The first signature is 'Kathy Garber', the second is 'Eileen Meyer Sklar', and the third is 'Mike Leckrone'. There are also two empty lines for additional signatures.

Mission Statement: The mission of the North Manchester Public Library is to provide materials, programs, and services necessary to meet the recreational and educational needs of the community in a comfortable and easily accessible facility, which is a community center of activity and information.

Library Board Terms:

<u>Board Trustees</u>	<u>Appointing Entity</u>	<u>Term Start</u>	<u>Term End</u>	<u>Officers</u>
Eileen Meyer Sklar	County Commissioners	7/1/2024	6/30/2028	President
Kathy Garber	Town Council	7/1/2024	6/30/2028	Vice President
Heather Winger	School Board	12/31/2023	12/31/2027	Secretary
Michael Leckrone	Town Council	7/1/2025	6/30/2029	Treasurer
Tim Brauch	County Council	7/1/2022	6/30/2026	Asst. Treasurer
Kyle Leffel	School Board	7/1/2025	6/30/2029	
Mackenzie Coulter-Kern	School Board	7/18/2024	6/30/2026	

NORTH MANCHESTER PUBLIC LIBRARY BOARD OF TRUSTEES

Director & Staff Reports

Director's Report, Andrea Zwiebel

General Updates

- We received an exciting email from the Indiana Arts Commission. "The Smithsonian is working on a new initiative to provide training to and support programming in rural libraries and they have asked the Indiana Arts Commission for recommendations for the 2026/2027 cohort. With help from our friends at Indiana Humanities, we came up with a list of libraries to nominate, and North Manchester Public Library was included in that list. You should be hearing from the team at the Smithsonian soon." We are invited to apply for the program by attending a webinar in May.
- We also applied for the Association of Rural and Small Libraries (ARSL) Literacy Bridges: Empowering 21st Century Communities Grant Program. A handful of libraries will be selected to participate in the cohort with funding from Carnegie Foundation.
- We were asked to host on-site training for libraries on April 6. Four librarians came to NMPL to learn to play Mahjong! Based on the experience, I created a proposal for the Indiana Library Federation's annual conference to teach Mahjong. We are generating a lot of interest from this program!
- The Annual Report for Indiana State Library is complete! Woohoo! Check out "NMPL 2025 Infographic" in the Google Drive for a summary of our work.
- We made great progress on our reciprocal partnerships! See the agenda for the approval of two new agreements with Huntington/Markle and Akron!
- Department of Local Government Finance (DLGF) is rolling out a new system for budget entry called Budget 2.0. I will attend a training in May to be prepared for budget entry in late summer.
- I have made several visits since the last report. I met with our reciprocal libraries in South Whitley and North Webster. It was great to see their collections and receive a behind-the-scenes tour of their facilities. I also made another delivery of used books to the Wabash County Jail.

Buildings and Grounds

- As you know, Koorsen has been completing sprinkler repairs. Unfortunately, we had an incident on April 2. One of their technicians dropped a metal pipe through our ceiling. Luckily no one was injured and there was minimal damage. Koorsen reimbursed us for the damages of \$255 and reduced our bill by an additional \$600.
- We are making great progress on the new exterior signs! We have our building permits and installation should begin this month!

Personnel

- Interviews are about to begin for a Gift IX Intern through Manchester University. It pairs university students with local organizations. The internships are funded by Community Foundation.
- Thanks to LeighAnne Fitzpatrick and Kyle Leffel for attending Practical Aspects of Board Governance workshop led by Dave Haist. We all learned a few tips and tricks!
- We're hosting a Staff Development Day on Monday, May 4! We look forward to time together as a whole team. We will hear from Beka Lemons, director of Huntington library, about team communication. Sarah and Molly will kick-off our Summer Reading Program with all the relevant details!

Technology

- No update this month!

Friends of the Library (FOL)

- It's a new fiscal year for FOL! And new officers and new board members! Welcome to Barbara Penn and Erika Guingrich!

Bookkeeper's Report, LeighAnne Fitzpatrick

Great News!

- We were refunded \$116.04 for a penalty paid for not filing zero on sales tax from 2024.
- I finally WON my 9 month battle with the IRS regarding assessed penalties from 2024!
- INDOR refunded an overpayment of \$690.14 this week so our withholding accounts will be back to zero at the end of the month (overpayment to State & County taxes in March due to a payroll error.)
- Filed the Q1 2026 PLAC report. Both incoming payments were short of the price increase and ISL agreed to let the missing \$10 slide. PLAC is now \$70.

Projects

- Slowly chipping away at Internal Controls. I'm finding that we are in need of controls and procedures and they don't necessarily live together... but maybe they should. This is a tedious project that is bringing up a lot of questions.
- ILF Annual Report is complete.
- Still avoiding the File Retention room. But I did sort the file draws behind my desk with more knowledgeable eyes.

Misc. Items

- Reviewing cost of Ingram Library Services
 - Shipping Cost not appropriated (estimated annual cost of \$1100)
 - Increased expense of processing materials (bookcovers, etc. were done by Baker & Taylor).

Adult Department & Social Media, Jeanna Hann

ADULT DEPARTMENT:

- It's been business as usual for the Adult Department! A few interesting stats to note:
 - So far our patrons have saved \$281,208 this year by checking out from the library.
 - Our most circulating categories in the library so far:
 - 1st - Adult New Shelf
 - 2nd - Adult Fiction
 - 3rd - Adult Video shelves
 - 4th - Children's picture books
 - 5th - Large Print

SOCIAL MEDIA & MARKETING:

- Focusing on grants and programming right now, along with community outreach. We're getting excellent engagement on Facebook right now! For the week of April 6th, our content got 45,277 views!

PROGRAMS

- Our regularly returning adult programs - Book Tastings, Adult Craft Hours, Game Night Chronicles - all continue to maintain consistent and loyal attendance! We tend to get some new people each session as well.

Children's Department, Sarah Morbitzer

GRANTS

We have been awarded a **Good Deeds grant** from the Community Foundation of Wabash County! The \$1,650 they are giving us will be used to host a 5 part series of Indigenous Knowledge Workshops this summer in partnership with Nourish Indiana:

- Chiles en Escabeche Class
- Fire by Friction Class
- Food Preservation: Kimchi Workshop
- Pupusa Workshop
- Stinging Nettles Workshop

This will be our fourth summer partnering with the Community Foundation to bring art, music, or cultural experiences and learning to our community at no charge. This year's series is a perfect tie in to our summer reading theme: *Around the World in 60 Days*.

I was one of 50 people chosen as a recipient of the **Oldways Black History Month scholarship**. The scholarship includes a one-year digital license for the *A Taste of African Heritage* curriculum, planning & implementation resources, and teacher training. With this resource, we will be able to offer seven weeks of African Heritage cooking classes to children and 6 weeks of cooking classes to teens and adults. This is going to be an amazing tie-in to previous grant awards (The Tower Garden, The Seed-to-Plate Pergola & Charlie Cart, and the Worm Composting System) and our Summer Reading theme (*Around the World in 60 Days*)

Our American Library Association grant for the sensory spaces also allowed us to get training, sensory bags, signage, and a beautiful [social story](#) from Kulture City.

Social stories "help children understand social situations and appropriate behaviors, reducing anxiety and improving social skills. They provide clear expectations and support emotional regulation, making new experiences less daunting and fostering independence."

They are particularly beneficial for children with Autism and can be used by caregivers to help prepare children for new experiences. Our social story is hosted on the Kulture City website and can be shared directly with potential library visitors. It can also be discovered by any Kulture City user who is browsing their site for sensory certified places in the area!

PUBLICITY

NMPL **photos are featured** at several spots on the newly redesigned Let's Go Compost [website](#) and their April newsletter! (Great job, Jeanna!)

I have nominated NMPL for Beacon's **Project Spotlight**. Voting will begin July 1 and the library could receive \$1,000, \$500, or \$250 (based on the amount of votes received). I am hopeful that our submission will be chosen *and* that our community will show up in a big way to vote for us! A big thank you to Eileen for inviting me to the Kiwanis meeting featuring the Beacon Foundation.

We're once again the **Member Spotlight** in the Charlie Cart newsletter (complete with direct links to our Facebook page and website)! They also featured us in a recent [FB Post](#).

COMMUNITY FEEDBACK

We recently wrapped up 8 weeks of Music Together classes sponsored by the Indiana Arts Commission. I **surveyed Music Together** participants and we had some amazing feedback:

100% of respondents report that:

- The Indiana Arts Commission sponsorship removed a financial barrier and made it possible for their children to attend Music Together classes
- They use the Music Together book, CD, or app at home

91% of respondents report that:

- Their children are playing instruments (real or improvised) more as a result of Music Together classes
- Their children are singing more as a result of Music Together classes

87% of respondents report that they use Music Together tunes at home for cleanup/transitions/distractions

One of my favorite comments:

"It's increased our cuddling! He asks to cuddle to the star song."

The survey results will be included in our report to the IAC, our thank you letters to representatives (for backing the public funding that made this possible), and will be used in the future when we apply for additional funding to bring Music Together back to the library in 2027!

I popped into the BCR to get some things out of the kitchen last month. One of the **quilters** stopped me and told me how much she admires our library. She is from Fort Wayne and her neighborhood's library is getting ready to rebuild and has been soliciting feedback. She told them they need to visit North Manchester and see all the adult programming we have going on here!

"I wish I lived closer because I would be here all the time! I really admire your library. Vicki sends me pictures of things she makes here and I just wish my library would do more things like that. I talk about your library so much you would think it's my home library!" (Great job, Molly and Jeanna!)

We had three new families at March's **Homeschool Science Labs** with the Manchester University biology department - two of them I have never seen at the library before. I introduced myself and one of them came from the west side of Fort Wayne because they saw the program online and thought it sounded neat.

Brooke (our shift leader) shared these conversations with us:

Two of the homeschool families were talking about our library and others they have visited. One said, *"Allen County and Kendalville have amazing, huge libraries. This library (our library)*

may not have the size of the big ones, but NMPL offers so much that we stand up to them just fine."

Another family just recently moved. "I told my husband that we are okay looking for a new house but we cannot move too far from this library. We found the perfect home in Peru, a little further than I wanted but I am willing to make that 38 minute drive to be here."

I absolutely love how our strategic partnerships and program lineups are attracting people from all over and that people want to stay connected to this library even after they move!

Circulation Report, Cody Goble

Miscellaneous

- Still no announcements from the Will Eisner Graphic Novel Grant. They are currently past their own latest time for notice.
- With the FOL Booksale being this month, donations of books and puzzles continue to pour in and be sorted. Some puzzles and books have made their way into our library's collection.

Collection Development

- In total, I ordered 130 materials:
 - 75 standard print books from Ingram
 - 19 replacement books from Amazon
 - 17 videos from Midwest Tape
 - 15 large print books from Center Point
 - 3 videos from Amazon
 - 1 reference book from Grey House Publishing
- We are weeding Adult Fiction. Pace is steady; currently, we are up to Dean Koontz.
- Related to Ingram's recent improvements, only 8 Adult Department books are backordered. All other Adult Department materials have been shipped or delivered.

Cataloging

- We received our shipment of blank barcodes. With those, cataloging could proceed as usual.
- I cataloged 289 materials:
 - 181 New items

- 74 magazines
- 15 replacement items
- 17 games & puzzles
- 1 reference material
- 1 set of vendor/maintenance keys

Interlibrary Loan

- This was a slower time for Interlibrary Loan. I submitted 31 requests, and 42 items have been delivered & processed.

Programming. Molly Magnus

We have been putting a lot of thought and research into our teen/between programming. As I have shared over the last few months, we want to pilot a few changes to our teen programs. Below are a few examples of what we have been learning.

- I attended a webinar hosted by Indiana State Library called "The Blueprint of Teen Engagement." It was hosted by Ryan Calhoun who is the youth service librarian at Bremen Public Library. This webinar introduced practical, beginner-friendly steps for building effective teen outreach. Ryan spoke about what programs he's developed such as a Teen Advisory Board, Teen-tober (the whole month of October is dedicated to the teens and programs for them), and his personal favorite: Athletes For Literacy.
- Athletes for Literacy is a partnered program between Bremen Public Schools and Bremen Public Library. How the program works: BHS athletes sign up to volunteer to read a picture book to an elementary class (grades PreK through 5th). On any selected Friday during that HS athletes study hall, athletes will show up in "uniform", read a book, and talk about what it means to be a BHS athlete. The goal is to promote literacy for all ages, and to promote BHS athletics.
- Going off of that, I am a part of The Northern Indiana Teen Roundtable, Ryan Calhoun also heads up. We meet quarterly mostly through Zoom with the occasional visits to different libraries. We discuss all different topics from SRP planning, specific programs our library may be doing, giving advice to those who are having attendance issues, tips/tricks, etc. It's a great way to stay connected with surrounding libraries.
- In a couple of weeks Teen Makers and Between will be taking a break during the summer. To fill in the gap, once a month from May-July, I will be hosting a "Youth Monthly Mix." I will have a specific activity/theme in mind for each month to keep them engaged. It basically goes from a passive program to a more active program. This is just a trial run as the numbers for Teen Makers and Between drop quite a bit during the summer. The teens are skeptical of the change in format, so if the Youth Monthly Mix doesn't go over well, I will revisit bringing Teen Makers and Between back in September. I may even do a mixture of it all depending on how the summer goes!

Teen Makers and Between have been running for 10 years + so I want to make sure our teens do not feel like the rug is being pulled out from underneath them.

- I did not make this decision lightly and honestly, it has taken an emotional toll on me. I want to see if this will better serve our teens, and just our youth in general.