

NORTH MANCHESTER PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes

Date: Tuesday, October 21st, 2025 in the Blocher Room

Present: Tim Brauch, Mackenzie Coulter-Kern, LeighAnne Fitzpatrick, Kathy Garber, Jeanna Hann, Kyle Leffel, Mike Leckrone, Eileen Sklar, Heather Winger

Absent: Andrea Zwiebel

Other:

AGENDA

- I. Call to Order - Eileen called the meeting to order at 12:14pm.
- II. Adoption of Agenda - Motion to approve by Mackenzie, seconded by Tim. All in favor.
- III. Public Comment Period - None.
- IV. Perusal and Approval of Reports
 - a. Minutes - Minor typo in *IV. A (Kylle)* - Motion to approve (with small correction) by Heather, seconded by Tim. All in favor.
 - A. Financials - Motion to approve by Tim; seconded by Kyle. 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 - Eileen gave an update on the recent CDC librarian firings.
- VII. New Business
 - A. Approval of Noah's Park Invoice for Grant (\$12,541) - Motion to approve by Kathy, seconded by MacKenzie. All in favor.
 - B. Davonne Rogers Endowment Committee, Request for Funds - Motion to approve by Heather, seconded by Kathy. All in favor.
- VIII. Questions & Comments from the Board - Conversation on new and upcoming grant opportunities. Tim also shared that due to changes in his class schedule, he may not have availability for board meetings next year. Heather shared she will not be available much at all during tax season.
- IX. Adjournment - Motion to adjourn by Kathy, seconded by Heather. All in favor. Meeting adjourned at 12:52pm.

Next Board Meeting – Tuesday, November 18th @ 12pm, 2025

Approved by the Board on Tuesday, November 18th, 2025

Signed:

Kathy Garber
Eileen Meyer Sklar
Heather Winger
Michael Leckrone
Tim Brauch
Kyle Leffel
Mackenzie Coulter-Kern

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

- Eileen and I attended a Planned Giving Seminar hosted by the Community Foundation. In the future, we could partner with Friends of the Library to accept estate gifts. It was an informative afternoon!
- Our health insurance is moving along. Implementation takes a few weeks and we are headed in the right direction. All of our employees have their new ID cards and were given access to their accounts.
- Arc of Wabash County donated sensory items to our collection. We partnered with them for the ALA Grant to assist patrons with disabilities. It is great to receive support from a Wabash County organization.
- Wabash County Diversity Coalition asked us for a letter of support for an upcoming opportunity. I am thankful that we have such a great relationship with Mackenzie! (Plus, an extra special shout out that we just hosted the first Life Navigator Course this week. It is designed for Spanish speaking community members!)
- I attended the strategic planning session for the Wabash Carnegie Public Library. It was an all-day meeting to prepare their next strategic plan facilitated by a national consultant. Unfortunately, the new director had to resign due to his wife's cancer diagnosis. The position is open and they are interviewing candidates.

Buildings and Grounds

- The State Fire Marshall came to inspect our boilers and elevator. The elevator passed. However, we were told that the boilers were never permitted when they were installed. I went through the process of permitting them and we are up-to-code now.
- We hired a contractor to remove the huge maple tree that was dying in the lawn. It was a big job!
- Sarah and I worked together to finalize an order for outdoor furniture. She planned to order tables with grant money from T-Mobile, so we combined our orders to save on freight costs. We decided on black furniture because as we add more items to the lawn, we want them to look cohesive. We will add pops of color with picnic tables for kids.
- I started the review of our HVAC contract that comes due in January. We are exploring options besides Havel. I emailed the library listserv to get company recommendations. I vetted a long list of companies to see if they service our county. Then I set follow up meetings with two of the top vendors. I am waiting to see quotes.

Personnel

- We hosted our third and final all-staff training day on September 29. We spent the time discussing customer service, genealogy, homebased services, hands-on training with the new 3-D printer, and an enrollment meeting with our new insurance carrier!
- Dawn Reed attended the annual conference for support staff hosted by Indiana State Library. She loved the opportunity to learn about library administration and visit the library in Indianapolis.

Technology

- See Jeanna's report for an update on the 3-D printer!
- We are working on updating our computers to Windows 11. Support for Windows 10 ends this month.

Friends of the Library

Friends of the Library is in the midst of the \$30 for 30 Years fundraiser. The goal is to raise \$3,000 by the end of the month. They have fundraised approximately \$400 thus far.

Bookkeeper's Report, LeighAnne Fitzpatrick

There seems to be more vouchers this month as we completed the pergola project and cleaned up the lawn.

Financial Report

- An additional request will need to be made from the Davonne Rogers Endowment for the Harpist playing in December. Currently, we show a negative balance on this fund since the Harpist was a late addition to this endowment plan for 2025.

Appropriation Report -100

- We should see slight cost savings for insurance over the next couple months since we decided to move forward with the change over in October rather than January 1.
- We will begin to see the negative funds listed on the appropriation reports as we get closer to the end of the year. These funds will be corrected by 12/31/2025. As you may recall, I want to see where we are over and under to make sure that we appropriate funds better in the future.

WM Imaging - I provided Andrea with the monthly cost paid throughout 2024 & 2025. The conversation is circulating around eliminating multiple little printers throughout the library and replacing them with a high speed printer for staff only. OR keeping things as is and increasing the print allotment in our contract. They are only dollars apart in cost. **(FOLLOW UP)** This still needs to be reviewed. I was informed by Andrew from WM Imaging that there will be a price increase in the upcoming year. We will need to make a decision to lock in our price as soon as possible.

Adult Department & Social Media, Jeanna Hann

ADULT DEPARTMENT:

- The new 3D printer is up and running! Staff and patrons have been raving about the upgrade from the old printer and everyone has been having fun printing new and interesting items - the majority of prints (especially some of the larger ones) would never have been possible with the old printer!
- I attended a seminar at the St. Joe Public Library titled "Doing More with Less: A Retail Perspective on Space Organization" by David Vinjamuri. This was by far one of the most helpful, informative, and practical sessions I've ever attended. I came away with plenty of great ideas, but it was also gratifying to realize how many of his suggestions we've already implemented at NMPL! From our recent renovations to our upcoming Indiana Room makeover, much of what he discussed aligns with the work we've been doing for years. I still have a few new ideas I'm eager to put into practice - once things slow down a bit!
- As a small rural library that regularly logs over a million minutes of reading during our Summer Reading programs, we were thrilled when Beanstack—the app we use for Winter and Summer Reading—invited us to present at a Round Table for rural libraries. I shared how we engage patrons with Beanstack and highlighted strategies that have worked well for us: transitioning away from paper trackers, hosting sign-up day events, offering one-on-one staff support, and creating fun marketing pushes, including informational videos with our kid patrons doing voiceovers. I also talked about our Community Sticker Posters, which give patrons a visual of our reading progress. The Beanstack team and attendees gave us fantastic feedback.
"We are so grateful to have such amazing librarians like you promoting reading and Beanstack to your students."
"This is AMAZING! I especially love the photos and that kid-narrated video that you added."
"Sign up days are such an amazing idea!"
"That video is so cute!"
"Really fun ideas!"
"I love the sticker poster idea!"
"This is AMAZING! I especially love the photos and that kid-narrated video that you added."

SOCIAL MEDIA & MARKETING:

- It's the busiest time of year at NMPL, and it's kept me busy sharing all the amazing things happening here - from baby chicks hatching, to the kids' succulent giveaway, from our big events like the Halloween party, to our everyday library activities. Be sure

to visit our Facebook and Instagram pages at some point - it's exciting to see all that we're accomplishing this month!

PROGRAMS:

- Game Night Chronicles, Adult Craft Hours, and our Book Tastings continue to be big hits with our patrons... especially the Book Tastings! This month's theme was Mysteries and "Weird" Fiction, and we had a full house with lots of checkouts. (Shout out to Cody who chose the "Weird" Fiction for me!) Molly and I also launched a new Adults-Only Trivia Night + Mini Mocktail Hour, which was a great success. Next month, we're adding another exciting adult program: Cozy Craft Cinema! Patrons are invited to bring their crafts to the library and work on them while enjoying a movie together!

Children's Department, Sarah Morbitzer

Joanne Case from the Community Foundation invited the library to take part in **Imagine My Future at Manchester University**. 3rd grade students from around the county had the opportunity to learn about potential careers. I had 7 student groups come through my station during the allotted time (182 students/teachers total!). I shared about how much I love being a librarian and the importance of using a book's "address" (spine label) to correctly shelf books. I then led students through 1 or more alphabetization challenges. After participating they each received a library "tattoo" (stamped the back of their hands with an NMPL book stamp). The kids had a lot of fun and so did I! Big shout out to Jeanna - I used her activity ideas/explanations from Future Librarians to craft the content and the engagement for this event. It was perfect for the age group and amount of time I had with each class.

We hosted our local **Headstart** families at the library late last month. This was a wonderful opportunity to spend time with the kids and to let the parents and grandparents know all about the amazing things our library has to offer. 3 children signed up for student cards! A couple families ended up staying at the library for a couple hours, browsing the stacks and selecting items to check out.

We have begun the process to become **Sensory Inclusive Certified with Kulture City**. Once 50% of our staff have completed the training, we will receive our sensory supplies and signage. The Social Story, Press Release, and addition to the Kulture City app will follow (more on that in the months ahead). The average time to reach certification is 6 weeks. This is all possible thanks to the Libraries Transforming Communities grant we received from the American Library Association!

I held my **first Charlie Cart program** and it was a DREAM! I reviewed my Grant Application Schedule spreadsheet recently and realized I have applied to 5 different grants for a Charlie

Cart since 2021. #5 (T-Mobile) finally made it happen! The structure of the curriculum and the amount of supplies in the cart made cooking with kids easier than I ever could have imagined.

The curriculum is divided by grade and each grade section is subdivided by season. It makes it easy to choose recipes with ingredients that will be readily available (and therefore less expensive). Our first recipe was a Three Sisters Sautee based on a famous Iroquois legend. In addition to kitchen skills, the kids were also exposed to a cultural tradition and learned about every gardener's friend, companion planting.

I spoke at the **Kiwanis meeting** about our grants and showed off our Charlie Cart. It was a great opportunity to talk about our "why" - seeking to fill gaps in community resources that we have observed or that our patrons have told us about. I was also able to thank the Kiwanis in person for the support they've shown over the years by helping to fund our Summer Reading Program. A big thank you to Eileen for inviting me!

Circulation Report. Cody Goble

Collection Development

- Baker & Taylor is closing after nearly 100 years in business. They were the largest distributor of materials for libraries, so this will have a large impact on the industry. Estimates are that by January 2026, they will be shuttered. As such, I have been helping select a new primary book vendor. Ingram seems the best option with Brodart as a potential simultaneous back-up vendor.
- With Baker & Taylor's announced closure, I have canceled all pending orders, and I re-ordered backordered books from Amazon. For future 2025 orders, I contacted Barnes & Noble about bulk discounts but have yet to hear back. By November 1st, if we do not have a new primary vendor, I will make a decision on how to finish out the 2025's print orders for the Adult Department.

Cataloging

- Since my last report, I cataloged 139 materials:
 - 79 New items
 - 40 magazines
 - 2 games & puzzles
 - 18 replacement items

Interlibrary Loan

- Since the last report, I submitted 62 requests, and 66 items have been delivered & processed.

Miscellaneous

- I have noticed an increase in Little Free Library usage. Stock is rotating daily, and books have been consistently added by someone(s) other than myself.

Programming, Molly Magnus

Our 4th annual Night Market was exhausting, but our most successful one yet! 549 patrons showed their support for the 14+ vendors ranging in all ages selling various items. We had several games, patrons were able to make their own glow-in-the-dark lemonade, and littles got to enjoy the bounce house! I think next year we want to make it even bigger by offering more food options: I have been able to meet a couple new food vendors the last couple of weeks and this would be a great opportunity for them to get known in the community.

Express Open Makerspace (we only had it open to the public for one hour) went okay, but didn't draw in the numbers like we were hoping. A lot of patrons tell us they want to be in the Makerspace, but when we host a program, not a lot of people show up. We're still toying with ideas on how to utilize the space even better. Times are very busy for us right now so it's hard to accommodate 2 hour time slots.

LeighAnne with Noma Yoga Studio led a 4 week Gentle Movements class. While attendance was low, it was great for me to get away from my desk and get some movement in during the day. It left me feeling refreshed and energized. While the timing may not have been the best, I want to be able to continue offering these classes that align with our Long Range Plan!

Another FANTASTIC round of Future Librarians 2.0 is in the books! 11 kids were able to dive deeper into the library world where they learned about cataloging, book processing/mending, marketing, and reader's advisory! Everyone was sad to see it end, but we did send them off with a great graduation party: Manchester Marketplace made up turkey, ham, cheese platters and Nordmann's Nook made delicious cupcakes. Every future librarian got to take home a "plaque" and a decorative leather notebook + pen as gifts!

Jeanna and I held our first ever After Hours Trivia: Gilmore Girl Edition. Patrons started off with a mini mocktail hour where they learned how to make Lorelai's Espresso Martini and Sookie's Hot Toddy. While sipping on their mocktail, we transitioned into the trivia portion: 5 rounds (Warm-up, Easy, Medium, Hard + Tie Breaker) questions. We plan to do 4 trivia programs a year (2 family editions and 2 adults only). Our next one will be a family edition, Christmas Movies!