

NORTH MANCHESTER PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes

Date: February 17th, 2026 in the Blocher Room

Present: Tim Brauch, Mackenzie Coulter-Kern, Kathy Garber, Jeanna Hann, Kyle Leffel, Mike Leckrone, Eileen Sklar, Andrea Zwiebel, Sarah Morbitzer

Absent: Heather Winger

Other:

AGENDA

- I. Call to Order - Eileen called the meeting to order at 12:04pm.
- II. Adoption of Agenda - Motion to approve agenda with two additions, Davonne Rogers Endowment Request and Koorsen Sprinkler Repairs. Motion by Mackenzie to approve, seconded by Kyle. All in favor.
- III. Public Comment Period - No one in attendance.
- IV. Perusal and Approval of Reports
 - A. Minutes - Motion to approve both the January executive session and regular board meeting minutes. Motion to approve by Tim, seconded by Kathy. All in favor.
 - B. Financials - Motion to approve by Kyle, seconded by Mackenzie. All in favor.
- V. Director's (Staff) Report & Stats
 - A. Staff Reports - attached are the staff reports and stats for this month.
 - B. Annual Presentation by Children's Department Manager, Sarah Morbitzer - Sarah shared on NMPL's special collections, including some that go "beyond books," in the Children's Department! She showcased memorial collections, VOX books, Spanish language collection, I Can Read books, Young Hoosier books, Braille titles, and more. She also shared on NMPL's Annual Passes, Science Kits, Sensory Kits, and Homeschool Kits. Sarah and Eileen shared that the Kiwanis grant for the playroom was awarded for \$4,000! Eileen will pursue another grant this summer to fully fund the project.
- VI. Old Business
 - A. Update on Indiana Legislation, Indiana State Library, Institute of Museum & Library Services, and Library of Congress - Eileen and Andrea shared an update on Senate Bill 8 (SB8).
- VII. New Business
 - A. Trainings from Indiana Library Federation (ILF) - ILF received a grant to offer free trustee trainings this year. We will share details as they are announced. It would be a great training opportunity for our trustees.
 - B. Davonne Rogers Endowment Request - Two requests for use of funds from the

Davonne Rogers Endowment to use for lectures for the upcoming Summer Reading Program for \$550. Motion to approve both requests by Kathy, seconded by Mike. All in favor.

- C. Koorsen Sprinkler Repairs - We had our first inspection with Koorsen. There was a critical failure with the communication equipment in the attic. It must be replaced in order for the building to be up to fire code. LIRF will be used to pay for the expense of \$6,860.41. We also have a large air leak in the attic. LIRF will also be used for the expense of \$4,939.90. Motion to approve the repairs by Mackenzie, seconded by Kathy. All in favor.

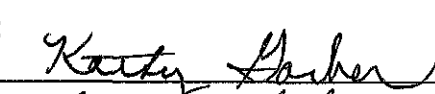


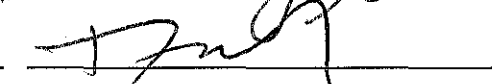
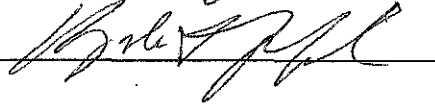
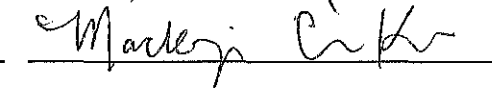


VIII. Questions & Comments from the Board - None.

IX. Adjournment - Motion to adjourn by Kathy at 1:23pm. Seconded by Eileen. All in favor.

Next Board Meeting – Tuesday, March 17th, 2026 in the Blocher Room

Approved by the Board on Tuesday, March 17th, 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:

<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

- The reports will be a little shorter this month because they are cut short by a week.
- January 22 was my two year work anniversary! Holy cow!
- Bad news—we really will be losing the \$15,000 in property tax reductions as estimated by SEA1 (previously SB1). It doesn't show up in our budget order because it is considered part of the "circuit breaker," which is money removed right off the top. There's a slice of good news under the Friends of the Library report.
- I met with Heather Cruz from Manchester Alive on January 21 as a continued *community connection*.
- I attended the first committee meeting for the Program Committee of the Community Foundation. I am excited to serve in this capacity.
- LeighAnne Fitzpatrick and I co-hosted two programs in January, Mahjong Learn and Play. We had 8 people attend to learn the complicated game. Based on the great feedback, we are hosting a weekly open play session at the library starting on February 19. (LeighAnne and I also went to Timbercrest to play Mahjong and observe their open play sessions. The feedback from NMPL attendees is that they would like another place in town to play, so we feel it isn't a duplicate service.)
- We read that Pleasant Township will be voting on a new Trustee. It might be a good time to discuss an agreement similar to Chester Township for non-resident library cards.

Buildings and Grounds

- We are fine tuning the computer controls on our HVAC system with our old company, Havel. As you might recall, we still need to use Havel for our controls. The programming was a little wonky and the building temp would fluctuate. We also had a new issue that the heat wasn't turning down at night. I believe we have it figured out.
- I requested a refund from Havel for not fulfilling our contract in 2025. They sent us \$900!
- Disappointing news, WMI Wagner Meinert closed their controls division. However, they said that they are working with a company to fulfill their controls contracts and they are very satisfied with this solution. Time will tell if we are satisfied with them!

- We are working with WMI Wagner Melnert to repair the exhaust fan motor for the public restrooms.
- Our annual sprinkler inspection is on February 5. This will be our first inspection with Koorsen. Look for a proposed repair quote later this month because there is at least one major air leak in the attic sprinkler pipe.

Personnel

- Brooke Thomas is continuing to work on new grants! She applied for the GameOn Grant (\$2,000) and the Peggy Barber Grant (\$2,500) to support the D&D program. Next, she will be working on the federal IMLS Grant application, which requires more extensive information and documentation.

Technology

- After one of our original receipt printers stopped working, we updated two of the printers at the circulation desks. I suppose we got our money's worth after 30 years.

Friends of the Library

- FOL is voting at the February meeting to make a \$15,000 contribution to our operating budget to offset the losses from property taxes!!! What a generous gift to continue our work at NMPL!

Bookkeeper's Report, LeighAnne Fitzpatrick

Due to the reduction in tax funding from the State in 2026, Andrea and I decided to be more creative with the funds we have available. When creating the 2026 budget we took the approach of only spending tax funds and operating revenue on operating expenses and using endowments, LIRF, and Rainy Day to fill in the gaps.

How this will look throughout the year:

The appropriation budget is only covering what tax funds and operating expenses will cover. While the DLGF said that we have \$727,056 available to spend in 2026- Tax and Operating revenue only covers \$500,000- YIKES. That's \$227k out of pocket on our end. Obviously, we won't spend that much anyway. Our operating costs are low and our librarians are masters at grant writing! In 2025, we closed our appropriation budget by almost \$100,000 under budget.

For 2026 our goal is to only use the tax and operating revenue for our appropriations. We have delegated funds from our endowments, LIRF, and Rainy Day to cover the other expenses. I don't believe that the Operating Appropriation Report will tell the full story of our spending for the year. I will now start to include both the LIRF and Rainy Day appropriations to complete the financials.

To help with the cut to tax revenue, Friends of the Library has offered to cover the \$15,000

gap we anticipate (because we really won't know the impact until all tax revenue for the year has been received.) I will be keeping close track of all of these funds and our spending because as the funding changes over the next couple of years our spending pattern will need to change too.

Adult Department & Social Media. Jeanna Hann

ADULT DEPARTMENT:

- Thanks to the support of our Friends of the Library, we've added multiple new end cap display units to the adult department! These displays allow us to feature more out-facing books, making it even easier for patrons to discover their next great book adventure. Staff stay on top of re-filling the displays or changing out titles that have lingered for a while. We're hoping this will help increase our circulation numbers!
- The library completed its annual purge of expired patron accounts. In accordance with state standards, each January we delete patron records that have been expired for three years. We deleted 306 expired patrons.

As part of our ongoing efforts to grow and retain our patron base - and with new tech capabilities available through Apollo - we have implemented a new process to proactively contact *all* patrons prior to their account expiring each month. Previously, postcard notifications were only sent to non-resident accounts.

To start this new procedure, I ran a report of all patrons who expired in 2025 and the staff have been working through contacting each patron to see if they would like to renew their cards. *The list is almost 400 patrons long, but we are already seeing positive results, with multiple patrons renewing their cards and expressing appreciation for the reminder.*

SOCIAL MEDIA & MARKETING:

- It's all about the grants! We make a point to give our grant awards strong, consistent coverage on social media. This not only highlights the library's growth and efforts for our patrons, but it has also generated positive feedback from grantors and funding organizations, who have expressed appreciation for the thoroughness and professionalism of our marketing and outreach.

Children's Department. Sarah Morbitzer

After looking at the numbers for our **annual passes**, I have renewed all but one of our memberships.

- Science Central averaged out to \$37.50 per checkout. Each checkout allowed a maximum of 8 people to visit the museum together.
- Wolf Park averaged out to \$25 per checkout. Each checkout allowed up to 4 people to visit the preserve together.
- Fort Wayne Museum of Art averaged out to \$17.80 per checkout. Each checkout allowed 1 to 6 people to visit the museum. *I am renewing the family pass but not the individual pass.*
- The Foellinger-Freimann Botanical Conservator averaged out to \$13 per checkout. Each checkout allowed up to 6 people to visit the museum together.
- The Wabash History Museum averaged out to \$8.33 per checkout. Each checkout allowed up to 6 people to visit the museum together.

Paying attention to our stats in Apollo is an important way to make sure we direct our collection budget into areas that will be used by our patrons. Most of our children's department materials cost between \$4 to \$60 depending on format (paperback, DVD, Large Print, VOX, etc.). I was pleased to see that the passes were used often enough that the cost averaged out to fall comfortably within this range.

With the decline in DVD releases and the switch of many shows and movies to streaming, the annual passes are proving to be a great way to utilize our Non-Print Collection Budget. My goal is to increase usage of the passes in 2026 to result in an even better return on investment for the library! Once we have all our new cards mailed to us, I plan to open up checkouts to reciprocal card holders. Getting the passes back has not been a problem so I'm comfortable with this change. We'll also include borrowing them as a ticket-earning activity for Summer Reading and I hope to create some more content that Jeanna can use to advertise them.

I paid my first visit to **Sycamore Preschool**. I'm excited to be holding monthly outreach Storytimes with them! Between Molly and I, we are now reaching children and staff at every early learning center in North Manchester and Laketon on a monthly basis! Approximately 100 children and teachers a month get to interact with a librarian, books, music, games, and crafts.

Whenever possible, I include a QR Code for our library's programming page on the back of the craft sheets I hand out at these outreach sessions. This month I've added QR Codes for our Facebook and Instagram accounts. The teachers are great about sending the art projects home with the kids so this is a wonderful way to reach parents and get them connected with all we are doing!

I utilized our Google Suite to send a **Children's Department Questionnaire** to the clerks soliciting their feedback as we head into a new year:

- What's a common complaint of patrons?
- What physical item or area in the Children's Department needs updated, replaced or repaired?
- What task in the Children's Department seems to fall through the cracks the most?
- Do you have any suggestions for solving this oversight?
- What change in processes/procedures would make your job easier to accomplish?
- What change to the physical space or resources would make your job easier to accomplish?
- Do you have any big ideas you would like us to consider?

Our clerks do a tremendous job on the frontlines here at the library and their perspective has helped propel the library forward countless times over the years.

Their feedback inspired a **mini-shifting** of our chapter books and Spanish and Vision materials. We are now able to house all our Sensory and Homeschool Kits immediately behind the children's circulation desk without overcrowding. The Spanish and Vision books are now located at what was the beginning of chapter books, which places them in an area where they have room to grow, but most importantly, allows greater freedom of browsing (some patrons are shy about going behind the desk).

The most common comments related to the playroom (less clutter is highly desirable!). I met with Eileen to work on a grant proposal to the **Kiwanis Indiana Foundation**. This funding would enable us to revamp the playroom to focus on open-ended play, imaginative play, physical activity, and comfortable seating. We hope to pursue some additional grants that will allow us to paint the walls, recarpet the floors, and remove the risers.

This was already in the works since Fall but several clerks also noted the need for a **weeding of the picture book** collection. It was great to see how in tune they are with the library space. All the backend work for weeding has been completed and we have now moved into removing physical copies from the collection and putting them in the basement for resale at the FOL booksale or the Little Bookshop on Market Street event.

Unfortunately, I did not receive the **Pizza Hut Foundation grant** (I applied to fully fund this year's Summer Reading Program). Molly and I will soon begin reaching out to area businesses to put funding into place for the summer and I intend to try for the grant again in the future!

Circulation Report, Cody Goble

Collection Development

- In total, I ordered 125 materials:
 - 95 standard print books from Ingram

- 10 replacement books from Amazon
- 15 videos from Midwest Tape
- 5 games from Amazon

Cataloging

- I cataloged 124 materials:
 - 89 New items
 - 24 magazines
 - 11 replacement items

Interlibrary Loan

- I submitted 51 requests, and 37 items have been delivered & processed.

Miscellaneous

- It is possible that I need additional vendors or purchasing methods for games. I am noticing a trend that many of the most talked about and best reviewed games are not being sold on Amazon, but only on the production companies own websites.
- Patrons have taken more than average from the NMPL Free Shelf. Owing to that, the donations table was cleared and remained that way for many weeks. This made it a good time to receive three midsize donations. Many of those books will be taken down to the basement to be sorted by FOL. Some were added to the collection.
- The Little Free Library continues to see use, despite the cold and snow. The book house itself seems to be bearing the cold and wind.

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