

North Manchester Public Library Board of Trustees

March 21st, 2024 @ 6:30pm in the Blocher Room

Present: Mike Leckrone, Andrea Zwiebel, Heather Winger, Jeanna Hann, Kevin Walter, Kathy Garber, Vicki Smith, Eileen Sklar, Tim Brauch

Absent:

Other:

- I. Call to Order - Eileen called the meeting to order at 6:28pm.
- II. Adoption of Agenda - Motion to approve by Kathy, seconded by Kevin. All in favor.
- III. Public Comment Period - N/A

- IV. Perusal and Approval of Reports
 - A. Secretary Minutes - Motion to approve by Kevin, seconded by Tim. All in favor.
 - B. Presentation of Claims & Financial Reports - Motion to approve by Vicki, seconded by Mike. All in favor.

- V. Director's Report -
 - A. General Updates
 1. We held our annual Staff Development Day on February 19. Part-time and full-time staff attended to learn more about Apollo, Indiana Law Kiosk, programming pro tips, etc. The full-time staff stayed a few extra hours to de-clutter the adult and children's departments.
 2. Tim Brauch e-introduced me to staff at Funderburg Library on Manchester University's campus. We are going to meet to discuss partnerships.
 3. Sarah, Jeanna, and I met with Mackenzie Coulter-Kern who is the new director of the Wabash County Diversity Coalition. The Coalition is a standalone entity with funding at the Community Foundation and offices at Manchester University. The goal is to accept and increase diversity as an approach for population growth in Wabash County. Mackenzie wanted to hear how NMPL is supporting diversity efforts and share ideas for partnering. She has a PhD in Spanish and would like to volunteer to offer Spanish Storytime! Mackenzie was impressed with our dual-language signage and our collection development to support Braille, Spanish, and other types of diversity. We anticipate this will be the beginning of a very fruitful relationship.
 4. Staff is beginning to discuss the new Long Range Plan. The new plan needs to launch in 2025. Public surveys will circulate as the first step in gathering information.
 5. I found this article encouraging about the future of libraries! The importance of libraries and printed materials are still relevant for Millennials and Gen Z.

<https://theconversation.com/gen-z-and-millennials-have-an-unlikely-love-affair-with-their-local-libraries-220632>

6. Jeanna and I attended a second meeting with Kosciusko County leaders regarding underserved townships. They wanted to know more about our experience with Chester Township, in an effort to roll out something similar.
7. We hosted Bremen Public Library to talk about programming and sponsorships. Their library recently underwent a significant renovation and we learned the pros and cons of that process.
8. I attended a one-day virtual conference for Nebraska Libraries called Big Talk from Small Libraries.
9. Visit Wabash County is highlighting libraries and bookstores during the month of March. If you are in downtown Wabash, take a peek at their window displays.

B. Friends of the Library

1. Jeanna took new headshots of the board members. Take a peek. <https://www.nman.lib.in.us/about-friends-of-the-library.html>
2. Their annual meeting is on April 9 at 1 pm.
3. The book sale is quickly approaching on April 25-27.

C. Buildings & Grounds

1. I am the first person on the call list now for Cottage Watchman. We've had a small issue with our fire system having a communication failure. A tech came out to service the unit.
2. Havel came to do routine checks of the building last week.
3. Otis made the elevator repair and we received much better news than anticipated regarding the lifespan of the elevator. More details at the board meeting.
4. Julie Mobley noticed our water heater was leaking. Riverbridge Electric came to make the repair.
5. Eileen and I met with the Wetzel Insurance rep for our insurance renewal.
6. Our board annual walk thru is scheduled for next month, April 18 at 5:30pm.

D. Personnel

1. LeighAnne Fitzpatrick accepted the Bookkeeper/Office Assistant position. She joined the team on March 4 and dove right in! LeighAnne is the owner of NoMa Yoga and likely will be a familiar face to many of our patrons. She has experience in the banking industry and bookkeeping. A final thank you to Eileen for working as our interim bookkeeper and for training LeighAnne.

E. Technology

1. Robin and I have been working on the quote for a new server. Stay tuned for more discussion at the board meeting.
2. I signed the preliminary quote for our E-Rate contracts for 2024. We likely will not need to increase our internet speed nor pay for their firewall services. However, ENA recommended we include it in the quote even if we don't use the services.
3. We are researching wall-mounted charging stations. This would give our patrons the ability to charge their devices while in the building.

F. Staff Report & Programs

ADULT DEPARTMENT & SOCIAL MEDIA

Jeanna Hann

Adult Department

I'm excited to announce that we've tapped James Griffey, one of our NMPL clerks, to fill the Genealogy Request fulfillment role here at the library. This is in an area where we have been lacking for some time, as none of the full time staff had the time to take it on. James had expressed an interest AND an affinity for the work, so we're excited to give him the opportunity. Additionally, the library will be sending him to the Indiana Genealogical Society 2024 Conference & Seminar at the Allen County Public Library in Ft. Wayne on April 20th to further his education in this area.

Our clerk Emily Dotson, who has been with NMPL for over a year now, has taken over the Homebound Program - which has now been rebranded to the Home Based Program. Previously, both Molly and Dawn filled in and kept the program going in the interim between coordinators, and they did a great job. Emily is a student at MU who is majoring in Marketing for Nonprofits. She's excited to grow this program and expand the library's outreach opportunities.

For book displays this month, I wanted to focus on Black History Month and Women's History Month. I put together Black History Month Family Activity Boxes which included books for kids, teens, and adults, a family movie, and a family Black History trivia game. There is currently a Women's History Month display at the front desk as well!

Happy news - we have increased our Hoopla e-library borrows from 4 to 8! Libby allows patrons 10 borrows at a time, but Hoopla offers different titles and media types than Libby, so this will be really helpful for our patrons - especially those who use Hoopla to check out TV shows!

Social Media

I am HEAVILY focusing on promoting all our programming this month. We've had some really interesting specialty types of events on the calendar (like Tim's Foraging for Wild Tea program and the Felting Workshop) and I've wanted to keep them front and center for our patrons!

Other Items

I attended the second day of Purdue Extension Grant Writing Workshop in February. We broke into groups and presented our grants to the others in the group. They then gave feedback, constructive criticism, or advice for improvements. There was also a panel discussion with two professional grant writers that was really helpful. The rest of the session focused on resources to find grants. It was a really helpful workshop and I've already been able to use the tools I learned in many different ways. Thank you so much for sending me!

Sarah found an opportunity for our library to apply to receive another Little Free Library + books from Scholastic in partnership with author Dave Pikey. Our goal would be to place the 2nd LFL at the Jamestown or Clear Creek Apartments. Using some of the skills I got from the Grant Workshop, I applied for our library. Based on the application, I think they're focusing on "book deserts" and low income areas, but it's a great opportunity for us to try for!

CHILDREN'S DEPARTMENT

Sarah Morbitzer

The season of school visits has begun! A couple dozen children from the local Homeschool Co-Op will visit the library on March 28 for a special presentation on the upcoming Total Eclipse. We'll be sharing information with their parents as well about our lineup for homeschool programming, our Homeschool Resource Center, our Sensory to Go collection and our Science Kits for Public Libraries collection. The presentation will also feature our new LightSound Boxes (see below).

Eileen alerted me to a LightSound Box that has been developed to allow those with vision impairments to experience the eclipse. It's an incredible device and well worth viewing - click the link to see it in action:

<https://astrolab.fas.harvard.edu/LightSound.html>

I immediately submitted a request for two and fortunately we were able to get it through in time in spite of the mass of responses to the NPR story.

We are being sent two to keep free of charge and I have submitted our event information to the website. We'll have them available for patrons to use during the Total Eclipse event on April 8. We'll use them for some programming (Lab Rats/Homeschool Science: Technology & Accessibility) and make them available for checkout through the Sensory to Go collection (for example: what a great way for a person with vision problems to experience the varying intensity of the sunlight on a picnic with friends). For those in the area looking for a chance to use the LightSound Box, they will find the North Manchester Public Library listed as a participating location on the AstroLab page.

Andrea recently connected me with a potential grant opportunity through the SIA

Foundation. It's specifically geared towards Indiana non-profit entities, which really cuts down the pool of potential competitors for the grant (they still have PLENTY of submissions, but it's not as great of a challenge as a nationwide grant). Andrea was fantastic and set up a call with Teresa Galley, the director of the Wabash County Museum, so we could get her tips and advice. She successfully applied for the grant a couple years ago so it was helpful to get her feedback.

For the 4th (and hopefully final) time I am applying for grant funds for a Charlie Cart! We have tried through several other organizations over the past several years but never made it to the final round. We've put together what I believe is a strong application and I'm very hopeful that we will soon be able to offer regular food education courses here at the library. Purdue Extension wrote a letter of support that we submitted with the grant proposal. Funds will be dispersed by June 15. This would be an incredible resource for our community and could be used for everything from beginning kitchen skills for Kindergarteners to quick and easy meals for teenagers to baby-led weaning classes for adults.

Molly and I attended the Indiana Library Federation's Youth Services Conference in Bloomington. I went to the following sessions over the course of two days:

- What You Need to Know About the Eclipse - very informative and I learned a couple things that will really help with planning for our eclipse event
- Simply Delicious Library Programs - jazzed me up to have our own Charlie Cart (hopefully soon) and use it to teach kids about healthy eating and tie it into literacy
- Celebrating Young Authors at Your Library - author Kim Howard was absolutely lovely and had such a passion for encouraging young creatives
- Dyslexia and the Public Library - learned a crazy amount - especially about my own misunderstandings of dyslexia. I still have much to learn but this session was a great start and very important as we have several kiddos who regularly use the library and have been diagnosed with Dyslexia.
- Dolly Parton's Imagination Library - glad to have this overview as I'm sure our library will take an active role in promoting and registering 0 - 5 year olds.
- Mock Book Challenge - a role play of how a book challenge could play out in the context of a committee with mixed opinions.
- Storytelling in 3-D - excited to incorporate more literacy with Lego League. Very cool ideas from a high-octane English teacher.

We earned LEUs for each session we attended, connected with fellow librarians, and enjoyed the beautiful IU campus. We were spotted several times by fellow librarians whom we've met in the past or who follow the goings on at NMPL - a testament to Jeanna's excellent social media skills! There was definite interest in our Future Librarian's program.

We had a great time with Ryder and the team from PBS Kids. A huge thank you to Andrea, Jeanna, Molly and Angie for making all of this work the morning of the kick off :-). They had great feedback from the PBS Kids team as well! They requested copies of

our photos to share with the PBS audience.

CIRCULATION REPORT

Cody Coble

Large Print was a focus this month:

- Weeding of that section began and continues. We are through all of nonfiction and into the C's of fiction. Many of the titles being deleted are cozy mysteries, most involving animals to some degree. That has rarely, if ever, been a popular genre at NMPL.
- This month we canceled all our Standing Orders from Center Point Publishing and opted in for the Choice Plan. This plan allows us to select and purchase individual titles from Center Point and maintain a 40 percent discount per title. The only limitation to the Choice Plan is that we must order a minimum of 100 books in a one year time frame. However, this will be no difficulty at all.
- We hope to begin a similar plan with Thorndike Press. While we are currently able to order from Thorndike and obtain Thorndike books through Baker & Taylor, we do not receive any discounts. A Choice Plan would come with a 20 percent discount. Together, plans at Thorndike and Centerpoint should provide easier access to more desirable titles and a more manageable quantity of Large Print, while also maintaining spending standards for collection development.

Material orders and Cataloging highlights include:

- Large and Regular Print copies of the newest works by Tana French, Tommy Orange, Daniel Steel, Tracie Peterson, C.J. Box, and Jennifer Ryan.
- Nonfiction includes a biography of Carson McCullers, a cookbook on vegan barbecue, a guide for emotional burnout, a book on a form of depression known as "languishing", a legal guide on renters' rights, and one work that argues for placing friendship as the center focus of one's life.
- Audio Book (CD) editions of Ann Patchett's Tom Lake narrated by Meryl Streep, Make it So written & narrated by Patrick Stewart, and a full-cast rendition of Wandering Stars by Tommy Orange.
- DVD copies of Wonka, Aquaman 2, The Color Purple, the second season of the original Star Trek, and the ninth season of Endeavour.
- Volumes 12 and 13 of the manga Chainsaw Man. Volume 5 of the Graphic Novel Heartstopper (backordered for some time). And a Graphic Memoir, What's Wrong?: Personal Histories of Chronic Pain and Bad Medicine.
- Spanish language editions of Launching and Building a Brand For Dummies, an anthology of Latin American short stories, and Lessons in Chemistry by Bonnie Garmus.

PROGRAMMING

Molly Magnus

The first session of Chit Chat Club was small, but it went really well. I am excited to see how the sessions progress and if we get more patrons to attend. There are conversation cards readily available for those who struggle to get the conversation started along with puzzles to keep your hands busy. We find it's not as awkward to talk when you have something to do with your hands. Cody was a gem and covered the first session (three cheers for Cody)!

Sweet Treat Wednesday made a comeback with healthy recipes provided by SoulStrengthFit. I charmed my way through the Turmeric Tahini Freezer Fudge on the 13th (more like stumbled), and also did the No Flour Blueberry Muffins on the 20th.

Board President Eileen Sklar taught a basic sewing skill lesson during Betweens! Those who wanted to learn got the chance to make their own drawstring bag! I know some kids who weren't there that day are hoping Eileen comes back to teach it again (hint hint, Eileen).

Board Secretary Heather Winger has been hosting Move Your Body sessions on Thursday evenings encouraging patrons (of ALL ages) to engage in physical activity. The last session there were 9 patrons ranging in age from 9-82 years old! Succulent felting with Rachel Kruger was another SUCCESSFUL program on March 6th! She is gaining some loyal followers and the list continues to grow. The next class is owl felting on May 7th @ 5:00 PM.

Cozy-Up Storytime wrapped up on March 9th closing out the second season! Spring is FINALLY here!

Board Member Tim Brauch hosted a Foraged for Wild Teas program and 33 (YES, 33) patrons showed up!! That is such an incredible number for an evening adult program! "All fungi are edible. Some fungi are only edible once." He presented a deeply informative lesson on foraging and making tea. Participants learned how to harvest and dry leaves, which plants to watch out for, and how to identify local plants to forage. Everyone received a detailed handout full of information, tips, and recipes. Tim demonstrated how to wash and brew white pine tea (it's better than it sounds!), then shared his process for making white pine carbonated soda.

I personally LOVE how involved our board is! 3 board members helped or hosted programs just this last month.

VI. Old Business

1. Update on the Bookkeeper - LeighAnne has been here for 3 weeks and is doing a great job. There's a lot she's been cleaning up and reorganizing.
2. Update on Server Proposal - Andrea has done some additional research and worked with Robin Johnson to explore different options. Andrea reached out to Intrasect to get additional quotes to compare with Trust Tech. Andrea will get the

specific quote that we're interested in from Intrasect and send it to the board via email to vote on.

- 3. Update on Elevator Repair - The elevator has been repaired. Otis Elevator Company said we shouldn't need to repair it again for another 5 to 10 years.

VII. New Business

- 1. Reciprocal Agreement with North Webster Community Public Library - Motion to approve by Tim, seconded by Mike. All in favor.
- 2. Summary of Community Foundation of Wabash County Endowments
- 3. Vendor Policy Update - Motion to approve by Heather; seconded by Kevin. All in favor.
- 4. Door Counter - Motion to approve the second proposal for Traf-Sys to purchase and install a second door counter. Motion to approve by Heather; second by Tim. All in favor.
- 5. Eileen gave an update on the Dolly Parton Imagination Library that United Fund Wabash County will be bringing to the area.

VIII. Questions & Comments from the Board - Andrea spoke to the board about ideas to acknowledge staff that have hit big work milestones.

IX. Adjournment - Motion to adjourn at 8:00pm by Heather, seconded by Vicki. All in favor.

Next Board Meeting - April 18th, 2024 at 6:30pm in the Blocher Community Room

Approved by the Board on April 18th, 2024

Signed:

Kathy Barber _____ *Tim* _____

Mike Locke _____
Colin... _____

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:

Heather Winger-Secretary

12/31/2023 2nd Term

School Board

Kathy Garber	6/30/2024	2nd Term	Town Council
Eileen Sklar-President	6/30/2024	3rd Term	County Commissioners
Kevin Walter-Treasurer	6/30/2025	4th Term	School Board
Tim Brauch	8/25/2024	1 st Term	County Council
Vicki Smith-Vice President	6/30/2026	5th (4th Full) Term	School Board
Michael Leckrone-Assistant Treasurer	6/30/2024	2nd Term	Town Council