

NORTH MANCHESTER PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes

Date: Tuesday, May 19th, 2026 in the Blocher Room

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

Absent: Kyle Leffel

Other:

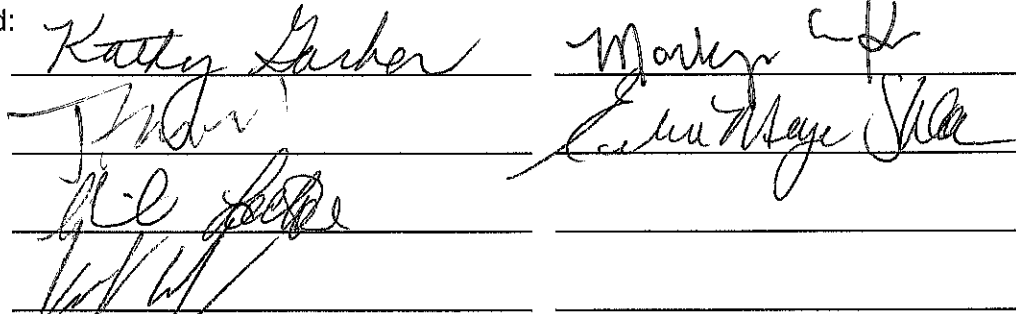
AGENDA

- I. Call to Order - Eileen called the meeting to order at 12:09pm.
- 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 Tim, seconded by Kathy. All in favor.
 - B. Financials - Motion to approve by Kathy, seconded by Mike. All in favor.
- V. Director's (Staff) Report & Stats
 - A. Staff Reports: attached are the staff reports for this month.
 - 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
- VII. New Business
 - A. Annual Board Walk Through - The board split in half to review the exterior and interior of the library.
 - B. Review of Health & Wellness Policy - Increase full time staff by 35 hours to a new total of 105 hours. Add new sick time benefits to Bookkeeper for 50 hours. Effective immediately, May 20, 2026. Motion to approve by Tim, seconded by Mackenzie, all in favor.
 - C. ILF Training: Board Ethics - The board watched a short training session from the ILF.
- VIII. Questions & Comments from the Board - None
- IX. Adjournment - Motion to adjourn at 12:53pm for the Board Walkthrough by Heather, seconded by Kathy. All in favor.

Next Board Meeting – June 16th, 2026 in the Blocher Room

Approved by the Board on June 16th, 2026 in the Blocher Room

Signed:

The image shows five handwritten signatures on a set of five horizontal lines. The signatures are written in black ink. The first line has two signatures, the second line has one, the third line has one, and the fourth and fifth lines each have one. The signatures are somewhat stylized and cursive.

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	7/1/2026	6/30/2030	Asst.Treasurer
Kyle Leffel	School Board	7/1/2025	6/30/2029	
Mackenzie Coulter-Kern	School Board	7/1/2026	6/30/2030	

NORTH MANCHESTER PUBLIC LIBRARY BOARD OF TRUSTEES

Director & Staff Reports

Director's Report, Andrea Zwiebel

General Updates

- I attended the Northeast Indiana Director Roundtable in Berne on May 8. It was my first time in Berne. Their genealogy department is sought after due to their Swiss heritage.
- Another month, another library visit! I went to Akron to meet their director and tour their space. It was such a cute library! They have a cool sculpture outside in a park-like atmosphere. They have lovely windows with a bird watching zone complete with binoculars. Akron shared that they recently made the decision to remove their programming room from public rentals. They said they needed the space for their growing programs and the rental clients were causing wear and tear on the building. (Mike Leckrone and I might be competing for the most library visits in one year. I think he's winning!)

Buildings and Grounds

- We purged the basement during Spring Clean Up! We moved around the furniture to make room for more library storage. It looks great and there's still room to host library programs.
- The new exterior sign is installed on Market Street. We are receiving lots of compliments on it. The second sign will be installed on Walnut Street.
- During our Preventative Maintenance visit with Wagner Meinert, they discovered two of our three boilers weren't working. We ran on one boiler all winter long without realizing it. We paid for a service call to repair the boilers. That likely was a reason the building had a hard time keeping temperature.
- We are experiencing errors with our cooling system. We had a service call and likely will need to replace a part on our air handler.
- Our hot water heater sprung a leak and had to be repaired. We went without hot water for one day.
- We are still delaying our next sprinkler repair due to budget restraints.

Personnel

- We are in the final rounds of interviews for a Gift IX Intern through Manchester University. It pairs university students with local organizations. The internships are funded by Community Foundation.

- Our Staff Development Day on Monday, May 4 was a great kick-off our Summer Reading Program! The staff received 3 LEUs for participating.

Technology

- No update this month!

Friends of the Library (FOL)

- FOL is looking at ways to continue to raise funds and friends for the library. They are offering Plant Bingo on Saturday, June 13 from 6:30-8:30 pm at NMPL. It's \$15 to play. Please help spread the word!

Bookkeeper's Report, LeighAnne Fitzpatrick

Training for Vacation

- Currently training Molly to cover payroll and bill payments for the two weeks I will be out on vacation. She is catching on quickly. Jeanna, Cody, and Brooke will take care of the daily cash count. Training for that begins on the 28th.

Transfer from Beacon

- This month we need to make a physical transfer from Beacon Credit Union LIRF account to the LIRF fund at First Financial Bank. We made a similar transfer last year and didn't need all of the funds so this year, I used last year's remaining funds plus the difference to create our LIRF appropriations.

Full Endowment Request

- Per the last board meeting notes, I submitted the remaining requests for endowment funds to Andrea. This will bring us to a total of \$70,000 in endowment funds for 2026.

Changes to the Property Tax Distributions

- **From Shelly Bauccho:**

During the preparation of the 2025 pay 2026 tax duplicate, our office identified that certain property tax deductions and exemptions — specifically charitable and non-taxable exemptions — were not correctly applied to all eligible parcels before tax bills were generated. As a result, some properties that should have been billed at a reduced amount or not billed at all received incorrect tax statements.

What this means for your unit:

*The CE corrections will reduce your unit's distribution at the next settlement. You would take the \$55,232.98 X 6.2761% (percentage of the tax you would have received)= **loss of \$3,466.47***

FOL Changes

- FOL has requested changes to the monthly expense request. This means that we need to create an internal process to monitor the funds they will advance. Andrea and I discussed a couple of options but ultimately, we will likely land on a hybrid of these options.

Adult Department & Social Media. Jeanna Hann

ADULT DEPARTMENT:

- Cody and I are making good progress on weeding the Adult Fiction section. Our goal is to remove enough materials that we can keep the bottom shelves empty in each row. Studies show that patrons often avoid bottom shelves because the titles are difficult to see, and clearing them also improves accessibility for patrons with mobility challenges. Keeping those shelves open will make the collection easier to browse and more inviting overall!
- Thanks to Brooke's work organizing tasks for our clerks, we are finally able to build regular shelf-reading time into their schedules! Shelf reading is the process of checking that books are in the correct order, which helps patrons find materials more easily and allows us to catch shelving errors or items that have been misplaced. This work strengthens the overall health of the collection and makes inventory significantly easier, since we spend less time searching for "missing" items. We have wanted to establish a consistent shelf-reading routine for some time, and Brooke's structure has made it possible. Thank you Brooke!

SOCIAL MEDIA & MARKETING:

- We've had an exciting month to share with patrons - new grants, reciprocal additions, updated signage, upcoming programs, building improvements, and of course, Summer Reading news! I'm especially pleased with the continued growth of our social media reach. Our consistency with posting is paying off: this month, our content received 18,000 views in a single week!

PROGRAMS

- My first Beginner Sewing Class for Kids (ages 6-9) was really successful! The kids were really excited to learn how to sew and one parent told me her boys have been asking her every day for weeks when sewing class is! Every kid was able to create

their own felt animal pal using sewing basics like the running stitch and pinning.

Patrons have expressed that they would like to see more of these types of programs - for adults and kids, so even though I do try to stay in the adult programming lane, I plan to teach a few more beginners classes for kids to meet the demand!

- My Adult Craft Hours continue to be hugely successful! Every class fills up, as does the wait list. I'm excited to keep doing crafts going forward but also to repeat ones - multiple patrons have told me that they had to miss a class due to scheduling conflicts but are still interested in learning the crafts. It will make it easy to have a few repeats on my schedule!

Children's Department, Sarah Morbitzer

I want to begin with a shoutout to our **incredible staff!**

Our clerks Dawn, Michelle, and Michael have each accepted extra tasks related to Summer Reading prep and done a phenomenal job.

In addition, Brooke, Molly and Jeanna continue to more than pull their weight even while dealing with sickness. There are so many elements involved in Summer Reading and thanks to such a strong management team, we are able to create an excellent program from scratch year after year.

Cody also stepped in to help me with portions of the children's cataloging and book returns (Ingram sent us Chinese instead of English language versions of several books), which freed up my time for school visits, the regional conference, and programming.

This spring has been unusually busy for me with extra days of conferences (either attending or speaking) and multiple grants converging with an end of April or May timeline. Thanks to their hard work and skills, Summer Reading and general library business continues to move forward.

Molly and I attended the **2026 National Conference on the Value of Play** in Bloomington, Indiana. Organized by the US Play Coalition, it was attended by librarians, teachers, social workers, occupational therapists, play workers, playground designers, etc. The theme was *Play & You* and I attended 16 different sessions/keynote addresses over the course of three days:

- Play with Beautiful Stuff: How Loose Parts Spark Creativity and Cognitive Growth
- This is Your Brain on Play: Exploring Neurocognitive Learning Theory in Non-Typical Play Spaces
- Designing Play Spaces for Children of ALL Ages
- Nature's Playground: Designing Outdoor Spaces for Healthy, Joyful Communities

- Play for All: A Sensory-Inclusive Initiative for Every Ability
- Building Bridges Through Music, Movement and Play: Intergenerational Library Programming
- Minimal Space - Minimal Equipment
- A Mixed-Methods Examination of the Impact of Playground Playability and the Role of Surfacing & Creative Experience in Theatre and Dance for the Very Young
- Development of Play, How the Playground Supports Play Skill Acquisition
- Play & Learning to Live Again
- Sensory Friendly Outdoors
- Leveraging Playful Team Building with Intentional Conversations
- Balancing Risk and Resilience: Supporting Healthy Risky Play in Early Childhood
- Reimagining Playspaces for Early Childhood: Design Principles for Joy and Growth.
- The Power of Play: Bridging Developmental Science and Inclusive Park Design for Early Learners
- Observing Play with Natural and Synthetic Play Materials in an Early Childhood Classroom

The conference was very well organized and the sessions I attended provided me with some great practical ideas for games and art activities to incorporate into programs. I also came away with a better understanding of the science behind sensory needs and ways to plan for neurodiverse kids when designing programs and spaces in the library. In addition, I got some fantastic insight from playground designers that I hope to incorporate as we continue to develop our indoor and outdoor play areas at NMPL.

I've officially been accepted as a speaker at the **Indiana State Library's DIY Conference** in Indianapolis this September. I'm looking forward to presenting a session on *Grants for Public Libraries: \$116K in 6 Years!*

I have attended the required American Library Association **Libraries Transforming Communities grant webinars**. We are now moving into the phase of community conversations, some of which have been scheduled to take place in the Blocher Room and others which will happen one-on-one over the course of the next few months. I'm excited that we are taking another step forward towards installing accessible changing tables in the public restrooms!

Along those lines, I've applied for the **Windswell Accessible Communities Fund** through the Community Foundation of Wabash County. If successful, this funding will supply the remaining \$4,000+ we need for the install. Andrea and I identified several alternative sources for funding prior to my application to the ALA but our hope is that we will be awarded the Windswell funds and be able to utilize these other sources for different projects.

I successfully completed my **ServSafe Certification** through Purdue Extension of Wabash County and passed with a score of 97%. Friends of the Library generously covered the

registration fee for me. This class covered many aspects of food safety including time & temperature, cross contamination, cleaning & sanitizing, and personal hygiene. As we continue to grow our cooking programs for all ages in the community, this training will serve me well in ensuring food safety for participants.

I had a blast at this month's **Summer Reading promotional talks!** I spoke to 300 students at Manchester Intermediate School and to 287 students at Manchester Elementary School. I spoke to 20 students at Sycamore Preschool and 17 at Headstart. Over 100 Kindergarten students will visit us at the end of this month. The kids were very excited by the prizes and the programming! This is a fantastic opportunity to get the kids excited about Summer Reading and to remind them of all the amazing things happening at the library this summer. Multiple students and parents have come in to ask about summer reading or volunteering at the library. Manchester Elementary will send our Summer Reading flyer to all the parents and post it on their Facebook page. We are fortunate to have such wonderful school librarians, teachers, and principals in our community. They are always more than happy to help promote the library!

Circulation Report. Cody Goble

Miscellaneous

- Disappointing news: we did not receive the Will Eisner Graphic Novel Grant for Libraries.
- Little Free Library: Circulation has been great this month, and I have had plenty of good books to add.

Collection Development

- In total, I ordered 100 materials:
 - 60 standard print books from Ingram
 - 15 videos from Midwest Tape
 - 10 large print books from Center Point
 - 10 large print books from Thorndike
 - 5 videos from Amazon
- With Adult Fiction weeding, we are currently through Robin Pilcher.

Cataloging

- I cataloged 119 materials:
 - 69 New items
 - 35 magazines
 - 12 replacement items
 - 3 games & puzzles
- I also, upon Sarah's request, assisted with a small amount of Children's cataloging.

Interlibrary Loan

- I submitted 33 requests, and 29 items have been delivered & processed.

Programming, Molly Magnus

- Sarah and I went to the Play Coalition Conference down in Bloomington on the IU campus! It was three days full of sessions on different variations of play. My personal favorite was "Brain on Play" and how different levels of play affect your brain, or in a younger child, mold their brain. I came back with a lot of resources I can (and already have) incorporate into my Storytime programs. While this conference didn't have too many librarians, it was an insightful conference. Other sessions about play that I thought were interesting to note:
 - Trauma in Kids- how their play looks different to kids who haven't experienced trauma
 - Risky Play: Is It Worth it?
 - Matter Matters: Wooden, Synthetic Toys- does it affect the way kids play? Do they gravitate towards the more natural (wooden) toys or those that are synthetic?
- I partnered with Lindsay Swihart from ARC of Wabash to host programs at different times that would work for ARC residents. These programs will be Freestyle and can create whatever they like. These programs will be open to everyone (for ages 8+) to maintain a calmer environment and not cause any overstimulation.
- I had my last visit at Manchester Early Learning Center (MELC). I go to each classroom to read a book and sing some songs with the kids. I generally go through the school year (September-May). This last season, 398 kids read stories and sang songs with me!
- Babytime is getting a fresh look! I'm turning it into a more active program and each week will be a specific theme.
 - Week 1: Literacy Babytime: we will read books based on what will be taught at Educational Babytime
 - Week 2: Educational Babytime: Positive Parenting, founded by Christy Garau, will host a 5 week (meeting once a month for 5 months) rhythm and regulate workshop. Thanks to the Davonne Rogers Endowment Fund for sponsoring this workshop!
 - Week 3: Sensory Babytime: We put what was taught last week in action! Specific sensory items will be available for exploration.
 - Week 4: Babyled Feeding: This program is so beloved that I had to keep it!
 - Week 5: Community Babytime: Parents get a chance to just chat and connect with one another while their babies play. It's such a great way to stay in touch with the community!