

North Manchester Public Library Board of Trustees

January 18th, 2024 @ 6:30pm in the Blocher Room

Present: Mike Leckrone, 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 6:29pm.
- II. Adoption of Agenda - Motion to approve by Tim, seconded by Kathy. All in favor.
- III. Public Comment Period - N/A

- IV. Perusal and Approval of Reports
 - A. Secretary Minutes - Motion to approve by Heather, seconded by Kathy. All in favor.
 - B. Presentation of Claims & Financial Reports - Mike asked that staff who order items start initialing invoices. This will allow the Bookkeeper to have the info in case there is a question, and it shows that the order was "approved". Motion to approve by Vicki. Seconded by Kathy. All in favor.

- V. Director & Staff Report Report -
 - A. Friends of the Library
 1. FOL met on January 9th, 2024.
 2. The Spring Book Sale is April 25-27, 2024
 3. Susan Trowbridge has stepped down from the FOL Board. Steve Hammer will be the new Treasurer.

 - B. Buildings & Grounds
 1. N/A

 - C. Personnel
 1. Andrea Zwiebel starts on January 22. With assistance from all the full time staff, a start up schedule has been created for Andrea.

 - D. Technology
 1. Robin is ready to install the new WiFi network so I'll talk with Andrea about this and have her and Robin set up the installation date.
 2. Quote for a new server is in up for discussion under New Business

 - E. General Information
 1. The Director's Open House is scheduled for Feb 7th at 4pm in the Blocher Room.

2. With much assistance from AVC, Eileen was able to keep the staff paid and the lights on. Also we have done the filings for year end.
3. Sarah, Jeanna, and Eileen have nearly completed the Annual Report. The report will be submitted to the State by Andrea before March 1st.

F. Staff Reports & Programs

Adult Department & Social Media

Jeanna Hann - Adult Department

The beginning of a new year finds us focusing on cleaning out and organizing. We began with deleting all patron accounts that have been expired more than 3 years (per state standards). This process used to take several weeks on Destiny, but Apollo allows us to accomplish this task in minutes! Around 150 accounts were deleted. We also gave away magazines that have been archived for 3 years, and weeded our Storage books. This sets us up nicely for the new year and gives us space for new materials.

Social Media

I'm continuing to work on promoting our Winter Reading program and am thrilled that the sign ups have climbed to 306 total patrons! Weekly Winter Reading Sponsor Spotlights showcase our amazing business sponsors who have made this program so successful. Per Eileen's suggestion, I also posted a poll on Facebook to see what programs are patrons would like to see more of.

Other:

Sarah and I have begun work on the Annual Report. Our goal is to have the report completed by the time Andrea begins. She'll be able to look it over and submit it to the state which will give her a good overview of the task.

Children's Department

Sarah Morbitzer

Our Future Librarians program is getting attention from other libraries! I received the following email in December from the Assistant Manager of Youth Services, Teens Focus at Allen County Public Library:

Hello,

My name is Aisha Hallman, and I work at the Allen County Public Library. A friend forwarded me information about your Future Librarians of North Manchester Public Library program. I sent it to our youth programmers, and we have a lot of interested staff. I was hoping to ask you some questions and get some information from you to help us better understand how it works for you to help us understand how it might work for us.

1. Do you form groups for the sessions, or do the future librarians learn one-on-one?
2. What's your registration limit?

3. Do a variety of staff work with the future librarians, or does one specific staff member run the program for all the sessions?
4. Do the future librarians receive anything for participating like a t-shirt, certificate, or pin?
5. Do they wear a name badge during the session?
6. We don't always have success with multi-week programs where the same children/teens return every week, though something like this might have a more loyal audience. Are you having any trouble with attendance?
7. Are there any things you've seen working better than you thought they would? Any things you have had to change or would change in the future?

This is an amazing program, and I'm glad it was brought to my attention!

*Best,
Aisha*

I responded to her questions and sent links to our photo albums from the program on Facebook. She sent this back:

*Thank you so much for this information! What you've done is amazing. If we move forward with this(which I really hope we do), you've given us a great map to follow. I hope you don't mind if I contact you with any other questions that might come up. Have a great day!
Aisha*

Last year I applied for a grant through the American Library Association and received a response this week:

*Dear Sarah,
Thank you for applying for a Thinking Money for Kids Program Kit. We received an overwhelming response to this opportunity (576 applications from all 50 states), and regret that your library was not among the selected sites. Please know that we appreciate the time and thought you dedicated to your application.*

While I'm disappointed we didn't receive the grant, it's not surprising given how much interest there was and I'll continue to look for opportunities for our library! I am planning to apply for a grant from the Community Foundation and the North Manchester Fine Arts Club for another summer art series! Our collaboration with Hannah Burnworth in 2023 was fruitful on all sides. I reached out to Brenda Ramseier of The Art Giraffe and she is eager to work with us. As soon as I have her proposed budget, I'll submit our grant proposal. I'm very excited to offer beginning watercolor, drawing, pen and ink, and pastel classes with an award winning local artist to our community!

Circulation Report

Cody Goble

Adult Collection Development

I have resumed ordering materials. We have already received a portion of the January DVD order from Midwest Tape and a majority of the books from Baker & Taylor. Another book order will be submitted around January 15th. I plan to soon submit an order for Audio Books (CDs) and a cart of replacement materials (replacement due to damage or loss).

Also, I am looking into a series of books on various topics from Grey House Publishing that would add to the Adult Reference section.

Donations:

A post-holidays onrush of book donations has provided numerous materials for FOL, the Free Shelf, the Little Free Library, and even some materials for the Library's own collection.

Little Free Library:

I can report active engagement. At all inspections this month, materials have been taken and new items left. Come spring, I hope to do a bit of cleaning and maintenance on the LFL itself.

Board Games & Puzzles:

Notable increase in the circulation of this section. And I believe in-house use has increased, as well. I plan to submit an order of games in February.

Interlibrary Loan

I am completely caught up with the backlog of requests from the July shutdown of ILL. All requests have been submitted, and, soon, I will resume contacting patrons whose requests are unfillable.

However, not all requested items have been delivered. We've had a noticeable improvement in delivery time, but NOW courier is still playing catch-up with the backlog Pillow Logistics left them.

Adult Cataloging/Apollo

In December, I printed a list of Materials with No Holdings. These are items that had been improperly deleted or downloaded (possibly since 1999), leaving a record of their existence where there should be none. The clerks have been deleting these computer records and should have the list finished by the end of January, leaving us with a cleaner and more accurate catalog.

This goes along with a larger goal of mine to tidy up aspects of our Apollo catalog, including all authority controls. Those include such things as title, series, author, and subjects.

Rambling Ranting Review:

I hope to film a review before the end of January.

Programming

Molly Magnus

NMPL hosted its first ever Silent Book Club on January 3rd! We had 8 patrons in attendance and it was the coziest hour EVER! Some patron feedback was:

"The most RELAXING program EVER."

"I just love this!! I even told my housemate to not disturb me"

"Wow, it's nice to read for an hour without any distractions"

"I love the vibe and the companionship! We're meeting again next week, right?"

I registered NMPL on the Silent Book Club website and we are an official location for silent book club meetings! The email is below:

Hello and thank you for starting up a new chapter of Silent Book Club!

This email contains useful links to organizer resources. Please bookmark them.

We have added your location to our map, and created a listing for your city on our website. You can download general SBC logos and printable table signs and bookmarks using this [Dropbox link](#). Please use these logos on your social media profiles and on any materials you create for your chapter. After you've hosted about 3 months of meetups, we will create a custom logo for you. Please reach out to hello@silentbook.club to request one.

We have also added your email to our Google Group for chapter organizers. This is a mailing list/forum that we use for occasionally sharing SBC news and updates and for posting tips and advice among chapter leaders.

If you're an introvert like we are, promoting your chapter might feel daunting. But it's critical to success if you want other readers to join you.

Patrons got to enjoy the Makerspace on January 3rd, from 10-12. We had 12 people in total and the atmosphere was chill! Some kids created perler bead designs, some colored and others played air hockey! With continuing to provide open Makerspace hours, our hope is that somewhere in the future we will be able to return back to how it was before the theft and vandalism.

Ugly Sweater Bingo made a comeback on January 4th! 50 Patrons got to win all sorts of prizes while being all cozy in their ugly sweaters!

The Great ALL DAY toy swap, round 2, took place on January 5th and we had 51 (that's right, 51!!!) patrons come and swap out toys for other toys. One patron came in with a few kitty watches and walked out with a SACK FULL of toys- talk about a great bargain!