LaGrange County Public Library Board Meeting
Wednesday, July 15, 2026
Topeka Branch of the LaGrange County Public Library,
Community Room
113 N. Main St, Topeka IN 46571

Board members present: Jody Blake, Shannon Chavis, Daniel Hobbs, Rita Lehner, Maranda Randol, Gloria Sherwood.

Board members absent: Sam Plew

Others present: Anna Mendoza, Deb Gulley

Board President Dan Hobbs called the regular meeting of the Library Board to order at 5:07 p.m.

Dan called for a review of the June minutes. **Maranda made a motion to approve the minutes of the June meeting as written. Shannon seconded. Minutes were approved by unanimous voice vote of the board with no further discussion.**

Public Comments: None

Treasurer's Report: Treasurer's Report was distributed. Sarah joined the meeting by phone. Anna noted that the county disbursement had been received and the Bond Payment has been made in the amount of $287,418.75. The line-item of JANITORIAL was questioned, currently showing 250% of yearly budgeted amount used to-date. Anna reported that it is possibly a matter of incorrect coding. Anna will be meeting with Sarah on July 16 to go over the budget numbers and make adjustments to more accurately reflect usage of individual line items. Sarah noted that the library is currently 3.23% under budget for the first half of the year. Second half expenditures will be closely monitored to stay at or under budget. **Rita made a motion to approve the Treasurer's Report as presented. Maranda seconded. Report was approved by unanimous voice vote of the board with no further discussion.**

Reports and Claims: Anna presented reports and claims. Claims included checks 31574 through 31624 written out of the Operating account, checks 1235-1238 written out of the Gift account, and checks 1067-1068 written from the Grant account for total disbursements of $386,174.49. **Maranda made a motion to approve the Reports and Claims as presented. Jody seconded. Motion approved by unanimous voice vote of the board with no further discussion.**

Director's Report:

- Budget work for 2027 continues. Anna will be attending a budget workshop on Friday, July 17. The September board meeting will include the Budget Public Hearing, and the October meeting will include the budget adoption.
- Anna presented drafts of Gifts/Grants Policy and Donations Records to align with new state requirements. To avoid the necessity of every penny having to come before the board for acceptance, Anna suggested a cap to be specified in the Gifts/Grants Policy under which she can accept, and amounts above that will come to the board**. Jody made a motion to allow $500 and under gifts/donations to be accepted by Anna. Any donations above that will come to the board for review. Maranda seconded. Motions approved by unanimous voice vote of the board with no further discussion.**
  Shannon made a motion to accept the Gift/Donations Policy as revised. Rita seconded. Motion approved by unanimous voice vote of the board with no further discussion.
- The drafts of the Gift and Grant Records were reviewed. Anna noted that there must be Unrestricted and Restricted accounts in each the Grant and the Gift funds by resolution. **Motions were made for each as follows:**
  To establish Restricted Gift Fund: motion by Jody, second by Gloria
  To establish Unrestricted Gift Fund: motion by Rita, second by Maranda

To establish Restricted Grant Fund: motion by Maranda, second by Jody
To establish Unrestricted Grant Fund: motion by Rita, second by Maranda
All approved by unanimous voice vote of the board with no further discussion.
An additional Appropriations Resolution was presented to allow $3300.00 of each Gift and Grant funds to be under Anna's control for the remainder of 2026. **Rita made a motion to pass the resolution, Maranda seconded. Motion approved by unanimous voice vote of the board with no further discussion.**

- A feasibility study for the expansion or remodel of the Topeka Branch was presented by Anna. After review and discussion, Anna suggest to have the architect attend a future meeting to discuss. Board agreed.
- The most recent staffing report was presented. Jody suggested that part-time employees be designated as permanent or seasonal/temporary on future reports.
- Regarding the computer updates needed at the library, Anna reported that Microsoft includes more security features than Google products, and would present no new learning curve as the Google suite of products would. Anna has asked the tech specialist she is dealing with to look for discounts, and some were found. The quote for the proposed replacement/update plan is $23,624.00. This includes the replacement of 24 computer units and the upgrade of 6 existing units. This quote is only valid until July 31, 2026. This purchase would come from the Rainy Day fund. Rita made a motion to proceed with the purchase and upgrade proposal as presented. Gloria seconded. **Motion approved by unanimous voice vote of the board with no further discussion.**
- Anna noted that rebates from Verizon ($767.81) and Trust Tech ($8544.00) have been received and deposited into the General fund.

Personnel Committee Report: (Maranda, Sam, Dan) Nothing to report.

Facilities Committee Report: (Rita, Shannon, Dan) Rita reported that she has moved on the a third glass replacement company after lack of communication from the previous individual. This third individual is local and has been very responsive and looks promising.

Policy & Procedures Committee Report: (Jody, Gloria, Dan) Dan presented the by-laws and a page of suggested edits. Board members worked through and discussed the proposed changes. **A motion was made by Jody to accept the suggested changes to the by-laws. Rita seconded. Motion approved by unanimous voice vote of the board with no further discussion.**

Correspondence to the Board: Anna forwarded a letter from Beers Mallers to Dan as board president.

Old Business: Shannon gave a reminder that the Open House at the Shipshewana Branch will be held Saturday, July 25th. The Friends of the Library are hosting, have made all arrangements and are supplying all of the refreshments.

New Business: None

At 6:44 p.m. Jody made a motion to adjourn the meeting. Rita seconded. Motion approved by unanimous voice vote of the board with no further discussion.

The next meeting of the board will be held Wednesday, August 19 at 5:00 p.m. at the Community Room of the LaGrange County Public Library located at 203 W. Spring St, LaGrange IN

Minutes written and submitted by Debra Gulley, Recording Secretary

Jody Blake: _____ Maranda Randol: _____

Shannon Chavis: _____ Sam Plew: _____

Dan Hobbs: _____ Gloria Sherwood: _____

Rita Lehner: _____