

NORTH MANCHESTER PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes

Date: December 19th, 2024 in the Blocher Room

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

Absent: Kevin Walter

Other:

AGENDA

- I. Call to Order - Eileen called the meeting to order at 6:33pm.
- II. Adoption of Agenda - Motion to accept by Kathy; seconded by Mackenzie. All in favor.
- III. Public Comment Period - None
- IV. Perusal and Approval of Reports
 - A. Secretary Minutes - Motion to approve by Kathy, seconded by Mackenzie. All in favor.
 - B. Presentation of Claims & Financial Reports - Motion to approve by Mike, seconded by Mackenzie. All in favor.
- V. Director's (Staff) Report & Stats
 - A. **General Updates**
 1. Tickets are available for ILF's fundraiser with John Green! Indiana Freedom is a movement to support parent and reader rights in Indiana. <https://infreadomtoread.org/events>
 2. Manchester University Student Cards
 - o July: 144
 - o August: 152
 - o September: 164
 - o October: 170
 - o November: 172
 3. LeighAnne and I virtually attended the workshop on the Annual Library Report and Bookkeeping on November 21.
 4. As the full-time Shift Leader, Brooke took the lead on our holiday decorations. Take a moment to notice the bulletin boards, displays, and trees.
 5. We're excited to finalize the new Long Range Plan during the board meeting. Our staff has worked all year to compile the five-year goals.

ILF Conference Recap

- Andrea, Jeanna, and Cody attended the ILF Conference in Downtown Indianapolis on November 17-19. See below for their key takeaways!
 - Cody: Attended sessions such as Adapting Dewey for the 21st Century, Noise Control in Active Spaces, Collection Development for Inclusivity, and The Indiana Humanities Author Showcase. During the Showcase, Marabai Rose read a bit from Holding Hope, the memoir of her years of experiencing misdiagnosis & debilitating illness, while simultaneously attempting to find proper treatment for husband's declining mental health, which included violent, psychotic episodes. It was a wonderful reading and discussion.
 - Jeanna: This was my 8th ILF Conference! I attended a large variety of sessions on topics like Adult Programming, Book Challenges, Policies, and Management. I particularly enjoyed the session on hosting Trivia Nights for Your Adult Population, and will be partnering with Molly to bring those to NMPL in 2025! The session on "When Does Your Library Need A Lawyer" was also incredibly informative.
 - Andrea: It was my first ILF conference! I appreciated the Expo Hall with vendors that provide services to the library such as Indiana University's Institute on Disability and Community. The keynote speakers this year were incredible and inspirational.

B. Friends of the Library

1. The Nominating Committee is activated to select officers and new members.

C. Buildings and Grounds

1. Homeland Gutter continues to explore our roof/gutter leaks. We are closer to having answers! We have one active leak that needs repaired in Molly's office.
2. Breaking news—there is WARM air in the staff bathroom. Such a relief after several cold, cold years.
3. We are holding 3 dates for the second phase of sprinkler repairs with Koorsen. This will be an in-depth repair of the system in the Blocher Room. The ceiling grid will need to be removed.

D. Personnel

1. We onboarded a paid intern with JAG. Karma Everage is working for a month before she heads to bootcamp with the Marines in January.

E. Technology

1. No updates this month!

Notes from Bookkeeper

- I am proposing a reorganization of our bank accounts for more transparency and clarity. See "Bank Account Fund Transfer" document in your board packet for more details.
- End of Year Items
 - Book collection development has slowed. Cody and Sarah have made most of their final purchases and most invoices have been paid.

- I plan to start collecting information to Encumber funds from 2024.
- Transition to Bi-weekly payroll will be over the next few weeks. We should be well into our bi-weekly cycle by the next board meeting.
- Tax Revenue is starting to roll in. CVET & FIT

Adult Department & Social Media, Jeanna Hann

ADULT DEPARTMENT:

- Inventory has begun! Our clerk, Bethany, has been a great asset in this process so far. As this is our first time running inventory in Apollo, it's been nice to have someone to talk through the process with and troubleshoot any issues. Karma, our intern, has already completed the Adult DVD section and is making great progress on the Non-Fiction section. James has already completed several smaller sections in the Children's Department.
- The fee for PLAC went up to \$70 from \$65. Since our reciprocal programs are growing in popularity, this has a minimal impact on our patrons.

SOCIAL MEDIA & MARKETING:

- Programs, programs, programs! We have so much going on at the library, it really makes my job easy! Our program posts always do well, but lately more "behind the scenes" posts (like photos of our Boards at work, or volunteers contributing to NMPL) have really been the stars of the month.
- Taking inspiration from Spotify's annual "Wrapped" features, I made a NMPL Wrapped post. Check it out if you get a chance on our Facebook or Instagram!

STAFF:

- In order to accommodate crafting for Santa's Workshop, I took a break from assigning the staff online training this month, but we'll start them up again in January. As always, the entire NMPL staff spends the month of January reviewing and re-reading ALL the NMPL policies. It's a lengthy process, but I find it helpful!

Children's Department, Sarah Morbitzer

- I applied for the Libraries Transforming Communities grant from the American Library Association. It is a special grant for small and rural libraries that are seeking to better serve individuals with disabilities. 50 \$20,000 grants will be awarded and 250 \$10,000 grants will be awarded. We are applying for the \$20,000 grant with the option of being chosen for the \$10,000 grant with a scaled down Plan B.
- I had some great feedback from Molly and Brooke on what would work best with our space here in the children's department and for our patrons. Andrea gave me helpful tips for the grant application. I solicited letters of support from the Wabash County Diversity Coalition, Manchester Alive, Daniel's Place and Nancy Johnston (special education teacher with Manchester Community Schools). Our proposal is built around 3 things: Staff Development, Indoor Retreat, Outdoor Music Park.

Staff Development: Sensory Inclusive Training and Certification from KultureCity. The program would train all staff for a 3 year period and comes with 5 sensory bags for patrons to use while at the library, sensory friendly signage, lap pads, a customized

social story, app integration and constant support.

Goal: Equip staff to meet the needs and interact in the most positive way possible with our neurodiverse patrons. More in-house resources (i.e. lap pads and social story) to make every library visit a positive, joyful experience.

Indoor Retreat: One of the children's department nooks would be transformed into a sensory friendly space with a Mobile Sensory Station, deep pressure squeeze seat, crash pad, calming sensory canoe, privacy screen, and fiber optic sensory tails.

Goal: Provide an indoor retreat so children with autism, sensory processing disorder, trauma responses, etc. can re-center themselves when they become overwhelmed.

Outdoor Music Park: Percussion Play instruments on the lawn for an outdoor version of our sensory nook. A hammock provides vestibular input and stimulation.

Goal: Provide an outdoor location for children to find their calm when overwhelmed at the library.

All applicants will be notified of their award status via email by March 3, 2025. Our application is well thought out, informed by the experiences and input of our patrons and staff, and practical to implement. I have high hopes that we will be seriously considered for this opportunity!

- I have begun "branding" the back of coloring pages when I visit Peace Patch Preschool and Headstart each month. (This was an idea Andrea brought back from a library visit!) The teachers do a great job of making sure the kids take their artwork home with them so this is a great opportunity to remind the parents of all the amazing resources available at their local library! Each coloring page has the NMPL logo on the back along with a QR code they can scan to see this month's program calendar.
- Santa's Workshop was a success! Families look forward to this event every year and it has become something of a holiday tradition for many of them. The kids are so excited to shop for family and friends and it's a great way for them to practice budgeting skills and smart shopping. We raised \$289 for Friends of the Library, a nice bonus to providing free shopping to kids in our community. We are fortunate to have adult community members who happily come and shop with real dollars AND who make items to donate for sale.
- I attended a workshop at the South Whitley Public Library and earned an LEU. A representative from the Indiana State Library shared about the Talking Book and Braille Library program. This is a fantastic resource for people in our state who have vision impairments, physical disabilities, and reading disabilities stemming from everything from dyslexia to Traumatic Brain Injuries. Large print, Braille and audio books are shipped at no cost to individual's homes. Libraries can also request items for in-house use and large print books for circulation. I'm so glad I had the opportunity to learn more about this program so I can talk it up to patrons who could benefit from this service.

I also took the opportunity to tour the South Whitley Library and talk to the children's librarian. We had a great time sharing ideas for programs and summer reading events!

- The Indiana State Library informed us that the company that runs KitKeeper is

shuttering services as of January 1, 2025. ISL used this program to reserve, send out and track a plethora of kits. Libraries around the state have access to book club kits, storytime kits, Lego kits, etc. through the state library. This has thrown a huge wrench in the works and will no doubt result in delays as they search for a new software option.

Of particular interest to NMPL are the Escape Room kits based on primary sources and Indiana history. We are on the list and were hoping to receive one or more kits in 2025 to use in programming. At this time, I am hoping for 2026 but will be pleasantly surprised (and ready to move forward) if the kits do end up being shipped in this coming year.

- I led a Storytime at BABE of Wabash County this month. We love partnering with BABE! Patrons aged 0 - 5 who attend library programs that promote literacy skills (like Storytime) receive BABE bucks that they can use to "buy" diapers, toys, books, clothes, wipes, etc. from the BABE house in Wabash. It incentivizes families to attend library programs while empowering them with the resources they need to provide for their children.

Several times a year, we lead one of their weekly Storytime programs in Wabash. Katey Till, the director, told me that they often encourage their families to visit the North Manchester Public Library. One of their volunteers who recently moved to the area told me how impressed she is by the variety of our programming. Another volunteer told me that our Storytimes for BABE are some of "the best" and they absolutely love it when we are able to come.

After the Storytime, I took the opportunity to visit the newly renovated Wabash Carnegie Public Library. It's just down the block from BABE and it was neat to see all the beautiful changes they have made to the interior.

Circulation Report, Cody Goble

Cataloging

- In Apollo, I edited the Series Authorities for "C" and "D".
- Most of the materials from my final orders have been cataloged. I have purposefully set aside a small amount of regular print fiction and videos to catalog toward the later half of the month. This helps mitigate a glut of materials going to the shelves as well as the appearance of a "dead" time with the cease of regular orders for the year.
- I still need to catalog the large print titles from Center Point and Thorndike. That will most likely be done by December's end or January's beginning.

Collection Development

- The Daughters of the American Revolution donated \$200 to be used on books pertaining to the American Revolution. With those funds, Sarah and I purchased materials for multiple age groups.
- From the 2024 orders I have 30 books on backorder from Baker & Taylor. This is higher than usual but is most likely caused by the worldwide paper shortage's effect on publishers. The books may still arrive before the end of the year, but as of now, I am planning on those books arriving in 2025 and being paid for out of the 2025 collection

budget.

- I have been preparing carts for the first 2025 orders. Those are usually larger than others as they will include releases from late November, December, and early January, as well as relevant materials from Best of 2024 lists, award winners, and lists of notables. They also include two months of patron requests.
- Currently, weeding of Large Print has made it past the novels of Debbie Macomber.

Interlibrary Loan

- Due to recent experiences with SHARE, I am adjusting how I submit requests for bookclubs. Previously, I ordered material 6 weeks before a book club's meeting. However, with SHARE, I will now submit requests 8 weeks before the meeting date.

Miscellaneous

- I wrote a first draft of a bed bug procedure. Currently, it is being edited by other managers and staff.
- With some of the changes made this year, it occurred to me that my "Hit by a Bus" Binder will need to be updated.

Programming, Molly Magnus

- We partnered with Hayley Nadine of Nourish Indiana for a segment on Plant Pigments: Walnut Ink Art, and patrons learned how to make some themselves! Walnut ink is made from the green outer husks of black walnuts. The ink has a beautiful golden sepia tone, but darkens over time and has historically been used to archive documents. Hayley demonstrated how to prep and simmer the walnuts (for 4 hours) and then how to mix up the ink. Then each participant received some artist paper, paint brushes, and a bottle of ink to create their own masterpieces!

"I think this ink is making me a better artist!" exclaimed one participant. The ink had a gorgeous flow and the color gradient was stunning. Everyone found it easy to work with and everyone loved the richness it brought to their art.

- I partnered with Joel Eikenberry (I met him through the storytelling with pottery workshop from the IAC grant) and we taught an intro to calligraphy course: pencil edition. We learned fundamental strokes and practiced on specially designed worksheets, with feedback from Joel to help get our technique just right. "My resolution for 2025 was to take up calligraphy again... then you guys posted about this class! It was perfect!"

"I've tried to learn calligraphy at home," shared one participant. "But I like coming to a class where the teacher can tell me what I'm doing right... or wrong!"

Rachel Kruger with Kruger Krafts came and taught another felting class: Christmas Gnomes. This partnership has been incredible and I'm happy patrons have the opportunity to either try something new or rekindle their love for felting.

- Heidi Lovett came back and led another You CAN Paint class on 12/11. Patrons painted a magical Narnia-esque lamp post in the middle of a winter forest, and everyone did a beautiful job!

VI. Old Business

- A. None

VII. New Business

- A. Long Range Plan 2025-2030 Discussion - Motion to approve by Heather, seconded by Kathy. All in favor.
- B. Resolution to Transfer Funds to the Library Improvement Reserve Fund - Motion to approve by Tim; seconded by Heather. All in favor.
- C. Resolution to Transfer Funds to the Rainy Day Fund - Motion to approve by Tim; seconded by Heather. All in favor.
- D. Resolution to Transfer Funds Within the Library Operating Fund Major Category -
- E. Resolution to Cancel Outstanding Warrants - Motion to approve by Tim; seconded by Heather. All in favor.
- F. Resolution to Authorizing Electronic Funds Transfer - Motion to approve by Tim; seconded by Heather. All in favor.
- G. Bank Account Fund Transfer Proposal - Motion to approve by Kathy; seconded by Mackenzie. All in favor.
- H. Commercial Insurance Policy - Andrea and Eileen met with our agent from McGowan Insurance (formerly Wetzel) to see what our options are. The recommendation is to go with the Hanover Insurance Policy instead of the Selective Insurance Policy. Motion to approve by Kathy; seconded by Mike. All in favor.
- I. Nominating Committee
 - a. 2025 Board Seats
 - i. Kevin Walter - Term End
 - ii. Mike Leckrone - Renewal
 - b. Officers
 - i. President - Eileen
 - ii. Vice President - Kathy
 - iii. Secretary - Heather
 - iv. Treasurer - Kevin
 - v. Assistant Treasurer - Mike

VIII. Questions & Comments from the Board -

- A. Congratulations to Andrea for completing her LC4 coursework in under a year!
- B. Reminder of new meeting time, beginning in January! All meetings will now take place on the 3rd Tuesday of each month at 12pm in the Blocher Room.

IX. Adjournment - Motion to adjourn by Kathy at 8pm. Seconded by Heather. All in favor.

Tuesday, January 21st, 2025 @ 12pm in the Blocher Community Room

Signed:

Heather Winger-Secretary	12/31/2027	3rd Term	School Board
Kathy Garber	6/30/2028	3rd Term	Town Council
Eileen Sklar-President	6/30/2028	4th Term	County Commissioners
Kevin Walter-Treasurer	6/30/2025	4th Term	School Board
Tim Brauch	6/30/2026	1 st Term	County Council
Mackenzie Coulter Kern	6/30/2026	Unexpired Term	School Board
Michael Leckrone-Assistant Treasurer	6/30/2025	2nd Term	Town Council

North Manchester Public Library

Resolution Authorizing Electronic Funds Transfer

WHEREAS, the Board of the North Manchester Public Library ("Library") has determined that it is beneficial to its financial operations to transact the financial affairs of the Library through electronic funds transfers including direct deposit.

NOW THEREFORE BE IT RESOLVED, that pursuant to the provisions of I.C. 5-13-5-5, the Library will institute electronic fund transfers for the transaction of business with a financial institution or a retirement fund administered by the public employees' retirement fund, and

BE IT FURTHER RESOLVED, that pursuant to the provisions of IC 36-12-3-16.5, the Library will institute electronic fund transfers for the payment of claims, including the payment of wages and other compensation and benefits owed to the Library employees, via direct deposit through the services provided by the applicable financial institutions, and

BE IT FURTHER RESOLVED, that pursuant to the provisions of IC 36-1-8-11, the library may accept various payments electronically as well, including but not limited to payments for fines and fees and tax disbursements, to the extent that such payments can be documented properly for audit purposes, and

BE IT FURTHER RESOLVED, that the Library Treasurer is hereby authorized to take any and all actions necessary to implement and accept electronic fund transfers, including direct deposit, for the Library, and that the Library Director and Treasurer are hereby instructed and are required to comply with all other requirements for the payment of claims by the library and must maintain adequate documentation of transactions conducted electronically so that said transactions may be audited as provided by law.

DULY ADOPTED by the Board of Trustees of the North Manchester Public Library at its regular meeting held on the 19 day of December, 2024, at which meeting a quorum was present.

NAY

AYE

Kathy Garber

Kathy Meyer Sullivan

Mackenzie Coulter

ATTEST

Secretary

North Manchester Public Library

Resolution To Cancel Outstanding Warrants

WHEREAS, the North Manchester Public Library has determined that the library finds according to IC 5-11-10.5 that checks outstanding and unpaid for a period of two years as of December 31 of each year are void.

WHEREAS, the treasurer shall prepare on or before March 1 a list of duplicate of all checks outstanding for two years or more as of December 31 preceding. The original copy of each list shall be filed with the board of finance. The duplicate copy shall be filed by the disbursing officer of the library.

WHEREAS, the treasurer shall enter the amounts listed as receipts to the fund or funds upon which they are originally drawn and remove the checks from the list of outstanding checks.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the North Manchester Public Library do hereby cancel the outstanding warrants listed below:

Warrant	Date	Vendor	Fund	Amount
13943	9/15/2022	Kristyn Childers	UD Gift/Other Supplies	\$9.48
14011	11/17/2022	Kristyn Childers	Operating/Prof. Services	\$9.75
14042	12/15/2022	Kristyn Childers	Operating/Prof. Services	\$7.13

DULY ADOPTED by the Board of Trustees of the North Manchester Public Library at its regular meeting held on the 19th day of December 2024, at which a quorum was present.

NAY

AYE

Kathy Garber

William M. S. S. S.

John J. S.

Mark J. S.

ATTEST

Secretary

[Signature]

[Signature]

North Manchester Public Library

Resolution To Transfer Funds Within The Library Operating Fund Major Category

WHEREAS, due to *unexpected expenses* certain existing appropriations in the Library Operating Fund now need to be transferred from one major category to another;

NOW THEREFORE BE IT RESOLVED, that the following transfers be immediately made within the Library Operating Funds:

Transfer from Operating Fund

Other Services & Charge

Insurance

\$50.00

Other Services & Charge

Gas

\$1,116.62

Transfer to Operating Fund

Other Services & Charge

Official Bonds

\$50.00

Other Services & Charge

Professional Meetings

\$1,116.62

DULY ADOPTED by the Board of Trustees of the North Manchester Public Library at its regular meeting held on the 19th day of December 2024, at which a quorum was present.

NAY

AYE

Kathy Garber
[Signature]
[Signature]
[Signature]
[Signature]
[Signature]
[Signature]

ATTEST

Secretary

[Signature]
[Signature]

North Manchester Public Library

Resolution to Transfer Funds to the Rainy Day Fund

WHEREAS, the Board of Trustees of the North Manchester Public Library finds that the purposes of the Library Operating Fund have been fulfilled; and,

WHEREAS, there is remaining in the Library Operating Fund an unused and unencumbered balance; therefore,

NOW THEREFORE BE RESOLVED that the Board of Trustees of the North Manchester Public Library do hereby transfer \$5,000.00 from the Library Operating Fund to the Rainy Day Fund for the purpose(s) of Library Operations and/or Capital Projects. The fund shall be subject to the same appropriation process as other funds that receive tax money.

DULY ADOPTED by the board of Trustees of the North Manchester Public Library at its regular meeting held on the 19th day of December 2024, at which a quorum was present.

NAY

AYE

Kathy Garber
Edna May Stiller
Mike [unclear]
Tim [unclear]
Marlene [unclear]

ATTEST

Secretary

[Signature]
[Signature]

North Manchester Public Library

Resolution to Transfer Funds to the Library Improvement Reserve Fund

WHEREAS, it has been shown that certain existing appropriations in the Library Operating Fund now need to be transferred to Library Improvement Reserve Fund (LIRF).

NOW THEREFORE BE RESOLVED that the Board of Trustees of the North Manchester Public Library do hereby transfer \$5,000.00 from the Library Operating Fund to the Library Improvement Reserve Fund as appropriated. The fund shall be subject to the same appropriation process as other funds that receive tax money.

DULY ADOPTED by the board of Trustees of the North Manchester Public Library at its regular meeting held on the 19th day of December 2024, at which a quorum was present.

NAY

AYE

Kathy Garber
[Signature]
[Signature]
[Signature]
[Signature]
Marky Carl

ATTEST

Secretary

[Signature]