

NORTH MANCHESTER PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes

Date: January 20th, 2026 in the Blocher Room

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

Absent: Mackenzie Coulter-Kern

Other: James Griffey

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 Mike. All in favor.
- III. Public Comment Period - None.
- IV. Perusal and Approval of Reports
 - A. Minutes - Motion to approve minutes from December's meeting by Kyle, seconded by Tim. All in favor.
 - B. Financials - Motion to approve end of year December and January financials by Kathy, seconded by Heather. All in favor.
- V. Director's (Staff) Report & Stats
 - A. Staff Reports: attached are the staff reports for this month. Discussion on what to do with a small collection of stamps that were donated to the library.
 - B. Review of Stats: attached are the stats for last month.
- VI. Old Business
 - A. Update on Indiana Legislation, Indiana State Library, Institute of Museum and Library Services, and Library of Congress - American Library Association is facing financial difficulties. There is a bill in the Indiana legislature that would impact the way the board manages the library budget.
 - B. Vacation & Sick Policies - Eileen proposed that Sick Time be renamed to Health & Wellness so that staff understands it can be used for doctor/dentist/therapy and other unexpected urgent household emergencies. Motion to approve the change of definition and title of Sick Time to Health & Wellness Policy by Eileen. Seconded by Heather. All in favor. Vacation policies will be tabled until May/June.
- VII. New Business
 - A. Annual Review of Long Range Plan
 - B. End of Year Door Counter Report Synopsis
 - C. Nominate Committee
 1. 2026 Board Seats
 - a) Tim Brauch - Renewal
 - b) Mackenzie Coulter-Kern - Renewal

2. Officers (motion) - Motion to accept slate of officers as presented by Tim, seconded by Kyle. All in favor.
 - a) President, Eileen Meyer Sklar
 - b) Vice President, Kathy Garber
 - c) Secretary, Heather Winger
 - d) Treasurer, Mike Leckrone
 - e) Assistant Treasurer, Tim Brauch

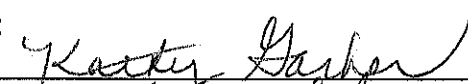

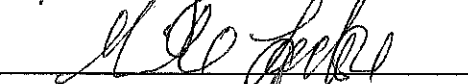
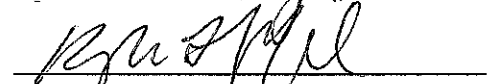
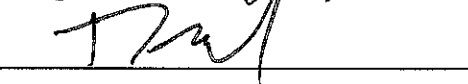
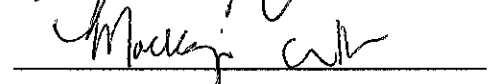
VIII. Questions & Comments from the Board - None.

IX. Adjournment - Motion to adjourn by 1:37pm by Heather. Seconded by Kathy. All in favor.

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

Approved by the Board on February 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

- I attended the Nonprofit Capacity Building Workshop presented by Community Foundation on January 15. I appreciated the opportunity to network with other organizations in Wabash County.
- I used Indiana Library Foundation's guide for contacting your legislators for Statehouse Day on February 3. I plan to attend if I can get an appointment with Senator Zay or Representative Sweet.
- We received a donation of items from the estate of Frances Fisher. Ms. Fisher was close friends with Mary Peabody. The items were mostly relics from the Peabody family. We sorted through the items and kept a small amount for our collection. The remaining items were donated to the North Manchester Center for History to refresh their Peabody exhibit. We also received a portrait Ms. Peabody as a child and it is on loan to the Center for History. We kept a small collection of stamps from 1935 that are valued at \$500-\$1,000.
- ALA (American Library Association) is still in financial crisis. They eliminated 30 staff roles and ended FY25 with \$15.4M deficit. Budget FY26 still has a projected \$7M deficit. They are working hard to turn things around, but it will be a long road.
- Congrats to Sarah and Jeanna for being included in the State Library's e-newsletter for the Composting Grant. (See Sarah's Board Report.) Congrats on your worms, Sarah!

Buildings and Grounds

- The new tables arrived for the Blocher Room! They look really nice and seem to be functioning as anticipated. We purchased table cloths to protect the tops from any messy projects. The old tables are being stored in the basement for the time being.
- We started the research for a new exterior sign along Market Street. Our initial conversations with Cable Signs are promising! I anticipate we will be able to proceed with this project in 2026.

Personnel

- Bethany Pegg is scheduled for her first staff development opportunity. She is attending an online conference through Wisconsin Public Library Systems on January 22.

Technology

- No updates this month!

Friends of the Library

- They fundraised \$16,000 from their annual letter, compared to \$4,000 last year! 62 donations and 29 new donors!!
- They aren't storing their board documents in the cloud yet, so I am going to research creating a Google Folder for them.

- FOL voted to fund a special project presented by the Adult Department. We are purchasing end cap displays to attach to the shelves. Jeanna made a lovely presentation with stats she learned at the St. Joe professional development session. Front facing books circulate better than traditional shelving.

Bookkeeper's Report. LeighAnne Fitzpatrick

- Board Reports are Divided- 12/13/2025 to 12/31/2025 and 1/1/2026 to 1/16/2026
- Wrapped up 2025 with Resolutions to transfer funds to LIRF and Rainy Day.
 - Mike did the in-person deposit for the LIRF account at Beacon
- Major Category transfer made for insurance.
 - Unfortunately, the transfer was made but the funds were not used. PHP did not send an invoice in December so I missed this payment. The payment went into January instead.
 - A monthly reminder has been set to look for the PHP invoice since this is the second time they've been delayed in sending it.
- 2026 Payroll and Accounting systems are in place.
- 2025 has been closed.
 - Gateway Annual reports are uploaded.
 - 100R has been uploaded
 - W2 & W3 filed with INtime- no errors reports!! (woot woot)
- W2s processed and distributed
 - Uploaded to [SSA.gov](https://ssa.gov)
- 1099s filed and paid, confirmation received.

Immediate Projects:

- **Financial Report Clean up**
I would like to clear out the spent grant accounts. AVC hinted that the board needs to approve any accounts that will be removed.
So here is the list of accounts:
 - Supplemental Distribution - I created this account in 2024 to house a Q4 distribution. We transferred it into our operating account in 2025
 - CFWC Interactive Equipment
 - SKPL Project Grant
 - Summer Arts Grant
 - AWS Accessibility Grant
- **W9s from Vendors**
 - It has come to our attention that this needs to be a consistent practice when setting up vendors in AVC. A W9 form allows us to know if someone is paid as an individual, LLC, or corporation. Starting 2/1/2026 it will be made part of the vendor set up process.
 - My goal is to collect W9s from each vendor that we are currently working with on a regular basis.
 - This will be added to the internal controls policy.
- **Storage Room Clean-out** will begin in February.

Adult Department & Social Media, Jeanna Hann

ADULT DEPARTMENT:

- Staff have begun the annual review of NMPL policies, with clerks reading all new or updated policies and reviewing the remaining policies for refresher purposes. This ensures consistent understanding and application across the department.

SOCIAL MEDIA & MARKETING:

- As Marketing Coordinator, I use a third-party platform (Buffer) to schedule and manage the library's social media content throughout the year. End-of-year Instagram analytics showed strong performance, with 1,046 posts generating 23,750 engagements. This placed my account management in the top 2.3% of creators on the platform.
- Winter Reading is currently underway. I post weekly updates on the library's social media platforms highlighting participation statistics and progress toward our community goal of 750,000 minutes read. Sign-ups have already surpassed last year's totals, which I believe is supported by the strong community prize incentives and consistent social media reminders. Maintaining regular visibility helps keep the program top-of-mind for patrons throughout the season!

PROGRAMS:

- Ongoing adult programming continues to perform well. The newest addition, Cozy Craft Cinema, is developing a small but consistent audience, while Book Tastings remain ever popular. Adult Craft Hour programs continue to reach full capacity for each session!
- A school in Illinois contacted me to request guidance on planning interactive movie programs after seeing my social media posts. I shared my planning documents and resources, which *were well received and will assist them in implementing similar programming.*

Children's Department, Sarah Morbitzer

My application to the **Indiana Arts Commission Arts Project Support grant** was successful! We have been awarded \$4,000 to bring Music Together to the library this Winter/Spring. This was a huge hit with our families this past summer and many have been asking when it will return. We were thrilled to obtain funding that will allow us to continue the partnership with Mandy Shull of Music Together Wabash.

I attended the **T-Mobile Q1 Cohort Zoom Meeting**. T-Mobile staff took us through some background on the Hometown Grant and the process for submitting the mid-way progress report. This was a great opportunity for members of the cohort to ask questions. We then joined breakout rooms and shared our project experiences with each other. It was so exciting to hear about the variety of work being done in other parts of the country!

I called **Jeremy Marburger's** mom Debbie to give her an update on her son's memorial fund. She was very happy to hear that \$400 from his fund has been parlayed into over \$1,000 of books that will be shipped to the library after the first of the year through the Pilcrow Grant. His birthday is coming up and it really meant a lot to her to hear from us and get an update. I'll be reaching out to the family again once we have the books ready to go on the shelves and invite them to come in and see the display and take pictures.

My application to **Let's Go Compost** was successful and we'll be one of 80+ public libraries receiving a worm composting education system for STEM programming. Included are the following:

- One small indoor worm compost bin intended to process no more than 0.5 to 1.0 pound of food waste per week
- Approximately 500 composting worms
- Up to three hours of virtual instructional support
- Five one-hour STEM activity guides appropriate for youth programming

I'm excited to incorporate the worm farm into Babytime: Baby Led Feeding, Chefs on Wheels, Dirty Diggers, Homeschool Science and more!

I have been invited to serve on a **review committee** for the Science Kits for Public Libraries grant. We received this grant in 2023 and it has been wonderful for our library! John Zulaski, IEEE Senior Life Member, has been very impressed by our work with the science kits (*Jeanna's photography strikes again!!*) and told Marilyn (the volunteer overseeing the committees) - "You need to talk to Sarah!" Marilyn and I spoke on the phone and I'll be part of a team reviewing a third of the applications in February. I'm very excited to pay it forward and be a part of choosing additional libraries to benefit from these resources!

The Johnston family **volunteered** at the library as part of their Advent observances. The mom and kids sorted and inventoried all the leftover Santa's Workshop items. It was a huge help and we are so thankful to have such amazing patrons!

Our **Aviation Escape Room Experiences** (borrowed from the Indiana State Library) garnered quite a bit of attention! A family drove from Marion to participate in one of them during Christmas break and had a great time. I also got a call from the new director of Grissom Air Museum in Peru. She is interested in using escape room experiences to draw older children and teens into the museum. We had a great conversation and I was able to provide her with a lot of helpful information. She said to let her know if we ever have any ideas for ways to partner together.

I successfully applied for a **Highlights Puzzle Party Event Kit**. The kit will arrive a week before National Puzzle Day (January 29) but can be used at any time. The kit contains enough giveaways for 20 children and I'm looking forward to hosting a puzzle party here at the library!

Circulation Report, Cody Goble

Collection Development

- I submitted my first book & video orders of the year. In total, I ordered 125 materials.
 - 80 standard print books from Ingram.
 - 20 videos from Midwest Tape

- 25 large print books from Center Point.

Cataloging

- Since my last report, I cataloged 130 materials:
 - 86 New items
 - 37 magazines
 - 1 game & puzzle
 - 6 replacement items

Interlibrary Loan

- We were closed for two delivery & shipment days, so interlibrary loan statistics are more moderate this cycle.
- Since the last report, I submitted 39 requests, and 37 items have been delivered & processed.

Circulation Statistics

- In December 2025, we had 4,131 circulations of our print materials, which is 12% lower than December 2024.
- Our December 2025 e-library circulation increased by 2% compared to December 2024. From 2,506 circulations to 2,567.

Miscellaneous

- I submitted an application for the 2026 ALA Will Eisner Graphic Novel Innovation Grant for Libraries. If selected, our library will receive \$2,000 for collection development, \$1,000 dollars for the creation of a new graphic novel based program, and \$1,000 for travel expenses to the ALA conference to receive the funds. We will also be given an assortment of Will Eisner books and award winning comics. We'll know the results around March or April.

Programming. Molly Magnus

- We wrapped up 2025 with our annual Noon Year's Eve Party on 12/30. Around 70 patrons joined us to listen to a story, dance, compete in a jump battle, and keep the party going! While the event wasn't intentionally designed for younger patrons, we later realized just how well it fits that age range!
- My Teen Maker and Between programs have been dwindling a bit, so I've been brainstorming with Sarah and Andrea on ways to "freshen things up." These programs have been around for about 15 years (if not longer), so it may be time to shake things up.
- I hosted a Winter Warm-Up Paint-by-Number class this past Tuesday (1/13), and a mom attended with her two kids. She shared, "This program is amazing—there's no age limit. My kids were so excited that they could actually go to a program that was age-appropriate for them." Based on that conversation, I plan to incorporate more artsy, all-ages programs on Tuesday afternoons to meet a clear and growing community need.
- Additionally, a couple of friends from Arc of Wabash County joined us for Storytime on Tuesday, 1/13. Arc of Wabash County is a nonprofit organization for adults with disabilities. I let them know the program was geared toward birth through age seven, but they were welcome to stay. Their faces lit up as they watched the kids come in, sit on the rug, interact with one

another, and sing along to our songs. One paraprofessional shared, "I just moved here from Michigan, and I'm always on the hunt for places to go and activities my kids can do. This library is incredible." As our conversation continued, she asked whether I travel to do programs or if we could accommodate ARC residents. The answer to both was an emphatic yes. One of the LRP goals is becoming a sensory-inclusive facility (a big shout-out to Sarah for paving the way!). I have a meeting scheduled with Lindsay, who runs programming at Arc, to see how we can collaborate moving forward.