



# NEW CASTLE • HENRY COUNTY

---

## PUBLIC LIBRARY

**MINUTES**  
**Indiana Room**  
**July 21, 2025**  
**4:00 p.m.**

**Present:** Nancy Cook                      David Gratner                      Ramona Hacker  
Terry Matney                      Christy Ragle                      Linda Shore  
Adam Warwas

**Absent:**

**Others Present:** Winnie Logan                      Brenda Martinez                      Caitlin Fedor  
Kevin McCurdy                      Joyce Winchester

Terry Matney, Board President, opened the meeting at 4:00 p.m.

**AGENDA**

A motion was made by Nancy Cook and seconded by David Gratner for the approval of the agenda for the July 21, 2025, meeting. Motion carried.

**PUBLIC COMMENTS**

There were no public comments.

**MINUTES**

A motion was made by Adam Warwas and seconded by David Gratner for the approval of the minutes of the June 16, 2025, meeting. Motion carried.

**FINANCIAL REPORT**

Register of Claims: Warrants #130935-130991 were reviewed and signed for approval. Brenda reviewed the month-end financial reports and gave an overview of the encumbered report for June. Brenda reported that the library has spent 38.6% of the budget so far. It was stated that the percentage spent does not include the numbers encumbered. The Construction Fund was reviewed. A motion was made by David Gratner and seconded by Ramona Hacker for the approval of the financial reports. Motion carried.

## **DIRECTOR'S REPORT**

Winnie reviewed her director's report for July. Summer Reading is almost over and will end on July 19<sup>th</sup>. With 10 days left of the challenge as of writing her report, the reader's completion rate was at 29%. The goal is to have a 50% completion rate each year. By meeting time, Summer Reading was over, and Winnie reported that the completion rates were as follows: Adults, 53.2%; Teen, 57.1%; Children, 50.6%; and 52.3% overall.

Personnel updates for the month include Suzanne Pierce, PT Outreach Clerk, employment started effective June 30, and Robin Richie, PT Children's Associate, resigned effective July 31.

As the library's Children's programming attendance continues to grow, it was decided to create a full-time paraprofessional Children's Specialist position. This person's primary responsibility will be to assist with planning and executing storytimes and other children's programs while also providing regular customer service support to the department. The position has been posted, and the hiring staff anticipates conducting interviews during the week of July 21.

The library issued 110 new cards, 973 patrons checked out items, and there were 91 people at live programs and 2225 people at various outreach programs.

A motion was made by Christy Ragle and seconded by Linda Shore for the approval of the director's report. Motion carried.

## **FRIENDS OF THE LIBRARY REPORT**

Joyce Winchester, Friends president, reported that they had a tremendous June where they brought in over \$400 and are around \$170 already for July. They are almost out of free books to place on the free cart, as they get taken quickly. The Friends have many boxes ready to go for the Back-to-School festival happening on Monday, July 28<sup>th</sup>. They are ready to restock upstairs as soon as they are told they can do so.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

### **2026 Budget Review**

Winnie provided the board with the budget estimate for 2026. There is a growth quotient of 4% for this year, which is from the levy. Appropriations from 2025 were compared to appropriations for 2026. A new line has been built into the operating fund to account for anticipated property tax losses.

## **RFID Proposal**

A quote from FE Technologies includes 2 sets of RFID reading gates and check-in bin for a total of \$27,781. The gates provide security as they will beep and flash red if materials are caught leaving the library unwarranted, and the RFID tag allows the library to pinpoint exactly what materials went past the gate. The gates also count how many people walk past and can track what times the library has the most traffic. The check-in bin also uses the RFID tag to identify the exact materials while automatically checking them in. The board recommended getting more information on the gates, so that they can decide at the August meeting. Winnie said it would be ideal to have new gates ready by the time the library fully reopens.

## **BUILDING PROJECT UPDATES**

Building project updates include change orders that have been executed. Some change orders may not be executed, which would leave additional funds available in the budget. Change orders that still need approval include Bulletin 10, which includes various work around the library, and Change Order 33 for modifying the 90-inch-tall shelves to 68 inches tall. Cutting the shelves is more cost-effective than buying new ones. Shortening the shelves also provides more safety within the library. A motion was made by Linda Shore and seconded by Ramona Hacker to approve both Change Order 032 Bulletin 10 and Change Order 033: Shelving Modifications. Motion carried.

A motion was made by Christy Ragle and seconded by Ramona Hacker for adjournment. The meeting was adjourned at 5:36 p.m.

Respectfully submitted,  
Caitlin Fedor