North Manchester Public Library Board of Trustees
December 21st, 2023 @ 6:30pm in the Blocher Room

Present: Mike Leckrone, Heather Winger, Jeanna Hann, Kevin Walter, Kathy Garber, Vicki Smith, Eileen Sklar, Tim Brauch, Molly Magnus
Absent:
Other:

I. Call to Order - Eileen called the meeting to order at 6:30pm
II. Adoption of Agenda - Tim moved to approve, Kevin seconded. All in favor.
III. Public Comment Period - N/A

IV. Perusal and Approval of Reports
   A. Secretary Minutes - Kathy moved to approve, Mike seconded. All in favor.
   B. Presentation of Claims & Financial Reports - Tim and Mike wanted to make sure we're not negative in each column, as well as wanted to make sure we're spending all we need to from our budget. Eileen will talk to Jolene about a negative balance in the Dues column. Tim asked why Angie Sincrofts name appeared so many times throughout the financials. Jeanna said she overheard a conversation with Kayla (former bookkeeper) and Angie about some missing vacation time and wondered if that might be it. Jeanna will reach out to Angie for more background info, as Kayla is no longer present at NMPL. Heather motioned to approve financials, Tim seconded. All in favor.

V. Director's Report -

   A. Friends of the Library
      1. New By-laws for FOL have been finalized and will be presented during the membership meeting in April 2024
      2. Fall membership appeal is out.

   B. Programming and Department Reports
      • Adult Department
        Jeanna Hann
      1. **Stacks & Circulation:** As we near the end of the year, we're continuing our focus on stack maintenance. We've been working on shifting the Non-Fiction area, Reading the Shelves in the Fiction area, and keeping up on shelving. To promote circulation, we set up a Christmas tree decorated with the covers of the Top 15 Most Checked out Books of the Year. We will also allow patrons an extra DVD for two weeks over the holidays!

      2. **Social Media:** My social media focus this month has been on promoting the Future Librarians program, the Tower Garden, and our Winter

Reading Program. 143 patrons signed up during our first 24 hours of Winter Reading. Last year, we had 315 patrons signed up by the end of the program, so I'm excited to see that we're already almost halfway there.

Cody Goble

1. **Adult Materials Budget:** My year end budget estimates come to $18,783.16 used (out of $19,192) for books and $8,260.14 used (out of $8400) for non-print.

2. **Adult Collection Development:** I will submit no orders in December, but that is typical. I submitted my last material orders in late November in the attempt to avoid 2023 overflow into the 2024 budget. All ordered materials have been delivered with the exception of 4 books. Two of the books are marked shipped while the other two books are listed as backordered. So in total, that should leave only two items that may overflow into the 2024 budget. I confirmed with the director my selection of magazine & newspaper subscriptions for 2024. No changes were made. I am preparing the first material orders of 2024. Usually, these orders are a higher quantity due to them being a selection of two months of new film releases rather than one month and six weeks of new book releases rather than two weeks. Also two months of patron order requests rather than one. This upcoming order will include materials from the Best of the Year lists and Award Winner lists. I expect to submit the first order of films and books in early January. I will turn my mind to audio books and board games in February.

3. **Interlibrary Loan:** Interlibrary loan has stabilized. While it is not yet at standard operation, requests are being input, and items are being delivered. I am staggering the input of accumulated requests to avoid overwhelming a still delicate system, but have still managed to get through ¾ of those requests that had amassed since July. Looking through the lending records, there is only one book from our collection that may still be in the chaos of the Pillow Logistics transitions.

4. **Adult Cataloging:** Most of the invoiced materials have been cataloged (and processed by clerks). These include graphic novels, Large Print, manga, Spanish language books, audio books, fiction like The Exchange by John Grisham and Justin Torres' Blackouts (this year's National Book Award winner), as well as DVDs, including copies of Barbie, Oppenheimer, and Netflix's The Sandman.

* Children's Department
  Sarah Morbitzer

1. I'm very pleased to share that my application for the One State/One Story Community Read grant was successful!

   Just as a recap, Suzanne Walker invited me to work with her to develop the guide for the children's book and we submitted our final draft in January of this year. In fall of this year, I was able to apply for this grant: "Indiana Humanities is providing $750 grants, books and promotional materials for host organizations to design and implement programs in 2024."

   I'm very excited that we received this and want to give a shout out to Jeanna for helping me brainstorm ideas for related programming that got the committee's attention.

   We'll be able to host some really interesting (and I hope impactful) events for children and adults in 2024.

2. The Tower Garden that we received with funds from POET Biorefining has reached its first harvest stage. We're thrilled to see patrons of all ages - including kids - trying out arugula, mustard greens, and kale and harvesting their own salads!

3. Winter Reading begins with an absolutely stellar array of prizes! Our community partners have been incredibly generous and we're thrilled with the incentives we have to offer Winter Readers. Our goal is to beat last year's record of 315 sign ups so please sign yourself up and help us spread the word!

- Programming
  Molly Magnus

1. Taken from NMPL's Facebook page: *Our first ever Puzzle Swap was a huge success! We had a wonderfully peaceful afternoon listening to Christmas music and fixing and trading puzzles. Almost everyone who came brought lots of puzzles to give away, so even those without anything to swap were able to grab some puzzles to take home.*

   There were several comments from patrons who missed the event and are hoping we host another one in the future (which we OBVIOUSLY are). This was a very fun and relaxing time. We also set up a table where a couple of us actually sat down and put some puzzles together!

2. Future Librarians wrapped up its final session on the 12th concluding with a graduation ceremony! Friends and family came and watched everyone get their "diplomas" and shake our board president's hand! "Whoa, it's a

good thing we learned how to shake hands the first week!" one future librarian commented. "Ok, so in five years I'm gonna show up and bring my diploma and I will say remember me from five years ago? I'm ready for my job now!" Another commented. "I DON'T WANT THIS PROGRAM TO END. I'M NOT READY." one future librarian emphatically stated. This was literally one of the best, if not THE best, program we've done to date. Jeanna, Sarah and I are already brainstorming ideas for another round of future librarians, and we're even going to do a future librarians 2.0 for those who graduated from the first round.

3. Taken from NMPL's Facebook page: "We had a wonderful time at our Winter Felting class with Kruger Krafts! Participants made adorable felted snowmen, complete with scented yarn (vanilla and sugar cookies!), hats, scarves, and festive signs in order to sure everyone had a unique winter friend to take home." Rachel Kruger has been amazing in teaching the felting workshop classes! Those who are not that crafty can still create something beautiful and adorable.

4. Molly's Mini Projects just finished round 3! This time we did it virtually to open up the possibilities of more patrons being able to create their own. We made a little jam jar and a coffee mug out of hot glue sticks, and a mini (FUNCTIONAL, TOO) 2024 calendar made out of recycled cardboard. Most things the minis are made out of are common household items.

ILF Conference Reports

Cody:
This year I attended a total of seven sessions. Many of those discussed library programming, which I attended in the hopes of getting shareable ideas & perspectives, and while I did hear some good ideas, I also got many reminders of just how ahead of the curve we are as a library and the high quality of our programs, especially in the areas of arts & crafts homeschool classes, and the Interactive Movies.

One session was styled as a back to basics in readers' advisory', which included a discussion of various niche genres, with examples. The presenters also provided resources that will be useful for future collection development. Along that topic, another session on Fiction & Nonfiction book pairings has inspired me to ponder how various formats can be paired together as a form of readers' advisory.

But of particular relevance was the first session on day one, as the presenters discussed how they forged a partnership between their academic and public libraries, something that the Funderburg Library at Manchester University has expressed interest in doing with us. It was encouraging to hear that student use of their public library increased, and circulation was higher than expected.

Jeanna:
Over the course of two days, I attended the following sessions:
- From Advocacy to Activism
- Using Your Voice for Libraries
- The Inclusive School Library: Programming and Materials for Special Needs Students
- Using TikTok to Increase Engagement with Your Patrons: A How-To
- A Legal Review of Book Challenge and Reconsideration Policies
- Digital DeClutter
- High Tech on a Low Budget
- Guiding Your Library's Staff and Managers to Effectively Engage Volunteers
- Mental Health First Aide
- Dolly Parton's Imagination Library: Start a Program in Your Area

I particularly enjoyed the A Legal Review of Book Challenge and Reconsideration Policies. The session was given by John Goth, a lawyer at the Fine & Hatfield law firm in Evansville, Indiana. The session was packed with helpful information, and getting to view policies through a legal lens was extremely helpful. It was really affirming to see our existing policies already follow all of Mr. Goth's legal recommendations. One area of note was that Mr. Goth said to ensure ANY Request for Reconsideration is treated to the exact same procedure, regardless of how "ridiculous" it may seem. This protects the library from any further issues or complaints further down the road. This is something I'll be sure we do here at NMPL.

I also got lots of great tips from the High Tech on a Low Budget session. There were several resources and tools, from software for password management, to a program to track and manage tech service requests that I think will be very helpful for us to use at NMPL. I'll be looking into implementing some of these things in the 2024 year!

C. Buildings & Grounds
1. Eileen is contacting Shambaugh regarding the repair work schedule for the repairs found in the 5 year test.
2. Otis Elevator submitted a repair estimate for the elevator (see New Business) Steve McGrew came for a site visit on the system on 12/20/23. We will soon need to address the operations of the elevator as it is beyond the life of our current system.

D. Personnel
1. Kayla Fletcher submitted her resignation as Book keeper effective 12/15/23. Andrea has been notified and is interested in participating in the search as her time allows. Eileen is working with Joleen at AVC to continue with the financial demands of the library. Heather Winger offered to assist and may be called on to assist

E. Technology
1. N/A

F. General Information

1. Eileen has been working to fill in the director's responsibilities with the day to day assistance of all the managers.
2. On Wednesday, December 6th, Jeanna gave a presentation to the Shepherd's Center on the 3D Printer. The attendees were very interested in the technology and had lots of great questions. Several people went to take a look at the 3D printer after the presentation, and have indicated interest in upcoming 3D Printer Club programs.
3. On Monday, December 11th, Paige Krouse (board member at the MELC) and Jeanna met to talk about social media marketing. Their board is wanting to increase MELCs social media presence, and wanted to speak to Jeanna about it. Paige said their board is so impressed with the library's social accounts - they said NMPLs posts are always colorful, engaging, informative, and interesting. Jeanna also talked with Paige about potential collaboration opportunities in the coming year.

VI. Old Business
1. Audit Update - The auditor asked for Internal Control paperwork for the NMPL staff. Eileen sent it in the paperwork for every staff member. We will wait for the final audit results.

VII. New Business
1. Molly presented on all the collaborations NMPL has formed this year with local artists, organizations, and businesses.
2. Final Report of the Director Search Committee - Motion to hire Andrea Zwiebel with the starting salary of $55,000 on January 22nd. Upon successful completion of her coursework for LC4 certification, Andrea Zwiebel will receive a $5,000 salary increase. She will receive full benefits from her hire date. Eileen motioned to approve, Vicki seconded. All in favor.
3. Resolution Authorizing Electronic Funds Transfers - Motion to approve by Kevin; seconded by Heather. All in favor.
4. Resolution to Establish Mileage Reimbursement - Motion to approve by Tim; seconded by Heather. All in favor.
5. Resolution for Cancellation of Old Outstanding Checks - Motion to approve by Tim; seconded by Kevin. All in favor.
6. Resolution to Transfer Funds to LIRF - Tabled until next meeting.
7. Otis Elevator Service & Repair Estimate - The starters and motors are not working well. This repair will keep the elevator going. The cost of the repair is $10,838.08. Motion to accept the proposal for repairs by Kevin; seconded by Vicki. All in favor.
8. Contract with AVC for assistance - Eileen will contract with AVC for assistance with invoicing and vouchers.
9. January 26th Delayed Opening - NMPL would like to host a private open house for Andrea on January 26th with a delayed opening of 11am to give staff and

Andrea a chance to connect. Motion to approve Kathy, seconded by Vicki. All in favor.

10. Travel Policy – Jeanna and Eileen will do more research on per diem costs and bring the information to the next meeting.
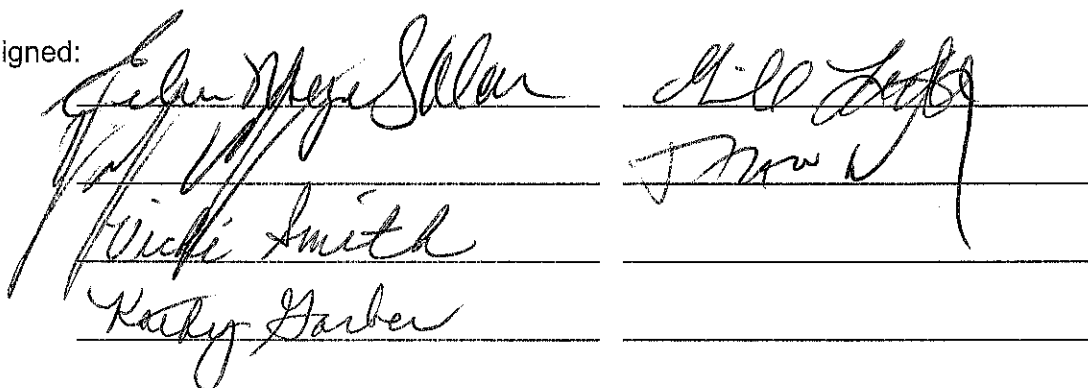
VIII.   Questions & Comments from the Board - N/A

IX.   Adjournment - Motion to adjourn at 8:04 pm by Heather, second by Tim. All in favor.

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

Approved by the Board on 01/18/2024

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:

Name	Date	Term	Appointing Body
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	1st 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

North Manchester Public Library 2023
Sunday, December 31, 2023

Computer Usage

Month	2021	2022	2023
January	0	550	1,178
February	459	385	720
March	1,022	655	820
April	985	689	667
May	805	526	570
June	1,129	973	849
July	1,644	763	688
August	855	813	632
September	488	641	574
October	842	789	670
November	530	630	562
December	575	614	593
Total	9,134	8,928	8,523

WiFi

Month	2021	2022	2023
January	228	835	677
February	469	860	680
March	477	1336	797
April	428	804	594
May	598	870	723
June	964	960	907
July	1071	1076	641
August	1581	1032	775
September	1193	763	575
October	1091	927	559
November	923	604	623
December	780	549	578
Total	9,808	10,616	8,129

Counter

Month	2021	2022	2023
January	-	3,944	4,578
February	2,468	2,751	4,915
March	3,277	5,109	5,802
April	3,033	5,506	5,105
May	3,405	4,789	5,598
June	6,109	9,308	7,714
July	6,168	6,531	6,657
August	4,984	5,843	5,354
September	4,403	6,102	5,538
October	5,676	6,662	6,720
November	4,425	4,901	4,999
December	3,970	4,392	4,432
Total	47,918	65,838	67,412

Circulation

Month	2021	2022	2023	22 - '23 % CHANGE
January	2,399	5,948	5,963	0.25%
February	3,129	2,569	5,712	122.34%
March	5,961	5,919	5,460	-7.75%
April *	4,941	5,335	2,884	-45.94%
May	4,375	5,175	5,276	1.95%
June	8,374	8,465	6,474	-23.52%
July	6,962	6,229	5,588	-10.29%
August	4,994	6,997	5,057	-27.73%
September	5,279	8,220	4,425	-46.17%
October	5,744	6,314	5,165	-18.20%
November	5,840	5,699	7,282	27.78%
December	5,306	5,368	5,041	-6.09%
Total	63,304	72,238	64,327	-10.95%

*Due to update of IOS software, totals may be slightly skewed

Program Attendance

Month	# Prog	In-Person	# Live Views	# Virtual hits
January	41	599		243
February	48	498	10	
March	54	708	765	
April	39	634	52	
May	44	1,167	32	
June	38	1,396		
July	29	1,044		
August	23	568		
September	21	1,018		
October	21	1,031		
November	26	710	71	240
December	27	181	22	783
Total	411	9,554	952	1266

Electronic Circulation

Month	2021	2022	2023
January	1,102	1,102	1,958
February	988	988	1,631
March	1,067	1,057	1,829
April	1,038	1,215	1,673
May	999	870	1,652
June	1,103	1,604	2,049
July	1,014	1,721	2,111
August	1,075	1,691	2,097
September	1,061	1,154	1,938
October	950	1,579	2,217
November	934	1,660	2,069
December	872	1,701	2,139
Total	12,203	16,342	23,363

Patron Types

Patron Types	
Adult Residents	1,619
Juvenile Residents	371
Student	453
Non-Resident	371
College	169
PLAC	14
Teachers	27
Homebound	49
Staff & Board	26
Reciprocal Patron	81
Total	3,180

Holdings

Holdings	
Titles	64,841
Holdings	67,801