

**ST. JOSEPH COUNTY PUBLIC LIBRARY
ANNUAL LIBRARY BOARD MEETING MINUTES
MONDAY, JANUARY 26, 2026**

CALL TO ORDER

The Library Board meeting was called to order at 4:26 p.m. by Ruth Warren, Library Board President.

PRESENT

Ruth Warren - President
Nicole Garcia – Vice President
Alan Feldbaum – Secretary
Hilary Barker – Member
Marvin Curtis – Member
Christine Pochert Ringle – Member (via Zoom)
Rhonda Richards – Member

ABSENT

ALSO IN ATTENDANCE

Stephanie Murphy - Executive Director
Onjanette Dancler - Chief Financial Officer
Karen Mann - Chief Resource Officer
Dawn Matthews – Director of Patron Experiences
Rona Plummer – Chief Public Service Officer
Kara Yeomans – Chief People Officer
Lisa O'Brien - Director of Special Projects
Grace Downey – Readers Services Librarian
Myra Reid – Legal Counsel

CONSENT AGENDA

- a. Approval of the Library Board minutes of the meeting held on December 22, 2025
- b. Declare Excess Withdrawn Library Materials & Computers donated to the Friends of the Library
- c. Personnel Changes
- d. Bill List
- e. Gifts

Dr. Curtis moved to approve the Consent Agenda. Ms. Pochert Ringle seconded the motion. Dr. Warren polled the Board for the vote: Ms. Barker – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Richards – Aye; Dr. Warren – Aye. The motion carried.

ST. JOSEPH COUNTY PUBLIC LIBRARY
ANNUAL LIBRARY BOARD MEETING MINUTES
MONDAY, JANUARY 26, 2026

DIRECTOR'S REPORT

Ms. Stephanie Murphy gave the director's report. Ms. Murphy began her report by sharing that the elevator jack has been repaired and that currently is just waiting on the inspection to reopen. Ms. Murphy shared that the Community Learning Center, and Studio304 remained open, with limited services for patrons during the elevation closure. She shared that necessary repairs will be coming for a sewer pipe that had cracked at the Main branch. Ms. Murphy shared that the pipes are over fifty years old, and were not a part of the renovation done previously. Ms. Murphy moved on to share that the LaSalle construction project is on track to open in May of 2026. She shared that the Western branch renovation is moving along as well. Ms. Murphy moved on to share that there will be a new board meeting software for the board, and that program will be coming soon. Ms. Murphy then spoke on the SB4 and SB8 bills that will have an impact on how library budgets are approved. Ms. Murphy closed her report by sharing that there was the first 2026 Culturally Speaking event with author Brendan Slobumb, and that it was well attended.

Ms. Richards moved and Dr. Garcia seconded to approve the Director's Report Dr. Warren polled the Board for the vote: Ms. Barker – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Richards – Aye; Dr. Warren – Aye. The motion carried.

PATRON ENGAGEMENT REPORT

Ms. Rona Plummer presented the patron engagement report. Ms. Plummer began her report with sharing that the new mobile library made its parade debut at the Holiday Light parade. Ms. Plummer moved on to share about the Lakeville holiday open house. She moved on to share that having the two branch renovations did affect the total amount of visits and circulation numbers for the year, but that was expected. Ms. Plummer closed her report by sharing that there was over two million circulated items in 2025.

FINANCIAL REPORT

Ms. Onjanette Dancler gave the financial report. Ms. Dancler began her report by sharing the final 2025 fund report as well as the appropriations report. Ms. Dancler then went over the SBOA guidelines for transfers between subcategories not needing board resolutions.

Ms. Pochert Ringle moved to approve the Patron Engagement and Financial Report. Dr. Garcia seconded the motion. Dr. Warren polled the Board for the vote: Ms. Barker – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Richards – Aye; Dr. Warren – Aye. The motion carried.

UNFINISHED BUSINESS

There was no unfinished business to come before the Board.

ST. JOSEPH COUNTY PUBLIC LIBRARY
ANNUAL LIBRARY BOARD MEETING MINUTES
MONDAY, JANUARY 26, 2026

NEW BUSINESS

a. Nominations and Election of Officers-Including Treasurer for 2026

The Library Board By-Laws, Article V, Section 2, states that no person shall hold the same office for more than two consecutive years.

The following nominations were conducted and approved by all Board members present:

Dr. Ruth Warren to serve as President. Mr. Feldbaum moved; Dr. Curtis seconded. Dr. Warren polled the Board for the vote: Ms. Barker – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Richards – Aye; Dr. Warren – Abstained. The motion carried.

Dr. Nicole Garcia to serve as Vice President. Ms. Richards moved; Dr. Curtis seconded. Dr. Warren polled the Board for the vote: Ms. Barker – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Dr. Garcia – Abstained; Ms. Pochert Ringle – Aye; Ms. Richards – Aye; Dr. Warren – Aye. The motion carried.

Mr. Feldbaum nominated Ms. Onjanette Dancler to serve as the Library's Treasurer. Dr. Curtis seconded the nomination. Dr. Warren polled the Board for the vote: Ms. Barker – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Dr. Garcia – Abstained; Ms. Pochert Ringle – Aye; Ms. Richards – Aye; Dr. Warren – Aye. The motion carried.

b. Board President Appointments

Dr. Warren, Library Board President, announced the appointments for 2026 to the three standing Library Board committees as follows:

Finance Committee:

Chair: Alan Feldbaum
Member: Rhonda Richards

Human Resource Committee:

Chair: Marvin Curtis
Member: Nicole Garcia

Public Service Committee:

Chair: Christine Pochert Ringle
Member: Hilary Barker

c. Certification of Internal Controls

Ms. Onjanette Dancler went over the state required Internal Controls for all board members. This training is a state requirement training concerning internal controls standards and procedures as required by IC 5-11-1-27(g)(2).

d. Resolution for Cancellation of Old Outstanding Checks

Dr. Warren polled the Board for the vote: Ms. Barker – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Richards – Aye; Dr. Warren – Aye. The motion carried.

ST. JOSEPH COUNTY PUBLIC LIBRARY
ANNUAL LIBRARY BOARD MEETING MINUTES
MONDAY, JANUARY 26, 2026

Resolution for Cancellation of Old Outstanding Checks

WHEREAS, Board of the St. Joseph County Public 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 in 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 so listed as receipt to the fund or funds upon which they were originally drawn and remove the checks from the list of outstanding checks.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the St. Joseph County Public Library do hereby cancel the outstanding warrants listed here.

WARRANT NUMBER	DATE	VENDOR	FUND	<u>AMOUNT</u>
8792	March 8, 2023	Meyer, Erin E.	100 Operating	22.00
8794	March 8, 2023	Barry, Brendan D.	100 Operating	8.00
8795	March 8, 2023	Hayden, Violet A.	100 Operating	20.00
8796	March 8, 2023	Rogers, Kari K.	100 Operating	21.00
8797	March 8, 2023	Kelly, Matthew	100 Operating	10.00
8803	April 28, 2023	Berlin, Sandra J.	100 Operating	20.00
8805	April 28, 2023	Peterson, Katelyn	100 Operating	20.00
8811	June 16, 2023	Cossey, Alena	100 Operating	25.00
8816	June 22, 2023	Njuguna, Boniface	100 Operating	6.00
8819	June 22, 2023	Fink, Maggie	100 Operating	11.00
8829	July 18, 2023	Russell, Alissa	100 Operating	12.00
8830	July 18, 2023	Utle, Rebekah	100 Operating	3.00
8834	July 18, 2023	Slaubaugh, Steven	100 Operating	6.00
8837	August 8, 2023	Olson, Delta	100 Operating	4.00

ST. JOSEPH COUNTY PUBLIC LIBRARY
ANNUAL LIBRARY BOARD MEETING MINUTES
MONDAY, JANUARY 26, 2026

WARRANT NUMBER	DATE	VENDOR	FUND	AMOUNT
8840	August 8, 2023	Hayden, Violet A.	100 Operating	32.00
1001	September 20, 2023	MacKenzie, Jill L	100 Operating	9.00
1002	September 20, 2023	Keith, Aislin Brendalin	100 Operating	14.00
1010	September 20, 2023	Francisco, Claire E.	100 Operating	4.00
1018	October 18, 2023	Fried, Joseph W.	100 Operating	8.00
1019	October 18, 2023	McDonald, Brenda	100 Operating	12.00
1027	November 13, 2023	Miller, Kathryn C.	100 Operating	14.00
1031	December 13, 2023	McMahon, Maria	100 Operating	9.00
1033	December 13, 2023	Lynch, Erin	100 Operating	7.00
1034	December 13, 2023	Rupchock, Carolyn	100 Operating	7.00
9143	February 27, 2023	EnvisionWare, Inc.	100 Operating	504.00
9392	April 24, 2023	Compu Systems	100 Operating	4,205.00
9403	April 24, 2023	Indiana Genealogical Society	100 Operating	30.00
9427	April 24, 2023	Pamela L. Blair	100 Operating	50.00
9444	April 24, 2023	Uzima! Drum & Dance	100 Operating	400.00
9568	May 22, 2023	Greenies LLC	100 Operating	58.50
9794	July 5, 2023	Alex Grose	100 Operating	30.61
9957	August 28, 2023	Allen County Public Library	100 Operating	19.95
10010	August 28, 2023	Greenies LLC	100 Operating	58.50

DULY ADOPTED by the Board of Trustees of the St. Joseph County Public Library at its regular meeting held on the 26th day of January, 2026, at which meeting a quorum was present.

ST. JOSEPH COUNTY PUBLIC LIBRARY
ANNUAL LIBRARY BOARD MEETING MINUTES
MONDAY, JANUARY 26, 2026

e. Resolution to Transfer from Operating to Self Insurance Reserve Funds

Dr. Warren polled the Board for the vote: Ms. Barker – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Richards – Aye; Dr. Warren – Aye. The motion carried.

**2026 Resolution to Transfer Funds
From Operating to Self-Insurance Reserve Fund**

WHEREAS, funds have been budgeted in the Operating Fund for the Self-Insurance Reserve Fund ; and

WHEREAS, this transfer does not require the expenditure of more money than the total amount set out in the budget for that Fund,

NOW THEREFORE BE IT RESOLVED by the St. Joseph County Public Library Board that the following transfer from the operating fund be made to the Self-Insurance Reserve Fund:

FUND	AMOUNT	ACCT. TRANS. FROM
100 General Fund Self-Insurance Fund	-\$530,000	154.100 Transfer to
FUND	AMOUNT	ACCT. TRANS. TO
700 Self -Insurance Reserve Fund Reserve	\$530.000	154.000 Self-Insurance

ADOPTED THIS 26th DAY OF January, 2026

f. Resolution to Encumber Operating Funds

Dr. Warren polled the Board for the vote: Ms. Barker – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Richards – Aye; Dr. Warren – Aye. The motion carried.

RESOLUTION TO ENCUMBER OPERATING FUNDS

WHEREAS, it has been determined that it is now necessary to encumber appropriations from the Operating Fund for contracts and purchase orders for items that have yet to be delivered and services which have yet to be met during 2025;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of St. Joseph County Public Library, St. Joseph County, Indiana, that the following appropriations hereby be encumbered from the 2025 budget for Operating Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same –

ST. JOSEPH COUNTY PUBLIC LIBRARY
ANNUAL LIBRARY BOARD MEETING MINUTES
MONDAY, JANUARY 26, 2026

Vendor Name	PO/Req #	Amount
4IMPRINT	P25-0025 0	\$211.00
AccuCUt, LLC	P25-0007 2	\$93.00
ALA - MEMBER SERVICES	P25-0043 1	\$178.00
ALA - MEMBER SERVICES	P25-0055 2	\$89.00
ALLIANZ GLOBAL ASSISTANCE	P25-0055 0	\$64.92
AMAZON CAPITAL SERVICES	P25-0022 4	\$95.90
AMAZON CAPITAL SERVICES	P25-0027 8	\$231.09
AMAZON CAPITAL SERVICES	P25-0040 0	\$51.00
AMAZON CAPITAL SERVICES	P25-0040 6	\$528.99
AMAZON CAPITAL SERVICES	P25-0042 0	\$16.14
AMAZON CAPITAL SERVICES	P25-0042 4	\$528.49
AMAZON CAPITAL SERVICES	P25-0044 5	\$133.80
AMAZON CAPITAL SERVICES	P25-0044 6	\$81.66
AMAZON CAPITAL SERVICES	P25-0044 7	\$36.89
AMAZON CAPITAL SERVICES	P25-0046 5	\$38.97

ST. JOSEPH COUNTY PUBLIC LIBRARY
 ANNUAL LIBRARY BOARD MEETING MINUTES
 MONDAY, JANUARY 26, 2026

AMAZON CAPITAL SERVICES	P25-0046 6	\$27.99
AMAZON CAPITAL SERVICES	P25-0047 0	\$21.36
AMAZON CAPITAL SERVICES	P25-0047 1	\$8.94
AMAZON CAPITAL SERVICES	P25-0049 7	\$53.20
AMAZON CAPITAL SERVICES	P25-0049 8	\$28.48
AMAZON CAPITAL SERVICES	P25-0050 0	\$155.00
AMAZON CAPITAL SERVICES	P25-0050 1	\$18.27
AMAZON CAPITAL SERVICES	P25-0050 2	\$338.98
AMAZON CAPITAL SERVICES	P25-0051 1	\$2,525.90
AMAZON CAPITAL SERVICES	P25-0051 3	\$553.90
AMAZON CAPITAL SERVICES	P25-0051 4	\$458.00
AMAZON CAPITAL SERVICES	P25-0051 5	\$458.00
AMAZON CAPITAL SERVICES	P25-0051 7	\$99.90
AMAZON CAPITAL SERVICES	P25-0052 2	\$149.82
AMAZON CAPITAL SERVICES	P25-0052 5	\$99.99
AMAZON CAPITAL SERVICES	P25-0053 3	\$59.99
AMAZON CAPITAL SERVICES	P25-0053 4	\$123.98

ST. JOSEPH COUNTY PUBLIC LIBRARY
ANNUAL LIBRARY BOARD MEETING MINUTES
MONDAY, JANUARY 26, 2026

AMAZON CAPITAL SERVICES	P25-0053 5	\$39.98
AMAZON CAPITAL SERVICES	P25-0054 9	\$347.10
AMAZON CAPITAL SERVICES	P25-0056 3	\$41.09
AMAZON CAPITAL SERVICES	P25-0057 0	\$36.89
AMAZON CAPITAL SERVICES	P25-0057 7	\$13.99
AMAZON CAPITAL SERVICES	P25-0057 8	\$96.01
AMAZON CAPITAL SERVICES	P25-0058 9	\$42.18
AMAZON CAPITAL SERVICES	P25-0059 1	\$16.57
AMAZON CAPITAL SERVICES	P25-0059 2	\$651.39
AMAZON CAPITAL SERVICES	P25-0059 3	\$530.57
AMERICAN BUTTON MACHINES	P25-0058 2	\$483.95
AT&T	P25-0024 1	\$350.00
AtoZDATABASES	P25-0042 7	\$4,243.00
AUNT FLOW CORPORATION	P25-0054 7	\$648.00
BACKSTAGE LIBRARY WORKS	P25-0000 3	\$1,885.70
Bean Family Art Services LLC	P25-0035 8	\$286.81
BOARD SOURCE	P25-0038 5	\$400.00

ST. JOSEPH COUNTY PUBLIC LIBRARY
ANNUAL LIBRARY BOARD MEETING MINUTES
MONDAY, JANUARY 26, 2026

BS & A SOFTWARE	P25-0053 9	\$12,580.00
BURNS RENT ALL	P25-0026 7	\$10.00
C.E. LEE DECORATING CENTER	P25-0055 6	\$247.63
Canon U.S.A. Inc.	P25-0034 5	\$69.00
CHECKR	P25-0056 7	\$58.24
CHINITA COMPANI	P25-0057 2	\$21,840.00
CORPORATE GRAPHIC SOLUTIONS LLC	P25-0011 5	\$11.90
CORPORATE PAYMENT SYSTEMS	P25-0000 5	\$3.98
CORPORATE PAYMENT SYSTEMS	P25-0013 3	\$1,620.00
CORPORATE PAYMENT SYSTEMS	P25-0014 5	\$54.50
CORPORATE PAYMENT SYSTEMS	P25-0014 6	\$125.00
CORPORATE PAYMENT SYSTEMS	P25-0021 0	\$68.00
DELTA AIRLINES	P25-0055 1	\$1,180.37
DEMCO	P25-0022 0	\$270.00
Downtown South Bend, Inc.	P25-0034 3	\$105.00
DT Learning Products, Inc	P25-0014 4	\$178.20
DYNAMIC MECHANICAL SERVICES INC	P25-0049 0	\$3,107.55

ST. JOSEPH COUNTY PUBLIC LIBRARY
ANNUAL LIBRARY BOARD MEETING MINUTES
MONDAY, JANUARY 26, 2026

DYNAMIC MECHANICAL SERVICES INC	P25-0055 4	\$2,335.36
Express Press Inc.	P25-0032 4	\$3.42
Express Press Inc.	P25-0034 8	\$3,182.98
FACEBOOK - META	P25-0052 4	\$500.00
FLEXPAC	P25-0028 3	\$204.65
FLEXPAC	P25-0028 4	\$2.34
FLEXPAC	P25-0030 7	\$23.06
FLEXPAC	P25-0036 8	\$414.09
FLEXPAC	P25-0036 9	\$70.60
FLEXPAC	P25-0040 1	\$25.14
FLEXPAC	P25-0048 5	\$623.23
FLEXPAC	P25-0052 0	\$958.59
FLEXPAC	P25-0052 9	\$584.60
FLEXPAC	P25-0053 0	\$801.30
FLEXPAC	P25-0055 3	\$839.05
FLEXPAC	P25-0056 0	\$1,805.02
FLEXPAC	P25-0056 1	\$1,008.76

ST. JOSEPH COUNTY PUBLIC LIBRARY
ANNUAL LIBRARY BOARD MEETING MINUTES
MONDAY, JANUARY 26, 2026

Foegley Landscape, Inc.	P25-0055 5	\$5,519.55
FUERBRINGER LANDSCAPING & DESIGN INC	P25-0027 4	\$50.00
Grainger	P25-0052 8	\$32.82
Hawkins Water Tech, Inc.	P25-0049 3	\$38.85
HEART HEALTH & LIFE EDUCATIONAL SERVICES LLC	P25-0056 8	\$250.00
HERRMAN & GOETZ INC	P25-0017 7	\$612.17
HERRMAN & GOETZ INC	P25-0057 6	\$952.33
HERRMAN & GOETZ INC	P25-0058 6	\$5,150.00
INDIANA LIBRARY FEDERATION	P25-0024 2	\$18.00
Ingram Book Company	P25-0058 7	\$350.00
INSIGHT PUBLIC SECTOR, INC	P25-0027 2	\$17,880.00
INSIGHT PUBLIC SECTOR, INC	P25-0035 4	\$12,840.00
INSIGHT PUBLIC SECTOR, INC	P25-0035 5	\$1,523.27
INSIGHT PUBLIC SECTOR, INC	P25-0037 3	\$748.27
INSIGHT PUBLIC SECTOR, INC	P25-0050 9	\$1,230.00
INSIGHT PUBLIC SECTOR, INC	P25-0051 0	\$2,512.27
ISTOCK PHOTO	P25-0041 8	\$2,460.00

ST. JOSEPH COUNTY PUBLIC LIBRARY
ANNUAL LIBRARY BOARD MEETING MINUTES
MONDAY, JANUARY 26, 2026

KAREN MANN	P25-0054 3	\$218.84
Keith Gordon	P25-0033 2	\$136.68
KENNETH L. HUSTON	P25-0033 9	\$2,100.00
LAKESHORE LEARNING MATERIALS	P25-0021 5	\$233.37
LAKESHORE LEARNING MATERIALS	P25-0040 5	\$437.98
LIBRARY JOURNALS LLC	P25-0044 9	\$249.00
LOWES	P25-0041 2	\$130.34
LOWES	P25-0048 8	\$279.60
LOWES	P25-0049 9	\$113.58
LOWES	P25-0050 6	\$114.86
LOWES	P25-0050 8	\$35.32
LOWES	P25-0054 5	\$120.44
LOWES	P25-0055 7	\$35.20
MARIANA RANGEL	P25-0054 4	\$123.73
MARTINS #11 - ERSKINE	P25-0024 0	\$2.39
MARTINS #11 - ERSKINE	P25-0039 9	\$45.19
Melody Lutz	P25-0054 1	\$137.20

ST. JOSEPH COUNTY PUBLIC LIBRARY
ANNUAL LIBRARY BOARD MEETING MINUTES
MONDAY, JANUARY 26, 2026

MENARDS COMMERCIAL	P25-0041 1	\$12.98
MENARDS COMMERCIAL	P25-0053 2	\$7.99
MICHIANA LOCK & KEY	P25-0015 0	\$60.75
Michiana Window Works LLC	P25-0042 5	\$1,908.00
Michiana Window Works LLC	P25-0052 3	\$1,943.80
NATIONAL FACILITIES MANAGEMENT AND TECHNOLOGY	P25-0043 2	\$199.00
NATIONAL RESTAURANT ASSO SOLUTIONS LLC	P25-0054 0	\$90.00
NETWORK SOLUTIONS, INC	P25-0004 7	\$10,871.00
NETWORK SOLUTIONS, INC	P25-0009 4	\$782.42
NETWORK SOLUTIONS, INC	P25-0009 5	\$1,795.60
NETWORK SOLUTIONS, INC	P25-0009 6	\$403.58
NETWORK SOLUTIONS, INC	P25-0009 7	\$4,125.39
NETWORK SOLUTIONS, INC	P25-0017 3	\$864.00
NETWORK SOLUTIONS, INC	P25-0025 6	\$3,328.61
NETWORK SOLUTIONS, INC	P25-0035 2	\$789.00
NETWORK SOLUTIONS, INC	P25-0035 3	\$789.00
NETWORK SOLUTIONS, INC	P25-0036 0	\$4,317.65

ST. JOSEPH COUNTY PUBLIC LIBRARY
ANNUAL LIBRARY BOARD MEETING MINUTES
MONDAY, JANUARY 26, 2026

NETWORK SOLUTIONS, INC	P25-0058 0	\$864.00
Office Interiors, Inc.	P25-0015 2	\$543.37
Office Interiors, Inc.	P25-0019 2	\$242.89
Office Interiors, Inc.	P25-0022 3	\$939.06
Office Interiors, Inc.	P25-0022 6	\$571.21
Office Interiors, Inc.	P25-0026 4	\$13,300.97
OrangeBoy, Inc.	P25-0052 6	\$650.00
ORGANIC RESOURCES	P25-0041 0	\$3.65
ORGANIC RESOURCES	P25-0048 9	\$3.65
ORGANIC RESOURCES	P25-0055 8	\$3.65
PATHFINDERS	P25-0052 7	\$880.00
PUZZLEYOU.COM	P25-0057 9	\$69.97
RUBBERSTAMPS.NET	P25-0039 8	\$29.90
SCHINDLER ELEVATOR CORP	P25-0012 6	\$1,153.34
SCHINDLER ELEVATOR CORP	P25-0012 8	\$82,652.12
SCHINDLER ELEVATOR CORP	P25-0015 7	\$60,984.63
SECURE ENTERTAINMENT	P25-0040 7	\$144.94

ST. JOSEPH COUNTY PUBLIC LIBRARY
ANNUAL LIBRARY BOARD MEETING MINUTES
MONDAY, JANUARY 26, 2026

SITE ENHANCEMENT SERVICES	P25-0017 6	\$868.07
SMITH SYSTEM MANUFACTURING CO.	P25-0030 0	\$1,981.29
South Bend Regional Chamber	P25-0040 3	\$60.00
St. Joseph County Public Library Foundation	P25-0045 3	\$36.99
Staples Business Advantage	P25-0028 2	\$735.15
Staples Business Advantage	P25-0029 0	\$637.27
Staples Business Advantage	P25-0029 1	\$153.27
Staples Business Advantage	P25-0051 8	\$297.03
Staples Business Advantage	P25-0052 1	\$437.49
Staples Business Advantage	P25-0054 6	\$62.70
Staples Business Advantage	P25-0056 2	\$343.89
Staples Business Advantage	P25-0058 5	\$1,074.00
Staples Business Advantage	P25-0059 4	\$376.83
Staples Business Advantage	P25-0059 5	\$124.97
Stephanie Murphy	P25-0023 0	\$99.49
STICKER MULE	P25-0043 3	\$630.00
STICKER MULE	P25-0043 4	\$657.00

ST. JOSEPH COUNTY PUBLIC LIBRARY
ANNUAL LIBRARY BOARD MEETING MINUTES
MONDAY, JANUARY 26, 2026

STORYTIME PODS PTY LTD	P25-0057 1	\$2,100.00
TAYLOR BUSH	P25-0054 2	\$123.73
TeamViewer GmbH	P25-0035 1	\$4,079.37
Todays Business Solutions, Inc.	P25-0027 0	\$2,493.28
Todays Business Solutions, Inc.	P25-0058 4	\$2,493.28
TRI CITY DATA & ELECTRIC	P25-0004 2	\$2,350.00
TRUDY MENKE	P25-0014 2	\$1,018.00
Vermillion Systems	P25-0005 7	\$292.00
Vermillion Systems	P25-0007 4	\$665.20
Vermillion Systems	P25-0007 5	\$1,342.50
Vermillion Systems	P25-0010 1	\$16,400.26
Vermillion Systems	P25-0010 2	\$10,994.73
Vermillion Systems	P25-0010 3	\$44,599.96
Vermillion Systems	P25-0010 4	\$18,604.28
Vermillion Systems	P25-0011 8	\$466.08
Vermillion Systems	P25-0011 9	\$310.00
Vermillion Systems	P25-0012 0	\$2,707.52

ST. JOSEPH COUNTY PUBLIC LIBRARY
ANNUAL LIBRARY BOARD MEETING MINUTES
MONDAY, JANUARY 26, 2026

Vermillion Systems	P25-0012 1	\$1,531.51
Vermillion Systems	P25-0012 3	\$300.00
Vermillion Systems	P25-0012 4	\$82.69
<hr/>		
VISTAPRINT	P25-0034 6	\$214.00
VISTAPRINT	P25-0035 0	\$109.85
<hr/>		
WILDMAN UNIFORM & LINEN	P25-0048 1	\$827.05
WILDMAN UNIFORM & LINEN	P25-0049 1	\$157.99
WILDMAN UNIFORM & LINEN	P25-0054 8	\$92.11
WILDMAN UNIFORM & LINEN	P25-0058 3	\$536.20
<hr/>		
WPMU DEV	P25-0041 7	\$15.00
WPMU DEV	P25-0041 9	\$10.03
<hr/>		
WVPE Public Radio	P25-0013 6	\$360.00
<hr/>		
Zinkan Enterprises, Inc.	P25-0048 3	\$1,309.00
<hr/>		
ZOOM VIDEO COMMUNICATIONS	P25-0048 7	\$4,397.80
<hr/>		
Grand Total		\$454,151.57

ADOPTED THIS 26th DAY OF January, 2026

g. Resolution to Encumber Rainy Day Funds

ST. JOSEPH COUNTY PUBLIC LIBRARY
ANNUAL LIBRARY BOARD MEETING MINUTES
MONDAY, JANUARY 26, 2026

RESOLUTION TO ENCUMBER Rainy Day Funds 2025

WHEREAS, it has been determined that it is now necessary to encumber appropriations from the **Rainy Day** for contracts and purchase orders for items that have yet to be delivered and services which have yet to be met during 2025.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of St. Joseph County Public Library, St. Joseph County, Indiana, that the following appropriations hereby be encumbered from the 2025 budget for Gift Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same –

Rainy Day

Vendor Name	PO/Req #	Amount
GAYLOR	P25-0040 4	\$216,703.0 0
LAKESHORE LEARNING MATERIALS	P25-0018 4	\$18.48
SITE ENHANCEMENT SERVICES	P25-0009 3	\$942.74
SITE ENHANCEMENT SERVICES	P25-0010 8	\$676.67
Grand Total		\$218,340.8 9

ADOPTED THIS 26th DAY OF January, 2026

h. Resolution to Transfer from Operating to Rainy Day Fund

Dr. Warren polled the Board for the vote: Ms. Barker – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Richards – Aye; Dr. Warren – Aye. The motion carried.

Resolution to Transfer Funds to the Rainy Day Fund

WHEREAS, the Board of Trustees of the St. Joseph County Public Library finds that the purposes of the Operating Fund have been fulfilled; and,

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

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the St. Joseph County Public Library do hereby transfer \$500,000 from the Operating Fund to the Rainy Day Fund for the purpose(s) of the support of operating expenses as needed.

ST. JOSEPH COUNTY PUBLIC LIBRARY
ANNUAL LIBRARY BOARD MEETING MINUTES
MONDAY, JANUARY 26, 2026

This 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 St. Joseph County Public Library at its regular meeting held on the 26th day of January, 2026, at which meeting a quorum was present.

i. Change Order

Ms. Stephanie Murphy presented the change order for the Western branch. She shared that this is for a deduction for a total of \$87,076.00.

Dr. Warren polled the Board for the vote: Ms. Barker – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Richards – Aye; Dr. Warren – Aye. The motion carried.

OTHER BUSINESS

There was no other business for the Board.

HEARING OF VISITORS

There was one visitor who addressed the Board.

Community Focused Readers Advisory with Grace Downey:

Readers Services Librarian, Grace Downey, presented to the board.

NEXT LIBRARY BOARD MEETING DATES:

- Library Board Meeting, Monday February 23, 2026, 4:15 p.m. St. Joseph County Public Library Community Learning Center, 2nd floor, Beutter-Kernan Hall, 305 S. Michigan Street, South Bend IN 46601.

ADJOURNMENT

There was no further business to come before the Board. Dr. Curtis moved and Dr. Garcia seconded to adjourn the January 2025 Library Board meeting. Dr. Warren polled the Board for the vote: Ms. Barker – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Richards – Aye; Dr. Warren – Aye. The motion carried.

The St. Joseph County Public Library Board meeting adjourned at 5:14p.m.

Ruth Warren, President

Nicole Garcia, Vice President

Alan Feldbaum, Secretary

Hilary Barker, Member

Marvin Curtis, Member

Christine Pochert Ringle, Member

Rhonda Richards, Member

**ST. JOSEPH COUNTY PUBLIC LIBRARY
LIBRARY BOARD OF FINANCE MEETING MINUTES
MONDAY, JANUARY 26, 2026**

CALL TO ORDER

The Library Board meeting was called to order at 4:15 p.m. by Ruth Warren, Library Board President.

PRESENT

Ruth Warren - President
Nicole Garcia – Vice President
Alan Feldbaum – Secretary
Hilary Barker – Member
Marvin Curtis – Member
Christine Pochert Ringle – Member (via Zoom)
Rhonda Richards - Member

ABSENT

ALSO IN ATTENDANCE

Stephanie Murphy - Executive Director
Onjanette Dancler - Chief Financial Officer
Karen Mann - Chief Resource Officer
Dawn Matthews – Director of Patron Experiences
Rona Plummer – Chief Public Service Officer
Kara Yeomans – Chief People Officer
Lisa O'Brien - Director of Special Projects
Myra Reid – Legal Counsel

DETERMINATION OF QUORUM

At 4:15 p.m., Dr. Warren announced there was a quorum of Board members present for the meeting.

ELECTION OF A LIBRARY BOARD OF FINANCE

Ms. Pochert Ringle moved and Dr. Curtis seconded to elect Dr. Warren to serve as President of the Library Board of Finance and Mr. Feldbaum to serve as Secretary.

Dr. Warren polled the Board for the vote: Ms. Barker – Aye; Dr. Curtis – Aye; Dr. Garcia – Aye; Mr. Feldbaum – Aye; Ms. Pochert Ringle – Aye; Ms. Richards – Aye; Dr. Warren – Abstained. The motion carried.

REVIEW OF INVESTMENT POLICY AND INVESTMENT REPORT

Ms. Onjanette Dancler went over the Investment Policy and Investment Report. Ms. Dancler shared that the policy follows the Indiana policy.

ST. JOSEPH COUNTY PUBLIC LIBRARY
LIBRARY BOARD OF FINANCE MEETING MINUTES
MONDAY, JANUARY 26, 2026

a. Annual Resolution for use of Facsimile Signature, Investment of Funds, and Surety Bond for Treasurer

Mr. Feldbaum moved and Dr. Curtis seconded that the Board adopt the Annual Resolution authorizing the use of the Treasurer's facsimile signatory for Library warrants, investments, and bank accounts; and authorizing the surety bond of the Treasurer for 2026. Dr. Warren polled the Board for the vote: Ms. Barker – Aye; Dr. Curtis – Aye; Dr. Garcia – Aye; Mr. Feldbaum – Aye; Ms. Pochert Ringle – Aye; Ms. Richards – Aye; Dr. Warren – Aye. The motion carried.

ST. JOSEPH COUNTY PUBLIC LIBRARY
ANNUAL LIBRARY BOARD RESOLUTION
ON
USE OF FACSIMILE SIGNATURE, INVESTMENT OF FUNDS
& SURETY BOND FOR TREASURER

January 26, 2026

WHEREAS, the Board of Finance of St. Joseph County Public Library has designated depositories for the public funds of St. Joseph County Public Library; and

Whereas, the following may be authorized by Library Board resolution, which must be duly passed at each Annual Meeting or after any special election of the Treasurer:

NOW, THEREFORE, BE IT RESOLVED by the Library Board of St. Joseph County Public Library, St. Joseph County, Indiana, that:

- a. The Library Treasurer is hereby authorized the use of a facsimile signature stamp for the signing of the Library's warrants.
- b. The Executive Director and/or the Chief Public Services Officer of St. Joseph County Public Library are hereby authorized to use the Library Treasurer's facsimile signature stamp for the payment of approved claims when the Treasurer cannot be available to sign such warrants.
- c. The Library Treasurer and/or the Executive Director are hereby authorized to periodically invest the Library's surplus funds in accordance with Indiana statute IC 5-13-9.
- d. A surety bond in the amount of \$100,000 shall be acquired by St. Joseph County Public Library for the Treasurer of the St. Joseph County Public Library.

Adopted this 26th day of January, 2026

ST. JOSEPH COUNTY PUBLIC LIBRARY
LIBRARY BOARD OF FINANCE MEETING MINUTES
MONDAY, JANUARY 26, 2026

ADJOURNMENT

With no further business, Dr. Warren adjourned the library board of finance meeting.

The Library Board of Finance meeting adjourned at 4:25 p.m.

Ruth Warren, President

Nicole Garcia, Vice President

Alan Feldbaum, Secretary

Hilary Barker, Member

Marvin Curtis, Member

Christine Pochert Ringle, Member

Rhonda Richards, Member