NORTH MANCHESTER PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes

Date: December 16th, 2025 in the Blocher Room

Present: Tim Brauch, Mackenzie Coulter-Kern, Kathy Garber, Jeanna Hann, Kyle Leffel, Mike Leckrone, Eileen Sklar, Heather Winger, Andrea Zwiebel
Absent:
Other:

AGENDA

I. Call to Order - Eileen called the meeting to order at 12:04pm.

II. Adoption of Agenda - Motion to approve by Kathy, seconded by Mike. All in favor.

III. Public Comment Period - None.

IV. Perusal and Approval of Reports
   A. Minutes - Motion to approve by Kyle, seconded by Tim. All in favor.
   B. Financials - Motion to approve by Mackenzie, seconded by Kathy. All in favor.

V. Director's (Staff) Report & Stats
   A. Staff Reports and Statistics: 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 of Congress - IMLS has reinstated their grant program after winning the recent lawsuit.

VII. New Business

   A. Annual Policy Review - Motion to approve by Tim, seconded by Mackenzie. All in favor.
      - After lengthy discussion, the board decided to table any changes to sick or vacation time until next month.
   B. HVAC Contract Renewal - Motion to change our HVAC contract from Havel to WMI Wagner Meinert for $6,412 by Mackenzie, seconded by Kyle. All in favor.
   C. Resolution to Transfer Funds to LIRF $2,500 - Motion to approve by Kathy, seconded by Heather. All in favor.
   D. Resolution to Transfer Funds to Rainy Day $2,500 - Motion to approve by Kyle, seconded by Mackenzie. All in favor.
   E. Resolution to Transfer Funds within the Library Operating Fund Major Category - Motion to approve by Heather, seconded by Mike. All in favor.
   F. Commercial Insurance Policy - Motion to approve the policy by Hanover for $11,633 by Tim, seconded by Kathy. All in favor.
   G. Blocher Room Table Proposal - Motion to approve the invoice from K-Log to be

paid for by Blocher Room Endowment for $4,950.72 by Mackenzie, seconded by Kyle. All in favor.

H. Select dates for Director's Annual Review - A date and board members were chosen to give the annual review.

VIII. Questions & Comments from the Board - None

IX. Adjournment - Motion to adjourn by Kathy, seconded by Heather. All in favor. Adjourn at 2:35pm.

Next Board Meeting – January 20th at 12pm, 2026 in the Blocher Room

Approved by the Board on January 20th, 2026 in the Blocher Room

Signed:

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:

Board Trustees	Appointing Entity	Term Start	Term End	Officers
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

- That's a wrap on another year at NMPL. I'm excited to see our year end stats next month!
- We received our 1782 Notice from DLGF and there is good news. The estimated $15,000 loss is not appearing in our calculations for 2026. Let's hope that holds true once we receive our property tax allocations.
- Indiana State Library (ISL) announced that their software for the annual report will be changing this year. Bibliostat is owned by Baker & Taylor and will cease to exist in a few weeks time. They are finalizing a new software company ASAP. ISL encouraged all libraries to download our annual reports, so we took their advice.
- Exciting news from Indiana Library Federation (ILF): they received a substantial grant from the Herbert Simon Family Foundation totaling $150,000 for ILF's efforts to increase advocacy and training with library trustees and school administrators in 2026 and 2027. The two-year grant entitled "Indiana Library Champions: Investing to Cultivate Strong Advocates," will cover the costs of three core priorities including: four in-person trainings, a two year contract for United for Libraries' 'Short Takes for Trustees' webinars, and an expanded Statehouse Day approach.
- I attended Manchester University's VIA program featuring Heidi Lovett. She spoke about integrating art into the library world and shared many lessons she learned from NMPL. It was a full circle moment for Heidi starting as an undergrad at MU, working in North Manchester, and now coming back to present a lecture. Heidi called it her "love letter to libraries."
- For my continued skills building, I attended Zoom seminars by ISL and State Board of Accounts for year-end tips and tricks on December 3.

Buildings and Grounds

- We finalized the proposal for new tables in the Blocher Room. The current tables are well loved. We added new screws and reinforcements earlier this year, but they still need an upgrade. With the frequency of programs, the room is re-set multiple times per day. We need tables that offer a flip top and have wheels to make this process easier. We researched many tables and decided on a final design. We will make the proposal at the board meeting this month.

Personnel

- It's time to say goodbye to our intern, Lilly Barton. Lilly brought so much positivity to the children's department. We are excited to see if she becomes the governor some day!
- After many years of service to the library, Alan Wojtkowiak is retiring as our Substitute Custodian. We offered the position to our clerks who work less than 20 hours per week and THREE of them said yes! Dawn Reed, Lucy Redman, and Michael Johnson will be sharing the shifts. Julie Mobley will still be our regular custodian throughout the week. We're so thankful to have a team that works together to accomplish our goals. Thank you to Alan for his time, to Julie for keeping our library looking flawless, and to our newest trainees!
- The holiday party at The Bowling Alley in Warsaw was a hoot! We have some talented bowlers! The high score went to Brooke Thomas with a score of 163!

Technology

- The new copy machine arrived for staff use only! It feels like the perfect addition to our tech. It is the same brand and operates nearly identically to the public machine, so it doesn't require training.

Friends of the Library

- The annual solicitation mailing is going so well! In 2024, they raised $4,030. In 2025, the number is already at $10,000 with 21 new donors. We'll see how that number continues to grow by the end of the year.
- I am serving on the Nominating Committee again. Kyle Leffel is joining as well! They have two board seats to fill.
- FOL hopes to offer an Adopt a Book fundraiser in early 2026. There aren't any firm details yet, but will be similar to an idea they used several years ago.
- Jeanna and Ruth Barrett are working on a grant for FOL to purchase tech for a Preservation Station.

Bookkeeper's Report, LeighAnne Fitzpatrick

Reappropriation of Accounts
(per SBOA board approval is not required between accounts under the same fund.)

1. Personal Services
1.21 FICA ⇒ 1.23 Medicare $1300

2. Supplies
2.1 Office Supplies ⇒ 2.4 Other Supplies (library program materials), $200

3. Other Services & Charge
3.25 Freight & Express ⇒ 3.22 Postage, $100
3.51 Gas ⇒ 3.52 Electricity, $1000

Reappropriation of Major Fund Categories
Requires Board approval. See resolution at board meeting.

3. Other Services & Charge ⇒ 1. Personal Services
3.61 Building & Structures ⇒ 1.23 Employers Contribution - Insurance, $13,000*
**IPEP increase came after the budget was established in 2024 which was 15%. We had a slight savings since we switched to PHP & Guardian in October.*

Funds Transfers
Requires Board approval. See resolution at board meeting.
Transfer to LIRF ⇒ $2500
Transfer to Rainy Day ⇒ $2500
We decided to split the funds set aside for LIRF with Rainy Day.
We have spent beyond our tax income so anything that we put away is coming from our Endowments & Library Income. It doesn't really make sense to transfer a larger amount to LIRF since most of it is coming from designated funds.

2026 Projects

- **Record Retention-** Review files in storage. We are limited on space and it is time to remove some items.
- **Internal Controls Policy-** begin adding some "meat" to the outline of Internal Controls that has been implemented. We will create policies & procedures to accompany requirements to the SBOA.
- **Capital Assets-** We have some new purchases that need to be added to the list so it's time to establish a functioning spreadsheet.

Adult Department & Social Media, Jeanna Hann

ADULT DEPARTMENT:

- **The Quiet Room is officially OPEN!** We're thrilled to provide this new space for patrons who need a calm, focused environment to read, study, or work. The reading nooks also received a much-needed facelift, and they've already become a popular spot. We're seeing more patrons settling into our seating and table areas for long stretches, so we're excited to offer even more comfortable space to support their needs.

- We now have two charging stations in the library thanks to the Friends of the Library! Each station can charge up to 8 devices at once, including iPhones, Androids, and tablets. It's been great for the kids who flock to the library after school, and for the adults who may need a quick charge for their phones.

SOCIAL MEDIA & MARKETING:

- I've been focusing heavily on our building updates this month, and the response has been fantastic. Our social media posts about the changes have gotten a lot of positive engagement, which is encouraging—especially since we know that any change can feel big for our patrons. We've been intentional about being transparent in our messaging and addressing questions as they come up, and it's been great to see that approach paying off.

- We partnered once again with Neighborhood Forest for a Fall Indoor Plant Program and gave away succulent plants to almost 150 kids. The founder of Neighborhood Forest shared our post on his personal social media page with a special call out! Neighborhood Forest also included a variety of my photos in their latest e-newsletter.

PROGRAMS:

- My first Homeschool Home Ec program was a success! I used a bunch of our leftover soap supplies from my Adult Craft Hour - 2 programs for the price one! Here's my social media post following the program:
  "This is the best day of my life."
  That's what one excited participant announced during our Homeschool Home Ec program on Friday - and honestly, we get it!

  Our young makers had an absolute blast diving into the world of soap. They explored the history of soap making (cue the incredulous, "All that work for just SOAP!?"), learned how people created soap in centuries past, and discovered the different methods used today like cold process, hot process, and melt-and-pour. From there, everyone rolled up their sleeves to craft their very own Honey Bee Soap Bars!

  Kids learned how different ingredients can help with acne, dryness, redness, and more - one six-year-old very seriously informed us, "I need something for my dry skin." They measured, mixed, heated, and poured, using real-world math and science skills, practicing careful hands-on technique, and discovering a fun new hobby along the way. And the results? Absolutely gorgeous soaps that smelled amazing and looked even better!

MISC:

- I attended a virtual conference this year titled "Back In Circulation: A Conference For Managers And Staff In Access And Circulation Services" through the University of Wisconsin. The Engaging with English Language Learners session I attended was particularly beneficial.

I attended the following sessions:

- **Defusing and Preventing Behavioral Escalation in Libraries and Beyond: The Role of Three Core Human Needs**
- **Rethinking Library Access: A Critical Review of Gates and Book Loss Prevention**
- **Engaging with English Language Learners: Strategies for Effective Communication with Positive Outcomes**
- **Empowering Ideas, Building Connections: How Staff Vision and Community Collaboration Transformed Circulation Services**
- **Addition through Subtraction: Consolidating Facilities & Service Points to Create a Stronger Library Presence**
- **MHOT or Not: A Materials Handling Operations Team for Libraries**

Children's Department, Sarah Morbitzer

Our **Neighborhood Forest succulent giveaway** was a huge success! Kids and parents alike were delighted. I wish you could have seen some of their faces - pure joy and excitement! We had 150 succulents ordered through preregistration. NF sent extra so I was able to give away 30 more to kids who missed the signup deadline.

I attended *On Track for the Future of Libraries* - the **Indiana Library Federation's 2025 annual conference.** This isn't one I would normally attend but I was asked by Suzanne Walker (formally of the Indiana State Library, currently of the Library of Congress) to co-present with her because we've had such success using the ISL Escape Experiences here at NMPL. It was a lot of fun to share ideas about bringing these to libraries!

I also attended the following sessions and shared relevant information from them with my fellow managers once I returned:

Sunday:
Welcome Reception & Orientation

Monday:
- Story Mythos: A Movie Guide to Better Business Stories and Welcome Session
- Broken Books Grow Community: How a Book Repair Shop Serves Students and the Library
- Building Pyramids Instead of Funnels : Empowering Employees to Find Solutions
- Effectively Battling Bugs: a Public Library's Response to Pests
- Serving Aging Populations Impacted by Dementia

Tuesday:
- Planning For Crisis – Tools for Clarity, Confidence and Control
- Now I Do: Taking Every Opportunity to Learn (Keynote)

- Get Those Kids Engaged!
- Authorities for Beginners

Our **Sensory Nooks** are up and running! We are so excited to use the funding from the American Library Association grant to create zones in the library where patrons can go to find their calm. We've had lots of positive feedback from families who have used them. We have a few more steps to complete related to signage, Kulture City sensory bags, noise canceling headphones and the creation of the social story. We are making great progress and will easily meet the deadlines associated with the grant.

In the world of **grant land,** I've applied for an Indiana Arts Commission grant, HSA Samull Classroom grant, Project Scientist: Explorers Club, Let's Go Compost, and Pizza Hut Foundation Slice of Literacy grant. We've been waitlisted for Project Scientist due to an abundance of submissions. Notifications for the others will take place in December and January (fingers crossed!). This is a wonderful way to bring additional resources and experiences to our library patrons!

I submitted our second ALA Libraries Transforming Communities grant application* to get accessible changing tables in our bathrooms. I met with a couple contractors to determine the feasibility of this before I proceeded with the grant application process. I'm so excited about this project and hopeful that we will receive the funds that will enable us to put it into motion.

We received a **bundle of puzzle themed books** from Highlights magazine to use as prizes or however we wish. I plan to incorporate some into winter reading and add others to the collection!

And a fun update! I've corresponded with a librarian from **Tokyo** for about a year now and was able to assist her with research for her studies and making connections when she visited Chicago. Here's an excerpt from her most recent email:

Hi Sarah,

I hope this message finds you well. It's been a while! Here in Tokyo, it's November, but it feels slightly warmer than usual.

Recently, I had the opportunity to present at a conference about your library's homeschool support programs. The audience was very interested, and the presentation went very well. *I truly appreciate your support in making this possible—thank you very much.*

Best regards,
Keiko

*An excerpt from our application that explains the rationale for this proposal:

Our library would address the lack of dignified changing areas in our facility - and indeed, in our town. Any publicly accessible restrooms in North Manchester have only baby-sized changing tables. We want to ensure that at least one place in our community has an option for families with ambulatory and self care needs! We are a short walk (and even shorter drive) from the downtown area, the thrift shop, the food pantry, the park, the community pool, the high school's theater, and the community sports fields. We are excited at the thought of being able to provide accessible changing facilities to individuals who need them. By locating them at the library, we are opening up possibilities for more robust engagement and participation not just at the library but at the park, social services, businesses, restaurants, the pool, plays, and sporting events!

One mom shared with us that many times when she goes somewhere with her daughter in and around our county, her only option is to raise the back hatch of her van and create a makeshift changing table. This is particularly challenging given that this little girl often needs clothing changes due to difficulties in keeping food down and in light of the fact that Indiana Winters can be cold, snowy, and icy (sometimes Fall and Spring are as well!).

Circulation Report, Cody Goble

Collection Development

- I submitted my final book order for the year, split over two lists, all from Ingram.
    - List one was 30 books, a mixture of Young Adult, Graphic Novels & Manga, and Spanish language titles.
    - List two was 75 books, all fiction and nonfiction.
- With the submission of the final book orders, I will be spending the rest of the year preparing for the first orders of 2026.
    - This will include sorting through all of December and early January releases as well as reading the 2025 best of, favorites, and notables lists from such sources as *Kirkus Reviews, BookPage, New York Times Book Review, Library Journal* LitHub, and Goodreads.

Cataloging

- Since my last report, I cataloged 141 materials:
    - 97 New items
    - 37 magazines
    - 2 games & puzzles
    - 5 replacement items

- In Apollo, I created material types and circulation rules for the Kulturecity Sensory Inclusive Bags and the Noise Canceling Headphones. This will allow for accurate tracking of usage.

- I added the authors Karen White, Abby Jimenez, Elizabeth Berg, and Richard Paul Evans to the Reserve Express list in Apollo.

Interlibrary Loan

- Since the last report, I submitted 64 requests, and 58 items have been delivered & processed.

Miscellaneous

- I attended the two day virtual conference, Back in Circulation Again, from the University of Wisconsin-Madison. Over the course of five sessions and a keynote address I heard lectures on:

    - De-escalating patron interactions with the Three Needs Theory that people want to feel competent, autonomous, and relatable.
    - A library reconsidered their security protocols for both staff and their collections especially as it concerned security gates and staff involvement with potential theft.
    - Best practices and advice for engaging with patrons who are in the stages of learning English or are non-English speakers.
    - When, how, and why to involve all levels of staff in library projects.
    - How much space to dedicate to materials in a modern (academic) library. Which I think can be summarized to the classic debate: Does this space require a shelf or a table?
    - Rethinking expectations for student employees in a post-pandemic (academic) library.

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